



Policies and Procedures

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1.0 RESPONSIBILITY

1.01 Compliance

The President of the Andover Athletic Association Board of Directors is responsible for ensuring that each Director and any individuals acting on the behalf of the Board of Directors comply with these policies and procedures.

The Secretary of the Andover Athletic Association Board of Directors is responsible for ensuring that each member of the Board of Directors is provided with copies of these policies and procedures, as well as with copies of the Association's Articles of Incorporation and By-Laws.

Each member of the Board of Directors is responsible for reading, understanding, and complying with these policies and procedures. Each Director is also responsible for ensuring that all individuals acting on their behalf are familiar with those policies and procedures that apply to their actions.

1.02 Review

Review and update of these policies and procedures shall occur every two (2) years.

2.0 MISSION

The mission of the Andover Athletic Association is:

Providing recreational youth sports programs that maximize fun, facilitate friendships and memories, provide equal opportunities regardless of ability, build respect and confidence, promote sportsmanship and teamwork, and encourage physical fitness.

3.0 MEETING PROCEDURES

The Board of Directors shall conduct meetings in accordance with Robert's Rules of Order; key points of which are summarized below.

3.01 Order of Business

General business meetings of the Board of Directors shall proceed according to the following agenda:

1. Call to order
2. Public Forum
3. Secretary's Report
4. Treasurer's Report
5. Sports Directors' Reports
6. Equipment Director's Report
7. Old Business
8. New Business
9. Adjournment

3.02 Motions

The decisions that the Board makes must be based on some motion (question). A Motion is a formal statement of a proposal for consideration by the Board. A member, not a guest, must make motions. The steps are as follows:

1. A member addresses the President, or acting Chair, then waits for recognition.
2. Once recognized, the member proposes the Motion by saying, "I move that..."
3. Another member "seconds" the Motion to indicate that they wish for the motion to be considered by the Board. If a Motion is not seconded, the Board does not consider it.
4. The President, or acting Chair, asks if there is any discussion. If the wording of the Motion is unclear, the President puts it in a suitable form.
5. During discussion, speakers must: be entitled to the floor whether in favor or opposition, address their remarks to the President, or acting Chair, be courteous, confine the discussion to the pending question. A member may obtain the floor only once on the same question.
6. Once all speakers have been heard, the President, or acting Chair, puts the question to a vote by saying, "All those in favor say 'Aye'. All those opposed, say 'No'." The Secretary records the vote tally.
7. The President, or acting Chair, announces the result of the vote. If the vote is tied, the President, or acting Chair, may vote to break the tie. If the vote is one short of a tie, the President may vote to create a tie. If the President, or acting Chair, declines to vote on a tie, the Motion is lost.

Any decision reached is considered null and void if it is in conflict with the bylaws or other rules of law. If a subject has been voted on, it may not be presented again in the same form, but a Motion may be made to reconsider the vote taken.

3.03 General Consent

In the routine business, or matters of little importance, where there seems to be no objection, time can be saved by using General Consent. The President, or acting Chair, states, "If there is no objection to ...", pauses to allow for objections, and then states, "Hearing no objection, we will..." If anyone declares an objection, the President formally states the question, debate is allowed, and a vote is taken to determine the result.

3.04 Dividing Motions

Although a Motion may be complicated and capable of being made into several Motions, no one member can insist upon its being decided. The option is to move that the Motion be divided and how so.

3.05 Subsidiary Motions

Subsidiary Motions are Motions applied to other Motions for the purpose of disposing of them. They take precedence over main Motions and must be decided before voting on the main Motion.

3.06 Tabling Motions

A Motion to lay on the table is to remove a main Motion from consideration and entrust it to the care of the Secretary until its consideration is resumed by the Board at an unspecified future time. Tabling Motions require a second, have no debate, are un-amendable, and cannot be reconsidered. Tabled Motions may be resumed at a later meeting of the Board by a Motion to do so. If a Motion is tabled and not resumed at the next regular meeting of the Board, the Motion expires.

3.07 Amending Motions

Motions may be made to amend (change words of) a Motion under consideration. The amendment must be closely related to the main Motion.

3.08 Out of Order

The following behaviors are considered out of order and require immediate action by the President or acting Chair:

- Addressing another member instead of the President, or acting Chair, in a debate,
- Using names of members in a debate,
- Failing to confine remarks to the merits of the pending question,
- Persisting in speaking on irrelevant matters,
- Making a Motion and then speaking against it,
- Speaking without having addressed the President, or acting Chair, and obtaining the floor,
- Speaking too long,
- Stating in debate that another's statement is false (although it is acceptable to state that another is mistaken),
- Disturbing the Board.

4.0 SPECIAL AGENDA ITEMS

January

- Girls' Basketball Final Budget Report
- Hold Elections

February

- No special agenda items

March

- No special agenda items

April

- Boys' Basketball Final Budget Report
- Tax Report
- Form Scholarship Award Committee

May

- Girls' Basketball Budget Proposal
- Track Final Budget Report

June

- No Meeting

July

- No Meeting

August

- Boys' Basketball Budget Proposal
- Review Scholarship Award Recommendation

September

- Softball Final Budget Report

October

- No special agenda items

November

- Fastpitch Final Budget Report
- Form Nominating Committee

December

- Nominations Due
- Softball Budget Proposal
- Fastpitch Budget Proposal
- Track Budget Proposal

5.0 CERTIFICATIONS

5.01 Board of Directors

All members of the AAA Board of Directors must obtain certification from the National Youth Sports Administrators Association (NYSAA).

5.02 Coaches

All sports coaches must obtain certification from the National Youth Sports Coaches Association (NYSCA).

5.03 Officials

All basketball officials must obtain certification from the National Youth Sports Officials Association (NYSOA).

All softball officials must be certified by either the American Softball Association (ASA) or the United States Specialty Sports Association (USSSA) as applicable within the league in which they are officiating.

6.0 HEALTH & SAFETY

6.01 Substance Abuse

While participating in activities associated with AAA sponsored programs, a player shall not: use beverages containing alcohol; use tobacco products; use or consume, have in possession, buy, sell, or give away any other controlled substances (including steroids). It is allowable for a player to be in possession of a controlled substance specifically prescribed for the player's own use by a doctor.

Penalties will be assessed as follows:

- First Offense: Player shall lose eligibility for the next two (2) consecutive games. The first offense stay recorded as such for the player's entire future involvement with AAA sponsored programs.
- Subsequent Offenses: Player shall lose eligibility from all AAA sponsored programs for a period of one (1) year from the date of the most recent offense.

6.02 Sexual Harassment

The Association is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse. The Association prohibits all forms of sexual harassment or sexual abuse. It shall be a violation of this policy for any player, member, Director, Coach, or Official to sexually harass, through conduct or communication of sexual nature, or sexually abuse any child, member, Director, Coach, or Official.

The Board of Directors will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse, and to discipline anyone found to be guilty of such actions.

For these purposes, the following definitions will be utilized:

- Sexual abuse consists of any sexual physical contact with a minor.
- Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct.
- Written contact consists of sexually suggestive or obscene notes, drawings, or letters.
- Verbal contact consists of sexually suggestive or obscene comments, jokes, or comments about a person's body or sexual characteristics.
- Physical contact consists of any intentional pats, squeezes, touches, or pinches, repeatedly brushing up against another's body, assault, attempts to restrain movement, or coercing sexual acts.

6.03 Physical Abuse

Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a skill required by a sport.

6.04 Reporting Procedures

Any person who believes that they have been the victim of sexual, physical, or verbal abuse, or any person with the knowledge of belief of conduct which may constitute sexual, physical, or verbal abuse, should report the alleged act(s) immediately to the a member of the Board of Directors.

The Board shall discipline any member who fails to report any act(s) brought to their attention. In addition, the Board will take immediate steps, at its discretion, to protect the complainant, accused, and alleged victim pending completion of an investigation.

Upon receipt of a report of sexual, physical, or verbal abuse, the President shall immediately authorize and investigation to be carried out by either members of the Board or a third party designated by the Board. The investigating committee shall provide a written report on the status of the investigation within ten (10) days to the President.

6.05 Injuries

Injuries are not to be taken lightly. If there is any question as to the seriousness of an injury, immediate arrangements for medical attention must be made by the player's parents or representative. In the case where an injury requires admittance to a hospital, the President must be notified immediately.

6.06 Infectious Disease Control

Any player, coach, or official who is bleeding or who has blood on their uniform will be prohibited from further participation in the game until the following conditions are met:

- Bleeding has stopped
- The injury is covered
- Clothing affected has been changed (color changes are allowed), disinfected, or covered.

Game play may not continue until all blood present in the competition area or on equipment has been removed and the affected area(s) disinfected.

6.07 Weapons

The possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon will result in immediate suspension from all Association sponsored activities. Weapon refers to a knife, firearm, or any item which looks like a firearm, whether loaded or unloaded, in working condition or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten or cause injury. The suspension will be immediately reported to the President. The Board will review the incident at the next regular or special meeting and has the option to lift the suspension, increase the suspension, or to expel the perpetrator permanently from all Association programs.

7.0 PLAYER ELIGIBILITY

7.01 Residency Requirements

There are no restrictions regarding which cities players must reside in. However, in the case of a lack of coaches, gym space, or other resources that create a need to limit the number of registrations, priority will be given to Andover residents.

7.02 School Attendance

To participate in AAA programs, registrants must be enrolled in a public, private, or home school; or be enrolled in an early enrollment post-secondary program (e.g. – PSEO).

7.03 Age or Grade Level

Players participating in sports that must comply with other governing organizations (i.e. - ASA, USSA, etc.) must play with the age or grade level designated by the governing organization.

Players participating in sports without governing organizations may move up in age or grade level if:

- There is space available in the higher grade level, and ...
- A parent or relative of the player volunteers to be their Head Coach, or ...
- The player has a sibling playing at the higher level and the Coach of the older player agrees to have the younger player on the team.

Children with developmental disabilities requiring that they play at a lower age or grade level must provide the Association with written recommendations from school or medical personnel.

7.04 Liability Waiver

Registration forms must include the following statement:

“WAIVER: In consideration of your accepting this registration, I hereby, for myself, my Heirs, and Administrators, waive and release any and all rights and claims for damages I (we) may have against Andover Athletic Association or their representatives for any and all injuries suffered by me and/or my child at any activity sponsored by this Association. I understand that the Association does not carry medical insurance on the child listed below, as this is deemed to be my responsibility. I also understand that the sport for which I am registering my child carries a risk of injury to participants and spectators.”

Players are not eligible until a parent or guardian signs the registration form. Players 18 years or age or older may sign for themselves.

7.05 Pledge

Registration forms must include the following statement:

“PLEDGE: By signing this form, I (we) understand that I (we) and the child listed below are committing to abiding by the rules of the league and general expectations of good sportsmanship. Failure to abide by these rules may result in suspensions or expulsions for me (us) and the child, without refund or credit of fees paid.”

8.0 TEAMS NAMES & SPONSORS

8.01 Team Names

The Association will not allow team names associated with alcohol, tobacco, illegal drugs, discrimination, or sexuality; or those that would obviously be offensive to the general community.

8.02 Team Sponsors

The Association will not accept team sponsorships from organizations and businesses associated with illegal drugs, discrimination, or sexuality.

9.0 FINANCIAL MANAGEMENT

9.01 Financial Reporting

The Treasurer shall provide monthly reports to the Board of all financial transactions, overall status of the Association's accounts, and current status of the accounts for each sport.

A "fiscal year" will be established for each sport to accommodate differing start and end timeframes. The Treasurer will then provide "fiscal year" final reports for each sport.

9.02 Budgets

Each sports director is required to submit a budget plan for Board approval prior to setting of registration fees or incurring any expenses.

Budgets must include Reserve Fund fee of \$10/registrant for the purpose of ensuring the Association's ability to accommodate unforeseen expenses, cover general overhead expenses, or expand/improve programs, capital equipment, and facilities.

At the end of the season, each sports director is required to present a final budget report on actual expenditures and revenue versus plans. During the course of the season, sports directors must communicate any plan changes that will result in a 10% or greater increase in any expense category or a 10% or greater decrease in revenue.

9.03 Purchasing Authority & Approval

Only the Equipment Director and Sports Directors (e.g. - Softball, Boys' Basketball, Girls' Basketball, Track, & Fastpitch) shall be permitted to make purchases, enter into purchasing agreements, or act as the Association's representative on Purchasing Contracts.

Those with authority to make purchases may do so without Board review if the item(s) to be purchased are identified in a formal budget plan already reviewed and approved by the Board. Purchase plans for items in excess of \$500 not identified in a previously approved budget plan must be presented to the Board for approval prior to making the purchase or entering into agreements to make the purchase.

10.0 PLAYER REGISTRATION

10.01 General Fund Fee

When setting registration fees, all sport directors should include a \$10.00 General Fund contribution. This amount will be collected to insure that the Association has working capital for future projects such as purchase of major equipment, donations, or expansion into other sports.

10.02 Family Discounts

For families registering more than 2 children, the 3rd and subsequent children (by descending age) will not be required to pay the registration fee.

Discounts only apply to one sport at a time; i.e. – registering 2 sons for the Boys' Basketball program does not imply that daughters from the same family registering for the Girls' Program in the same year play for free.

Discounts apply only to family members residing at the same address, e.g. - natural, foster, or other children for which the registering adult has legal guardianship.

10.03 Hardship Waiver

At the discretion of the Sport Director, allowances may be made to waive all or a portion of the registration fee if payment of the fee would result in financial hardship.

10.04 Late Registrations

Registrations may be accepted after the end of regular registration dates and until 2 weeks after the first game of the season. Late registrants will be placed on a waiting list and offered spots on a roster in the order in which registrations were received. Availability of roster spots after purchase of team uniforms assumes that no additional uniform purchases would be required.

Late registrants will be required to pay an additional fee of 20% of the normal registration fee.

10.05 Refunds

Refunds of registration fees will occur according to the following schedule:

<u>Time Period</u>	<u>Amount Refunded</u>	
After first practice	None	(allowances may be made for injured players or other circumstances as required)
After purchase of team uniforms	Minus cost of uniform	(allowance may be made if a replacement player is found prior to first practice)
Prior to purchase of team uniforms	Full Amount	

11.0 CRIMINAL BACKGROUND CHECKS

11.01 Purpose

The Association seeks to provide a safe environment for all children/youth participating in or having access to its programs. It is the intention of the Association to ensure that those persons selected by the Association to coach youth in athletic programs or other activities are of good moral character and are free of criminal records for such crimes as would deem them unsuitable for such positions.

11.02 Policy

- 11.02.01 All Association volunteer Head Coaches or others as required by the Board of Directors who are 18 years of age or older, including the Board of Directors, shall participate in the Children's Service Worker Background Check under Minnesota Statute 299C.62.
- 11.02.02 Failure of a person to agree to participate in a background check or providing incorrect information will be cause for rejection, disqualification, or dismissal.

11.03 Procedures

- 11.03.01 The Association's Sports Directors shall act as a Screening Committee to review the results of background investigations performed.
- 11.03.02 Prospective volunteer coaches or other service providers as requested by the Board of Directors, will complete and sign a Background Check Consent Form. Such persons are not required to pay the cost of the background investigation.
- 11.03.03 The Consent Forms will be submitted to the Minnesota Bureau of Criminal Apprehension (MN BCA) for processing.
- 11.03.04 The results provided by the MN BCA will be reviewed by the Screening Committee to determine if the applicant has met or failed to meet established criteria.
- 11.03.05 The Screening Committee shall treat and deal with any information provided by the MN BCA in a professional and confidential manner as provided for in Minnesota Statutes regarding data privacy. No information obtained from background checks will be disclosed to other persons.
- 11.03.06 These Policies & Procedures will be made available to those individuals requested to participate in a background check prior to them completing the Consent Form.
- 11.03.07 The rejected, disqualified, or dismissed person must be told that such action is a result of the background investigation results. Anyone rejected, disqualified, or dismissed, as a result of the background investigation shall have no right to appeal. However, the person may request a meeting with the Screening Committee to review the accuracy of their background investigation results.
- 11.03.08 No liability shall accrue to the Andover Athletic Association or the MN BCA for the release of any information discovered as a result of any background check made by them. No liability shall accrue to the MN BCA for selection or disqualification/rejection/dismissal decisions made by the Andover Athletic Association.

11.04 Screening Criteria

The criteria for determining disqualification of volunteer coaches or other service providers includes but is not limited to:

- Physical or sexual abuse
- Criminal sexual conduct
- Murder
- Kidnapping
- Manslaughter
- Assault
- Arson
- Prostitution related crimes
- Neglect or endangerment of a minor
- Controlled substance crimes within the past three (3) years involving narcotics other than convictions for small amounts of marijuana
- Driving under the influence two (2) or more times during the past three (3) years
- Domestic abuse within the past three (3) years
- Conduct indicating abuse of power or authority

12.0 SPORTS PROGRAM PROCEDURES

12.01 Softball Procedures

December

- Create projected budget.
- Submit bids for State Tournaments
- Contact vendors for updated pricing
- Submit advertising for advertising to USSSA of tournaments

January

- Update all forms for upcoming year.
- Schedule registrations.
- Update voice-mail message with registration dates and program information.
- Order registration flyers, registration forms, Parents' Handbook, and league rules. Flyers must have our bulk mail stamp on them; Mick's has a copy on file.
- Order mailing labels:
- Mail flyers.
- Schedule NYSCA training.
- Update League Rules.
- Schedule Coaches Meetings.
- Schedule additional tournaments with USSSA.
- Contact Andover Park and Recreation dept. and reserve fields for the season and tournaments.
- Send letter to umpires and recruit additional as needed

February

- Hold Registrations. Be available to answer questions, collect forms and birth certificates, and payments. Coordinate deposit of such payments with treasurer. Ensure adequate number of Association staff at registration. Be sure to bring cash to make change.
- Update voice-mail message after registration is done to add waiting list information.
- Contact City Hall to have portable bathrooms supplied to the fields.
- Have Member-At-Large schedule pictures.
- Verify 1st and 2nd grade registrations at each elementary school.
- Select coaches and recruit additional coaches as needed.
- Take late registrations as needed.
- Set-up team rosters.
- Order pants for all teams after registration (coordinate with Equipment Director) and arrange for delivery of pants.
- Order Uniforms from Vendor
- Have background checks run through the computer at the Minnesota Bureau of Criminal Apprehension.
- Meet with Community Ed regarding fields for schools.
- Get sponsors logos and checks.

March

- Update voice-mail message with late registration information.
- Coordinate boys' softball schedules with Coon Rapids.
- Assemble and sort equipment bags. (These bags contain bats, helmets, and catcher's helmets). Coordinate with Equipment Director.
- Coordinate Inventorying sponsor team uniforms with Softball Director and Equipment/Purchasing Director.
 - What age the uniforms are
 - Who is the sponsor
 - Sizes
 - When sponsor renews new shirts are purchased
 - Print sponsor uniforms at Saturn by bring in company logo
- Order uniforms from Vendor. Be sure to have it segmented by sizes. Keep and accurate account of each teams needs.

April

- Develop practice field schedules. Field use will need to be contracted and/or coordinated with the City of Andover, the District 11 school district, and Coon Rapids and Anoka.
- Hold NYSCA training. Provide names of coaches who are fully certified; we pay their annual dues.
- Coordinate scheduling fields and umpires with other leagues. Including Fall League.
- Develop Season Schedules
- Schedule all umpires games
- Compile coaches packets
- Hold Coaches Meetings
- Hold Equipment and uniform Pickup
- Coordinate with city for grounds crews for tournaments.
- Hold picture days. Usually 3 days during the two practice weeks.

May

- Practices and games begin.
- Update voice-mail message with instructions for coaches to report game results.
- Finalize team rosters.
- Develop invoicing system to Rum River Valley and/or Anoka and Coon Rapids for fees incurred.
- Maintain scores and standings for leagues. Includes posting standings at the fields. Contact Kevin Starr.
- Order trophies for year-end and other tournaments.

June

- Order trophies for year end tournaments, field of dreams tournaments, and Sr. High Co-Ed. Coordinate ordering with Equipment/Purchasing Director and Softball Director. Coordinate payment for such trophies with Treasurer.
- Collect payment from coaches for state tournaments and provide backup for payment. Coordinate with Treasurer to pay for state tournaments bids and berths.
- Determine final league standings for season end tournaments.
- Award and distribute state tournament births.
- Submit state rosters for USSSA tournaments prior to the tournaments.

- Complete forms for specific teams as to the tournaments they have signed up to play. This is done in coordination with Anoka and Coon Rapids. Ensure packets are distributed, necessary paperwork is completed and proof of age is verified.
- Regular season ends
- Hold year end tournament

July

- Update voice-mail message with equipment return and Fall League information.
- Coordinate equipment return for teams not going to State tournaments or playing in the Fall leagues.
- Take registrations for Fall Leagues.
- Verify proof of age certificates for all teams going to state tournaments.
- Develop and distribute fall league schedules.
- Have equipment pickup for teams not interested in continuing

August

- Fall league begins.

September

- Coordinate purchase of game balls and equipment with Equipment/Purchasing and Softball Director for next season's games and tournaments.
- Follow up with coaches after receiving word from the state as to which Andover teams placed in state tournaments. Trophies need to be collected for display in the trophy case at the Field of Dreams Clubhouse.
- Fall league ends.
- Update final budget.
- Coordinate final equipment return.

12.02 Boys' Basketball Procedures

August

- Submit budget for approval

September

- Schedule PAYS training and player registrations.
- Update voice-mail message with registration dates and program information.

October

- Update registration flyers, registration forms, Parents' Handbook, and AAA Rules.
- Order National Federation of High Schools Basketball Rule Books and Officials Manuals.
- Order registration flyers, registration forms, Parents' Handbooks, and AAA Rule Books.
- Have Webmaster prepare online registration system and make other website changes as needed.
- Order mailing labels from School District.
- Pick-up bulk-mail bins from Post Office.
- Mail flyers.
- Hold registrations.

November

- Hold registrations.
- Update voice-mail message to indicate end of registration and option to be placed on waiting list.
- Recruit additional coaches as needed.
- Hold late registration if needed.
- Update voice-mail message to indicate no more registrations and when players will be contacted.
- Get gym space availability from School District.
- Set-up teams and practice schedules.
- Order player shirts plus two additional shirts per team for Coaches.
- Verify Coaches' certification and expiration with NYSCA.
- Schedule NYSCA training.
- Schedule Coaches' meeting(s):
- Verify player grade levels as needed.
- Order Scorebooks.

December

- Have Member-At-Large schedule pictures and get picture packets.
- Set-up scrimmage, game, and tournament schedules.
- Send game schedules and list of referee volunteers to Head Referee.
- Send game schedules to School District.
- Hold NYSCA training.
- Schedule Referees' training.

January

- Hold Coaches' meeting(s); distribute equipment, rosters, rules, picture packets, schedules. Collect criminal background consent forms.
- Perform criminal background checks.
- Hold Referees' training.
- Update voice-mail message with instructions for Coaches to report game results.
- Practices and games begin.

February

- Order trophies, plaques, and medallions

March

- Regular season ends.
- Finalize and distribute tournament schedule.
- Tournament games begin.
- Hand out trophies and collect equipment from coaches.

April

- Return equipment to storage and perform inventory.
- Final budget update.

12.03 Girls' Basketball Procedures

May

- Submit budget for approval

August

- Update registration flyers, registration forms, Parent's Handbook, and AAA Rules.
- Order High School Basketball Rule Books and Officials Manuals:
- Schedule Registrations.
- Order registration flyers, registration forms, Parent's Handbooks, and AAA rules. Flyers must have our bulk-mail stamp on them.
- Order mailing labels.
- Pick-up bulk-mail bins from Post Office.
- Mail flyers.
- Update voice-mail message with registration dates.

September - 1 through 14

- Hold registrations.
- Schedule NYSCA training.
- Schedule Coaches' meeting:
- Verify 3rd - 5th grade registrations at each school.
- Recruit additional coaches as needed.
- Get gym space availability from Community Ed.
- Update voice-mail message with waiting list information.
- Get approval from Board of Directors for equipment purchases and place order(s).

September - 15 through 30

- Take late registrations as needed.
- Set-up teams and practice schedules.
- Update voice-mail message indicating no more space available.
- Set-up scrimmage, game, and tournament schedules.
- Send game schedules and list of referee volunteers to Head Referee.
- Send game schedules to Community Ed.
- Hold NYSCA training. Provide names of coaches who are fully certified; we pay their annual dues.
- Order shirts. Need to identify quantities and sizes for each team. Order 2 XXL shirts for coach and assistant of each team.
- Hold coaches' meeting; distribute equipment, rosters, rules, and schedules. Collect criminal background consent forms.
- Perform criminal background checks.
- Schedule referee's meeting.

October

- Hold referee's meeting.
- Practices and games begin.

November

- Order plaques for regular season champions, trophies for 1st, 2nd, & 3rd place tournament finishers, participation trophies for all other teams.
- Regular season continues.

December

- Regular season ends.
- Finalize and distribute tournament schedule.
- Hand out trophies and collect equipment from coaches.

January

- Return equipment to storage and perform inventory.
- Final budget update.

12.04 Track Procedures

November

- Set dates for track meets. Ok with school officials for track usage.

December

- Submit budget for approval
- Order mailing labels from school district. For example; boys & girls, public & private, grades K-5 in zip codes 55303, 55304 and 55448.
- Call Community Ed office & reserve room for registrations.

January

- Update voice-mail message with registration dates.
- Make flyer & registration form.
- Collect bids for shirts & printing.
- Solicit help for labeling flyers.
- Get flyer to printer & pick up in 5 days.
- Pick-up bulk-mail bins from Post Office.
- Mail Flyers. Flyers must be labeled, sorted by zip code, and counted.
- Call Community Ed. office and schedule meeting room for coaches meeting and volunteer training meeting.
- Get flyers to Andover Elementary, Crooked Lake, Rum River, St. Stephens & Epiphany schools. Flyers must be bundled into packs of 25.
- Solicit help for registrations.
- Contact webmaster to set up online registration dates.
- Test online registration.
- Call Andover HS Athletic Director and Track Coach to set meet dates and times.

February

- Hold registrations.
- Update voice-mail message with waiting list information.
- 1 week after registrations close, divide registrants into teams.
- Fax in preliminary shirt order.

March

- Fax final shirt order. (Order 2 extra shirts per boy grade & 1 extra per girl grade).
- Order extra equipment needed.
- Create rosters in MS Excel.
- Create meet schedules, lane assignments, field events, etc.
- Contact coaches; provide time-line and meeting info.
- Prepare coaches packets; roster, rules, mission statement, meet schedule, parent meeting outline, criminal background check, labels, & coaches worksheets.
- Order ribbons.
- Hold Coaches meeting. See director's book for outline. Collect criminal background consent forms.

- Perform criminal background checks.
- Contact volunteers; provide training meeting info.

April

- Prepare volunteer packets and sign-up sheets.
- Hold volunteer meeting. See directors book for outline.
- Prepare equipment, organize clipboards with recording sheets, double check stopwatches, 2-way radios & megaphone.
- Meets begin.
- Look over the field event records to ensure the guidelines are within our expectations. (70% blue, 20% red & 10% white). Make any adjustments necessary.
- Rotate lane assignments for longer races & relays or anywhere necessary.

May/June

- Meets end.
- Return equipment to storage and perform inventory.
- Final budget update.

12.05 Fastpitch Procedures

December

- Submit budget for approval
- Create projected Budget
- Contact County about road side signs
- Schedule Registrations
- Update web-site with registration dates and times
- Update voice mail
- Get uniform bids

January

- Send out flyers to school about registrations
- Order registration forms
- Schedule clinics for February
- Schedule parent and coaches meetings
- Hold registrations
- Attend Suburban league meeting
- Reserve Fields
- Contact Varsity coach about using there fields

February

- Hold registrations
- Hold evaluations
- Set- up teams rosters
- Order Uniforms
- Back Ground checks at Minnesota Bureau of Criminal Apprehension
- Attend Suburban League meeting
- Start planning April Tournament

March

- Deliver uniform to coaches
- Set up date for team pictures
- Reserve school gym for pictures if it is raining
- Contact Umpires need for season & tournament
- Set up practice schedule
- Hold coaches and parent meetings
- Get equipment to coaches
- Send in payment and forms for teams tournaments

April

- Attend coaches meeting for Suburban League
- Hand in team registrations and fees to league

- Pick up team packets and roster forms
- Practice start
- Set up teams home schedule and umpires
- Hand out coaches packets and roster forms
- Clinic day for coaches on how to drag & chalk fields
- Send in fee's and forms for team tournaments
- Hold Tournament

May

- Games starts
- Check with umpires to make sure everything is ready
- Get completed rosters from team coaches
- Send in completed roster to league

June

- Season Running
- Check into fall league dates and times
- Update website on Fall league information
- Send in national Tournament information if any teams have qualified

July

- State qualifier is held
- Make sure team rosters are in for State Tournament
- State tournament is held
- Hold registrations for fall ball (on-line only)
- Order uniforms for any new player for Fall Ball

August

- Set up Fall League Practice schedule
- Set up Fall Ball teams and coaches
- Fall League Starts
- Collect summer Equipment

September

- Fall League running
- Fall League State Tournament
- Collect Fall Equipment

October /November

- Go thru equipment to see what need to be replaced
- Final budget update.

13.0 SCHOLARSHIP ESSAY CONTEST

13.01 Overview

AAA will award (1) \$1000 scholarship to a boy or girl who writes the best 500-word essay about their experience with AAA's sports programs. The essay must include 3 ideas on how the experience could be further improved for future youth athletes. The winner will be determined based upon review by a committee established for that purpose, and review of their recommendation by the Board of Directors. The committee has discretion to recommend multiple scholarships.

13.02 Eligibility

- The applicant must be a High School Senior in good standing who will graduate and pursue a 4- or 2-year college or vocational program in the year in which the award will be made.
- The applicant must have participated in AAA sports programs in at least 3 different years; i.e. – playing softball and basketball in the same year counts as only 1 year.
- The applicant must never have been ejected, suspended, or received a sportsmanship-related Technical Foul while participating in an AAA sports program.

13.03 Committee

A review committee will be formed consisting of not less than 3 members for the purpose of reviewing entries and recommending a winner or winners to the Board. Committee members must not have a child or relative eligible for the scholarship.

14.0 GRIEVANCE PROCEDURE

Any member of the Association or player in one of the Association's programs may lodge a grievance (complaint) regarding violations of Association policies, procedures, by-laws, or articles of incorporation by following the steps below:

- To allow for a "cooling off" period, parties lodging a grievance must wait 24 hours after occurrence of the violation unless the delay could allow for injury, harm, or violation of law.
- Parties involved must first discuss the issue directly; i.e. – verbally, in writing, or via email. No outside parties may be made a part of the discussion.
- Failure to discuss the situation with all parties involved will forfeit the right to escalate the issue through the remaining steps below.
- If satisfactory resolution is not achieved through direct discussion between parties, a formal grievance must be provided in writing or email to the appropriate sport director, who will attempt to arbitrate resolution.
- If a resolution is still not achievable, the sport director will present the grievance to the AAA Board at its next scheduled meeting. Involved parties may or may not be asked to attend.
- The Board will discuss, and possibly further investigate the grievance, and decide upon a resolution or rationale for non-action and notify involved parties of its decision. All decisions by the Board are final.

15.0 DATA PRIVACY

15.01 Member Data

All data collected on participants and their parents or guardians is for the sole use of the Association and will not be disseminated to any outside entity or individual.

The Board of Directors will endeavor to ensure that internal use of data does not jeopardize the safety of our members. As such, no data will be used publicly that would facilitate identification and location of a specific participant, with the exception of coaches.

The Board of Directors will review requests by external or internal entities or individuals to forward information to members on their behalf.

15.02 Contractor/Volunteer Data

All data collected on contractors or volunteers will not be disseminated to any outside entity or individual. This includes any information on Board decisions on disciplinary or termination actions.