



SOUTH COUNTY YOUTH ASSOCIATION INC.

GENERAL OPERATIONS MANUAL

COMPLETE REVISION: October 2018

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APPROVED – FEBRUARY 2024

Previous Versions of the SCYA General Operations Manual can be requested from the Secretary.

(The General Operations Manual can be modified by a majority vote of the Board of Directors to adopt proposed changes submitted in writing by any SCYA member.)

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SECTION 1.0: GENERAL

SECTION 1.1: SCYA Name and Mascott

The name and mascot for the Association are: South County Youth Athletics; SCYA; Bulldogs. [All SCYA county team colors](#) will consist of royal blue, gold, black and white. The Board of Directors will take reasonable steps to ensure the protection of the SCYA name and symbols, including the "BULLDOGS" name and image.

SECTION 1.2: Oath of Office

The following oath of office shall be administered to all elected or appointed members of SCYA, including Officers, Committee Chairpersons, Sports Commissioners and Associate Sport Commissioners at the earliest possible time following their election or appointment. The oath will be administered by the President, or in their absence the Vice President and affirmed by each Member by responding "I will". In the event of a change in the person holding the office of President at the time of the annual election, the oath will be administered first by the outgoing President to the incoming President.

Oath of Office:

I pledge to perform the duties and responsibilities of the position to which I have been elected or appointed to the best of my abilities. I pledge to abide by the Constitution and Bylaws of SCYA, to follow its policies and procedures and to carry out the rulings of SCYA. I agree to always uphold the high principles and good reputation of SCYA, and to always consider the impact that my performance has upon the organization. I will bear in mind that my decisions and actions will reflect upon the organization as a whole, and I will conduct myself accordingly. I realize that I will not be compensated in any monetary manner for the service I perform while holding my office, except for that allowed by State and Federal laws that cover contributions to charitable organizations, and I agree not to profit from this position in any monetary manner. I agree that my compensation will be the personal satisfaction that I derive in performing my duties for this worthy cause. If you accept these pledges as your own, respond, "I will".

SECTION 1.3: SCYA Code of Conduct

1.3.1 Board Code of Conduct

All Board Members and Committee Members will be required to read, sign and abide by the Board Code of Conduct (see appendix). Refusal or failure to sign will disqualify them from service. The Board Code of Conduct forms will be distributed, collected and retained by the SCYA Secretary. [In the July board meeting all returning board members will sign the code of conduct to renew, review, and reflect on the importance of their role serving the youth.](#)

1.3.2 Commissioners Pledge

Commissioners of each sport are expected to adhere to all county procedures and guidelines, while providing oversight and guidance to all coaches, assistant coaches and team volunteers. Commissioners will provide all necessary coaching clinics, documentation, and other related coaching material during season and off season. Commissioners are expected to act as the liaison for the organization when communicating

sport specific complaints, scores, and other county related information to Recreation and Parks.

1.3.3 Coaches Pledge

All coaches and assistant coaches will be required to read, sign and abide by the Anne Arundel Recreation and Parks Coach's Pledge (see appendix). Refusal or failure to sign this form will disqualify the coach or assistant coach from coaching an SCYA sport. The Coaches Pledge must be submitted to Anne Arundel Recreation and Parks. If other forms are required for League participation, coaches will sign and submit those forms to their commissioner.

1.3.4 Parent Code of Conduct

All parents will be required to read, sign and abide by the Anne Arundel County Recreation and Parks Code of Conduct and Parent Pledge as spelled out in the county Youth Player Contract. (see appendix) Refusal or failure to sign will disqualify the child from participation in SCYA Sports Programs. The Code of Conduct forms must be submitted to Anne Arundel Recreation and Parks. If other forms are required for League participation, parents will sign and submit those forms.

1.3.5 Player Code of Conduct

All players will be required to read, sign and abide by the Anne Arundel County Recreation and Parks Code of Conduct and Players agreement spelled out in the County Youth Player Contract. (see appendix) Refusal or failure to sign will disqualify the child from participation in SCYA sports programs. The Code of Conduct forms must be submitted to Anne Arundel Recreation and Parks. If other forms are required for league participation, players will sign and submit those forms to their commissioner.

1.3.6 Review Committee Timeline

When the Vice President of Athletics receives a Code of Conduct complaint, the Review Committee shall meet to discuss the complaint within ten (10) days. The Vice President of Athletics should appoint 2-4 committee members, which will consist of the following: parent (1) head coaches, commissioners or associate commissioner (1-3). Appointed members may not be directly associated with the sport or situation at the time of the complaint.

If reasonable evidence exists of a violation, it shall be specific to the items listed in the code of conduct and presented to the Vice President of Athletics, who will form a review committee to investigate the specific Code of Conduct violation.

The Vice President of Athletics will chair a review committee, which will include a minimum of (3) and not to exceed a total of five (5). This committee shall determine the penalty to be imposed based upon the circumstances and the nature of the violation. If a penalty is imposed by the County Department of Recreation and Parks, or any other ruling body in which SCYA has accepted membership, this penalty will be carried out by the sport commissioner and Vice President of Athletics. SCYA may also impose additional penalties based on the judgment of the review committee. Decisions from the review committee may

be appealed to the entire board for review.

When the code of conduct complaint is against the Vice President of Athletics, the President will chair the review committee.

1.3.7 Appeals

Any person against whom the review committee has imposed penalties has the right to appeal before the SCYA Executive Officers in a closed session. In such instances the Executive Officers decision is final.

1.3.8 Conduct and Grievances

In the event that a grievance brought by an SCYA Member involves a code of conduct violation, the actions described in this section supersede the SCYA grievance procedures.

SECTION 1.4: Grievance Procedure

1.4.1 Escalation of Grievances, Sport Related

When a grievance arises, the player or parent with the grievance should bring the issue to the attention of the team coach, or if the coach has the grievance, the coach should discuss it with the player or parent. If a resolution is not achieved, then the person with the grievance should notify the sport commissioner. The sport commissioner should make a concerted effort to resolve the issue, but if satisfaction is not achieved the commissioner should advise the parties to contact the SCYA Vice President of Athletics via email.

1.4.2 Escalation of Grievances, Non-Sport Related

In the event of grievances during SCYA events, the person with the grievance should immediately contact the Vice President of Athletics via email. If the grievance is with the Vice President of Athletics, the person should contact the Vice President of Facilities who will chair the grievance committee.

1.4.3 Removal of Coach

Any coach and/or assistant coaches may be removed for the current season at the discretion of the sports commissioner after consultation with the Executive Officers. Any removed coach has the right to appeal a commissioner's decision by filing a grievance with the Vice President of Athletics.

1.4.4 Review Committee Timeline

When the Vice President of Athletics receives a grievance, a review committee shall schedule a meeting to discuss the complaint within ten (10) days. The Vice President of Athletics should appoint the 2-4 committee members which consist of the following; parent (1), one head coach and commissioner or associate commissioner (1-3). Each of these should be selected by the Vice President of Athletics.

1.4.5 Notification

The Vice President of Athletics / Facilities will notify both parties within three (3) days of the decision, and the actions to be taken. The Vice President of Athletics will prepare appropriate documentation of the grievance and decisions, which will then be provided to

the SCYA Secretary for SCYA files. The Vice President of Athletics will ensure that the grievance is handled with the highest level of discretion.

1.4.6 Resolution

The Vice President of Athletics has ultimate responsibility for resolving grievances. The decision of the Vice President of Athletics will be provided to both parties. Any decision by the Vice President of Athletics may be appealed to the full Board in a closed session. In this event, the Board's decision is final.

1.4.7 Regular Membership Removal

All Members may participate in youth sport programs, events, or other SCYA activities for which they meet minimum qualifications as defined by the Board. Removal of an individual from SCYA Membership, youth sport programs, or events will be by two-thirds vote of the Board and will be limited to conduct violations of Rec and Parks guidelines and SCYA. Any member, who has been determined guilty by reasonable evidence at the conclusion of a Review Committee of any involvement with illegal drugs and/or alcohol related incidence during active participation, shall be dismissed immediately. Any member suspended by the county or any other programs in which SCYA participates will automatically be suspended from participation in SCYA activities for the duration of the suspension. The Review Committee will determine if further suspension from SCYA activities is warranted. This section corresponds to the bylaws.

SECTION 2.0: FINANCIAL OPERATIONS

SECTION 2.1: Management of SCYA Funds

2.1.1 Financial Transactions

All SCYA financial transactions will be made through established banking procedures. All Bank checks issued to SCYA Members will be audited for supporting details. ATM Cash withdrawals are prohibited.

2.1.2 Bank Accounts

All monetary assets of SCYA will be managed in one bank checking and one bank savings account. Other accounts (e.g. Square, Sportsengine) should be authorized by the CFO and President for management of registration with authorization from the Board. The Board must approve any change in bank or accounts. The SCYA CFO is authorized to transfer funds between accounts to maximize interest income and to cover SCYA obligations.

2.1.3 Signature Authority for Financial Transactions

All checks and transfers issued must bear the signature of the SCYA CFO, or in the CFO's absence, the signature of the President.

2.1.4 CFO's Report

The CFO will prepare and present at each Board and General Membership meeting a report of SCYA's financial condition which will include as a minimum: current bank account balances; fiscal year expenses and revenue; outstanding financial obligation. A detailed report of sport program income and expenditures will be provided at the end of each fiscal

year. In addition, the CFO will provide the monthly bank statements to the board at each monthly board and general assembly meeting.

2.1.5 Chart of Accounts

The SCYA CFO will maintain financial records and transactions according to a chart of accounts that include at least the following income and expense categories:

See Appendix A

SECTION 2.2: Management of SCYA Funds

2.2.1 Sport Program Budgets

Sport Commissioners are required to submit budgets and income estimates for their sport programs in February for the next fiscal year for final approval in April. If an annual budget is not approved by April's meeting, the previous year's budget will be used in its place until an updated annual budget can be submitted and approved at the subsequent board meeting. An annual budget may be updated and approved prior to the opening of the seasonal sport registration. Once a seasonal sport registration has opened, registration costs will not be changed and any changes to the annual budget may be amended during the season if required.

SECTION 2.3: Appropriation of SCYA Funds

2.3.1 Authorization to Appropriate SCYA Funds

Authority to appropriate the funds of SCYA rests with the Board. Appropriations take the form of approved sport program and committee budgets, or requests for approval of funding that are brought before the Board. SCYA funds will be managed for the sole purpose to benefit the South County community and achieve the mission of SCYA. Monetary benefit realized by any member of SCYA will be limited to normal commercial business transactions.

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2.3.2 Substantiation of Program Operations Acquisitions

The Board will ensure that purchases within sport programs, committees, or for special events, are substantiated by written vendor quotes from at least three (3) sources of supply. As part of the review of Sport, Committee and special event budget requests, the Board will designate which budget line items will require multiple vendor quotes. Vendor quotes may not be required where expected dollar expenditures are less than \$2,000 per item, or if the Board recognizes a preferred source of supply. Any decision to use other than the lowest vendor quoted amount must be explained and entered into meeting minutes. Vendor quotes will be retained in SCYA's financial records for at least two sport seasons.

2.3.3: Recurring Club Operations Expenses

Such as (e.g grass cutting, tax preparation/audits, and insurance coverage) will be contractual in nature.

SECTION 2.4: Disbursement Activities

2.4.1: Special Volunteer Compensation

SCYA does not financially compensate any member but allows for a registration exemption based on position. Each sports commissioner may grant a player registration waiver, up to 100% of the registration fee, not to include uniform or equipment fees, and is based on volunteer participation that is approved by the Executive Officers. If a volunteer does not fulfill their duties during the sports season, they will be responsible for the amount of the waiver that was applied at the beginning of the season. Failure to do so will result in a suspension of the player, and his/her family members, from participation in any SCYA Sport Program until payment is received.

2.4.2 Board Registration Exemption

All Board positions will be granted a registration waiver for one (1) of their children for each sports season while they are serving. They will receive a 50% discount for each additional child for each season. Associate Commissioners will receive 1 waiver for a child per fiscal year. The seasons will be defined as fall, winter and spring. **Board members will be responsible for submitting their board waiver forms for their children to the CFO and Webmaster.** Camps, clinics, conditioning workouts and SCYA events (St. Patrick's Day Breakfast, Family Fun Night) do not receive board waivers. Board members are responsible for uniform and equipment fees.

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2.4.3: Coaching Registration Exemption

Each Sports Commissioner may grant one (1) player registration exemption per team to be for the head coach's child, split between head coach and assistant coach's children or for another child on the team. If a coach does not fulfill their duties during the sports season, they will be responsible for the amount of the exemption applied at the beginning of the season. Failure to do so will result in a suspension of the player, and his/her family members, from participation in any SCYA Sport Program until payment is received. Additional exemptions shall be presented to SCYA officers for approval. All Coaches will be responsible for uniform and equipment fees.

2.4.4: Community Donations

With approval of the Board, the organization may accept and distribute community donations to assist families experiencing financial hardship, subject to a maximum allocation of \$2,000 per assistance request. No hardship donation shall be distributed without documented Board approval. The total amount distributed under this policy shall not exceed \$2,000 per family or circumstance. The Board reserves the right to approve, deny, or limit assistance based on available funds and organizational priorities.

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SECTION 2.5: Revenue Activities

2.5.1 Authority to Raise Revenue

Authority to raise revenues for the SCYA rests with the Board. The Board must approve all methods and forms of raising revenue each fiscal year. The categories of revenue are listed in the SCYA Chart of Income Accounts. (See appendix)

2.5.2 Sport Program Camp Fees

The Sport Commissioner will set camp fees with approval by the Board.

2.5.3 Reimbursement for Game Officials

Sport Commissioners are responsible for notifying the SCYA CFO of league or county game official reimbursement fees which SCYA is eligible.

2.5.4 Government Grants

The Executive Officers will submit all forms and information to secure grant money from local, state and national Government.

2.5.5 Uniform and Equipment Fees

The player shall purchase all uniforms through SCYA unless otherwise specified by the sports commissioner. SCYA shall provide all equipment to the player unless otherwise specified by the sports commissioner. The commissioner shall specify to each player at the time of registration what equipment and uniform items they may need to purchase; e.g., jersey, pants, cleats, gloves, mouth guards, socks, sweats, etc.

All borrowed equipment and uniforms must be returned to the sport commissioner within two weeks of the end of the sport season. Equipment and uniforms that are damaged beyond reasonable wear and tear, or that are lost, will require the player to pay the full replacement value of the lost or damaged items. Failure to do so will result in a suspension of the player, and his/her family members, from participation in any SCYA Sport Programs.

Commissioners will give a list of unreturned uniforms and equipment to the CFO no later than 3 weeks after the season has ended so that the replacement fees may be added to the player account in Sportsengine.

2.5.6 Sport Registration Fees

Sports registration fees shall be set and determined by the commissioner. This fee shall be presented as part of the annual sports budget and shall be approved by the Board. Once registered no refund of fees shall be made unless request is received prior to the first game played. Exception may be made with the commissioner and the CFO's approval. Any fee charged to the Club for returned checks shall be charged to the writer of that check. Registration shall not be considered complete until payment is received and cleared by the bank. The fee structure for each sport is set for each season during the budget process, with a late fee determined by the Sport Commissioner to be assessed for registrations received after the registration deadline. The Sports Commissioners may waive late fees. Any late fees collected will be considered that's sport income and will be recorded as a fundraiser.

2.5.7 Maximum Fees

No maximum fees per family.

2.5.8 Financial Aid

No child shall be denied the privilege of participating in SCYA activities based solely on financial need. All financial hardships must be submitted by the Commissioner to the Executive Officers for approval prior to participation and must be noted in the budget. All hardship cases must be documented within the organization for accounting purposes with the Secretary. Families with multiple children can also be reviewed by the Executive

Officers for financial assistance.

2.5.9 Sponsorship

Sponsors are open to those organizations/persons whose intent is to support the total efforts of SCYA, an event or a particular sport. Approved sponsorships are valid for a maximum of one (1) calendar year. A written agreement of understanding between the sponsor and SCYA, event chair or sport will be developed and approved by the executive officers. The agreement shall include what is to be promised, the limitations of the agreement and how the money will be used by SCYA or the sport. Under no circumstance will sponsorship be for an individual team or player. Although SCYA appreciates each sponsor, it cannot allow the sponsor's name to be advertised on the players' uniforms. Players may wear apparel, with the sponsors name, before and after games and at practices. Additionally, the sponsor's logo/name may appear on the SCYA website, social media and communications, if included in the fundraiser. Upon deposit all donations are final and considered non-refundable.

2.5.10- \$10 Player Fee

All in-season sports commissioners will include a \$10 SCYA Player fee in their budgets to help with organizational expenses, field maintenance costs, and capital improvements to the organization. All camps, clinics, conditioning workouts and SCYA Events will not be required to include the \$10 SCYA player fee in their budgets.

2.5.11- Private Coaching Lessons

In order to prevent conflicts of interest and favoritism, all members of the Board of Directors and coaches will refrain from charging members of SCYA for private coaching lessons. Donations can be directed to the sport if desired by those receiving the lessons and a receipt will be given for the donation.

SECTION 2.6: Insurance Coverage

The Executive Officers will ensure that General Liability insurance no less than \$500,000 is in force to protect SCYA in the following areas: Liability, Theft, Vandalism, Bond. Supplemental Medical insurance will be provided for each participant. The current Insurance Carrier for SCYA is Sadler Sports Insurance Co. and may be reviewed periodically for optional or additional coverage, as well as alternative companies.

SECTION 2.7: Government Reporting Requirements

2.7.1 Tax Reporting

The Executive Officers will ensure that all tax forms and information to the State and Federal Government are submitted. The current Certified Public Accountant firm for SCYA is Ally and may be reviewed periodically for optional or additional coverage, as well as alternative companies.

2.7.2 Non-Profit Organization

SCYA is a non-profit organization that shall at all times observe all local, state and federal laws which apply to non-profit organizations as defined in Article 501(c) (3) of the Internal Revenue Code. The Executive Officers will submit all necessary forms to ensure SCYA is

recognized as a non-profit organization by appropriate government agencies.

SECTION 3.0: MANAGEMENT OF RECREATIONAL SPORTS PROGRAMS

SECTION 3.1: Sport Registration and Payment

3.1.1 Sport Program Registration

Sport registration requirements will be included on Sportsengine and online a minimum of three (3) months prior to registration opening.

3.1.2 Method of Registration

All registrations will be done online. Registrations fees will be paid online through Sportsengine or to the SCYA CFO in which a receipt will be given. At no time should cash or check be provided to the sports commissioner or coach for registration fees.

3.1.3 Registration Openings

Fall sports registration will open on or before May 1st. Winter sports registration will open on or before August 1st. Spring sports registration will open on or before December 1st. All other seasonal events and activities will open based on the approval of the budget by the board and subsequent facility approval.

3.1.4 Registration Deadlines

Deadlines will be set by the individual Sport Commissioners for each season and will be posted on the SCYA website and all social media accounts.

3.1.5 Original Documentation

Sports Engine will retain original registration forms and other registration documents for SCYA records.

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3.1.6 Refund Policy

All refund requests must be submitted in writing, received prior to the first game and approved by the sports commissioner and Executive Officers. No refunds will be issued after league sponsored games have started. Special exceptions shall be submitted by the sports commissioner for approval by the Executive Officers. **Refunds are at the discretion of the sports commissioner.** Approved refunds will forfeit \$20 for each registration as an administrative fee, with the exception of the following three instances.

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1. SCYA is not able to place the child on an age-appropriate team for the requested sport.
2. The child is not eligible to play the sport for SCYA because he/she is on a high school team.
3. The child is unable to play due to medical reasons. (Physician's note required.)

3.1.8 Waitlist / Invoice

Commissioners may set up registration with a waitlist to encourage early sign ups. All players accepted off the waitlist will need to complete the registration process and submit payment.

3.1.9 Late Fees

A late fee will be added to all registrations after the date submitted by the sport commissioner, unless prior arrangements have been made.

3.1.10 Early Registration Fees

Commissioners may set up early registration to encourage signup as long as it is approved in the annual budget.

3.1.11 Completion of payment

All registrations must be paid in full prior to the first game unless other arrangements have been made with the commissioner and CFO. Those not paid in full will be removed from the team until final payment is made.

SECTION 3.2: Equipment and Uniforms

3.2.1 Sport Uniforms

A complete uniform must be worn at all games. Loaned uniforms may not be worn for practice or for any purpose except that approved by sport commissioner.

3.2.2 Sport Equipment

All commissioners will inform their coaches of the required equipment for practices and games. All coaches will make their players aware of the required equipment needed to participate in practices and games.

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SECTION 3.3: Sport Guidelines

3.3.1 Game Playing Time

Players should receive playing time subject to team size, game circumstances, and level of competitive play. SCYA coaches must meet or exceed applicable league or County guidelines for playing time.

Clinic programs are designed for the purpose of participation and learning. Winning is a secondary objective, and players should receive playing time equal to a minimum of one- half of the total game time. Playing time during practices and scrimmage games should be equally divided among the players.

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3.3.2 Limitations on Playing Time

Players experiencing health or injury problems may have their playing time limited to accommodate their specific injury or health problem.

3.3.3 Team Sizes

All SCYA sports will follow all guidelines regarding team size and participation within county and competitive leagues. Additional players may be added with approval from the Sport Commissioner, coach and county.

3.3.4 Player Placement on Teams

The Sport Commissioner will place players on teams. When there are sufficient players to form multiple teams for an age level, all players may be evaluated to determine placement on teams. The nature and content of the evaluation is to be determined by the Sport

Commissioner. If evaluation drills are conducted, the Sport Commissioner should attempt to arrange the drills so that coaches don't evaluate the players who will participate at the age level they are coaching. If coaches evaluate players in the age group that they will be coaching, then all coaches in that age group should evaluate all players during the same drills, with collaboration and agreement on the results of the evaluation to occur immediately following evaluations.

3.3.5 Team Placement in Leagues

The Sport Commissioner will determine the level of team play with advice from the coaches. This policy does not apply where the league determines level of play.

3.3.6 Playing Up/Down

Players are encouraged to play within their age group. Playing up will be considered for players with the final decision by the sport commissioner. Playing down will not be allowed, unless very exceptional circumstances apply. In any case of playing down, all proper league procedures must be followed.

SECTION 3.4: Tournament Play

3.4.1 Definition of Tournament Play

Tournament play is defined as a level of competition, exhibition, special event, all-star game, etc., where SCYA participation is not normally considered a part of the regular sport season.

3.4.2 Participation in Tournaments

Players on teams sponsored by SCYA must be registered in SportsEngine. Any individual not registered in the regular-season sport program, must register on SportsEngine and pay their portion of the tournament fee. Any tournament restriction on adding players to tournament team rosters must be followed. The team coach or the Sport Commissioner must notify all players and parents of the level of play, and the fees required for participation, in advance of registering in the tournament. The Commissioner must approve the participation of SCYA teams in tournaments.

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3.4.3 Tournament Fees

Teams may participate in tournaments if they get approval from the sports commissioner. Tournament fees will be paid for by players through square or online registration.

3.4.4 Tournament Equipment and Uniforms

Players sponsored by SCYA will wear SCYA uniforms, and may use SCYA equipment, while participating in tournaments. Non-approved tournament participation will not be authorized to use SCYA equipment or uniforms.

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SECTION 3.5: Sport Trophies and Recognition Awards

3.5.1 Trophies and Awards General

Each Sport Commissioner will be responsible for choosing any award, trophy or clothing to be given to each participant. Any trophy, award, or clothing amount per player must be approved in the sports budget.

3.5.2 Championship Awards

Each Sport Commissioner will be responsible to ensure that all county level teams that place first within their respective division, are provided with an award recognizing their accomplishment, if such award is not provided by Recreation and Parks. (e.g. Championship shirt, First place trophy, etc.)

3.5.3 Recognition Awards

Awards or trophies will not be given by SCYA, Sport Commissioners or Coaches to recognize individual achievement, such as "Most Valuable Player". Coaches can recognize every individual on a team.

SECTION 3.6 Banquets

3.6.1 Banquets

It will be at the sports commissioners discretion whether to provide a sports banquet for their program. The cost of holding a banquet must be approved in the sports budget. Commissioners must submit receipts to the CFO within 10 days of the banquet for reimbursement up to the maximum amount approved in the budget. If receipts are not received by the CFO within 10 days of the banquet no reimbursement will be given. If a permit is required for the approved Banquet, the request must be presented and approved during the sports budget process.

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SECTION 4.0:

MANAGEMENT OF TRAVEL SPORTS PROGRAMS

SECTION 4.1: Sport Registration

4.1.1 Sport Program Registration

Sport registration requirements will be included on Sportsengine and online at the discretion of the commissioner.

4.1.2 Method of Registration

All registrations will be done online. Registrations fees will be paid online through Sportsengine, by credit card, by check to the P.O. Box or to the SCYA CFO in which a receipt will be given. At no time should cash or check be provided to the sports commissioner or coach for registration fees.

4.1.3 Registration Opening Dates

Registration openings will be set by the individual sports commissioner and will be posted on the SCYA website and all social media accounts.

4.1.4 Registration Deadlines

Registration deadlines will be set by the individual sport commissioners and will be posted on the SCYA website and all social media accounts.

4.1.5 Original Documentation

SI PLAY will retain original registration forms and other registration documents for SCYA records. Any hard copies will be retained by the SCYA secretary.

4.1.6 Refund Policy for Players

All refund requests must be submitted in writing, received prior to the first game and approved by the Sports Commissioner and Executive Officers. No refunds will be issued after league sponsored games have started. Special exceptions shall be submitted by the Sports Commissioner for approval by the Executive Officers. No refunds will be issued for anyone dismissed for disciplinary purposes. Approved refunds will forfeit \$15 for each registration as an administrative fee, with the exception of the following three instances.

1. SCYA is not able to place the child on an age-appropriate team for the requested sport.
2. The child is not eligible to play the sport for SCYA because they are on a high school team.
3. The child is unable to play due to medical reasons. (Physician's note required.)

SECTION 4.2: Equipment and Uniforms

4.2.1 Sport Uniforms

A complete uniform must be worn at all games. The name and mascot for the Association are: South County Youth Athletics; SCYA; Bulldogs. [All SCYA team colors](#) will consist of royal blue, gold, black and white.

4.2.2 Sport Equipment

All commissioners will make their coaches aware of the proper equipment required for practices and games. All coaches will make their players aware of the required equipment needed to participate in practices and games.

SECTION 4.3: Sport Guidelines

4.3.1 Game Playing Time

Playing time will be at the coaches discretion.

4.3.2 Playing Travel and Recreation During the same season.

Players will follow league guidelines in regard to the amount of travel players allowed to play on recreation teams.

4.3.3 Team Sizes

All SCYA sports will follow all guidelines regarding team size and participation within league guidelines. Additional players may be added with approval from the Sport Commissioner.

4.3.4 Tryout Fees and Evaluations

It will be up to each sport commissioner to decide the nature and content of tryouts and evaluations and if there will be a tryout fee.

4.3.5 Player Placement on Teams

The Sport Commissioners will place players on teams through the evaluation process.

4.3.6 Team Placement in Leagues and Tournaments

The Sport Commissioner will determine the level of team play with advice from the coaches. The coaches and sport commissioner will determine which tournaments the teams will participate.

4.3.7 Playing Up

Players are encouraged to play within their age group. Playing up will be considered for players with exceptional ability, with the final decision being the Sport Commissioner's.

SECTION 4.4: Travel Play

4.4.1 League and Tournament Fees

Registration fees for all tournaments and league play will be responsible by the player or as specified in the approved annual budget.

4.4.2 Donations

All donations will be used at the discretion of the sports commissioner and are non-refundable.

4.4.3 Sponsorships

All sponsorships will be directed for a specific purpose. In the case funds are not utilized during the current season they will carry over to the following season and be used for the same purpose.

4.4.4 Fundraising

All fundraising will be approved by the board and any changes will be brought to the board for approval.

SECTION 4.5 Banquets / End of Season Parties

It will be at the sports commissioners discretion whether to provide a sports banquet for their program. The cost of holding a banquet must be approved in the sports budget. Commissioners must submit receipts to the CFO within 10 days of the banquet for reimbursement up to the maximum amount approved in the budget. If receipts are not received by the CFO within 10 days of the banquet no reimbursement will be given. If a permit is required for the approved Banquet, the request must be presented and approved during the sports budget process.

Deleted: It will be at the sports commissioners' discretion whether to provide one sports banquet, individual team parties or no banquet/parties at all. The cost of holding banquet(s) must be included in the approved budget. If individual team parties are the choice, coaches must submit receipts to the CFO within 10 days of the banquet for reimbursement up to the maximum amount approved in the budget. If receipts are not received by the CFO within 10 days of the banquet no reimbursement will be given. If a permit is required for the approved Banquet, the request must be presented and approved during the sports budget process.

SECTION 5.0: COMMUNICATION

Section 5.1 Social Media

The social media administrator will be an approved member of the association by the Board of Directors. They will be responsible for informing the public of announcements and upcoming events as requested by the Board of Directors. They will be responsible for moderating and directing questions to individual sports commissioners, event coordinators, operations chairs and executive officers, and informing the board of any questions raised by the community. All official SCYA social media account passwords will be kept by the Secretary and President.

Section 5.2 Club Email Address

All Board members and event coordinators will use the designated scyasports.org email address when communicating with the community internally and externally.

SECTION 6.0: MANAGEMENT OF SCYA EVENTS

SECTION 6.1 Event Budgets

All events and budgets will be approved by the Board at least 60 days prior to the event unless special circumstances dictate otherwise.

SECTION 6.2 Event Registration

6.2.1 Registration Opening

Registration will be open after budget approval and will be posted to all social media accounts and the SCYA website within 7 days of budget approval.

6.2.2 Online registration Events

For events that have registration requirements shall be done event chair.

All registrations will be done online. Event chairs may offer walk- up registrations with the expectation that all registrants will be entered online prior to the event. Event Chairs will assist with walk-up registration activities to get participants signed up online.

Registrations fees will be paid online through Sportsengine, by check to the P.O. Box, in cash at the time of the event or to the SCYA CFO in which a receipt will be given.

6.2.3 Walk up events

For events where registration is not required, payment will be accepted at the time of the event.

6.2.4 Volunteers

All volunteers interacting directly with children will be required to be registered in Sportsengine and have a current background check with Anne Arundel County Rec and Parks. All other assistants will be accounted for by the designated event chair.

6.2.5 Cash Disbursement

All cash requests and increments will be submitted to the Executive Officers 72 hours prior to the event. The event chair will be responsible for picking up the cash prior to the event.

6.2.6 Cash Collection at Events

All cash collected during events will be signed off by a minimum of 2 members of the event committee and turned in with the event deposit form.

6.2.7 Cash submission after events

All cash collected from events will be submitted with a deposit form to one of the Executive officers within 48 hours of all events.

6.2.8 Refund Policy

It will be up to the event chair to determine the refund policy for each SCYA event.

**SECTION 7.0:
MODIFICATIONS TO THE GENERAL OPERATIONS MANUAL**

SECTION 7.1: Authority of Change

This manual, and the policies and procedures contained herein, may be modified by a majority vote of the Board of Directors, as defined in the SCYA Bylaws.

SECTION 7.2: Official Copy

7.2.1 Official Copy

An official copy of this manual will be retained in SCYA records. This official copy will represent the version on which SCYA business is based and will supersede all other copies and versions. The SCYA Secretary will retain an electronic copy of the current version. The Chairperson of the Bylaws Committee is responsible for updates to this manual and for ensuring changes made to this manual reflect the decisions of the Board. The official signed copy will be posted to the SCYA website by the Webmaster.

7.2.2 Retention

All changed pages of the official copy of this manual will be retained for historical reference by the secretary. Pages substituted henceforth will be dated to indicate the date they were adopted by the Board.

ADD SIGNATURE BLOCK

APPENDIX A Page 1

Sport Income (Income accounts for each sport)

- Registration
- Fundraisers / Donations
- Uniform/Sports Clothes
- Reimbursement for Umpires/Referees
- Concessions

Sport Expenses (Expense accounts for each sport)

- Registration Fees
- Registration Refunds
- Insurance
- Registration Waivers (Board, Commissioner, Coach, Hardship)
- League / County Fees
- Officials/Umpires/Referees
- Uniforms / Clothing
- Equipment
- Fundraisers
- Concessions
- Facilities / Field Maintenance / Field Paint / Lime
- Coaches Development
- Tournaments
- Trophies / Awards / Banquet / Food

General Income

- Donations – Cash
- Donations – Non-cash
- Government Grants
- SCYA Clothing Sales (Inventory/Special Order)
- Used Equipment Sales
- Pictures (Sales of Commissions)
- Bank Interest

Event Income (Income accounts for each event or fundraiser)

- Registration Fees, Ticket Sales

Donations – Cash
Donations – Non-cash
Product Sales
Concessions
Raffle Ticket Sales

APPENDIX A Page 2

Operating Expenses

Postage
SCYA Clothing (Inventory/Special Order)
Copying
Insurance
Advertising
Donations
Pictures
First Aid Supplies
Concession Supplies

Facilities (Accounts for each location)

Field Marking Lime/Equipment
Security Fees
Grass Cutting
Field Maintenance/Improvements
Building Improvements

Event Expenses (Expense accounts for each event)

Registration Fees and Refunds
Officials/Referees/Umpires
Food/Beverage (non concession)
Trophies / Awards / Banquet / Food
Product Sales – Salable Items
Prizes – Cash
Printing/Copying/Advertising

The Operations Manual have been reviewed and approved as signed and dated below.

President

Date: 14 March 2022

