



EMERALD KIDSPORTS

CORPORATE POLICIES AND PROCEDURES

Revised July 2012

TABLE OF CONTENTS

1. PURPOSE ----- 3

2. PHILOSOPHY ----- 3

 2.1 Nondiscrimination

 2.2 Objectives

3. MISSION STATEMENT ----- 3

4. FINANCES ----- 3

 4.1 Fiscal Year

 4.2 Signature Authority

 4.3 Financial Records

 4.4 Audit

 4.5 Corporate Record Inspection

 4.6 Budget

 4.7 Purchase Procedures

 4.8 Non-Budget or Budget Excess Purchases

 4.9 Petty Cash Fund

 4.10 Reimbursement

5. DONATIONS ----- 5

 5.1 Cash Donations

 5.2 In-kind Gifts and Gifts of Tangible Property

 5.3 Revocability of Gifts

 5.4 Pledges and Pledge Payments

 5.5 Charitable Intent

 5.6 Public Recognition

 5.7 Gifts with Split Interest

 5.8 Naming Opportunities into Perpetuity

6. CONTRACTS, LOANS, CHECKS, and DEPOSITS ----- 7

 6.1 Contracts

 6.2 Loans to the Corporation

 6.3 Checks, Drafts, Etc

 6.4 Deposits

 6.5 Limitation on Authority

 6.6 Loans

7. COMPANY AUTOS ----- 8

 7.1 Company Use

 7.2 Personal Use

 7.3 Record Keeping

 7.4 Documentation

8. COMPANY PROPERTY, BUILDING, EQUIPMENT AND FACILITIES ----- 8

 8.1 Removal of Property

 8.2 Return of Property

 8.3 Smoking

 8.4 Loaning Equipment

9. USE OF KIDSPORTS' NAME ----- 9

10. ENDORSEMENTS ----- 9

 10.1 Political Endorsement

 10.2 Funds

 10.3 Political Campaign Contributors

 10.4 KIDSPORTS' Name

 10.5 Distribution of Materials

11. MAILING LISTS ----- 10

12. INSURANCE COVERAGE ----- 10

13. FEES -----	11
13.1 Setting and Reviewing Fees	
13.2 Fee Reductions	
13.3 Multiple Family Member Enrollment	
13.4 Refunds	
13.5 Deferred Payments	
14. PLAYER ELIGIBILITY -----	13
14.1 District and Service Areas	
14.2 Assigned School Area	
14.3 Transfer to Another School Area	
15. RIGHTS, DUTIES, AND RESPONSIBILITY OF COACHES -----	13
15.1 Attitudes and Personal Conduct, Responsibilities	
15.2 Rights, Duties and Responsibilities	
15.3 Selection of Coaches	
15.4 Organizing a Team	
15.5 Equipment	
15.6 Practices	
15.7 Recruiting	
15.8 Team Supervision	
15.9 Team Rules and Discipline	
15.10 Equipment and Uniforms	
15.11 Team Rosters and Line Up Cards	
16. PARENT CONDUCT -----	15
16.1 Conduct Guidelines	
16.2 Enforcement	
16.3 Language	
16.4 Sidelines	
16.5 Cheering	
16.6 Equipment	
16.7 Children	
16.8 General Responsibilities and Sanctions	
17. PLAYER CONDUCT -----	17
17.1 Conduct Guidelines	
17.2 Language	
17.3 Sanctions	
17.4 Rules	
18. PROGRAM DEVELOPMENT -----	18
18.1 General Principles	
18.2 Programs	
18.3 Program Areas	
18.4 Leagues	
18.5 Limited Skills Grouping	
18.6 Roster Size	
18.7 Out of District Teams	
18.8 Sessions	
19. SPECIAL ABILITIES PARTICIPANTS -----	21
19.1 General Policy	
19.2 Limitations	
20. PARTICIPANT SAFETY -----	22
20.1 Equipment	
20.2 Transportation	
20.3 Supervision	
20.4 Harassment	

21. DISCIPLINE AND DECISION REVIEWS ----- 23
 21.1 Discipline
 21.2 Reviews

1 **PURPOSE.** Emerald KIDSPORTS exists for the purpose of organizing and operating sports activities for youngsters living within the cities of Eugene, Springfield, and the immediate surrounding area. Emerald KIDSPORTS is organized exclusively for charitable and educational purposes.

2 **PHILOSOPHY.** Emerald KIDSPORTS is dedicated to providing children with educational, recreational, and learning experiences through sports participation. KIDSPORTS believes children should be given opportunities to participate in many different activities with team sports being one of them.

2.1 **Nondiscrimination.** Emerald KIDSPORTS programming is open to any child who is able to participate regardless of race, religion, creed, sex, ability, or financial status.

2.2 **Objectives.** KIDSPORTS programs are designed to meet the following objectives:

2.2.1 Provide a source of recreation for children.

2.2.2 Provide children with an opportunity to learn about sports and improve their athletic skills through participation and competition.

2.2.3 Give children a chance to grow socially by learning teamwork, sportsmanship and fair play.

2.2.4 Provide children with a source of fun and good times which will enrich their lives.

3 **MISSION STATEMENT.** KIDSPORTS is dedicated to Providing Positive Youth Team Sports Experiences through Family and Community Involvement.

4 **FINANCES.**

4.1 **Fiscal Year.** The corporate fiscal year extends from August 1 to July 31 inclusive.

4.2 **Signature Authority.** In addition to officers authorized to sign on behalf of Corporation by Corporation's bylaws, the Board of Directors may from time to time, in writing, authorize employees or representatives to sign certain documents on the Corporation's behalf, including checks, drafts or other orders for payment of money, and notes, contracts, leases and other evidences of indebtedness. No check, draft or other order for the payment of money shall be valid unless it contains two authorized corporate signatures.

4.3 **Financial Records.** All financial records of or relating to Corporation, including financial records created by and relating to the operations of KIDSPORTS Foundation, shall be maintained in a single location subject to the control of a single corporate officer or employee, as authorized from time to time by KIDSPORTS' Board of Directors. A single set of financial records shall be assembled and maintained including all such financial information so that at any time the Board of Directors or corporate officers have within a single place and single set of books all financial information relevant to the Corporation's past and present financial health

and future operations. Financial records relevant to and generated by special projects shall be created and maintained in strict accordance with these requirements without exception.

4.4 Audit. The Corporation's financial records shall be audited by an independent certified public accounting firm at least annually.

4.5 Corporate Record Inspection. The official minutes and other corporate records shall be deemed public information, and shall be open for inspection by citizens after reasonable notice is given to the Executive Director. Inspections must be made in the KIDSPORTS office during regular office hours. Neither the records nor copies of the records shall be removed from the KIDSPORTS office unless required by law or directed by the Board of Directors.

Employee personnel records and other confidential information shall not be open for public inspection unless otherwise ordered by the Board.

4.6 Budget. The Board of Directors annually shall prepare a budget for the succeeding year to run concurrent with the corporate fiscal year. The budget shall be prepared and developed by KIDSPORT staff, reviewed and amended by the Board Finance Committee and Executive Director, and approved by the Board of Directors no later than August 1 of each year.

4.7 Purchase Procedures. Purchases should be proposed and approved on a department basis. The head of each department should establish specific procedures for presenting, evaluating and approving proposed expenditures within the department, subject to the following:

4.7.1 Proposed expenditures in excess of \$1000 should be subject to competitive bidding or "shopping". Notwithstanding the results of such bidding or shopping, departments retain the right and authority to select the vendor they deem to be the most appropriate for KIDSPORTS' needs, whether or not that vendor provided the lowest bid or price.

4.7.2 Purchases exceeding \$1000 should be reviewed and approved by the Executive Director or the Executive Director's designee after approval by the department process.

4.7.3 Whenever possible purchases should be proposed and approved on KIDSPORTS purchase order forms.

4.7.4 Non-Budget or Budget Excess Purchases. All purchases exceeding budget limitations or not otherwise provided for within the budget must be presented to the Executive Director.

- 4.8 Petty Cash Fund. The Corporation maintains a petty cash fund administered and secured by the Executive Director's designee. The fund may be used for unexpected minor expenses or emergency situations when cash payments are the only reasonable option available. Petty cash purchases are limited to \$50. Receipts must always be returned to the Executive Director's designee immediately upon purchase.
- 4.9 Reimbursement. KIDSPORTS recognizes that board members, officers, employees, and volunteers ("Personnel") may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this nonprofit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of this organization to reimburse only reasonable and necessary expenses actually incurred by Personnel. See Reimbursement Policy.

5 DONATIONS

- 5.1 Cash Donations. Gifts in the form of checks or cash, intended for KIDSPORTS, should be sent to the Development office on the day they are received. All gifts of checks or cash received will be deposited in a financial institution as soon as possible, and no later than the second business day following their receipt.
- 5.1.1 Procedure for cash receipts:
- 5.1.1.1 Receipts are given for all cash upon receipts by the Development office.
 - 5.1.1.2 Cash receipts are logged, photocopied (except for cash) and totaled with a tape in preparation for deposit by the designated staff assistant.
 - 5.1.1.3 The cash receipt is then reviewed and endorsed by the Business Manager, (or designee), who is responsible for preparing the deposit slip.
 - 5.1.1.4 The Business Manager (or designee) will make the deposit in the bank prior to the close of business of each day.
 - 5.1.1.5 Any significant correspondence related to gifts will also be attached to a photocopy of the check and forwarded to the Director of Development. A third copy of the check and correspondence will be filed in the donor file folder.
 - 5.1.1.6 The Development Assistant enters the gift data into the computerized donor tracking system.

- 5.1.2 In instances where the specific use of a cash receipt is unclear or inappropriate, the available details about the gift should be brought to the immediate attention of the Director of Development.
- 5.1.3 Upon receipt of any cash of \$10,000 or more, the Business Manager as part of the annual tax return and audit will complete IRS form #8300.
- 5.1.4 The Director of Development will provide the donor a more detailed acknowledgement letter if the gift is a “quid pro quo contribution” in excess of \$75.00. A quid pro quo contribution is payment made partly as a contribution and partly for goods or services provided to the donor by KIDSPORTS. An example of a quid pro quo contribution occurs when a donor gives KIDSPORTS \$100.00 for a concert ticket valued at \$40.00. In this example, \$60.00 of the total \$100.00 gift would be tax deductible to the fullest extent provided by law. Because the donor’s payment (quid pro quo contribution) exceeds \$75.00, the disclosure statement is furnished as required by federal law, even though the deductible amount does not exceed \$75.00. Separate payments of \$75.00 or less made at different times of the year for separate fund-raising events will not be aggregated for purposes of the \$75.00 threshold.

5.2 In-kind gifts and gifts of tangible property. In order to maintain consistency, all gifts-in-kind and gifts of tangible property will be credited at the current IRS guidelines for valuation of gifts for income tax purposes. The Development Committee prior to acceptance must approve any gifts that include attached expenses such as liens, fees, or repairs.

5.3 Revocability of gifts. For charitable trusts, gift annuities and gifts of remainder interest, charitable gifts will be considered irrevocable, and naming opportunities allowed. For gifts of cash involving multiple year pledges, a permanent naming opportunity will not be allowed until 75% of the pledge has been secured. If the gift is a bequest, the donor must be 65 years of age or older and provide the Development office with a copy of the Will Agreement naming KIDSPORTS as a specific beneficiary. KIDSPORTS may also ask the donor, and his or her heirs, to sign an irrevocability agreement. KIDSPORTS reserves the right to deny naming opportunities to donors who choose a revocable instrument, such as a bequest, until the donor’s estate satisfies the pledge.

5.4 Pledges and pledge payments. General guidelines for pledge periods on gifts to campaigns or for naming opportunities will be no longer than five (5) years from the date of the donor’s first installment payment. Any donor or development officer requesting a longer payment period must first gain approval from the Development Committee.

5.5 Charitable Intent. Any gift, which, in the estimation of KIDSPORTS, has such a measurable tangible benefit to the donor as to confuse the charitable intent, may be

rejected if there is reasonable concern for threatening the integrity of KIDSPORTS. by accepting the gift.

5.6 Public recognition. All public recognition of donors, volunteers, community leaders, employees or any organization that wishes to use KIDSPORTS property for recognition of any kind, must first gain approval. KIDSPORTS reserves the right to change or remove any action taken without prior approval.

5.7 Gifts of split interest. KIDSPORTS will evaluate gifts of split interest in ways consistent with its own policies on gift crediting and revocability, but will reserve the right to evaluate the crediting of split interest gifts on an individual basis.

5.8 Naming opportunities into perpetuity. When a donor names a space within KIDSPORTS, it will be understood that no other opportunities will be offered to other donors for that space. However, in the event that the space is relocated, completely renovated, or reorganized to an extent that new or additional naming opportunities exist, KIDSPORTS reserves the right to change the recognition scheme of the space. First right of refusal will be afforded to any former donors or their families. It will be understood that any old plaques will be considered part of the history of KIDSPORTS and will be replaced in an appropriate and visible place.

6 CONTRACTS, LOANS, CHECKS AND DEPOSITS.

6.1 Contracts. The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be in general or limited to specific instances.

6.2 Loans to Corporation. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by resolution of the Board of Directors.

6.3 Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the agent or agents of the Corporation in the manner directed by resolution of the Board of Directors.

6.4 Deposits. All funds of the Corporation not necessary to meet pending operating concerns shall be deposited from time to time to the credit of the Corporation in banks, trust companies, or other depositories selected by the Board of Directors.

6.5 Limitation on Authority. Unless authorized by the Board of Directors, or unless inherent in the authority vested under the provisions of these bylaws, no officer, agent or employee of the Corporation has the power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

6.6 Loans. The Corporation shall not lend money to, nor guarantee the obligations of, any director, officer, or employee of the Corporation.

7 **COMPANY AUTOS**. Company owned vehicles may be operated only by KIDSPORTS staff members and volunteers authorized by staff members.

7.1.1 Company Use. Whenever possible, KIDSPORTS owned vehicles must be used by employees to conduct company business. (The Executive Director may be exempt from this policy by contract.) In the event a KIDSPORTS vehicle is not available and employees are required to use their own vehicles for work they will be reimbursed at the then current maximum IRS reimbursement rate. To be reimbursed, employees must receive authorization from their supervisor prior to the trip.

7.1.2 Personal Use. On occasion, employees may borrow KIDSPORTS' owned vehicles for personal use by following and completing the equipment check out procedures. When an employee borrows a vehicle for personal use, the employee will reimburse KIDSPORTS at the rate of \$0.25 per mile.

7.1.3 Record Keeping. Each time an employee uses a KIDSPORTS owned vehicle, they must record starting and ending mileage, destination, purpose of trip and the amount of time the vehicle was in use. Anytime an employee makes maintenance and/or gas purchases they will be responsible for recording the information in the record book. An auto record book will be maintained in each vehicle.

7.1.4 Documentation. No one may drive a company automobile unless they first provide adequate proof of legally mandated liability insurance together with a valid and current Oregon Driver's license. Requests for use of vehicles should be presented to the Executive Director or the Executive Director's designee, or the head of facilities. Requests should be made as far in advance as reasonably possible.

8 **COMPANY PROPERTY, BUILDING, EQUIPMENT AND FACILITIES**. Each employee is expected to exercise due care in the use of company property and to utilize such property only for authorized purposes, subject to the following:

8.1.1 Removal of Property. Unauthorized removal of KIDSPORTS' property from the premises or its conversion to personal use will not be tolerated.

8.1.2 Return of Property. Property issued to an employee must be returned no later than the time the employee terminates employment or when it is requested by any KIDSPORTS' employee or representative. If KIDSPORTS initiates legal action to recover the property or its value,

KIDSPORTS will also seek reimbursement for all costs incurred in the process, including attorney fees.

8.1.3 Smoking. KIDSPORTS prohibits smoking in any KIDSPORTS' building and at any KIDSPORTS' event.

8.1.4 Loaning Equipment. Personal use of KIDSPORTS owned equipment and property by private citizens, Board members, and staff will be permitted with the consent of the Executive Director under the following conditions:

8.1.4.1 The request is made in writing by completion of the special equipment check out form.

8.1.4.2 The request is not for regular and continued use.

8.1.4.3 The borrower agrees to restore the equipment to its original condition when damage occurs while in his/her possession.

8.1.4.4 The person, agency entity is a supporter of or contributor to the KIDSPORTS program.

9 USE OF KIDSPORTS' NAME. The name KIDSPORTS, Emerald KIDSPORTS, the official logo, seal, insignia, etc. may not be used for promotion or advertising, by a private citizen, business firm or entity unless approved by the Executive Director or the Board of Directors. The Executive Director and/or Board will consider requests to use the corporate name if the following requirements have been met:

9.1.1 The request must be made in accordance with regular Board meeting procedures.

9.1.2 The request is not for continued or regular use.

9.1.3 The request is deemed consistent with KIDSPORTS' mission and harmless to KIDSPORTS.

10 ENDORSEMENTS. KIDSPORTS' endorsements must be approved in advance by the Board of Directors after discussion and consideration subject to the following:

10.1 Political Endorsement. The Board of Directors will exercise its right and privilege to express its opinion on public issues and concerns of direct interest to KIDSPORTS, its members, staff, participants and volunteers.

10.1.1 When appropriate, the Board of Directors will establish a program to express its views through public means such as news media sources, testimony before committees, bodies and agencies, letters and advertising.

10.2 Funds. Upon approval by the Board, the Corporation may expend funds to inform and influence the public on issues of direct importance to KIDSPORTS and its participants.

10.3 Political Campaign Contributors. KIDSPORTS does not contribute to any campaign for local, state or federal office. KIDSPORTS limits its political activities to public comment on issues of direct importance to KIDSPORTS.

10.4 KIDSPORTS' Name. At no time will the Board of Directors allow the use of the KIDSPORTS name to show support or approval of or for any program, product, sports camp, athletic equipment, or the like.

10.5 Distribution of Materials. Any item which is to be distributed, posted or displayed within the KIDSPORTS' office must clearly identify its source. The item must also clearly state it does not carry the endorsement or sponsorship of KIDSPORTS.

11 MAILING LISTS. Upon approval by the Executive Director or the Board of Directors, and when consistent with applicable law, KIDSPORTS mission, and KIDSPORTS policies, KIDSPORTS may permit individuals, businesses or organizations access to appropriate and restricted portions of KIDSPORTS mailing lists. In no event will KIDSPORTS permit access when doing so will contravene any law or postal regulation. KIDSPORTS may require the user to pay a user fee determined from time to time by KIDSPORTS.

12 INSURANCE COVERAGE. Annually the Executive Director shall review KIDSPORTS' insurance needs and propose the purchase of appropriate insurance coverages for approval by the Board of Directors. The Executive Director's review shall include, among other things, consultation with an appropriate insurance agent, review of all then existing insurance contracts, and consideration of possible insurance needs including all of the following:

- Directors and officers liability.
- Errors and omissions liability.
- General broad form business liability.
- Appropriate fire and casualty insurance.
- Worker's compensation insurance.
- Employee group health insurance.
- Employee group dental insurance.
- Employee group life insurance.
- Employment liability insurance (or rider).

13 FEES.

- 13.1 Setting and Reviewing Fees. KIDSPORTS seeks to offer every child the opportunity to participate in KIDSPORTS sanctioned programs. Similarly, KIDSPORTS desires that every family have the opportunity to enroll their children in KIDSPORTS programs regardless of financial ability. Consequently, KIDSPORTS seeks to maintain its fees at the lowest reasonable competitive level consistent with its goals to provide quality, widely available programs, facilities, and equipment. Fees for all programs shall be reviewed regularly to be sure they remain consistent with KIDSPORTS' goals and philosophy.
- 13.2 Fee Reductions. KIDSPORTS may reduce or waive player registration fees for special hardship cases and low income families who meet KIDSPORTS' then applicable criteria. Requests must be made on the designated request form. The amount reduced or waived will be based upon then current standards of the free/reduced lunch program in the relevant school district with adjustments set by KIDSPORTS. KIDSPORTS may, in special hardship cases, grant additional reductions at its discretion. Fee reductions apply for the duration of a single school year, beginning in September and ending the following August. See Fee Reduction Manual for detailed procedures.
- 13.3 Multiple Family Member Enrollment. Family members enrolling more than two children in any sport season (generally Spring, Summer, Fall, Winter) who pay the full registration fee for the two most expensive programs in which their children participate will receive a \$10.00 reduction for each program participation fee thereafter during that season. See Fee Reduction Manual for detailed procedures.
- 13.4 Refunds. Requests for refunds will be considered and denied or granted at KIDSPORTS' reasonable discretion based on then applicable criteria. Considerations will include the time remaining in the sports season and the reason the participant left the program. See Fee Reduction Manual for detailed procedures.
- 13.5 Deferred Payments. KIDSPORTS may, in its sole discretion, make arrangements for payment plans for patrons unable to pay the full player registration fee at the time of registration. Notwithstanding this policy, nonpayment of fees can result in the player and the player's family being declared ineligible for current and future sports seasons. See Fee Reduction Manual for detailed procedures.

14 PLAYER ELIGIBILITY.

- 14.1 District and Service Area. Any child residing within the KIDSPORTS service area can participate by filling out a registration form, accepting the conditions of participation and having a parent or guardian sign the registration form. The KIDSPORTS service area includes all territory within the boundary lines established

by Eugene School District 4J, Springfield School District 19, Bethel School District 52, and Pleasant Hill School District. Any applicant who resides outside these boundaries must conform to KIDSPORTS Out-of-District policies.

- 14.2 Assigned School Area. Players are required to register for the appropriate grade/age, gender team from the school in which they attend. If not enough players register at a particular school to form a team in that grade or gender, the KIDSPORTS sports manager will combine that school with a neighboring school to form the best team sizes possible. If a child attends one school but lives in another public school attendance area they may automatically request a transfer to their neighborhood school team.
- 14.3 Transfer to Another School Area. On occasion, circumstances may arise when a parent wants to have their child play on a different team than the one they are automatically assigned. KIDSPORTS has the following transfer exceptions. Note: in all instances parents must fill out a transfer form and have it approved by the KIDSPORTS sports manager in the area to which they are transferring.
- 14.3.1 Parents may request a transfer for their child who lives in a different public school area than the school they attend. A transfer to their neighborhood school team will be accepted automatically as long as the request is to the same grade and gender applicable for that child.
 - 14.3.2 Students who move, change their permanent address, or transfer to another school during the school year will be given the same option as paragraph (12.3.1) above for the remainder of the KIDSPORTS sports year, August 1 – through July 31.
 - 14.3.3 Any child whose father/mother/ legal guardian has been approved as a head coach for a team in a school area different than their child’s regular school area may transfer and play on the team coached by that parent as long as it conforms to the appropriate grade/age and gender for that child.
 - 14.3.4 Any parent may file a transfer request stating the compelling reasons for a team change. Each such transfer request will be decided upon the merits of the request and its impact upon both teams. If approved the participant will be moved to a team of KIDSPORTS choice. Transfer requests will not be approved for the purpose of having a child play on a more competitive team or in an effort to concentrate talent on one team. In all cases the sports director has final authority to grant or deny a request.
 - 14.3.5 Girls may apply to participate on boys teams where there is not a team or sport for their gender in the school area. Boys may apply to participate on girls’ teams only if there is no opportunity to play the sport on teams of their gender (i.e., volleyball).

14.3.6 Players are required to register for the appropriate grade/age program they are registered to attend in school. Some programs allow mixed grade/age combinations. Under special circumstances requests may be made for a child to be “moved up or down” through the transfer requests process described at 14.3.1 above. Age/Grade move-ups are generally not approved. Under special circumstances a child may apply to “play down a grade” based on medical or developmental considerations.

15 RIGHTS, DUTIES, AND RESPONSIBILITIES OF COACHES.

15.1 Attitudes and Personal Conduct, Responsibilities. All coaches serve as volunteers. Each volunteer coach must maintain high standards of conduct and sportsmanship. KIDSPORTS coaches are required to be good role models for children. Therefore, every coach is expected to maintain personal conduct which is a credit to KIDSPORTS and the sport they are coaching.

15.1.1 Supervision. Coaches are directly responsible to their assigned supervising staff member (Sport Manager) for coaching performance and conduct during KIDSPORTS activities. Whenever a coach displays attitudes, actions or conduct contrary to KIDSPORTS rules, regulations or philosophy, the coach will first be counseled by KIDSPORTS staff. Subsequent acts may result in suspension from KIDSPORTS for an undetermined period of time. Deliberate violation of rules, regulations, policies, or directives will result in permanent suspension from KIDSPORTS coaching.

15.1.2 Game Conduct. Coaches must refrain from any conduct or display which may arouse players, team followers or spectators to engage in unsportsmanlike behavior. At all times coaches must respect game officials, opposing players, coaches and spectators. In the event a coach becomes engaged in a physical altercation during a KIDSPORTS’ activity the coach will be automatically suspended by the supervising staff member. Coaches remain suspended until reinstated following a hearing by the Staff Management Team. Suspended coaches may request said hearing at any time.

15.2 Rights, Duties, and Responsibilities. Each KIDSPORTS team is under the leadership of a head coach, who within the broad guidelines of KIDSPORTS policies, has discretion to run the team in every aspect including: setting practice times and days, determining offensive and defensive strategies, assigning player positions and establishing playing time (as long as all decisions conform to KIDSPORTS rules.) When teams are split, the decision on player selection rests with the head coach. Assistant coaches serve at the discretion of the head coach. KIDSPORTS reserves the right to approve all coaches.

- 15.3 Selection of Coaches. KIDSPORTS sports managers are responsible for filling all head coaching positions for teams organized within their assigned area. Sports Managers select and assign head coaches according to whom they feel will do the best job meeting KIDSPORTS program goals and orientation. Head coaches are responsible for having all assistant coaches complete coach's applications, and submit their applications to their respective Sport Manager for approval prior to the Scheduling meeting for each sport. All coaches must pass an annual background check prior to consideration for a coaching position.
- 15.4 Organizing the Team. The first head coach assigned for each school and grade will be responsible for setting the initial practice times and places. If registrations exceed the number of players for one team, multiple teams will be formed and additional coaches will be assigned. The head coach shall help the sports manager recruit additional coaches. Once all coaches are in place teams should be divided as follows:
- 15.4.1 Kindergarten – fourth grade teams are to be formed with the skilled and non-skilled players divided equally.
- 15.4.2 Fifth – eighth grade teams that have enough players to divide into two or more teams will be divided by skill. The AAA coach has the right to choose his/her players first. The AA coach chooses his/her players next, and so on.
- 15.5 Equipment. Coaches may check out equipment for their sport during or after the check out period.
- 15.6 Practices. Coaches that are selected prior to the beginning of the season need to attend the first organizational meeting where they will be given a general overview of the KIDSPORTS program and have a chance to sign up for practices. Coaches that sign up after the organizational meeting need to check with their area sports manager to arrange practices.
- 15.7 Recruiting. Because KIDSPORTS is a neighborhood based program, recruiting for the sake of competitive advantage is not allowed. KIDSPORTS staff may request a coach's assistance in recruiting enough players to form a team from the same school their current players are attending. Coaches should never discourage any kids from playing.
- 15.8 Team Supervision. Coaches agree to supervise players on their team during all KIDSPORTS sanctioned events, including practices, games, and team or KIDSPORTS related events. Specific supervision responsibilities are set forth at 18.3 below.
- 15.9 Team Rules and Discipline. Coaches should conduct a parent meeting at the beginning of the season to review rules, discuss schedules, and answer questions. At

a minimum, coaches must provide every parent with a written list of team rules and expectations. Rules should be reasonable and within the spirit of a recreational sports program. Coaches can not suspend a player's playing or practice time privileges due to rules violations unless the player and their parent have been given a copy of the rules in advance. Coaches can not suspend a player for more than one game or three practices in a season without getting permission from KIDSPORTS in advance.

- 15.10 Equipment and Uniforms. Coaches are responsible for the care and return of KIDSPORTS uniforms and equipment. Each team will be issued a prescribed amount of equipment based upon the grade and sport involved. Coaches can be held financially responsible if the equipment is not returned in a timely manner. Generally, KIDSPORTS provides T-shirts that do not have to be returned. However, on occasion certain sports teams will be issued uniforms. When uniforms are issued, coaches are expected to help KIDSPORTS equipment staff retrieve the uniforms. Coaches should return issued gear within two weeks of the end of their season. Coaches may request in advance permission to keep their equipment or uniforms past the end of the season to compete in non-KIDSPORTS events. Decisions will be made at KIDSPORTS sole discretion.
- 15.11 Team Rosters and Line Up Cards. KIDSPORTS requires every coach to provide an accurate roster when they pick up their uniforms. That roster becomes the official roster and is the only pool of athletes the coach is permitted to use. Any use of a non-rostered player in a game is considered a severe breach of ethics and is grounds for immediate sanction. There is never a permissible reason to use a player not on the approved roster. Roster questions should be directed to the KIDSPORTS sports manager. Coaches are required to fill out a line up card before every game. Maintaining playing time requirements is a paramount rule at KIDSPORTS. Coaches are never permitted to breach playing time rules unless injury, illness, or discipline (only as described above) prevents meeting the playing time requirements. Under such circumstances it is the coach's responsibility to notify the appropriate staff or officials.

16 PARENT CONDUCT.

- 16.1 Conduct Guidelines. Every parent, guardian, and spectator is expected to conduct themselves in a responsible manner, including but not limited to:
- 16.1.1 Not using foul or abusive language at any KIDSPORTS practice, game or event;
 - 16.1.2 Refraining from smoking in areas directly used for KIDSPORTS activities, i.e. sidelines, gymnasiums, baseball/softball bleachers and fields;

- 16.1.3 Not drinking alcohol or being intoxicated at any KIDSPORTS practice, game or event;
 - 16.1.4 Refraining from making negative comments toward their child's teammates, coaches or members of the opposing team or other spectators;
 - 16.1.5 Accepting the authority of the KIDSPORTS Coach assigned to their child's team and acknowledging that it is the coaches prerogative to choose the type of play, assign who will play what positions, and determine playing time within KIDSPORTS minimum and maximum playing requirements;
 - 16.1.6 Refraining from any actions that would violate any federal, state or local discrimination or other laws.
 - 16.1.7 Striking, pushing or threatening any KIDSPORTS officials, administrator, fan, or coach will result in sanctions not limit to permanent suspension from all KIDSPORTS activities.
- 16.2 Enforcement. KIDSPORTS officials may order a parent to leave the premises of any KIDSPORTS event if the person is engaging in inappropriate behavior. Failure to leave the premises immediately upon request can constitute a Class C misdemeanor or criminal trespass.
- 16.3 Language. Parents are expected to make every effort to minimize friction between themselves and officials, other parents, and opposing teams' parent groups so as to enhance the enjoyment for all involved. Experience has demonstrated that innocent statements made to opposing players or teams can be mistaken or misconstrued by others and cause friction between groups.
- 16.4 Sidelines. At soccer games parents and spectators from both teams should share one sideline and the players and coaches share the other sideline. If field conditions cause players and parents from both teams to share one common sideline, KIDSPORTS policy requires parents from each team to occupy different halves of that sideline. The objective is to keep the parents separated from the players and each other. Every field has an invisible parent/spectator box from the mid-point of the field to the 18-yard line.
- 16.5 Cheering. Parents and spectators are encouraged to offer words of encouragement and support during games, but should refrain from shouting instruction or derogatory statements.
- 16.6 Equipment. Parents are financially responsible for all KIDSPORTS equipment and uniforms issued to their child. Uniforms and equipment must be returned no later than twenty one (21) days from the last game of the season.

16.7 Children. Parents must manage and supervise their non-participating children at KIDSPORTS facilities and events, and are responsible for any damage they may cause.

16.8 General Responsibilities and Sanctions. Parents, guardians, or persons in charge of a KIDSPORTS participant must abide by and uphold all KIDSPORTS rules and procedures. They will respect the decisions of coaches and officials made in the course of performing their duties, and assume full responsibility that the child they register does the same. If the parent, guardian, or person in charge fails to do so, or the child they register fails to do so, they and/or the child(ren) may be removed and barred from KIDSPORTS practices, games or events. If conditions warrant, KIDSPORTS staff may bar a parent, guardian, or person in charge from registering their child(ren) for future KIDSPORTS activities.

17 PLAYER CONDUCT.

17.1 Conduct Guidelines. Players must abide by and uphold all KIDSPORTS rules and procedures and to respect the decisions of their coaches, officials and administrators made in the course of performing their KIDSPORTS functions and duties. Players must conduct themselves in a responsible manner including but not limited to:

17.1.1 Not using foul or abusive language at any KIDSPORTS practice, game or event;

17.1.2 Not using tobacco products, alcohol or any non-prescribed substance at any KIDSPORTS practice, game or event;

17.1.3 Refrain from any behavior that would violate any federal, state, or local, ordinance, regulation or law.

17.1.4 Demonstrate behavior consistent with the KIDSPORTS Sportsmanship Pledge.

17.2 Language. Players are expected to make every effort to minimize friction between themselves and other players, coaches, officials or anyone else in attendance at a KIDSPORTS activity.

17.3 Sanctions. Players ejected from a game are required to sit out the next scheduled game. Players ejected for fighting must sit out all practices and games until KIDSPORTS assesses the severity of the incident and decides whether additional game suspensions or permanent removal from KIDSPORTS programs is warranted.

17.4 Rules. Before a player can be withheld from a game for missing practice or other behavior the coach must provide written rules and the consequences for their violation. In all circumstances, coaches must have KIDSPORTS approval before assessing a multiple game suspension.

18 PROGRAM DEVELOPMENT

18.1 General Principles. KIDSPORTS programs are designed to provide children with opportunities for physical, social and educational growth. To achieve the end result, a stair step concept will be used in which playing rules, facilities and equipment are modified or scaled down to fit the needs of individual participant age groups. The neighborhood concept is most important in KIDSPORTS operations and whenever possible children play on teams formed in their residential area.

18.2 Programs. KIDSPORTS currently provides nine programs for children:

Tackle Football	Grades 6 through 8
Flag Football	Grades 2 through 5
Fall Soccer	Grades K through 8 plus Tot Soccer 3 & 4 yr olds
Volleyball	Grades 3 through 8
Basketball	Grades 1 through 8
Spring Soccer	Grades K through 8 plus HS girls/boys Plus Tot Soccer 3 & 4 yr olds
Tball/Coach Pitch	Grades K through 3
Baseball	Grades 4 through 8
Softball	Grades 4 through 8

18.3 Program Areas. KIDSPORTS provides programs for children who have established residence within the attendance boundaries for School District 4-J (Eugene), District 52 (Bethel), District 1 (Pleasant Hill), and District 19 (Springfield). Children who do not live in one of the school districts which comprise KIDSPORTS service area may petition staff to participate under under-of-district play. These children will be accepted on an availability basis.

18.4 Leagues. For the purpose of organizing teams, leagues will be established by program staff based on registration numbers. Every effort will be made to offer separate but equal programs for boys and girls each sports season. Such programs shall not be programmed to be co-educational. However, when a simultaneous program is not offered for both genders, players of either gender may participate in the program offered on an equal basis.

18.5 Limited Skills Groupings. For the purpose of creating somewhat equal playing opportunities within a competitive atmosphere, teams will be assigned to participate within ability classifications.

18.5.1 When high school areas organize skill level teams, all eligible children who live in or attend a particular school within that high school area will be allowed to try-out for team selection. Eligibility and the number of teams per high school area will be determined by KIDSPORTS.

KIDSPORTS staff is responsible for coordinating those tryouts including establishment of dates, times, and sites and notifying students of such.

- 18.5.2 Whenever possible the following classifications should be used as applicable:
 - 18.5.3 AAAA- (Special permission required) For players residing within a specific high school boundary or combination to two or more middle schools who want to make a commitment to participate at the highest competitive level possible.
 - 18.5.4 AAA- (Fourth through Eighth grade splits only) The first team composed of players with the best skills and/or potential for developing the top skills in their assigned school or combination of schools which allows formation of two or more teams from the same age or grade group.
 - 18.5.5 AA- Composed of all players from a particular school or combination resulting in a single team. In middle school leagues whenever a single school has sufficient players to form three or more teams the second team selected can be classified AA.
 - 18.5.6 A – (Fourth through Eighth grade splits only) Teams composed of players not selected for a team in one of the other classifications. If more than one “A team is required in a school area, player selection shall be made so teams are composed of players with equal ability.
 - 18.5.7 Assignment of players to A-AA-AAA teams may not be made before the final registration date or before a coach is assigned to all teams in that school’s age or grade group.
- 18.6 Roster Size. Teams are required to have a head coach assigned by the KIDSPORTS staff. To encourage maximum participation and provide team stability, KIDSPORTS has established minimum/maximum number team sizes. In emergency situations, rather than eliminate a team, KIDSPORTS staff has authority to reduce or extend roster requirements.

18.6.1 Roster sizes are as follows:

Basketball	7-10
Baseball/Softball	12-15
Jackie Robinson Baseball/Softball	12-15
T-Ball/Coach Pitch	14-16
Tackle Football	20-35
Flag Football	14-16
Volleyball (3 rd -4 th grade)	5-8
Volleyball (6 th -8 th grade)	8-10

Soccer (K-2nd grade) 8-12
Soccer (3rd-8th grade) 10-14
Klassic Soccer 11-18

18.7 Out-of-District Teams. Teams composed entirely of players living outside the KIDSPORTS service area, may apply to participate in a KIDSPORTS league by making application. Applications must be completely true and accurate; any falsification will result in immediate cancellation of the application and the team will be suspended immediately from the program. Approved out of district applications are granted only for the duration of the program season applied for.

18.7.1 Each out of district team must provide their own uniforms, team equipment and balls.

18.7.2 Each of out district team must pay the established fee for that sport by the published registration deadline.

18.7.3 Each out-of-district team must send a representative to the pre-season organizational meeting.

18.7.4 All KIDSPORTS rules, policies, and regulations as outlined in coaches handbooks, rulebooks and other publications distributed to coaches must be followed. Failure to follow these requirements may result in suspension of the team from future participation for the remainder of the season.

18.7.5 KIDSPORTS staff has the authority to determine playing sites for games involving out of district teams.

18.8 Sessions. Team practice sessions are determined by sport and grade. Violations of the rules and regulations governing sessions can result in penalties as determined by KIDSPORTS staff depending upon the nature, type and severity of the infraction.

18.8.1 Any game, meeting, practice or get together, called or scheduled by and held under the supervision of an adult is a session. One or more players meeting with a coach constitutes a session.

18.8.2 Other than games scheduled by KIDSPORTS, Sunday sessions are not recommended. Furthermore, when sessions are scheduled on holidays or days when players are unable to attend for religious reasons, these players may not be penalized.

18.8.3 No session may be held if a coach registered by KIDSPORTS is not in attendance for the entire session. Whenever team coaches leave, players must also leave. Failure to properly supervise may result in automatic cancellation of future sessions.

18.8.4 Sessions involving elementary school (grades K-5) children must terminate promptly by 8:30 P.M., and 9:00 P.M. for students enrolled in middle and high schools (Sixth through 12th grade). The permissible number and duration of sessions follows.

<u>Sport</u>	<u>Grade</u>	<u>Number of Sessions</u>	<u>Maximum Session Length</u>
Tackle Football	6 th -8 th	5	2 hrs
Flag Football	2 nd -3 rd	3	1 hr
Flag Football	4 th -5 th	4	1 ½ hr
Soccer	K-3 rd	3	1 hr
Soccer	4 th -8 th	4	1 ½ hr
Volleyball	3 rd	3	1 hr
Volleyball	4 th -8 th	4	1 ½ hr
Basketball	1 st -3 rd	3	1 hr
Basketball	4 th -8 th	4	1 ½ hr
T-Ball	K-1 st	3	1 hr
Coach Pitch	2 nd -3 rd	3	1 hr
Baseball/Softball	4 th -8 th	4	1 ½ hr

19 SPECIAL ABILITIES PARTICIPANTS.

19.1 General Policy. KIDSPORTS will make a reasonable effort to provide children with disabilities that have the physical, psychological and emotional foundations, the opportunity to participate in KIDSPORTS programs, and will attempt at all times to comply with all applicable state and federal laws and regulations, including the Americans with Disabilities Act.

19.1.1 Parents should inform the coach of any special needs of their child and be prepared to work with the coach and KIDSPORTS staff to provide a positive environment for the child.

19.1.2 In the case of a child whose disability is interfering with the coach's ability to perform his/her duties, KIDSPORTS may require that the child's parent or delegate be present to assist the coach with that child.

19.2 Limitations. KIDSPORTS cannot permit participation by any individual where, in spite of reasonable modifications, such participation poses a significant danger to program participants. KIDSPORTS will not modify program policies or procedures in a manner that will significantly disrupt the particular activity or program, cause significant expense or where such modifications fundamentally alter the nature of the program.

20 PARTICIPANT SAFETY

- 20.1 Equipment. No participant shall be permitted to participate in any practice or game unless the participant is wearing all gear and equipment required for the particular sport in which they are involved.
- 20.2 Transportation. Except in emergencies, or pursuant to fully executed authorizations on prescribed KIDSPORTS' forms, coaches and officials shall not transport participants (except their own children) to or from practices, games or KIDSPORTS related activities.
- 20.3 Supervision.
- 20.3.1 Gym/Field Supervisors. Assigned gym and field supervisors, regardless of by whom employed, are responsible for supervising persons attending ongoing KIDSPORTS' practices, games, or activities while those persons are in the assigned facility, but only to the extent of and consistent with the facility's policies and procedures and their employment obligations.
- 20.3.2 Parents/Guardians. Parents/guardians are not required to be present at any KIDSPORTS practice, game or team activity. However, when they are present, parents/guardians are responsible for supervising, and managing family members present and friends they brought to the event.
- 20.3.3 Officials. Except in fulfilling their responsibility as the game official to maintain general order in the vicinity of the game, KIDSPORTS officials have no responsibility for supervising KIDSPORTS participants or others in attendance at KIDSPORTS games they are officiating.
- 20.3.4 Coaches. At least one team coach must be present at all times during every team practice, game or other KIDSPORTS related activity. Team coaches present are responsible for providing general supervision of all team members as reasonably appropriate under the circumstances. Suspicious persons or activities that may be harmful to team participants should be reasonably investigated and resolved. A team coach must be present at the time set for the practice or pregame warm-up to begin and remain present until every team participant has left the field or facility. Coaches present are not responsible for assuring that team participants leaving practice reach their home, travel to practice or their home in the manner or route directed by their parent/guardian, or are picked up by the person directed by the parent/guardian. Coaches are not responsible for the conduct of team participants' friends or family members at practices, games and other team activities, except they shall assist game officials in restraining or removing disruptive friends or family members at games.

20.4 Harassment. Harassment of any participant during a team practice, game or other activity will not be tolerated. Complaints should be directed first to the coach, and if that fails to resolve the problem, in writing to the appropriate sports manager. If not immediately resolved, the incident shall be promptly reviewed by the sports director in conjunction with the sports management team which shall, depending upon its finding of facts, take swift action to effectively remediate the harassment. The decision and action of the sports management team is reviewable only as provided in policy section 19.2.2 below.

21 DISCIPLINE AND DECISION REVIEWS.

21.1 Discipline. Any violation of KIDSPORTS policies or rules, or any action in disregard of directives of officials, facility supervisors, KIDSPORTS staff, tournament committees or directors, as well as any conduct that is unsportsmanlike or grossly negligent shall be subject to disciplinary action. In determining the appropriate discipline, if any, the following shall be considered: the intent of the involved participants; exigent emergencies; a resulting competitive advantage; prior conduct of the involved participants; and the offender's attitude and acknowledgement of the error consistent with KIDSPORTS philosophy, good sportsmanship, and overall community benefit. Discipline may include written or verbal warnings, suspension of participation in practices or games, suspension of coaching status, forfeiture of competitions, and ejection from and loss of eligibility for KIDSPORTS programs or events. Player suspensions may not exceed one game or three practices without approval of KIDSPORTS staff.

21.2 Reviews. Program related decisions by KIDSPORTS employees, volunteers or officials are subject to review only as follows:

21.2.1 Sports Managers Team Review. Upon timely written request for review to the sports director specifying the decision to be reviewed, who made it, when it was made, and the desired relief, the sports management team will review, and at its discretion, affirm or overrule prior program related decisions. Whenever reasonably possible, sports management team reviews shall be completed, and the reviewed decision communicated to all involved persons within 10 days after the sports director receives the written review request. Except as provided at 14.9.2 below, the decision of the sports management team is final and unreviewable.

21.2.2 Program Evaluation and Rules Committee Review. Any affected person may request review of sports management team decisions by written request to the sports director specifying the decision to be reviewed and the relief requested if, and only if, the decision involves substantial, previously unresolved, rule interpretation issues. The sports director shall, in his sole discretion, determine whether a decision involves substantial, previously unresolved, rule interpretation issues. The program committee

shall make every reasonable effort to affirm or overrule the sports management team decision and notify all affected persons of its decision within 10 days after the sports director receives the written request for review. The decision of the program evaluation and rules committee is final and unreviewable.

21.2.3 Game Suspensions. Player suspensions are up to one full game, regardless of by who they are made, they are not reviewable at any level.

21.2.4 Decision Making Procedures. In conducting reviews, the sports management team and program evaluation and rules committee may request and obtain information from any source they deem appropriate, including requesting and obtaining special expertise, and shall conduct reviews in any manner they deem reasonably fair to affected persons.

21.2.5 No Recordings. Review proceedings shall not be recorded by any device.

21.2.6 Tournament Decisions and Reviews.

21.2.6.1 Sanctions for rules violations occurring during KIDSPORTS tournaments will be decided and imposed by a committee formed of three members selected from among the following KIDSPORTS representatives: Tournament Director, Commissioner of Officials, Chair of the Sports Advisory Committee, at-large member of the Sports Advisory Committee, Sports Director, or Executive Director. These decisions are final and unreviewable.

21.2.6.2 Decisions made during and relating to KIDSPORTS sponsored tournaments, including disciplinary decisions involving player suspensions, scheduling issues, and protests, may be appealed to the tournament review team. Review requests must be made in writing at the earliest opportunity and directed to the tournament director or his onsite designee. The tournament director shall as soon as reasonably possible convene a meeting of at least three of the designated tournament decision making team. The three member team shall promptly gather and consider relevant available information and as soon as reasonably possible make a final, non-reviewable decision, and convey that decision to affected persons as soon as reasonably possible.