



# WESTFIELD

## YOUTH SPORTS

### ***POLICIES AND PROCEDURES OF W.Y.S., INC.***

#### **Latest updates:**

July 15, 2025 (Waiver of Registration Fees)

October 11, 2021 (Code of Conduct policy)

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## **1. MISSION STATEMENT.**

Our mission is to promote amateur youth sports to school-age children living within Westfield Washington School District of Hamilton County, Indiana by fostering competition through affiliation with local and national amateur athletic governing organizations.

Our Goal is to provide all eligible children, regardless of race, color, creed, ethnicity, or socioeconomic status, with an equal opportunity to participate in instructional, recreational, and competitive sports leagues.

## **2. CODE OF CONDUCT.** (Rev. October 11, 2021)

All WYSI athletes, coaches, parents, guardians and spectators agree to the Code of Conduct upon registration or attending a WYSI event. WYSI strives to provide all eligible children an equal opportunity to participate in instructional, recreational, and competitive sports regardless of race, color, creed, ethnicity, or socioeconomic status. The organization leagues will not tolerate racism in any form, on or off the field, and expects and encourages all to report any such behavior.

### **PLAYERS:**

1. Treats league officials, coaches, teammates and opponents with respect.
2. Treats facilities with respect. Players realize the use of the Westfield Washington facilities, or any other athletic facilities, is a privilege.
3. Exercises self-control at all times, setting a positive example for others.
4. Accepts the decisions of referees/officials without argument or gesture.
5. Wins with humility, loses with grace. Does both with dignity. Never quits.
6. Always remembers that it is a privilege to represent the league and community and conducts themselves in a way that brings only credit to the league and community.
7. Understands the rules of their sport, plays hard but plays within the rules.
8. Does not use alcohol, tobacco products, vaporizers or illegal substances and demands the same from teammates.
9. Makes every effort to attend practices and games, is on time and notifies coaches when games or practices will be missed.
10. Does not use profanity, taunt or participate in unsportsmanlike conduct during or between games.

### **COACHES:**

1. Treats players, opposing coaches and league officials with respect.
2. Treats facilities, wherever located, with respect. Understands that the use of the Westfield Washington facilities is a privilege that can be taken away at any time if the facilities are abused.
3. Inspires in the players a love for the game and the desire to compete fairly.
4. Is the type of person he/she wants the players to be and conducts themselves in a way that brings only credit to the league and community.
5. Disciplines those on the team who display unsportsmanlike behavior including but not limited to, taunting, overly aggressive behavior, profanity, or inappropriate comments/behavior.
6. Respects the judgment and the interpretation of the rules by the officials and demands the same from his/her players.
7. Knows he/she is a teacher and understands that the playing field or court is a classroom. Coaches prioritize good sportsmanship above wins and losses.

8. Does not use profanity in the presence of spectators, other coaches or athletes.
9. Use of alcohol, tobacco products, vaporizers or illegal substances during WYSI events is strictly prohibited.
10. Makes every effort to attend practices and games, is on time and promptly notifies players/parents of any changes in schedule.
11. It is the responsibility of every coach to communicate expectations with parents and players prior to each season.
12. Supervise his/her team to ensure their behavior is in compliance with their obligations under this Code of Conduct.
13. Every coach, and any parent assisting a coach on the field of play must have a current background check on file.
14. Any physical contact with an athlete should be limited to relevant instruction, safety, consolation or celebration.

#### **PARENTS/GUARDIANS/SPECTATORS:**

1. Treats all athletes, coaches, spectators and league officials with respect.
2. Treats facilities, wherever located, with respect. Spectators understand that the use of Westfield Washington facilities is a privilege that can be taken away if the facilities are abused.
3. Supervises the parent's other children attending the event to insure their safety and good behavior.
4. Behaves in a manner that they'd expect from athletes and coaches.
5. Supports in the players a love for the game and the desire to compete fairly.
6. Supports disciplining those on the team who display unsportsmanlike behavior.
7. Respects the judgment and the interpretation of the rules by the officials and defers ALL communication with the officials to coaches.
8. Supports the coach as a teacher and understands that the playing field or court is a classroom.
9. Does not use profanity in the presence of spectators, coaches or athletes.
10. Use of alcohol, tobacco products, vaporizers or illegal substances during WYSI events is strictly prohibited.
11. Must notify the coach if a player is unable to attend practices and/or games. Must make every effort to have player show up on time for practices and games.
12. Supervise his/her son or daughter to ensure their behavior is in compliance with their obligations under this Code of Conduct.

#### **Code of Conduct Violation Adjudication** (Reporting, Review, Disciplinary actions)

The WYSI Board of Directors reserves the right to review the conduct of all coaches, volunteers, commissioners, parents, and players and take the appropriate course of disciplinary action when necessary. Should a WYSI member feel that the conduct or actions of another WYSI member may be deemed inappropriate or violates the WYSI Code of Conduct the following course of action shall be taken by WYSI:

##### **1. Reporting**

- a. Request that an incident report is filed by the reporting individual who witnessed the incident. The incident report shall include a description of the incident with any supporting evidence or documentation. The additional evidence may include statements from other individuals who were witnesses to the incident.  
Note: Any incident that is deemed to be a possible criminal offense shall immediately be reported to the Westfield Police or the relevant law enforcement agency.
- b. The incident report shall be submitted via email to [wysi.communications@gmail.com](mailto:wysi.communications@gmail.com).

## 2. Review

- a. Upon receiving the incident report the Board of Directors may render a temporary suspension while the incident is under review.
- b. Within 5 business days of receiving the incident report, the WYSI Board of Directors shall offer the opportunity to the accused to provide a written statement regarding the incident. The accused shall have 5 business days to provide their statement. This written statement will become an addendum to the incident report for historical purposes.
- c. The WYSI Board of Directors shall review all submitted information and render one of the following decisions:

## 3. Disciplinary Actions

- a. No action is necessary at this time.
- b. Written reprimand;
- c. Temporary suspension from participation in WYSI activities for up to the remainder of the season; or
- d. multiple seasons and/or permanent suspension from participation in WYSI activities.
  1. If an individual has previously received any disciplinary action then they may be permanently suspended from all WYSI activities including attending games and practices as a spectator.
  2. if the incident involved any element of inappropriate touching, sexual behavior, or violence then #d must be rendered and the police must be notified.

## 3. **LATE-EVENING EVENTS.** (adopted December, 2008)

Youth sports participation is a valuable component to a child's overall healthy development. While children should be encouraged to be involved in a variety of programs and activities, the child should not be over-scheduled such that activities detract from their scholastic responsibilities. Whenever possible, WYSI coaches and league administrators will avoid scheduling practices, games, evaluations, and tryouts during late evening hours, especially during periods when standardized testing is being conducted by Westfield Washington Schools.

## 4. **WAIVING REGISTRATION FEES FOR CHILDREN OF SPORT COMMISSIONERS, LEAGUE MANAGES, BOARD OF DIRECTORS.**

(adopted March, 2025)

League Managers are 100% covered for the sports they manage. Commissioners are 100% covered for all sports their kids participate in (registration fees). Board Members are 100% covered for all costs (inclusive of travel).

## 5. **USE AND SHARING OF ELECTRONIC MEMBERSHIP INFORMATION.** (adopted Nov. 8, 2010)

WYSI obtains and maintains contact information for its athletes and their families (hereinafter "Membership Information") through WYSI's registration process. This policy explains how such information will be maintained, used, and shared.

- A. Use and Sharing of Membership Information. WYSI shall maintain an electronic database of Membership Information provided by athletes and their families upon registration for WYSI activities. Membership Information shall be used exclusively by WYSI to publicize its activities and communicate with its athletes

and their families. Membership Information WILL NOT be provided to or shared with other parties or organizations.

- B. Electronic Communication. WYSI may from time to time send e-mail or other electronic communications to its athletes and their families under the following circumstances:

1. To publicize a WYSI-sponsored sport, event, or activity.
2. To communicate general information through a newsletter.
3. To communicate information at the request of (1) Westfield Washington Schools; or (2) governmental entities such as the City of Westfield or Hamilton County.

**6. LIGHTENING SAFETY POLICY.** (adopted November 14, 2011)

- A. If lightning is seen in the area, all players, spectators, coaches and referees must take immediate shelter. In most cases this will be a vehicle.
- B. If no further lightning activity is observed after 30 minutes, practice or play may resume.
- C. Each time lightning is observed, there shall be a 30 minute waiting period of no lightning activity before play can resume.
- D. If play cannot resume within before the end of the allotted time for the game or practice, the event may be cancelled at the discretion of the umpires / referees or coaches.
- E. If an event is cancelled, coaches must stay until all players are safely picked up by a parent or guardian.
- F. Coaches should carry contact information for all players to each practice or game.

**7. TEAM SELECTION POLICY.** (adopted November 14, 2011)

- A. Overview. WYSI seeks to provide fun learning experiences for children through sports and make the child enthusiastic about actively participating in that sport after the season is complete. One factor that can contribute to meeting that objective, either positively or negatively is team selection. The team selection process should result in teams with closely balanced talent so that games are likely to be competitive and each team has a chance to win. The win-loss record does not determine whether a WYSI experience has been successful; however, when a child participates on a team that has very little opportunity to win due to talent discrepancy, then that child's experience is more likely to be negative. **Ideally, teams start the season with equal talent and win-loss record is determined by the effectiveness of the coaches as teachers and the ability of the players to execute what they have learned.**
- B. Assessing Player Talent. Team selection is an inexact science in that trying to quantify the athletic and sport-specific talent of children can be difficult. Two methods of assessing talent should be used in WYSI leagues:

1. Pre-Season Evaluations. Prior to team selection, evaluations should be scheduled to assess the sport-specific skills and athleticism of participants. Advantages: evaluations can take into account kids who have grown or improved dramatically since the last season. Disadvantages: Cannot evaluate intangibles such as attitude, players can “sand-bag” to get lower scores, and the often overwhelming number of kids leads to inaccuracy. At best, preseason evaluations can help determine the really strong and really weak players which can be divided equally among the teams. Evaluations should objectively evaluate talent (IE have the same parent evaluate one skill throughout evaluations so each child is evaluated consistently). Sample pre-season evaluation forms are attached as Exhibit A.
  
2. Coach Evaluations from Prior Season. As opposed to the snap-shots provided by preseason evaluations, coaches can evaluate their players based upon months of practices and games for use the following season. Near the end of each season, forms should be completed by WYSI coaches to evaluate their players’ sport-specific skills, athleticism, and intangibles such as attitude and sportsmanship. Advantages: Greater accuracy because coach has observed the player for a long period of time in game and practice situations. Disadvantages: Objectivity because some coaches will grade harder than others. Also, time has passed since the prior season so the player’s skill may have increased or decreased relative to others. OBTAINING COACH EVALUATIONS PRIOR TO THE END OF THE SEASON IS IMPORTANT AND WILL TAKE DILIGENT EFFORT AND FOLLOW UP BUT THE REWARDS ARE ACHIEVED THE FOLLOWING SEASON. Sample coach evaluation forms are attached as Exhibit B.

Ideally both preseason evaluations and coach evaluations will be available to commissioners to insure that players’ skill sets are accurately determined. In addition, having both sources of data maximizes the probability that the league will have some info on the child. If the child did not play the prior year, at least the preseason evaluation is available. If the child missed preseason evaluations, at least the coach’s evaluation is available.

- C. Team Selection. WYSI team selection shall be a “blind” draft process where the teams will be balanced quantitatively based upon evaluation data and not chosen by coaches with varying agendas and knowledge of talent. These guidelines shall be circulated to coaches prior to team selection. The following process will be observed:
  1. Preparation. The overall commissioner or league commissioner is responsible for creating a spreadsheet with all participating players along with their evaluation scores. The coach evaluations and preseason evaluations can be weighted in the proportion that the commissioner feels is appropriate (IE 60% coach 40% preseason). The players should be listed in order of their total score. This list

might also need to include height, weight, positions or other factor not readily apparent from quantitative data. Spreadsheets for team selection are attached as Exhibit C and maintained by WYSI for future use.

2. Phase 1: Initial Division of Talent onto Teams. Teams will be determined using the commissioner's list. If there is a six-team league, Team #1 gets the first player on the list, Team #2 gets the second player on the list, etc. After Team #6 gets the sixth player listed, the second round begins with Team #6 getting the seventh player on the list, Team #5 getting the eighth player on the list, etc. This process continues until all players are assigned onto a team. At this point coaches do not know which team will be their's so they have an incentive to make the teams as balanced as possible.
3. Phase 2: Adjustments for Head Coaches and Siblings. Since Phase 1 was blind, the children of two or more head coaches may be on the same team. Consequently, adjustments will be made by moving one coach's child to another team and replacing him with a player with a similar score. An alternative approach is to pull the coach's kids out of the Phase 1 process then add them to teams afterwards in a manner that achieves the greatest balance. Siblings participating in the same league will be moved to the same team and replaced with players with a similar score.
4. Phase 3: Adjustments for Sport-Specific Skills. In addition to balancing the overall talent of a team, some sports will require a fair distribution of players with specific skills. For instance, each basketball team needs a good ball-handler; baseball teams should have a catcher and fair distribution of pitchers; etc. As in Phase 2, when players are moved to different teams, they are replaced with players with a similar score to maintain overall league balance.
5. Phase 4: Trading. Coaches may trade players between teams provided competitive balance among teams is maintained. However, WYSI disfavors such trades as they are often made in an effort to obtain a competitive advantage. The league commissioner MUST review and approve trade requests and has full discretion to disallow the trade. If the league commissioner's team is involved in the trade, the overall commissioner must approve the trade.
6. Factors that SHALL NOT BE Considered in the Adjustment Process:
  - a. **Alliances of Coaches.** Head coaches may not pick their assistants until rosters are complete. This avoids parents of strong players aligning themselves with each other under the guise of coaching together and throwing off the balance of talent. The commissioner has the discretion to allow these alliances if the first priority - competitive balance - is maintained. Sometimes familiarity among coaches is good for division of labor, covering when out of town, etc. On the other hand, coaching with different people each season has benefits to the program and disbursing

coaching talent through the league benefits the teaching component of WYSI's mission.

- b. **Coach Requests and Requests to put Kids on the Same Team for Carpool or Other Reasons.** Requests by parents to align themselves with a particular coach, avoid a particular coach, or to have their child on the same team as other kids will not be honored. These requests can undermine the primary objective of balancing the talent among the teams. If a commissioner can accommodate these requests and maintain competitive balance, the commissioner MAY DO SO BUT IS NOT REQUIRED TO DO SO.
  - c. **Practice Day Requests.** Occasionally parents will request that a player be placed on a team that practices on a particular day or does not practice on a particular day to avoid conflicts with other activities. These requests may be problematic at the time of team selection because practice days may not be determined. However, if these requests can be accommodated while maintaining parity among teams, the league commissioner has the discretion to do so. This presumes the request is legitimately due to conflicts with other activities and not an attempt to lock in a particular team or coach. WYSI cannot and should not guarantee that these requests will be accommodated during registration but if the request is not met, then a refund of fees may be appropriate less processing fees incurred by WYSI.
  - d. **Year-to-Year Retention.** Teams shall not be retained from year to year to allow coaches and players to stay together. This shall not prohibit kids having the same coach in subsequent years.
7. Post-Draft Additions to the League. Regardless of when team selection occurs, there will be families who want their child added to the league after team selection occurs. These circumstances present challenges for the league commissioner. On the one hand WYSI ALWAYS wants to be inclusive and let a kid participate in our programs and the late appearance may not be the child's fault. The skill set of the child may equalize the numbers of players on teams and improve talent parity. On the other hand, much effort has been made to balance the teams and late-sign ups can intentionally or unintentionally damage the integrity and effectiveness of this process. Depending on how much time has elapsed since team selection, it may be possible to add the child and move players around to achieve parity. On the other hand, teams may already be practicing making roster moves undesirable.

The league commissioner shall have the discretion, with overall commissioner approval, to either accommodate or deny these requests based on the factors described in the foregoing paragraph. The new player should be evaluated in the same manner as other players before consideration of team placement.



- D. End Result: Talent Parity Among Team Rosters. The objective of this process is to create rosters that are balanced both quantitatively and with respect to specific necessary sport-specific skills. Also, the nature of the process provides transparency and eliminates the ability to conceal information about a player to provide a competitive advantage. The team selection process may be conducted by all league coaches together or by the commissioner / league commissioner individually who presents the results to the coaches afterwards. In either event, the process shall be fair and transparent and should yield similar if not identical results.

No team selection process is perfect nor can it guarantee that there will not be an undefeated nor winless team. However, if all the principals in the league share the common objective of talent parity among teams and the process is shaped accordingly, it is more likely to occur than not.

## **EXHIBIT A**

(To Team Selection Policy)

Pre-Season Evaluation Forms

## **EXHIBIT B**

(To Team Selection Policy)

Player Evaluation Forms

(Completed by Coaches Late in Season)

These forms are available as excel spreadsheets for ease of use. See WYSI Board member to access spreadsheets. The content can be modified to fit the age of the athlete or different sports.

## **EXHIBIT C**

(To Team Selection Policy)

### Draft Spreadsheets

These are excel spreadsheets for ease of use. See WYSI Board member to access spreadsheets. The content can be modified to fit the age of the athlete or different sports.

## **8. RESOLUTION IN SUPPORT OF GRAND PARK INITIATIVE.**

(adopted November 18, 2011)

*WYSI supports the development of the Grand Park sports campus as a means to meet the long-term facility needs for WYSI's outdoor sports. Throughout the planning and design process for Grand Park, WYSI's objectives are: (1) to participate in the planning and design process for the construction and long-term maintenance of high-quality fields and grounds; and (2) to insure sufficient field capacity is available for WYSI programs; and (3) to insure that the cost of WYSI programs does not increase by conducting the programs at Grand Park.*

## **9. REFUND POLICY.** (adopted December 12, 2011)

Registration fees paid to WYSI for a sports program may be refunded less the following applicable fee:

- \$10 fee if withdrawal from WYSI program occurs before registration closes. In lieu of a refund, all funds paid to WYSI may be applied to a different WYSI sport to avoid the \$10 fee; or
- 30% of registration fee after registration closes until first game is played.

No refunds after first game.

## **10. TRAVEL SPORTS PROGRAMS.** (Adopted February 13, 2012)

### **A. Mission / Vision.**

WYSI is dedicated to fielding competitive travel sports programs which promote fairness and sportsmanship while focusing on building player skills through enhanced training and competition.

### **B. Overview.**

1. WYSI Board of Directors must approve the establishment of any and all travel programs.
2. Each sport shall have a "Sport Travel Commissioner" appointed by WYSI Board.
3. All travel teams must be self-funding.
4. Coaches will be approved by WYSI Board.
5. Players, Coaches, Parents, and other associated parties will be subject to WYSI guidelines and policies such as Code of Conduct.
6. Travel programs may not distract from the WYSI mission.
7. There will be a goal of winning and continuous improvement of teams as they move toward older ages.

### **C. Team Selection.**

1. All teams will be selected through open tryouts.

2. Tryouts must be publicized.
3. No players are to be placed on the team prior to tryouts.
4. All evaluations will be conducted by the head coach and WYSI approved independent evaluators.
5. No parents of potential players will be allowed to be involved in the tryout process.
6. Cost and time commitment must be disclosed at tryouts as accurately as possible.
7. Players must reside within the Westfield Washington Township Schools district.
8. Players shall play with their grade level or age group (depending on how the sport operates) except where the interests of the child and WYSI are best served by that child participating in a higher grade level or age group. In such an instance, the specific sport leadership shall have the discretion to determine the best fit for the family and WYSI program.
9. Any player may tryout above their grade level, but will not default to younger age if unsuccessful.
10. The best talent will typically be chosen, but consideration will be given to team needs and overall attitude and ability to add to the cohesive nature of a team.

D. Roster Changes.

1. During the course of a season, roster changes may become necessary based on a player quitting or injury.
2. A player may be brought up from a lesser age group travel team to fill the spot if talent dictates and player and parents agree. This will not happen if during a major tournament and losing a player is deemed overly disruptive. Partial fees will apply.
3. Replacement players will be selected from the WYSI in-house league as long as the in-house team is not negatively impacted.
4. Negative impact will be judged by in-house coach and commissioner.
5. Assuming timing does not allow an in-house player to be moved, a player outside of WYSI service area may be used with WYSI Board approval.
6. An in-house player being recruited will always participate in in-house games when in conflict with travel schedule.
7. Temporary roster changes for vacation and illness will always be made from WYSI in-house programs if possible. This would be in duration of 10 days or less.

E. In-Season Operations.

1. The sport travel commissioner will oversee operations with deference to the WYSI Board or Board's designate.
2. Scheduling will be handled jointly through a sport committee that will include travel, in-house, and WYSI Board participation.
3. Every player will have a fair opportunity to earn playing time during practices. There will be no policy as it relates to playing time during contests.
4. Coaches will be expected to improve the skills of everyone on the team and should spread playing time among players when competition permits.
5. Players, coaches, and parents will be held accountable to WYSI Code of Conduct and any additional policy stipulated by team or league.

6. Coaches will immediately contact WYSI Board member in the event of significant injury to a player, coach or spectator, or in the event of any incident or controversy which could bring about negative publicity or attention to WYSI.

F. Sponsorship.

1. Travel teams may conduct their own fundraising provided they receive clearance from travel sport commissioner and WYSI.
2. Fundraising programs should be cleared before beginning to insure compatibility with WYSI programs and mission.
3. Sponsors that anticipate giving in a tax advantaged scenario may specify where the money should be used, but may not specify to the level of supporting and individual athlete.
4. Non tax-deductible donations may be made in support of a specific athlete.
5. Upon request, each team will provide WYSI with a full accounting of their budget and actual revenues and expenses.

G. Miscellaneous.

1. Travel teams are formed to provide an increased level of competition with an emphasis on sportsmanship, skill improvement and winning
2. Travel teams are not created to enhance the egos of parents and should not be created if they cannot be competitive or distract from the WYSI greater mission
3. WYSI might consider adding a position to the board that is in charge of all travel programs. This could be addition or new job description of current board
4. Travel teams may not attempt to limit exposure to other sports sponsored by WYSI in different seasons. For example, a travel baseball team may not interfere with a player's ability to play WYSI in-house football.

**11. In-Kind Gift / Sponsorship Policy.** (adopted March 11, 2013)

Supporting WYSI through sponsorship is critical to reduce registration fees to our members. There are two ways to be a sponsor of WYSI programs: Cash and In-Kind services. Cash donations are the preferred method even if the donor is a WYSI vendor. In order to qualify as a sponsor giving an in-kind donation, the vendor or supporter must submit a bid to WYSI that includes line items on the quote that details the gift in-kind. The WYSI Board must approve the donation showing that it is a direct reduction of expenses because of the in-kind service. The goal of this policy is to maintain value of WYSI sponsorships by recognizing only in-kind donations that **directly** reduce WYSI expenses and to be fair and consistent among cash donors and in-kind donors.

**12. MULTIPLE REGISTRANT DISCOUNT POLICY.** (adopted June 11, 2013; updated May 14, 2018)

WYSI seeks to provide fun learning experiences for children through sports. To support families with multiple children involved in WYSI activities, we are pleased to now offer discounts for families with multiple registrations in a given season.

Qualifying Registrations:

1. Registrants must be in same WYSI account. Some WYSI members have multiple accounts. Discount can only be applied to registrations associated with members within the same account. Families with multiple accounts can request help to consolidate or delete unwanted accounts without losing their registration history. Contact [wysi.communications@gmail.com](mailto:wysi.communications@gmail.com)
2. Registrants must be in same household. The intent of the discount is to benefit those families that have multiple children. Combination of registrants living separately solely to qualify for the Multiple Registrant Discount is prohibited.
3. Excluded Sports: Sports with registration fees less than \$70 and Travel teams for all sports are excluded from this policy.

The following discounts will apply:

1. Spring (Register during: January – March; Activity during: April – June).  
Sports that will typically fall into this category are: Baseball, Lacrosse, and Softball.
  - a. 1<sup>st</sup> & 2<sup>nd</sup> Qualifying Registrations on same transaction will receive no discount.
  - b. 3<sup>rd</sup> Qualifying Registration on same transaction receives a discount of \$80.
  - c. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, etc. Qualifying Registration on same transaction receives a discount of \$125 each.
2. Summer (Register during: April – May; Activity during: May – July).  
Sports that will typically fall into this category are: Tennis and Track & Field.
  - a. 1<sup>st</sup> & 2<sup>nd</sup> Qualifying Registrations on same transaction will receive no discount.
  - b. 3<sup>rd</sup> Qualifying Registrations on same transaction receives a discount of \$50.
  - c. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, etc. Qualifying Registration on same transaction receives a discount of \$80 each.
3. Fall (Register during: May – July; Activity during: August – October).  
Sports that will typically fall into this category are: Cheerleading, Football and Volleyball.
  - a. 1<sup>st</sup> & 2<sup>nd</sup> Qualifying Registrations on same transaction will receive no discount.
  - b. 3<sup>rd</sup> Qualifying Registration on same transaction receives a discount of \$80.
  - c. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, etc. Qualifying Registration on same transaction receives a discount of \$125 each.
4. Winter (Register during: July – October; Activity during: November – March).  
Sports that will typically fall into this category are: Basketball, Cheerleading & Wrestling
  - a. 1<sup>st</sup> & 2<sup>nd</sup> Qualifying Registrations on same transaction will receive no discount
  - b. 3<sup>rd</sup> Qualifying Registrations on same transaction receives a discount of \$50.
  - c. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, etc. Qualifying Registration on same transaction receives a discount of \$80 each.

Cancellations/Refunds: In the event that any registration of a multi-registration transaction is cancelled, the discount for that transaction will be reassessed and an adjustment will be made so that the appropriate discount is applied after all changes have been executed.



**13. INSUFFICIENT FUNDS CHARGE POLICY.** (Adopted December 9, 2013)

If WYSI incurs any bank fees related to the processing of a payment (i.e. NSF charge), the payor will be responsible for reimbursing any and all fees to WYSI.

**14. GAME OFFICIAL (REFEREES, UMPIRES, ETC.) COMPENSATION POLICY.** (Adopted December 9, 2013)

Referees, umpires, and other sport officials for WYSI events shall be paid by one of the following three methods:

1. Request reimbursement by providing a W-9 equivalent form in the name of the party who paid the officials indicating the amount paid; or
2. Request an advance in order to pay officials at the event. The party making the advance request must provide a W-9 in their own name at the time of the request. Advance accounts will be relieved as W-9 equivalent tracking form(s) are turned into WYSI. The party receiving the advance will be responsible for tracking the W-9 equivalent form (to be done at point of payment) and turned in monthly to receive a deduction from the advance. Any unsupported advance will be reported on Form 1099 to the party receiving the advance; or
3. Request direct payments after the games by providing name, address and phone number of official with games worked (date and time). A W-9 equivalent form must be provided or be on file with WYSI.

Form submittals should be emailed to the WYSI Board Treasurer

**15. TRAVEL TEAM ACCOUNTING.** (Adopted December 8, 2014)

It is the desire of WYSI to promote and support in-house and travel teams. WYSI is a 501c(3) organization in good standing and offers its sponsors a tax deduction for their contributions. Therefore, transparency in financial reporting is desired at all levels. Responsible handling of registration fees and sponsorship contributions is expected from anyone representing the organization. Expenses paid should be only those of the team and organization. Funds should never be used for personal expenses or personal gain.

Travel Sports Teams operating under affiliation of WYSI and managing separate accounts shall be subject to the following reporting and oversight:

1. Financial responsibility: Each Coach will select a Treasurer to manage the account(s) funds and team expenses. Current contact information of the coach and team treasurer should be on file with the WYSI Treasurer at the start of each season and updated anytime a change occurs. Note: The team treasurer should be in a separate household from the Coaching staff. If no other member of the team is available or willing to serve in this capacity, approval of the WYSI BOD is required and the team will be subject to additional reporting to the WYSI Treasurer. This would include but not limited to duplicate copies of monthly bank

statements mailed to WYSI and detail reporting of monthly expenses from the account by the Team treasurer.

2. Bank account information: When an account is established or each time signature cards are updated, a copy of the account application will be submitted to the Treasurer of WYSI. A member of the board (President, Vice Present or Treasurer) should be listed on the account.
3. End of Season reporting. Each August 30<sup>th</sup>, a complete reporting of receipts and disbursements will be submitted to the Treasurer of WYSI by all Teams. A detail listing of disbursements should include payee and amounts. Additional information might be required to assist WYSI compliance with government reporting.
4. Sponsorship Receipts WYSI will receive and provide qualified 501 c (3) receipt for Sponsorships on behalf of the Travel team. Any NSF charges will be billed back to the Team, see WYSI NSF policy.
5. Final Disbursement of Funds In the event a team is left with residual funds at the end of the season, one of the following options is available:
  - a. The final balance as submitted with end of season reporting (see #3) can be declared a carry over for the team and left in the current account. The account balance and intent to carry over should be emailed to the entire team and the WYSI BOD should be copied. A grace period of 7 days will be required to allow any dissenting opinion to be reported and addressed. A special meeting will be called by the WYSI President if necessary to resolve.
  - b. The account can be closed and the final balance paid to the WYSI operating account by Cashier's check to be held in escrow for the next season.
  - c. The account can be closed and the final balance donated to the WYSI general fund via Cashier's check. Note: this option is the only option available when the age group of the team exceeds eligibility.

## 16. **SPORT COMMISSIONER REGISTRATION SYSTEM CONFIDENTIALITY POLICY.** (Adopted February 9, 2015)

**Overview** In order to register for a WYSI sport, the parent of the child must first create a WYSI account via the Blue Sombrero registration system. During registration, an applicant is required to provide contact information such as name, address, phone number, and email address. This contact information is generally used to communicate with the families with respect to:

- c) general WYSI news, and
- d) for sport specific information such as team assignments and practice and game changes.

Upon reviewing and signing the *WYSI Sport Commissioner Registration System Confidentiality Policy* WYSI will create access privileges to individuals who serve WYSI in the following capacities:

- a) sport and league commissioner
- b) WYSI board member
- c) others as approved by the WYSI Board of Directors

The purpose for using the data and functionality of the registration system shall be confined to the sole purpose of running reports and fostering communications specific to WYSI business and more specifically as detailed in the provisions of this agreement.

Please review and initial each paragraph below to acknowledge your understanding of the specific provision.

1. **Open System:** The Blue Sombrero system is an “open” system. It does not provide the functionality to provide sport and league commissioners with “silo” access for their particular sport or league. In other words your access will provide information and ability to send emails to accounts outside of your particular sports or league.

Initial \_\_\_\_\_

2. **User Instructions** - Prior to accessing the registration system all users must thoroughly review the *WYSI Registration System User Manual* that will be provided at the time the access privileges are granted.

Initial \_\_\_\_\_

3. **Sharing Information** - Data and information obtained from the registration database should not be shared with any individual or entity except for the following situations:

- a) a sport commissioner may provide a league commissioner with relevant registration information necessary for the league commissioner to handle their roles and responsibilities. Note: only information specific to the league being commissioned should be provided.
- b) a sport commissioner or league commissioner may provide a team coach with the relevant registration information necessary for the coach to handle their roles and responsibilities. Note: only information specific to the team being coached should be provided.
- c) With regard to paragraphs a and b above home addresses should never be shared; unless first approved by the WYSI Board of Directors in writing.

Initial \_\_\_\_\_

I have read and understand the information contained in this agreement. I understand that failure to adhere to the provisions of this agreement will result in my access privileges being removed and possible removal from my WYSI position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **17. CRISIS MANAGEMENT PLAN.** (adopted April 13, 2015)

1. **PURPOSE** - The purpose of this Plan is to define actions to be taken by WYSI personnel (including adult employees, volunteers, directors, or coaches) in the event of a crisis or emergency occurring at WYSI-sponsored events.
2. **DEFINITION OF "CRISIS"** - For purposes of this Plan, a "crisis" is an event or situation that threatens or has the potential to threaten life, health, or property, and which requires a quick and decisive response. Examples of a crisis include (but are not necessarily limited to):
  - Medical emergency (potentially serious injury or sudden, potentially serious illness)
  - Fire
  - Severe weather event
  - Accidents involving motor vehicles, including field maintenance equipment
  - Violent or disruptive behavior that might require a physical response
3. **AUTHORITY** - The following are authorized and expected to be able to respond quickly and decisively in the event of a crisis, if present at the site of the crisis:
  - Members of the WYSI's Board of Directors
  - WYSI Administrator
  - Adult (18+) sport commissioner, league commissioners, coaches, assistant coaches

All such persons are expected to have read and become familiar with this Plan.

If more than one such person is present at the site of the crisis, the group shall immediately establish the person "in charge" and make every effort to provide all needed assistance and follow directions until the crisis has passed.

If a Board Member is not on site at the time of a crisis, the person in charge should contact, or arrange for another person to contact, a board member by telephone to apprise him or her of the situation. Similar attempts should be made to contact the President of WYSI. Such contacts should occur only after necessary contacts to emergency services have been made.

### **4. GENERAL GUIDELINES**

If a crisis occurs, the person in charge shall first determine the nature and circumstances of the event as quickly as possible so that:

- The most appropriate course of action can be taken
- If necessary, this information can be communicated to emergency response personnel
- WYSI operates its activities on facilities controlled by Westfield Washington Schools (School gymnasiums, MTES, CRES, OTES diamonds), City of Westfield through its delegates Bullpen Tournaments and Indiana Sports Properties (Grand Park), City of Westfield Parks Department (Freedom Trails Park), and WYSI (SSES diamonds). The emergency management policies of the organizations operating the facilities hosting WYSI activities shall have priority over this Plan.

- A. **Obtaining Key Information** - In a situation that is likely to require emergency response personnel, it is critically important to be able to provide as much key information as possible. Such information includes:

- Nature of crisis or emergency
- Precise location
- Number of person involved
- Essential site-specific information (such as means of access to the location)

If necessary, the person in charge should obtain necessary information from eyewitnesses. Relying on second-hand information is discouraged.

- B. **Summoning Emergency Response** - Because of the prevalence of cellular telephones, it is likely that emergency response personnel can be summoned by telephone from the scene of the event. The person in charge should make the call or designate another person who is capable of providing key information. If a telephone is not immediately available, the person in charge should either:

- Designate a responsible person to stay in charge, while the person-in-charge proceeds to the nearest telephone, or
- Designate a responsible person to proceed to the nearest telephone

This Plan recognizes that situations or events may occur for which it may not be obvious whether they fit the definition of a “crisis” or “emergency.” In such situation, persons in charge should act as though a crisis exists and take every precaution against worsening the situation, rather than delay taking action that might later be proved to have been crucial. This includes summoning emergency response personnel.

- C. **Emergency Response Contact Information** - Contact information shall include “9-1-1” as well as direct telephone numbers for Westfield Police and the Westfield Fire Department.

- Westfield Police Department – 317-804-3200
- Westfield Fire Department – 317-804-3333
- In Grand Park, follow Grand Park Emergency Management Plan. Contact representative of Bullpen Tournaments for diamonds and Indiana Sports Properties for field sports in addition to public safety agencies above.

- D. **Containing An Emergency** - Certain types of crises or emergencies, such as medical emergencies, may be noticeable only to persons in the immediate vicinity, rather than to everyone on the premises. (For example, a serious injury occurring on one field may not be noticed by those on other fields.) In situations where a crisis is confined to a small area, the person in charge should make reasonable efforts to keep persons in the immediate vicinity from spreading misinformation or a sense of fear or panic to others. Since the arrival of emergency personnel will likely be noticed by everyone on the premises, the person in charge should enlist the assistance of others as necessary to maintain general calm and order and to convey accurate information about the emergency as appropriate.

- E. **Communication** - In the event that a crisis or emergency results in the need for communication to the public through the news media, only the President or Administrator of WYSI is authorized to communicate on behalf of WYSI.

- President – Mark Hester (317) 459-7418

## 5. GUIDELINES FOR SPECIFIC TYPES OF CRISIS OR EMERGENCY

**Medical Emergency** - A medical emergency exists if there is reason to believe that a person may have suffered a serious illness or injury; in case of doubt, assume that an emergency exists. The person in charge should:

- Determine the nature of the medical emergency
- Summon, or dispatch a responsible person to summon, emergency medical personnel (“9-1-1”)
- If at Grand Park, notify appropriate personnel of managing agencies Bullpen Tournaments (diamonds) and Indiana Sports Properties (field sports)
- If trained to do so, administer first aid
- If not trained to do so, attempt (or dispatch others) to locate persons on site who are qualified to administer first aid
- Exercise control of others in the area (for example, keeping them away from the victim. Maintaining calm and order)
- Remain at the scene until emergency response personnel arrive

**Severe Weather Event** - In the context of WYSI, severe weather events are most likely to be thunderstorms accompanied by lightning, or sudden high winds or snow events. In such cases, the person in charge should:

- Comply with all directives of Grand Park managing organizations
- Assure that all on-field activities stop immediately
- Instruct all persons to go to car and keep windows rolled up. If the person in charge determines that it is not safe to return to cars, then assembly should take place inside the WYSI building.
- Assure that no person attempts to return to the field until the person in charge has determined that a potential danger no longer exists

**Motor Vehicle Accidents** Motor vehicle accidents affecting WYSI have the potential to occur on WYSI premises (parking lots or interior driveway) or on streets surrounding of WYSI facilities.

For accidents involving the potential for serious injury, the person in charge should:

- Follow the guidelines for Medical Emergencies, above
- Attempt to identify, and obtain contact information for, eyewitnesses to the accident
- Record information such as description of the vehicle, license number, etc.

For accidents involving property damage only, the person in charge should:

- Determine if the accident requires police presence, and summoning police if necessary
- Exercise appropriate crowd control
- Record information as above
- Arrange for removal of the vehicle if necessary

Accidents involving WYSI maintenance vehicles (tractor, lawn mower) should be treated in the same way as any other type of motor vehicle accident.

**Violent or Disruptive Behavior** In the event of a person (other than a small child) becoming violent or disruptive to the point that there is reason to believe that a physical response might be necessary, the person in charge should:

- Summon police ("9-1-1")
- Exercise appropriate crowd control, encouraging others to stay away from the disruptive person (enlisting assistance from other responsible adults as appropriate)
- Attempting to prevent any actions or behavior that could escalate or inflame the situation

## **6. DOCUMENTING A CRISIS OR EMERGENCY**

Persons in charge of or assisting with the handling of a crisis or emergency should recognize that the incident may be the subject of a later investigation by police, fire, or insurance company personnel. Therefore, it is potentially of extreme importance to the WYSI that those involved in dealing with a crisis make a written record describing their recollection of the event as soon as possible, while it is fresh in their memories. Such a record need not be formal in any way, but it should be as complete and detailed as possible and should include date, time, and location of incident, whether emergency services were summoned and responded, and a narrative description. Recording descriptions of a crisis or emergency should be considered a necessary final step in properly dealing with the situation or event.

## **18. YOUTH PHYSICAL & SEXUAL ABUSE PREVENTION POLICY & PROCEDURES.** (adopted April 13, 2015)

*As a youth-serving organization, WYSI considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We will report suspected abuse to the proper law enforcement agencies.*

### **Policy and Procedures:**

WYSI has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, athletes, and their families.

- 1) The Coach Recruitment process shall include the following:
  - a) Volunteer Application – Every coach and volunteer working with youth must complete WYSI's online application that sets forth appropriate background information and requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct.
  - b) Background Check – All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated at least every two (2) years for each coach.

## 2) Prohibited Behavior

- a) Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b) Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c) Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- d) Making any sexual advance, or engaging in other verbal or physical conduct of a sexual nature with a minor.
- e) Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative of the organization to inform him or her of this contact and the reason for it. If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.

## 3) Reporting of Suspected Child Sexual Abuse

- a) A member of the Board of Directors or other official representative will be designated to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
- b) All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative of the Board of Directors. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- c) The designated representative will keep other Board members fully informed.
- d) Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
- e) The Board of Directors, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected

# 19. RECOGNITION POLICY.

## 1) Team Sports:

- a) *Leagues without an end of year tournament.* Participants involved in leagues that don't have an end of year tournament will be given a participation award to represent their achievement for completing the season.
- b) *Leagues with an end of the year tournament.* Participants involved in leagues that have an end of the year tournament will only be given an award as the runner-up or champion of the said league.

## 2) Individual Sports:

Discretion will be left to the commissioner; however, basis of individual awards should correlate to placement in an event/tournament rather than participation. Otherwise, refer to item 1 under "Team Sports".



## **20. SOCIAL MEDIA POLICY.** (Adopted February 6, 2016)

This policy provides guidance for Board Members, Commissioners and Coaches (Volunteers) use of Westfield Youth Sports' (WYSI) social media sites, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of the Organizations social media as well as personal use of social media when referencing the Organization.

- 1) WYSI's social media sites are to be used for the following:
  - a) To publicize a WYSI sponsored sport, event or activity.
  - b) To communicate general information through a newsletter
  - c) To communicate information at the request of (1) Westfield Washington Schools; (2) governmental entities such as the City of Westfield or Hamilton County; or (3) To help publicize an humanitarian event
- 2) Respect and humility in all communications when posting on the WYSI's social media sites or when referring to WYSI on your personal sites.
- 3) Volunteers need to know and adhere to WYSI's Code of Conduct and other policies when posting on WYSI's social media site and when in reference to WYSI.
- 4) Volunteers should be aware of the effect their actions may have on their images, as well as WYSI's image. The information that Volunteers post or publish will be public information for a long time.
- 5) Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.
- 6) Volunteers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Volunteers should check with WYSI Board President.
- 7) Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Volunteers should refer these inquiries to WYSI Board President
- 8) If Volunteers encounters a situation while using social media that threatens to become antagonistic, volunteer should disengage from the dialogue in a polite manner and seek the advice of WYSI Board Members
- 9) Volunteer should get appropriate permission before you refer to or post images of current or former WYSI members. Additionally, Volunteer should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- 10) Images should never be posted in real time during an Organizational event. This is to help protect our participants by not disclosing their current location.

## **21. SOCIAL MEDIA POLICY.** (Adopted June 13, 2016)

### **Overview**

Westfield Youth Sports, Inc. (“WYSI”) recognizes the importance of the Internet in shaping the public’s perception of our organization. WYSI also recognizes the importance of our Board members, executive directors, sport coordinators, sport committee members, coaches, employees, and volunteers in leading and setting the tone of electronic communications and social media interactions in a manner that advances WYSI’s mission and goals.

### **Applicability**

This Social Media Policy applies to all Board members, executive directors, sport coordinators, sport committee members, coaches, employees, and volunteers (“WYSI Members”). This Social Media Policy applies to all social media content posted by WYSI Members in their professional and personal capacity to the extent such content is related to WYSI.

### **Aspirations**

WYSI strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, WYSI aspires to engage members of the Westfield community in positive, honest, transparent, and knowledgeable dialogue about WYSI through social media. WYSI views social media as an important tool for communicating its successes and opportunities for athletic and individual development. WYSI also views social media as a platform for receiving constructive feedback from the community and for discussing WYSI’s challenges and opportunities for improvement in a positive and constructive way.

### **Considerations Electronic Communications and Social Media**

As part of WYSI’s emphasis on athlete safety, communications involving our youth players should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among administrators, coaches, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct.

### **Tips to Consider**

- a) Instruct coaches, staff and administrators to copy parents on all electronic and mobile communications to minor athletes; alternately, the parent can approve direct communications between the sport club and the athlete to respect the athlete’s growing independence.
- b) To ease communications, set-up e-mail and texting groups with parents and athletes and make this group communication a norm for your organization. Include parents on all email and text messaging groups.

- c) Should any member of your group inadvertently send an athlete an electronic or mobile communication without including the parent, acknowledge the oversight to the parents and forward the communication to the parents as soon as possible.
- d) Do not hesitate to speak with a parent if WYSI Members receive any electronic and mobile communications from athletes or other participants that make them uncomfortable.

### **Electronic Communications and Social Media**

It is the policy of WYSI that any participant involved in any of its club member programs as a WYSI Member shall adhere to this policy for electronic communications and social media. All electronic communication between coach and player must be for the purpose of communicating information about team activities. WYSI Members and players must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. Any content of an electronic communication should be readily available to share with the public or families of the player or coach.

### **Facebook, MySpace, Blogs and Similar Sites**

All posts, messages, text, or media of any kind between WYSI Members and athletes must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes. Any direct messaging or private messaging between a WYSI Member and a minor athlete is prohibited unless a copy to such player's parent(s) or guardian(s) is included on the message.

### **Twitter, Instant Messaging and Similar Media**

All posts between WYSI Members and athletes must be for the purpose of communicating information about team activities. Direct messaging or private messaging between a WYSI Member and a minor athlete is prohibited unless a copy to such player's parent(s) or guardian(s) is included on the message.

### **Email and Similar Electronic Communications**

Athletes and WYSI Members may use email to communicate. All email content between WYSI Members and athletes must be professional in nature and for the purpose of communicating information about team activities. Emails between a WYSI Member and a minor athlete is prohibited unless a copy to such player's parent(s) or guardian(s) is included on the message.

### **Texting and Similar Electronic Communications**

Texting is allowed between WYSI Members and athletes. All texts between WYSI Members and athletes must be professional and for the purpose of communicating information about team activities. Texting should not occur after 9pm unless in emergency situations. Text messages between a WYSI Member and a minor athlete is prohibited unless a copy to such player's parent(s) or guardian(s) is included on the message.

### **Electronic Imagery**

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of WYSI to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club. Images should never be posted in real time during an organizational event. This is to help protect our participants by not disclosing their current location.

WYSI Members should get appropriate permission before you refer to or post images of current or former WYSI members. Additionally, Volunteer should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

### **Request to Discontinue All Electronic Communications or Imagery**

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography).

### **Guidelines**

All WYSI Members shall abide by the following guidelines when using social media:

- 1) WYSI's social media sites are to be used for the following:
  - a) To publicize a WYSI sponsored sports, event or activity.
  - b) To communicate general information through a newsletter.
  - c) To communicate information at the request of (1) Westfield Washington Schools; (2) governmental entities such as the City of Westfield, Grand Park, or Hamilton County; or (3) To help publicize an humanitarian event.
- 4) Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the WYSI Board President for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on WYSI.
- 5) Know and adhere to WYSI's Code of Conduct and other policies when posting on WYSI's social media site and when in reference to WYSI. Do not post content that would harm WYSI or damage WYSI's reputation. Remember that even while you are on your own personal time, you are a representative of WYSI, and people may interpret your online postings or social interactions as though they were official WYSI statements.
- 6) Use good judgment when posting comments on any official WYSI sites. Bear in mind that your comments can create liability for WYSI. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the WYSI Board President.
- 7) Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "Would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.

- 8) Encourage others to engage in positive interactions on social media. If you are concerned about any WYSI Member's use of social media, please bring your concerns to the attention of your sport coordinator or a member of the WYSI Board.
- 9) Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. WYSI Members should refer these inquiries to WYSI Board President.
- 10) Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official WYSI social networking sites without the approval of the WYSI Board President.
- 11) Do not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, WYSI Members should check with WYSI Board President.

### **Violations of the Social Media Policy**

The WYSI Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The WYSI Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official WYSI sites and to block any individual or organization from posting on any official WYSI social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of WYSI.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.

The failure of any WYSI Members to adhere to this Social Media Policy shall be considered a violation of the WYSI Code of Conduct, and any WYSI Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in WYSI.

## **21. BACKGROUND CHECK POLICY.** (adopted July 11 , 2016)

### **Program Overview**

Westfield Youth Sports, Inc. (WYSI) has implemented a criminal background screening program on coaches and volunteers of all youth programs.

Background Checks have been implemented by WYSI to:

- 1) Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals;
- 2) Provide an environment where parents can feel good about allowing their child to participate sports; and
- 3) Maintain WYSI as a hostile environment for those who would seek to harm youth athletes.

Please note that this screening is not intended to serve as a pre-employment background-screening program, nor can screening guarantee that incidents of abuse by coaches/volunteers will not occur. Background screening is designed as a preventative risk management tool, but does not ensure inappropriate behavior will not occur.

### **Frequency**

All WYSI coaches, sport commissioners, board members, and volunteers must successfully pass a background check every 12 months to be eligible to participate in WYSI activities.

### **Screening Criteria**

Convictions for, disclosures of convictions for, and pending dispositions for any of the following shall disqualify an individual from coaching or volunteering at any WYSI activity:

- 1) Any felony including an element of violence or of a sexual nature regardless of the amount of time since the offense.
- 2) Any conviction lesser than a felony in which sexual relations is an element.
- 3) Any conviction of a sexual nature (including, but not limited to pornography, lewd conduct, and indecent exposure)
- 4) Any criminal conviction which causes harm to a child.
- 5) Any sex offender registrant.
- 6) Any conviction involving a weapon.
- 7) Any conviction relating to material or performance that is harmful to minors or obscene under IC 35-49-3.
- 8) Any non-violent felony within the past ten years.
- 9) Any conviction lesser than a felony involving controlled substances within the last five years.
- 10) Any conviction lesser than a felony involving cruelty to animals within the last five years.
- 11) Any conviction lesser than a felony involving force or threat of force against a person within the last ten years.
- 12) Two (2) or more convictions in the last three (3) years relating to operating a motor vehicle while intoxicated or under the influence of drugs.
- 13) Two or more criminal convictions of any sort within the past five (5) years and/or three (3) or more criminal convictions of any sort as an adult. If the last of the three convictions occurred more than 20 years ago the committee has the discretion to evaluate whether to apply all three convictions.
- 14) An offense that is substantially equivalent to any of the offenses listed above in which the judgment of conviction was entered under the state of Indiana law or any other jurisdiction.
- 15) A conviction for an attempt to commit any of the above.

## **Review Committee**

To ensure confidentiality and impartial decision making, an independent review committee shall be formed by the WYSI board of directors. The committee shall not include any individuals who serve on the WYSI board or are acting WYSI sports commissioners or coaches. The committee may be as large as three (3) individuals and as few as one (1) individual; in quantity. The members of the committee shall have experience in law enforcement and/or the criminal justice system. In addition to the independent members of the Review Committee, the board shall select one (1) observational member who shall monitor the work of the Review Committee and provide the board with periodic reports on the Review Committee's work.

## **Review and Appeal Process**

Members of the Review Committee shall receive all background check reports from the background screening vendor. Upon review of each report the committee shall take one of two actions:

### **Approve** ("Green Light" reports)

Should an individual's background report come back without any issues then they will be approved to serve as a WYSI coach or volunteer and their name will be added to the list of coaches/volunteers in good standing that will be located on the WYSI website.

### **Disqualify** ("Red Light" reports)

Should a report indicate a violation of any of the stated screening criteria, the committee shall immediately send the applicant notice that they have not met the criteria to participate in WYSI activities as a coach or volunteer.

*Applicant appeal* - The applicant may appeal a disqualification (to the entity noted) based on:

- a) wrongful identification (appeal made to the WYSI background check vendor)
- b) the applicant's belief that the committee has not applied the WYSI screening criteria properly as related to their background report. (appeal made to the WYSI Board of Directors)
- c) a disqualification based upon a single conviction under screening criteria #1-7 so long as the applicant has only that one criminal conviction. The burden shall be on the Applicant to demonstrate in writing, with supporting documentation if any, that (1) the age of the conviction, (2) the circumstances surrounding the conviction, (3) contributions made to society, and/or (4) rehabilitative steps taken, justify allowing the Applicant to serve as a Youth Coach. Appeals must be filed within ten days of a Denial. No Appeals are allowed for disqualification under screening criteria #8-13. (appeal made to the WYSI Board of Directors)

*Form and timing of appeal* - The appeal must be made in writing within seven (7) days of receipt of the disqualification notice. The original disqualification letter will indicate where and the method of delivery the appeal shall be sent.

*Appeal review* - The WYSI board shall convene within (7) days of receiving an appeal. As part of their review process the board shall consult with the Review Committee to understand the basis of the original disqualification.

Upon a final decision to disqualify the applicant, communication will be sent to the applicant regarding the WYSI decision. Additionally, the relevant sport and sport grade-level commissioner shall be notified of the disqualification and shall monitor the applicant's adherence to the disqualification.

### **Background Check vendor**

The WYSI board shall select an online background check vendor that it feels provides the most in-depth background screens within a defined fee for each background check report. The term of the vendor relationship shall be determined by the board with a review of the performance of the vendor on an annual basis.

### **Sport Commissioner Roles & Responsibilities**

The sport commissioner shall:

- a) actively communicate to all coaches and volunteers the WYSI background check requirement
- b) monitor the individuals who are coaching and volunteering to ensure all have a current background check and take the necessary steps to remove individuals who fail to comply with this policy from all WYSI activities.



**CERTIFICATION OF  
BOARD OF DIRECTORS OF W.Y.S., INC.**

The foregoing Policies and Procedures of W.Y.S., Inc. dated \_\_\_\_\_  
were approved by the Board of Directors on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_, Secretary

Form submittals should be emailed to the WYSI Board Treasurer

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Approved by Resolution dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

SEE ATTACHED CERTIFICATION FOR SIGNATURE OF CORPORATION SECRETARY