

CYAA Program Guidelines
Adopted September 14, 2007

I. Coordinating a Youth Recreation Program

A. Prepare a tentative plan

1. Set season dates (first and last game)
2. Facility Use Permit
 - a. Obtain cost of facility use
 - b. Apply for permit
3. Check equipment, first aid kits, referee/umpire equipment
 - a. Budget for new and replacement equipment/items
4. Create tentative budget using:
 - a. Current facility use fees
 - b. Current equipment costs
 - c. Use last year budget to estimate other costs
 - d. Obtain current overhead & insurance cost for program provided by treasurer
 - e. Grant amounts provided for scholarships & or equipment
 - f. Estimate number of scholarships to be used (Scholarship guidelines to be established)
5. Set Player Fees and Sponsor Amounts
 - a. Sponsor fees based on tentative budget and number of sponsors per team
 - b. Player fees based upon tentative budget
6. Recruit volunteer program helpers for:
 - a. Equipment organizer
 - b. Uniforms
 - c. Referees/umpires
 - d. Coach contact and recruiter
 - e. Coach/player/parent packets
 - f. Obtain Sponsors
 - g. Set up Picture Day
 - h. Field/court preparation and cleanup crew
 - i. Organize background checks of all volunteers
7. Develop written Program Plan for board review
 - a. Include dates, facility use & projected budget
 - b. Include written modified playing rules for sport (Example: soccer rules are based upon FIFA rules with modified age division rules, playing time for sport, length of games for each age division, slide tackle allowed for U12 and U14 only, etc.)
 - c. Include written draft rules to be used
 - d. Minimum and maximum roster must be included
8. Program Plan Approval
 - a. Board must approve plan
 - b. Board may require adjustments to plan

B. Implement Plan

1. Advertising/Marketing
 - a. Prepare and distribute flyer/application to local schools and other community facilities and or programs
 - b. Place Press Release in "The Cambrian"
 - c. Place Press Release in the "PTA Newsletter"
 - d. Prepare a Banner to place at the school
 - e. Provide CYAA Web Site Coordinator with all information regarding sport (sign up dates, games schedule)
2. Set dates for Player Registration
 - a. Obtain locations
3. Sponsors
 - a. Solicit sponsors and collect fees
 - b. Obtain copies of sponsor logo in .jpeg format and forward to website coordinator
4. Recruit Coaches
 - a. Level "B" Risk Management Questionnaire or live scan fingerprinting and background check
5. Assessments
 - a. Hold player assessments (coordinator discretion)
6. Coach Meeting
 - a. Provide coaches with the "CYAA Philosophy" and "Behavior Codes and have them sign
 - b. Review modified rules for each division
 - c. Review "Facility Use Rules"
 - d. Emphasize the importance of parent meetings
 - e. Set practice schedules (coordinate court/field usage times)
 - f. Inquire on coach preference for uniform colors (optional)
 - g. Receive coach commitment on certification or licensing, if available for sport
 - h. Player Draft (must be part of the coach meeting, this will keep your attendance for the Coach Meeting high)
 - i. Develop Team Rosters
7. Order Uniforms
8. Coach Clinic
 - a. Teach Coaches basic drills and tips on coaching
 - b. Distribute equipment and first aid kits
 - c. Distribute Team Rosters
 - d. Distribute binder/bag/folder with copy of "Coach Behavior Code", "Parent & Player Codes of Conduct", written modified rules, facility rules and a page with contact telephone numbers
9. Recruit Referees/Umpires
10. Send coaches and referees/umpires to appropriate licensing or training clinics.
11. Schedule Season

- C. Supervising Actual Program
 1. Problem solve issues as they arise
 2. Coordinator should not referee/umpire the sport they are coordinating unless absolutely necessary; additional compensation will be at the discretion of the Board
 3. Coordinators will be neutral to all teams, players and leagues
 4. Distribute "End of Season Satisfaction Surveys" to parents

II. Miscellaneous Program Policies and Rules

- A. All players will play at least 50% of each game. This is a minimum playing time rule; each coordinator may modify this rule in their written rules to increase mandatory playing time. (Example: each player must play three quarters before any other player plays four quarters).
- B. All referee/umpires will call the game they see and will not be concerned with game score. Referee/umpire should be properly trained.
- C. Coordinators or designee may sell t-shirts, sweatshirts or snacks for program fundraising.
- D. Paid Program Coordinators must reapply for their position each year. The position opening will be posted on a year by year basis.
- E. Programs will be age appropriate (players may not be more than 3 years apart in age, unless approved by the board).
- F. Players must be age 4 by the first practice to participate in any sport.
- G. Players may not be added after the first game of the program. Players may only be added after the first game when a team falls below the minimum roster. (Approved 1/12/07) The minimum and maximum number of players on a roster is to be set by the coordinator in the written rules. If a player leaves a team due to an injury or other medical reason, they may only be added back to the team with a Doctor's Release.
- H. Players with any type of body cast may not participate in a program until the cast is removed and a Doctor's Release is provided to the Coach.
- I. CYAA is committed to support post season league or tournament play upon application and approval of the CYAA Board. (Approved 1/12/07) (Further clarification of this rule is in the "CYAA Special Meeting Minutes 2/8/07).
- J. Recreation fees will not be raised to support tournament play. (to be voted on at next meeting).