

ACREAGE ATHLETIC LEAGUE

SPORTS BY-LAWS

Revised May 5, 2026

TABLE OF CONTENTS

Introduction 2

Article VI – Duties of Officers 3

Coaching Policy and Procedures

a. Selection Process 5

b. Screening and Background Information 8

c. General 9

d. Disciplinary Guidelines 10

Attachment A – Coaches Code of Ethics 11

Injured Player Policy 12

a. Attachment B – Injured Player Report 13

Players Responsibilities 14

a. Attachment C – Players Code of Ethics 15

Attachment D – Parents Code of Ethics 16

League Authority and Discipline Policy 17

Complaint Procedures 18

Penalties 20

a. Determination of Severity of the Offense 21

Grievance Policy and Procedures 23

a. Attachment E – Grievance Application 24

Sports Account Procedures 25

INTRODUCTION

The Acreage Athletic League (AAL) is a not-for-profit corporation organized in the State of Florida and governed by an elected Board of Directors. The Board collectively oversees all sports played through AAL to ensure a safe, enjoyable youth sports experience. These

Sports By-Laws outline responsibilities, expectations, and disciplinary procedures for all participants.

The AAL Board holds monthly open meetings on the **first Tuesday of every month**, with additional meetings scheduled as necessary.

Reminders for Parents and Players

- No coach or player may bring non-approved equipment to any permitted field within the Indian Trails District (ITID) or Palm Beach County Parks and Recreation without prior approval.
- All trash must be removed from fields, parking lots, and surrounding areas after use.
- All individuals attending AAL events must adhere to the specific rules and policies of the Indian Trails District (ITID) or Palm Beach County Parks and Recreation for that facility.
- All players and coaches must shake hands after each game as a demonstration of sportsmanship.
- No alcohol or tobacco products (including vaping or herbal products) may be used during practices or games at AAL-permitted facilities (excluding parking lots).
- No individual may be under the influence of, or in possession of, alcohol or illegal substances while on the premises of Indian Trails or Palm Beach County parks.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. President

The President shall preside, or ensure an alternate presides, at all meetings of the Sport and all open meetings of the Executive Board of Directors at which he/she is present. The President shall:

- Perform duties prescribed in these By-Laws or assigned by the Sport or Executive Board.
- Coordinate the work of officers and committees to promote the purpose of the Corporation and the Sport.
- Serve as liaison to AAL and attend all AAL open monthly meetings during the Sport season or assign a Sport Board member to attend.
- Monitor the Informational Guidelines for the sport.
- Uphold and enforce the Sport By-Laws and Sport Rules & Regulations.
- Ensure timely communication of all required deliverables to AAL, including:
 - Sport Board roster and positions
 - Minutes of Sport meetings
 - Bank account signors
 - Practice and game schedules
 - Approved seasonal budget
 - Player count
 - Injury reports
 - Dispute resolutions and grievances
 - Inventory counts
 - Purchase approvals and invoices

Sport President Coaching Prohibition Amendment (2026) No individual serving as a Sport President within the Acreage Athletic League, Inc. may serve as a head coach, assistant

coach, or in any on field coaching capacity in the sport for which they hold the office of Sport President.

This prohibition is intended to prevent conflicts of interest, ensure impartial decision making, and maintain clear separation between governance and team level coaching roles.

A Sport President who wishes to coach must first resign their Sport President position and may only be considered for coaching roles in accordance with all other League policies and requirements.

The President shall **not** serve as an officer on the Executive Board.

Section 2. Vice-President

The Vice-President shall act as aide to the President and perform the duties of the President in his/her absence or disability. The Vice-President shall:

- Investigate all written complaints within the Sport.
- Enforce all Sport rules, regulations, and policies set forth in these By-Laws and by the Executive Board.
- Attend any board meeting of the Board of Directors or Sports Board as needed.

The Vice-President shall **not** serve as an officer on the Executive Board.

Section 3. Secretary

The Secretary shall:

- Record and retain minutes of all Sports Board meetings.
- Deliver minutes to the Executive Board Secretary within an acceptable timeframe.
- Serve as an authorized signor on the Sport bank account.
- Record active player count and communicate it to the Executive Board Secretary.
- Attend any Sport Board meeting or open meeting of the AAL Executive Board as needed.

The Secretary shall **not** serve as an officer on the Executive Board.

Section 4. Treasurer

The Treasurer shall:

- Maintain accurate accounts of all receipts and expenditures.

- Make disbursements in accordance with the approved budget or as authorized by the Corporation, Executive Board, or Special Committee.
- Serve as an authorized signor on the Sport bank account.
- Present an approved seasonal budget to the Executive Board prior to the start of the season.
- Provide ongoing financial tracking reports comparing actual receipts and expenditures to the approved budget.
- Maintain access to the Sport's online bank account (administered by the Executive Board Treasurer).
- Approve all expenditures jointly with the Sport President and submit invoices electronically to the AAL Bookkeeper.
- Avoid direct reimbursements to the Treasurer, President, or related parties unless approved by the Executive Board Treasurer.

The Treasurer shall **not** serve as an officer on the Executive Board.

Section 5. Sport Divisional Director

The Sport Divisional Director shall:

- Serve as liaison between divisional coaches, team parents, and the Sport Board.
- Create practice and game schedules, including playoffs, and submit them to the Executive Board once approved.
- Ensure a Sport Board member is present and accessible at all AAL Sport activities.
- Maintain and care for all Sport equipment and present an inventory report at season's end.
- Promote the interests of AAL and the Sport through media, advertising, and community presence.
- Pursue contributions, fundraisers, donations, and sponsorships.
- Ensure all vendors attending AAL events are approved by the Executive Board and ITID and carry appropriate insurance naming AAL and ITID as insureds.

The Divisional Director shall **not** serve as an officer on the Executive Board.

Section 6. General Duties of Sport Officers

All Sport officers shall perform duties prescribed in the parliamentary authority, these By-Laws, Sport Rules and Regulations, and any duties assigned from time to time.

ADDENDUM TO SPORTS BOARD PROCEDURES

Social Media & Email

- Usernames and passwords may not be changed or shared outside the Sport Board.
- No new accounts may be created except by the AAL Executive Board.
- Requests for new accounts must be made at an open meeting.

Vendors

- All vendor requests must be presented at an open meeting and approved by AAL.
- All contracts or agreements must be executed by the Executive Board.
- Food vendor fees: **\$800 per vendor**
 - \$500 to AAL
 - \$300 to the Sport
- Special events requiring permits outside the sport season must be approved by AAL at an open meeting.

AAL Property

- All keys must be returned to AAL at an open meeting within 30 days after the last sports event.

COACHING POLICY AND PROCEDURES

SECTION 1. COACH SELECTION PROCESS

To serve as a coach within the Acreage Athletic League (AAL), an applicant must meet all requirements listed below.

A. Mandatory Requirements

1. **Background Check** A completed background check meeting all AAL requirements is mandatory.
2. **Coaching Certification** Each coach must obtain a recognized coaching certification (e.g., NYSCA, Babe Ruth, clinics, or equivalent training).
3. **CPR & AED Certification** All coaches must obtain CPR and AED certification as required by AAL.
4. **Bullying & Molestation Prevention Course** All coaches must complete the designated online course on bullying and molestation prevention.
5. **Good Standing Requirement** Coaches must be in good standing with AAL, meaning:
 - No written complaints resulting in disciplinary action.
 - No outstanding sanctions or unresolved issues.

Sports Boards must submit proof of all certifications, disciplinary history (if applicable), and confirmation of completed background checks **prior to draft or coach selection**.

B. Head Coach Selection Criteria

A Head Coach must meet all mandatory requirements and should meet one or more of the following:

1. Served as a coach in the same division the prior year.
2. Served as a coach in the division below and is moving up.
3. Served as an assistant coach in the division below and is moving up.
4. Additional applicants may be considered based on:
 - Years of experience in other AAL sports
 - Experience in other leagues within the same sport

- General youth coaching experience

Final authority for coach selection rests with the Sport Board.

C. Expectations of All Coaches

Coaches are expected to:

- Serve as positive role models and create an enjoyable environment for all players.
- Demonstrate sportsmanship before, during, and after games and practices.
- Maintain control over assistants, players, parents, and spectators.
- Ensure all players receive required playing time.
- Properly care for and return all AAL equipment; failure to do so may result in deposit forfeiture and expulsion.
- Report injuries requiring medical attention within **48 hours** using the proper form.
- Attend all officially scheduled sports meetings.
- Support and enforce all AAL rules, policies, and procedures.
- Prevent disorderly conduct before, during, and after practices and games.
- Address player discipline issues appropriately and escalate through the proper chain of command.
- Conduct a parent meeting at the start of the season.
- Teach humility and dignity in both winning and losing.
- Ensure all suspensions are approved by the AAL Executive Board.
- Reapply each season; coaching positions are not guaranteed.

REMEMBER: IT'S ALL ABOUT THE KIDS.

SECTION 2. COACHING SCREENING & BACKGROUND CHECKS

All volunteers must complete the Level 2 screening process **no later than two weeks after the draft.**

No coach or volunteer may participate on any field without a completed Level 2 background check and an issued badge.

A. Screening Process

- All volunteers should review the background check information found at <https://acreateathleticleague.org/background-screening>
- Level 2: a state and national fingerprint-based check and consideration of disqualifying offenses and applies to those employees designated by law as holding positions of responsibility or trust. Section 435.04, mandates that Level 2 background security investigations be conducted on employees, defined as individuals required by law to be fingerprinted pursuant to Chapter 435.
- A designated AAL LASO representative will review findings and notify the Sport Board President only if a disqualifying factor exists.

B. Relevant Findings Include:

- Failure to complete the screening process
- Providing untrue or misleading information
- Any history of child abuse
- Felony convictions within 10 years
- Not in good standing with AAL

C. Automatic Disqualifiers

- Physical or sexual abuse
- Rape
- Any sexual crime, including pornography
- Homicide or manslaughter
- Attempted murder
- Domestic violence
- Child neglect
- Felony drug crimes
- Animal cruelty
- Theft or robbery
- Forgery or fraud
- Kidnapping

- Arson
- Weapons violations
- Any crime involving children
- DUI within 5 years if transporting children

D. Duty to Report New Offenses

If an applicant commits any relevant offense after submitting an application, they must immediately notify the Sport Board and AAL.

E. Arrests

Any volunteer arrested will be placed on administrative leave pending resolution.

SECTION 3. GENERAL COACHING POLICIES

- Coaches managing multiple teams must arrange their own substitutes; no rescheduling will occur.
- Playoff schedule changes may be considered only for multi-team conflicts or school events.
- Officials' calls are final; board members will not intervene.
- Players who quit without just cause are not eligible for refunds.
- No games or practices may be held on Sundays without written Executive Board consent.
- Only approved equipment may be brought to fields.
- All trash must be removed after use.
- No dogs are permitted on fields.
- Coaches and players must shake hands after each game.
- No alcohol or tobacco products (including vaping) may be used during practices or games.
- Only ITID, PBC Parks & Recreation, or the AAL President may close or reopen parks.

SECTION 4. DISCIPLINARY GUIDELINES FOR COACHES

AAL adopts the **NYSCA Coaches Code of Conduct** as its standard for coach behavior.

A. Automatic Consequences

- A coach who leaves a game out of frustration is ejected for the remainder of that game **and the next game**.
- Any coach or player ejected from a game is suspended for the remainder of that game **and the next game**, including playoff or championship games.

B. Reporting Requirements

Any coach ejected from a game must submit a written letter to the Executive Board within **two business days**.

C. Unauthorized Coaching

Coaches may not assign or allow any unapproved or un-background-checked individual to assist with their team.

Violation may result in a **Level IV or Level V offense**, with Level V requiring Executive Board approval.

ATTACHMENT A

COACHES CODE OF ETHICS

(Adopted by the Acreage Athletic League)

As an AAL Coach, I pledge to uphold the highest standards of sportsmanship, leadership, and youth development. I agree to:

1. Place the emotional and physical well-being of players ahead of personal desire to win.
2. Use coaching techniques appropriate for the age and skill level of the players.
3. Remember that I am a **youth sports coach**, and the game is for children, not adults.
4. Never assign or allow any unapproved or un-background-checked individual to lead or assist my team unless approved **in writing** by the Sport Board.
5. Abide by all Coach Responsibilities and the AAL Code of Ethics.
6. Conduct myself in a manner that reflects positively on AAL at all times.

Failure to perform these duties may result in a Level IV or Level V offense, depending on circumstances. Level V offenses require approval by the AAL Executive Board.

Coach/Manager Signature _____ **Date**

(To be completed each season. Copies must be emailed to AAL within 7 days.)

INJURED PLAYER POLICY

Section 1. Coach Responsibilities

- An injury report must be completed for any player injured during practice or a game **requiring medical attention**.
- The report must be submitted to the Sport Administrator **within 48 hours**.
- Failure to submit the report on time results in an **automatic one-game suspension** (regular season, playoff, or championship).
- **No exceptions.**

Section 2. Sport Administrator Responsibilities

- Copies of the injury report must be provided to the AAL President and AAL Secretary **within 48 hours.**
- Failure to do so will result in discipline determined by the Executive Board, whose decision is final.

Section 3. Permission to Return to Play

A player may not resume participation until the Sport President receives a **Doctor’s Release** clearing the player for normal activity.

- Parent permission **is not sufficient.**
- The doctor’s note must be submitted to the AAL President and AAL Secretary **within 48 hours** of the player’s return.

Injuries Requiring a Doctor’s Release Include:

- Removal of a cast or brace
- Removal of bandages, stitches, or staples
- Injuries requiring ambulance transport
- Injuries requiring paramedic care followed by further medical attention
- Broken bones
- Hospitalization
- Any signs of concussion (headache, nausea, limping, illness)

NO DOCTOR’S RELEASE, NO PLAY.

ATTACHMENT B

INJURY REPORT FORM

(Reformatted for clarity; content unchanged)

Date of Injury: _____ **Date Reported:** _____

Player Name: _____ **Parent Name:**

Address: _____ **City/Zip:**

_____ **Phone:**

Team: _____ **Division:** _____ **Head Coach:**

Type of Injury: _____

Did injury occur during:

- Game
- Practice

Describe Incident:

Did the coach witness the accident?

- Yes
- No

Was medical care required?

Insurance Carrier: _____ **Name of Insured:**

Coach Signature: _____ **Print Name:** _____

Received by Sport Board Member: _____

(Copies must be emailed to AAL.)

PLAYERS RESPONSIBILITIES

Players are expected to:

1. Follow all rules.
2. Report any abuse to a parent or trusted adult.
3. Give full effort and commitment.
4. Demonstrate teamwork and support for others.
5. Serve as positive role models for younger players.
6. Treat adults with respect.
7. Report bullying or conflicts to a coach, board member, referee, parent, or Executive Board member.
8. Treat officials and coaches with respect.

9. Demonstrate good sportsmanship in words and actions.

10. Communicate needs to parents and coaches.

Player Name: _____ **Date:** _____ **Player**
Signature: _____

(To be completed each season. Copies must be emailed to AAL within 7 days.)

ATTACHMENT C

PLAYERS CODE OF ETHICS

I pledge to:

- Demonstrate good sportsmanship at all times.
- Attend practices and games and notify my coach when I cannot.
- Listen and learn from my coaches.
- Treat coaches, players, officials, and fans with respect.
- Have fun and communicate if the experience stops being enjoyable.
- Do my best in school and remember that academics come first.
- Remember that sports are an opportunity to learn and grow.

Player Name: _____ **Date:** _____ **Player**
Signature: _____

(To be completed each season. Copies must be emailed to AAL within 7 days.)

ATTACHMENT D

PARENTS CODE OF ETHICS

Parents agree to:

1. Remember that youth sports are for children.
2. Inform coaches of any physical conditions affecting safety.
3. Model positive sportsmanship and respectful behavior.
4. Avoid unsportsmanlike conduct, including booing, taunting, or profanity.
5. Teach children to resolve conflicts peacefully.
6. Encourage respect for all participants regardless of differences.

7. Respect officials and avoid confronting coaches during games.
8. Refrain from coaching unless officially assigned.

Disciplinary Actions May Include:

- Verbal warning
- Written warning
- Game suspension
- Season suspension

Parent/Guardian Signature: _____ **Date:**

(Signature applies to all parties related to the athlete.)

LEAGUE AUTHORITY AND DISCIPLINE POLICY

Section 1. League Authority

The Acreage Athletic League (AAL) retains full authority to:

- Exercise disciplinary control over all persons engaged in AAL games, competitions, and exhibitions.
- Ensure that all amateur games and contests are conducted with dignity, fairness, and sportsmanship.
- Enforce all Sports By-Laws, Rules, and Regulations.

This authority applies to **players, coaches, volunteers, Sport Representatives, and all League Members.**

Section 2. Player Violations

The Sport Board is empowered to:

- Meet with any player who has committed an act of unsportsmanlike conduct.
- Issue a suspension of **up to one (1) game** without Executive Board involvement.
- Conduct a meeting with:
 - The player
 - The player's parent(s) or guardian
 - The head coach
 - Sport Board representatives

If a suspension **exceeds one game**, the matter must be forwarded to the **AAL Executive Board** for approval.

The Sport Board must:

- Take minutes of the disciplinary meeting.
- Submit minutes to the AAL President and AAL Secretary **within 48 hours.**

Section 3. Coach Violations

The Sport Board may:

- Meet with a coach regarding violations that warrant **no more than a one-game suspension**.
- Document findings and disciplinary actions.

If a violation is:

- **Significant**, or
- Warrants **more than a one-game suspension**,

then the matter must be escalated to the **AAL Executive Board**, which will make the final determination.

The Sport Board must:

- Take minutes of the disciplinary meeting.
- Submit minutes to the AAL President and AAL Secretary **within 48 hours**.

Section 4. Severe Violations

Any AAL League Member, Sport Representative, Coach, Player, or Registered Volunteer who:

- Knowingly provides false information
- Misrepresents facts verbally or in writing
- Acts in a manner deemed grossly disrespectful
- Engages in a fight
- Commits major unsportsmanlike conduct
- Acts disrespectfully toward a League Member or Representative

may be subject to:

- **Suspension**, or
- **Expulsion**,

as determined **solely by the AAL Executive Board**.

The Sport Board does **not** determine discipline for severe violations.

COMPLAINT PROCEDURES

Section 1. Definition of a Complaint

A complaint includes:

1. An alleged By-Law infraction (actual or possible).
2. A complaint against actions of a League Member or Personnel, including Representatives, Coaches, Players, or Registered Volunteers.
3. An alleged verbal or physical confrontation on or near the playing area involving League Personnel.

Section 2. Filing a Complaint

- All complaints must be **submitted in writing** to the Sport Board.
- Verbal complaints are **not accepted**.
- Complaints must be filed **within the same sports season** in which the incident occurred.
- The AAL President must be notified within the required timeframe.
- The accused League Member must also be notified.

A complaint is considered **timely** once both notifications occur.

Section 3. Investigation Procedures

The Sport Board must:

1. Begin investigating the complaint **within 48 hours** of submission.
2. Review all relevant information, including:
 - Eyewitness accounts
 - Written documentation
 - Video evidence (if applicable)
3. Act in an unbiased manner.
4. Require any Sport Board member involved in the complaint to recuse themselves.
5. Make a good-faith effort to complete the investigation within 48 hours.
6. If more time is needed, notify the AAL President via email with an estimated completion time.
7. Document the conclusion of the investigation.

8. Submit findings to the AAL President and AAL Secretary **within 48 hours** of completion.

PENALTIES

The Acreage Athletic League (AAL) enforces penalties to ensure fairness, safety, and sportsmanship across all sports and divisions. Penalties apply to **players, coaches, volunteers, and League Members** based on the nature and severity of the violation.

Penalties may include, but are not limited to:

1. **Verbal Warning**
2. **Written Warning**
3. **Game Suspension**
4. **Multiple-Game Suspension**
5. **Season Suspension**
6. **Expulsion from AAL Activities**

The Sport Board may issue penalties **up to one game**. Penalties exceeding one game require **Executive Board approval**.

DETERMINATION OF SEVERITY OF THE OFFENSE

The severity of an offense is determined by evaluating:

1. **Nature of the Violation**
 - Unsportsmanlike conduct
 - Safety violations
 - Abuse of authority
 - Disrespect toward officials, coaches, or League Members
2. **Impact on Players or Participants**
 - Physical harm
 - Emotional harm
 - Disruption of league operations
3. **Intent**
 - Whether the act was deliberate, reckless, or accidental
4. **History of Prior Violations**

- Repeat offenses may result in escalated penalties

5. **Cooperation During Investigation**

- Honesty and willingness to comply with procedures

The AAL Executive Board reserves the right to elevate or reduce penalties based on the totality of circumstances.

GRIEVANCE POLICY AND PROCEDURES

Section 1. Purpose

The grievance process provides a formal mechanism for resolving disputes involving:

- League Members
- Coaches
- Players
- Volunteers
- Sport Representatives

Grievances must relate to violations of AAL By-Laws, policies, or procedures.

Section 2. Filing a Grievance

A grievance must:

1. Be submitted **in writing** using the official Grievance Application (Attachment E).
2. Be filed **within the same sports season** in which the incident occurred.
3. Clearly describe the issue, parties involved, and desired resolution.
4. Be submitted to the Sport Board and AAL Executive Board.

Verbal grievances are **not accepted**.

Section 3. Grievance Review Process

1. The Sport Board reviews the grievance and conducts a preliminary assessment.
2. If the issue involves potential suspension beyond one game, the matter is forwarded to the **AAL Executive Board**.
3. The Executive Board may:
 - Request additional information

- Interview involved parties
 - Review documentation or video evidence
4. The Executive Board issues a final decision.
 5. All decisions of the Executive Board are **final and binding**.

ATTACHMENT E

GRIEVANCE APPLICATION

(Reformatted for clarity; content unchanged)

Name of Complainant: _____ **Role**
(Coach/Parent/Player/Volunteer): _____

Address: _____ **Phone:**
 _____ **Email:** _____

Date of Incident: _____ **Sport/Division:** _____

Individuals Involved: _____

Description of Incident:

Desired Resolution:

Signature: _____ **Date:** _____

(Submit to Sport Board and AAL Executive Board. Copies must be retained for league records.)

SPORTS ACCOUNT PROCEDURES

The following procedures govern the financial operations of each AAL sport:

1. Authorized Signors

- Only approved Sport Board officers may serve as signors on the Sport bank account.

2. Budget Submission

- Each Sport must submit an approved seasonal budget to the AAL Executive Board **before** the start of the season.

3. Financial Reporting

- The Treasurer must present ongoing financial reports comparing actual receipts and expenditures to the approved budget.

4. Expenditures

- All expenditures must be approved by both the Sport President and Sport Treasurer.
- Invoices must be submitted electronically to the AAL Bookkeeper.

5. Reimbursements

- Direct reimbursements to the Sport Treasurer, President, or related parties should be avoided and require Executive Board Treasurer approval.

6. Bank Access

- Online bank access is granted and administered by the AAL Executive Board Treasurer.

7. Inventory Reporting

- A complete inventory report must be submitted at the end of each season.