

Darien Youth Club

Rules and Regulations



Updated: November 15, 2017

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1. Budgets

The Darien Youth Club will prepare a fiscal year budget that will cover the fiscal year of the Darien Youth Club, January 1 to December 31.

The budgets will be presented to the Executive Board at the October meeting. They will then be approved, by the Board of Directors at the regular December meeting.

Each Commissioner is responsible for preparing a budget for their sport or division of a sport. The budget should estimate the number of participants and all expenses to be incurred during their season. For ease in preparation, some expenses may be combined (i.e., equipment, uniforms, field expenses, etc.).

Commissioners will follow the budget format that is prepared by the accountants and the treasurer.

Budgets can contain separate budget classifications:

- Maintenance Expenses (No new items, Reflects only the anticipated costs to continue existing activities and programs)
- Discretionary Expense (Discretionary Items are large or unusual expenditures and/or expansion items)
- Field Expenses (mandatory for outdoor sports)
- Administrative Expenses (required charge to cover the costs of the general expenses of the Darien Youth Club)

The Treasurer will prepare the administrative budget, which includes general expenses of the Darien Youth Club and other non-sports directors. The Treasurer will prepare the administrative charge to be given to each Commissioner for their budget.

2. Use of Facilities

Requests to use the facilities that are owned and operated by any entity other than the Darien Youth Club should be routed through the appropriate Administrator at each specific facility. Requests for DYC owned and operated facilities should be requested through the Fields and Facilities Director.

Facilities should be scheduled by each Commissioner. The invoices should be approved by the Board of Directors and a check will be issued by the Treasurer.

The following guidelines are in place for use of facilities:

- Usage of all facilities is to be controlled by the directors or the commissioners. managers or coaches are not to reserve any facilities
- no horseplay is allowed in or on any facility
- when using gyms, there is to be no running in the halls, no practicing in the halls, no use of balls in halls
- Children will be kept out of unauthorized areas (school offices, classrooms, storage rooms, etc.)
- If something is damaged or unsafe, report it immediately to the director or commissioner. That person will immediately notify the executive board and owner of the facility.

3. Checking, Savings, Investment, and Charge Accounts

Interest bearing accounts are maintained at banks of the Board's choosing. All accounts must be interest bearing.

Disbursements from the checking account are made by the Treasurer based on approved invoices as submitted to the Treasurer. All disbursements exceeding \$1,000.00 must be co-signed by an Executive Board Member.

Charge Accounts: DYC maintains charge accounts at various local stores for convenience purposes.

Charges may be made by the following:

- Executive Board Members
- Fields and Facilities Director
- Club Administrator

Purchases are limited to the amount of the purchase order or \$50.00. All charge receipts are to indicated the budget the purchase should be charged against and given to the Treasurer for comparison against the actual invoice.

Charge accounts are established as directed by the Executive Board. Other positions having access to these accounts are to be discussed with and approved by the Executive Board.

Names of each director authorized on the charge accounts are to be updated yearly by the Treasurer.

4. Insurance

The insurance for the Darien Youth Club is handled by the Vice-President and / or the Club Administrator. It shall be the responsibility of the Vice-President to obtain the best rates available with regard to cost, service and loss experience factors.

Personal Injury

The Darien Youth Club has a blanket participant coverage policy and is a secondary carrier to the parent's personal insurance.

In case of a potentially serious injury, the Vice President should be notified immediately by the Commissioner of the sport in which the injury occurred. Claims should be handled by the Vice President through the Insurance Agency. Parents, Commissioners, and Directors should not deal directly with the Insurance agents/agency. Claim forms can be obtained from the Vice President, through the Insurance Agency. Forms are to be completed by all appropriate parties involved. When completed the forms are to be returned to the Vice President for filing with the Insurance Agency/Carrier. Once the claim has been filed, unusual circumstances may dictate direct contact with the parent by the Insurance Agency/Carrier.

Property and Casualty

The Darien Youth Club maintains insurance coverage of the Sportscore building, school and park district property, contents of the Sportscore and various equipment storage boxes/sheds located at each field. Should damage, theft, or vandalism occur to any property owned or leased by the Darien Youth Club, the Commissioner or Director should first file a police report and secondary notify the President of the nature of the incident. The President is then responsible for requiring the appropriate repairs, replacement or notifications.

Miscellaneous

Alcoholic Beverages – Insurance is provided to cover injury resulting from the serving of alcoholic beverages at social events

Transportation of Players – Insurance coverage is extended to players and coaches resulting from accidents involving the transportation of players to and from Darien Youth Club sponsored activities.

5. Financial Assistance / Scholarship Program

The Rotary Club of Darien acknowledges the need for residents with an economic hardship to enrich their lives through participation in recreation programs. To ensure equal access to recreation programs through the Darien community, the Rotary Club of Darien (“Rotary”) will provide funding assistance/scholarships for District residents in financial need subject to available and fiscal year appropriations.

Assistance may be in the form of a payment plan whereby the cost of the program will be spread over a period of time to allow the family/individual to afford the program as determined by the District or may be a partial scholarship whereby the cost of the program will be reduced according to the guidelines stated hereinafter and the difference reimbursed by Rotary. Applications, determination of need, and amount of funding assistance shall be determined per the following guidelines:

1. financial assistance/scholarship participants must reside within Darien and the surrounding suburbs to be eligible.
2. All information on the application must be true and accurate and will be kept confidential. Scholarships are legally recoverable if awarded on the basis of false information supplied by the applicant and will nullify the request for a scholarship.
3. The Director(s) of the Financial Assistance Program is the paid Darien Youth Club (DYC) Accountant and the Treasurer of the DYC. They shall serve as agents for the Rotary Club of Darien to determine eligibility and funding assistance/scholarships.
4. All financial assistance/scholarships will be awarded on a first come-first serve basis, on the basis of need and the ability of Rotary to absorb the cost. The DYC reserves the right to approve partial funding or deny applicant’s request.
5. The DYC shall request from Rotary payment based on a reimbursement basis for financial assistance/scholarships approved. The DYC shall annually or more frequently as requested by Rotary to provide a statement of approved financial assistance/scholarships.

6. An application must be completed every time a request for financial assistance/scholarship is made. Granting of assistance/scholarship does not ensure continued approval for succeeding sessions.
7. All NYC programs are available for scholarships EXCEPT for indoor soccer. Assistance will be limited to the yearly maximum per family amount.
8. Seasons & Year defined as summer: June – August, fall: Sept. – December, Winter/Spring: January – May) to coincide with NYC fiscal year Jan 1st- December 31st.
9. Applicants may only apply for assistance/scholarships for one (1) program/activity/class per session per participant. Applicant must submit completed application seven (7) days before the registration deadline date of the program season.
10. Recipients awarded assistance/scholarship must pay their portion prior to the start of the program. Recipients' failure to pay their portion of the program fee will result in denying the recipient access to the program/activity/class.
11. Eligibility for financial assistance shall be based on if the family is receiving Federal Income Free Meals and Reduced Priced Meals and will be judged based on the need of the family as determined by the Financial Assistance Director and Treasurer of the NYC.
12. Applicants must fill out application fully and shall attach the following documents:
 - a. NYC Registration Form
 - b. Financial Assistance Application Form
 - c. Copy of public aid card, county aid number.
 - d. Signed agreement to pay remainder if applicable.
13. Any person who receives financial assistance for a program and fails to attend on a regular basis may be disqualified from future eligibility.

6. Legal

Lease

The Darien Youth Club maintains a lease dated April 9, 1974, with Darien Public Schools District #61 covering the use of Eisenhower and Lace Fields and for the land occupied by the Sportscore Building. There are not annual rent payments.

Court Injunction

A judgement (75-3799-G) was filed against the Darien Youth Club (and others) on July 13, 1976, which states, in summary:

“The purpose of this injunction is to reduce substantially the nuisance of noise, trespass, and the projection of baseballs onto the properties of the named Plaintiffs and the Defendants are ordered to perform the acts ordered herein in the spirit of this purpose.”

TO comply with the injunction, all Board members are requested to enforce the following:

- Spectators are prohibited from standing, sitting, or walking on the berm north of the Sportscore Building between the baseball fields at Eisenhower Junior High.
- Vehicle traffic, except for deliveries, is prohibited at the Sportscore Building.
- Baseballs are NOT to be retrieved from yards north of the baseball fields.
- The Darien Youth Club will not tolerate unsportsmanlike conduct, abusive language directed towards the game, spectators or residents around the Sportscore Building or at the fields, or at any Darien Youth Club game or event.

7. Purchasing

Equipment, Uniforms and Awards

All expenditures of the Darien Youth Club must be included in an approved budget or approved by the Board of Directors. Purchase orders must be used on ALL purchases over \$50.00. Invoices or receipts should be submitted on the appropriate form to the Treasurer for payment.

All requests for the purchase of equipment shall be made by the Commissioners in their annual budgets. Any requests for equipment purchases outside of the budget process must be presented to and approved by the Board of Directors.

It is the policy of the Darien Youth Club to purchase the best equipment for the money on a competitive basis. At least three bids should be received for purchases over \$1000.00. Occasional or small spot purchases can be done at the discretion of the Executive Board.

All purchasing is to be overseen by the Treasurer.

Field Maintenance and Facilities Supplies

The Director of Fields and Facilities has the authority to purchase items necessary to fulfill field responsibilities and maintenance of facilities. Purchase orders must be used for purchases over \$50.00. Standing cash advances may be given, with the approval of the Executive Board, for the purposes of fulfilling responsibilities of the maintenance of fields and facilities.

Printing and Postage

It is the responsibility of each Commissioner or Director to coordinate the printing or postage requirements of their sport with the Club Administrator. Purchase orders must be obtained for all printing purchases over \$50.00. Receipts should be obtained and submitted to the Treasurer for any reimbursement.

Miscellaneous Small Items

Occasionally the need for Directors to make small purchases arises to keep their programs running. The general guideline of the Darien Youth Club has been to do what is necessary to keep the program functioning. In these cases the Director or Commissioner can make a purchase and submit the receipt to the Treasurer for reimbursement.

8. Security

The Darien Youth Club maintains a significant investment in equipment, uniforms, and supplies which are kept in the Sportscore building.

Access to this building should be limited. The Executive Board will determine who should have access to the Sportscore.

The President maintains the master control key and has the responsibility to direct the Director of Fields and Facilities to have the locks changed periodically. The President is responsible for maintaining a list of who has keys and what they are for.

Keys are not to be lent out or duplicated. It is the responsibility of the key holders to grant and supervise access.

Alarm

An alarm system is installed in the Sportscore. It is the responsibility of the Director of Fields and Facilities to maintain the alarm and an alarm service, if so directed by the Executive Board.

Key Holders

A current key holder list shall be provided to the Darien Police Department, the Darien-Woodridge Fire Department, and Darien School District #61 to be used for emergency purposes. This list should include name, address, and phone number of said key holder. The President and the Director of Fields and Facilities should be the first two names listed on the key holder form.

9. Special Events

Special events may be scheduled, from time to time, the Executive Board will form a social committee for these periodic events. All other standing special events (listed below) are specific duties of the position listed.

Scholarship Awards

The Vice-President shall oversee the Scholarship Awards.

JEFF WIRTZ MEMORIAL SCHOLARSHIP: One of the Darien Youth Club's annual scholarships shall be presented in the name of Jeff Wirtz, a long time participant in the Darien Youth Club who was killed in a tragic accident at a young age. The Jeff Wirtz Scholarship shall be the premier scholarship of the Darien Youth Club. The winner of the award should be a participant in the Darien Youth Club and exhibit the qualities that reflect the goals and missions of the Darien Youth Club.

Additional scholarships, as determined by the Board of Directors at the January Board Meeting will be awarded to graduating High School students who participated in the Darien Youth Club. Specifics of the Awards are to be determined at the January meeting. The Vice President is responsible for coordinating the requirements and amounts of the awards. Any and all awards shall be in equal amounts. At least 2 Awards shall be given each year, one (1) to a male and one (1) to a female, the Jeff Wirtz Scholarship can be separate and awarded to the most deserving candidate.

Darien Youth Club Picnic

Each year, upon Board approval, the Darien Youth Club may sponsor a picnic. The objective of the picnic is to provide an outing for all members of the Darien Youth Club. To that extent, no other Darien Youth Club events are to be scheduled on the day of the picnic. The picnic is NOT intended to be a money-maker and, in fact, can be an expense to the Darien Youth Club. The President can form a Social Committee or appoint a person who will be responsible for budgeting and planning the event.

10. Committees

Special Committees

Committees may be formed as needed so that specific club functions may be carried out. All committees shall be chaired by the Vice-President, unless otherwise appointed by the President. The President will nominate participants and fill vacancies on the Committee should the need arise, or a stalemate occurs. All committees are responsible to the President.

11. Miscellaneous

Code of Conduct

This code was adopted by the Board of Directors in the fall of 1988. It specifically outlines the fundamental philosophy of the Darien Youth Club. It is to be distributed to every parent or guardian whose child participated in the Darien Youth Club. It will be strictly enforced. The Code of Conduct is located in the appendix.

Drug and Alcohol Abuse Position Statement

The Darien Youth Club, in keeping with its tradition of dedication to the youth of this community affirms its commitment and support to drug and alcohol abuse awareness.

The Darien Youth Club will strive to provide a healthy, moral environment for all participants through its Officers, Directors, Officials, Coaches, Managers, and other Volunteers and the example their behavior reflects.

Prohibition against Sexual Harassment

The Darien Youth Club strives to maintain an organization that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the Darien Youth Club's policy to emphasize that sexual harassment is specifically prohibited. Any Board Member, Coach, or Volunteer who engages in discriminatory or harassing conduct towards is subject to removal from the Board or the position that they hold. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a Special Committee appointed by the President.

Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

Social Media Policy

The Darien Youth Club may create and maintain Social Media sites, as directed by the Executive Board. Use of these Social Media Sites should follow the terms of use of each site. The Darien Youth Club should use these sites to promote the mission and objectives of the Darien Youth Club and its programs. The use of these sites for personal gain should not occur. Social Media policies are adaptive and ever changing. The Social Media Director will have the ability to restrict or review any posts or use of the Darien Youth Club Social Media Sites. The sharing of Social Media passwords should be limited to those that are directed to maintain those sites by the Executive Board.

A waiver for use of images should be obtained from each participant upon registration so that images can be used without permission. The use of a minors full names should not be used on any social media site without the expressed written permission of the parent or guardian of said minor. First names only should be used on Social Media sites. The only exception to this is the First and Last Names of Officers, Directors, Coaches or Volunteers of the Darien Youth Club. Personally Identifying information (such as address, phone number, etc.) should not be published, except when express permission of the Officer or Director.

Website Policy

The Darien Youth Club maintains a website that is used for a number of purposes for the Darien Youth Club. The website shall follow the same guidelines as the Social Media Policy.

Access to modify and change the website shall be limited and only those authorized by the Executive Board shall make changes.

12. Donation Guidelines

Donation Definition

- I. To grant a donation that falls under the guidelines listed below, all requests should be directed in writing to the President of the Darien Youth Club in order to be considered. All decisions as to whether the request will be granted will be discussed in Executive Session, or in the absence of an Executive Session, shall be brought before the Board of Directors. The only exception to this will be when the donation falls under the “Memorial” category, where the Executive Officers will have the Authority to grant this request.
- II. All donations must be in support of the youth of our community. In this capacity, “youth” is defined as a high school senior to a kindergarten aged child. The exception to this would be under the “Memorial” category.
- III. Donation amounts will be determined by the Executive Board, with the approval of a simple majority of the Board of Directors.
- IV. Memorial Donations are for Darien Youth Club or related individuals, this donation is limited to flowers, in any amount not to exceed \$100.00 or cash in the amount of \$100.00 to be given to the organization of the family’s choice
- V. Individual, Family, or Community Disaster Donations: A fund will be created by the Treasurer, whereby any cash donations will be held for dispersal by a designated agent. The Darien Youth Club may contribute a maximum of \$500.00, or other amount as approved by the Board of Directors. The Darien Youth Club may also organize or participate in any fund-raising events that benefit the cause.
- VI. The preceding refers to cash donations. Any requests for non-cash items, such as equipment, food, clothes, toys or other items, will be discussed and approved by the Board of Directors. All donations approved by the Darien Youth Club will be mentioned in the next newsletter, social media site, or social media blast.

13. Handbooks

The Darien Youth Club shall maintain and update yearly, a handbook for each Sport sponsored by the Darien Youth Club and a handbook for administrative directors and the club administrator. Each sport's handbook is the responsibility of the Commissioner to update and maintain. The administrative directors and club administrator handbook will be the responsibility of the Executive Board.

The handbooks should include, but not be limited to, the following:

1. Job descriptions of the Commissioner and each director
2. Yearly timeline of registrations, drafts, season starts, season finishes
3. Facilities/Fields used
4. National Organization guidelines or rules
5. Events that are important to your sport
6. Contact Information for uniforms / equipment
7. Uniform and Equipment Inventory

*** The roles of the Executive Board are dictated by the Bylaws of the Darien Youth Club and therefore do not require a handbook defining their roles and duties.

14. Refunds

Refunds will only be issued up to two weeks prior to the teams being formed or the season starts (including practices) minus a 50% processing fee. No refunds will be issued after this timeframe, Medical exceptions may be made on a case by case basis.

Refund requests must be made in writing and must include a copy of the original registration receipt. Any late registration fees will not be refunded.

Refunds will be made by check payable to the individual and sent to the address listed on the original registration form.

The President of the Club has the ability to issue full or partial refunds at his or her discretion.

15. Modification of Rules and Regulations

The Rules and Regulations of the Darien Youth Club shall be reviewed yearly by the Executive Board.

Any Officer, Commissioner, or Director of the Darien Youth Club may submit in writing changes to the Rules and Regulations.

The Board of Directors will be given until the next regularly scheduled Board meeting, or thirty (30) days, whichever is later, to review the changes. The item will then be added to the Agenda and debated. After debate it will be brought to a vote of the present members of the Board of Directors, a simple majority would be needed for the changes to pass and take effect immediately.

ANY AND ALL RULES AND REGULATIONS, BY-LAWS, POLICIES OR MODIFICATIONS SHALL BE MADE PUBLIC. ANY MEMBER OF THE DARIEN YOUTH CLUB HAS INPUT INTO THE CHANGES, RULES AND REGULATIONS, OR POLICIES OF THE DARIEN YOUTH CLUB. HOWEVER, ONLY SITTING MEMBERS OF THE BOARD OF DIRECTORS ARE ALLOWED TO BRING FORWARD CHANGES AND VOTE ON SAID CHANGES.

Appendix

- A. Code of Conduct
- B. Application for Financial Assistance / Scholarship
- C. Court Order #75-3799-G
- D. Lease with Darien School District #61
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