
IDENTIFICATION BADGE POLICY

Category:	Coaches	Date Approved:	1/20/2015
Policy Number:	200.4	Date Last Revised:	4/21/2020

PURPOSE

Readily identify coaches to provide access to controlled areas (player bench) as well as authorization for the discussion of game play with game officials.

POLICY

As a part of Inter Tribal Sports (ITS) commitment to promoting a professional and safe youth sports environment, all coaches must wear an ITS issued photo identification badge. This badge will serve as a method of identification, provide access to controlled areas (player bench, courts, fields, etc.), and establish the ability to discuss play related issues with officials while the game is in progress.

Issuance of Badges

All ID Badges shall be issued in accordance with the policies and procedures set forth by the ITS administrative office as approved by the ITS Board of Directors.

Individuals may not “loan” their badge to anyone for any reason. Failure to comply with these policies and procedures may result in the revocation of privileges.

The Badge

The photo identification badge is credit card sized with a photo image of the individual along with their information on the front **to be** displayed while at ITS athletic events. The following outlines the types of to be issued:

Coach - The official identification badge for head and assistant coaches, no differentiation on the badge will be indicated. Badges shall include the photo and name of the individual, year of issuance, and tribal affiliation. Badges shall be issued **as designated under the 300.1 Background Check Policy**. Individuals are required to reapply for a reassurance of badges.

Board of Directors - Members of the ITS Board of Directors will be issued badges. These badges shall indicate “Board of Directors” and include the photo and name of the individual as well as the community they represent. These badges will only expire once the individual is no longer serving on the board.

Volunteer - The official identification badge for volunteers that assist at ITS athletic events. Badges shall include the photo and name of the individual and year of issuance. Badges shall be issued **as designated under the 300.1 Background Check Policy**. Individuals are required to reapply for a reassurance of badges.

ITS Staff - Identification badges for ITS Staff members will be issued. Badges shall include the photo and name of the individual, and title within the organization.

Coach Duties and Responsibilities

The following outlines the requirements for issuance and usage of the ID badge for coaches.

- Must complete all the requirements for issuance as designated under the [200.1 Coach Responsibilities Policy](#) and [200.3 Coach Conduct and Ethics Policy](#).
- Must wear the badge in plain view above the waist at all times while at an ITS athletic event.
- Only coaches with badges will be permitted in the player bench area.
- Only coaches with badges will be permitted to discuss game play with the officials.
- Immediately report lost badges to ITS board or staff member.
- Coaches must surrender the badge if requested to do so by an ITS Board member or ITS manager-level or above staff member.
- May not alter, adorn, or intentionally obscure the information on the badge at any time.
- Return a found badge to an ITS board or staff member.

Replacement Badges

Lost or damaged badges should be reported immediately to an ITS board or staff member. Upon receipt of notification by the administrative office along with the appropriate fees and paperwork, a replacement badge will be issued within two (2) weeks.

Individuals may obtain a temporary badge (1-time use) from the onsite staff member in order to conduct game day business. Individuals will be permitted only two (2) temporary badges per sports season. Persons that exceed this request will be denied a badge and risk an administrative game forfeiture. It should be noted that coaches will not be permitted in the player bench area or to discuss the game play with officials without a badge.

Fees

Individuals that misplace their badges will need to purchase a replacement badge. The following fees are designed to recover the direct costs of additional badge printing and serve as a deterrent for future such incidents.

New to Organization	No cost
Annual Renewal	No cost
Lost/ damaged Badge <i>(within same calendar year)</i>	1st replacement: \$5
	2nd replacement: \$10
	3rd replacement: \$20

RELATED INFORMATION

Inter Tribal Sports Documents:

[League Coaches Certification \(Online\)](#)

Inter Tribal Sports Related Policies:

[200.1 Coach Responsibility Policy](#); [200.2 Coach Certification Policy](#), [200.3 Coach Conduct and Ethics Policy](#); [600.6 Game Cancellations and Forfeitures Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)