



## Standing Rules

The following Standing Rules are used to assist in operating the daily functions and activities of the Glenvar Youth Boosters organization. These are guidelines and may be reviewed and amended by the Executive Board as needed. Standing Rules will be reviewed at least on an annual basis.

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### **Standing Rule: Board Attendance Policy**

Last Reviewed and Approved: May 2023

All Executive Board members are required to attend all Executive Board and Regular Meetings associated with Glenvar Youth Boosters. The following attendance policy will be enforced. If a board member misses 2 consecutive meetings, that board member will have their voting privileges suspended, unless the absences are deemed excusable (excusable absences include participating as coach, watching your son/daughter play, or illness). This action will start at the beginning of third meeting. Voting privileges will return upon attending the next meeting.

If a board member misses 3 meetings they will be dismissed from the Executive Board. The President will send in writing via certified mail, that due to GYB Standing Rules they are no longer a member of the Executive Board of GYB.

This dismissal can be overturned by appealing to the Executive Board and stating the reason for not attending the meetings. If this process is overturned the board member will be required to attend all further meetings. If they continue missing they will be dismissed without appeal.

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### **Standing Rule: Board Registration Fees**

Last Reviewed and Approved: May 2023

All Board members are responsible for paying any and all fees involved with their child playing a GYB sport or activity. No fees will be waived due to being a Board member.

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### **Standing Rule: Bylaws and Standing Rules**

Last Reviewed and Approved: May 2023

Any coordinator, coach, or assistant coach, not adhering to the GYB by laws and standing rules will receive disciplinary action that may include being dismissed from GYB.

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### **Standing Rule: Coach Approval**

Last Reviewed and Approved: May 2023

Once the sports coordinator has been elected, they are to submit the names of all head coaches in a timely manner before practices or clinics start, for approval by the Executive Board, preferably two weeks prior to the draft or start of the sports season. This should be submitted in writing to the Executive Board.

The Board will take the submitted coaches under advisement and approve or reject the coaches on a coach-by-coach basis. All names submitted must be in good standing with the GYB organization. Past incidents or suspensions will be considered when approving coaches.

If approved, the coaches must pass a Roanoke County background check. Coaches must also secure all credentials necessary to be on the field and always wear their identification badge.

If a coach is rejected, the next step would be to go the list of registered coaches and approve one of other registered coaches. Only the coaches who are registered can be approved.

In the event that there is a lack of coaches, the Board will take exception to the timeframe and allow the Board or coordinator to recruit coaches to be approved by the Board.

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### **Standing Rule: Returning Coaches**

Last Reviewed and Approved: May 2023

Coaches who are in good standing and wish to return as Head Coach to the same team and league they coached the year prior will be given preference over other registered volunteers.

In the event there are more coaches wishing to return than there are teams, preference will be given to the coach who has contributed more consecutive years coaching the sport involved.

Should that number be a tie, the Head Coach will be decided by the Sport Coordinator and the Executive Board.

Determination on each Coach's good standing is at the discretion of board. Coaches may be disqualified by a majority board vote for factors such as conduct, negative parent feedback, or any behavior that is deemed to be adverse to the mission of GYB.

Coaches must be registered prior to the end of the normal registration period. Coaches wishing to return to their team will not be submitted for approval if they have not registered. The list of Coaches submitted by the Coordinator must be limited to volunteers who have registered.

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### **Standing Rule: Coaches' Responsibilities**

Last Reviewed and Approved: May 2023

All coaches must be registered on the Glenvar Youth Boosters website.

All coaches must agree to participate and pass a Roanoke County Background Check.

All coaches must abide by rules set by Roanoke County Parks and Recreation Department. Coaches must also follow all Glenvar Youth Booster Standing Rules and Bylaws.

All coaches should have a thorough understanding of and abide by the rules of their perspective sport.

Coaches must attend coaching clinic(s) for their respective sports when required and available.

Coaches should have a parent meeting prior to the first practice of their sport.

Coaches must follow all, "must play", rules set by Roanoke County Parks and Recreation and/or Glenvar Youth Booster organization.

Coaches will be responsible for the conduct of the players, coaching staff, and parents of their team and encourage good sportsmanship, ethical conduct and fair play among players, coaching staff, and players.

Coaches will issue and collect all uniforms and equipment from players. Collection of uniforms and equipment should be within two weeks of the season ending.

All coaches must be approved by the Executive Board.

Coaches can have a team parent to help with communications with other team parents.

Violations of these rules are to be reported to the sports coordinator immediately. After investigating, the Executive Board may remove a coach or place certain restrictions on the coach as deemed appropriate.

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### **Standing Rule: Equipment**

Last Reviewed and Approved: May 2023

It is each coach's responsibility to return all GYB issued equipment or uniforms in good condition at the end of the sport season. This timeframe should be no longer than two weeks after the season has ended. If additional time or help is needed, the coach should get approval from the sports coordinator. The sports coordinator is responsible to keeping the GYB board updated on the return of equipment. Inventories should be completed at the end of every season. Should a coach not return all equipment, their child will not be permitted to play in any sport until all equipment or uniforms are returned. Exceptions to this rule must be approved by the GYB board.

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### **Standing Rule: Equipment Policy**

Last Reviewed and Approved: May 2023

The equipment policy is written for all equipment purchased for GYB and its players using this equipment.

Alterations to this equipment can result to injury for the players; this equipment is not to be altered in any way to insure the safety of this equipment. Some of our equipment is required to be tested and alterations made to this equipment will not meet the standards it was tested at. Parent, player or coaches are not allowed to alter equipment provided by GYB.

**Whoever altered this equipment will pay for the required test to meet safety standards. If equipment has been found to be altered the player/coach will be suspended until said equipment can be repaired.**

If you find any equipment altered it must be turned in to the Sport Coordinator.

GYB 1<sup>st</sup> Vice-President will give the approval/removal of this equipment.

Any equipment that fails to meet the manufactures specifications must be removed from play due to GYB cannot guarantee the equipment meets the safety standard that manufacture has placed on its equipment.

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### **Standing Rule: Fees**

Last Reviewed and Approved: May 2023

All registration fees along with any other fees due per individual sport must be paid prior to the player receiving their uniform or equipment.

Players that have not paid their fees will not be able to participate in any clinics, practices, or games until fees are paid.

This will be the responsibility of the individual sport coordinator for each sport to verify that all fees are paid current prior to disbursing equipment or uniforms.

Failure to follow this standing rule will result in disciplinary action up to and possibly including dismissal from GYB.

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## **Standing Rule: Payment of Registration Fees**

Last Reviewed and Approved: May 2023

All registration fees are due within 10 days of the date of sign-up. We encourage payment by credit card through the secure registration site at the time of registration. The option for "mail in check" is available, and checks should be mailed to GYB, PO Box 1923, Salem VA 24153 within 10 days of the date of registration. Players will be designated as "unpaid" for 10 days from the date of registration. After 10 days, the player will be subject to being removed from the list of registered players, requiring re-registration.

No unpaid players will be placed on a team roster. In leagues that draft teams, this means that players who have registered but are unpaid may not be included in the draft. If payment is received after the draft date but prior to the registration cut-off date, the player will be eligible for the supplemental draft as described in our rules item governing drafts. For leagues that do not conduct a draft, unpaid players will not be placed on a team roster, meaning they will not be made a part of the team. They may be added to the team roster if payment is made prior to the cut-off date for registration. If unpaid players make payment after the cut-off date for registration, they will be placed on a wait-list, and are not guaranteed a spot on a team.

GYB reserves the right to collect the \$40.00 late fee for players who are registered before the late registration period begins, but are delinquent in paying the registration fee.

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## **Standing Rule: Fundraising**

Last Reviewed and Approved: May 2023

All Teams and/or Coordinators can be permitted, if they desire, to raise funds to be spent for uniforms, trophies, banquets, etc.

GYB is to be reimbursed for all costs associated with fundraising before the funds are transferred to the sport raising the funds. All funds raised will go to the sport or teams raising the funds after costs are deducted.

All fundraising activity must have prior approval by the Executive Board.

- Coaches wishing to conduct a fund raiser must provide a written plan to the Executive Board prior to the start of any fund-raising activity. The plan should include:
  - A summary of how funds will be raised, including answer to the following questions:
    - Who will be in charge?
    - What costs will be incurred?
    - Who is responsible for the financial records?
    - What is being sold?
    - Who will be conducting the fund-raising activity?
    - How will the funds be spent?
  - Full disclosure to account for a percentage breakdown of all proceeds, including any sales commissions, rebates, etc. (Fund raisers that result in personal gain for the organizer(s) may be disallowed due to conflict of interest)
- Sport Coordinators cannot approve fundraising proposals. Rather, they must be submitted to the Executive Board for approval.
  - If approved, the Executive Board will issue a "letter of approval" for the fundraiser to be conducted strictly according to the written plan.
- All Funds raised in a GYB approved Fund raiser MUST be spent during the sport year it was raised for. Any unspent funds at the end of the sport year will be transferred to the GYB general fund.
- Funds collected through an approved GYB fund raiser shall be transacted through the Treasurer of GYB.

- Fund raising Activity not approved by the Executive Board as described above is not allowed. GYB will not get involved in disputes of any kind resulting from unauthorized fundraising for activities related to GYB teams or activities.
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### **Standing Rule: Moving Players Up in Age Group**

Last Reviewed and Approved: May 2023

The GYB Board believes that every child should play within their age group in every sport. A parent may request for their child to be moved up to the next age division by making a written request to the sports coordinator. There is no guarantee that the child will be moved to the different age group.

A coordinator can move a player up if players are needed at the upper age division, with the parent's approval.

The coordinator will make the determination whether the player can move up. The coordinator can allow the child to practice with the older age group until a decision is made. This should be done within 7-10 days.

If the coordinator does not feel this is in the best interest of the child or team the coordinator can refuse to move the child up.

If the move is not allowed by the coordinator the parent can appeal to the board. The board can accept or reject the ruling by the coordinator.

\*\*\*Every player must play one (1) year in each age division before they are eligible to move up to the next age group.\*\*\*

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### **Standing Rule: Registration**

Last Reviewed and Approved: May 2023

In order to be considered an active player, coach, or volunteer, the individual must be registered in the GYB database. No player, coach, or volunteer will be allowed to participate in practices, clinics, or games without being registered on the GYB site. Also, no uniforms or equipment shall be disbursed. All fees must be paid current from prior sports played and current registered sport.

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### **Standing Rule: Reprimands**

Last Reviewed and Approved: May 2023

Any individual receiving two reprimands from the GYB Executive Board or Roanoke County Parks and Recreations, in a 12-month period, will not be eligible to be placed on the ballot for elections the following election year. Individuals must wait for 12 months before being considered for the ballot for elections.

Should any individual be removed from a GYB position, that individual will not be eligible to hold a GYB position for two years.

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## **Standing Rules: Sports Coordinator's Responsibilities**

Last Reviewed and Approved: May 2023

Sports Coordinators: Baseball, Basketball, Cheerleading, Football, Soccer, Wrestling, Volleyball, and Softball.

Sports Coordinators will be elected to their position on an annual basis during the March elections.

Responsibilities will begin April 1. Sport Coordinators do not have any voting rights in regards to the Executive Board.

All coordinators must abide by rules set by Roanoke County Parks and Recreation Department.

Coordinators must also follow all Glenvar Youth Booster Standing Rules and Bylaws.

All coordinators must be registered on the Glenvar Youth Boosters website.

All coordinators must agree to participate and pass a Roanoke County Background Check.

Sport Coordinators shall work with the health and welfare of coaches and youth, in regard to the advancement of physical and mental development for the coaches and youth.

Coordinators will submit names for coaches and assistant coaches, of each age level in their sport to be approved by the Executive Board. Names should be submitted prior to the first practice.

Coordinators shall explain the responsibilities to coaches along with the standing rules or By Laws that may apply to them. The 1<sup>st</sup> Vice-President should attend this meeting. Should the 1<sup>st</sup> Vice-President not be available, another Executive Board member should attend.

The Sport Coordinator will act as the liaison for their sport, between the GYB Executive Board and Roanoke County Parks and Recreation. Department. Any information or notes from the Roanoke County meeting shall be shared with the 1<sup>st</sup> Vice-President as soon as possible. Any rules of dispute or existing rule enforcement will be reported to the 1<sup>st</sup> Vice-President in order to be brought to the Executive Board.

Submission of budget for perspective sport submitted to 1<sup>st</sup> Vice-President 30 days prior to the beginning of registration. The Executive Board approves the budget for all sports.

Coordinators will work with the Executive Board to determine dates for tryouts and drafts.

Submit all equipment needs to the 1<sup>st</sup> Vice-President in a timely manner.

Any request to purchase must be in writing to the 1<sup>st</sup> Vice-President for approval of the Executive Board.

Sport Coordinators are expected to attend GYB General Meetings monthly while their sport is in progress.

Sports Coordinators are expected to keep the Executive Board informed about the progress of their sport. Also, provide a season ending wrap up of their sport.

Coordinators will be responsible for supplying their sports coaches with practice and game schedules.

Coordinators shall furnish a team roster to the 1<sup>st</sup> Vice-President.

The coordinator is responsible for handing out and collecting all equipment from coaches in a timely manner.

Coordinators shall assist with the collection of registration fees and provide information to the Executive Board on fees that have not been collected.

Any fund-raising activities must be approved by the Board, prior to the fundraiser starting. Request should be made in writing.

Coordinators will be in charge of clinics that they believe are needed in order to enhance the performance of the teams they oversee.

Coordinators must complete all administrative work in a timely manner.

Coordinators are required to respond within 24 hours to any coaches, parents, and the Executive Board via email or phone once they have been contacted.

An assistant sport coordinator is allowed once approved by the Executive Board.

Coordinators are permitted to coach in all sports.

Upon completion of term, pass all records for their sport to the 1<sup>st</sup> Vice-President.

Should a conflict arise, the Executive Board should be notified as soon as possible of the situation and are to assist with the resolution.

The Coordinator does not have the authority to discipline any coach or player. This must be submitted to the Executive Board for action if deemed necessary.

Violations of these rules are to be reported to the Executive Board. After investigating, the Executive Board may remove a coordinator or place certain restrictions on the coordinator that are deemed appropriate.

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### **Standing Rule: Umpire Baseball / Softball Coordinator**

Last Reviewed and Approved: May 2023

The Umpire Coordinator is responsible for recruiting, training, scheduling and supervising, the umpires for both baseball and softball.

They will work with the Baseball/Softball coordinators to provide the best available umpires for each game. This individual would also handle disputes between umpires.

The Umpire Coordinator should report discipline problems to the 1<sup>st</sup> Vice-President and Baseball/Softball Coordinator. This would include coaches, parents, umpires and spectators whom are causing a problem.

All Final disciplinary actions of umpires, coaches, parents or spectators will be handled by the Executive Board with input from the Umpire Coordinator.

The Umpire Coordinator will work with Roanoke County in providing pay sheets to the umpires.

This position is appointed by the Executive Board.

This position can be split between baseball and softball.

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### **Standing Rule: Uniforms**

Last Reviewed and Approved: May 2023

All GYB teams shall wear only uniforms that have been issued by the Glenvar Youth Booster club.

Every attempt should be made by parents, coaches and commercial sponsors to adhere to this rule. Any changes to this standing rule must be approved by the sports coordinator and GYB Board.

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### **Standing Rule: Move Down**

Approved: September 2023

A player may not participate in a division below his/her age group (move down) except under circumstances of physical or mental impairment. Such circumstances should be emailed to the GYB President. Once supporting documentation is received, it will be reviewed by the Board. All requests to play down will be considered on a case-by-case basis and will be treated as an exception to normal player assignment policy.

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