

**POLICIES AND PROCEDURES**  
**MANUAL**  
**OF THE**



**Adopted by the Board of Directors**

**of the**

**Pirate Youth Athletic Association**

**on 09/22/14**

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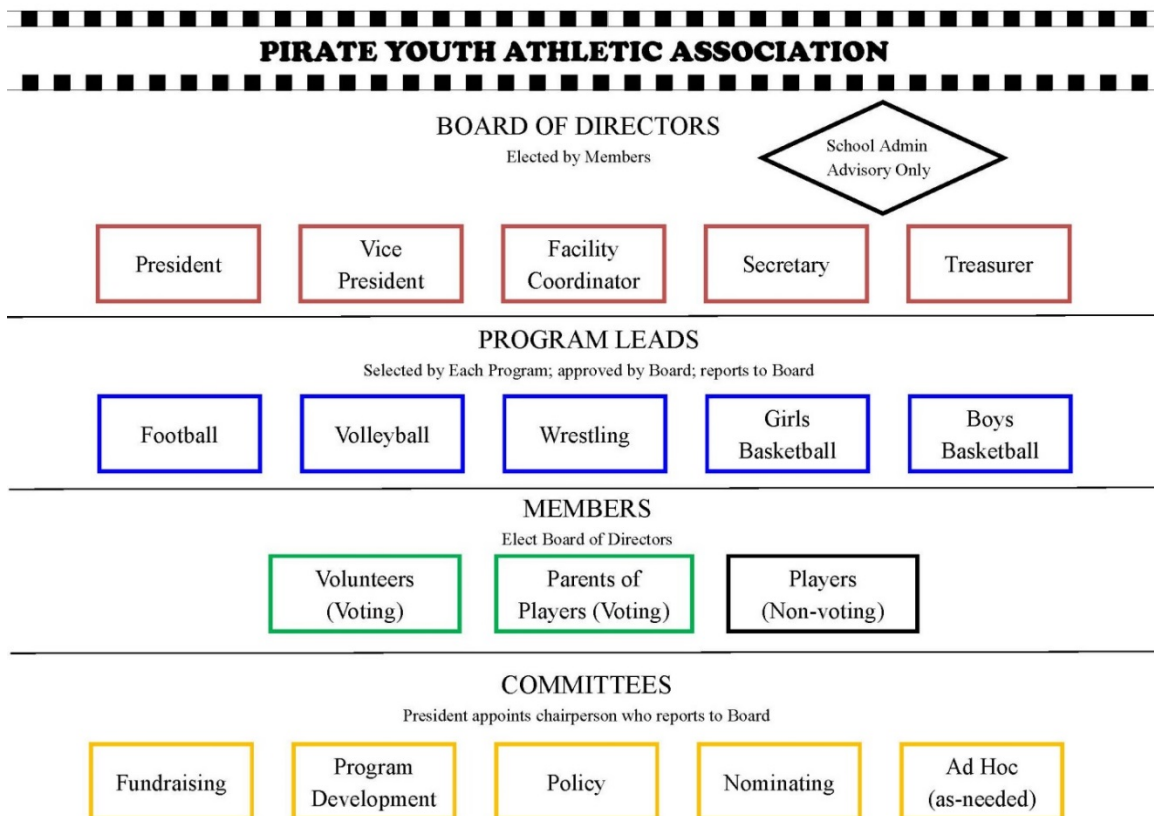
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# GENERAL LEAGUE PROCEDURES

## A. ASSOCIATION OVERVIEW

History of the PYAA: The PYAA was developed in the Fall of 2013 to support and provide structure for non-school sponsored youth athletic programs within the Cochrane-Fountain City School District (hereafter referred to as YOUTH SPORTS). In the years leading up to the formation of PYAA, the number of YOUTH SPORTS teams had increased significantly, creating challenges for both the school district and individual teams in facility scheduling, staffing, liability, funding and quality control. Demands placed on the school facilities and staff by YOUTH SPORTS prompted school administration to consider charging facility use fees, which would have resulted in greater costs and/or elimination for many of the YOUTH SPORTS teams. Representatives from the YOUTH SPORTS teams met with administration and negotiated a compromise to continue using school facilities for YOUTH SPORTS without the imposition of facility use fees. This compromise included two main components: (1) development of a formal structure of organization and governance for YOUTH SPORTS—which would alleviate some of the burdens being placed upon the school and its staff by individual teams or sports and (2) financial support to the school district. A proposal for the creation of a formal YOUTH SPORTS organization was presented to and approved by a majority of those present at an organizational meeting held on November 18, 2013 and the Pirate Youth Athletic Association was formed.

Structure of the PYAA: Below is a chart depicting the structure of the PYAA.



**Members:** Any adult who is the parent or guardian of a child participating in a PYAA sporting activity, as well as all adult volunteers of PYAA, are members of the association. Members can serve as a Board Member, as a Program Lead or on any Committee.

**Program Leads:** A Program Lead is an adult Member who coordinates the athletic activity he or she represents and serves as a liaison between that activity and the Board of Directors.

**Board of Directors:** The Board of Directors consists of five elected Members who organize and oversee the PYAA's activities

See the PYAA Bylaws, which are incorporated for reference herein, in Appendix A for more information about the structure and organization of the PYAA. ([www.pirateyaa.org](http://www.pirateyaa.org)).

Mission Statement: The mission of the PYAA is to promote and operate high quality athletic programs for youth which (1) provide an opportunity for the youth to learn and develop sports-specific skills as well as the core values of teamwork, accountability, self-discipline, positive motivation and good sportsmanship and (2) provide volunteer opportunities for family and community to contribute to and sustain the operation of the association, thereby sharing in the positive experience of teamwork, commitment and dedication.

## B. PROGRAM OFFERINGS AND TIMELINE

Programs Offered By PYAA: PYAA currently organizes and operates the following non-school sponsored athletic programs in the following leagues for the following age levels:

<b>Sport</b>	<b>Age Level</b>	<b>Time of Year</b>	<b>Competition Level</b>	<b>League</b>
Volleyball	4-6 <sup>th</sup> Grade	Sept-Oct	Developmental	None; either practice only, intrasquad games or games arranged with nearby teams
Football	4 <sup>th</sup> -6 <sup>th</sup> Grade	Aug-Oct	Mixed	Morrie Miller Football League
Boys Basketball	3 <sup>rd</sup> -4 <sup>th</sup> Grade	Jan-March	Developmental	Winona YMCA
Boys Basketball	4 <sup>th</sup> -6 <sup>th</sup> Grade	Nov-March	Competitive	Great Northwest BB
Boys Basketball	7 <sup>th</sup> -8 <sup>th</sup> Grade	Jan-March	Competitive	Great Northwest BB
Girls Basketball	3 <sup>rd</sup> -4 <sup>th</sup> Grade	Jan-March	Developmental	Winona YMCA
Girls Basketball	4 <sup>th</sup> -6 <sup>th</sup> Grade	Oct-April	Competitive	Great Northwest BB
Girls Basketball	7 <sup>th</sup> -8 <sup>th</sup> Grade	Oct-Dec, Feb-April	Competitive	Great Northwest BB
Wrestling	K-8 <sup>th</sup> Grade	Dec-April	Mixed	Area tournaments
Girls Volleyball	4 <sup>th</sup> -6 <sup>th</sup> Grade	Feb/March-April	Developmental	Winona YMCA
Girls Volleyball	5 <sup>th</sup> -8 <sup>th</sup> Grade	Feb-May	Competitive	Wisconsin Independent Volleyball League

Programs Offered by C-FC: The Cochrane-Fountain City School District organizes and operates the several school-sponsored athletic programs for youth as part of its regular extracurricular activity offerings. These programs are not affiliated with the PYAA sports programs and are managed exclusively by the school district. Below are the youth athletic programs offered by the school district:

<b>Sport</b>	<b>Age Level</b>	<b>Time of Year</b>
Girls Jr. High Volleyball	7 <sup>th</sup> and 8 <sup>th</sup> Grade	Sept-Oct
Boys Jr. High Football	7 <sup>th</sup> and 8 <sup>th</sup> Grade	Aug-Oct
Co-Ed Cross Country	6 <sup>th</sup> , 7 <sup>th</sup> and 7 <sup>th</sup> Grade	Aug-Oct
Boys Jr. High Basketball	7 <sup>th</sup> and 8 <sup>th</sup> Grade	Nov-Dec
Girls Jr. High Basketball	7 <sup>th</sup> and 8 <sup>th</sup> Grade	Jan-Feb
Jr. High Wrestling	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade	Jan-March
Jr. High Track	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade	March-May
Jr. High Golf	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade	March-May

Overlap Between Activities: It is the goal of the PYAA to avoid overlap between PYAA-sponsored activities as well as between PYAA and school-sponsored youth athletic activities. However, due to facility and scheduling issues, there may be some overlap between sports (i.e. PYAA girls basketball goes through April which could conflict with PYAA volleyball). When scheduling games and practices, PYAA coaches and parent organizers will make every attempt to coordinate schedules to avoid overlap.

## C. PROGRAM ELIGIBILITY

Eligibility: In general, any child who meets the league specific requirements, resides in or near the Cochrane-Fountain City School Community and submits the required registration forms and fees is eligible to participate in a PYAA-sponsored sport.

Physical Examination: Unless required by the league in which the child is participating, the PYAA does not require proof of a current physical examination for the child’s participation in PYAA activities. However, by registering their child for a PYAA athletic activity, a parent/guardian represents that their child is physically capable of participating in that sport.

## D. REGISTRATION

Overview: Registration for each athletic activity sponsored by the PYAA will take place approximately 1-2 months prior to the start of practices for that activity. The Program Lead for each activity will determine the dates and format for registration, with information about registration being posted on the PYAA’s website, e-mailed to the parents of last years’ participants via e-mail and provided to elementary-age students via a handout distributed by their teachers.

### Required Forms:

PYAA Forms (annually): All participants are required to submit the following forms ONCE during each academic year in which they participate in a PYAA athletic activity:

1. PYAA Member Information Form; and
2. PYAA Concussion Forms (Participant AND Parent/Guardian).

See Appendix B and C for copies of the PYAA Forms.

Sport-Specific Forms (seasonally): In addition, participants must complete and submit sport or league-specific required registration forms, as listed below, for each sport in which they participate:

Sport/League	PYAA Waiver Form (required for each sport)	CFC Parent Acknowledgment	League Specific Registration Form/Waiver	League Specific Concussion Form
<b>Football</b> -Morrie Miller League	X	X	X	
<b>Volleyball</b> -WI Independent VB	X	X	X	X
<b>Wrestling</b> -USA Wrestling (optional)	X	X	X-only for USA Wrestling members	
<b>Boys/Girls Basketball</b> -Great NW BB	X	X	X	X
<b>Boys &amp; Girls BB and Volleyball</b> -YMCA	X	X	X	X

See Appendix D for the PYAA Waiver, Consent and Insurance Disclosure Form. See Appendix D-1 for the C-FC Parent Acknowledgement. The most current versions of the league forms can be accessed via the respective league websites:

- Morrie Miller League: <http://www.morriemiller.org/programs/youth-tackle-football.html>
- Winona YMCA: [www.winonaymca.org](http://www.winonaymca.org)
- Great NW Basketball: [www.gnbl.org](http://www.gnbl.org)
- WI Independent Volleyball: [www.gnbl.org](http://www.gnbl.org); click on Volleyball League
- Wrestling— <http://www.teamusa.org/usa-wrestling/membership>

Retention of Registration Forms: Annual PYAA Forms will be retained by the PYAA Secretary. Sport-Specific Registration Forms will be retained by the coach of each athletic team. League-specific registration forms will be submitted to the league in which the team is participating.

Late Registration: Children will NOT be allowed to practice or participate until ALL required forms (and fees, see next section) have been submitted. Coaching, facility, uniform, competition schedule and equipment needs decisions are based upon the number of children properly registered. Late registrations result in extra work for the volunteers who process registration materials. To encourage timely registration and compensate for the addition time involved in processing late registrations, a \$25 fee will be charged for all late registrations. Absent good cause and the agreement of the coach, no late registrations will be accepted after the third practice for the sport.

## E. PARTICIPATION FEES

Overview: As a volunteer organization which was established to promote and encourage participation in youth sports, the PYAA strives to keep fees as low as possible. Thus, current fees are based upon the presumption that parents and guardians of youth participants will fulfill their volunteer responsibilities.

Fee Schedule: On an annual basis, the Program Lead for each sport, after consultation with the coaches, will recommend a fee schedule for that sport to the PYAA Board. The following factors will be taken into consideration in setting the PYAA registration fee: age of the players, number of practices and games/meets provided, uniform, equipment and liability insurance costs and amount of league fees. The PYAA Board will approve all fee schedules. See Appendix E for the current PYAA Fee Schedule for each sport.

Fee Waivers: Students/families eligible for free and reduced lunch may have the participation fees waived in exchange for an equivalent amount of additional volunteer contribution (above and beyond that which is already required of all other Members). Proof of eligibility must be submitted to the PYAA Secretary.

Non-Payment of Fees: All participation fees must be received by the PYAA before a child will be allowed to participate in that sport. Absent good cause and the agreement of the coach, no late registrations (including late fee payments) will be accepted after the third practice for the sport.

## F. INSURANCE

The PYAA does not provide athletes with health or dental insurance; it is the Member's responsibility to ensure that his/her child has sufficient health and dental insurance coverage. The PYAA does provide liability insurance for all sports other than football (which is insured through the Morrie Miller League). The costs of such insurance are passed onto the participants via the participation fees. The PYAA Treasurer shall assist the Program Lead for each program in procuring liability insurance.

## G. UNIFORMS

Overview: It is the goal of the PYAA to be able to provide uniforms to all of the PYAA sponsored teams for use during the athletic season. However, until it can standardize procedures and acquire

uniforms for all teams, the PYAA currently provides uniforms to the participants of some of the PYAA sponsored teams for use during the athletic season. The Program Lead for each sport will annually review the quality and quantity of uniforms available for distribution and make recommendations to the PYAA Board for acquisition of additional uniforms.

Uniforms by Sport: Following is a list of the standard uniforms components for each sport, by provider:

<b>Sport</b>	<b>Provided by PYAA</b>	<b>Provided by Participant</b>
Football	Helmet, Padding, football pants	Jersey, footwear, mouthguard
WIVL Volleyball	Jersey	Spandex shorts; knee pads, footwear
YMCA Volleyball	T-shirt or jersey	Shorts, knee pads, footwear
YMCA Basketball	Reversible jerseys, shorts	Footwear, mouthguard
GNBL Basketball	Reversible jerseys, shorts	Footwear, mouthguard
Wrestling	Singlet	Headgear, footwear

Uniform Deposit: Uniforms which are loaned to participants for use during the season must be cared for in accordance with the manufacturer’s care instructions. If a uniform is not returned in acceptable condition within two weeks after the end of the season, parents/guardians will be assessed a fee equal to the replacement value of any uniform item lost/destroyed. The fee must be paid prior to the child’s participation in any other PYAA activity.

Personalized Uniforms/Apparel:

- Prohibited Words: To avoid any appearance of representing a school-sponsored sport, PYAA uniforms may not contain the words “Cochrane-Fountain City.” They may contain the words “Pirate” or “Pirates.” Some of the older uniforms may still contain the words “Cochrane-Fountain City.” These uniforms will continue to be used until they reach their useful life, after which they will be replaced by uniforms that do not contain the prohibited words.
- Personalized Uniforms: The PYAA does not provide personalized uniforms. However, teams may purchase personalized uniforms. NOTE: Football has traditionally purchased personalized jerseys and will continue to be allowed to do so. Requests for personalized uniforms must be made to the Program Lead, who will seek approval from the PYAA Board. Parents/guardians purchasing personalized uniforms are solely responsible for the cost of those uniforms.
- Sponsored Uniforms: The PYAA will allow businesses/individuals to sponsor uniforms and/or other apparel, including apparel for non-participants (i.e. parents/guardians). Requests for sponsored uniforms or other apparel must be made to the Fundraising Chair, who will seek approval from the PYAA Board.
- Pirate Apparel: Teams wishing to purchase Pirate or sport-specific themed apparel on their own may do so at their own expense. The PYAA Board can provide a list of vendors who have Pirate-themed artwork on file, which may result in lower cost apparel.

## H. EQUIPMENT

Overview: The equipment necessary for each sport will be made available to the PYAA teams by the PYAA or its affiliates.

Equipment Inventory: During the summer of each year, the Program Lead for each athletic program shall compile and present to the PYAA Board an equipment inventory of all equipment held by that athletic program, including the location where the equipment is being held. As equipment is distributed to and collected from individual teams, the Program Lead shall maintain inventories of what was distributed/collected, to whom and when.

Acquisition of Equipment: The Program Lead shall make recommendations to the PYAA Board as to what additional equipment is needed to adequately provide for the equipment needs for that sport for the following season. The PYAA Board shall make a final determination as to what additional equipment is needed. Provided funding is available from that sport's program funds, the Program Lead shall acquire the approved equipment before the start of the next season for that sport.

Disposal of Equipment: The Program Lead shall have discretion to dispose of any unusable equipment. Equipment that is still usable, but does not meet the PYAA's standards for use by the team, may be sold by the Program Lead after receiving approval from the PYAA Board. The equipment shall be sold at market price, with all proceeds going to that sport's program funds.

Storage of Equipment: PYAA currently has no centralized location for storage of equipment; therefore, PYAA equipment is stored at the residences of its Members or at other locations designated in the inventories. Program Leads shall ensure that equipment is stored in a manner and location that adequately preserves the useful life of the equipment. The PYAA Board shall continue to seek out central storage locations for PYAA equipment.

## I. TRANSPORTATION

Overview: PYAA does not provide transportation. Parents/guardians are responsible for transporting their children to/from practices and games/meets. Parents/guardians or coaches who provide transportation for other children or who allow others to provide transportation for their children do so at their own risk and liability.

Use of School Transportation for PYAA Practices/Games: The school does not provide transportation to/from practices and games/meets. If a practice/game location is on a child's normal bus route (i.e the Fountain City Auditorium), the school will provide transportation to that location. However, the school will not provide transportation for other children (who are not normally on that bus route) to a PYAA practice location.

## J. FACILITIES

Facilities Used: The PYAA uses the following facilities for practices and home games/meets:

- Cochrane-Fountain City Schools, S2770 State Highway 35, Fountain City, WI 54629
- Fountain City Auditorium, 42 North Main Street, Fountain City, WI 54629

Role of Facility Coordinator: To improve communication and coordination between the school district and youth athletic teams and to ease the scheduling burden on the school district, the PYAA Facility Coordinator handles all facility scheduling for the PYAA. Coaches and parents SHOULD NOT contact school administration to schedule PYAA activities unless directed to do so by the Facility Coordinator.

Scheduling Guidelines: The Facility Coordinator will schedule facility use according to the following guidelines:

School Scheduling Guidelines:

- For scheduling purposes, all school-sponsored sports take precedence over PYAA sports. School-sponsored teams have first right to the facilities.
  - If a PYAA practice is scheduled to begin at 5:30 p.m. and a school-sponsored sport is still occupying the practice location, the PYAA sport may not occupy the gym until the school-sponsored sport has concluded in its entirety.
- PYAA practices/games may not be scheduled when a C-FC varsity athletic contest is being held. (For example, you may not hold a volleyball practice when a C-FC varsity football game is being held). The rationale is that we want to encourage everyone to attend our varsity sports contests.
- No use of school facilities by PYAA during Energy Alerts.
- No use of school facilities by PYAA if school is not in session or if school is cancelled during the day.
- No practices may be held during C-FC Open Gym time.
- PYAA must follow the C-FC Facilities Use Policy (see Appendix F).
- PYAA must purchase and provide evidence of insurance for the teams using school facilities.
- PYAA should use gym space wisely and conduct activities that do not require the use of a gym—such as a post-practice debrief—in a location outside of the gym.
- PYAA teams should stick closely to the times allotted.
- Practices may be scheduled up until 9:00 p.m. and on weekends.
- If practices are scheduled on weekends, multiple athletic teams are encouraged to practice at the same time.
- For junior high level sports, do not schedule practices or games at the same time as school-sponsored junior high sports practices or competitions (such as track and golf).
- PYAA needs to remain flexible about the calendar as changes frequently occur in the high school schedules and those changes may impact the PYAA schedules

PYAA Scheduling Guidelines:

- Scheduling for the Fountain City Auditorium must be done through the Facility Coordinator.
- Younger children should be scheduled earlier in the afternoon or evening than older grades.
- Younger grades will have fewer practices per week and of a shorter duration than older grades.
- Older grades will have priority over younger grades to the to the high school gym
- Teams may sometimes need to share practice space.
- Every effort will be made to get each team at least one practice per week during the season.
- If a coach needs to cancel practice, he/she should promptly communicate that information to the Facility Coordinator so that another team can be offered that slot.

- If practices are scheduled on weekends, the coach must make sure that he/she has a key to the facility and access to necessary equipment.
- School administration does its facility scheduling by season, so they may not be able to respond to requests for practice time until they have completed their scheduling for that season.
- Some of the sports programs have overlapping seasons. Thus priority for scheduling among PYAA sports will be as follows:
  - September, October 15<sup>th</sup> : Volleyball has priority over basketball
  - October 16<sup>th</sup>– February: Basketball has priority over volleyball
  - March 1-15th: 4th Grade Volleyball (which starts its season in mid-March) has priority over basketball; basketball has priority over the remaining volleyball teams
  - March 16<sup>th</sup>-May: Volleyball (all grades) has priority over basketball
- Our access to facilities is limited; we will do the best we can to accommodate requests, but teams WILL NOT get all the practice or game time that they want at the times they want them! Be patient!
- Use of facilities is privilege, not a right.

#### Scheduling Procedure:

- Practices: Teams wishing to schedule practices should complete a Practice Request Form (see Appendix G) and submit it to the Facility Coordinator at least two weeks in advance of the start of the season. Once the Facility Coordinator receives available dates and times from the facility being requested, the Facility Coordinator will allocate the available time slots based upon the scheduling guidelines. The Facility Coordinator will post the practice times on the PYAA website ([www.pirateyaa.com](http://www.pirateyaa.com)) and notify the coaches of its availability. Coaches should verify the practice schedule to ensure that they are available for all practice dates/times and then provide notification to parents/guardians of the confirmed practice schedule by advising them to access it via the PYAA website.
- Tournaments: Teams wishing to schedule tournaments or meets at the school should complete the “tournament” section of the Practice Request Form as well as an Application for Use of School Facilities (see Appendix H) and submit both forms to the Facility Coordinator. The Facility Coordinator will submit the request to the school and notify the requestor of the school’s response. Confirmed hosted tournament dates will be posted on the PYAA website.

Hosting Tournaments/Meets: Volleyball and basketball teams in grade levels 5-8 are expected to host or co-host at least one tournament during the season to earn “hosting credits” and provide revenue to sustain their sports program. The youth wrestling program is expected to host one meet in order to provide revenue to sustain its program. Procedures and guidelines for hosted tournaments/meets are included in a separate document entitled PYAA Tournament/Meet Procedures.

## K. PARTICIPATION TIME

Non-Competitive Situations (Practice): All participants will be given an equal opportunity to participate during practice and social activities unless disciplinary expectations are not being met. In the event that disciplinary action is required, a coach reserves the right to limit participation.

Competitive Situations (Games): Participants and parents need to be aware that playing time in competitive situations is not guaranteed to be equal. PYAA's focus is on creating the most valuable experience possible for every participant. Doing so requires that coaches to have flexibility to manage game situations given the available roster of participants. Participants and parents must also understand that the amount of playing time a child receives in competitive situations is a poor measure of all that can be gained from participation in sports. Focusing only on the amount of playing time a child receives provides negative reinforcement to a child that individual play is more important than team performance.

### Playing-Up:

- Short Roster: In situations where a low number of participants requires younger (non-team members) to play up to fill out the roster, and allow for a competitive situation to occur, the coach will have full authority on how much, or when the non-team member will play. If the quantity of available participants is equal to or less than the below total per sport, the roster will be considered short.
  - Volleyball: 7
  - Basketball: 7
  - Football: 20
  - Wrestling: NA
- Full Roster: In situations where a full roster exists and there is no fundamental need for participants to play-up, participation by non-team members is prohibited during competitive (game) situations. During non-competitive (practice) situations it is acceptable for non-team members to play-up and participate fully in practice as long as it doesn't materially take away from normal opportunities afforded to team members.
- Appeal: PYAA recognizes unique circumstances may occur justifying a participant to play-up when there is a full roster and will review appeals by a coach for playing-up if formally submitted in writing to PYAA.

## L. PHOTOGRAPHS

Formal Team Photographs: At each team's discretion, team and individual photographs will be taken for each team at the beginning of the season and will be available for purchase directly from the contracted photographer. Picture dates will be announced as they are arranged with the photographer. There is no obligation to purchase formal photographs.

Other Photographs: Parents are encouraged to take and share photographs of their children during their participation in PYAA activities. Free websites, such as Shutterfly.com, can be set up for the sharing of photographs.

## M. NON-DISCRIMINATION

The PYAA is committed to a policy of nondiscrimination on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, ancestry, color or any other factor provided for by state and federal laws and regulations. If any person believes that the PYAA or any part of its organization has failed to follow state and federal nondiscrimination laws or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap, he/she may bring or send a written complaint to the PYAA at the following address: 46 South Main Street, Fountain City, WI 54629.

## N. ALCOHOL, TOBACCO AND DRUG USE PROHIBITED

Parents, coaches, officials, fans, players and administrators must be drug, tobacco, alcohol and performance enhancing drugs free at all PYAA activities.

## O. BULLYING & ABUSE

Bullying and/or abusive behavior is prohibited at all PYAA activities. Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power. Bullying behavior can take many forms including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, and the use of a computer or phone to send embarrassing, slanderous, threatening or intimidating messages. Abuse can take many forms including, but not limited to physical abuse, emotional abuse, child neglect and sexual abuse. Anyone who observes bullying or abusive behavior should report it to the PYAA in writing at the following address: 46 South Main Street, Fountain City, WI 54629. A free training on bullying in sports can be accessed at: <http://www.nays.org/additional-training/>.

## P. ILLNESSES/INJURIES

General Information: All youth athletes are expected to attend all practice sessions or games/meets for their sport. Parents/guardians of athletes who will be absent from a practice or game/meet must notify the coach in advance of the absence via telephone, e-mail or written note. By enrolling a child in a PYAA sport, a parent/guardian authorizes a coach to administer basic first aid and/or call for additional assistance if the child sustains an injury during a practice or game/meet.

Illnesses: A student who is absent from school due to illness is not allowed to participate in a PYAA practice session or game/meet held on the same day. For the protection and health of all participants, parents should not send a child to a practice session or game/meet if the child is ill. If a child becomes ill during a practice session or game/meet, the coach will contact the parent/guardian of that child, who must make arrangements to promptly retrieve the child from the practice or game/meet.

Injuries: All coaches must have a first aid kit available at every practice and game/meet. In the event of a player injury at a practice or game, the coach will survey the situation and either provide basic first aid or, in the case of a serious injury, call for additional assistance. When possible following an injury, the coach will contact the child's parent/guardian and also complete an Athletic Incident Report Form (see

Appendix I). A child who has an injury which requires medical intervention will not be allowed to resume participation in the sport until cleared by a medical professional. Written notice of the child's ability to resume participation must be provided to the coach before the child will be allowed to participate.

Concussions: All coaches, parents/guardians and players are expected to familiarize themselves with the signs, symptoms and behaviors of concussions. A child who has sustained a concussion may not resume participation in a sport until cleared by a medical professional. Written notice of the child's ability to resume participation must be provided to the coach before the child will be allowed to participate. A free training on concussions in sports can be accessed at: <http://www.nays.org/additional-training/>.

## Q. FINANCIAL OVERSIGHT

Overview: Relative to finances, the goal of PYAA is to ensure that each of the five athletic program areas receives sufficient funding to provide a high quality athletic program for its participants while keeping participation and program fees as low as possible.

Program Accounts: Each of the five PYAA program areas is expected to be self-sustaining, maintain its own checking and or savings accounts for the purpose of raising revenue and covering operating expenses incurred for their individual programs, and contributing to the overall administrative expenses of the PYAA. Program Leads for individual PYAA programs have full responsibility to manage the checking and or savings accounts for their individual program, and to work with the PYAA Treasurer to establish a budget that is approved by the full PYAA board annually. The PYAA Treasurer will be listed as a signer on all individual program accounts for the purpose of providing oversight to the account and to assist during transition periods when new program leads take over the individual program.

Primary revenue sources for individual program accounts include participation fees, net proceeds from revenues raised from hosting tournaments, and PYAA approved fundraising activities. PYAA programs are expected to cover all of their expenses including insurance, uniforms, league and tournament fees, in-kind gifts to coaches, and any equipment needed for that specific sport. PYAA programs are also expected to cover all expenses related to hosting home tournaments. This includes concession stand inventory, referees, cash for cash drawers, and any other general expenses necessary for hosting the tournament. The PYAA general account typically does not fund any program related expenses.

Program Account Limits: Program leads are responsible for maintaining an account balance of between \$1,500 and \$5,000 in their accounts in order to ensure they are adequately funded and so they can contribute to general or emergency PYAA operating expenses. If an individual program account balance falls below \$1,500, the program must submit an annual budget that will post a proposed net revenue of \$400 for that season and subsequent seasons until the account balance is above the \$1,500 minimum account limit.

In an effort to make PYAA programs accessible through low participation fees, a program account shall return monies in their account in excess of \$5,000 to program participants in the form of reduced participation fees unless the program is saving for a large capital purchase. If the program is saving for

such a purchase, it must receive PYAA board approval to maintain an account balance greater than \$5,000.

If the program is not saving for any specific purchase and has more than \$5,000 in their program account, program participation fees will be reduced by as much as 50% for that season and subsequent seasons in order to bring the account balance below the \$5,000 maximum account balance limit.

PYAA Account: The PYAA has established a checking and savings account in order to cover general operating expenses for the association as well as to act as a pass through account for individual program purchases that either require association level status or can achieve a reduced rate through economies of scale when the purchase price is tied to the number of participants.

An example of a pass-through expense is insurance. Each individual program is required to pay for its own insurance, but the transaction is done with the association to streamline administration and to achieve a reduced rate by the number of participants in the entire association.

PYAA Oversight of Program Accounts: The PYAA is responsible for providing oversight for individual program accounts. PYAA will provide oversight by:

- Working with program lead to establish an operating budget for the fiscal year (June through May).
- Require each program lead update the PYAA board on a quarterly basis (March, June, September, and December board meetings) with reconciled financial statements and reporting actual expenses vs operating budget.
- Monitor account balances so that they remain at approved levels.
- All non-budgeted purchases over \$250 require full PYAA board approval.
- The PYAA can remove a Program Lead as a signer from an individual program account in order to protect the financial interests of the individual program.
- The PYAA can withdraw any or all monies from some or all program accounts to cover emergency association expenses.

PYAA Account Oversight: The following mechanisms are in place to provide oversight of the individual PYAA accounts.

- Withdrawal of money from the general PYAA checking and savings account over \$500 requires board approval and dual signatures. One from the PYAA Treasurer and one from the PYAA President.
- All purchases over \$100 require full board approval.
- All non-budgeted purchases require full board approval.
- Treasurer shall present financial statements at each board meeting including a summary of deposits, withdrawals, and all bills paid.
- The PYAA board shall review and approve bills at all monthly board meetings.

# COACHES

## HIRING

Qualifications: Prospective volunteer coaches must be at least 16 years old, complete a Youth Sports Coach Application Form, pass a background check, and be capable of coaching the sport to youth in accordance with the PYAA guidelines.

### Recruitment:

- Overview: PYAA is fortunate to have many parents/guardians serve as volunteer coaches for their children's grade levels. This not only helps establish consistency and continuity for those teams, but also eliminates the need to recruit new coaches for those teams every season.
- Mentor Coach: Many former parent coaches are willing to mentor a new coach who may have the desire and time to coach, but need some extra help. Interested parents who are willing to coach, but would benefit from mentoring are encouraged to contact the PYAA.
- Outside Recruitment: If no parents/guardians are willing to coach a team, the PYAA will advertise the position on its Facebook page and website, at local colleges and in the local newspaper.

Application: All coaches, including returning coaches, must complete a Youth Sports Coach Application Form contained in the separate document "PYAA Coaching Handbook" which authorizes the PYAA to conduct a background check on the applicant.

Screening: All applicants for coaching positions will be screened in accordance with the PYAA Background Screening Policy which is contained in the PYAA Coaching Handbook.

## COACHING EXPECTATIONS

Coaching Duties: In general, coaches are expected to teach athletes the fundamentals of the sport which they were hired to coach and to adhere to the Coaches Code of Conduct (below). See the separate document "PYAA Coaching Handbook" for more information.

Training: The costs of all required trainings for head coaches will be paid for by the PYAA Program Area in which the coach is coaching.

NYSCA Training: The National Youth Sports Coaches Association ([www.nays.org](http://www.nays.org)) offers certification training for youth sports coaches. All head coaches are expected to become (or remain) certified by the National Youth Sports Coaches Association for the sport they are coaching. Additionally, all coaches are expected to become certified through NYSCA in the following training areas: Concussion Training, Bullying Prevention Training and Protecting Against Abuse Training.

Additional Trainings: The PYAA will periodically sponsor additional trainings, such as first aid trainings, which head coaches are strongly encouraged to attend.

Coaches Code of Conduct:

- I will plan and conduct age-appropriate practices and games
- I will provide adequate supervision of assistant coaches and other assistants
- I will use appropriate language in appropriate tones when interacting with players, officials, parents and spectators
- I will encourage the involvement of parents.
- I will learn and follow all league rules, policies and procedures
- I will attend required trainings and meetings.
- I will serve as a positive role model for the players.
- I will place the emotional and physical well-being of my players ahead of my personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will be on time for and attend all practices and tournaments/meets.
- I will communicate regularly and respectfully with parents/guardians.
- I will do my best to provide a safe playing situation for my players.
- I will review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all of my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco and alcohol and I will refrain from their use at all PYAA activities.
- I will be knowledgeable in the rules of the sport that I coach and will teach these rules to my players.
- I will use coaching techniques appropriate for each of the skills that I teach
- I will remember that I am a youth sports coach and that the game is for youth and not adults.

EVALUATION

Complaints: The following procedure is to be followed for any complaints or grievances against a coach:

**STEP ONE:** The party with the complaint should first contact the individual coach to discuss the complaint and attempt to find a solution or reach an understanding about the issue. If the concern involves the amount of playing time or the position played, the complainant must wait at least 24 hours after the game being played in order to initiate discussion with the coach. This will allow the complainant time to cool off and reflect as to whether the concern is valid.

**STEP TWO:** If STEP ONE does not resolve the issue, the complainant should contact the Program Lead for that area and communicate the complaint. The Program Lead should discuss the matter with the Coach and complete a PYAA Incident Report for the coach's file.

**STEP THREE:** If STEP TWO does not resolve the issue, the complainant should contact the Secretary of the PYAA Board to request a review of the complaint by PYAA Board Members. The PYAA Secretary will complete a PYAA Incident Report and schedule a meeting between

the Board, the coach and the complainant. The Board will only intervene when all other possible courses of resolution have been exhausted.

**NOTE: At no time shall complaints or grievances be brought to the attention of the personnel of the Cochrane-Fountain City School District or any school board member. PYAA is an independent organization and is not governed by the Cochrane-Fountain City School District.**

Corrective Action Policy: Depending upon the severity of the violation, a range of possible sanctions can be recommended by imposed by the PYAA Board in response to a coach's violation of the Coaches Code of Conduct, as follows: warning to coach, apology from coach, probation, one game suspension, multiple game suspensions, season suspension, permanent revocation of ability to coach or others. Factors that might suggest a more lenient sanction include first offense remorse, apparent desire to reform, dedication to youth sports and other good coaching attributes. Factors that might suggest a severe sanction include child endangerment, violation of a law, prior complaints, lack of remorse, extraordinarily poor judgment around children and other similar factors.

Evaluation: At the conclusion of every season, parents/guardians will be allowed to evaluate their child's coach, either through an on-line portal of the NYSCA (National Youth Sports Coaches Association) or through the paper equivalent. See Appendix J for the Rate Your Coach Evaluation Form. This evaluation is completely anonymous to the coach. Coaches will be provided with a summary of the results.

Recognition: Although PYAA coaches are unpaid, many teams choose to purchase gift cards or other tokens of appreciation for their team's coaches. Recognition of each coach is left to the discretion of each team.

## PARENTS/GUARDIANS

### VOLUNTEER RESPONSIBILITIES

Overview: Volunteers are the backbone of the PYAA. It takes a tremendous amount of time and effort to coordinate and operate youth sports programs at an affordable price. Without volunteers willing and able to provide their time and talents, the PYAA would not exist. No one person or handful of persons can or should be expected to perform every task necessary to operate a successful sports league. The PYAA recognizes the valuable contributions of volunteers as part of its mission "to provide volunteer opportunities for family and community to contribute to and sustain the operation of the association, thereby sharing in the positive experience of teamwork, commitment and dedication."

#### Volunteer Requirements:

- Hosted Tournaments Requirements: Parents/guardians of youth who participate in volleyball, basketball and wrestling are required to fulfill the following "hosted tournament" obligations for at least one tournament for each sport in which their child participates. The "hosted tournament" obligation does not need to take place at the tournament in which their child is actually playing. In fact, in order to allow parents/guardians to enjoy watching their child play—and not have to

worry about missing that experience due to a volunteer work obligation--it is recommended that parents/guardians volunteer for a tournament in which their child is not playing.

1. Provide a food item for a tournament from an approved list of food items; and
2. Work a shift at a tournament from a designated list of work obligations.

Families who do not fulfill their “hosted tournaments requirements” will be assessed a \$50 penalty which can (and must) be paid to the PYAA before their child will be allowed to participate in any PYAA-sponsored sport.

**NOTE:** Parents/guardians of football players and fall volleyball players are excluded from hosted tournament requirements since that sport does not host tournaments. If a child participates in both YMCA and GNBL/WIVL for a particular sport, they are required to fulfill the hosted tournament requirement only once per sports season, per child.

- Substitute Volunteers: With the consent of the person in charge of the tournament, responsible friends or family members of a parent/guardian may fulfill the volunteer responsibility of a parent/guardian. However, the parent/guardian must make arrangements for a substitute volunteer in advance.
- Volunteer Deposit: The PYAA reserves the right to assess a monetary fee during the registration process for a sport (a volunteer deposit) to ensure that parents/guardians will fulfill volunteer requirements.

### PARENT/GUARDIAN EXPECTATIONS

Parent’s Code of Conduct: All parents/guardians are expected to abide by the following Parent’s Code of Conduct:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will communicate respectfully with my child’s coaches and take my concerns directly to them, as opposed to complaining about them to other parents and spectators.
- I will remember that the game is for youth – not adults.
- I will do my best to treat other players, coaches, spectators and officials with respect regardless of any differences.
- I will get my child to practices and games on time or notify my child’s coach, in advance, if I am unable to do so.
- I will pick my child up from practices or games on time.
- I will refrain from using drugs, alcohol and tobacco at any PYAA event.
- I will not use profanity at any PYAA event.
- I will leave the coaching to the coaches.

- I will fulfill my Volunteer Responsibility obligations.
- I will bring forth valid complaints and concerns in a constructive manner.
- If my concern is about playing time or playing position, I will wait 24 hours after a game or contest before approaching my child's coach about this concern.
- I will provide unconditional love and support to my child, regardless of his/her performance.
- I will hold other parents accountable for the Parent's Code of Conduct.

Corrective Action: It is the philosophy of the PYAA that parents should not spoil the experience of youth sports—for their child or anyone else's child. The PYAA will not punish a child for the action of his or her parent, but will hold a parent accountable for his/her unacceptable behavior. Accordingly, the PYAA has developed the following guidelines to deal with behavioral problems of parents/guardians. These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions, such as parent and player suspension.

1. **Verbal Warning:** Coach will discuss inappropriate conduct with parents and emphasize that such behavior will not be tolerated. Coach will document this discussion on a PYAA Incident Report Form and provide a copy to the Program Lead.
2. **Written Warning:** Coach (or other complainant—like an official) will notify Program Lead of continued misconduct by way of a PYAA Incident Report Form. Program Lead will schedule a meeting with parent to discuss actions and proper behavior and provide parent with formal letter of reprimand stating that the next offense may result in a game suspension.
3. **Game Suspension:** Parent will be suspended from attending the next schedule game. Complainant will complete a PYAA Incident Report Form and provide a copy to the Program Lead and PYAA. PYAA will send a letter to parent stating that the next offense may lead to parent being banned from all future program activities.
4. **Season Suspension:** Parent will be suspended from attending all program activities. Complainant will complete a PYAA Incident Report Form and provide a copy to the Program Lead and PYAA. Parent must make a formal request to be re-instated to the program. Parent will be required to meet with Complainant, Program Lead and PYAA Board to determine if parent can behave within the spirit and letter of the guidelines of the program.

## PARTICIPANTS

### PARTICIPANT EXPECTATIONS

Participants Code of Conduct: All participants are expected to abide by the following Participant's Code of Conduct:

- I will give my best effort during each and every practice and game/meet.
- I will not be late or absent to any games or practices without prior excuse.
- I will encourage my teammates in a positive manner.
- I will use appropriate language on and off the court, playing field, mat, etc.
- I will treat officials with respect and let my coach ask the necessary questions regarding the calls being made.

- I will treat others like I would want to be treated.
- I will not engage in bullying or allow my teammates to do so.
- I will notify my coach promptly of any injuries that I sustain.
- Win or lose, I will be a good sport.
- I will come dressed appropriately for practices and games.
- I will treat all coaches with respect. This means that I will listen and PAY ATTENTION to the coach and will not do anything to disrespect the coach (such as sassing back, rolling eyes, talking while the coach is talking, etc.)
- I will remember that being a part of the team is as privilege that can be taken away if the rules are not being followed.

Corrective Action Policy: Participants who fail to adhere to the Code of Conduct may be subject to disciplinary action. The PYAA had developed the following Corrective Action Policy to establish appropriate consequences for inappropriate behavior. These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

1. **Verbal Warning:** Coach will discuss inappropriate conduct with player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion on a PYAA Incident Report Form and provide a copy to the Program Lead.
2. **Period Suspension:** Coach will bench the offending player for a period of time during a game/meet when he/she should be playing. Coach will complete a PYAA Incident Report Form and provide a copy of it to the Program Lead.
3. **Game Suspension:** Coach will bench the offending player for an entire game/meet when he/she should be playing. Coach will complete a PYAA Incident Report Form and provide a copy of it to the Program Lead and PYAA. Before the player is allowed to resume playing, he/she must attend a meeting with the Coach and Program Lead. The player will be warned that the next offense could result in his/her expulsion from the league.
4. **Program Expulsion:** Player may be expelled from the sports program and no refund will be given. Coach will complete a PYAA Incident Report Form and provide a copy of it to the Program Lead. Parent and Player must make a formal written request to be reinstated to the program and must attend a meeting with the PYAA Board, Program Lead and Coach to determine if the child is capable of playing within the guidelines of the program.

**BY LAWS OF THE  
PIRATE YOUTH ATHLETIC ASSOCIATION  
Adopted 12.04.13**

**ARTICLE I: NAME & PURPOSE**

**Section 1: Name**

The name of the organization shall be Pirate Youth Athletic Association. Hereafter, the organization may be referred to as “association” or “organization” or “PYAA.”

**Section 2: Purpose**

The purpose of the Pirate Youth Athletic Association shall be to promote and operate athletic programs for youth residing within the boundary and attendance area of the Cochrane-Fountain City School District and other purposes approved by the Board of Directors or members and authorized by Chapter 184 of the Wisconsin Statutes. The purpose of the organization is exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE II: MEMBERSHIP**

**Section 1: Adult Members (Voting Members)**

Any adult who is the parent or guardian of a child participating in a PYAA sporting activity shall become a member of the association upon the completion of all required registration forms and payment of participation fees. In addition, all adult volunteers of the PYAA are adult members of the association. Adult members have the right to nominate, vote for and serve as a PYAA Board member, to serve as a Program Lead and to serve on any Committee.

**Section 2: Player Members (Non-Voting Members)**

Any child who lives in or attends a school within the boundaries of Cochrane Fountain City School District and supports the objectives of the association shall be eligible for player membership in the PYAA. Children eligible for player membership shall become player members upon completion of all required registration forms and payment of participating fees. Player members are entitled to all privileges of membership except making nominations, voting and serving on the Board of Directors or as Program Lead.

**Section 3: Membership Duties**

All members of the PYAA must comply with the bylaws and any policies, procedures, rules, standards and guidelines of the PYAA as well as with state and federal law.

**Section 4: Membership Term**

Membership terms shall run from July 1st of one year until June 30 of the following year.

## **Section 5: Removal of Members**

Any member may resign by filing a written notice of resignation with the Secretary. The PYAA, by a two-thirds vote of Board members present, shall have the authority to discipline, suspend or terminate the membership of any member (adult or player) when the conduct of such person is considered detrimental to the best interests of the association. The member involved shall be notified of the meeting at which the matter will be addressed, informed of the general nature of the charges and given the opportunity to appear at the meeting to respond to such charges.

## **ARTICLE III: MEETINGS OF MEMBERS**

### **Section 1: Place of Meetings**

Meetings of the members of this organization shall be held at such place as may from time to time be determined by the Board of Directors.

### **Section 2: Annual Meeting of Members**

In each calendar year, an Annual Meeting of members shall be held.

- A. Time and Place: The Annual Meeting shall be held during the month of June at such time and place as shall be specified in the Annual Meeting of the prior year or at such other time as the Board of Directors shall choose.
- B. Notice of Meeting: The Secretary of the organization shall cause a published notice of the time and place of the Annual Meeting to appear in the local newspaper at least seven days prior to the meeting. Alternatively, if the organization has a functioning website which it is using to distribute information to its members, notice may be given by posting notice of the meeting on the website at least seven days prior to the meeting.
- C. Purposes of Meeting: The purpose of the Annual Meeting shall be to elect PYAA Board members, to receive reports from officers and committees and for any other business that might arise.

### **Section 3: Special Meetings**

Special Meetings of members may be called by the President, by a majority of the Board of Directors or by a written request signed by 25% of the voting members. Special meetings shall be on twenty four (24) hours' notice (either published in the local newspaper or posted on the organization's website). The meeting notice shall describe generally the business to be transacted at the meeting.

## **Section 4: Voting**

Voting shall be by voting members present at a meeting. Proxy or absentee voting shall not be allowed. Unless otherwise required by these bylaws, a majority vote among voting members present at a meeting shall be sufficient to approve or adopt any matter voted on by the members.

## **Section 5: Procedure**

Meetings shall be conducted pursuant to *Robert's Rules of Order* unless some other procedure is approved by a two-thirds vote of voting members present and voting.

## **ARTICLE IV: BOARD OF DIRECTORS**

### **Section 1: Number of Directors**

The management of the organization shall be vested in a Board of Directors consisting of five persons. An administrator or athletic director from the Cochrane-Fountain School District shall serve on the Board in an advisory only (non-voting) capacity.

### **Section 2: Qualifications**

To serve as a PYAA Board Member, a person must be an adult member of the association.

### **Section 3: Term**

The term of each director shall be two years from and after his/her election to office, except that the terms of the initial directors shall be staggered, as set forth in Article VI, Section 3, such that approximately one-half of the directors are elected each year.

### **Section 4: Election**

Election of directors shall take place at the annual meeting of members. Each voting member may cast one vote for each director position open for election at such meeting. Election shall be by a majority of the voting members present at the meeting. If no candidate receives a majority of votes in the first round of balloting, the two candidates with the most votes will stand for election in a second round.

### **Section 5: Vacancies**

In the event of a vacancy on the board due to death, resignation or removal, the president shall appoint a successor to fill the vacancy for the remainder of the term for that position.

### **Section 6: Powers and Duties**

The Board of Directors shall have the power to call meetings of the Board and also of the membership when it deems such meetings are in the interest of the association. The board shall conduct, manage and control the affairs, relations, business and policies of the association and to make rules not inconsistent with the laws of the State of Wisconsin and the United States of America. The Board shall have the powers of control over the affairs of the association not specifically reserved to the members by the bylaws.

### **Section 7: Compensation and Indemnification**

All directors shall serve without compensation. Directors shall be entitled to indemnification for actions as directors to the extent permitted by Wisconsin law.

### **Section 8: Removal of Board Members**

Any PYAA Board member may resign by filing a written notice of resignation with the Secretary. Where the PYAA Board member resigning holds the position of Secretary, said notice will be filed with the President. Any PYAA Board member who is absent for more than three regularly scheduled meetings without giving sufficient excuse to the President or presiding officer may be removed by a majority vote of the remaining members of the Board. If a PYAA Board member no longer meets the qualifications required of a Board member, the position will be declared vacant thirty (30) days after the PYAA Board becomes aware of the deficiency.

## **ARTICLE V: MEETINGS OF DIRECTORS**

### **Section 1: Place of Meetings**

Meetings of the Board of Directors shall be held at such place as may from time to time be determined by the Board of Directors.

### **Section 2: Annual Meeting of Directors**

In each calendar year, an Annual Meeting of Directors shall be held.

- A. Time and Place: The Annual Meeting shall be held during the month of June, immediately following the meeting of members
- B. Notice of Meeting: The Secretary of the organization shall cause a published notice of the time and place of the Annual Meeting to appear in the local newspaper at least seven days prior to the meeting. Alternatively, if the organization has a functioning website which it is using to distribute information to its members, notice may be given by posting notice of the meeting on the website at least seven days prior to the meeting.
- C. Purpose of Meeting: The purpose of the annual Board of Directors meeting shall be to set a schedule of regular board meetings for the period until the next annual

meeting and for the purpose of transacting any other business properly brought before it.

### **Section 3: Regular Meetings**

- A. Time and Place: Regular meetings of the Board of Directors shall be held at such times and places, as the Board of Directors shall determine.
- B. Notice: A single written notice of regular board meetings will be given to all directors within 10 days following the annual directors' meeting. No further notice of regular directors' meetings shall be required.
- C. Conduct of Business: The conduct of a regular meeting shall be as follows:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Approval of Minutes
  - 4. Announcements/Communications
  - 5. Financial Report
  - 6. Committee/Team Reports
  - 7. Unfinished Business
  - 8. New Business
  - 9. Adjourn

### **Section 4: Special Meetings**

Special Meetings of members may be called by the President or by any director. Special meetings shall be on five days' notice (either published in the local newspaper or posted on the organization's website). The meeting notice shall describe generally the business to be transacted at the meeting.

### **Section 5: Voting**

- A. Voting: Voting shall be by directors present at a meeting. Proxy or absentee voting shall not be allowed. A majority of the number of directors elected or appointed under these by-laws shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater proportion is required by law or by the Articles of Incorporation or these by-laws.
- B. Alternate Voting Procedures: Acting by unanimous consent or conducting meetings telephonically shall be permitted to the extent and under the conditions permitted by law.

### **Section 6: Procedure**

Meetings shall be conducted pursuant to *Robert's Rules of Order* unless some other procedure is approved by a two-thirds vote of voting members present and voting.

## **ARTICLE VI: OFFICERS**

### **Section 1: Number of Officers**

The officers of the organization shall consist of a president, vice-president, secretary, treasurer and facility coordinator.

### **Section 2: Qualifications**

Each officer shall be a member of the association and Board of Directors. No Program Lead may also serve as an officer.

### **Section 3: Term**

The initial terms of the officers shall be as follows:

- President and Treasurer: from the date of the election until the July 1<sup>st</sup> following the election;
- Vice-President, Secretary and Facility Coordinator: from the date of the election until the second July 1<sup>st</sup> following the election;

Thereafter, the term of office for each officer is two years from the date of election. There are no term limits.

### **Section 4: Election**

The officers of the Board shall be elected by shall be elected by the Board.

### **Section 5: Vacancies**

A mid-term vacancy of the President position will be filled by the Vice-President. Other vacancies shall be appointed by the President with majority approval of the PYAA Board.

### **Section 6: Duties of Officers**

#### A. President:

The President shall

- Preside over all meetings of the general membership and PYAA Board.
- Appoint committee chairperson for all standing committees and for ad-hoc committees.
- Be an ex-officio member of all committees.
- Enforce all laws, rules and regulations of the association.
- Sign checks issued by the association. Checks in the amount of \$500.00 or

more must be co-signed by the treasurer.

B. Vice-President:

The Vice-President shall

- Perform all duties and exercise all powers in the absence of the President.
- Act as a liaison between committees and the full Board.
- Assist the President in any matter so designated by the president.

C. Secretary:

The Secretary shall

- Maintain all records of the organization.
- Prepare minutes of all meetings of the Board of Directors and members
- Attend to all correspondence and public relations matters.
- Notify Board and members of the time, date and place of each annual meeting.
- Update the association policies, rules and regulations as approved by the Board.
- Reconcile the monthly bank statement with the Treasurer.

D. Treasurer:

The Treasurer shall:

- Keep account of all monies received and deposited in the name of the association in such depository so designated by the PYAA Board.
- Prepare an annual report on receipts and expenditures.
- Sign checks issued by the association. Checks in the amount of \$500 or more must be co-signed by the President.
- Present the monthly bank statement to the Secretary to be reconciled.

E. Facility Coordinator:

The Facility Coordinator shall:

- Communicate with the Program Leads and/or coaches and parent organizers of each sporting activity to determine facility use needs.
- Work with the administration of the Cochrane-Fountain City School District to determine facility availability to meet the needs of the PYAA.
- Allocate the use of the available facilities pursuant to the policies, rules and regulations established by the PYAA.
- Communicate the facility schedules to the Program Leads and/or coaches and parent organizers, including posting such schedules on the organization's website.
- Troubleshoot facility scheduling conflicts.
- Field complaints/concerns about facility use allocation from members and Program Leads and resolve them in accordance with the policies, rules and regulations established by the PYAA or, if unresolvable, refer them to the Board of Directors

## **Section 7: Compensation and Indemnification**

All officers shall serve without compensation. Officers shall be entitled to indemnification for actions as directors to the extent permitted by Wisconsin law

## **ARTICLE VII: PROGRAM LEADS**

### **Section 1: Number of Program Leads**

Each sporting activity included in the PYAA shall elect or appoint a Program Lead for that sporting activity.

### **Section 2: Qualifications**

To serve as a Program Lead, a person must be an adult member of the association. No officer may also serve as a Program Lead.

### **Section 3: Term**

The term of each initial Program Lead shall be from the date of his or her election until the following July 1<sup>st</sup>. Thereafter, the term of each Program Lead shall be one year from and after his/her election to office.

### **Section 4: Election**

The Program Lead for each sport shall be elected by a voting process of each sport's choosing, with approval by the Board of Directors.

### **Section 5: Vacancies**

Vacancies shall be elected by a voting process of each sport's choosing, with approval by the Board of Directors. If the position remains vacant for more than 60 days, the President shall appoint a Program Lead for that sporting activity.

### **Section 6: Duties of Program Lead**

Each Program Lead shall:

- Coordinate each specific athletic program to ensure continuity and implementation of the stated purposes of the association.
- Serve as a liaison between the sporting activity represented and the Board of Directors.
- Serve as a liaison between the sporting activity represented and the Cochrane-Fountain City School District.
- Serve as a liaison between the sporting activity represented and the league in which the sporting activity participates (i.e. Morrie Miller, Great Northwest Basketball, Wisconsin Independent Volleyball League, etc.)
- Serve as a liaison between the sporting activity and the high school coaches for

that sport from Cochrane-Fountain City School District.

- Serve as a mentor for coaches and parent organizers of the sporting activity represented.
- Serve on the Program Development Committee and Policy Committee.

## **ARTICLE VIII: Committees**

Committees may be established by the Board of Directors as needed to carry out the work of the organization.

### **Section 1: Standing Committees**

Standing (permanent) committees of the organization include the following:

- A. Fundraising Committee: charged with organizing and conducting fundraising activities to ensure the financial solvency of the association. All fundraising activities must be approved by the Board.
- B. Program Development Committee: charged with evaluating program offerings and identifying, recommending and implementing improvements to the PYAA Board
- C. Policy Committee: charged with making recommendations to the PYAA Board regarding policies, regulations and rules of the association.
- D. Nominating Committee: charged with soliciting qualified members for elective office

### **Section 2: Special Committees**

The Board of Directors, by majority vote of the directors present, may establish special committees as needed.

### **Section 3: Qualifications & Appointment**

Any adult member may serve on any committee. Each Board of Directors member shall serve on at least one standing or special committee. The President shall appoint a chairperson of each committee who shall chair committee meetings and provide reports on committee activities to the Board of Directors at board meetings.

### **Section 4: Term of Office & Committee Size**

The term of office for all committees will be indeterminate. The size of the committees will be left to the President's discretion.

### **Section 5: Committee Actions**

Actions of committees are subject to approval by the Board of Directors.

## **ARTICLE IX: AMENDMENT OF BYLAWS**

### **Section 1: By Members**

These bylaws may be amended by a vote of two-thirds of the members of the organization present and voting and a meeting duly called for such purpose. Written notice of the meeting and of such amendment must be given to the members at least seven days prior to the meeting. Notice may be by a published notice in the local newspaper or posted notice on a functioning website of the association.

### **Section 2: By the Board of Directors**

These bylaws may also be amended by a vote of two-thirds of the entire Board of Directors at a duly called regular or special meeting of the board, provided that written notice of the meeting and of such amendment must be given to each director at least seven days before the day of the meeting. Notice may be by a published notice in the local newspaper or posted notice on a functioning website of the association.

I certify that the foregoing bylaws, consisting of 10 pages, were adopted as the bylaws of the Pirate Youth Athletics Association on December 4, 2013.

Kalene Engel, Secretary

**Member Information Form**  
(for parents/guardians of youth involved in PYAA sports)

**Parent/Guardian Information**

Information for Parent/Guardian 1

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Municipality: Town/City/Village of \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail addresses: \_\_\_\_\_

\_\_\_\_\_

Information for Parent/Guardian 2

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Municipality: Town/City/Village of \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail addresses: \_\_\_\_\_

\_\_\_\_\_

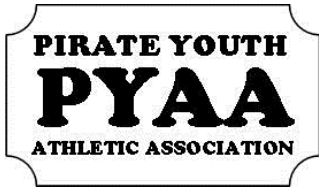
**Athlete(s) Information**

	Child 1	Child 2	Child 3	Child 4	Child 5
First Name					
Last Name					
Lives With? (Specify Guardian 1, 2 or both.)					
Grade in school					
Date of Birth					
Cell Phone					
E-mail address					
Sports involved in? VB, BB, FB, WR					

**Volunteer Information**

Please check the box for the following volunteer opportunities that you are willing to perform for your child's team(s).

Coach  Assistant Coach  Parent Organizer  Scorekeeper  Statistician  Registration Coordinator  Equipment Manager  Apparel Coordinator  Photographer  Tournament Director  Concessions Director  Concessions Worker



# **CONCUSSION PARENT & ATHLETE AGREEMENT**

**(Wis. Stat. 118.293)**

As a Parent and as an Athlete it is important to recognize the signs, symptoms and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms and behaviors of a concussion or head injury.

## **Parent Agreement**

I, \_\_\_\_\_ have **read** the Concussions – A Fact Sheet For Parents and **understand** what a concussion is and how it may be caused. I also understand the common signs, symptoms and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.

I understand the possible consequences of my child returning to practice/play too soon.

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Athlete Agreement**

I, \_\_\_\_\_ have **read** the Concussions – A Fact Sheet for Athletes and **understand** what a concussion is and how it may be caused.

I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play.

I understand the possible consequences of returning to practice/play too soon and that my brain needs time to heal.

**Athlete**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# HEADS UP CONCUSSION IN YOUTH SPORTS

## A Fact Sheet for **ATHLETES**

### CONCUSSION FACTS

A concussion is a brain injury that affects how your brain works.

- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

### CONCUSSION SIGNS AND SYMPTOMS

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.
- **GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.
- **TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

### HOW CAN I HELP PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

*It's better to miss one game than the whole season.*

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



# HEADS UP CONCUSSION IN YOUTH SPORTS

## A Fact Sheet for PARENTS

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

#### Signs Observed by Parents or Guardians

*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just “not feeling right” or “feeling down”

### HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
  - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

### WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

#### 1. SEEK MEDICAL ATTENTION RIGHT AWAY.

A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

#### 2. KEEP YOUR CHILD OUT OF PLAY.

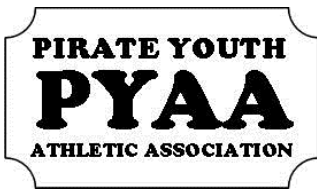
Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

#### 3. TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.

Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

***It’s better to miss one game than the whole season.***

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



## WAIVER, CONSENT & INSURANCE DISCLOSURE FORM

### CONTACT & INSURANCE INFORMATION

Sport (circle only one):    Boys Basketball   •   Girls Basketball   •   Football   •   Volleyball   •   Wrestling

League (circle only one):    YMCA (BB/VB)   •   GNBL (BB)   •   WIVL (VB )   •   Morrie Miller (FB)

Child Name: \_\_\_\_\_ Child Grade: \_\_\_\_\_

Child Date of Birth: \_\_\_\_\_ Child Cell Phone: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Mother's Cell: \_\_\_\_\_ Father's Cell: \_\_\_\_\_

Parent's Home Address: \_\_\_\_\_

Mother's E-mail: \_\_\_\_\_ Father's E-mail: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child health/allergy conditions (i.e. asthma, bee sting allergies, etc. - continue on back as necessary):

Child medications/dosages taken regularly:

Health Insurance Company: \_\_\_\_\_ Subscriber (Insured) Name: \_\_\_\_\_

Policy # \_\_\_\_\_ Phone Number: \_\_\_\_\_

### TREATMENT CONSENT

(CIRCLE ONE)    **IDO**    **IDO NOT**

I hereby grant permission to the coaching staff, attending physician and those professional personnel designated by him (them) to treat my son/daughter.

This permission includes prevention, care and rehabilitation of athletic injury, illness, emergency first aid, securing emergency transportation, emergency surgery, and the admission to a hospital and the administration of medicine, etc. as deemed necessary by the attending physician & his/her designee.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### CONSENT TO PARTICIPATE & RELEASE OF LIABILITY

(CIRCLE ONE)    **IDO**    **IDO NOT**

wish to register my minor child named on this form and consent to my child's participation in the events/activities named at the top. I recognize that participation, even when well supervised and managed, poses a risk of physical injury to my child and I agree to assume such a risk on behalf of my child. I consent to the transporting of my child if the need should arise. I consent to the use of photographs &/or video of my child's participation for promotion & publication. I certify that my child has no medical condition or impairment, including the use of medication, which might inhibit his/her participation. **RELEASE OF LIABILITY** I, the undersigned, hereby agree to indemnify and hold the organizers & administrators of the program and the Cochrane-Fountain City School District harmless from liability for any and all medical and/or accident expenses which my minor child may incur during his/her involvement in these related activities. I hereby certify that my child is provided coverage for all injury related expenses via personal health and accident insurance in effect which is sufficient to cover any and all of the expenses over & above what I pay out of pocket (deductible). I agree to cover 100% of costs if the insurance coverage lapses in any way.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# VOLUNTEER INTEREST FORM

As a volunteer run organization, PYAA depends upon every parent/guardian to contribute in a meaningful way to the running of the organization. Rather than having a handful of people do the majority of the work, we encourage and provide opportunities for EVERYONE to contribute. More information about volunteer opportunities will be provided at the mandatory parent's meeting for your child's sport. After hearing about the volunteer opportunities, please complete the information below.

## VOLUNTEER/CHILD/SPORT INFORMATION

Volunteer Name (PLEASE PRINT LEGIBLY):

Child Name:

Child Grade:

Sport (circle only one): Boys Basketball • Girls Basketball • Football • Volleyball • Wrestling

League (circle only one): YMCA (BB/VB) • GNBL (BB) • WIVL (VB) • Morrie Miller (FB)

## VOLUNTEER INTEREST

I understand that I am expected to work one or more shifts and provide a donation of food at one or more hosted tournaments. In addition, I am interested in serving on the following committee(s) (check at least one):

### Program Development Committee

This committee is responsible for evaluating program offerings and identifying, recommending and implementing improvements to the PYAA Board

### Fundraising Committee

This committee is responsible for organizing and conducting fundraising activities to ensure the financial solvency of the PYAA.

I am specifically interested in volunteering as (a): \_\_\_\_\_

Signature:

Date:

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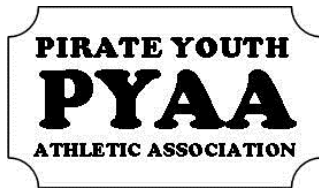
### COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT PIRATE YOUTH ATHLETIC ASSOCIATION PARENT ACKNOWLEDGEMENT OF CHILD PARTICIPATION

Parents/guardians of youth who participate in programs sponsored by Pirate Youth Athletic Association must sign below to indicate that the parent/guardian agrees to the practice and game schedule set up by the coach. In the event a time or site for a practice/game is changed, Cochrane-Fountain City School personnel will not be held responsible for assuring parent knowledge of the new site or time.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Activity \_\_\_\_\_

I, the undersigned, agree to the practices and games set up by the coach for the above child in the above activity. I understand that if a practice/game time or site is changed, my child will attend the new practice/game time and that Cochrane-Fountain City School personnel will not contact parents to confirm this change. As a parent/guardian, I am responsible for the whereabouts of my child who is participating in a Pirate Youth Athletic Association program.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## 2014-15 PYAA PARTICIPATION FEE SCHEDULE

Sport	Participation Fee
Fall Volleyball Includes practices/scrimmages, no organized league	Free
Football* Includes weekly games from Aug-Sept	\$40 to Morrie Miller
Boys Basketball – YMCA (3 <sup>rd</sup> /4 <sup>th</sup> ) Winter Season	\$25
Boys Basketball – GNBL (4 <sup>th</sup> ) Includes up to 4 GNBL Tournaments	\$35
Boys Basketball – GNBL (5 <sup>th</sup> ) Includes up to 5 GNBL Tournaments	\$35
Boys Basketball – GNBL (6 <sup>th</sup> ) Includes up to 6 GNBL Tournaments	\$40
Boys Basketball – GNBL (7 <sup>th</sup> ) Includes up to 7 GNBL Tournaments	\$40
Boys Basketball – GNBL (8 <sup>th</sup> ) Includes up to 7 GNBL Tournaments	\$40
Girls Basketball – YMCA (3 <sup>rd</sup> /4 <sup>th</sup> ) Winter Season	\$25
Girls Basketball – GNBL (4 <sup>th</sup> ) Includes up to 4 GNBL Tournaments	\$35
Girls Basketball – GNBL (5 <sup>th</sup> ) Includes up to 5 GNBL Tournaments	\$35
Girls Basketball – GNBL (6 <sup>th</sup> ) Includes up to 6 GNBL Tournaments	\$40
Girls Basketball – GNBL (7 <sup>th</sup> ) Includes up to 7 GNBL Tournaments	\$40
Girls Basketball – GNBL (8 <sup>th</sup> ) Includes up to 7 GNBL Tournaments	\$40
Wrestling – K-8th Includes tournaments as selected by participants; additional fees apply for each tournament	\$25
Spring Volleyball – YMCA (4 <sup>th</sup> -6 <sup>th</sup> ) Includes six weeks of league games	\$25
Spring Volleyball – WIVL (5 <sup>th</sup> ) Includes up to 20 matches	\$30
Spring Volleyball – WIVL (6 <sup>th</sup> ) Includes up to 20 matches + League Championship Tourney	\$35
Spring Volleyball – WIVL (7 <sup>th</sup> ) Includes up to 25 matches + League Championship Tourney	\$40
Spring Volleyball – WIVL (8 <sup>th</sup> ) Includes up to 25 matches + League Championship Tourney	\$40

\*Incoming football players typically purchase a personalized jersey (at an approximate cost of \$30) to wear for all years of the league

## **Cochrane-Fountain City School District Facilities Use Policy**

It is the policy of the Cochrane-Fountain City District to permit responsible individuals or organizations to use school facilities to the extent that there is no interference with the educational or co-curricular programs.

The complete control of school facilities and equipment is, by law, vested in the School District and the Administration. When buildings are used for the purpose other than for school use, additional expenses, including heating, lighting and other operating expenses may be incurred by the school system. Therefore, charges will be made by the Cochrane-Fountain City School District to cover these costs. The Superintendent of Schools shall exercise discretion regarding the charging of fees based on the identity of the organization and the proposed building use.

This policy covers all functions/events which are held in the Cochrane-Fountain City School District seven days a week. The rules and regulations governing the use of buildings shall be overseen and enforced by the Superintendent of Schools or his designee.

### **Priorities for Use of School Facilities**

Priorities for use of school facilities, including buildings and athletic fields shall be as follows:

1. School District Sponsored Activities
2. School District Community Education Activities
3. School District Support groups (PTO, Booster Club, Band Booster, FFA Alumni, Etc.)
4. Youth related non-profit organizations

Administrative Rule: August 21, 2013

## Procedures for School Building Use

The following Rules and Regulations shall apply to use of District Facilities.

1. A completed **Application for Use of School Facilities** form and certificate of insurance (if applicable) must be submitted to the Business Office: Cochrane-Fountain City School District, S2771 Highway 35, Fountain City, WI. 54629 at least 14 days before the requested use of the facilities.
2. The user is solely responsible for compliance with all state and federal regulations regarding Public Safety laws including fire and police laws.
3. The building user must satisfy the Facility Director that individuals who will be participating on behalf of the user will have proper training for emergency procedures.
4. All district property and facilities are tobacco and alcohol free zones.
5. Firearms, knives and weapons of any sort are not permitted on district property.
6. Police coverage may be required for a particular event. The user is responsible for making these arrangements and for payment of same.
7. The representative of the user must be present throughout the time the facilities are being used and is solely responsible for the supervision of all personnel including participants and spectators.
8. When minors are involved in using a facility, they are required to have adult supervision on a 1 to 10 ratio.
9. Facilities use is permitted only for the times specified on the approved facilities use form. Organizations should not come earlier or leave later than the times specified.
10. School related activities have first priority on facilities. If a school event is running late, the event will be finished before the next group uses the facility regardless of the time stated on the facilities use form.
11. Eating and drinking is not permitted in the auditorium and classrooms, certain restrictions may be posted for each event.
12. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the user organization. The user organization will be billed for any repairs needed to restore the facility and/or equipment to its original state.
13. No electrical equipment shall be connected to any lighting system unless it is first inspected and approved by the district grounds manager.
14. School kitchens are available only when proper lunchroom employees are employed. User must contact the Food Service Director to arrange for instructions.
15. Access to the facility will be available only as indicated on the approved application.
16. Vehicles are strictly prohibited from parking on sidewalks and the circular driveway. All fire lanes and emergency lanes shall remain accessible. Violators are subject to being towed or ticketed.
17. There shall be no parking or driving on any school property in conjunction with any function except as specified by the district grounds manager.

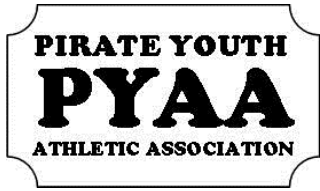
18. The user will be responsible for all event clean-up as designated by the district grounds manager.
19. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the user in accordance with the approved use of the facilities.
20. If user plans on advertising for the success of the event and it is not a school function, user must identify the sponsoring group and shall not imply school sponsorship.
21. On days when school has been canceled because of emergency conditions all scheduled facility events will be also cancelled.
22. The District reserved the right to cancel any event due to unsafe conditions.
23. Unless otherwise stated on the approved facilities form, gymnasiums and field use may not be shared with other organizations.
24. The user will receive an approved (signed) Application of Facilities Form along with a bill for facilities use, equipment and custodial fees.

### **Insurance Coverage Requirements**

1. The user organization shall provide evidence of general liability insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying the application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the State of Wisconsin or acceptable to the administration. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the user organization. Full disclosure is required for any non-standard exclusions.
2. A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personnel injury) must be delivered to the Business Office for review prior to the date of the activity.
3. All Certificates of Insurance must include the Cochrane-Fountain City School District as additional named insured.

### **Fees**

1. It is understood that fees shall be charged for use of school facilities.
2. The Administration may use discretion in determining fees.



## Practice Request Form

Name of Person Making Request \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_

Athletic Group (Grade/Sport) \_\_\_\_\_

# of Practices Requested per week \_\_\_\_\_ Expected # of participants \_\_\_\_\_

Start Date for First Practice \_\_\_\_\_ End Date for Last Practice \_\_\_\_\_

Please list day(s) of the week to practice with your 1<sup>st</sup> choice as your most preferred:

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_

Please put 1, 2, 3 in the weekday time slots with 1 being your most preferred:

\_\_\_\_\_ 3:30pm-5:30 pm \_\_\_\_\_ 5:30pm-7:30pm \_\_\_\_\_ 7:30pm-9:00pm

Other time slot requested: \_\_\_\_\_

Describe any conflicts (i.e. times/dates that will NOT work for you to practice): \_\_\_\_\_

\_\_\_\_\_

Do you plan to host a tournament at C-FC? \_\_\_\_\_ When (date): \_\_\_\_\_

Every attempt will be made to satisfy your request for practice times but due to limited gym space, your first choice may not always be available. A minimum of 2 practices a week will be assigned for each youth group, unless that group requests fewer practices or there is not enough gym space for 2 practices. Any additional requested practices will be assigned after all groups have received the number of practices requested. If a team does not use a gym slot that it assigned to them, they must contact the PYAA Facility Coordinator so another group can fill that slot.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Cochrane-Fountain City School District**  
**Application for Use of School Facilities**

(To be completely filled out by Applicant - Please print)

Name and type of organization: \_\_\_\_\_ a(n), \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title (if any): \_\_\_\_\_

Mailing Address (for billing purposes): \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe activity/name of event: \_\_\_\_\_

Date of Activity(s) \_\_\_\_\_

Time of Activity: \_\_\_\_\_ to \_\_\_\_\_

**Facilities Needed:** (Please check all that apply)

\_\_\_\_ Classrooms      \_\_\_\_ Cafeteria      \_\_\_\_ Auditorium      \_\_\_\_ Outdoor Fields  
\_\_\_\_ Small Gym      \_\_\_\_ Big Gym      \_\_\_\_ Elementary Gym      \_\_\_\_ Commons

**Equipment Needed:** (please check all that apply)

\_\_\_\_ Tables      \_\_\_\_ Chairs      \_\_\_\_ Podium      \_\_\_\_ Projector      \_\_\_\_ Screen  
\_\_\_\_ Risers      \_\_\_\_ Piano      \_\_\_\_ Stage Sound/Lighting  
\_\_\_\_ Microphone      \_\_\_\_ Flags      \_\_\_\_ Special Electric Hooks Ups

\_\_\_\_ Other, please specify: \_\_\_\_\_

Will admission be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

(All activities are generally cancelled whenever school is closed due to inclement weather.)  
If activity must be cancelled by the School District, who (if different from above) should be contacted?

\_\_\_\_\_  
Name Phone

**Fees (where applicable):**

**(To be completed by District Administration)**

Custodial	\$25/hr	_____ hr = _____
Auditorium	\$30/hr	_____ hr = _____
Big Gym	\$30/hr	_____ hr = _____
Small Gym	\$20/hr	_____ hr = _____
Elementary Gym	\$15/hr	_____ hr = _____
Kitchen	\$25/hr	_____ hr = _____
Commons	\$25/hr	_____ hr = _____
Classroom	\$20/hr	_____ hr = _____
Special equipment	TBD	_____ hr = _____
Outdoor Facility	\$25/hr	_____ hr = _____
Other Charges	_____	
Total Costs:	_____	

Is your organization a sponsored activity of Cochrane-Fountain City School? Yes \_\_\_\_\_ No \_\_\_\_\_

**If NO, a Certificate of Insurance must be filed with the Business Office two weeks prior to the planned event. Insurance must have minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury). The Certificate of Insurance must include the Cochrane-Fountain City School District as additional named insured.**

**I hereby accept responsibility for supervision, compliance with applicable laws, regulations and district policies, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities.**

I have received and read the district policies on School facility use: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by \_\_\_\_\_ Date Approved: \_\_\_\_\_

District Administrator





# RATE YOUR COACH

<b>Coach Name:</b>	<b>NYSCA Member ID#:</b>	<b>Sport:</b>
<b>YOUR INFORMATION (will not be shared with coach)</b>		
<b>Parent/Guardian Name:</b>	<b>Child's Name:</b>	
<b>Phone: (     )</b>	<b>Email:</b>	

<b>ANONYMOUSLY RATE YOUR CHILD'S COACH ON THE FOLLOWING SCALE:</b>
1=Never 2=Seldom 3=Occasionally 4=Frequently 5=Almost Always 6=Always

- How frequently does your child's coach exemplify good sportsmanship?
- How frequently does your child's coach communicate in a positive and non-threatening fashion with the officials?
- How frequently does your child's coach communicate with parents?
- How frequently does your child's coach expose players to a variety of positions?

<b>ANONYMOUSLY RATE YOUR CHILD'S COACH ON THE FOLLOWING SCALE:</b>
1=Very poor 2=Poor 3=Fair 4=Good 5=Very good 6=Excellent

- How would you rate your child's coach's ability in teaching the importance of good sportsmanship to all the players?
- How would you rate your child's coach's concern for player safety?
- How would you rate your child's coach's ability to effectively schedule water breaks throughout practice?
- How would you rate your child's coach's understanding of the importance of stretching and conditioning to help reduce the chances of injuries occurring?
- How would you rate your child's coach's knowledge on recognizing when a skill is performed incorrectly and making the necessary adjustments to help the child?
- How would you rate your child's coach's knowledge of the rules of the sport?
- How would you rate your child's coach's effectiveness at running practice drills that keep all the children involved at all times?
- How would you rate your child's coach's availability to discuss any problem or issue with parents?
- How would you rate your child's coach's ability to handle discipline problems?
- How would you rate your child's coach's ability to motivate the players?

<b>ANONYMOUSLY RATE YOUR CHILD'S COACH ON THE FOLLOWING SCALE:</b>
1= Definitely not interested 2= Probably not interested 3= Maybe not interested 4= Maybe interested 5= Probably interested 6= Definitely interested

- How interested would you be in having your child play for their coach again in the future?

<b>Additional Comments:</b>
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