

# Nazareth Clippers Athletic Association Handbook

## Introduction

Welcome to the Nazareth Clippers Athletic Association. Participation in athletics plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people. The Nazareth Clippers Athletic Association takes this responsibility seriously and strives to offer quality programs that will aid in this development. This handbook is presented to serve as a reference for you, as a coach and as a parent/guardian, so you may understand the philosophies of this organization regarding youth athletics and to do your part in making this program a success. If everyone works together and does their best to enrich the lives of children in the Nazareth area, we can accomplish remarkable things. The Nazareth Clippers Athletic Association would like to extend our sincerest thank you to all volunteer coaches, commissioners, volunteers, players, parent/guardians, and all those involved in our youth sports program. We look forward to your involvement in our Youth Athletics Programs.

## Mission Statement

Nazareth Clippers Athletic Association exists to use football, cheerleading, softball, lacrosse, and field hockey and a respect for education to develop strong, smart, responsible, healthy young men and women. We give them experiences that build their appreciation and understanding of leadership, teamwork, and discipline.

We don't try to build stars. We don't want to over-inflate a young ego, nor do we want to risk injuring the self esteem of a young person. Whether our kids have good days or bad, they are still an integral part of our team...and always will be a Nazareth Clipper Strong & Proud!

## **Philosophy of Youth Sports**

The Nazareth Clippers Athletic Association strongly believes in the benefits of participating in organized sports. Participation in sports has been proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. The goal of the Nazareth Clippers Athletic Association is to provide programs and venues for young people of all backgrounds to participate and enjoy a variety of recreational activities while maintaining a safe, wholesome environment. The Nazareth Athletic Association has embraced the philosophies set forth in the “National Standards for Youth Sports,” a publication compiled by the National Alliance for Youth Sports based on an assembly of 48 of the nation’s leading experts representing a vast variety of disciplines affecting youth sports. The following standards were established:

**Quality Sports Environment:** Youth sports programs must be developed and organized to ensure, as well as to enhance, the emotional, physical, social, and educational well-being of children.

**Sports Participation:** Youth sports are only one portion of a child’s life that must be balanced with other social and educational experiences and activities.

**Training and Accountability:** Adults involved with youth sports must receive training and important information about the program and must be held accountable for their behavior.

**Screening Process:** To ensure the safety and well-being of children in youth sports, individuals with regular, repetitive access or contact with children must complete the screening process.

**Parents’ Commitment:** Parents/guardians must take an active and positive role in their child’s youth sports experiences.

**Sportsmanship:** Everyone involved in youth sports programs should exhibit positive sportsmanship behavior at all times.

**Safe Playing Environment:** Youth sports programs must provide safe playing facilities and equipment, healthful playing situations, and proper first aid applications should the need arise.

**Equal Play Opportunity:** Parents, coaches, and program administrators must provide equal play opportunity for all youth regardless of race, creed, sex, economic status, or ability.

**Drug, Tobacco, Alcohol, and Performance Enhancer-Free Environment:** Parents, coaches, officials, fans, players, and administrators must be drug, tobacco, vapor cigarettes, alcohol, and performance enhancer-free at youth sports activities.

## **Registration Procedures/Overview of Programs**

### Spring Sports

- Boys Lacrosse – Registration typically begins in December; season runs March through June; grades Pre-K through 6th; boys are provided a helmet, jersey, and mouthpiece.
- Girls Lacrosse- Registration typically begins in December; season runs March through June; grades K-8th; girls are provided a jersey, skirt, and mouthpiece
- Softball- Registration typically begins in December; season runs March through June; girls ages 5-21

### Fall sports

- Football- Registration typically begins in April; season runs August through November; grades Pre-K through 7th grade; helmets, shoulder pads, pants w/pads, practice jersey, and game jerseys are provided
- Cheerleading- Registration typically begins in April; season runs August through November; ages 3 through 7th grade
- Field Hockey- Registration typically begins in April; season runs from August through October; grades 2-6th; girls are provided a jersey and skirt

**Registration Fees –** Registration fees for each program will be detailed in the registration information that is emailed to past participants, sent via flyers throughout the Nazareth school district, social media, and posted on [www.nazarethclippers.org](http://www.nazarethclippers.org).

Forms of Payment – Check (made out to UNTAA) or Credit Card (Visa or MasterCard)

Online Registration – Registration is available online at [www.nazarethclippers.org](http://www.nazarethclippers.org)

Late Registration / Waiting List – Those wishing to register after the deadline will be placed on the waiting list. If/when a roster spot becomes available a player from the waiting list will be contacted (in order from first on the waitlist to last) to come in and register. A late fee of \$25 will apply.

Age Divisions – Age divisions will be determined on a season-by-season basis, and will be detailed on the registration information. Each program has its own age/grade control date which indicates the cut-off to determine what league age/grade a participant is.

Refunds – Requests for refunds must be made to the Nazareth Clippers sports commissioner in writing. A refund will be given to anyone who requests a refund prior to playing or practicing in any sanctioned games and/or practices. This refund will include all fees minus any administration handling fees and/or processing fees. Once a child has practiced in a sport or played in a game refunds will no longer be issued.

Insurance – Insurance coverage is provided with your registration fee.

Medical Information – Please notify the organization if your child has a pre-existing medical condition on the registration form (i.e. previous surgeries, allergies, medications, physical impairments, etc.) Also, notify the head coach of the condition at the team meeting or first practice. A sports physical is required every year to play in any sport through Nazareth Clippers Athletic Association.

Practices/Games- Practices will start as soon as the season begins, with games typically starting a few weeks later. Practice length and frequency depends on the sport and the age. Coaches select practice times based on their availability. The coach is ultimately responsible for communicating the practice and game schedule with his/her team. Games are determined by the sports league, not by Nazareth Clippers Athletic Association.

Birth Certificates- Due to confidentiality reasons the website deletes all birth certificates once they are confirmed in the system and matched up with birth dates. Due to this and some leagues requiring actually physical copies of birth certificates, it is no longer required to have birth certificates uploaded to the website. However, if the league you

are playing in requires birth certificates you may need to provide a copy of a birth certificate to the Nazareth Clippers sports commissioner.

## **Quality and Skills of a Great Coach**

**Integrity** – a good coach should respect and understand the need for rules. He/she should never attempt to circumvent the rules in any way.

**Enthusiasm** – adding emotion to effort. A good coach must show enthusiasm in order to encourage and excite his/her players.

**Patience** – A good coach should not push children beyond their limits in terms of practice. Create an environment of learning and fun, not one of stress and negativity.

**Sportsmanship** – Set the example. All the kids on your team and their parents are watching how you react to a bad call or treat the other team's coaches, players, and fans. Show them that you win and lose with class and respect.

**Perspective** – Understand that there are far more important things in life than losing a game in youth sports. Everyone should want to do well and everyone should want to win, but losing a game is not the end of the world. A youth sports coach's success is measured by the respect he/she gains from players, parents, and officials – not wins and losses.

**Positive Attitude** – A coach should encourage his/her players. Avoid negative remarks towards players and officials. Creating a positive environment during games and practices will be more enjoyable for all involved.

**Preparation** – Have an organized plan for practices. Be familiar with the rules of the game and policies of the league.

**Communication** – Be accessible to parents. Keep them in the loop with plans and schedules. Setting up an email distribution list with all the parents on your roster is a great way to keep good lines of communication.

**Concern for Safety** – A coach should always consider the safety and welfare of his/her players above anything else. If there is a safety concern you need assistance with contact your sports commissioner immediately.

## **Coaches Code of Conduct**

I hereby pledge to follow the Nazareth Athletic Association Coaches Code of Conduct:

- I will place the emotional and physical well-being of my players ahead of personal desire to win
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group
- I will do my best to provide safe playing situations for my players
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players
- I will do my best to organize practices that are fun and challenging for all my players
- I will lead by example in demonstrating fair play and sportsmanship to all my players
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players
- I will use those coaching techniques appropriate for each of the skills that I teach
- I will remember that I am a youth sports coach, and that the game is for children and not adults

## **Corrective Action**

Coaches who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, Nazareth Clippers Athletic Association has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

- 1. Verbal Warning – Sport commissioner and/or board will discuss the undesirable conduct with coach and stress that this behavior will not be tolerated. Sport commissioner will document this conversation and submit to Executive Board via an incident report.

- 2. Written Warning – Sport commissioner will notify Executive Board of continued breach of Code of Ethics and the sport commissioner will arrange a meeting with the coach. A formal letter of reprimand will be given to the coach as well as the Executive Board stating that the next offense could lead to a suspension or ban.
- 3. Game/Practice Suspension – A letter of suspension will be drafted by the sport commissioner explaining that the coach will be banned from attending the teams next scheduled practice and/or game. The next offense could result in a season-long suspension.
- 4. Season Long Suspension – The coach will be banned from attending any future league practices and/or games. The coach will remain on suspension until a formal request for reinstatement is made. Nazareth Clippers Executive Board will review the reinstatement request and determine if the suspension will be lifted.

## **Parents Code of Conduct**

I hereby pledge to follow the Nazareth Athletic Association Parents Code of Conduct:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth – not adults.
- I will do my very best to make sure youth sports remain fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, ability, or religion.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.

## **Corrective Action**

Parents who do not follow the above Code of Ethics will be subject to corrective action. It is the philosophy of Nazareth Clippers Athletic Association that parents should not spoil the experience of participation in youth sports for the children. The following guidelines have been established for addressing problems with parents/spectators. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

- 1. Verbal Warning – Sport commissioner and/or coach will discuss the undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document this conversation and submit to the Executive Board via an incident report.
- 2. Written Warning – Sport commissioner will notify Executive Board of continued breach of Code of Ethics and the sport commissioner will arrange a meeting with the parents. A formal letter of reprimand will be given to the parent as well as the Executive Board stating that the next offense could lead to a suspension or ban.
- 3. Game Suspension – A letter of suspension will be drafted by the sport commissioner explaining that the parent will be banned from attending the teams next scheduled contest. The next offense could result in a season-long suspension.
- 4. Season Long Suspension – The parent will be banned from attending any future league contests. The parent will remain on suspension until a formal request for reinstatement is made. Nazareth Clippers Executive Board will review the reinstatement request and determine if the suspension will be lifted.

## **Players/Participants Code of Conduct**

I hereby pledge to follow the Nazareth Clippers Athletic Association Players Code of Conduct

- I will demonstrate and encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will attend every practice and game that I can, and will notify my coach if I cannot attend.
- I will expect to receive a fair and just amount of playing time.
- I will do my very best to listen and learn from my coaches.



- I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities, and will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will remember that sports are an opportunity to have fun.

## **Corrective Plan**

Players who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, Nazareth Clippers Athletic Association has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

- 1. Verbal Warning – Coach will discuss inappropriate conduct with the player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion and provide a copy to the sports commissioner and to the Executive Board.
- 2. Period Suspension – Coach will bench the offending player for a period of time during a game when he/she should be playing. Coach will inform the sports commissioner and the Executive Board of the problem and why the child is sitting out on playing time.
- 3. Game Suspension – Coach will bench the offending player for one entire game when he/she should be playing. Coach will inform the sports commissioner and Executive Board of the 3rd offense, at which time the player and the parent must attend a meeting with the coach and sports commissioner before the player is allowed to resume playing. The player will be warned that the next offense could result in his/her expulsion from the league.
- 4. League Expulsion – The participant on the 4th offense may be expelled from the league and no refund will be given. The parent will need to make a formal request to be reinstated into this league. The player and parent will need to meet with the sports commissioner prior to the start of the next youth sports season to determine if the child is capable of playing within the guidelines of the program.

## Enforcement of the Code of Conduct

The Nazareth Clippers Athletic Association is dedicated to raising the standard of service to youth in sports through the enforcement of this Code of Conduct among its organization. This Code of Conduct defines the expectations for those serving as coaches, parents/guardians, volunteers, and spectators in youth sports and provides the tools to be used by the organization, when necessary, to check behavior and to respond with resolve to protect all children from the psychological, emotional, physical or social abuses that can be perpetrated against them by. The Nazareth Clippers Athletic Association firmly believes that for the sports experience to be positive, safe, and a learning experience for youth, volunteer coaches, commissioners, parents/guardians, spectators must be held accountable for their behavior when working, watching children, watching the sport, volunteering their time, etc... Therefore, every Nazareth Athletic Association coach and commissioner is required to sign and adhere to a Coaches' Code of Ethics Pledge. As well as every parent/guardian is required to sign and adhere to a Parent's Code of Ethics Pledge.

In order to provide the Program the flexibility to take appropriate action when a Nazareth Athletic Association coach is found to have violated the Coaches' Code of Ethics, a range of possible Executive Board actions has been developed to accompany the Code of Conduct. Possible actions include:

- Warning to and/or Apology from the coach
- Probation
- One Game Suspension
- Multiple Game Suspension
- Season Suspension
- Permanent Suspension

The specific response of the Executive Board may include terms and conditions supplementing one or more of the listed sanctions. When reviewing a complaint and deciding what action is the most appropriate in a given situation, the Executive Board must take into consideration various extenuating circumstances.

Factors that might suggest a more lenient sanction include:

- First Offense
- Remorse
- Apparent Desire to Reform

- Other Good Coaching Attributes
- Dedication to Youth Sports

Factors that might suggest a harsher sanction include:

- Child Endangerment
- Violation of Law
- Prior Complaints/Review Action
- Lack of Remorse
- Number of Ethic Codes Violated
- Number of Expected Behaviors Violated
- Breach of Duties as a Role Model
- Extraordinarily Poor Judgment Around Children

## **What is a Concussion?**

A concussion is a type of traumatic brain injury, caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth-literally causing the brain to bounce around or twist within the skull. This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

## **How Can I Recognize A Possible Concussion?**

To help spot a concussion, you should watch for, and ask others to report the following two things:

- Signs and Symptoms Observed by Coach, Parent/Guardian If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:
  - Appears dazed, stunned, or confused about assignment or position
  - Forgets an instruction
  - Is unsure of game, score, or opponent
  - Moves clumsily
  - Answers questions slowly
  - Loses consciousness (even briefly)
  - Shows mood, behavioral, or personality changes
- Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems • Confusion • Just “not feeling right” or “feeling down”

### **What are Concussion Danger Signs?**

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion that crowds the brain against the skull. Call 9-1-1 or take the athlete to the emergency room right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

### **Why Should I Be Concerned About Concussions?**

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer. If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first - usually within a short time period (hours, days,

weeks) - can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## **How Can I Help Prevent Concussions or Other Serious Brain Injuries?**

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.
- Helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So even with a helmet, it is important for kids and teens to avoid hits to the head.

## **Concussion Action Plan What Should I Do When A Concussion Is Suspected?**

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan and/or utilize our athletic trainers through Coordinated Health. We currently have athletic trainers during our home games through Coordinated Health

- 1. REMOVE THE ATHLETE FROM PLAY. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
- 2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods they can use to assess the

severity of concussions. As a coach, recording the following information can help healthcare professionals in assessing the athlete after the injury: • Cause of the injury and force of the hit or blow to the head or body • Any loss of consciousness (passed out/knocked out) and if so, for how long • Any memory loss immediately following the injury • Any seizures immediately following the injury • Number of previous concussions (if any)

- 3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS. Let them know about the possible concussion and give them a Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.  
[https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_fact\\_sheet\\_for\\_parents.pdf](https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_parents.pdf)
- 4. KEEP THE ATHLETE OUT OF PLAY. An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision for returning to practice or play is a medical decision. Once an athlete has been medically cleared by an appropriate health care provider the Nazareth Clippers will follow a 5 step return to play protocol.
  - Step 1: Light aerobic exercise (push-ups, squats, etc). As long as they stay symptom free for 24-48 hours they can progress on to Step 2. If symptoms return, the athlete must be seen by a medical professional and will require further medical clearance to return to the sport and will start the 5 step return to play protocol over.
  - Step 2: Sport Specific Exercise (begin running program, cutting, sprinting). As long as they stay symptom free for 24-48 hours they can progress on to Step 3. If symptoms return, the athlete must be seen by a medical professional and will require further medical clearance to return to the sport and will start the 5 step return to play protocol over.
  - Step 3: No Contact Training Drills (increase running intensity, begin agilities, NON-contact sport specific drills, throwing, kicking, resistance training). As long as they stay symptom free for 24-48 hours they can progress on to Step 4. If symptoms return, the athlete must be seen by a

medical professional and will require further medical clearance to return to the sport and will start the 5 step return to play protocol over.

- Step 4: Full contact practice. As long as they stay symptom free for 24-48 hours they can progress on to Step 5. If symptoms return, the athlete must be seen by a medical professional and will require further medical clearance to return to the sport and will start the 5 step return to play protocol over.
- Step 5: Full game participation. If symptoms return, the athlete must be seen by a medical professional and will require further medical clearance to return to the sport and will start the 5 step return to play protocol over.

## **Dehydration**

Research shows that 2/3 of kids are significantly dehydrated when they arrive at practice. If kids don't drink enough to replace sweat loss during activity, they become dehydrated. Dehydration not only hurts young athletes' performance, it may endanger their health. Kids are at increased risk for heat stress or illness, because during activity they heat up more quickly and cool down less efficiently than adults.

## **Warning Signs**

Headache, dizziness, nausea, and muscle cramps are signs of dehydration. Teach your athletes to drink fluids before, during, and after activity.

## **What to Drink**

Encourage your athletes to drink water or Gatorade, but water is the best. Most youth athletes will drink water if it is lightly sweetened with Gatorade.

## **How much Fluid?**

One hour before practice, athletes less than 90 pounds should drink 3 to 6 ounces and those over 90 pounds should drink 6 to 12 ounces. During practice, athletes should

drink 3 to 9 ounces of fluid every 20 minutes. After practice, athletes should drink 8 to 12 ounces to replace fluid loss through sweating.

## **Inclement Weather Policy for Trainings and Practices**

### **Policy Purpose and Scope**

Nazareth Clippers organization recognizes that inclement weather (including, but not limited to, lightning, extreme heat, and extreme cold) can affect the safety of its athletes, parents/guardians, coaches, and other volunteers, and the Clippers is committed to implementing safe practices to minimize such risk. As such, Nazareth Clippers has adopted this *Inclement Weather Policy for Trainings and Practices*, with a heavy reliance on National Weather Service (NWS) alert systems and public safety information. Coaches and other Nazareth Clippers organization personnel (commissioners, board) are to follow this policy when determining whether trainings or practices should take place, be modified, or be cancelled outright due to possible, or actual, extreme weather conditions. This policy applies to trainings and practices over which the Nazareth Clippers commissioners, board, and coaches have governance authority. This policy does not apply to games and/or tournaments.

### **Policy Overview**

The safety of our athletes, parents, coaches, and other volunteers is paramount in any weather situation. This policy lays out clear policies for when alterations or cancellations must be made to the Nazareth Clippers activities based on: potential, or actual, inclement weather conditions; sports wide decisions made by the Nazareth Clippers organization (coaches, commissioners, board); and situations when a field has been closed by the field owner. The policy relies heavily on NWS weather announcement-based recommendations and follows the NWS recommendation that the public take action *when thunder is heard*, rather than waiting for lightning or rain.

### **National Weather Service Announcements**

The table below provides NWS announcements that are applicable to this policy. Coaches and other Nazareth Clippers organization staff (commissioners, board) will use this table to determine when activities shall be cancelled due to weather. Assuming field conditions are acceptable, activity may resume if a weather alert is lifted and it is still feasible to hold the activity.



**National Weather Service Alert**  
(*click to view definitions*)

**Nazareth Clippers Policy**

**Winter Weather Announcements**

- |  |   |
|--|---|
| 1. <a href="#">Blizzard Warning</a>        | All outdoor practices and trainings cancelled |
| 2. <a href="#">Freezing Rain Advisory</a>  | All outdoor practices and trainings cancelled |
| 3. <a href="#">Freeze Warning</a>          | N/A   |
| 4. <a href="#">Freeze Watch</a>            | N/A   |
| 5. <a href="#">Ice Storm Warning</a>       | All outdoor practices and trainings cancelled |
| 6. <a href="#">Winter Storm Watch</a>      | N/A   |
| 7. <a href="#">Winter Storm Warning</a>    | All outdoor practices and trainings cancelled |
| 8. <a href="#">Winter Weather Advisory</a> | All outdoor practices and trainings cancelled |
| 9. <a href="#">Frost Advisory</a>          | N/A   |
| 10. <a href="#">Wind Chill Advisory</a>    | All outdoor practices and trainings cancelled |
| 11. <a href="#">Wind Chill Warning</a>     | All outdoor practices and trainings cancelled |

**National Weather Service Alert**  
(*click to view definitions*)

**Nazareth Clippers Policy**

**Hot Weather Announcements**

- |   |   |
|---|---|
| 1. <a href="#">Heat Advisory</a>          | All outdoor practices and trainings cancelled |
| 2. <a href="#">Excessive Heat Watch</a>   | N/A   |
| 3. <a href="#">Excessive Heat Warning</a> | All outdoor practices and trainings cancelled |

**Fog/Wind/Severe Weather Announcements**

- |   |   |
|---|---|
| 1. <a href="#"><u>Dense Fog Advisory</u></a>          | N/A   |
| 2. <a href="#"><u>High Wind Watch</u></a>             | N/A   |
| 3. <a href="#"><u>High Wind Warning</u></a>           | All outdoor practices and trainings cancelled   |
| 4. <a href="#"><u>Extreme Wind Warning</u></a>        | All outdoor practices and trainings cancelled   |
| 5. <a href="#"><u>Wind Advisory</u></a>               | All outdoor practices and trainings cancelled   |
| 6. <a href="#"><u>Severe Thunderstorm Watch</u></a>   | <ul style="list-style-type: none"> <li>· Outdoor practices may proceed</li> <li>· Parent/guardian or a person designated by the parent/guardian, and communicated to the player, must remain at the field in case safe sheltering is required*</li> <li>· Refer to the Lightning and/or Thunder section of this policy for additional requirements</li> </ul> |
| 7. <a href="#"><u>Severe Thunderstorm Warning</u></a> | All outdoor practices and trainings cancelled   |
| 8. <a href="#"><u>Tornado Watch</u></a>               | <ul style="list-style-type: none"> <li>· Outdoor practices may proceed</li> <li>· Parent/guardian or a person designated by the parent/guardian, and communicated to the player, must remain at the field in case safe sheltering is required*</li> <li>· Refer to the Lightning and/or Thunder section of this policy for additional requirements</li> </ul> |
| 9. <a href="#"><u>Tornado Warning</u></a>             | All outdoor practices and trainings cancelled   |

### **Tropical Storm Announcements**

- |  |   |
|--|---|
| 1. <a href="#">Hurricane Watch</a>                 | <ul style="list-style-type: none"> <li>· Outdoor practices may proceed</li> <li>· Parent/guardian or a person designated by the parent/guardian, and communicated to the player, must remain at the field in case safe sheltering is required*</li> <li>· Refer to the Lightning and/or Thunder section of this policy for additional requirements</li> </ul> |
| 2. <a href="#">Hurricane Warning</a>               | All outdoor practices and trainings cancelled   |
| 3. <a href="#">Tropical Storm Watch or Warning</a> | <ul style="list-style-type: none"> <li>· Outdoor practices may proceed</li> <li>· Parent/guardian or a person designated by the parent/guardian, and communicated to the player, must remain at the field in case safe sheltering is required*</li> <li>· Refer to the Lightning and/or Thunder section of this policy for additional requirements</li> </ul> |

## National Weather Service Alert

### Nazareth Clippers Policy

#### Flooding Announcements

- |  |   |
|--|---|
| 1. <a href="#">Flash Flood Watch</a>   | N/A   |
| 2. <a href="#">Flash Flood Warning</a> | All outdoor practices and trainings cancelled |
| 3. <a href="#">Flood Watch</a>         | N/A   |
| 4. <a href="#">Flood Warning</a>       | All outdoor practices and trainings cancelled |

\* The designated person must be at least 16 years old. Only players at least 16 years old may act on their own behalf as the designee with their parent's/guardian's authorization.

## **Lightning and/or Thunder**

According to the NWS, there is no safe place outside when thunderstorms are in the area, and if you hear thunder, you are likely within striking distance of the storm so, "When thunder roars, go indoors!" In consideration of this advice, the Nazareth Clippers policy is as follows:

- If a coach, manager, parent/guardian, athlete, or other individual sees lightning, or hears thunder, that person shall immediately notify the coach, and the coach shall:
  - suspend the outdoor activity; and
  - direct all players to seek safe shelter for at least 30 minutes from the last time lightning is seen or thunder is heard.

## **Safe Shelter**

According to the NWS, safe shelter is either a substantial building (one with plumbing and wiring such as a home, school, church, office building, indoor concourse or recreation center) or a fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, etc. Unfortunately, many of the fields used by Nazareth Clippers do not have access to substantial buildings for safe shelter. Therefore, while Nazareth Clippers coaches, commissioners, and board have the best intentions for the safety of our players, parents/guardians are reminded that they are ultimately responsible for ensuring players have access to a safe vehicle during training, and practice.

Parents/guardians shall make arrangements to ensure that a responsible person with a safe vehicle remains at the field if/when there is a risk of severe weather forming.

## **Other Possible Reasons for Cancellation**

At their discretion, Nazareth Clippers coaches, commissioners, and/or board may cancel practice, at any given time besides the reasons above. Any Nazareth Clippers sports-wide decision about field use supersedes any coach's decision.

Some reasons coaches or Nazareth Clippers commissioners, and/or board might cancel training or practice, include, but are not limited to:

- If the playing surface is frozen and/or contains blocks of snow and/or ice, Nazareth Clippers management shall cancel activities.

- If the playing surface is too wet and/or muddy, Nazareth Clippers management shall cancel activities.
- If the playing field/surface/area is deemed to be unsafe, Nazareth Clippers management shall cancel activities.

### **Field Space Owner/Manager Policies**

When Nazareth Clippers teams use field space managed and operated by the Upper Nazareth Township, Nazareth Area School District, or any other organization, the Clippers shall follow the operating policies and procedures established by each institution with respect to inclement weather. Playing on a field that has been closed by the field owner is strictly prohibited and is considered a violation of this policy.

### **Notifications and Communication**

Nazareth Clippers organization coaches, commissioners, and/or board make best efforts to communicate all modifications and cancellations sixty (60) minutes in advance of the scheduled activity, in accordance with the above policies; however, the Nazareth Clippers organization, reserves the right to cancel activities, should weather conditions change and present safety risks to participants prior to or during the scheduled activities.

Nazareth Clippers shall make best efforts to post information about activity cancellations on all social media pages that the organization utilizes, and send emails to all registered players, parents, coaches, commissioners, board, and/or teams.

### **Policy Enforcement**

Any coach who does not follow the policies outlined in this *Inclement Weather Policy for Trainings and Practices*, will be considered in violation of this policy *and subject to disciplinary action by the Nazareth Clippers Board of Directors*. Any parent/guardian who does not adhere to this policy will be considered in violation of the *Nazareth Clippers Parent Code of Conduct* and/or subject to disciplinary action set by the Nazareth Clippers Board of Directors. Any player who does not adhere to this policy will be in violation of the *Nazareth Clippers Player Code of Conduct*, which may result in disciplinary action.

### **Policy Resources**

Links: Additional inclement weather resources are available at the links below:

- [http://www.lightningsafety.noaa.gov/toolkits/Lightning\\_Safety\\_Com\\_toolkit.pdf](http://www.lightningsafety.noaa.gov/toolkits/Lightning_Safety_Com_toolkit.pdf)
- <https://www.ok.gov/health2/documents/weatherwatchforchildren2.pdf>
- [www.weatherbug.com](http://www.weatherbug.com)
- <http://dpr.dc.gov>

## Understand the Weather

### Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

### Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit Weather Guidelines for Children

# Weather Guidelines for Children

		Wind-Chill Factor Chart (in Fahrenheit)								
		Wind Speed in mph								
Air Temperature		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

Comfortable for outdoor play
  Caution
  Danger

		Heat Index Chart (in Fahrenheit %)												
		Relative Humidity (Percent)												
Air Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
104	119	124	131	137										

## Weather Guidelines for Children

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

**Condition GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

**Condition YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

**Condition RED** - most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

## **Inclement Weather Tips**

The following tips are provided for the benefit of Nazareth Clippers coaches, families, spectators, and players; however, these tips are informational only, and are not enforceable under the scope of the Inclement Weather Policy for Trainings and Practices..

### *Tips for Warm Weather Conditions*

Coaches, parents/guardians, and athletes are encouraged to:

- Take frequent rests and water breaks; when training or competing on synthetic surfaces, consult the referee and opposing coach before the match begins to agree upon water breaks at predetermined times of each corresponding half
- Encourage all athletes to drink water before they complain of being thirsty; by the time they are thirsty, chances are they are already dehydrated
- Wear light, loose fitting clothing made of breathable fabric light in color
- Stop exercising if chest pain, dizziness, lightheadedness, or nausea sets in
- Wear sunscreen labeled as SPF 15 or higher and reapply often. Read the labels on sunscreen and look for both UVB and UVA protection.

### *Tips for Cold Weather Conditions*

Coaches, parents/guardians, and athletes are encouraged to consider the following recommendations:

- Clothing
  - Individuals should dress in layers and try to stay dry. Moisture, whether from perspiration or precipitation, significantly increases body heat loss. Layers can be added or removed depending on temperature, activity and wind chill.
  - Begin with a wicking fabric next to the skin; wicking will not only keep the body warm and dry, but also eliminates the moisture retention of cotton. For example, polypropylene and wool can wick moisture away from the skin and retain insulating properties when wet.
  - Add lightweight pile or wool layers for warmth and use a wind-blocking garment to avoid wind chill. Because heat loss from the head and neck may account for as much as 40 percent of total heat loss, the head and ears should be covered during cold conditions.



- Hand coverings should be worn as needed, and in extreme conditions, a scarf or face mask should be worn. Mittens are warmer than gloves. Feet can be kept dry by wearing moisture-wicking or wool socks that breathe and should be dried between wears.
- Energy/Hydration
  - Maintain energy levels via the use of meals, energy snacks and carbohydrate/electrolyte sports drinks. Negative energy balance increases the susceptibility to hypothermia. Stay hydrated, since dehydration affects the body's ability to regulate temperature and increases the risk of frostbite. Fluids are as important in the cold as in the heat. Avoid alcohol, caffeine, nicotine and other drugs that cause water loss, vasodilation or vasoconstriction of skin vessels.
  - Signs of dehydration
    - Early warning signs include: headache, dizziness, nausea, and muscle cramps
- Fatigue/Exhaustion
  - Fatigue and exhaustion deplete energy reserves. Exertional fatigue and exhaustion increase the susceptibility to hypothermia, as does sleep loss.
- Warm-up and Session Length
  - Warm up thoroughly and keep warm throughout the practice or competition to prevent a drop in muscle or body temperature. Time the warm-up to lead almost immediately to competition. After competition, add clothing to avoid rapid cooling.
  - Warm extremely cold air with a mask or scarf to prevent bronchospasm. Session length may be decreased (e.g., from 90 minutes to 60 minutes) in more extreme circumstances to minimize exposure to the cold.

### *Tips for Safe Shelter*

Coaches, parents/guardians, and athletes are encouraged to consider the following recommendations:

- Once inside a safe shelter, stay away from showers, sinks, bathtubs, and electric equipment such as stoves, radios, corded telephones and computers.

- Unsafe buildings include car ports, open garages, covered patios, picnic shelters, beach pavilions, and golf shelters, tents of any kind, baseball dugouts, sheds, and partially enclosed vending areas.
- A safe vehicle is any fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc. While inside a vehicle, do not use electronic devices such as radio communications or touch metal framework during a thunderstorm. Unsafe vehicles include golf carts, convertibles, motorcycles, or any other open cab vehicle.

## **Managing Emergencies and Contacts**

These are general guidelines, not step-by-step procedures. Staff and coaches are expected to act within the realm of their training and good judgment. Prevention, organization, planning, and monitoring are vital to good emergency management. Assess the situation: Keep cool, don't panic. Do not move child until you assess the nature of injury. Decide on the appropriate action and designate team members to manage areas of response.

First Aid: Give First Aid only within the realm of your training.

For serious injuries: 911 should be called immediately. Be prepared to provide location, phone number, caller's name, number, condition of person(s) injured, and what kind of First Aid is being administered.

- Send a messenger to wait for EMS personnel at a location visible to incoming vehicles
- Do not move the injured child until you assess the nature of the injury
- Apply First Aid necessary to stabilize the patient
- Contact parent immediately
- Staff should move remaining athletes away from the scene and keep them calm and occupied if possible
- If the patient must be evacuated by ambulance to the hospital, and the parents cannot be reached, a coach or a Nazareth Clippers Athletic Association commissioner or board member must accompany the child to the hospital.

- Remaining staff should process the accident and response with the group and should provide accurate information about the injured participant to the group, as appropriate. Decide to continue or to end the program.
- Nazareth Clippers coach must complete an Incident Report form, and notify their respective sports commissioner. This form is due within 48 hours to the President of Nazareth Clippers. Be factual concerning what occurred, do not speculate.
- Follow up. Within 24 hours, the child's coach or the sports commissioner of the program should call the parent/guardian to see how the child is doing. In the event staff is questioned by the media about the accident, the ONLY statement to the media shall be: "Everyone involved did the best they could; you can get further information by speaking to the Commissioner." Participants should be asked to refrain from talking to the media.

For minor injuries:

- Do not move the injured child until you assess the nature of the injury
- Apply First Aid if necessary
- Contact parent
- Move injured child away from the field of play
- Remaining staff should process the accident and response with the group and should provide accurate information about the injured participant to the group, as appropriate
- Nazareth Clippers staff must complete an Incident Report form, and notify their commissioner. This form is due within 48 hours to the President of the Nazareth Clippers. Be factual concerning what occurred, do not speculate.
- Follow up (within 24 hours, call parent to see how child is doing)

## **Volunteer Injuries**

Volunteers are treated as participants.

## **Communicable Disease Procedures**

While the risk of one athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a remote risk that other blood borne infectious diseases can be

transmitted. For example, Hepatitis B can be present in the blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth to mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
- Athletic staff/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition is resolved.
- Contaminated towels should be properly disposed

## **Child Abuse in Youth Sports**

If maltreatment of a child is reasonably suspected, a report should be made with Child Protective Services, so that a qualified and experienced person can investigate the situation. If immediate assistance is required call the Upper Nazareth Police at (610) 759-2200, or if it is an emergency call 911. Before filing a report please inform the sports commissioner or one of the Nazareth Clippers Executive Board members of the situation.

- There are four types of abuse to be aware of:
  - 1. Emotional – This is a pattern of behavior that attacks a child’s emotional development and sense of self worth. Examples include constant criticizing, belittling, insulting, rejection, and providing no love,

guidance, or support. Emotional abuse is sometimes referred to as verbal abuse or mental abuse.

2. Sexual – This is the exploitation of a child for the sexual gratification of an adult. It may range from exhibitionism and fondling to intercourse or use of a child in the production of pornographic materials.

3. Physical – This is non-accidental physical injury which is inflicted by another person and may include severe beatings, burns, human bites, strangulation, or immersion in scalding water, with bruises, welts, broken bones, scars, or serious internal injuries resulting.

4. Neglect – This the withholding of, or failure to provide a child with the basic necessities of life – food, clothing, shelter, medical care, attention to hygiene, or supervision needed for optimal physical growth and development.

At times, adults are unaware that they are being abusive to the children participating in youth sports. Below is a list of common inappropriate behaviors coaches, volunteers, and parents/guardians should never participate in while serving in our youth sports program:

- One-on-one contact is prohibited. Two adults must be present with players at all times (games and practices).
- Benching less skilled athletes.
- Grabbing players by their facemasks or equipment.
- Wrapping athletes in plastic wrap to force weight loss to make a weight limit.
- Cursing, yelling, or using 'put-downs' that demean a child.
- Using excessive physical training techniques to punish/discipline young athletes (running laps).
- Name calling (clumsy, stupid, klutz, wimp etc...).
- Not allowing a young athlete to take a break or to use the restroom when needed.
- Depriving young athletes of water.
- Throwing equipment at players.
- Grabbing or shaking players in a fit of anger.
- Using racial slurs.

- Using sexual put-downs (“you are playing like a girl”).
- Making cruel comments about body type.
- Stereotyping athletes (overweight athlete as catcher).
- Paying attention to only the best players, casting aside the less talented.
- Cutting young athletes from the team
- Hurtful comments and/or participation denial to persons with disabilities.
- Demanding unrealistic expectations, perfect performances, no mistakes, no losses, etc...
- inappropriate sexual contact between adult and child.
- Teaching and/or expecting players to taunt, cheat, intimidate, fight, or trash talk

## **Clearance Policy for Coaches/Commissioners**

To ensure that the participants involved in Nazareth Clippers Athletic Association programs receive the highest quality experience, all potential volunteer youth sports coaches and commissioners must go through Nazareth Clippers background screening process. Background screening assists the organization in selecting the most qualified individuals who understand the organization’s goals, as well as excluding individuals that have certain criminal histories or history that suggest they may be a potential risk to young athletes. In order to coach you will need to:

- Obtain the clearances outlined below
- Register as a coach at [uppernazarethclippers.org](http://uppernazarethclippers.org)
  - You will need to either email to [mkalinoski@uppernazarethclippers.org](mailto:mkalinoski@uppernazarethclippers.org) or mail to UNTAA PO BOX 318, Nazareth, PA 18064. Please do not give them to a coach or anyone else.
  - You are not cleared to coach until you are registered on the website, have submitted all clearances, and you are confirmed “cleared” by the Board President, NO EXCEPTIONS!
  - Also please retain a copy for your records! As these are confidential records and will be shred and deleted upon confirmation and receipt!

### **Here are the websites for the clearances:**

- PA State Police (good for 5 year only)- Please make sure you print the certificate form <https://epatch.state.pa.us/Home.jsp>
- Child Abuse (good for 5 years)- you will need to create an account, this is now an instant check so you should be able to print out the certification after you have completed the process- <https://www.compass.state.pa.us/cwis/public/home>

- **\*\*NOTE THIS HAS RECENTLY CHANGED AGAIN BY THE STATE:**  
FBI fingerprints (good for 5 years)- <https://www.identogo.com>. You will then click on get fingerprinted, click go, click on digital fingerprinting, enter the code 1KG6ZJ, and then click on schedule an appointment.
- In addition, you will need a copy of a valid id (ie. driver's license or passport)
  - Arrest & Conviction (good for 1 year only)-  
<http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
  - Disclosure Statement (good for 1 year only)-  
[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_160267.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf)

## Coaches Code of Conduct Signature Page

I hereby pledge to follow the Nazareth Athletic Association Coaches Code of Conduct:

- I will place the emotional and physical well-being of my players ahead of personal desire to win
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group
- I will do my best to provide safe playing situations for my players
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players
- I will do my best to organize practices that are fun and challenging for all my players
- I will lead by example in demonstrating fair play and sportsmanship to all my players
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players
- I will use those coaching techniques appropriate for each of the skills that I teach
- I will remember that I am a youth sports coach, and that the game is for children and not adults

## Corrective Action

Coaches who do not follow the above Code of Ethics will be subject to corrective action. It is the philosophy of Nazareth Clippers Athletic Association that coaches should not spoil the experience of participation in youth sports for the children. The following guidelines have been established for addressing problems with coaches. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

- 1. Verbal Warning – Sport commissioner and/or board will discuss the undesirable conduct with coach and stress that this behavior will not be tolerated. Sport commissioner will document this conversation and submit to the Executive Board.



- 2. Written Warning – Sport commissioner will notify Executive Board of continued breach of Code of Ethics and the sport commissioner will arrange a meeting with the coach. A formal letter of reprimand will be given to the coach as well as the Executive Board stating that the next offense could lead to a suspension or ban.
- 3. Game/Practice Suspension – A letter of suspension will be drafted by the sport commissioner explaining that the coach will be banned from attending the teams next scheduled practice and/or game. The next offense could result in a season-long suspension.
- 4. Season Long Suspension – The coach will be banned from attending any future league practices and/or games. The coach will remain on suspension until a formal request for reinstatement is made. Nazareth Clippers Executive Board will review the reinstatement request and determine if the suspension will be lifted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Parents Code of Conduct Signature Page

I hereby pledge to follow the Nazareth Athletic Association Parents Code of Conduct:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth – not adults.
- I will do my very best to make sure youth sports remain fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, ability, or religion.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.

## Corrective Action

Parents who do not follow the above Code of Ethics will be subject to corrective action. It is the philosophy of Nazareth Clippers Athletic Association that parents should not spoil the experience of participation in youth sports for the children. The following guidelines have been established for addressing problems with parents/spectators. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

- 1. Verbal Warning – Sport commissioner and/or coach will discuss the undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document this conversation and submit to Executive Board.
- 2. Written Warning – Sport commissioner or official will notify Executive Board of continued breach of Code of Ethics and the sport commissioner will arrange a meeting with the parents. A formal letter of reprimand will be given to the parent as well as the Executive Board stating that the next offense could lead to a suspension or ban.

- 3. Game Suspension – A letter of suspension will be drafted by the sport commissioner explaining that the parent will be banned from attending the teams next scheduled contest. The next offense could result in a season-long suspension.
- 4. Season Long Suspension – The parent will be banned from attending any future league contests. The parent will remain on suspension until a formal request for reinstatement is made. Nazareth Clippers Executive Board will review the reinstatement request and determine if the suspension will be lifted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Players/Participants Code of Conduct Signature Page

I hereby pledge to follow the Nazareth Clippers Athletic Association Players Code of Conduct:

- I will demonstrate and encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will attend every practice and game that I can, and will notify my coach if I cannot attend.
- I will expect to receive a fair and just amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities, and will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will remember that sports are an opportunity to have fun.

### Corrective Plan

Players who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, Nazareth Clippers Athletic Association has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

- 1. Verbal Warning – Coach will discuss inappropriate conduct with the player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion and provide a copy to the sports commissioner and to the Executive Board.
- 2. Period Suspension – Coach will bench the offending player for a period of time during a game when he/she should be playing. Coach will inform the sports commissioner and the Executive Board of the problem and why the child is sitting out playing time.
- 3. Game Suspension – Coach will bench the offending player for one entire game when he/she should be playing. Coach will inform the sports commissioner and

Executive Board of the 3rd offense, at which time the player and the parent must attend a meeting the coach and sports commissioner before the player is allowed to resume playing. The player will be warned that the next offense could result in his/her expulsion from the league.

- 4. League Expulsion – The participant on the 4th offense may be expelled from the league and no refund will be given. The parent will need to make a formal request to be reinstated into this league. The player and parent will next meet with the sports commissioner prior to the start of the next youth sports season to determine if the child is capable of playing within the guidelines of the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Nazareth Clippers Athletic Association Incident Report Form

Last Name:\_\_\_\_\_ First Name:\_\_\_\_\_

Home Address: \_\_\_\_\_

Parents/Guardian Name:\_\_\_\_\_

Parents Phone Number:\_\_\_\_\_

Parents Email Address:\_\_\_\_\_

DOB:\_\_\_\_\_ Date of Incident:\_\_\_\_\_ Time of Incident:\_\_\_\_\_

Person Receiving Statement:\_\_\_\_\_

Give all the details of the incident to include any of the names, etc. (Who?, What?, When?, How?, Why?, Where?)

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Was 911 contacted and if so for what? \_\_\_\_\_

On this date \_\_\_\_\_ at \_\_\_\_\_ am/pm, I certify that the information in this Incident Report is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

## Contact Us

Nazareth Clippers Athletic Association

PO Box 318

Nazareth, PA 18064

[www.uppernazarethclippers.org](http://www.uppernazarethclippers.org)

Email: [info@uppernazarethclippers.org](mailto:info@uppernazarethclippers.org)

Website commissioner: [Ken Jordan](#)

## 2019 Executive Board

President: [Melissa Kalinoski](#)

Vice President: [Jim Pilla](#)

Secretary: [Tracy Sheetz](#)

Treasurer: [Josh Ziegenfus](#)

## 2019 Sports Commissioners

Boys Lacrosse: [Adam McGlynn](#) & [Crystal Mulada](#)

Girls Lacrosse: [Tiffany Lapp](#)

Softball: [Ken Jordan](#)

Football: [Tracy Sheetz](#)

Cheerleading : [Alicia Bailey](#)

Field Hockey: [Colleen Pulliam](#)



# **Nazareth Clipper Athletic Association**

P.O. Box 318  
Nazareth, PA 18064  
[www.nazarethclippers.org](http://www.nazarethclippers.org)

## **Constitution and By-Laws**

January 2019

### **ARTICLE I – NAME & ADDRESS**

**Section 1:** The name of this organization shall be the “Nazareth Clipper Athletic Association”, hereinafter referred to as the “ Nazareth Clippers”, a non-profit organization.

**Section 2:** The address is:

P.O. Box 318  
Nazareth, PA 18064

### **ARTICLE II – MISSION**

**Section 1:** The Nazareth Clippers exists to use athletics or sports and a respect for education to develop strong, smart, responsible, healthy young men and women. We give them experiences that build their appreciation for and understanding of leadership, teamwork, discipline, and character.

We don't try to build stars. We don't want to over-inflate a young ego, nor do we want to risk injuring the self-esteem of a young person. Whether our kids have good days or bad, they are still an integral part of our team...and always will be a Nazareth Clipper Strong & Proud!

### **ARTICLE III - RULES OF ORDER**

The Association shall refer to Robert’s Rules of Order (latest edition) regarding any rules not covered in these by-laws.

### **ARTICLE IV - MEMBERSHIP**

**Section 1:** The qualification for voting privileges for officers will be that a member needs to attend at least 3 of the 6 in person monthly meetings in the calendar year.

**Section 2:** The qualification for voting privileges on motions in a meeting is to be in attendance.

**Section 3:** It shall be the primary responsibility of members of the Association to safeguard and promote the interests and welfare of the Association, its members, and its activities, including willingness to serve on committees.

## **Nazareth Clipper Athletic Association**

P.O. Box 318  
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**Section 4:** Only members with voting privileges, as referenced in Article IV - Section 2, may make nominations and motions. All persons attending the meeting may take part in any and all discussion.

**Section 5:** No member of this Association shall have the right to take any action, make decisions, represent, or enter into any agreement affecting the Association without consent of its Officers.

**Section 6:** Members may be suspended or expelled upon satisfactory evidence of violation of these by-laws, or any other conduct which discredits this Association, provided the member has been given a fair hearing including reasonable opportunity to defend him/herself before the Executive Board. The member in question and all parties involved must be given timely and proper notification of a hearing within 30 days.

**Section 7:** No members shall or be entitled to use the Organization for personal gain.

### **ARTICLE V - OFFICERS - EXECUTIVE BOARD**

**Section 1:** The elected officers of the Association shall be President, Vice President, Treasurer and Secretary, referred to as the **Executive Board** positions.

**Section 2:** Officers must be voting members for at least one year before being elected to office, and maintain voting privileges while in office. If a situation arises; the Executive board has the right to make recommendations for exception.

**Section 3:** Duties of the Officers - The duties of the officers shall be as their title would indicate or as may be assigned to them by the Association.

**PRESIDENT** - The president shall be the chief executive officer of the Association, preside at all meetings, have general and active management of the affairs of the corporation, and see that all orders and resolutions of the Executive Board are carried into effect. The President shall be responsible for the monthly meeting agenda, maintaining coaches clearances, and ensuring timely submissions of all fiscal requirements.

**VICE-PRESIDENT** - The vice-president shall act in all cases for and as president in the latter's absence or incapacity. The vice-president shall chair all committees unless otherwise specified by the president.

**TREASURER/CHIEF FINANCIAL OFFICER** - The treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation. The monies of the corporation will be kept in a separate account to the credit of the corporation and shall be disbursed as ordered by the Executive Board. The treasurer shall take proper vouchers for such disbursements and render an account of all transactions and the financial condition of

## Nazareth Clipper Athletic Association

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the corporation, at the regular meeting of the body, or whenever required. The treasurer is responsible for obtaining any insurance required for the operation of the corporation. He/she will be responsible for advising the Executive Board on all financial matters of the organization.

**SECRETARY** – The secretary duty will be to keep accurate lists of voting members, record minutes of regular meetings, report minutes of previous meetings, and all nominating and voting ballots. The secretaries shall also maintain a calendar of events as specified in these by-laws (elections/selections, setting of annual fees, etc.).

The secretaries shall send all thank you letters, monthly meeting reminders, update social media accounts, and coordinate the printing and distribution of announcements and flyers to the school district.

### **Section 4:** Election of Officers

- a. Officers are elected for one-year terms. At least sixty (60) days prior to the annual election written nominations by voting members only will be accepted by the president for upcoming offices.
- b. The election of officers shall take place at the regular monthly meeting in **November**, at which time additional written nominations by voting members only will be taken from the floor. The nominee must accept the nomination prior to voting. Election shall be by written ballot and all votes must be cast in person. The new slate of officers shall take office as of the January meeting.
- c. Should there be more than one candidate for a single position; the candidate receiving the greatest number of votes shall be declared elected. In case of a tie vote, the issue shall be determined by subsequent ballot.

**Section 5:** Any vacancies occurring during the year will be appointed by the Executive Board subject to approval of the voting membership; majority rule.

**Section 6:** The Executive Board shall meet as requested by any Executive Board member to rule on all infractions/protest of the by-laws and any hearings of coaches conduct. The Executive Board has the right to take necessary, appropriate action over any/all participants, parent, and/or guardians, and all appointments to safeguard the interests and welfare of the Association and all appointments of coaches. The Executive Board and General Board shall be included in the impeachment hearing process for any Officer not fulfilling his/her expected obligation. If this is an impeachment hearing, in that case, the next presiding officer who is not being impeached will chair the meeting. In the event this could not be settled, it will be presented to the voting membership.

**Section 7:** Enforce the Code of Conduct with the following procedures:

- a. **Reporting:** Violations shall be reported in order to the coach, commissioner, and/or a member of the board. Any actions that result in league sanctions (technicals, team point deductions, removal from events, suspensions, etc) shall be reported to the

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commissioner and the board. Any person who feels that a coach or commissioner cannot provide impartial judgment or has not correctly handled a situation may escalate a report to the next level.

**b. Determination of Penalties:** A coach, commissioner and/or member of the board may take immediate disciplinary action based on their assessment of the facts on any report. A report of the action should be made to the commissioner and the Executive Board. Any behavioral suspensions for a game or more by a coach require the approval of the commissioner. A coach may limit participation at their discretion for such reasons as practice attendance, lack of cooperation, lack of preparation, etc.

Any disciplinary action that results in a suspension of any participation privileges requires a majority vote of the Executive Board.

Any disciplinary action that results in the removal of a person from participation in all Nazareth Clippers Athletic Association activities forever requires a two thirds majority of the Executive Board and commissioners appointed by the Executive Board.

**Note: Elected vs. Appointed Position:** A person appointed to an elected position is considered elected. All commissioners are appointed, not elected

**c. Penalties:** The Nazareth Clippers has the right to remove from the playing field or area of competition any player, fans, relatives, or acquaintances associated with participant for any reason deemed necessary by the organization to maintain a safe and healthy environment. The Nazareth Clippers has the right to ban from future attendance any fans, relatives, or acquaintances associated with participant for any reason deemed necessary by the organization to maintain a safe and healthy environment.

The Nazareth Clippers has the right to set any time limit for bans on future attendance.

The Nazareth Clippers has the right to determine the area of competition for which bans on attendance will take place.

No participation by the child associated with an individual who is banned from attendance will be permitted until the banned individual is judged by the Nazareth Clippers to be removed from the area of competition.

**d. Financial Penalties:** Any action by an individual that results in a fine or other financial penalty to the organization shall be the responsibility of that individual. No participation will be allowed by the child associated with that individual until the fine is paid.

**e. Appeals:** A person subject to disciplinary action has the right to present an appeal. The appeal must be heard within three days of notice to the Executive Board or the action will be in abeyance until the appeal is heard. Appeals must be via written correspondence using the appeal form with the required fee of \$25.

## **Nazareth Clipper Athletic Association**

P.O. Box 318  
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The appeal board must have at least three members. There must be at least two Executive Board members and a commissioner not involved in the sport in question or three Executive Board members. Any Executive Board members or commissioners that are available may sit on the appeal board. The decision of the appeal board is final. The decision is by majority rule and the President has the deciding vote in the case of a tie. If the judgment of the appeal board is for lifetime banishment, only a majority is required to uphold the banishment on appeal. Appeals will be decided upon within three days of presentation of the appeal. All Executive Board members and commissioners will be given notice of an appeal within 24 hours of an appeal and have 24 hours to notify the Secretary of their desire to sit on the appeal board.

**f. Removal of Coaches/ Commissioners/Members of the Board:** Officials of the organization may be removed by a majority vote of the Executive Board and commissioners. Members of the Executive Board or commissioners constitute a quorum for the removal of coaches, commissioners and/or members of the board. All commissioners and Executive Board members will participate in the Conduct Review Committee have the right to vote on the disciplinary action. Procedures for reporting conduct violations, assessing penalties, assembling a conduct review committee and appeals are the same as for general members.

### **ARTICLE VI - GENERAL BOARD**

This board will consist of executive board, commissioners for each sport program, program commissioner, fundraising commissioner, snack stand commissioner, and any other elected position as deemed necessary.

### **ARTICLE VII - ADVISORY BOARD**

The Advisory Board shall consist of any previous Officer (s) of the organization. They can be invited to attend any/all Executive Board meetings to offer assistance and their experience to current Board members and enforce code of conduct.

### **ARTICLE VII - BACKGROUND CHECK/CERTIFICATION**

**Section 1:** All Head coaches, assistant coaches, commissioners, and officers are required to have an annual State Police background check, Arrest & Conviction, PA Disclosure, FBI Fingerprint if they haven't lived in Pennsylvania for the last 10 years consecutively, as well as a Child Abuse Clearance every 5 years. The President will be responsible for maintaining all clearances.

### **ARTICLE VIII – COMMISSIONERS**

**Section 1:** The President calls for written nominations by the month of November.

- The nominee must accept nomination prior to voting.
- The nominee will be appointed by the Executive Board in the following month
- The new slate of commissioners shall take office as of the January meeting.

## Nazareth Clipper Athletic Association

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### Section 2: The duties of the commissioner or designee are:

1. Attend all league meetings, attend Nazareth Clipper Athletic Association meetings and enforce all league and association by-laws. If you can not attend a meeting you must send someone in your absence.
2. Schedules all sign-ups, notifying the secretary 1 month in advance to have flyers printed.
3. Establishes all team rosters and submits them to the league as required.
4. Contact photographer for team pictures.
5. Assists concession stand commissioner to schedule volunteers.
6. Makes recommendations for existing head coaches to remain or not six (6) weeks before election of head coaches. If recommendation for change is to be made; written notice is to be given to executive board with reasons. A list of all head coaches is to be presented one month after the last sign up to board
7. Additions of head coaches due to new teams are to be presented as soon as possible.
8. May appoint new head coaches when a vacancy exists, until the next regular meeting.
9. Oversees all head coaches, assistant coaches, student coaches and team parents.
10. Also provides the secretary with a list of coaches which includes addresses and phone numbers.
11. Provides the secretary with a copy of league rules, and all team rosters.
12. Obtains all necessary leases and schedules of fields/courts.
13. Inventories all equipment at the close of their season and submits a list of needs to **the Board**, within one month after the close of their season, indicating their expected needs for the following year.
14. Assures a physical form for each child is submitted prior to the first day of practice. If no physical form is submitted, that child CANNOT participate in any activities until submitted. Commissioner reserves the right to request additional medical clearance.
15. Handles everyday affairs of the sport.
16. Initiates any action necessary in the handling of lost or damaged equipment.
17. Reports on sport at the regular monthly meeting and attends all General Board meetings
18. Enforce the Code of Conduct
19. Inform everyone of availability of student athlete award.
20. Inform coaches of requirement of background/certification check.
21. Provide the Treasurer with a proposed budget three months prior to the beginning of the sport.
22. Assume oversight responsibility for the upkeep, distribution, and maintenance of all athletic equipment.
23. Arrange for and organize equipment storage facilities.
24. Maintain their sports website. Submit information to the website commissioner to update the website.

**ARTICLE IX - COACHES**

**Section 1: Selection of Head Coaches:** All individuals interested in becoming a Head Coach must inquire with the sport's commissioner prior to or at season registration. Existing Head Coaches who are interested in returning for the upcoming season must make their intentions known to the commissioner as soon as possible and no later than the regularly scheduled Nazareth Clippers meetings outlined below:

Football, Cheerleading, and Field Hockey – January  
Softball and Lacrosse – March

Existing Head Coaches will be evaluated at the end of each season by the commissioner. This evaluation will include, but not be limited to, coaching ability, interaction with children and parents, cooperation with the commissioner with respect to equipment hand-outs and returns, attendance at Clippers monthly meetings, field maintenance, and prompt resolution to issues as they may arise.

The Commissioner will then prepare a list of coaches and submit them to the Board for approval. This list will be reviewed by the Board and approved. In the event that an individual(s) on the commissioner's list is not approved by the Board, the President will contact both the commissioner and the individual(s) and inform them of this decision and the reason(s) for this decision.

Those individuals not approved by the Board will be offered the opportunity to appeal this decision. If requested, a special meeting of the Board will be held within 14 days. The purpose of this meeting will be to provide the individual with an opportunity to address the concerns raised by the Board. A final decision will be rendered by the Board immediately upon conclusion of this meeting.

If a situation arises where there is more than one individual interested in coaching a particular team, the Commissioner will submit a list of candidates interested in the position, along with his/her recommendation. The Board will consider all interested candidates and, upon conclusion of these considerations, select the Head Coach.

If a vacancy occurs **during the season**, the Commissioner shall appoint a Head Coach.

**Section 2: HEAD COACHES DUTIES INCLUDE:**

1. Must be/become and remain a voting member.
2. All coaches must complete an annual Criminal History Record Check.
3. Ability to maintain a safe environment.
4. Responsible for their team, assistant coaches, student coaches, and team parents.
5. Coaches must recognize and satisfy off field obligations including, but not limited to:

## **Nazareth Clipper Athletic Association**

P.O. Box 318  
Nazareth, PA 18064  
[www.nazarethclippers.org](http://www.nazarethclippers.org)

- a. Timely communication with their commissioner, players and parents
- b. Attendance at meetings as scheduled by the commissioner or the organization
- c. Completion of all related paperwork on schedule
- d. Participation in support tasks, such as field maintenance, equipment issuance, and evaluations
- e. Attend all practices and games or appoint a designee.
- f. Choose assistant coaches and team parent(s). Assistant coaches must be approved by the commissioner.
- g. Assure that all physical forms are with the team at all times.
- h. Give a list of all team members to the Commissioner.
- i. Report directly to the commissioner.
- j. Shall attend all monthly meetings during the sport's season or send a representative in order to communicate all organizational information team members and parents.
- k. Enforce Code of Conduct.

### **Section 3: ASSISTANT COACHES**

They are selected by head coach and follow duties as assigned by the head coach. They are encouraged to attend regular monthly meeting and should become members of the organization. All assistant coaches are required to complete an annual Criminal History Record Checks.

### **Section 4: STUDENT ASSISTANT COACHES (Students 17 years of age and under)**

They are selected by either the commissioner or the head coach. They will assist as instructed by the commissioner or head coach. No student under 18 years will be allowed to be head coach.

### **Section 5: TEAM PARENTS:**

They are selected by either the commissioner or head coach. They should become organization members and are encouraged to attend organizational meetings. They will be responsible for:

1. preparing and distributing refreshment stand schedules, when required,
2. preparing and distributing all hand-outs,
3. making necessary phone calls for schedule changes/cancellations.
4. required to complete an annual Criminal History Record Checks.

## **ARTICLE X - PARTICIPANTS/PARENTS**

**Section 1:** Participants are anyone who attends any athletic event/sport in the Nazareth Clippers Athletic Association. Participant and Parent responsibilities include:

1. Obtaining a physician signed physical form prior to the first day of practice. Submit a copy of the physical form to head coach and retain a copy for own records. If requested, provide additional medical clearance.
2. Assist with refreshment stand as stated in the refreshment stand guidelines on record.



## **Nazareth Clipper Athletic Association**

P.O. Box 318  
Nazareth, PA 18064  
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3. Returning equipment in the same condition as received, within thirty (30) days after the equipment turn in date. If equipment is not returned, legal action will be taken.

**Section 2:** No profanity, alcohol, drugs, or tobacco of any kind is to be used during any activity in which the youth are involved. This encompasses both home and away facilities. Home facilities include all Upper Nazareth Township athletic fields, the Tuskes' Community Center and all facilities leased to Nazareth Clippers Athletic Association by the Nazareth Area School District. Appropriate action will be taken for violation of these rules.

**Section 3:** If a situation arises that it is necessary to limit the number of participants in a sport, children who have been playing for the Clippers will be grandfathered, should this situation arise. Each sport's commissioner will determine the cut-off point for their sport, with the approval of the Executive Board.

### **ARTICLE XI - REGISTRATION**

Registration for each sport will be held at least one month before the first day of practice. Date of registration is established by the sport's commissioner and reported to the secretary in time for flyers to be printed and distributed.

**Requests for registration funds must be made in writing to the Commissioner of the sport for which the child had registered within thirty (30) days of the last scheduled registration date. There will be no refunds issued after this thirty (30) day period.**

### **ARTICLE XII - MEETINGS**

**Section 1:** Regular meetings will be held on a monthly basis. The Executive Board may meet prior/after each regular monthly meeting. The president may cancel/reschedule regularly scheduled meeting under special circumstances. Currently the meetings are to be held the 1<sup>st</sup> Tuesday of each month, except holidays at 7:00 pm.

**Section 2:** Special meetings can be called by the President or Vice-President when necessary.

**Section 3:** Notification in advance shall be made by email, Facebook, and/or website of all meetings.

**Section 4:** Voting on a matter by the membership shall be done by a show of hands unless the President requests a ballot vote.

**Section 5:** A ballot box per sport/committee will be used when a formal vote is deemed necessary.

**Section 6:** There is no smoking during meetings.

## **Nazareth Clipper Athletic Association**

P.O. Box 318  
Nazareth, PA 18064  
[www.nazarethclippers.org](http://www.nazarethclippers.org)

**Section 7:** Members are asked to refrain from bringing children to regular meetings due to matters of discussion.

**Section 8:** Quorum for a meeting shall consist of six (6) board members of which a minimum of two (2) are officers (president, vice-president, treasurer, secretary).

### **ARTICLE XIII - COMMITTEES**

The President and/or Vice-President shall create special committees as necessary, be informed of meetings, having the right to attend all sessions and participate in discussions.

**CONCESSION STAND COMMISSIONER**– A commissioner will be nominated and elected by majority rule. The concession stand committee will consist of members of the body to be chosen by the commissioner from a group of volunteers. Their responsibilities include:

-Assists with each individual sport's concession, appoint and assist a committee to purchase supplies needed, manage all aspects and report to the Executive Board.

**WEBSITE COMMISSIONER** – A commissioner will be nominated and elected by majority rule. This individual shall be responsible for maintaining the Nazareth Clippers Athletic Association homepage and Google Drive and updating it when necessary. In the case of no WC, the duties fall to the secretaries or VP.

### **ARTICLE XIV - FISCAL AND ELECTIVE YEARS**

The fiscal and elective year of the Association shall be the calendar year.

### **ARTICLE XV - BY-LAWS**

**Section 1:** At the beginning of the calendar year, the President shall ask for any recommended changes to the by-laws from the body. If no deletions/additions/or amendments are proposed at the January regular meeting, the existing by-laws will remain in effect. If there are proposed changes, the President will establish a by-law review committee. Every two years a by-law review committee will be established even if no changes are proposed. The by-law committee will accept all written proposals at the regular February meeting.

**Section 2:** All changes made by the by-law committee will be read to the members, copies distributed with discussion at the March meeting. At the next regularly scheduled meeting recommended changes will be read, copies distributed with discussion and voted on by the voting members, majority rule. If the proposed change does not pass, the existing by-law will remain. If approved, they will become the new by-laws and take

## **Nazareth Clipper Athletic Association**

P.O. Box 318  
Nazareth, PA 18064  
[www.nazarethclippers.org](http://www.nazarethclippers.org)

effect July 1. The committee chairperson will give the President a copy of the by-laws before the March meeting.

### **ARTICLE XVI - CHAMPIONSHIP JACKETS**

Championship jackets will only be made available to recognized league championship, or division championship **at competitive levels only** under the following guidelines:

At the beginning of the fiscal period, the commissioner for each sport will meet with the Executive Board with their league by-laws to establish and define the highest level of accomplishment according to each sport's league by-laws. It is the commissioner's responsibility, should a league by-law change, to bring to the attention of the board and membership.

1. The cost of championship jackets will be determined at the beginning of each fiscal year and will remain the same for the duration of that fiscal year (jackets may not be purchased at a higher price even if team players are willing to pay the difference).
2. All team players will receive the same jacket.
3. Final style and color must be approved by the Executive Board.

An undefeated season will be recognized by the organization based on the highest level of accomplishment as determined at the beginning of the fiscal period by the board. The manner of recognition will be determined at the same time that the criteria for championship jackets are set. Exceptions are to be brought by the head coach and commissioner in front of the board for further review.

### **ARTICLE XVII - UNTAA CLIPPER APPAREL/PRODUCTS**

Any new clothing item or product that is to be sold or given through the organization that will represent or bear the name of the association, Nazareth Clippers Athletic Association and/or Clipper emblem must be reviewed by the board.

### **ARTICLE XIX - RECOGNITION**

Awards, as determined at the beginning of the fiscal period by the Executive Board and commissioner of each sport will be given to every player as recognition for their participation in each sport.

**Banquet/Award Ceremony** – Option to be determined by the sport's commissioner. Any team wishing to have a banquet/awards ceremony must first receive approval from their commissioner. These are self-funded by coaches and/or parents. Nazareth Clippers Athletic Association will not provide any financial support to any type of banquet/awards celebration.

**ARTICLE XVIII - FINANCES**

**Section 1:** Youth Activity Registration - The annual fee for registration for each in-season sport shall be contingent upon the budget amount agreed upon by the board prior to the start of the season. Hardships will be considered on a case by case basis. If space allows, anyone who registers following the last scheduled date as set per the commissioner, will be required to pay a \$25.00 late registration fee.

**Section 2:** Uniform/Equipment Deposits – Each sport will require a deposit for uniforms and/or equipment handed out for player use during that season. This deposit will be returned to the player/family upon return of loaned equipment/uniform. The following are deposit amounts per sport:

Football: \$50.00 individual/\$75 family

Cheerleading: \$50.00 individual/\$75 family

Softball: \$50.00 individual/\$75 family

Boys Lacrosse: \$50.00

Girls Lacrosse: \$50.00

In the case of equipment and/or uniforms not being returned and deposit is unredeemable by Nazareth Clippers, the family will be restricted from all and any future registrations/participation until issue is resolved.

Refunds – Requests for refunds must be made to the Nazareth Clippers sports commissioner in writing. A refund will be given to anyone who requests a refund prior to playing or practicing in any sanctioned games and/or practices. This refund will include all fees minus any administration handling fees and/or processing fees. Once a child has practiced in a sport or played in a game refunds will no longer be issued.

**Section 3:** Budgetary - Establish budgetary process for each sport and review on an annual basis. Begins two months prior to fiscal year and must be completed by fiscal year.

**Section 4:** Expenditures above budget must be submitted to the Executive Board. Expenditures of \$1,000 or higher will require three bids from reputable vendors be submitted to the treasurer. This can be waived only by the treasurer and one other executive committee member. The treasurer, as a member of the Executive Board, determines the availability of funds. If deemed acceptable to the Executive Board, the expenditure will be presented to the body for a majority rule vote.

**Section 5:** In the event that a situation arises that requires immediate attention, above the budget, before the next regularly scheduled meeting, the Executive Board has the right to expend the necessary funds and must report at the next regularly scheduled meeting.

**Section 6:** Gift and Donation Policies-

## Nazareth Clipper Athletic Association

P.O. Box 318  
Nazareth, PA 18064  
[www.nazarethclippers.org](http://www.nazarethclippers.org)

All funds attained, that are not specifically directed to an individual sport or source of direct purchase, would be considered unrestricted use for the Nazareth Clippers Athletic Association and must be deposited in the general fund.

- a. Designated gifts will be accepted and must be clearly identified with the donation. The sport or sports in which the donor intends the funds to go to must be identified, along with an item to be purchased if applicable, on the donation or in writing.
- b. Each donation shall be acknowledged by official correspondence from the Executive Board. The acknowledgement will be a letter of thanks including the gift date, gift amount, tax statement noting that no goods or services were received in exchange, and the sport the gift was donated to if applicable.
- c. Gifts of services in kind will be accepted by the Nazareth Clippers Athletic Association. This is when a donor offers to provide a commercial or professional service to the association as a donation. No dollar amount will be included in this acknowledgement of in kind services. It will be up to the donor to obtain professional advice regarding what can be claimed as a charitable tax deduction.

**Section 7:** An Audit Committee comprised of at a minimum, the President and Treasurer will review the statement of revenue and expenses on a monthly basis. The Treasurer or designee shall provide a monthly update at each regularly scheduled meeting.

At the end of each fiscal year, the President and Treasurer will prepare an Annual Report outlining all revenues and expenses for the fiscal year just ended. It should be disseminated to members and discussed at the regularly scheduled September meeting.

Within 120 days from the end of the fiscal year, the President and/or Treasurer shall contact an accounting firm to complete and submit the Form 990.

The Treasurer shall have the authority to review and monitor all monthly expenses and report any possible concerns or irregularities immediately to the Executive Board.

### **ARTICLE XXI - BANKRUPTCY CONTINGENCY FUND**

A bankruptcy contingency fund of at least \$5,000.00 shall be maintained in a special account to be used **only** if/when the organization is in immediate danger of bankruptcy and all other options for funds have been exhausted.

Section 1: Upon the dissolution of the corporation, assets shall be distributed, by the final board of directors, for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to the state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes to such organization or organizations as said Court shall determine, which organization and operated exclusively for such purpose.

**Nazareth Clipper Athletic Association**

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Revisions Effective **AS WE AGREE FIT**