



Policy Manual
Of
Junior Warrior Softball

This document provides the most current version of all policies, which govern the Cedar Rapids Junior Warrior Softball Program. Copies of this document may be downloaded from the Jr. Warrior web site (jrwarriorsoftball.com) or obtained in paper form from the JWS Secretary. All members of JWS are required to comply with this document.

Cedar Rapids Junior Warrior Softball
2200 Forest Drive SE, Cedar Rapids, IA 52403

JWS Policies

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JWS Policies

Revision History

Version	Date Approved	Change Summary
NEW	2008	New Release
2017 - 1018	9-20-17	Expanded

JWS Policies

JWS Policy Management

The JWS Board of Directors shall ensure that the organization defines and documents policies necessary for the efficient operation of the organization.

The JWS Secretary shall be responsible for the management of JWS Policies.

The JWS President and Vice President shall assist the Secretary as necessary.

The JWS Secretary shall perform the following:

1. Post all current policies to the JWS Web Site in .pdf format.
2. Retain paper copies of all policies, including past versions. Out-dated copies are to be kept on file for future reference.
3. Ensure revision date is noted on all Policies.
4. Provide paper copies of policies, on request, to organization membership.
5. Policy changes will be noted in the meeting minutes and posted to the JWS website.

JWS Policies, and revisions to such, shall be approved by the Board of Directors; by a majority vote in accordance with the Organization's By-Laws.

Board Meeting Minutes Approval Policy

All meeting minutes should be provided to the Board for review within 10 days of the previous meeting. Once minutes and all board documents are submitted to the Board for review, a response should be given within 7 days to make necessary changes. After 7 days, the minutes are to be posted to the web page and approved at the following Board Meeting. Should revisions need to be made after 7 days, an addendum must be approved by the Board at the following meeting and a revision date should be documented as part of the addendum. Board meeting agendas shall be posted to the JWS web site at least 2 days prior to the Board meeting.

JWS Policies

Membership Review and Acceptance Policy

Coaches, Players and Families acknowledge their review and acceptance of JWS, USA Softball (f.k.a. ASA Softball) Policies upon receipt of acceptance as a member and participant in the JWS.

Coaching Coordinator, Coaching Selection and Responsibilities Policy

Coaching Coordinator

The Coaching Coordinator will be responsible for selecting head coaches for the JWS teams at each level. Coaches selected by the Coaching Coordinator and approved by the Board will reflect the JWS core values. Coaches are selected for a one-year commitment. Having continuity from season to season is a significant strength to the overall program.

The Coaching Coordinator is expected to:

1. Recruit potential new coaches for confirmation by the JWS Board.
2. Lead the coaching selection meeting for the JWS Board.
3. Ensure coaches have, or obtain, the appropriate certification and safe sport in line with USA Softball rules.
4. Define the Coaching System and communicate expectations to the coaches.
5. Oversee implementation of the Coaching System.
6. Act as the primary communication point between coaches and the JWS Board.
7. Ensure coaches follow all USA Softball rules.
8. Ensure coaches fill out the end of season evaluation forms for each player.
9. Ensure coach background check forms are completed and turned in before practices start.

Coaches Selection

JWS is committed to selecting qualified coaches for all teams. JWS's preference is to select non-parent head coaches for all teams. However, that may not always be possible due to the availability of qualified individuals.

The following guidelines will be used in selecting coaches:

- JWS Board will make the selection determination based on the Coaching Coordinators recommendation.
- Follow appropriate USA Softball guidelines regarding all coach selection and requirements.
- Assistant coaches may be named by the head coach; with concurrence from the JWS Board.
- Members of the JWS Board that are being considered for coaching positions will not participate in selection decisions.

Coaches

It is the intent of the Jr. Warrior Softball program to provide players with the best coaching and personal development possible at every level. Proper development is fundamental for the growth of the individual skill set, which will enable a player to be ready to enter the high school program and be a contributing team member. To achieve this, it is necessary for each level to build upon the skills mastered at the previous level. The following coaching philosophy, structure and requirements should allow for this goal to be accomplished.

JWS coaches are required to:

1. Support the JWS mission and core values.
2. Follow the JWS Coaching System / Structure.
3. Demonstrate a positive attitude to players, coaches and officials. Being a role model, the coach needs to uphold the authority of the officials.
4. Be prepared and plan ahead for all practices.
5. Be present at all practices and games. Make arrangements for assistant coaches to run practices when impossible to attend.
6. Treat players fairly and be a positive role model.
7. Strive to provide each player with positive and constructive feedback.
8. Meet with the Coaching Coordinator regularly to ensure consistency in coaching.
9. Complete ACE certification through USA Softball.
10. Attend all Coaching clinics conducted by the Washington High School Head Softball Coach.
11. Instill good sportsmanship in the team and pride in the organization.
12. Fill out a background questionnaire prior to the start of each season.
13. Required to remain present with players until all players have departed.

At least one Assistant is recommended per team. Assistant Coaches will be selected by the Head Coach. Assistant coaches may be parents or non-parents. All assistant Coaches must be approved by the JWS Board. All Assistant Coaches must meet the guidelines set forth by USA Softball

Coaches will be responsible for filling out a player evaluation form for each player at the end of the season and meet with the player to discuss the evaluation. This evaluation will be a tool used for next season's tryouts.

Coaching Structure

Skills each player should possess prior to moving onto the next level.

U10 – master basic ball control – catching, throwing & hitting. Identify individuals with the skills / desire for a specialty position, begin developing pitchers & catchers.

U12 – continue development of ball control through learning to perform more complex offensive and defensive tasks. Begin to understand the fundamentals of offense within the game of softball. Pitchers should have control and stamina, begin introducing a mix of pitches.

U14 – master understanding of positioning, continue to develop ball control and improve offensive contribution to the team. Pitchers should have strong accuracy, further develop their arsenal of pitches.

Coaching Reimbursement Policy

JWS has an obligation to ensure its members money is spent wisely and appropriately.

JWS Team(s) will reimburse coaches for USA Coaching Certification (ACE) fees up to and including Level 3.

JWS Team(s) will reimburse Non-Parent Coaches for expenses for the season. Receipts are required for all reimbursements. Head Coaches and Assistant Coaches with a child playing JWS will not receive reimbursement.

Qualified expenses include reimbursement for out of town mileage based on IRS non-profit guidelines, food and lodging when coaches room is not available free of charge. Food will be reimbursed up to a maximum of \$30 per day. Alcohol is not reimbursed.

Incurred expenses will not be reimbursed unless advanced Board approval is obtained. Receipts are required for all reimbursements.

JWS Policies

Registration Policy

Registration as a member of JWS will be considered complete with the receipt of the first fee installment and receipt of softball waiver and acceptance on a team roster.

Players must be registered with USA Softball once rostered to a team. JWS will complete this registration on behalf of the players.

All registrants will be required to agree with JWS governing documents (Vision, Policies, and Conduct) during the registration process. These documents will be available on the JWS website at the time of the registration period.

JWS Policies

Payment Policy

Player fees are estimated based on the previous season's actual costs and a forecast of the next season's cost.

Fees will cover a player's equipment usage; participation in age appropriate games, league and a pre-determined number of tournaments and registration with USA Softball.

Player's fees are paid to the JWS Treasurer in two installments: 1. A non-refundable deposit at the time of registration and 2. The balance prior to the first team practice.

Player's fees are expected to be paid by the established due dates for the player to remain in good standing.

A player whose fee is not collected within 7 days of the due date is considered to be in poor standing and thus ineligible for participation. Such a player should not be allowed to play with the team (pre-season clinics, practices or games) until the fees are brought current. Collection, accounting and enforcement of this policy are the responsibility of the JWS Treasurer and Coaches*

(*If a collection problem does occur, it should be brought to the attention of the JWS Board for action.)

Payments may be made via cash or check anytime prior to the due date. Insufficient funds for payments to JWS will be charged a \$30.00 processing fee.

A team wishing to play more games than budgeted may do so at their expense.

Team Tryout / Rostering Policy

JWS shall establish a consistent process for conducting team tryouts. The objective of the tryout process is to ensure that each player is given a fair evaluation and that all players are placed at the most appropriate level for their abilities within their age bracket.

Any player wishing to join a JWS team after the tryouts / rostering have concluded must arrange a tryout session with the JWS President and Head Coach of the desired team. Said player must complete the JWS registration and pay the fees prior to participation.

Tryouts and team placement will be granted on space availability of desired team and age level. Target team size is set at 13 players.

Players must tryout/register every year. Making a team one year does not guarantee a position on the team the following year.

Team Rostering will be based on the age of registered players until which time the number of registered players surpasses the team cap and warrants the formation of a second team.

JWS Policies

Team Level of Play Policy

JWS will promote a philosophy of having each team play at the highest level of play appropriate for the skills and age of those players making up that team. Thus, JWS may have USA Softball A and B level teams at any given age level.

Level of play will be determined by the Head Coach and the Coaching Coordinator in compliance with this policy.

JWS “Move-Up” Policy

JWS encourages a policy of placing all participating players in the level of play associated with their age/birth date. However, JWS has a move-up policy in place, designed to recognize and address player’s varying rates of development. With this in mind, JWS will make every attempt to match abilities, maturity and team chemistry with the challenges associated with individual player’s moving up to the next age level.

The move-up policy is:

1. The player is required to tryout at the level of play associated with their birth date AND the level of play they wish to play up.
2. The JWS Coaching Coordinator will address each case on an individual basis. Decisions will be made by consensus reached between the evaluation team and the Coaching Coordinator.
3. The JWS Board must approve all player move-ups.

During the season, a player can move-up and play with an older team only if the older team is short on players. The player moving-up cannot bump another player from the roster during the season. The player moving-up to fill-in still has a responsibility to the team on which she is rostered. The Coaching Coordinator, and both Coaches must be involved in the decision when a player is temporarily moving up. The player moving-up must tryout every year. Making a team one year does not guarantee a position on the team the following year.

JWS Policies

Orientation

The JWS Board shall develop an orientation for parents. Attendance by at least one parent is required at the start of each season. The orientation will provide the following information:

- JWS Overview
- Uniform Requirements
- Safety
- Expectations of Parents and Players
- Fee Payment Schedule
- Fundraising / Sponsorship
- Volunteering

JWS Policies

Budget Management Policy

The JWS Treasurer shall be responsible for establishing the association's budget estimates, including that for each team. The estimate is to be based on the previous season's actual costs and a forecast of the upcoming season's cost. The JWS Treasurer shall present the budget estimates to the Board for review and approval prior to presentation to the teams and members.

1. The JWS Treasurer shall establish the necessary accounts to manage the associations activities – specifically the activity of each team.
2. Each team shall appoint a Team Manager. The Team Manager will be the link between the Board and the team. The Team Manager will serve a one-year term and will be required to attend all board meetings.
3. The Team Manager will assist the coach with the following to ensure the proper communication gets to all JWS parents:
 - a. Collection of fees
 - b. Player conduct issues
 - c. Parental concerns or issues
 - d. Scheduling Games/Tournaments/Hosting a tournament
4. The JWS Treasurer shall disclose to the Team Manager the team's budget amount as agreed upon by the Board when the budgets were reviewed and approved for the given fiscal year.
5. The Team Manager and Coach shall have responsibility for accountability and management of the team's budget for the entire season, including responsibility for final reconciliation and reporting to the JWS Treasurer and the end of the season.
6. Each Team Manager and Coach shall agree that tournament costs are estimates and may be adjusted based on the final cost as they become known. The team shall be responsible for any additional funds prior to end of the season, if any costs were underestimated resulting in a budget shortage.
7. No refunds will be given to teams. Teams must submit a written request for refunds to the JWS Treasurer along with a summary and documentation supporting the request. The JWS Treasurer will issue refund checks where appropriate and with Board approval.
8. Team Managers shall reconcile the end of season team records with the JWS Treasurer for validation and closure of the activity within two weeks of the end of the season. Individual refunds will not be made until after the JWS Treasurer has validated reconciliation of the team's activity.

JWS Policies

Fund-Raising Policy

There will be a minimum of one organization level fundraising event each year to support the entire organization. All members of the JWS Association will be encouraged to participate in this event. All profits for the activity will remain with the association.

Individual teams will be able to participate in as many fundraising activities as they choose. All fundraising events and activities will need to be approved by the JWS Board. Teams holding fundraising events are required to document all costs and proceeds for the event(s) and provide the proper written details to the JWS Fundraising Chair and JWS Treasurer. Specific events may include, but are not limited to the following:

- Candle Sales
- Butterbraid Sales
- Cookie Dough
- Coupon Books / Cards
- Car Washes
- Can Drives

All money from fundraising will be turned into the Fundraising Chair or the JWS Treasurer. No player, parent or team will be able to fundraise above what which is the player's, parent's or team's fee total. Any funds over the fee amount will stay with the association.

Fundraising Committee

This committee will be comprised of the following:

- An appointed person from the JWS Board who will act as the Fundraising Chair.
- Representatives for each JWS team. (This is a mandatory position for each team) This member may be the team manager, coach or another parent.

This committee will meet monthly during the start of each season and as needed during the season. The committee will be responsible for facilitating the association and team fundraising, as well as providing each Team Manager and JWS Treasurer with a detailed fundraising report.

Equipment Management Policy

JWS Team Equipment

1. At the beginning of the softball season, the JWS Equipment Chair will give each Head Coach or Team Manager a set of equipment that will include: catcher's gear, catcher's mit, bats, game balls, practice balls, tee (s), etc.
2. It is the responsibility of the Coach and Team Manager to maintain the location of this equipment as all that is issued to the team at the beginning of the season is required to be returned at the end of the season. The cost of any missing equipment may be charged to the members of the team in question.

JWS Uniforms

1. JWS players are required to purchase their uniform through the JWS chosen vender.
2. Uniform will consist of Tops, Pants, Visors, Socks, Belt. Players may purchase as many of each item as they desire or is necessary to get them through the season. Jerseys will ONLY be ordered at the beginning of each season. Ordering deadlines must be strictly followed as there is a 6-8 week production time for jerseys.
3. Jersey numbers may be requested. Availability is based on an even/odd year policy (those born in an even birth year may request an even jersey number; likewise, those born in an odd birth year may request an odd jersey number) and seniority (number of years in the program). Once a jersey number has been issued, that number remains with that player until the player leaves the program. In the event a player would like to change their number, they will only be able to change to a number that is not in use and would still follow the even/odd policy.
4. It is the responsibility of the player to maintain their uniform in good condition during the season and maintain its location during the off season.
5. In the result of a lost or damaged jersey, the player may be required to wear an alternative jersey number / style until a replacement can be ordered. Replacement cost is the responsibility of the player.

JWS Policies

JWS Merchandise Policy

JWS logo merchandise will be made available to all teams, members and fans from an approved distributor. The JWS logo is the property of the association. The use of the logo(s) must be approved by the Board of Directors.

JWS will work in partnership with WAC (Washington Athletic Committee) to provide a variety of apparel and spirit items so as not to duplicate production and cost of the offerings. Merchandise purchased through WAC will not be marked up and all proceeds will benefit the high school athletics. Available items may be found on the WHS website: crwash.cr.k12.ia.us

Discipline and Conduct Policy

JWS strongly promotes good sportsmanship by all its participants. This includes but is not limited to: coaches, players, volunteers, parents, fans and officials. This policy governs all participants before during and after all JWS sponsored events, i.e. home and away games, tournaments, social functions, and overnight stays at hotels.

Discipline Committee Members

- President
- Vice President (Chair)
- Team Manager
- Secretary

*Note: If the incident involves a Board Member serving in one of the above roles than a different Board Member will be substituted on the Committee.

Purpose

The purpose in implementing this program is two-fold. First, we need to portray a good example while visiting other associations and a high standard for visitors to our association. Second, we want all JWS members to be proud of their organization, being able to enjoy a program that promotes player growth and development in a family type atmosphere.

Confidentiality

Each person shall exercise care not to disclose confidential information acquired in connection with discipline or conduct related issues.

Guidelines

Minor Incidents: these are non-serious incidents that involve but are not limited to playing time, coaching philosophy, practice utilization and playing position.

Major Incidents; these are serious in nature that involve but are not limited to sexual or physical assault, abuse of alcohol or controlled substances, stealing and vandalism of property, or behavior that reflects poorly on the JWS Association.

MINOR INCIDENTS

Step One:

1. The concerned person should approach the individual with whom they have a concern.
2. Discuss the situation and agree to a mutual understanding of each other's concern and a mutual resolution to the issue.

Step Two "A":

1. If the issue involves a player or parent on the team approach the team manager and coach with the issue.
2. The team manager will meet with all parties and assist in resolving the issue.
3. If the issue is not resolved, then proceed to Step Three.

Step Two "B":

1. If the issue involves a team manager or coach, discuss the situation with the other and JWS Vice President.
2. The JWS Vice President will meet with all parties and assist in resolving the issue.
3. If the issue is not resolved, then proceed to Step Three.

Step Three:

1. Submit in writing to the Risk Manager a letter detailing the issue, include the steps taken to try and resolve the concern.
2. The Discipline Committee will review the issue and meet with all parties.
3. The Committee will report its findings and decisions to all participants and the JWS Board of Directors.
4. Once all participants and the Board of Directors are notified of the action taken a general announcement may be displayed on the JWS Website. The announcement will not contain any names or identification of participants. The announcement will provide information on the issue and the action taken by the Discipline Committee.

MAJOR INCIDENTS

Major incidents **MUST** be brought to the immediate attention of the Discipline Committee by the person that observed the event or has direct knowledge of the event.

Responsibilities

Discipline Committee

1. Meet with all participants within seven (7) days of receiving complaint of disciplinary letter or notice.
2. Authority to increase or decrease any and all team suspensions.
3. Enforce the Official Playing Rules, Policies and Procedures of USA Softball.
4. Report to the Board of Directors and Membership the issue and action taken.
5. Keep all personal information confidential.
6. Resolve any second or preceding disciplinary action for any participant.
7. Maintain overall authority for any conduct violations.

JWS Policy on Conducting Business Via Email

In an effort to accomplish and move items forward the JWS Board will from time to time conduct business, communicate and vote on certain issues via email. This policy will outline the process and circumstances through which that business will be conducted.

The email discussion and voting process is outlined below:

1. Item or topic introduced and a motion is made.
2. Once the motion is seconded, a 24-hour discussion window begins. During this period, board members are encouraged to actively engage in discussion on the topic or item. All emails sent should be copied to ALL board members. If during this discussion two members indicate a desire to table the discussion, discussion can continue but no vote shall take place until the next scheduled meeting.
3. Voting
 - a. Voting on motions conducted via email shall take place by general consent, meaning membership shows agreement by the silence. If during the 24-hour discussion period, any member wishes to invoke a roll call vote, they shall request such.
 - b. If the motion is uncontested, it shall be considered carried at the end of the 24-hour window.
 - c. If requested, Board Secretary sends email soliciting votes on said item or topic as close to the conclusion of the 24-hour window as it possible. Board members have 24 hours to vote. A majority of voting board membership is required for the motion to carry, with quorum rules applying.
4. Secretary records the motion, a synopsis of the discussion, and the voting outcome and distributes to the Board membership. This shall be included in the proper month's minutes.

JWS Policies

Scholarship Policy

The JWS Board of Directors administers a scholarship program as required by the JWS by-laws and funded by the General Fund.

The purpose of the scholarship program is to ensure a child is not denied the opportunity to participate in softball solely due to financial ability.

Scholarships are available to any player selected for a JWS team. Scholarship awards are based on financial need, not on level of play or skill.

Applications for scholarship, awards, and all related financial information is confidential.

Roles and Responsibilities

Applicant - The applicant is the parent or legal guardian of the youth player(s). The applicant is responsible for providing the information required on the scholarship application.

Scholarship Director – The Scholarship Director is the JWS Board Vice President. The Scholarship Director administers the scholarship process and makes the determinations of need and award. The Scholarship Director works with the JWS Treasurer to ensure funding is available and that awards are made.

Treasurer – The JWS Treasurer manages the scholarship budget.

Team Manager – The team manager will ensure that scholarship awards remain confidential and will limit discussions to the Scholarship Director, Treasurer, and the recipient family. The team head coach may be notified when there is a specific reason to do so.

Evaluation Criteria and Award Levels

Scholarship awards are made based on financial need and financial circumstances that, if not mitigated, would deny a child from participating in the sport.

Scholarship awards are limited to fees and uniform. Travel expenses are not covered by the scholarship program.

JWS scholarship awards are made based on an analysis of the applicant's financial situation and exceptional circumstances. As a general guideline, the US Federal Poverty data (<http://aspe.hhs.gov/poverty/06poverty.shtml>) from the Department of Health and Human Services is used as a basis for the scholarship determination. Also, the determination considers unusual circumstances such as fires, floods, serious illness, and wage earner disability.

Scholarships are awarded at the following increments.

25%, 50%, 75% - Typical award levels

100% - Extreme financial circumstance

Scholarship Recipient Expectations

JWS is a non-profit organization supported by local businesses and fees paid by members. As such, funding each year is limited and the JWS Board must ensure that the funding is budgeted in a manner that provides the most benefit to the membership.

Recipients of scholarships are expected to assume certain responsibilities and obligations as outlined below.

1. Scholarships are awarded on a confidential basis. Recipients are required to keep scholarship awards confidential and limit discussions to the Scholarship Director, Treasure, and the Team Manager.
2. Recipients are required to participate in fund raising events sponsored by JWS.
3. Recipients are expected to participate in planning and hosting tournament events by JWS.

Application Schedule

All requests for scholarships must be made by the applicant family using the attached application form.

Requests, with a completed application, must be made to the Scholarship Director (JWS Vice President) by the registration deadline.

Determinations of scholarship award will be made by the Scholarship Director within one calendar week of receipt of the application.

Process

1. Applicant family completes and submits the scholarship application form.
2. Scholarship Director evaluates the scholarship application, including meeting with the applicants when necessary, to obtain all necessary information.
3. Scholarship Director notifies the applicant of the award decision.
4. Scholarship Director notifies the Treasure if there is a determination to award a scholarship.

Appeals

An applicant may appeal a decision by the Scholarship Director to the JWS Board President.

JWS Policies

JWS Scholarship Application

CONFIDENTIAL

Date: _____

Player's Team: _____

Player's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Contact phone: _____

Email address: _____

Explanation of Need:

Financial Information:

Number of people in family (same household): _____

Monthly income (all sources, net before tax): _____

Typical monthly expenses: _____

Unusual expenses: _____

Applicants must provide copies of: Current Tax Return, Welfare/Free and Reduced Lunch Application, Child Support Amount, Government Supplement Income and Insurance Benefits if these are applicable.

I agree that the information provided is accurate, and that my request for scholarship is based on need. Additionally, I agree to actively participate in JWS sponsored events including all fund-raising events.

Parent/Guardian Signatures: _____
