CONSTITUTION & BYLAWS
WALDORF YOUTH SPORTS, INC.
A Non-Profit Organization

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Article 1: Name, Purpose and Organization

1.1 The name of the Organization shall be Waldorf Youth Sports, Inc., for purposes of abbreviation, acceptable names herein shall be the “Wildcats”, “WW”, or “WYS”.

1.2 Waldorf Youth Sports, Inc. (the Organization) may conduct business as Waldorf Wildcats, Waldorf Youth Sports, Inc.

1.3 The Team Colors of the Organization shall be Red, Black, Gold Yellow, and White.

1.4 Waldorf Youth Sports, Inc. is a non-profit organization exempt from taxation under Section 501C(3) of the Internal Revenue Code.

1.5 It is the policy of this Organization not to discriminate or tolerate discrimination on the basis of race, sex, age, religious beliefs, or physical handicap.

1.6 The mailing address shall be P.O. Box 1230 Waldorf, MD 20604 unless otherwise designated by the Board of Directors.

1.7 Waldorf Youth Sports, Inc. is a member of the Southern Maryland Youth Athletic Conference (SMYAC) and operates within the League Rules and Bylaws of the SMYAC. The Waldorf Youth Sports, Inc. Constitution and Bylaws do not supersede SMYAC bylaws.

1.8 The purpose of Waldorf Youth Sports, Inc. shall be to promote youth boys’ and girls’ sports in the southern Maryland area and to further promote the development of leadership, character, sportsmanship, tolerance,
discipline and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The organization was called Waldorf Youth Sports, Inc. as an open option to include other youth sports at a later time if it is desired and voted on by the Board of Directors and membership as noted in the terms of an Amendment section of these By-Laws. At which time all Charles County Parks applications and rules would apply. The organization is organized exclusively for charitable, scientific and educational purposes, more specifically to provide sports participation and youth services for the youth of Southern Maryland.

1.9 Mission Statement

a) Our organization will make every effort to make sure that every child with the desire to participate gets the opportunity to play or cheer, without regard to prior experience, athletic ability or size.

b) We are committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust, Commitment, and the importance of Education in our young participants. We believe these values and virtues are important to their growth and to them becoming active members of our community and society.

c) We will instill in our youth the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment and community service.

d) These goals will be achieved through organizing our dedicated volunteers, caring parents, and business associates who wish to partner with our great youth sport program.

Article 2: Governance

2.1 The governance of the Organization shall be vested in the Board of Directors. The Board of Directors of the Organization shall consist of the following fourteen (14) elected people; each to serve a two year term President, Vice President, Secretary, Treasurer, Sales Executive, Infotech Director, Football Director, Cheerleading Director, Equipment Director, Baseball Director, Basketball Director, Track Director, Volunteer Director, and Registration Director. The Executive Board will consist of the President, Vice President, Secretary, Sales Executive, and Treasurer and be considered officers.

2.2 In all instances of governance not outlined within the Constitution & Bylaws of the Organization, Roberts Rules of Order shall be the governing document unless otherwise noted.

2.3 The Board has the authority to appoint Ad Hoc, Standing Committees or Subcommittees that will aid in the administration and facilitation of the business of the organization under the direction and guidance of the Board. Volunteers or appointees to WYS, Inc. ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

2.4 Election of Officers

Elections will generally be held in the month of February each year. The President, Secretary, Football Director, Basketball Director, Volunteer Director, Registration Director, and Track Director will be elected in odd years. The Vice President, Sales Executive, Treasurer, Infotech Director, Baseball Director, Cheerleading Director, and Equipment Director will be elected in even years.

Members of WALDORF WILDCATS in good standing (with no outstanding debt) will be able to submit a letter of intent to run for a particular office. Letters of intent will be due by the end of January. Notice of this process will be posted on the league website.

The Executive Board will review all letters and will narrow the applicants down to two (2) candidates per office. The narrowing process will be based on the reputation, experience, and level of commitment of the applicants. The names of the selected candidates will be announced at the End of Season Banquet, along with the election date. A sample ballot and the date/location of election will also be posted on the league website.
The election will serve as the Annual General Membership meeting as stated in the WALDORF WILDCATS By-Laws. All election rules and regulations pertaining to elections and membership will apply. After the conclusion of the election, the winners will be posted on the website. **They will serve a two year term.**

2.5 Officers may only be removed from office by a unanimous vote of the Board of Directors, but Officers being considered for removal from the board may not partake in a vote for his/her removal from office.

a) Any other Board Member may be removed by a majority vote of the Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.

b) Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Board of Directors.

c) Said Board Member will be notified in writing of the suspension/removal vote.

d) In the event of death, resignation or removal, a successor shall be selected by the remaining Board of Directors who shall serve the remainder of the vacant term.

2.6 Regular Monthly Meetings of the Board of Directors shall be held at the central office of WYS or in any other reasonable public meeting facility. Notice to Officers may take place via the Organization’s Official Web Site, via e-mail, U.S. Mail, facsimile, or any other reasonable and accessible mode of communication. Regular monthly board meetings will be held on the third Thursday unless otherwise scheduled by the President or Vice President.

a) A quorum (three-fourths) of Officers must be in attendance in order to vote on any matter, except when otherwise noted herein, at all Regular, Special or Emergency Board Meetings.

2.7 Minutes of meetings shall be kept on file and archived by the Secretary.

2.8 To protect the integrity of the organization no related members of the Board of Directors shall hold similar positions during the same fiscal year (i.e. brother/sister on the finance committee, husband/wife hold the President, Vice President, and Treasurer positions).

2.9 No person shall hold more than one office.

2.10 The officers of this organization shall serve without compensation.

**ARTICLE 3: Finance**

3.1 A Business Checking and Savings account has been established and will be maintained. It’s the main depository of the organization funds. The president, vice president, and treasurer shall serve as executors of the WYS checking and savings account. The WYS board of directors shall oversee the dissemination or usage of funds.

3.2 All checks require two signatures. The signatures of the President and/or Vice President and Treasurer must be on each check. Funds of the Organization in the amount of $500 or less, for the approved expenses, may be withdrawn from the bank by the President, Vice President, or Treasurer.

Savings accounts may be established to prepare to replace or purchase known and unknown sports equipment and supplies as needed. These funds may be obtained by creating a line item in the budget to be known as Reserve funds.

3.3 The Fiscal year of the Organization shall be the same as the calendar year January 1 thru December 31

3.4 The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved. The Treasurer will also present at each meeting an annual financial report for the previous year and, the pre-approved budget for the upcoming year.

3.5 Any proposed expenditure over $1,000.00 shall require more than one bid presented to the
Board of Directors (e-mail is acceptable) prior to expense approval. Petty cash will be used for purchases less than $300 incurred on behalf of WYS. Prior approval from President, VP, or Treasurer is needed for petty cash expenses. A receipt from purchase will be required for reimbursement and person will also sign a receipt stating they have received funds for purchase from petty cash.

3.6 Upon the close of each fiscal year the treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all board members.

ARTICLE 4: Duties of Officers and Directors

4.1 The President of the Board of Directors of WALDORF YOUTH SPORTS, INC. shall:
A) Represent the Organization in the general public and must facilitate all WYS Regular Meetings as well as the Annual Meeting each February;
B) Shall prepare each February an election ballot for all officers; All terms of officers will be for two fiscal years.
C) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (Postseason banquet) and serve as the supervisor of said events or functions;
D) Address disputes/complaints from the general public and refer to the board if and when necessary;
E) Enforce SMYAC policies and principles.
F) Protect the use and dissemination of all official Wildcats property (i.e., equipment, merchandise)
G) Ensure that field permits are secured and coordinate the practice and game schedule with the appropriate delegates or officials.
H) Ensure that the organization’s By-laws and Operating Code are employed and enforced.
I) Make relevant recommendations to the Board of Directors, after studying the specific and primary purposes of the organization as stated in its By-laws and after examining the policies, rules and guidelines, and after analyzing the current status of the sport of youth tackle football and cheerleading.
J) Maintain youth program oversight, working with the Directors to ensure policies and schedules comply with the organization’s operating codes.
K) Complete whatever duties are given to him/her by the Board of Directors and which are in the best interest of the organization.
L) Develop and maintain an Officers Handbook with points of contact and procedures.
M) The President must attend all mandatory SMYAC meetings, any county competitions for Football and Cheerleading, or designate an alternate board member to attend in the event of an excused absence.
N) The President may call for an audit at any time if the majority of the BOD’s deems it necessary, to be completed by an independent CPA not affiliated with the league.

4.2 The Vice President of the Board of Directors of WALDORF YOUTH SPORTS, INC. shall:
A) Assist the President in all activities and responsibilities outlined above
B) Shall become the President’s successor in the event of his/her death, removal or resignation from office until the next regular election or a special election is called.
C) Perform the duties and tasks as assigned by the President

4.3 The Treasurer of the Board of Directors of WALDORF YOUTH SPORTS, INC. shall:
A) Maintain a day-to-day record of all financial transactions pertaining to WYS funds and accounts;
B) Keep and maintain all WYS official documents and financial records;
C) Prepare and submit monthly financial reports at all Board meetings
D) Oversee all banking functions and communications, electronic or otherwise;
E) Collect and deposit all income funds for the Organization;
F) Prepare a year-end financial report for the Organization and coordinate with a CPA to review and complete the required state and federal tax returns;
G) The Treasurer shall perform other duties as assigned to him/her by the Board of Directors.

4.4 The Secretary of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
A) Document, oversee and manage all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings;
B) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
C) Maintain a player and player database;
D) Help coordinate player registration;
E) Create all player ID cards as necessary and help coordinate SMYAC official weigh-in day.
F) In the event of the absence or disability of the Secretary, the Board of Directors may designate another Board Member to perform duties.

4.5 The **Football Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
A) Uphold and enforce the organization’s operating code and policies;
B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
E) Recommend, in writing, policies and guideline changes pertaining to the football program to the Board of Directors for approval by a majority vote;
F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the football program;
G) Maintain a thorough knowledge of league rules.
H) Make recommendations to the Equipment Manager of any equipment needed;
I) Coach any sports team as long as it does not interfere with his/her duties;
J) Perform other duties as assigned to him/her by the Board of Directors.
K) Attend SMYAC President’s meetings when necessary.
L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

4.6 The **Cheerleading Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
A) Screen and recommend applicants for all age/grade class cheerleading coaching positions and present in a timely manner to be voted on by the Board of Directors.
B) Maintain a thorough knowledge of league rules.
C) Coach any sports team as long as coaching does not interfere with his/her duties.
D) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
E) Recommend, in writing, policies and guideline changes pertaining to the cheerleading program to the Board of Directors for approval.
F) Organize, coordinate and propose in writing to the Board of Directors for approval, participation in special events, tournaments, competitions and bowls associated with the cheerleading program.
G) Make recommendations to the Equipment Manager of any equipment needed.
H) Perform such other duties as assigned to him/her by the Board of Directors.
I) Work with the President and Vice President on all issues pertaining to cheerleading programs within the organization.
J) Attend SMYAC Cheerleading Director meetings when necessary.
L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

4.7 The **Equipment Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
A) Maintain all field equipment owned by the organization.
B) Maintain the equipment storage facility in a neat and organized fashion.
C) Order and distribute all equipment/uniforms, using required and approved team equipment forms, with the approval of the Board of Directors.
D) Maintain an accurate inventory of all equipment and uniforms that are the property of the Organization.
E) Coach any Football team as long as coaching does not interfere with his/her duties.
F) Make recommendations to the Board of Directors about necessary equipment purchases pertaining to the storage and maintenance of league equipment.
G) Complete any necessary reconditioning or upkeep required to maintain equipment.
H) Perform such other duties as assigned to him/her by the Board of Directors.

4.8 The **Baseball Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
A) Uphold and enforce the organization’s operating code and policies;
B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
E) Recommend, in writing, policies and guideline changes pertaining to the baseball program to the Board of Directors for approval by a majority vote;
F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the baseball program;
G) Maintain a thorough knowledge of league rules.
H) Make recommendations to the board of directors for any equipment needed;
I) Coach any sports team as long as it does not interfere with his/her duties;
J) Perform other duties as assigned to him/her by the Board of Directors.
K) Attend league director meetings when necessary.
L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
N) Order and distribute all baseball equipment/uniforms, using required and approved team equipment forms, with the approval of the Board of Directors.

4.9 The **Basketball Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
A) Uphold and enforce the organization’s operating code and policies;
B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
E) Recommend, in writing, policies and guideline changes pertaining to the basketball program to the Board of Directors for approval by a majority vote;
F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the basketball program;
G) Maintain a thorough knowledge of league rules.
H) Make recommendations to the board of directors for any equipment needed;
I) Coach any sports team as long as it does not interfere with his/her duties;
J) Perform other duties as assigned to him/her by the Board of Directors.
K) Attend league director meetings when necessary.
L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
N) Order and distribute all basketball equipment/uniforms, using required and approved team equipment forms, with the approval of the Board of Directors.

4.10 The **Track Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
   A) Uphold and enforce the organization’s operating code and policies;
   B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
   C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
   D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
   E) Recommend, in writing, policies and guideline changes pertaining to the track program to the Board of Directors for approval by a majority vote;
   F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the track program;
   G) Maintain a thorough knowledge of league rules.
   H) Make recommendations to the board of directors for any equipment needed;
   I) Coach any sports team as long as it does not interfere with his/her duties;
   J) Perform other duties as assigned to him/her by the Board of Directors.
   K) Attend league director meetings when necessary.
   L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
   M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
   N) Order and distribute all track equipment/uniforms, using required and approved team equipment forms, with the approval of the Board of Directors.

4.11 The **Infotech Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
   A) Create and maintain WYS website and registration site.
   B) Post photos and communications to WYS website and social media sites.
   C) Maintain WYS Office 365 site.
   D) Perform other duties as assigned to him/her by the Board of Directors.

4.12 **Registration Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
   A) Conduct registrations for all programs under WYS;
   B) Handle all withdrawals regarding registration
   C) Train and oversee all team moms for WYS;
   D) Assist secretary with the player registration;
   E) Create and maintain team mom binder;
   F) Create and maintain rosters for all teams in all programs under WYS
   G) In the event of the absence or disability of the Registration Director, the Secretary will be tasked to perform duties assigned to registration director
   H) Assist in maintaining a player database with family information
   I) Responsible for confidentiality of WYS families’ information in regards to registration documents
   H) Perform other duties as assigned to him/her by the Board of Directors.

4.13 **Volunteer Director** of the WALDORF YOUTH SPORTS, INC. Board of Directors shall:
   A) Acts as a spokesperson for WYS in regards to volunteer opportunities;
   B) Organize volunteers for various WYS functions and events
   C) Organize local community opportunities for WYS to give back to the community;
   D) Serve as the liaison for WYS and volunteers
F) In the event of the absence or disability of the Volunteer Director, the Board of Directors may designate another Board Member to perform duties.

G) Perform other duties as assigned to him/her by the Board of Directors.

4.1 The **Sales Executive** of the WALDORD YOUTH SPORTS, INC. Board of Directors shall:

A) Acts as a spokesperson for WYS;
B) Organize and facilitate fundraisers for WYS;
C) Purchase and sell merchandise for WYS;
D) Purchase all items necessary for concessions;
E) Manage concessions for WYS events;
F) Oversite of food trucks for WYS events;
G) Serve as liaison for WYS and local businesses in regards to sponsorships
H) In the event of the absence or disability of the Sales Executive, the Board of Directors may designate another Board Member to perform duties.
I) Perform other duties as assigned to him/her by the Board of Directors.

4.15 Past Presidents and Vice Presidents may serve as Ex Officio members of the board of directors but have no voting privileges as outlined in Roberts Rules of Order. The Past President may attend all Regular Board meetings and offer advice, guidance or engage in debates or discussion.

**ARTICLE 5: Membership**

5.1

A. Members in good standing will include all parents and/or guardians of registered players, whose financial accounts are fully paid, whose equipment has been successfully returned and who have followed the proper code of ethics.
B. It will also include any BOD member, head coach, or assistant coach affiliated with WYS.
C. All voting members will be entitled to one vote per paid registration. All members described in Section 5.1(b) without a registered child in the league will be entitled to one vote.
D. Membership in the league is good for one year from July 1 to June 30 of the following year.

5.2

A. Termination of membership of a youth or adult member shall be enacted and enforced by the Board of Directors without a refund. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the Board that the individual or family has become detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the organization.

**ARTICLE 6: Amendments to the ByLaws:**

6.1

A. The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors.
B. Bylaws will be reviewed for amendments annually at the Annual Board of Directors Meeting or during the course of a Special Meeting that meets the Quorum standard;
C. All board of directors members must be given a minimum 24 hours notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members;
D. Board members present at annual meeting or special meeting will be responsible for submitting amendment changes (if any). If a board member is unable to attend via teleconference or in person, they can submit their suggested changes via email to the President no less than 24 hours prior to annual meeting or special meeting.
E. Bylaws amendment changes will be voted on the following regular board meeting or a special meeting within 30 days of initial annual meeting/special meeting which pertained to amendment changes.

**ARTICLE 7: Registration:**

All registration is on a first come, first serve basis. We will cut off registration according to SMYAC rules.
7.1 Early registration will be made available from our website beginning no sooner than five months prior to the first official day of practice and no later than three months to the first official day of practice for all sports.

7.2 There will be at least one In-person registration for each sport prior to the first day of practice. Location, dates, and times of in-person registration will be announced via website and email blast.

7.3 Each family must register their child(ren) under their household via our website.

7.4 Withdrawal from the program;
   a) If a parent/guardian withdraws their child(ren) thirty days prior to the first official day of practice, a refund of two-thirds of the registration fee will be offered providing that their equipment has been returned.
   b) If a parent/guardian withdraws their child(ren) within 29 days prior to official practice up to ten days of official practice, a partial refund of one-third of registration fee will be offered providing that their equipment has been returned.
   c) If a parent/guardian withdraws their child(ren) after ten days of official practice, no refund will be provided; however, all equipment must be returned.

ARTICLE 8: Coaches:

8.1 Selection of head coaches and coaching staffs:
A) Individuals who wish to coach a Waldorf Wildcats team must first apply, in writing, via the official WYS coaches’ application.
B) Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of WYS objectives.
C) Coaches must submit prior to having any contact with kids a full background information sheet in order to be considered for a head or assistant coaching position.
D) Prospective head coaches must also undergo an interview with the President, Vice President and respective Sport Director to be considered for selection; any other board members are welcome to attend coaching interviews but will have not a vote in coaches’ selections.
E) Successful head-coaching candidates shall be notified no later than five business days following interviews.
F) Head coaches will be responsible for the assembly selection of their own coaching staffs; no coaching staff, including the head coach, shall not exceed (5) total members;
G) The interview committee has the authority to review, interview or reject any assistant coach applicant on any staff;
H) Walk-on personnel shall not be permitted on the practice or game field without express, prior permission of the President or Sport Director.
I) All assistant coaches must be presented, in writing, to the board 30 days before first game of the season.
J) As a general rule, if a head coach wishes to return as the head coach in the same position in an ensuing season, he will be given the right of first refusal to serve in that same position granted he remains in good standing with the Organization;
K) There will be no rule precluding a coach from switching to a new or different division or level in any given season, nor will any coach be deemed as having tenure in any position, regardless of right of first refusal; in an instance where the board of directors or interview committee feels it is best for the program that a coach serve at a level other than the one he primarily chooses, it may vote to place that head coach where they deem he may serve the program best.
L) Assignment of head coaches shall be made at the sole discretion of the Board of Directors based on the recommendations made by the Sport Director and interview committee; the board must consider a prospective coach’s overall support of the organization, leadership of his team and staff, interaction with his players parents, his technical competence and dedication to the program and its goals;
M) All head coaches must have a daily or weekly practice plan schedule and must be prepared to present a copy of that plan to a coaching director upon request; head coaches are expected to maintain and may delegate to a staff member the care of a daily player attendance report;
N) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the Sports Director within 24 hours of the receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments or other communications from parents of players; any attempt by parents to circumvent
dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board members or any other BSB volunteer shall be subject to violation of the WYS Code of Conduct.

O) The chain of command to handle complaints from parents shall be as follows: Head Coach, Sport Director, President, and Board of Directors.

P) All coaches shall be required to adhere to all directives and responsibilities as outlined and indicated in the Waldorf Youth Sports Official Coaches’ Handbook.

Article 9: Players, Rosters and Teams

9.1 Formation of Rosters and Player Selection:
A) Each official roster in each division shall contain no more than 30 players.
B) Each pre-season roster can carry as many players as are registered for that level; players who wish to be considered for the 30-player official roster must register and pay the registration fee by the 5th day of practice. After the 5th day of practice, registrations will be closed unless a roster has less than 30. Each head coach will receive on day 1 of practice a detailed pre-season player roster which will include each player’s height, weight, birth date, mailing address and contact phone numbers and email addresses;
C) Players will be placed on their respective team pre-season rosters according to birth date or current SMYAC rules; if allowed by the SMYAC, players may be moved up or down one level (division) for safety reasons only.

Article 10: Code of Conduct

10.1 The Code of Conduct:
A) All players must sign and have countersigned by their parents (both), parent (if single) or legal guardian(s) the WYS Official Code of Conduct prior to the end of Practice Week 3; parent’s or legal guardian consent can also be accepted via registration site when registering a child.
B) Failure to do so may result in suspension or removal from team;
C) All coaches, WYS volunteers and board of directors must sign and return the Code of Conduct;
D) Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review; The Disciplinary committee shall consist of no less than (3) members and no more than (5) members including the President and shall be appointed by the President; The Disciplinary Committee shall report any findings or recommendations to the Board of Directors; the Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches or volunteers and no other WYS representative shall intervene or render decisions thereunto pertaining.
E) The Disciplinary Committee may include up to but not more than one parental appointee.

Article 11: Policies & Procedures (Miscellaneous)

11.1 General procedures and policies:
A) No Waldorf Youth Sports, Inc. Board of Directors officer shall effect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency;
B) Only pre-approved volunteers may be on the practice or game fields at any time, for any reason; permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, essential game day volunteers (excluding weigh-in representatives), SMYAC representatives, Board of Directors members, credentialed members of the media, yardage and down marker volunteers, gate and concessions volunteers, official team mom or dad, team mascot, cheerleaders and coaches.
C) No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to;
D) Any person who wishes to serve the Organization in any capacity who has not submitted a background check information sheet for the current season shall not be permitted on the playing or practice field with the sole exception being a parent attending to an injured child; the coaching directors shall be responsible for assuring that
no personnel enters the playing or practice fields or facilities who has not yet filled out and passed review of the background information sheet and Code of Conduct; any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject immediate removal from the facilities or fields.

E) All affiliates, members, coaches, officers or volunteers of the Organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.

F) Each WYS board member and head coach is entitled a discount of half price of the current registration fee for one of their children. A coach or board member may transfer their discount to another child in the program, but this will negate the discount for their own child.

F) WALDORF YOUTH SPORTS, INC. is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, WYS will never discriminate against any volunteer, officer, coach, player or affiliate based on gender, age, creed, race or sexual orientation.

Position Descriptions Addendum

Program Directors Responsibilities

- Develop and execute the organizations business strategies in order to attain the goals of the board.
- Provide strategic advice to the board and President so that they will have accurate view of the market and the program you manage.
- Prepare and implement comprehensive program plans to facilitate achievement by planning cost-effective operations and future activities.
- Ensure organizational bylaws and requirements are communicated all the way from the top down in the organization and that they are followed at all times.
- Communicate and maintain trust relationships with the executive board, stakeholders, vendors, parents and donors.
- Manage the programs cost, schedules, and budgets performance allocated by the executive board.
- Delegate responsibilities and supervise the work of volunteers providing guidance and motivation to drive maximum performance.
- Read all submitted reports by the program staff to reward performance, prevent issues and resolve problems.
- Analyze problematic situations and occurrences and provide solutions to ensure program survival and growth.

Program Directors Requirements

- Proven experience in managerial position.
- Demonstrable experience in developing strategic and program plans.
- Thorough knowledge of market research and forces that influence the program.
- Strong understanding of organizational budgets and measures of performance.
- Familiarity with organizational and management best practices.
- Excellent organizational and leadership skills.
- Excellent communication, interpersonal and presentation skills.
- Outstanding analytical and problem-solving abilities.

Football Director:

Objective

- To co-ordinate all off field football activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive Board and Committee members to ensure the efficient operation of the football program

Responsibilities

- Assist other Committee members in their duties as required
Undertake tasks at the request of the Vice President, Executive Board

Pre Season
- Coordinate formulation of the Football Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season
- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, Executive board.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Ensure equipment, e.g. jumpers and footballs owned by program are retained by program.

Relationships
- Reports to the Vice President and Executive Board.
- Supports the senior coach and football support staff including team managers,
- Liaises with official program suppliers & vendors concerning uniforms

Accountability
- The Football Director is accountable to the Vice President and Executive board
- The Football Director shall seek ratification from the Executive Board of a football budget that includes all coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
- Provide a report on portfolio operations to the monthly Board meeting

Basketball Director:

Objective
- To co-ordinate all off field basketball activities for the organization to ensure that all players and off the court staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive Board and Committee members to ensure the efficient operation of the basketball program

Responsibilities
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Vice President, Executive Board

Pre Season
- Coordinate formulation of the Basketball Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season
- Coordinate delivery of the Basketball Operational Plan.
- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, Executive board.
• Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
• Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
• Oversee the maintenance and management of all training and match equipment.
• Ensure equipment owned by program are retained by program.

Relationships
• Reports to the Vice President and Executive Board.
• Supports the senior coach, match committee, baseball support staff including and team managers
• Liaises with official program suppliers & vendors concerning uniforms

Accountability
• The Basketball Director is accountable to the Vice President and Executive board
• The Basketball Director shall seek ratification from the Executive Board of a basketball budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
• Provide a report on portfolio operations to the monthly Board meeting

Baseball Director:
Objective
• To co-ordinate all off field baseball activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
• To provide support to the Executive Board and Committee members to ensure the efficient operation of the football program

Responsibilities
• Assist other Committee members in their duties as required
• Undertake tasks at the request of the Vice President, Executive Board

Pre Season
• Coordinate formulation of the Baseball Operational Plan.
• Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
• Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season
• Coordinate delivery of the Baseball Operational Plan.
• Provide documentation in consultation with the board, all player payments and coaching fees.
• Liaise between players, coaches, Executive board.
• Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
• Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
• Oversee the maintenance and management of all training and match equipment.
• Ensure equipment, e.g. jumpers and footballs owned by program are retained by program.

Relationships
• Reports to the Vice President and Executive Board.
• Supports the senior coach and football support staff including team managers,
• Liaises with official program suppliers & vendors concerning uniforms

Accountability
• The Baseball Director is accountable to the Vice President and Executive board
• The Baseball Director shall seek ratification from the Executive Board of a Baseball budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
• Provide a report on portfolio operations to the monthly Board meeting

**Track & Field Director:**

**Objective**

• To co-ordinate all off field track & field activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
• To provide support to the Executive Board and Committee members to ensure the efficient operation of the track & field program

**Responsibilities**

• Assist other Committee members in their duties as required
• Undertake tasks at the request of the Vice President, Executive Board

**Pre Season**

• Coordinate formulation of the track & field Operational Plan.
• Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
• Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

**During season**

• Coordinate delivery of the Track & field Operational Plan.
• Provide documentation in consultation with the board, all player payments and coaching fees.
• Liaise between players, coaches, and Executive board.
• Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
• Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
• Oversee the maintenance and management of all training materials and equipment.
• Ensure equipment owned by program are retained by program.

**Relationships**

• Reports to the Vice President and Executive Board.
• Supports the senior coach and track & field support staff including team managers,
• Liaises with official program suppliers & vendors concerning uniforms

**Accountability**

• The Track & Field Director is accountable to the Vice President and Executive board
• The Track & Field Director shall seek ratification from the Executive Board of a track & field budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
• Provide a report on portfolio operations to the monthly Board meeting

**Cheer Director:**

**Objective**

• To co-ordinate all off field cheer activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
• To provide support to the Executive Board and Committee members to ensure the efficient operation of the cheer program

**Responsibilities**
• Assist other Committee members in their duties as required
• Undertake tasks at the request of the Vice President, Executive Board

**Pre Season**
• Coordinate formulation of the cheer Operational Plan.
• Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
• Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

**During season**
• Coordinate delivery of the cheer Operational Plan.
• Provide documentation in consultation with the board, all player payments and coaching fees.
• Liaise between players, coaches, and Executive board.
• Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
• Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
• Oversee the maintenance and management of all training materials and equipment.
• Ensure equipment owned by program are retained by program.

**Relationships**
• Reports to the Vice President and Executive Board.
• Supports the senior coach and cheer support staff including team managers,
• Liaises with official program suppliers & vendors concerning uniforms

**Accountability**
• The Cheer Director is accountable to the Vice President and Executive board
• The Cheer Director shall seek ratification from the Executive Board of a cheer budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
• Provide a report on portfolio operations to the monthly Board meeting

**Secretary**

**Description:** The secretary plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization’s bylaws.

**Responsibilities**
Active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
Be knowledgeable of the organization’s records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.
The custodian of the organization’s records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.
The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.
Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
Maintains organizations schedule by maintaining calendars, arranging meetings, conferences, and teleconferences.
Completes requests by greeting customers via WYS email.
Secures information by completing database backups.
Provides historical reference by utilizing filing and retrieval systems.
Maintains technical knowledge by attending educational workshops; reading secretarial publications.
Contributes to team effort by accomplishing related results as needed.
**Treasurer**

**Description**
The treasurer ensures the organization is a good steward of charitable donations and the tax-exempt status, providing oversight of the organization’s fiscal integrity and assisting the board in meeting its mandate to govern. The treasurer is required to attend all scheduled meetings and maintain current knowledge of the organization, its programs, bylaws and articles of incorporation. The treasurer is required to have knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record keeping.

**Responsibilities**

Accounts and Expenditures
Bylaws usually designate the treasurer to be one of two officers authorized to sign checks or be granted access to bank and credit accounts.
Treasurer has full knowledge of all organization holdings and assets.
Treasurer review monthly account records and monitor income and expenditures.
The treasurer also reviews financial reports from program staff.

Reports
The treasurer prepares monthly reports to the board detailing income, expenditures and asset values. The treasurer presents a financial report at each board meeting.
The treasurer prepares and presents the annual financial and audit report to the board.
The treasurer prepares special financial reports addressing proposed plans for large expenditures.

**Sales Executive**

Description: Sales Executive is charged with developing the organization's fiscal policies and procedures and developing the fiscal component of the organization's strategic plan. They also develop the organization’s fundraising plan, coordinate organization merchandise sales, and plans for food services at all events.

**Responsibilities:**

Drive revenue growth by identifying and qualifying sales opportunities for the organization at large.
Report on new opportunities and prepare pipeline analysis for the organization
Performs other work that furthers individual outside sales efforts including, for example, follow-up communication via telephone and written materials, planning and preparing and analyzing sales reports, preparing proposals and other individual marketing and sales materials.
Recommends new or different ventures to meet the needs of each program or other revenue streams to meet program needs

**Knowledge Skills and abilities**
Forecast a budget for sales
Build Sales Operations plan for the organization
Build a progressive and aggressive team with the drive to succeed.
Be committed to customer engagement, exemplifying honesty and integrity.

**Information Technology Director:**

**Description:**
The Director, Information Technology is an exciting new position created to provide oversight of WYS technology systems. The Director will be responsible for establishing a strategic vision for WYS information systems. Additional responsibilities will include developing computing policies and procedures, reporting systems and database reporting and management and asset procurement and inventory. This individual will work autonomously to ensure systems are running optimally, mitigate risk, enhance the efficiency of the organization’s computing environment, ensure systems and confidential records are secure protected from intrusion and lead a team in the management of database operations and reporting.

**Responsibilities**
Documents IT operational procedures and polices over disaster recovery, system backup and software installation
Recommends IT strategy and capital investments
Provide the board with reporting, analysis and decision support over IT operations
Manage system / software migrations; provides support and coordinates system implementations
Leads team in management of database operations, architecture and reporting
Manage IT vendor relationships
Manage all social media sites and postings.
Recommend IT purchases, enhancements and software upgrades
Manage IT operating budget and participates in annual budget process
Identify and deliver staff training regarding end-user issues as needed

Knowledge Skills and Abilities
Demonstrated ability in providing technical support to a WYS end-users;
Troubleshooting network outages, switches, security appliances and other peripherals;
Ability to manage vendors and budgets effectively;
Have the ability to handle confidential sensitive matters Must be able to prioritize, work well in a fast-paced environment and exercise good judgment and problem solving skills
Able to manage, lead and develop a team effectively;

Registration Director:
Description:
Responsible and accountable for planning, implementing and managing the processes for registration for all WYS.
The Director works in a collaborative manner with program directors, entities and with members of WYS.
Responsibilities:
This position has overall responsibility for the confidentiality customer privacy in accordance with personal data laws, and regulatory requirements.
The Director will use effective strategies in developing:
- evaluating registration processes
- planning effective registration dates
- working in a collaborative manner with all program directors and volunteers to accomplish organizational objectives

Skills, Knowledge, and Abilities
Strong written and verbal communication skills.
Ability to build and maintain excellent working relationships with board members and customers of WYS
Excellent analytical skills and attention to detail.
Demonstrates knowledge of all WYS programs.
Excellent diplomacy, problem-solving, conflict management, team building, and collaboration skills.
Ability to read and comprehend financial reports, and understand and apply financial management principles in the application of cost and profitability management.
Excellent organizational and time management and self-motivation skills.
Strong knowledge of quality management and process improvement.
Strong Microsoft Windows desktop application and navigation skills.
Highly organized, analytical, IT-competent -proficient in Microsoft Office programs and volunteer tracking databases
Ability to perform several tasks concurrently, time management and organizational skills.
Ability to support network and motivate staff and volunteers
Ability to maintain confidential information
Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines

Volunteer Director
Description:
The Community Outreach Coordinator’s primary responsibilities are to build strategic relationships, conduct a variety of outreach activities, and recruit and retain volunteers for all WYS programs.
Responsibilities
Create and implement annual outreach plan
Work with Program Directors to develop marketing plans to recruit new volunteers and clients in line with organizational objectives
Recruit, place, retain and support WYS volunteers
Attend relevant community meetings; participate in relevant; councils, roundtables and committees
Conduct and compile annual volunteer satisfaction survey
Maintain relationships with collaborative partners and cultivate new ones.
Coordinate special events including Holiday Baskets, Public Holiday, Community volunteering events, etc.
Create, coordinate and implement volunteer recognition activities.
These activities include:
1. Annual volunteer appreciation events
2. Quarterly volunteer E newsletter
3. Securing volunteer awards for special achievements

Knowledge Skills and Abilities
Excellent public speaking and presentation skills
Ability to connect with others and forge strong relationships
Highly organized, analytical, IT-competent - proficient in Microsoft Office programs and volunteer tracking databases
Ability to perform several tasks concurrently, time management and organizational skills.
Ability to support network and motivate staff, volunteers and clientele
Ability to maintain confidential information
Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines

Equipment Director:
Description
Manages and oversees the maintenance of athletic and sports equipment for one or more of the University’s various intercollegiate athletic sports programs. Coordinates and maintains gyms and/or other sports facilities as appropriate.

Duties and Responsibilities
Oversees the coordination of day-to-day sports activities and the maintenance of sports facilities.
Determines needs and generates purchase orders to acquire athletic and sports equipment.
Establishes, maintains, and reconciles uniform and equipment inventories, and oversees the maintenance of all inventory records for the program.
Oversees uniform and equipment distribution and retrieval at practices and on game day.
Oversees and coordinates all game day equipment preparations and setup for games.
Ensures that all uniforms and related apparel and equipment are maintained in a clean and serviceable condition.
Oversees and coordinates the work of lower level athletic equipment staff and/or students engaged in the day-to-day performance of related activities.

Knowledge, Skills and Abilities
Knowledge of supplies, equipment, and/or services ordering and inventory control.
Knowledge of athletic, mechanical, and electronic equipment, supplies, and/or uniform repair.
Records maintenance skills.
Knowledge of accounting procedures involving procurement.
Organizing and coordinating skills.
Ability to lead, train, and functionally supervise volunteers
Richard Cowans, President

Vacant, Vice President

Brenda Washington, Treasurer

Shereece Robinson, Sales Executive

APPROVED AS TO FORM AND CONTENT:

Vanessa Cowans, Secretary

Date: February 16, 2017