

ACREAGE ATHLETIC LEAGUE SPORTS BY-LAWS
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INTRODUCTION

The Acreage Athletic League (AAL) is a not-for-profit corporation organized in the State of Florida that consists of elected board members who as a group form a collective to make all sports played through AAL a fun and safe experience. These sports bylaws will help cover all aspects of youth sports from responsibilities to discipline. The AAL board holds monthly open meetings to discuss matters within AAL. On the first Tuesday of every month, the board conducts open meetings – which are open to the public. Additional meetings may be held as necessary.

Reminder for Parents and Players:

1. No coach or player is permitted to bring any non-approved equipment to a permitted field within the Indian Trails District (ITID) or PBC Parks and Recreation without approval from Indian Trails, PBC Parks and Recreation and/or AAL. Only approved equipment is permitted.
2. Please remove all trash from fields, parking lots and other areas immediately following use.
3. No dogs are permitted on the fields.
4. All players and coaches must shake hands after each game as a show of good sportsmanship towards other players and members.
5. No use of alcohol, or tobacco products, (including herbal products, electronic cigarettes or vaping) products during practices and games at any sports parks/fields permitted by AAL (excluding the parking lot).
6. Never be under the influence or in the possession of alcohol or illegal substances while on the premises. (Indian Trail or Palm Beach parks)

ARTICLE VI – DUTIES OF OFFICERS

1. **The President** shall preside at or ensure an alternate member presides at all meetings of the Sport and all open meetings of the Executive Board of Directors at which he/she may be present; shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Sport or by the Executive Board of Directors and shall coordinate the work of the officers and committees of the Sport in order that the purpose of the Corporation and the Sport may be promoted. He/She will assume the responsibility of being a Liaison to AAL and is required to attend all AAL open monthly meetings during their Sport season **or assign** a Sport Board member to be present. He/She is also responsible to monitor the Informational Guidelines for their sport. He/She is responsible for upholding the enforcing the Sport By-Laws and Sport Rules & Regulations as set forth by AAL. He/She is to ensure all required deliverables are timely communicated to the appropriate AAL officers; including listing of Sport board members and their positions, minutes of the Sport, designation of signors on Sport bank account, practice schedules, games schedule with playoff dates, seasonal approved budget, player count, injury reports, dispute resolutions and grievances, Sport inventory counts, and approval of Sport purchases and related invoices. He/She shall not be an officer on the Executive Board.

2. **The Vice-President** shall act as aide to the President and shall perform the duties of the President in their absence or disability if that officer is unable to act. He/She will investigate all written complaints within the Sport. He/She shall enforce all Sports rules and regulations along with policies set forth in these Sports bylaws and policies set forth by the Executive Board as necessary. He/She may also attend any board meeting held by the Board of Directors and Sports Board. He/She shall not be an officer on the Executive Board.

3. **The Secretary** shall record and retain the minutes of all meetings of the Sports Board and deliver these to the Executive Board Secretary within an acceptable timeframe. He/She shall serve as an authorized signor on the Sport bank account. He/She will record in the minutes the active player count and communicate to the Secretary of the Executive Board. He/She may also attend any board meeting held by the Sport and any open meeting of the AAL Executive Board of Directors. He/She shall not be an officer on the Executive Board.

4. **The Treasurer** shall keep a full and accurate account of receipts and expenditures of the Sport, and shall make disbursements in accordance with the approved budget, or as authorized by the Corporation, AAL Executive Board of Directors, or a Special Committee. He/She shall serve as an authorized signor on the specific AAL Sport bank account. He/She must present the AAL Executive Board a budget approved by the Sport Board for the upcoming Sport season prior to the commencement of the seasonal activities. Throughout the season at the Sport and Executive Board meetings, he/she will present a tracking of the actual receipts and expenditures and compared to the approved budget and will indicate and discuss any shortfalls or overruns. He/She will have access to the Sport online bank account which will be granted to and administered by the Executive Board Treasurer. He/She shall approve all expenditures along with the Sport President and will then submit the invoice electronically via email to the AAL Bookkeeper to process the payment. Any direct reimbursements to the Sport's Treasurer, President or their related parties should be

avoided and must be approved by the Executive Board Treasurer prior to payment. He/She may also attend any board meeting held by the Board of Directors and Sports. He/She shall not be an officer on the Executive Board.

5. The Sport Divisional Director shall serve as a liaison between the divisional coaches, team moms and the Sport board. He/She may create practice and game schedules including playoffs and provide them to the Executive Board once approved. He/She should ensure a Sport Board member is present at all AAL Sport activities and in a location easily accessible by the coaches and referees, such as setting up a board tent, to allow referees to record game scores, enforce rules and regulations and be a presence for the community and Sport. Depending on size and specific needs of the sport, the responsibilities of this position may be divided among above stated officers or additional officers as needed. He/She shall assume full responsibility for and proper maintenance and care of all the Sport equipment of AAL among their specific Sport. He/She will be required to present an inventory report at each season's end to the AAL Executive Board. He/She shall promote the interest of the AAL and the Sport, including presenting a positive image through Sports media, advertising, website and any means available. He/She shall pursue contributions, fundraisers, donations or sponsorships for general purposes of the Sport. He/She shall ensure any vendors attending AAL events will be approved by AAL Executive Board and ITID and will present appropriate insurance coverage that names Acreage Athletic League and Indian Trails Improvement District as named insureds. He/She may also attend any board meetings held by the Board of Directors and Sports. He/She shall not be an officer on the Executive Board.

All Sport officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws, Sport Rules and Regulations and those assigned from time to time.

Addendum to Sports Board Procedures:

1. Social Media & Email
 - a. Username or passwords are not to be changed or shared outside the Sport Board
 - b. May not create new accounts.
 - i. Any new account is to be created by AAL Executive Board.
 - ii. It may be requested at an open meeting to be approved.
2. Vendors
 - a. All vendors requested by the Sport are to be presented at an open meeting and approved by AAL.
 - b. All contracts or agreements to be executed by the Executive Board.
 - c. Food vendor fees:
 - i. \$800.00 per vendor (\$500.00 goes to AAL / \$300.00 goes to the sport)
3. Special Events which require permit outside of sport season, to be approved by AAL at open meeting.
4. AAL Property
 - a. All keys are to be returned to AAL at an open meeting 30 days after last sports event.

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.).
- 2a. Each coach will be required to obtain coaching CPR certifications & AED Certifications as set forth by AAL.
(www.nationalcprfoundation.com/courses/standard-cpr-aed/)
3. All coaches will be required to complete an online course on bullying and molestation.
(<https://www.nays.org/nyscaonline/preview/bullying.cfm>)
4. Must be in good standing with the Acreage Athletic League:
 - a. In good standing constitutes the following:
 - i. Must not have written complaints on file that have caused the Board to take disciplinary action.

Sports are required to submit proof of all certifications listed above, disciplinary history when applicable and confirm with AAL that background checks have been run prior to draft or coaches' selection.

Head Coach Selection:

Head coach must meet all of the above requirements and should meet the following requirements before being considered to coach their own team:

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:
 - a. Years of experience in other sports within AAL
 - b. Years of experience in other leagues within the same sport
 - c. Years of 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. The head coach will be held responsible for any undesirable behavior.
- See that all players receive the required amount playing time set forth by the sport.
- Be responsible for the care and prompt return of all AAL League equipment at season's end. Should any equipment not be returned, the mandatory equipment deposit check will be deposited. 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.
- Within 48 hours, report any injury that required medical attention to the Divisional Directors immediately. This must be done in writing and on proper form.
- The sport must report the injury and submit the proper paperwork within 48 hours.
- All Head Coaches or designees are required to attend all officially scheduled sports meetings.
- Abide by all League rules, support all policies and procedures set forth by the Acreage Athletic League, Inc.
- All League Officials, Coaches, and Team supporters and volunteers 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 subject to disciplinary action. The welfare of the players is a primary concern of the Acreage Athletic League, Inc.
- 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 in writing through the proper chain your problems/concerns.

- It is required that coaches conduct a parent 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.

All suspensions of players, coaches or sport members are to be approved by AAL Executive Board to be binding.

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.

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

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Acreege Athletic League Coaching Screening & Background

Assistant coaches must complete this process no later than 2 weeks after the draft. **NO COACH OR VOLUNTEER 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 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 10 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 count as **AUTOMATIC DISQUALIFIERS-**

• physical or sexual abuse	• 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 sport and AAL and will be bound to the restrictions and sanctions of the original application.

Any volunteer or employee arrested by a law enforcement agency will be placed on administrative leave from their duties pending resolution and or disposition of the criminal investigation at which time they will be reinstated or relieved of their duties.

(COPIES ARE TO BE E-MAILED TO AAL WITHIN 7 DAYS

General

1. Coaches who choose to “manage” more than one team and who run into a scheduling conflict will be responsible for making arrangements for "a fill in coach" from the current season coaching staff. There will be no re-scheduling due to this conflict.
2. Requests for changes during playoffs only will be c o n s i d e r e d for conflicts with a coach having two or more teams or a school event.
3. 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.
4. 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 a refund.
5. 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.
6. No coach, player, or member of the AAL is permitted to bring any item to a field within the Indian Trails District or Palm Beach County Parks without approval from Indian Trail or Palm Beach County. Only approved sports equipment is permitted.
7. PLEASE remove all trash from fields, parking lots and other areas immediately following use. NO DOGS are permitted on the fields!
8. All coaches and players must shake hands after each game as a show of good sportsmanship towards other members and players!!!
9. No use of alcohol, or tobacco products, (including herbal products, electronic cigarettes or vaping) products during practices and games at any sports parks/fields permitted by AAL (excluding parking lot).

No park shall be closed or re-opened by anyone other than Indian Trails, PBC Parks and Recreation or the President of AAL.

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.

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 sport.

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

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Attachment A -Coach 's Code of Ethics

I promise and adhere to my Coaches' Certification as stated in the Sports Bylaws

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 promise to provide a safe playing situation for my players.

I will promise and adhere to the AAL Injured Player Policy listed within the Sports Bylaws.

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 am not to assign or allow any other coach from another team or an individual (that has NOT been background check and passed) to lead or assist my team, unless approved in writing by the Sport Board.

Failure to perform: Level IV or Level V offense, based on the circumstances. Level V is to be approved by the AAL Executive Board.

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

I have read the above and hereby agree.

Manager / Coach

Date

**(TO BE FILLED OUT EACH SEASON)
(COPIES ARE TO BE E-MAILED TO AAL WITHIN 7 DAYS)**

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 Sport Administrator within 48 hours. Any coach who fails to turn in this report within the specified timeline will be suspended for the next game (regular season, playoff, or championship game) No Exceptions!

Sport Administrator Responsibility:

Copies of the injury report must be given to the President of the AAL as well as the AAL secretary within 48 hours. Failing to do so will result in discipline set for the EXBOD, in which their decision will be final.

Permission to Return to Play:

Before allowing a player to resume playing, the Sport President must receive a Doctor's note releasing the player to return to normal activity. This note will need to be supplied to the ALL President and AAL Secretary within 48 hours in order to be valid. 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.
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 (CONCUSSION), MAY NOT PRACTICE OR PLAY IN ANY GAMES. THE HEALTH AND WELL-BEING OF THE CHILDREN MUST COME FIRST!

Attachment B - ACREAGE ATHLETIC LEAGUE INJURY REPORT

Date of Injury: _____

Date reported: _____

Player's Name: _____

Parent's Name: _____

Address: _____

City & Zip _____ **Phone #** _____

Team: _____ **Division:** _____

Head Coach: _____

Type of Injury:

Did injury happen during game or practice?

Describe Incident:

Did Team Coach witness accident? YES NO

Was medical care required? _____

Name of Insurance Carrier: _____

Name of Insured: _____

Team Coach Signature

Print Coach Name

Received by Sport Board Member: _____

(COPIES ARE TO BE E-MAILED TO AAL)

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 be respectful to other adults.**
7. **Players must report and kind of bullying or conflicts to a coach, sports board member, referee, parent or Executive Board member.**
8. **Players must treat officials and coaches with respect.**
9. **Players must be a good sport. (This includes how you talk to others and how you behave.)**
10. **Players must let your parents and coaches know what you need.**

PLAYER NAME

DATE

PLAYER SIGNATURE

(TO BE FILLED OUT EACH SEASON)

(COPIES ARE TO BE E-MAILED TO AAL WITHIN 7 DAYS)

Attachment C - 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 and 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 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 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 NAME

DATE

PLAYER SIGNATURE

(TO BE FILLED OUT EACH SEASON)

(COPIES ARE TO BE E-MAILED TO AAL WITHIN 7 DAYS)

Attachment D- 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 remember that children participate to have fun and that the game is for youth, not adults.
2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
3. 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.
4. 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 or using profane language or gestures.
5. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
6. I will encourage my child to treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
7. 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.
8. 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

Date

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

**(TO BE FILLED OUT EACH SEASON)
(COPIES ARE TO BE E-MAILED TO AAL WITHIN 7 DAYS)**

League Authority and Discipline Policy

League Authority:

To exercise disciplinary authority (based on the Sports Bylaws) 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.

Players Violations(s):

- The Sport Board will be empowered to meet the player(s) 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 Sport Board with the head coach present and, the player's parent(s) or guardian. Anything beyond a one game suspension will go to the AAL Executive Board for approval. The Sport Board must take minutes regarding their discipline meeting and must be forwarded to the AAL President and AAL secretary within 48 hours.

Coach Violation(s):

- The Sport will meet with the coach in question and as long as the violation does not warrant more than a one game suspension. If the suspension will be greater than one game or is deemed a "significant" violation of these bylaws, the AAL Executive Board will be brought in to make a decision. The Sport Board must take minutes regarding their discipline meeting and must be forwarded to the AAL President and AAL secretary within 48 hours.

SEVERE VIOLATIONS:

Any AAL League Member, Sport Representative, Coach, Player, Registered volunteer found by the AAL EXBOD to knowingly give false information, misrepresent by word or by writing, or who acts in any manner deemed by the Sport 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 by suspension or expulsion, which will be determined by the AAL EXBOD, not by the Sport Board.

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 and registered volunteers.
- An alleged verbal or physical confrontation on the playing area or an adjacent area between a League Member's Personnel to include its Representatives, Coaches and registered volunteers.
- All complaints must be filed in writing to the Sport in order for it to be investigated. The violation and complaint must be filed within the sports season in which it occurred, and no verbal complaints will be accepted.
- The Sport Board must investigate the written complaint within 48 hours of its submission.
- 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 timely. After the investigation has been completed the sports board must submit their findings within 48 hours to the AAL President and AAL secretary. The sports board will include actions taken in their recorded minutes.

Investigation of Complaint:

The Sport Board will conduct an investigation within 48 hours of the complaint by reviewing all information from eyewitnesses, documentation, and videotape if applicable

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

The Sport Board will make their best faith effort to complete their investigation within 48 hours. However, if the sports board member cannot do so, they must report to the AAL president via email with the estimated time required needed to complete the investigation.

The sports Board will document the conclusion of their investigation in their minutes.

Incident Hearing:

The Sports board will hold a hearing within 48 hours upon receiving a written complaint on a sports member or player.

The involved parties are encouraged to attend the hearing and may request additional witnesses to be present at the hearing either at a sports level infraction or EXBOD level infraction

All hearings will have notes taken to be placed into the recorded minutes.

The -Sport Board will hear all involved parties' representation of the facts regarding the complaint.

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

The Sports Board may decide to defer a decision on the complaint to allow for further investigation if needed and with permission from the AAL president.

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

A majority vote of eligible members present (MUST BE AN ODD NUMBER with president being the tie breaker) is required to find a party guilty of a bylaw infraction.

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

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

The Sport Board shall record all of its findings and determinations in the meeting minutes. They must be completed and forwarded to the AAL president/secretary within 48 hours in order to be valid.

All Sport Board decisions shall be binding.

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Penalties

For a violation of any Bylaw or for any complaint found to be valid, the Sports Board may impose any of the following penalties to the accused party, parties or League Member(s):

- **Administrative Penalties:** These penalties may include but are not limited to verbal warnings, written warnings and probation.

Probation Violation: If the Sports Board determines that a party has violated probation, the Board will enforce the original penalty, plus any new penalty that may have been violated up to a one game suspension

- Suspend the party: Suspension is defined as a period of time, determined by the Sports Board, during which the party may not participate in AAL activities and functions except as defined below. The penalty is not to exceed a one game suspension.
- 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. Violation of the conditions of suspension **WILL** result in further disciplinary action up to immediate dismissal and expulsion. If a coach receives two Level III infractions within a calendar year, they will not be allowed to coach any AAL sport for one calendar year.
- Player Suspension: A player who is suspended shall be permitted to practice with his team. However the player will not attend the game day that they are suspended for.
- Member suspension: See either player or coach suspension.

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.

All Level 4 Expulsions of players, coaches or sport members are to be approved by AAL Executive Board to be binding.

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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: (any person who violate Level 1 -4 below, the sports board must record in their minutes and forward the minutes to the AAL president/secretary within 48 hours.)

	Penalty
Level I offense	<p>Level I offenses are generally categorized as being of an administrative.</p> <p>Level 1 offense will be either a verbal or written reprimand.</p>
Level II offense	<p>Level II offenses shall be penalized by a one game suspension or probation of the sports member for the duration of the season in which the offense occurred in. Any additional violation of any level during the probationary period will result in suspension for the remainder of the season.</p>
Level III offense	<p>Any offense that results in a multi game suspension shall automatically be considered to be a Level III violation.</p> <p>Level III offenses shall be penalized as a multi game suspension for the remainder of the season.</p>
Level IV offense	<p>Level IV offenses are generally categorized as the most serious of offenses and will result in expulsion from all sports within the AAL league.</p> <p>Level IV offenses shall be penalized by expulsion from the league.</p>
Level V offense	<p>Level V Member Failure to Perform: First offense is written notice and the member is on probation for 2 calendar years. Board Member will be removed from his/hers position upon the second violation.</p>

The following table summarizes the recommended penalty Levels associated with current Unsportsmanlike Conduct 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 or greater than that indicated in the matrix.

Violation	Level I
Illegal Practice as defined per individual sport	I
Responsibility of Head Coach for actions of Players, Parents & Visitors on sidelines	I
Playing ineligible player for any reason	I
Failure to perform assigned duties	I
Abandonment of any board position or removal by and Executive Board	I

Violation	Level II
Not playing players as required under the “must play rule.	II
Consumption of alcoholic beverages (offender only)	II

Violation	Level III
Any Physical Altercation involving any participating child	III
Disrespect to League Representative	III
Use of tobacco, electronic cigarettes & vaping products	III
Use of narcotics, steroids, alcohol, etc. by player	III
Leaving your team during a game (out of frustration) (coaches & players)	III
Any violation resulting in ejection	III
Use of threats, intimidation, harassment	III

Violation	Level IV
Any Physical Altercation involving any adult	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
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	IV
Sport Board Member not upholding AAL’s/Sport By-Laws, Rules & Regs.	IV & V

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 Policy, Procedure or other action set forth by S p o r t Member must fill out a “Grievance Hearing Application.” This application may be obtained from the Sport League Secretary and must be submitted to the AAL’s President & Vice President within 5 days from the Sport Hearing Decision.

The Grievance Hearing will be held at a special AAL meeting, which will be called no later than four (4) weeks after the application is submitted within the required time.

The AAL 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 and considered by AAL Executive Board.

Notice of the meeting will be emailed to the member 3 days prior to the hearing. The hearing will NOT be open to the public. Invitation only.

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. Member does not show, the Grievance will be disregarded.

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

Executive Board decisions shall be binding and final.

GRIEVANCE APPLICATION

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PHONE # OF APPLICANT: _____

DESCRIPTION OF GRIEVANCE:

SIGNATURE OF APPLICANT: _____

Acreage Athletic League Sport: _____

Account Deposit
Procedures
December 15, 2020

SPORT ACCOUNT DEPOSITS:

Each of the recreational sports leagues formed as a part of the Acreage Athletic League ("Sport League") in addition to collecting registration funds via Blue Sombrero may 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 should follow procedures so that there are 2 board members present when receiving cash and/or checks. 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 should be presented to the Acreage Athletic League ("AAL") Bookkeeper, or other designated AAL Board or Committee Member. The Treasurer of each Sport League should retain a copy of the deposit log.

The AAL Bookkeeper should verify the bank deposit agrees with the deposit log. Once confirmed, the subtotal of checks should be entered on a bank deposit slip (including the account number for that particular sport) 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.

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 uniform 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/or the AAL Bookkeeper. 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. Keep track of ages of participants in case this information is required by the insurance company.

OTHER RECEIPTS RECONCILIATION

When other types of forms of revenue are received, 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.

DISCLOSURE:

AAL Executive Board retains the right to amend these sports bylaws at any given time without notice to AAL members or the public.

AAL Executive Board also reserves the right to overturn any Sports Board decision.

AAL Executive Board Grievance must be in writing.

SPORT PRESIDENT hereby agrees to all terms and conditions listed above.

Sport: _____

Acreage Athletic League

President: _____

President: _____

Signature: _____

Signature: _____

Print Name: _____

Date: _____