

TABLE OF CONTENTS

I. GENERAL	1
II. LEAGUE AUTHORITY AND DISCIPLINE POLICY	2
III. COMPLAINT PROCEDURES	3
IV. PENALTIES	5
a. DETERMINATIONS OF SEVERITY OF OFFENSE	6
V. GRIEVANCE POLICY AND PROCEDURES	8
a. GRIEVANCE APPLICATION	9
VI. COACHING POLICY AND PROCEDURES	
a. SCREENING AND BACKGROUND INFORMATION	10
b. SELECTION PROCESS	11
c. DISCIPLINARY GUIDELINES	14
d. CODE OF ETHICS	15
VII. INJURED PLAYER POLICY	16
VIII. INJURY REPORT	17
IX. PLAYER'S RESPONSIBILITIES	18
X. PLAYER'S CODE OF ETHICS	19
XI. PARENT'S CODE OF ETHICS	20
XII. SPORT'S ACCOUNT PROCEDURES	22
XIII. SPORT'S PROVIDER FINANCIAL AGREEMENT	24

GENERAL

Coaches who choose to “manage” more than one team will be responsible for making arrangements for “fill in coaches” if said coach has a scheduling conflict. If a conflict does occur, it is the Coaches responsibility to make the decision as to which game he will coach. There will be no re-scheduling due to this conflict. Once a schedule is issued NO changes will be made without Executive Board approval.

Requests for changes during playoffs only will be taken for conflicts with a coach having two or more teams or a school event.

Calls made on the fields by the officials are the calls that are made. Coaches will not ask for Board intervention, as Board members will not become involved.

Any parent who prematurely removes a player from his/her team without just cause or a player who quits on his/her team will not be eligible for any All-Star teams that may be formed at seasons end.

No games or scheduled practices may be held at Indian Trail Parks or Palm Beach County Parks on Sundays without written consent from the Executive Board. All sports must go through the AAL for field permits at all local parks and fields.

No coach, player or member of the AAL is permitted to bring any item to a permitted field within the Indian Trials District without approval from Indian Trail. Only approved sports equipment is permitted.

PLEASE remove all trash from fields, parking lots and other areas immediately following use. NO DOGS are permitted on the fields!

All coaches and players must shake hands after each game as a show of good sportsmanship towards other members and players!!!

No use of alcohol or tobacco products during practices and games.

League Authority and Discipline Policy

League Authority:

To exercise disciplinary authority (so far as is lawful) over all persons engaged in such games, competitions and exhibitions to the end that amateur games and contests may be subject to clean, dignified competition. Any League Member, personnel, representative, coach, player, parent, relative or fan found by the AAL Board failing to comply with a lawful request from the AAL Board, its Officers, Commissioners, or Representatives will be suspended.

Any League Member, its Personnel, Representative, Coach, Player, Parent, Relative or Fan found by the AAL Board to knowingly give false information or misrepresent by word or deed the AAL, its Board, Officers, Commissioners, Representatives, or League Members, will be suspended.

Any League Member, its Personnel, Representative, Coach, Player, Parent, Relative or Fan found by the AAL Board to violate any Bylaw or who acts in any manner deemed by the AAL Board to be grossly disrespectful to a team or another person or who engages in a fight or other major unsportsmanlike conduct or conducts themselves in manner found disrespectful to a League Member Representative will be disciplined.

The AAL Board, following an Incident Hearing, may discipline any League Member, Personnel, Representative, Coach, Player, Parent, Relative or Fan as defined in this policy.

Players Suspension(s):

- The Chairman of the Special Committee will be empowered to meet those players who will be suspended for not more than one (1) game for Unsportsmanlike conduct and advise them of the violation of the bylaws as well as the one game suspension. This meeting will take place at a site determined by the Chairman with the head coach present and, if possible, the player's parent(s) or guardian. Anything beyond a 1 game suspension will go to the AAL Executive Board.

Coach Suspension(s):

- The AAL Vice President and the Chairman of the Special Committee will meet with the coach in question and as long as the suspension is not more than one (1) game, this group can make the decision. If the suspension will be longer than one game or is deemed a "significant" violation of these bylaws, the AAL Executive Board will be brought in to recommend a decision. All League reps will be emailed the results by the Secretary and any League Rep may appeal the decision of this group in accordance with the bylaws.

Complaint Procedures

Complaint Defined:

- An alleged Bylaw infraction, actual or possible.
- A complaint against a League Member's actions or Personnel to include its Representatives, Coaches, Players, Parents, Relatives, or Fans.
- An alleged confrontation on the playing area or an adjacent area between a League Member's Personnel to include its Representatives, Coaches, Players, Parents, Relatives, or Fans.
- Any incident reported to or witnessed by an AAL Board Member must be submitted via email immediately or in person at least two days prior to the next regularly scheduled AAL meeting.
- Provided that the AAL President has been informed of a Complaint Submission within the time limits and has informed the accused League Member the complaint filing shall be considered to be timely.

Once the AAL Board receives a complaint a copy will be forwarded to notify all involved parties of the complaint.

The accused parties will have 48 hours to respond by email or other equivalent documented response to their respective Chairman regarding the complaint.

Failure to respond will result in the complaint being determined valid.

Once the accused party issues a **written** response the Board will attempt, either by writing or on the phone, to resolve the issue between the parties within two business days.

If the involved parties cannot agree on a solution, or the alleged incident may violate a Bylaw or be severe in nature, a recommendation for further action will be presented to the AAL Executive Board at the next scheduled meeting.

Investigation of Complaint:

The AAL Board will conduct an investigation of the complaint and response by reviewing all information from eyewitnesses, documentation and videotape if applicable.

The AAL Board will act in an unbiased manner. Any member of the AAL Board who is also a party to the complaint will excuse themselves from the investigation and findings.

The AAL Board will make their best faith effort to complete their investigation prior to the next scheduled AAL Board meeting. At the conclusion of the investigation, the AAL Board will recommend disciplinary actions.

The AAL Board recommendation shall include an explanation of the basis for the decision.

Incident Hearing:

The involved parties may request additional personnel to be present at the hearing.

The AAL Board will determine what personnel, if any will be allowed to attend the hearing.

The AAL Board will recommend a time limit for every Incident Hearing, taking into account the severity of the alleged violation. The AAL Board will then approve a time limit, BEFORE the complaint is heard. There will be a minimum speaking time limit of 15 minutes for each League

Member involved in the complaint. All hearings will be informal and the rules of evidence will not apply.

The AAL Board will hear all involved parties representation of the facts regarding the complaint within the time limits set.

The Vice President will monitor the time for each party.

The AAL Board will decide which, if any, personnel to interview.

Only the item(s) in dispute will be discussed.

The AAL Board may decide to defer a decision on the complaint until a subsequent League meeting, so as to allow further investigation as necessary.

Upon the conclusion of the hearing, the AAL President will call for a yes or no vote of guilt on each alleged bylaw infraction individually.

A majority vote of eligible members present is required to find a party guilty of a bylaw infraction.

The assessment of penalties shall not occur until a determination of guilt or innocence has been made on each alleged infraction.

Any discussion of the mitigation of penalties shall be held during the discussion of penalties. Singularly, jointly or in the alternative, the AAL Board may consider all aggravating and mitigating factors in making its decision, and in assessing penalties.

Complaints determined to be valid by the AAL Board will result in disciplinary action as defined under "Penalties".

The AAL Board shall record all of its findings and determinations in the meeting minutes.

All AAL Board decisions shall be binding.

Penalties

For a violation of any Bylaw herein set forth or in addition to any penalty herein set forth or for any conduct deemed undesirable or for any complaint found to be valid, the AAL Board may impose any or all of the following penalties to the accused party, parties or League Member(s):

- Suspend the party: Suspension is defined as a period of time, determined by the AAL Board, during which the party may not participate in AAL activities and functions.
- Coach Suspension: A coach who is suspended may not have **ANY** contact with his team, on or off the field, during the period of suspension. This includes participating in or attending practices, meetings or any other team function. He may attend his team's games but must remain outside of communications during the period of his suspension. Violation of the conditions of suspension **WILL** result in further disciplinary action up to immediate dismissal and expulsion.
- Player Suspension: A player who is suspended shall be permitted to practice with his team during the period of suspension, but shall not be permitted to dress for or play in any games occurring during the period of suspension. The player may watch from the sidelines however they may not be dressed in full uniform.
- Expel the party from the League:
The Board must have a unanimous vote to impose an expulsion

Expulsion is defined as permanent loss of League membership, participation and involvement, and will

Cause the loss of honors or awards

Cause the loss of post-season play

Cause the loss of voting privileges

Impose a fine on a League Member

The AAL Board may decide in certain situations to place the party on probation rather than enforce any penalty defined in these Bylaws, or set forth by the Board.

Probation is defined as a period of time, determined by the Board, during which the party may participate in AAL activities and functions, but the behavior of said party will be monitored.

- Probation Violation: If the AAL Board determines that a party has violated probation, the Board will enforce the original penalty, plus any new penalty that may have been violated.

Determination of Severity of Offense

When the lodging of a complaint results in the determination that punitive action is required, the offense will be categorized as a Level I, II, III or IV offense, with commensurate results:

	Penalty
Level I Offense	<p>Level I offenses are generally categorized as being of an “administrative” nature, or include offenses not directly perpetrated by the member and not reasonably under his/her immediate control.</p> <p>Level I offenses shall be penalized as a written reprimand or up to a 1 week suspension. If a member accumulates 3 Level I offenses over the course of one calendar year the AAL Board will convene to determine the course of action that should be taken.</p>
Level II Offense	<p>Level II offenses are generally categorized as “attempts to gain an unfair advantage over a competitor through cheating.”</p> <p>Level II offenses shall be penalized by probation of the member for the duration of the season. Any additional violation of any level during the probationary period will result in suspension. If a member accumulates 2 Level II offenses over the course of two consecutive seasons, the member shall be immediately suspended for one game.</p>
Level III Offense	<p>Level III offenses are generally categorized as offenses involving the use of illegal/banned substances, or which create situations that could lead to violence (i.e. taunting, inciting to fight) or otherwise jeopardize the health or safety of players, coaches, officials or fans.</p> <p>Any offense that results in suspension shall automatically be considered to be a Level III violation for accumulation purposes.</p> <p>Level III offenses shall be penalized by suspension for one game. If a member accumulates 2 Level III offenses over the course of two consecutive seasons, the member shall be immediately expelled from the league.</p>
Level IV Offense	<p>Level IV offenses are generally categorized as those offenses which could potentially result in criminal prosecution of the offender, or which clearly indicate that the offender should not be entrusted with the well-being of youth athletes.</p> <p>Level IV offenses shall be penalized by expulsion from the league.</p>

The following table summarizes the maximum penalty Levels associated with current bylaw provisions.

As referenced in Complaint Procedures, the AAL Board may consider aggravating or mitigating circumstances in penalty assessments, and based on that consideration, award a penalty less than that indicated in the matrix.

Violation	Level
Illegal Practice	II
Willful misrepresentation before the AAL Board	III
Acting in any manner deemed by AAL Board to be grossly disrespectful to a team or another person	III
Any Physical Altercation (players exempt)	IV
Any Physical Altercation (players only)	III
Major Unsportsmanlike Conduct	III
Disrespect to League Representative	III
Attempting to interfere with or influence on-field officials in capacity of League or Field Rep	II
Responsibility of Head Coach for actions of Players, Parents and Fans	I
Not playing players as required under the "must play rule. Violation of all-star rules (Cheating)	II
Ineligible player dressed inside designated markings (coach)	II
Ineligible player dressed inside designated markings (player)	I
Playing ineligible player for any reason	III
Use of tobacco or tobacco products	I
Use of narcotics, steroids, alcohol, etc by player	IV
Improper touching of any umpire, league or field official, coach, player or parent in an offensive manner	IV
Permitting use of narcotics, steroids or CDS (coaches and parents)	IV
Use of profane, obscene or derogatory language	I
Consumption of alcoholic beverages (offender only)	III
Leaving your team during a game out of frustration	III
Failure to perform assigned duties	I
Failure to follow instructions	I
Fighting or violence	III
Use of threats, intimidation, harassment or verbal abuse	III
Destruction, abuse or unauthorized use of AAL property /equipment	IV
Unauthorized possession of a weapon	IV
Falsification of records	IV
Stealing AAL property	IV
Misappropriation of funds < less than \$75.00	I
Misappropriation of funds > greater than \$75.00	IV
Abandonment of any board position or removal by and Executive Board Decision	IV
Any violation resulting in ejection	II

AAL GRIEVANCE POLICY AND PROCEDURE

Purpose: To provide members an avenue to grieve Bylaws, Policies, Procedures and other members of the Acreage Athletic League.

Policy: Members who are not satisfied with any Bylaw, Policy, Procedure or other member of the Acreage Athletic League must fill out a "Grievance Hearing Application." This application may be obtained from the League Secretary and must be submitted to the Vice President.

The Grievance Hearing will be held at a special meeting, which will be called no later than two (2) weeks after the application is submitted, at the convenience of the applicant. The Parks Director will be asked to oversee the hearing to ensure fairness.

The Executive Board will provide to the applicant any information or documentation requested which pertains to the grievance. If the applicant requires a substantial amount of information, an extension or rescheduling of the meeting may be requested.

Notice of the meeting will be posted at the concession stand at Community Park for one week prior to the hearing. The hearing will be open to the public.

The committee reviewing the grievance will consist of the Executive Board members less any member to which the grievance may pertain.

The applicant must be present at the Grievance Hearing. He/she is responsible for bringing along any witness and supportive documentation pertaining to the grievance.

The outcome of the meeting will be based on a majority vote of the Board of Directors less any member to which the grievance may pertain.

If, after completing this procedure, the applicant remains dissatisfied with the outcome, then and only then, he/she may apply for a Grievance Hearing with Indian Trails Improvement District.

GRIEVANCE APPLICATION

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PHONE # OF APPLICANT: (____)_____

DESCRIPTION OF GRIEVANCE: _____

SIGNATURE OF APPLICANT: _____

Acreage Athletic League Coaching Screening & Background

All volunteer coaches must complete a screening process prior to coaching for AAL. A coach's application must be completed and turned into the Secretary of the Special Committee no later than **2 weeks** prior to the draft. Unless it is a true emergency.

Assistant coaches must complete this process no later than 2 weeks after the draft. **NO COACH WILL BE PERMITTED ON A PLAYING FIELD OR PRACTICE FIELD WITHOUT A COMPLETED BACKGROUND CHECK. NO EXCEPTIONS!**

The application will then be submitted for a screening process and/or background check.

A single designated member of the AAL will have access to this information and will only inform the Sport Board President if a relevant finding is discovered.

Relevant findings include:

1. Failure to complete the screening process.
(Including entering of untrue or misleading information)
2. **ANY** history of abuse with children
3. Conviction of a felony in the past **15** years.
4. Conviction of a misdemeanor in the past **5** years.
5. Termination of a paid or volunteer position for **ANY TYPE** of abusive behavior.
6. Anyone not 18 years of age.
7. Applicants must be in good standing with the AAL League.
8. The following items **COULD** count as **AUTOMATIC DISQUALIFIERS**:

- Any sort of abuse or assault/battery – physical or sexual
- Rape
- Any crime of a sexual nature, including possession or dissemination of pornography
- Homicide or manslaughter in any degree
- Attempted murder
- Domestic violence
- Child neglect
- Felony drug crimes
- Animal cruelty
- Theft/robbery
- Forgery/fraud
- Kidnapping
- Arson
- Weapons violations
- Any crime, misdemeanor or felony, involving children as either an accomplice or victim
- DUI within past 5 years if transporting children

****If an applicant, subsequent to the submission of an application, commits any activity set forth in the above referenced "relevant findings" #'s 2-8, the applicant has an affirmative duty to advise the AAL and will be bound to the restrictions and sanctions of the original application.**

ACREAGE ATHLETIC LEAGUE COACHES SELECTION PROCESS

In order to be a coach for the AAL, one must meet the following requirements:

1. A background check must be completed and meet all requirements
2. Each coach will be required to obtain coaching certification. (i.e. NYSCA Certification, Babe Ruth, clinics, training.)
3. Must be in good standing with the Acreage Athletic League

In good standing constitutes the following:

1. Must have scored a 70% or better on coaches' reviews. Coaches' reviews are surveys completed by parents, Divisional Directors and Sport Chairman.
2. Must not have been "blocked" more than 6 times from parents at sign-ups.
3. Must not have written complaints on file that have caused the Board to take disciplinary action.

Head Coach Selection:

Head coach must meet all of the above requirements before being considered to coach their own teams:

1. They were a coach in the same division the prior year
2. They were a coach in the division below and are moving up this year
3. They were an assistant coach in the division below last year and are moving up this year
4. Additional applicants will be considered with the following criteria being kept in mind:
 - Years experience in other sports within AAL
 - Years experience in other leagues within the same sport
 - Years experience as a youth coach

Ultimately, the Sports Board has final decision when choosing coaches.

The following is asked of each Coach:

Be a positive role model and make the game enjoyable for all players.

Teach all your players to the best of your ability.

Do not display unsportsmanlike conduct or undesirable behavior before, during or after practices or games.

Control the behavior of all assistants, players, parents and fans. You will be held responsible for any undesirable behavior.

Prohibit smoking and or tobacco in any form (coaches, parents, bystanders) while attending to your coaching responsibilities.

Never be under the influence or in the possession of alcohol or illegal substances while on the premises. (Indian Trail or Palm Beach parks)

See that all players receive the required amount playing time set forth by the League.

Be responsible for the care and prompt return of all League equipment at season's end. Should any equipment not be returned, the replacement cost will be assessed to the Head Coach. If retribution is not made within a responsible amount of time, the Head Coach will be expelled from participating in any programs sponsored by the Acreage Athletic League, Inc. until the issue is settled.

Report any injury that required medical attention to the Divisional Directors immediately. This must be done in writing and on proper form.

All Head Coaches are required to attend all officially scheduled meetings.

Some sports may require your support and assistance with different functions in addition to your coaching responsibilities. They may include but will not be limited to: field preparation and clean up, fundraising and clinic attendance to name a few.

Abide by all League rules, support all policies and procedures set forth by the Acreage Athletic League, Inc.

All League Officials, Coaches, and Team Boosters shall conduct themselves in a manner that reflects good sportsmanship and leadership. Anyone involved in a physical altercation or use of abusive language during any league activity shall be immediately suspended. The welfare of the players is a primary concern of the Acreage Athletic League, Inc. Anyone who fails to conduct him/herself in an exemplary manner risks being expelled from the program.

Coaches must not willfully discourage a player from participating in the League, or be in activities that are detrimental, damaging, or against the best interest of the League or players.

Coaches must never discriminate against a player based on his/her athletic ability or lack thereof, race, color, creed or religion.

The coach shall be responsible for the conduct of his/her players at all times.

Coaches must try to prevent disorderly conduct before, during and after the game or practice, on or off the playing surface.

Although there is a must play rule, coaches may bench a player for continually missing practice or for displaying behavior detrimental to the team (see limited play rule guidelines). Every avenue should be explored to rectify such problems before disciplinary action occurs. This includes but is not limited to: speaking to the child, consultation with the parents, or inform your Divisional Director who will pass along through the proper chain your problems/concerns.

It is required that coaches conduct a parents meeting at the beginning of the season to set up practice schedules and what is expected to be accomplished during the season. At this meeting, it is recommended that you get a volunteer to act as a team parent to assist with phone calls etc.

Although winning and losing means a lot to the players, it is the responsibility of the Head Coach to teach the players to be humble and dignified when winning or losing.

Volunteer coaching positions are for the term of the sports specific season only. Positions must be applied for every year. Having held a previous coaching position does not guarantee a position for the following year.

Coaches are responsible for obtaining a sponsor for their team.

**REMEMBER.... IT'S ALL ABOUT
THE KIDS!!!!**

DISCIPLINARY GUIDELINES FOR COACHES

The AAL has adopted the “NYSCA’s Coaches Code of Conduct” as its policy towards dealing with unacceptable/undesirable behavior for coaches or managers AND Palm Beach Counties Disqualifications policy for the background checks.

Any coach who leaves his/her team during a game out of frustration due to player performance or officiating will be ejected from the remainder of that game and the entirety of the next by either the referee or the Divisional Chairmen.

Any coach, or player, ejected from a game will be out for the remainder of that game and the entirety of the next. *NO EXCEPTIONS WILL BE MADE*. If the next game is a playoff or championship game, the same rule applies.

Any coach or manger that is ejected from a game for any reason will have a letter forwarded to the Executive Board within two business days of the ejection and or suspension.

Coach's Code of Ethics

I hereby pledge to live up to my certification as a Coach by following the Coach's Code of Ethics.

I will place the emotional and physical well being of my players ahead of a personal desire to win.

I will treat each player as an individual, remembering the wide range of emotional and physical development within the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship in winning and/ or defeat to all my players.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

I will use those coaching techniques appropriate for each skill that I teach.

I will remember that I am a YOUTH SPORTS COACH, and that the game is for children and not adults.

I will abide by the Coach's' Responsibilities and Code of Ethics put forth by the Acreage Athletic League, Inc.

I have read the above and hereby agree.

Manager/Coach

ACREAGE ATHLETIC LEAGUE

INJURED PLAYER POLICY

Coach's Responsibility:

An injury report must be completed for any player injured during practice or a game that requires further medical attention. This report must be turned into the AAL Administrator within two business days. Any coach who fails to turn in this report within the specified time line will be suspended for the next game (regular season, playoff, or championship game) No Exceptions

AAL Administrator Responsibility:

Copies of the injury report must be given to the Indian Trail Parks Director or Palm Beach County Parks Director (depending on location injury occurred) and the President of the AAL within two business days.

Executive Board of Directors Responsibilities:

Before allowing a player to resume playing, the Chairman of the Special Committee and/or the AAL President must receive a Doctor's note releasing the player to return to normal activity. Parent's permission to resume playing is not adequate. **NO DOCTOR'S RELEASE NO PLAY!!!!!!**

Injuries, which require a Doctor's release, are as follows:

1. Player was wearing a brace or a cast was removed.
2. Player was wearing bandages or had stitches or staples removed.
3. Player was removed from practice or game by ambulance.
4. Player was attended to by a paramedic during practice or game and required further medical attention..
5. Player was ill and missed at least 2 weeks of practice or games.
6. Player had broken bones.
7. Player was hospitalized.

PLEASE NOTE: Any player that shows any sign of headache, nausea or shows evidence of limping, or has any signs of illness, may not practice or play in any games. The health and well being of the children must come first!

**ACREAGE ATHLETIC LEAGUE
INJURY REPORT**

Date of Injury _____
Date reported _____

Player's Name:

Parent's Name:

Address: _____
City & Zip _____ **Phone #** _____

Team: _____
Division: _____

Manager: _____

Type of Injury: _____

Did injury happen during game or practice? _____

Describe Incident:

Did Manager witness accident? YES NO

Was medical care required? _____

Name of Insurance Carrier: _____

Policy # _____

Name of Insured _____

Manager's Signature _____

Players Responsibilities

- 1. Players must follow all rules.**
- 2. Players must tell parents (or any other trusted adult) about abuse.**
- 3. Players must give 100%.**
- 4. Players must learn the values of good teamwork, notably helping and supporting one another.**
- 5. Players must be good role models to younger children.**
- 6. Players must learn to deal with pressure.**
- 7. Players must care about what happens to others.**
- 8. Players must settle conflicts without saying or doing things that can hurt others and must seek out the help of an adult if conflicts can not be settled.**
- 9. Players must treat officials and coaches with respect.**
- 10. Players must treat all others, as you want to be treated.**
- 11. Players must be a good sport. (This includes how you talk to others and how you behave.)**
- 12. Players must let your parents and coaches know what you need.**

Players Code of Ethics

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Player's Code of Ethics Pledge

I will learn and encourage good sportsmanship for fellow players, coaches, officials and parents at every game practice by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will notify my coach if I cannot.

I will do my very best to listen and learn from my coaches.

I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.

I deserve to play in an environment that is free of foul language, drugs, tobacco and alcohol and expect adults to refrain from their at all youth sports events

It is important for me to have my parents involved with my team in some capacity.

I will do my very best in school and keep in mind that schoolwork should always come before sports.

I will remember that sports are an opportunity to learn and have fun.

I have read the above and hereby agree.

PLAYER SIGNATURE

PARENT'S CODE OF ETHICS

Acreage Athletic League

Parent's Code of Ethics

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these six pillars of character.

Therefore, I agree:

- 1. I will not force my child to participate in sports.**
- 2. I will remember that children participate to have fun and that the game is for youth, not adults.**
- 3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.**
- 4. I will learn the rules of the game and the policies of the league.**
- 5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or sporting event.**
- 6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; Refusing to shake hands, or using profane language or gestures.**
- 7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.**
- 8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.**
- 9. I will demand my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.**
- 10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.**
- 11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.**

- 12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.**
- 13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.**
- 14. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.**
- 15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.**
- 16. I will demand a sports environment for my child free from drugs, alcohol, and tobacco and profane language and I will refrain from their use at all sports events.**
- 17. I will refrain from coaching my child or other players during games and practices, unless I am the official coach of the team.**

I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- A) Verbal warning by official, Manager , Head Coach and/or head of league organization**
- B) Written warning**
- C) Parental game suspension with written documentation of incident kept on file by organizations involved**
- D) Parental season suspension**

*** Parent/Guardian Signature**

**** Above signature assumes the responsibility of all parties related to the athlete.**

Acreage Athletic League
Sport Account Deposit Procedures
July 25, 2006

SPORT ACCOUNT DEPOSITS

Each of the recreational sports leagues formed as a part of the Acreage Athletic League ("Sport League") will collect cash and checks for various activities such as player registrations, fundraising, contributions, sponsor donations, tournaments, transfers, uniform sales (i.e. All Stars), etc. Each Sport League shall have a Treasurer on their respective boards. The Treasurer will be responsible to create a detailed deposit log to include information from the checks such as check number, amount, description and payee. The log should be subtotaled for the total amount of checks to deposit. Separate from the checks subtotal, there should be a section that shows the cash to deposit. A grand total to be deposited should then be included on the log.

The deposit log along with the cash and checks should be presented to the Acreage Athletic League ("AAL") Treasurer, or other designated AAL Board or Committee Member. Upon receiving the deposit, the AAL board member should count the cash, verify the amount received, and confirm with the Sport League representative the total cash. The Treasurer of each Sport League should retain a copy of the deposit log.

The AAL Treasurer or their designee should verify the checks received agree with the deposit log. Once confirmed, the subtotal of checks should be entered on a Sport Account deposit slip under "Total from attached list". The total cash should be included under currency and total cash with then the grand total included as the total deposit amount. As well, the source of funds should be written on the deposit slip under the blank section to enter checks.

Each season, Spring and Fall, the Executive Board Members shall each designate a sport that they will volunteer to assist with in the manner requested by the individual Sport Board. If their children are participating in the elected sport, they may offer that Sport an allocation from the general Sport checking account (as funds are available) in an amount proportionate to the normal registration fee of the Sport. The Sport Treasurer shall deposit these funds separate from other deposits and note this is a [Transfer] from Sports Account.

Upon completion of the accounting of the league, the Treasurer shall transfer from the Operating and Investment accounts an amount equal to the interest earned during the period from all sources into the Sport Account. In addition, the Treasurer shall calculate the receipts of the League Operations net of the interest earned, operating, general and administrative expenditures and deposit into the Sports Account up to fifty per cent of any net receipts. No deposit shall be made if expenditures exceed deposits.

REGISTRATION RECONCILIATION

The Sport League Secretary should ensure a board member maintains rosters of each team in each of the divisions. The roster should be updated for changes in player status, such as additions to the teams and players leaving the team. In general, refunds for players who quit should not be available for game jersey after the first game has been played, and no refund after the third game is played. As well, the rosters should be frozen by the time the third official game has been played, if not sooner. Exceptions are permitted by a majority vote of the Sport League Board.

After the rosters are frozen, the Sport League Treasurer and Secretary should perform a reconciliation of the total number of players participating in the league multiplied by the general registration fee as a gross revenue figure. This total should be reconciled against the total

deposits, net of any player refunds. Reconciling items may include, among other things; sibling discounts, scholarships provided by Sport League, Sport Board Member children, returned checks, registration errors, etc. If late fees are charged for late signups, that should also be part of the reconciliation to explain a positive variance.

This reconciliation, along with the final rosters and deposit logs should be provided to the AAL Treasurer and presented to the AAL Board Members at any AAL Board meeting. This should also be accompanied by an updated budget reflecting the actual revenues collected by the Sport League with actual costs to date and projected costs through the beginning of the following season.

The team rosters must be provided to the insurance carrier to support the total children covered under insurance in a format that they require.

OTHER RECEIPTS RECONCILIATION

When other types of forms of revenue are received, a reconciliation similar to the player registration reconciliation should be performed. The sponsor donations should reconcile with the total number of teams in the league, t-shirt sales should reconcile with the total number of shirts purchased, etc. All revenues should be supported for completeness and presented to the AAL Board.

Acreage Athletic League
Addendum I — Sports Provider Agreement Financial Procedures
August 28, 2007

Purpose:

To establish consistent procedures for documentation and support of financial transactions within all of the Acreage Athletic League (AAL) Sports Divisions. The information collected is done so for tax and auditing purposes for agencies such as the IRS, State of Florida, Palm Beach County or ITID.

Check Writing Procedures:

1. Financial disbursements from the sports provider should all be in the form of a check from the sport league's checkbook in sequential order. The sport league should not make direct withdrawals from the bank or issue bank checks that are not supported by a numbered check from the league checkbook.
2. All checks written should have some form of supporting documentation, such as an invoice, receipt, credit card statement, umpire schedule, etc.
3. The following information should be clearly written on the supporting documentation in **red pen**: (a) check number, (b) date of the check, (c) sport account name, (d) what was purchased (e) if check is paying for multiple items, write down the amount for each item next to the description of what was purchased from step (d) above.
4. The sports commissioner should sign the supporting documentation from step 3 above to authorize the disbursement for the invoice. If the commissioner is one of the signers on the check, the commissioner does not need to sign the invoice if the total matches the check amount.
5. The amount of the check and the above information should be written neatly in the checkbook ledger and the balance in the account carried forward.
6. The Treasurer or Sports Administrator should collect the support documentation in an envelope or folder.
7. From time to time, there may be bank charges or other miscellaneous adjustments that will not be supported by a check, however, they should be included as a line in the checkbook ledger upon review of the bank statements. The bank statements serve as the supporting documents for these items.
8. Checkbook and bank statement should be reconciled each month and adjustments should be noted as additional items in the ledger to balance.

Supporting Documentation to provide to AAL Board:

1. Copy the checkbook ledger for all check documentation not previously turned in.
2. Organize all of the supporting documentation for all new checks written in the order they appear in the checkbook ledger, oldest check on top. This information should be submitted in a folder or envelope, with the name of the sport and the month of invoices it represents written on the outside of the envelope.
3. Also include supporting documentation for deposits or account adjustments in the same order as they appear in the checkbook ledger. Be sure to include descriptions of what the deposit or adjustment represents, including multiple descriptions and amounts for deposits representing more than one category.
4. Sports leagues are encouraged to keep copies of the documentation.
5. Supporting documentation is all maintained by the AAL Bookkeeper.