

STANDARDIZED ATHLETIC POLICES AND PROCEDURES (“SAPP”)

POLICIES

1. All participants **MUST** be registered and fully paid or current in the CLASS Registration System to be included in the Player Draft, placed on a team, and participate in any games.
2. All Player Draft Lists and Teams Lists **MUST** be generated directly out of the CLASS System or via direct export Master Excel spreadsheet. Absolutely no draft or team lists will be typed on handwritten.
3. No participants are allowed to be registered for a sport if they have an outstanding balance due to the Village unless an approved payment plan is in place and current.
4. Installment Payment Plans will only be offered to qualified participants in good standing with the Village.
5. Parents serving as Head Coaches for their child’s team are eligible for free registration. Assistant coaches (up to (2) per team, except (4) for tackle football) are eligible for 50% off registration. Volunteer Program Managers are eligible for free registration.
6. Paid Program Managers may not serve as a coach in their sport.
7. The Village and DPR will actively distribute relevant, non sport specific policy information, forms, and other supporting documentation to parents via website and email distribution.
8. All coaches, paid and unpaid, in all sports must sign the Coaches Agreement and become certified by the National Alliance for Youth Sports (“NAYS”) prior to engaging in any coaching activities. However, there may be additional certification requirements for certain sports.
9. The Key Biscayne Athletic Club (“KBAC”) shall approve and award all Financial Aid Applications.

The following are process and controls that enforce the above policies:

REGISTRATION & TEAM PLACEMENT: CONTROLS & TIMELINE

INSTALLMENT PAYMENT PLAN

The Installment Payment Plan will only be offered to Village residents in good standing. The plan is composed of (3) equal payments:

1 st Payment	Due Prior to Close of Registration
2 nd Payment	Due Prior to 1 st Scheduled Game
3 rd Payment	Due Midseason <i>(date determined by DPR)</i>

Players will be given a one week grace period after the payment due date to remain current and eligible. After this grace period, the player will be deemed ineligible and will be removed from the team with the exception of players missing the 3rd installment payment. These players will be allowed to finish the season with their team, however, they will no longer be eligible to participate in any future installment payment plans in any sport.

PRIOR TO PLAYER DRAFT/TEAM SELECTION

- The Athletic Coordinator (AC) will generate a draft list of all currently paid players, by league grouping, directly from the CLASS system *or via direct export Master Excel spreadsheet*. **Absolutely no manual or hand written draft lists or team rosters will be used.** Unpaid players with “Financial Aid (Amt) Approved” in their memo field will also be included in this draft list which, when distributed, will not identify Financial Aid players.
- The AC will distribute multiple copies of this list, sorted by age/league grouping, to the Program Manager (“PM”). The PM will then distribute these lists to the coaches in preparation for the player draft. This “Coaches List” will include all player contact information including Parents names, phone numbers, and email addresses to facilitate Coach to Parent communications.

AFTER THE PLAYER DRAFT & PARENTS MEETING

- The AC will enter each player record and record their team name in the appropriate field. The AC will then generate all team rosters directly out of the CLASS systems or via direct export Master Excel spreadsheet for distribution to parents and coaches. The CLASS generated roster is the official roster.

IMMEDIATELY PRIOR TO 1st SCHEDULED GAME-INELIGIBLE PLAYERS

- The AC will run a CLASS report showing all registered players in a league and their current payment status. The AC will identify any players that are unpaid or not current (installment plan). These players are immediately deemed “ineligible” until their payments are current (1st & 2nd Payment only).
- The AC will generate a CLASS report of ineligible players and immediately send a distribution email to Director, Parks and Rec (“DPR”), the PM, and all league coaches, with this list of ineligible players. In addition, the AC will personally contact parents of ineligible players, and notify them that their child is no longer allowed to further play/participate until their balance is current within one week payment due date. If the balance is not current after this one week grace period, the player will be replaced with a player on the wait list.

IMMEDIATELY PRIOR TO 1st SCHEDULED GAME-WAIT LIST & NEW REGISTRANTS

To encourage participation and maximize registration revenues, the AC may add additional players off the wait list into the league provided EACH of the (5) conditions has been met:

1. The AC makes a written request to the DPR that he would like to add additional registered players; this request is accompanied by a CLASS generated printout clearly showing that each of these players is fully registered, paid, and/or current.
2. Upon receiving written approval from the DPR, the AC immediately notifies the PM who immediately conducts an individual evaluation of each added player.
3. Upon conclusion of the evaluation the PM will place each added child on a team, with the sole goal of balancing the skill sets of the team.
4. Once the PM has determined team placement, he will immediately notify the AC, who will then add the each player’s team name into the appropriate player record field in the CLASS system or via direct export Master Excel spreadsheet.

- Unless the circumstances are unusual, no players will be added to the league after the first scheduled game of the season.

REVENUE TO PARTICIPATION AUDIT

- Prior to the 1st scheduled game for each Village sport, the DPR will provide the Youth Athletics Advisory Board (“YAAB”) with a registration paid registration list, without last names, but sorted by team and including the revenue collected to date per player. Pending due payments for installment payment plans will be identified for each applicable registered player. YAAB will perform at least one Registration Audit for each sport during the season by counting the actual number of participants by team and comparing it to the paid registration list. This “Revenue to Participation Audit” report will be submitted to the DPR and the Village Manager upon completion. Any shortage in revenue reported in the Audit will be addressed by the Village in a timely manner. Upon completion of each audit, the DPR will maintain a file of this report for at least 12 months.

KBAC AWARDED FINANCIAL AID: CONTROLS & TIMELINE

All Financial Aid applications for all sports will be approved by the Key Biscayne Athletic Club. However, non-profit managed programs that are not using the Village for player registration and accounts receivable, can manage their own Financial Aid.

The DPR will create a budget line item for each sport for “Financial Aid Expense” based on a % of the prior year’s revenue budget for the sport. The KBAC will award full or partial Financial Aid based on this defined amount. Upon submission of Financial Aid candidates, the DPR will authorize a general journal entry to allow for proper accounting.

<i>Task</i>	<i>Due Date</i>
1. Financial Aid Applications Due	<i>3 Weeks prior to the Close of Registration</i>
2. DPR Notification to KBAC of Aid \$\$\$ Amt	<i>3 Weeks prior to the Close of Registration</i>
3. Delivery of Financial Aid Applications to KBAC	<i>2 Weeks prior to the Close of Registration</i>
4. KBAC forwards DPR List of Approved Applicants	<i>3 Days Before the Close of Registration</i>
5. DPR Registers Approved Applicants	<i>By the Close of Registration</i>

- Financial Aid Application information will be collected by the DPR and forwarded to the Financial Aid Committee in a format that does not disclose the name/identity of the applicant.
- Upon approval or denial of a financial aid application, the KBAC Financial Aid Committee notifies the DPR in writing of the approved and disapproved Financial Aid applicants. The KBAC Financial Aid Committee will draft a KBAC Committee decision letter to each applicant, which will be sent to the parent by the DPR (to maintain applicant confidentiality). Both applications are stored in a Financial Aid file maintained by the KBAC for future reference (and to compare historical data).
- Financial Aid will not be offered to off island participants for any intramural sports UNLESS predetermined Financial Aid amounts have not been exhausted AND Sports program enrollment has not been exceeded. Financial Aid may be awarded to off island participants in travel sports provided the respective PM requests the KBAC to award Financial Aid to complete a team roster. The KBAC shall have sole discretion on the awarding of Financial Aid except in the cases of “Hardship” where the Village may use discretion where deemed appropriate. All Hardship cases will be documented by the Village with as indicated above.
- Incomplete applications or applications received after the due date listed above will not be considered.