

2015

CGAA Administration Handbook



Daniel Harrison, Presiding Officer
Cottage Grove Athletic Association
2/8/2015

TABLE OF CONTENTS

Date of Publishing- 8/15//2015

Introduction	2
Board Members Duties	3
Board Meeting Schedule & Attendance Policy	6
Board Member Removal Guidelines	6
Grievance / Conflict Resolution	7
Election Procedure	8
CGAA Affiliation Agreement	9
CGAA Meeting Minutes Requirements	11
Contractual Agreements / Vendor Selection	12
Try-out Procedures	13
Coaches Interviews / Coach Selection	14
Facility Use / Tournaments	15
Charitable Gambling / Fundraising	16
CGAA Sports Calendar	17
CGAA No Pay No Play Policy	18
Emergency Plan Procedures	19
Code of Conduct for Coaches, Players, Spectators	21

THE CGAA RULES HANDBOOK

The CGAA Main Board has the obligation of maintaining the best interests of CGAA Inc. If divisions are failing to act in the best interests of the CGAA, any action necessary may be taken to protect the corporation. CGAA follows Roberts Rules of Order when proper action is not stated or action otherwise prescribed. The intention of that the CGAA Main Board is not to step in and micromanage each division, but simply to act as an impartial governing body in the case a situation arises where conflict divides a Divisional Board. While every board member has the best intentions in mind when they first take on their responsibilities on their respective board, different situations or scenarios may arise where conflict exists and the harmony is disrupted. If these situations arise, the CGAA Main Board may decide to step in and override divisional decisions, limit board responsibilities, remove specific board members in question, or the entire divisional board.

CGAA fosters a positive, stress-free, peaceful environment for the members, coaches, and parents that donate their time to benefit the youth we serve. If negative events do take place the first question everyone should ask is simply "Are decisions being made regarding CGAA related activities in the best interests of our youth and do the problems that exist interfere with our youth participating in their respective sport(s)?" Hopefully calmer heads will prevail and personal opinions or disagreements are set aside and everyone acts in the best interests of the children.

The governing structure of CGAA Inc. is such that the main board oversees all decisions made by the divisional directors. The main board of CGAA is a diverse group with a low likelihood to be biased in decisions and therefore best serves to oversee tenuous decisions. It is the job of CGAA to guide divisions in effective leadership, avoiding personal interests and politically motivated decisions. It is the intent of CGAA to allow divisions flexibility in administering its programs in the best interest of its youth participants. It is unlikely that all decisions will be unanimous and "best" may be disputed. In decisions where best is disputed majority should rule. If no majority can be established the CGAA board will decide on the means of resolving the deadlock.

The purpose of the divisional elections of administrators is to allow the entire membership of that sport to guide policies by electing those who they feel administer programs effectively. Divisional directors have a fiduciary duty to CGAA and are required to act in accordance with our bylaws, any affiliation agreement in place, and in the spirit of youth athletics. In the event that divisional directors or presidents are acting in a manner that is inappropriate or inconsistent with this spirit, CGAA may intercede when and where appropriate to prevent the disruption of our athletic programs or charitable gaming activities. Any and all impeachment or removal of divisional directors requires the approval of CGAA Inc. Roberts Rules of Order shall have precedence over all issues unless otherwise described.

BOARD MEMBER/OFFICER DUTIES

The CGAA main board is charged with the duties to promote the intended function of CGAA. The function is simply the stated purpose of CGAA in the Articles of Incorporation. The CGAA Main Board and Divisional Boards shall be very similar in setup. The Main Board and Divisional Boards shall consist of a President, Vice President, Secretary, Treasurer and each Divisional President. Each Board has the right to add additional positions or board members at large for which special assignments are created and assigned. Each division will support the objectives of CGAA recognizing all funds, equipment, membership lists and any other assets are the property of CGAA incorporated. Each division has the ability to maintain its own group of divisional board members for the purpose of administering the necessities of the sport.

PRESIDENT

Each division shall have a president who is not only the respective divisional leader, but also a member of the CGAA Main Board. The role of the President is to understand the organizational articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan. As the board ambassador, the president acts as a spokesperson for the overall goals and objectives of the division and leads the board towards reaching all set objectives. They advocate for the cause of the organization and sets high standards for board conduct and intervenes if conflicts of interest or divisional issues arise. The President recruits new board members whose vision aligns with the division. The President appoints committee chairs and serves ex officio on committees. The President is in charge of the board member evaluations, succession planning, and plays a crucial role in new board member orientation. They also create opportunities for continuing education for board members. The President sets meeting agendas which are focused on key strategic issues and provides guidance for all to follow.

VICE PRESIDENT

Each division should have a Vice President or titled position on their board that would immediately succeed the president in the event of his/her resignation or removal from the board. The Vice President presides in the absence of the president taking on all responsibilities listed under the title of President, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the President.

SECRETARY

Each Division will have a Secretary that records the events of its monthly divisional meetings in the form of minutes. Please see “Meeting Minutes Requirements” for additional details. The Secretary maintains a register of members and directors, records the minutes of meetings, posts minutes on the divisional website, and is responsible for sending out notice of upcoming meetings.

TREASURER

The main board and each division will have an assigned treasurer who will handle all day to day financial obligations of the organization/division. The main board treasurer and each divisional treasurer will prepare an annual budget with assistance from their board based on CGAA’s fiscal year of October 1st through September 30th. A divisional budget of all income and expenses should be prepared with the assistance of the CGAA Main Board Treasurer. Budgeted expenses need not be voted on once the budget is accepted. Any expenses exceeding \$500 that are not included in the budget require divisional board approval and should be presented to the CGAA Main Board Treasurer.

CGAA division treasurers will use the below CGAA Request for Payment form for payment processing. Deposit forms are used for any type of payment received outside of the online method or for various fundraising efforts. Deposit forms must also be submitted with the deposit slip. These forms are also available on the CGAA Main Board website or from the CGAA Bookkeeper and will be updated by the main board from time to time with input from the CGAA Main Board Treasurer, the CGAA Bookkeeper and Divisional input. All transactions shall be signed by the main board treasurer or officer of the main board as a system of checks and balances.

All requests for reimbursement must be accompanied by a receipt. Any use of divisional Credit/ Debit cards must be reported to the CGAA bookkeeper and supporting documents must be submitted promptly. Divisional credit/debit cards must have a limit of \$500 per day. Credit/ debit cards should be in the possession of the CGAA and kept in our safe on our business premises. The credit/debit cards should be checked out through the CGAA bookkeeper and returned following approved use. The person who checks out the card is responsible for prudent approved use of the card and for providing all documentation substantiating the purchases.

CGAA divisions will cooperate in adhering to policies that facilitate our annual required audit. Divisions will keep accurate records and cooperate in a timely manner in providing any documentation required for the continuation of satisfactory audit opinions.

Treasurers will also be required to attend a Treasurers meeting which is always scheduled at 6 pm on the 2nd Sunday of each month. This meeting is scheduled for every other month. The CGAA Main Board Treasurer will send out reminder emails about upcoming meetings.



AT LARGE BOARD MEMBERS

Each Division shall have the right to appoint board members who do not hold a specific title on the board. A member at large, like any other board member, has a responsibility to act with care and loyalty to the corporation. Members at large are to be utilized to serve on committees and undertake special projects.

DIVISIONAL RULES

Each Division should maintain a list of playing rules for the administration of its sport. These rules should consist of best practices as well as necessary rules for the participation in, and safety of the sport. Divisions may be subject to State and National sanctioning body rules, these should be noted in the divisional rules handbook. Rules changes should be reviewed annually prior to the annual general membership meeting and presented to the membership for ratification. An accurate copy of these rules should be maintained on the division's website. The rules published on the division website will be considered the accurate version of the current rules as it is the one its membership has most access and reason to believe are accurate.

HELPFUL ADVICE

Leadership training and team building activities are encouraged and increase your effectiveness and productivity. Do your best to avoid decisions that are divisive; there are times there is no way around a 5 to 4 decision, however many times a third option may result in a more positive outcome. Regardless of the individual's opinion once the board has voted the decision is supported by all. Gossip and subterfuge are poisonous and creates a toxic culture. Recruit members with alternative perspectives to help out on the board; multiple views result in superior decisions. Decentralize power; respect fellow member's duties and empower them to be leaders. Be wary of knowing everything or accruing too much power; while you may be benevolent, when you leave the void left creates future problems.

MOTIONS

Motions should be discussed in detail and it is the duty of each member to gain consensus as a Board. If motions are passed but with objections, the decision to pass the motion is now considered unanimous in the support that each board member provides the nature of the business.

MAIN BOARD OFFICER REMOVAL

The President, Vice President, Secretary and Treasurer of the main board comprise the Officers of the main board. In the event one of these positions is derelict in his/her fiduciary duties to CGAA Inc., the main board members can make a motion for their removal. If this motion is seconded, a vote may take place to take action on this removal. If the vote affirms the need for action to remove an officer, an ad hoc committee will be formed of three members of each division of CGAA and the remaining officers. The committee will review the validity of the action and take a vote. A two thirds majority is required for the removal of the officer. The President or Interim President shall appoint a member to fill the position vacated by the removal and this appointment shall be confirmed by the Main Board at the following monthly meeting.

BOARD MEMBER REMOVAL

At the divisional level every effort should be made for elected positions to complete their terms. In the event of a gross dereliction of duty, the removal of a board member can be considered as a last resort. CGAA policy for board removal is as follows:

There must be a motion at the divisional level for the removal of the board member listing the actions that predicate this initiation of action to remove. If the motion is seconded then the board should vote whether the removal action should move forward. If the vote passes, the action should be recommended to the CGAA main board for consideration. The main board will hear the recommendation at its monthly meeting and will vote to affirm or deny the recommendation of the divisional board. If denied, the issue is dead. If the main board votes and agrees with the recommendation of the division, the issue will be returned to the division to hold a special general membership meeting in which a vote shall take place to determine the outcome. A 2/3 majority of those present at the general membership meeting is required for the removal of the board member in question.

The CGAA Main Board does maintain the right to remove divisional board members for the dereliction of duties or for conduct detrimental to CGAA's intended purpose. This is considered an extreme action and will be avoided whenever possible. Main Board meeting attendance is imperative and will result in action being taken to remove those who fail the attendance policy.

BOARD MEETING SCHEDULE & ATTENDANCE POLICY

Each Divisional Board shall conduct monthly meetings unless otherwise noted due to scheduling conflicts or no business to conduct. All meetings are to be held preferably at the Youth Service Bureau or current residing home of the CGAA. These meetings are designed for board members to meet and discuss any pending projects or issues outstanding and handle monthly divisional obligations. It is the duty of the President to attend all meetings and facilitate the group. In the event the President cannot attend, the Vice President shall assume responsibilities and lead the meeting.

While we understand that being a member of the Main Board or any Divisional Board is a volunteer position, you have chosen to take on additional responsibilities and are responsible for attending 85% of the regularly scheduled meetings. Failure to meet this guideline does not constitute for immediate dismissal but could allow for the Divisional Board to take such action if the attendance issues are getting in the way of the conducting of routine divisional business.

GRIEVANCE PROCEDURE

GENERAL

From time to time difficulties arise that require a decision to be made that is contentious. It is the goal of CGAA to follow a prescribed process to be fair and non-political in its issue resolution process. All divisions should follow the policy and whenever possible, utilize the CGAA Issue Resolution Form. The divisional leadership shall be the appropriate venue for the hearing of the grievance. In the event that the party is unsatisfied with the decision of the divisional board, they may file for an appeal hearing by the main board at its monthly meeting. The main board will decide if there is sufficient evidence of an inappropriate ruling by the divisional board.

There must be reasonable evidence of malicious intent or egregious error in the divisional board's decision for any further action to take place. In the event further action is required, the CGAA main board will conduct whatever investigation required and make a final decision. It is the intent of CGAA that issues are resolved at the sport level and are non-politically motivated. Below is the link to the Main Board website where the CGAA Issue Resolution Form is located.

<http://www.cgaa.org/page/show/1209414-cgaa-issue-resolution-guidelines-and-form>

ELECTIONS

CGAA is an organization that relies on volunteers to operate its administrative functions. Divisions may choose to provide nominal compensation as an incentive to gain volunteers. This amount should not exceed the fees to play the sports within CGAA. All those receiving compensation over \$600 will receive a 1099 form and report to the IRS.

In order to be considered to be on a ballot for election to any position in CGAA or to receive an appointment to a position on a board, you must agree to the terms of our CGAA affiliate agreement. Refusal to do so will preclude you from participation in these roles.

Anyone wishing to be on the ballot shall submit their application a minimum of 7 days prior to the annual meeting, or special meeting at which the election shall take place. Signing of the affiliate agreement will take place no later than the night of the election prior to balloting. The affiliate Agreement will be read prior to voting. Volunteers from the floor may be considered for any position that has no nominees at the time of the meeting. All board members will be required to pass an independent third party background check to accept their elected position.

Candidates will have 10 minutes to describe their qualifications for the position they desire. Any questions for the candidates must be submitted to the presiding official prior to the election and will be read by the presiding officer. The presiding officer will be the president when not on the ballot, when the president is on the ballot, the vice-president will assume this role. Two persons will count the ballots verifying the count. Personal attacks will not be tolerated. Any person doing so will be immediately removed from the proceedings.

Paper ballots should be used for all elections with multiple candidates. All voting members are eligible to cast one vote. To be eligible, you must currently be a member of CGAA in good standing. Proxy voting is not allowed.

CGAA AFFILIATION AGREEMENT

This agreement (two pages) is made and entered into this _____ day of _____ 20____, by and between Cottage Grove Athletic Association a Minnesota non-profit 501c(3) corporation, referred to hereinafter as CGAA and: _____ (divisional board member), referred to as board member..

Structure

CGAA's structure is that of a single non-profit corporation with divisions created to best serve sports with leaders specializing in the oversight of their sports. All funds received by CGAA through registrations, fundraising, charitable gambling or any other means are property of CGAA Inc. Assets such as equipment, membership lists, facilities, websites and their domains are the property of CGAA Inc. At such time as Board members service to CGAA Inc. is completed any use of CGAA Inc. assets will cease and access to such assets will be terminated. Action detrimental to CGAA Inc. will be pursued to the fullest extent of the law. Each division may have rules for the administration of its sport, however they are secondary to CGAA bylaws and rules.

Back Ground Check and Criminal History

As a member of CGAA's leadership team CGAA board members will submit to a criminal background check performed by the vendor of CGAA's choosing and at CGAA's expense. Board members additionally certify that they have never been convicted of any felony. Additionally Board members certify that they have never been convicted of a misdemeanor involving domestic violence, child abuse or child endangerment.

Board Member Conduct

All members of CGAA's leadership team agree to behave in a manner consistent with the purpose of CGAA; this is to provide a safe, positive environment for the youth of Cottage Grove to learn and grow through involvement in athletics. Board members agree that their role is to advocate for all children participating in CGAA and not to advocate solely for their child or their friends children. Board members agree to attend all scheduled meetings for their division. Board members agree to support the consensus opinion of the board. All board members have a fiduciary duty to CGAA Inc. Board members agree to abide by the policies adopted by CGAA in regards to Conflict of Interest, whistle blower, as well as the rules of CGAA and its bylaws. Board Members agree to follow financial guidelines in use of forms for deposits and check requests; all audit compliance guidelines as well as being good stewards for all CGAA resources. Board members agree

to cooperate with other divisions of CGAA and never to engage in behavior detrimental to other divisions. Board members agree not to become in any activities that are libelous or slanderous. Board members agree to avoid commenting on issues or representing their opinion as that of CGAA in any form of social or other media unless it is the official position of CGAA and has been agreed upon by a voting majority.

CGAA Responsibilities

CGAA will maintain directors insurance to protect all members of its divisional leadership team from liability resulting in the performance of their official CGAA duties. CGAA will support its elected board members to the fullest extent under the terms of their positions.

Thank You

We do thank you for your willingness to participate in the administration of youth sports. It can be a thankless job; however it can also be extremely enjoyable and fulfilling. Board members are volunteers and for that we are grateful; for the time and resources you invest in our cause. We take pride in what we do and expect each member to do their best.

_____	_____	
CGAA President	Date	
_____	_____	_____
Divisional President	Date	Sport
_____	_____	_____
Divisional Board Member	Date	Sport

CGAA MEETING MINUTE

REQUIREMENTS FOR ALL DIVISIONS

Proper documentation of meeting minutes is a CGAA requirement for all Division Boards. This is also an IRS requirement for all non-profit organizations. Guidelines have been established to ensure the correct information is being captured and recorded from the meetings where important decisions are being made that will impact how our CGAA Divisions operate. Below is a list of requirements that must be included for all meeting minutes.

Must have items:

- Date of the meeting.
- Start time and end time as announced by the meeting leader.
- Create categories for “Present”, “Absent”, “Guests”, which must list first and last names. This is how you monitor attendance for all board members in case any issues arise where attendance becomes a problem.
- All meeting minutes must have some type of recap from the President and Treasurer. Understanding the direction of the program and the financials on a monthly basis will help ensure we are staying on track with initiatives and being fiscally responsible with public money.
- Recaps from positions on the board should also be included such as President, Vice President, Treasurer, Secretary or any other titled position. If there is nothing to report for any titled positions on the board, then report “Nothing new to report”. If those positions don’t exist on your board, they can be omitted.
- New business and old business items must be addressed and continued on in the minutes until completion if they are listed at any point in time. A good practice here is to create a “To Do” list and then continue to roll forward marking items as completed or removed from the list if deemed they are no longer an action item. If an action item is removed please make note and then it can be dropped from the “To Do” list moving forward. This will help allow for new members to quickly get caught up to speed on what the Division has and will be working on.
- All motions made during the meetings are required to be included in the minutes. The individual’s name making the motion shall be recorded followed up by the individual who seconds the motion. Then notate if all members approve, reject or if any abstain.
- **MEETING MINUTES MUST BE PUT OUT ON THE WEBSITE FOR EACH RESPECTIVE DIVISION OF CGAA AS AN AUDIT REQUIREMENT.**
-

CONTRACTUAL AGREEMENTS

Any contracts for services or employees must be presented to the main board for approval and are only valid when signed by the President (CEO) of CGAA Inc. Requests should be approved if evidence of the division's ability to fund the contracts is provided and verifiable and the purpose of the contract is consistent with both the divisional sport and CGAA's purpose. Signing an agreement with a contractor/vendor without CGAA approval can result in a full Divisional Board review conducted by the CGAA Main Board to determine the appropriate course of action. No contractor/vendor shall be paid by CGAA Inc. until the approval process is completed.

VENDOR SELECTION

CGAA Divisions enter into agreements with vendors for the purchase of equipment, apparel and services. The intent is to receive the best service and value for the members of CGAA Inc. Value does not necessarily mandate the lowest price, but rather a combination of price, service and selection. Stewardship of CGAA resources is part of your responsibility as a board member.

CGAA Divisions should maintain a watchful eye on the value they receive from their vendors and any quotes obtained match up within a reasonable amount with the actual invoice amount. Annually the following parties can request that the Division seek competitive bids for products and services: the Divisional Boards by majority vote; any active divisional member in good standing, or the CGAA Main Board may request that bids may be taken for products and services. Requests for bids from the general membership need not be honored more than every three years.

These bids should be sealed bids and all information should be kept confidential until the selection process is completed. Bids should be in sealed envelopes and delivered to CGAA's corporate office to one of its employees. All bids should be opened at the division's monthly meeting in an open forum session.

Selection of vendors by the divisional board should be by majority vote and must be in compliance with CGAA's conflict of interest policy. The decision is that of the elected members of the divisional board with voting privileges.

TRYOUT PROCEDURES

Tryouts are a difficult process and many disputes and complaints have arisen from them. The single best thing we can do as an organization to alleviate these issues is to communicate the process and the desired outcome. Numerous iterations of tryout processes have been tried, all with the same result; those who are disappointed in the results object to the process and look for discrepancies to complain about. It is recommended that efforts should be made to have impartial judges for tryouts and to avoid situations where apparent biases may exist. Currently CGAA has no mandate for a specific tryout procedure outside of the following paragraph. Currently the only mandate that CGAA has for a specific tryout procedure is the tryout(s) should adequately test or reflect the skills or abilities needed to perform at the appropriate level of play for which the tryout is being held and the evaluation of these skills is not biased in any way possible.

The best solution for CGAA is for each division to publish the criteria for tryouts 30 days prior to the actual tryout date(s). A tryout procedure discussion should take place 60 days prior to tryouts where input can be received. It is recommended that the Park High School coach of the associated sport be involved in reviewing the process prior to adoption. The divisional board shall approve the process by a majority and publish it. The procedures should be followed implicitly at tryouts. A copy of the procedures will be made available on the division's website.

Scores should be tabulated and recorded by more than one independent official and no one who has a player or relative that is trying out at that level. This is simply a matter of perception. Results should be audited by the board as a whole, keeping these results confidential.

As a note, it is repeatedly affirmed by high school and college coaches that the level a child plays youth sports at is not considered in their playing time at higher levels. Independent evaluators seem to frequently get it right; although parents and even coaches disagree at times they are usually wrong.

COACH SELECTIONS

Coach selection should be carried out in a professional manner and by an appropriate committee. Interview committees should consist of an odd number of members to eliminate the potential of a tie. All members of the interview committee should be in attendance for all interviews. It is recommended that the Park High School Coach of the sport be on the interview committee and have a strong say in the selection. Members on the interview committee should not be candidates for any head coaching position. Criteria for coaches' selection may vary, however application deadlines and decision deadlines should be in place and adhered to.

The committee will make the decision on the coaches and present the coach selections to the board. Coaches who were not selected should be contacted prior to the release of the names of the selected coaches. All candidates should be notified via phone and email. Sending of an email and leaving a message a minimum of 24 hours prior to announcement is sufficient. In the event of a parent coach being selected, the coach's child must qualify for the team he has been selected to coach.

HISTORY NOTES

Many times over the years the high school coaches have been asked to be involved in selections. Past boards have worked this way until they have disagreed with the coach, then they changed the process to have their way. This is bad.

Interview committee members have not chosen to attend all interviews as they knew who they were choosing, or couldn't attend. This gives the perception of pre-selection and that interviews are a waste of time or biased. All interview committee members should be present for all interviews for positions with multiple applicants.

Board members have to remember that coach selection should not be a political process. It is strongly recommended that the interview committee should not contain persons who have a child at the levels being interviewed.

Persons with vendettas or personal grievances with some applicants should not be on interview committees.

FACILITY USE / TOURNAMENTS

FACILITY USE

Competition for practice and game facilities is a never ending reality of youth athletics. We seek to maximize the benefit of the largest majority of our members. The expectation is that all divisions will cooperate in an effort to share space in as efficient of a manner as possible.

If conflicts arise that cannot be resolved regarding facility use, the matter shall be taken to the CGAA Main Board for resolution. It is **STRONGLY** recommended this is resolved at the divisional level.

TOURNAMENTS

Some sports run tournaments as a fundraiser for their division. As tournaments are annual and tend to become more successful the more regularly they are held, existing tournaments and length of time held are critical elements to the continuation of these tournaments.

It is the responsibility of each division to ensure they are not scheduling tournaments that overlap or interfere with other divisional tournaments. If a division organizes and runs a tournament the same time of the year, each year, and that tournament is longer running, they will have priority over running their tournament again at that time, if they are in their primary season. Tournaments that overlap or are ran during the same time period for different Divisions can have a negative impact on the players and parents involved in multiple sports.

Since parent / player participation is required to facilitate and run these tournaments, it's extremely important to make sure that we are not overwhelming our CGAA Members with not being responsible about how CGAA events are planned.

CHARITABLE GAMBLING & FUNDRAISING

CGAA is licensed by the State of Minnesota to operate charitable gaming operations for our lawful purpose. All donations and gambling activities must be coordinated with and approved by CGAA Inc. We are legally bound to report unlawful gambling taking place.

Fundraising / Raffles:

All Fundraising activities will be coordinated with the CGAA gambling manager and be approved as legal by that person. Individuals must have the approval of both their Divisional Board and the Main Board to fundraise and seek donations on behalf of CGAA. First step in the approval process is to obtain approval from the respective divisional board. Then once approved, submit the online form available on the CGAA Main Board website under Charitable Gambling requesting to hold a fundraiser / raffle. The CGAA President shall approve of the requested event in collaboration with the CGAA Gambling Manager.

Caution should be used so that funds raised could not be used in a manner that would be considered income to a private party or not used in the manner as they were advertised for. All funds raised must be deposited with CGAA and then the division may apply them to any lawful purpose it designates. Funds raised CANNOT be for the benefit of any one individual based on their selling performance but rather must be for the benefit of CGAA. The division does have the right to apply funds as it sees fit in any legal manner.

CGAA currently does raffles for fundraising which are in line with its charitable gaming license. All raffles must be approved and administered by the CGAA Gambling Manager. Raffles can be profitable, but they can also lose money. Each division is entitled to one raffle per calendar year. Additional raffles can be requested and allowed by a majority vote of CGAA. Divisions may trade or grant their rights to another division for fee or gratis. Efforts to communicate the intentions of holding a raffle should be made by all divisions to avoid diluting the efforts of all.

CGAA SPORTS CALENDAR & EVENT SCHEDULING GUIDELINES

This calendar was designed to help identify when each Division is technically considered “in-season”. By identifying the primary season for each Division, parents can make informed decisions on which sport is considered “primary” when there are determining which practice, game or tryout their child should be focused on. It’s imperative for each Division to understand when their season is considered primary.

Baseball

- Primary Season – September 15th – March 15th
- Spring Season (Secondary) – March 15th – May 1st
- Fall Season (Secondary) – Aug 15th – Sept 15th

Basketball

- Primary Season - Oct.15th – March 15th.
- Spring Basketball – March 15th-May 15th – Secondary season.
- Fall Ball – 3 on 3 – August 1st – Oct. 15th. – Secondary season.

Football

- Primary season – July 21st-Oct. 15th
- Spring Football – April 15th – July 15th – Secondary season.

Hockey

- Primary season – Oct. 15th – March 15th
- Secondary season - TBD

Soccer

- Primary Season –
- Secondary Season –
- Winter Season -

Softball

- Spring Softball – April 1st – August 15th – Primary season
- Fall Softball – Sept 1st – Oct. 15th – Secondary season
- Winter Softball / Training – Jan 1st – March 30th – Secondary season

Volleyball

CGAA OUTSTANDING BALANCE POLICY - “NO PAY NO PLAY”

CGAA makes every effort to accommodate families with special and difficult circumstances. In some cases payment plans are available. It is unacceptable for the continual neglect of balances due CGAA or any Division of CGAA, as they are detrimental to other member's enjoyment of the sport(s) by increasing their fees.

In order to address the issue of collecting on delinquent accounts and outstanding fees, CGAA is adopting the following policies as a collective group of sports. Issues arise when members fail to pay their balances in one sport, and yet register and play in another CGAA sport. CGAA as one corporate entity will be working together to prevent members from doing so.

PROCEDURAL GUIDELINES

1. An email or formal letter requesting the payment of the balance due will be sent stating the amount owed, what the balance is owed for, and the time period for a required response. It will also set forth the actions we will take to collect the debt. If no action is taken during this period, the respective CGAA Division shall have the right to submit the outstanding member and their balance to CGAA to begin its collection process.
2. CGAA will immediately send the letter and allow a 10 day period to respond to the outstanding balance. CGAA may at its discretion and based on availability from registration information, attempt an email and phone call during this period. In the event no response is made, CGAA will at its next regularly scheduled meeting, or at a special meeting, if deemed appropriate, move to place the member in a bad standing and immediately suspend the families opportunity to participate in CGAA Athletics. The family name and balance will be in the meeting minutes.
3. CGAA will then, with approval of the aggrieved Division, turn the matter over to a professional collection agency of its choice. All collected funds will go to the Division, subject to the agreement with the professional collection company.

RECONCILIATION

Families will be brought back into good standing immediately when the balance due is paid in the following manner: payment via acceptable guaranteed method such as cashier's check or cash. Payment should be made to CGAA INC. and mailed to PO Box 337 Cottage Grove, MN 55016. If you would like to deliver the payment in person, arrangements will have to be made. Participation will then be allowed in all sports and eligibility will be communicated by CGAA to the appropriate Division.

Each Division maintains the right to accept terms and payments, based on its individual discretion. If a Division accepts these terms from a member in bad standing, it must be approved at its monthly meeting and reflected in the meeting minutes. It will then be communicated to CGAA and membership rights will be reinstated.

EMERGENCY PLAN PROCEDURES

MEDICAL EMERGENCIES

In the event of an emergency or accident the following steps should be taken:

1. Assess the situation. DO NOT PANIC. Administer first aid only if you are qualified.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed and no cell phone available, find the closest phone and CALL 911 or another pre-determined emergency number. Provide the dispatcher with the following information:
 - Your name and position.
 - Exact location including street access, entry gate, building location.
 - Victim's condition.
 - Nature of the injury and circumstances surrounding emergency.
 - Stay on the phone until you are told to hang up.
4. Return to the injury scene in case you are needed for other assistance.
5. Meet the emergency vehicle.
6. Immediately call the parent or guardian and advise them of the circumstances unless they are already on scene.
7. Report the accident to CGAA as soon as possible. Submit written accident report within 24-hours if outside medical attention has been requested on scene. If hospitalization is required, notify a member of the respective CGAA Divisional Board immediately.
8. Call the child's parents or guardians to make sure everything is okay the evening of the accident.

REMEMBER

- At NO TIME should you offer a diagnosis or express personal opinion as to the extent of the injury and offer any type of medical consultation. When in doubt, sit them out!

SEVERE WEATHER EMERGENCIES

When thunderstorms w/lightning or other severe weather patterns are reported within 5 miles:

- If at game time or after game starts the Official and Coaches should make determination whether to cancel game for inclement weather.
- If thunderstorm w/lightning is within 1 mile players will exit playing field and seek shelter in cars or dugouts until storm passes. If lightning is spotted within the playing field radius, there will be a mandatory 20 minute “holding period” where no lightning or severe weather events can be spotted before a practice or game can resume play.
- During summer weather conditions, the children will not be allowed to play when the temperature and/or heat index is in excess of 100 degrees Fahrenheit.

CGAA SAFETY PLAN

The number one priority of the CGAA is the safety of all participants.

All efforts are made to ensure that a safe environment is maintained at all times.

1. All playing areas are checked before the start of and during each season.
2. Adequate safety equipment is made available for each Division.
3. All coaches are briefed on and informed about where the CGAA Emergency Plan is located in this handbook.
4. Coaches are required to conduct adequate warm up time before each game or practice.
5. Proper clothing is required for each participant according to sport.
6. Spectators are required to stand back from playing areas to minimize player distraction.
7. If severe weather is sighted, it is the duty of the coach/referee/adult supervising the event to decide if the conditions are safe to continue play or halt until conditions improve.

CONCUSSION PROTOCOL

Each Division shall be responsible for having Concussion Protocol that is up to date and accurate. All concussion procedures and information shall be posted on each divisional website and refreshed upon any National or State standards or on an annual basis.

INCLUSION POLICY

Equal sports play opportunities are provided for all youth regardless of race, creed, sex, economic status, or ability.

- Sex/ race stereotyping, bullying and prejudice of any kind are prohibited.
- Adult youth sports leaders demonstrate a tolerance of, and respect for, people of all abilities, sizes, shapes, colors, cultural, and economic backgrounds.
- CGAA ensures participation for all youth regardless of race, creed, sex, economic status, or ability.
- Any type of inappropriate act as related to the above statements should be reported to ANY member of the CGAA. CGAA enforces a Zero Tolerance policy!

CODE OF CONDUCT FOR COACHES, PLAYERS, SPECTATORS

GENERAL CONDUCT

Youth sports are an important way to introduce children to organized sports, teamwork, and competition within a fun environment. CGAA believes that sportsmanship is an expectation so please let the players play, let the coaches coach, let the officials officiate, and let the spectators be positive. It is important for all players, coaches, and spectators accept victory with grace and defeat with dignity.

At tournaments, especially involving travel, coaches and parents are required to maintain a level of appropriate behavior including sobriety and class when around youth members of the society. Exposing youth to inappropriate behavior may result in disciplinary action.

COACH CONDUCT

Coaches are who the players look up to as a model for how to behave on and off the field. Do not take this responsibility lightly. Coaches represent CGAA, and as such, are expected to maintain a high level of integrity and responsible behavior. Inappropriate conduct includes but is not limited to:

- Engagement of an official before, during or after the game
- Violation of sport specific rules (i.e. playing time, etc.)
- Any physical contact of any sort with a player, opposing coach or player, official, or spectator
- Use of foul or demeaning language
- Inappropriate gestures
- Knowingly playing an ineligible player

The conduct of the players, coaching staff, and parents is the responsibility of the coach.

PLAYER CONDUCT

Players must respect all aspects of the game including coaches, officials, teammates, opponents, and fans. Players should always uphold the highest standard of sportsmanship. The use of the following will not be tolerated and are strictly prohibited:

- Foul language,
- Inappropriate gestures,
- Taunting
- Negative comments/attitudes
- Any of the player conduct policies that may be violated by using Social Media sites.

Players are not allowed to question or challenge the judgment decisions of the “officials”. As in all team sports, you win and lose as a team. Team members should continue to be positive and supportive of each other.

Players having inappropriate physical contact or verbal exchanges with a teammate, coach, official, or opponent will be subject to the player discipline. A player may be ejected by an official, or if the player is in violation of the rules listed above, their coach may suspend the player.

SPECTATOR CONDUCT

It is vital that spectators remember that they are there to support the team, coaches, and officials. Remember that this is a game that is meant to be a fun, learning experience for children.

The use of profanity or degrading language is prohibited. Accept the judgment of coaches, officials. Encourage the coach players, and other spectators in the spirit of good sportsmanship. The use of or being under the influence of drugs, including alcohol and tobacco at all CGAA facilities is prohibited.

Accept victory with grace and defeat with dignity.

Remember that your children play for their own fun and enjoyment. Show appreciation and respect for your team’s opponents for without them, there would not be a game. Leave the officials out of it. They do not care who wins. Maintain self-control. Refrain from disrespectful conduct of any sort. All parents are required to remain away from the players and coaches during the athletic event. Unless otherwise specified by a coach or official.

DISCIPLINE

Coach Discipline

Any coach or manager who is ejected from a game will be subject to a one game suspension. Two ejections during the course of a season will result in requiring the coach or manager to go before the Division of that sport for reinstatement.

Player Discipline

Any player who is ejected from a game will be subject to a one game suspension. A second ejection will result in the player being required to go before the Division of that sport before reinstatement.

SPECTATOR DISCIPLINE

A spectator or parent that is ejected from a game by either the player's coach or official must leave the field immediately.

If ejected a second time during the season, they will go before the Division of that sport before being allowed to attend another CGAA event.

CGAA may require violators to undergo behavior modification training to be reinstated in any of the above circumstances. Failure to comply with CGAA policies or disciplinary actions may result in the exclusion of the offending party or their family from participation in CGAA. NOTE: at a minimum your sanctioning bodies have more strict penalties which you are required to adhere if applicable. Rule may be more severe based upon the division's rules or MSHL Policies.

COMMUNICATION

We value the input of our coaches and parents. To that end, whether you are a player, coach, or parent, CGAA asks that if there is an issue that comes up, we recommend a 24 hour waiting period before you speak with the parent, player, or coach about the issue as to let any issue have a cooling off period. This should be dealt with in a timely manner and dealt with promptly. If there isn't resolution, the next step is to contact the Division President of that sport. Any substitute issue should be dealt with using the CGAA issue resolution policy.