

EATONVILLE YOUTH SPORTS ASSOCIATION

POLICY MANUAL

A WORD FROM THE EYSA PRESIDENT

03/19/18

Howdy,

Ever wonder why EYSA does certain things or what the best approach to solving an EYSA issue is? Maybe there are rules, procedures, or board decisions that need to be clarified. This manual is a tool for anyone with these kinds of questions and more. Yes, I do mean anyone, players, referees, coaches, parents, EYSA board members and anybody else interested in how EYSA manages youth sports should read this and refer to it often.

EYSA is a volunteer organization with members who dedicate countless hours of their personal time so that youths may experience sports opportunities, learn good sportsmanship, build relationships, learn the importance of teamwork, grow confidence in themselves and so much more. The EYSA board wants to make this experience a SAFE, fun, memorable experience for everyone involved. Some of life's most precious memories for participants, parents and coaches are made during youth sporting events. This manual will help to make implementation of these important programs run smoothly, thereby making the whole experience more enjoyable for all.

This manual is a work in progress, and always will be. There have been many great volunteers for EYSA through the years and there will be many more to come, each of them with new ideas and experiences to pull from to make EYSA and the Eatonville community a better place. The changes to come will make this manual even better, thereby making these programs even safer, more enjoyable, and memorable than ever.

The entire Eatonville community has my thanks for their support, our youth are very important..... Keep up the great work!!

Sincerely,

Dale C. Bamford

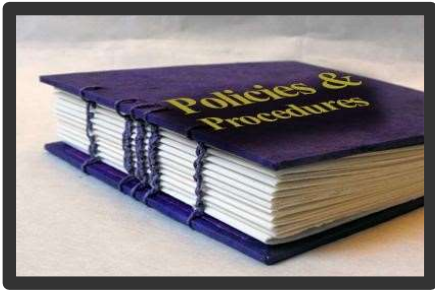
Dale C. Bamford
EYSA President

SECTION 1 - GENERAL INFORMATION

Policy Manual Overview

The goal of this manual is to combine the policies, procedures, and philosophies of EYSA into a single document. It's intended to explain the general policies utilized by EYSA while administering the various programs offered and outlining the framework by which EYSA programs are designed and executed.

The policies and procedures outlined in this manual have been developed utilizing a combination of assets including the National Alliance on Youth Sports, the Snohomish County YMCA, the Better Kids Institute, and various other resources related to the administration of youth sports programs.



There may be instances where exceptions to the policies in this manual are made but – in general – the spirit of this manual is to provide the community with the general process of how EYSA programs are administered.

In accordance with its bylaws, EYSA reserves the right to modify this manual as it deems necessary.

Nonprofit Status

EYSA is a volunteer-based, 501(c)3 organization with the primary goal of providing youths with safe and enjoyable options to participate in organized sports. The governing body of the association is the EYSA Board of Directors. The board is made up entirely of volunteers and they have the authority to administer and manage the association as it deems necessary. A copy of EYSA bylaws can be found on its website (www.eysaeatonville.com). EYSA's EIN is 91-1655783.

Board Meetings

EYSA holds regularly scheduled board meetings. Meeting dates are posted on its homepage and are subject to change. EYSA does its best to provide accurate information as to the dates, times, and locations of its meetings.

During its meetings, the board discusses topics that are relevant to the overall management and administration of the association. EYSA encourages public attendance and input.



Insurance

Although EYSA carries a general liability insurance policy, it does not carry insurance to cover injuries sustained by participants who participate in EYSA programs. Parents/guardians should ensure that they have adequate insurance coverage for their player to participate in EYSA programs.

SECTION 2 – PLAYER AND PROGRAM SAFETY

Participant safety is a primary concern for EYSA. If you believe a safety issue/concern exists, please contact the Director of Safety immediately and report the concern.

SECTION 3 - EYSA PROGRAM CONTACTS

There are numerous people that parents will encounter while participating in EYSA programs. EYSA volunteers have specific responsibilities, and it is important for parents to understand who is responsible for what so that they know who to contact in the event they have questions and/or concerns.

Board Members

EYSA board members are often times found wandering the courts and fields during EYSA events. Board members are excellent sources of information on what is occurring within the organization and each member is assigned their own specific responsibility. Board members adhere to a policy of allowing members to govern their individual responsibility, meaning that members make every effort not to overstep and intercede in another member's "jurisdiction".



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Game Officials



Game officials are generally young adults from the community. Typically, they are volunteering to complete their community service requirement for high school graduation. EYSA takes great care in ensuring that its officials have a safe and banter-free environment. EYSA does not tolerate the mistreatment or public ridicule of an official.

Coaches

Coaches are responsible for the team and for organizing practices. Coaches must manage their team in accordance with the rules of the game. Coaches who are found intentionally violating the rules of the game will be subject to the disciplinary process outlined in this manual. Any questions related to rules, practices, games, or teams are to be directed to coaches. If parents have concerns over the officiating of a game, they may only express their concerns to their player's coach. Game officials only address complaints fielded by head coaches.



SECTION 4 - REGISTRATION

Age Requirements

Program enrollment is open to all children between the ages of 4 and 14 during the open enrollment period. Ages are calculated based on the player's age as of January 1st of each year. Players who turn 15 years old during a program are not eligible to participate in that program. Players who turn 4 years old during a program are eligible to participate upon the day they turn 4.

Program Enrollment

EYSA utilizes a web-based program developed by Teamsideline for its program registrations. To participate in an EYSA program, parents/guardians must create an account and enroll via Teamsideline. Only a parent or legal guardian may enroll a player in an EYSA program.



All information submitted during the enrollment process must be accurate. Parents must review and understand the various terms outlined during the enrollment process. Parent's acknowledgment and agreement with all the outlined terms is a condition of program participation.

Generally, coaches receive their rosters the weekend before their first practice. After they receive their rosters, coaches will contact parents and provide them with the details of their team.

Intentionally providing incorrect names, birth dates, contact information, or other information during the enrollment process may result in disciplinary sanctions, up to and including prohibition from participating in any and/or all EYSA programs.

Withdrawing From a Program

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Parents may withdraw their player at any time. Refunds are issued in accordance with the refund policy below. To withdraw from a program, parents must complete the online registration request form found on EYSA's website.

TeamSideline Usernames/Passwords

Username and/or password issues are handled directly by Teamsideline; EYSA does not have access to this information. If parents need help or have forgotten any of their login information, they must contact the support team at TeamSideline.

Payments

All registration fees will be made electronically during the registration process.

Payment by Check/Cash/Money Order

Parents must have approval from the Treasurer to pay by cash/check/money order **prior** to sending in payment. The date the check is received is considered the day that payment was made. Parents will not be able to enroll their player until payment has been received, the check has cleared, and the payment has been credited to the EYSA account. This may cause a delay in registration and may result in incurring late fees or cause the loss of early bird discounts.

Refunds

Refunds may be issued if requested prior to the close of registration at the discretion of the President. If any item for the player has been ordered, the cost of the item will be deducted from the refund. The EYSA administrative board will determine refund amounts, if any, in the event of a program's cancellation for reasons outside of EYSA's control.

SECTION 5 - BUILDING DIVISIONS

Program Assessments



Competitive games create a more enjoyable atmosphere for all participants. Because of this, EYSA is committed to a process of building balanced teams based on player skills and utilizing a player skill assessment process. The program assessments are developed in a manner where participant abilities at specific skills in specific sports are measured which helps distribute player talent equally amongst all the teams, creating more parity in the overall division.

It is mandatory that all players attend a program's assessment. Once the assessments have concluded, the team building process begins. This process generally takes several days. Assessment scores are not shared with anyone other than those individuals involved in the team building process. Once this process has been completed, the rosters are distributed to the coaches.

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Players who do not attend assessments will not be eligible to participate in the program. Four-, five-, and six-year-olds do not need to attend assessments, except as outlined in section titled “Playing Up”.

Playing Up

In rare circumstances, players who excel in their specific division may be permitted to “play up”. As an example, a player who is 8.5 years old would normally play in an 8U division. However, because the player is exceptional at that sport, they may be permitted to play up to the next available division. Players are not permitted to “play up” more than one division and players are not permitted to “play down”.

Any 4-, 5-, or 6-year-old player wishing to “play up” must attend assessments.

Substitute Players

If an EYSA team cannot meet the minimum player requirements due to medical injury, player relocation, abandonment of the team, or any other roster shortage, the coach may request substitute players from the Director of Coaches. The Director of Coaches will attempt to provide the needed number of players for a team to field a full team, plus one bench player.

When selecting a substitute player, the Director of Coaches will select players who have an equivalent level of skills as those players whom they are replacing. The Director of Coaches has final say on selecting the substitute player and will coordinate parent approval prior to the player serving as a substitute. Requests for substitute players must be made to the Director of Coaching no less than 48-hours before the scheduled game, when possible

Nothing in this player policy entitles a coach to a replacement player. EYSA will do the best it can to find a replacement player. However, there may be instances where a replacement player is not able to be located.

Building Divisions

EYSA builds program divisions by age. Divisions labeled as “8U” includes players 8 years old and under. Players in an 8U division can be no older than 8.99 years old as of January 1st of that year. In a 10U division, players can be no older than 10.99 years old as of January 1st of that year. In some instances, divisions may be coed.

EYSA determines which divisions it will offer based on the demographics of the players who have enrolled, and efforts will be made to ensure that each player has an appropriate division to play in. However, there may be instances where an insufficient number of enrollments have been received to create a specific division. If there is not a division for a player to play in, parents will receive a full refund.

Equipment

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EYSA provides the basic gear necessary for coaches to hold practices and participate in games. Coaches check out their gear bags prior to the season. Outside of items damaged due to normal wear and tear, EYSA expects that its equipment will be returned immediately following the last game of the season and in the same condition as it was issued. If, during a season, a coach needs additional and/or new equipment, they should contact the Director of Coaches.

Loaner Equipment

If a parent needs equipment for their player, EYSA is happy to help with whatever it can. EYSA has equipment that is available to be lent out during the season, but supplies are limited. If parents are unable to afford equipment, they are encouraged to contact the Vice President to see what's available.

PSECTION 6 - PLAYER PHILOSOPHIES

Program Divisions

Today, programs must be designed and administered so that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience from their participation. EYSA embraces philosophies that create a foundation for each division's purpose and goals and, as a result, the following general guidelines are established:

PW/6U (ages 4 to 6)



In this division, coaching is focused on basic motor skills development. There is a concentration on the fundamentals of the game, but there are typically no offensive or defensive schematics in this age group. This division serves as a basic introduction to the sport. Coaches are permitted to coach and provide instruction to their team from the field/court. Practice and games do not to exceed 1 hour. Practices are typically one or two days a week. Scores and standings are not kept in this division.

7U – 9U (ages 7 to 9)

In these divisions, coaching is focused on skill development. There is concentration on the fundamentals of the game and players begin learning the basic concepts of rules. These divisions serve as an introduction to basic offensive and defensive schematics. Coaches are not permitted to coach their players from the field/court. Practices are limited to one hour and games are limited to 90-minutes. Practices are usually twice a week. Scores and standings are usually kept in this division.

10U - 12U (ages 10 to 12)

In these divisions, coaching is focused on skill development with a concentration on fundamentals and a progressive introduction to offensive and defensive schematics. There may also be an introduction of internal competition and a focus on more competitive play. Coaches are encouraged to expose participants to a variety of positions and situational play. Coaches are not permitted to coach their players from the

field/court. Practices are typically one hour, twice each week. Games are no longer than 90-minutes. Scores and standings are kept.

13U – 14U (ages 13 and 14)

In these divisions, there is a focus on continued skill development and a greater focus on offensive and defensive schematics. Skill and ability refinements are also a focus. Coaches are not permitted to coach their players from the field/court. Practices may be 90-minutes or longer several times each week. Scores and standings are kept.

Playing Time

EYSA expects coaches to make every effort to make available an equal amount of playing time for their players. There may be instances where a player doesn't want to play or where playing them may pose a risk to themselves or other participants. In those instances, coaches may deviate from the equal playing time policy. It is expected that players will participate in team practices to earn the opportunity for an equal amount of playing time.

SECTION 7 - SCHOLARSHIP PROGRAM



EYSA offers a scholarship program that is run by the EYSA Fundraising Committee. Scholarships are funded by donations made by the community and are offered to those individuals who meet the requirements outlined on the scholarship application. There is a limited time frame when scholarships are offered during a program's open enrollment and scholarship applications must be submitted by the announced deadline. Scholarships may only be submitted online and, once the scholarship deadline has

passed, the committee will review all the applications that have been received.

The committee will determine which applicants will receive a scholarship and how much each scholarship will be. The committee's decision will be based on the facts received by the applicant and on how much scholarship money is available. Applicants are encouraged to spend time on the application and fill it out completely. Scholarship applications may only be submitted by the parent/guardian of the player requesting a scholarship.

If funds are available, scholarship applications will be accepted for soccer, basketball, and baseball/softball/tball. The committee has full authority to determine to whom scholarships are awarded and how much money is awarded.

The Fundraising Committee is headed by the Director of Fundraising and is overseen by the Board of Directors.

SECTION 8 - RULES OF THE GAME

Rules for EYSA programs are adopted from, and often time combined with, several sources. Proposed rules of the game are distributed to coaches prior to the season. The coaches have several days to review the proposed rules and submit any rule modification suggestions to the Director of Rules.

Once the deadline for rule modifications requests has been reached, the Director of Rules will review the submissions and approve the program's rules. Rules will then be posted on the website prior to the upcoming season. As the season progresses, there may be additional modifications to the rules.

It is important for parents to know and understand the rules of the program to avoid any unnecessary conflicts. Parents are prohibited from interrupting the game as the result of their interpretations of the rules. Parents who have concerns over the rules of the game are required to follow the process outlined in this manual. Parents who interrupt the flow of an EYSA event are subject to ejection from the facility.

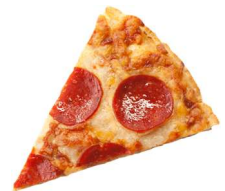
SECTION 9 - PICTURES

EYSA utilizes the services of various photography companies to provide parents with the opportunity to purchase individual and/or team photos. Throughout various programs, the companies that are selected may change. During a season, photographs are being taken of program participants during EYSA events that may be used on EYSA's Facebook page and its website.

Team photos and their delivery is administered by the company taking the photos. EYSA is not affiliated with the team photo company. All questions/complaints surrounding team photos should be directed to the photo company.

SECTION 10 - END OF SEASON AWARDS

At the end of each season, EYSA provides participation medals to all participants. In addition, Varsity Pizza provides an end-of-season pizza party at its Eatonville (253-846-9999) and McKenna (360-400-3100) locations. Varsity Pizza provides free pizza and drinks for all players, but parents and siblings must purchase their own. Coaches are required to schedule and hold an end-of-the-season pizza party.



SECTION 11 - CODES OF CONDUCT



Coaches, players, parents, and volunteers are all considered participants. EYSA has defined acceptable levels of behavior for all participants and agreeing to the various codes of conduct are a condition of participation in EYSA programs. EYSA has designed these policies for the purpose of ensuring that players have a safe and fun youth sports experience. Each participant is expected to comply with the expectations outlined in their applicable policy. Parents/guardians are responsible for the behaviors of any guests who are spectating their player.

SECTION 12 - NON-DISCRIMINATION

It's EYSA's policy to accept and promote all persons without regard to race, religion, color, gender, age, national origin, marital status or disability in accordance with federal and state laws and regulations.

SECTION 13 - ZERO TOLERANCE

EYSA has adopted a zero-tolerance policy to create a protective shield around its players. EYSA does not tolerate bullying, child abuse, and/or violence or public criticism towards its participants. EYSA also maintains a zero-tolerance policy regarding the use of tobacco, alcohol, or the illegal use of drugs while at EYSA-sanctioned events.

SECTION 14 - MANDATORY REPORTING OF CRIMES AGAINST CHILDREN

EYSA has instituted a mandatory reporting requirement for any volunteer who believes an assault on a child has occurred. This policy requires volunteers to immediately contact the Eatonville Police Department if they believe a crime against a child has been committed.

SECTION 15 - VOLUNTEERS

Thank You for Volunteering!

Volunteers are critical to the success of EYSA programs. EYSA views these volunteers as the most crucial element to the association and are grateful that the community produces such capable and caring individuals. EYSA would truly not exist without volunteers donating their time to EYSA programs.



Background Checks

EYSA acknowledges that parents are entrusting their player to the adults that EYSA selects to run the programs. It is EYSA policy that all head coaches, board members, and game officials undergo a criminal

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background check to help identify and eliminate potential risks to players. All head coaches, board members, and officials must consent to a criminal background check, at a minimum, of once every 24 months.

Disqualifiers

The board reserves the right to disqualify a volunteer's application if the board concludes that the applicant is not suitable for the applied position. A person will be automatically disqualified from volunteering if they have any of the following convictions:

- Any convictions related to the physical or psychological harm of a child,
- Any violent felony convictions,
- Any type of sex offense,
- Any domestic abuse convictions,
- Any court order violation convictions, or
- Any firearm violation convictions

If a volunteer is disqualified, the Athletic Director will notify them in writing. Volunteers may appeal the decision during the next regularly scheduled board meeting.

SECTION 16 - PARENTS

A Parent's Role

Parents are one of the key components to their child's youth sports experiences and they must take an active role in their player's experience. If coaching is not for you, take the lead as a team parent and organize snacks or the end-of-season party. Anything that parents can do to lighten the load of a coach will result in the coach spending more time with the players on the field.

Hey mom, hey dad. The scouts aren't out today.



One of the biggest challenges that parents have is to be able to maintain their intensity when spectating their player. EYSA is delighted to be able to provide the platform by which parents will be able to cheer their player on and it encourages parents to be as supportive as they possibly can. However, there is a line that can be crossed. EYSA had adopted a zero-tolerance policy regarding publicly criticizing another participant, including game officials. Cheer players on, but do not be disruptive to the peaceful flow of the event.

EYSA has adopted a parent code of conduct that defines the acceptable set of behaviors for parents. Parents are required to agree to these terms to complete the program enrollment process.

Stay with Your Player

EYSA programs are not daycare and coaches are not daycare providers. Unless specifically approved by a coach, parents must remain at the facility until the coach has released players from the event.

SECTION 17 - COMPLAINTS

EYSA categorizes complaints in two ways: rules complaints and administrative complaints. This section serves as an outline of how each category of complaint is addressed.

Rules Complaint

Coaches who have a complaint regarding the rules of the game that are not based on an official's subjective game-time call must notify the President as soon as is reasonably possible. The President will forward the complaint to the Director of Rules for his/her review. The Director of Rules will review the complaint and determine an appropriate course of action. If the Director of Rules' decision does not affect a person's eligibility to participate in EYSA programs, the decision will be considered final.

If the Director of Rules believes that the violation warrants suspending a person's eligibility to participate in EYSA programs, he/she will forward a recommendation to the Executive Committee to take such action. The committee will review the recommendation – including obtaining all necessary evidence and testimony – and deliberate on the matter. The committee may elect not to take any action, to accept the recommendation provided by the Director of Rules, or it may take any other action that it deems appropriate. Once a course of action has been taken by the committee, the President will notify the offender of the sanction.

To appeal the committee's decision, the person must submit written notification to the President that the person wishes to appeal the decision within 48-hours of the committee's decision. The President will notify the Administrative Board and the Administrative Board will schedule a hearing where it will receive testimony from the complainant and any other person it deems necessary. Until the committee's decision is overturned by the Administrative Board, the committee's decision is considered binding.

Administrative Complaint

Administrative complaints are complaints not related to those addressed in the Rules Complaints process outlined above. Administrative complaints must be submitted to the President as soon as is reasonably possible.

Once the President receives the complaint, he/she will attempt to resolve it with the parties involved. If the President is unable to resolve the issue, the President will forward the complaint to the Executive Committee for review. The committee will schedule a hearing where it will receive testimony from the complainant and any other person that it deems necessary. At the conclusion of the hearing, the committee will vote on the matter. A majority vote of a committee quorum is required for the committee to act.

The committee's decision may be appealed to the Administrative Board by either the offender or the accuser by submitting a written request for appeal to the President with 48-hours of receiving the committee's decision. Until which time the Administrative Board overturns the committee's decision, the committee's decision is considered binding.

If a committee decision is appealed, the Administrative Board will schedule a hearing where it will receive testimony from the accuser, the accused, and any other person the committee deems necessary. The Administrative Board's decision on the matter is considered final; there is no mechanism in place to appeal an Administrative Board decision.

Minimum/Maximum Deliberation Periods

When deliberating on complaints, the Administrative Board will adjourn for no fewer than three days and no more than thirty days, except as outlined in the "Right to Immediate Governance" section on this manual. When the Administrative Board readjourns, it will discuss appropriate courses of action in an executive session. The President will notify the affected party of the Administrative Board's findings.

Findings Considered Final

An Administrative Board decision on any matter related to the complaint resolution process is considered final; there is no mechanism in place to appeal an Administrative Board decision.

Right to Immediate Governance

EYSA's intent in creating this dispute resolution process is to act in a manner that is as transparent as possible while simultaneously protecting the privacy of all individuals involved. Given the difficulty in creating a policy that effectively addresses all potential dispute scenarios, the Administrative Board reserves the right to suspend any or all of the policies and/or processes outlined in this manual for the sake of addressing exigent circumstances or immediate needs.

Forfeit of Dispute Resolution Privileges

Any person who fails to cooperate with EYSA in resolving a conflict/complaint may be subject to the loss of some or all privileges outlined in this manual and may be subject to eligibility sanctions.

Right to Privacy

All complaints received by EYSA are considered confidential. EYSA does not publicly disclose the details of complaints, nor does it publicly disclose its investigative findings.

SECTION 18 – PLAYER INJURIES

Protection of players

EYSA does not support a "walk it off" response to injuries. EYSA's policy prohibits coaches from encouraging players to continue to play if they become injured. Coaches are required to help protect players and prevent further injury. Coaches are required to report all injuries to the Athletic Director via EYSA's online injury report form within 24 hours of the occurrence.



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Coaches have the authority to remove a player from play due to injury.

EYSA has identified three general types of injuries:

Non-emergency injury

This is a temporary injury that does not require assistance from a medical professional.

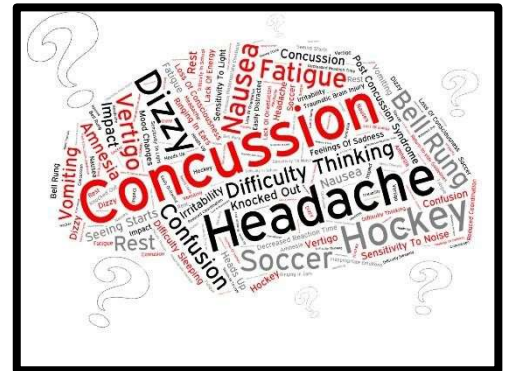
Emergency injuries

This is an injury that requires professional medical assistance, up to and including calling 9-1-1. If an emergent injury occurs, coaches will first make sure assistance has been summoned for the player. The coach will then contact parents if they are not present. Immediately after notifying parents, the coach must contact the Director of Safety.

Concussions

EYSA operates in accordance with the 2009 Zackery Lystedt Law. This law mandates that any player who shows signs of a concussion is prohibited from further participation until cleared by a medical professional.

EYSA requires that coaches and game officials immediately remove a participant from an event if the either believes that a player is exhibiting concussion symptoms. All coaches must immediately report the incident of a removed player to the Director of Safety.



The player will not be permitted to play until cleared by the Director of Safety.

Disclosing Medical Conditions

Parents are encouraged to disclose pre-existing or concerning medical conditions at the time of enrollment. This may include allergies, medications, physical impairments, etc. The Director of Safety will inform the coach of the condition, making judging the severity of an accident easier. This will also greatly assist any medical personnel who respond to the scene.

SECTION 19 – FACILITY USE

In most cases, EYSA works in conjunction with the Eatonville School District and coordinate schedules to allow use of district facilities. This may include Weyerhaeuser Elementary, Eatonville Elementary, Columbia Crest Elementary, Eatonville Middle, and Eatonville High Schools. All participants are required to treat any facility that is used during an EYSA event with the utmost respect and are expected to clean

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up after themselves and their teammates, preferable leaving the facility cleaner than when they arrived. There are garbage cans available throughout the school grounds. Use them. Do not leave garbage on the bleachers, in the dugouts, or anywhere else.

If a field has been prepped for gameplay, please keep players off the field until it is their time to play.