

**BY-LAWS
OF THE
SOUTHWESTERN
YOUTH
ASSOCIATION (SYA)**

APPROVED: March 3, 2011

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BY-LAWS OF THE SOUTHWESTERN YOUTH ASSOCIATION

ARTICLE I: NAME

The Southwestern Youth Association, Inc., hereinafter referred to as SYA, is a non-profit organization, qualified under the laws of the Commonwealth of Virginia and the United States as a tax-exempt organization. Contributions to SYA are tax-deductible, subject to IRS restrictions and qualifications.

ARTICLE II: GOALS AND PURPOSES

The purpose of SYA is to provide the youth residing in southwestern Fairfax County with healthful, educational, and enjoyable leisure time activities and to help develop qualities essential to good citizenship such as sportsmanship, leadership, team play, self-discipline and integrity.

Goals in General. To provide sports opportunities for all of the youth of the community, aged 4 to 19, who wish to participate, and:

1. To inform the youth of the area about SYA's programs.
2. To provide financial assistance where needed.
3. To make available sufficient teams, coaches, equipment and facilities.

Goals for the Specific Sports.

1. For the Player: The Principles of Sportsmanship.
 - a. To strive for excellence at all times.
 - b. To learn as much as possible about the rules, practices and strategy of the sport.
 - c. To develop appropriate skills as far as individual capabilities will permit.
 - d. To learn and to practice self-discipline in training and competing.
 - e. To learn to cooperate and play for the team.
 - f. To play honestly and fairly within the rules at all times.
 - g. To demonstrate respect for all opponents and officials at all times.
2. For the Coaches: The Principles of Leadership.
 - a. To be clear and consistent models of sportsmanship in striving for excellence, in teaching rules and developing skills, in exhibiting self-discipline, and in demonstrating respect of the rules, for opponents and officials.
 - b. To be patient, firm and consistent in instruction and in enforcing sportsmanship.
 - c. To implement an effective program of instruction and training.
 - d. To construct a team identity and a team spirit which furthers the principles of sportsmanship.

- e. To implement a policy of participation appropriate to the level of play:
 - i. Which, at the beginning level emphasizes maximum participation for each player, and,
 - ii. Which, at the advanced level, while establishing minimums for participation, recognizes the ability, effort, and experience of each individual and the needs of the team.
 - f. To communicate to the parents the goals of SYA and of the particular sport carrying them out, including:
 - i. To involve as many parents as possible in instruction and in fundraising and other activities of SYA, and
 - ii. To demonstrate appropriate conduct as spectators at practices and games.
 - g. To provide conditions of maximum safety at all times (practices and games) for all participants.
3. For the Commissioners: The Principles of Administration.
- a. To appoint coaches and officials who consistently exemplify SYA's principles of sportsmanship and leadership, including:
 - i. To carry out a responsible process of selection;
 - ii. To institute a developmental program of instruction and guidance where appropriate and necessary; and
 - iii. To replace coaches and officials where instruction and guidance have failed.
 - b. To provide program-wide statements of policy which specifically apply to principles of sportsmanship and leadership to the particular sport (e.g. rules and exceptions, participation, instruction, recognition of excellence, etc.)
 - c. To provide and maintain the best possible equipment and facilities for safety, instruction and quality play.
 - d. To implement a fiscal program which adheres to the financial policies of SYA and to support the financial endeavors of the general organization.

ARTICLE III: MEMBERSHIP

The membership of SYA shall consist of Youth and Adult members.

Youth membership shall consist of all youth who participate in any activity within SYA.

Adult membership shall consist of all adults who have an interest in supporting the goals of SYA.

Voting membership at general meetings shall consist of the Board of Directors which is charged with leadership and management of the organization. The Directors understand the detailed and specific issues involving the organization and represent the various sport, fundraising, and geographical interests of the club.

1. Each director is authorized to send an alternate, upon written notification to the presiding officer, to vote on his behalf.
2. Proxy votes and absentee ballots are not allowed.

ARTICLE IV: DIRECTORS AND OFFICERS

The officers of the SYA are the President, Vice President, Secretary, and Treasurer, and they shall be elected by the SYA Board of Directors. The officers shall be adult members of SYA.

Term of Office. The term of office shall begin on the first day of January. Elections are to take place annually at the September general meeting or at the earliest practical date thereafter. Any officer elected after the first day of January (except officers elected for the following year) shall serve from the date of election through the regular term. Officers elected for the following year shall not have voting rights until their duties begin. The purpose of the early elections is to provide for an orderly transition and to allow the new Board as much time as possible to plan the following year's activities and interview and select commissioners and other Board officers.

Vacancy in Office. The President shall hold a special election to fill the position in a vacant office. If the office of the President becomes vacant, the Vice President shall succeed to the office and therefore must hold a special election to fill his vacancy.

Elections. The President shall appoint a nominating committee at least 30 days in advance of September's general meeting. The nominating committee will present a slate of candidates on or before the September general meeting, at which the election of officers will be the principal term of business.

Duties of Officers.

1. The **President** shall be the managing authority for all SYA activities.
 - a. He shall preside over all general meetings and represent SYA at all multiple-sports meetings.
 - b. He will appoint commissioners and chairpersons, subject to a two thirds Board approval.
 - c. He may approve expenditures not to exceed \$1,000 that do not appear in the approved budget or program.
 - d. He may delegate managerial functions.
 - e. He shall interview prospective commissioners and advise them of SYA historic policy.
 - f. He is authorized to accept the resignation of any Board member upon his written receipt of resignation.
2. The **Vice President** shall act as presiding officer at meetings in the absence of the President and carry out those duties assigned to him by the President.

- a. He shall allocate facilities (fields/schools) in coordination with the County of Fairfax, the Fairfax County Park Authority and the Northern Virginia Regional Park Authority.
 - b. He shall assist the President in harmonizing relations among the SYA activities and with community organizations, neighboring sports associations, schools, county and state agencies.
 - c. He will chair the Facilities Committee which may be comprised of interested representatives from each activity.
 - d. He shall be the principal advisor to the President on all safety related issues.
 - e. He shall implement and oversee an effective safety program to include:
 - i. Establishment of a Safety Working Group comprised of the Vice President and safety representatives from each activity.
 - ii. Development of Hazard/Mishap reporting procedures.
 - iii. Conduct of mishap evaluations and submission of report at next scheduled Board meeting of the Executive Committee, as deemed appropriate.
3. The **Secretary** shall report, prepare and maintain the minutes of the meetings.
- a. He shall accept and read into the record all motions.
 - b. He shall prepare correspondence as designated by the President.
 - c. He shall maintain a complete file of all SYA correspondence and documents.
 - d. He shall submit written minutes of previous meetings for upcoming meetings to the Board members at least 48 hours before the upcoming meetings. The majority in attendance may waive this requirement.
4. The **Treasurer** shall be custodian of all SYA funds and shall be bonded thereof.
- a. SYA funds consist of all monies contributed except by team members or their families after registration.
 - b. The Treasurer shall control all bank accounts and negotiable instruments.
 - c. He shall set up and maintain proper bookkeeping records, establish necessary internal controls, and issue authorized checks. The Treasurer may, upon Board approval, retain the services of a third party for purposes of managing Board finances.
 - d. He shall furnish to each commissioner at the end of his activity's season an accounting of that activity's financial position. He shall prepare a consolidated budget of programs approved at the January and February meetings.
 - e. The President, Vice President, and Chairman of the Ways and Means Committee shall annually audit the accounts of the Treasurer, reporting to the membership the results. The annual audit will take

place soon after the closing date of December 31st. In addition, special audits will be held whenever a Treasurer leaves office.

Sports Commissioners. The following sports are hereby commissioned: Babe Ruth baseball, Little League baseball, football, cheerleading, softball, basketball, soccer, lacrosse, volleyball, wrestling, rugby, field hockey, and track and field. Other activities may be proposed for approval by the Board.

1. Each sports commissioner will be chosen or nominated by the individual sports operating authority or members and approved by the Board of Directors.
2. A commissioner must be at least twenty-one years of age.
3. The commissioner's term of office shall be the one year period designated by the individual sport.
4. Within the policy guidelines established by the Board and under the direction of the President each commissioner shall govern and oversee the operation of his activity, while showing a balanced concern for all SYA activities.
5. All commissioners will plan their programs to be as self-sufficient as possible and include snack bars, sponsorships and other activities which have traditionally been a major part of the program.
6. All commissioners will submit their annual budget(s) for each program to the Board of Directors in December. Commissioners will project registrations for budgeting purposes at no more than 100 percent of the actual prior season's registrations.
7. Commissioners will present revised budgets based on actual registrations at the next Board meeting after the completion of registration. Commissioners may present to the Board of Directors a revised budget thirty days after the activities first practice. Revisions in the program and budget require approval by the Board. Upon approval of the budget and program by the Board, no change shall be made therein unless (1) submitted by the commissioner or his designee and approved by the Board, or (2) by a two-thirds vote of the Board of Directors after thirty days notice is given to the commissioner affected of its intention to change the budget or program.
8. All commissioners will submit a prioritized list of capital improvement projects in December (for example, fencing or substantial upgrading of equipment) separate from operating budget submittal.
9. All commissioners will provide support for fundraising activities when called upon by the Ways and Means Chairman.
10. All commissioners shall report to the Board of Directors, as soon as possible, any incident or serious injury in their activity that requires or required serious disciplinary action, or any matter coming to their attention that would reflect adversely on the Southwestern Youth Association. With the exception of summoning local police, fire, or rescue authorities to resolve immediate problems, outside intervention will not be sought without the approval of the Executive Committee.

11. The commissioner shall not permit any organized solicitation of funds utilizing the name of SYA for whatever purpose without prior approval by the Board.
12. Each commissioner or appointed designee for the activity shall be in charge of all equipment owned by SYA for his activity. He shall oversee the inventory and proper storage of all equipment at the end of his activity's season. Individual shall coordinate the purchase and retirement of depreciable equipment with the Treasurer, and identify on-hand assets and condition of those assets, and projected equipment procurements.
13. The commissioner may appoint a Vice-Commissioner in the delegation of his duties. The responsibilities and authority delegated to Vice-Commissioners will be outlined in writing and submitted to the Board of approval no later than two scheduled Board meetings prior to the start of the season.
14. The commissioner or his designee must represent SYA at all Board meetings and at other meetings with outside groups with which his activity is concerned.
15. To insure continuity in any activity after a change in commissioner, each commissioner should develop and maintain records outlining essential elements of the program, schedules of recurring events or requirements, records of previous program or policy guidance and other information deemed essential to guarantee program continuance without degradation to his activity. To the extent possible, he should groom a replacement or successor.
16. With outside groups, commissioners may be referred to as Commissioners, President of "the Sport," Director, or other common leadership titles.
17. Commissioners are encouraged to establish the following positions within their activities and appoint individuals to them for the purpose of interfacing with their SYA counterparts in developing comprehensive, integrated programs in each area:
 - a. Fundraising
 - b. Public Relations
 - c. Facilities and Development
 - d. Safety
 - e. Training
 - f. Facilities Allocation
 - g. Officiating
 - h. Quartermaster
 - i. Registrar

Commissioners may assume any and all of the above positions or delegate the responsibilities to another individual or working group as long as their activity is prepared to participate in working group meetings called by each working group chairperson.

Chairpersons. The Chairpersons of SYA shall be responsible for the following permanent efforts:

1. Fundraising.
 - a. He shall be responsible for all fund-raising activities.

- b. Group will propose to the Board of Directors, programs for raising funds.
 - c. Chairperson will represent the Ways and Means program after considering the year's financing needs, at the March meeting; possibilities include scholarships, boosters, sales, raffles, carnivals, etc.
 - d. Individual will chair the Ways and Means Working Group.
2. Public Relations.
- a. Shall plan and execute an information program upon approval of the Board that will communicate the actions and plans of SYA to the public.
 - b. Individual will chair the Sports Information Working Group made up of a representative from each activity.
 - c. Group shall develop, oversee, and direct a "Player Recognition Program."
 - d. Chairperson will be responsible for executing the "SYA Citizenship Award."
 - e. Chairperson will be the focal point for all communications with the media and all media inputs will be routed through the Chairperson.
3. Quartermaster.
- a. Shall be in charge of all equipment owned by SYA.
 - b. He shall oversee the inventory and proper storage of all equipment and be responsible for maintenance and security of the central storage facility.
 - c. He shall be responsible for controlling any participation award program.
 - d. He shall develop an effective equipment maintenance and security program.
 - e. He shall periodically evaluate adequacy of central storage facility and make reallocations when necessary or make recommendations to the Board to contract for additional storage.
 - f. He shall be responsible for controlling any participation award program within activities.
4. Registrar.
- a. He shall maintain registration supplies, coordinate registration of all SYA activities and administer the registration process for each sport/activity commissioner.
 - b. The registrar should advise the commissioner on the collection of fees or the provision of waivers to participants unable to pay.
 - c. In the event of a vacancy in this position, the registrar's responsibilities will revert to respective commissioners.
5. Emeritus.
- a. Two former board members who have had significant involvement and length of service to SYA will provide mature judgment and leadership to Board members.
6. Facility and Development.

- a. Chair the Facilities and Development Working Group comprised of like representatives from each activity.
 - b. Responsible for developing and executing a multi-year Facility Development Plan outlining facilities development needs of SYA for facility development, upgrade, maintenance, and enhancements.
 - c. Chairperson will be responsible for coordinating the plan requirements with outside activities to include having plan requirements included in County Master Plans.
7. Legal Counsel.
- a. A lawyer shall be appointed to provide the Board with advice and counsel on legal matters.
 - b. If litigation becomes necessary, the Legal Counsel shall assist in selecting appropriate legal representation.
 - c. He shall supervise an annual review of the By-laws in March and April and recommend such modifications as appear necessary.
8. Training/Professional Development.
- a. Chair the Professional Development Working Group comprised of representatives from each activity.
 - b. Responsible for developing and implementing a player, coach, and in conjunction with the Officiating Working Group, umpire/referee development program.
 - c. Chairperson will be responsible for planning and conducting professional development clinics, seminars, courses, as well as providing recommendations to the Board on training material to be procured and clinics/seminars to attend.
 - d. Responsible for providing budget input to support plan requirements or recommendations.
 - e. Develop and implement a “Distinguished Sports Personality” presentation program.
 - f. Develop for Board approval, policy/guidelines for All-Star and Traveling Team participation, play, and practice.
9. Officiating.
- a. Responsible for implementing an umpire/referee Professional Development Program.
 - b. Chair the Umpire/Referee Working Group made up of representatives from each activity.
 - c. Draft an umpire/referee recruiting and training plan and oversee plan implementation.
 - d. Oversee scheduling of officials to guarantee availability of officials for all sporting events.
10. Facilities Allocation.
- a. Group will be responsible for developing a Master Utilization and Requirements Plan for the Association.
 - b. Plan should include the current field/facility requirements and projection of requirements for the next five years both in terms of

projected player enrollment and facilities requirements to handle the enrollment.

- c. Plan should provide an integrated listing of facility requirements based on the projections of each activity.
- d. The Chairperson will be responsible for coordinating requirements with outside agencies.
- e. Enrollment projections and total field/facility requirement will serve as basis for Multi-Year Facility Development Plan developed by the Facilities and Development Working Group.
- f. Group will interface with Facilities and Development Working Group and the Ways and Means Committee to develop a prioritized list of Capital Improvement projects to be completed annually as well as projects included in the Multi-Year Facility Development Program.

Executive Committee. This committee shall consist of the elected officers and legal counsel. Between general meetings this committee shall advise the President on all matters that should not wait in his opinion until the next general meeting. Upon receipt of a written complaint about, or upon gaining knowledge of inappropriate actions by an official, coach or representative of the SYA, the Executive Committee will convene, if deemed appropriate, to review the circumstances surrounding the issue. Executive Committee members must request participation or input from the members in question as well as anyone else with information concerning the inappropriate actions. The Executive Committee may reprimand or censure the individual(s) involved provided a three-fourths majority agrees the action is warranted. If more severe action is deemed appropriate, such a recommendation and supporting justification will be forwarded to the SYA Board for consideration. With the exception of summoning the fire department, police, or medical assistant to resolve situations posing imminent danger to players, coaches, or spectators, outside intervention will not be sought prior to notifying the Executive Committee.

Recall. Any SYA Board member who fails to show good judgment or who displays lack of interest in SYA may be recalled from office by a two-thirds majority of the Board members present at a general meeting at which a motion to recall is made and seconded.

The Board may by a majority vote of those in attendance at a regular scheduled meeting indemnify any Board member or his volunteers for legal actions instituted against any of them.

ARTICLE V: MEETINGS (GENERAL AND SPECIFIC)

General Meetings.

1. General meetings are open to all members and will be for the purpose of conducting the business of SYA. Any member may propose or discuss business in order to influence the vote of the Board members.
2. Meetings will be held at designated places with at least one meeting per President may cancel meetings during bad weather or other emergency.

3. The September meeting will be aimed primarily at election of officers.
4. The January and February meetings will be aimed primarily at approving planning budgets for the calendar year.
 - a. All program budgets, including the Central Operating Budget will submit budgets in December.
 - b. The budget for all fall sports and basketball will be voted on at the February meeting.
5. Notice of all SYA Board meetings will be published when practical.
6. All general SYA meetings shall require, as a quorum, at least two-thirds of the Board of Directors. Any general meeting which has been announced or that the Board receives notice of shall be exempt from the requirements of a quorum.
7. The presiding officer of any SYA Board meeting is authorized to call for a secret vote at any meeting.

Special Meetings. Sports, activity, and other special meetings are aimed at enriching the experience of belonging to SYA. These meetings will be called by the President, the commissioners or other designated Board members.

ARTICLE VI: BOARD OF DIRECTORS

The following shall make up this board: officers of the SYA, Activity Commissioners, and Permanent Chairpersons

ARTICLE VII: SPECIAL POLICIES

The commissioner of each activity shall determine rules and regulations to be used for his activity, subject to approval of the Board of Directors.

In keeping with the all-volunteer philosophy of SYA management, no Director of the Board shall be paid by SYA for any services rendered. This shall prohibit the Board from reimbursing any person for licensing or for out-of-pocket expenses incurred in rendering approved services.

In keeping with SYA's educational purpose, commissioners, their coaches and instructors are encouraged to keep proficient in their activity and to that end the Board may reimburse any of them for licensing or certification fees. All requests for same shall be submitted with commissioner's regular budget or supplement thereto. After request and full disclosure to the Board in the commissioner's regular budget, instructor fees that are covered by registration or fundraising within the activity may be authorized by the Board.

SYA, in keeping with its philosophy of maximum meaningful participation of the youth in all activities offered by SYA, hereby, declares to the extent feasible, all youth who are members of SYA shall have the opportunity to choose to participate in any sport activity offered by SYA on equal basis, regardless of sex. The ability to pay established

registration fees will not be a prohibiting factor for youth participation in any activity. Activity commissioners are authorized to waive fees if the situation dictates.

To guarantee the solvency of SYA and provide necessary funds to conduct the approved activities of the SYA Board, an administration fee per registrant *may* be assessed against each sports activity by the SYA Board. Failure of a registrant to participate in an activity will not be considered as a valid justification for non-payment of this fee unless the full amount of the registration fee is returned to the registrant. Commissioners are authorized to return registration fees in full (minus any administrative fees) any time before the roster distribution meeting (Coaches meeting) or the first regularly scheduled game that the registrant's team plays, whichever occurs first. No fees will be returned after that time without SYA Board approval.

ARTICLE VIII: SCOPE AND AMENDMENT

These By-laws represent agreement by the members of the Board of Directors of SYA as to the establishment and regulation of policy related to all external and internal matters pertaining to the organization and its functions. Changes to the By-laws may be proposed by any member subject to the following procedures:

1. A written proposal to amend the By-laws, stating the specific language of the amendment may be made the subject of a motion to amend offered at any general meeting.
2. The proposed amendment will be read once in an open meeting, and discussion after the reading will be subject to limitation deemed necessary by the President.
3. A second reading of the proposed amendment will be scheduled by the President. A vote for or against the proposed amendment will be ordered following the second reading. A two-thirds affirmative vote shall be required by those eligible and present at the meeting for ratification of the amendment.
4. Approved amendments are effective immediately unless otherwise specified. Publications of the By-laws, as amended, will be on an annual basis.

ARTICLE IX: RATIFICATION

These By-laws effective March 3, 2011 by vote of the Board of Directors present at the meeting of SYA on March 3, 2011.

This copy of the By-laws is correct, as amended at various times, through March 3, 2012.

Attest:

Gary Flather, President _____ date _____

ADDENDUM I: Background Check

In an effort to promote the safety and well-being of all of the SYA members, each activity shall participate in a uniform background check process for all prospective and existing SYA Coaches, Assistant Coaches, Managers, Individual Activity Board Members, Activity Commissioners, Executive Board Members, and others deemed necessary by the SYA Board of Directors. So as to ensure compliance, confidentiality and proper retention of all background checks, the process shall be managed by the President of SYA and/or his/her designee. The background check shall be administered by a company or agency that meets or exceeds the criteria(s) defined within this section.

A background check is defined as: The search of a volunteer/coach's adult criminal conviction history that includes at a minimum; any felonious activity, any sexual offenses, any crime(s) against a child, any domestic assault, any drug offenses, any driving under the influence conviction and any violent activities regardless of severity.

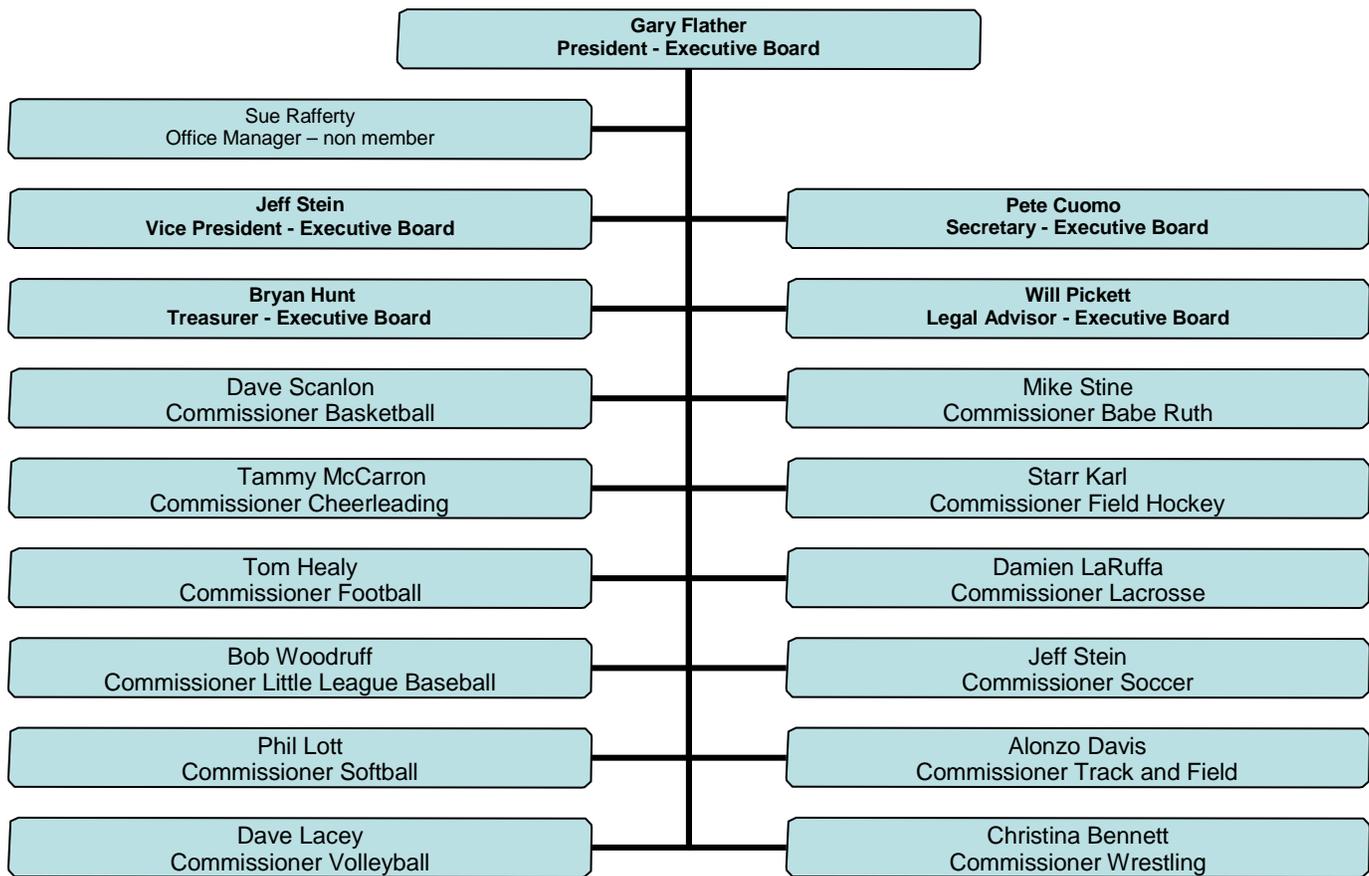
A background check shall be administered and checked for every prospective coach, Assistant Coaches, Managers, Individual Activity Board Members, Activity Commissioners, Executive Board Members, and others deemed necessary by the SYA Board of Directors, and a periodic review of all above mentioned volunteers shall be administered and checked every year. Each activity commissioner shall provide certification to the SYA Executive Board that the process has been completed. The activity shall make every reasonable effort to complete the certification prior to the start of the activity's season, camp, etc. On occasion, specific activities have a national/regional activity charter that requires that a background check be conducted as part of the national/regional charter's requirement. This is acceptable provided that the background check conducted by the 3rd party meets the requirements as defined as an acceptable background check contained within this addendum.

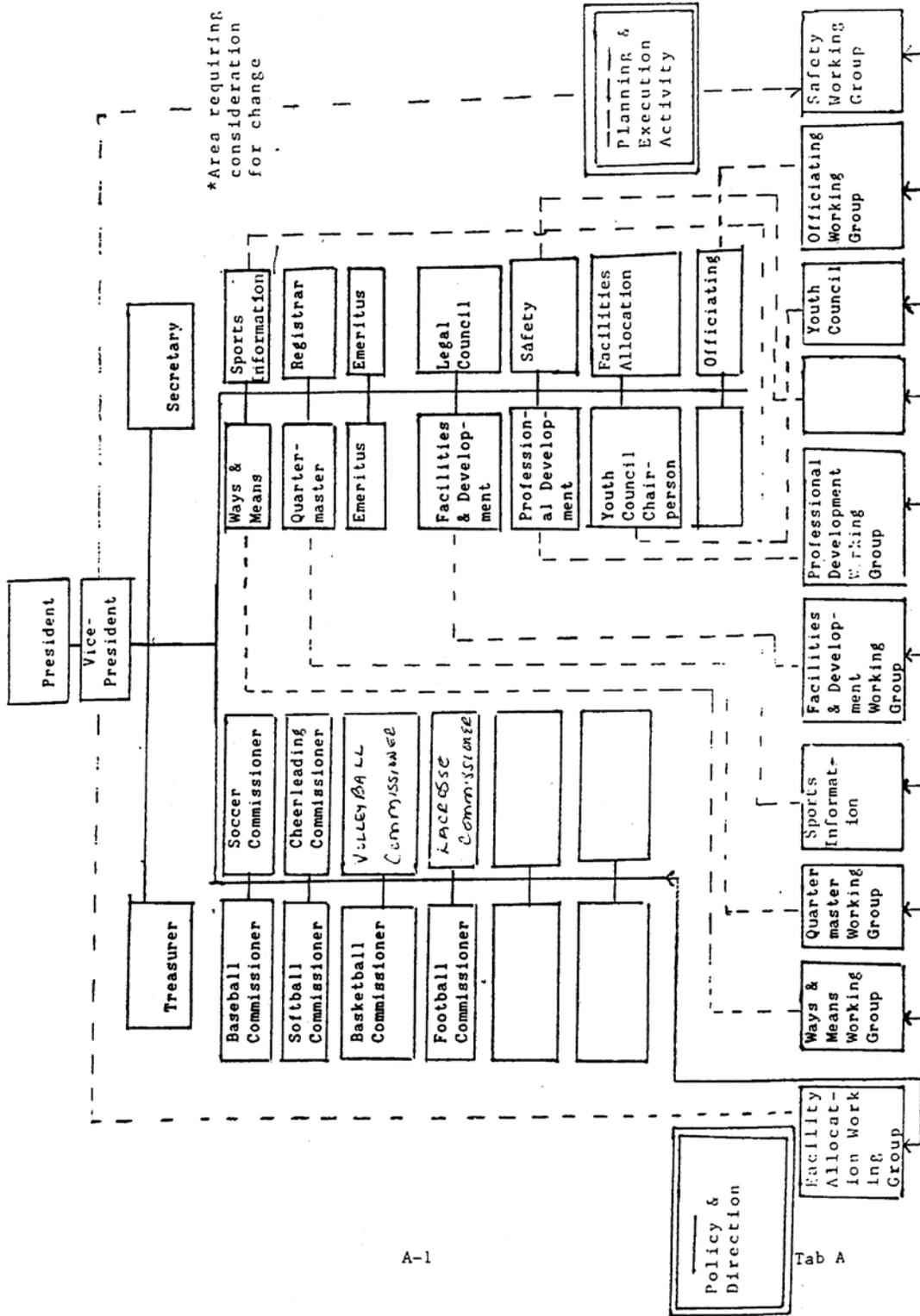
Should a coach's background check surface a conviction for any of the above related offenses, the activity commissioner shall immediately notify the volunteer/coach and the SYA President of the finding, and shall immediately revoke the volunteer/coach's involvement in SYA. All requests for appeal shall follow Article IV, section 8 of the SYA bylaws.

All background check results shall be kept confidential and not shared outside of the SYA Board of Directors. SYA shall retain the results of each background check for a period of 10 years.

**ATTACHMENT A
ORGANIZATIONAL CHART**

SYA ORGANIZATION CHART 2015





A-1

Tab A

ATTACHMENT B
SYA BUDGET AND ACCOUNTING POLICY

I. BUDGETS

- a. Budgets will be submitted by the SYA president and each program commissioner. No SYA member has the authority to obligate SYA to pay bills unless he has an approved budget.
- b. All budgets will be submitted in December including those for fall sports and for the next basketball season. Submission of all the budgets in December will provide data on the overall financial needs of SYA for the coming year.
- c. The Central Operating Budget and individual sports budgets will be reviewed and approved by the Board in accordance with Article V, Section 1, Paragraph 4.
- d. Revised budgets may be submitted to the Board 60 days prior to the first scheduled practice. A revised budget will be submitted at the next meeting after the completion of registration. The revised budget will be based on the actual number of registrants. There will be an automatic increase/decrease applied by the treasurer to the “direct program” category of expenditures [51 to 59] based on the actual registrations versus projected registrations as reported by the registrar. For example, if registrations were projected to be 200 and actually totaled 250, the direct program expenditures would be increased by 25% PROVIDED that no deficit spending was incurred. Movement of money between expense line items is authorized within the “direct program” category before the revised budget is submitted if the movement is necessary to operate the program.
- e. Projected registration income will not exceed the number of registrants of the prior year multiplied by the approved registration fee.
- f. Budget authority (that is, authority to obligate SYA to pay bills) runs from the time the budget is approved until 30 days after the last game is played, including All-Stars and special tournaments. Obligations incurred before the 30 day cutoff will be paid.
- g. Funds are approved by the Board on a line item basis within the five expenditure categories (Direct, Indirect, Administrative, Cost of Special Events, Miscellaneous and Other). Funds approved for a specific line item within an expenditure category may be transferred to other line items within the same expenditure category. Funds may not be transferred between expenditure categories without a supplemental budget being approved by the Board. Each commissioner is responsible for notifying the treasurer whenever funds are transferred between line items within a specific expenditure category to ensure the master budget database remains current.
- h. The treasurer will provide an accounting of expenditures quarterly at the January, April, July, and October meetings. Commissioners will be responsible for solving discrepancies with the treasurer prior to the next scheduled meeting.

II. INCOME

- a. Within one week of its receipt, money received by any SYA member will be turned over to the SYA treasurer for deposit in the SYA operating account. Only the treasurer will deposit funds. The only exception to this policy is with registration fees. The registrar is authorized to deposit registration fees in the operating account, however, the treasurer must be notified within 72 hours of the amount deposited and deposit slip documentation provided within 7 calendar days.

III. EXPENDITURE

- a. The commissioners and others with approved budgets are authorized to sign invoices (for example, at retail stores) for approved budgetary expenditures. If the commissioner wants to designate the assistant commissioner or anyone else to sign the invoices, the commissioner must notify the treasurer in writing (a brief, hand-written note that is signed and dated is sufficient). Invoices presented for payment by anyone other than the commissioner or designee will not be honored without formal acceptance by the SYA Board.
- b. No funds will be advanced to any SYA member for any purpose. All payments will be made via the SYA central operating account directly to the vendor or payee providing the service after presentation of documentation that the goods or services have been received. Documentation must be written and include the following information: amount to be paid, major program and line item (e.g. 100.52) to charge expenditure against, and payee. Copies of bills or receipts should be attached. Only the treasurer is authorized to expend funds. All expenditures will be by check. The signature of two authorized members is required on all checks. Advance payments are not authorized. EXCEPTION: petty cash accounts are authorized under the procedures described below.

IV: PETTY CASH ACCOUNTS

- a. The SYA President and each commissioner may receive an advance of \$100.00 from the Treasurer. The account may be replenished periodically by presenting paid invoices or other evidence of payment to the treasurer.
- b. The petty cash account will be closed out by the President on or before December 31st and by the commissioners within 30 days after the last game of the season for which the petty cash account was established.
- c. Overlapping spring and fall seasons do not obviate the need to close out the petty cash account for the prior season.

V: CAPITAL IMPROVEMENT PROGRAM

- a. The purpose of the Capital Improvement Program is to develop a single, integrated program to develop and upgrade facilities needed to conduct SYA activities. Participation fees are intended to be sufficient to off-set program costs, not fund major capital improvement projects. As part of the December budget submittal, commissioners should submit a separate, prioritized list of

candidate projects to be funded with available Capital Improvement Funds. The Chairman of the Facilities and Development Working Group and the Ways and Means Committee will chair a joint meeting of the Facilities and Development Working Group and the Ways and Means Committee in January to review the list of projects submitted as well as those already identified in the SYA Multi-year Facility Plan, and develop an integrated, prioritized list of projects. This list and a rough estimate of the cost to complete the projects will be submitted by the Chairman of the Facilities and Development Committee to the Board for review and approval at the February meeting. The Chairman of the Ways and Means Committee will submit a recommendation as to the most appropriate means to fund the Capital Improvement Programs.

- b. Commissioners having funds in excess of program requirements may designate funds for the completion of specific Capital Improvements Projects. Funds cannot be designated for projects not included in the list of Capital Improvement Projects unless submitted to and approved by the Board.

VI: FUNDRAISERS

- a. Participation fees are intended to be sufficient to off-set program costs. Fund raisers will only be approved to off-set financial requirements over and above operating costs, for example, procurement of field maintenance equipment, or construction/procurement of high value sports related items such as batting cages, fencing, etc.
- b. Individual sports program fund raisers are discouraged. The Ways and Means Committee chairperson will oversee all fund raising activities. To the maximum extent possible, fund raisers will be conducted by the Ways and Means Committee.
- c. In the rare event individual sport fund raisers are desired, a written request to conduct the fund raiser will be forwarded through the Ways and Means Committee to evaluate the request and make recommendations to the Board. The request and recommendation should be submitted to the Board no later than 30 days prior to the intended date of the fund raiser.
- d. All funds received through individual sport fund raisers will be turned over to the SYA treasurer no later than seven days after the completion of the fund raiser. All funds will be deposited in the central operating account and that sport's budget adjusted to reflect the increased funding. Funds raised through fund raisers will only be credited to the following categories of expenditure:
 - i. 55 Training Aids
 - ii. 61 Contract Services
 - iii. 63 Maintenance: Fields and Equipment
 - iv. 65 Computer Hardware and Equipment
 - v. 90 Facilities and Development
 - vi. 91 Clinics and Camps

Sports commissioners will inform the Treasurer of which expenditure line they desire to have the funds credited against.

VII. REGISTRATION FEES

- a. Sports commissioners will be responsible for developing a recommended registration fee that will be sufficient to cover operating costs. These recommendations will be submitted as part of the annual budget submittal. All requests to raise the fee must be approved by the SYA Board. Requests to raise the fee will include specific economic justification to allow the Board to make a decision on the need for the increase and the impact on the program if the increase is disapproved. The impact statement should be specific as to what will not be bought or what activities will have to be terminated if the added fees are not received.

VIII. INTERNAL REVENUE REQUIREMENTS

- a. SYA is required to annually submit a tax return to the Internal Revenue Service. This should be accomplished no later than April of each year.
- b. The treasurer will be responsible for developing the input. The input may be developed by the treasurer or a commercial tax preparation service may be employed.
- c. The treasurer and sports commissioners are responsible for maintaining sufficient documentation (bills, receipts, cancelled checks, contribution documentation, etc.) to support the tax return. Sports commissioners will be required to provide this data to the treasurer as part of their January budget submittal. The treasurer will maintain a consolidated file of supporting data for each return file. This file will be retained for five years.

IX. SUMMARY OF ACCOUNTS CHART

INCOME

400: Program Fees

- 01: Registration
- 02: Late Registration Fees
- 03: Nonparticipation Fees
- 05: Administrative Fees
- 06: Capital Improvement
- 07: Fields of Dreams Fees

410: Proprietary

- 10: Concessions
 - 10.1 Concessions Income
- 67: Concession Expenses
 - 67.1 Concession Food
 - 67.2 Concession Other Expenses

- 11: Advertising
- 12: Interest Income
- 13: Rebates
- 420: Sales and Fund Raisers
 - 21: Sales Income
 - 22: Uniform and Equipment
 - 23: Fund Raisers
 - 23.1: Fund Raiser Income
 - 98: Fund Raiser Expenses
- 430: Special Events
 - 31: Clinics and Camps
 - 32: Tournament Income
 - 33: Competition Fees
 - 34: Training Fees
- 440: Contributions
 - 40: Sponsorships
 - 41: Contributions
 - 49: Other

EXPEDITURES

- 550: Direct Program
 - 51: Uniforms and Equipment
 - 52: Officials
 - 53: Franchise/League Fees
 - 54: Training Expenses
 - 55: Administrative Fees
 - 56: Capital Improvement Fees
 - 57: Fairfax County User Fees
 - 58: Regional Park User Fees
 - 59: Fields of Dreams Fees
 - 63: Maintenance – Equipment
 - 85: Travel Program Fees and Expenses

- 97: All Star Team Expenses
- 560: Indirect Program
 - 60: Awards
 - 61: Contract Services
 - 62: Membership Fees
 - 66: Computer Hardware/Software/Supplies
- 570: Administrative
 - 70: Supplies and Expendable Equipment
 - 71: Rent
 - 72: Printing
 - 73: Professional Services
 - 74: Telephone
 - 75: Utilities
 - 76: Insurance
 - 77: Postage
 - 79: Advertising
 - 86: Background Checks
 - 93: Bad Debt Expense
 - 99: Miscellaneous and Other
- 580: Cost of Special Events
 - 80: Photography
 - 81: Special Event Costs
 - 83: Recognition Programs
 - 84: Tournament Fees and Expenses
- 590: Capital Improvements and Maintenance
 - 64: Maintenance – School Fields
 - 65: Maintenance – FFX County Park Fields
 - 68: Maintenance – Private Fields
 - 69: Maintenance – Regional Park Fields
 - 90: Facilities and Development – Schools
 - 91: Facilities and Development – FFX Parks

- 94: Facilities and Development – Regional Parks
- 95: Facilities and Development – Private
- 96: Capital Equipment

X. DESCRIPTION OF ACCOUNTS

INCOME

- 01: Registration
 - Fees for participation in each sport
- 02: Late Registration
 - Fees received for late registrations which are established by each sport
- 03: Nonparticipation Fees
 - Fees collected from participants who are unable to volunteer to help in the sport as volunteers
- 05: Administrative Fees
 - Amount received by Central Operating from the sports programs to cover general expense. This cost to each sports program is a fixed amount per player.
- 06: Capital Improvement
 - Used to transfer funds from Central Operating to a sport
- 07: Fields of Dreams Fees
 - Amount received by Fields of Dreams from the sports programs to cover fees. This cost to each sports program is a fixed amount per player.
- 10.1: Concessions
 - Proceeds received from snack bars
- 67.1: Concession Food
 - Snack bar food expense
- 67.2: Concession Other Expenses
 - Snack bar other expenses such as gas, labor, etc.
- 11: Advertising
 - Proceeds from ads run in SYA publications including programs
- 12: Interest Income
 - Interest received from SYA accounts
- 13: Rebates
 - Proceeds from merchants in exchange for SYA services, i.e., team pictures
- 21: Sales Income
 - Proceeds from the sale of candy or other products.
- 22: Uniforms and Equipment
 - Proceeds from the sales of uniforms, equipment or rental of equipment
- 23.1: Fund Raiser Income
 - Proceeds from fundraisers
- 98: Fund Raiser Expenses
 - Costs of fundraisers

- 31: Clinics and Camps
 - Fees for participation in clinics and camps
- 32: Tournament Income
 - Fees for participation in SYA tournaments
- 33: Competition Fees
 - Fees for participation/sponsorships of outside tournaments
- 34: Training Fees
 - Fees for participation in training programs
- 40: Sponsorships
 - Receipts from businesses and other sources in support of programs and teams
- 41: Contributions
 - General contributions received
- 49: Other
 - Amount received that cannot be classified to other SYA accounts because the circumstances are extraordinary and non-recurring.

EXPENDITURES

- 51: Uniforms and Equipment
 - Cost of uniforms, masks, balls, bats, goals, t-shirts, etc. as well as hardware directly related to the program
- 52: Officials
 - Cost of paying referees, linesmen, judges, etc.
- 53: Franchise/League Fees
 - Entry fees for league and tournaments other than SYA
- 54: Training Expenses
 - Costs of player or coach improvement training
- 55: Administrative Fees
 - Fees used by each sport to record set fee to Central Operating
- 56: Capital Improvement Fees
 - Used by Central Operating to offset account 06
- 57: Fairfax County User Fees
 - Fees to use gyms, fields and other school facilities
- 58: Regional Park User Fees
 - Fees to use fields or other park facilities
- 59: Fields of Dreams Fees
 - Used by each sport to record per player fee to Fields of Dreams
- 63: Maintenance – Equipment
 - Costs of maintaining equipment such as mowers, tractors, etc.
- 85: Travel Program Fees and Expenses
 - Extra fees and expenses charged for costs of travel programs
- 97: All Star Team Expenses
 - Expenses charged for All Star programs
- 60: Awards
 - Cost of plaques, trophies, etc.
- 61: Contract Services

- Costs of services provided such as referee scheduling, admin, etc.
- 66: Computer H/W, S/W, Supplies
 - Costs of procuring or maintaining automated systems
- 70: Supplies and Expendable Equipment
 - Cost of stationery, papers, folders, etc.
- 71: Rent
 - Cost of renting storage and office space, vehicles, toilets, equipment
- 72: Printing
 - Cost of printing programs, fliers, registration forms, newsletters, etc.
- 73: Professional Services
 - Accounting and legal services
- 74: Telephone
 - Office and mobile telephones
- 75: Utilities
 - Electric and water usage at fields and offices
- 76: Insurance
 - Cost of liability and other insurance
- 77: Postage
 - Cost of stamps and mailings
- 79: Advertising
 - Cost of advertising in newspapers, registration signs, etc.
- 86: Background Checks
 - Cost of volunteer background checks
- 93: Bad Debt Expense
 - Checks returned for NSF, account closed, etc.
- 99: Miscellaneous and Other
 - Corporate annual fee and other items not classified
- 80: Photography
 - Cost of pictures/photographic supplies and equipment used for publicity and recognition
- 81: Special Event Costs
 - Costs associated with parades or other special events
- 83: Recognition Programs
 - Costs of awards banquets
- 84: Tournament Fees and Expenses
 - Costs to support travel teams or All-Star tournament expenses
- 64: Maintenance – School fields
 - Costs of sod, seed, fertilizer, mowing, miscellaneous hardware, etc.
- 65: Maintenance – FFX County Park Fields
 - Costs of sod, seed, fertilizer, mowing, miscellaneous hardware, etc.
- 68: Maintenance – Private Fields
 - Costs of sod, seed, fertilizer, mowing, miscellaneous hardware, etc.
- 69: Maintenance – Regional Park Fields
 - Costs of sod, seed, fertilizer, mowing, miscellaneous hardware, etc.
- 90: Facilities and Development - Schools
 - Costs of permanent improvements such as dugouts, scoreboards, etc.

- 91: Facilities and Development – FFX Parks
Costs of permanent improvements such as dugouts, scoreboards, etc.
- 94: Facilities and Development – Regional Parks
Costs of permanent improvements such as dugouts, scoreboards, etc.
- 95: Facilities and Development – Private
Costs of permanent improvements such as dugouts, scoreboards, etc.
- 96: Capital Equipment
Costs of tractors, mowers, etc.

XI. SYA FUNDS CATEGORIES

- 1001 Central Operating
- 2001 Fields of Dreams
- 3001 Little League
- 3002 Little League State Tournament
- 3801 Babe Ruth Spring
- 3805 Babe Ruth Fall
- 3901 Travel Baseball
- 4001 Spring Softball
- 4003 Travel Softball
- 4501 Fall Softball
- 5001 Spring Soccer
- 5003 Travel Soccer Spring
- 5501 Fall Soccer
- 5503 Travel Soccer Fall
- 5505 Cardinal Cup
- 6001 Football
- 6501 Volleyball
- 6503 Club Volleyball
- 6601 Rugby
- 6701 Field Hockey
- 7001 Lacrosse Spring
- 7501 Lacrosse Fall

- 8001 Cheerleading
- 8003 Cheerleading Competition Squad
- 8501 Wrestling
- 8503 Wrestling Travel
- 9001 Basketball Winter 9003
Basketball Winter Select
- 9201 Basketball Summer
- 9203 Basketball Summer Select

ATTACHMENT C

SYA GUIDELINES FOR PARTICIPATION AND ADJUDICATION

I. GENERAL POLICY

- a. In accordance with Article VII, Section 4 of the SYA By-laws, all youth, to the extent feasible, shall have the opportunity to participate in any sport offered by SYA on an equal basis, regardless of sex, race, creed, nationality, or ability to pay established registration fees.

II. EXCLUSION POLICY

- a. Justification for excluding individuals from sport participation shall be limited to:
 - i. Conduct detrimental to the conduct of play, flagrant or repeated violation of established rules or policy, verbal or physical abuse of any individuals, or any activity having a significantly negative impact on the reputation of the Southwestern Youth Association.
 - ii. The lack of adequate facilities. On those rare occasions where additional teams cannot be formed due to a lack of facilities for them to play or practice on, those individuals will be placed on a waiting list and placed on a team as vacancies become available. Vacancies will be filled in the order they were placed on the waiting list, i.e., those waiting the longest will be taken first.

III. PROCEDURES FOR RECOMMENDING EXCLUSION

- a. Article IV, Section 8 and 9 outline the procedures to recall an SYA Board member due to inappropriate conduct.
- b. Improper conduct by any SYA member shall initially be evaluated by the commissioner of the activity the individual is participating in. In the event exclusion from further participation is deemed appropriate, the commissioner will form a panel of no less than three activity officials to review the specifics of the matter. The panel may request participation from all members in question as well as anyone with information concerning the inappropriate action. When a decision is to exclude an individual from further participation is made, the commissioner must notify the individual in writing of the decision of the panel and specific period of exclusion. No suspensions are to be for an indefinite period. The written notification should also include a statement informing the individual of his rights to appeal the decision of the panel to the SYA Executive Committee.
- c. The SYA Executive Committee shall hear all appeals. If deemed necessary, the committee may also hold hearings to acquire the necessary information to make a decision. A two-thirds majority of the Executive Committee will be required to exclude an individual from further participation.
- d. No individual on an in-house team may be excluded from participation because of repeated absences from practice. Coaches, with the approval of the activity commissioner, may restrict the participation of a player in individual

contests because of repeated absences or when an individual is repeatedly late for practice.

- e. There are no restrictions on excluding All-Star, travel, or select team player participation. Participation in these programs is optional and as such, players may be excluded from competition if they fail to meet established practice requirements. It is essential, however, that the practice requirements be clearly established and articulated to all candidates prior to their requesting to play on the teams.

IV. REPORTING REQUIREMENTS

- a. Initial reports of conduct violations or incidents that may reflect adversely on the Southwestern Youth Association should be reported in accordance with Article IV, Section 6 Paragraph 10. Telephonic notification should be provided to the President or most senior available Board member within 24 hours of the incident.
- b. In the event the sport commissioner decides Executive Committee intervention is required, a written report containing all pertinent information on the situation must be submitted to the Executive Committee within 72 hours.
- c. The Executive Committee shall be notified in writing of the results of any disciplinary action levied by an individual sport disciplinary panel. The report shall reach the committee within 7 days after the panel recesses. In the event exclusion from further participation is recommended, a written copy of the findings and rationale will be forwarded to the Executive Committee to arrive no later than 72 hours after the disciplinary panel recesses. In the event the individual desires to appeal the decision of the disciplinary panel, the Executive Committee shall convene within 7 days of receiving the appeal to review the panels action, hear arguments if necessary, and to validate or modify the actions recommended.

V. CONFIDENTIALITY

- a. All occurrences of inappropriate conduct will be treated with complete confidentiality. Notification and discussion of the situation will be limited to those with an absolute need to know. In no instance will the situation be discussed with persons of agencies outside of the Southwestern Youth Association.
- b. The decision of a sport disciplinary panel or the Executive Committee is not for public dissemination. In the event the situation dictates publication of actions taken, the Executive Committee will draft a public release statement for review by the SYA Legal Counsel and approval by the full SYA Board. The Sports Information Director for SYA will release all approved public statements.

VI. EXTERNAL INTERVENTION

- a. Requests for assistance from agencies outside of SYA will be limited to summoning police, fire, medical, or rescue personnel to resolve immediate situations where the health and well-being of individuals is in jeopardy.
- b. No program will request assistance from, nor submit to the authority of an agency outside SYA during the adjudication process of conduct violations occurring during the conduct of in-house contests without prior approval of the Executive Committee.
- c. Programs entering select or travel teams in events sponsored by agencies outside of SYA will comply with adjudication process established by that program. However, the commissioner of that activity must notify the SYA Executive Committee within 24 hours of any infraction by an SYA member that may or will require another organization to take remedial action. In the event an SYA member is summoned to participate in any hearings or adjudication processes, the individual(s) will be accompanied by the commissioner of that activity or a member of the Executive Committee in the event the commissioner is not available. The Executive Committee will be notified within 72 hours of any action against an SYA member.
- d. Members desiring to lodge formal complaints, protests, or charges against individuals or organizations outside of SYA will coordinate such actions with the sports commissioner prior to taking actions. The Executive Committee should be notified of such actions prior to their submission. Activities of this nature are not for public dissemination and only those with an absolute need to know should be consulted or apprised of the nature of the complaint, actions being taken, or the final outcome. Press release, if deemed necessary, will be drafted by the Executive Committee and released by the SYA Sports Information Director. Request for information from outside agencies should be met with a “no comment” response. The agency requesting information should be referred to the SYA Sports Information Director.

ATTACHMENT D
SYA SPORTS INFORMATION GUIDELINES

I. GENERAL POLICY

- a. The purpose of the SYA Sports Information Program is to ensure the Southwestern Youth Association and all its members are afforded maximum access to the media and to ensure such access is provided in a highly professional, positive manner. The Director of Sports Information shall be charged with the responsibility for administering this program and for developing initiatives to expand media access.

II. PROGRAM GUIDELINES

- a. The Sports Information Director is the “official voice of SYA.” All information intended for release outside of SYA will be forwarded to the Sports Director for release.
- b. The deadline for the information to reach the local media is noon on Mondays. The suspense for programs to provide information to the Sports Information Director is 9:00 p.m. on Sunday. Commissioners are encouraged to appoint an individual in their programs to consolidate inputs and provide them to the Sports Information Director by the deadline.
- c. Programs desiring local media coverage of events in their program should forward a request for such coverage to the Sports Information Director allowing as much lead time as possible. Requests should include:
 - i. Name of Activity
 - ii. Name/Type of Event
 - iii. Date and Time of Event
 - iv. Location of Event
 - v. Point of contact for media upon arrival at event (name and phone number).
- d. In the event media representatives choose to by-pass the Sports Information Director and contact a sports commissioner directly, commissioners are encouraged to provide the media with as much information as possible on the scheduling, conduct, or outcome of events within their programs. In addition, questions of the administration of that activity may be answered provided the information is limited to the policy established by that sport’s leadership. Questions concerning “SYA” policy or any items outlined in Attachment C, should be referred to the SYA Information Director for response. The Sports Information Director will not give phone numbers to media representatives unless approval is sought and received from the SYA member.
- e. To the maximum extent possible, all information given to the Sports Information Director will be given to the media. It is not an uncommon practice for articles submitted to be modified or not printed by the press. If modifications result in the distortion of the information provided or mistakes (to include the spelling of names) occur, the Sports Information Director should be notified immediately so that a correction can be made.

- f. To reduce instances in misspelled names in the media, each commissioner shall provide the Sports Information Director with copies of all rosters prior to the first scheduled games.

III. CONDUCT OF INTERVIEWS

- a. Coaches, league officials, and Board members are encouraged to participate in interviews with local media to add the appropriate “personal touch” to events conducted in their activities. During the conduct of interviews, individuals should never assume anything is “off-the-record.” The old adage of “praise in public; criticize in private” applies to all interviews conducted by SYA members. The SYA member should be mindful that in the public’s eye, his comments are a direct reflection of the SYA. For that reason, all comments should focus on the positive and avoid controversy, criticism, or disparaging remarks.
- b. While the conduct of interviews with players is not prohibited, coaches and league officials should encourage media representatives to seek parental permission prior to the conduct of the interview. Furthermore, where possible, coaches and league officials should allow participants the opportunity to compose themselves after the completion of the event to ensure the interviewer is not in an emotional state that might cause the individual to say something that might later be regretted.

IV. PLAYER RECOGNITION PROGRAM

- a. This program has been established to provide senior members with an expanded access to the media. The ultimate goal is to increase opportunities for SYA members to receive college athletic scholarships and to increase the number of SYA members playing high school and college sports. Utilization of the media to expand the knowledge high school and college officials have of SYA members and the quality of competition in the program is deemed a viable method of achieving this goal.
- b. Commissioners are encouraged to submit a minimum of one profile a month for publication. Inputs should be forwarded to the Sports Information Director. Items to be considered in drafting an input include:
 - i. A brief biographical sketch of the individual (name, age, school, years of participation, awards received, select team participation, name of parents, etc.).
 - ii. A summary of current performance (batting average, runs scored, percent of teams offense or runs produced, etc.).
 - iii. Statement of his contributions to the team or program, to include personal traits worth mentioning.
 - iv. Comment on potential future contribution individual should make to a team.
 - v. Personalized coach’s comments on player’s ability or positive personal characteristics.
 - vi. A current photograph (mandatory).
- c. All profiles must be coordinated with and approved by the member’s parents.

- d. In the event multiple inputs are received for a specific edition of a paper, attempts to get more than one article in during the same week will be made by the Sports Information Director. If this is not possible, the final decision on which articles to print will rest with the Sports Information Director.

ATTACHMENT E

SYA SAFETY AND EMERGENCY PROCEDURES AND GUIDELINES

I. GENERAL POLICY

- a. The effectiveness of the SYA safety and accident prevention program relies on the sincerity of purpose of the coaches and leaders of our sporting activities. An effective program will only be realized if everyone in the organization has a real desire to make safety a part of their activities. We expect everyone in the organization to be “safety-minded” and to be guided by safety considerations. The inexperience of many of our athletes makes it essential that safety be an integral part of our thinking in everything we do. We must be aggressive in controlling the causes of accidents.

II. RESPONSIBILITY

- a. The responsibility for a sound safety and accident prevention rests with everyone in the organization. Everyone’s approach to the program of accident prevention and the establishment and maintenance of safe conditions must be positive and aggressive. In every activity, safety must be the overriding consideration the conduct of sports activity.

III. BASICS

- a. To minimize incidents, particularly in the initial learning period, instructions in the basic skills should be approached gradually. Athletes should never be allowed to perform a task in practice or competition until the proper technique to accomplish the task has been demonstrated in practice. Proper phasing of practice activities is a crucial factor in preventing injuries. For example, never ask an athlete to slide at the end of a base running activity if you haven’t showed them how to slide yet.
- b. The ultimate responsibility for ensuring the practice location is safe for practice or games rests with the coach. It is the coach that parents entrust with the safety of their child. While league officials have the responsibility of determining the safety of condition for play, coaches ultimately have the last word on this issue and should not let themselves be pressured into playing or practicing when they truly believe conditions to be unsafe.
- c. Every coach should conduct a spot check of the facilities to ensure no unsafe conditions exist. In the event an unsafe condition is discovered, league officials should be notified as soon as possible and further activities should be suspended until the condition is corrected. Additionally, equipment should be checked prior to each usage to ensure it is still in good condition. Never allow an athlete to use defective equipment. The activities quarter master should be contacted to obtain repair or replacement of defective equipment.
- d. Every coach should have a game plan for obtaining emergency medical assistance in the event of injury to players. This should include knowing the location of the nearest hospital and having a plan as to who will go for help and who will remain with the team and injured player in the event of an emergency. Coaches are discouraged from practicing on remote fields

without another adult present to either summon help or remain with the team while help is being summoned.

- e. Arrangement to ensure prompt pickup of athletes after practices and games should be a topic of each coach's meeting with parents. Coaches should never leave the game or practice location until each player has been picked up by a parent or other authorized adult unless the parents have made other arrangements with the coach.

IV. LEAGUE RESPONSIBILITIES

- a. The commissioner of each activity is responsible for ensuring safe conditions exist at all assigned locations. This responsibility includes:
 - i. Establishing a maintenance program to guarantee facilities receive necessary maintenance required to maintain safe conditions.
 - ii. Placing safety above all other considerations when making decisions on the adequacy of a facility for play.
 - iii. Procurement and upkeep of practice and playing equipment, particularly personal protective equipment.
 - iv. Development of an effective equipment rehabilitation and certification program.
 - v. Procurement and replenishment of first aid kits for all teams and development of controls on these items.
 - vi. Developing programs or procedures to ensure minimum requirements for medical and liability insurance are made available to coaches and players.
 - vii. Ensuring procedures to ensure cleanliness of facilities is maintained and unsafe foreign objects (broken bottles, cans, glass, etc.) are promptly picked up.
 - viii. Repairing or requesting prompt repair actions from appropriate County agencies of all unsafe conditions at playing and practice locations.
 - ix. Conducting prompt up-channel notification of injuries in accordance with provisions outlined in other sections of the SYA By-laws.
 - x. Conducting prompt accident investigations to determine the cause and to correct situations which may have contributed to injury/accident.
 - xi. Establishing policy to ensure that only participants and coaches are permitted on the playing field and ensuring strict enforcement of the policy by coaches and officials.

V. COACHES RESPONSIBILITIES

- a. Safety of players ultimately rests with the coach. He alone has been entrusted by parents with the responsibility for ensuring practice and games are conducted in a safe manner and a safe location. In spite of differing opinions by league officials, the coach should remember he always has the final say in whether or not a facility is safe for his players, even if this may initially require him to forfeit a game. Safe conduct of practice and games should be the pre-eminent consideration of all coaches. In administering an effective

accident prevention program, a coach's responsibilities include but are not limited to the following considerations:

- i. Developing a plan to effectively deal with emergencies should they arise. This is especially true at remote practice locations where access to telephone is not readily available. Coaches should refrain from practicing at remote locations without having another responsible individual available to assist in the case of emergency. The plan should outline who will go for help, who will assist an injured player and the location of the nearest available phone. Once an injury has occurred, the coach should confine his activities to accepted first aid activities and nothing more. Above all, he must not diagnose or take any other actions that are only to be performed by qualified medical personnel. This includes providing aspirin or other pain reducing medications. When in doubt about the severity of an injury, summon medical help immediately by dialing 911. **IF IN DOUBT PLAY IT SAFE.**
- ii. After an injury, do not return an athlete to participation until they are truly ready. It is recommended that for minor injuries, the coach get a note from the parent releasing the child for participation again. For more serious injuries or in a situation where the player has a physical condition which brings doubt about his or her fitness for play, insist on a medical release from a competent medical authority. Once the medical waiver is obtained, a wise coach will administer functional tests to determine the exact status of the athlete.
- iii. Ensure all playing equipment is safe and notify the quartermaster or commissioner of defective equipment. Never allow an athlete to compete with defective equipment. Additionally, ensure all athletes wear all required person protective devices prior to allowing them to practice or play.
- iv. Develop a plan for every practice and inform assistants of what their duties will be during practice. The lesson should include:
 - a. Loosening up drills at the beginning of practice to ensure the athletes' bodies are ready for strenuous activity. Try to use the same series of warm-up drills at every practice. Extensive studies on the effect of conditioning, commonly known as warm-up, have demonstrated that stretching and contracting muscles just before an activity improves general control of movements, coordination and alertness. Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.
 - b. Pairing players by similar skills during warm-up and drills.
 - c. Teaching fundamentals in a progression that ensures no athlete is being asked to do something in practice or a game before they have been instructed in the skill. For example, never practice base running skills that may result in the athlete sliding if you have not yet taught them how to slide safely. Proper

sequencing of activities can significantly reduce the chance of injury.

- d. Provide as many repetitions of basic skills as possible.
 - e. Minimize listening and lecture time. Athletes will progress faster if they see a demonstration and learn by doing.
 - f. Discipline problems will be kept to a minimum if all are kept busy. If you must discipline, do so by taking them out of the activity, privately reprimand them, and sit them down for a period. When they are returned to play, welcome them back and let the discipline be over. Above all, remember the old adage: "Praise in public; reprimand in private."
 - g. Use positive reinforcement generously. When improvement does not take place immediately, your athlete will not sense failure unless your reaction is negative.
 - h. Be patient, persistent, flexible, and maintain a sense of humor.
- v. Taking action to ensure unsafe practices are corrected during practice, i.e., players not swinging bats around at each other, everyone throwing the ball the same way rather than in a rampant manner, control of horseplay, etc.
 - vi. Ensure emergency first aid kits are readily available for all practices and games.
- VI. Ensure that the parents of each player complete an "Authorization for Emergency Treatment" form (see attachment 1) and ensure the form is immediately available at each practice or game.
 - VII. Make plans to have adequate supplies of water or other fluids available for all games/practices, especially during extremely hot weather, and encourage athletes to consume fluids often prevent dehydration and heat exhaustion/stroke.

VI. ON-FIELD DECISIONS FOR ATHLETE INJURIES

GENERAL

Most injuries would be treated no differently, whether they happen to a 10 year old shortstop or an adult. Nevertheless, in evaluating injuries to young athletes, you must remember you are dealing with children. The young player may not be able to easily describe just how he was hurt or how badly he is hurt. If they really want to keep playing and think you might take them out of the game to treat an injury, they might not even want to tell you where or how bad it hurts. Therefore, your careful observation and good instincts are very important. IT IS IMPORTANT THAT COACHES AND PARENTS

BE RESPONSIVE TO COMPLAINTS OF INJURY FROM ATHLETES OF ALL AGES. THEY SHOULD BE AWARE THAT ANY ATHLETE WHO IS NOT PLAYING UP TO SKILL LEVEL MAY BE SUFFERING FROM A SIGNIFICANT INJURY. It is crucial that managers and coaches cultivate timely, open, trusting communication with parents and players. Be sure that the player's mom and dad are informed of every injury, how it happened, what you did to assist the player, and your recommendation for further actions by the parents. However, while you may rightly feel that not every bruise or sprain should be seen by a physician, the final decision on this must rest squarely on the parent or guardian.

VII. QUALIFICATION TO ADMINISTER FIRST AID

It is recognized that few coaches have any training in first aid techniques and that it is impractical to have a completely trained and experienced first aide on duty at all times. However, every effort should be made to determine if any of the team parents or other individuals associated with the team have been trained in basic first aid techniques and to attempt to have them present at all team events. Furthermore, coaches are encouraged to avail themselves of basic first aid training that is available through public agencies. Ideally, the training should be from an accredited agency such as the American Red Cross. The alternative is to get training by a medical doctor or a registered nurse who is familiar with athletic injuries. Minimum training should include handling of extreme emergencies such as use of mouth to mouth resuscitation and external cardiac massage. Until such training is received, coaches should limit themselves to performing only minimum, prudent first aid needed to sustain life. This includes immobilizing the injured area, applying ice and immediately summoning help. **IF YOU ARE NOT QUALIFIED TO DEAL WITH THE SITUATION-DON'T. CALL THE RESCUE SQUAD AND SUPPLY THEM WITH AS MUCH INFORMATION AS POSSIBLE.** At no time should coaches provide player with any medication. This includes even aspirin or Tylenol, etc.

VII. DEALING WITH INJURY SITUATIONS ON THE FIELD

Act quickly and shrewdly assuming every situation is serious until proven otherwise. Keep person lying down and still. Don't be in a hurry to get them on their feet or off the field. Never move them until you are certain doing so will not further aggravate the injury.

Always consider head and neck injuries or unconsciousness as serious.

Find the injury and do your best to immobilize it.

Reassure the athlete and keep the athlete calm.

Your first impulse will be to help. But before you do – get a good idea of the problem first.

1. Did you see the injury occur? If so, you will have a pretty good idea of what happened. Also look at the injured area to see any signs of swelling, deformity or bruising.
2. Let the player tell you what it feels like. Ask:
 - a. How did it happen?
 - b. Where is the pain?
 - c. Can you move it by yourself?
 - d. Can you sit up, stand, walk?
3. Pinpoint the exact area of pain by applying gentle pressure. Compare injured and non-injured part. Once the area is localized, begin ice treatment immediately. Ice, compression (ace bandage, etc.) and elevation of the injured area if possible can reduce pain and swelling. Move player off the field only when you are confident it is safe to do so.

In case of head or neck injuries, unconsciousness, or an eye injury, treat them as a serious injury until you are assured otherwise by medical personnel.

ALWAYS HAVE ICE/COLD PACK AVAILABLE FOR INJURIES

IX. EVALUATION OF INJURIES

Injuries can be classified in three categories:

MILD

MODERATE

SEVERE

Classification and treatment depend on symptoms and signs. The best way to determine the symptoms and signs is by looking and listening, then by carefully feeling and moving the injured area. While we cannot list every symptom and sign of injury, you can generally rely on the following general statement in most cases:

1. The sooner the player has disability, the more serious the injury. By disability, we mean the player cannot use that part of the body as it should be used. If an athlete twists an ankle but has only a slight limp, the injury could be mild or moderate. If he falls and cannot get up at all, he probably has a severe injury.
2. The larger and more immediate the swelling, the more serious the injury, because swelling on the outside means bleeding on the inside.
3. A noticeable deformity means a serious injury.
4. Consider all unconsciousness or eye injuries as serious.

X. DO'S AND DON'TS

Never give aspirin to cover symptoms of minor injuries.

Ice an injury for at least 48 hours to allow healing.

Never put heat on an injury before 48-72 hours.

Don't attempt to work off an injury. Greater problems can arise from this.

When in doubt – it is better to see a physician now than wait until greater damage is done.

XI. NOTIFICATION OF THE FAMILY

It is extremely important that as soon as the provisions have been made for the care of the injured athlete that the family be notified as tactfully as possible.

ATTACHMENT F INFECTIOUS DISEASE POLICY

The SYA has adopted these policies upon the recommendation of the Sports Medicine Advisory Committee. Our goal is to minimize the possibility of transmission of any infectious disease from one athlete to another during practice or competition. The development of this policy is in keeping with the commitment of the SYA to make athletic participation safer for the athletes in our organization by responding to new information that suggests potential risks.

I. WHAT ARE INFECTIOUS DISEASES?

Infectious diseases are illnesses that are caused by an organism, usually a virus, bacteria, or fungus. Many of these diseases are contagious, meaning they can be spread from one person to another. For purposes of our athletes we will consider three types of contagious infectious diseases.

1. Usual viral illnesses like colds, intestinal flu viruses, and influenza are generally spread through airborne transmission of the virus or through direct contact. Hand washing and covering sneezes and coughs are considered reasonable techniques for reducing the spread of these types of illnesses. They are actually more likely to be spread in a closed classroom than an open gym or athletic field except for those sports with close contact, like wrestling.
2. Skin lesions such as impetigo (a skin infection), athlete's foot, and non-genital herpes can also be spread by close contact and should be covered to allow participation. These skin disorders can also be harmful to the individual with the skin lesions by serving as a portal of entry for other kinds of infections. Thus, they should be covered or participation should not be allowed.
3. The most serious infections and contagious disease in question here are the blood-borne pathogens. These are spread through contact with blood (as well as other bodily fluids such as semen and vaginal fluids) and most notably include Hepatitis B and Human Immunodeficiency Virus (HIV). No reports of transmission from sweat or saliva have been reported with HIV transmitted through athletic participation and risk of this happening is very low but theoretically it is NOT ZERO. The rest of this policy is designed with HIV and Hepatitis B in mind. Proper handling of injuries where blood is present can even further reduce the very low risk of transmitting these diseases in the school and playing field arena.

Hepatitis B is a viral infection of the liver and that can vary from mild inflammation to a severe life threatening disease. AIDS is a disease of the immune system caused by the Human Immunodeficiency Virus. The individual may not develop any symptoms of the disease for many years after contracting the virus. Both of these disorders are transmitted through sexual contact or exposure to infected blood or blood components.

II. WHICH SPORTS ARE MOST LIKELY TO SPREAD AIDS OR HEPATITIS B?

As stated, neither of these has been reported to have been transmitted through sports. The theoretical risk is low but would be greater where there is a greater likelihood of blood and close contact. Thus, football, basketball, lacrosse, ice hockey, and wrestling would be most likely to produce this environment. However, any sport could have the potential for blood exposure and thus theoretical risk for exposure.

III. SHOULD ATHLETES ALL BE TESTED FOR THESE DISORDERS?

Mandatory testing has not been advocated by any medical organization monitoring these disorders. The testing could produce a false sense of security when a negative test during the time of inoculation of an individual and the ability to recognize the presence of the virus. Thus, an individual could be contagious and still have a negative test. The screening tests are not 100% reliable and false positive and negatives have been reported. Additionally, there is concern about infringement of individual rights and the question of what to do if a positive test is obtained. Testing is not a feasible approach to prevention, however, athletes and others involved in interscholastic athletics should have available to them information on where they may obtain private and confidential HIV counseling and testing.

IV. IF AN ATHLETE IS POSITIVE, WHO SHOULD BE TOLD AND SHOULD HE BE PREVENTED FROM PARTICIPATION IN SPORTS?

The athletes' HIV or Hepatitis B status is confidential information between patient and physician. No one else, including school officials, can be told without the individual's permission. The athlete with one of these disorders should be encouraged to choose a sport with less contact and opportunity for bleeding than wrestling, for example. The athlete should also be instructed to take proper precautions with skin lesions, bleeding, etc. However, he **should not** be forbidden from participating in whatever sport he desires. The decision concerning participation is a personal medical decision between the athlete and his physician. This recommendation could certainly change in the future if any evidence for transmission via sports is documented.

V. HOW CAN WE PROTECT OUR ATHLETES, TRAINERS, AND COACHES FROM EXPOSURE TO ONE OF THESE BLOOD-BORNE DISEASES?

There is an effective and safe vaccine for Hepatitis B. One of the targeted groups to receive this vaccine would be those where the risk of exposure to blood is increased. Thus, any trainer or coach who frequently deals with an injury with blood is at a potential risk. Strong consideration should be given to having these individuals receive this immunization.

Blood and other bodily fluids should be handled using "Universal Precautions" as is done in all hospitals and most other health care facilities. This procedure is outlined below.

This is the safest approach as one uses techniques that would be preventive in all patients whether they have a disease or not.

VI. PROCEDURES TO BE FOLLOWED BY COACHES, TRAINERS, AND OFFICIALS

1. An athlete should render first-aid to himself and cover his own wounds whenever possible. Again, this reduces the risk of transmission of blood-borne pathogens from one person to another.
2. If a bleeding wound occurs, the individual's participation should be interrupted until the bleeding has stopped and the wound is both cleansed with antiseptic and covered securely or occluded. If bleeding resumes, the practice of contest must be stopped again until bleeding is stopped and contaminated surfaces are cleaned. It is up to the discretion of the official in charge of the competition as to how many times the competition should be stopped due to an athlete's bleeding before disqualification occurs.
3. Skin exposed to blood or other bodily fluids contaminated with blood should be cleaned as promptly as is practical, preferably with soap and warm water. Skin antiseptics (e.g. alcohol) or moist towelettes may be used if soap and water are not available.
4. Even though good hand washing is an adequate precaution, water-impervious gloves should be available for staff to use when handling blood and other bodily fluids. Gloves are especially important in individuals with no-intact skin. Hands should be washed after glove removal. If gloves are not available, a bulky towel may be used to cover the wound until an off-the-field location is reached where gloves can be used during more definitive treatment. Disposable towels should be used in all clean up, as well as any cotton used to stem bleeding, should be placed in a container lined with a plastic bag.
5. If blood-contaminated bodily fluids are present on a surface, the object should be cleansed with fresh household bleach solution made for that event by adding one part of bleach to ten parts of water. Items such as wrestling mats should be cleaned, rinsed, and allowed to dry before resuming action. This solution should be made fresh daily when needed.
6. If any blood gets on an opponent's uniform during competition or on a teammate's uniform during practice, it is necessary to clean the uniform at that point by wiping it with a disinfectant such as isopropyl alcohol. This should be done whether or not the blood is on part of the uniform which might come in contact with his mucous membranes. If there is substantial saturation of the uniform with blood such that it is dripping, rubs off easily, or drips if squeezed, the uniform must be changed.
7. All soiled linen such as uniforms and towels should be placed in plastic bags and washed in hot soapy water. Any detergent that contains bleach is appropriate.
8. All coaches, officials and athletes should practice good hygiene. Towels, cups, and water bottles should not be shared. Also, athletes should take a shower using a liberal amount of soap and hot water after each practice and competition
9. It is the responsibility of each **sport** to provide for their respective team's gloves, and any other first aid materials necessary to comply with these regulations.

10. At this time, no cure exists for AIDS, which is a preventable fatal disease. In addition to the above-mentioned techniques, education about potential methods or spread of this disorder and emphasis on methods of prevention must be an integral part of our athletic programs for athletes, coaches, and trainers.

VII. AIDS AND CONTACT SPORTS

According to Dr. David E. Rogers, considered by many to be the foremost expert on the transmission of the HIV virus (AIDS), the chances of the virus being transmitted during athletic contest is extremely small. In fact, there is not one documented case of the virus being transmitted in this manner.

The possibility of transmitting AIDS in this manner is much less than the possibility of transmitting other very dangerous blood-borne viral infections such as Hepatitis B.

However, the chance of transmitting the AIDS virus is not zero. Therefore, precautions – the same as those taken in health care institutions – should be taken to insure that no transmission can occur.

Proper handling of these situations by coaches, officials, and competitors will greatly reduce the possibility of any transmission of AIDS, if indeed the athlete who is bleeding is infected by the disease.

VIII. BLEEDING PRECAUTIONS

The following precautions can be utilized in interscholastic activities any time there is a bleeding problem.

If an athlete sustains an injury which results in a blood flow the contest should be stopped, the bleeding stemmed, and any blood on the playing area should be wiped off using Clorox in a 10 to 1 solution – 10 parts water and 1 part Clorox. This same solution should be used to wipe any blood off the opponent's skin. It should be noted that there also are many other disinfectants that are very successful in combating the HIV virus such as isopropyl alcohol.

If any of the blood has gotten on the opponent's uniform, unless the opponent has an open cut or unskinned area on his body, it is not necessary to clean the uniform at this point. If there is an open cut or an unskinned area, then the uniform also should be wiped with the Clorox solution.

If an official gets blood on him, he should do the same as the competitors – use the Clorox solution to wipe the area of the blood.

It is important that anytime there is blood present that it be treated with respect regarding its ability to transmit infectious disease.

Of course, no matter what the activity, if the bleeding problem is severe enough, then the competitor should not be permitted to continue – not only from the standpoint of possible disease transmission but also for the health and safety of the injured competitor.

ATTACHMENT G TRAVEL AND SELECT TEAM POLICY

TRAVEL AND SELECT TEAM UNIQUE FUNDING RESPONSIBILITIES

I. GENERAL POLICY

- a. The policy outlined below applies to all programs sponsoring traveling, select, or All-Star teams.

II. BUDGET DEVELOPMENT AND SUBMISSION

- a. The commissioner of each activity sponsoring travel, select, or All-Star teams will submit a separate budget from their in-house budget for select, travel, and All-Star teams. No SYA member has the authority to obligate SYA to pay bills unless he has an approved budget and only commissioners are authorized to make such obligations and sign for purchased items unless this responsibility is delegated to other key individuals in the activity and the SYA Board is notified in writing of such delegation.
- b. The budget submittal should cover all costs associated with participation to the highest level of local, state, of national competition possible.
- c. All budgets will be submitted in December based on the registration figures for the most recently completed season.
- d. Budget submittals will be updated to reflect actual registration numbers within 45 days of the completion of registration.
- e. Budget authority (authority to obligate SYA to pay bills) runs from the time the budget is approved until 30 days after the last game is played.
- f. Commissioners will comply with the remaining funding guidelines outlined in the basic section of the By-laws and the Summary of Accounts Chart of Attachment B.

III. INCOME

- a. Commissioners are responsible for developing a recommended registration fee and funds augmentation input that is sufficient to cover all programmed program expenses.
- b. Money received by an SYA member will be turned over to the SYA treasurer for deposit. The only exception is for the registrar who is authorized to deposit registration fees.
- c. Commissioners are responsible for developing a recommended registration fee for the traveling team, All-Star team, or select team. The registration fee will not be significantly higher or lower than that charged for in-house programs of similar type. However, commissioners are authorized to charge an additional fee to cover the cost associated with travel hotels, gas, etc. The administration fee required to be paid to the Central Operating Fund will only be paid once per player per season, e.g., a player who paid in-house baseball and for whom an administration fee was charged will not be charged another administration fee for All-Star participation. On the other hand, players who opt to play on a select team only which is composed of players from a recently terminated in-house program but who did not register for that program will be charged an

administration fee for registering for the select program. Once a registration fee is established, board approval must be sought and obtained before it is changed again.

IV. EXPENDITURES

- a. Only the commissioner and other specifically designated to the Board in writing are authorized to sign invoices for approved expenditures. All expenditures in excess of \$1000.00 must be pre-coordinated with the treasurer prior to picking up the items. The treasurer will either provide the individual with a check for the full amount to pay the bill at the time of pickup or provide the individual with an authorization number indicating sufficient funds are available to cover the cost of the procurement.
- b. Copies of all bill, receipts, etc. must be presented to the treasurer before funds will be provided.
- c. SYA will pay tournament travel related expenses for travel, select, and All-Star teams under the following conditions:
 - i. The travel must be national tournament related, that is, the competition must be in a tournament/chain of games that directly qualify the team for national competition or be participation in the actual national level of tournament.
 - ii. SYA will also pay travel related expenses for regular season travel games provided it is a budgeted item in the sports activity budget. Funds will not be drawn from savings, accumulation accounts, etc. to fund regular season travel requirements. Funds for this type of reimbursement will come from the activity's budgeted funds.
 - iii. Commissioners are also authorized to pay travel related expenses for in-state competition leading up to a national level competition, for example, baseball All-Stars, but funds for this cost must be budgeted and come from activity funds. The use of out-of-program or accumulated past year funds set aside to cover out-of-state national level competition will not be used for this purpose.
 - iv. SYA will pay travel, lodging, transportation, and up to \$10.00 per day food costs for participants and coaches playing in out-of-state national level qualifying of the national level tournament itself. Use of out-of-program funds is approved by the Board or accumulated past year funds set aside to fund activities of this nature are authorized.

V. SOURCES OF FUNDING

- a. It is realized that the cost of funding travel, select, or All-Star teams and their associated travel related costs far exceed that made available by sole reliance on registration fees. For that reason, any prohibitions placed on fund raising activities by in-house programs will not apply to select, travel, or All-Star teams. While funding sponsors is the preferred method of obtaining additional funding, fundraisers are also authorized. Commissioners are responsible for notifying the board of the type of fund raising activities to be conducted at least 30 days prior to the time they are to start. Commissioners are also responsible for complying with county, state, and federal rules on the

conduct of such fund raisers and for obtaining any required permission/authorization. All funds collected will be provided to the SYA treasurer for deposit within seven working days of receipt.

- b. To further assist in funding such activities, each activity is authorized to retain in a saving/mutual fund account, any funds remaining from the travel, select, or All-Star budgets rather than have them deposited in the Central Operating Fund as is the case with in-house programs. These funds may be retained from year to year.
- c. All residual funds from travel, select, or All-Star programs will be deposited in one central saving/mutual fund account controlled by the SYA treasurer who will make all transfers/withdrawals. A quarterly statement of balance and amount of deposits by each activity will be provided by the SYA Accounting Agency. Each activity will be allowed to draw from this account to cover the cost of out-of-state travel related costs associated with participation in national level qualifying games/tournaments or the national level tournament itself. However, the amount withdrawn will not exceed the amount deposited without majority approval of all contributors. Furthermore, future withdrawals will not be allowed until the full amount of the funds provided by other contributors is replaced in the account.
- d. In the event sufficient funds are not available either through the use of activity funds or the savings/mutual fund account, an activity may request the use of supplemental funds in existing SYA accounts to help defray the cost. Such a request should be submitted to the Board for consideration/approval along with pertinent information on what portion of the cost the activity will absorb and proposed methods to repay the money borrowed from SYA accounts.

VI. REGISTRATION

- a. All Select, travel, and all-star players will be required to register for their specific select, travel, or all-star team. This registration may be in addition to a coinciding house team registration for the same player.
- b. Separate registration, database, and financial records will be kept for the select, travel, or all-star sport.
- c. The commissioner of the travel, select, or all-star sport will be responsible for developing a recommended registration fee that will be sufficient to cover operating costs. These recommendations will be submitted as part of the annual budget submittal. All requests to raise the fee must be approved by the SYA board. Requests to raise the fee will include the specific economic justification to allow the Board to make a decision on the need for the increase and the impact on the program if the increase is disapproved. The impact statement should be as specific as to what will not be bought or what activities will have to be terminated if the added fees are not received.