

# BYLAWS OF CALLISBURG YOUTH SPORTS ASSOCIATION

The name of the organization is Callisburg Youth Sports Association. The organization is organized in accordance with the Texas Civil Statutes, Chapter 9, as amended. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the trustees, directors, officers, or any other individuals. The assets and income shall only be used to promote corporate purposes as described below. Nothing contained herein, however, shall be deemed to prohibit the payments of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office.

*The organization is organized exclusively for purposes pursuant to section 501(c)(3) of the Internal Revenue Code.*

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## **ARTICLE I NAME**

This organization shall be known as the Callisburg Youth Sports Association. The correspondence address will be CYSA, 686 McDaniel St., Callisburg, Texas, 76240. Callisburg YSA is not affiliated with the Callisburg ISD or the Town of Callisburg, TX.

## **ARTICLE II ORGANIZATION PURPOSE**

### **SECTION 1- MISSION STATEMENT**

*The purpose of the CYSA is to serve the children of our community, aged 18 and younger, by offering various organized sports leagues, which provides an important opportunity for each child to participate in youth sports that incorporates the sense of teamwork, the excitement of victory and the character building exercise of facing defeat with dignity. The objective of the CYSA shall be to use the power of sports to bring people together, promote social cohesion, and create positive change in our community. As an organization, we shall firmly commit to implant in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so therefore they may grow to be good, decent, healthy and trustworthy individuals. To achieve this objective CYSA will provide supervised programs under the rules and regulations of various franchised leagues which we may partner with or obtain membership in. Through our programs and initiatives, we aim to provide opportunities for individuals to develop physical fitness, teamwork skills, and leadership abilities. CYSA, although competitively structured, will not put more emphasis on winning than on sportsmanship and player/team development, nor will we partner with or obtain membership in any organization that does. We are committed to fostering a culture of inclusivity, diversity, and respect. Where everyone has the chance to participate and thrive. Our ultimate goal is to inspire and empower individuals to reach their full potential, both on and off the field, while building a stronger, healthier, and more connected community.*

### **SECTION 2- OBJECTIVES**

The objectives of the Association shall consist of the following:

1. To develop leadership skills in the children we encounter through all sports.
2. To improve physical fitness levels through sports participation.
3. To help children develop positive self-concepts and individuality.

4. To provide an equal opportunity for the entire family to be involved.
5. To provide safe, enjoyable recreational activities for the youth in our community.
6. To teach self-responsibility in young athletes.
7. To learn sportsmanship at an early age, so therefore children can develop morals and goals.
8. To teach children how to cooperate and be competitive, yet compassionate to others around them.
9. To develop a child's motivation to achieve their personal best and instill the desire to strive for excellence.

## **ARTICLE III STRUCTURE**

### **SECTION 1- ORGANIZATION**

CYSA shall be structured according to these bylaws & rules in a manner to administer programs of athletic competition to include but not be limited to; baseball, basketball, cheerleading, football, softball, and volleyball. The individual league structures shall be governed by these bylaws & rules and/or the rules set forth by the individual leagues that CYSA shall hold a partnership with. *\*CYSA cannot be used as a platform to promote board member businesses.*

### **SECTION 2- EXECUTIVE & GENERAL BOARD**

*The CYSA organization shall be managed by and consist of the following elected board members:*

- President
- Vice President
- Treasurer
- Secretary
- Community Relations Director
- Special Projects/Sponsor Director
- Baseball Director
- Basketball Director
- Cheerleading Director
- Football Director
- Football Commissioner
- Softball Director
- Volleyball Director

### SECTION 3- EXECUTIVE BOARD

The Executive Board shall consist of the following positions: President, Vice President, Treasurer, Secretary, Community Relations Director, Sports Director and Special Projects/Sponsor Director.

### SECTION 4- GENERAL BOARD

All matters of policy, business, or any other transactions, concerning CYSA shall be decided by the vote of the board. Any vacancy during the term of office will be filled by **nomination** from the active members of the board. If vacancy cannot be filled, a current and active board member shall be **delegated** to that position by the President and Vice President.

### SECTION 5- ELECTIONS

*This section is designed to ensure fair and democratic elections within the Youth Sports Association, promoting active participation and leadership accountability among its members.*

Any board position is open to any person in the Callisburg community interested in seeking that position in office, who is willing to uphold CYSA policies and rules/regulations, and who is willing to subscribe to its bylaws by putting the needs of the youth in our community before personal gains.

All notices of "CYSA Intent to Seek Office" shall be turned in **NO LATER** than **October 30th** of each calendar year. Elections will be announced at the CYSA May monthly meeting to be held on or just prior to May 15th of each year.

***\*Terms of office for elected board members shall run from December 1st of the present year through November 30th of the end of term year.***

The President, Secretary, Baseball Director, Basketball Director, Football Commissioner, Volleyball Director and Concessions/Volunteer Coordinator will be elected for 2 year terms on **odd** years. During **even** years the offices of Vice President, Treasurer, Community Relations Director, Special Projects/Sponsor Director, Cheer Director, Football Director, Softball Director and Sports Director will be elected for 2 year terms.

### SECTION 6- BOARD MEMBER CONDUCT

*This section is intended to promote a culture of respect and professionalism within the association and to protect the reputation of the organization and its members.*

All members of the Board of Directors are expected to uphold the **highest standards of conduct** in their roles within the association. This section outlines the expectations for the CYSA Board member behavior:

1. **Professionalism:** Board members shall conduct themselves in a professional manner at all times, demonstrating respect, integrity, and accountability in their interactions with fellow Board members, staff, volunteers, and the community.
2. **Conflict of Interest:** Board members must disclose any potential conflicts of interest that may arise and recuse themselves from discussions or decisions where such conflicts exist.
3. **Confidentiality:** Board members are required to maintain the confidentiality of sensitive information discussed during meetings and shall not disclose such information without prior authorization.
4. **Attendance and Participation:** Board members are expected to attend all meetings regularly and actively participate in discussions and decision-making processes. Consistent absenteeism may result in a review of the member's position on the Board.
5. **Adherence to Policies:** Board members must adhere to all policies and procedures established by the association, including those related to conduct, ethics, and conflict resolution.
6. **Slander and Defamation:** Board members are prohibited from making false or malicious statements about the association, fellow Board members, staff, volunteers, or community members that could harm their reputation or the integrity of the association. Any allegations of slander or defamation will be taken seriously and may result in disciplinary action.
7. **Social Media Conduct:** When representing the association on social media platforms, Board members must:
  - Clearly identify themselves as Board members when discussing association-related matters.
  - Ensure that all communications are respectful, constructive, and in alignment with the values and mission of the association.
  - Refrain from sharing confidential information or internal discussions that have not been publicly disclosed.
  - Avoid engaging in negative or inflammatory discussions about the association, its members, or its programs.
8. **Reporting Violations:** Any member of the association who observes or becomes aware of slanderous behavior or inappropriate social media conduct by a Board member is encouraged to report the issue to the Board Chair.

Failure to comply with these conduct expectations may result in disciplinary action, including a warning, suspension, or removal from the Board, as determined by a majority vote of the remaining Board members.

## SECTION 7- SOCIAL MEDIA COMMUNICATION

*This section aims to streamline communication within the association, ensuring that parents and guardians receive clear and consistent information while minimizing the potential for misunderstandings.*

Excluding the CYSA online website, the CYSA shall maintain one social media page and/or group for **all communications** related to sign-ups, schedules, events, and any other important information. This page will serve as the primary source of information for parents, players, and stakeholders.

All announcements, updates, and relevant information will be posted **exclusively** on the official social media page and CYSA website.

The designated Communication Officer, or a member(s) of the Board, will be responsible for managing the official social media page and ensuring that all posted information is accurate, grammatically correct, Board approved, and up-to-date. *\*Any questions or concerns regarding information shared on social media should be directed to the Communication Relations Director or Board member(s).*

*Violations of this policy by **any individual(s)** may result in disciplinary action, including the removal of individuals from unofficial pages or groups and potential restrictions on any future communication privileges for the CYSA.*

*\*Any unofficial social media pages or groups created by Board members, coaches, parents, or volunteers for the purpose of disseminating information pertaining to the organization are **strictly prohibited**. This measure is to prevent confusion and ensure that all communication is consistent and accurate.*

## **ARTICLE IV DUTIES OF BOARD MEMBERS**

### **SECTION 1- PRESIDENT**

*The President shall be the chairman of the Board. The President shall preside at all CYSA meetings. The President shall be responsible for seeing that these bylaws & rules are carried out and **enforced**. The President is responsible for the day to day operation of the CYSA and as a CYSA representative to the Callisburg ISD and City of Callisburg. The President shall be responsible for notifying Board members of all regular and special meetings.*

*\*In the event of death, permanent incapacity (unable to perform the major duties of the office for a continuous period exceeding three months), or resignation of the President, the Executive Board shall appoint an individual to serve as President for the remaining term of office.*

### **SECTION 2- VICE PRESIDENT**

*In the absence of the President, the Vice President will chair the meeting.*

The Vice President will obtain and maintain insurance policies for all sports and file insurance claims (Insurance policies MUST be in place prior to organized league activities). The Vice President is responsible for background checks and obtaining a photographer and organizing “picture day” for all sports.

The Vice President shall temporarily assume the duties of the office of the President if the President is absent or temporarily incapacitated. *The Vice President will act as liaison with the Callisburg ISD, partner leagues and city of Callisburg.*

### SECTION 3- SECRETARY

*The Secretary will prepare the agenda for the monthly CYSA meeting.*

The Secretary shall record and maintain minutes of **all** meetings. The Secretary is responsible for maintaining the attendance log of every meeting and notating the reason for any absence. Every month's meeting minutes must be emailed to each board member **prior** to the next meeting and saved to the shared drive.

**The Secretary shall also be responsible for the following duties:**

1. Assist the Community Relations Director with the updating and posting of all important information regarding registration, policy updates, pertinent dates/times, and etc. to the CYSA Facebook page and organization website.
2. Keep a current copy of the bylaws; keep a record of all CYSA activities, rosters of officers, coordinators, coaches and sponsors.
3. Be responsible for storing copies of all participant birth certificates (when and if needed).
4. Creating and assembling team folders for each sport offered by the association at the **beginning** of each season. \*These folders will serve as a comprehensive resource for coaches and will include essential information regarding team operations. Once team folders are assembled, the Secretary will provide the folders to the respective Sports Directors.
5. Compiling and maintaining accurate rosters for each team, ensuring that **all** player information is up-to-date and reflects current registrations. This includes: player names, contact information, emergency contacts, and any **pertinent** medical information.
6. Gather and organize relevant player information, including:
  - a. Player registration forms
  - b. Waivers and consent forms
  - c. Background check forms
  - d. Any additional documentation required by the association or governing bodies.
7. Communicate any updates or changes regarding rosters or player information, to the Sports Directors to ensure that coaches have the most current information.

### SECTION 4- TREASURER

*The Treasurer shall temporarily assume the duties of the office of President if the President and Vice President are both absent.*

The Treasurer shall serve as the financial officer of CYSA and shall be responsible for presenting a written financial report at the monthly general meeting.

The Treasurer shall also be responsible for preparing and presenting an annual financial report at the May monthly meeting. The Treasurer shall be responsible for keeping all financial records and purchase orders/receipts for all uniforms, equipment, etc. As well as the *payment of all officials and non-volunteer workers*.

The Treasurer shall be responsible for filing and recording all Federal, State and Sales Tax documents that pertain to CYSA financial matters. The Treasurer shall be responsible for mail and **all pertinent correspondence** regarding any documents related to financial records or accounts of the CYSA.

## SECTION 5- SPORTS LEAGUE DIRECTORS

Sports Director is to ensure that **all sports programs** are developmentally appropriate, engaging, and aligned with the association's mission of promoting physical fitness, teamwork, and sportsmanship among the youth of our community.

The Directors shall be responsible for the registration and eligibility of all players and teams within their league and shall appoint Committee members as deemed necessary to help carry out this function, **after** approval of the Board.

The Sports Directors shall oversee complaints in regards to their league and may take **immediate** disciplinary action against coaches, assistant coaches, registered players, parents, team representatives and/or teams within their specific league. All action taken must be reported to the Board within 48 hours.

*The Sports League Directors disciplinary action may be appealed to the Board.*

**The Sports Directors shall also be tasked with the following:**

### **1. Budget and Expenses**

- a. *All sports programs and Directors within the association are **required** to submit a detailed budget for the upcoming season to the Board of Directors for approval **prior to any purchases**.*
- b. *Budget must include a comprehensive list of anticipated expenses, including but not limited to equipment, uniforms, facility rentals, and any other necessary items needed during the season.*
- c. *Programs must submit their budgets **no later than 7 days** before the next monthly board meeting of the date the season is to begin for consideration at the next scheduled board meeting.*
- d. ***No expenditures shall be made without prior approval from the Board.** This process ensures fiscal responsibility and alignment with the association's financial goals and objectives. \*Failure to comply with this requirement may result in the **denial of funding** for the respective program.*

### **2. Coaches and Players**

- a. *Shall be responsible for the selection of all Head Coaches, and presenting them to the Board for approval **PRIOR** to the start of any organized team activities and/or games.*

- b. Shall conduct a coaches meeting with **ALL** coaches **PRIOR** to any organized team activities to go over league rules, coaches code of conduct, safety rules and regulations, scheduling, games, etc.
  - c. Shall attend random practices to **evaluate** coaching techniques and **verify** league rules/regulations are being followed **efficiently**.
  - d. Shall be responsible for keeping a current up-to-date copy of **ALL** their respective team rosters along with players birth certificates (if needed).
  - e. Recruit, train, and supervise coaches and volunteers for the CYSA, to ensure high-quality program delivery.
  - f. Provide ongoing support, resources, and professional development for every coach and volunteer.
  - g. Organize annual evaluations of coaching effectiveness within each sports program and participant satisfaction.
- 3. Communication and Collaboration**
- a. Serve as the **primary point of contact** between the association, coaches, parents, and participants of the CYSA regarding program updates and information.
  - b. Collaborate with other Board members and committees to align program offerings with organizational goals and community needs.
  - c. Maintain a positive relationship with local schools, organizations, and community members to support CYSA program growth and visibility.
  - d. Regularly assess program effectiveness and make recommendations for enhancements to improve **every** and **all** participant's experience with the CYSA.
  - e. Provide regular reports to the Board on any CYSA program development, participant/player statistics, and program evaluations.
  - f. Analyze participant/player, coaches, and parent feedback and any CYSA program outcomes to inform future planning.
- 4. Concessions and Volunteers**
- a. Concessions are stocked and manned **prior** to open and the moneybox is secured after the **final** game of the day ends.
  - b. Shall be responsible for overseeing the running of the concession stand (when open/available) during their specific league season at any Callisburg facilities. Which includes: keeping inventory on any empty/low in stock items, finding workers, set-up and clean-up.
  - c. Shall assist and/or clean all concessions at season end to help prepare for the next upcoming sport/league season.
  - d. Shall also be responsible for approving all assistant coaches and parent concession volunteers pertaining to their specific league.
- 5. Equipment and Uniforms**
- a. Distribute and collect all equipment at the **beginning and end** of the league season. Must update log after season end.
  - b. Shall select and **present a uniform to the Board for approval PRIOR to any sign ups**.
  - c. **Clean all utilized equipment at the conclusion of their specific league end of season games and ensure it is all **properly organized** in storage, ready to be used for the next season and league Director to take over.**
- 6. Safety Rules and Regulations**

- a. Establish and enforce **ALL** CYSA required safety protocols and guidelines are followed, including the proper training of coaches and all assistants to ensure a safe environment for all participants.
  - b. Ensure compliance with all local, state, national, and CYSA selected safety program protocol regulations regarding youth sports and cheerleading.
  - c. Stay informed about best practices in youth sports safety and risk management, incorporating any possible relevant training needed for coaches, players, parents, and/or volunteers.
  - d. Address and resolve any safety concerns or incidents promptly and effectively.
- 7. Season Expectations**
- a. Establish program goals, objectives, and milestones, ensuring alignment with the association's mission and vision.
  - b. Create a welcoming and inclusive environment that promotes teamwork, respect, and sportsmanship.
  - c. Design and implement comprehensive sports programs that cater to the diverse needs and interests of all our youth participants.
  - d. Shall have the responsibility for the day to day operation of their specific league.
  - e. Shall be responsible for attending all league specific, district and any state meetings. Reporting all new information from these meetings to the Board.
  - f. Shall be responsible for any other tasks that may be assigned to them by the Board during their specific league season.
  - g. That they or another Board member is present at **ALL** home games.

## **SECTION 6- SPORTS LEAGUE COMMISSIONERS**

The Football Commissioner serves as a key leader within the youth sports association's football program, working under the guidance of the Football Director. This position is responsible for assisting with the day-to-day operations of the football program, ensuring that it runs smoothly and aligns with the association's mission and values.

### **Key Responsibilities of the Sports Commissioners are as follows:**

1. Assist the Football Director in managing the overall football program, including the implementation of policies and procedures.
2. Ability to work collaboratively and act as an additional point of contact for coaches, players, and parents, ensuring effective communication regarding schedules, events, and program updates.
3. Coordinate practice and game schedules with the Football Director, ensuring that all logistical aspects are organized and communicated to participants in a timely manner.
4. Provide additional support and resources to coaches, helping them with training (if required or needed), practice plans, and any issues that may arise during the season.
5. Foster a **positive** environment for players, encouraging participation and promoting good sportsmanship and teamwork.
6. Assist in organizing and executing special events, such as tournaments, fundraisers, and community outreach activities.

7. *Regularly report to the Football Director on program activities, challenges, and successes, providing insights for program improvement.*

The Football Commissioner reports directly to the Football Director and works collaboratively with other program leaders to ensure the success of the football program.

## **SECTION 7- COMMUNITY RELATIONS DIRECTOR**

The Community Relations Director is responsible for fostering **positive** relationships between the CYSA and the local community, including families, schools, businesses, and other organizations. This role aims to **promote** community involvement, **enhance** the association's visibility, and **create** a supportive environment for youth participation in sports.

Community Relations Director shall be responsible for the upkeep of the CYSA website, Facebook, and any other social media platforms pertaining to the CYSA. The Community Relations Director creates and organizes registrations, birth certificates (if needed) and **yearly** equipment inventory records.

The Community Relations Director shall also be responsible for the posting of all information regarding sign-ups, game schedules, meetings and any other pertinent information pertaining to CYSA to the CYSA website and social media platforms.

The Community Relations Director will be in charge of updating social media platforms **regularly** and **promptly**, as well as setting up any voting polls/digital voting for **any** and **all elected** positions on the Board

### **Responsibilities of the Community Relations Director are as follows:**

1. **Community Engagement and Outreach:**
  - a. *Develop and implement a comprehensive community relations strategy that **promotes** the mission and programs of the CYSA.*
  - b. *Organize outreach initiatives and events to engage families, local organizations, and businesses in support of the association's activities.*
  - c. *Actively seek feedback from the community to understand their needs and interests related to youth sports.*
  - d. *Analyze participant feedback and program outcomes to assist with future planning.*
2. **Partnership Development**
  - a. *Identify and cultivate partnerships with local businesses, schools, nonprofits, and community organizations to foster collaboration and support.*
  - b. *Develop sponsorship proposals and partnership opportunities that align with community interests and enhance CYSA programs.*
  - c. *Maintain relationships with key community stakeholders, ensuring ongoing communication and collaboration.*
3. **Communication and Promotion**
  - a. *Oversee the creation and distribution of promotional materials, including newsletters, press releases, and social media content to keep the community informed about the association's programs and events.*
  - b. *Serve as the primary spokesperson for the CYSA in all community-related matters, representing the association at events and meetings.*
  - c. *Implement marketing strategies to increase community awareness and more participation in youth sports programs.*

#### **4. Event Coordinator**

- a. *Plan and coordinate community events that help to promote the CYSA and help to provide more opportunities for our youth to engage in more sports related activities, such as; open houses, clinics, and tournaments.*
- b. *Collaborate with other Board members/or committees (if needed) to ensure successful event execution and community involvement.*
- c. *Evaluate community events to assess their impact and gather insights for future programming.*

#### **5. Volunteer Engagement**

- a. *Recruit and manage volunteers for the CYSA community outreach activities and events, ensuring adequate support and involvement in the association's initiatives.*
- b. *Provide training and resources (if needed) to volunteers to help enhance their effectiveness in community relations efforts.*

#### **6. Reporting and Assessment**

- a. *Provide regular updates to the Board on community engagement efforts, partnership developments, and feedback from the community.*
- b. *Analyze data related to community involvement and adjust strategies as necessary to enhance outreach and participation.*

## **SECTION 8- SPECIAL PROJECTS/SPONSOR DIRECTOR**

Special Projects/Sponsor Director shall be responsible for the strategic planning, development, and execution of special projects and sponsorship initiatives that support the Association's mission, while also enhancing its visibility and growth. The SP/Sponsor Director will report to the Executive Members while also communicating with other Directors, Board Members, sponsors, and community partners to help create impactful programs and secure additional funding opportunities.

### **Key Responsibilities for the Special Projects/Sponsor Director shall include:**

#### **1. Product Development and Management:**

- a. *Identify, develop, and implement special projects that align with the association's mission and objectives.*
- b. *Collaborate with other Board Members and committees to establish project goals, timelines, and budgets.*
- c. *Monitor project progress and outcomes, providing regular updates to the Board.*

#### **2. Sponsorship Strategies:**

- a. *Research and identify potential sponsors and funding opportunities that are a good fit for the association.*
- b. *Develop and maintain relationships with sponsors, fostering long-term partnerships that benefit both the association and sponsors.*
- c. *Create sponsorship packages and proposals that effectively communicate the benefits of supporting the association.*

#### **3. Community Engagement:**

- a. *Engage with the local community to promote awareness of youth sports programs and encourage participation from the community members.*
  - b. *Organize community events and outreach initiatives to build support for the association and its activities.*
  - c. *Act as a liaison between the association and community partners; including schools, businesses, and local organizations.*
4. **Fundraising Initiatives:**
- a. *Develop and execute fundraising strategies to support special projects and enhance the association's financial resources.*
  - b. *Coordinate fundraising events and initiatives; ensuring adequate promotion and community involvement.*
  - c. *Track and report on fundraising outcomes, ensuring transparency and accountability.*
5. **Reporting Accountability:**
- a. *Provide regular reports to the Board detailing the status of special projects, sponsorship efforts, and fundraising activities.*
  - b. *Ensure complete compliance with any agreements related to sponsorship and funding.*

## **ARTICLE V MEETINGS**

A formal and legal meeting of the CYSA Board shall be a meeting called by the CYSA President, and attended by at least 7 or 51% of the active Board members (which constitutes for the quorum needed for conducting the normal and/or business needs of the league). General meetings will occur on the first Sunday of each month, at 3:30 pm, or as decided by the President.

*The following are guidelines for conducting CYSA meetings:*

### **SECTION 1- GENERAL MEETING**

*General meetings will be held once each month. Time and location will be set by the Board President or Vice President, and are to be announced by email, group chat, or via phone call. One week notice must be given prior to the meeting date to allow for the Board to accommodate for attendance. The meeting will discuss/review CYSA business and plan for any upcoming events.*

*\*If the monthly meeting falls during an open position/election month (May), election dates and positions will be announced for the following monthly meeting.*

The purpose of the election date/open position meeting is to elect new official members to the CYSA Board. During this meeting, any departing members will hand over any important or confidential

information, records, documents, emails or any other correspondence regarding the CYSA at this time. The yearly CYSA status/financial report will also be given during this meeting session and then plans for the upcoming year will resume.

## SECTION 2- GENERAL MEETING RULES

All meetings are to be conducted by the President, or in case of the President's absence, the Vice President.

***Each general meeting will follow the following format:***

Open to General Membership/Public

1. Roll Call
2. Recap of previous month discussions.
3. Old Business
4. New Business/Open Forum

Closed to General Membership/Public

1. Report of Directors
2. Report of Executive Committee
3. Report of Committees
4. Adjournment

*The Secretary will log attendance and record the minutes at every meeting.* Those minutes are to be reviewed at the following meeting.

The Treasurer will have a financial report available at every general meeting for the Executive Board and sport balance report available for each league Director Treasurer will need to be notified **in advance** if a report is needed for emergency meetings.

Prior to the conclusion of each monthly meeting, the next upcoming meeting date will be announced to give all members the ample opportunity to make plans to attend.

## SECTION 3- EMERGENCY MEETING

*This type of meeting will be held at the Executive Board discretion.* Emergency meeting sessions may be called by the Executive Board with at least **72 hours** notice. The notification of this meeting will reside and be handled by the Board President.

## SECTION 4- SPECIAL ACTION MEETING

*For situations requiring board action that occurs where there is not time to hold an emergency meeting,* The Board President may call for a vote via email and/or group message on a specific or

pertinent issue. In this instance, a majority of the CYSA Board must vote affirmatively for the action to be declared “passed”. All voting can be cast via the designated communication app approved by the Board (Group Me), email and/or via text and is then forwarded to the Secretary by the voting deadline.

## SECTION 5- EXECUTIVE MEETING

*An Executive Board meeting consisting of the Executive Board members may be called at any time the Board deems necessary to discuss any CYSA related business or financial matters.*

## ARTICLE VI BOARD MEMBER ATTENDANCE/PARTICIPATION

*This section aims to facilitate ongoing engagement of Board members while maintaining the integrity and effectiveness of the association’s meetings.*

### SECTION 1- REMOTE ATTENDANCE

*All Board members are expected to attend scheduled meetings **in person**, to ensure active participation in the governance of the association. However, recognizing that circumstances may arise that prevent physical attendance, provisions can be made for remote participation if needed.*

Board members who are unable to attend a meeting in person, may participate via conference call or by other electronic means, provided they notify the Board President or Secretary at least **twenty-four (24) hours** in advance of the meeting.

This technology used for remote participation must allow for **clear** communication and interaction with other Board members.

- **Voting Rights:** Board members participating remotely shall have the same voting rights as those present in person. Votes may be cast verbally during the meeting or through a designated electronic voting method, as determined by the Board.
- **Limitations on Remote Participation:** While remote participation is encouraged to maintain engagement, a Board member may only utilize this option for a **maximum** of two (2) meetings per calendar year. If a Board member is absent for more than two (2) meetings in a year, the Board may review their participation and consider appropriate actions, which may include a request for resignation.
- **Documentation:** Minutes of the meeting shall reflect the participation of any Board member(s) who attended remotely, ensuring transparency and accountability in the association’s proceedings.

### SECTION 2- GENERAL ATTENDANCE

Any Board member that misses **two** consecutive meetings or **five** meetings in any **one year period**, without notification or approved absence, may automatically lose their position on the board or have their status changed from “active” to “inactive”. To be considered in attendance you must be present for the **whole meeting**. *\*If a board member is placed as “inactive”, their status cannot be reinstated back to “active” until a vote by a majority (2/3) of the Board occurs at the next regularly scheduled general business meeting.*

*\*Meeting attendance is **mandatory** for the league Sports Director during their sports season to relay important information.*

The absences and meeting attendance will be tracked by the Secretary and the President. In addition, a log sheet will be sent each month with the meeting minutes or sent out via email to all Board members. **All** Board members are required to attend **ALL** mandatory meetings/events called by the President. If a member is unable to attend, they must submit to the Secretary or by group communication the reason for their absence and it will be voted on by the Board as to whether the absence is excused or not. **\*\*Only necessary or emergency or reasons for a member’s absence will be considered.**

If found that a Board member is missing multiple meetings and has excessive absences from meetings, the option to **remove** the offending Board member can and will be voted on during the next monthly meeting.

### **SECTION 3- MEMBER PARTICIPATION**

**All Board members are expected to participate in every sport and volunteer as needed.**

Every Director is expected to attend home games for their sport. If they are unavailable, they must make arrangements for another Board member to fill in for them.

**Every home game** must have a Board member present at **all times**.

## **ARTICLE VII GENERAL ACCOUNTING PROCEDURES**

### **SECTION 1- GENERAL PROCEDURES**

*The Board shall decide all matters pertaining to the finances of the CYSA. It shall be general policy to place all monies in a common treasure as follows:*

- There will be 1 checking bank account maintained by the CYSA Treasurer with which CYSA will conduct business. **Two** other members of the Board shall be listed on the account as well for transparency and accountability (including the President).
- All donations will be used as requested by the donator.
- Other bank accounts of various types may be opened and closed as the Board sees necessary to conduct the business of CYSA.

- All checks over \$5,000.00 require **two** signatures.
- Each sport will be tracked separately and listed on the monthly financial report.
- Monthly Financial reports will be compiled showing income and expense for each sport and activity, along with a running year to date total.
- All financial records will be available for review via Quickbooks/Excel at any time, by any Board member. *\*The Treasurer shall prepare a final report for review before relinquishing their position.*
- All CYSA financial taxes shall be prepared by a 3rd party CPA.
- Parents should be notified that a \$35 fee will be charged on **all** returned checks.

## SECTION 2- INCOME

1. ALL Cash drawers must be counted, verified, and signed off on by **two** Board members.
2. Receipts **MUST** be offered for **all** donations.

## SECTION 3- EXPENSES

1. Only authorized expenses will be paid with receipt/invoice.
  - Unauthorized purchases are subject to not be paid or reimbursed by CYSA.
  - All receipts/invoices must be submitted to the treasurer within **14 days** of receipt.
2. Board members can spend up to \$100 (without an authorization) monthly.
3. The President can approve up to \$500 (without authorization).
4. The Executive Board can approve items up to \$1,000.
5. Any expense over \$1,000 will require a majority ( $\frac{2}{3}$ ) approval of the entire Board.
6. Sign-up fees for **all** sports will be determined **each season** based on cost history from past seasons and new fees determined by the Board.

## SECTION 4- SCHOLARSHIPS

*Scholarships may be given and approved by the Board to any individual that cannot afford the registration fees during any sport season. Therefore, to ensure that all youth have the opportunity to participate in its programs. Rules for scholarships are as follows:*

1. Unrestricted Scholarships regarding sport registration (paid for through volunteer service).
  - Application must be filled out and approved.
  - All scholarship recipients (parent) will have to volunteer **15 hours** per scholarship. This work will be done at the concession stands, gates, or wherever help is needed.
  - Scholarship recipients will have the understanding that if they either **refuse or fail** to complete their volunteer hours requirements, they will then forfeit their right to any and all future scholarships. As well as, ALL monies extended to them will become due for repayment and payable to the CYSA before any registration will be allowed for a **future sport**.
  - ALL scholarships will be kept **private**.
2. Restricted Scholarships (money donated by individuals, companies, and/or other foundations).

- Must meet the requirements set forth with the donation, if any.
3. School College Scholarships are decided at the April monthly meeting.
- Scholarship requirements are determined at the beginning of the school year by the Board.
  - Applications are due by March 15th unless extended by the Board.
  - All valid candidates are voted on by the Board.

## ARTICLE VIII COACHES AND VOLUNTEERS

*\*See Article IX for the CYSA's Coaches Code of Ethics" for more information on expectations.*

**All head coaches must be 18 years of age or older** and be approved by Board recommendation. Coaches will be responsible for the conduct of themselves, their assistants, their players and their fans **at all times**.

- Background checks will be run on all coaches and volunteers at **no cost** to themselves, prior to Board approval. The background check will cover the coach for the entire year (12 month period).
- *CYSA reserves the right to run additional background checks within the year period, at no cost to the coach.*
- Once a coach has been approved by the Board, he must read and sign a coaches' Code of Ethics/Conduct agreement prior to being allowed to hold any practices or games. *\*This will include an agreement to follow the guidelines and rules set forth by CYSA and any other affiliated organizations.*

Head coaches and assistant coaches must actively coach their team. Failure to comply will result in the Sports Director replacing "said" coaches. It is at the Director's discretion on head coach selection. *It is not guaranteed that returning coaches will be asked to coach again if complaints were received during the season.*

- Coaches will dress in appropriate "ball" attire applicable to the game.
- **No alcohol or tobacco, in any form, will be allowed on the playing fields, during practices and/or games, or at any other CYSA functions.**
- No abusive language or actions/gestures towards any player, parent, Board member, or any officials connected with any practices, games, or any other CYSA events will be allowed. Problems with any person(s) will be turned over to the Director of the respective league and/or the Board for corrective action.
- *It is also noted that if the conduct of a coach be such as may be considered unbecoming a lady or gentleman, on or off the field of play, he or she may be suspended or removed by a majority of the Board of Directors from further participation in league activities for the current and/or succeeding year(s).*
- Any coach or team representative ejected from a CYSA game by the referee or game official will be subject to the following suspensions.
  1. 1st offense- 1 game suspension
  2. 2nd offense- season suspension
  3. **3rd offense- lifetime ban**

Decisions on penalties for failure to comply with rules and standards will be issued by the Board. The penalties will be swift, fitting and could include the following:

- REMOVAL AND/OR BAN FROM THE COURT OR ANY OTHER CYSA FACILITY.
- REMOVAL FROM COACH'S POSITION.
- BAN FROM THE LEAGUE.
- ARREST

## ARTICLE IX COACHES CODE OF ETHICS/CONDUCT

1. The term "Coach" shall include but is not limited to Head Coach, Assistant Coach(s) or any other person in a team leadership role.
2. The Coach must **never** put the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
3. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game **at ALL times**.
4. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
5. Coaches should not tolerate **inappropriate** behavior from players, regardless of the situation.
6. Demands on players' time should **never** be so extensive as to interfere with academic goals and progress. *Motivation for excellence should include academics as well as athletics.*
7. Under **no circumstances** should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At **no** time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
8. *Adherence to all league rules and policies, especially those regarding eligibility, team formation, recruiting and guest players are **mandatory** and should **never** be violated.* It is the responsibility of **every coach** to know and understand these rules.
9. Player development and the growth of the player through participation are essential to the growth of the sport. *Additionally, the Coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.*
10. Officials **must have** the support of coaches, players, and spectators. *Criticism of officials undermines their purpose in the game.* Coaches **must always** refrain from criticizing officials in the presence of players.
11. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

Coach's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

## ARTICLE X PLAYER PARTICIPATION

*This section aims to maintain a positive and respectful environment for **all players**, ensuring that the values of sportsmanship and fair play are upheld within the association.*

*Participation in CYSA activities should be considered an extracurricular privilege. Participation is approved for **any child**- without prejudice. However, it is **each** player's responsibility to show up on time for all practices and games, to follow the rules of play, and to comply with the guidelines of conduct adopted by the CYSA. *\*Failure of a player to conduct themselves in a proper manner can result in **loss of playing privileges**.**

### SECTION 1- PLAYER CONDUCT

**All players** are expected to demonstrate good sportsmanship, respect for teammates, opponents, coaches, officials, and spectators during games and practices. Inappropriate conduct includes, but is not limited to, the use of profanity, verbal or physical abuse, unsportsmanlike behavior, and any other actions that undermine the integrity of the game.

### SECTION 2- PARENT CONDUCT

*The CYSA is committed to fostering a positive, respectful, and supportive environment for all participants, including athletes, coaches, officials, and fellow parents. This section outlines the expected conduct of parents and guardians while involved with and in the association. *\*Please see Article XI for the CYSA required "Parental Code of Conduct" agreement form.**

**The CYSA Parent Code of Conduct Policy is as follows:**

1. Respect and Sportsmanship: Parents are expected to demonstrate respect for **all** participants, including athletes, coaches, officials, parents, and any other spectators.
2. Supportive Environment: Parents should create a supportive atmosphere for their children and **all** athletes, focusing on encouragement and constructive feedback, rather than criticism.
3. Communication: Parents are encouraged to communicate **openly** and **respectfully** with coaches and CYSA officials regarding any concerns or questions. Please allow 24 hours post incident, before contacting the coach or any CYSA members regarding any issues or concerns.  
*\*Disagreements should be addressed through the appropriate channels and in a **private** and **constructive** manner.*
4. Sideline Behavior: Parents are expected to conduct themselves **appropriately** during games and practices. This includes refraining from negative comments, outbursts, or disruptive behavior that may detract from the experience of the athletes or coaches.
5. Compliance with Policies: Parents must adhere to **all** CYSA policies, including those related to safety, participation, and conduct. *\*Failure to comply may result in **disciplinary action**, including potential **removal** from events or **suspension** from the program, depending on the severity of the behavior.*

### SECTION 3- VIOLATIONS

Upon receiving a report of inappropriate conduct, the designated authority will conduct a prompt investigation, which may involve interviews with the player, coaches, officials, and any other witnesses who were present during the incident(s).

### SECTION 4- DISCIPLINARY ACTIONS/CONSEQUENCES

If a player is found to have violated the conduct policy(s), disciplinary actions may include:

- A verbal warning for minor infractions.
- A written warning for **repeated** or more **serious** infractions.
- A **suspension** from one or more games, depending on the severity of the violation.

### SECTION 5- SUSPENSION POLICY

- **First Offense:** A player may receive a warning or a **minimum** one-game suspension, depending on the nature of the violation.
- **Second Offense:** A player may be suspended for a **minimum** of two games.
- **Third Offense:** A player may face a suspension for the **remainder** of the season, subject to review by the Board.

### SECTION 6- APPEALS

Players and their guardians have the right to appeal any disciplinary action taken against them. Appeals must be submitted in writing to the Board within **five (5) business days** of the disciplinary decision. The Board will review the appeal and make a final determination.

# ARTICLE XI

## PARENTAL CODE OF CONDUCT

*Callisburg YSA has implemented the following Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child(ren) in sports.*

Parents are **REQUIRED** to read, understand, and sign this form **prior** to their child(ren) participating in our league. **ANY** parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be **suspended** from all further CYSA events until they appear before the CYSA Executive Board. **Repeat violations** may cause a multiple game suspension, or the season **forfeiture** of the privilege of attending **all games**.

*The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of characters”.*

I therefore agree:

- I will remember that children participate to have fun and that the game is for youth, not adults.
- I (and my guests) will **never** enter into the playing field/court of any practice or game unless I have been cleared by CYSA background check and/or have been invited to do so by a coach or official.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for **all** players, coaches, officials, and spectators at **every** game, practice or other sporting event.
- I (and my guests) will **not** engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as: booing, taunting, refusing to shake hands or using profane language and/or gestures.
- I will **not** encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to **hostility** or **violence**.
- I agree that I and my child will treat other players, coaches, officials, and spectators with respect, regardless of race, creed, color, sex, or ability.
- I will praise my child for competing fairly and trying hard. As well as, make my child feel like a winner every time. I will remember that all parents should be cheerleaders and to applaud all good plays by my child's team and by members of the opposing team as well.
- I will **never** ridicule or yell at my child or other participants for making a mistake or losing a game.
- I will emphasize the importance of skill development, practices, and how both benefit my child(ren).
- I will promote the **emotional** and **physical** wellbeing of the athletes, ahead of any personal desire that I may have for my child(ren) to win.
- I will **respect** the officials and their authority during games. I will never question, discuss, or confront coaches at the game field and will take the time to speak with coaches the next day or at the next practice.
- *I will remember that the coaches are volunteering their personal time and money in order to provide a recreational activity for my child(ren). The coach is offering an **invaluable** community*

service, often without any reward, other than personal satisfaction and without these individuals my child(ren) would not be able to participate in Callisburg sports.

- I will **demand** a sports environment for my child(ren) that is free from **drugs, tobacco, and alcohol** and I will refrain from their use at all sports events.
- I will refrain from coaching my child(ren) or other players during games and practices, unless I am one of the official coaches of the team.
- I understand and **agree** that my child(ren)'s participation and presence at practice will determine their playing time. If my child does not participate or show up to practice within participating league requirements, I also understand that the coach will have the **final say** as to the amount of playing time my child(ren) will have on the court/field.

### **Acknowledgement and Agreement of Callisburg YSA- Parent Code of Conduct**

*I acknowledge that I have read, understand, and have been given a copy of the CYSA Parental Code of Conduct. I further agree and affirm by my signature below that by my attendance at any CYSA event, I (and my guests) am representing the Town of Callisburg and the CYSA. I promise to conduct myself in accordance with this code of conduct. I also understand that the Callisburg YSA reserves the right to limit or remove participation of any person (in any role), for any violation of this code or action(s) that may disrupt, harm, or otherwise injure any other player, coach, official, parent, and/or guest of any Callisburg Youth Sports Association event.*

**Parent/Guardian Name (printed):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ARTICLE XII REGISTRATION/PLACEMENT

Registration in a CYSA sports league is open to **all children aged 18 and younger**. *The only residency limitations on registrants are those imposed by rule or policy of an organization with which the CYSA has an association or affiliation.*

**All** registration fees will be set by the Board **prior** to the opening of signups. Registration fees are based on many cost factors (league fees, insurance, uniforms, umpire/referees, utilities, etc). The CYSA will make **every effort** to keep these costs as **low as possible**.

A volunteer "opt out" fee can be instituted at the registration level for any sport that has determined that parental involvement has dropped to a level insufficient to operate concessions and/or facilities. This fee will be based on the number of hours needed during the season's home games. A breakdown of the registration fee shall be made available to any member that requests it. **All player registrations are due by the advertised deadline**. *Any registrations received after the registration deadline shall be assessed a late fee. Any late registrations received shall be accepted by league Director approval only*. Late fees can be waived by **appeal** to the Board.

**All** registered players shall be placed as follows (Note: All home schooled players shall be placed by age **ONLY**):

- Baseball: by age
- Basketball: current grade level
- Cheerleading: current grade level
- Football: current grade level
- Softball: by age
- Volleyball: by age

**All** players must play in their age group/grade level unless approved by the Director, or there is a requirement to "play up" a division through a CYSA affiliated program. *\*Players wanting to play in a higher age group must notify the league Director before registering.*

*Additional rules for registration levels:*

1. **No one will play in a group LOWER than their age.**
2. **No child can play higher than ONE grade up.**

## ARTICLE XIII TEAM FORMATION GUIDELINES

*Team formation will adhere to the rules, policies, and guidelines of the governing league that CYSA retains membership/affiliation with. If those guidelines are limited in their definitions, the following team formation processes will apply:*

1. Parents/players may request to not play for a certain team and/or coach, but they must provide a written statement to the CYSA Board outlining the reason(s). *The decision of the CYSA Board to either allow or deny the request will be **final**.*
2. Where there are sufficient numbers to allow for multiple teams, a draft can be held for **all players**.

3. All returning players may return with their previous head coach when possible.
4. A player who is eligible to return to their proceeding years team but does not want to, may **PRIOR** to team formation, declare in writing to the Sports League Director of his/her intent to **not** return to his/her previous team and then request a different coach.
5. A head coach **may** petition to the CYSA Board in writing to have a player **removed** from his/her roster by the close of regular season play to be effective the **following** season. *The petition shall be accompanied by the appropriate documentation and any other pertinent information specific to the subject at hand. The Board's decision shall be final.*
6. Each head coach must have their own child play on the team they coach. The head coach's child(ren) and assistant coach's child(ren) will automatically be placed on the head coach's team; within any age restraints.
7. Team formation will be completed by the **league director** and monitored by **two** Board Members. *If there are not enough coaches for any specific age group, a Board Member will reach out to **all parents**. \*\*If no parents step up to coach and/or assist, the only options are to return registration or play the child up (if there is room).*
8. Late registration player(s) will be offered to the head coach with the fewest number of players.
9. Any coach/parent/guardian who has concerns with the team formation must present their grievance in writing to the director for review and investigation within five days following the draft. The director will then have **72 hours** to resolve the matter before the finalization of the teams. *\*\*If the coach/parent/guardian is not happy with the directors' resolution, they have **48 hours** to submit an appeal to the CYSA Board.*

## ARTICLE XIV LEAGUE RULES

*CYSA will adhere to the rules, policies and guidelines of the governing league that the CYSA retains membership and/or affiliation with regarding each sport.*

### SECTION 1- REFUND POLICY

The CYSA refund policy is as stated below:

1. **Full refunds** will be given (if requested) up to the formation of teams with administration fees subtracted.
2. **After** teams are created for the season, only **partial refunds** will be returned. *Partial refunds will be minus any expenses already accrued for the season start (i.e., uniforms, insurance, league fees, etc.).*
3. **NO REFUNDS SHALL BE GIVEN** to any player who refuses to play for the team, who decides to quit or "changes their mind" and/or to join another team/league. *Players who refuse to play, without justification, for the team and/or coach will also **forfeit** their right to participate that season.*

## ARTICLE XV GENERAL OPERATING PROCEDURES

### SECTION 1-INSURANCE

**Each player** shall be covered by a group type accident insurance policy. The policy will be in the name of, and obtained by, CYSA. *Any other parties involved must also be listed on the policy.*

For example: Callisburg ISD will be listed as an insured when using school facilities for league play.

- There are to be **no** practices until the effective policy date for the season.
- Coaches will be notified when practices may start by the director of their specific sports league.
- *Claim forms will be provided upon request.*

### SECTION 2- SAFETY TRAINING

*The Callisburg Youth Sports Association is committed to providing a safe and supportive environment for all youth participants, including cheerleading.*

#### **CYSA Cheerleading**

To ensure the HIGHEST standards of safety regarding our cheerleaders, all cheerleading activities will adhere to the safety guidelines and regulations set forth by USA Cheer. This includes, but is not limited to, **proper training** and **certification of coaches**, adherence to skill progression protocols, and the use of appropriate safety equipment during all practices and performances.

**ALL** coaches, athletes, and parents are required to familiarize themselves with these guidelines, which are designed to minimize the risk of injury and promote the well-being of **all participants**.

Regular training sessions will be conducted to reinforce these safety practices, and compliance will be monitored throughout the season. ***\*Any violations of these safety regulations will be addressed promptly to maintain a safe environment for all.***

### SECTION 3- EQUIPMENT

**All** issued equipment **will be approved for play** by the designated league director and CYSA Board. *Equipment will be purchased upon request and/or **approval of the Board**.*

Each coach will be responsible for the equipment issued to them. Equipment is to be returned upon **requested date** unless other arrangements have been made. Each league director is charged with the responsibility of tracking, inventorying, and logging **all** CYSA equipment. The director will check the equipment in/out and keep track of **unreturned** or **damaged** equipment.

## SECTION 4- UNIFORMS

- Baseball: **Each player** will be issued a uniform jersey and a ball cap.
- Basketball: **Each player** will be issued a uniform jersey and shorts.
- Cheerleading: **Each player** will be issued a **full uniform** including cheer bag/backpack, bow, and pompoms.
- Football(tackle): **Each player** will be issued a uniform jersey, shoulder pads, and a helmet.
- Football (flag): **Each player** will be issued a uniform jersey and an individual set of flags.
- Softball: **Each player** will be issued a uniform jersey and a ball cap.
- Volleyball: **Each player** will be issued a uniform jersey.

*Anything not listed above in this section shall be provided by the player at their **own expense**. All player provided equipment items must be in safe, usable condition and **approved** by the league for which they will be used for the sport they are playing.*

## SECTION 5- SCHEDULES

*Each sanctioned league will make its **own** schedules. League Directors are responsible for ensuring that schedules are distributed to their coaches and that the Community Relations Director and/or Secretary has posted it to all corresponding CYSA social media platforms as well as the CYSA website.*

## SECTION 6- WEATHER

In the event of lightning, thunder, rain, darkness, or any other inclement/hazardous weather situation, which would affect the continuance of a practice or field condition(s), the coach and/or Director of that sport has the authority to **stop** the practice (unless it is a game and then the ump/ref has the final authority to stop/delay the event).

*\*The players should be removed to a safe place until the weather improves. After a **30 minute interval** if the weather has improved and lightning has ceased, the coach and/or Sports Director should then decide whether to continue or officially stop the practice.*

***\*In the event of a game, then the ump/ref has the final authority to delay and/or stop the event.***

## SECTION 7- COMPLAINTS

*This section outlines the procedures for reporting complaints against players, coaches, volunteers, spectators, referees, or any Board members within the CYSA association. The Callisburg Youth Sports Association is committed to providing a safe and respectful environment for all participants and stakeholders.*

Individuals who wish to file a complaint regarding matters that involve the violation of these Bylaws & Rules, the rules and policies of each sports league, the CYSA Coaches Code of Conduct, the Parents Code of Conduct, and/or matters against any head coach, assistant coach, umpire, referee, parent, player, spectator, or any CYSA Board member must submit a formal complaint as follows:

Complaints must be submitted ***in writing*** to the designated Board President within **seven days** of the incident. The complaint should include:

- The name of the individual(s) involved.
- A ***detailed*** description of the incident(s) or behavior that prompted the complaint.
- Any supporting evidence, such as dates, times, and witnesses.

**All complaints** will be treated with confidentiality to the extent possible. The identity of the complainant will be protected, and information will only be shared with those ***directly involved*** in the investigation.

Upon receipt of a complaint, the Board President will conduct a thorough investigation, which may include interviews with the complainant, the individual(s) involved, and any witnesses.

After the investigation, the Board President will provide a report to the Board, including findings and recommendations for action. The Board will review the report and determine appropriate actions, which may include mediation, disciplinary measures, or further training.

**\*Retaliation against any individual who submits a complaint in good faith or participates in an investigation is strictly prohibited. Any acts of retaliation will be addressed promptly and may result in disciplinary action.**

## **ARTICLE XVI BACKGROUND SCREENING POLICY**

### **SECTION 1- STATEMENT**

Callisburg YSA has implemented a mandatory background screening policy for all Board members, managers, coaches, and volunteers. The background check is thorough, confidential, and **all** screenings will be paid for by CYSA. Please note that if you provide any false information or information that does not coincide with what is found in the investigation, you will **fail** the check and will need to pay all associated fees. This is particularly true of names, aliases/prior names and your address history.

Criminal background screening is conducted by an **outside** third party, which specializes in such work, and overseen (in specific instances) by the CYSA Executive Board. *This is executed in an effort to protect the children who participate in all organized sports and related activities associated with CYSA.* CYSA recognizes a coach is any person who leads and instructs players at practices and/or games or portions of practices and/or games for all CYSA sanctioned sports and activities.

**The criminal background screening is mandatory for all coaches and assistants who interact with CYSA players, there are NO EXCEPTIONS!**

## SECTION 2- SCREENING PROCEDURE

**All candidates** for the above mentioned positions must sign a release which gives CYSA the right to check criminal history records and verify social security numbers.

This work is executed directly through a **third party vendor**, utilized via a secure URL, at which coaches can execute their CYSA background check.

*The company never forwards any individual's information to the league (where no issues are discovered). In the event that information surfaces via the background check, the CYSA Executive Board will review such background check information to determine coaching eligibility.*

**Only** members of the **Executive Board** will review data obtained, which will then be processed **discreetly**. All information is **strictly confidential** and will not be made public **under ANY circumstances**.

Reasons for being declined by the opportunity to coach, volunteer, and/or serve as a Board member are **noted below** as part of this policy. In some instances, factors of time may be taken into account when considering eligibility (i.e. length of time since disposition of certain offenses). The decision of the Executive Board may be **appealed** to the **full CYSA Board**, for the purpose of clarifying facts or explaining extenuating circumstances, to the screening committee. **All** Board members, managers, coaches, and volunteers are required to notify PALS **immediately** following an **arrest** or **conviction** on **any** of the listed offenses. **Any person**, who, while serving in **any capacity** for CYSA is arrested for committing an offense listed, will **immediately forfeit** his/her eligibility until disposition by the courts.

**A conviction of an offense as listed below will result in termination of eligibility as stated in the policy.**

The following is a list of offenses **prohibiting** an applicant from participation as a coach under CYSA offenses, including, but not limited to the following:

- Arson
- Assault (including aggravated and sexual)
- Aggravated Kidnapping
- Aggravated Robbery
- Crimes against Children (including abandonment, abuse, endangerment, pornography, possession or promotion of pornography, enticement, solicitation, sale or purchase of, injury to, or indecency)
- Criminally Negligent Homicide
- Deadly Conduct
- Delivery of Marijuana
- Driving While Intoxicated/Impaired (DWI)/Driving Under the Influence (DUI)\*
- Manufacture of or Delivery of a controlled substance or dangerous drug
- Any violation of a law intended to control the possession or distribution of any controlled substance or illegal drug
- Indecent Exposure
- Injury to Elderly or Disabled
- Intoxication Manslaughter
- Kidnapping

- Manslaughter (voluntary or involuntary)
- Marijuana Possession\*
- Murder
- Prohibited Sexual Conduct
- Prostitution (including promotion of, aggravated promotion of)
- Public Lewdness
- Rape
- Sexual Abuse
- Theft\*\*

\*If a first offense and not currently under probation, **eligible**, but cannot drive **any child** other than **his/her own**. More than one violation has occurred or currently on probation, **ineligible**.

\*\*Eligibility depends upon the **severity and length of time** since offense occurred.