

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

1. Configuration control and legend:

- 1.1. Dulles Youth Sports (DYS) members are expected to become familiar with the appropriate sections of interest and maintain familiarity on updates thereafter. The first version will be released at the start of the registration process. Updates will be identified as seen below. This will be done this way for the convenience of readers looking for updates at later dates.
- 1.2. **Red** ~ changes that are incorporated for September
- 1.3. **Orange** ~ changes that are incorporated for October
- 1.4. **Yellow** ~ changes that are incorporated for November
- 1.5. **Green** ~ changes that are incorporated for December
- 1.6. **Blue** ~ changes that are incorporated for January
- 1.7. **Purple** ~ changes that are incorporated for February
- 1.8. The baseline document will be reset to black text in March of each year.
- 1.9. Configuration control of this document is managed by the wrestling board of governors.

2. Overview:

- 2.1. Ops-guide – these documents contain operating guidelines for the Dulles Youth Sports (DYS) wrestling program policies and procedures, otherwise know as, Operating Guidelines or “Ops-Guide”.
- 2.2. Dulles Youth Sports (DYS) Corporation – is a non-profit 501(c)3 corporation registered in the state of Virginia chartered to create opportunities for youth sports, and is currently comprised of multiple sports.
- 2.3. DYS Wrestling Sport – otherwise known in this document as the “club” for short, derives its authorities to operate from the DYS Corporation.
- 2.4. Document provisions - The provisions within this document outline policies and procedures used to operate the Dulles Youth Sports (DYS) Wrestling sport for the period of September 2019 through June 2020.
- 2.5. Historical information for May/June 2019 - Email solicitations were issued to DYS families in the May/June 2019 period for nominations to several positions on the DYS corporate board including the position for wrestling commissioner.
- 2.6. July 2019 DYS elections - The DYS corporate board voted unanimously to elect William Marck as the wrestling commissioner. There were no other persons presented as nominees for the position.
- 2.7. DYS sport commissioner organization - DYS sport commissioners organize policies and procedures to operate the sport upon appointments to the position and on an annual basis thereafter.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

3. DYS corporate bylaws structure:

- 3.1. Note – subsections in this part are extracted from the DYS corporate bylaws.
- 3.2. DYS corporate bylaws excerpts - The DYS corporate bylaws describe the structure for each sport herein with excerpts from the governing corporate bylaws.
- 3.3. Board of Governors (BOG) - Each sporting activity (sport) organized and operated by the corporation shall have its own DYS Board of Governors (BOG). A BOG shall consist of at least: a Commissioner; an Assistant Commissioner; and a Financial Administrator. Other BOG members may be added at the discretion of the Commissioner.
- 3.4. Commissioner – Each sport Commissioner shall serve a three-year term.
- 3.5. Policies and Procedures - Each BOG shall establish a set of policies and procedures for the operations of its sport including roles and responsibilities. Each set of policies and procedures shall be consistent with the Corporation By-Laws, policies and procedures and shall be approved by the BOG and the DYS Board. The policies and procedures shall be reviewed yearly by the BOG and any changes approved by the DYS Board. The Policies and Procedures shall be public.
- 3.6. Organizational Hierarchy - All BOG members serve at the pleasure of the sport Commissioner and the DYS Board and may be removed, with or without cause, at any time by a majority of vote of the BOG and/or DYS Board.

4. DYS corporate bylaws requirements:

- 4.1. Note – subsections in this part are extracted from the DYS corporate bylaws.
- 4.2. DYS corporate bylaws - identify responsibilities for the commissioner of each sport.
- 4.3. Budget and policy constraints – shall be constructed to operate the sport and subsequently provided to the corporate board.
- 4.4. Organize a Board of Governors (BOG) - to ensure successful completion of each sport season.
- 4.5. Coaches - select coaches with oversight of their respective assignments.
- 4.6. Equipment safety - take reasonable steps, in an effort to ensure, to the degree possible under the circumstances, that all equipment, when issued, is safe for the use to which it is intended.
- 4.7. Facility safety - take reasonable steps, in an effort to ensure, to the degree possible under the circumstances, that any area, indoors or outdoors, is safe for their sports play and/or activity.
- 4.8. Extracurricular personnel - coordinate the presence of extracurricular personnel.
- 4.9. Sport needs - relay the needs of the sport or its members for action by the appropriate Board member(s) as needed, including strategic objectives, season requirements, expectations of volunteers.
- 4.10. Registration Fee Waiver Policies - develop policies, processes, and procedures. The policy and associated processes and procedures shall be approved by the sports BOG and the DYS Board Positions and Functions.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

5. County Policies and Interpretations:

5.1. Discrimination, selection, and assignment policies –

- 5.1.1. All kids are welcome to participate in a sanctioned youth sport program such as the DYS wrestling program in accordance with Loudoun County Parks, Recreation, and Community Services (PRCS) guidelines which are available online.
- 5.1.2. DYS may assign kids to practice groups and teams involved with recreation and travel commensurate with available staff, coaches, facility space, and resources, in accordance with PRCS guidelines. Specific details on requirements for age divisions, birth dates, weights, and skill levels are separately published on the Dulles Youth Sports website under the wrestling program tabs as they are updated by the website manager as directed by the wrestling sport commissioner. The short version is that the DYS wrestling program will be sized and structured commensurate with available volunteers, coaches, and resources. Age divisions may not be available unless coaches are able and willing to coach specific groups.
- 5.1.3. The total number of wrestlers assigned to the All-Star and Travel groups shall not exceed the number assigned to the Standard-NVWF groups for compliance with PRCS.

5.2. County Requirements –

- 5.2.1. DYS is required to pay county fees for each participant for each season in accordance with PRCS published guidelines.

6. USA Wrestling Organizational Policies:

- 6.1. USA Wrestling requires - that all coaches and clubs become familiar with the SafeSport policies designed to create a positive atmosphere for instruction and competition, set standards for background checks and leader evaluations, keep children safe, and report abuses appropriately. Such policies and guidelines are available online:
<https://www.teamusa.org/usa-wrestling/membership/safesport-program>
- 6.2. Background checks – are required for all coaches and instructors that come in contact with youth wrestlers.
- 6.3. Coaches leader card process – is required by at least one person in any practice room and alongside competition mats.
- 6.4. Parents obligations – parents are expected to review USA Wrestling videos and policies.

7. Supplemental Operating Guidelines:

- 7.1. Note - The remainder of this document outlines the structure, operations, policies, and procedures to meet the DYS corporate bylaws provisions previously identified.

8. Principle Strategic Objectives:

8.1. Dulles Youth Sports corporate objectives –

- 8.1.1. Prepare a budget with a disciplined approach regarding the management and expenditure of funds using best business practices.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 8.1.2. Establish checks, balances, and financial controls to ensure persons have the authority to expense funds in accordance with an organized financial structure.
- 8.1.3. Provide invoices and receipts in a timely manner for the DYS corporate treasurer to record and process for income tax and other purposes.
- 8.1.4. Establish transparency regarding the expenditure of funds.

8.2. Wrestling Sport Program Main Goals –

- 8.2.1. Grow the number of registrants.
- 8.2.2. Grow the levels of funding from fund raising and sponsorships.
- 8.2.3. Train the wrestlers with high quality instruction.
- 8.2.4. Recruit volunteer coaches to lead practice rooms and competitions.
- 8.2.5. Recruit volunteers to contribute to the wrestling program, occupy positions, and perform necessary jobs required to operate the club.
- 8.2.6. Create a means to access mats to host tournaments on weekends independent of high school home wrestling schedules.
- 8.2.7. Establish a transparent and disciplined process for financial controls.

9. **Organizational Hierarchy, Positions, Functions, and Jobs:**

- 9.1. Identification – an outline of positions and jobs expected, required, or needed for the wrestling program will be drafted and compiled as part of the Ops-Guide submitted to the DYS corporate board in the late spring or early summer period by the wrestling commissioner.
- 9.2. Updates – will be identified or incorporated as part of the program on a continued basis along with meetings and conversations with all members and planning sessions.
- 9.3. Solicitations – DYS wrestling is principally based on volunteerism. Therefore, adults and members are encouraged to participate in whole or in part for purposes of improving the program. Regular solicitations will be issued to advertise for volunteers in this regard.
- 9.4. Postings – all positions and jobs will be posted for the public on a Google Sheets site available on the main dullesyouth.org wrestling website contacts tab.

10. **Dulles Youth Sports Wrestling Members:**

- 10.1. Members – are defined as outlined below.
 - 10.1.1. Paid registrants that have completed agreements contained in the registration process for each season of interest.
 - 10.1.2. Registrants considered unpaid due to being classified as indigent.
 - 10.1.3. Registrants considered to be children of a head coach or administrator, as part of a compensation package designed to garner commitments.
 - 10.1.4. Parents and/or guardians identified as part of the registration process.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 10.1.5. Approved coaches that have successfully completed background checks, USA SafeSport requirements, and additional DYS wrestling club requirements.
- 10.1.6. Administrators (voluntary or compensated) assigned to perform specific positions, functions, or jobs.
- 10.1.7. Others deemed appropriate by the commissioner.

10.2. Member requirements –

- 10.2.1. Abide by the registration payment structure outlined elsewhere in this document.
- 10.2.2. Become familiar with USA Wrestling SafeSport policies.
- 10.2.3. Read the wrestling club operating guidelines, policies, and procedures.

11. **Organizational Hierarchy, Board of Governors (BOG):**

- 11.1. Core positions – persons in these positions are expected to collaborate or vote on matters involving the structure, strategic direction, and issues deemed to be critical to the wrestling program.
- 11.2. Compensation for BOG - since the positions may be considered time consuming, an incentives package or benefits should be identified to the DYS Board that may be used to garner commitments. The BOG may provide compensation for persons (fee, salary, or contract) to gain commitments for services in this regard, as necessary. Benefits shall be identified in a policy document and available to the public.
- 11.3. Positions – the ones required by the DYS corporate board include:
 - 11.3.1. Commissioner
 - 11.3.2. Financial Manager
 - 11.3.3. Assistant Commissioner
- 11.4. Roles and responsibilities – are outlined later in this document.

12. **Organizational Hierarchy, Necessary Functional Leads (NFLs):**

- 12.1. Note – these functions are considered critical and time consuming thereby requiring regular or periodic management actions conducted by parents or adult volunteers. Although these functions may be conducted in whole or in part by the board of governors, these positions are identified as separate distinct functional areas.
- 12.2. Note – persons that perform jobs associated with these functions are required to provide comments and suggestions to the board of governors during the planning stages of the summer months and on a regular basis thereafter. These are non-voting positions.
- 12.3. Incentives –the board of governors are required to annually review some type of incentives package or benefits that could be used to garner commitments by volunteers that lead these functionals. The BOG may hire such services or consider paying a reasonable salary or fee in the performance of these duties.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

12.4. Functional areas and positions (persons may occupy one or more of these areas) -

- 12.4.1. Coaches (head coaches, game-day coaches, and assistant coaches)
- 12.4.2. Standard-NVWF Leads (for each age division or practice room)
- 12.4.3. All-Star-Intensive Program Lead
- 12.4.4. Travel Team Lead
- 12.4.5. NVWF Lead
- 12.4.6. Website Manager
- 12.4.7. Registrar
- 12.4.8. Equipment Manager
- 12.4.9. Advertisement Coordinator
- 12.4.10. Fund Raising Coordinator
- 12.4.11. Sponsorships Coordinator
- 12.4.12. Fall Pre-season Practices Lead
- 12.4.13. USA Wrestling Requirements Coordinator
- 12.4.14. Apparel Coordinator
- 12.4.15. Uniform Coordinator
- 12.4.16. Social Media Coordinator
- 12.4.17. Other

13. Organizational Hierarchy, Ancillary Functional Leads (AFLs):

- 13.1. Note – these functions are important for the enhancement to the winter program, however, these functions are considered supplemental and complementary. Although these functions may be conducted in whole or in part by the board of governors, these positions are identified as separate distinct functional areas.
- 13.2. Note – persons that perform jobs associated with these functions are required to provide comments and suggestions to the board of governors during the planning stages of the summer months and on a regular basis thereafter. These are non-voting positions.
- 13.3. Incentives –the board of governors are required to annually review some type of incentives package or benefits that could be used to garner commitments by volunteers that lead these functionals. The BOG may hire such services or consider paying a reasonable salary or fee in the performance of these duties commensurate with available funds and strategic priorities.
- 13.4. Persons that perform these functions or occupy these positions are non-voting members.
- 13.5. The positions are outlined as follows:
 - 13.5.1. Duals Teams Coordinators
 - 13.5.2. High School Activities Lead

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

13.5.3. Fall Pre-season Clinics Coordinator

13.5.4. Spring Post-season Clinics Coordinator

13.5.5. Spring Post-season Practices Lead

13.5.6. Other

14. Additional Policies and Procedures:

14.1. Overall – The commissioner shall maintain, update, and publish policies and procedures that affect the DYS corporation, wrestling club, coaches, administrators, wrestling sport members, and wrestlers.

14.2. Registration Fees, Discounts, and Waiver Policies –

14.2.1. Registration fee values are adjustable by the commissioner and subsequently recorded for each registrant for review by the DYS corporate board.

14.2.2. Commissioner shall establish and publish a fee structure for each season.

14.2.3. Commissioner shall identify how families may offset or eliminate registration fees related to the acquisition of sponsorships.

14.2.4. Early bird registration period ends midnight on September 30th.

14.2.5. Late registration period adds \$25 late fee starting October 1st.

14.2.6. \$251.50 for the “Standard-NVWF” program with Sunday league competitions included at NVWF (with \$25 refund late February for qualifying for the season end final event by competing in at least five tournaments during the season).

14.2.7. \$285.00 “All-Star-Intensive” program (the old “blue” room). A \$25 competition final qualification refund is included here.

14.2.8. Wrestlers may only select one program registration link option.

14.2.9. Registration discounts shall be authorized for non-paying registrants as follows:

14.2.9.1. All children of any head coach in return for commitments to lead practices and competitions for specified groups.

14.2.9.2. All children associated with the board of governors in return for contributions in time throughout the year deemed significant.

14.2.9.3. One child for any game-day coach for commitments to act as the head coach and specified Standard-NVWF groups during competitions.

14.2.9.4. One child for the equipment manager in return for storing equipment at home or residence at no cost to the club.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 14.2.10. Registration discounts shall be established for indigent families as follows:
- 14.2.10.1. Maximum of two registrants for the club overall, on a first come first served basis, upon proof of situation as described elsewhere in this document.
 - 14.2.10.2. Registrants are required to pay a fee no greater than \$50 for the registration cost for each registrant that qualifies.
- 14.2.11. Uniforms and equipment are not included in the registration fee.
- 14.2.12. Registration fees include PRCS, USA cards, T-shirts, and infrastructure costs.
- 14.2.13. Registration fees includes regular league competitions for some but not all of the offerings related to the leagues (e.g. NVWF, WWS, MDWL). Consult the registrar for questions on this regarding which events apply.
- 14.2.14. Registration fees do not include open tournaments, specialty tournaments, or duals.
- 14.2.15. Families may get kids in free by getting one or more sponsors that donate more than \$500. A special hat with "SPONSOR" on the side is provided to each family.
- 14.3. Refund Policies - for parents/guardians that request refunds from the registration process.
- 14.3.1. In general, DYS wants to discourage persons from capricious decisions that otherwise incur labor hours and expenses for the wrestling club and its volunteers. Refunds for registration cancellations are identified below.
 - 14.3.2. \$25 processing fee prior to midnight September 30, 2019.
 - 14.3.3. \$100 processing and administration fees starting October 1, 2019. (Note that PRCS facility use requests are due on October 1, 2019).
 - 14.3.4. One hundred percent of the registration fees shall be forfeited after Thursday, October 31, 2019 (mostly because a cancellation denies the opportunity for DYS to register another person).
 - 14.3.5. Refunds after October 31st may be granted (minus \$100) in accordance with:
 - 14.3.5.1. Proofs of injuries, traumatic family events, job changes, or relocations.
 - 14.3.5.2. Another person successfully processed as a replacement for the departing wrestler.
 - 14.3.5.3. No changes of interests or pursuits for another sport may be considered.
- 14.4. Indigent Families –
- 14.4.1. Families are required to show proof used similarly for County schools when seeking registration discounts.
 - 14.4.2. Registration costs are mentioned in the section denoted as "*Registration Fees, Discounts, and Waiver Policies*"

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

14.5. Compensation –

- 14.5.1. Head Coaches may receive the benefit of having all children participate and register at no cost in return for commitments to lead practices and competitions for designated age divisions or groups as assigned.
- 14.5.2. Game-Day Coaches are those that are typically assistant coaches for practice rooms but are needed to lead and act as the head coach during appropriate time slots for competitions during tournaments. Such coaches are authorized to receive the benefit of having one child participate and register at no cost in return for commitments in this regard.
- 14.5.3. All head coaches, designated as a coach by the commissioner, shall be authorized for reimbursements associated with costs for background checks and USA Wrestling Leader cards.
- 14.5.4. All assistant coaches, designated as a coach by the commissioner, shall be authorized for reimbursements associated with costs for background checks.
- 14.5.5. All occupants of a BOG position shall be authorized for may receive the benefit of having all children participate and register at no cost in return for commitments to conduct duties for the appropriate positions.

14.6. Sportsmanship –

- 14.6.1. All members are required to adhere to the sportsmanship and SafeSport policies mentioned on USA Wrestling.

14.7. Budget –

- 14.7.1. A budget shall be established and managed by the board of directors on an annual basis in accordance with DYS corporate procedures. The budget and financial transactions shall be available only to the BOG and DYS corporate executives.

14.8. Communications –

- 14.8.1. Families shall receive information from the following sources:
 - 14.8.1.1. Head coaches or their designees for each practice room upon which they are assigned regarding practices and competitions.
 - 14.8.1.2. Leads for league information such as NVWF, WWS, MDWL, and others, regarding tournament times, requirements, etc.
 - 14.8.1.3. Commissioner (or assistant commissioner) for overall club information.
 - 14.8.1.4. Financial manager for payments due, reimbursements, etc.

14.9. Funds Expenditures, Purchases, Contracts, and Binding Financial Commitments-

- 14.9.1. Any person may conduct market research on products, services, and potential sources but are required to forward suggestions on financial commitments to the financial manager or commissioner for consideration.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 14.9.2. No person or member may make commitments or binding financial agreements for the purchase of products or services except for the commissioner and financial manager.
 - 14.9.3. Checks and balances are being established to the maximum extent possible so that one person approves while a separate person expenses funds for any particular purpose.
 - 14.9.4. Approval means the ability to authorize an expenditure, enter contract, or bind the organization into a financial commitment.
 - 14.9.5. No person shall be authorized to request or receive funds from another entity, person, organization, or company except for members on the board of governors, or their delegated persons. If any person is delegated the authority to receive funds, the authorization shall be recorded in email.
 - 14.9.6. All transactions involving the receipt of funds shall be recorded by the appropriate persons for DSY records and processing by the DYS corporate board.
 - 14.9.7. See roles and responsibilities for commissioner and financial manager for limits.
- 14.10. Reimbursements –
- 14.10.1. Persons are only authorized for financial reimbursements for purchases that were authorized in writing by the commissioner or financial manager.
- 14.11. Discipline, reprimands, and penalties –
- 14.11.1. Members may be expelled for any given period of time by the commissioner and/or DYS corporate board for violations related to SafeSport requirements, poor sportsmanship, lack of payments or financial obligations, or inability to honor commitments for volunteer duties, positions, coaching, etc.

15. Allocation of Practice Room Time Slots:

- 15.1. The assistant commissioner shall assign day/time slots for each practice room.
- 15.2. Each practice room age division will be allocated two time slots per week.
- 15.3. Standard-NVWF age divisions will be authorized for practice time slots between Monday and Saturday commensurate with availability provided by Loudoun County Parks and Recreation, Loudoun County Schools, and other facilities. A minimum of two slots per week will be provided with some groups given opportunities for additional optional practice day slot.
- 15.4. The All-Star and Travel divisions will be allocated a third time slot due to increased expectations on practices for higher level wrestlers. All time slots for the travel team will be arranged between Monday and Thursday due to expectations for Fridays to be used for preparations related to weekend events.
- 15.5. The number of time slots for All-Star and Travel shall not exceed the number of slots allocated toward the Standard-NVWF groups in order to comply with PRCS policies.

16. Practice Room and Competition Team Structure:

- 16.1. Email solicitations for head coaches are issued late spring and early summer also requesting the identification of interests in terms of age divisions, skill levels, competitions.
- 16.2. Commissioner constructs the club structure based on conversations with coaches for purposes of balancing the needs of the club with the interests of each coach. The following issues are considered:
 - 16.2.1. PRCS discrimination rules.
 - 16.2.2. PRCS guidelines on the balances between recreation and travel.
 - 16.2.3. Coach interests.
 - 16.2.4. Club strategic goals.
 - 16.2.5. Availability of facility space and time slots.
- 16.3. The club may expand or restrict age divisions based on the aforementioned factors.
- 16.4. Structure as of the date of this document includes:
 - 16.4.1. Standard-NVWF
 - 16.4.2. All-Star-Intensive Program
 - 16.4.3. Travel Team - pending commitment by head coach.

17. Max Caps and Waitlist Policies for Practice Rooms:

- 17.1. Maximum caps shall be established through conversations with each head coach for purposes of conducting advanced planning and calculations of registrants for budget estimates.
- 17.2. Maximum caps would be used in the registration links with extra registrants placed on the waitlist.

18. Standard-NVWF

- Comprised of boys and girls, grades 1-8, beginners and advanced
- Assigned to age divisions based on birth dates: SEN, INT, JUN, MID, BAN
- Compete every Sunday in NVWF December through February
- Practice two days per week in local high schools
- Older kids have an additional free weekly one-day optional practice
- Northern Virginia Wrestling Federation (NVWF) is comprised of 30-plus clubs in northern VA
- Compete in a season-end final NVWF tournament the last weekend of February
- Select wrestlers may possibly compete in a one-day Dulles Duals tournament

19. All-Star Intensive

- Principally for middle school age wrestlers (exceptions by approval by head coach and registrar)
- Practice two days per week in local high schools (T/TH)
- Joint practice one day/week with local clubs SYA and CYA at Westfields HS (Wednesday nights)
- Comprised of select advanced wrestlers via an evaluation process

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- Compete in team-scheduled local wrestling competitions in the Dulles VA area
- Compete in tournaments November through February
- Compete in the Virginia state-wide VAWA championship tournament at the end of February
- Select wrestlers may possibly compete in a one-day Dulles Duals tournament

20. Travel – pending availability of head coach

21. Wrestler Assignments to Practice Rooms and Competition Leagues:

- 21.1. Registrar assigns wrestlers to rooms based on their registration files.
- 21.2. Adjustments are made based on ages, weights, skill, family constraints/accommodations (such as multiple children), and commitments (financial and time).
- 21.3. Regular conversations are made between the registrar, families, coaches, commissioner to settle on the best outcome for all parties.

22. Meetings:

- 22.1. The commissioner shall meet with coaches, BOG members, and others in person, by phone, or through email exchanges as needed commensurate with the availability of persons time given calendar constraints.
- 22.2. The board of governors shall meet as follows:
 - 22.2.1. One strategic planning meeting in late spring or early summer.
 - 22.2.2. One late summer and one fall meeting to summarize the status of affairs, actions, and progress of club activities.
- 22.3. The commissioner may meet with one or more coaches as needed in person, by phone, or through email exchanges for purposes of soliciting participation, sharing interests and expectations, constructing strategies, plans, and calendar events, outlining process requirements, sharing status of actions/activities, and clarifying complicated issues.
- 22.4. Meetings minutes and notes shall be recorded via email as necessary.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

23. Roles and Responsibilities:

23.1. Overall -

- 23.1.1. This ops-guide shows general overall high level functions, roles, and responsibilities.
- 23.1.2. Specific jobs, duties, and actions will be posted online for all DYS members view.
- 23.1.3. A list and status is maintained for key jobs, actions, roles, and responsibilities.

23.2. Commissioner -

- 23.2.1. Select members to assist as part of the sport board of governors, at the beginning of appointment, and manage the team thereafter.
- 23.2.2. Sets policies on who may access and expense funds from the bank account.
- 23.2.3. Develop an overall calendar of events for parents, coaches, administrators containing key events such as early bird and late registration periods, practice start dates, etc.
- 23.2.4. Constructs a budget with suggestions and inputs from the appropriate personnel.
- 23.2.5. Maintains a list showing roles and responsibilities for each position and function.
- 23.2.6. Maintains a list showing specific jobs, duties, and actions required by the club overall and assigns them to the appropriate persons leading each position or functional area.
- 23.2.7. Authorized to access and expenses funds from the bank account.
- 23.2.8. Solicit and evaluate coaches interests, motivations, expectations, constraints, and abilities in terms of coaching specified ages, skill levels, availability during the week and weekends.
- 23.2.9. Construct practice groups based on the availability of coaches and their associated interests, abilities, and constraints by constructing options and negotiating among coaches.
- 23.2.10. Liaison to school athletic directors for such matters including but not limited to the identification of blackout dates, availability of school gyms for tournaments and duals, and general matters involving the youth club.
- 23.2.11. Liaison to the Dulles Youth Sports corporate board of directors. and Loudoun County Parks and Recreation.
- 23.2.12. Liaison to PRCS for facility use requests.
- 23.2.13. Develop, compile, and publish policies affecting the club at large.

23.3. Assistant Commissioner -

- 23.3.1. Provide assistance to the commissioner for any and all duties associated with the commissioner role.
- 23.3.2. Act as the club secretary by maintaining minutes of meetings and records.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 23.3.3. Investigate the availability of School Gymnasiums, Mats, and Wrestling Rooms as needed for hosting tournaments, duals, or competitions.
 - 23.3.3.1. High school gyms are highly coveted by a wide variety of school functions, athletic events, and outside public organizations.
 - 23.3.3.2. Most high schools have two mats regularly available at each school. One of which is the larger 3-piece Resolite mat in the wrestling room and the other is commonly a 7-section roll up mat stored away for competitions.
 - 23.3.3.3. Multiple mat HS duals: High school wrestling teams typically have one or two dates on the weekends whereby many teams compete in duals. Most competitions involve the use of at least three mats minimum.
- 23.3.4. Constructs and maintains a list of when and where each practice group is assigned to school wrestling rooms, and adjusts the list as needed.
- 23.3.5. Is not authorized to make financial commitments of any kind.
- 23.3.6. Secretarial management for correspondence, meeting minutes, schedules, rules of behavior, parent obligations, rules on wrestling, table management.
- 23.4. Financial Manager -
 - 23.4.1. Construct a budget for the DYS corporate board in advance of the winter season.
 - 23.4.2. Maintain and track expenditures with respect to the budget lines.
 - 23.4.3. Authorized to access and expense funds from the bank account:
 - 23.4.3.1. For purchases less than \$100, in accordance with established budget line items, without approvals from the commissioner.
 - 23.4.3.2. For purchases greater than \$100, in accordance with established budget line items, with approval in writing from the commissioner.
 - 23.4.3.3. Any person may conduct market research on products, services, and potential sources but are required to forward suggestions on financial commitments to the financial manager or commissioner for consideration.
 - 23.4.3.4. No person or member may make commitments or binding financial agreements for the purchase of products or services except for the commissioner and financial manager.
 - 23.4.4. Record invoices, receipts, and expenditures in drop box or appropriate manner for DYS corporate treasurer to process.
- 23.5. Coaches – include head coaches, “game-day coaches”, assistant coaches.
 - 23.5.1. Coach positions are considered to be critical to the organization. Although these functions may be conducted in whole or in part by the board of governors, it is best to identify persons to perform coach positions separately.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 23.5.2. Since the functions are considered to be time consuming, the board of governors are required to annually review some type of incentives package or benefits that could be used to garner commitments by volunteers that perform the duties.
- 23.5.3. The BOG may hire persons for a reasonable salary or fee in the performance of these duties.
- 23.5.4. The BOG would regularly solicit and advertise for head coaches and assistant coaches to ensure:
 - 23.5.4.1. Whether or not there are a sufficient number of coaches to support strategic goals of the DYS program.
 - 23.5.4.2. Whether or not there are a sufficient number of coaches to adequately manage the number of registrants given their ages and skill levels.
- 23.5.5. Attends all practices for their respective groups.
- 23.5.6. Communicates information to parents and wrestlers associated with their associated practice and competition groups. Coaches are not authorized to provide direction or information to wrestlers and families assigned to another group without permission from those coaches due to potential conflicts or confusion that may otherwise be caused.
- 23.5.7. Are all required to complete background checks.
- 23.5.8. All head coaches, game-day coaches, and select assistant coaches are required to complete the USA Wrestling coach/leader card process.
- 23.5.9. Maintains attendance, stats, and records for wrestlers as appropriate.
- 23.5.10. Maintain records for the number of wrestling events wrestlers attend to determine whether or not they met requirements to compete in season end finals (and qualified for the discount qualification fee).
- 23.5.11. Reports allegations and/or abuses to the commissioner, DYS corporate board, or appropriate authorities in accordance with USA Wrestling SafeSport procedures.
- 23.5.12. Reports altercations that occur with or among parents, wrestlers, coaches, and others in case there is a pattern of behavior on significant one time encounters that require intervention by authorities.
- 23.6. Head Coach – Are considered the lead person for practices and competitions as assigned.
 - 23.6.1. Standard-NVWF coaches are required to be present during their specific age division plus the next older one.
 - 23.6.2. Are required to ensure the mats are washed with disinfectant for practices to reduce potential spread of ring worm and other contagious items.
- 23.7. Game-Day Coach - Are typically the “main” assistant coach that is willing and able to act as the head coach during competition events during specific age divisions where the regular head coach is unavailable until other dates or times.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

- 23.8. Assistant coaches – are required to complete the USA Wrestling background check.
- 23.9. NVWF Lead - NVWF coordinator, liaison to NVWF meetings, and weekly guidance to parents on events.
- 23.10. Website Manager – maintains information on the website.
- 23.11. Registrar –
- 23.11.1. Constructs registration links.
 - 23.11.2. Assigns wrestlers to appropriate practice groups and competition leagues.
 - 23.11.3. Maintains status on paid, unpaid, and waitlisted, and contacts parents regarding their status, next steps, and clarifications.
- 23.12. Equipment Manager –
- 23.12.1. Maintain status of equipment inventory, conduct regular tracking and audits.
 - 23.12.2. All financial commitments or purchase suggestions must be approved by commissioner and/or financial manager who in turn places the actual orders.
 - 23.12.3. Conducts season opener shoe swaps, inventory sales, and singlet loans at the beginning of the season.
- 23.13. Advertisement Coordinator –
- 23.13.1. Lead efforts, volunteers, and teams to advertise during the registration period.
 - 23.13.2. Contact HOAs to share registration information in monthly news letters.
 - 23.13.3. Plant signs on roadsides.
 - 23.13.4. Take necessary steps to regularly advertise.
- 23.14. Fund Raising Coordinator – Lead efforts, volunteers, and teams to raise funds including but not limited to car washes, raffles, dining at local restaurants, etc.
- 23.15. Sponsorships Coordinator –
- 23.15.1. Lead efforts to establish corporate sponsorships.
 - 23.15.2. Prepare, update, and distribute the sponsorship package posted on the website.
- 23.16. Fall Pre-season Practices Lead – Lead practices during the fall season to help kids acclimate back into wrestling.
- 23.17. USA Wrestling Requirements Coordinator –
- 23.17.1. Starting mid-August of each year, compiles process steps on how to obtain background checks and coach leader cards to share with the other coaches.
 - 23.17.2. Compiles records and status of background checks and coach leader cards for all DYS coaches.
 - 23.17.3. Explains to parents how to obtain the USA card if/when their child needs it.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

23.18. Apparel Coordinator and Registration T-shirts –

- 23.18.1. Create design options for the T-shirts that are distributed as part of the registration process including:
 - 23.18.1.1. Researching potential manufactures and suppliers for printed shirts.
 - 23.18.1.2. Designing the layout for logos, sayings, sponsors, etc.
 - 23.18.1.3. Developing and coordinating sayings as needed.
- 23.18.2. Coordinating efforts related to arranging options for apparel including designs, store options, methods for bulk or single orders, so that orders may be placed in bulk or individually by members online or in person.
- 23.18.3. All financial commitments or purchase suggestions must be approved by commissioner and/or financial manager who in turn places the actual orders.
- 23.18.4. Manage the process used to track and distribute apparel ordered in bulk purchases.
- 23.18.5. Manage the process used to track and distribute registration T-shirts.
- 23.18.6. Distribute registration T-shirts to each practice room after they are obtained from the bulk orders.

23.19. Uniform Coordinator –

- 23.19.1. Manage the process used to track, distribute, and return uniforms as necessary.
- 23.19.2. Conduct regular inventory of equipment items including excess uniforms, T-shirts, coach shirts, and apparel.
- 23.19.3. Distribute uniforms (mainly singlets) obtained from bulk purchases.

23.20. Social Media Coordinator –

- 23.20.1. Manage the process used to advertise club activities.
- 23.20.2. Manage and update the DYS Facebook page and related media.
- 23.20.3. Conduct campaigns to encourage families to post pictures on the DYS Facebook page and Shutterfly.

23.21. Medical Information Manager-

- 23.21.1. This position does not necessarily have to be someone who is a medical professional but it would be best served by someone that is a nurse, doctor, or someone that practices in the medical community as a profession.
- 23.21.2. Compile and collect information that may be used as guidance for DYS parents on medical issues related to wrestling such as but not limited to:
 - 23.21.2.1. Concussions, signs, symptoms, and typical treatment.
 - 23.21.2.2. Skin infections such as Ring Worm, Impetigo, Staph, etc.
 - 23.21.2.3. Personal hygiene best practices.

Operating Guidelines for DYS Wrestling Including Program Policies and Procedures
as of September 13, 2019

23.22. Insurance and Claims Process Manager –

- 23.22.1. This position does not necessarily have to be someone who is a insurance professional but it would be best served by someone that is in this business.
- 23.22.2. Maintains awareness of processes related to filing insurance claims for injuries pertaining to DYS, USA Wrestling, Loudoun County.
- 23.22.3. Maintains awareness of policies and terminology used in the insurance business.

23.23. Duals Teams Coordinators –

- 23.23.1. Leads activities and processes to enter DYS teams into duals events, principally the Dulles Duals, in cooperation with other DYS coaches as they desire.
- 23.23.2. Presents options for populating roster slots an a fair an transparent manner, published on the DYS website, including but not limited to tryouts or wrestle-offs.

23.24. High School Activities Lead –

- 23.24.1. Researches opportunities for local high school wrestlers to compete together in the off-season periods.

23.25. Spring Post-season Clinics Coordinator – conducts clinics in the spring period.

23.26. Spring Post-season Practices Lead – conducts practices in the spring period.