

ACYAA Operations Manual

Athletes Code of Conduct

Each athlete will ensure that his/her playing conduct is that of a young lady or gentleman fairly competing to the limit of his/her ability. To satisfactorily meet these responsibilities, the athlete is expected to:

- a. Know the rules and abide by them.
- b. Respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game.
- c. Maintain control of his/her emotions, avoiding the use of abusive language or profanity, humiliating remarks, gestures of ill temper, and physical assault upon another athlete at any time.
- d. Respect the coaches and athletes of the opposing team and demonstrate appropriate gestures of sportsmanship at the conclusion of game. Be humble and generous in victory and proud and courteous in defeat.
- e. Respect all Atlantic Coast Youth Athletic Association volunteers.
- f. Follow all field rules and regulations, always respecting the property of others.
- g. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability but also on the sportsmanship, courtesy, and manners of each individual athlete.
- h. Attend every practice and game that is reasonably possible and notify the coach in advance if the athlete is unable to attend.

Coaches Code of Conduct

The Head Coach will be provided with copies of the Code of Conduct prior to the start of the season. Each Head Coach is responsible to see that their assistant coaches, athletes, and spectators abide by the respective

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Code of Conduct. It is also the coach's responsibility to review the Codes of Conduct with their assistant coaches and athletes.

Each coach will ensure that his/her conduct is that of a responsible adult fairly competing to the limit of his/her ability. To satisfactorily meet these responsibilities, the coach is expected to:

- a. Know the rules and abide by them.
- b. Instruct athletes in the rules and coach his/her team in such a way as to motivate each athlete to always compete according to the rules.
- c. Place the emotional and physical well-being of the athletes ahead of any personal desire to win.
- d. Respect the game officials and refrain from questioning their decisions in a disrespectful or abusive manner.
- e. Ensure that all field rules and regulations are followed by the athletes and spectators.
- f. Ensure that fans of his/her team always conduct themselves with sportsmanship and maturity while in attendance at game sites and assist the game officials in maintaining control of spectators during the games.
- g. Respect the coaches and athletes of the opposing team both during the play of the game and at its conclusion, win or lose.
- h. Respect all Atlantic Coast Youth Athletic Association volunteers.
- i. Teach each athlete, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
- j. Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- k. Instruct team support personnel in their responsibilities in

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accordance with established rules and procedures.

I. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.

Parents and Spectators Code of Conduct

Each parent and spectator will ensure that his/her conduct is that of a responsible adult or youth who are positively encouraging all participants to the limit of his/her ability. To satisfactorily meet these responsibilities, each parent and spectator is expected to:

- a. Respect the rules of the game.
- b. Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- c. Cheer for their team in a positive, supportive manner.
- d. Place the emotional and physical well-being of the athletes ahead of any personal desire to win.
- e. Maintain control of his/her emotions, avoid the use of abusive language, profanity, and gestures of ill temper, and refrain at all times from making hostile or negative remarks about the opposing team.
- f. Respect all Atlantic Coast Youth Athletic Association volunteers.
- g. Follow all field rules and regulations, always respecting the property of others.
- h. Leave the field in a timely fashion after the conclusion of a game.
- i. Demonstrate appropriate gestures of sportsmanship at the conclusion of a game, win or lose. Do not interact in a negative fashion with fans, athletes or coaches of the opposing team, or game officials.

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j. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on the sportsmanship, courtesy, and citizenship of its fans.

Offensive Actions

Any individual violating the Code of Conduct set forth above shall be subject to penalties and sanctions as set forth in the Disciplinary Procedures below. In addition to conforming to the requirements of the Code of Conduct above, the following actions are specifically prohibited.

(*"Offensive Actions"*):

- a. Refusing to abide by an official's decision.
- b. Verbally abusing or assaulting any athlete, coach, official, parent, spectator, or Atlantic Coast Youth Athletic Association volunteers.
- c. Physically assaulting, abusing, or threatening any athlete, coach, official, parent, spectator, or Atlantic Coast Youth Athletic Association volunteers.
- d. Stalking, tailing, or attempting to intimidate any athlete, coach, official, parent, spectator, or Atlantic Coast Youth Athletic Association volunteers.
- e. Engaging in any other type of violent behavior, such as throwing equipment or other objects.
- f. Engaging in any lewd or sexual behavior, physically abusing an athlete, or engaging in any inappropriate physical contact with an athlete.
- g. Unless specifically allowed by the rules of the sport, pushing, shoving, or striking any athlete.
- h. Using drugs or alcohol while coaching, attending, or participating in any ACYAA sport or other ACYAA event.

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DISCIPLINARY PROCEDURES

Reporting Improper Conduct:

Atlantic Coast Youth Athletic Association provides an email address on its website to allow coaches, athletes, parents, spectators, and officials to report to the any issues they observe before, during, or after practices and games.

Reporting by Coaches

a. It is the responsibility of every coach to address improper conduct observed by the coach or brought to the coach's attention in a timely and respectful manner.

b. In the event any coach feels that the ACYAA Administrative Board should be involved in addressing any improper conduct, the coach is encouraged to contact the ACYAA Administrative Board through the ACYAA website.

c. Coaches must report any Offensive Actions to the ACYAA Administrative Board, including, without limitation:

- 1) Any report or allegation of inappropriate physical contact, violence, or threatened violence against any athlete, coach, official, parent, spectator, or Atlantic Coast Youth Athletic Association volunteers.
- 2) Any observed or reported use of drugs or alcohol by any athlete, coach, official, parent, or spectator during any ACYAA event.
- 3) Any situation where an athlete, coach, parent, or spectator

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is ejected from a game or removed from the premises.

d. Coaches are encouraged to keep the ACYAA Administrative Board informed of any improper conduct and the steps taken by the coach to address the misconduct, even if the coach is not required to report the misconduct to the ACYAA Administrative Board.

e. Coaches shall promptly respond to any request by the ACYAA Administrative Board for information relating to any incident or violation of the Code of Conduct.

Reporting by Parents and Spectators

a. Parents and spectators are encouraged to report any improper conduct to the coach and/or the ACYAA Administrative Board.

b. If a parent or spectator reports misconduct to the coach and feels that the misconduct is not appropriately addressed, the parent or spectator is encouraged to contact the ACYAA Administrative Board through the ACYAA website.

Procedures for Addressing Improper Conduct

Coaches and Officials

a. Coaches and officials shall promptly address any misconduct that is observed or brought to the attention of the coach or official during an ACYAA event.

b. Officials have the absolute authority, in their sole discretion, to issue verbal warnings and/or eject any athlete, parent, or spectator from any game or match if the athlete, parent, or spectator violates the Code of Conduct or engages in any Offensive Action.

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c. Officials have the absolute authority to issue verbal warnings and/or eject any coach from any game or match if the coach violates the Code of Conduct or engages in any Offensive Action.

Disciplinary Action

a. The ACYAA Administrative Board will conduct a timely and reasonable investigation into any misconduct reported to the ACYAA Administrative Board. The scope of any investigation will be determined by the ACYAA Administrative Board in its sole discretion, provided, however, that the ACYAA Administrative Board will provide any person accused of misconduct a reasonable opportunity to be heard.

b. After a reasonable investigation, the ACYAA Administrative Board will determine the appropriate penalty for any violation of this Code of Conduct and any Offensive Action.

c. Penalties will be based on the nature and severity of the violation.

d. The ACYAA Administrative Board will strive to treat all similar offenses in a similar manner, while considering the individual facts and circumstances of each violation.

e. The ACYAA Administrative Board will not discriminate in any manner in determining whether to impose a penalty or in determining which penalty to impose.

f. The ACYAA Administrative Board will keep reasonable and appropriate records of each reported violation and shall document each penalty and the reasons for imposing the penalty.

All decisions of the ACYAA Administrative Board are final and cannot be appealed.

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Penalties

The ACYAA Administrative Board shall determine the appropriate penalty for any violation of the Code of Conduct and any Offensive Actions. Penalties may include any one or more of the following:

- a. Written Warning
- b. Probation
- c. Suspension:
 - 1) One (1) game suspension
 - 2) Multiple game suspension, or
 - 3) Indefinite suspension
- d. Expulsion from ACYAA

Additional Considerations

a. If a coach or parent is expelled from the league, any child associated with that person is also expelled from the league.

b. If an athlete is suspended from the Atlantic Coast Youth Athletic Association, they cannot participate in ACYAA for the duration of their suspension. If an athlete is expelled from the Atlantic Coast Youth Athletic Association, they cannot participate in ACYAA. If they are currently on a team, they will be removed from that team.

c. There are no refunds as a result of any person being removed from the league.

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Section 18. Social Media Policy

Atlantic Coast Youth Athletics Association (“ACYAA”) recognizes the importance of the Internet in shaping the public’s perception of our organization. ACYAA also recognizes the importance of our Administrative Board Members, Executive Board Members, coaches, athletes, volunteers, parents, and spectators in leading and setting the tone of social media interactions in a manner that advances ACYAA’s mission and goals.

Mission Statement

The specific and primary purpose of the ACYAA is to provide instructional, recreational flag and tackle football and cheerleading for youth participants while teaching the fundamental skills of the game in a positive environment, while stressing sportsmanship and above all safety. ACYAA is committed to providing our youth an enjoyable, memorable team experience.

Applicability

This Social Media Policy applies to all Administrative Board Members, Executive Board Members, coaches, athletes, volunteers, parents, and spectators (“ACYAA Members”). This Social Media Policy applies to all social media content posted by ACYAA Members in their official and personal capacity to the extent such content is related to ACYAA.

Aspirations

ACYAA strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, ACYAA aspires to engage members of the community in positive, honest, transparent, and knowledgeable dialogue about ACYAA through social media. ACYAA views social media as an important tool for communicating its successes and opportunities for athletic and individual

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development. ACYAA also views social media as a platform for receiving constructive feedback from the community and for discussing ACYAA's challenges and opportunities for improvement in a positive and constructive way.

Guidelines

All ACYAA Members shall abide by the following guidelines when using social media:

1. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the ACYAA Administrative Board of Directors or Member League Board of Directors for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on ACYAA.

2. Do not post content that would harm ACYAA or damage ACYAA's reputation. Remember that even while you are on your own personal time, you are a representative of ACYAA, and people may interpret your online postings or social interactions as though they were official ACYAA statements.

3. Use good judgment when posting comments on any official ACYAA sites. Bear in mind that your comments can create liability for ACYAA. If you are unsure whether a comment is appropriate to post, do not post it.

4. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "Would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.

5. Encourage others to engage in positive interactions on social media. If you are concerned about any ACYAA Member's use of social

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media, please bring your concerns to the attention of your sport coordinator or a member of the ACYAA Administrative Board.

6. Personally, identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) **should not** be disclosed in any manner on official ACYAA social networking sites without the approval ACYAA Administrative Board.

Violations of the Social Media Policy

The ACYAA Administrative Board shall have the authority to monitor and enforce this Social Media Policy. The ACYAA Administrative Board, and any individual appointed by the ACYAA Administrative Board shall have the authority to remove any inappropriate or offensive comments from official ACYAA sites and to block any individual or organization from posting on any official ACYAA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of ACYAA. The failure of any ACYAA Member to adhere to this Social Media Policy shall be considered a violation of the ACYAA Code of Conduct, and any ACYAA Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in ACYAA, in accordance with the ACYAA Disciplinary Procedures.