

Prior Lake Athletics for Youth (P.L.A.Y.) POLICIES AND PROCEDURES

Number	Date Revised	Title
PLAY-001	January 2018	CODE OF CONDUCT
PLAY-002	June 2023	Code of Conduct Penalty Guidance
PLAY-003	March 2023	Problem Resolution Guidelines
PLAY-004	April 2013	Process for Reporting Incidents
PLAY-005	April 2013	Pledges – Parents
PLAY-006	April 2013	Pledges – Coaches
PLAY-007	April 2013	Pledges – Players
PLAY-008	Jan. 2018	Travel Team Selection Process
PLAY-009	Jan. 2018	Traveling Coach Selection Process
PLAY-010	Jan. 2018	In-House Team Selection Process
PLAY-011	Jan. 2018	In-House Coach Selection Process
PLAY-012	Jan. 2018	Registrations
PLAY-013	Jan. 2018	Cancellation and Refund Policy
PLAY-014	Jan. 2018	New Sports to the PLAY Program Requirements
PLAY-015	Jan. 2018	Fundraising
PLAY-016	Jan. 2018	Purchasing / Vendors / Storage
PLAY-017	Jan. 2018	Safety and Injury
PLAY-018	Jan. 2018	Procedure of Surveys
PLAY-019	Jan. 2018	Sports Boards and Elections/Appointments
PLAY-020	Jan. 2018	Exec. Board and Elections
PLAY-021	Jan. 2018	Annual Meeting - January
PLAY-022	Jan. 2018	Privacy Statement and Policy
PLAY-023	Jan. 2018	Guidelines for Providing Reasonable Accommodations to Sports Participants
PLAY-024	Jan. 2018	PLAY Post High School Scholarship Program
PLAY-025	Jan. 2018	Procedure for Annual Clean-up of P.L.A.Y. Website

General Code of Conduct

All Coaches, Players, Parents, and Spectators

These pertain to any P.L.A.Y. event whether before, during or following the event or stemming from a P.L.A.Y. extended event.

1. I will not have a Verbal, Written, Electronic or Physical confrontation with coaches, parents, players, spectators, officials or event administrators.
 - a. As a Coach, I will not allow myself to be drawn into a confrontation in the presence of players
 - b. As a Parent, Player or Spectator, I will not encourage an argument or discussion of rules with game officials.
2. I will not confront a Coach or Administrator for any reason, immediately following a game.(24 hr. rule)
3. I will not misuse or damage any equipment in any circumstance.
4. I will not use profanity, offensive language or slang that is inappropriate.
5. I will not indulge in the use of tobacco, alcohol or drugs prior, during or immediately following an athletic P.L.A.Y. event.
 - a. This includes the area parking lot and areas within and immediately leading to the Athletic facility.
6. I will adhere to rules governing eligibility, competition and conduct.
7. I will do my best to support a positive culture that promotes Effort, Learning and Mistakes as a part of athletics.
 - a. Honor the Game and those involved.
 - b. Respect the R.O.O.T.S. of athletic competition.
8. **P.L.A.Y. Sportsmanship Code:** *" I will represent Prior Lake with my best personal efforts, never bringing embarrassment or an unfavorable view to my team, coach, family, P.L.A.Y. and community."*
9. You are accountable for your actions and those you may entice to unfavorable actions.

- **Consequences for Violating any of the above will result in some type of penalty as determined by the Coaches, Sport Board and/or the Executive Board**

*** See the following P.L.A.Y. Penalty Guidance**

P.L.A.Y. Code of Conduct Penalty Guidance

Example of Code of Conduct Penalties and Enforcement – some items may overlap Impact types.

<u>Low Impact</u>	<u>Medium Impact</u>	<u>High Impact</u>
<p>Abuse of equipment</p> <p>Unsportsmanlike behavior</p> <ul style="list-style-type: none"> - Temper tantrum - Leaving the game early - Refusing directives of coaching staff or official - Lack of appropriate effort - Refusal to follow uniform requirements <p>Other misc negative behaviors not otherwise defined</p>	<p>Athlete Bullying / Threats</p> <ul style="list-style-type: none"> - Verbal - Physical - Electronic (includes social media) - Includes teasing, gossip, name-calling, intimidation, harassment, false accusation of bullying, etc. <p>Failure to report to a coach or other P.L.A.Y. leader if bullying (as outlined above) is witnessed or reported</p> <p>Physical presence in team's space/field/court</p> <ul style="list-style-type: none"> - Entering another team's bench or dugout for purposes outside good sportsmanship <p>Swearing</p> <ul style="list-style-type: none"> - Not tolerated from any party involved <p>Intimidating activities</p> <ul style="list-style-type: none"> - "Getting in someone's face" - Inappropriate gestures E.g., "the finger" <p>Verbal abuse of official, coach, athlete or fan</p>	<p>Adult Bullying / Threats / Intimidation</p> <ul style="list-style-type: none"> - Verbal - Physical - Electronic (includes social media) - Includes teasing, gossip, name-calling, intimidation, harassment, false accusation of bullying, etc. - Includes confrontation with an umpire, coach or fan before, during or after a game <p>Physical abuse of Officials /Coaches, Game Personnel or Fans</p> <ul style="list-style-type: none"> - Any physical contact - Includes Pushing, Poking, Throwing items, Kicking of Other <p>Fighting</p> <p>Weapons</p> <ul style="list-style-type: none"> - Guns - Knives - Sports equipment - Other <p>Failure to report to a coach or official if another Player/Coach has a weapon</p> <p>Drugs or Alcohol evident as Participant, Coach, Fan or Official. This includes presence of drug paraphernalia.</p>
Multiple or repeated offenses may be escalated to next level response.	Multiple or repeated offenses may be escalated to next level response.	P.L.A.Y. Disciplinary Committee

<u>Prevention</u>	<u>Detection</u>	<u>Response</u>
<ul style="list-style-type: none"> - Code of Conduct - Due diligence on coaching selections - Defining roles and responsibilities – coaches, officials, directors, athletes and fans - Communications / training 	<ul style="list-style-type: none"> - First response - Reporting mechanisms - Monitoring of higher risk situations 	<ul style="list-style-type: none"> - Investigative Protocols - Enforcement and accountability protocols - Disclosure protocols - Resolution protocols - Follow-up protocols

- **Low Impact Response – Mentoring by Coaching staff and Sport Leaders**
- **Medium Impact Response – Documented at Team Level and Enforced at Sport Leader Level/ Executive Board and documentation provided to Administrative Director**
- **High Impact Response – Documented / Reported to Administrative Director and Sport VP – these offenses must be documented to the Administrative Director for engagement of the P.L.A.Y. Disciplinary Committee**

Penalty Resolution Guidelines

Low Impact Penalties - Take action immediately if possible (athlete, coach or fan should sit out)

- Game Reprimand – In-game scenarios the athlete, coach or fan is benched for remainder of game
- Suspension – Can be remainder of game and next game
- Added Penalties – repeat offenses (can move up to Medium Impact Behavior)

Medium Impact Penalties - Take action immediately (24-hour suspension)

- Suspension – Depends on situation, 1 game to 2 weeks or more depending on actions
- Added Penalties – if repeat offenses (can move up to High Impact Behavior)

High Impact Penalties – Immediate action/safety (48-hour suspension)

- Suspension – Weeks to remainder of Season or Seasons depending on actions
- Dismissal – Can result in a Dismissal from the program either seasonal or indefinitely

P.L.A.Y. will support the rulings of Leagues and Tournaments in a case of a player, coach, spectator or other participant are removed from participation or to serve a suspension by rule. This type of Violation, even though not a direct P.L.A.Y. event is in association with our programs and is under the umbrella of our general Sportsmanship Code. Additional disciplinary action is possible per this Code of Conduct Penalty Guidance.

As a not-for-profit organization whose services are primarily provided by volunteer efforts, P.L.A.Y. has established this Dispute Resolution Process to provide an efficient, orderly and uniform method of resolving all covered disputes.

Policy: Each P.L.A.Y. player, coach, official, referee, parent, guardian, agent or other person, team, sponsor, or other group or organization ("Participant") agrees to abide by the Dispute Resolution Process as the exclusive remedy for all grievances by virtue of their membership, affiliation or participation at any time within P.L.A.Y. activities.

Definition of Dispute: A "dispute" is defined as any conflict, grievance or disagreement between Participants, including any parents or guardians of a player and that player's coach or a league official or members of different P.L.A.Y. teams that may allege an on-going violation of P.L.A.Y. Policies & Procedures and/or associated league rules and policies or any other continuing circumstance which requires resolution.

Disputes include, but are not limited to, concerns about:

- Tryout Results/Team Placement
- Playing Time
- Player Positioning
- Coaching Strategy/Tactics
- Teammate Conflicts
- Officials/Umpires/Referees
- P.L.A.Y., League or Team Rules
- Code of Conduct Violations (Alleged or Confirmed)
- Disciplinary Actions

Private disputes between participants that are not directly related to P.L.A.Y. activities are not subject to resolution through this Dispute Resolution Process.

It should be understood that a violation of P.L.A.Y. policy by one person does not justify violation of P.L.A.Y. policy by another person. (Example - If a head coach benches a player in violation of P.L.A.Y. participation rules, the parents would not be justified in using abusive language in demanding the coach rectify the situation.)

Dispute Resolution Process

24-Hour Rule: Unless the nature of the dispute requires immediate attention (e.g. there are athlete safety concerns or there is a firm time deadline involved), P.L.A.Y. participants are required to wait at least twenty-four hours after an event or incident before initiating this process. Premature grievances will not be accepted or responded to.

The 24-hour rule is essentially a "cooling-off period" to allow for all parties to remove immediate emotional reactions from the dialogue. The goal of dispute resolution is for all parties to work through the situation at hand as partners in the athletic and personal development of our athletes, rather than as adversaries. P.L.A.Y. believes that the 24-hour rule is critical in creating this positive dynamic.

All Participants should attempt to resolve disputes expeditiously and fairly at the lowest possible level within the following Dispute Resolution Process:

1. If possible, have your child be an advocate for themselves and speak to the coach directly with any questions or concerns. Parent(s) and/or Guardian(s) are welcome to be a part of any athlete-driven conversations.
2. A parent/guardian may contact the coach directly with the goal of having an objective and productive conversation.

3. If this dialogue does not produce a resolution, the conversation should be brought to the following (in order): Grade Level Manager, Sport Director, Sport VP, VP of Season (i.e. Spring/Summer or Fall/Winter).

If, after the above steps have been taken, a dispute is not resolved to the satisfaction of the involved parties, a written grievance may be presented to the P.L.A.Y. Executive Board President. This must be submitted within seven (7) days of the last good faith attempt at resolution using the above process. This submission is to request a review of the situation by the Executive Evaluation and Enforcement Committee (E.E.E. - comprised of the P.L.A.Y. Executive Board President, Executive Vice President and another Executive Board member). The review and response by the E.E.E. shall be considered final. Submitting such a request should be considered a last resort and doing so acknowledges that all parties agree to abide by the provided resolution.

Penalties

Failure to abide by this process for dispute resolution, including the 24-hour rule, will result in the following penalties:

1st offense – Written Warning

2nd offense – Removal of the parent and player (or coach or board member) from all P.L.A.Y. activities for a period of two (2) weeks.

3rd offense – Removal of the parent and player (or coach or board member) from all P.L.A.Y. activities for a period of one (1) year. Permanent suspension of athlete/coach privileges is possible and will also be considered.

Notification of any youth disciplinary action may be made to any of the following parties: league governing bodies, other sport leadership within P.L.A.Y. and/or local law enforcement. Notification of any adult disciplinary action may be made to any of the following parties: league governing bodies and other sport leadership within P.L.A.Y., Laker Athletic Alliance member leaders and/or local law enforcement.

Significant Escalations

If a participant is involved in a physical altercation with a coach, family member of coach, board member, or a board member's family member, a thorough investigation will be conducted. Upon review, penalties/suspensions may be assessed, up to and including, removal from all P.L.A.Y. activities for an indefinite period of time.

Process for Reporting Incidents

Incident Report Form

Please submit in writing as then details are specific

The Incident Report Form is available on the P.L.A.Y. website at [\(list page\)](#)

a) Or an email with the following information can be submitted to the Sport VP and/or to the Admin. Director.

Name of Player/Coach/Team Age and level

What was the Incident?

What did you witness?

Is there another person we can contact to get information on this situation.

What was the result at the site?

The Incident Report form should have all the details and only facts as you know them. Do not report what you did not witness or get first hand.

- **In Low Impact scenarios** – we hope items can be taken and resolved quickly
- **In Medium Impact scenarios** – there may need to be a delay of 24-48 hours in a PLAY ruling – due to the state of volunteers and gathering information (during which time no participation)
- **In High Impact scenarios** – some additional information and legal advise may be needed.

In some cases the person or team involved may be temporarily suspended, until more information can be gathered.

All Levels of Incidents must be reported and managed at some level – either a Team Parent/Coach or at the sport Director Level prior to being forwarded to the Admin. Director.

These are sensitive matters and we ask that it not be put out to a large group as gossip or story telling as we know that facts can get twisted in extended communication.

The Executive Board appreciates and supports your reporting of these incidents.

PLEDGES

These Pledges are put into place to understand your roles.

Parents , family and extended family members

As a parent or guardian of a P.L.A.Y. athlete, I will...

1. Conduct myself in accordance with the PLAY Code of Conduct.
2. Not engage in Directional Cheering (coaching from the sideline). Rather focusing on enjoying the game and cheering on ALL players.
3. Set an example for my child by Honoring the game and encourage them to Respect (ROOTS) Rules, Officials, Opponents, Teammates, Self) This includes appropriate language, comments, dress and actions.
4. Use positive encouragement to ALL players, coaches, teammates and officials. As I understand people perform at their best when appreciated and spoke of positively.
5. Look to reinforce the Sports Mastery of ELM. **E** giving their best Effort. **L** having a teachable spirit for Learning. **M** to quickly rebound from Mistakes and how to improve from it.
6. Support my child's commitment to their team by getting them to practice and games on time. This includes sharing my child's commitment of an in-season sport by communicating any schedule conflicts. This also includes picking up my player from practice or games shortly after completion.
7. Allow a 24 hour 'cool down, to be objective' period before I discuss any serious concerns I have with coaching decisions or actions. And when approached, will do so, in an objective and controlled manner.
8. Be responsible for assuring they are with their team members and coaches in times I may have to leave a practice or game. I understand it is not the coaches responsibility to watch my child within a reasonable time following a practice or game. Nor is it the responsibility of the organization. Each parent must be responsible for their actions and picking up and dropping off their children.
9. Uphold the Basic Sportsmanship Code and all codes to the best of my ability, as stated in the PLAY Code of Conduct.
10. Help to the best of my abilities when called upon by the Coach, Team or organization (volunteer time), understanding that some volunteering is needed to make a program run well and be affordable.

Pledges cont.

These Pledges are put into place to understand your roles.

Coaches

As a Head or Asst. Coach of a P.L.A.Y. Team, I will...

1. Conduct myself in accordance with PLAY Code of Conduct.
2. Treat each athlete, opponent, parent and official with respect.
3. Uphold the authority of officials that are assigned to our contests.
4. Cooperate with the Directors and Administrators to enforce rules and regulations, and will report any irregularities that violate sound competitive practices. (Incident report Form)
5. Protect the Health and Safety of my team by insisting that they are psychologically and physiologically able to participate. Not playing someone before they are ready or recovered from an injury or other circumstance, to the best of my ability.
6. Do my best to be prepared for all practices and games. Teaching the fundamental skills and working to develop and improve all players through active and fair participation.
7. Become thoroughly familiar with the rules of the sport.
8. Communicate to my athletes and parents the rights and responsibilities along with goals for the season.
9. Not use profanity and work on being as positive with my players as possible. Understanding that emotions and discipline are an important part of athletics.
10. Give the effort that each player deserves to help improve themselves – especially working with each player on their physical and mental approach to the game – while explaining why we do things.

Pledges cont.

These Pledges are put into place to understand your roles.

Players

As a Participant of a P.L.A.Y. Team, I will...

1. Conduct myself in accordance with PLAY Code of Conduct.
2. Treat each Rule, Official, Opponent, Teammate, Self and fans with respect.
Not look to cheat, will accept calls, congratulate all participating while getting rest and eating well.
3. Give my best Efforts in attending all practices, games and participation to help my team
4. Be open to Learning to better understand the game and other ways of coaching to grow as a player.
5. Understand that Mistakes will happen and will look to let them go and improve on those situations.
6. Treat all equipment, facilities, courts and fields with respect and adhere to the rules of each.
7. Control Emotional and Verbal Outbursts that are detrimental to myself or those around me.
8. I will not use profanity. Which makes me and those of my community look bad.
9. I will not use Drugs, Alcohol, Tobacco.
10. I will not be negative with my teammates in verbal, written, digital or electronic means.

PLAYER's Rights - expectations of Players

1. **Right to Participate**
2. **Right to play at a level determined to match maturity and ability**
3. **Right to have a competent Coach as a role model**
4. **Right to play as a child and not as an adult**
5. **Right to express opinions in a proper manner to coaches**
6. **Right to play in a safe and healthy environment**
7. **Right to properly prepared to play in games**
8. **Right to equal opportunities to develop skills**
9. **Right to be treated fairly and with respect**
10. **Right to have fun in sports**

Travel Team Selection Process

Each Sport may have a little different process due to the types of Competition that sport offers.

- Some Sports have League Play only
- Some Sports have Tournament Play only
- Others may have League and Tournament play theories

But the Team Selection roots are all basically the same...

- * Tryout Process
- * Prior Season Evaluation by Coaches
- * Coach Decision

- **Tryout Process**

- * Set up with outside groups of non-PLAY parents doing the evaluating and scoring
- * PLAY Volunteer Coordinators will be helping with set up and organization of the tryout process
- * The Process may consist of one or more tryouts in different areas of skill drills
- * Scores will be tabulated by Evaluators and given to the VP of the Sport
- * Tryouts are primary focus in players earlier years and then will have slightly less importance by last ages

- **Prior Season Evaluation by Coaches**

- * At the end of the previous season Coaches are asked for an evaluation of specific area on players
- * These evaluations are generally given by 2-3 coaches on the team (to be done independently)
- * These are used in cases where a player may be on the 'bubble' in tryout scores, to go up or down.
- * As players get older and a pattern of ability is determined – the evals. become more valuable

- **Coach Decision**

- * As majority of players are placed to a team – in cases toward the lower end of scores at that level – the coach will have some input on player(s) they may choose to fill out the team
- * They will have a draft option with those other teams of similar tier of team (ie. 'B' or 'C' levels)
- * This usually involves only 1-3 players depending on the numbers needed on a team in that sport and the tryout scores and the variance of the Evaluations.

Teams are then confirmed by the Vp of Sport and the Travel Director of the sport prior to announcement of teams.

Coach Selection Process - TRAVEL and In-House

Coaching Registration and Process is open to anyone that wants to Coach at the Youth Sports level.

1. Coaching Registration

- * Anyone interested in Coaching must complete a Seasonal Coaching Registration.
- * Registrations can be found on the website – this is going to show up as a separate registration and is included in the Player registration. If not completed, there is a chance your willingness to coach may be ignored as it must be on the registration, not just a note requesting to coach.

2. Complete a Background Check

- * Anyone interested in Coaching must complete a Background Check through P.L.A.Y. every two years. There is a record updated monthly that is located on the website.

3. Complete a PCA/I.M.P.A.C.T. Session

- * Anyone interested in Coaching must attend a PCA (Positive Coaching Alliance) Session
- * These sessions can be taken within 9 months of the start of the season preparing to coach
- * A session will last about an hour and 30 minutes, between 8-10 sessions are annually offered
- * A Requirement to be a Traveling Head or Asst. Coach – also In-House Head Coaches in 2nd-8th.

4 Complete a Concussion Certification – and post your Certification

- * This is a Requirement by the State of Minnesota - it is a law! Every two years!
- * There will be a Link on the PLAY website where you can watch the video and take the quiz –
Then be sure to download your certificate
- * Then place it in the Concussion Certification registration also on the PLAY website.

5 Coaches Meetings/Clinics

You will also be expected to attend and use the types of play theory that is presented at the Coaches Meeting and any Clinics provided.

Coaching Assignments are only final once approved by the VP of that Sport along with the Director of Traveling / In House and the Coordinator of that age/grade group.

If someone Coached in previous years, that is not a guarantee that they will automatically be named coach again.

In some cases there will be an interview process to assign the coach best fit for that team.

Also, it is the allowance of the VP of the Sport to assign a Head Coach that may be paid. This does not mean that all teams will have teams with paid coaching.

In-House Team Selection Process

In House Team and Coach Selections are done primarily by the Grade/Age Coordinator

The Goal is to give K-2 a basic understanding of the sport and to have coaches grow within in the program. Once most sports get to 3rd grade it will be more competitive, and teams should be chosen as fairly as possible.

Good Coaches, and Players that really want to improve will be the cause for some teams to grow and develop at a greater rate within that season.

PK – 2nd Grade

- Teams are generally put together randomly by the computer information and then guided by the Coordinator to assure Coaches for all teams.
- We ask that there be no “requests”, due to the size of the organization and the grades, requests have been discontinued.

3rd Grade – 4th Grade

- Teams are generally done through random computer information picks
- Some sports offer a previous year ‘Coach rating’ of players – teams are tried to be built as equal as possible based on this information. As new players enter the program each year they are usually set as an average player initially.
- Some sports offer an evaluation day and then teams are chosen via draft of similar rated players

5th Grade – 8th Grade

- Teams are generally chosen based on the ‘Coach rating’ for In House.
- Some sports offer an evaluation period and then are determined by a player draft by coaches.

PLAY--011 --- January 2018

COACH OF THE YEAR AWARDS

The Prior Lake Athletic for Youth (P.L.A.Y.) Association recognizes the importance of many volunteer hours and the effort put in by numerous volunteers in the community. We appreciate everyone’s help in making P.L.A.Y. programs a success and want to honor, a coach in the Traveling Program and a coach in the In-House program that exemplify the following characteristics:

- Respects everyone involved in the game
- Demonstrates good sportsmanship
- Concerned with the development of ALL the players and focuses on the 'team' concept
- Positive Role Model – Has been a solid coach for at least 3 years
- Has ability to improve the performance of the players on the team
- Listens to input, provides feedback to, parents regarding their players progress
- Well prepared for practices and games and good overall communication
- Makes participating, fun, interesting, challenging and enjoyable
- Understands and Develops teams under the PCA Double-Goal Coaching Theories
“Players First, Winning Second” – Respect of ROOTS
- Follows the Mission of P.L.A.Y.

P.L.A.Y. will accept nominations from any member of the P.L.A.Y. community (no self-nominations). The Coach Nomination Form can be found on the website under the Coaching Tab.

Nominations need to be received at the P.L.A.Y. office for the current year by November 1st.

Applications will be reviewed by the P.L.A.Y. Executive Board and the Coaches will be announced at the Annual Meeting in January.

The season for nominating within a particular year is Feb. 1st – Nov. 1st.

PLAY--012 --- January 2018

REGISTRATION POLICIES

Registration Period - LATE FEE - SCHOLARSHIPS

REGISTRATIONS

P.L.A.Y. Sports will hold a Registration within a proper time prior to a season or a clinic/camp.

* Those being held for a 'Season' will be open at least 4 weeks

* Clinics/Camps will be open for at least 2 weeks.

- If you miss a registration period – there will be no guarantee of participation in the P.L.A.Y. program.

General Registration Periods will be :

Baseball, Softball, Lacrosse, Track & Tennis: Usually Open in January

Volleyball, Football, Cheer : Usually Open in June

Basketball Opens in August.

EARLY Discount REGISTRATIONS

Some sports will offer a reduced cost for a short period of time upon opening of a registration in order to get some funds in the program for early program costs and for participation awareness.

- This usually is within the first 2-4 weeks of the opening of the registration.

REGULAR REGISTRATION FEE * This is the fee that will be charged after the Early Registration Period

REGISTRATION DEADLINE

All Registrations will have an end date assigned to them. This is so the volunteers can gather information for coaches and finding the number of players per team order equipment and shirts as needed.

- Once a Registration is closed there will be no further registrations allowed unless approved by the Director of Travel or In-house of that Sport.
- Registrations may end early – due to a maximum number of participants / facilities available.

LATE FEE

An automatic Late fee of \$25 will be issued to any registrations that need to be placed in manually by a P.L.A.Y. representative.

SCHOLARSHIPS

The only recognized discount for a P.L.A.Y. program is for those registrants that qualify for the School Reduced Lunch Program.

- This is limited to only those attending the Prior Lake / Savage school district (#719).
- In-Season programs are the only events that are allowed on scholarship – clinics and camps or 'out of season' events do not qualify.
- The fee is designed to make youth sports affordable to those in need.
- The school paperwork stating the Lunch Program must be received by the P.L.A.Y. office PRIOR to the end of the registration period for that sport.
- Fees are based regarding the In-House or a Traveling Sport (Fees will vary – but here is an idea
 - In-House cost will be \$50 Traveling cost will be \$100All personal items costs or additional costs for additional uniforms and tournaments must come from the participant.

PLAY--013 --- January 2018

P.L.A.Y. Registration Cancel Policy or Refunds

Cancelling a Registration

- Cancelling a Registration is only allowed when the registration period is still open in its original time line.
- A Request to Cancel must be in writing (email is allowed and preferred)
- Only the person that registered the participant is allowed to cancel a registration
- There is a \$15 charge to any registrations that are cancelled
- Charges will be returned via the CC that was used – it will take 3-5 days to come across your account

Refund Policy

P.L.A.Y. has adopted a No-Refund policy with regards to all registration fees with the following exceptions.

- If a participant decides to drop from the program *prior* to the end of registration period.
There is a \$15 admin fee charged.
* All withdrawals must be communicated in a written format electronically (email) to the Admin. Director.
- In the event a child is medically unable to participate in the sport that he/she registered for prior to the season beginning. A note from a Doctor on letterhead must be provided to indicating that the participant is unable to

participate. There is a \$15 Admin Fee that will be charged.

^ If an in-season injury occurs a partial Registration Refund will be offered.

- If a participant does not make a Traveling Team (Tryout fee will not be refunded)
- If there are not enough participants to form a team of league.

We appreciate your understanding of this policy. The P.L.A.Y. Board reserves the right to waive this refund policy at its sole discretion at any time. Such a waiver would be in response to extenuating or highly unusual circumstance and in no event shall P.L.A.Y. be obligated to waive this refund policy. This would be done with a written proposal for Exec. Board review and possible meeting with Board members.

PLAY--014 --- January 2018

New Sport Request & Development

In order for a new Sport or Activity to be considered to be added to the P.L.A.Y. offerings the following needs to be answered.

Not all of these areas need to be completed to be approved by the Executive Board. The P.L.A.Y. Board will determine by Sport their needs to initiate a sport.

- What is the Sport? & Why do you feel it warrants to be a P.L.A.Y. program?
- How many volunteers does it take to run the sport efficiently?
- When will the sport season run?
- To what Levels/Grades/Ages does the 1st season start with?
- Thoughts on progression of sport in 3 years?
- How many registrants would be considered a success?
- P.L.A.Y. would like to have sport be able to be established and then stand on its own.

The P.L.A.Y. Board will determine the program viability and whether it would be allowed at a open discussion during a Monthly Board Meeting.

To schedule a proposal be heard by the Exec. Board – contact the Administrative Director or one of the Exec. Board members at least one week prior to a meeting to get on the agenda.

Fundraising and Approval

All Sports have the ability to do fundraising for their sport.

- On In-House teams, all fundraising monies go directly to support that particular sport.
- Traveling Teams may have both league and individual team fundraising opportunities.

A fundraising activity is one which there is an organized effort to raise money for any particular segment of any spot within P.L.A.Y., by selling goods or services within the community.

- A legitimate fundraising activity is one in which the fundraiser is approved by the Sports Board overseeing that sport and has been brought to the attention of the VP of Season or Exec. Board member and approved by the Exec. Board.
- Each Sports VP will determine if a specific team or age group should raise money. They also should be aware of the type of fundraising and is it appropriate for youth athletes.
- A fundraiser MUST have a Specific Use and Purpose
- No matter what level it must be done as a cooperative among those receiving benefits.

No Registration fees or Sports Revenue should be used to support a fundraising effort for a particular group or team.

All Fundraising activity must be reported to the Admin. Director or the Treasurer to confirm handling of the monies and reporting.

Fundraisers should be planned and accounted for in the Sports Budget Proposal which is approved by the Exec. Board.

PURCHASING PRODUCT FOR P.L.A.Y. -Storage of Equipment

Purchasing of Equipment and Uniforms or Program Merchandise

- Purchasing
 - * ALL Purchases Must be approved and accounted for by the VP of that Sport
 - * The VP of Sport can order up to \$1500 with no further approval
 - * Any purchase amounts over \$1500 must also be approved by the VP of Season prior to Order
 - * A general inventory should be conducted prior to ordering new product.
 - * No personal checks or cash payments to a vendor will be reimbursed, without prior approval and receipts
(an email must be sent to the Admin. Director or Admin. Assistant upon ordering of product)
 - * Product should be paid directly by the P.L.A.Y. Office - A 3 business day window should be allowed to have PLAY Admin set up an account with the vendor of choice.
- Vendors
 - * Vendors can be added to the program for ease of access of product – but the P.L.A.Y. preferred Vendors must be considered initially. To get a list of Preferred Vendors contact the Admin. Director
 - * To set up a vendor billing directly to P.L.A.Y. contact the PLAY Office
 - * ONLINE Purchasing is not encouraged
- Equipment Storage
 - * P.L.A.Y. provides storage space for all product purchased through our program.
 - * Storage locations for sports and their product can be provided by the organization.
 - * Product storage at School or City facilities must be approved prior to assuming product will be stored in those locations.
 - * Equipment and Uniforms may not be stored at a private location for more than sorting and distribution.
(beyond that time, it is considered a crime to hold or store P.L.A.Y. product)

HANDLING INJURIES AND OTHER SAFETY PROCEDURES

GENERAL SAFETY

- Coaches – Parents – Players should look to examine field/court/facility conditions to determine that a safe and productive practice or game location can be provided.
 - * Gym Floors - Look for wet or slippery areas, proper markings, no raised or splintered Boards, etc.
 - * Fields – Look for wet or slippery areas, proper markings, safe fencing, no holes or ruts on turf, etc.
 - * General facility wear and care should be available at all event facility areas
 - * Crowd interaction or conflict – If a situation seems to be escalating it is the duty of the coach/parents to temper the situation or have their team and parents avoid conflict by leaving the scenario.
 - * Weather – In case of extreme heat or cold, or severe weather an exit plan for the team and parents should be discussed ahead of time. Conference with game officials about any concerns and recommendations.
 - * Athletic EMT or Trainer on-site – Be aware of where they are located and how to contact them

- **INJURY AWARENESS**
 - * All Coaches and Parents must be protective of their player and all other players as well.
 - * If an injury or suspected injury occurs – contact the parent of the player and the coach immediately
 - * An obvious injury should be handled immediately and efficiently – is there a medical person available
 - * Any diagnosis by any medical person must be followed by the coach and/or Parent and of course player
 - * If an injury occurs that is cause for a player to ‘sit out’, an Incident Report must be entered to the Director of the Sport within 48 hours, including or forwarding to the PLAY office.
 - * If a player needs to go to the ER or is taken away from the sight to be treated – a follow up by the Coach or Team Parent must be done within 48 hours.
 - * In a case where a player has been seen by a medical professional, The Coach must require them to provide a letter or note by the medical personnel on their professional letterhead, as to when they can return to action or a timeline for return.

That needs to be copied and maintained by the coach and forwarded to the PLAY office.

* **Better safe than Sorry** – especially since we are dealing with youth athletes that have time ahead of them.

SURVEYS

The P.L.A.Y. Executive Board requires that each sport offer a platform for Participants and/or Parents to voice any concerns or suggestions or praises.

Ways to voice your thoughts on the programs.

- A mid / end of season survey
- End of season Sport Board meeting
- Signed Letter or Email to the Vp of Sport
- Attend a P.L.A.Y. Sport or Board Meeting

High percentage of past surveys have yielded few concerns – one or two negatives on a team does not necessarily constitute change. These are used to discuss and review with coaches and the sport board.

Changes are always possible and come easier with those that want to make the changes stepping forward to assist in change. To get pointed in the proper direction, contact the Admin. Director

Survey Set Up

Sport VP and Directors are asked to contact the VP of Technology or the VP of Communication to get set up through the standard PLAY channels and to conform with other program surveys.

*All Top Tier Sports Boards must have an open election for their top Positions.

* In Most Sports this would be the VP of Sport – Travel Director – In-House Director

*In some larger sports there will be added structure based on level of volunteer help needed.

VP of the Sport – 2 year commitment

Travel Director – 2 year commitment

In House Director – 2 year commitment

In order for the sport to maintain some consistency and level of program knowledge – PLAY Executive Board requires that the elections be conducted on every other year basis to assist in maintaining.

The election should be noted to the general body of participants for that sport.

- * Note on webpage at least 4 weeks prior to election date.

- * Any member can be involved in the election – but are required to be present and willing to answer some questions regarding the program at election time.

- * Votes are taken from any current board member and all Head Coaches from either the Travel or IH program. All voters must attend – no proxies.

- * Votes are counted immediately, and winner announced.

All Age/Grade Coordinators are recruited or make themselves available by contacting the Sport Board.

Anyone can volunteer to be involved in the program – Vp of that Sport should be able to find a way to have all contribute. Be sure to contact a Director or VP of sport if you want to get involved.

Directors and Coordinators are offered a refund of partial fees. Amount is based on responsibility and amount of the fees for that sport.

To get an idea of duties and responsibilities and time needed to volunteer for a position – contact your VP of sport or someone with a position you have interest.

ALL VP's of EACH SPORT are confirmed by the Exec. Board and must be approved by the PLAY Exec. Board prior to final sport authority.

VP's of each Sport are responsible for the following areas:

- Building and recruiting the Sports Board positions as needed
- Delegating those that have positions with responsibilities
 - Purchasing Equipment & Uniforms
 - Tournaments
 - Tryouts & Evaluations
 - Reserving Fields or Gyms or Other
- Grievances and Issue Resolution lead
- Forming an Annual Schedule or Plan that works for their sport
- Lead organizational meetings - 6 months prior to season – Invite all participants interested
 - Monthly or every other meeting until season
 - Having each person report on their project progress

- Preseason – Offseason camps/clinics
 - Parent Informational Meetings
 - Review changes or challenges
 - In Season or Post Season Surveys
 - Post Season meeting (invite all levels of Coaches)
- Set Budget up through Executive Treasurer
 - ^ Summer Sports budget presented to Exec. Board in November
 - ^ Fall/Winter Sports budget presented to Exec. Board in April
- Update Website Information prior to season – working through VP of Comm. and Admin.

PLAY--020 – January 2018

EXECUTIVE BOARD ELECTIONS

The Executive Board consists of the following positions with broad description:

Voting Members

- President - oversee all activities – direct Exec. Board and any Employees
- Exec. Vice President – assist in any duties given by President and oversee general sport needs
- Treasurer – oversees all financial areas of the organization
- VP of Season (Spring/Summer) - contact for sports of that season
- VP of Season (Fall / Winter) - contact for sports of that season

Non-Voting Members

- Secretary – Take meeting minutes and agenda gathering
- VP of Technology – Oversee all means of computer- web – other tech areas of use
- VP of Communication – Marketing and Website Organization
- VP of Registration – Develop and Guide all program Registrations
- Fundraising Coordinator – Assist in Fundraising and financial pursuits
- Purchasing Coordinator – Oversees purchasing and vendor relations
- I.M.P.A.C.T. Coordinator – Works the Positive coaching and Sportsmanship programs

From time to time there are open positions that are not filled – P.L.A.Y. will continue to look to find a person for these positions in the interim.

Interim fillings can be voted in until the Annual Election

All Elections are annually during the January Annual Meeting. (State of the organization presentation)

- * All Positions are annually open for challenge, or up for election.
- * All candidates must contact the President or Administrative Director at least 10 days prior to the Annual Meeting date. (See website for Meeting announcement)
- *Candidates must attend meeting and will be asked some questions and can make a statement for themselves.
- * After all candidates are presented – the votes will be gathered and counted immediately.
- * All Sports Board upper management and Exec. Board members are allowed to vote

Terms are 1 year and there are monthly meetings to attend and participate.

PLAY--021 – January 2018

ANNUAL MEETING

The P.L.A.Y. Annual meeting is designed to give a review of past years and the preview of the future.

This meeting is to be the first of the year – it should be during the month of January .

The meeting is open to all members and beyond an update on the organization – there will be elections and confirmations of positions.

If there are any general inquiries – this would be a time to voice those and get some answers regarding the subject.

PLAY--022 – January 2018

PRIVACY STATEMENT

P.L.A.Y. will not give out or sell any of your personal or contact information outside of those in the organization that need to it maintain contact for P.L.A.Y. purposes.

We will place players names on the website to announce teams or give recognition – we will look to move those off when it is clear that those teams have met and the season is underway for all in that group.

GUIDELINES FOR PROVIDING REASONABLE ACCOMMODATIONS TO SPORTS PARTICIPANTS

GUIDELINE

Prior Lake Athletics for Youth (P.L.A.Y.) will provide reasonable accommodations to sports participants who have special needs. Special needs are physical, mental, psychological, and sensory disabilities that are sufficiently severe to interfere with a child's daily life. Reasonable accommodations are actions, which can be taken that will not place an undue hardship on the Association and its members. No accommodations will be granted which will expose any P.L.A.Y. participant to an undue risk of harm.

PROCEDURE

When a child who is eligible to participate in a P.L.A.Y. activity, as defined by its Bylaws, has special needs and seeks accommodations so that he or she can participate in a P.L.A.Y. activity the following procedures will be used. It is expected that the child's parents or guardians will participate and cooperate fully in the process:

1. A written request, including the child's name, parent's names, sport, diagnosis and its affect on the child's ability to participate in the sport, as well as the type of accommodation requested is presented to a member of the Executive Board or the VP of Sport. No request for accommodation will be considered if these procedures are not followed. The names of the members of the Exec. Board and the VP's of Sports are available on the P.L.A.Y. website.

2. Upon receipt of a written request, a committee made up of a member of the Executive Board, and the Sport considered will meet with the child's parent(s) to discuss the accommodation request. The discussion should include, at a minimum, the nature of the special need, the impact of the special need on the child's ability

to participate in the particular sport, any risks involved to the child and/or others, what alternative accommodations are possible, and what role the parents and others will play in the accommodation. Medical documentation or a physical or mental evaluation may be required to verify the nature of the special need and its impact on the child's ability to participate in the sport. The committee will keep a written record of the meeting, and any agreements on accommodation will be submitted to the child's parents and the members of the Board.

3. If no agreement is reached and the parent(s) or child wishes to pursue the matter, the accommodation request and relevant documentation will be presented at the next regularly scheduled Executive Board meeting. The Board will determine what action, if any, is appropriate and will convey that information in writing to the parent(s).

4. In order to accomplish or come to a outcome in a reasonable amount of time – this request should be first visible 2 months prior to the starting date of the program for that requested age level.

PLAY--024 – January 2018

P.L.A.Y. Post High School Scholarship

P.L.A.Y. Offers a One year Post High School Scholarship

Current Seniors that are planning to enroll into a Post-secondary institution should apply for the scholarship. The purpose of the scholarship is to reward those former PLAY participants that have found success in their High School career and had a learning experience during their PLAY days that they carry with them in life.

Requirements are that students must have participated in P.L.A.Y. and it is recommended to give examples of life lessons learned in a P.L.A.Y. program.

They also must be enrolled or committed to a Post Graduate learning program.

The amount of the scholarship may vary – but currently the offering is \$500

This scholarship is paid through the High School Guidance Office to the College or University during the first semester and when the student has registered for a second semester.

Enrollment forms are available on the P.L.A.Y. website or at the PLHS Career office.

Students will be evaluated on their Accomplishments and their essay on topics as determined on the form.

The essays and forms are gathered in mid- April and by early May a panel of Exec. Board members and VP's of Sports will determine those that will be awarded the scholarship.

Recipients will be notified at an official school function in usually held in May.

PROCEDURE FOR ANNUAL P.L.A.Y. Website Clean Up

***** Under Construction *****

Led by the VP of Communication and VP of Technology

PLAY--025 – January 2018