

Spring Megalodons Youth Organization

Policies & Procedures Handbook

S P R I N G M E G A L O D O N S

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Welcome & Mission

Welcome families to the Spring Megalodons!

Mission: To empower young athletes both on and off the field by fostering leadership, discipline, teamwork, and personal growth. We are committed to providing a safe, supportive, and competitive environment where youth can sharpen their athletic skills while also developing the confidence, character, and life skills they'll carry with them beyond sports.

Core Values

Respect – For self, teammates, coaches, parents, referees, and opponents.

Integrity – Play fair and be honest on and off the field.

Commitment – Give 100% effort in academics, practices, and games.

Sportsmanship – Win with humility, lose with dignity.

Community – Represent the Spring Megalodons with pride.

Eligibility & Registration

1. Athletes must register with all forms completed (medical release, emergency contact, liability waiver).
2. Age groups/divisions defined by league rules.
3. Registration fees must be paid in full or a payment plan approved before uniforms are distributed.
4. Academic accountability – Players must maintain satisfactory school attendance and conduct.

Registration Fee Policy

To ensure transparency and accountability regarding how registration fees are used to support the Spring Megalodons Youth Organization's football and cheer programs.

Policy Statement

Registration fees are essential to operating a safe, well-organized, and competitive youth sports program. These funds are used to cover the direct and indirect costs of participation, including uniforms, equipment, insurance, league fees, and facility expenses.

Each sport's registration fee is set annually by the Board of Directors and may vary based on vendor costs, league requirements, and program needs.

Fee Schedule

Description of Coverage

Program	Registration Fee	Includes
7-on-7 Football	\$200	Includes team uniform (shirt & shorts), field rental, insurance, league entry fees, equipment replacement (footballs, cones, flags, etc.), referees, and administrative costs.
Flag Football	\$220	Includes team uniform (shirt & shorts), field rental, insurance, league entry fees, equipment replacement (footballs, cones, flags, etc.), referees, and administrative costs.
Tackle Football	\$275	Covers helmet and shoulder pad reconditioning, game and practice uniforms, insurance, field maintenance, league fees, equipment (balls, tackling dummies, etc.), referees, and administrative expenses.

Cheer	\$450	Includes full cheer uniform (top, skirt, briefs, shoes, and bow), practice gear, poms, insurance, cheer camp fees, choreography costs, and administrative expenses.
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Payment & Deadlines

- All registration fees must be paid in full by the **deadline established for each season**.
- Payment plans may be offered upon request and Board approval.
- Players or cheerleaders with outstanding balances will not receive uniforms or participate in games or performances until payment is complete.

Non-Refundable Items

- Once uniforms or personalized gear have been ordered, those costs are **non-refundable**.
- Late registration fees and fundraising contributions are also **non-refundable**.

Financial Assistance

Limited financial assistance or sponsorship opportunities may be available for families demonstrating need. Requests must be submitted in writing to the Board before registration closes.

Code of Conduct - Players

1. Attend practices/games on time and in uniform.
2. Show respect to teammates, coaches, officials, and opponents.
3. No profanity, bullying, fighting, or negative behavior.
4. No drugs, alcohol, vaping, or tobacco (zero tolerance).

Code of Conduct - Parents/Guardians

1. Provide positive encouragement at all times.

2. No arguing with referees, coaches, or other parents.
3. Bring children to practices/games on time. Someone must stay at practices/games with athlete at all times.
4. No drugs, alcohol, vaping, or tobacco (zero tolerance).
5. Communicate respectfully with staff; concerns must be addressed privately, never during games/practices.

Code of Conduct - Coaches/Volunteers

1. Serve as role models and mentors.
2. Provide a safe, organized, and positive environment.
3. Abide by league rules and organizational policies.
4. Complete required background checks and safety training.
5. Treat all players fairly, regardless of ability.

Attendance & Participation

1. Players must attend at least 90% of practices to be eligible for game participation.
2. Excused absences: illness, family emergency, school event (notify coach in advance).
3. Repeated unexcused absences may reduce playing time or eligibility.

Uniform & Equipment Policy

1. Players must wear full, approved uniform to games.
2. Equipment must be worn safely and properly (helmets, pads, cheer gear).
3. Parents are responsible for lost or damaged issued gear.

Required Community Service Policy

The purpose of this policy is to encourage Spring Megalodons athletes, parents, coaches, and volunteers to give back to the community that supports our organization. Community service promotes teamwork, leadership, and civic responsibility—core values of the Spring Megalodons Youth Organization.

Policy Statement

All players, cheerleaders, and families are required to participate in at least one (1) community service event each season. Participation helps strengthen relationships within the community, builds character among athletes, and enhances the organization's reputation as a positive, community-focused program.

Requirements

1. **Participation:**
 - Each athlete (football or cheer) must complete a **minimum of one (1) community service activity per season**.
 - Parents/guardians are encouraged to participate alongside their athletes.
 - Coaches and volunteers are also expected to assist with or lead community service events.
2. **Approved Activities May Include:**
 - Volunteering at local food drives, toy drives, or charity walks
 - Assisting with community clean-ups or park beautification projects
 - Supporting local shelters, schools, or youth events
 - Participating in organization-hosted service days approved by the Board
3. **Verification of Service:**
 - A **Community Service Verification Form** must be completed and signed by a supervising adult or organization representative at the event.
 - All forms must be submitted to the Team Mom Coordinators within **two (2) weeks** of the event.
4. **Missed Service Events:**
 - If a participant cannot attend a scheduled community service event, they must arrange an alternative approved activity.

- Failure to complete community service without prior approval may result in ineligibility for team awards, end-of-season recognition, or participation in special events.

Organizational Commitment

The Spring Megalodons Youth Organization is committed to providing meaningful opportunities that align with our mission of community growth, teamwork, and youth development. The Board of Directors will organize or approve at least **two (2) official service events** per season to allow all members the opportunity to participate.

Fundraising Policy

To ensure all families contribute fairly to the success and financial sustainability of the Spring Megalodons Youth Organization through fundraising participation or a buyout option.

Policy Statement

Fundraising helps offset costs not covered by registration fees, such as equipment upgrades, field rentals, team events, and scholarships for families in need. Because these expenses benefit all participants, **fundraising participation is mandatory** for every athlete in the program.

Fundraiser Requirements

1. Each participant is required to take part in the organization's designated seasonal fundraiser.
2. Fundraising activities may include product sales, event tickets, raffles, or sponsorship drives as approved by the Board of Directors.
3. Details of each fundraiser — including dates, materials, and goals — will be provided at the beginning of the season.
4. Participants who do not fulfill the required fundraising obligation must pay the remaining amount to total to \$150.

Fundraiser Buyout Option

- Families who prefer not to participate in fundraising activities may pay the **\$150 Fundraiser Buyout Fee** at registration or before the designated fundraiser begins.
- The buyout fee ensures equal contribution to program costs and allows the organization to maintain affordable registration fees for all families.
- Partial credit will be given for partial participation in fundraising.

Non-Compliance

Failure to either participate in the fundraiser or pay the buyout fee by the specified deadline may result in:

- Temporary suspension from practices or games until compliance is met, and/or
- Withholding of uniforms or gear distribution.

Use of Fundraising Proceeds

All funds raised are used to support the overall operation and growth of the Spring Megalodons Youth Organization, including but not limited to:

- Facility and field rentals
- Equipment replacement and safety upgrades
- Team events, banquets, and awards
- Scholarships for players in financial hardship

Refund Policy

Registration fees cover uniforms, insurance, equipment, league fees, and other operational costs. Because many expenses are incurred before the start of the season, full refunds are not always possible.

Refund Guidelines

1. **Before the Season Starts:**
 - A **full refund** (minus administrative processing fees) will be issued if a written request is received **before uniforms are ordered or practices begin**, whichever comes first.
2. **After Uniforms Are Ordered but Before First Practice:**
 - A **partial refund** (50%) will be issued to cover costs already incurred by the organization.

3. **After the Season Begins:**

- **No refunds** will be granted once the first practice or game has occurred, regardless of participation status.

4. **Injury or Special Circumstances:**

- Requests for refunds due to medical reasons, relocation, or other extenuating circumstances must be submitted in writing to the Board of Directors.
- The Board will review requests on a **case-by-case basis**.

5. **Non-Refundable Fees:**

- Fundraising contributions, uniform costs (once issued), and late registration fees are non-refundable.

6. **Refund Request Process:**

- Requests must be submitted in writing via email to the Treasurer or Board President.
- Refunds will be processed within **30 days of approval**.

Safety & Risk Management

1. Concussion protocol: any player suspected of concussion must be cleared by a licensed medical professional before return.
2. Hydration breaks provided during practice/games.
3. Zero tolerance for weapons, drugs, or unsafe conduct at any organizational event.

Social Media & Communications

1. The organization will use designated platforms (email, apps, team pages) for official communication.
2. Parents/players may not post negative or derogatory remarks about the team, players, coaches, or referees.
3. Photos of minors will only be shared with parental consent.

Disciplinary Procedures

Step 1: Verbal Warning – Coach addresses behavior.

Step 2: Written Notice – Parent/guardian notified.

Step 3: Suspension – From practice/game.

Step 4: Removal – From the organization (board decision).

Parents, coaches, or players removed from an event for misconduct may face suspension or removal from the program.

Board Procedures

To outline the duties, authority, and operational procedures of the Spring Megalodons Youth Organization Board of Directors.

Board Composition & Authority

- The Board of Directors is the governing body responsible for establishing policies, overseeing finances, and ensuring the organization's mission is upheld.
- Board positions typically include:
 - **President**
 - **Vice President**
 - **Secretary**
 - **Treasurer**
 - **Fundraising Director**
 - **Athletic Director(s)**
 - **Cheer Director**
 - **Team Mom Coordinator**
 - **Drill Team Mom Coordinator**
 - **Publicity Director**
 - **Member-At-Large** (Non-Voting Position)

Board Responsibilities

1. **Policy Oversight:**
 - Review and approve all policies, procedures, and amendments annually.
 - Ensure compliance with league and community regulations.
2. **Financial Oversight:**
 - Approve annual budgets and expenditures.
 - Require dual signatures on all organizational checks and financial withdrawals.
 - Review and audit financial records annually.
3. **Meetings:**

- Board meetings shall be held at least **Monthly**, with additional meetings scheduled as needed.
 - A **quorum** (2/3rds Board) must be present to conduct official business.
 - Minutes shall be recorded for every meeting and made available before next meeting.
4. **Decision-Making:**
- Motions may be made by any board member and must be seconded before a vote.
 - Decisions are made by majority vote; in case of a tie, the President shall cast the deciding vote.
5. **Conflict of Interest:**
- Board members must disclose any potential conflicts and abstain from related votes.
6. **Vacancies & Elections:**
- Board positions are filled through annual elections or appointments by majority vote when a vacancy occurs.
 - All board members must be in good standing and active participants in the organization.
7. **Attendance & Removal Policy:**
- Board members are expected to attend all regularly scheduled meetings.
 - Any board member who misses **three (3) consecutive meetings** or **four (4) total meetings within a calendar year** without valid reason may be subject to removal.
 - Valid reasons for absence include illness, family emergency, or unavoidable work-related conflicts (must be communicated to the President or Secretary in advance).
 - The remaining board members will vote on the removal after review and discussion. A **majority vote** is required to remove a member for attendance violations.
8. **Code of Conduct & Removal:**
- Board members are expected to model professionalism and integrity.
 - Any board member found violating organizational values or policies may be removed by a two-thirds vote of the Board.
9. **Policy Review:**
- The Board will conduct an **annual review** of all policies and procedures to ensure accuracy, compliance, and effectiveness.

Volunteer & Coaching Requirements

1. Must complete a background check and be approved by the board.

2. Attend annual training (child safety, first aid, coaching ethics).
3. Abide by the Coaches & Volunteers Code of Conduct.
4. No favoritism, bullying, or inappropriate relationships with players.

Emergency Procedures

1. In case of injury: follow first aid protocol, notify parent immediately.
2. Weather delays: Parents notified via official communication channels.
3. Evacuation plan for severe weather or emergencies will be reviewed with staff.

Financial Policies

1. All payments (registration, uniforms, fundraisers) must be receipted.
2. Fundraising participation required for certain events (details provided each season).
3. Refunds for withdrawal follow the board-approved refund policy.

Grievance & Appeals Process

1. Concerns must be submitted in writing to the Team Mom Coordinator.
2. A meeting will be scheduled with parents/coaches as needed.
3. Final decisions rest with the Spring Megalodons Board of Directors.



Acknowledgement Form

I have read and understood the Spring Megalodons Youth Organization Handbook. I agree to abide by the policies, procedures, and Code of Conduct outlined within.

Player Name: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Coach/Volunteer Name (if applicable): _____ Date: _____

