

# Scottsville Athletic Association, Inc. (SAA) Administration Guidebook

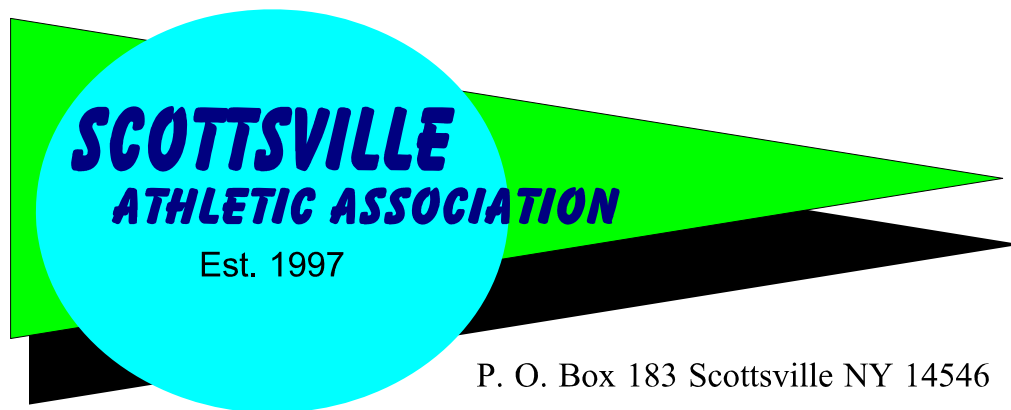
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**SUMMARY:**

This document sets forth and describes the objectives, role, responsibilities, policy and procedures for the administration of Scottsville Athletic Association, Inc. (SAA) programs for youth. Administration encompasses operations of the Corporation in conjunction with planning, funding and managing the execution of programs.



## Commitment to Excellence and Fun!

## Document Change History

Principal changes incorporated into each document revision are listed in the following table. Specific document section numbers refer to the preceding revision of the document (the revision of the document before the indicated changes were incorporated), except for newly added sections.

| Revision   | Document Section                               | Change Description  |
|------------|--|---|
| 1.0        | General  | Initial release of document.  |
| 2.1        | 4.2 Operations                                 | Added some clarifications.  |
|            | 4.3 Competitive Teams                          | Added rules and guidelines for competitive teams.   |
| 2.2        | 3.7 Coaches Responsibilities                   | Added section for coaches responsibilities, both on and off-field.  |
|            | 5.2 Injury Handling Procedure                  | Added section.  |
| 2.4        | General  | Expanded scope from program administration to SAA operations and program administration.  |
|            | 3.0 Roles and Responsibilities                 | Updated roles and responsibilities. Added operations committee.   |
| 2.5        | 2 Objectives                                   | Added objective regarding SAA commitment to providing a safe environment and to prevent child abuse/sexual misconduct.  |
|            | 3.8.1 General Behavior                         | Added text regarding general SAA safety responsibilities for coaches.   |
|            | 4.1 Operations                                 | Added explicit requirement for use of “Coaches Code of Conduct” for all SAA coaches, including incorporation of disclosure statement for any past history of child abuse. |
|            | 4.2 Safety Program                             | Updated playing and field related safety rules. Incorporated additional safety requirements to prevent abuse.   |
| 2.6        | 4.2 Safety Program                             | Added dangerous lightning definition and rules.   |
| <i>2.7</i> | <i>2 Objectives</i>                            | <i>Updated requirement for safety program in accordance with version 5.6 By-Laws.</i>   |
|            | <i>3.5 Soccer Committee Responsibilities</i>   | <i>Added language to clarify program director and committee responsibilities, including financial.</i>  |
|            | <i>3.6 Baseball Committee Responsibilities</i> | <i>Also added clarification for responsibilities regarding player age division and team assignment.</i>   |
|            | <i>4.2 Safety Program</i>                      | <i>Added introductory statement.</i>  |

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## 1. SCOPE

This document sets forth and describes the objectives, role, responsibilities and procedures for the administration of Scottsville Athletic Association, Inc. (SAA) operations and programs *in accordance with the By-Laws of the Corporation*. Administration encompasses SAA operations in conjunction with planning, funding and managing the execution of programs. SAA Program Directors shall be held responsible for knowledge and understanding of the contents of this Guidebook and compliance thereof.

## 2. OBJECTIVES

1. SAA programs shall focus on the best interest of the youthful participants in an atmosphere of wholesome community participation with an emphasis dedicated to helping children enrich their lives, becoming good and decent citizens in the community
2. SAA programs shall strive to inspire youthful participants with the fundamental principles of teamwork and fair play, while having a focus on fun.
3. SAA Programs shall provide youthful participants with both leadership and training. As a minimum, training shall include: program rules, safety instructions and skills development.
4. SAA Programs shall have clearly defined regulations for conduct and operation and each program shall be executed against these regulations.
5. SAA programs shall have clearly defined regulations for conduct and operation and each program shall be executed in accordance with these regulations.
6. *SAA shall have a defined Safety Program specifying risk management and child protection best practices that apply to all registered participants in SAA programs. SAA is committed to provide a safe environment and to prevent child abuse and sexual misconduct. SAA will make every reasonable effort to ensure that every person involved in coaching/training a youth sport activity in an SAA program will abide by the safety policies and guidelines specified in this document. SAA will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation or any other conviction or record that would bring unnecessary risk to the health and safety of the participants of this organization. SAA will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately to the authorities for investigation and SAA will cooperate fully with any such investigation.*
7. No interested parties shall be turned away from participating in SAA programs.

### 3. ROLES AND RESPONSIBILITIES

This section defines the roles and responsibilities for planning, funding and execution of SAA operations and programs. There are six standing committees established by the SAA Board of Directors which collectively share SAA operating and program responsibilities: Operations Committee, Disputes Committee, Revenue Committee, Public Relations Committee, Soccer Committee and the Baseball Committee. Each of these standing committees are chaired by a Director, duly appointed by the SAA Board of Directors on an annual basis. Figure 3.0-1 provides a summary description of each standing committee responsibilities.

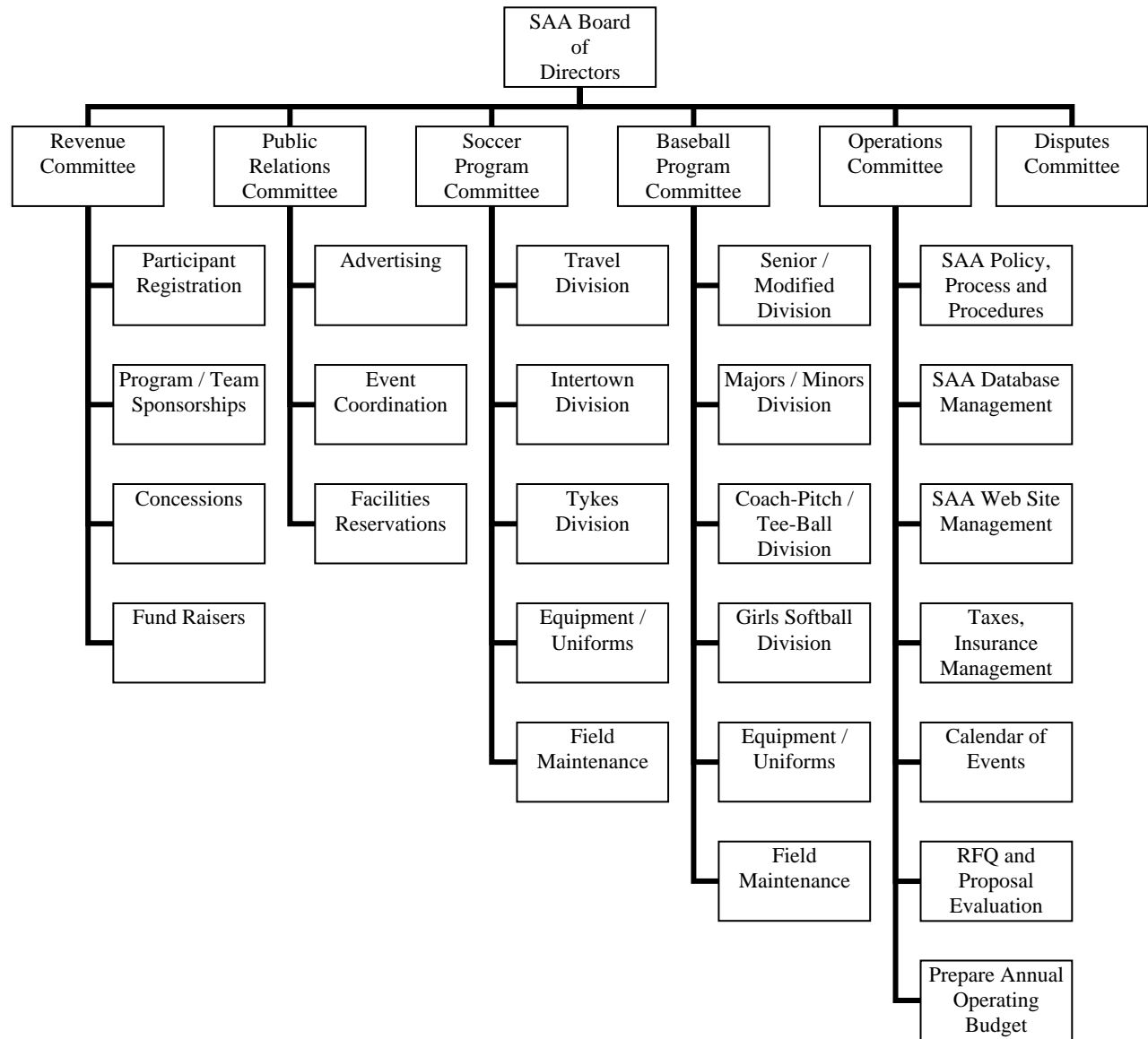


Figure 3.0-1 Summary Responsibilities

### 3.1 SAA BOARD OF DIRECTORS RESPONSIBILITIES

The following are the direct responsibilities of the SAA Board of Directors.

1. Approval of Corporate By-Laws governing operations.
2. Approval of Corporate policy and procedures.
3. Provision of liability insurance for Directors and other agents of the Corporation.
4. Finance, Banking and related matters.
5. Approval of Annual Operating Budget.
6. Approval of annual Calendar of Events (yearly timeline).
7. Approval of specifications, quote solicitation and bid evaluation for large purchases.
8. Fee establishment (i.e., Program registration, sponsorships).
9. Expenditure authorization and final approval.
10. Approval for removal of participants from Programs for disciplinary reasons.
11. Standing Committee chairperson appointment.

### 3.2 OPERATIONS COMMITTEE RESPONSIBILITIES

As a minimum, the Operations Committee shall have the following responsibilities:

1. Establishment and update of Corporate By-Laws governing operations
2. Development and maintenance of corporate policy and procedures.
3. Preparation of annual operating budget.
4. Manage SAA electronic database, including: player registrations, volunteer information, sponsor information, team assignments.
5. Manage SAA Web site, including: design, development and updates throughout year. Information should be provided by programs (see below).
6. Preparation and submission of tax returns on behalf of SAA.
7. Management of SAA insurance policies.
8. Development and update of annual Calendar (timeline of events).
9. Preparation of specifications, quote solicitation and bid evaluation for large purchases.
10. Optional: preparation of SAA Annual Report (Balance Sheet, Statement of Accounts, Program Reports).

### 3.3 REVENUE COMMITTEE RESPONSIBILITIES

As a minimum, the Revenue Committee shall have the following responsibilities:

1. Coordinate program registration activities. Develop registration forms that contain all pertinent participant information. Coordinate walk-up registration events. Collect, reconcile registration funds and provide to Treasurer. Input received player registrations into electronic database. Distribute registration lists to Program Committees.

2. Coordinate sponsorship activities (both team and league). Recruit sponsors and maintain records. Submit funds collected to treasurer. Provide thank you letters and team picture plaques to sponsors.
3. Coordinate fund raising activities. Includes proposal of fund-raising activities, collection, tracking and administration.
4. Coordinate concessions activities. Identify approaches, facilitate execution. Handle permits and health regulation requirements.

### 3.4 PUBLIC RELATIONS COMMITTEE RESPONSIBILITIES

As a minimum, the Public Relations Committee shall have the following responsibilities:

1. Handle all facilities reservations for SAA activities (i.e., Wheatland-Chili school, town of Wheatland, Village of Scottsville). Negotiate facilities fees on behalf of SAA.
2. Handle all SAA advertising (i.e., vendor interface, flyer development/distribution).
3. Coordinate team pictures with vendors and Program Committees.
4. Coordinate SAA special events, including:
  - Spaghetti dinner / raffle
  - Opening Day (includes parade through village of Scottsville)
  - Red Wings Baseball night
  - Rochester Rhinos night
  - Coaches Golf Tournament and steak roast
5. Generate SAA articles and pictures; provide input for SAA Web Site.

### 3.5 SOCCER *PROGRAM DIRECTOR AND* COMMITTEE RESPONSIBILITIES

*The Soccer Program Director has ultimate responsibility for the planning and execution of the Soccer Program, including financial performance. The Soccer Committee shall be chaired by the Program Director and support the Program Director with the following responsibilities:*

1. Submit soccer program expenditures to SAA Board of Directors for approval. *Manage program financial performance to approved annual operating budget, specifically within the established net operating income amount. An overall reduction greater than 10% in operating net income for the program requires prior SAA Board of Directors approval.*
2. Definition and communication of program rules and regulations for all participants.
3. Find qualified coaches for each team, communicate responsibilities, provide training.
4. Equipment management: inventory and asset reporting *due by January SAA Board of Directors meeting*; equipment purchase distribution and collection.
5. Ensure compliance with rules/regulations. Institute disciplinary action when appropriate.
6. *Player age division and team assignment. Players assigned to a division with an age outside the division age limits shall be evaluated for appropriate levels of skills and physical size.*
7. Represent SAA at *all* league meetings.

8. Communicate league rules, game schedules, and fees for officials and field usage.
9. Coordinate Tournament activities.
10. Uniform distribution.
11. Field preparation and maintenance.
12. Coordinate Awards Party.
13. Optional: preparation of final program report, submitted to SAA Board of Directors at the Annual Meeting.

### 3.6 BASEBALL *PROGRAM DIRECTOR AND* COMMITTEE RESPONSIBILITIES

*The Baseball Program Director has ultimate responsibility for the planning and execution of the Baseball Program, including financial performance. The Baseball Committee shall be chaired by the Program Director and support the Program Director with the following responsibilities:*

1. Submit baseball program expenditures to SAA Board of Directors for approval. *Manage program financial performance to approved annual operating budget, specifically within the established net operating income amount. An overall reduction greater than 10% in operating net income for the program requires prior SAA Board of Directors approval.*
2. Definition and communication of program rules and regulations for all participants.
3. Find qualified coaches for each team, communicate responsibilities, and provide training.
4. Equipment management: inventory and asset reporting *due by January SAA Board of Directors meeting*; equipment purchase distribution and collection.
5. Ensure compliance with rules/regulations. Institute disciplinary action when appropriate.
6. *Player age division and team assignment. Players assigned to a division with an age outside the division age limits shall be evaluated for appropriate levels of skills and physical size.*
7. Represent SAA at *all* league meetings.
8. Communicate league rules, game schedules, officials fees and field usage.
9. Coordinate Tournament activities.
10. Uniform distribution.
11. Field preparation and maintenance.
12. Optional: Prepare final program report submitted to the SAA Board of Directors by the Annual Meeting.

### 3.7 DISPUTES COMMITTEE RESPONSIBILITIES

A Disputes Committee shall be established by the SAA Board of Directors on an annual basis for the purpose of reviewing and acting on complaints, disputes or general rules violations encountered during program execution. Disputes shall be submitted to the Disputes Committee Chairperson by anyone associated with an SAA Program (i.e., Program Director, player participant, coach, parent). The Disputes Committee Chairperson shall be responsible for

tracking submitted disputes and for scheduling/executing Disputes Committee Meetings. The Disputes Committee shall consist solely of three SAA Directors (none of which may be an active Program Director). As a minimum, the Disputes Committee shall perform the following duties:

1. Track, review and act on all submitted disputes in a timely manner.
2. Determine and execute reasonable disciplinary actions when appropriate. Execution of any disciplinary action requires a written description of the action provided to the recipient of the action. Typical disciplinary actions are practice and game suspensions for a specific period of time.
3. Report actions to SAA Board of Directors at regular Board of Director meetings.
4. Submit written descriptions of all disputes reviewed and acted upon to the Secretary of the Corporation.

### 3.8 COACHES RESPONSIBILITIES

#### 3.8.1 General Behavior

There are many qualities and behaviors a coach must have to be successful in guiding youthful participants to a fun and learning experience in an athletic program.

1. A coach is responsible for the safety of the players. A coach must provide instruction and training for the players to learn how to play the game safely. A coach must also carefully take into account conditions and circumstances to ensure the safety of the players (i.e., field and weather conditions, injuries).
2. A coach must be patient. A coach should never ignore a player who does not show progress in learning basic skills. The young player probably loves the game as much as the coach, otherwise the player would not be trying to learn to play the game.
3. A coach needs to be encouraging and supportive to all players on the team being coached and players on other teams.
4. A coach needs to demonstrate sportsmanship and integrity by actions, not just words.
5. A coach needs to be in charge of the team. Participants with discipline problems must be dealt with reasonably and rationally. In general, removal from practice or a game for some clearly defined period of time can be a good method for controlling a discipline problem. If further actions are required, a private discussion with a parent can help. The SAA Program Director can be called on to help with discipline problems. The SAA Disputes Subcommittee has the overall responsibility for resolving all complaints, disputes or general rules and regulations violations.

### 3.8.2 Off-Field Responsibilities

1. Attendance at Program and League meetings.
2. Optional courses - First Aid, Coaches Certification, in-house training.
3. Team pictures (what and how).
4. Opening Day parade (where, what, sign contest, players and the band).
5. Equipment handout and turn-in.
6. Familiarization and understanding of all Program rules and regulations.
7. Year End Awards

### 3.8.3 On-Field Responsibilities

1. Communications of playing rules to all participants (and parents).
2. Basic understanding of necessary player skills (for age group).
3. Practice and skills development plan (skills drills, rules, positioning and strategy) don't have too many players standing around during drills, attention spans can be short.
4. Provide all participants with schedules.
5. Define and execute team communications plan (i.e. coach calls all players, player call tree).
6. Manage playing time effectively per SAA operations policy in section 4.2.
7. Optional items (i.e., coaches letter to parents, parents/players game).

## 4. POLICY

### 4.1 OPERATIONS

1. ALL coaches or trainers participating in SAA Youth Sports Programs must complete and sign an SAA "Coaches Code of Conduct" form for each individual program and each program season, prior to performing these activities. The "Coaches Code of Conduct" form shall include a disclosure statement regarding legally documented history of child abuse/molestation or any other convictions or record that would bring unnecessary risk to the health and safety of the program participants.
2. Coaches are personally responsible for the behavior of their players and spectators supporting their team. All cheering should be of a positive nature, complementing, not criticizing team members or opponents. Derogatory or inappropriate remarks made against any players, coaches, officials or other SAA agents will NOT be tolerated before, during or after a game. This includes postings on the Internet or other publicly accessible media.
3. Any coach, assistant coach or other participant, ejected from a game by an official (i.e., red card for soccer) shall be automatically suspended from participating in the next associated game (i.e., league game or tournament game). If a participant is ejected from two or more games during the same season, the Program Director shall investigate and recommend a course of action to the SAA Disputes Committee,
4. Coaches shall not, under any circumstances orally or visually question the judgments of an official, or permit team members, or observers to do so. If an interpretation of the rules

(not a judgment call), is questioned, the coach should call for a time-out and discuss the matter quietly with the official and the opposing coach.

5. Coaches, players and other participants shall not, under any circumstances call into question the methods of opposing coaches, players or other participants, or argue with opposing coaches, players or other participants during games. If an opposing coach, player or other participant has violated any SAA rules or regulations during a game, this should be discussed privately with the game official and opposing coach. The game official shall be responsible for resolution (or interim resolution) of the issue and continuation of the game.
6. Coaches are responsible for the equipment issued to them at the beginning of the season. Any piece of equipment which is need of repair or replacement shall no longer be used and shall be reported to the associated SAA Program Director immediately. Coaches must turn in all issued equipment on or before the date communicated by the SAA Program Director. Failure of a coach to turn in equipment on time can result in a bill sent to the coach for the cost of replacement equipment.
7. SAA owned equipment and/or uniforms may be used only SAA sponsored programs, without express permission from the SAA Board of Directors for other uses.
8. There shall be a focus on balanced teams (size, skills, gender) for recreational or house leagues. Encourage and accept requests for specific team placement (with a particular coach or other players), however execution of such requests cannot be guaranteed by SAA.
9. In younger age group recreational divisions (not competitive teams), specifically for player ages 5 - 12, all players who demonstrate desire and interest shall have, as nearly as practical, equal playing time. In older age group recreational divisions (not competitive teams), specifically for player ages 13 - 18, all players who demonstrate desire and interest shall have a fair and reasonable amount of playing time throughout the playing season. Each player who regularly attends practice and demonstrate the desire to play, shall be afforded the opportunity to play not less than the equivalent of 25% of the entire game.

#### 4.2 SAFETY PROGRAM

*This Safety Program defines risk management and child protection best practices for all registered participants in SAA programs.*

1. Anyone who is not registered for an SAA Program may NOT participate in SAA Program related practice or games.
2. An adult authorized SAA coach or assistant coach MUST be present and supervise every practice and game. No one under the age of 18 years of age can be an authorized coach or assistant coach for an SAA Youth Sports Program. More than one adult MUST be present at every SAA sponsored activity. If a child participant requires special attention, it will be handled with the assistance of presence of more than one adult. Parents are encouraged to attend all SAA sponsored activities. SAA Coaches/trainers should not socialize with Program participants outside of the sponsored activities of the organization.
3. Physical, mental and verbal abuse of any SAA Program players, coaches and other volunteers is not permitted. In appropriate touching of any kind is forbidden and MUST be reported to SAA representatives and responsible authorities.

4. Coaches are responsible for ensuring that all SAA Program participants are picked up after practices or games. No participants shall be left waiting without an SAA authorized coach or assistant coach for supervision, in addition more than one adult must be present when waiting with SAA Program participants. Coaches should NEVER ride alone with a SAA Program participant in a car. If a Program participant is not picked up after a practice or a game and the parent/guardian cannot be contacted, coaches MUST contact the responsible SAA Program Director to determine an appropriate course of action.
5. There shall be NO smoking, drinking of alcoholic beverages, fighting or use of profanity on the fields or playing areas used for SAA Programs.
6. It is the responsibility of all participants to keep the playing fields and surrounding area free of debris (i.e., empty water bottles).
7. No spectators shall be allowed in the playing area. All spectators MUST stay in the spectator areas. Persons not directly involved with the game may not interfere with the progress of the game.
8. **Lightning is considered to be dangerous when thunder can be heard within 30 seconds of the flash.** When that occurs, the game must be suspended, and the teams must leave the field and seek safe shelter. **The game may not be restarted until 30 minutes after the last dangerous lightning.**
9. Coaches shall periodically review contents of SAA supplied first-aid kits and request additional material from the Program Director or designated coordinator as necessary.
10. Coaches shall check fields before allowing play. Look for broken glass, storm drains, raised sprinkler heads, holes, protruding bolts, hooks or nails on goal posts, crossbars, dugouts, backstops - anything that could cause an injury.
11. Coaches shall check goals, backstops or other playing field fixtures to ensure they are anchored properly to prevent them being blown or pulled over (i.e., permanently mounted, sandbags). There shall be absolutely no swinging or climbing on goals, backstops, dugouts or equivalent field fixtures. Temporary on-field fixtures shall be inspected for player safety (i.e., soccer corner flags made with flexible rods). Benches, other off-field fixtures, equipment bags must be at least five yards away from the field of play.
12. Players shall wear appropriate personal safety equipment (i.e., shinguards, helmets) and players shall not wear jewelry during practice or games which could facilitate injury.
13. Coaches shall instruct players and allow time for warm-up and cool-down activities in order to help prevent injuries.
14. Players who are injured shall be removed from the field for an appropriate period of time; injuries shouldn't be "worked out" or "run off." Coaches should discourage parents/guardians and players from seeking a player's early return from an injury. Returning too soon can often lead to re-injury. Any participant injury (during practice or a game) shall be reported to the associated SAA Program Director within 24 hours.

### 4.3 COMPETITIVE TEAMS

#### 1. Expectations

- Expectations for competitive team environment must be clearly stated to all potential participants, including, but not limited to: tryouts and selection, unequal playing time based on skills/abilities, positions.
- Communicate practice and game schedule commitments to potential participants prior to tryouts. Ensure potential participants and parents understand level of time commitment required.

#### 2. Coach Selection

- Preference shall be given to current coach(es) in same age/gender group.
- Where more than one coach shows interest in coaching a select team, co-coaching will be encouraged where specific responsibilities are clearly delineated between the coaches.
- Child participant of parent interested in coaching select team must be a viable player to participate.

#### 3. Tryouts and Selection

- Specific roster sizes shall be flexible where possible (except where required for game or tournament play). The intent is to allow coach(es) ability to adjust roster size based on skill pool available (no-one wants to cut one potential participant).
- Participant selection for competitive teams shall be through a fair process. Skills assessment shall be accomplished via a pre-determined set of drills and small sided games. Multiple evaluators shall be used to ensure objective assessments.
- Selected participants shall be informed via telephone by the Select Team coach(es) about status of making or not making the team. There shall not be published lists.

### 4.4 OTHER

1. Significant complaints, serious disputes between coaches, players or other participants, violations of SAA rules and regulations shall be submitted to the SAA Disputes Committee for final resolution. The SAA Disputes Subcommittee shall be responsible for assessment and execution of disciplinary actions associated with submitted disputes. Via the SAA Disputes Committee, the SAA Board of Directors reserves the right to evaluate and suspend or remove any coach, player or other participant from an SAA Program upon showing of good and just cause. Removal from an SAA Program may be for one or more sports or program seasons. SAA also reserves the right to institute legal action if warranted by the severity of the issue.

## **5. PROCEDURES**

This section defines procedures for the planning, funding and execution of SAA Programs.

### **5.1 DISPUTES HANDLING PROCEDURE**

1. Complaint, disputes or rules and regulation violations reported to the Disputes Committee Chairperson, with a written follow-up.
2. Disputes Committee Chairperson schedules a meeting of the Disputes Committee to review submitted complaints, disputes of violations.
3. Disputes Committee meets and reviews each submitted complaint, dispute and violation.
4. Disputes Committee determines an equitable resolution for each reviewed complaint, dispute or violation. This resolution may include a disciplinary action against any of those involved in the complaint, dispute or violation.
5. A letter is generated which describes the Disputes Committee's determination and action, along with any supporting rationale. This letter is sent to all those involved in the complaint, dispute or violation, with a copy of the letter provided to the Secretary of the Corporation.
6. The Disputes Committee Chairperson shall report on all pending and closed disputes at each SAA Board of Directors regular meeting.

### **5.2 INJURY HANDLING PROCEDURE**

Even with the best precautions, some injuries will inevitably occur. When an injury occurs to a player, whether at practice or during a game: if the injury involves any head injury, any injury with signs of excessive bleeding, any suspected broken, badly bruised or sprained bone or joint, the following procedure must be followed.

1. Normal First Aid. Use common sense, apply bandages and ice packs when appropriate.
2. The player must not participate in any further practice or game activity during that day.
3. As soon as possible, the player is to be taken home, accompanied by an adult, if the parent or guardian responsible for the player is not present.
4. Contact the parent or guardian within 24 hours to determine the player's status.
5. Notify the SAA Program Director of the injury within 24 hours of occurrence.