

**CHANHASSEN ATHLETIC ASSOCIATION  
POLICY HANDBOOK  
(Version 1)**

**Approved by CAA's Board of Directors on June 13, 2016, and amended January 2017**

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## **I. INTRODUCTION**

The Chanhassen Athletic Association (“CAA”) is a Minnesota non-profit 501(c)(3) corporation committed to providing community-based, recreational and competitive sports programs for boys and girls from Chanhassen and surrounding communities. Committees (referenced below) may determine their respective draw areas.

The CAA Board of Directors developed this Policy Handbook (“Handbook”) to provide important information to CAA’s sports committees (“Committee”), players, parents, coaches and other volunteers. CAA expects everyone to familiarize themselves with the Handbook and adhere to the policies and expectations contained in it. If you have a question about a policy, or cannot find an answer to your question, we encourage you to contact a member of the CAA Board.

In the event of a conflict between any policy, procedure or expectation described in this Handbook and an outside sport-specific charter, constitution or other governing document or outside decision, the outside sport-specific document will control. Otherwise, all policies contained in this Handbook take precedence over an inconsistent sport-specific policy, procedure or process.

## **II. GOVERNANCE**

### **A. CAA Board**

CAA is run by a Board of Directors in accordance with its governing documents consisting of its Amended and Restated Articles of Incorporation of Chanhassen Athletic Association and its By-Laws. These documents are available on CAA’s website (<http://chanhassenathleticassociation.org/>).

### **B. Sport Specific Committees (Committees)**

CAA’s various sports programs are run by Committees and each have their own leadership and governance structure. The Committees are run in accordance to the Articles of Incorporation, the Bylaws and the policies set forth by the CAA Handbook. Committees must also adhere to the rules and procedures set forth by governing sport associations in which they participate. For example, CAA baseball will be required to follow the rules, procedures and decisions forth for Metro Baseball league for those teams participating in Metro Baseball.

Information on CAA’s sports committees are located within the governing documents (referenced above) and on the individual sports’ web pages on the CAA website.

### **III. CODE OF CONDUCT**

1. CAA expects that all program participants, including players, parents and coaches will represent our community in a positive light and with class. Each sports committee is required to describe and define (in writing) its expectations for players, parents and coaches. By registering your player to participate in a CAA sponsored sport or activity, the parent, player, and/or coach is agreeing to follow and abide by the expectations set forth by the CAA and by the Sport Committees. Each Athletic League must have an internal discipline policy implemented and approved by CAA's Board of Directors. A Committee may suspend coaching and/or playing privileges; however, the Board of Directors may overrule the Athletic League after further review of all of the facts. All actions regarding suspension and termination shall be conducted by CAA's Board of Directors.

2. It is required that all participants, players, parents, and coaches adhere to the following:

#### **A. All Participants**

- Exhibit good sportsmanship;
- Follow and comply with all CAA and sports committee policies, expectations and directives;
- Display and engage in respectful and appropriate behavior and communications; and
- Have fun.

#### **B. Players**

- Expect players to respect the rules of the game, opponents, officials, teammates and themselves.
- Be a true team player by supporting your team. Support each other and each person's role on the team. Always encourage your teammates—in practice, in games, on the bench;
- Work Hard 100% of the time—during practice and competition;
- Show respect for your teammates, your coaches, your parents and all volunteers;
- Show a positive attitude. Remember, you are representing your community. Make Chanhassen look like the positive place it is;
- Do not use drugs, alcohol, or tobacco products of any kind (including vaporizers); and
- Strive for excellence and the success of the program and the team.

### **C. Parents**

- Understand, appreciate and embrace your role. You are not the referee or the coach;
- Do not use drugs, alcohol or tobacco products of any kind at CAA events (i.e., games or practices)
- Inform and be responsible for behavior of friends and family attending activities
- Treat your children's coach and CAA volunteers professionally and with respect;
- Promptly pay all mandatory program fees, unless subject to an approved hardship exception or scholarship;
- Speak in a positive manner about the team, your child, other team members, and the coaching staff, and even the competition; and
- Cheer positively for and encourage all members of the team.

### **D. Coaches**

- Engage in role model behavior. Coaches should understand they have been given the privilege and the responsibility of teaching young people. They serve as role models and should personally exemplify the standards of behavior and sportsmanship that CAA embraces. Always set a good example;
- Comply with all safety policies, including CAA background check requirements, and obtain all required certifications and training (i.e., concussion training);
- Do not use drugs, alcohol or tobacco products of any kind at CAA events (i.e., games or practices);
- Enforce all safety policies as related to the team, especially as related to team volunteers and CAA background check requirements;
- Recognize and embrace your responsibility as a mentor and teacher;
- Create an environment that promotes good sportsmanship at all times;
- Refrain from abusive language and actions;
- Display respect for opponents and officials at all times;
- Maintain self-control at all times; and
- Promote a positive attitude and build enthusiasm for the team and the sport.

#### **IV. CAA POLICIES**

##### **A. Equal Opportunity**

CAA makes its programs available and provides opportunities for participants without regard to protected status as defined by the law. All Committees must provide equal opportunities to its participants as required by law. Committees are prohibited from making decisions and/or administering its programs based upon an individual's protected status.

##### **B. Conflict of Interest**

CAA requires CAA Board to sign a Conflict of Interest document. Any CAA volunteer is required to disclose any conflicts of interest that impacts the CAA.

##### **C. Background Checks**

CAA requires background checks for any CAA volunteer or paid position who has significant contact with CAA players or participants. Significant contact is defined as individuals who provide regular service to CAA or a Committee and/or have repetitive access to, or contact with, players or teams.

##### **D. Rostering**

All coaches and players must be placed on the team roster in order to be eligible to participate in a sport. If a coach or player is not rostered, they may not participate in practices, games or any CAA team-sponsored event.

A player may not be rostered until the player pays all required fees and registration requirements or is approved for a scholarship.

No coach may be rostered unless the coach successfully completes a background check. A successful background check is indicated by a "green" light appearing next to the name of the individual in CAA's registration system. A green light results from the successful completion of a background check performed by NCIS, CAA's background check vendor. CAA's registration system will display a green light (applicant passed background check), yellow light (background check pending) or red light (background check problem). A coach may not be rostered until all yellow or red light issues are resolved, as established by indication of a subsequent green light in the CAA registration system and any other sport registration requirements are satisfied. A coach must also provide documentation establishing completion of concussion training within the previous 3 years.

Sports Committees must ensure all of these requirements are met, *i.e.*, a successful background and proof of concussion training, before a coach is placed on a team roster and before the coach participates in any team activities.

**E. Weather**

Each Sport Committee will develop a weather cancellation and safety policy.

**F. Accounting**

CAA requires each Sport Committee to work with the CAA Treasurer and Administrator ensure all Federal, State and CAA accounting policies and procedures are followed. For example:

- Bank deposits require Deposit Request Form which includes amount and account to be credited
- Check requests require Check Request Form which includes receipts, required approvals and account to be debited.
- Cash collections from tournaments, concessions, gates etc. are required to include two person check. Volunteers who collect money count and sign cash totals before turning over to assigned collector. Assigned collector verifies total and signs receipt to be include with Deposit Request Form

## **G. Fundraising**

Committee fundraising must comport with all applicable federal and state income tax codes, rules and regulations. Sports committee fundraising must not conflict with CAA-level fundraising and sponsorships. Committees and/or teams may not solicit CAA-level sponsors for donations or directly engage these sponsors in fundraising activities.

Team specific fundraising must comport with all applicable federal and state income tax codes, rule and regulations. Team specific fundraising must be approved by their Sport Committee and must not conflict with CAA-Level fundraising. In order for team specific fundraising to use the 501(c)(3) tax deductibility, funds collected and paid must flow through the CAA financials. One account will be held for all teams in a specific sport. Sport Committee treasurers are responsible for maintaining individual team totals.

The process for fundraising is set forth as follows:

1. Each Committee shall conduct fundraising efforts in order to support its programming.
2. All fundraisers/solicitations in the name of CAA must be approved by the CAA Board of Directors in writing PRIOR to being conducted.
3. Requesting approval for a fundraiser/solicitation must adhere to the following procedure:
  - a. Individual/group desiring to conduct the fundraiser/solicitation must present idea to the appropriate Committee. and the Committee shall determine whether it wishes to perform all the tasks, duties, and responsibilities involved with the fundraiser/solicitation;
  - b. The fundraising proposal must describe the intended use of any amounts generated from the fundraising activity;
  - c. If the idea is approved by the Committee, that Committee shall present the idea to CAA's Board of Directors for approval;
  - d. If CAA determines the fundraiser/solicitation is in the best interests of organization, CAA's Board of Directors shall issue approval in writing to the Committee
  - e. CAA's Board of Directors has sole and final authority to permit or prohibit all fundraising methods/solicitations for each of the Committees in its discretion.
4. All funds, monies, donations, or other payments received of any kind must be deposited into CAA's bank account and used for the organization's charitable purposes according to state and federal law.
5. If the fundraising efforts include the receipt of coupons, gift certificates, vouchers, or any other in-kind non-monetary donation of



any kind, it must be given to CAA's Treasurer, or Treasurer's duly authorized representative, for an accounting and proper safekeeping. All in-kind donations must be used for CAA's charitable purposes according to state and federal law.

#### **H. Payment, Refunds And Late Fees**

CAA program participants are responsible for the timely payment of all sports committee program fees. Committees are encouraged to create and implement policies governing refunds and late fees. The policy should include information to inform participants when they will be entitled to a refund for all or part of program fees and the circumstances upon which those refunds may occur and when late fees will be assessed.

#### **I. Scholarships**

CAA strives to provide opportunities for all children who wish to participate in its programs. Committees should develop policies and/or a process that provides an opportunity for a child or family to request a hardship exception or a scholarship for all or part of the mandatory program fees.

Due to the increased costs and time commitments, travel teams may, but are not required to have a scholarship option.

#### **J. Participant Playing Time**

In order to foster development opportunities for all players, CAA believes in equal or near equal playing time for all participants regardless of team or program. Winning is an outcome, but should not be a primary objective in our youth sports programs. If we stress team and individual skills development with all players, winning will naturally occur. Committees must develop and implement equal or near equal playing opportunities for all participants, for all programs (*i.e.*, in-house and travel). Many youth sports programs have proven that winning in grades 3-8 does not correlate to winning in high school or thereafter. We want to develop as many quality, life-long players and athletes as possible.

Equal or near equal playing time is enforced at the coaching level, however, the coaches must be afforded a sufficient degree of latitude to temporarily reduce playing time for players who violate the CAA Code of Conduct, display a clear lack of commitment to the team including but not limited to; missed practices, disrespectful behavior, lack of teamwork, or lack of effort. Equal or near equal playing time is not intended to be an entitlement, but a privilege of CAA participation. Coaches should communicate the specific reasons for the playing time reduction to the player and parents in a respectful manner and work with the player to help rectify the situation quickly.

Committees should develop an enforcement mechanism for offending coaches in order to timely correct and prevent further policy violations.

#### **K. Try-Outs And Evaluations**

Committees shall develop and implement policies to ensure that player team placement is as fair and equitable for all participants as is reasonably possible. The try-out or evaluation process should be designed to provide participants with a fair opportunity to demonstrate their skills and abilities. Parents of players must not evaluate their own children. In fact, CAA recommends that parents should not be present when their own children are being evaluated for team placement.

Parents of players who participate in sports committee travel programs must not directly participate in team selection for their own children or for children in the same grade, unless the parent is a coach and sport specific policy includes the coach in the selection process.

Sports committee policies should address the consequences or effect of missed try-outs or placement evaluations for personal reasons or because of player injury. Distinctions may be made between in-house and travel programs in this regard.

#### **L. Grievance Policy**

All Committees shall develop and implement a grievance policy and process. Players, parents, and coaches shall have a mechanism available to raise concerns or voice grievances and shall have an opportunity to be heard. The policy shall provide that sports committee decisions, especially those related to discipline or corrective action of a player, parent, or coach, be reviewable by the CAA Board upon request.

However, every effort should be made to address concerns or grievances at the team or coach level, if the grievance involves team related concerns. Players and participants should first attempt to work with and through their respective coaches in a respectful and professional manner regarding any issues. If the problem cannot be rectified, the player, parent, or coach should have the opportunity to raise the concern with the Committee and, if necessary, the CAA Board.

It is not the intention of CAA to review sports committee decisions concerning placement on travel program teams except under extraordinary circumstances.

The CAA Board may affirm, modify or reject any Sports Committee decision in its sole and absolute discretion and any decisions made by the CAA Board are final.

## V. DISCIPLINE

CAA requires that all participants, parents, coaches abide by this handbook. Those who fail to abide by these guidelines may be subject to disciplinary action. A discipline policy for each of these groups has been established by the CAA. Sport Committees are responsible for administering and maintaining procedures to enforce the discipline policy with the exception of player/parent/coach expulsion which requires approval of the CAA Board.

### A. Player Discipline

- **First Offense** – Coach or Committee may issue verbal warning and possible suspension from remainder of current activity (game, practice etc.)
- **Second offense** – Coach or Committee may issue suspension from current activity and suspension from next game. Written notice should be issued.
- **Third offense** – Committee may issue suspension from all CAA sponsored activities until review by CAA Board to consider removal from team for remainder of season. Written notice should be issued. Any player removed from team must apply for reinstatement to CAA Board for subsequent CAA sponsored activities and programs.

### B. Parent/Guardian Discipline

- **First Offense** – Coach or Committee may issue verbal warning and possible suspension from remainder of current activity (game, practice etc.)
- **Second offense** – Committee may issue suspension from all activities until review by CAA Board to consider removal from all CAA sponsored activities for remainder of season. Written notice should be issued. Parent may request attendance at CAA Board meeting to be heard, but attendance is not required. Any parent removed from activities must apply for reinstatement to CAA Board for subsequent seasons or activities. A parent who is removed from all activities may drop off and pick up players from CAA sponsored activities, if they chose, but may not attend CAA sponsored activities.
- **Subsequent offense**– Committee must notify CAA Board of a subsequent offense. Written notice should be issued. CAA will review the matter and it may issue further disciplinary action subject

to its discretion, up to and including on-going suspension or individual or family expulsion from CAA sponsored activities.

### C. Coach Discipline

- **First Offense** – Committee may issue verbal warning and possible suspension from remainder of current activity (game, practice etc.)
- **Second offense** - Committee may issue suspension from all activities until review by CAA Board to consider removal from all CAA sponsored activities for remainder of season. Written notice should be issued. Coach may request attendance at CAA Board meeting to be heard, but attendance is not required. Any coach removed from activities must apply for reinstatement to CAA Board for subsequent seasons or activities.
- **Subsequent offense** – Committee must notify CAA Board of a subsequent offense. Written notice should be issued. CAA will review the matter and it may issue further disciplinary action subject to its discretion, up to and including on-going suspension or expulsion from coaching or CAA sponsored activities.

Note: If the coach is also a parent of a participating player, the coach is subject to both the parent/guardian discipline procedure, as well as the coach discipline procedure.

### D. Discipline for Egregious Acts or Behaviors

In the event any coach, player, parent/guardian or fan engages in an “egregious act or behavior”, the CAA Board reserves the right to, on its own motion, review the offending party’s conduct and administer discipline notwithstanding any policy or procedure to the contrary described above.

“Egregious acts or behaviors” include, but are not limited to:

- 1) physical abuse or battery;
- 2) physical assault;
- 3) violent behavior likely to place another in fear for his or her own physical safety;
- 4) criminal acts or behaviors;
- 5) acts or behaviors which could reasonably be interpreted as those that create civil and/or criminal liability for the CAA or any of its members; or
- 6) acts or behaviors which have caused or reasonably could cause serious harm, not described by subparts 1-5 above, to: a) coaches, players, parents,

guardians, members of the CAA or other persons associated with CAA or  
b) the achievement of the CAA BB/SB's stated goal of maintaining the  
highest standard of sportsmanship and ethical behavior of all members and  
participants at all times.