

NYSA Sports Commissioners' Policies and Procedures

The following document has been adopted by the Navarre Youth Sports Association (NYSA) Board of Directors for the Commissioners of all sports programs offered through NYSA. The purpose of this document is to ensure that the policies and procedures required for the operation of NYSA Sports Programs are understood by the Commissioner that will be managing a program for the NYSA Board of Directors. These policies and procedures may be amended by the NYSA Board of Directors. All recommendations from the Commissioners are greatly appreciated.

All Commissioners are approved by the NYSA Board of Directors. Individuals with sports program training will be given a higher consideration than those without.

Sports Commissioners will hold a term of three years. Commissioners are subject to review by the Board of Directors and can be removed from their position if their performance is deemed unsatisfactory. All commissioners are subject to a probationary review after their first year of service, if they are chosen to continue as a commissioner then they are subject to review again, at the end of year three. At the end of year three the commissioner role is to be advertised to the general membership, the prior commissioner may re-submit their resume for the position at this time.

Commissioners are expected to ensure a well-run season for their sport, to budget accurately, appoint and control coaches, purchase equipment, obtain facilities, properly utilize available software to schedule and assign teams, and solve other issues related to their sport.

I. COMPLIANCE WITH SANTA ROSA COUNTY RULES

Every commissioner, prior to the start of each season, is expected to familiarize themselves with any Santa Rosa County regulations that apply to their sport and to comply in full with these regulations. These consist of regulations related to field usage and maintenance, storage of equipment, food in gymnasiums, accidents causing destruction of County property, and the proper training and use of County property.

II. ATTENDANCE AT NYSA BOARD MEETINGS

Every commissioner, and/or their appointed co-commissioner, is expected to attend the first monthly meeting of the NYSA starting two months before the sports registration starts, through the sport timeframe, and the following two months after the sport ends. Failure of the commissioner to attend the meetings will result in possible removal of the commissioner.

III. REGISTRATION

Sport Commissioners are expected to utilize NYSA authorized software programs to have parents register children for a sport activity. The commissioner will complete the required template and submit to the IT

Director in order to set-up their season registration. The commissioner is expected to manage the season to provide a useful and safe sport activity for participants and to ensure that the sport meets its budgetary goals. Program fees should cover all expenses for the sports program as well as the overhead costs fee that is paid back to NYSA. The commissioner should develop team sizes and the number of teams in the league dependent upon field space and field space agreements between other sports. If a registration is paid via check or cash, the commissioner shall record the following information and submit it to the Treasurer for deposit. Deposits should be turned in weekly. Payment information includes:

1. Check Number or Cash Amount
2. Registrants Name(s), division(s)
3. Registration Fee Amount
4. Membership Fee Amount (if applicable)
5. Other fees, merchandise, etc. included in payment
6. NYSA fees
7. Partial payment information (Membership fees and NYSA overhead costs should be paid first.)

IV. SPORTS PROGRAM COMMITTEES

The Commissioner will be required to form a program committee to assist in the successful operation of the program. The committee will be made up of no less than three individuals plus the Commissioner. A maximum number of eleven members will be placed upon the committee. The committee shall meet to discuss guidelines for the sports program and to serve as another level of mediation if conflict arises. The following roles are recommended:

1. Co-Commissioner – assists and acts in the commissioner’s place when he/she are unavailable.
2. Treasurer – Assist the commissioner with the financial recording and deposit needs of the program.
3. Concessions Coordinator – Assist the commissioner with the inventory, documentation, and schedule of the sports concession stand needs.
4. Other Possible Positions: Field/Equipment Coordinator, Scheduling Coordinator, Awards Coordinator, Officials Coordinator, Registration Coordinator, Sponsor Coordinator, Safety Coordinator, Park Mom, Fundraising Coordinator

V. SCHEDULING

If a software is implemented that provides a simple method to schedule practices and games, then the commissioner shall utilize this to manage field space and communicate with parents. The commissioner shall develop a practice and game schedule and submit to the NYSA Board for approval. Commissioners are expected to run a fair, competitive and safe program for all of their participants and to do their best to impart knowledge of their sport to each participant. Participation rules should be implemented by commissioners if there is any chance of discrimination or favoritism regarding playing time. Commissioners should update league standings and all pertinent information regarding post-season play to all participants. Commissioners should monitor the weather and adhere to all safety requirements

implemented by NYSA and their governing league. Games and practices should be canceled in ample time for coaches to inform parents and participants. Cancellations shall be posted to the appropriate NYSA approved website for dissemination. (Heat Index and Lightning Policies should be posted to sports website.)

VI. PROGRAM CHANGES

All rule/policy changes for a sport will be made before the start of the season and approved by the NYSA Board. The commissioner will provide last year's rules and any changes to the new season's rules to the Board of Directors before the registration period begins. No new rules can be introduced by the commissioner or sport's committee unless approved by the NYSA Board. No individual sport's rules will supersede the NYSA Bylaws or Code of Conduct. Any changes to the park grounds that will change the appearance or usage of the park must be approved by the County and NYSA Board.

VII. ACCURATE BUDGETING & FINANCIAL CONTROL

A. Budget

A Sport Commissioner is expected to provide a separate budget for every "season" (defined as Fall v. Spring, for example, and Rec v. Select) conducted for their NYSA sport to the NYSA Board of Directors, and the budget must show a bottom line of at least 5% of revenue to ensure a cash positive "season". Budgets are to be submitted annually to the Chief Financial Officer by no later than Jun 30, preceding the start of the next fiscal year on Oct 1. This is scheduled to ensure a budget is approved by Board of Director vote before the start of the fiscal year.

NYSA does not allow one sport/season to subsidize another, so each sport/season must stand on its own, absent Board approval to function otherwise. NYSA offers mainly recreational sports programs where all kids who wish to can participate. Any Select programs that are offered, or any selection of participants to participate in special activities during the season, are carefully watched by the NYSA Board of Directors to ensure the most fair and unbiased selection of players and that some group of players is not subsidizing another group. Each Select program must stand alone financially and the Recreational program may not subsidize a Select program. Programs are designed not to compete with each other for practice and game space during a given season and commissioners may not share their gym or field space with other programs outside of NYSA without Board approval.

Budgets must delineate all expenditures in a readily understandable manner using the format provided by the NYSA Treasurer. For specific categories where a single expenditure exceeds \$500 a separate line item must be created and that item may not be included in a summary item. For example, if one line item of equipment costs over \$500, it must be separated from other items and a line item added to the spreadsheet.

Any item of \$500 or more, proposed to be added after the budget is approved by the Board of Directors, must be approved by the Board of Directors, before any funds are spent.

There are separate line items in the budget for major equipment components for which NYSA wishes to maintain a current inventory. Commissioners are expected to accurately inventory the items and detail

the number of annual retirements and the number of new purchases in those special categories and ensure that the total inventory on the budget is correct.

B. Concession Stand Finances and Deposits

A money count will be conducted at the opening and closing of the concession stand each day it is in operation. Deposits should be made the day after the concession stand is opened and shall be reviewed and initialed by the commissioner and concession stand attendant.

Deposits shall be made within one week of collections to the NYSA Treasurer.

All invoices from vendors that deliver products directly to the concession stand will be retained, verified, approved by the commissioner, and turned into the NYSA Treasurer to verify payment when the bill comes in.

C. Food Trucks/Outside Concessions

All external vendors shall be approved by the NYSA Board of Directors and a contract shall be signed dictating a commission fee agreed on by all parties. Checks or cash shall be mailed directly to NYSA and the Treasurer. The sports program contracting the vendors shall be responsible for making certain that payments are received and deposited correctly.

D. Refunds/Comps

All refunds are to be submitted by the Sports Commissioner and approved by the Treasurer of the BOD. The Treasurer will determine based on the below listed guidelines whether or not the refund is to be given.

1. The NYSA annual membership fee is non-refundable, nor can it be comped.
2. The sports program fee is refundable only if the individual's uniform and/or equipment has not been purchased.
3. Sports Registrations are not to be comped.
4. Refunds required by the Commissioner will require their approval and proof of the original registration and payment method. The Treasurer will only issue a check once payment is confirmed.
5. If a member wished to request an appeal to the refund policy, they may present their case to the NYSA Board of Directors.

E. Scholarships

It is the goal of NYSA to allow all boys and girls to participate in recreational sports. The NYSA Board of Directors should maintain funds in order to provide financial help for low-income families that are seeking assistance. Commissioners should communicate scholarship opportunities to parents and forward all requests to the NYSA Board. All scholarship requests are to be approved by the NYSA Board.

F. Requesting Additional Funds from Recreational Sports' Parents

The recreational programs are designed to provide an opportunity to all kids at a known price. Some parents and coaches may want to provide extra equipment, clothing, and awards to their athletes in order to maximize the positive experience for their athletes. However, no coach can require more than

\$25 per season for any of the aforementioned items. If a parent wishes to donate more than the required amount, then they may do so but no more \$25 can be required.

G. Fundraisers

All fundraisers for NYSA Sports Teams must be approved by the NYSA Board of Directors. Individual recreational teams are not permitted to fundraise without approval of the NYSA Board, all recreational teams in the league or division should have the same opportunities to fundraise. Travel teams will need to present their fundraising ideas to the Board for approval so that they do not conflict with recreational team fundraisers.

H. Invoices

All invoices requiring a payment from the NYSA Treasurer must be presented to the Treasurer in a timely manner. Any late fees incurred due to the late submission from a commissioner will be charged to the program. It is the responsibility of the commissioner requesting a check to set up a time with the Treasurer to receive the check at least one week in advance. A two week window is the normal time required for processing of receipt and payment issues.

1. Checks from NYSA will be made out to the payee for the amount notated on the invoice ONLY.
2. All invoices should have the following: Company/Payee Name, Company/Payee Address, Company/Payee Phone and/or Email, Company Tax ID, Payee SSN.
3. All individuals (not reimbursements) and proprietorships are required to have a W-9 on file before payment is processed.
4. All commissioners must approve (initial the invoice), state what program and line item this invoice is paying, and the budget line item it corresponds with.
5. All invoices over \$500 will need explanation and Board approval unless it is a normal or recurring expense.
6. Commissioners are not to make large (over \$500 purchases) without prior approval. Failure to do so can result in non-payment of the invoice and removal of the commissioner.
7. Reimbursements to an individual will only be paid with a receipt and commissioner's approval.

I. Sponsorships

Sponsorships are to be given to the NYSA Treasurer within one week of receipt. All sponsorship details are to be maintained by the commissioner and it is the commissioner's sole responsibility to fulfill the details of the sponsorship.

J. Money

All money should be kept within the NYSA Treasury so that proper accounting can take place and so that NYSA can adhere to the requirements set forth by the IRS in regards to 501c3 organizations. NYSA does not want commissioners or coaches to handle checks or cash, if at all possible, so commissioners are discouraged from collecting funds directly.

VIII. COACHES AND VOLUNTEERS

Commissioners are tasked with recruiting, training, and evaluating coaches for their sports. Coaches are to be held to the standards set forth by the NYSA Code of Conduct and are a direct representation of the NYSA. All coaches are to be submitted and approved to the NYSA Board for approval. Commissioners are responsible for the training of all coaches and are to implement a program that ensures that the athletes of NYSA are protected. Commissioners are also responsible for bringing forth concerns complaints from parents or athletes about coaches to the sports committee or Board.

The Santa Rosa County Commissioners and Board of Directors have designated a criminal background check for all volunteers at the facility. Commissioners are responsible for guaranteeing that all coaches pass the mandated background check process. All volunteers must fill out and sign the county form and turn in to the NYSA office. The volunteer will NOT be permitted to coach or be around any children until their background check comes back as cleared.

IX. MAINTENANCE

- A. Maintenance requests and work orders are to be submitted to the NYSA President. A description of the request, date requested, location of the request, and picture of the issue should be submitted.
- B. Concessions are to be stocked by the Commissioner. Concessions are to be cleaned by the Commissioner prior and after the season as well as routing cleaning during use. No volunteer under 16 years old will be allowed in the cooking area.
- C. The respective sport playing or utilizing the park is responsible for emptying the trash cans into the dumpsters provided. Trash that may be in the park around the playing areas needs to be picked up as well.
- D. Restrooms should be opened and closed each night there are games, or practices, in the park for their sport. Keys or lock codes should only be given to a select few people within the program. A log is to be kept detailing everyone who has access to NYSA facilities.
- E. Commissioners should alert the NYSA if any facilities need general supplies or cleaning, including the restrooms.

X. UNIFORMS AND EQUIPMENT

Recreational teams will have the same uniform style and amenities. They will be determined by the Commissioner and the sports committee before registration to ensure proper funds are available to purchase a uniform for every player. Uniform prices should not exceed monies raised by the program through registration fees.

Commissioners are given wide latitude in purchasing equipment required for their sport as long as it is within the budgeted amounts. Commissioners are expected to sign out equipment and otherwise reasonably keep track of it during the sport season. All commissioners must take steps to collect the equipment and return it to the NYSA Equipment Building or other approved storage locations.

XI. PROGRAM COMPLAINTS

The commissioner is expected to solve most administrative problems presented without outside assistance, but when faced with a problem related to NYSA, or one that reflects on NYSA, the commissioner is expected to consult the Board of Directors in all decision making related to that issue.

All complaints regarding coaches, officials, parents, teams, committee members, and the commissioner should be addressed to the commissioner, Ethics committee, and/or NYSA Board of Directors. All complainants are encouraged to put their complaints in writing.

The NYSA Board of Directors will address the issue within one week of receiving the complaint either in an open meeting or a special meeting called by the NYSA President. All parties involved may or may not be called into the meeting to address the complaint, but all parties involved should be questioned prior to the meeting.

The Commissioner can recommend consequences for complainants, but any suspensions or probations must be approved by the NYSA Board of Directors.

XII. OTHER PROBLEMS THAT MAY REQUIRE BOARD INVOLVEMENT

There are a myriad of issues that a Sport Commissioner should consult the Board about to ensure the decision is in the best interest of NYSA.

1. Any issue that concerns unacceptable behavior at NYSA activities or requires disciplinary action of a coach or parent must be brought to the attention of the Board.
2. Any issue related to facilities overlaps with other NYSA sports must be brought to the attention of the Board.
3. Any issue with a reported problem with a Santa Rosa County facility must be brought to the attention of the Board.
4. Any injury must be brought to the attention of the Board.
5. Any threatened lawsuit must be brought to the attention of the Board.
6. Any alleged or actual incident of child abuse must be brought to the attention of the Board.
7. Any incident of unpaid fees where a participant is still actively participating must be brought to the attention of the Board.
8. Any suspected or actual misappropriation of funds should be brought to the attention of the Board.

XIII. GENERAL

The above requirements related to sport commissioners are well known throughout NYSA and are Board approved. NYSA does not consider these requirements for sport commissioners to be burdensome and considers them simply good management of a rapidly growing and expanding organization. Our organization must be actively managed to succeed.

All commissioners are a direct representation of NYSA and are held to the highest standards. They are expected to react with the underlying principle of doing what is best for the girls and boys of this park.

Commissioners should be a role model for all participants and adhere to the NYSA Code of Conduct at all times.

All commissioners should put the interests of the programs they represent at the forefront of their decision-making process. Commissioners should not hold another role or position that is a direct conflict of interest.

XIV. REVIEWS/REPRIMANDS

All sports' commissioners are subject to review by the NYSA Board of Directors. Commissioners may be removed from their position if the Board deems that they are unfit to serve in their role.

Approved by the NYSA Board of Directors on January 6, 2022