



POLICIES AND PROCEDURES OF THE VELOCITY ORGANIZATION

POLICIES:

- POLICY - 1.** Anyone working with Velocity players in any capacity must have a background check. All background checks must be performed through the Velocity organization. No third party background checks of any kind will be accepted.
- POLICY - 2.** All coaches and volunteers must be NAYS certified under the Velocity Charter.
- POLICY - 3.** All players, parents and members of the coaching staff must take the concussion course. Links to the course can be found in our links area. All members are required to take this course prior to registration.
- POLICY - 4.** All members of the coaching staff must be CPR and AED certified.
- POLICY - 5.** All teams and leagues utilizing Hillsborough County fields must have a Hillsborough County logo on the right sleeve of the uniform.
- POLICY - 6.** All coaches and members of the coaching staff must have a Velocity issued lanyard to be on any Velocity fields.
- POLICY - 7.** All rosters must be kept up to date at all times.
- POLICY - 8.** All teams must have current insurance with all players insured before any team or any player is permitted on the field.
- POLICY - 9.** All coaches and members of the coaching staff must read and adhere to the policies within the coach's manual.
- POLICY - 10.** All coaches and members of the coaching staff must adhere to Velocity's concussion policies.
- POLICY - 11.** All coaches and members of the coaching staff must adhere to Velocity's Emergency Action Plan.
- POLICY - 12.** Each player is required to be at the field or tournament at least 1 hour and 15 minutes prior to the start of the game.
- POLICY - 13.** Each player is required to bring their required uniform pieces to each and every game.
- POLICY - 14.** Players are required to clean out the dugouts of each field after each game and practice.
- POLICY - 15.** Coaches are required to lock up, and secure field facility. Clean and empty trash, and make sure lights all turned off before leaving.

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- POLICY - 16.** Players must assume they are practicing or playing unless told otherwise, rain or shine.
- POLICY - 17.** Each player is responsible for her own food and drinks during tournaments and games.
- POLICY - 18.** When playing in tournaments that require overnight stay, no player is permitted to stay in a hotel/motel room without her parent(s) or room mom. If team rooms are provided, at least one room mom will be in the team room with the players at all times. All team room moms must complete the Velocity online Coaches Registration with a satisfactory background check and be NAYS certified, prior to the event.
- POLICY - 19.** Player's parents and coaches are expected to conduct themselves in a professional manner. We are representing the Velocity organization, proper sportsmanship is required at all times.
- POLICY - 20.** Once a player enters the dugout she/he is not permitted to leave the dugout for any reason without the permission of the manager.
- POLICY - 21.** The use of foul language is strictly forbidden by the players, spectators, and/or members of the coaching staff.
- POLICY - 22.** Tobacco use is forbidden by the parents, players and members of the coaching staff during practices, games or any Velocity events. We are a Tobacco free organization.
- POLICY - 23.** Parents are responsible for arranging transportation for their children to practices and/or games.
- POLICY - 24.** Players must arrive at every event on time.
- POLICY - 25.** Select Club travel players must maintain a 3.0 grade point average or greater in order to remain on a team. Velocity can assist with tutoring if needed in order for a player to remain on her team.
- POLICY - 26.** Excessive unexcused absences from school or unacceptable conduct at school will result in a player being terminated from her team.
- POLICY - 27.** Parents are expected to support their daughter's team in a manner that enhances the image of the organization. Behavior detrimental to the team or organization cannot and will not be tolerated.
- POLICY - 28.** Parents are representatives of the team as well as the whole Velocity organization and as such, are expected to offer their encouragement and support for all organizational activities and events
- POLICY - 29.** Coaches will be working hard to develop a confident and positive attitude in all players. We ask that every parent allow for mistakes and assess their daughter's performance, good or bad, in the most positive and constructive manner possible. No player can be expected to excel if they are afraid to take risks, make mistakes, or develop a fear of failure in order to avoid criticism.
- POLICY - 30.** Parents are encouraged to help the coaching staff during practices and games by relaying to the coaches any information or advice that may be useful of the team. Please leave any disputes with umpires or opposing coaches to our coaching staff to handle.
- POLICY - 31.** Questions about the Velocity organization or the team, or issues relating to your daughter or the coaching staff should be addressed with the manager first during a calm, non-game atmosphere. If after discussing your

concerns with the manager you are still dissatisfied, you should approach the Velocity governing Charter or Executive Board President who will bring your concerns to the Charter or Executive Board of Directors or schedule time for you to address the governing Board of Directors yourself.

POLICY - 32. The manager can dismiss a player at any time. Grievances resulting from such action should be addressed directly with the Charter Board or Executive Board. Contact the governing Charter or Executive Board to schedule time for you to address the governing Board of Directors.

POLICY - 33. Parents will provide, to the best of their ability, a vacation/player unavailable schedule to the team manager. Due to the fact that tournaments must be entered and paid for in advance, your schedule will allow us to determine who will be available for each tournament and who will not.

POLICY - 34. Select players wishing to transfer to another team within the organization must be approved by the team managers involved or by the Executive Board of Directors before the transfer may be considered. The player's account and money transfer must be approved by the Executive Board of Directors. Any disputes will be resolved by the Board of Directors at the next scheduled meeting. This is typically only acceptable if a player is looking to play in a more advanced division. Players are not allowed to play below their age division.

POLICY - 35. Players who quit or are terminated from any Velocity team must pay their expenses incurred before the player will be permitted to play for the Velocity organization again. Players with a balance due will not be released to any other Travel Ball or High School team. Players that quit must have a valid reason for quitting before they will be accepted back into the organization.

POLICY - 36. Financial records are kept by the Manager. A financial statement is available by request for your daughter only. Team expense statement is also available upon request. Organization financial records are kept by the organizations Treasurer and available for view by appointment.

POLICY - 37. Any player that resigns or is terminated from her team will forfeit her registration and fund-raising money. Disputes should be brought to the attention of the governing Velocity Charter or Executive Board President, and will be resolved in accordance to the Bylaws of the Velocity' organization. Players who quit or are terminated from the team must pay their expenses incurred. It is your responsibility to settle your account with the team manager. No player will be permitted to play for a Velocity' team until the debt incurred is satisfied. Players will not be released to play for any other Travel Ball or High School Team until the dept. is satisfied. The Velocity Treasurer will retain a copy of the player's detailed account for future reference. Disputes should be brought to the attention of the Velocity President, and will be resolved in accordance to the Bylaws of the Velocity' organization.

POLICY - 38. Velocity has a NO REFUND policy. In the event there are some unforeseen circumstances and it is agreed by the governing Charter or Executive Board of Directors that someone should be entitled to a refund, the refund procedure is as follows. All refunds are processed once per quarterly year. No refunds will be processed in the same quarter in which the refund was incurred

and/or granted by the governing Charter or Executive Board of Directors. All refunds will be processed the following quarter in which the refund was granted by the governing Charter or Executive Board of Directors.

POLICY - 39. All players selected by the coaching staff to Select Travel Teams can play. Financial help will be arranged for those who truly need it. Please see your team Manager for details. All information is kept confidential.

POLICY - 40. Financial aid, and player's sponsorships are available for those that truly need it. Velocity does not deny any child from participating in our organization due to financial hardship.

POLICY - 41. Any player on government assistance is permitted to play in the Velocity organization for free. All registration fees, tournament fee's, etc. are waived.

PROCEDURES:

PROCEDURE - 1. LIGHTING

1. Coach and/or Team Manager monitors weather conditions.
 1. If the Team Manager is not present, designate a coach to monitor conditions.
 2. Monitor weather before activity and during activity utilizing various resources:
 1. National Weather Service:
 1. <http://www.weather.com/>
 2. Any Local news station:
 3. Team Manager warns, Coaches, and Game Officials of dangerous situation and recommends suspending activity.
 4. Decision is based on current weather conditions (thunder and/or lightning).
 5. Team Manager, Coaches, and Game Officials make a decision regarding the suspension of the event.
 6. An announcement should be made warning all staff, athletes, coaches, officials, and spectators of possible danger of lightning strike and instruct them of proper evacuation procedures. Additional notifications should be sent through the organizations mobile app.
 7. Evacuate to an enclosed ground structure specified by the Team Manager or coach.
 8. Resumption of Activity:
 9. Wait at least 30 minutes after the last sound of thunder or flash of lightning before resuming.
 10. During the 30-minute suspension period if there is any further lightning and/or thunder activity, the clock restarts to 30 minutes.
 11. Resumption or cancellation should be a collective decision made by the Team Manager, officials, Charter Board Member, and coaches.
 12. If there is a lightning strike, activate EMS and carry out your emergency action plan.