

SOUTHEASTERN COMMUNITY YOUTH ASSOCIATION
POLICIES & PROCEDURES
Adopted March 1, 2026

1. Board Trustees, and volunteers assisting Trustees, may be reimbursed for costs for up to \$999.99 associated with the operation of the Association. Reimbursements will require that a receipt for the cost be presented, along with a reimbursement request form, to the SCYA Treasurer. Prior to the Treasurer providing reimbursement, at least two (2) Trustee signatures must be obtained on the reimbursement request form.
2. Expenditures \$1,000 and greater must be approved by a majority vote of the Board.
3. All purchases shall be tax exempt. Any reimbursements of purchases shall not include sales tax.
4. It is the policy of the SCYA to encourage participation for all boys and girls. A family's financial situation should not deter a boy or girl from participation. The Board will establish a grant program to be implemented annually by the Treasurer.
5. **Concession Stand Volunteers** – Volunteers to work the concession stands at Miami View and Community Park are important to the financial well-being of the SCYA. The Board will annually establish and implement a procedure to schedule volunteers to help work the concession stands.
6. **Capital Improvements Plan** – The Board will establish and manage a Capital Improvements Plan to address improvements to the fields at Miami View, Community Park, and Yamada. Capital improvements shall be funded from the Fields Improvement Fund or by direct donations of items or labor.
7. **Fields Improvement Fund** – The Board will establish and manage a Fields Improvement Fund to address improvements to the fields at Miami View, Community Park, and Yamada. The Fund will be established to address capital improvements to the fields for the improvement and betterment of the baseball and softball teams, and the community in general. Expenditures from the fund will require a majority by the Board.
8. **Background Checks** – The Board will establish an annual background check procedure to perform background checks on all Head and Assistant Coaches. An appropriate company will be approved by a majority vote of the Board. The cost to perform background checks will be covered by the SCYA.
9. **Policy Prohibiting Sexual Abuse, Exploitation, and Harassment Policy** - As a youth recreation sports program, the SCYA is committed to creating and maintaining programs, facilities and a community in which participants, staff and volunteers can organize, conduct and supervise a recreational baseball and softball program in an atmosphere free from all

forms of discrimination, harassment, exploitation or intimidation. All persons associated with the SCYA should be aware that the Association is strongly opposed to Sexual Exploitation and Sexual Harassment and that such behavior is prohibited. It is the intention of the Association to take action in an attempt to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

Signs of Sexual Abuse - There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

The SCYA Board encourages all adults to be vigilant and report any of the above “red flags” to a SCYA Board member, even in the absence of any allegations or other indications of sexual abuse. The SCYA Board strictly prohibits any form of retaliation against anyone who in good faith reports sexual abuse, alleges that it is being committed, or participates in any investigation under this Policy. Intentionally false or malicious accusations of sexual abuse are also strictly prohibited. Disciplinary action by the SCYA Board will apply to all SCYA volunteers and their actions or inaction under this Policy. Anyone who fails to adhere to this Policy, retaliates improperly against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to any person in connection with any suspected sexual abuse, will be subject to discipline up to and including expulsion from SYCA activities and barring the individual from participation or attendance at any SCYA event.

Procedures for Handling Complaints of Sexual Exploitation or Harassment

- An Abuse and Harassment Committee with no less than three (3) Board members, one male, one female and the President, will be established each year in preparation for the possibility of hearing complaints under this policy. This Committee shall be familiar with the terms of this policy, as well as the established procedures of the Association for dealing with a complaint.
- If any SCYA Board member or volunteer witnesses, believes, or suspects that sexual abuse or harassment has occurred, or learns of any allegations of sexual abuse or harassment being committed, that person shall immediately notify the SCYA President. The SCYA President shall report the incident or allegation the Abuse and Harassment Committee and report the complaint to the local police or state child abuse agency and notify appropriate

family members of the victim. If the President is the subject of the complaint, the SCYA Vice President shall be notified and perform the notifications stated above.

- In the event a SCYA Board member or volunteer is the subject of an investigation under this Policy, the SCYA Executive Committee reserves the right to immediately suspend the individual under investigation from participation in any SCYA event or activity pending the results of the investigation.
- The Abuse and Harassment Committee shall gather statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information and present a written report on such information to the SCYA Executive Committee within 72 hours.
- The SCYA Executive Committee, shall make determinations and take actions appropriate to resolve the matter with 72 hours after receiving the Abuse and Harassment Committee's report. These actions may include:
 - Finding that sexual exploitation or harassment has occurred. This will cause immediate dismissal and suspension from all SCYA activities.
 - Finding that sexual exploitation or harassment did not occur.
 - The Executive Committee may seek the advice of legal counsel or others to advise it in performing its functions.
- If the complainant or accused offender is not satisfied with the disposition of the matter by the Executive Committee, they have the right to appeal to the President or Vice President, who shall refer the matter to the SCYA Board. The matter will be reconsidered on the merits and the decision of the SCYA Board will be the final resolution of the matter.
- The SCYA will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and may refer the complaint and the result of its investigation to those agencies.
- The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Also, either consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time, the SCYA may initiate or proceed with the formal complaint process.
- In determining whether the alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of affiliation, or otherwise discriminated against or discharged.
- To the fullest extent possible, but consistent with the SCYA Board's legal obligation to report suspected abuse to appropriate authorities, the SCYA Abuse and Harassment Committee and Executive Committee will endeavor to keep confidential the identities of the alleged victims and of the individual(s) under investigation.

10. Social Media Policy

Applicability

This social media Policy applies to all Board members, coaches, and volunteers, (“SCYA Members”) and all social media content posted by SCYA Members in their professional and personal capacity to the extent such content is related to SCYA.

Aspirations

SCYA strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, SCYA aspires to engage members of the community in positive, honest, transparent, and knowledgeable dialogue about SCYA through social media. SCYA views social media as an important tool for communicating its successes and opportunities for athletic and individual development. SCYA also views social media as a platform for receiving constructive feedback from the community and for discussing SCYA’s challenges and opportunities for improvement in a positive and constructive way.

Guidelines

All SCYA Members shall abide by the following guidelines when using social media:

1. Be positive and respectful, and always take the high road. When disagreeing with others’ opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, disengage from the dialogue in a polite and respectful manner that reflects well on SCYA.
2. Do not post content that would harm or damage SCYA’s reputation. Remember that even while you are on your own personal time, you are a representative of SCYA, and people may interpret your online postings or social interactions as though they were official SCYA statements.
3. Use good judgment when posting comments on any official SCYA sites. Bear in mind that your comments can create liability for SCYA. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board.
4. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, “would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?” If the answer is “no,” do not post.
5. Encourage others to engage in positive interactions on social media. If you are concerned about any SCYA Member’s use of social media, please bring your concerns to a member of the SCYA Board.
6. Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official SCYA social networking sites without the approval of the Board.

Violations of the Social Media Policy

The SCYA Board shall have the authority to monitor and enforce this social media Policy. The SCYA Board, and any individual appointed by the Board, shall have the authority to remove any inappropriate or offensive comments from official SCYA sites and to block any individual or organization from posting on any official SCYA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of SCYA.

The failure of any SCYA Member to adhere to this social media Policy shall be considered a violation of the SCYA Code of Conduct, and any SCYA Member who fails to adhere to this Social media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in SCYA.

11. Conflict of Interest Policy

Introduction:

The purpose of the conflict of interest policy of this charitable tax-exempt organization (the Organization) is to protect the Organization's interest when it is contemplating entering into a transaction or arrangement: (i) that might benefit the private interest of a director, trustee, officer, member of a committee with governing board delegated powers, or senior employee of the Organization; (ii) that might result in a possible excess benefit transaction under the IRS "Intermediate Sanctions" rules; or (iii) where a director, trustee, officer, member of a committee with governing board delegated powers, or senior employee otherwise has an outside interest that might affect his or her independence of judgment.

In furtherance of the protection of the Organization interests, it is the Organization's policy, in addition to the requirements set forth elsewhere herein, that:

- (i) a director, trustee, officer, committee member, or employee shall not, except in compliance with the requirements and procedures below, receive gifts or favors that might influence, or from which it could be reasonably inferred that the gift or favor was intended to influence, the individual in the performance of Organization duties (a "Gift Transaction");
- (ii) a director, trustee, officer, committee member, or employee shall not disclose or use Organization information for the profit, advantage, or benefit of anyone other than the Organization (an "Information Use Transaction"); and
- (iii) a director, trustee, officer, committee member, or employee shall not use Organization transactional or financial opportunity for the profit, advantage, or benefit of anyone other than the Organization (an "Organization Opportunity Transaction").

Definitions:

1. Interested Person

Any director, trustee, officer, member of a committee with governing board delegated powers, or senior employee who has a direct or indirect financial or duality interest, as defined below, is an "interested person."

2. *Financial or Duality Interest*

a. A person has a “financial interest” if the person has, directly or indirectly, through business or investment, including through the activities of a family member or a household member:

- i. an ownership or investment interest in any entity with which the Organization has or is considering a transaction or arrangement;
- ii. a compensation arrangement with the Organization or with any entity or individual with which the Organization has or is considering a transaction or arrangement;
- iii. iii. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is considering or negotiating a transaction or arrangement; or
- iv. iv. engaged in a Gift Transaction, an Information Use Transaction, or an Organization Opportunity Transaction, as defined in the Introduction, above.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

b. A person has a “duality interest” if the person serves as an officer, director, trustee, senior employee, or corporation member of an Organization or entity, for-profit or nonprofit, with which the Organization has or is considering a transaction or arrangement, including a grant or funding arrangement.

c. “Senior employee” means a chief management or administrative official, such as executive director or department head.

d. “Family member” means any of the following relatives of an “interested person” as defined above, whether or not the family member resides with the “interested person”: spouse or domestic partner; siblings (whether whole or half blood); spouses of siblings (whole or half blood); ancestors; children (whether natural or adopted); grandchildren; great grandchildren; spouses of children, grandchildren or great grandchildren.

e. “Household member” means any person who resides with an “interested person” as defined above, whether or not the household member is related by blood or marriage to the “interested person.”

f. A financial or duality interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial or duality interest has a conflict of interest if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures:1. *Duty to Disclose*

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial or duality interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. *Determining Whether a Conflict of Interest Exists*

After disclosure of the financial or duality interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. For this and other purposes under this Policy, if the number of directors or trustees without a potential conflict of interest is less than the normal number for a quorum, then the number of directors or trustees without a potential conflict of interest shall constitute a quorum.

3. *Procedures for Addressing the Conflict of Interest*

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall by a majority vote of disinterested directors or committee members do the following:

- i. determine whether the transaction or arrangement is in the Organization's best interest and for its own benefit, is fair and reasonable to the Organization, is based on appropriate comparability information, and will not result in an excess benefit transaction for IRS purposes; and
- ii. make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. *Violations of the Conflict of Interest Party*

a. If the governing board or committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

c. Any person who believes in good faith that a person covered by this policy has failed to comply with this policy shall report the matter to the Executive Director or a member of the Board of Trustees. No person covered by this policy shall retaliate in any way against any person who in good faith reports a violation or potential violation of this policy.

Records of Proceedings:

The minutes of the Board and all Committees with Board delegated powers shall contain:

- a. the names of the persons who disclosed or otherwise were found to have a financial or duality interest in connection with an actual or possible conflict of interest, the nature of the financial or duality interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed; and
- b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Annual Statements:

Each director, trustee, officer, member of a committee with governing board delegated powers, and senior employee shall annually sign a statement which affirms that such person:

- a. has received a copy of the conflicts of interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and
- d. understands that the Organization is tax-exempt and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The statement shall include information relating to any actual or potential financial or duality interest as to such person.

Periodic Reviews:

To ensure the Organization operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. adequacy of this Conflict of Interest Policy and sufficiency of the Organization's compliance with the Policy;
- b. whether compensation arrangements and benefits are reasonable and are approved pursuant to appropriate procedures;
- c. whether any other financial or duality interests with respect to directors, trustees, officers, members of a committee with governing board delegated powers, and senior employees are in the best interest of the Organization and approved pursuant to appropriate procedures; and
- d. whether partnerships, joint ventures, and arrangements with management Organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further the Organization's tax-exempt purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts:

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

12. Bullying

The SCYA is committed to creating and maintaining programs, facilities and a community in which players, parents of players, and volunteers can organize, conduct and supervise a recreational baseball and softball program in an atmosphere free from all forms of bullying.

All persons associated with the SCYA shall be aware that the SCYA is strongly opposed to bullying and that such behavior is prohibited by this policy. It is the intention of the SCYA to take action in an attempt to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

If bullying is determined by the SCYA Board to have occurred, the Board may take disciplinary action against the offending player, parent of a player, or volunteer that may include suspension from participating in or attending any team or SCYA activities (practices, games, functions) for a period of time up to a permanent suspension.

13. Safety Policy

- 1) Speed limit is 10 mph in roadways and parking lots while attending any SCYA function. Look out for small children around parked cars.
 - 2) No alcohol allowed in any parking lot, field, or common area within any SCYA field.
 - 3) No playing in parking lots at any time.
 - 4) No playing on and around any field equipment.
 - 5) No playing on and around school buildings and building equipment.
 - 6) No smoking on premises.
 - 7) No profanity, please.
 - 8) No swinging bats or throwing baseballs at anytime within the walkways and common areas of SCYA fields.
 - 9) No throwing or batting balls against dugouts, backstops, or fences.
 - 10) No throwing rocks.
 - 11) Only a player at bat or on deck may swing a bat. Be alert of area around you when swinging bat while on the on deck position.
 - 12) Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
 - 13) During games, players must remain in the dugout area.
 - 14) After each game, each team must clean up trash in in and around the dugout area.
 - 15) No children under the age of 16 are to be permitted in the concession stand.
 - 16) No skateboarding, bike riding or rollerblading on SCYA fields.
- FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN EXPULSION FROM A SCYA FIELD.

Communicable disease procedures:

- 1) Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- 2) Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluid is anticipated.
- 3) Immediately, wash hands and other skin surface if contaminated with blood.
- 4) Clean all blood contaminated surfaces and equipment.
- 5) Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- 6) Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

Remember, safety is everyone's job. Prevention is the key to reducing accidents. Report all hazardous conditions to a SCYA Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Also, check your teams equipment often.

14. Weather Policy – Lightning, Tornadoes

General Policy

This policy is designed to give SCYA volunteers coaches an overview of the appropriate course of action to take during weather emergencies. The procedures in this policy are meant to serve as guidelines. During an actual emergency, situations may arise that negate the logic behind one or more of these procedures. Therefore, it is imperative that each situation is examined in a calm manner, decisions made with factual information and communication maintained.

- A timely warning is the best way to avoid confusion and injuries in the event of an emergency.
- All volunteers should keep abreast of potential weather emergencies and do not assume others are aware.
- All volunteers are responsible for assisting in the safety of participants and spectators.
- Care should be taken never to induce panic, rather to encourage caution.

Lightning

1. All volunteers shall be responsible to monitor weather conditions during athletic events (including practices). Local weather forecasts on cellphone apps, NOAA Weather Radio, or local TV stations should be observed prior to athletic events.
2. Be aware of National Weather Service issued thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in the area and for everyone to take proper precautions.

While no place is absolutely safe from a lightning threat, some are safer than others. Fully enclosed metal vehicles such as cars, trucks and vans with windows rolled up provide good shelter from lightning. Avoid contact with metal or conducting surfaces outside or inside the car. It is not the rubber tires that makes a vehicle safe, but the hard metal roof which dissipates a lightning strike.

Avoid being in or near the following areas and items:

- Open fields and high places
- Isolated trees
- Open air picnic shelters, including the concession stand area
- Flagpoles and light poles
- Bleachers (metal or wood; dugouts)
- Metal fences
- Golf carts
- Electrical/electronic equipment
- Under an umbrella

If you or anyone else feels their hair standing on end, and/or hear “crackling noises”, they are in lightning’s electric field. If caught outside during this time, immediately remove metal objects (including baseball cap), place your feet together, duck your head, and crouch down low in baseball catcher’s stance with hands on knees (do not lay flat on the ground).

First Aid Recommendations for Lightning Victims

Most lightning victims can actually survive their encounter with lightning, especially with timely medical treatment. Follow these steps to try to save the life of the lightning victim:

1. Survey the scene for safety. The first tenet of emergency care is “make no more casualties”. If the area where the victim is located is a high risk area (open field area) with a continuing thunderstorm, the rescuers may be placing themselves in significant danger.
2. Call 911 to provide directions and information about the likely number of victims.
3. Individuals struck by lightning do not carry a charge and it is safe to touch them to render medical treatment
4. If necessary, move the victim with care to a safer location.
5. Evaluate airway, breathing, and circulation, and begin CPR if necessary.

Tornadoes

Although not common, the possibility does exist for a tornado (or similar conditions) in this part of Ohio. As a result, all volunteers should be prepared to communicate this information to participants and spectators, and if necessary, evacuate to safety. The warning sirens are a “call to action” for those in the path of severe weather to take cover or to implement other safety precautions immediately.

1. Upon the issuance of a “**Tornado Watch**” (conditions favorable for a tornado) by the National Weather Service, volunteers should inform participants and spectators of such conditions and make necessary arrangements to assure preparedness to assist in the event that a “warning” is issued. Volunteers should stay tuned to cellphone apps or NOAA Weather Radio for updates on the weather conditions.
2. In the event of an issued “**Tornado Warning**” (a tornado has been sighted or detected by radar) by the National Weather Service, and upon the activation of the tornado siren, all athletic activity shall immediately stop. The siren will indicate to all coaches, participants and spectators to immediately evacuate the athletic venue and seek safe shelter.

Conclusion

The seemingly random nature of severe weather (thunderstorms, tornadoes) cannot guarantee the individual or group absolute protection from weather emergencies; however, being aware of and following proven safety guidelines can greatly reduce the risk of injury or death. The individual is ultimately responsible for his/her personal safety and has the right to take appropriate action when threatened by severe weather. Adults must take responsibility for the safety of children in their care during severe weather activity. The spirit of this policy is to ensure, to the best of the SCYA’s ability, the safety of each participant, volunteer, parent, and spectator.