

PAPILLION RECREATION ORGANIZATION SPORTS PROGRAM GUIDELINE POLICY

OVERVIEW:

This policy is referenced in PRO Bylaws Article VI Section 7.G.

To facilitate maximum participation, growth, and effective management; each individual sport program provided by PRO will provide as an amendment to this policy their sport specific Sports Program Guideline also referred to as Directors Handbook or as DH. Each sport Director will be responsible for updating the content of their DH and the submission of their DH for majority approval of PRO Board at the next regular meeting following their season's completion.

POLICY: The purpose of this policy and the DH is to provide any incoming new Director with explicit information to allow the new Director to plan and manage their sport with maximum efficiency and minimal learning curve. The Director should include any information they deem necessary to the effective management of the sports program but will at least include the following.

1. Executive Summary of last season (what went well, what needs more work, lessons learned)
2. Definitions of divisions or league (by age or by grade)
3. Registrations Dates – Open and Close Dates
4. Resources used (fields, courts)
 - a. Available dates per resource (i.e. Papio Jr High (Mon, Wed Fri 6pm-8pm)
 - b. Blackout dates (i.e. Thanksgiving weekend no school access)
 - c. Start and end dates for resource reservations
 - d. Contact info for each resource or group of resources
 - e. Maximum number of teams that current resources can sustain
5. Numbers of players per team minimum and maximum
6. How are teams formed (blind draft, skill assessment, by school, etc...)
7. Number of practices scheduled per week per team
8. Number of games per season
9. What does a player get for their registration (i.e. 1 jersey/t shirt, 1 pr socks)
10. Tournament (if held)
 - a. Format (single/double elimination etc.)
 - b. Dates
 - c. Awards (i.e. top 3 teams get individual trophies everyone gets participation medal)
11. Other organizations including contact information which we compete against (does not include tournament opponents)
12. Sanctioning agencies - will include links to their website if present. Any change in association with external organizations or sanctioning bodies must first be approved by majority vote of PRO Board for those sports not formed under Article XIII or the sub board of those boards formed under Article XIII.
13. Vendors
 - a. Uniform Vendor - summary of order (i.e. 400 Shirts \$4000 [100-YS, 100-YM, 100-YL, 100-AS], 400 socks \$800[1 size fits all])
 - b. Equipment vendor with list of authorized signers

- c. Trophies – summary of order (i.e. 50 1st place trophies, 500 participant medals)
14. Coaches - list of name, email, address, phone and division most recently coached
15. Volunteers – contact info for all persons who helped with program in an unofficial capacity (not elected) with brief description of the role they held.
16. Officiating
 - a. How are they trained (if in-house)
 - b. Contact info (if outsourced or external entity)
 - c. Certifications (if needed)
 - d. Pay per game
 - e. How many officials per game
17. Rules
 - a. Copy of current in-house rules (if applicable)
 - b. Reference to any external rules (i.e. baseball uses MLB as basis for their rules)
 - c. Article XIII sports' sub board approve their rule changes.
 - d. Non Article XIII sports must get majority approval of PRO Board before instituting any in-house rule changes. (rules of sanctioning bodies are exempt)
18. Preliminary and final pre-season budgets as prepared according to PRO Budget Procedure.
19. Copies of pre-season and post-season inventories as well as a list of off-season purchases that need to be purchased and/or budgeted for the next season.
20. What equipment is issued per team (i.e. 5 volleyballs, 1 air pump, and 1 ball bag)?
21. Approved fundraisers (if any)
22. Clinics (Coaches training, player development, etc)
 - a. What is scope and purpose of clinic
 - b. When are they held (dates and frequency)
 - c. What are fees
23. Copies of practice, game and tournament schedules
24. Timeline of activities
 - a. When and how are registrations taken
 - b. When is assessment or draft performed
 - c. When are teams formed
 - d. When is equipment dispersed
 - e. When do practices begin
 - f. When do games begin
 - g. When is end of season
 - h. When do tournaments begin

A copy of the current version of this Policy will be posted and available on the PRO web site.

A disciplinary hearing may be called upon discovery of any member not in compliance with this Policy.
Approved February 18, 2010