

Alexandria Youth Baseball Association

Policies and Procedures



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Board of Director Policies and Procedures

Section 1

1A. Mission Statement

The Alexandria Youth Baseball Association (AYBA) Board of Directors will lead and facilitate a baseball program which serves the youth of the Alexandria community (and other communities within the Alexandria School District) by:

- a. Coaching the fundamentals of baseball at each child's playing ability.
- b. Encouraging competitive fun.
- c. Teaching the value of good sportsmanship.
- d. Emphasizing high character.

1B. Board Member Expectations

All Board Members are expected to attend regularly scheduled Board of Director meetings.

Each Board Member is expected to carry out the responsibilities of the position they have agreed to fill. The responsibilities are summarized in the job descriptions contained in the Board of Directors Handbook.

Each Board Member is expected to sign-up to assist in official Board sponsored activities such as Registration, Travel Try-Outs, In-House Evaluations, Tournaments, Fundraising Events and any other Board organized activities that require assistance. These events require a significant amount of time and effort and Board participation is required.

All Alexandria Youth Baseball Association communication, whether at Board meetings, via e-mail, text, on the phone, or any other means, should be treated as corporation business and should not be shared with the general public unless the Board has agreed to such communication. Blunt and passionate debate is healthy and will lead to sound decisions. Members need to know that their feedback, opinions and ideas will not be used against them and that they can feel at liberty to speak their mind without repercussions. The means, method and tone of official communication to the public will be determined by the Board and should not be assumed by any single Board Member.

1C. Board Meeting Attendance

Regular board meetings will be held monthly. The meetings will typically be held the first Monday of each month at 6:00 p.m. at a site designated prior to the meeting.

Special Board Meetings may be called as needed. The time and date of these meetings, if they occur, will be communicated as far in advance as possible.

If a Board member misses four meetings in a row, or a total of six in the year, the member will automatically be terminated from office. A Board Member who knows in advance that he/she will not meet the attendance requirements may seek approval from the Board for an exception to this rule. The exception will be granted by a majority vote.

In order for a terminated Board Member to be reinstated, the individual will need to re-apply to the Board and be voted back on the Board in the same manner as any new candidate for Board membership.

1D. Budget

A budget will be created and approved by the officers of the Board no later than the regular December Board Meeting. At this meeting the budget will be presented to the entire Board for comments and approval.

Final approval will be sought at the December meeting. If questions or concerns remain open, the final approval of the budget will be moved to the January meeting.

Reporting which compares actual spending to budget spending will be presented to the Board at the regularly scheduled Board of Directors Meeting.

No single Board Member can authorize a purchase without proper Board approval. If a Board member makes such a purchase, this purchase will be that individual's responsibility unless the Board votes to approve the expenditure. If the Board approves an expenditure with a dollar limit, no single Board member can authorize a purchase over the approved limit without proper Board approval. Additionally, no item can be considered approved for purchase as a result of being in the approved budget. The budget is for planning purposes only and is not considered approval for purchases.

With authorization of a minimum of two Board Officers, single expenditures of up to \$500.00 can be made without formal Board approval. Additionally, with the authorization of a minimum of two Board Officers, a Board-approved expenditure can be increased by \$500.00 without formal Board approval. Such expenditures will be reported to the Board at the next regularly scheduled Board meeting.

1E. Fundraising Guidelines

The Alexandria Youth Baseball Association teams must petition the Board in advance to conduct fundraising activities for AYBA sponsored events or when utilizing the non-profit status of the organization. The funds raised must be to defer costs for activities that the team will incur while representing AYBA.

The request must either be made in writing to the Board, or presented to the Board in a regularly scheduled Board Meeting. The requests will be honored based upon need and order of the request. The Board reserves the right to refuse any fundraising activities that in its sole judgment are improper, outside the spirit of the above paragraph, or will not properly reflect the values AYBA wants to pass on to the youth.

Player Policies and Procedures

Section 2

2A. Geographic Eligibility

AYBA Board and all associated teams will follow all appropriate rules from governing bodies for the age groups of the participants. Exceptions may be made on a case by case basis and would have to be approved by the AYBA Board prior to the start of the baseball season.

2B. Registration

- A. Registration Deadlines:** Each year the AYBA Board will determine fee amounts and deadlines for registrations. The Board will follow the deadline date and late fees will be assessed for late registrations and fee payments.

- B. Scholarships:** If a family is experiencing financial hardship, AYBA will make efforts to provide a scholarship for any player(s) impacted. A request for a scholarship must be made in writing and mailed requests must be made prior to March 31st of each year. Players in grades 2-7 can submit scholarship requests in writing or via email to commissioners@alexeyouthbaseball.com no later than 1 week AFTER evaluations. Scholarship requests will be prioritized and allocated based upon circumstances, need and scholarship availability. No player is guaranteed or owed a scholarship, but the Board of Directors will attempt to make the resources available to ensure that any child who desires to play baseball is granted that opportunity.

In return for a scholarship, the family of the player may be asked to donate additional (beyond the volunteer shift required by all participating families) volunteer time to partially offset the cost of the scholarship.

- C. Registration Refunds:** A full or partial refund will be provided to a player who withdraws from participation in Alexandria Youth Baseball Association programs prior to practices or play beginning. All refund requests must be made in writing and mailed to AYBA or emailed to the AYBA President at president@alexeyouthbaseball.com . Refunds will be made as follows:

- a. Any player notifying the Board prior to play or practice beginning will receive a 100% refund of the registration fee.
- b. Any player notifying the Board prior to the completion of six practices and/or games will receive a 50% refund of the registration fee.
- c. Injury related refunds will be made on a case-by-case basis.

***Note - payments made online will be refunded online - minus the processing fee.**

2C. Levels of Play:

- A. In-House League** – This league focuses on teaching the fundamentals of baseball. The competitive nature will grow in this league as players progress in age.

The In-House League provides participants the opportunity to learn the game, participate in team sports and develop their skills. The time commitment is less than that required in the Travel League and gives a greater number of youth the opportunity to play. It also provides players an excellent venue to enhance their skills to become competitive at the Travel League level.

- B. Travel League** - AYBA is a member association of MYAS Gopher State Baseball. AYBA sponsors teams from 9U through 14U. Teams have a roster size of 10-12 players. The number of teams at each age level is dependent on participation numbers and skill level of players. Players who wish to play on a travel team are required to participate in the tryout process. The AYBA travel director shall administer and supervise the selection process of each team.

NOTE: Players on Travel League Teams at the 9U, 10U and 11U are required to play in the In-House league program.

- C. Jr. Legion Red** – This team is made up of players and will compete in the American Legion (AL) program, following all of the rules required by the AL Baseball Program. Team rosters at this level are limited to 18 players; in the event of more registrations than roster spots, the Legion Director will conduct try-outs. The team roster placements will be finalized by the Legion Director. This team will play both League games and tournaments throughout the season. District and State Tournaments will be determined by the AL.
- D. Jr. Legion Black** – This team is made up of players and will compete in the American Legion (AL) program, following all of the rules required by the AL Baseball Program. Team rosters at this level are limited to 18 players; in the event of more registrations than roster spots, the Legion Director will conduct try-outs. The team roster placements will be finalized by the Legion Director. This team will play both League games and tournaments throughout the season. District and State Tournaments will be determined by the AL.
- E. Sr. Legion** – This team is made up of primarily 11th and 12th graders and will compete in the American Legion (AL) program, following all of the rules required by the AL Baseball Program. Team rosters at

this level are limited to 18 players; in the event of more registrations than roster spots, the Legion Director will conduct try-outs. The team roster placements will be finalized by the Legion Director. This team will play both League games and tournaments throughout the season. District and State Tournaments will be determined by the AL.

NOTE: The coaches and Legion Director may move players from one Legion team to another Legion team based on skill, team needs, roster numbers, or other criteria determined essential to make roster changes. These decisions will be finalized by the Legion Director and he/she will visit with the player/s affected by the move. The decision of the Legion Director is final.

2D. In-House Program:

- 1. Northwoods League:** Current Grades 2 & 3: This league will consist of teams made up of players from these grade levels. The Northwoods League is a non-competitive league focusing on baseball fundamentals. Players attend a preseason evaluation where they participate in various skills stations. The evaluation scores are used by the youth committee members to draft equal teams. Every player is placed on a team. Games are twice a week with the first week of the season used for team practices. Coaches are allowed to schedule additional practices. This league is a combination of “coach pitch” and “player pitch”. No player is cut from this league. League culminates with an End of Season tournament; dates decided on by the Youth Committee prior to the start of season.
- 2. The Minor League:** Current Grades 4 & 5: This league consists of teams made up of players within these grade levels. The Minor League is a mildly competitive league that continues to focus on baseball fundamentals. Some additional rules are applied; players may steal second base and no “coach pitch”. Players attend a preseason evaluation where they participate in various skills stations. The evaluation scores are used by coaches, commissioners and committee members to draft equal teams. Every player is placed on a team. Games are twice a week. Coaches are encouraged to schedule a minimum of 2 preseason practices. Coaches can also schedule additional practices during the season. League culminates with an End of Season tournament; dates decided on by the Youth Committee prior to the start of season.
- 3. The Major League:** Current Grades 6 & 7: This league consists of teams made up of players within these grade levels. The Major League is a more competitive league. It still focuses on baseball fundamentals. This age group will see game play similar to High School or American Legion. Examples include the calling of a balk on a pitcher, and allowing batters to attempt to advance to first base after the 3rd strike is dropped or a passed ball by the catcher. Players attend a preseason evaluation where they participate in various skills stations. The evaluation scores are used by coaches, commissioners and committee members to draft equal teams. Every player is placed on a team. Games are twice a week. Coaches are encouraged to schedule a minimum of 2 preseason practices. Coaches can also schedule additional practices during the season. League culminates with an End of Season tournament; dates decided on by the Youth Committee prior to the start of season.

Coach Policies and Procedures

Section 3

3A. Selection of Coaches

In-House Coaches are asked to complete a Coaching Application prior to the start of season. All Head Coaches will be required to complete Trusted Coaches Certification. The Youth Committee and Commissioner(s) review the applications. The selection will be made based upon previous experience, knowledge of baseball and youth sports, etc., and the willingness and capability to perform the responsibilities of a coach. Input from parents, the Board of Directors as well as year-end evaluations of the previous season will be considered. If more coaches are needed, commissioners and committee members will recruit coaches based on 1.) personal knowledge of previous coaching experience, 2.) parent feedback. Coaches are not selected until player evaluations are completed.

Travel League Coaches are asked to complete a Coaching Application prior to the start of each season. All Coaches will be required to complete Trusted Coaches Certification. Once applications have been completed, coaches will be selected by members from the Youth Committee, Travel Committee and the Travel Director. Consideration will be given to the past coaching experience of the individual, his/her knowledge of baseball, the ability of the individual to commit to the time needed to practice, attend games & tournaments, his/her organizational skills, communication skills and the ability of the individual to work with players and parents. If a travel coach has coached in the previous year for the same level and team, he/she will have the right to continue in that position unless the Travel Director, Youth Committee or Travel Committee has concerns about any of the previous requirements. Coaches are not selected until player evaluations are completed.

Jr. and Sr. Legion coaches will be selected by the Legion Director. The Legion Director will take into consideration the coaching experience and baseball knowledge of the applicant, along with his/her ability to organize, communicate and work effectively with the players. The coach will also need to be committed to the time needed for practices, games and tournaments. He/she may also be required to get his/her CDL license in order to drive AYBA buses.

The Legion Director will annually recommend to the Board of Directors the salaries for all Jr. and Sr. Legion coaches.

3B. Coaches' Responsibilities

A coach is responsible for the development and conduct of all players on his/her team. A coach's primary function is to teach skills and develop the players both socially and physically. Coaches are accountable to the Alexandria Youth Baseball Association Board of Directors and will follow the guidelines listed below:

- Hold a parent/coach meeting prior to the first season game to explain the rules, goals, and objectives to the team.
- Clearly state the expectations of the players and parents for the season.
- Communicate regularly with individual players.
- Be positive and use constructive criticism.
- Be enthusiastic and make baseball fun.
- Encourage team play and values over individual accomplishments.
- Expect team members to show up on time and be ready to play.
- Develop players based on their age level and athletic/physical abilities.
- Use proper control at all times. This includes proper conduct with all umpires and officials.
- Teach proper sportsmanship by requiring all players to line up and shake hands with the opposing team after each game.
- Enforce all rules without prejudice toward any player.
- Coaches will refrain from the use of alcoholic beverages and any form of tobacco use prior to and during games and practices.
- Maintain team discipline. Matters of discipline should be discussed privately between the player and coach (and parent, if appropriate.)
- Support the Alexandria Youth Baseball Association program and the Board of Directors.
- Conduct yourself as a role model for the players and the parents.

3C. Filing a Complaint Against a Coach

It is the desire of the Alexandria Youth Baseball Association to have conflicts and complaints regarding an Alexandria Youth Baseball coach handled and resolved directly between the player (and/or parent, depending on the age of the player) and the coach. Our volunteer coaches have a difficult responsibility and often his/her decisions, actions, coaching style, coaching methods, etc., will not make everyone happy. Parents should consider this fact before making a complaint against a coach. Please refer to Appendixes for the proper way to handle concerns and follow those guidelines.

“Playing Time” at the Traveling Team and Legion Levels will not be an area that the coach or Board of Directors will discuss with parents. We trust that the coaches selected at these levels will play players based on their skill level, baseball knowledge, attitude, and other considerations determined by the coach. At these levels, the coaches are not as focused on basic baseball development as they are on putting a winning team on the field.

Please note: Complaints regarding a coach’s behavior that are of a serious nature such as substance use, weapons, physical abuse, physical assault, sexual harassment, or other grievous conduct should immediately be reported to the President of the AYBA or another Board Member. The 24-hour wait period does not apply to such issues. An immediate investigation will be ordered. If necessary, law enforcement will be involved. Grievous issues will be treated seriously and will be handled in an expedient manner.

3D. MYAS Coach and Player Code of Conduct

Alexandria Youth Baseball adopts the MYAS Coach and Player code of conduct. All coaches and players will be required to sign a code of conduct. It is as follows:

1. I will not berate the officials or “trash talk” to my opponent.
2. I will not use profanity.
3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.
5. I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
6. I will demand a sports environment that is free from drugs, tobacco and alcohol, and will refrain from their use at all MYAS sporting events.
7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone’s experience.
8. I will express my concerns through the proper channels in a dignified manner.
9. I will respect the volunteers that are assisting with the conduct of these events.
10. I will respect and adhere to the rules governing eligibility and competition.

3E. MYAS and Legion Sanctioned Games/Events

MYAS/Legion rules, policies, and guidelines will take precedence over Alexandria Youth Baseball Association guidelines when teams are participating in MYAS or Legion sanctioned games or events.

Umpire Policies and Procedures

Section 4

4A. Umpire's Goals

It will be the goal of every umpire to know the rules and be fair in all decisions. The umpire shall call them as he/she sees them and NOT be afraid to correct any mistakes in an effort to make the right call. Each umpire will treat all coaches, players and fans courteously with respect and expect the same. The game is for the players, and the umpires will do everything possible to let them have the spotlight, and keep the game as professional as possible.

4B. "Questionable" Calls During the Game

1. All calls by the game umpire shall be considered final. (NO Exceptions)
2. Any questions regarding a judgment call will NOT be subject to review. Any possible rule violation shall be directed in a professional manner to the umpire of the game. The coach must show, in writing, via the High School Rule Book or approved AYBA guidelines before the next play begins. Failure to do so will result in having the ruling by the umpire stand. The Umpire will then review the rule and make a final decision.
3. No coach will be allowed to have a call reversed after an umpire makes a final decision. However, if he/she would like the situation reviewed for future games, the following procedure is required:
 - a. After the game, the Coach should contact the appropriate League Director and/or Umpire Coordinator for that age group.
 - b. The League Director and Umpire Coordinator will review the situation with the Umpire involved and provide instruction to help in future games to avoid a similar controversy.

4C. Game Ejection

Any coach, player or fan that must be removed from the game due to disruptive conduct will be suspended from the present game. The player, coach or fan will not be allowed to stay in the park. If this rule is violated, then the current game will be considered a forfeiture. Anyone ejected from a game will not be allowed to attend the team's next game.

Any coach or player removed from 2 games during the season will NOT be allowed to participate in AYBA games or practices for the remainder of the season without meeting with the AYBA Board of Directors or a representation from the Board. This group of Board members will consider the circumstances and make a final determination if the coach or player will be suspended for the remainder of the season. The coach or player

may not be in attendance at games or practices until the Board members have made a final decision related to the disciplinary action.

No form of violence, abusive language, or intimidation will be tolerated. Any physical violence will result in immediate suspension and the possibility of law enforcement involvement. Reinstatement can only be made by the Board of Directors.

All ejections must be reported to the Umpire Coordinator and League Director immediately.

Parent Policies and Procedures

A. Parent Expectations

The Alexandria Youth Baseball Association expects and appreciates the time and effort put into the program by parents. Parents contribute to the success of the program by understanding the requirements of team participation. Some of the things expected of parents in order to support their child and team are:

1. Put the welfare of the team ahead of personal interest.
2. Make sure your child knows that win or lose, you appreciate the effort made. Praise, don't criticize.
3. Accept disappointment gracefully; don't pass it along to the player or team members.
4. If you feel that you need to have a discussion with your child's coach regarding an issue, make sure to have the conversation at an appropriate time. The proper time is NEVER right after a difficult defeat or in the company of players and/or other parents.
5. AYBA strongly recommends following the "24 hour rule" if you are upset with the coach. This means waiting 24 hours to take any form of action regarding the issue.
6. Appreciate the fact that the coach has the responsibility of an entire team.
7. Don't be a chronic complainer. If you are convinced that something is wrong on your child's team, contact the League Commissioner (grades 2-8) or the Executive Director (grades 9-12) and discuss the issue.
8. Parents are asked to conduct themselves in a sportsmanship like manner and instill in their child/ren the desire to reflect sportsmanship.
9. Parents are to support the AYBA philosophy of encouraging players to enjoy baseball as a sport and to have fun. Parents that place undue expectations on their players minimize the players' enjoyment and development in the game.
10. Parents are expected to assist the team where needed. The Board or coach/es will direct parents of the needs and how he/she can assist.
11. Parents are NOT to be in the dugout during games or practices unless invited by the coach.

12. AYBA puts the safety of players as a high priority; however, if a parent fears injury or is a witness to poor sportsmanship, he/she has the right and responsibility to remove their child from the situation.
13. Parents whose conduct reflects negatively on the AYBA baseball program will be referred to the League Commissioner or Executive Director for discussion and appropriate consequences.

B. AYBA Parents' Code of Conduct

The AYBA has adopted the Minnesota Youth Athletic Services (MYAS) Code of Conduct and the American Legion expectations. Each parent will be expected to sign and abide by the Code of Conduct as adopted by the AYBA Board:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at all games, practices, and field events.
2. I will place the emotional and physical well being of the athletes ahead of my personal desire to win.
3. I will support a sports environment that is free from drugs and tobacco use. I will only partake in the consumption of alcohol if it is legally available at games and I will not abuse its use.
4. I will remember that the game is for the kids---not the adults.
5. I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
6. I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
7. I will not berate the officials or coaches.
8. I will not undermine the coaches' instructions, directions or decisions.
9. I will not use profanity.
10. I will communicate my concerns through the proper channels in a dignified manner and follow appropriate timelines.

C. Inappropriate Conduct

Anyone who feels that a parent/fan is acting in a manner contrary to the Parent's Code of Conduct should report such conduct to the League Commissioner or Executive Director, if available. In the event of their unavailability at the time, and immediate action needs to be taken, the coach should be contacted.

The League Commissioner, Executive Director, or Coach may require a parent/fan who fails to abide by the Code of Conduct to leave the game or practice. The parent/fan will not be permitted to attend the next game and/or practice as determined by the LC, ED or Coach. If a second infraction occurs, the parent will be banned from all AYBA events for the remainder of the season.

If the parent wishes to contest the decision of the LC, ED or Coach, the parent must meet with the AYBA Board. The Board will consider the circumstances and make a final determination if the parent/fan's suspension stands for the remainder of the season. The parent may not be present at any practices or games until the AYBA Board has made a final decision on the suspension.

NO form of violence, abusive language or intimidation will be tolerated. Any physical violence will result in immediate suspension and may be referred to law enforcement. Reinstatement can only be made by the AYBA Board.

D. Playing Time

Coaches for the AYBA program make the decisions regarding playing time for each player. The Board encourages balance in playing time at the grades 2-8 levels, recognizing differences in player abilities and position requirements. As players get older, competitive play becomes more relevant, and coaches may utilize some players more than others.

At the 9-12 grade levels, competitive play will affect playing time for some/all players. The AYBA board hires coaches at this level; the board respects and supports the coaches' decisions on playing time for each player. Players with concerns about their playing time are encouraged to ask to meet with their coach.

Parents/players are encouraged/required to use the "Issues Resolution" policy for concerns other than playing time.

E. MYAS and Legion Sanctioned Games/Events

MYAS or Legion rules, policies, and guidelines will take precedence over AYBA guidelines when teams are participating in such sanctioned games/events.

APPENDIX A

Board of Director Positions

Executive Officers

President

Vice President

Treasurer

Secretary

Program Directors

Travel Director

In-House Director

High School/Legion Director

Commissioners

Northwoods League

Minor League

Major League

Other

Umpire Coordinator

Field Maintenance Coordinator

Concessions Manager

Parent Volunteer Coordinator

Photographer

Appendix B

Alexandria Youth Baseball Association

CODE OF CONDUCT FOR PARENTS AND SPECTATORS

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators, and officials at every game/event.
2. I will place the emotional and physical well being of the athletes ahead of my personal desire to win.
3. I will support a sports environment that is free from drugs and tobacco. I will follow AYBA guidelines as it relates to the sale and use of alcohol at any AYBA games/events.
4. I will remember that the game is for the kids---not the adults.
5. I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
6. I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
7. I will not berate the officials or coaches.
8. I will not undermine the coaches' instructions, directions or decisions.
9. I will not use profanity.
10. I will communicate my concerns through the proper channels in a dignified manner.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Conduct.

Signed: _____

Date: _____

Signed: _____

Date: _____

Appendix C

Alexandria Youth Baseball Association

CODE OF CONDUCT FOR PLAYERS

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.
4. I will recognize baseball as a team sport and will put the interests of the team over my own individual interests.
5. I will not criticize another teammate's play.
6. I will not criticize umpires, coaches or opposing players.
7. I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated.)
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.

Signed: _____

Dated: _____

Appendix D

Alexandria Youth Baseball Association

CODE OF CONDUCT FOR COACHES

1. I will not berate the officials or "trash talk" to my opponent.
2. I will not use profanity.
3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.
5. I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
6. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all MYAS sporting events.
7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
8. I will express my concerns through the proper channels in a dignified manner.
9. I will respect the volunteers that are assisting with the conduct of these events.
10. I will respect and adhere to the rules governing eligibility and competition.

I certify that I will abide by the stipulations listed above and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed: _____

Date: _____