

# Damascus Sports Association Policy and Procedures Manual





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**SECTION I: GENERAL ADMINISTRATION**

**Purpose**

The Damascus Sports Association (DSA) Policy and Procedures Manual (PPM) establishes the operational policies and administrative procedures that guide the day-to-day activities of the organization. The PPM is intended to support the DSA Bylaws by providing detailed guidance regarding governance, financial practices, volunteer responsibilities, and operational processes.

DSA operates as a nonprofit organization in furtherance of its charitable mission to provide organized youth sports programs that promote teamwork, sportsmanship, community involvement, and the development of youth athletes. All policies contained within this manual are intended to support and advance that mission.

The PPM does not supersede Articles of Incorporation or the Bylaws of the organization. In the event of a conflict between this manual and the Bylaws, the Bylaws shall take precedence.

This manual applies to all members of the Damascus Sports Association, including Board members, Commissioners, volunteers, coaches, and participants' families. All individuals acting on behalf of DSA are expected to adhere to the policies and procedures outlined in this document.

The content of this manual may be amended at any time by a majority vote of the Board of Directors. The PPM will be made available to DSA members via the official DSA Web site and will only be mailed to members when requested.

(moved above)

All policies contained within this manual are subject to applicable federal, state, and local laws governing nonprofit organizations. **1.0 General Administration**

**1.1 Membership Dues and Registration**

Please refer to the Bylaws for the definition of a DSA member.

Membership dues and sport registration fees shall be established annually by the DSA Board of Directors and communicated to members prior to the opening of registration for each sport season.

Membership dues are assessed per family and are typically collected during registration for the first sport of the calendar year.

All registration must be completed through the official DSA registration system. A separate registration form must be completed for each participant by a parent or legal guardian.

All registration fees and membership dues are due at the time of registration unless a payment plan, scholarship, or other arrangement has been approved in advance by the Commissioner of the Sport and the DSA Board of Directors.



Payments should be made through the approved registration platform whenever possible. Alternative payment methods may only be accepted when approved by the Commissioner and Treasurer.

Participants with unpaid balances may not be permitted to participate in practices, games, or other team activities until payment arrangements have been made.

Volunteer participation is essential to the operation of DSA programs. Individual sports may establish volunteer requirements for participating families. Volunteer expectations must be communicated prior to the start of the season.

If a payment made by check is returned for insufficient funds, the member shall be responsible for any associated bank fees and must resolve the balance prior to the participant continuing participation in the program.

Membership status may be suspended or revoked for failure to meet financial obligations or other conditions established by the Board of Directors.

Refund requests will be handled in accordance with the DSA Refund Policy as approved by the Board of Directors.

## 1.2 Membership Information

### 1.2.1 Membership Data:

DSA collects membership and participant information through the official registration system for the purpose of administering sports programs, maintaining team rosters, distributing organizational communications, and managing insurance and field allocations.

Membership information will not be sold, rented, or shared outside the organization except as necessary for the administration of DSA programs.

Access to membership information is limited to authorized DSA Board members, Commissioners, and administrators who require the information for official organizational purposes.

Members are responsible for maintaining accurate contact and address information within the registration system. Updates may be made through the online registration platform or by contacting the DSA Administrator.

### 1.2.2 Use of Alcohol, Tobacco, and Other Drugs:

The use of alcohol, tobacco products, vaping devices, marijuana, or illegal drugs is strictly prohibited at all DSA-sponsored activities, including practices, games, meetings, and events involving youth participants.

DSA follows the standards established by Montgomery County Public Schools (MCPS) when activities take place on school property; however, this policy applies to all DSA events regardless of location.



Violations of this policy may result in disciplinary action by the DSA Board of Directors.

For additional information regarding MCPS policies, please refer to:

<https://www.montgomeryschoolsmd.org/departments/policy/pdf/cofra.pdf>

### **1.2.3 Weapons:**

Weapons are prohibited at all DSA-sponsored events, including practices, games, meetings, and other organizational activities.

Weapons include but are not limited to firearms, knives, metal knuckles, nunchakus, BB guns, paintball guns, pellet guns, or any item used or intended to cause bodily harm.

DSA follows MCPS policies regarding weapons when events occur on school property.

### **1.2.4 Bullying, Harassment, and Intimidation:**

DSA maintains a zero-tolerance policy for bullying, harassment, or intimidation involving participants, coaches, volunteers, parents, or spectators.

All individuals involved in DSA programs are expected to demonstrate respect, sportsmanship, and appropriate conduct at all times.

DSA follows Montgomery County Public Schools (MCPS) guidelines for bullying, harassment, and intimidation when activities take place on school property.

Complaints regarding bullying or harassment may be reported to the Commissioner of the Sport or directly to the DSA Board of Directors for review.

For additional information regarding MCPS policies, please refer to:

<https://www.montgomeryschoolsmd.org/departments/policy/pdf/htra.pdf>

### **1.2.5 Abuse and Neglect Reporting:**

DSA is committed to maintaining a safe environment for all youth participants.

Volunteers, coaches, and Board members are required to comply with applicable federal, state, and local laws regarding the reporting of suspected abuse or neglect of minors.

DSA follows the reporting procedures established by Montgomery County Public Schools (MCPS) and other applicable governing bodies when incidents occur during DSA-sponsored activities.

Any individual who suspects abuse or neglect involving a participant should report the concern immediately to the appropriate authorities and notify the DSA Board of Directors.

Content related to individual sports may be submitted by the respective Commissioner for posting. Non-sport-related content must be approved by the DSA President or the Board of Directors prior to publication.

The DSA website and official social media platforms serve as primary tools for communicating with members and the community.

**1.3.3 Website:**

No individual member, volunteer, or Commissioner may issue organization-wide communications or represent the Association publicly without authorization from the Board of Directors.

Mass communications to the entire DSA membership must be approved by the Board of Directors and distributed through the designated DSA communication administrator (Webmaster or Social Media Coordinator).

Commissioners may communicate directly with participants and families registered within their sport regarding schedules, practices, and sport-specific matters.

DSA communicates with its members through official communication channels including the DSA website, registration system, email newsletters, and approved social media accounts.

**1.3.2 Communications:**

Regular Board meetings are typically held the second week of each month throughout the year. Members wishing to address the Board must submit their request and agenda topic to the President or the Secretary at least three (3) days prior to the scheduled meeting. The Board reserves the right to approve or deny requests to be placed on the agenda in order to maintain an orderly meeting process.

The DSA Annual Meeting is held each April. Members will be notified of the meeting date, time, and location through official DSA communication channels. All members are encouraged to attend the annual meeting.

**1.3.1 Meetings:**

**1.3 GENERAL COMMUNICATIONS**

Dogs and other animals are not permitted at DSA-sponsored events, including practices and games, with the exception of service animals as defined by the Americans with Disabilities Act (ADA).

**1.2.6 Dogs at DSA Events:**

For additional information regarding MCPs policies, please refer to: <https://www.montgomeryschoolsmd.org/chilidabuseandneglect/#Policy>





The Webmaster or Social Media Coordinator is responsible for maintaining and posting approved content to the website and official social media platforms.

Commissioners are responsible for reviewing their sport-specific information periodically to ensure accuracy and timely updates.

Any inappropriate or inaccurate content should be reported immediately to the Webmaster, President, or Board of Directors for review and correction.

### **1.3.4 Social Media Conduct Policy**

Members, volunteers, coaches, and commissioners are expected to represent DSA in a respectful and professional manner on social media.

Posting content that is defamatory, discriminatory, threatening, or damaging to the reputation of DSA may result in disciplinary action by the Board of Directors.

## **1.4 DATABASE**

### **1.4.1 Purpose:**

The DSA database is maintained for the purpose of administering DSA programs and maintaining records of participants, families, and volunteers by sport and season.

Information collected through the DSA registration system may include contact information, participant details, emergency contact information, and other information necessary to operate DSA programs.

Access to the database is limited to authorized individuals including members of the Board of Directors, Commissioners, and designated DSA administrators who require the information for official organizational purposes.

Membership information may only be used for DSA operational activities including team administration, communication with members, insurance reporting, and field allocation. Information may not be used for personal, commercial, or unrelated purposes.

DSA will take reasonable measures to protect membership information and restrict access to authorized individuals.

### **1.4.2 Mailing List Distribution:**

DSA does not rent, sell, or distribute membership contact information to outside organizations.

Email communications to members will be used solely for official DSA communications, including registration information, program updates, schedules, events, and other organizational announcements. Mass communications to the membership must follow the communication procedures outlined in Section 1.3 of this manual.

### **1.5 Insurance**

DSA shall maintain appropriate insurance coverage to protect the organization, its volunteers, and participants during sanctioned activities. The Board of Directors is responsible for ensuring that required insurance policies are obtained and remain current.

Insurance coverage may include general liability insurance, accident coverage, directors and officers' liability insurance, and other policies deemed necessary by the Board to protect the organization and its activities.

Commissioners of each sport are responsible for coordinating with the Board to ensure that insurance coverage is in place prior to the start of any sport season or related activity.

No DSA-sponsored activity, including practices, games, clinics, or events, may begin until appropriate insurance coverage has been confirmed.

Participants are required to acknowledge during registration that they maintain personal medical insurance coverage. DSA insurance policies, if applicable, are not intended to serve as primary medical insurance for participants.

The cost of insurance policies may be allocated to individual sports based on participation levels as determined by the Board of Directors.

### **1.6 Boundaries:**

The geographic boundaries for Damascus Sports Association (DSA) participation are defined in the organization's Bylaws and are intended to support the development of youth athletes within the Damascus High School feeder system.

The Commissioner of each sport is responsible for verifying participant address information during registration to ensure compliance with DSA boundaries when applicable. The DSA Board reserves the right to request proof of residency when address information is incomplete or unclear.

While participation may be open to individuals outside of the defined boundaries when space permits, priority may be given to participants residing within the Damascus High School feeder area.



Participation fees for individuals residing outside of the established DSA boundaries may differ from in-boundary participants. Any fee adjustments must be approved by the Board of Directors and communicated during registration.

**1.7 Complaints:** DSA recognizes that concerns or disputes may arise during the course of youth sports activities. The organization has established the following process to address complaints in a fair and orderly manner. Whenever possible, concerns should first be addressed directly with the Head Coach. Many issues can be resolved quickly through direct communication.

If the concern cannot be resolved at the team level, the matter should be brought to the attention of the Commissioner of the Sport. The Commissioner will review the issue and work with the involved parties in an attempt to resolve the matter.

If the Commissioner is unable to resolve the issue, a formal complaint may be submitted in writing to the DSA Board of Directors by contacting the President. The Board will review the complaint and determine the appropriate course of action.

In cases involving serious conduct issues, the Board may refer the matter to the Sportsmanship Committee for review and recommendation.

The Board of Directors will consider the recommendation of the Sportsmanship Committee, if applicable, and make a final determination based on the best interests of the organization. The decision of the Board of Directors shall be final.

If a complaint involves a member of the Board of Directors or a member of that individual's family, the Board member shall recuse themselves from discussion and voting related to that matter.

Anonymous complaints will generally not be investigated unless they involve serious safety concerns.

**1.8 Uniforms and use of DSA Logo:**

The DSA name, logo and branding may not be used without prior approval of the Board of Directors. This includes use on uniforms, merchandise, promotional materials, websites, and social media.

Uniforms should reflect the traditional DSA colors of green and black, grey, white, or gold whenever possible. In situations where multiple teams exist within a division or league requirements necessitate alternate colors, Commissioners may approve alternate uniform colors while maintaining DSA branding where possible.





Some sports may issue uniforms or equipment that remain the property of DSA and must be returned at the end of the season. The specific items that must be returned will be communicated by the Commissioner of the Sport during registration or prior to distribution.

Certain sports may require an equipment deposit to ensure the return of issued equipment. The amount and collection method of the deposit will be determined by the Commissioner with Board approval and communicated during registration. Deposits will be returned once equipment has been returned in acceptable condition, excluding normal wear and tear.

The Commissioner of the Sport may establish guidelines regarding the use of game uniforms outside of official games or team events.

### **1.8.1 Team Names and Branding**

All teams and programs operating under Damascus Sports Association (DSA) represent the organization as the Cougars and must use approved DSA branding for official purposes, including uniforms, registration, and league participation.

Recreational or developmental divisions (such as t-ball or similar programs) may allow informal team names for internal use (e.g., team identification, schedules, or activities), provided such names:

- Do not conflict with DSA branding
- Do not use trademarked or copyrighted names, logos, or mascots
- Are appropriate and approved by the Commissioner

All official materials, uniforms, and external communications must reflect DSA as the Cougars.

Select, travel, and competitive teams may not use alternate team names without Board approval.

## **1.9 Finance**

### **1.9.1 Accounting:** The DSA Board is responsible for ensuring that accounting procedures and financial

controls are in place for the management of the organization's funds. The Treasurer provides financial oversight for the organization and supervises the financial activities carried out by the Financial Assistant or other designated accounting personnel.

All revenues and expenditures of the Association must be properly recorded in the official accounting system. Financial records must accurately reflect the financial activities of the organization.

Registration fees, member dues, fundraising proceeds, and other revenues should be collected through the approved DSA registration platform or other authorized methods whenever possible.

When funds are collected outside of the registration system, including cash or checks received from concessions merchandise sales, or fundraising activities, those funds must be submitted to the Financial



Assistant for deposit as soon as reasonably possible, but no later than forty-eight (48) hours or the next business day following the activity.

The Financial Assistant will provide monthly financial reports to the Board of Directors for review. Any discrepancies or questions regarding financial statements will be investigated and resolved in a timely manner.

**1.9.1.1 Financial Assistant:** The Financial Assistant is a paid position responsible for the day-to-day bookkeeping and financial recordkeeping of the Association. The Financial Assistant operates under the supervision of the Treasurer and the oversight of the Board of Directors.

Responsibilities include:

- Receiving and recording all revenues of the Association.
- Processing accounts payable and receivable in coordination with the Treasurer and Board as necessary.
- Maintaining accurate financial records including receipts, invoices, expenditures, and supporting documentation.
- Maintaining DSA checking and savings accounts as directed by the Treasurer.
- Preparing monthly financial reports, including transaction reports, balance sheets, and cash flow summaries for review by the Treasurer and Board.
- Reconciling all bank accounts on a monthly basis.
- Providing financial information requested by the Treasurer or Board for operational or reporting purposes.

The Financial Assistant may process petty cash expenditures not exceeding two hundred fifty dollars (\$250) when necessary for operational purposes. All such transactions must be documented and reviewed by the Treasurer.

The Financial Assistant is not a voting member of the Board and reports to the DSA Board of Directors through the Treasurer.

**1.9.1.2 Treasurer:** The Treasurer is a volunteer position and is responsible for financial oversight of the Association. The Treasurer ensures that appropriate financial controls, reporting, and compliance measures are in place and functioning effectively

Responsibilities include:

- Providing oversight of all financial activities of the Association.
- Supervising the work of the Financial Assistant and ensuring that accurate financial records are maintained.



- To assure that the execution of all federal, state and/or payroll tax filings are conducted by Association staff or consultant on an annual basis.
  - To review the prepared financial report/summary of all activities prior to each Board meeting and provide an overview to the Board of Directors and Commissioners. These records are available for review by the membership upon request.
  - Reviewing monthly financial reports, including income, expenses, and account balances, prior to Board meetings.
  - Presenting a financial summary to the Board of Directors on a regular basis.
  - Ensuring that all required federal, state, and tax filings are completed in a timely manner by the appropriate staff or contracted professionals.
  - Monitoring the approved budgets for each sport and overall Association operations.
  - Reviewing and approving financial transactions as required by internal controls.
  - Monitoring the performance of Association bank accounts and investments, and advising the Board of any recommended changes.
  - Ensuring that proper financial documentation is maintained and available for audit or review
- The Treasurer is authorized to sign checks and approve payments in accordance with Board-approved financial procedures.
- The Treasurer is a voting member of the Board of Directors and serves as a member of the Executive Committee.

### 1.9.1.3 Accountant

The Accountant is a paid position or contracted service responsible for the preparation and filing of all required federal, state, and local tax and regulatory documents on behalf of the Association. Responsibilities include:

- Preparing and filing required federal tax returns, including IRS Form 990, as applicable.
  - Preparing and filing required state and local tax or regulatory filings.
  - Assisting with payroll tax filings, if applicable.
  - Providing financial reporting support or documentation as requested by the Treasurer or Board of Directors.
- The Accountant works in coordination with the Treasurer and Financial Assistant to ensure accurate and timely financial reporting and compliance.

### 1.9.2 Budget

The Board of Directors is responsible for approving an annual budget for general administrative operations of the Association.

**1.10 Legal Counsel:** The Board of Directors may retain legal counsel to provide advice and guidance on matters related to the operation, governance, and legal compliance of the Association. The President is authorized to contact legal counsel as needed for routine or time-sensitive matters. Any engagement of legal counsel that may result in significant or ongoing costs must be approved by the Board of Directors.

The Treasurer will oversee the application of administrative fees and ensure consistency with Board-approved policies. Certain programs, including select or travel teams, may be subject to alternative administrative fee structures as determined by the Board of Directors on a case-by-case basis. The administrative fee percentage or structure will be determined periodically by the Board of Directors and may be adjusted as needed. Administrative fees are intended to cover shared organizational expenses, which may include but are not limited to accounting and tax preparation services, insurance, professional services, administrative support, technology platforms, and other general operating costs of the Association. Each sport program within DSA will be assessed an administrative fee to support the overall operation of the organization.

**1.9.3 Individual Sports Administration Fees**

Requests for reimbursement must be supported by itemized receipts and submitted within the timeframe established by DSA financial policies. Any expense that exceeds the approved budget, falls outside the approved categories, or was not included in the approved budget must receive additional approval from the Board of Directors prior to the expense being incurred. Budget approval constitutes authorization for expenses that fall within the approved categories and limits of that budget. No sport-related activities may begin until a budget has been reviewed and approved by the Board. No individual is authorized to incur expenses on behalf of DSA or expect reimbursement unless the expense has been approved in advance and falls within an approved budget. Each Commissioner of a sport is responsible for preparing and submitting a budget for their respective sport for review and approval by the Board of Directors prior to the start of the season.





Legal counsel may be consulted to protect the interests of the organization, ensure compliance with applicable laws and regulations, and assist in the resolution of disputes or other legal matters.

**1.11 Student Service-Learning Hours:**

Damascus Sports Association (DSA) supports student participation in Student Service-Learning (SSL) opportunities in accordance with Montgomery County Public Schools (MCPS) guidelines. Only DSA Board and Commissioners of the Sport are authorized to verify and sign SSL paperwork on behalf of the organization.

All SSL hours must be earned in connection with approved DSA activities and must comply with MCPS requirements and guidelines. DSA does not determine eligibility for SSL credit. Final approval of SSL hours is subject to MCPS policies and review.

Additional information regarding SSL requirements can be found through Montgomery County Public Schools: <https://www.montgomeryschoolsmd.org/departments/ssl/>.

**1.12 Guidance for Initiation of a New Sport:**

The addition of new sports programs within the Damascus Sports Association (DSA) must be approved by the Board of Directors. Proposals for new sports must demonstrate sufficient community interest, alignment with the mission of DSA, and the ability to support sustainable program operations. Each proposed sport must identify a qualified Commissioner who will be responsible for organizing and administering the program.

A proposed plan must be submitted to the Board for review and approval and should include, at a minimum:

- Estimated participation levels
- Budget and financial plan
- Facility and field requirements
- Equipment needs
- Alignment with the Damascus High School feeder system, when applicable

The Board of Directors will evaluate proposals based on organizational capacity, financial impact, and overall benefit to the DSA community.

No new sport may operate under the DSA name, tax identification number, or insurance coverage without formal Board approval.





## SECTION II: GOVERNANCE

### 2.0 Governance

#### 2.1 Bylaws Committee:

The Board of Directors may establish a Bylaws Committee to review the DSA Bylaws, Policy and Procedures Manual, and related governance documents as needed.

The committee shall consist of members of the Board of Directors, as determined by the Board, and may include additional members of the Association when appropriate.

The purpose of the committee is to review governing documents and recommend updates to ensure alignment with organizational practices, legal requirements, and the mission of DSA.

Members of the Association may submit recommendations for changes to the Bylaws or Policies and Procedures Manual to the Board of Directors at any time. The Board may refer such recommendations to the Bylaws Committee for review.

All proposed changes must be approved in accordance with the procedures outlined in the DSA Bylaws.

#### 2.2 Sportsmanship Committee:

DSA is committed to promoting sportsmanship, respect, and appropriate conduct at all DSA-sponsored activities.

The Board of Directors may establish a Sportsmanship Committee to assist in the review of serious conduct-related concerns or disputes when deemed appropriate.

The committee shall consist of individuals selected by the Board of Directors and may include members of the Association in good standing. Board members may serve on the committee if necessary.

The purpose of the Sportsmanship Committee is to review relevant information, gather input from involved parties as appropriate, and provide a recommendation to the Board of Directors.

The Board of Directors retains full authority to review all complaints and determine the appropriate course of action. The Board may accept, modify, or reject any recommendation made by the Sportsmanship Committee.

The final decision of the Board of Directors shall be binding on all parties.

The Board of Directors will announce open positions and nomination deadlines through official DSA communication channels.

Members wishing to run for a position on the Board of Directors must submit their intent in writing to the Board. Submissions must include the individual's name, the position sought, and a brief summary of relevant experience.

### 2.4 Elections, Nominations, and Voting Instructions:

DSA is committed to providing a safe environment for all participants and complies with applicable federal and state youth protection laws, including the Safe Sport Act.

All coaches, volunteers, and Board members may be required to complete abuse prevention or SafeSport training as determined by the Board of Directors.

DSA will provide access to required training resources and ensure that all applicable individuals complete required certifications prior to participation.

### 2.3.2 Safe Sports Act:

All coaches, assistant coaches, and applicable volunteers must complete a background check through the DSA-approved system prior to participating in any DSA activities.

Background checks will include, at a minimum, identity verification and criminal history screening in accordance with applicable laws and youth sports safety standards.

Background checks are valid for a period determined by the Board of Directors. The Board reserves the right to require more frequent screenings when deemed necessary.

Any findings from a background check will be reviewed by the Board of Directors, which will determine eligibility for participation.

### 2.3.1 Background Checks:

The Board of Directors shall establish a process for reviewing and approving all coaches and assistant coaches participating in DSA programs.

A Coaches Screening Committee may be appointed by the Board to assist in the evaluation of coaching applicants. The committee shall consist of individuals designated by the Board and may include Board members or other qualified members of the Association.

The purpose of the screening process is to ensure that all coaches and assistant coaches meet the standards of DSA and are suitable to work with youth participants.

The Board of Directors retains final authority to approve or deny any coaching application.

Applicants will be notified of their approval status in a timely manner. Any applicant who wishes to appeal a decision may submit a written request to the Board of Directors within ten (10) calendar days of notification.

### 2.3 Coaches Screening Committee:





- Preparing and submitting a seasonal budget and any fundraising plans for Board approval
- Overseeing registration, scheduling, equipment, and general operations of the sport

Responsibilities include:

The Board of Directors shall appoint a Commissioner for each sport sponsored by the Association. The Commissioner is responsible for the overall administration and operation of their respective sport and serves as the primary liaison between the sport and the Board of Directors.

### 2.6 Commissioner of the Sport:

- Participating in Board discussions and decision-making
- Assisting with projects, committees, or initiatives as assigned by the Board
- Providing general support to the organization's operations

Responsibilities include:

as needed.

The Director at Large serves as a general member of the Board of Directors and supports the organization

### 2.5.4 Director at Large:

The Treasurer is responsible for financial oversight of the Association as outlined in Section 1.9 (Finance).

### 2.5.4 Office of the Treasurer:

- Recording and maintaining minutes of Board meetings
- Maintaining organizational documents, including Bylaws and policies
- Coordinating meeting logistics and official communications as needed
- Maintaining records in designated storage systems (e.g., SharePoint)

Responsibilities include:

The Secretary is responsible for maintaining official records of the Association.

### 2.5.3 Office of the Secretary:

- Assisting the President with organizational leadership.
- Performing duties as assigned by the President or Board
- Supporting committees and special projects as needed

Responsibilities include:

The Vice President supports the President and serves in their absence.

### 2.5.2 Office of the Vice President:

The President may appoint representatives to act on behalf of the Association when necessary.

- Ensuring that appropriate insurance and governance practices are in place

- Ensuring all coaches, assistants, and volunteers are properly registered, approved, and compliant with background check requirements prior to participation
  - Coordinating with the Board and Administrator to secure facilities, insurance, and necessary resources
  - Attending Board meetings as required or providing updates to the Board
  - Ensuring all funds collected are handled in accordance with DSA financial policies
  - Distributing required surveys and providing feedback to the Board as requested
  - Maintaining accurate and up-to-date information on the DSA website and internal systems
  - Responding to communications from members, coaches, and Board members in a timely and professional manner
- Commissioners are expected to operate within Board-approved policies, budgets, and procedures. Any issues that cannot be resolved at the sport level must be escalated to the Board of Directors.
- Upon resignation or removal, Commissioners must promptly transfer all DSA-related materials, including financial records, account access, passwords, and organizational property, to the Board of Directors.





**SECTION III: NON-DUES INCOME**

**3.0 Non-Dues Income:**

All funds raised, collected, or generated under the name, tax identification number, or authority of Damascus Sports Association (DSA) are the sole property of the organization and must be used in furtherance of its nonprofit mission.

Funds may not be transferred to individuals or external organizations and must be deposited into and maintained within DSA-controlled accounts.

In the event that a team, program, or participant ceases involvement with DSA, all associated funds shall remain under the control of the organization. The Board of Directors will determine the appropriate reallocation of such funds in a manner consistent with DSA's mission.

The Treasurer and Financial Assistant shall maintain administrative control over all DSA financial accounts and may review, restrict, or reassign access as necessary to ensure proper financial management and compliance.

**3.1 Merchandise Sales:**

All merchandise sold under the name of Damascus Sports Association (DSA) must be included in an

approved budget and authorized by the Board of Directors.

No merchandise may be purchased on behalf of DSA without prior approval through the budget process. Unauthorized purchases will not be reimbursed.

Merchandise sales must be conducted for the benefit of DSA and in support of its programs and mission. Volunteers responsible for merchandise sales must maintain accurate records of inventory and sales. All funds collected must be handled in accordance with DSA financial policies and submitted for deposit within the required timeframe.

Merchandise is generally non-returnable and non-refundable. Exceptions may be considered at the discretion of the Commissioner and must be consistent with DSA policies.

**3.2 Concessions:**

Concession operations may be conducted at DSA-sponsored events to support the organization's programs and enhance the participant and spectator experience.

All concession activities must be included in an approved budget and authorized by the Board of Directors.



Concessions shall be managed by designated volunteers under the direction of the Commissioner of the Sport.

All purchases for concession operations must be approved through the budget process. Unauthorized purchases will not be reimbursed.

Accurate records of sales and inventory must be maintained. All funds collected must be handled in

accordance with DSA financial policies and submitted for deposit within the required timeframe.

Concession operations must comply with all applicable facility rules and agreements for the location in

which they operate.

Volunteers working in concession areas must follow safety guidelines and operate in an organized and responsible manner. Youth volunteers may assist when appropriately supervised.

### **3.3 Fundraising/donations (non-capital fundraisers (such as sport-related fundraisers)):**

All fundraising activities conducted under the name, logo, or tax identification number of Damascus Sports Association (DSA) must be approved in advance by the Board of Directors and included in an approved budget.

All funds raised are the property of DSA and must be used in support of its nonprofit mission. Funds must be deposited into a DSA-controlled account within the timeframe established by DSA financial policies.

Unauthorized fundraising is strictly prohibited. Teams, coaches, parents, or volunteers may not conduct or promote fundraising activities using the DSA name, logo, or branding without prior Board approval. This includes the use of personal payment platforms such as Venmo, PayPal, GoFundMe, or similar services.

Fundraising proceeds are non-refundable. In the event that a fundraiser is cancelled or unable to occur, funds will remain with DSA and will be reallocated by the Board of Directors in a manner consistent with the organization's mission.

Donations of goods, services, or monetary contributions must be coordinated through the Board of Directors. No individual or Commissioner may solicit donations on behalf of DSA without prior knowledge and approval of the Board.

All fundraising and donation activities must comply with applicable federal and state laws and regulations governing nonprofit organizations.

### **3.4 Sponsorships:**

Individuals and businesses may sponsor DSA programs and activities. All sponsorships must be approved by the Board of Directors.

In recognition of sponsorship support, DSA may acknowledge sponsors through signage, announcements, website listings, or other approved communication channels. Sponsorship recognition is intended to acknowledge support of the organization and must not be structured as commercial advertising.

All sponsorship materials and content must be appropriate and consistent with DSA's mission and values. Content that includes offensive language, political messaging, or other inappropriate material is not permitted and must be approved prior to use.

All sponsorship funds received under the name or tax identification number of DSA are considered contributions to the organization and are non-refundable unless otherwise specified in a Board-approved written agreement.

In the event that a team or program ceases operations, sponsorship funds will not be refunded. The Board of Directors will reallocate such funds to other programs or organizational needs in a manner consistent with the sponsor's original intent when possible.

Sponsors may receive acknowledgment of their contribution in writing in accordance with nonprofit guidelines.





**SECTION IV : EXPENSES**

**4.0 Expenses:**

**4.1 Donations Made to Other Organizations:**

DSA may provide financial support to organizations that align with its mission and support the development of youth athletics, including community and school-based programs.

All donations must be approved by the Board of Directors and included in an approved budget.

In evaluating potential contributions, the Board will consider the financial position of the Association, organizational priorities, and established community partnerships that support the Damascus High School feeder system.

All donations must comply with applicable nonprofit laws and regulations and be consistent with the mission and purpose of DSA.

**4.2 General Overhead Expenses:**

General overhead expenses include costs necessary for the operation of DSA, including but not limited to insurance, accounting services, administrative expenses, technology platforms, supplies, and organizational communications.

Reimbursement requests will only be considered if the expense:

- Was included in an approved budget or pre-approved by the Board of Directors
- Was incurred for official DSA business
- Is supported by itemized receipts or documentation

Reimbursement requests must be submitted within thirty (30) days of the expense. Requests submitted without proper documentation or outside of the approved budget will not be reimbursed.

No reimbursements will be made for personal expenses, gifts, or other non-program-related costs. Modest team-related expenses, such as end-of-season team events, may be reimbursed if included in an approved budget or pre-approved by the Board of Directors. All such expenses must be reasonable in nature, properly documented, and aligned with the mission and purpose of DSA.

All reimbursements must be approved by the Commissioner of the Sport and the Treasurer prior to payment.

Payment and Tax Compliance



All individuals receiving payment from DSA must provide a completed W-9 form prior to payment. DSA will issue a Form 1099 to individuals receiving payments in accordance with applicable federal and state requirements.

Payments will be made through approved DSA payment methods. Cash payments are discouraged and limited to small, approved reimbursements.

All financial records will be maintained in accordance with DSA record retention policies.

**4.3 Paid Positions:**

The Board of Directors may approve certain positions as paid roles when necessary to support the operations of the organization.

Compensation for any position must be approved in advance by the Board of Directors and must be reasonable and aligned with the responsibilities of the role.

Individuals in paid positions are expected to perform the duties assigned to their role in a timely and professional manner. Failure to fulfill assigned responsibilities may result in modification or termination of compensation at the discretion of the Board of Directors.

All payments must comply with DSA financial policies, including W-9 submission and applicable tax reporting requirements.

The Board of Directors reserves the right to review, modify, or discontinue any paid position at any time based on organizational needs, performance, or budget considerations.

**4.3.1 Financial Assistant:**

The responsibilities of the Financial Assistant are outlined in Section 1.9.1.1 (Accounting). The Financial Assistant is a paid position and is subject to the requirements of Section 4.3 regarding compensation, performance expectations, and Board oversight.

**4.3.2 DSA Administrator:**

The DSA Administrator is a paid position responsible for supporting the day-to-day administrative operations of the Association.

Responsibilities include:

- Managing registration system administration, including setup, updates, and troubleshooting
- Coordinating with Commissioners to ensure registration, schedules, and program information are accurate and up to date
- Supporting communication efforts, including distribution of organization-wide emails and updates
- Maintaining organizational records and assisting with documentation as needed
- Providing general administrative support to the Board of Directors

The Administrator is expected to perform these duties on an ongoing basis to support the operational needs of the organization.

The Communications/Webmaster role is a paid position responsible for managing DSA's communication platforms and public-facing information.

**4.3.3 Web Master / Social Media Coordinator:**

- Preparing and distributing the DSA weekly newsletter each Friday
- Maintaining and updating the DSA website with current information, including registration links, schedules, and announcements
- Posting approved content to official DSA communication channels, including social media and email platforms
- Coordinating with Commissioners and Board members to ensure timely and accurate communication of information

The weekly newsletter is a core responsibility of this role and is expected to be completed consistently.

**4.3.4 Accountant:**

The Accountant is a paid position or contracted service responsible for the preparation and filing of required federal, state, and applicable tax and regulatory documents on behalf of the Association. The Accountant works in coordination with the Treasurer and Financial Assistant to ensure accurate financial reporting and compliance with applicable laws and regulations.





## SECTION V : SPORTS

### 5.0 Sports:

DSA offers a variety of sports programs designed to support youth development, teamwork, and alignment with the Damascus High School feeder system.

Each sport program operates under the direction of a Commissioner of the Sport and must follow all DSA policies, procedures, and Board-approved guidelines.

Sport-specific rules, schedules, and operational procedures may vary by sport and league affiliation and will be communicated to participants by the Commissioner.

### 5.1 Eligibility:

Participants are eligible to participate in DSA programs upon meeting applicable membership, boundary, age, and sport-specific requirements, and upon completion of registration and payment of required fees.

Participation in Elite, Club, or Select teams may be open to individuals outside of DSA boundaries and is

subject to a tryout process.

Registration information may be collected prior to tryouts. Fees associated with Elite, Club, or Select teams will be refunded if the participant does not make the team, as communicated during registration.

### 5.2 Parent/Participant/Coaches Code of Conduct:

All participants, parents, coaches, volunteers, and members are expected to conduct themselves in a respectful and sportsmanlike manner at all DSA activities.

All individuals must comply with the DSA Code of Conduct and related policies outlined in Section 1 of this manual.

### 5.2.1 Coaching Philosophy and Expectations

DSA is committed to fostering a positive and development-focused environment for all participants. Coaches are expected to support the physical, emotional, and social development of each athlete.

Coaches should:

- Promote good sportsmanship, teamwork, and respect
- Encourage skill development and individual growth
- Set realistic and attainable goals for participants
- Model positive behavior and leadership
- Prioritize the well-being and development of participants over competition outcomes

Winning is valued, but it shall not take precedence over the development, safety, and overall experience of the participants.



**5.3 Commissioner of the Sport:**

Each sport shall be led by a Commissioner appointed by the Board of Directors. Responsibilities of the Commissioner are defined in Section 2.6 of this manual.

**5.4 Fields Use for Practices/Games:**

All fields used for DSA practices and games must be coordinated through the Administrator or Board as applicable.  
No field may be used for DSA activities unless appropriate insurance coverage is in place. Certificates of insurance will be provided upon request by field owners or governing entities.  
Use of private property for DSA activities requires prior Board approval. Requests must include the location, duration, and purpose of use. Upon approval, appropriate insurance documentation must be obtained.  
Participants, coaches, and volunteers are expected to maintain fields in a clean and respectful manner and comply with all facility rules.

**5.5 Awards, Trophies and Team Pictures:**

Commissioners shall include plans for awards, trophies, and team-related recognition in their submitted budgets.  
Commissioners may designate volunteers to assist with vendor coordination for team pictures or related activities.

**5.6 Volunteers of the Sport:**

DSA is a volunteer-driven organization. The success of each sport depends on the active participation and support of its members.  
Families are expected to contribute volunteer support to their respective sport as requested by the Commissioner. Volunteer opportunities will be communicated and organized to support program operations.  
Descriptions of common volunteer roles are outlined below. Additional sport-specific roles may be defined by each program.

**5.6.1 Assistant Commissioner:**

The Commissioner may designate assistant commissioners to support the administration of the sport. Responsibilities are assigned by the Commissioner.

**5.6.2 Division Director / League Coordinator:**



Division Directors or League Coordinators may be assigned to support specific divisions or leagues within a sport, as determined by the Commissioner.

### **5.6.3 Head Coach and Assistant Coach:**

The Head Coach is responsible for the management and activities of the team. Assistant Coaches support the Head Coach and operate under their direction. The number of assistant coaches may be limited by the Commissioner.

### **5.6.4 Team Mom / Dad:**

The Team Parent supports communication and coordination for the team, including:

- Assisting with communication of schedules and updates
- Supporting team organization and logistics
- Assisting with team-related activities as directed by the Coach or Commissioner

Team Parents are not authorized to collect or manage funds on behalf of DSA.

### **5.7 Policies by Sport (online):**

Additional sport-specific rules and policies may be established and will be made available through official DSA communication channels, including the DSA website.

The Association shall have the right to suspend or terminate the membership of any member who fails to pay the dues or who is found to be in violation of the bylaws or rules of the Association.

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**6.3 Other:**

DSA operates as a nonprofit organization and complies with applicable federal, state, and local laws and regulations, including those related to:

- Nonprofit and tax-exempt organizations
- Youth protection and safety (including the Safe Sport Act)
- Anti-discrimination and equal opportunity
- Financial reporting and recordkeeping

**6.2 Montgomery County Public Schools:**

DSA programs may operate on facilities or within systems governed by external organizations. When applicable, DSA will comply with the policies and requirements of those organizations, including:

- Montgomery County Public Schools (MCPS) policies related to facility use, safety, and conduct
- Applicable league or governing body rules for each sport

The following DSA policies and governing documents are incorporated by reference:

- DSA Bylaws
- DSA Social Media Policy
- DSA Code of Conduct (including Parent, Player, and Coach expectations)
- DSA Interacting with Children / Youth Protection Policy

**6.1 Damascus Sports Association:**

This section identifies internal and external policies that may apply to the operation of Damascus Sports Association (DSA). These documents and guidelines are referenced to support compliance and consistency but may be updated independently of this manual.

**6.0 Related Policies:**

**SECTION VI: RELATED POLICIES**

# SECTION VII: POLICY AND PROCEDURES APPROVALS

## 7.0 Approval and Adoption

This Policy and Procedures Manual has been reviewed and approved by the Damascus Sports Association Board of Directors.

The undersigned acknowledge adoption of this manual and agree to uphold its provisions.

DSA President

Barbara Edwards-Hardin

Date

*Barbara Edwards-Hardin*  
4/14/20

DSA Vice President

Travis Hartman

Date

*Travis Hartman*  
4/14/20

DSA Secretary

Janet Boccabello

Date

*Janet Boccabello*  
4/14/20

DSA Treasurer

Sarah O'Neil

Date

*Sarah O'Neil*  
4/14/20

