

BYLAWS OF THE SABATTUS RECREATION CLUB

ARTICLE I

PURPOSE: This organization shall be called the Sabattus Recreation Club. Its purpose shall be

- A. To promote and support all the people of Sabattus and non-resident members, regardless of age, the pursuit of recreational activities that allow the participants to better themselves.
- B. To enhance pride in our community.
- C. To encourage participation by our youths and offer them positive and beneficial alternative outlet for their energies.
- D. To work with the Sabattus Board of Selectmen and other town agencies and officials, as well as other organizations, to plan and implement leisure time programs and facilities for both full and part-time residents of Sabattus and non-resident members.

ARTICLE II

ORGANIZATION: The Sabattus Recreation Club shall be composed of a board directors, officers, program directors and members-at-large.

- A. **Board of Directors:** The board director shall be composed of nine (9) members, which cannot include the present club president or vice-president. A chairman of the board and the vice-chairman of the board shall be chosen from among the members who are not currently officers of the club. The chairman of the board shall preside at all meetings. In the absence of the chairman of the board, the vice chairman shall act in his/her stead.
 - 1. **Term:** A director's term of office shall be three years.
 - 2. **Duties:**
 - (a) The board shall set policy for the club
 - (b) The board shall oversee the activities of the officers and program directors to ensure that they properly execute the functions of their office.
 - (c) The board is vested with the authority to remove any member, officer, program director or director. Such action requires a majority vote of all board members.
 - (d) The board shall not become involved in day-to-day operations of the various programs unless a specific request is made by the President, a program director, a dissatisfied person as provided in Article II Section B 2a (iv), or if a majority of the board approves such action.
- B. **Officers:** The officers of the club shall consist of the president, vice-president, secretary and treasurer.
 - 1. **Term:** All officers shall be nominated and elected by the membership at the January organizational meeting. The officers shall serve a minimum term of one year and may be reelected should the membership so desire. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office. The officers shall constitute and executive board who shall act in emergencies. The executive board may meet at any time or place deemed necessary by an officer in the event of an emergency not covered by these bylaws. Persons dissatisfied with any decision or action by the officers may appeal to the full board of directors.

2. Duties: The duties of the officers shall be as follows:
 - a) President: The president shall:
 - (1) Execute the policies of the board of directors.
 - (2) Oversee club meetings and prepare an agenda for each meeting, per Article III, C. In his/her absence, the vice president shall act in his/her stead.
 - (3) Work with program directors and assist them in achieving their objectives.
 - (4) Act as an exofficio member of each program.
 - b) Vice President: The vice president shall:
 - (1) Assume the duties of the president in the event of his/her absence.
 - (2) Assume any other duties and/or responsibilities the president sees fit to delegate .
 - (3) Review and enforce member attendance policies
 - (4) Keep the club's website up-to-date, working with or without assistance from the webmaster.
 - c) Secretary: The secretary shall:
 - (1) Record the minutes of all meetings of the club, officers and board of directors. In the absence of the secretary, the presiding official will appoint an acting secretary to take the minutes.
 - (2) If requested, prepare all correspondence for the club's officers, directors and program directors. If club correspondence is prepared by any person other than the secretary, copies are to be furnished to the secretary for club records.
 - (3) Maintain all files for the club, record member attendance at meetings and prepare the annual summation report for presentation at the annual organization meeting in January
 - (4) Maintain a current list of member (Appendix A).
 - (5) Assume any other duties and/or responsibilities the president feels fit to delegate.
 - d) Treasurer: The treasurer shall:
 - (1) Record all receipts and expenditures of the club.
 - (2) Maintain ledgers with up-to-date balances of all club accounts and to present these balances and a brief summary of expenditures in a written report at all regular club meetings (sample at Appendix B). In the event the treasurer cannot be present at any regular meeting, the report shall be prepared in advance and provided to one of the officers for presentation at the meeting. The treasurer's report shall be made part of the minutes.
 - (3) Make timely and necessary disbursements of funds required to pay debts incurred by club officers or program directors according to the following guidelines:
 - (a) Each program shall have a budget approved by the club's members. This limit will be the maximum a program director can spend for equipment for his/her program without prior club approval and budget spending limits shall be listed in Appendix C.
 - (b) Program directors shall be authorized to spend amounts not exceeding their budget limit in any given month. All expenditures shall be verified and approved for payment at the next club meeting.
 - (c) For amounts exceeding the budget spending limit, the program shall first obtain authorization from the club's members; such authorization to be recorded in the minutes of the meeting authoring said expenditure.
3. Program Directors: Each program will have at minimum two Program Directors approved by the members of the club.
 - a) They shall operate and administer their programs according to the guidelines outlined in Appendix C, as specified by the club's members and/or the requirements of other governing bodies of that activity, such as Babe Ruth Baseball, etc.

- b) At least one Program Director per program is required to attend ALL club meetings. ALL program directors MUST attend the January and May meetings. Failure to attend two (2) consecutive meetings without being excused by the club president may be grounds for dismissal.
 - c) Upon the resignation of a program director and/or assistant program director, each director shall turn over to the president, without delay, all records, books and other materials pertaining to the program and shall return to the treasurer, without delay, all funds pertaining to the program. The program director must present the club treasurer with all fundraising credits and debits within one month of the fundraiser conclusion.
4. Members-At-Large: Any adult (18 or older) full or part-time resident of Sabattus or non-resident can become a member of the club upon recommendation of a member in good standing and the approval, by majority vote, of the club members present and voting at any club meeting. Membership in the club can be renewed annually. All members are expected to attend at least two meetings per year including the annual meeting, in January, unless excused by the club president.

ARTICLE III

MEETINGS: The meeting of the club shall be conducted as follows:

- A. Board of Directors: The Board of Directors shall meet at least once each year, their annual meeting to hold concurrently with the club officer's meeting, in January. Special meetings of the board of directors shall be called by the chairman (or vice-chairman, in absence of the chairman) upon request to the chairman of at least three (3) Board Directors, or as provided in Article II, Section A, 2.d of these bylaws.
- B. Club Officers: The Club Officers shall hold general meetings on the second Sunday of the months of January, March, May, August, September, and November at 6pm at Oak Hill High School. In the event of this day being a holiday or otherwise inconvenient, the meeting date, time or place may be changed by the president without contravening the requirements of these bylaws. Every effort will be made, however, to adhere to the regular meeting schedule and provide adnate notice of the meeting's agenda if deemed appropriate. Rescheduled meetings may be called at any date, time and place deemed convenient, as needed. All meetings shall be open to all members of the club and other individuals who may wish to bring matters before the club.
 - 1. The regular January meeting each year, shall be known as the annual organizational meeting. The purpose of the meeting shall be the election and installation of officers, the presentation of the annual summation report (sample Appendix E), and any other business that might come before such a meeting.
 - 2. The club will appoint auditing committee by the May meeting. The Audit Committee meeting will be held in December. The club will not meet during December, in lieu of the annual audit of accounting records.
 - 3. At any regular or special club meeting, (all voting members must be notified of said special meeting) a minimum of five (5) voting members, including one (1) officer must be in attendance to constitute a quorum. Action requires a majority vote of those present.
 - 4. The club will not meet during the month of July, for summer vacation.
 - 5. It is recommended that a committee be appointed every year, by the president for a review and, if appropriate, a revision of the bylaws. To be conducted in May, prior to the May meeting.
- C. Conduct: During all regular meetings as well as any meetings called by officers and/or board members, any and all members will attend the meeting as requested and do so respectfully. Refusal to attend and/or verbal attacks toward any member will result in immediate dismissal from the club.

D. Format: Meetings shall be conducted according to the following format:

1. The president (or chairman of the board) shall call the meeting to order.
2. The secretary shall email and present his/her report. The report will either be accepted by vote, or amended and accepted by vote.
3. The treasurer shall present his/her report. The report will either be accepted by vote, or amended and accepted by vote.
4. Specific agenda; current club programs shall be addressed and a course of action (if needed) shall be approved by the program director. The program director reports should consist of an overview of their program at present time. Individual program business must be addressed at separate program meetings designated by the program director.
5. Open discussion by directors, officers or club members and any other interested club activities on matters (new business) they feel need to be brought to the attention of the club and action on these items.
6. Adjournment

ARTICLE IV

COMPLIANCE: All board members, officers, program directors and coaches must complete background checks and NYSCA certification.

- A. **Background Check:** Background checks will be completed every five years and approval will be based upon guidelines set forth in APPENDIX D. A teaching background check may be considered in its place.
- B. **NYSCA:** NYSCA certification may be completed online at nays.org. Each individual must complete the generalized training course. Each director and coach must also complete a sport specific course for their sport; if the director is not a coach, they do not need to do sport specific. In the event that NYSCA does not offer a sport specific course for their program, a 45 minute presentation must be done by a local college or high school coach and the current NYSCA clinician must be present.
 1. Each member required to complete NYSCA registration will be pre-registered by the treasurer. An email inviting the member to complete registration will immediately follow.
 2. It is the responsibility of the program director to be sure the coaches in their sport complete their certification prior to coaching within their program.
 3. In addition to certification all members must sign and abide by NYSCA's Code of Ethics to be kept on file by the Club Secretary.

ARTICLE V

SPECIAL COMMITTEES: Special committees, excluding fundraising committees, may be appointed by order of the president as needs arise. Such committees shall not necessarily be restricted to board or club members. However, the chairman of any special committee shall be a member of the club.

ARTICLE VI

AMENDMENTS: These bylaws may be amended at any regular or special meeting of the board of directors by a vote of at least five (5) members of the board.

ARTICLE VII

APPENDICES: The appendices to these bylaws may be changed and/or updated and others added as needed at any regular or special club meeting without approval of the board of directors.

APPENDIX A: Membership List.

APPENDIX B: Sample Treasurer's Report.

APPENDIX C: Program Director's guidelines.

APPENDIX D: Background check guidelines.

APPENDIX E: Sample annual summation report

APPENDIX F: Baseball Fair Play Policies

APPENDIX G: Softball Fair Play Policy

APPENDIX H: Soccer Fair Play Policy

APPENDIX I: Football Fair Play Policy

APPENDIX J: Cheering Fair Play Policy

APPENDIX K: Field Hockey Fair Play Policy

APPENDIX L: Basketball Fair Play Policy

APPENDIX M: Wrestling Fair Play Policy

APPENDIX N: Lacrosse Fair Play Policy (boys)

APPENDIX O: Lacrosse Fair Play Policy (girls)

APPENDIX P: Running Fair Play Policy

APPENDIX Q: NYSCA Code of Ethics

APPENDIX A: MEMBERSHIP LIST

A current list of active members and their role in the Sabattus Recreation Club can be found at <https://www.sabattusrec.com/page/show/2311659-administration>

APPENDIX B: SAMPLE TREASURER'S REPORT

	Dec 2015			
	Beginning Balance	Month Net Income	Month Net Expenses	Ending Balance
General Ledger	\$33,981.47	\$5,921.99	\$2,231.03	\$37,672.43
Baseball	\$5,760.17	\$50.00	\$47.25	\$5,762.92
Basketball	\$6,750.73	\$2,909.30	\$1,281.76	\$8,378.27
Cheering	\$3,037.68		\$519.09	\$2,518.59
Field Hockey	\$3,146.00	\$519.85		\$3,665.85
Football	\$4,684.13	\$550.00	\$194.97	\$5,039.16
Lacrosse	\$3,125.51			\$3,125.51
Running	\$401.72		-\$35.00	\$436.72
Soccer	\$4,194.52			\$4,194.52
Softball	\$670.22			\$670.22
Wrestling	\$2,293.54	\$1,517.50	-\$110.00	\$3,921.04
Insurance	-\$24.00			-\$24.00
Miscellaneous	-\$183.52	\$375.34	\$332.96	-\$141.14
Scholarship	\$0.00			\$0.00
Sales Tax Payable	\$124.77			\$124.77
Banking Balances				
Checking Account	\$16,642.44			\$16,642.44
Flex Account	\$20,352.42			\$20,352.42
Savings Account	\$677.57			\$677.57
Total Banking Balances	\$37,672.43			\$37,672.43

APPENDIX C: Program Director Guidelines

SABATTUS RECREATION CLUB PROGRAM GUIDELINES

Website: Our website is www.sabattusrec.com. All sports are on this website. It is the responsibility of each sport to keep their page updated with new information. We encourage all parents to sign up to utilize the SportsEngine app. They can choose any and all sports they wish to receive notifications from. Any questions regarding the website may be directed to webmaster Bob Michaud at webmaster1@sabattusrec.com or Vice President Deb Whitaker.

NYSCA: Each and every coach and assistant coach MUST be NYSCA certified for EACH sport they coach. In order to get coaches pre-registered to complete the certification; the coach's name, mailing address, email address and phone number must be provided to Treasurer Amy Sheehy. All courses are paid for by the rec club. Each director is responsible for checking the NYSCA list prior to the start of their sport. Any questions regarding NYSCA can be sent to Amy Sheehy treasurer@sabattusrec.com. Amy will also recertify any coaches who require recertification.

Background Check: All officers, directors, coaches and assistant coaches must complete a background check. Background checks will be completed every five years and approval will be based upon guidelines voted upon by the club. Credentialing guidelines can be found in the bylaws in Appendix C.

Monthly Meeting: At least one director per sport is required to attend monthly meetings. The meetings are held on the second Sunday of January, March, May, August, September and November. If a director cannot attend a meeting, they must notify the president in advance. If the president is not notified, they will have an unexcused absence. ALL program directors MUST attend the January and May meetings, and for all other months AT LEAST ONE DIRECTOR per program needs to be present. Failure to attend two consecutive meetings without being excused by the club president may be grounds for dismissal. (See Bylaws Article II, Section C, Program Directors)

Fundraisers: All sports can have up to two fundraisers per season. Participants will have the option to pay an opt out fee for ONE fundraiser. All fundraisers need to be approved before they are done. If there is a change after that are approved, that must also be approved. Each sport should have their own fundraisers not to be duplicated by another sport within the same season. The program director must present the club treasurer with all fundraising credits and debits within one month of the fundraiser's conclusion. Special seasonal fundraisers, such as snack shack must reconcile their accounts with the club treasurer and present an annual report to the membership for approval within one month conclusion of the season.

Concessions: Certain sports also do concessions and is part of fundraising. This is allowed along with the two fundraisers per sport. All concession sales are subject to 8.0% sales tax.

Registrations: Each sport is responsible for their own registration. All players must be registered and paid in full to participate in the sport they are registering for.

Deposits: It is the responsibility of each sport to do their own deposits. Each sport is given a bank stamp which must be used to make deposits. If you require an additional stamp, or it is lost, the replacement charge of \$20 per stamp is charged to that sport. Each deposit needs to be broken down and a deposit form submitted to the treasurer. The Treasurer need to know which account to put the money into (ie. Registrations, Fundraising, Uniforms, Sponsors, Donations, etc). A list of all

check numbers is also helpful. Each sport is responsible for collecting the funds for all and any of their returned checks plus a \$10 returned check fee.

Debit Card: The Sabattus Rec Club has a debit card for use by DIRECTORS ONLY. The request of the card must go to the Treasurer and be approved prior to using the card each time. The cards are under two names: President and Treasurer. Once the card is used, a receipt must be submitted to the treasurer.

Reimbursing Funds: If you require reimbursement for any funds paid for by yourself or others for the purchase of Rec Club items, a receipt must be submitted to the Treasurer before reimbursement can be done.

Monies Owed List: There is a list kept for all players/parents that owe the Rec Club money for various reasons (returned check, registration fee, fundraiser owed, etc). If there is a player on this list, that player and any of their family members are prohibited from participating in any rec sports without first paying any and all debts. If a sport allows such player to participate, it is now their responsibility to collect funds owed to the previous sport. This list is for Directors ONLY and is maintained by the Treasurer. A copy of this list is emailed to all directors prior to the start of each season.

Storage Shed: We have a storage shed located at the ball fields on Pleasant Hill. This storage shed is for all sports to store any equipment they have. Each sport is responsible for their own equipment and for keeping the shed neat and organized. The shed also has mail slots for each sport, the President and the Treasurer. This is where you will find any mail you receive and can also leave items for the Treasurer, President and each sport. There is a code to get into the shed. It is not allowed to be given to coaches, parents or anyone else. The code is changed from time to time and you will be notified of any change.

Insurance: The Rec Club has an insurance policy for our buildings, fields and structures. This fee is distributed evenly to all sports and paid for once a year.

Scholarships: The Sabattus Recreation Club gives out two \$250.00 scholarships per year to a male and a female graduate of the current class. They must fill out an application at the High School. In May, the rec club reviews the applications and votes on two anonymous recipients for the scholarships. The funds for the scholarships are also divided between each of the ten sports.

Budgets: Each sport is required to submit a budget prior to the start of their season each year. Spring sports shall submit their budgets in March. Fall sports August and Winter Sports in November. This budget should also incorporate \$50 for scholarships, \$160 for insurance, \$7 per registration for the Misc account and \$20 per coaches needing to be NYSCA certified or recertified. The budget must be approved and once it is approved, cannot be changed without prior approval.

Fair Play Policy: Each sport is required to submit a Fair Play Policy prior to the start of their season each year. This must be given to each player/parent and posted on each sport's web page. The Fair Play Policy must also be approved prior to the start of the season.

Coaches: Coaches are parent volunteers that are qualified to coach a particular sport. These coaches are required to be NYSCA certified for each sport they coach for each season. (Please see NYSCA description in the bylaws for details). Each coach needs to complete a Coaches Code of Ethics for each sport they coach for each season. All Code of Ethics forms must be submitted prior to the start of the season.

Background Check: Each coach needs to have a background check done through NYSCA which is also covered by the Rec Club.

Facility Usage: All sports wanting to use the schools or other facilities for sports, banquets or other engagements, need to complete a Facility Usage Form and submit it to the proper facility. The facility must be kept neat and clean and in the manner it was in prior to our usage. It is the responsibility of each sport for any damage done to that facility.

Audit Committee: Our audit committee is selected by the club by the March meeting. The committee meets once a year in December. This is simply to review all documents for each sport for that year to ensure proper expenditures for each sport. To become a member of the audit committee please speak with our President.

Bylaw Committee: To become a member of the bylaw committee please speak with our President.

APPENDIX D: Background Check Guidelines

Sabattus Recreation Club Guidelines for Credentialing Volunteers

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges result in acquittal, Nolle Prose or dismissal.

SEX OFFENSES

All Sex Offenses- Regardless of the amount of time since the offense.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES:

All Felony Violence- Regardless of the amount of time since offense.

Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc

All Felony Offenses- other than violence or sex within the past 10 years.

Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc

MISDEMEANORS:

All Misdemeanor Violent Offenses- within the past 7 years

Examples include: simple assault, battery, domestic violence, hit & run, etc

All Misdemeanor Drug&Alcohol Offenses- within the past 5 years/multiple offenses in the past 10yrs

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession or drug paraphernalia, etc

Any Other Misdemeanor- within the past 5 years that would be considered of potential danger to children or is directly related to the functions of that volunteer.

Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies, etc)

PENDING CASES:

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjunction of the case.

MISCELLANEOUS:

The background screening process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

APPENDIX E: SAMPLE ANNUAL SUMMATION REPORT

Sabattus Rec Club 2015 Events

January: Officers elected (Jess S. Pres.; Shelah R. VP; Amy S. Treasurer; Jess Y, Secretary) Brooke Surette gave presentation on her trip to California with rec support. Blue Sombrero is being implemented, mixed reviews. Background checks will be voted on at next meeting. Lights at the shed was discussed.

February: Meeting was cancelled no minutes.

March: Background checks discussed, no timeline for rolling it out yet. Discussion about plowing at shed on Pleasant Hill issue with who was hired by some. Maybe we put out to bid for next year. Main Street Market gives us lots of support perhaps a thank you letter from the rec club to show appreciation. Board meeting to discuss issue between President and VP. No action taken. Shelah stepped down from VP.

April: Blue Sombrero being implemented now for online registrations. New VP elected (Deb. W) Discussion about adding essay to scholarship app. Policy change that President could not be director, but could be a coach, issues would go to VP in that situation.

May: Background Checks were tabled. Cheering incident with misbehavior was discussed. New BJs account, tax exempt. Sportsmanship policy was introduced as a draft from NYSCA.

June: Jess Y stepped down from secretary (after the June meeting it will take effect). Background checks were approved to go through NYSCA. Fundraising was discussed at length whether concessions should be considered fundraiser. Randy Pelkey voted in as new board member.

July: No meeting

August: Shelly W voted in as new secretary; Rough draft of sportsmanship policy was presented. Discussion about going with a different type of insurance (rather than NYSCA). Complaints about people having access to shed that are non directors. Mowing and plowing discussion send an RFP vs. get a few quotes. Directors handbook was passed out and directors must sign the back to be on file. Name change was discussed (Oak Hill Youth Sports)

September: Discussion about sportsmanship policy not being followed consistently by coaches. Something needs to be documented so from one season to another, the kid doesn't slip through with poor sportsmanship. Discussion on background checks and what companies can provide us with services.

October: No minutes, computer malfunction. BUT, background checks were discussed and all agreed that we need to move forward.

November: Mention of Steve Labbe passing, discussion about director attendance needs to be revisited in the bylaws. Background checks were approved using Protect Youth Sports contingent upon guidelines for approval. Discussion about sportsmanship policy and consequences for athletes. Jessica Siderio stepped down as president. Officers decided to work as a team until January meeting where new President is elected.

APPENDIX F: BASEBALL FAIRPLAY POLICY

Sabattus Rec Baseball Fair Play Policy

The Fair Play policy will be determined by the amount of time and effort each child displays during practices and games. Time will be distributed according to the Coaches discretion with approval from the Directors. Athletes that do not consistently show up for practices will not be awarded playing time equally to those that are consistently in attendance. The Coach and Director may also distribute playing time according to the athlete's effort that is displayed during practices and games and this conversation will take place with the parents so everybody is on the same page. Lastly, playing time can also be impacted by the athlete's behavior during meeting times. Athletes are expected to be attentive, safe and respectful, and by doing so, equal playing time will be earned.

Fair Position Policy

There is an expectation that all players will have an opportunity to play multiple positions, infield and outfield, up through the AA level (8 years old). Once athletes reach the minors and majors level Coaches and Directors may decide to work players more consistently at positions they seem fit for each individual player.

APPENDIX G: SOFTBALL FAIRPLAY POLICY

SABATTUS REC CLUB SOFTBALL FAIR PLAY POLICY

This Fair Play Policy has been established to insure that the best interest of the children is in mind. A “win at all costs” philosophy **will not** be tolerated at any age level. The primary purpose of our youth Softball League is **to teach the game of softball and its rules, sportsmanship, team play and to have fun.**

Expectations at all age levels:

- The safety of our players always comes first.
- Every coach, player and parent will receive copy of the NYSCA Code of Conduct and will be expected to abide by that Code.
- Sabattus Rec Softball is now part of the Androscoggin Youth Softball League, which follows ASA Rules, except for changes approved by the directors for each age level.
- The basic fundamentals of softball will be emphasized while making the season an enjoyable experience for the children.
- Every player will be taught the skills which are appropriate for each level of play, as well as more advanced skills and techniques should time allow during the season.
- Every player suited up for play and on the roster will play. All coaches will use their best efforts to ensure that each player is allowed to have equal playing time.
- All teams will use a continuous batting order.
- Parents are encouraged to contact the coach if their child is going to miss a practice or a game.

8U and 10U levels:

- Every player will be given every opportunity to try every position, if she would like, by the end of the season, to enhance skill building.
- During practices, all girls who wish to try pitching and catching will be allowed to do so. However, during games, only those girls who are able to pitch the ball over home plate and stop/catch the ball with some consistency will play these positions.

12U levels:

- Each player will have at least 1 at bat and 2 innings in the field per game.
- During practices, all girls who wish to try pitching and catching will be allowed to do so. However, during games, only those girls who have the ability to pitch and catch will play these positions.

During tournament play for 10U and 12U, rec rules will be observed; however, structure and timing of tournament(s) may determine playing time for girls.

APPENDIX H: SOCCER FAIRPLAY POLICY

APPENDIX I: FOOTBALL FAIRPLAY POLICY

Oak Hill Youth Football Fair Play Policy

The primary purpose of the Oak Hill Youth Football program is to promote a safe game of football while educating athletes on the rules of play.

Our program and the leagues we participate in have no minimum playing time rules due to the nature of the game. We do our best to get all athletes as much playing time as possible given their skill level. The athlete will play a number of plays per week if they attend practice, listen, and hustle at practice. However, we also stress, as in life, reward comes to those whom are paying better attention, playing harder, and excelling more than those who do not. (Fair doesn't always mean Equal). Playing time will be determined by coaches based on a player demonstrating the ability to safely and correctly play the position's assigned during practices as well as how they match up physically with opponents. **Safety** is our main priority and we do not believe in setting someone up to fail or putting them or any player at risk is the correct way to run our program.

Playing time will vary based on the game. We asked that parents find the positive in the quality and quantity of their athlete's playing time and encourage it. We feel that being up front with athletes and parents is important. If you feel this policy is not acceptable, that is ok. It may be that our program is not a good fit for your child. We offer multiple other programs that are not as dangerous and may be better suited to your needs.

At ALL LEVELS:

- ✓ Always put the safety of the player first (as well as other athletes)
- ✓ Emphasize the basic fundamentals of football
- ✓ Teach skills appropriate for the level of play
- ✓ Encourage all athletes to do their best
- ✓ Follow the NYSCA code of conduct
- ✓ Expect all athletes to follow the code of conduct at all times
- ✓ Expect all parents and spectators to follow the code of conduct at all time

At Flag Football Level:

- Make it fun
- Limit standing around
- Everyone plays all positions

PeeWee (grades 3 &4) , Youth (grades 5&6) & Middle School (grades 7&8)

- Athletes are expected to show up to all practices, listen/pay attention, practice hard, and have a positive attitude
- Athletes will be given playbooks and expected to review and know these.
- Playing time will be determined at the discretion of coaching staffed based on the athlete's performance and ability to play the assigned position as instructed demonstrated during practices.
- Not all athletes will play both offense and defense. They will play the position best suited to the skill levels demonstrated.
- Every player listed on the team roster, present, suited up and physically capable of playing will have some participation in each game with the following caveats:

- Athletes have demonstrated that they have the ability to understand and perform the play as instructed in a safe manner
- They are “Safely” matched up against opponents physically.
- The athlete has earned playing time based on how attentive they were and their performance at practices/games.
- Athlete and their parents/family has been compliant with code of conduct.
- If we have enough athletes, we will have a Varsity team and a JV team. Everyone will play on one of these teams
- If an opponent does not have a JV Team, we will have a 5th quarter when possible

Additional Quarter for PEEWEE (grades 3&4)

- A 5th quarter will be played whenever possible
- This gives the opportunity to give or extend playing for those athletes that did not get as much playing time as others.
- This is primarily instructional and done when both teams have a large roster o
- This is typically not played on same field as the first 4 quarters. o Athletes are given the opportunity to play additional positions.
- This is a good opportunity for athletes to improve their game skills and demonstrate that to coaches.

Parents/Family conduct: Athletes and Parents are expected to sign and follow the code of conduct. This conduct is expected at practices and games . If it is not followed, this WILL affect your athletes playing time and your ability to attend games.

CMFL(Central Maine Football League) Website: if you are interested in reviewing CMFL rules, they may be accessed here: <http://www.quickscores.com/Orgs/Downloads.php?OrgDir=cmfl>

APPENDIX J: CHEERING FAIRPLAY POLICY

OAK HILL YOUTH CHEERING FAIRPLAY GUIDELINES

The primary purpose of the Sabattus Rec/Oak Hill Youth Cheering program is to provide education of the basic techniques and fundamentals of cheerleading by preparing for and participating in sideline and competition level cheerleading events.

Throughout the cheerleading program, we are to:

- Stress Safety in all aspects of cheering
- Emphasize fundamental and basic techniques of cheerleading.
- Teach and encourage good sportsmanship
- Encourage all cheerleaders to do their best.
- Follow NYSCA code of conduct
- Make it Fun
- Limit standing around
- Give every child the opportunity to cheer
- Cheerleaders are expected to show up to all practices, listen/pay attention and participate

APPENDIX K: FIELD HOCKEY FAIRPLAY POLICY

SABATTUS REC CLUB/ OAK HILL YOUTH FIELD HOCKEY FAIRPLAY GUIDELINES

- The safety of all players comes first
- All coaches will be expected to do their best to work with each child's abilities
- Each scheduled practice shall include activities that every player who attends will be able to participate in. Practices are for learning skills and drills to be able to play the game of field hockey.
- Each player shall have the opportunity to play in a desired position and rotate with others so that all may have the same opportunity. However, at the Middle School level, we try to get players in a position in which they excel in an effort to prepare them for the High School level.
- The goalie position will be rotated if there are multiple players who wish to play goalie, however, due to the equipment that must be worn, it is difficult to rotate goalies during a game and therefore, there will be only one goalie per game.
- Players are expected to be present for practices. It is the parent's responsibility to contact the coach in a timely manner if the player will need to miss a game or practice.
- Games are scheduled in advance and attendance is very important due to rescheduling difficulties.

APPENDIX L: BASKETBALL FAIRPLAY POLICY

SABATTUS REC CLUB/ OAK HILL YOUTH BASKETBALL FAIRPLAY GUIDELINES

The primary purpose of the Sabattus Rec/Oak Hill Youth basketball program is to provide education of the basic techniques and fundamentals of basketball by preparing for and participating in sideline and basketball events.

Throughout the basketball program, we are to:

- Stress safety in all aspects of basketball
- Emphasize fundamentals and basic techniques of basketball
- Teach and encourage good sportsmanship
- Encourage all players to do their best
- Follow the NYSCA Code of Conduct
- Make it Fun
- Limit standing around
- Players are expected to show up to all practices, listen/pay attention and participate.

APPENDIX M: WRESTLING FAIRPLAY POLICY

SAWALI WRESTLING FAIRPLAY POLICY

- The safety of all wrestlers comes first
- All coaches will be NYSCA certified
- Coaches will do their best to work with all wrestler's abilities
- Each athlete will be given the opportunity to wrestle at tournaments with a coach on the mat with them providing verbal instruction and encouragement.
- Wrestlers are expected to attend practice and participate. If a wrestler is unable to attend a practice, every effort must be made to communicate this with coaches prior to practice.
- Practices will be structured with appropriate drills to teach skills needed to participate in wrestling.
- Good sportsmanship will be demonstrated by the coaches. Wrestlers and fans alike will also be expected to demonstrate the same.

APPENDIX N: LACROSSE FAIRPLAY POLICY

Sabattus Rec-Oak Hill Youth Girls Lacrosse FairPlay Policy

The primary purpose of the Sabattus Rec-Oak Hill Youth Girls Lacrosse program is to teach players the skills and fundamentals of girl's lacrosse with an emphasis on safety and fun. Lacrosse is the oldest American sport with a rich cultural history. Participants will be expected to promote the values of the modern sport by adhering to the US Lacrosse and NYSCA codes of conduct, stressing good sportsmanship and fair play.

*SAFETY is our utmost concern and will be the focus of all participants.

*All participants (players, coaches and parents) will be given a code of conduct agreement to sign and will be expected to abide by that code and conduct themselves with good sportsmanship at all times.

*Coaches will be NYSCA certified. They will teach players in a fun and engaging manner, and will attempt to field players with fair playing time in all games.

*Players will be educated on the rules of girls lacrosse and be afforded an opportunity to learn all the positions on the field of play.

*Players with a desire to try the goalie position will be given instruction during practices however, coaches may limit the number of players who goal tend in games due to limited availability and time constraints.

*Players will be expected to attend all practices unless they have otherwise notified coaches. This is to ensure that they have adequate education on skills and rules prior to participation in games.

*Sabattus Rec-Oak Hill Youth Girls Lacrosse is part of the Central Maine Lacrosse league and will follow all rules outlined by the league, as well as by the US Lacrosse Girl's Youth Rulebook.

*Games are scheduled in advance by the Central Maine Lacrosse League and a calendar of events will be provided to parents as soon as it is available. Attendance at games is necessary to ensure games occur on time and without undue stress on players.

*All practice and game schedules will be made available on the Sabattus Rec website as well as Sports Engine, and parents will be encouraged to download and utilize the app to stay informed of upcoming events.

It is our hope that Sabattus Rec-Oak Hill Girls lacrosse will develop and foster a love for lacrosse in our participants, which will in turn encourage the growth of the sport in the state of Mai

APPENDIX O: GIRLS LACROSSE FAIRPLAY POLICY

Sabattus Rec-Oak Hill Youth Girls Lacrosse Fair Play Policy

The primary purpose of the Sabattus Rec-Oak Hill Youth Girls Lacrosse program is to teach players the skills and fundamentals of girl's lacrosse with an emphasis on safety and fun. Lacrosse is the oldest American sport with a rich cultural history. Participants will be expected to promote the values of the modern sport by adhering to the US Lacrosse and NYSCA codes of conduct, stressing good sportsmanship and fair play.

*SAFETY is our utmost concern and will be the focus of all participants.

*All participants (players, coaches and parents) will be given a code of conduct agreement to sign and will be expected to abide by that code and conduct themselves with good sportsmanship at all times.

*Coaches will be NYSCA certified. They will teach players in a fun and engaging manner, and will attempt to field players with fair playing time in all games.

*Players will be educated on the rules of girls lacrosse and be afforded an opportunity to learn all the positions on the field of play.

*Players with a desire to try the goalie position will be given instruction during practices however, coaches may limit the number of players who goaltend in games due to limited availability and time constraints.

*Players will be expected to attend all practices unless they have otherwise notified coaches. This is to ensure that they have adequate education on skills and rules prior to participation in games.

*Sabattus Rec-Oak Hill Youth Girls Lacrosse is part of the Central Maine Lacrosse league and will follow all rules outlined by the league, as well as by the US Lacrosse Girl's Youth Rulebook.

*Games are scheduled in advance by the Central Maine Lacrosse League and a calendar of events will be provided to parents as soon as it is available. Attendance at games is necessary to ensure games occur on time and without undue stress on players.

*All practice and game schedules will be made available on the Sabattus Rec website as well as Sports Engine, and parents will be encouraged to download and utilize the app to stay informed of upcoming events.

It is our hope that Sabattus Rec-Oak Hill Girls lacrosse will develop and foster a love for lacrosse in our participants, which will in turn encourage the growth of the sport in the state of Maine.

APPENDIX P: RUNNING FAIRPLAY POLICY

SABATTUS REC CLUB RUNNING PROGRAM FAIRPLAY GUIDELINES

In the interest of providing equal opportunity for all participants in any and all age-appropriate running events organized by the Sabattus Rec Club Running Program, no person shall be denied the chance to compete or participate in such events. There may be cases where a minimum or maximum age requirement may restrict some from participating in an event, and some events may be broken into age and/or gender groups. But all who meet said requirements, and who wish to, may compete in their appropriate categories regardless of physical abilities.



COACHES' CODE OF ETHICS

I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics:

- **I** will place the emotional and physical well being of my players ahead of a personal desire to win.
- **I** will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- **I** will do my best to provide a safe playing situation for my players.
- **I** promise to review and practice basic first aid principles needed to treat injuries of my players.
- **I** will do my best to organize practices that are fun and challenging for all my players.
- **I** will lead by example in demonstrating fair play and sportsmanship to all my players.
- **I** will not cheat or engage in any form of unethical behavior that violates league rules.
- **I** will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- **I** will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- **I** will use those coaching techniques appropriate for all of the skills that I teach.
- **I** will remember that I am a youth sports coach, and that the game is for children and not adults.

Coach Signature

Date



PLAYERS' CODE OF ETHICS

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Players' Code of Ethics pledge:

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that sports participation is an opportunity to learn and have fun.

Player Signature

Date

