



WILLIS YOUTH ATHLETIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

Version 1.1 — September 2026

Amended: Section 9.3 (Electronic Records & Official Documents)

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1. INTRODUCTION & PURPOSE

This Policies and Procedures Manual supports the WYAA Governing Bylaws. It provides practical, day-to-day guidance for Board members, officers, committee members, coaches, and volunteers. The goal is to ensure consistent and fair operations, provide clear guidance on authority and accountability, and support the new articles added to the Bylaws (Delegation of Authority, Conflict of Interest, and Grievance & Dispute Resolution). This is a living document that can be updated more easily than the Bylaws through Board resolution.

2. DELEGATION OF AUTHORITY & SPENDING MATRIX

2.1 Purpose

This section clarifies who has authority to make decisions and approve expenditures between Board meetings while maintaining proper oversight and transparency.

2.2 General Principles

- The full Board retains ultimate authority on major policy, budget, and governance matters.
- Day-to-day operations should be handled efficiently by the Executive Board, President, and designated Directors.
- All actions taken under delegated authority must be reported back to the full Board.

2.3 Spending Approval Matrix

Amount	Who Can Approve	Documentation	Reporting
Up to \$500	President or relevant Director	Receipt + brief note	Summary at next meeting
\$501 – \$2,500	Executive Board (President + Treasurer)	Written justification + receipt	Reported at next meeting
Over \$2,500	Full Board approval required	Written proposal + quotes	Must be pre-approved
Unbudgeted > \$1,000	Full Board approval required	Written request with justification	Pre-approval required

Notes: Recurring budgeted expenses do not require additional approval. President may approve emergencies up to \$1,000 with immediate Executive Board notification. All checks require two signatures.

3. GRIEVANCE & DISPUTE RESOLUTION PROCEDURE

3.1 Who May File

Any person who was directly involved in or personally observed the incident or decision may file a grievance.

3.2 How to File

Grievances should be submitted using the official **WYAA Complaint / Grievance Google Form** at: <http://wyaabaseball.com/complaints>. Using the form ensures proper logging and creates a record for tracking. If unable to use the form, a written submission may be sent directly to the President.

3.3 Timeline

- Grievance should generally be filed within **14 days** of the incident.
- Acknowledgment within **3 business days**.
- Written response within **14 days** of receipt (extensions must be communicated).

3.4 Review Process & Appeal

Initial review by the President or Grievance Committee with informal information gathering. A party may request review by the **President** within **7 days** of the decision. The President's decision is final.

3.5 Good Faith & No Retaliation

All participants are expected to act in good faith. Retaliation against anyone who files a grievance in good faith is strictly prohibited.

4. CONFLICT OF INTEREST POLICY

4.1 When Disclosure is Required

Directors, officers, and committee members must disclose any actual or potential conflict of interest upon joining and as soon as they become aware of a potential conflict regarding any matter before the organization.

4.2 What Constitutes a Conflict

A conflict exists when a Board member (or their family) has a financial interest, employment relationship, or other personal interest that could influence (or appear to influence) their judgment on a matter before WYAA.

4.3 Procedure When a Conflict Exists

The interested person must disclose the conflict and should leave the room during discussion and voting (unless asked to provide information). The minutes must record the disclosure and that the person recused themselves.

4.4 Annual Disclosure

All Board members will be asked to complete a Conflict of Interest Disclosure form annually or when circumstances change. Forms are kept confidential and stored with official Board records.

5. CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____ Position/Role: _____

Date: _____

1. Do you, or any member of your immediate family, have any financial interest in any company, vendor, sponsor, or organization that currently does business with, or is likely to do business with, WYAA?

☐ Yes ☐ No If yes, describe: _____

2. Do you, or any member of your immediate family, serve on the board or in a leadership role of any other youth sports organization that could create a conflict with your WYAA duties?

☐ Yes ☐ No If yes, describe: _____

3. Are you aware of any other situation that could create an actual or perceived conflict of interest between your personal interests and your responsibilities to WYAA?

☐ Yes ☐ No If yes, describe: _____

Agreement: I certify that the information above is accurate. I agree to promptly disclose any new conflicts and understand that I may be asked to recuse myself from discussions and votes where a conflict exists.

Signature: _____ Date: _____

6. BACKGROUND CHECK POLICY & PROCESS

6.1 Purpose

WYAA is committed to providing a safe environment for all participants. Background checks help protect players, families, and volunteers.

6.2 Who Must Complete a Background Check

All Board members, head coaches, assistant coaches, team managers with regular player contact, and any volunteer with unsupervised access to players.

6.3 Frequency

Background checks must be completed before the start of each season and after any break in service longer than 12 months.

6.4 Process

Individuals register as a volunteer through the same **SportsConnect / StackSports** registration link used to register players. This automatically submits their information to the league's designated third-party background check service. Results are reviewed by the President or designated Board member.

6.5 Disqualifying Offenses & Confidentiality

Convictions involving crimes against children, sexual offenses, violent crimes, and certain drug-related felonies will generally disqualify an individual. Background check results are confidential and shared only with those necessary to make a determination.

7. BOARD MEETING & VOTING PROCEDURES

7.1 Regular Meetings

Board meetings will generally be held on the **first Wednesday of each month** throughout the year, with **no meeting in July**. Meeting dates are subject to change but will generally remain in the first week of the month.

7.2 Agenda

Board members must submit agenda items to the President and Secretary **no later than 5 days prior** to the meeting. The Secretary will compile and distribute the agenda to all members **at least 3 days prior** when possible.

7.3 Voting

Each Board member gets one vote. Voting options include voice vote, show of hands, **secret ballot** (upon request of any Board member), or roll call. Proxy voting is not permitted.

7.4 Remote Participation

Board members may participate remotely and count toward quorum. The **President reserves the right** to hold a **100% virtual meeting** via Zoom if an in-person meeting cannot be rescheduled and a quorum must still be convened.

8. COMMITTEE GUIDELINES

8.1 Purpose of Committees

Committees help distribute the workload of the Board and allow for deeper focus on specific areas (e.g., Grievance Committee, Finance Committee, Tournament Committee).

8.2 Types of Committees

- **Standing Committees:** Ongoing (examples: Grievance Committee, Finance Committee).
- **Ad Hoc Committees:** Formed for a specific purpose and dissolved when the task is complete.

8.3 Committee Formation

The Board may create or dissolve committees by majority vote. When forming a committee, the Board should define the committee's purpose and scope, who the chair is (must be a Board member), and the expected timeline for deliverables if applicable.

8.4 Committee Authority & Reporting

Committees make **recommendations** to the full Board. They do **not** have independent spending or decision-making authority unless specifically granted by the Board. Committee chairs should provide a brief update at regular Board meetings or as requested by the President.

8.5 Committee Member Participation in Board Meetings

Committee members are invited to attend the beginning of Board meetings to provide updates on their committee's work and address any issues requiring Board attention. Once their report or update is complete, committee members will be excused from the remainder of the meeting. This allows the Board to continue with only voting Board members/Directors present when discussing or voting on sensitive matters (such as personnel issues, grievances, legal matters, or conflicts of interest). Committee members do not have voting authority on Board matters.

9. RECORDS RETENTION & ELECTRONIC SYSTEMS POLICY

9.1 Purpose

This policy ensures important organizational records are properly maintained, accessible when needed, and protected.

9.2 Official Records Retention

- Board meeting minutes: **Permanent**
- Bylaws and amendments: **Permanent**
- Contracts and legal agreements: **7 years** after expiration
- Financial records & tax returns: **7 years**
- Background check records: Duration of service + 3 years (confidential)
- Grievance / complaint files: **5 years**
- Coach / volunteer applications: **3 years**

9.3 Electronic Records & Official Documents

Official documents intended for public or league-wide use (including forms, announcements, and other posted materials) shall be made available on the WYAA website at <http://wyaabaseball.com>. Electronic records of the organization are maintained internally by the Board, typically the Secretary and President, using approved Board systems and storage. An internal board portal is not currently in use. Until such a system is adopted by the Board, internal electronic records shall be stored and backed up using the Board's designated internal methods.

9.4 Access, Permissions & Security

Access to sensitive records (background checks, grievances, personnel matters) is limited to the President, Secretary, and designated individuals only. The Board is responsible for ensuring electronic records are backed up and that reasonable security measures are in place.

10. SELECT/TRAVEL TEAMS & TOURNAMENT GUIDELINES

10.1 Relationship to Rec League

The Willis Bombers select/travel teams operate separately from the recreational Dixie Youth Baseball (DYB) league. Participation on a Bombers team does not guarantee playing time or roster spots on rec league all-star teams, and vice versa.

10.2 Insurance Requirements

For USSSA or Perfect Game tournaments, insurance is purchased through those organizations. For non-DYB events (such as Rawlins tournaments), separate team/club insurance is required, as the league's regular policy does not cover them.

10.3 Coach Conduct & Expectations

Select team coaches are expected to **uphold a higher standard of conduct** than recreational league coaches. This includes maintaining professionalism, strong sportsmanship, and serving as positive role models.

10.4 Tournament Participation & Oversight

All select team actions, including tournament participation, must be communicated to the **Director of Select Teams** for review. The Director will evaluate insurance coverage and whether the team has sufficient funds to cover tournament costs in full.

Important: Any tournaments that a select team coach signs up for and submits payment for **without** the prior review and approval of the Director of Select Teams are done at the team's own risk. If issues arise that prevent participation, the team may lose funds already paid.

10.5 Dual Participation (Select + Rec League)

Dual participation must be **requested and approved in advance** by the Director of Select Teams and the President prior to the beginning of the recreational season. Once the recreational season begins, players cannot be added to a select team until the conclusion of the recreational season. Select team coaches shall not attend recreational player tryouts at the beginning of Spring seasons to scout for players. They may only add players through scheduled team tryouts approved by the Director of Select Teams.

10.6 Communication and Conflict Resolution

When conflicts arise between select team and recreational league obligations, families should first communicate with both coaches. Unresolved issues should be escalated to the Director of Select Teams and the appropriate recreational league Director for resolution.

10.7 Protecting the Recreational League Experience

Select team participation is a privilege. It should not come at the expense of the recreational league experience for other players. Select teams and coaches are expected to operate in a manner that supports, rather than undermines, the recreational program.

11. COACH & VOLUNTEER EXPECTATIONS

11.1 Playing Time Philosophy (Recreational League)

The recreational league exists primarily for player development, enjoyment, and equal opportunity. Winning is secondary. Players should be rotated between infield and outfield positions, should not sit out consecutive innings on defense (except for injury, illness, or discipline), and batting lineups should be rotated so the same players are not consistently at the bottom of the order.

11.2 Pitch Count Limitations (10U/12U/14U)

Pitch counts will be closely monitored by the league. Coaches must ensure the GameChanger scorer accurately tracks all pitches and changes the pitcher in the app when changed in the game. Pitch count limits and rest requirements are set by the Board. **Repeated violations may lead to removal of the Head Coach.**

11.3 Communication

Coaches must maintain open communication with the league/Board throughout the season and clearly communicate with their teams, including practice dates/times/locations, Opening/Closing Day ceremony information, game reminders, and cancellation notices.

11.4 Code of Conduct & Removal

All coaches and volunteers must sign the current WYAA Code of Conduct. Coaches and volunteers may be removed from their position by the Board for repeated or serious violations of the Code of Conduct, league policies, or the Bylaws.

12. AMENDMENT & REVIEW PROCESS

This manual should be reviewed at least annually, preferably shortly after new Board members are seated. Changes may be approved by simple majority vote of the Board. In the event of any conflict between this manual and the WYAA Governing Bylaws,

the Bylaws shall control.

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