



# **Webster Youth Sports Council**

## **Programs, Policies & Procedures**

### **Manual [DRAFT]**

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## **I Purpose**

The purpose of this document is to list and describe the activities of WYSC. This includes the programs it supports, the policies it adheres to and the procedures that it follows. Since WYSC is a all volunteer organization, this document can be used to help new officers as well as new member representatives understand the scope of WYSC It also enables the officers to understand what activities to track and how to respond to anticipated situations.

The activities included here are organized and described under the Standing Committee that they are assigned. The Officer chairing each Standing Committee is responsible for providing a status for each activity annually.

## **II Programs & Activities**

### **Participant Safety and Education Committee**

#### **1. Coach / Manager Certification Program**

The intention of this program is to work with Webster Central School District [WCSD] Director of Community Education, in conjunction with SUNY Coaching Certification Program, to make available a program to provide a NYS Certification for every coach and manager for every organization in WYSC. Each organization is responsible for identifying funding for their respective coaches / managers. The current cost is \$20 per person.

#### **2. Coach / Manager Background Check Program**

The intent of this program is to make available a cost effective process to provide background checks for every coach / manager in every organization in WYSC. Adopting the background check program associated with the SUNY Coaching Certification Program is a potential option. Implementation will be the Member organizations responsibility.

#### **3. Safety Director Board position for all member Organizations**

The intent of this program is for all member organization to have a Safety Director position on their Board of Directors. This program will recommend the minimum set of responsibilities assigned to this position.

#### **4. Abuse Certification Program**

The intent of this program is to identify a process or program that will lead every coach / manager to become Abuse Certified.

#### **5. Anti-Bullying education program**

The intent of this program is work with WCSD and others to identify Coach / Manager training that allow them to do a better job at identifying and deal with Bullying they may encounter.

#### **6. Coach Safety Manual Template**

The intent of this program is to develop a Safety Manual Template that every member organization can fine tune and use to assure that all key areas of concern are covered.

## II Programs & Activities (continued)

### **Health & Wellness Committee**

**7. Support and encourage the concept of 'Off Season' activities.. . . Activity Cross training '365'**

The intent of this program is encourage a healthy life style approach to sports and minimize the potential for muscle group over use injuries.

**8. First Aide Station at each site**

The intent of this program is to identify a way for a First Aid Station to be located at every playing site. May be as simple as First Aid kits with recommended content available at each location.

**9. CPR / AED access at each site**

The intent of this program is to identify a way for a CPR / AED to be located or available at every playing site

**10. 'Medical Advisory Panel' program for gaining expert medical advice**

The intent of this program is to make available a group of volunteer professionals to provide recommendations for training injury prevention and identification. Additional info from the discipline literature would be made available on-line.

**11. Short outline of a general injury prevention and education program.**

The intent of this program is to use the M.A.P. above to develop a short outline of a general injury prevention and education program tool for use by all member organizations.

**12. Common Emergency Action Plan for each member organization**

The intent of this program is to assure that every member organization has an Emergency Action Plan covering a minimum set of topics.

## II Programs & Activities [continued]

### **Sportsmanship, Communication & Community Service Committee**



### **13. Implement C.A.R.E.s Rubric, Player Respect Program**

The intent is to implement the C.A.R.E. program for all member Organizations. It was successfully piloted in August 2012 and roll out needs to be planned for 2013.

### **14. Develop a 'Having fun' program**

The intent of this program is to identify ways to make member sports more fun. WCSD and others may be consulted to help.

### **15. Enhance and enforce our common Code of Conduct document**

The intent of this program is to update the current Code of Conduct to make sure it captures the latest thinking and local experience.

### **16. Develop a WYSC web site**

The intent of this program is to develop a plan to bring WYSC into the digital age. Having a digital presence is critical to making WYSC viable and relevant in the community.

### **17. Establish a WYSC booth at Community Arts Day.**

The intent of this program is to provide more WYSC visibility in the community. One way is to participate annually at the Webster Community Arts Day.

### **18. WYSC to write regular articles in the local newspapers . . .establish a column**

The intent is to establish a local presence media and to communicate on a regular basis the latest news about member organizations and WYSC.

### **19. 'Good Behavior' rewards program**

The intent of this program is to identify ways to reward the good behavior we are trying to foster to help it take hold and prosper.

## **II Programs & Activities [continued]**

### **20. Support the Webster Community by example**

The intent of this program is to identify ways to support the Webster Community by example. The Committee will make recommendations to the WYSC for disposition.

**21. 'Give back to the Community' program for supporting local groups.**

The intent of this program is to identify ways for WYSC to 'Give Back' to the community. As above, Recommendations will be provided to the WYSC for disposition.

**22. Develop a Culture of Community Service in our young people by example .**

The intent of this program is to foster a Culture of Community Service in our young people. The Committee is charged with using existing programs and / or identifying new ideas that meet the intent. As above, Recommendations will be provided to the WYSC for disposition.

**Internal Organization & Community Relations Committee**

**23. WYSC By-Laws**

This Committee is charged with keeping the By-Laws up to date. The means accepting proposed revisions from members, drafting proposals for review at WYSC meetings and implementing approved changes in an up dated document with appropriate version changes identified.

**24. Programs, Policies & Procedures Manual**

This Committee is charged with keeping this document [**Programs, Policies & Procedures Manual**] up to date. The means reviewing contents annually for accuracy, accepting proposed revisions from members, drafting proposals for review at WYSC meetings and implementing approved changes in an up dated document with appropriate version changes identified.

**25. Provide continued support of the Webster Community Partnership Operations Council.**

The intent of this activity is to make it clear WYSC actions that it supports the Webster Community Partnership Operations Council. This includes active participation on the Council, letters and presentations of support, and other actions as appropriate.

**II Programs & Activities [continued]**

**26. WYSC to work with WCSO to develop guide lines for school coaches supporting training of community sports athletes / coaches.**

The intent of this activity is to work with WCSD at the Webster community Partnership Operations Council to develop guidelines for school team coaches when they are coaching community sports teams, The goal is to minimize any undue advantage / influence school coaches might have when coaching community sports.

**27. Continue to support the current process for facility development and use.**

The intent of this activity assure facility stakeholders know WYSC supports the current facility development and use process. Use the Webster Community Partnership Operations Council as the vehicle for discussion. This also may include providing letters and presentations of support, and other actions as appropriate.

**28. Encourage /support WCSD effort to improve the current scheduling system**

The intent of this activity is to encourage and support activities aimed at improving the current scheduling system. While the current system is a very significant improvement over the prior system it still has shortfalls that provide delays and promotes miscommunication. The goal is to use the Webster Community Partnership Operations Council as the vehicle to identify opportunities and encourage implementation of changes to address these shortfalls.

**29. Schedule specific meetings throughout the year where WCDS ADs and P&R Commissioner are encouraged to attend.**

The intent is to improve communication between WYSC and the facility stakeholders. The goal is identify specific monthly WYSC meetings where we can share status, concerns and opportunities to make sure that we are all on the same page.

**30. WYSC to join the Webster Chamber of Commerce.**

The intent of this activity is to enhance WYSC visibility in the community.

**31. WYSC to develop a relationship with WABO.**

The intent of this activity is to enhance WYSC visibility in the community and to identify areas where it would be in our collective best interests to work together.

**II Programs & Activities [continued]**

**32. WYSC to develop a relationship with WHEN[Webster Health Education Network].**

The intent of this activity is to enhance WYSC visibility in the community and to identify areas where it would be in our collective best interests to work together.

### **III Policies**

#### **1.0 COMPENSATION, REIMBURSEMENT AND ATTENDANCE POLICY**

Council Members of Webster Youth Sports Council (WYSC), to include the president and all other Council members, shall serve without salary but may be reimbursed for reasonable expenses incurred in the performance of volunteer duties at the approval of the Council.

The Council members of WYSC shall be available as required to perform the operations of the organization. Council members are expected to attend all monthly Council meetings and any special meeting called. As such, said Council members of the organization shall put forth their best efforts to perform their respective duties as outlined in the By-Laws of the organization.

## **2.0 Official CODE of ETHICS of WYSC MEMBERS**

No, officer, Council member, coach, volunteer or employee of WYSC shall (1) disclose confidential information acquired by him or her in the course of his or her official duties nor use such information to further his or her personal interests; (2) use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself or others; (3) engage in any transaction as a representative or agent of WYSC with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with proper discharge of his or her official duties; (4) by his or her conduct, give reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person; (5) fail to abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the organization's interest and his or her private interest; and (6) fail to endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust.

### **3.0 WHISTLEBLOWER POLICY**

Every officer, Council member, coach, volunteer or employee of Webster Youth Sports Council (WYSC), in the performance of their duties shall conduct themselves with honesty and integrity and observe the highest standards of business and personal ethics as set forth in the Official Code of Ethics of the organization (the "Code of Ethics").

Each officer, Council member, coach, volunteer or employee of WYSC is responsible to report any violation of the Code of Ethics (whether suspected or known) to the President of the organization. Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the organization, will be subject to any retaliation for making a good faith claim and, any employee who chooses to retaliate against someone who has reported a violation, shall be subject to disciplinary action which may include termination of employment or involvement with WYSC. Regardless, any claim of retaliation will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate offense.

The President of the organization is responsible for immediately forwarding any claim to the organization's counsel who shall investigate and handle the claim in a timely manner.

#### **4.0 Purchasing Policy**

All purchasing on behalf of the Webster Youth Sports Council (WYSC) shall be conducted in accordance with this policy and within amounts appropriated in the annual budget.

1. The purchase of equipment, supplies, material, and non professional services shall be authorized as follows:
  - A. Where the estimated total cost does not exceed \$250, purchases shall be made upon verbal quotations at the discretion of an officer of WYSC or the WYSC designee.
  - B. Where the estimated total cost is over \$250 and does not exceed \$1,000, the purchase shall be made upon authorization of a unanimous vote of at least three (3) officers of WYSC. The result of such purchase and vote will be made available to all Council members no later than the next scheduled Council meeting.
  - C. Where the estimated total cost is over \$1,000, the purchase shall be made based upon approval of the full Webster Youth Sports Council.
  - D. All purchases of \$1,000 or more shall be reported to the full Webster Youth Sports Council on an annual basis. In the event that the purchase is made from a vendor not providing the lowest cost, an explanation shall be included in this report.
2. Professional services agreements are not required to be awarded to the lowest responsible bidder but rather WYSC may use a selection process to determine the most qualified proposal to perform the services. The purchase of professional services shall be authorized as follows:
  - A. Where the estimated total cost does not exceed \$5,000, purchases shall be made upon verbal proposals at the discretion of at least three (3) WYSC officers or the full Webster Youth Sports Council.
  - B. Where the estimated total cost is over \$5,000, the purchase shall be made upon at least three (3) written proposals if available and shall be authorized by the full Webster Youth Sports Council.
  - C. Where the estimated total cost is over \$10,000, the purchase shall be made based upon a request for proposals process. The full Webster Youth Sports Council shall authorize award of contracts for such purchases if the purchase was not anticipated in the WYSC's adopted Annual Budget.



## **5.0 TRAVEL POLICY**

This policy applies to officer, Council member, volunteer or employee of Webster Youth Sports Council (WYSC).

All official travel for which a reimbursement will be sought must be approved by the full Webster Youth Sports Council. prior to such travel.

WYSC will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by any officer, Council member, volunteer or employee as a result of the performance of their official duties. All official travel shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the WYSC. It is the traveler's responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

Travelers may use their private vehicle for volunteer purposes and may be reimbursed at a standard mileage reimbursement rate.

Meals will be reimbursed at actual expense or a per diem rate, whichever is less.

Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis taking into consideration availability of lodging and other extenuating circumstances.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis.

Mileage rates, per diem allowances and lodging caps will be established and from time to time, as amended by the Treasurer of WYSC. All determinations made pursuant to this policy shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the President shall make such determinations.

## **6.0 DISPOSITION OF PROPERTY GUIDELINES**

### **SECTION 1. DEFINITIONS**

- A. "Contracting Officer" shall mean an officer or employee of Webster Youth Sports Council (WYSC) who shall be appointed by resolution to be responsible for the disposition of property.
- B. "Dispose" or "disposal" shall mean transfer of title or any other beneficial interest in personal or real property.
- C. "Property" shall mean personal property in excess of five hundred dollars (\$500) in value, and real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

### **SECTION 2. DUTIES**

- A. WYSC shall:
  - (i) maintain adequate inventory controls and accountability systems for all property owned by the organization and under its control;
  - (ii) periodically inventory such property to determine which property shall be disposed of;
  - (iii) produce a written report of such property in accordance with subsection B herewith; and
  - (iv) transfer or dispose of such property as promptly and practicably as possible in accordance with Section 3 below.
- B. WYSC shall:
  - (i) publish, not less frequently than annually, a report listing all real property owned by the organization. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by WYSC and the name of the purchaser for all such property sold by WYSC during such period; and
  - (ii) deliver copies of such report to the full Webster Youth Sports Council.

### SECTION 3. TRANSFER OR DISPOSITION OF PROPERTY

- A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the "Contracting Officer") shall have supervision and direction over the disposition and sale of property of the WYSC. WYSC shall have the right to dispose of its property for any valid purpose.
- B. Custody and Control. The custody and control of WYSC property, pending its disposition, and the disposal of such property, shall be performed by the full Webster Youth Sports Council for items with a value exceeding \$250.
- C. Method of Disposition. Unless otherwise permitted, WYSC shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the WYSC and/or contracting officer deems proper. WYSC may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section.
- D. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Corporation, purporting to transfer title or any other interest in property of the Corporation in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.
  - (A) No assets owned, leased or otherwise in the control of the WYSC may be sold or otherwise alienated except if:
    - (1) Transferee is a volunteer of the organization who has demonstrated commitment to WYSC for several years
    - (2) Transfer is agreed to by full Webster Youth Sports Council.
  - (B) If a transfer of assets is approved, the following information is required to be provided to the full Webster Youth Sports Council.
    - (1) Description of Asset;
    - (2) Description of purpose of transfer, the kind and amount of the benefit to the public resulting from the transfer such as jobs and wages created or preserved;
    - (3) Value received;
    - (4) Names of private parties to the transaction and value received;
    - (5) Names of private parties that have made an offer, the value of offer, and purpose for which the asset would have been used (if applicable).
  - C) The full Webster Youth Sports Council must make a determination that there is no reasonable alternative to the proposed transfer

## **7.0 INVESTMENT AND DEPOSIT POLICY AND PROCEDURES**

### **Introduction**

Webster Youth Sports Council (WYSC) hereby adopts the following policy and procedures as it pertains to investment and deposit of WYSC funds.

### **Scope**

This investment and deposit policy applies to all WYSC moneys and other financial resources available for investment on its own behalf or on behalf of any other entity when acting as agent for that other entity.

### **Objectives**

The objectives of WYSC's Investment and Deposit Policy and Procedures are four fold:

- § To conform with all applicable federal, state and other legal requirements;
- § To adequately safeguard the principal amount of funds invested or deposited;
- § To provide sufficient liquidity of funds in order to meet obligations as they become due; and
- § To obtain a rate of return commensurate with market conditions.

### **Authorization**

The authority to deposit and invest funds is delegated to the Treasurer of WYSC.

The Treasurer of WYSC may establish written procedures which shall provide adequate internal controls to ensure a satisfactory level of accountability regarding the management of WYSC funds.

### **Ethical Activity**

All participants in the investment and deposit process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that places WYSC funds at unreasonable risk.

All participants involved in the investment and depository process shall refrain from personal business activity that could conflict with proper execution of the deposit and investment program.

### **Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by a third party bank, trust company or trust department of the bank subject to security and collateral agreements at the discretion of the WYSC.

The security and custodial agreements shall provide that securities held by the bank or trust company or agent of and custodian for, the WYSC, will be kept separate and apart from the general assets of the custodial bank or trust company.

The security and collateral agreement shall provide that eligible securities are being pledged to secure WYSC deposits and investments together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default.

### **Permitted Investments**

WYSC authorizes the Treasurer of WYSC to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- \$ Obligations of the United States of America;
- \$ Obligations guaranteed by the United States of America where payment of principal and interest are guaranteed by the United States of America;
- \$ Special time deposit accounts;
- \$ Certificates of Deposits;
- \$ Checking Accounts

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## **IV Procedures**

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