

**ATLANTIC COAST
YOUTH
ATHLETICS
ASSOCIATION**

Operations Manual

ACYAA Operations Manual

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Introduction

The policies and procedures found in this manual shall be binding on all ACYAA member leagues, board members, coaches, parents, players/cheerleaders, and team support.

Code of Conduct

Any attempt to circumvent the spirit of the ACYAA rules, policies, procedures, and by-laws is a violation of the mission of ACYAA to serve the youth of east-central Florida. (See Code of Conduct and Social Media Clause)

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.

Article I. GENERAL POLICIES & PROCEDURES

Section 1. Banned Substances

1.1 The possession or use of alcohol and any illegal narcotic is strictly prohibited by anyone, including Board members, coaches, players, or spectators, while attending any ACYAA sponsored event. Responsibility of the home field to go to the President or highest-ranking board member of opposing team to investigate any banned substances.

1.2 Violators will be suspended from all ACYAA events for one full year and will be reported to local authorities to be removed from the premises.

Section 2. Sportsmanship

2.1 Unsportsmanlike conduct exhibited by a team, coach, or parent may result in, but not limited to, team disqualification from next scheduled game, suspension of coaching staff and team support and/or member organization disqualification. Any reports or incidents will be investigated by the ACYAA Area Cheer or Tackle Agent. Findings will be forwarded to the Director of Operations and the Director of Cheer and/or the Director of Tackle which ever sport is involved.

Findings will result in the following:

2.1.1 Letter/email warning to league and/or one (1) game suspension.

2.1.2. Physical injury without video - one (1) game suspension, two (2) game suspension or suspension for the remainder of the season.

2.1.3. Physical injury with video - two (2) game suspension and/or removal for remainder of season.

2.1.4. "Suspension" shall be defined under this heading as: No official capacity as coach, president, helper, or the like. Will not attend practice(s) or game(s) during suspension period.

2.2 Final determination and/or punishment will be decided by the ACYAA President.

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2.3 All matters referred to the ACYAA for disciplinary action or otherwise shall be reported to the ACYAA Executive Board either in writing, via email, or at the next scheduled meeting to include the member league name, date, infraction, and resolution.

Section 3. Season

3.1 The ACYAA operates from January 1st and ends December 31st of the same year.

3.2 The ACYAA football and cheerleading season begins on July 1st and concludes with the ACYAA annual events.

Section 4. Facilities

4.1 Each ACYAA member league shall provide a safe, suitable playing field, whose size and markings comply with the ACYAA Tackle Rules. Each field will have two (2) goal posts, one (1) at each end zone, a working scoreboard (being visible from the opposite sideline) with a clock and lights and working restroom facilities. Leagues without lights will have games scheduled accordingly.

4.2 Each participating league must have a home field to host games, functioning concession stand and scoreboard.

Section 5. Scheduling

5.1 Season league pairings will be determined prior to the beginning of the ACYAA season as follows. (Subject to change according to ACYAA membership)

5.1.1 A round-robin pairing of numbers equal to the number of leagues in the ACYAA (or number of leagues plus one if there are an odd number of leagues) will be prepared.

5.1.2 Each league will draw a number to establish their spot in the round-robin pairings.

5.1.3 If there are an odd number of ACYAA leagues, then the

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remaining, undrawn number will be the bye week spot in the round-robin pairings.

5.1.4 The ACYAA Executive Board will draw eight (8) of the

5.1.5 round- robin pairings. These pairings will be league pairings used to develop the ACYAA regular season schedule.

5.1.6 The ACYAA President, in the presence of the Executive Board, will draw an additional round-robin pairing. This pairing will be the league pairing used for the ACYAA Jamboree.

5.1 The ACYAA regular season schedule will be prepared using the league pairings and submitted to the ACYAA Board of Directors following final football team committal.

5.2 Member leagues that have not paid their annual membership dues by the August ACYAA meeting will not be scheduled any games.

5.3 All games are to be played as scheduled unless otherwise postponed or rescheduled by agreement of the ACYAA member leagues involved and with the approval of the ACYAA President. If the changes are made at least one (1) week prior to the affected dates, the ACYAA President will provide a written revised schedule to the Executive Board.

Section 6. Superbowl Rotation

6.1 The Superbowl site rotation is shown in Table 1.

Table 1. ACYAA Superbowl Rotation

Year	Host League
2022	Merritt Island
2023	Melbourne
2024	West Melbourne
2025	Titusville
2026	Belle Glade
2027	Cocoa

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6.2 All Super Bowls, Cheerleading Competitions, and All-star Games are to be held at a high school or NCAA facility.

Section 7. Player Eligibility

7.1 All ACYAA member leagues will hold registration for tackle football teams and cheer squads prior to verification of the official rosters at the annual verification meeting. Any registration after this time will be considered a late registration.

7.2 Late registrations must not have appeared on any other ACYAA roster for that year. Late registrations must be approved and certified by an ACYAA Administrative Board Member not affiliated with their league. Updated rosters must be sent to the Director of Operations ASAP.

7.3 Tackle football players may not play or have been placed on the verified roster for any other organized tackle team during the ACYAA season. If so, he or she is disqualified from ACYAA for the remainder of the season, and any ACYAA games where he or she was listed on the game roster will be forfeited by the team. Based on USA Football Heads Up ten (10) hour tackle rules.

7.4 Any coach found playing ineligible or non-players for tackle football will be investigated, and if found to be knowingly playing ineligible or non-players for tackle football will be suspended for the remainder of the season and the next following season. All games involved with such a player shall be forfeited.

7.4.1 Ineligible or non-player shall be described or defined as an individual/player on another team with any school or other youth league via roster, video, or picture.

7.5 Football players must check-in for 50% (4 games) of the team's scheduled games to be eligible for post-season play.

7.6 Cheerleaders can only be on one (1) official ACYAA Cheer roster at a

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time. Cheerleaders must attend and be verified in at least 50% of the scheduled games. Cheerleaders cannot miss more than four (4) regular season games to be eligible for the ACYAA competition.

Section 8. Coaches and Team Support

8.1 All ACYAA member league coaches will be on a volunteer (unpaid) basis. No one coaching a team, cheerleading squad, etc. will be compensated in any monetary way.

8.2 All ACYAA member league coaches must attend ACYAA sponsored clinics and training courses.

8.3 Each ACYAA member league shall have provisions for and shall conduct a background check on each coaching candidate prior to their approval as a coach. It is mandatory that all coaching candidates be subjected to a mandatory check for criminal convictions/activity, and for felony convictions and crimes against youth.

8.4 Each ACYAA member league will have an eligibility process in their by-laws for candidates whose background check identifies criminal convictions or activity, felony convictions, and crimes against youth.

8.5 All coaches and team support members (football and cheer) shall have a completed ACYAA application and will be kept on file through the Secretary, Director of Tackle and Director of Cheer.

Section 9. Rosters

9.1 An official roster is a compilation by team/squad of all tackle football players and cheerleaders that meet all registration, late registration, ID card, team/division age and ACYAA rules and by-law restrictions.

9.2 Official rosters must be certified at the annual roster verification meeting. ACYAA member leagues must have the following at the time of verification:

9.2.1 A copy of the official roster with the player/cheerleader's full name on it as it appears on the birth certificate i.e., **Last name, First name, and Middle Initial.**

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9.2.2 The jersey number for football players

9.2.3 A copy of the player/cheerleader's original birth certificate.

9.3 The ACYAA Secretary will maintain the official roster of every ACYAA member league team and squad. A copy of the official rosters will be distributed to the President of the ACYAA league, Vice President, Director of Tackle and Director of Cheer.

9.4 A copy of the official roster must be used at pre-game check-ins and ID verification of all players and/or cheerleaders. Any player or cheerleader not listed on the official roster is not allowed to participate in any game.

9.5 After the team/squad rosters have been officially verified, players may not move to another division.

9.6 The ACYAA President, Vice President, Director of Tackle, and Director of Cheer must verify changes made to the official rosters. Players are eligible to participate in the next scheduled game provided the newly verified roster is filed with the ACYAA Secretary by 10:00 p.m. on Thursday prior to the next game. Updated rosters are to be given to the Director of Tackle and Director of Cheer by Wednesday 10:00 p.m. prior to the next scheduled game.

9.7 There will be no changes made to the official rosters after registration deadlines.

9.7.1 No **Tackle Player** registrations will be accepted by the ACYAA after the third regular season scheduled game of the ACYAA master schedule. Cheer registrations after the third regular season scheduled game will be on a case-by-case basis.

9.7.2 Deadline Exception: Tackle players may be added to a team after the above deadline if the number of players on a tackle team's roster falls below 14 players on a team. You may register up to 14 players.

9.8 Official roster must be typed except for players that are added after roster verification who may be written in.

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9.9 Any attempt to falsify player rosters, cheer rosters, player cards, and/or birth certificates will result in immediate re-qualification of the team/squad, which will be reviewed by the Director of Tackle and the Director of Cheer. Any offense will also result in suspension of the head coach of the team/squad committing the offense. Suspension will be the rest of the season and the next full season.

Section 10. Identification Cards

10.1 Each football player, cheerleader, head coach, assistant coach, and team support are required to have a laminated ACYAA identification card with a recent photo that will be provided by the individual member leagues. Identification cards are to be always worn while on the field during your division.

10.1.1 A master list of coaches and team support with recent photos or a photocopy of the coaches and team support identification cards/badges should be kept in the team roster book if a coach or team support member does not have their identification cards/badges at game time.

10.2 ACYAA will issue with a maximum of 130 (126 Coaches and 4 Directors/Communications/Photographers) ID cards to each Member League. Each Member League will issue identification cards at their discretion; *Note:* Member League Tackle Director, Cheer Director and Press/Communication Director will not be permitted on field/sidelines without an identification card. Exception: Two (2) water boys/girls may be on the sidelines. They must be a registered athlete with the league and where a safety vest, yellow scrimmage jersey, or other brightly colored shirt to identify them as a water boy/girl.

10.3 The laminated photo identification cards shall be always present on the sideline during the tackle team's game. Failure to have a laminated photo identification card while on the sideline is grounds for immediate removal from the coaching box and/or sideline. Referees/Officials are

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excluded from this rule.

10.4 All player and cheer ID cards must be completed and certified by the ACYAA Administrative Board prior to the start of the regular season.

10.5 The laminated player and cheer ID cards are to be kept by the player/cheerleader's head coach along with a copy of the official roster and a copy of the birth certificate for use at check-ins and/or verifications.

10.6 All player and cheerleader player card information must match the official roster. Any tampering with ACYAA player cards to circumvent the spirit of this rule shall result in immediate suspension of the coach and forfeiture of the game or games involved, or forfeiture of eligibility in the annual cheer competition.

10.7 ACYAA Administrative Board will have issued badges. Any ACYAA Administrative Board Member is permitted on all fields during all games.

10.8 All ID cards must be typed or handwritten legibly.

10.9 Any persons found on sidelines without a properly issued ACYAA Badge will subject the Member League to a \$25.00 fine per person.

10.9.1 Proof of non-badged persons will be submitted to the Member League President.

10.9.2 Fines need to be paid to the ACYAA Treasurer prior to the next scheduled game of the Member League found in violation.

President of ACYAA has discretion regarding each occurrence.

10.10 Special Attention to Sidelines

Section 11. Ejections and Suspensions

11.1 Any ACYAA player, coach or spectator ejected during any ACYAA game by an official during the game, will result in immediate suspension for the next scheduled game.

11.1.1 Ejected tackle player or cheerleader may stay sideline with

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team/squad. Tackle player must remove pads and helmet.

11.1.2 Ejected coach, parent or spectator must immediately leave the game playing area or they will be removed by law enforcement.

11.2 Any ACYAA player, cheerleader, or coach removed by league official will have a right to appeal their ejection. It shall be submitted via email or in writing.

11.2.1 No appeal will be given to any ACYAA player, coach, or spectator ejected by law enforcement during a game or an ACYAA function.

11.3 The league appealing the ejection must deposit \$500.00 to the ACYAA prior to the appeal. If the league's appeal is successful and the ejection was unfounded, the \$500.00 will be returned to the league. If the league's appeal is NOT successful, deposited funds will be kept by ACYAA.

11.4 ACYAA player or coaches wishing to appeal their dismissal from the ACYAA because of their actions must notify their League President who will notify the ACYAA President in writing, within 72 hours of the incident. The ACYAA president will convene a special meeting of the ACYAA Administrative BOD to hear the appeal. Rulings from the ACYAA Administrative BOD on all appeals are final and may NOT be contested.

11.5 For these purposes, ACYAA games and functions shall be defined from the time a player, cheerleader, coach, parent, or participant arrives on a site upon which the ACYAA game or function is to occur, and shall continue until such player, cheerleader, coach, participant or parent leaves the site. Ejections may include activities of players, coaches, parents, or participants, which emanate or are caused by a game or function or are carried over to remote sites. The ACYAA President and Administrative Board may under the provisions listed above, assume jurisdiction should such incidents involve fights, threats or physical harm, assaults or other egregious conduct or extreme acts of un-sportsmanship off premises as if they occurred on site.

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11.6 Upon ejection of any ACYAA player, cheerleader, coach or spectator, the host site President will notify the Director of Tackle or the Director of Cheer of the ACYAA with the name of the player, coach, or spectator, if available, as well as the division, and jersey number of the player involved in the ejection. The host site President of the next scheduled game will be made aware of the suspension by the President of the ACYAA.

Section 12. Background Checks:

12.1 EXCLUSION FOR ACYAA:

12.1.1 A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes: For purposes of this policy; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a not contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

12.1.2 Sex Offenses: All Sex Offenses- *Regardless of the amount of time since offense.*

Examples include: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

12.1.3 Felonies: All Felony Violence- *Regardless of the amount of time since offense.*

Examples include murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

12.1.4 All Felony offenses other than **violence** or **sex** within the past ten (10) years.

Examples include drug offenses, theft, embezzlement, fraud, child endangerment, etc.

12.1.5 Misdemeanors: **All misdemeanor violence** offenses within the past seven (7) years.

Examples include simple assault, battery, domestic violence, hit & run, etc.

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12.1.6 Two (2) or more misdemeanor drug & alcohol offenses within the past seven (7) years.

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

12.1.7 **Any other misdemeanor** within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Section 13. Pending Cases

13.1 Individuals found to have pending court cases for any of the disqualifying offenses will be placed on a list for case issues to be heard by the ACYAA Administrative Board. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the individual would then be cleared and reinstated.

13.2 Pending Cases shall be heard on a case-by-case basis by the ACYAA Administrative Board.

13.3 Appeals will be heard on case-by-case basis, by the date of verification, once the Member League provides a letter of appeal on individual's behalf; character statements and individual personal request for appeal in writing is received by the ACYAA Secretary for the review of the ACYAA Administrative Board.

13.3.1 An appeal and vote will be heard by the Administrative Board. In case of a tie vote, President of ACYAA shall have final approval.

13.3.2 All appeal requests will be submitted to the Administrative Board, even if they do not qualify under appeal.

13.4 New Offenses - It is the responsibility of the Member League President to inform the ACYAA Administrative Board of any new offenses once badges have been issued.

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13.4.1 Should Member League President not inform ACYAA Administrative Board of a new offense of one of their coaches, helpers or board members, the President of Member League will be suspended until review is complete by the ACYAA Administrative Board.

Section 14 Game Day Law Enforcement

14.1 One (1) uniformed law enforcement officer shall be present and visible at every for every division during playoffs and the Super Bowl.

14.2 During the playoffs and Super Bowl, the ACYAA will reimburse the hosting ACYAA member league for law enforcement from 1:00 p.m. to 9:00 p.m. The league will be responsible from 8:00 am to 1:00 pm.

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Section 15 Fines-Personnel on Sideline

15.1 ACYAA players, cheerleaders, are permitted on the field during their division only. A maximum of eight (8) football coaches and one (1) football team support and a maximum of eight (8) cheer coaches and one (1) cheer team support are permitted on the field. Additional persons on the field or sidelines without an ACYAA issues badge will be removed immediately.

15.1.1 An ACYAA Administrative Board Member shall check badges for during each game. There will be a \$25.00 fine imposed per person that is found on the sidelines without a proper badge.

15.1.2 An ACYAA Administrative Board Member will provide list or number of persons not permitted on the sidelines to the Member League President or highest-ranking officer at the field.

Section 16 Concessions

16.1 ACYAA players, cheerleaders, coaches, and fans attending ACYAA events may not bring barbecue grills, etc. to the field. Such activity interferes with the business of the host field's concession stand.

16.2 Water and nutritional supplements (oranges, bananas, sports drinks, etc.) may be brought in for use on the sidelines and must remain on the sidelines within the coaches' box. Must be brought in the facility by badged personnel.

Section 17. Code of Conduct

1. Purpose

1.1 These principles are written to ensure a balanced blend of sportsmanship, recreation, skill development, and competitive activity in keeping with the ACYAA Mission Statement.

2. Principles

2.1 All athletes, coaches, officials, parents, and spectators will be treated fairly and with respect.

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2.2 Retention of athletes is a key measure of success.

2.3 Parents play an extremely important role in the development of young athletes.

2.4 All activities and actions sanctioned by ACYAA will be conducted in an open and transparent manner.

General Code of Conduct

Atlantic Coast Youth Athletic Association values sportsmanship, fair play, skill development, and mutual respect among all athletes, coaches, officials, and spectators. This Code of Conduct has been established and adopted to ensure the guiding principles of Atlantic Coast Youth Athletic Association are understood and met by all individuals associated with this organization.

This Code of Conduct applies to all sports and activities associated with ACYAA. These activities include, but are not limited to, signup sessions, practices, ACYAA sponsored games, and any activities, attended under the ACYAA banner, run by other organizations.

The Code of Conduct for coaches, athletes, parents, and spectators will be thoroughly discussed at the pre-season coaches meeting. In addition, this Guiding Principles, Code of Conduct, and Disciplinary Procedures will be available on the Atlantic Coast Youth Athletic Association website for review. The following codes of conduct will be strictly enforced.

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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.