



Standard Operating Procedures

1. Meetings - Schedule and Agenda

a) Meeting in August

- Review spring sports
- Finalize fall sports plans and schedules
- Determine teams for winter seasons
- Appointment of winter coaches

b) Meeting in November

- Review fall sports
- Finalize winter sports plans and schedules
- Determine teams for spring seasons
- Appointment of spring coaches

c) Meeting in February

- Review winter sports
- Finalize spring sports plans and schedules
- Appointment of coaches
- Determine teams for fall sports

d) Special Meetings - May be set by the President if deemed necessary

2. Officers

a) President's Duties

- Preside at all meetings of the league.
- Shall be responsible to oversee league sports directors and see that their responsibilities are being carried out.

b) Vice President's Duties

- Operate as a stand in any presidential duties.
- Creates public awareness and ensures the organization is visible to the community
- Fundraisers

c) Secretary's duties

- Circulate an agenda to all members at least one week prior to the next meeting.
- Take minutes of meetings and distribute members within two weeks of the meeting date.
- Ensure that revisions of the SOP's are prepared, dated and are circulated to all members.

d) Treasurer duties

- Oversee the organization's financial administration.
- Manage cash flow, paying and recording bills, maintain a record of debt and reconcile statements.

e) Sports head duties

- Distribute master schedule and roster to coaches.
- Confirm games (MCL - Volleyball and Basketball).
- Designate Coaches
- Ensure all gear, uniforms, and equipment are acquired and distributed.

3.) Participation

a) Participation shall be limited to students who are regularly enrolled in the school for which they compete or to students who reside within the school district.

b) Participation shall be limited to students who have not completed the 8th grade. A student who turns 15 years of age on or before August 15th of the school year shall be eligible to compete for that school year.

c) Teams designated for 5th and 6th graders may also use 4th graders at the schools discretion, however you may not play a 7th or 8th grader in the 5/6 league.

4.) Other General Items

a) CYS will not discriminate on the basis of race, color, national origin, age, disability, religion, or sex.

b) Team organization shall not be patterned after a high school varsity team - the aim is to play all players in a game.

c) Failure to abide by the rules of a given sport may result in forfeiture.