

Kids Inc. of Dallas Policies and Procedures

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Section 1 Mission Statement of Kids Inc.

The purpose of Kids Inc. of Dallas, a non-profit 501(c)3, is to organize and develop programs for the youth of the city of Dallas and the surrounding communities. Our objective is to foster a positive sense of self-worth through programs that promote physical, mental, emotional, educational and social development in the youth of our community. We strive to provide area youth with safe, structured and supervised activities that will allow for healthy development regardless of the participant's race, religion, creed, sex, ability, or financial status.

Section 2 Sportsmanship Statement of Kids Inc.

Kids Inc. encourages everyone to make each practice and game a positive experience for the kids. Each participant, player, coach and spectator is asked to demonstrate good sportsmanship at all times. Respect your opponents and support your team. Avoid any negative comments to the officials, players and coaches. This policy applies to social media as well, making negative statements on social media is considered the same as making the comments in person.

Section 3 Program Development

Kids, Inc. programs are designed to provide children with opportunities for physical, social and educational growth. To achieve the end result, a progression will be used in which playing rules facilities and equipment are modified or scaled down to be age appropriate.

Kids, Inc. will make every reasonable effort to provide children with disabilities that have the physical, psychological, and emotional foundations, the opportunity to participate in Kids, Inc. programs. Parents should inform the coach of any special needs of their child and be prepared to work with the coach and assistants to provide a positive and safe environment for the child as well as other members of the activity. In the case of a child whose disability is interfering with the coach's ability to perform his/her duties, Kids, Inc. may require the child's parent or delegate to be present to assist the coach with that child.

For the purpose of creating optimal challenge and playing opportunities within a recreational and competitive atmosphere, individuals may be assigned to participate within age and ability classifications.

Kids, Inc. Levels of participation:

Recreational leagues are Kids Inc.'s first priority.

- Instructional leagues where fundamentals/teaching is priority. A fun environment with no pressure to perform is our goal. Equal playing time is a main concern, provided that players have participated in practices or have communicated conflicting activities or appointments with the coach prior to the practice. All attempts are made to allow everyone to participate, individual players will only be cut from the program as a last resort.

Competitive leagues:

- A try-out must be held – a selection process that requires evaluators to determine skill level based on a pre-established set of tasks to perform.
- Playing time is not guaranteed. Playing time will be based on skill level, attendance, attitude etc.
- This league may include tournaments held on Saturdays and Sundays.
- Sports wanting to form a competitive league/team must receive approval from the Kids, Inc. board.
- A competitive league/team can only be formed if there is a recreational league available for any participants who are not selected.

MIDDLE SCHOOL AGE:

- Try-outs will be held, with the potential for limited cuts.
- Equal playing time is not guaranteed. Playing time will be based on skill level, attendance, attitude etc.
- Tournament play - which may include Saturday/Sunday participation.

Section 4 Duties and Responsibilities

4.1 Kids, Inc. Board

4.1.1 Board Election and Term:

The election of Board Member(s) shall take place at the November meeting. Election to the Board shall be by secret, written ballot. At such elections, each member may only cast one vote for each vacancy. Cumulative voting is not permitted. The person receiving the largest number of votes shall be elected, to take office on January 1 of the year following the election. Board members shall serve a two-year term of office with one half of the Board member positions to be filled each year.

Those members whose term has expired need to express a desire to remain on the Board at the October meeting. Vacancies created by members who do not wish to be re-elected shall be filled by person/persons expressing an interest in serving by submitting a statement of interest. The letter of interest must be submitted in the same manner vacancies are filled outside of the annual election.

4.1.2 Vacancy Election:

A vacancy created by the resignation of a board member outside the November elections shall be filled in the following manner: A written statement of interest by the nominee must be submitted to the Kids, Inc. office no later than the Friday before a regularly scheduled board meeting. The nominee must attend the Kids, Inc. Board meeting following submission of their statement of

interest. The nominee will be introduced and the Board may be allowed to ask questions of the nominee at that time. The nominee(s) will be taken into consideration and voted upon at the next regularly scheduled Executive session of the Kids, Inc. Board. The nominee(s) will be informed in writing of the board's decision.

4.1.3 Board Meeting Attendance Requirements:

If a board member misses two consecutive or four or more meetings in a calendar year, without notification or good and sufficient cause as determined by the board, the board member in question would be dismissed from board membership. The President shall instruct the office manager to provide a written notification to any absent board member who is absent without notification or good and sufficient cause.

The Kids, Inc. Board of Directors meets monthly and all are welcome to attend the public meetings. Items of interest can be added to the meeting agenda by contacting the Kids, Inc. office.

4.1.4 Public Meeting Laws

Kids, Inc. of Dallas is a Private non-profit organization described in the Internal Revenue Code section as a 501-(c) (3). Kids, Inc. of Dallas does not come under Chapter 192 of the Oregon Revised Statutes concerning Public Meeting Laws. Kids, Inc. of Dallas are not a "Governing Body" or a "Public Body" defined in ORS 192 (3) & (4).

Kids, Inc. of Dallas can make its own rules concerning meetings.

Note that as a 501 (c) (3) we cannot do anything to jeopardize our status by participating in or intervening in any political campaign (including the publishing or distributing of statements) on behalf of or in opposition to any candidate for public office.

4.1.5 Basic Rules of Parliamentary Procedure:

The following are basic rules cited from Robert's Rules in Plain English by Doris P. Zimmerman. Harper Collins publishers 1997

1. The organization has the right to make its own rules, which must be observed by all members. Should conflict arise between the rights of a member and the right of the organization the board will prevail.
2. All rights of member's board are equal in attendance, motions, speak, debate, nominate vote or to hold office.
3. A quorum must be present to do business. The number is stated in the bylaws.
4. The majority rules. The minority has the right to be heard but once a decision has been made by a majority vote, the minority must respect and abide by the decision.
5. Silence is consent. Those members who do not vote agree to go along with the majority by their silence.
6. Two-thirds vote is needed whenever you are taking away the rights of members or whenever you are changing something that already has been decided.

7. One question at a time and one speaker at a time or there is no order. No motion is in order unless it is directly related to the question under consideration. Once a member has been recognized they have been granted “the floor” and can’t be interrupted.
8. Debatable motions must receive a full debate. A debatable motion cannot be put to vote if members wish to debate it.
9. Once a question is decided, it is not in order to bring up the same motion or one essentially like it at the same meeting. There is no such thing as a restorative motion to bring a motion back to the group. (See two-thirds vote)
10. Personal remarks in a Debate are always considered out of order.

4.1.6 Ex parte Conversations:

Webster’s defines ex par-te as: 1. On or from one side only. 2. From one side or from one point of view.

As board members it is important that conversations held outside the context of a board meeting are framed with the understanding that any opinions expressed are solely the opinions of the board member and do not speak for Kids, Inc. of Dallas. A board member should be sensitive to issues that may require resolution from the Kids, Inc. of Dallas Board. Such issues need to be placed on the agenda for debate, discussion or the dispensing of information to resolve the issue. Once the item has been placed on the agenda the board can have discourse on the question. There may be times when the assignments given to staff or board members to report back to the board with findings. Sensitive issues should be handled in executive session and with executive reports.

4.1.7 Executive Reports and Due Process (Investigation)

Executive reports are defined as information brought to the board dealing with issues described in Article IV Section 2 of the Kids, Inc. of Dallas By-laws. These issues must be given due process.

Due process is defined as regular procedures to administrate the law. An executive report is an investigation into the fact concerning the issue. Because of possible incriminations, the executive report is to be handled on a need to know basis. Under Article IV Section 2 of the Kids, Inc. of Dallas By-laws the member involved shall be given the opportunity to appear at a meeting and answer the charges.

Executive reports, in full or in part are not to be shared with anyone not on the Kids, Inc. board. Only the Kids, Inc. Board has the authority to release any or all information included in a report.

4.1.8 Conflict of Interest

Oregon Government Standards and Practices site two types of conflict of interest, actual and potential. A potential conflict of interest implies that an action could affect the financial interest of an official, or the official’s relative or businesses with which they are associated. An actual conflict of interest occurs when an official takes action that definitely would have such an effect.

Before taking action the official should first determine if an action could result in financial benefit or avoidance of financial detriment to the official's relative or a business that the official or a relative are associated. If the answer is "no", proceed with the action. If the answer is "yes, possibly or not sure", avoid the risk of violating the law by declaring the conflict and then by not discussing voting or participating in any way concerning the matter or the question.

4.2 Sport Coordinator

4.2.1 Approval of a Sport Coordinator

Volunteers who want to become a sport coordinator for Kids Inc must submit a written letter of interest which includes their background in the sport they are volunteering for. The Board of Directors shall request the volunteer to attend the next scheduled board meeting to allow for questions by the board. The Board shall consider the individuals comments and answers to questions when considering the volunteer. The Board of Directors shall vote on the approval of a Sport Coordinator during Executive Session of the board meeting.

4.2.2 Duties of a Sport Coordinator

Sport Coordinators are volunteers who are directly supervised by the Board of Directors.

- Sport Coordinators are required to attend Kids, Inc. board meetings prepared to report preseason, season and post season activity. If unable to attend meetings(s) a substitute may be sent or a written report may be submitted. If a last minute conflict arises, and email or phone call to the office staff is required.
- The Coordinator with the assistance of league coordinators is responsible for filling the coaching positions for the teams within that sport. They may assign whom they feel will do the best job meeting Kids, Inc. program mission. They are responsible to ensure all coaches and assistant coaches have completed a background check and approval has been obtained prior to coaches meeting with any participants of Kids, Inc.
- Coordinators will equip the coaches with necessary coaching tools, techniques, guidelines, equipment and support to effectively be an asset to each sport.
- Coordinators and designees will oversee the care of the fields, maintenance and snackbars.
- Coordinators are responsible for all aspects of the sport operation, including but not limited to: communication with coaches and participants, schedules, picture day, ordering uniforms and equipment, fundraisers, sponsorship plaque distribution. The Coordinator may contact the Kids Inc Office Manager for assistance as needed.
- Coordinators may order a coach, player, parent or spectator to leave the premises of a sports event or practice if the person is engaging in "inappropriate behavior" (policy 5.2).

4.2.3 Resignation of a Sport Coordinator

Any sport coordinator that wishes to no longer continue in that capacity should submit a written notice of resignation to the Kids Inc board of directors. It is requested that such notice be given with as much advance notice as possible so that the board can conduct a search for a replacement coordinator and allow time for the selection, training and season preparation as possible so as to ensure continuity of the program for the participants.

4.2.4 Dismissal of a Sport Coordinator

The Kids, Inc. Board has the authority to dismiss a sport coordinator, by a majority vote should it be determined that the Coordinator:

- Failure to comply with Kids, Inc. Board requests, policies or procedures.
- Misappropriation of funds or continual disregard for budget limitations
- Failure to appear at required Kids, Inc. board meeting or to make required substitutions or written reports
- Failure to require volunteers to complete background checks (volunteer application)

4.3 Coaches

All coaches are required to complete a volunteer application and pass a criminal background check before any interaction with players.

4.3.1. Coaches Responsibilities

1. Possess knowledge of the sport appropriate to the age/level being coached.
2. Have a practice plan for each practice session.
3. Focus on teaching the fundamentals necessary for the athlete to improve and be successful in the chosen sport.
4. Set an example of good sportsmanship.
5. Check-out, maintain, inventory and return equipment
6. Maintain communication with parents and athletes.

Coaches are directly responsible to their Sport Coordinator for coaching performance and conduct during Kids, Inc. activities.

- Coaches are expected to attend the first organizational meeting where they will be given a general overview of the Kids, Inc. program and have a chance to sign up for practice schedules. Coaches who do not attend this meeting will need to make arrangements with the coordinator to review information and arrange practices.
- Coaches are responsible for the care and return of Kids, Inc. equipment. Each team will be issued a prescribed amount of equipment based upon the grade and sport involved.

Failure to return equipment will result in coaches having to replace or pay for any lost or damaged equipment.

- Coaches agree to supervise players on their team during all Kids, Inc. sanctioned events, including practices, games and team related events. It is required that 2 (two) adults be present until every team participant has left the field or facility.
- Coaches are not responsible for assuring that team participants travel to or from practice in the manner or route directed by their parent or legal guardian. Coaches are not responsible for how participants are picked up.
- Coaches are responsible to address the conduct of team participants' family members or friends at practices, games or other team activities and they shall assist game officials in restraining or removing disruptive friends or family members at games. Coaches have the authority to order a player, parent or spectator to leave the premises of a sports event or practice if the person is engaging in "inappropriate behavior" (Policy 5.2).
- Coaches are to conduct a parent meeting at the beginning of the season to review rules, discuss schedules, review conduct of all participants, and answer questions. At a minimum, coaches must provide every parent with a written list of league/team rules and expectations.
- Coaches are responsible to ensure only players who are registered through the Kids, Inc. office and are listed on the official team roster provided by the Kids, Inc. office participate in practice and games.
- Coaches are expected to ensure that no person is participating in any game or practice in a capacity that interacts with children unless they have completed a criminal background check and have clearance from the Kids, Inc. office.

4.3.2. Coaches Code of Conduct

1. Set a good example of sportsmanship. Be responsible to see that athletes are aware of the importance of being a good sport.
2. Stress the importance of treating the opposing team, coaches, official(s), and fans with respect.
3. Promote positive team morale and establish a rapport with team members.
4. Be a positive role model for athletes and uphold the highest ethical standards of conduct.

4.3.3. Coaches Ejection Policy

1. If a coach is ejected from a contest, the incident must be reported to the Kids, Inc. office **and** sport coordinator by the teams/official involved within 24 hours of the incident.
2. Upon ejection the coach must immediately leave the grounds at which the contest is occurring. The coach may not be within "sight and sound" of the contest after being ejected.

*** Any coach refusing to leave the grounds will be subject to:

- a) Immediate dismissal from their coaching responsibilities for the remainder of the season.
- b) Be banned from coaching for Kids, Inc. For one calendar year.
- c) Receive a lifetime ban from coaching for Kids, Inc.

First time ejection:

The coach will not be allowed contact with their team for 7 days and a minimum of 1 game from the day of the ejection. This includes practices, games or team functions. Violation of this policy will result in immediate suspension for the remainder of the season.

Second time ejection:

1. A second ejection will result in a coach being banned from Kids, Inc. coaching for one calendar year and review by the Kids, Inc. Board.
2. Ejections will carry over from one sport to the next. (For example, a coach is ejected during soccer and then softball; the coach will be suspended for one calendar year from the date of the softball incident.

4.3.4 Immediate suspension of coaching duties:

Any coach will suffer a lifetime ban from coaching for Kids, Inc. for the following infractions:

1. Using alcohol or drugs prior to or during practice or games associated with Kids, Inc. athletes.
2. Any harmful or inappropriate physical conduct or profanity with a player, opposing coach or parent, or official.
3. Blatant disregard for Kids, Inc. Policies and Procedures

4.3.5. Appeals

A coach may appeal the decision to suspend within 48 hours of the ejection by contacting the coordinator and/or the Kids, Inc. office. The Kids, Inc. board may deny the appeal. However if the appeal is agreed to be heard the following procedure will take place:

1. The coach will be notified of time, date and location of the appeal hearing.
2. The coach and two other individuals with direct knowledge of the incident may attend the appeal hearing to report their view of the incident.
3. A member of the Kids, Inc. executive board and one other board member along with the sport coordinator and the league coordinator will represent Kids, Inc. The executive member of the Kids, Inc. board will preside over the meeting.
4. The hearing will be limited to 30 minutes.
5. The coach will be notified within 24 hours of the decision.
6. The coach under suspension may not have contact with their team during the appeal process.

If reinstatement is granted the coach may resume contact with their team immediately.

4.4 Parent/Guardian Expectations

Parent/Guardians are expected to support the players and Kids Inc by:

- Giving accurate registration information.

- Ensuring their children travel to and from Kids, Inc. practices, games and Kids, Inc. activities as directed by them.
- Picking up their children in a timely manner.
- Communicate sportsmanship and positive support expectations to family members and friends attending Kids Inc events.
- Return equipment and uniforms where applicable.

Every parent/guardian of a sport participant is a member of Kids, Inc. and is expected to conduct themselves in a responsible manner, including but not limited to:

- No foul or abusive language at any Kids, Inc. practice, game or event.
- No drinking alcohol (or being intoxicated) or any non-prescribed controlled substance at any Kids, Inc. practice, game or event.
- No smoking or tobacco use in areas directly used for Kids, Inc. activities, ie. sidelines, bleachers, fields, gymnasiums. (Reminder that most activities occur on school property which is a tobacco free zone)
- Refrain from making negative comments toward their child's teammates, coaches or members of the opposing team or other spectators. This includes the use of social media for posting of negative comments.
- Accepting the authority of the Kids, Inc. coach assigned to their child's team and acknowledging that it is the coach's prerogative to choose the type of play, assign the player positions, and determine playing time within Kids, Inc. requirements.
- Striking, pushing or threatening any Kids, Inc. official, coordinator, coach, spectator or participant will result in sanctions not limited to permanent suspension from all Kids, Inc. activities.
- Parents are expected to make every effort to minimize friction between themselves and officials, other parents, and opposing teams and their groups so as to enhance the enjoyment for all involved. Parents and spectators are to adhere to all buffer zone guidelines set forth between players, fields and spectators. Sport officials or game officials may order a parent to leave the premises of any Kids, Inc. event if the person is engaging in inappropriate behavior (policy 5.2).
- Parents/Guardians are required to refrain from any behavior that would violate any federal, state or local ordinance, regulation or law
- Demonstrate behavior consistent with the Kids, Inc. Sportsmanship Pledge.

4.5 Participants Expectations

Players must abide by and uphold all kids, Inc. rules and procedures and respect the decisions of their coaches, officials and coordinators made in the course of participating in Kids, Inc. functions and duties. Players must conduct themselves in a responsible manner including, but not limited to:

- No foul or abusive language at any Kids, Inc. practice, game of event.

- No use of tobacco products, alcohol or any non-prescribed controlled substance at any Kids, Inc. practice, game, or event.
- Refrain from any behavior that would violate any federal, state, or local, ordinance, regulation or law;
- Demonstrate behavior consistent with the Kids, Inc. Sportsmanship Pledge.

*Any violation of these Kids, Inc. policies by players may result in sitting out of all practices and games until the Sport Coordinator and Kids Inc Board assesses the severity of the incident and whether additional suspension or permanent removal from the Kids, Inc. program is warranted.

4.6 Game Officials

Except in fulfilling their responsibility as the game official to maintain general order in the vicinity of the game, officials have no responsibility for supervising Kids, Inc. participants or others in attendance at Kids, Inc. games they are officiating. Game officials have the authority to order a coach, player or spectator to leave the premises of a sports event in accordance with policy 5.2.

Section 5 Conduct/Misconduct Procedures

All Kids, Inc. Board of Directors, Members, Sport Coordinators, League Coordinators, Coaches, Assistant Coaches and other volunteers must maintain a high standard of personal conduct and sportsmanship which is a credit to Kids, Inc. and the sport they are representing.

- Any foul language, abusive or derogatory remarks directed at any player, coach, official, parent or spectator will not be tolerated by any volunteer or player, this includes comments made via social media.
- Coaches are directly responsible to their Sport Coordinator for their conduct during Kids, Inc. activities. Whenever a coach displays attitudes, language, action or conduct contrary to Kids, Inc. policies, sport rules and regulations the Coordinator shall review the circumstances of the incident and determine the most appropriate action including but not limited to counseling, and/or suspension from coaching for an undetermined period of time. Deliberate violations of rules, regulations, policies or directives will result in permanent suspension from Kids, Inc.

Game conduct is of great importance to Kids, Inc. and all coaches must refrain from any conduct or display, which may arouse players, assistants, or spectators to engage in unsportsmanlike behavior. At all times coaches must respect game officials, opposing players, coaches and spectators.

5.1 Level of Authority

Level of Authority at games and contests will be as follows:

- 1. Coach of the home team*

2. *Official(s) in charge of that particular contest (umpire, referee)*
3. *Sport Coordinator*
4. *Kids, Inc. Board member*

5.2 Trespass at a Sports Event

A sport official may order a coach, team player, or spectator to leave the premises of a sports event if the person is engaging in “inappropriate behavior” The term inappropriate behavior is defined as follows:

- Engaging in fighting or in violent, tumultuous, or threatening behavior.
- Intentionally subjecting another person to offensive physical contact.
- Publicly insulting another person by abusive words or gesture in a manner intended to provoke a violent response.
- The use of abusive or negative language.
- The consumption/use of alcohol (or visible intoxication), tobacco products or any illegal substances.
- Any violation the rules of conduct governing coaches, team players and spectators at a sports event

Failure to leave the premises when ordered by a sport official shall result in contact with the Dallas City Police and the person be charged with trespass. The sport official shall submit an incident report to the Kids Inc. office and notify the appropriate sport board, coordinator or Kids Inc board member as soon as possible.

5.3 KIDS INC CHILD ABUSE POLICY

Kids Inc requires all members & volunteers to report any suspected child abuse within 24 hours to the proper authorities.

5.3.1 Mandatory Reporting

If there is an allegation of child abuse made against an individual acting on behalf of Kids Inc, the organization shall have the following procedures in place:

- Kids Inc. is not to investigate such matters, but instead will contact either the Dallas Police Department or the appropriate law enforcement agency if the alleged incident occurred outside of Dallas.
- The names of any potential victims, the accused perpetrator(s), and the person who reported the incident shall remain confidential.
- Kids Inc. reserves the right to determine an appropriate course of action, including the suspension or termination from volunteering within the organization regardless of the outcome of any investigation.
- Any requests from the press or the surrounding community shall be forwarded to Kids Inc., to handle any questions or inquiries.

5.3.2 THREE PERSON RULE

Kids Inc. prohibits one adult being alone with one youth. A second adult must be present always.

Section 6 Grievance/Complaint Procedure

Any Kids Inc member or person in the community that observes a situation involving a Kids Inc parent, player, coach, official or coordinator regarding a conduct or behavior for which they feel should be addressed, the chain of command for a grievance or complaint is as follows:

1. Coach
2. Sport Coordinator
3. Kids, Inc. Board

Section 7 Administration

7.1 Financial Administration

As a 501 (c)3 non profit, Kids Inc must maintain strict financial policies to ensure continued compliance with the non-profit requirements of the IRS. The following policies are to provide a standard of operation to ensure the continued financial viability of the organization.

7.1.1 Registration payment

It is the policy of Kids Inc that registration fees are due at the time of registration for all programs. The participant will not be placed on a team until such time as all fees are paid, or arrangements made for a payment plan or scholarship in accordance with those policies below.

7.1.2 Payment Plan

Parents/guardians who cannot make full payment of the registration fee may contact the Kids Inc office to make arrangements for a payment plan. Initial payment of 25% must be made within one week of registration and remaining payments of 25% shall be due each month. The minimum payment is \$20 regardless of the registration fee. If the initial payment is not received within one week, the participant shall be dropped from the program. Any balance that not paid on the agreed upon date shall result in the Parents/guardians member account being locked from future registrations for any family participants until the balance is paid in full.

7.1.3 Scholarship Policy

Parents/guardians who cannot afford the registration fees for a Kids Inc program may apply for a Scholarship. The parent / guardian must submit a scholarship application to the Kids Inc office BEFORE official registration closes. Along with the application, the parent/guardian must also submit one or more of the qualified documents and required monies listed below. A committee shall review all scholarship applications and approve/deny requests based on the availability of scholarship funds for that sport. Application will be approved/denied 5 days after registration closes. If a child drops out of the registered sport AFTER practices have begun, said child will be ineligible for a Scholarship for one calendar year.

The Scholarship may cover up to 50% of the registration with a maximum of \$50.00 per individual. The actual amount approved can vary based on available funding.

Documentation / Monies required for submission with the Scholarship Application includes:

- A letter from the District Office documenting the child's participation in the free lunch program
- A copy of participation in the food stamp program.
- A letter from the parent/guardian stating the reason for financial assistance.

-Minimum Registration payment of at least 50% of the total amount due or a pre-arranged payment plan with the Kids, Inc. Office.

7.1.4 Refunds

Any participant that withdraws from participation of a Kids Inc program shall be assessed a \$5.00 processing fee.

- If the withdrawal occurs before the first scheduled practice or tryout, the participant is entitled to a refund of any registration fees paid (less the \$5 processing fee).
- Once the official tryout or the start date of practices has passed, and before games begin the refund is 50% of any registration fees paid (less the \$5 processing fee).
- Once the official start date of games has passed, there is no refund.

7.1.5 Non-Sufficient Funds

Any payment returned for non sufficient funds shall be assessed a fee to cover the costs incurred by Kids Inc for the returned item.. If the payment is for a participant registration, the parents/guardians member account shall be locked from future registrations for any family participants until the balance is paid in full. Any balance that remains unpaid for a period of 3 months may result in the account being assigned to collection.

7.2 Building Key Policy

The office staff will hold a list of persons who have keys. Keys are issued to sports coordinators and equipment managers as needed. In order to obtain a key, the person must sign a checkout form. Once the keys are returned, the form is pulled and the key may be made available to others.

7.3 Criminal History Policy (*Volunteer Application*)

It is the policy of the Kids, Inc. of Dallas program that all volunteers in any sport provided by Kids, Inc. of Dallas will be required to submit to a nationwide criminal history records check. This includes, but is not limited to all head coaches/managers, assistant coaches, team parents, umpires/officials (does not apply to paid officials from an association which has already conducted a criminal background check) and any person who may be directly involved with children in any way.

The records check will be conducted at no cost to the volunteer and will be held confidential within the Kids, Inc. Executive Board. Volunteer application forms are good for one year and are kept on file at the Kids, Inc. office. By signing the volunteer application, the volunteer gives consent to Kids, Inc. to do a criminal history background check.

Coordinators must withhold all equipment of any coach that does not have a current volunteer application form on file with Kids Inc.

Coaches must ensure that assistant coaches, team parents and any other volunteers have submitted their volunteer application to the Kids, Inc. office.

Any individual required to submit to a criminal history check by Kids, Inc. of Dallas may be suspended from volunteering immediately upon determination of the following:

- Notification to the Kids, Inc. Executive Board that a volunteer has made a false statement as to the conviction of a crime or crimes.
- Felony Conviction
- Crime against children
- Repeated misdemeanor convictions indicating a pattern of behavior.
- Impaired driving convictions will disqualify a volunteer from any activity involving the transportation of children other than their own.

The Executive Board will notify any individual suspended from volunteer service. The sport coordinator will be notified of the suspension so that a substitute may be arranged. A suspension based on information in the criminal background check may be appealed to the Executive Board. The volunteer must initiate the appeal process within 5 days of notice of suspension.

Documentation from the court of the circumstances of the conviction(s) along with the reasons that the positions should be reconsidered is to be submitted as part of the appeal. The burden of proof is on the volunteer.

A special executive session will be called and a final decision will be made. The volunteer and sport coordinator will be notified in writing of reinstatement or termination. All appealed suspensions will be reviewed on a case by case basis.

The Kids, Inc. of Dallas office staff will keep a confidential record of individuals, who have been suspended, appealed and subsequently cleared to volunteer, or terminated. No detailed information will be kept on the conviction, only the date in which the volunteer was cleared to volunteer or terminated from all volunteer service for Kids, Inc.

7.4 Fundraising Policy

It is the policy of Kids, Inc. of Dallas that all fundraisers are to be operated with the cooperation of all sports. In order to achieve this, no fundraiser will be allowed to operate if the Fundraising Proposal Form is not presented to the Board at least 30 days prior to the scheduled start of the fundraiser.

No sport will be allowed to hold a similar fundraiser that competes with another sport.

That is, if one sport is holding a candy sale, no other sport will be allowed to hold a similar candy sale during the same time period.

All fundraisers must be presented to the Board by the person in charge of the fundraiser, or by the coordinator. The decision by the *Kids, Inc.* Board will be final.

Any violations of this policy or alterations of the proposal as presented to and approved by the *Kids, Inc. Board* will result in forfeiture of all proceeds.

THE FOLLOWING WILL BE PRINTED ON ALL WRITTEN MATERIALS DISTRIBUTED TO PARENTS/GUARDIANS AND IF POSSIBLE, THE PRODUCT ITSELF. THE POLICY WILL BE CLEARLY STATED ON PRODUCT SIGN-OUT SHEETS.

Kids, Inc. appreciates your participation in this fundraising event. Although not mandatory, your participation will help insure quality equipment and facilities for the enjoyment of your children. Parents are responsible for transportation TO, FROM, AND DURING all fundraising activities. Parents are responsible for supervising your children during all fundraising. Do not allow your children to fundraise without your DIRECT SUPERVISION, this includes such actions as going door to door or soliciting outside of business. Thank you very much for your efforts in making your Kids, Inc. a success.

7.5 Purchasing Policy

The Kids, Inc. office, receive all invoices. E-mails will be sent to the coordinator of the sports involved for review and approval. The office will retain e-mails of approval. A copy of the invoice must accompany request for reimbursement. If the coordinator is the person requesting reimbursement, another board member designated by the sports board must approve that reimbursement.

It is the responsibility of the sport coordinator to ensure all purchases made are within the board approved sport budget.

7.6 Sponsorship Policy

The Kids, Inc. board of directors is responsible for oversight of sponsors and solicitation of sponsors from the community. Any other team/sport solicitation for sponsorships must be coordinated with the Kids Inc board and have prior approval. Any contact other than face-to-face contact is discouraged and must be cleared by the Kids Inc. board. This policy covers strictly financial sponsorships (money, only).

Solicitations for equipment or field maintenance are not included under this policy.

7.7 Sports Restricted Accounts (Capital Account)

At the end of the sport season, all remaining funds in individual sports accounts are to be transferred to a capital account for that specific sport. Funds from those capital accounts can be used for special purchases and used, as approved by the board of Kids Inc. at any regular or special meeting. The individual sports coordinator shall make requests for use of these funds to the board of Kids, Inc. The Kids Inc board retains authority over the use of all funds including those in the capital account and may use funds in accordance with a board vote.