



## **Policies and Procedures Manual**

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## **Introduction**

This manual contains the knowledge base of the current Eagles Board members regarding the mission of the organization and all relevant details. It is a work in progress and is updated as necessary.

## **Mission**

The mission of Eagle Sports of Greater Augusta, Inc (aka Eagle Sports) is a commitment to a long-term provision of an atmosphere that promotes the development of Christ-centered character traits, the encouragement of physical abilities, and the teaching of fundamental athletic skills, which promotes a lifetime of healthy habits.

## **Purpose Statement**

Eagle Sports was started with the goal of providing a competitive athletic program for the home-educating families of greater Augusta, Georgia. We know that physical education and team sports will provide a wide variety of valuable teaching opportunities to help us prepare our children for the future. Home-educating families who have signed the appropriate forms at registration acknowledging their compliance with the eligibility requirements, code of conduct, and Eagle Sports' philosophy and expectations and who have paid the Eagle Sports registration fee of \$25 for the academic year are eligible to participate in an Eagle Sports program.

## **The Eagles Sports Organizational Composition**

### **1) Board Makeup**

The Eagles Sports Board (aka "full board") is made up of one Committee member from each sport, ad hoc volunteers, and the Executive Board members. This constitutes the General Membership. Ad hoc volunteers are utilized to fulfill strategic functional needs of the umbrella organization and must have been in the home school system to qualify. The homeschool system is defined as having been a homeschooled student, homeschool parent, tutor, or an adult having worked with the homeschool community.

The Executive Board will meet separately from the full board to work on organizational logistics, policies and procedures, and other items for development. These items will be presented at meeting of the full Board for adoption.

It is expected that the Committee members will attend all full board meetings. Ad hoc members are not required to attend unless they are serving a role where attendance is needed to accomplish that role or they are needed to advise the Board in their associated area of responsibility.

A board quorum is considered a simple majority of the Committee members and Executive Board members in attendance.

## 2) Executive Board Positions

- a. **President** - The president serves as the head of the board and sets the direction for the board. The president calls full the board together at least quarterly and determines the agenda for the meetings. The president is responsible for the operation of the organization in meeting the requirements of a 501(c)3 requirements, specifically the following:
  - i. Serve as CEO for the annual registration of the corporation to the State of Georgia.
  - ii. Function as Moderator for the meeting.
  - iii. Serve as Board Chair.
- b. **Vice President** - The vice president serves as the backup to the president and acts for the president in his/her absence. The vice president will become the president when board rotation occurs.
- c. **Consultant** - The consultant is someone who has previously been on the board and has experience in advising the board on the direction it should take.
- d. **Finance Officer** - The finance officer oversees all aspects of the organization's finances and has the following responsibilities:
  - i. Ensures the bank account for the Executive Board and Committees are managed.
  - ii. Ensures the organization has a completed financial report on file and submitted to proper authorities each year.
  - iii. Provides training materials for the committees to manage their finances and report per requirements.
  - iv. Ensures finances are managed per the requirements of a 501(c)3 organization.
  - v. Manages the financial interfaces between the board and the committees.
  - vi. Serves as CFO for the annual registration of the corporation to the State of Georgia.
  - vii. Oversees the following ad hoc positions or serves in these positions if vacant:
    1. **Bank Account Manager** - The Bank Account Manager is in charge of the Executive Board and Committee bank accounts, ensuring the transition of Committee members onto and off the accounts. The bank account manager takes in money for the Executive Board account and distributes money from the Executive Board account.
    2. **Financial Reporting Manager** - The Financial Reporting Manager generates the financial report for the Executive Board and Committees each year.
- e. **Communications Officer** - The Communications Officer is in charge of internal and

external communications for the Eagles organization. Their responsibilities include:

- i. Providing Executive Board meeting minutes to be placed on the Board's website.
- ii. Serves as the Secretary for the annual registration of the corporation to the State of Georgia.
- iii. Oversees the following ad hoc positions or serves in these positions if vacant:

1. **Policy and Procedure Manager**: The Policy and Procedure Manager develops and maintains the instructional documents of the umbrella organization, ensuring uniform compliance and implementation of procedures, policies, guidelines, requirements, and similar documents among the individual sports. Individual sports can implement more restrictive requirements than the umbrella organization's specified requirements. However, they cannot specify less restrictive requirements than the umbrella organization.
2. **Public Affairs Officer**: The Public Affairs Officer is responsible for Eagles-wide publicity. The Public Relations Manager is responsible for all advertising. The specific responsibilities of the Public Relations Manager are as

- a. **Publicity Officer** - Roles and Responsibilities

- i. The Role of the Augusta Eagles Public affairs officer (PAO) is to help maintain and promote a relationship between Augusta Eagles and the homeschool community of Greater Augusta and the CSRA via a bi-monthly newsletter (every other month) and social media. The PAO will work with the various sports of the Augusta Eagles as well as the Eagles Executive board to promote upcoming events, games, fundraisers, registrations as well as accomplishments within the various sports.
- ii. The PAO is to filter all information through the vision and mission of Augusta Eagles and filter for all information being distributed via newsletters and social media.

- iii. Specific Duties:

1. The PAO, using the mission and vision of Augusta Eagles, will act as the filter of all information being distributed via social media and bi-monthly newsletters.
2. Maintain Augusta Eagles Social Media sites by posting only Augusta Eagles sponsored or promoted events. Some examples:
3. A dance that the Augusta Eagles are

- sponsoring/conducting (homecoming)
  - 4. Fundraisers being done by a particular Eagles sport or Augusta Eagles as a whole.
  - 5. Upcoming Augusta Eagles games and events.
  - 6. Will ensure that non-Augusta Eagles sponsored or related events are not posted on Augusta Eagles' social media sites. Some examples:
    - a. A dance that Augusta Eagles players are participating in but is not sponsored/conducted by Augusta Eagles.
    - b. Any fundraiser not sponsored by any Augusta Eagles sport or Augusta Eagles as a whole.
    - c. Any events not sponsored or conducted by any Augusta Eagles sport or Augusta Eagles as a whole.
  - 7. With the help of the various sports and the Augusta Eagles board, the PAO will publish a bi-monthly newsletter to all registered members of Augusta Eagles as well as through social media.
    - a. The PAO is encouraged to use Augusta Eagles Athletes to help write articles for the newsletter.
    - b. The newsletter will be posted/distributed by the last day of the following months:
    - c. January, March, May, July, September, and November
  - 8. The PAO will also work with the Augusta Eagles Webmaster to have the various articles and newsletters posted on the Augusta Eagles Website.
- f. **Website Officer** - The website officer is in charge of the Eagles website and has the following responsibilities:
- i. Ensuring the website is maintained up to date with entries from the committees.
  - ii. Expanding and contracting the website to meet the needs of the board and committees.
  - iii. Providing training to the board and committee members as needed on how to use the website.
    - 1. Website Manager - The website manager provides routine updates

to the website and recommends changes to make the website more user-friendly. The website manager reports to the website officer.

- g. **Fundraising Officer** - The fundraising officer is in charge of educating the committees on the many fundraising implementation strategies used by the internal organization and outside organizations.
- i. Responsible for creating a comprehensive contact list for fundraising efforts and organizational-wide PR events.
  - ii. Maintaining scholarship applications.
  - iii. Quarterly reviews of all sports for accuracy.
- h. **Insurance Officer** - The insurance officer works with the sports committees and is in charge of determining the amount of insurance required each year and obtaining it. The insurance officer is responsible for understanding the insurance contract's requirements and ensuring the organization takes steps to meet those requirements.

### 3) Board Member Rotations

- While not a hard and fast rule, the recommended duration for a board member is 3 years, with at least two years serving in an officer or manager position. During the third year, it is expected that the sports committee will provide a replacement for the following year. The person's name should be provided during that sport's season.
- The board reserves the right to elect board members for shorter years of service pending need and agreement.
- The first meeting after 1 August, the board will elect officers and managers for the year.

### 4) Board Member Responsibilities

- The Board is responsible for the overall maintenance and governing of the Eagle Sports Athletics Organization. The following actions are the basic requirements necessary to fulfill the organization's legal and operational duties.
- The Communications Officer will log into Georgia's Secretary of State's website to renew our corporate status. This needs to be accomplished no later than 1 April
  - <http://www.sos.ga.goa/corporations>
    - Username: EagleSports
    - PW: atreides13
  - control# 00285111
  - Principal Office Address: 4020 Culver St, Martinez, Ga. 30907
  - Registered Agent's name and address- Curtis M Crown, address is same Officers information
  - Every year, the board must pay corporation dues to the Secretary of State for

## Georgia

- The Financial Officer shall Maintain and Issue Financials
  - 1099s, Financial information reporting
  - Filing State and Federal Taxes
  - Distributing Charitable Funds
  - Banking: South State Bank
    - Contact: Aderis Brown 762.383.6460
- The Insurance Officer shall maintain the Insurance
  - Insurance: The insurance coordinator must gather the total number of players from each committee and report this to Rhonda at Terry L. Green & Associates ( phone # 800-550-5029 ext.105 Fax#
  - 770-978-2780 email rhonda@esportsinsurance.com) by August 8th of each year. Those sports who have yet to start and organize by this date should underestimate the number that will be participating. After each sport is organized, the sports committee chairman should then notify the insurance coordinator of the exact number of players. The insurance coordinator should notify Rhonda at the number above, and she will add an addendum to the policy reflecting that change.
- The Website Officer shall maintain the Website and Social Media Platforms
  - Copies of all current Forms, Policies, Procedures, and Logos shall be maintained current on the organization's website or other organizationally approved digital storage location.
- All Board Members shall attend scheduled meetings
  - Board members are expected to attend all scheduled board meetings during the year. While emergencies may arise, board members should attempt to find replacements to attend in their stead for all meetings they will not be able to attend.
  - At a minimum, board members must attend the majority of board meetings every year. An alternate option for physical attendance, when necessary, is to call into the board meeting using the dedicated conference call number created for that purpose.
    - The dedicated conference call number is provided via freeconferencecalls.com. Emails from freeconferencecalls.com will be sent to [info@eaglesportsathletics.com](mailto:info@eaglesportsathletics.com) (Who monitors that email address?).
      - The number is 515.739.1406
      - Access Code: 185330
      - Host PIN: 4537
- Annual Board Action Deadlines
  - January 31 – 1099 forms mailed
  - April 1 – Corporation dues paid
  - May 15 - Financial Report Submitted, Board Financial Review
  - August 1 – Insurance payment due
  - December 1 – Website Dues Paid

- o January 31 – Forms, Policies, Procedures Reviewed and Updated
- o August - Board Member Rotation Discussions

## 5) General Committee and Team Guidelines

Each Eagle Sports' team shall set up a committee with a minimum of three and a recommended maximum of seven members, which shall meet at least quarterly to make decisions for their program. Decisions shall be made with consultation from head coaches and assistant coaches. The Committee may be responsible for 1 team or up to 6 teams if the program consists of a varsity, junior varsity, and/ or middle school boys' and girls' teams. The responsibilities of the Committee may consist of but are not exclusive to:

- 1) Each Eagle Sports team shall follow the Eagle Sports of Greater Augusta, Inc. Policies Manual, which is approved by the Eagle Sports Board.
- 2) Each Committee shall require that all coaches and Committee members adhere to the Statement of Belief (See Appendix A) and the Coaches/Parents Code of Conduct, whether hired, volunteer, or a parent. The committee chair shall make sure these forms are signed and on file with the Executive Board before the start of the season.
- 3) Each Committee shall nominate from among the committee members a chair. The chairs shall be interviewed and approved by the Executive Board prior to assuming their role. The new committee chair will always be interviewed.
  - a) The Executive Board shall perform additional interviews and approval of the remaining committee members to ensure alignment with Eagles Sports' vision, strategy, policies, and procedures under any of the following conditions:
    - i) An entirely new committee is formed.
    - ii) A committee existed before the adoption of this manual and has not been approved by the Executive Board.
    - iii) An existing and approved committee falls below the required (3) committee members and is now adding new members.
- 4) Each committee member or coach shall undergo an interview process, whether paid or volunteer to ensure organization values and standards are maintained.
  - a) The interview shall assess the following areas:
    - i) Alignment with Statement of Beliefs and sufficient Christian maturity to fill the associated leadership role.
    - ii) Continuity of personality to ensure positive interaction with the rest of the committee/coaches.
    - iii) Trustworthiness and commitment to the organization and their associated role.
    - iv) Willingness to put forth the effort needed to be an asset versus a liability to the organization.
    - v) Good reputation within the Eagles Sports' community.
    - vi) Leadership and interpersonal skills needed to effectively serve as a leader.
    - vii) Knowledge and experience with resolving conflict in a biblical manner (ref Matthew 8:15-17).
  - b) The Committee Chair shall be responsible for conducting the interview of all committee members and coaches.
    - i) Committee members and coaches shall be affirmed by a majority vote of the in-place committee.
  - c) The Board President shall be responsible for ensuring the interview of all

committee chairs is conducted by the Executive Board.

- i) The committee chair shall be affirmed by a majority vote of the Executive Board members present (Note: Sufficient attendance for a quorum is assumed).
- 5) The Committee is responsible for assigning strong spiritual leadership to the team. These leader(s) will be present at practices, games, and other interactions to ensure Christian values and teachings are maintained.
- 6) Each Committee shall require that all coaches and any other persons that have regular contact with the students and have some role of authority outside of parental authority (whether hired or volunteer) have a criminal background check completed prior to the official start of the season. Background checks are performed through SportsEngine. The background checks are paid for by Eagles Sports proper. The Executive Board shall be responsible for keeping such documents on file and accessible if needed.
- 7) Each committee shall supply information for any hired/appointed/volunteer person paid over \$599/calendar year to the board by January 31, and the board shall file the required 1099 tax form by Feb 28.
- 8) Each Committee shall set up the number of coaches to have for each team. If possible, one coach should be assigned to one team and not be assigned to coach another team. However, it is recognized that limited funds available to hire a coach or lack of personnel with the knowledge of the sport and time available to devote to the sport may make such a goal unattainable. The coaches, in cooperation with the Committee, have the discretion to determine how this policy is implemented. There is always the possibility that a specific team may be dropped for any given year because of the Committees' inability to find a qualified coach.
- 9) Each Committee shall receive recommendations from head coaches of potential assistant coaches. The Committee shall make the final decision on the coaches selected.
- 10) Each Committee shall decide and vote as a committee on any budget item that shall cost over \$100, if applicable. Previously designated donations do not need to be voted on. The Committee shall identify an individual(s) who shall purchase all equipment/material for the teams and use the appropriate account.
- 11) Each Committee shall provide a yearly financial statement to the Eagle Sports Board by April 1 for the previous calendar year. The board shall provide the format for this statement. It is expected that each sport will provide this information within 30 days by the close of their sport season.
- 12) Each Committee shall have all players and parents sign any of the following required agreements prior to participating in any official activity of the sport – including but not limited to practices, camps, etc.:
  - a) Completed Eagle Sports Registration Form.
  - b) Signed copy of the Eagle Sports of Greater Augusta, Inc. Policies and Information form.
  - c) Signed copy of the Uniform agreement, as applicable
  - d) A physical shall be conducted on an annual basis and uploaded into SportsEngine

- as part of the registration before participation at any level in any sport.
- e) At the discretion of the committee, a copy of the Letter of Intent to Home-school, or, if approved by the committee, a private school child, a letter from their school stating that their school does not have the specific sports program if required by a specific sport.
    - i) This program is offered to traditional home-educated students. The committee has the discretion to allow non-homeschooled students (private, magnet, or public) and cyber schooled students to participate if the school in which the student is enrolled does not offer that sport. In all cases, the traditional home-educated student should be considered first.
    - f) Payment for the season according to the payment plan
- 13) Each Committee shall ensure that the players fall into the appropriate age categories for their competition level and league/conference rules.
- a) The student-athlete must have turned the appropriate age prior to Sept 1st of the current academic school year.
  - b) The student-athlete may not have turned 19 before May 1st preceding his/her year of participation.
  - c) General age group guidelines:
    - i) Elementary School shall be for ages 7-11 years old.
    - ii) Middle School shall be for ages 11 – 14 years old.
    - iii) Junior Varsity shall be for ages 13 – 16 years old.
    - iv) Varsity shall be for ages 13 – 19 years old.
    - v) As a rule, athletes will only be allowed to “play up” into the next age group when that upper-division does not have enough players to fill the roster. Further consideration should include maturity level as well as the physical ability to prevent putting younger players in harm’s way. [Note: League rules supersede Eagles Sports rules where conflicts occur.]
      - (1) A player can only play up if they are in the next lowest age bracket. For example, a 10-year-old would not be allowed to play up from Elementary School to Junior Varsity.
      - (2) An invitation to play up is made by a unanimous invitation by the coaching staff only and must be accepted by the player’s parents.
      - (3) Playing up will not be utilized to establish a competitive advantage.
      - (4) The Executive Board can grant exceptions to this rule on case-by-case bases for extenuating circumstances.
    - vi) Due to the physical size and ability of some players, it may be necessary for a player to “play down” for safety reasons. This is especially necessary with contact sports, such as football. Likewise, playing down may also be necessary to establish enough players to field a team.
      - (1) The rules for playing down will be the same as for playing up but in reverse.
- 14) The coaches, with the council of the Committee, shall determine the minimum and maximum number of players on each team. The coaches shall make the decision on which players are selected for which team.
- 15) Registration & tryouts – The Committee, with the council of the head coach, shall

determine when registration begins and ends for a team. Tryouts, if needed, shall be the decision of the head coach with input from the committee. Times and locations shall be set up by the head coach. Head coaches shall have the authority to make final decisions on the placement of players to the appropriate teams.

- 16) Playing time – The Committee shall provide each parent with a statement of guidelines regarding what determines how much playing time a player shall get. Coaches shall determine playing time for each player. Yet, it is Eagle Sports of Augusta, Inc.’s strong desire and responsibility to:
  - a) Provide playing time for those players who have earned it.
  - b) Have the best possible combination of players on the playing field at any time.
  - c) Eagle Sports is committed to impartiality in the matter of playing time. Our policy is that a player is not entitled to and should not receive preference because the child’s parent is a coach, committee member, board member, or financial supporter of Eagle Sports.
  - d) Barring injury or foul problems or inappropriate player behavior or attitude, Eagle Sports intends that every player gets at least a minimum amount of playing time during a game. This minimum amount of playing time per game is higher at the younger levels and decreases as they move up through the older ages. Older players need to understand that from that “minimum point” on, they must “earn their own playing time;” it is not just given.
- 17) Practice and Game schedule – Each Committee should publish an official game schedule as soon as possible for all players and parents. Coaches or committee members should strive to provide a practice schedule for all players at least one week ahead of time so that all families can make arrangements for players to attend. The maximum amount of practices and games in a week is sports-dependent. The maximum amount of matches/games per season shall depend on each sport.
  - a) The Eagle Sports website has a calendar for publishing official game schedules, the specific sport, and the location of the event. It is recommended that the committees use this calendar to publish their events. Eagle Sports board members are familiar with the website location, the user ID, and the password to access this feature.
- 18) Coach authority/discipline – Each Committee shall give coaches a Code of Conduct to follow, including guidelines on discipline procedures with a player. At no time should a coach be placing their hands on a player for disciplinary reasons.
- 19) Payment requirements for players per season – The committee shall publish a fee/per child to play that sport for the season. They shall also publish a payment schedule and how it shall be handled for the player if payment is not made. Payment, due dates, and terms are to be determined at the discretion of the committee.
- 20) Fundraising – Each Committee shall decide on all fundraising activities. Monies received from foundations, local businesses, and /or other sources, which are designated, shall be allocated according to stipulations stated by the donor. The Committee shall have a system in place to track all of the income and expenses that occurred during the fundraiser.
  - a) If a donor gives to a specific sport alone, 100% shall go to that sport. If the monies

are given to the Eagle Sports general program and not to the specific sport, the board shall use the 70/30 rule, with 30% going to the specific sport that solicited the donation and 70% split among the general account and the other sports.

- b) Eagle Sports is a 501-c3 non-profit organization and has a W-9 form that can be given to donors so that they can claim a tax write-off. Contact a board member if the donor requests this.
- 21) Concessions/gatekeeping – The Committee shall set up a procedure so that money collected at both the gate and concessions is accounted for by two individuals and recorded for deposit into the sports financial account.
  - 22) Uniform policy – The Committee shall state what shall be provided to the athlete for use in practice or games and if those items need to be returned. The Committee shall also inform players and parents of the cost of those items if they are lost or not returned in a timely manner.
  - 23) Travel policy – Parents shall be responsible for determining how their player gets to and from games and matches. (Including all travel, lodging, and meals) The committee shall not make themselves responsible for player travel and/or accommodations.
  - 24) League information – The Committee and coaches shall decide if that sport shall be involved with a league and make that information available to the players/parents.
  - 25) Secondary Insurance Information and requirements
    - a) The Eagle Sports board shall file for secondary insurance in early August. Each sport committee is expected to provide a best guess of the number of students by age group that shall be participating for the year by 7/15. Adjustments can be made throughout the year, but refunds shall not be granted if the estimate is more than the actual number of participants.
      - i) Current age groups are:
        - (1) 12 and under
        - (2) 13-15
        - (3) 16-19
        - (4) over 20
    - b) When final rosters are completed for each sport, the committees shall provide the updated insurance information to the board.
  - 26) Eagle Sports is committed to following SafeKids Program Guidelines, which also meet the requirements for our insurance. Highlights of these guidelines include:
    - a) The insurance requires at least 2 adults present during all Eagle Sports-sanctioned events and activities when minors are present.
    - b) All known or suspected abuse incidents must be reported to law enforcement and then to the Eagle Sports Board.
    - c) Background checks are required.
    - d) Applicants are rejected that have a history of physical violence or sex-related offenses.
    - e) It is expected that all committees will be familiar with and comply with the SafeKids Program.
  - 27) Eagle Sports has also adopted the Concussion Awareness-Prevention Guidelines, which also meet the requirements for our insurance. These guidelines include the following:

- a) Each volunteer/coach shall promote concussion awareness and safety recognition, including taking the online Concussion Course offered by the Center for Disease Control and Prevention @ [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports). Printed copies of the test results shall be kept by the committee. This is a one-time course.
  - b) Team authorities/coaches shall perform the following steps if a participant is suspected of having a concussion.
    - i) Remove the athlete from play, looking for signs and symptoms of a concussion.
    - ii) Have an experienced healthcare professional evaluate the participant for a concussion prior to returning to play if signs and symptoms were noted.
    - iii) Recording information pertinent to a healthcare professional's evaluation.
    - iv) Inform the participant's parents/guardians and provide information/fact sheet on concussions.
- 28) Advertising to the Home School Community
- a) Please start your post with "NEWS FROM THE EAGLES NEST."
  - b) Facebook groups to post to: North Augusta Homeschool, CSRA Home-based Middle and High School Families, HELP in the CSRA, Central Savannah River Area Home School Calendar.
  - c) CSRAHEA also has emails that you can post on. Send post to [csrahea.mail@gmail.com](mailto:csrahea.mail@gmail.com).
- 29) Eagle Sports Logo - The Eagle Sports logo can be found on the Eagle Sports website and is available for team use. Contact a board member for companies that already have the logo for use. For consistency and program-wide branding, no changing of the logo shall be permitted without Eagle Sports Board approval.
- 30) Discipline – Eagles Sports of Augusta utilizes the biblical approach described by Matthew 18:15-17. The goal of discipline is always restoration. Repentance must play a significant role in the process.
- a) Minor discipline infractions will be addressed by the coaches in a traditional manner – running laps, extra sets, etc. More significant issues will be addressed in the manner prescribed below.
    - i) This discipline standard shall be utilized for committee members, coaches, parents, spectators, and parents alike.
      - (1) The persons responsible for issuing discipline are congruent with whom the discipline is being issued against. For example, if it is a player, the coaches would be responsible. If it is a parent or coach, the sports committee would be responsible.
    - ii) Player punishment for significant infractions will be as follows as a minimum:
      - (1) 1<sup>st</sup> offense – sit out ½ game
      - (2) 2<sup>nd</sup> offense – sit out 1 game
      - (3) 3<sup>rd</sup> offense – dismissal from the team
      - (4) Games to be sat out must be games in which the player would expect to see play to ensure the punishment is consequential.
    - iii) Parent/leadership punishment
      - (1) Parents, coaches, and committee members are viewed as role models and ambassadors by players and the surrounding community. Therefore, more

scrutiny must be placed on addressing these individuals.

- (2) Any discipline issues involving a parent, coach, or committee member must be brought to the Executive Board's attention immediately.
- (3) Each Sports Committee has the authority, when necessary, to ban destructive parents from Eagles Sports events and practices while allowing the player to continue if the issue is solely with the parent.

## 6) What we provide to the Sports

- Non-Profit Status
  - 501(c)(3) non-profit status received December 2000. (We should scan a copy of the letter just to have it in the handbook).
- Insurance
  - Due by August 9 each year or a new set up fee is charged. They cover all our sports personally. Our football team is covered through them by another company. They also cover our D&O (Directors and Officers) insurance- \$500
  - Our insurance company is Esportsinsurance. Terry L. Green & Associates/E Sports Insurance
  - Contact: Rhonda Crook: 678-205-8046 or 800-550-5029 x 105, rhonda.crook@esportsinsurance.com
    - Physical address
      - 3100 Five Forks Trickum Road
      - Suite 101
      - Lilburn, GA 30047
- Umbrella Organization
  - The Board supports each sport by providing a legal non-profit status to the team components.
- Social Media
  - The Board maintains and provides a vehicle to update each team component, providing a cohesive social media outreach platform. In addition, Eagle Sports is on Facebook, which enables faster communication among parents, coaches, and players.
    - [www.eaglesportsathletics.com](http://www.eaglesportsathletics.com)
    - Facebook: Eagles Sports, Eagle Sports Soccer
    - Website Administrator: Jamie Long (jamie@belonginaugusta.com)

## 7) What we require of the committees

- Insurance Reporting
  - By August 9 of each year, the Eagle Board must provide the number of athletes playing under our umbrella to Esports insurance. Each sport committee operating under Eagle Sports is required to provide the athlete count information to the Eagle Board by July 1. The number of junior varsity and varsity players needs to be differentiated as there are different costs for the categories.

- o Esports insurance will modify the Eagles policy with the initial estimate of players provided by August 1. For committees that do not know the exact number of players (due to the sports not starting by August 1), an estimate is needed. Because of the way the insurance coverage process works, such estimates need to be LOW. The estimates should provide for the minimum number of players needed to form a team. Once the committees know the exact number of players they'll have for the season, then the committee NEEDS TO PROVIDE AN UPDATED NUMBER TO OUR INSURANCE BOARD COMMITTEE MEMBER so the policy can be updated with the appropriate coverage.
  - The reason for providing an initial low estimate is that we need to carry the insurance but do not want to overpay the insurance. We do not get refunds if we have fewer players than the original estimate.
  - To be clear, Eagle Sports is committed to carrying the appropriate amount of insurance and following the above guidelines should ensure that happens.
  - Due by August 9 each year to the Insurance Officer.
- o Each Sport should report the number of participants expected to the Insurance Officer. If a sport is a winter or spring sport and is unsure how many student-athletes will be participating, they should send in a LOW number of expected participants. We can always add participants through an addendum, but we cannot get reimbursed for athletes who do not participate. Eagle sports' main account will then send in 1 check to cover all sports at the beginning of our policy. Sending in one check keeps our winter and spring sports from having to pay an additional \$200 setup fee.
- Financial Reporting
  - o All sports need to send financial income/expense report to our financial "gatherer," Christal Senn. Her email address is [CSenn@neffcorp.com](mailto:CSenn@neffcorp.com).
  - o Financial reports are due to Christal within 30 days of the end of the sports season.
  - o The Eagles must file taxes by April 15th. An extension may be possible, but we'd prefer not to have to request one.
  - o Each sport will submit the Financial Reporting Form to the Financial Officer by January 31<sup>st</sup> of each year (includes Home Coming).
- Registration Fees
  - o An annual registration fee of \$25 will be charged for each Eagles athlete.
  - o The annual period begins on 1 August.
  - o The fee goes to the main Eagles account for organization-wide purposes such as insurance and seed money for new sports. The Eagles Board is currently reviewing what the excess funds are to be used for and whether a cap will be placed on the account.
  - o Each committee is required to send in ONE check with the total sum of registration fees of the applicable sport within two weeks of the first game, practice, or event of the season.
  - o Committee Representation on the Board:

- Each sport will provide one representative to the Eagles Board every year (beginning 1 August).
  - The Eagles Board meets at least quarterly.
  - If the committee representative is not able to attend an Eagles Board meeting, the person needs to work with the committee to identify an alternate who will attend the Board meeting and provide updates on the sports activities he/she is involved with.
  - If the committee representative is serving in an officer role and cannot attend, a manager who reports to the officer can report on the officer's agenda items in his/her absence.
  - The board representative will relay applicable information from the board meetings to the rest of the committee members via a communication method of their choosing.
- Website
    - Each committee will appoint a member to send updates regarding their sport to the Eagles Board website officer.
    - Each committee will appoint a member to update the main Eagle Sports calendar on the Eagles website ([www.eaglesportsathletics.com](http://www.eaglesportsathletics.com)).
    - Updates need to be sent by noon Thursday, as the website gets updated every Friday.
    - Some, but not all, of the updates that need to be on the website include:
      - Length of the season with specific start and end dates
      - Practice schedule (for the main sports page, not to be updated on the calendar)
      - Game schedule (to be updated on the calendar)
      - Team pictures of pictures of game highlights (ensure a photo release has been signed by parent(s) before uploading such photos).
      - Game statistics
      - Uniform information

## **8) Parental and Athlete Covenant**

### **Mission Statement:**

The mission of Eagle Sports of Greater Augusta, Inc (aka Eagle Sports) is a commitment to a long-term provision of an atmosphere that promotes the development of Christ-centered character traits, the encouragement of physical abilities, and the teaching of fundamental athletic skills, which promotes a lifetime of healthy habits.

### **Purpose Statement:**

Eagle Sports was started with the goal of providing a competitive athletic program for the home-educating families of greater Augusta, Georgia. We know that physical education and team sports will provide a wide variety of valuable teaching opportunities to help us prepare our children for

the future. Home-educating families who have signed the appropriate forms at registration acknowledging their compliance with the eligibility requirements, code of conduct, and Eagle Sports' philosophy and expectations, and who have paid the Eagle Sports registration fee of \$25 for the academic year are eligible to participate in an Eagle Sports program.

### **Eligibility Requirements:**

This program is offered to traditional home-educated students. The committee has the discretion to allow non-homeschooled students (private, magnet, or public) and cyber-schooled students to participate if the school in which the student is enrolled does not offer that sport. In all cases, the traditional home-educated student should be considered first.

A student's gender is determined as follows:

- (a) An athlete's sex/gender is determined by the sex/gender the athlete had anatomically at birth.
- (b) Boys may not participate on girls' teams even when there is no corresponding boys' sport or activity. Girls may not participate on boys' teams even when there is no corresponding girls' sport or activity. The only exception is for any sport that Eagles offers classified as COED.

### **Age Requirements:**

In order to play on an Eagle Sports team, the student-athlete **must be age 7 by September 1st of the current academic year or remain the age of 19 or under by May 1st preceding his/her year of participation.** Players will generally play on the youngest team for which they are eligible. Each student-athlete will be placed on a specific team based on their age and talent level. At times, depending on the roster and the player's age, we may not be able to fill an age team with enough players. A player may be asked to "play up" an age bracket if feasible for everyone involved. Also, a player may be invited to "play up" by the coach. Only coaches can offer such an invitation, and the invitation will be mutually agreed to by all the coaches involved with the student-athlete. It is up to the player's parents to determine if this is in the best interest of their child. Coaches will extend the invitation to the parents before the player. Likewise, a player may also be asked to "play down." (See Section 5 – General Committee and Team Guidelines, part 13 for additional details.)

Team General Age Breakdown\*\*:

- 1. Elementary School – ages 7-11 years old
- 2. Middle School – ages 11- 14 years old
- 3. Junior Varsity – ages 13- 16 years old
- 4. Varsity – ages 13-19 years old

\*\*Tournaments may vary in age requirements. Head coaches will determine which student-athletes may compete in specific tournaments.

### **Four-Year Rule (Varsity Eligibility):**

1. Once an athlete reaches age 15 on or before May 1st, he/she will have four (4) consecutive years of varsity eligibility.
2. Players must not have graduated from home school, private, or public high school.
3. Participation on a college team terminates all high school eligibility.

### **Sports Physical Form Requirements:**

In order to play on an Eagles Sports' team or participate in a clinic, the student-athlete must provide a sports physical form from a healthcare professional. Exceptions will be dealt with on a case-by-case basis. If you desire an exception, please contact a team Committee member.

Medical Insurance Requirements: Each student-athlete must have primary medical insurance in case of injury. Secondary insurance is incorporated into the registration fees, which cover excess medical and liability for participation in Eagle Sports programs. Eagle Sports' secondary insurance carrier is Terry L. Green & Associates, a division of Esports Insurance. Exceptions will be dealt with on a case-by-case basis. If you desire an exception, please contact a team Committee member.

### **Eagle Sports' Code of Conduct:**

Eagle Sports promotes a wholesome family atmosphere for players and their families. Respect for coaches, referees, parents, teammates, and competitors is required. Parents and coaches should be role models. This code of conduct is to be followed at all times by players, parents, and coaches. **Vulgar or abusive language, unsportsmanlike conduct, immodest behavior, fighting, or similar unbecoming displays will not be tolerated.** Vandalism or destruction of equipment or property at game or practice sites will not be tolerated. The coaches, specific team Committee members, and/or the Board members have the authority to place offending persons on disciplinary suspension.

It is Eagle Sports' desire to build quality competitive teams. We believe competition serves to measure ability, hard work, determination, focus, training, and teamwork, each of which we will strive to improve. Competition is a life tool. It can be used for good or harmful purposes. We will strive to harness competition for good.

### **Parents' Code of Conduct:**

1. I recognize that by allowing my child to play on an Eagle Sports team, I will be actively involved in the following ways:
  - I understand that regular participation at practice is MANDATORY. I understand that failure to attend regularly scheduled practices may result in loss of playing time and possibly will incur reasonable discipline at the discretion of the coach. I will help my child get to practices and games ON TIME (meaning that when

practices and/or games are scheduled to start, the player is dressed in the appropriate attire and ready to begin.)

- I will encourage my child to abide by the code of conduct.
  - I understand that participation in Eagle Sports is an enormous undertaking, and it will require the full dedication of not only the players but the parents. Thus, I understand that I must serve in volunteer capacities throughout the year, including but not limited to fundraising, email/contact coordinator, line judges, scorekeeper, concessions, gatekeeper at games, special events coordinator, first aid, website coordinator, etc.
  - I will refrain from the use of drugs, alcohol, tobacco, and profanity at all youth sports events and related gatherings.
2. I understand and will abide by the Eagle Sports appeal process when I have a concern or grievance:
    - If I have an issue with an individual, I will go to that person seeking a resolution at the appropriate time. If that individual is a coach, I will take my concern to the particular sport's committee.
    - If I am not able to resolve the issue, I will speak with the individual and another team Committee member together.
    - If I am still not able to resolve the issue, I will speak with the individual, a Committee member, and a Board Member.
    - If we are still not able to resolve the issue, I understand the Director of the Board has the sole discretion as to whether the matter should be taken to the entire Board.
    - I will never corner a coach unannounced with my concern. Instead, I will call the coach beforehand and set up a time that works for everyone. Under no circumstances will I approach a coach with my concern during a game or practice, before a game or practice, and especially after losing a game.
  3. I realize that I represent Eagle Sports just as distinctly as the players on a team. Therefore, I have an obligation to be a true sportsman as well as to encourage the practice of good sportsmanship. I understand that good sportsmanship involves applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
  4. I will respect the judgment of coaches and officials during games and realize that their decisions are based on fast-moving game conditions as they observe them from their vantage point.
  5. I realize that Eagles Sports is a Christ-centered organization and, as such agree to my child being exposed to the religious beliefs and teachings described in the organization's Statement of Beliefs.

### **Athlete's Code of Conduct:**

- 8) By joining my Eagle Sports team, I agree to uphold the following program rules:
  - I will listen to the instruction of my coaches.
  - I will attend all practices and games and will arrive ON TIME. (See section on Absences and

Punctuality.)

- I will always notify my coach if I must miss a practice or a game.
- I will show self-control by not participating in the use of profane language, displays of affection, alcohol, tobacco, or drugs.
- I will be courteous to visiting teams, officials, and other adults.
- I will respect the facilities of the host team and the facilities in which I practice and compete in games.
- I will follow the rules established by my team.
- I will encourage my teammates and speak highly of them when talking to others.
- I will be modest when successful and gracious in defeat.
- I will properly maintain any gear/uniforms issued to me during the season and return the items at the conclusion of the season.
- I will abide by the following dress code:
- I will not wear jewelry during practices or games,
- I will maintain a clean-cut appearance during the season.

### **Coaches' Code of Conduct:**

All coaches working within Eagle Sports organization are appointed and/or hired by the Board with the recommendation of the teams' Committee. Coaches must consent to a background check and agree to follow the rules of the organization. It is understood that their failure to do so is grounds for immediate release. Coaches are selected for their knowledge of their sport, their ability to relate to student-athletes, and their character and integrity. Eagle Sports understand that our players look up to these coaches as role models.

### **Eagles Sports Philosophy and Expectations:**

All of us at Eagle Sports want this experience to be fun for all participants, but it is important to understand that "entertainment" is NOT our first objective. Instead, our primary objective is to teach our players the sport in which they are participating and to do this in an atmosphere that promotes the development of Christian ideals and values. Furthermore, Eagle Sports believe that although extracurricular programs are beneficial, academics should still come first. Thus, all must understand that students should prioritize their school day and keep a good attitude while finishing all required work. This being said, parents should find ways and times for children to do work and meet deadlines so that missing practices and/or games are not used as punishment mechanisms since such approaches hurt the entire team. Parents are encouraged to discuss their child's particular situation with the coach.

### **Playing Time:**

Eagle Sports consists of competitive teams ranging from middle school to varsity high school sports. When players make the choice to play at a competitive level, they are leaving the traditional recreational approach of "everybody plays the same" and are moving towards a more

“I’ll rely on my ability and skill to earn playing time” concept. This said, Eagle Sports has a strong desire and responsibility to provide playing time to those who have earned it. The general rule will be that at the middle school level, all participants will be given some playing time, but as the competition level increases, the amount of playing time is determined by the athletes’ abilities, competitive desire, team needs, and game situations. Players are encouraged to speak to the coach if they have questions regarding how they can increase their playing time.

### **Official Season:**

Eagle Sports will publish the official season dates for each sport. These dates will be consistent with other quality home school programs across the country and will take into consideration the overlap of other Eagle Sports programs. A coach will not require a student-athlete to participate in a new sport while they are involved with a sport that is in season.

### **Out-of-season clinics/conditioning programs:**

Eagle Sports does encourage its players to develop the athletic skills required for their sport over the summer and off-season. Thus, coaches may offer an off-season activity that would be a positive activity for the players. However, participation in all out-of-season Eagles’ clinics/conditioning programs are VOLUNTARY, and the decision to participate resides with the parents and players.

### **Discipline:**

Discipline is a necessary part of any athletic training. It builds character and creates team unity. Giving 100% should be the goal of each player and coach. Specific disciplinary actions will be decided upon by the coach for a specific situation. At no time should a coach ever place a hand on an athlete for disciplinary reasons. We remind our team members, “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Jesus Christ you are serving.” Col. 3:2324

Self-discipline is another necessary part of athletic training. Players on Eagle Sports teams are expected to be in good physical condition during the athletic season. Therefore, it is important that they maintain a fitness regimen throughout the year. The coaches will provide the players with directions regarding exercises that will help increase endurance, stamina, flexibility, and strength. Due to the limitation of practice facilities, players should be willing and prepared to exercise and train on their own.

### **Absences and Punctuality:**

Regular participation at practice is MANDATORY. Failure to attend normally scheduled practices may result in loss of playing time and possibly incur reasonable discipline at the discretion of the coach.

**Excuses for an absence include family emergencies or severe sicknesses such as fever or**

**vomiting. In these instances, a parent or player should contact one of the coaches as soon as possible in order to make them aware of the situation.**

### **Uniform:**

Each player will be issued a uniform by Eagle Sports. This equipment is owned by the teams and not the individual players. Student-athletes will receive the appropriate uniform for the sport upon fees being paid. A uniform agreement is to be signed by each player's parent/guardian, agreeing to return any and all equipment issued to their child by the team.

Natural wear and tear of equipment is expected; however, abuse or loss of equipment furnished by Eagle Sports will not be tolerated. If this occurs, a fee will be assessed to repair or replace the equipment.

Team uniforms are to be worn neatly and as designed. The committee will determine the uniform requirements for practices and games with coach input, and all players must follow these guidelines. Eagle Sports reserves the right to define inappropriate attire worn by players during practices and while attending games.

### **Fundraising:**

All Eagle Sports teams are under Eagle Sports of Greater Augusta, Inc., a nonprofit organization. We have found that fundraising helps offset the extensive costs of athletic teams. Specific fundraisers will be available each year for all players'/families' participation. Sponsorship forms are also available for businesses and/or family members who wish to make a tax-deductible donation. Many volunteers are needed to make fundraisers successful for the team. If you have fundraising ideas, please see a committee member.

### **Communication:**

The primary means of communicating information to Eagle Sports players and families is email and our website at [www.eaglesportsathletics.com](http://www.eaglesportsathletics.com). The website calendar has the most current information on practice times and dates, scheduled games, as well announcements about other Eagle Sport activities and opportunities. Failure to check Eagle's website and own email is not an excuse for missing an announcement. (Any changes in email or phone number need to be immediately communicated to the coach and team committee member.) **PLAYERS AND FAMILIES SHOULD BE IN THE HABIT OF CHECKING THE WEBSITE AND EMAIL ON A DAILY BASIS.**

### **Program Participation Fees:**

The participation fee will be published by each team Committee. This fee includes the following:

1. Administrative fees
2. Secondary insurance
3. Use of game uniforms
4. Cost of Court/Field rental
5. Officials

6. Compensation for coaches, if applicable

Additional costs may be incurred throughout the season beyond the initial registration fee and sport-specific fee. These costs typically include, but are not limited to:

1. Transportation costs to and from practice/games
2. Meals before and after games
3. Additional personal equipment (optional)
4. Concession stand donations

**I have completely read all the policies and information laid out by Eagle Sports of Greater Augusta, Inc., and I agree to abide by all the stated policies, requirements, expectations, and codes of conduct.**

**By registering my child and signing below, I hereby give my consent for my child to participate in Eagle Sports practices, games, and events and will indemnify and hold harmless Eagle Sports, any Eagle’s coach, team member, and their parents, volunteer, or Board member, and all facilities used for practices and games and extra activities against in and all claims including claims, suit or action for personal injury or otherwise.**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature  
I have read this document.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature I have read this document.

## 9) Coach's Covenant

I hereby pledge to live up to my certification as a youth sports coach by following the Code of Conduct:

- I will place the emotional, physical, and spiritual 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, physical, and spiritual development for the same age group.
- I will do my best to provide a safe playing environment for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries to my players.
- I will do my best to organize practices that are fun and challenging for my players.
- I will lead by example in demonstrating good sportsmanship and fair play to all my players.
- I will be knowledgeable in the rules of the sport I coach and will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach and that the game is for the children - not the adults.
- I will demand a sports environment for my players that is free from drugs, alcohol, tobacco, and profanity and will refrain from their use at all youth sports events. I will demand the same from my assistant coaches.
- I will uphold within the team and in my own life, as an example, the values and beliefs of the organization's Statement of Belief.

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Print Name

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Date

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Signature of Coach

## 10) Board / Committee Member Covenant

I hereby pledge to live up to my duty as an overseer of my associated sports committee/board position the following the Code of Conduct:

- I will strive to conduct myself in a Christ-like manner in all instances, maintaining Him as the center focus of all that is done and spoken by me as a representative and overseer of both Eagles Sports, the Church, and God's eternal Kingdom.
- I will place the emotional, physical, and spiritual well-being of my committee/board members ahead of my personal desires, goals, or agendas.
- I will do my best to provide a safe playing environment for all players.
- I will actively engage parents and athletes to ensure potential issues are handled with Grace at the lowest level possible to prevent small issues from becoming large.
- I will lead by example in demonstrating good sportsmanship and fair play to all parents and players.
- I will be supportive of the coach/sports committee, understanding that those closest to players and parents have the greatest influence and are also the first to come under attack by both the Enemy as well as emotionally charged parents/athletes.
- I will remember that the mission of enlarging God's Kingdom is the primary objective and that the associated sport is a means to that end. I will not allow the desire to be successful in a sport to compromise placing Jesus at the center.
- I will refrain from the use of drugs, alcohol, tobacco, and profanity at all youth sports events and related gatherings. I will ensure the same from all leaders in the organization.
- I will uphold within the Committee/Board and in my own life, as an example, the values and beliefs of the organization's Statement of Belief.

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Print Name

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Date

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Signature of Board/Committee Member

## **11) Appendix:**

### **A. STATEMENT OF BELIEF**

We believe the Bible to be the inspired, infallible, authoritative word of God and is useful for teaching, rebuking, correcting and training in righteousness. (2 Timothy 3:16-17)

We believe there is only one God who eternally exists in three persons: Father, Son, and Holy Spirit. (Matthew 28:19)

We believe Jesus Christ is God, in His virgin birth, in His sinless life, in His miracles, in His death that covered our sin through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory in the End Days. (John 1:1; Matthew 1:18,25; Hebrews 4:15; Hebrews 9:15-22; 1 Corinthians 15:1-8; Acts 1:9-11; Hebrews 9:27-28)

We believe that acceptance of Jesus Christ and the corresponding transformation by the Holy Spirit is the only path to salvation for lost/sinful men and women. (John 3:16; John 5:24; Titus 3:3-7)

We believe in the present ministry of the Holy Spirit, living within and guiding Christians, so they are enabled to live Godly lives. (John 14:15-26; John 16:5-16; Ephesians 1:13-14)

We believe in eternal life. We are all deserving of God's righteous wrath for our unrighteousness for all eternity (John 3:36, Rom. 3:5-6, Rev. 14:9-11). However, Jesus Christ, who was wholly righteous, bore that wrath upon Himself (Matt. 27:46) so that those who receive Christ as Lord and Savior through faith also receive His righteousness and a seat in the heavenly places with Him for eternity. (Eph. 2:1-9)

We believe in the spiritual unity of believers in our Lord Jesus Christ, that all believers are members of His body, the church. (Philippians 2:1-4)

We believe man is the special creation of God, made in His own image. He created them, irrevocably male and female, as the crowning work of His creation. (Genesis 1:27)

We believe God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. (Genesis 2:24, Matthew 19:1-9, 1 Corinthians 7, 1 Corinthians 6:9-10, Romans 1:24-32)

## **B. CONSTITUTION AND BYLAWS**

The following is a copy of the Constitution and Bylaws as filed with the IRS in compliance with the establishment as a 501.c.3 organization. Any changes to these bylaws require filing an update with the IRS.

### **EAGLE SPORTS of GREATER AUGUSTA, INC.**

**ARTICLE I.** The name of this Association shall be the Eagle Sports of Greater Augusta, Inc.

**ARTICLE II.** Purpose: The Eagle Sports of Greater Augusta, Inc. offers athletic instruction and support to homeschool students with a personal commitment toward the development of each individual's character and fundamental athletic skill.

**ARTICLE III.** Membership: Any parent who is eligible for membership in the Home School Association may qualify for General Membership in the Athletic Association by paying \$25.00 per year. Membership on the Board of Directors shall be by nomination and sponsorship. Membership is one year in length. Membership/fiscal year shall be from May 1<sup>st</sup> to April 30<sup>th</sup>.

**ARTICLE IV.** Officers: The executive Committee shall consist of President, Vice President, Secretary, and Treasurer. All Officers shall be elected for a term of one year and are eligible for reelection for a maximum of 3 years. All officers shall serve without compensation. The Executive Committee shall have the authority to make decisions for the good of the Organization between general and meeting dates.

Section 1. Election of Officers shall be held in May by the Board of Directors with the terms of office effective upon election. A slate of nominees for the office shall be presented to the Board of Directors by the nominating committee, which consists of no less than three individuals, by mail or by announcement one month prior to the scheduled election with accepted nominations from the floor. Election shall be by a majority vote of those members present.

Section 2. Duties of office: President - The president shall preside over the general meeting conducting the business and maintain order on behalf of the Association. The President shall appoint committee chairs and fill vacancies of Officers by appointment.

Vice President - The Vice President shall assume all responsibilities for the President in his/her absence and will assist the President as requested to carry out the mission of the organization.

Secretary - It shall be the duty of the Secretary to record the minutes of the Executive and General Meetings and make such available for inspection by any member of the Association. The Secretary shall notify the membership of meeting times and places.

Treasurer – The Treasurer shall be responsible for providing an accurate accounting of the finances of the Organization, shall assist in the preparation of the Annual Budget, and provide Annual Reports to the membership.

**ARTICLE V.** Meetings: There shall be an Annual Meeting of the General Membership for the purpose of adjoining new members, reviewing the goals of the Organization, and establishing a budget for the coming year.

**ARTICLE VI.** Amendments: Amendments to the By-laws must be submitted in writing to all the members of the Board of Directors one month prior to voting.

**ARTICLE VII.** Rules of Order: The rules contained in the New Robert's Rules of Order, 2<sup>nd</sup> Edition, shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the By-laws of this Organization.

**ARTICLE VIII.** Dissolution: In the event that, for whatever reason, the Membership of the Eagle Sports of Greater Augusta, Inc. should cease to exist, any funds remaining after all financial obligations have been met shall be distributed to a 501c3 organization, which shall be designated by the majority vote of those remaining members.