

## **Operational Guidelines - Football**

Included herein are the Operational Guidelines to be followed by Seckinger Athletic Association and all its relevant Officers and Boards. Any changes to these procedures require a majority vote of the SKGAA Board of Directors. If there is a conflict between these Guidelines and the SKGAA By-Laws, the SKGAA By-Laws shall prevail.

### **General Provisions**

a. Financial Accounts - Seckinger Athletic Association (SKGAA) will maintain the accounts below. The financial institution where all accounts reside shall be decided by a majority vote of the Board of Directors.

i. Executive Board Account: This account supports on-going Association operations. Deposits to this account shall consist of Association sponsorships, fundraising, fees assessed on the individual Sport Boards, Park Improvement assessments or other monies due the Association. The account may also be used as a pass-through to the Sports Board Accounts.

ii. Sport Board Accounts: These accounts are used and managed by each Sport Board. Deposits to these accounts shall consist of registration fees, spirit fees, team sponsorships, Sport Board sponsorships, team fundraisers, and Sport Board fundraisers.

**\*\*Spirit Fees, Team Sponsorships, and Team Fundraisers are monies earmarked for player development. These funds may reside in the Sport Board account but shall not be used for Sport Board expenses.**

Team monies shall be managed by the respective Team Parent according to the guidelines outlined in the Team Parent Handbook. If unused at the end of a season, Team funds may be absorbed into the Sport Operating funds, per the Sport Operating Guidelines.

b. The fiscal year begins January 1st and ends December 31st of each year.

c. Each sport shall establish and maintain its own financial accounts. Policies and procedures for utilization of the funds for that sport are subject to approval of the Executive Board.

d. The operating activities for each Sport Board should be addressed through their account. Upon conclusion of the season any excess funds, not earmarked for operating expenses, that remain in the Sport Board's account should be allocated to a "Park Improvement Fund" for each sport.

e. All Association financial reports are confidential documents to be distributed ONLY to members.

f. Any member may inspect all books and records of the Association at any reasonable time upon written demand, stating such purpose. Copies of such records shall be furnished upon the paying of the costs associated with compiling it.

### **Budget**

a. Each Sport Director along with their Treasurer is responsible for preparing a seasonal budget that is subject to the review and approval of the Sport Board and Executive Board prior to the opening of registration.

### **Reporting**

a. Each Sport Board Treasurer is responsible for preparing financial statements including Bank Reconciliation and a Budget vs. Actuals Comparison which shall be reviewed by the Sport Director and summarized for the Executive Board Audit Committee monthly and at the end of each season.

### **Check writing**

a. All Sport Board checks must bear the signature of the Sport Treasurer or the Sport Board Director.

b. The Association shall not issue checks made payable to CASH.

c. Check/Money Orders should be made payable to Seckinger Athletic Association (SKGAA).

d. Any check from a Member, which is returned to the Association due to insufficient funds, shall not be resubmitted for deposit. Upon notification by the Treasurer, the individual must redeem the value of the check, plus any applicable

bank service charges within 5 days of notification by the Association, in cash or money order to the Treasurer.

### **Receipt of Funds**

- a. It is the responsibility of the Sport / Executive Treasurer to maintain sound financial records properly documenting all income.
- b. Registration Income - The Association's registration system shall be the system of record for reconciling registration income. All fees collected are to be documented within this system. The Sport / Executive Board Treasurer shall reconcile all registration income and provide an accounting of those fees to the Sport Director / President and the Executive Board.
- c. Other Income- Income, other than Registration Income, shall be documented via the SKGAA Funds Verification Form. This form shall be properly completed to reflect: the receiving account; the source of the funds; the amount received; and the payment method. The Sport / Executive Board Treasurer is responsible for maintaining documentation of all receipts.
- d. Income Transferred between Boards - All income transferred between Boards shall be electronically. Use of a Funds Verification form shall be used to document this income.
- e. The Sport / Executive Board Treasurer must deposit all funds within two (2) business days of receiving them in accordance with the Association's Bonding Insurance coverage.
- f. The total amount deposited must be the total amounts shown on all the receipts.

### **Disbursement of Funds**

- a. It is the responsibility of the Sport / Executive Treasurer to maintain sound financial records properly documenting all expenses.
- b. The Sports / Executive Board Treasurer shall write checks only on presentation of a completed Check Request Form. This form shall be properly completed to reflect: the paying account; the payee, a description of the expense; the amount

requested; and the check number. The Sports / Executive Board Treasurer is responsible for maintaining one copy of this form to document all expenses.

c. All payment requests must include proper documentation. Acceptable forms of documentation include original receipts; invoices; contracts.

d. Submitted receipts should include only SKGAA expenses.

e. Handwritten documentation is unacceptable.

## **Withdrawals**

a. Petty Cash Loans may not exceed \$750.

b. The Sport Treasurer or Director of Concessions must complete a SKGAA Check Request Form: Payment Request indicating that the money is for a Petty Cash Loan.

c. Petty Cash loans can be taken from the Sport Account for the purpose of Registration, Gate fees, Tournament Gate Fees, and Concessions change.

d. If the Petty Cash Loan is for on-going events, such as Gate change or concessions start-up change, the loan money must be deposited back into that specific account within two weeks from closing day.

e. Cash withdrawals are to be verified by an independent party, e.g., cash withdrawn for gate fees should be counted by the opening gate volunteers.

## **Record Keeping**

a. Sport Board / Executive Board Treasurers are responsible for maintaining documentation of all financial transactions. All electronic documentation shall be backed-up at least monthly and paper documentation shall be kept in a secure location at all times.

b. Records should be kept for a minimum of 4 years from when the transaction occurred.

c. Immediately upon completing their term, or upon resignation, all records must be turned over to the successive Treasurer, or to the relevant Sport Director / President.

## **Concussion and Head Injury**

### **Concussion Information and Education**

With the passage of HB 284 - Return to Play Act by the Georgia Legislature in 2013, new requirements to educate coaches, youth athletes, and their parents on the dangers of concussions in competitive youth athletic activities became effective for all competitive sports in January 2014. The Georgia Department of Public Health is referring everyone to the “Heads Up - Concussion in Youth Sports” program offered by the Center for Disease Control (CDC). SKGAA will use this education program for all competitive sports offered BY SKGAA.

A link to the program on the CDC website can be found here:  
[www.cdc.gov/headsup/index.html](http://www.cdc.gov/headsup/index.html).

### **Definition**

A concussion is a type of brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

#### Symptoms Reported by Athlete

#### Signs Observed by Others

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise

- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion
- Cannot recall events after the hit

## **Purpose**

The following guidelines and procedures are being implemented by SKGAA with the intent to reduce the potentially serious health risks associated with competitive sports related concussions and head injuries.

### Guidelines

SKGAA will educate coaches, referees, site supervisors, parents, and participants of the signs, symptoms, or behaviors consistent with sports induced concussions.

## **Distribution Procedure**

- A. Parents, coaches, assistant coaches, and site supervisors associated with competitive sport activities should become familiar with and have access to a copy of SKGAAs Concussion and Head Injury Guidelines
- B. Parents, coaches and assistant coaches are strongly encouraged to view the “Heads Up: Concussion in Youth Sports” online course from the Center for Disease Control (CDC). This online course can be found at [www.cdc.gov/headsup/index.html](http://www.cdc.gov/headsup/index.html)
- C. Staff and site supervisors will take the “Heads Up: Concussion in Youth Sports” online course.
- D. SKGAA will provide concussion educational information to all coaches and officials.
- E. SKGAA will provide concussion educational information to all youth athletes and their parents/legal guardians. The parent/legal guardian must sign an acknowledgment of receipt.

## **Suspected Concussion Procedures for GPR Provided Programs**

A. Any participant exhibiting the signs, symptoms, or behaviors associated with a concussion or head injury must be immediately removed from the activity.

Remember: When In Doubt, Sit Them Out!

B. The injured participant's parent or guardian should be immediately notified of the suspected concussion or head injury so they can be taken and evaluated by an appropriate healthcare professional.

C. An Accident or Injury Report Form must be submitted to GPR within 24 hours or on the next business day following the incident.

## **Hot Weather Guidelines**

The following guidelines as outlined by the Georgia High School Association are recommended for coaches and staff. In responding to each situation that arises, coaches, and staff should use their best judgment. Approximately 30 minutes prior to the start of activity, the temperature and heat index reading should be taken of the location by using the website [weather.com](http://weather.com) or other comparable source.

- If the heat index is under 82 degrees:

Normal Activities. Provide at least three separate rest breaks each hour with a minimum duration of three minutes each during the workout.

- If the heat index is 82 to 86.9 degrees:

Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of four minutes each.

- If the heat index is 87 to 89.9 degrees:

Maximum practice time is two hours.

Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities.

All Sports: Provide at least four separate rest breaks each hour with a minimum duration of four minutes each.

- If the heat index is above 90 to 92 degrees:

Maximum practice time is one hour.

Football: no protective equipment may be worn during practice, and there may be no conditioning activities.

All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

- If the heat index is above 90 to 92 degrees:

No outdoor workouts. Delay practice until a cooler temperature is reached.

## **Cold Weather Guidelines**

The following guidelines can be used in planning activity depending on the windchill temperature. Conditions should be constantly re-evaluated for change in risk, including the presence of precipitation.

- 30 degrees Fahrenheit and below:

Be aware of the potential for cold injury and notify appropriate personnel of the potential.

- 25 degrees Fahrenheit and below:

Provide additional protective clothing; cover as much exposed skin as practical; provide opportunities and facilities for re-warming.

- 15 degrees Fahrenheit and below:

Consider modifying activity to limit exposure or to allow more frequent chances to re-warm.

- 0 degrees Fahrenheit and below:
- Consider terminating or rescheduling activity.

## **Inclement Weather Guidelines**

### **1. Lightning and Thunder:**

- **Immediate Suspension:**
  - Practice must be suspended immediately if lightning is detected or thunder is heard.
  - Participants must move to a designated safe location, such as a substantial building with plumbing and wiring or vehicle.
  - Once suspended, play cannot resume for at least 30 minutes after the last lightning or thunder.
- **Resetting the Clock:**
  - If lightning or thunder occurs again during the 30-minute delay, the clock restarts, and another 30-minute period begins.

### **2. Using Lightning Detectors:**

- **Optional Use:**
  - While not mandatory, lightning detectors can be used to assist in decision-making, and if a strike is noted within 10 miles of the event location, play may be suspended.
- **Hearing/Seeing Takes Priority:**
  - The 30-minute rule based on hearing thunder or seeing lightning should always take precedence over information from a lightning detector, even if it indicates no immediate threat.

### **Play Time:**

- **Specific minimum play rules apply:**
  1. 6 & 7 year old Division through 12 year old division:
    - a. 20 participants or less – twelve (12) plays minimum.
    - b. 21 - 25 participants - ten (10) plays minimum.
    - c. 26 and up - eight (8) plays minimum.
    - d. (A dead ball foul does not constitute a play.)

2. 11 Years through 12 year old
  - a. 20 participants or less – twelve (12) plays minimum.
  - b. 21 - 25 participants - ten (10) plays minimum.
  - c. 26 -35- eight (8) plays minimum.
  - d. 36-43 participants-six plays minimum
  - e. (A dead ball foul does not constitute a play.)
3. 8th Grade Division:
  - a. Each participant is required to play a minimum of two (2) plays each game.
4. The minimum play rule does NOT APPLY to participants who miss 2 out of the 3 days of practice during the week.