

MADISON COUNTY PARKS AND RECREATION YOUTH ACTIVITIES RULES AND PROCEDURES BOARD

I) Preamble

- A) The Recreation Office is responsible for managing the overall recreational activities of the County and the Recreation Authority.
- B) Madison Youth Recreation Programs are subject to the policies, procedures, and financial regulations of the Madison County Recreation Authority.
- C) The Madison County Recreation Authority may determine not to recognize any program or event that cannot be properly operated due to lack of volunteer support, funding, appropriate registration for participation and any other rationale that affects the overall quality of the program.
- D) The Madison County Recreation Authority will review Programs annually for quality, funding and overall operations.
- E) The Madison County Recreation Authority will have dedicated financial programs in which funds will carry over annually. These Programs are baseball (minor-major leagues), cheerleading/football, in-line hockey, soccer and softball.
- F) The Madison County Recreation Authority Rules and Procedures Board will support team sports. These Programs are baseball, basketball, cheerleading/football, in line hockey, soccer, softball and tee-ball.

II) Madison County Recreational Authority Youth Activities Rules and Procedures Board

- A) Each MCRA Youth Recreation Program will nominate one (1) member to the Rules and **Procedures Board**. The head coach/manager of each team and **each previously elected commissioner shall be entitled to one vote**. The initial **vote** shall consist of those coaches who served during the prior calendar year of January to December.
- B) All MCRA Youth **Activities Rules and Procedures Board** nominees must be approved by the Madison County Recreation Authority.
- C) **Rules and Procedures Board** members are appointed for a two- (2) year term.
- D) Rules and Procedures Board member terms are from July 1 to June 30.
- E) Unexpired terms shall be filled as defined in Section II, A through D of procedure to complete unfinished terms.

III) Duties of MCRA Youth **Activities Rules and Procedures Board**

- A) Chairperson – Shall preside over all scheduled meetings of the Committee, appoint committees as necessary, and report to Madison County Recreation Authority at scheduled meetings.
- B) Vice-Chairman – Shall act in the absence of the Chairperson.
- C) Secretary – Shall record minutes of all meetings, take attendance roll, record all motions, and record committee attendance.

- D) Shall enforce Procedures and Policy of the Madison County Recreational Authority.
- E) Schedule bi-monthly meetings or as necessary to conduct Programs and/or Events as directed by the MCRA policies and procedures.
- F) Act as a Grievance Committee for all sports at the next level.
- G) Review Coaches as submitted from each Program **Governing Body**.
- H) Review fundraising projects as submitted from Program **Governing Body**.
- I) Make formal recommendations to the MCRA on grievance resolutions, coaches as submitted by Program **Governing Bodies**, acceptance or rejection of fundraising projects as submitted by Program **Governing Bodies**, and other recommendations to improve the status and operation of MCRA Programs.

IV) Financial Procedures

- A) The Office of the Director of Parks and Recreation shall regulate all financial activity of Madison County Recreation Programs or Events.
- B) All funds, from any source, are to be received by the Office of the Director of Parks and Recreation for Deposit into the County's Treasurer's Office. A receipt shall be issued for all funds recorded.
- C) All invoices or funding requests are to be submitted to the Office of the Director of Parks and Recreation with an authorized signature from submitting group for payment. Approved invoices will be acknowledged by Office staff prior to submittal to the County's Financial Office for payment with County issued check.
- D) The Office of Parks and Recreation will maintain monthly financial reports for dedicated MCRA Youth programs as defined in Section I, detail E & F.
- E) It shall be the responsibility of the **Program Governing Body** of each program to follow and recommend approval of the details of monthly financial reports.
- F) **Pre-numbered billing receipts shall be given to all concession operators and a record kept by the Parks and Recreation Office of sequences issued to each program.**
- G) **Petty cash for concessions shall be distributed directly from the Park and Recreation Office with an approved request form from each program for a check to be issued from the Treasurer of Madison County Office.**
- H) **An inventory of petty cash on hand for each program shall be conducted at the end of each program and reconciled against the cash received from billing receipts by the program's Governing Body or representative. The Parks and Recreation Office shall be notified of the inventory result.**
- I) **A quarterly review shall be made to determine if billing receipts issued to each program are accounted for by the League's Governing Body or representative with the Office of Parks and Recreation. Missing forms shall be investigated and void forms should be returned to the Office of Parks and Recreation.**
- J) **Any cash distributed from any program's concessions operators, for any purpose other than making change, shall be vouchered and signed by the person receiving the cash.**
- K) **There should be at least two (2) people tending a concession booth, and all proceeds should be verified and initialed by each person**

before the funds are submitted to the Office of Parks and Recreation for deposit with the Treasurer of Madison County.

- L) **An inventory of concession food and supplies not used shall be provided at the end of each program's concession operation to the Office of Parks and Recreation.**
- M) **No expenses should be paid directly to vendors from concession petty cash.**
- N) **Random reviews of financial procedures related to concession operations shall be conducted by the Office of Parks and Recreation with results reported to the Madison County Recreation Authority.**

V) Funding

- A) All fundraising activities must be approved by MCRA.
- B) Each program shall be financially self-sustaining as operated and/or receiving funding from the MCRA. Supplemental funding must be approved in advance by the MCRA.
- C) All program costs including insurance shall be clearly outlined in the budget detail and planning.
- D) Each MCRA dedicated funds program shall submit a budget to the Rules and Operations **Board** clearly outlining a non-loss operational plan.
- E) Each MCRA dedicated funds program shall submit a usage plan for funds carried over into the next financial year (i.e. new equipment, field area improvements, etc.)
- F) Participation fees may be refunded at the discretion of each Programs' Governing Body.
- G) Each Program Governing Body shall consider hardship participation fee support or waiving of fee.
- H) No Program shall spend funds that are not available.
- I) All Final budgets must be approved by MCRA.

VI) Purchase Orders

- A) Purchase orders shall be submitted by each Program's Governing Body.
- B) The total dollar amount of purchase orders shall not exceed funds on hand or budget amount approved for that program.
- C) A signature from the **Program** Governing Body and Office of the Director of Parks and Recreation is necessary to submit any purchase order.
- D) No Program shall spend funds that are not available.

VII) Registrations

- A) Registration procedure will be uniform for all programs.
- B) Each participant shall have a properly completed registration form and appropriate payment on file prior to Program participation.
- C) Each Program shall set late sign up procedure.

VIII) Insurance

- A) MCRA will provide a supplemental accidental insurance policy for registered participants.

- B) Coaches, Commissioners and Officials may purchase a supplemental accidental insurance policy through the Madison County Parks and Recreation Authority.

IX) Elections

- A) There shall be annual organizational meetings of the **Program** Governing Body of each sport.
- B) These meetings shall be advertised in the Madison Parks and Recreation weekly update in the Madison County Eagle at least two (2) weeks prior to the scheduled meeting date to insure public notice.
- C) Attendance by at least **two thirds** of the leagues' Head Coaches is necessary to hold governing body elections.
- D) All votes cast for election to the Governing Body, Assistant Commissioner, and Commissioner shall be cast by secret ballot.
- E) A simple majority vote is required for election.
- F) The order of the Organizational Meeting shall be conducted as follows:
 - 1) Election of the Chairperson/Head Commissioner by secret ballot,
 - 2) Election of the Vice Chairperson/Assistant Commissioner/**Deputy Commissioners** by secret ballot,
 - 3) Election of Members of the Programs Governing Body by secret ballot, (Governing Bodies shall have a minimum of five (5) members)
 - 4) A Representative to the MCRA Youth Activities Rules and Procedures Committee shall be elected by secret ballot for a two-(2) year term.

X) Officials

- A) The League Commissioner or designee shall be responsible for the instruction, supervision, and scheduling of all officials.
- B) Compensation for officials will be approved by the Governing Body of each Program.

XI) Program Governing Body

- A) There shall be a Commissioner and/or Deputy Commissioners appointed/selected by each Program's Governing Body. The Commissioner or Deputy Commissioners may or may not be members of the Rules and Procedures Committee.
- B) Each sport shall be managed by a Governing Body. The Governing Body will be directed by the Head Commissioner, assisted by Deputy Commissioners and a Committee of interested coaches, parents, etc. The governing body is responsible for organizing and directing the activities of the sport.

- C) Each league's governing body will determine the following, subject to Recreation Authority guidelines and Board approval:
 - 1) Identify season open/close dates.
 - 2) Determine special events and clinics.
 - 3) Develop and operate fundraisers.
 - 4) Enact league policies.
 - 5) Establish equipment needs and purchase equipment.
 - 6) Determine league affiliation either with other local leagues or national leagues.
 - 7) Set registration fees.
 - 8) Establish referee/umpire pay schedule.
 - 9) Establish a capital improvement agenda.
 - 10) Establish an annual budget.
- D) The Commissioners and Deputy Commissioners must have a valid Commissioner's contract on file with the Office of Park and Recreation.
- E) A Commissioner shall serve a period of one year.
- F) A Commissioner shall be responsible for reporting violations and persons who have not returned equipment and/or uniforms to the Rules and Operations Committee.
- G) The League Governing Body will adopt participation regulations that guarantee each player participates in at least half of each contest on the average with the following exception: the player must attend a minimum of 50% of scheduled practice time, or have a valid excuse for missing.
- H) The Commissioner or designee will be responsible for the instruction, supervision, and scheduling of officials.
- I) All Commissioners must be approved by the MCRA or on an interim basis by the Director of Parks and Recreation until the next scheduled MCRA meeting.

XII) Coaches

- A) Appointed annually by the Commissioner of each sport and approved by a vote of the **Program** Governing Body of each Program that is by secret ballot. **A list of approved coaches shall be submitted to the Rules and Procedures Board for review.**
 - 1) All Coaches shall serve a period of one season.
 - 2) Each Coach will be required to sign a contract. A standard form shall be used for coaches of different leagues.
 - 3) All coaches' contracts must be submitted to the League Governing Body prior to the end of registration for each sport.
 - 4) All Head Coaches must be at least 18 years of age.
- B) Coaches must attend coaching and rules clinic as organized by the Recreation Authority or League Commissioner.
- C) Any coach ejected from a contest will be automatically suspended for the next scheduled game. A second ejection during the same season will result in the removal of the Coach for the season.
- D) Each Coach will be responsible for the return of all uniforms and equipment to the League Commissioner or designee at the end of the season.

XIII) Players

- A) Each player must provide MCRA with his/her birth certificate, if requested.
- B) Players must return all MCRA equipment and/or uniforms at the end of each season and before being eligible to play another sport.
- C) All players must reside in Madison County.
- D) With regard to participants' residency, the particular sport or the rules committee will consider extenuating circumstances.

XIV) Equipment

- A) Each sport's Head Commissioner will act as or appoint an equipment manager for their sport.
- B) All MCRA equipment including uniforms, may only be used for activities scheduled by MCRA. Violators of this rule may be penalized by suspension or expulsion from the league and/or charged with replacement costs if misused or not returned.

XV) Protest and Grievance Procedures

- A) If a Parent has a grievance with their child's Coach or a Game Official, it should be addressed courteously and directly with the Coach, or if a Coach or Commissioner has a grievance with a Player, Parent, Player's Family Member or Spectator, it should be addressed courteously and directly with the individual.
- B) If the situation cannot be remedied in this manner, it should then be brought to the Deputy Commissioner of the child's league.
- C) If the league does not have a Deputy Commissioner or if the Deputy Commissioner cannot remedy the situation, then the League's Head Commissioner or Governing Body should be contacted.
- D) In the event the Head Commissioner or Governing Body cannot remedy the situation or if the grievance is with the Head Commissioner, then the aggrieved person may bring the matter before a general meeting of the Rules and Procedures Committee.
- E) The Youth Activities Rules and Procedures Committee may elect not to hear a grievance until the proper procedures have been followed.
- F) If the Rules and Operations Committee cannot resolve the matter, the MCRA will hear the grievance.

XVI) Draft (required for leagues with more than one team/competitive level)

- A) All drafts will be held separate from participants.
- B) Head Coaches **must** select their child. If more than one child is involved, they are to be selected in consecutive round(s). The Coach may declare at the outset that he/she prefers that their children play for a Coach other than him/herself).
- C) Members of the same family that are in the draft pool for a certain level of competition must be selected to the same team unless the parent or legal guardian requests otherwise. Family members must be chosen in consecutive rounds.
- D) The Governing Body of each Program is solely responsible for scheduling and operating their draft.

- E) The governing Body of each Program must schedule facility or field location for draft with the Office of Parks and Recreation.

XVII) Awards

MCRA permits participation recognition with awards, but discourages awards and trophies based on individual performance or league standings.

XVIII) All-Star Teams/Post Season Play

- A) MCRA or designee must approve all post-season play based on a Post-Season selection process.
- B) All post season play costs are to be paid from funds raised or dedicated for post season play by each Program.
- C) Each Program sponsoring post season or all-star play is directly responsible for administration of the Program's activities.

Adopted with changes 5/8/03