



Operating Policies



This guide is to fill in any gaps and clarify any confusion within the AAA by-laws. The Approved By-Laws is the governing document of AAA. **Article XIII - Amendments**, gives the AAA Executive Board the authority to put policies in place. Section 13.1 states “Nothing contained herein is intended to abrogate the powers of the Executive Board of Directors to set policy, approve budgets and make decisions for the Association. While the Executive Board of Directors is a policy-making Board and should not become involved in day-to-day sport decisions, they do retain the right to do so should an action by the Sport Board Committee be in material and direct contradiction to Board established policy. The Sports Committees, subject to the direction provided by the Sports Director are responsible for decisions affecting their individual sport. No Sports Committee shall have the power to contract with any entity without specific Executive Board of Directors approval.”



Scholarship Policy

AAA Scholarship Information: When funds are available, AAA will offer scholarships based on financial need and a first come first serve basis. Participation in the AAA Scholarship programs requires the completion of the AAA Scholarship Application. Incomplete or misleading applications may be rejected without notification. Applications shown to be misleading or fraudulent will result in your family being placed on scholarship probation for a period of one (1) year from the date of application. Individuals, who violate AAA By-laws and sports boards' behavior policy, may be denied the right to an AAA Scholarship. All scholarships are awarded based on available funding.

Registration Information: Recipients will be notified 7 days prior to the last walk-up registration date of the sport for which aide is being requested. If approved, recipients will be issued a certificate that they will present at walk-up registration. The scholarship program is separate from the registration process. All scholarship recipients will follow the standard registration process. The scholarship awarded may not cover full cost associated with the selected sport. The participant may be required to pay any additional fees associated with sport. Scholarship does not include any cost associated with post season activities. All AAA rules and regulations will apply to scholarship recipients.

Participant must be a Gwinnett County resident, complete application (including supplemental information), meets all other AAA eligibility.



Scholarship Application Form

(PLEASE PRINT CLEARLY)

Participant's Name: _____

Date of Birth: _____ Sport Desired: _____

Parent/Legal guardian name: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Has participant received AAA Scholarship before: No _____ Yes _____

If yes, when: _____

Check all that apply to your situation:

Federal Welfare Recipient Free/Reduced School Meal Program
 Social Security Benefits Social Security Disability Benefits
 Other (identify): _____

Are you or spouse employed? Yes No

If yes what is your current yearly income? _____

(W-2 or Current/Previous year Tax return will be required)

How many Children live in your household? _____

In your own words, briefly explain why this applicant should be considered for scholarship assistance:

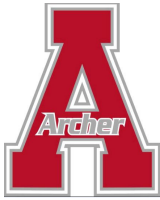
(continue on back of form if needed)

I _____ understand that as part of this process I will be required to have an in person interview with the scholarship panel at Archer. This application form does not guarantee scholarship award. Applicant will be required to show proof of any assistants received.

I _____ attest, to the best of my knowledge, that the information contained herein is accurate and truthful.

Legal Parent/Guardian/Caregiver

Signature: _____ Date _____



Sport Board Budget Form
(PLEASE PRINT CLEARLY)

DIRECTOR	
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SPORT	
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Year of Sport	Winter Spring Summer Fall
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Registration Begins:	
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Registration Ends:	
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Season Begins:	
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Season Ends:	
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Month of First Practice:	
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Location & Date(s) of Walk-up Registrations

1	
2	
3	

Location of Games

1	
2	
3	
4	

Location of Practice

1	
2	
3	
4	
5	
6	
7	

Location of Pictures

1	
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2

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Vendors Used for Sport

PURPOSE

1		
2		
3		
4		
5		
6		
7		
8		

Cost of Game, Practice, & Picture Facility

ESTIMATED COST

1	Coaches' Meet(s)/Interviews	
2	Weekly - Practice Cost	
3	Weekly - Game Cost	
4	Picture Facility Cost	
5	Walk-Up Registration	
6	Other:	

Cost for officials, staff, security, etc. needed at games

SEASON	
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Misc Items needed for sports operation

ESTIMATED COST

1		
2		
3		
4		
5		
6		

Itemized Registration Fee

ESTIMATED COST

1		
2		
3		



4	
5	

Fundraisers	ESTIMATED COST

Administrative Fees	ESTIMATED COST

TOTAL REGISTRATION COST PER PARTICIPANT	
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Attach any vendor application to budget if not already on file

APPROVED BY: **DATE:**



Vendor Application Form

Date: _____

Company Name: _____

Owners Name: _____

Business Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Owners Phone: _____

Email Address: _____ Web Site: http:// _____

Please list product you would like for AAA to consider with pricing: (Vendor may also attach catalog with pricing to Application)

Are you willing to be a part of our Scholarship Program? Yes ___ No ___

Do you want to purchase a sponsor package (listed on our web site)? Yes ___ No ___

All vendors selling on game days or at an AAA Function will be required to give a minimum of 10% of sales back to Archer Athletic Association.



DIRECTOR OF SPORT POLICIES

- The Head Coach and Assistant of any AAA Sport must fill out a back ground check form and deliver it to the Director of Sport he/she is coaching. Director of sport will collect all forms and turn them into Executive Secretary within 20 days prior to the first day of practice for all coaches in place at this time. Any coaches added after this time will need to fill out a back ground check form and submit it to the Director of Sport within 24 hours of appointment. Director of Sport is responsible for getting these to Executive Secretary within 24 hours.
- It is the responsibility of the Sport Director to provide a list of all head coaches to the AAA Executive Secretary 30 days prior to the first practice (Form will be provided by AAA). If any head coaching spot is filled after this time period his/her information must be submitted to the executive board by sport director within 72 hours of appointment to Executive Secretary. After head coaches have been selected they must provide a list of assistant coaches to director of sport before first practice. The director of sport must provide this list to Executive Secretary within 48 hours of receiving this.
- Director of Sport will provide a list in writing of Sports Board nominees no later than 30 days prior to the first practice for approval by the executive board. If Sports Board is already in place from previous year and all members are in good standing with AAA they may continue to serve on Sports Board. If sports boards are not in place by the deadline, the executive board shall have the authority to fill any vacant sport board seats.
- Director of Sport must provide a budget for approval to the executive board 90 days after the completion of their sport and submit it to the executive board. If it is the first year the sport will be hosted by AAA they must present a budget 90 days prior to first Sign-Up of said sport. Director must use the budget form provided by AAA.
- It is the responsibility of the Director of Sports to make sure that he/she is at all meetings that required input from sport. If Director of Sport is not available to attend called meetings it is the responsibility of the Director of Sport to inform Assistant Director of sport to attend any called meeting. A copy of minutes taken at any sports board meeting must be sent to Executive Secretary to be put on file.
- Coaches must fill out a coach's application for sport they wish to coach. Director of sport must collect application and hold interviews if necessary to award coaching positions.
- Date registration opens and closes must be set 30 days prior to the first date of registration. Any Walk-Up dates for registration needed must be set at this time and location reserved. Sports Directors will need to let Communications Director know what registration information is needed for online or Walk-Up registration 15 days prior to first registration. It is responsibility of the Sports Director to make sure any Walk-Up registration is adequately staffed.
- Provide the Director of Communications with Flyer information that is to be distributed in Schools. Director of Communications will get all county approval for flyers and notify Sports Director when county has approved flyers. Sports Director must make arrangements for copies to be made and distribute them to schools.



Sports Directors Day To Day Operation And Responsibilities:

- Supply seating at venue if needed
- Scheduling of medical or security staff if needed
- Scheduling of officials
- Scheduling supervision of event by AAA staff
- Notify Director Concessions if services are required 30 days prior to date services are required
- Provide the Scheduling of duties at entry gates and concessions.
- Provide a list of volunteers working a Function to Executive Board when requested.
- Securing and scheduling of practice facilities
- Securing and scheduling of game facilities
- Provide a game and practice schedule for sport
- Securing adequate parking at facility
- Scheduling location for walk-up registration with Executive Board
- Staffing of any walk-up registration
- Preparing playing surface for game days and practices
- Provide scoreboard if needed
- Provide sound system if needed
- Provide barrier to keep spectators out of playing area if needed
- Provide all equipment needed for sport to function on game days and/or practices
- Schedule date for pictures with Executive Board 30 days prior to date
- Scheduling of fund-raiser's in conjunction with Vice President of AAA
- Be in compliance with all Archer by-laws, policies & procedures
- Provide a list to the executive board treasure of workers that need to be paid and amount. (hourly or by game)
- Director of sport must have a plan in place 30 days prior to the first practice and present this in writing to the Executive Board for approval. If a plan is not received, the executive board will then have the authority to take any necessary steps for getting a plan in place prior to the first practice. If organization AAA is affiliated with will provide any of the above mention services please include this in your plan to the executive board.



Executive Board Day To Day Operation & Responsibilities for Sports

- Policy for collecting entry fee to venue if needed
- Policies for payment of officials and other staff
- Secure Location for Pictures and walk-up registration in conjunction with sport director
- Set schedule up for pictures in conjunction with sport directors
- Provide a schedule to sport director of volunteers needed to work concessions and gates.

Vendor Policy:

All vendors wishing to sell or provide a service for the Archer Athletic Association will be required to fill out a vendor application form and turn this into the of the Vice President. The Executive Board will review all application. Vice President will notify vendor of acceptance or denial within 45 days of receipt of application. Vice President will provide a list of all approved vendors to Sport Directors when requested. All vendors will be required to display a vendor certificate when selling products at an AAA function.

Contract Policy:

The Executive Board must review and approve all contracts entered into by AAA before any orders are placed. This includes but is not limited to any goods or services provided to AAA for sports or concessions.

Picture Policy:

The Executive Board and Sports Board Directors must approve any vendors chosen for pictures, location of pictures and date picture day is scheduled. When pictures involve two sports during the same season picture day must be coordinated between both sports to take place at the same time and location. Date must be set no later than 60 days prior to picture date.

Communications Policy:

It is the responsibility of the Sports Director (or appointed sports board member) to provide the Director of Communications the current dates and facts surrounding your sport for signups, website, email blast and all school flyers/advertisements for your sport. Please allow 72 hours for email blast and flyer request to be processed and 48 hours for any website changes.



AAA COACHES INFORMATION
(PLEASE PRINT CLEARLY)

Date: _____

Name: _____

Email: _____

Phone: Hm: _____ **Cell:** _____

Address: _____

City: _____ **Zip Code:** _____

Sport: Basketball Football Cheerleading Baseball

Team: _____

Head Coach of Team: _____