

Linganore Urbana Youth Athletic Association Policy and Procedure Manual for Sport Commissioners



One - Purpose

This manual is intended to provide LUYAA Sport Commissioners and Athletic Directors with information regarding the policies and procedures of the organization in regards to the operation of Sport and Athletic programs. This manual does not reflect all organizational policies. Commissioners and Athletic Directors should consult the officers of the corporation if there are questions regarding LUYAA Policy. This manual may be amended by the Board of Directors at any board meeting.

Two - Job Description

2.1 Athletic Director: Whose responsibility it will be to establish the policies and procedures for all matters concerning the athletics operation of the organization and enforce said policies and procedures after approved or amended by the Board of Directors. The athletic director is the liaison between the sports programs and the Board of Directors, a primary function of this position will be to solve concerns and complaints before they come to the Board of Directors. The athletic director, along with the Ambassador to the Board of Education (See Bylaw §9.01F), will also be responsible for the coordination and use of facilities, including signing facility request forms and liaison to the facilities. The Athletic Director will develop and maintain education and training for all coaches. The athletic director will also be responsible to oversee and insure that a complete and accurate inventory of all athletic equipment and uniforms owned by LUYAA is maintained. At the general membership meeting of LUYAA, an inventory of all equipment owned by LUYAA as of April 1 of the year of the meeting will be available for inspection report by members. (This is section 9.01/A of the Bylaws)

2.2 Sport Commissioners: The sport commissioner will be responsible for all aspects of their sport, including: budget, planning, coordination, field allocation, daily operation, and completion of the program that they are in charge of. Sport commissioners are responsible for enforcing all policies and procedures, approved or amended by the Board of Directors. The sport commissioner will appoint such temporary staff as necessary to implement, operate and administer individual season programs. The appointment of coordinators and all head coaches and coordinators must be approved by a simple majority of the Board of Directors and automatically expires with the completion of the duties of the particular season. The sport commissioner will also be responsible for maintaining an inventory of all athletic equipment and uniforms used by their sport and procurement of such new equipment and uniforms as approved by the Board of Directors in operating budgets. Inventory of equipment must be presented to the Board of Directors prior to and at the completion of each season. The term of the sport commissioner will continue until a letter of resignation is accepted, or is voted out of office by a simple majority of the Board of Directors. (This is section 9.01/B of the Bylaws)

Three - Registration

3.1 Changes in fees for sport registration must be approved by the Board of Directors. Commissioners should submit requests for changes no later 6 weeks prior to the first registration day. The date may be changed by the registrar to meet unforeseen deadlines or holiday interruptions. The registrar will notify the commissioners at least 2 weeks prior to the deadline. Requests for changes in fees should include an explanation of why the change is necessary.

3.2 Changes in programs being offered within any sport or season must be approved by the Board of Directors. Commissioners should submit requests for changes no later than 6 weeks prior to the first registration day. The date may be changed by the registrar to meet unforeseen deadlines or holiday interruptions. The registrar will notify the commissioners at least 2 weeks prior to the deadline.

3.3 Each commissioner will submit a short article for the LUYAA newsletter. This should contain information about the season immediately past, the season coming up, and any needs that the sports program may have. Newsletter articles are usually due 6 weeks prior to the first registration day. The date may be changed by the newsletter coordinator to meet unforeseen deadlines or holiday interruptions. The newsletter coordinator will notify the commissioners at least 2 weeks prior to the deadline. Articles are subject to editing.

3.4 Each commissioner will provide staffing at a “table” during registration.

3.5 If a sport will accept Late Registration, it is the responsibility of the Sport Commissioner to notify the webmaster and the registrar when late registration for any section will end.

3.6 No child will be permitted to try-out, practice, or play until the child is registered and paid.

3.7 No child is considered registered until the Registrar has processed the registration form or on-line registration request. Commissioners are required to monitor the website for late registrations.

3.8 The board of directors has established policies regarding financial or other obligations to the organization. Commissioners will be notified if a registration is being held up for financial or other administrative reasons.

3.9 Sports programs with Select/Travel teams must have try-outs. Teams are not to be chosen in advance. Only players who have registered may try-out

3.10 Try-outs and player evaluations for both Select/Travel and intramural teams will not interfere with other LUYAA programs.

(NOTE: The intent of the board is for all children to have an opportunity to try-out for the next season, but not lose playing time in the current season.)

Four – Coaches, Assistant Coaches, Coordinators

4.1 All head coaches, assistant coaches, division coordinators, concessions coordinators and team moms, must have a Criminal Background Check approved and be approved by the commissioner before any practices may begin.

4.2 Commissioners must submit their list of coaches and coordinators to the board in writing in the approved format and in person at a regular board meeting, or in another manner at the BOD's discretion. Coaches lists must be approved by the board at least two weeks before practices are scheduled to begin.

4.3 The board of directors maintains a list of members who have outstanding obligations to the organization, and of coaches who have been disapproved previously. It may be beneficial for commissioners to submit their list in advance of the meeting.

4.4 Coaches must be given a copy of the registration form or printout and/or roster from the website for each player on their team. These forms should be physically present at all practices and games.

4.5 All practices and games will be at LUYAA approved locations. Where teams are registered in tournaments, or travel leagues, away games may be played at those locations approved by the travel league without submission to the LUYAA board of directors for approval. The LUYAA Board must approve any travel outside the state of Maryland by any LUYAA team.

Five – Budget & Finance

- 5.1 Each Sport Commissioner is responsible for a Proposed and Final Budget for each sport season.
- 5.2 The Proposed Budget should be submitted to the treasurer, in writing, preferably by email, at least one week prior to the board meeting at which it will be presented. Budgets should be submitted on the proper form, available on the LUYAA web site.
- 5.3 The Proposed Budget must be approved by the board of directors within 6 weeks of the last registration day.
- 5.4 Commissioners have no authority to spend money on anything other than sports related equipment, registration fees, fund raising events, concession expenses, and uniforms. All other expenses must be approved by the board of directors.
- 5.5 Capital items are defined as any single item costing more than \$1,000.00. All capital expenditures must be approved by the board of directors. Capital expenditures should be submitted with three bids or proposals. Board approval is required BEFORE a capital item is purchased.
- 5.6 Only officers of the corporation may enter into a contract on behalf of the corporation. Any other person, including Sport Commissioners, Athletic Directors, coordinators, and coaches who attempt to enter into a contract using the LUYAA name may be held personally responsible for performance under that contract. LUYAA as a matter of policy will not honor any contractual obligation that is not properly signed by an officer of the Linganore Urbana Youth Athletic Association, Inc.
- 5.7 No Sport Commissioner, coordinator, or coach will be personally reimbursed for any amount exceeding \$1,000.00 without approval of the board of directors. Commissioners are required to seek approval prior to such expense, as the board is under no obligation to approve reimbursement after the fact.
- 5.8 Payment of all expenses should be made by a LUYAA check. The use of personal funds (subject to reimbursement) and petty cash is discouraged. When personal funds are used, reimbursement will not be made without a receipt. The use of petty cash is not allowed unless prior consent is obtained from the treasurer, business manager, or BOD President. Proper procedures must be used to document cash purchases, and must be pre-approved by the business manager or treasurer.
- 5.9 Commissioners (and coordinators approved by the board of directors) should request checks using the approved form located on the LUYAA web site. Submit check requests electronically. Requests submitted by 9:00pm Wednesday. Checks will be processed on Thursdays to coordinate with BOD meetings. Non Meeting weeks checks will be available for pickup (when necessary) on Friday's. Commissioners should keep track of their income and expenses during the season. (NOTE: Plan ahead so you get your checks when you need them.)

5.10 All money received by a Sport Commissioner, both cash and check, should be delivered to the Business Manager or the Treasurer ONLY. The deposit form, available on the LUYAA web site, should be attached to money when delivered. All cash and checks should be delivered to Business Manager or Treasurer within two weeks of receiving the funds. Sooner is better.

5.11 Checks received should be made payable to LUYAA. Do not have parents make checks payable directly to vendors, Sports Commissioners, coordinators, or coaches. If the money is being used for a specific purchase, you should collect the checks payable to LUYAA and request a LUYAA check to pay the vendor.

5.12 Concession stand, and similar change/cash boxes should not contain more than \$200.00 when the stand opens unless prior approval has been given by treasurer, business manager or BOD President. Daily deposits are to be made, and are to include starting and ending cash counts. See the business manager or treasurer for necessary forms for concessions.

5.13 In the event that a Sport Commissioner or approved coordinator is also a vendor of goods or services used by that sport, that person will not act as a vendor for any expense over \$500.00 unless:

Three competing quotes are submitted AND

The expense is approved, in advance by the LUYAA board of directors.

It is the policy of LUYAA to deny requests for payment in this situation unless approved in advance by the board.

5.14 The Final Budget is due within six weeks of the end of the sport season. The Final Budget is to be submitted to the Treasurer for audit at least one week prior to the board meeting. The sport season ends, for purposes of this Final Budget, on the day of the last game of the season for each sport.

5.15 The Final Budget will show an accounting of all income and expenditures by budget category. It should include the proposed budget and the actual income/expense for each category. Please use the form provided on the LUYAA web site.

5.16 Sports programs will normally operate on a break-even basis. A carry-over of 10% of the gross income for each season is acceptable. A larger carry-over may be approved if a spending plan is submitted indicating the need for the additional amount.

5.17 The proposed budget for the next season in any sport will not be approved until the Final Budget of the previous season clears audit.

5.18 The Treasurer of the corporation may establish additional procedures and guidelines regarding financial operations.

Six – Equipment

6.1 All equipment is to be purchased and titled in the name of Linganore Urbana Youth Athletic Association, Inc.

6.2 Commissioners will submit an inventory of equipment with their Proposed Budget and with their Final Budget each season.

6.3 Equipment that is unsafe or worn out should be removed from inventory and a notation made regarding disposition.

6.4 Capital equipment may only be disposed of by the LUYAA Board of Directors.

Seven – Communication

7.1 Sport Commissioners and Athletic Directors are responsible for submitting articles to the LUYAA newsletter, on time. Commissioners may have someone they approve write the article and prepare any statistics or background information.

7.2 Sport Commissioners should send an update to the LUYAA webmaster at least once for each sport season. It is not necessary to know HTML or web design. Commissioners may designate someone to send updates to the webmaster. At very least, the web site should have information about the current season, including the name and phone number of the current commissioner. Scores, pictures, and other information may also be posted.

7.3 Sport commissioners, athletic directors, and approved coordinators should keep the board of directors informed about issues during the current sport season. This may take the form of an email, or attendance at a board of directors meeting. Board meetings are held the first and third Thursday of each month. The commissioner should plan to attend a meeting once a month during their season and registration period.

7.4 Sport commissioners should feel free to contact the Athletic director or members of the board for advice and help in resolving problems.

Eight – LUYAA Debit Card Policy

8.1 Debit Card purchases will not be more than \$2500.00 per day.

8.2 The Debit Card will be kept in the possession of and controlled by the business manager.

8.3 Debit Card purchases will only be used when a check can not be used do to time frame or vendor policies.

8.4 Debit Card purchases for sports must be requested in writing (using the online check request form) by the sport commissioner/coordinator. Commissioner's must follow up the check request form with a phone call or email to request use of the debit card. Purchases over \$500.00 must be approved by the BOD President. Board approval is required for sport programs who are over budget.

8.5 Debit Card purchases for Administrative purchases up to \$300, must be approved by the BOD President or Vice President. Purchases over \$300 must be approved by the board of directors.

8.6 The business manager may use the Debit Card once per month, when necessary to avoid inactivity fee. This use must be approved by the BOD President or Vice President.

8.7 The card number will not be given out to commissioners.

Nine - Alcohol & Tobacco Use Policy

9.1 Alcohol and tobacco use will not be permitted during any LUYAA athletic event, competition, games, camps, practice or trips. It is expected of commissioners, area directors, board members and coaches to remind parents/spectators of these policies and procedures at parent meetings and events.

9.2 In the event of a fund raising function alcohol and tobacco use will be permitted ONLY at adult functions.

9.3 Alcohol permits will not be provided by LUYAA. If alcohol permit is needed LUYAA's name is not to be on any permit. In addition, commissioners, area directors, board members and coaches are not allowed/permitted to apply for any permit of this nature while holding a position in LUYAA, unless it is approved by the Board of Directors for a one time special event. (Amended by vote 5/2008)

9.4 It is the request that commissioners, area directors, board members and coaches respect the set of policies and procedures when using personal property for a LUYAA function where children are present and or involved.

Consequences pursuant to LUYAA By-Laws

Ten – Pet Policy

10.1 Pets are not permitted at LUYAA sanctioned functions. This includes but is not limited to evaluations, practices, games and tournaments. Exceptions: Guide Dogs for the Blind / Signal Dogs for the Deaf / Service Dogs for the Disabled or Handicapped.

Liability and safety are the responsibility of the LUYAA organization. The no-pets policy is in place to reduce LUYAA's liability and increase safety. It is not in the organization's purview to monitor pet vaccinations or temperament therefore it poses a safety concern and liability issue. In addition there are many participants as well as family members that are not comfortable around pets. A dogs-on-leash rule has proven ineffective in the past because many people disregard the policy. We also have experienced that a number of pet owners do not take the responsibility to pick up pet waste. Patrolling school and park grounds to assure that dogs are under control, contacting those who are not being responsible with their pet and cleaning up after pets to assure a safe environment for our participants has proved to be an inefficient use of very limited staff time.