
Weatherford Express Basketball, Inc.

Policies and Procedures Handbook

Revised: June 2016
Revision B



www.weatherfordexpress.com

The approved and current copy of this document can be found at the above web site. Paper copies of this document should not be construed as being current.



Change History

Revision	Paragraph	Description	Date
—		Initial Revision	August 2013
A	1.0	Correct organization name	August 2015
	2.0	Add Sexuality statements	
	5.1 1.	Remove “based on”	
	5.1 6.	Replace “secretary” with “Athletic Director”	
	5.1 7.	Add statement clarifying Varsity starters and the JV	
	5.1 10.	Remove “school”	
	5.2 4 & 5	Split sentence to highlight desired behavior	
	5.4 7.	Change to declarative statement	
	5.5 8.	Clarified Disciplinary Action for Disrespect	
	6.0	Added “background” fixed grammar.	
	6.1 1.	Clarified AD action for coach selection	
	7.0	Statement concerning fan/parent behavior	
	7.1 2 & 3	Paragraph split for emphasis. Emphasis added for parent help.	
	7.2 1.	Reference added	
	7.2 2.	Statement added for approaching a coach about an issue	
	8.1	Clarify statement concerning Board children. Update and move Organization Chart. Allow AD to be a head coach	
	8.2	Remove “in the spring”.	
	8.2.1	Clarify selection process and add items 6 and 7	
	8.2.2	Clarify selection process, modify item 4 to “manage”, and move item 5 to AD.	
	8.2.3	Clarify selection process, add information concerning bookkeeping, add two signature requirement to item 1, remove “birth certificates” from item 2, and modify item 4 to coordinate with Chairman.	
	8.2.4	Clarify AD position and selection. Clarify item 3, add items 11 and 12, define item 13 and 16, and add item 18 from 8.2.2.	
	8.2.5	Add “authorized as”.	
	8.2.6.1	Modify wording to clarify selection and duties.	
	10.0	Replace “children/young person” with “the student athlete”.	
	13.0	Delete paragraph (organization chart moved).	



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B	6.0	Deleted "volunteer"	June 2016
	6.1	Deleted: "Although the coaching positions are voluntary, t"	
	6.2	Added: "however, for junior high and below, it is highly recommended that all players get significant game-time experience."	
	6.3	Added: "or Chairman"	
	7.1	Deleted in Note: "freely"	
	7.2	Added bullet 5: "In order to keep our fees as low as possible, fundraising is a requirement. Families must participate in at least one major fundraising event per season."	
	8.1	Added: "primarily"	
	8.2	Added paragraph 8.2	
	8.3.4	Deleted: "volunteer"	



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1.0 Scope

This document represents the policies and procedures of Weatherford Express Basketball, Incorporated herein known as "Weatherford Express". Weatherford Express is a not-for-profit organization established for the purpose of providing a Christian-based competitive athletic program for full-time home schooled boys and girls in the Parker County and surrounding areas.

2.0 Statement of Faith

We believe the Bible to be the only Word of God, written by men, divinely inspired by God, and is the record of God's revelation of Himself to man. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. The criterion by which the Bible is to be interpreted is Jesus Christ. (Deuteronomy 4:12, II Timothy 3:15-17, II Peter 1:19-21)

We believe there is only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe He reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. (John 1:1)

We believe Jesus Christ is fully God and man, born of a virgin (Matthew 1:18), sinless in His life (Hebrews 4:15). He died vicariously on the cross as substitution for sinful men (Hebrews 9:15). He rose bodily from the grave (John 20:1-9), and now reigns with the Father (Acts 2:23). He will return visibly and personally to the earth, both in salvation and judgment (Acts 1:11, Hebrews 9:28).

We believe all humans are sinful by nature (Romans 3:23) and can only be forgiven by the expression of trust in Jesus Christ as Savior and Lord (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7). We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:1-7).

Human Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4)
2. We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

It is believed by WEB that a loving and all-wise Creator's design for humankind cannot be improved upon and that it has the responsibility to uphold His ways for the sake of all concerned.



3.0 Motto, Mission, Vision, & Goals

3.1 Motto

Our organizational motto is:

"Expressing Christian Values through Athletics"

3.2 Mission

The mission of Weatherford Express is to provide a Christian based competitive athletic program for full-time home schooled boys and girls in the Parker County and surrounding areas.

3.3 Vision

The vision of Weatherford Express is to honor God by competing in athletic events to the best of our capability.

3.4 Goals

It is the goal of Weatherford Express to help prepare young people for a life of service to our Lord Jesus Christ by seeking to grow in the following areas:

1. To develop self-control on and off the court or playing field. --*Proverbs 16:32*
2. To develop discipline of our bodies and minds by regular group and individual practice.
I Corinthians 9:26-27
3. To commit to our team by developing ourselves to be the best athletes we can be.
4. To play as a team and consider what is best for the team. -- *Colossians 3:8*
5. To develop youth leadership. -- *I Timothy 4:12*



4.0 Facilities

Although we do not own the facilities we use, we are blessed to have facilities available to us (either rented or free). Therefore, we must show the utmost respect to the venues that we use. Please be good stewards with what the Lord has blessed us. In some cases, the facilities are shared with other activities and as such we should show courtesy and respect to their presence. No matter where we play, we will strive to leave the facilities in better condition than we found them.



5.0 Student Athletes

5.1 Qualifications and Eligibility

Weatherford Express is an athletic program established for Elementary, Middle School, and High School home schooled students.

- 1 Player age baseline is September 1st of the current school year.
 - 2 Our teams are formed prior to each season and athletes are placed on age appropriate teams. We organize our teams to comply with the eligibility requirements of the league or organization of which Weatherford Express participates. The following age guidelines are applicable:
 - a. For High School teams, players must be 18 years of age or younger on the baseline date. Players must be at least 14 years old on the baseline date to play on a Varsity team. Students who are at least 13 years old on the baseline date are eligible to play on a sub-varsity level team in the event there are not sufficient qualified players.
 - b. For Middle School teams, a player must be 14 years or younger on the baseline date.
 - c. For Elementary School teams, a player must be 12 years or younger on the baseline date. The elementary can be split if there are enough players to form separate 10 and under and 12 and under teams.
 - 3 No Weatherford Express player may have graduated from high school or other school of equal or higher status.
 - 4 All players shall be full-time homeschooled students. The student is allowed outside classes under the authority of his parents but cannot be enrolled in a public or private school. A player is allowed no more than the maximum allowable hours of dual credit college classes per semester. If a private school does not have a program and it does not violate the league rules, a private schooled student may be allowed to play.
 - 5 Athletes shall maintain a 2.0 GPA and exhibit acceptable behavior.
 - 6 All athletes shall be physically fit and able to handle the level of competition. If a player suffers from a known physical abnormality or ailment, a physician's release must be on file with the registration form. All players must get a sport physical every two years, and the form must be on file with Weatherford Express. The registration form must list all medications taken by the player. The coach and Athletic Director (AD) will have a copy of this registration form. The coach and AD must be informed of any changes to medication during the season.
 - 7 Seniors, or students who are playing their last season due to age, may compete on a junior varsity team at the coach's discretion. The purpose for playing a junior varsity schedule is to allow younger, inexperienced players the opportunity to participate and gain game condition experience. In some cases, unless one or more seniors are allowed to play on the junior varsity team, the organization might not have enough players to field a JV team. The organization should be very careful that seniors playing on the JV team are not taking playing time from the younger players, nor should seniors be included on the JV team in order to make the team stronger. Varsity starters should not play on the JV team unless absolutely necessary (coach's decision).
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- 8 No athlete shall be eligible for participation on a Weatherford Express team transferring from another team, public or private, without providing a letter of good standing from his/her last coach or organization.
- 9 No athlete shall be eligible to play for any Weatherford Express team while under violation or infraction from another coach or organization.
- 10 Weatherford Express is your team and players cannot roster on any other school team/home school team/NCHBC Team USA team during the sport season, which includes any playoffs or final tournaments. Any exceptions will be at the Board's discretion (i.e., Weatherford Express decides as an organization to not attend the NCHBC tournament).

5.2 Student Athlete Interest

The student athlete should anticipate certain expectations. The student athlete should expect to be:

- 1 Trained to develop as an athlete by a knowledgeable coach.
- 2 Treated with respect by their coaches and teammates.
- 3 Held accountable to team and organization rules.
- 4 Held accountable and exhorted to treat coaches, other athletes, and officials with respect.
- 5 Represent the Weatherford Express organization in a God honoring way.

5.3 Dress Code

Recognizing that the student athlete is a representative of Weatherford Express, the athlete will abide by the following standards including, but not limited to:

- 1 All male players must be clean-shaven or have well-groomed facial hair.
- 2 All male players must be free from body piercing and any visible tattoos.
- 3 All female players must avoid excessive body piercing and any visible tattoos.
- 4 Each team coach shall dictate dress code to and from games for their team. This may include team warm-ups or appropriate neat and clean looking clothing. This is to maintain a proper image of Weatherford Express.
- 5 No jewelry is to be worn at practice or games.
- 6 No extreme hairstyles. For male players, this includes ponytails, Mohawks, long or dyed hair (hair should be no longer than collar length). For female students, hair must be appropriate for the activity or sport in which she participates.
- 7 The intent of these rules is to encourage an appearance of team unity and to discourage individual attention getting. All players are expected to follow the "spirit" as well as the "letter" of these rules.

5.4 Code of Conduct

The student athlete will participate with all diligence, giving their best effort at all times.

- 1 Unless illegal, immoral, or directly against Biblical principal, the word of the coach shall be non-negotiable.
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- 2 Exhibit Christ-like conduct during all events and activities. Consequently, disciplinary action for such things as use of bad language, disrespect toward coaches, referees, other parents, excessive temper, and an inability to get along with other players will be taken.
- 3 Exhibit proper behavior on the court or field of play at all times.
- 4 Refrain from questioning coaching or officiating. Discussion should be held privately between coaches and athletes only.
- 5 Understand that the coaches and/or the board of directors will determine disciplinary action for violation of organization or team rules. Numerous, serious, or continual violations may result in suspension or removal from the team.
- 6 Refrain from the display of public affection during Weatherford Express activities and events.
- 7 Refrain from the use of tobacco, drugs, or alcohol at all Weatherford Express functions or while representing Weatherford Express.

Team Captains shall have authority to approach players for inappropriate conduct or actions on the floor or while representing Weatherford Express. If the offending player does not respond to the Team Captain in an appropriate and positive manner, the Team Captain shall be DUTY BOUND to report the problem player to the coach for appropriate disciplinary action.

5.5 Disciplinary Actions for Team Members

Coaches may take disciplinary action against Weatherford Express team players for infractions at practices and games. Example disciplinary actions for the infraction may include:

- 1 Late for Practice: Run after practice. Amount determined by coach based on minutes late and number of offenses.
- 2 Missed Practice: Miss the first two minutes of when you would normally play. If starter, first two minutes of game. If coming off the bench, first two minutes of when you would come off the bench.
- 3 Late for Game: Run after next practice. Amount determined by coach based on minutes late and number of offenses. Late for a game is defined as not being there 30 minutes prior to game or time given by coach.
- 4 Missed Game: Miss time that player would normally play, as determined by coach.
- 5 Coming to practice without required equipment: Cannot practice. See Missed Practice.
- 6 Bad attitude of player, to include but not limited to grumbling, lack of enthusiasm during game or practice: running for individual or team during or after practice.
- 7 Using foul language at practice or games: immediate benching of player for time determined by coach.
- 8 Disrespect for authority: see below. Coaches have the discretion to further discipline players for repeated infractions.

Players disrespecting authority will result in the following action:

- Disrespecting Referees: Immediate benching. Player must show remorse before being allowed in game. The player will continue to be benched for further infractions. Disrespecting the referee



includes hand gestures, vocal provocation, technical foul for provoking the referee, and any other visible or physical attitude.

- Disrespecting Coaches: Discuss offense with player. Look for remorse and repentance. Physical discipline may be enforced. Continued offence will be discussed with parents. Further offence will be brought before the Board of Directors for possible suspension or expulsion.

Players shall not practice or play until resolution of conflict is satisfactorily achieved at any level of discipline.

Coach will need to send a disciplinary report to the Athletic Director for any action taken for disrespecting authority.

6.0 Coaches

Weatherford Express appreciates the time and energy donated by coaches to the program. There is no doubt that this position is one that takes time away from family and individual personal interests. Coaches are the most important link in the Express program because of their direct involvement with the children. Coaches are required to be men or women of integrity. They must have a desire and a talent to work with children/youth. They must have some knowledge of the sport they are coaching. If that knowledge is limited, they must be willing to seek out others with more knowledge than themselves. A criminal records background check must be performed, and two letters of reference must be on file with the Athletic Director. One reference letter must be from the coach's pastor. These must be turned in before the first practice is held. Coaches must be in agreement with the Weatherford Express statement of faith and its vision. Careful consideration of an individual's time and personal plans must be made before committing to be a coach of a Weatherford Express team. The head coach of each sporting event is under the authority of the respective sport Athletic Director (AD).

6.1 Coach Selection

The Board of Directors must approve the placement of coaches on a year-to-year basis. This provides a method for the Board of Directors to select coaches who may be better suited to the roles and responsibilities required. This, also, provides an opportunity for individuals who have a desire to coach to apply. It is recommended, though not required, that individuals without coaching experience start by volunteering as assistants to gain the experience of game-time decisions, the flow of practice, and training. It is good practice for the head coach to recruit assistant coaches in order for the program to be carried on with continuity.

The coaching term starts upon selection approval of the Board of Directors and ends two months after the season ends. The "season" is defined as the regular season (games) plus any playoff or tournament games. The procedure for selecting coaches for athletic events are as follows:

1. The AD solicits potential coaching candidates or a potential candidate expresses their desire to coach to the appropriate Athletic Director or Board of Director member.
2. The AD will present a list of candidates for coaches to the board for approval.
3. Any unfilled coaching positions will go through the same procedure after registration.

6.2 Coach's Interests

- Authority to plan practices and game strategy as desired.
 - Authority to define team rules and subsequent discipline for rules violations.
 - Authority to assign playing time; as they believe best for the team (not subject to equal playing time limitations however, for junior high and below, it is highly recommended that all players get significant game-time experience).
 - Being treated with respect by players and parents.
 - Coaches will be held accountable and exhorted to treat coaches, players, parents, and officials with respect and to represent the Weatherford Express organization in a God honoring way before, during, and after any Weatherford Express activities they attend.
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6.3 Coach's Code of Conduct

Athletics play a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and Godly character. Thus, every effort should be made to demonstrate the highest standard of excellence and Christian principles. Coaches will be persons who emphasize Christ-like character and manner as well as have proven skills in the sport and a desire to build these principles and skills into young men and women's lives. In doing so, the coach will strive to:

- Carry out all aspects of our athletic program in a Godly manner, in concert with the mission of this institution and the goal of the athletes' education.
- Follow all Weatherford Express guidelines in both letter and spirit and strive to keep the athletes in compliance with the organizational guidelines.
- Recognize the value of the athlete and parent's time by being on time and prepared for practice and games and other scheduled activities.
- Treat all athletes (including opponents) equally, regardless of ethnicity or cultural background.
- Instill in the student-athlete Godly principles by demonstrating high standards of honesty and personal integrity while expecting the same from them. The coach will encourage spiritual growth in their walk with the Lord.
- Put the needs, safety, and protection of the athlete above winning or personal desires. Strive to give balance to each individual as it relates to their performance and their spiritual, social, emotional, intellectual, and physical well-being.
- Develop independence in the athlete. Athletes must be encouraged and guided to accept responsibility for their behavior and performance in training and competition, as well as all aspects of their life.
- Set and monitor appropriate boundaries between a working relationship and friendship with each athlete. The coach will not engage in behavior that is physically or mentally harassing or demeaning to any athlete.
- Contact a parent before the next practice if a situation occurs that needs to be brought to the parents' attention.
- Strive to communicate with the athlete's parents/guardians on a regular basis.
- Report incidents/accidents/injuries in writing to the AD immediately after each incident.
- Direct parents or players to submit any issues or complaints in writing to the AD or Chairman.
- Respect the rights and privacy of the athlete by not sharing information that should remain confidential.
- Demonstrate high personal standards and a Christ-like image to the athletes, parents, fans, officials, and other coaches by:
 - Refraining from criticizing other coaches or coaching other teams from the sidelines.
 - Purposing to use team captains or call a time out to calmly submit a plea to officials.
 - Attempting to not voice any complaint to parents or players about the officials and will not show negative reaction to poor officiating.



- Respect other teams and their coaches when faced with the opportunity to soundly defeat an opponent. The opportunity will be explored to play less experienced athletes in order to develop skills and experience. Lose with honor; win with grace.
- Continue to maintain competence in the sport and ensure a safe environment. The coach will use careful judgment in protecting the welfare of all athletes.
- Uphold professional standards of conduct and accept responsibility for behavior. The coach will comply with standards and this code of conduct.



7.0 Parents

We are grateful to parents for all the resources, time and energy that you put into getting your children to practices and games. We appreciate your help with workdays to improve and keep up our facility. Parents must fulfill one or more volunteer positions within the organization.

We encourage our parents to attend as many games as possible and vocally support our players. It is our desire that Weatherford Express demonstrate excellent character whether we are winning or losing. Loud, harsh criticism of officials or coaches from the stands will not be tolerated. Fans exhibiting such behavior will be warned and if behavior continues will be required to leave the facility.

7.1 Parents Interests

- 1 Having an athletic environment that provides safe training and skill development opportunities for their child, by a knowledgeable coach.
- 2 Respectful treatment of both parents and players by the coach.
- 3 Having assurance that due diligence will be applied in reviewing and/or investigating concerns, and that any disciplinary measures will be followed through as defined and documented.

PLEASE NOTE: Parents, keep in mind that your child's coaches are giving of their time and energy. They are sacrificing their own personal free time to work with Weatherford Express. Please be willing to help when called upon, to fill team volunteer positions as asked, to clean up the facilities, and to offer support for your coaches. If you see a job that needs to be done, jump in and ask how you can help.

7.2 Parents Code of Conduct

- 1 Respect the coach's authority as outlined in Coach's Interest (paragraph 6.2).
- 2 Offer only positive encouragement to coaches and players directly after a game. Do not try to engage the coach in a critical nature for at least a day. Arrange a time that can be conducive for a positive discussion of the issue. Trying to approach the coach after an event is counter-productive. Please see Note in previous paragraph.
- 3 Refrain from criticizing officials, teammates, and opponents during or after a game.
- 4 Help and support Weatherford Express.
- 5 In order to keep our fees as low as possible, fundraising is a requirement. Families must participate in at least one major fundraising event per season.

8.0 Board of Directors:

8.1 General

Weatherford Express Board of Directors supports the organization according to the by-laws and the policies set forth. This board is composed of individuals in agreement with the mission statement and statement of faith and they are willing to give their time and energy to the betterment and long-term health of the organization. In order to best serve the Weatherford Express community, all board members who have eligible children participating in athletics that are represented by Weatherford Express teams must have children enrolled in the Weatherford Express program.

This is primarily a volunteer organization that requires a commitment of time through regular meetings and special activities unique to the individual positions on the board. The Board of Directors structure is shown in Figure 1. Each elected board member must be committed to carrying out their responsibilities to the best of their ability and to the best interests of the program. Members of the board are elected by the membership as specified in the By Laws. One family member will sign for the ballot. The ballot will be secret. A parent/guardian must be present to vote. No proxies are allowed. Counting of the ballots will take place by the sitting board members, and the newly elected members will be announced following a determination of the count. Each member of the board serves at-large; however, each member must be willing to take a leadership role. While a term on the board is for two years, leadership roles are for one year.

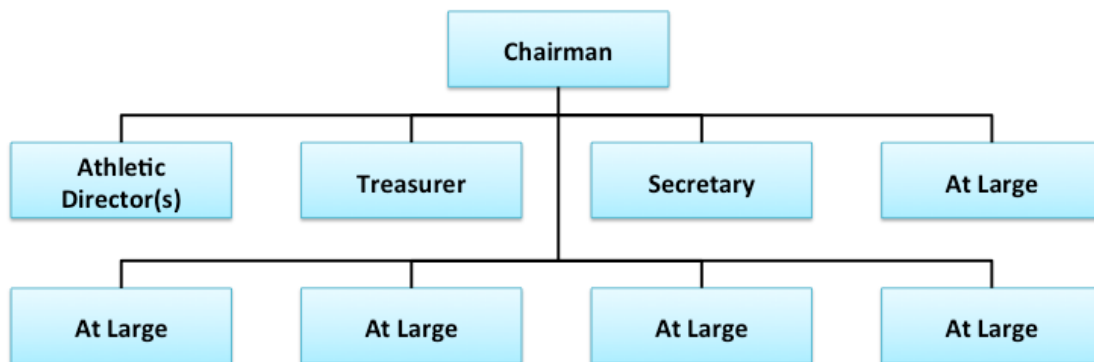


Figure 1 Organization Chart

Board members (Athletic Directors excluded) will not be eligible to hold any head coaching positions. Board members are free to be an assistant coach or assisting as the head coach desires. The Board of Directors approves the Athletic Director's slate of coaches by a simple majority. The Board of Directors may also remove any coach in violation of Weatherford Express By Laws or Policies and Procedures with two-thirds majority vote.

8.2 Paid Positions

From time-to-time, paying a professional for a specific expertise will be desirable. Paying a person or persons shall require a majority vote of the Board. Funds for such an expenditure must be evaluated to determine the impact to the organization. The position will determine the person's reporting responsibility and authority. A written list of duties and expectations should be agreed upon.

8.3 Nominations for Position on the Board of Directors

Nominations to fill vacant board positions will be considered by the sitting Board of Directors. The board should consider possible candidates with first consideration given to those who have expressed a willingness and desire to continue to sit on the board. If there are not enough candidates who have expressed interest in continuing to serve on the board, then the board will consider candidates as suggested by board members. If enough candidates have not expressed interest by the general meeting, then a request for names will be made at the meeting. If there are more candidates than there are openings, then the board will meet and discuss the possible candidates in a closed meeting and select who they determine to be the best candidates. Once the board has agreed on and voted for a slate of candidates, the slate will be presented to the general assembly for approval at the fall general meeting. The board is composed of the following positions. Their responsibilities and duties are described below.

8.3.1 Chairman of the Board

The Chairman of the Board is selected by the Board of Directors from a member of the board. The duties Include but are not limited to the following:

- 1 Prepares agenda and presides over board and general meetings.
- 2 Assures scheduling of mandatory general meetings and board meetings.
- 3 Responsible for facility maintenance through the scheduling of workdays and other activities deemed necessary for up-keep.
- 4 Ensures that the board operates within the By Laws and policies set forth by Weatherford Express.
- 5 Forms committees and ensures that they run within the guidelines of Weatherford Express By Laws and Weatherford Express Policies and Procedures. The Chairman is an ad hoc member of any board committee and may sit in on any committee meeting.
- 6 Works with the Treasurer in establishing the budget.
- 7 Coordinates organizational correspondence.

8.3.2 Secretary

The Secretary is selected from within the Board of Directors. The duties Include but are not limited to the following:

- 1 Keeps minutes for all board and general meetings.
- 2 Carries out correspondence for the organization.
- 3 Keeps current email list of all teams.
- 4 Manages the publication of the yearly directory of members in a timely manner.

8.3.3 Treasurer

The Treasurer is selected from within the Board of Directors. The Board of Directors will solicit the services of a professional bookkeeper to manage the overall bank accounts and file legal reports required by Federal and/or State agencies. The duties include but are not limited to the following:

- 1 Writes all checks for each sport in a timely manner. The checks will require two signatures.
 - 2 Receives all registration forms and registration payments.
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- 3 Deposits all checks / payments to the organization in a timely manner.
- 4 Coordinates with Chairman to make a yearly budget.
- 5 Notifies Chairman if there are any irregularities with financial statements.
- 6 Reconciles bank statements.
- 7 Keeps general check register.
- 8 Gives treasurer's report as requested.
- 9 Keeps all records in order for annual audit.
- 10 Receives final monies from fundraisers/merchandising/solicitations for funds. Makes sure the final reports are in order.
- 11 Receives donations to teams and/or the organization.
- 12 Makes sure accident insurance and General Liability insurance is purchased each year. The accident insurance is limited coverage and is only intended to supplement a primary medical policy in the event of a serious injury. All Weatherford Express families are advised to purchase adequate medical insurance for their children.

8.3.4 Athletic Director (AD) for each sport

The Athletic Director is a position that is approved by the Board of Directors. The Board of Directors determines the need for an Athletic Director for each sport. The duties include but are not limited to the following:

1. Collects and maintains coaches' letters of references and coaches' agreements.
 2. Develops and maintains a game schedule.
 3. Maintains a consolidated practice schedule (the schedule is the responsibility of each coach).
 4. Ensures that teams have registered for tournaments/playoffs and that registration checks have been mailed for such tournaments/playoffs.
 5. Arranges referees for home games.
 6. Enforces eligibility rules and regulations.
 7. Determines the teams that will be fielded each season
 8. Chooses a slate of coaches to present for approval to the board.
 9. Supplies necessary cost information to treasurer for program operation.
 10. Communicates with treasurer on budget issues.
 11. Communicates with coaches.
 12. Communicates with parents regarding schedules and sport activities.
 13. Develops yearly calendar of sport activities.
 14. Calls coaches meetings as required.
 15. Schedules training clinics for clock and books.
 16. Develops and/or organizes camps and/or other special activities that will enhance player and coach development.
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17. Receives written incident/accident/injury reports, poor fan behavior reports, and reports of any other irregularities with persons or facilities for immediate submission to the board.
18. Maintains a copy of student athlete physicals.

8.3.5 Subcommittees

The following committees are authorized as standing committees. Other committees may be formed as needs arise.

8.3.5.1 Fundraising Committee

The Fundraising Committee shall solicit funds and items for use by and for Weatherford Express. The committee shall be chaired by a sitting member of the board of directors. Any interested parties may serve on this committee. This is a standing committee.

8.3.5.2 Rules Committee

The Rules Committee shall be comprised of three board members. Reviews of the policies and procedures are recommended to the full board by this committee. Any one of the three members may chair the committee. This is a standing committee. The board may act as a whole while reviewing policies and procedures.

8.3.6 Non-Board Positions

8.3.6.1 Assistant Athletic Director (AAD)

The AAD is appointed, as necessary, by the AD with approval of the Board of Directors. The duties will vary, but may include:

- 1 Assisting the AD with duties as earlier written under the Athletic Director description (see paragraph 8.3.4).
- 2 Represents the AD, having full authority to represent the Weatherford Express program if the Athletic Director is unavailable, but does not hold voting privileges, as would the Athletic Director as part of the sitting board. The AAD shall inform the AD of any actions or decisions made in his/her absence.



9.0 Conflict Resolution

Should a disagreement arise at any time during the season, the affected parties are encouraged to meet and discuss their concerns and pray for healing and peaceful resolution. If any party involved in a particular disagreement fail to agree on a peaceful resolution, or if a party is uncomfortable with a one-on-one conversation, a mutually agreed upon mediator should be involved in the discussion. If the matter is still not resolved, a written letter should be submitted to the associated Athletic Director or any board member. This policy is for any conflict within our organization. Only when a letter is submitted, will the organization consider further action.

Process for submitting requests or complaints to Board:

- 1 The Weatherford Express member submits his/her issue in writing to the board.
- 2 After consultation among the board, the board responds to the issue in writing.
- 3 The member then has the choice to accept the board's decision or appeal the decision back to the board in writing and choose one of the following avenues for resolution: a written response or a face-to-face meeting with the board.
- 4 The board makes its final decision and sends [it](#) to the member in writing, and the matter is concluded with no further opportunity for discussion.
- 5 Failure to abide by the board's final decision will result in dismissal from the organization.

10.0 Child Protection Policy

Weatherford Express acknowledges its responsibilities to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to providing a safe environment for all its members. A child or young person is anyone under the age of 18 (as of the baseline date) engaged in any Weatherford Express activity. The key principles of child protection are as follows:

- The child's welfare is, and always must be, the paramount consideration.
- All children and young people should be protected from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Weatherford Express has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying. It is noted and accepted that this child protection regulation applies to everyone in Weatherford Express, whether in a paid or voluntary capacity. This includes those who are volunteer helpers, referees, coaches, or directors.

Coaches play a crucial role in the development of any athlete and in the lives of children that they coach. Good coaches ensure that the athletes have positive experiences and are therefore more likely to continue pursuance of their sport and achieve their true potential. Coaches at all levels must display a high degree of honesty, integrity, and competence. The need for coaches to understand and act on their responsibilities is of critical importance, as is the need to protect the key concept of participation for fun and enjoyment as well as achievement. When recruiting coaches and assistant coaches, Weatherford Express will commit to the following:

- Require an application to be filled out and kept on file.
- Conduct interviews.
- Run a criminal background check on each applicant.
- Require two personal reference letters, with one being from the applicant's pastor.

Weatherford Express aims to prevent people with a history of offending from having contact with the student athlete or the opportunity to influence policies or practice with the student athlete. As such, Weatherford Express has a "2-adult policy", effective in all circumstances. Coaches and volunteers should never be alone with the teams, whether on the court, field, or in a locker room. Coaches must find another adult to accompany them into the locker rooms and supervise practices with them. Parents are always welcome to watch any and all Weatherford Express activities.

Weatherford Express supports a "whistle blowing" policy. Any adult or young person with concerns about an adult or athlete can voice their concerns by contacting any member of the Board of Directors. This does not preclude a parent or athlete from directly contacting legal authorities. Codes of conduct for athletes, parents, and coaches have been built into the Policies and Procedures. Any misconduct may result in discipline by the Board of Directors. All prospective members will be informed of these codes.



11.0 Incident Reporting

In the case of any incident, any member of Weatherford Express can and should file an Incident Report with any member of the Board of Directors. The Incident Report form will always be available on the Weatherford Express web site (see cover page of this document), or by copying the following page.



Incident / Accident / Injury Report

Weatherford Express

Coach in Attendance: _____

Affected Party:

Name:
Activity:
Home Address:

Incident/Accident/Injury Details:

Form Completed By:	
Date:	Exact Location:
Time:	Time Reported:
Reported by Whom:	
Nature of Incident/Accident/Injury:	How Incident/Accident/Injury Occurred: (Describe what activity was taking place, i.e., training/game/changing, etc.)
Name and Contact Details of Witnesses (use back of sheet or additional sheets as required):	
First Aid Involved?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Were Emergency Personnel Contacted?	<input type="checkbox"/> YES <input type="checkbox"/> NO Who?
Were Parents/Guardians Informed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
When?	

Name of Board Member Accepting Form:
Any Further Action to be Taken?

All of the above facts are a true record of the incident/accident/injury

Signed: _____ Date: _____

Printed Name: _____



12.0 Requirements for Overnight Travel

For the safety and well-being of Weatherford Express athletes while participating in overnight travel where hotel accommodations are necessary, each athlete must submit to the authority of their parent(s)/guardian(s) or an adult caregiver designated in writing by the parent(s)/guardian(s). The purpose of overnight travel is to participate in competitive sports. Family participation is highly encouraged; however, utmost consideration and respect must be given to the coaches by assuring that the player attends required meetings or practices and is present at the appropriate locations in a timely manner for games.

For purposes of effective communication, all parents and players are encouraged to enter their coach's contact numbers into their cell phone.

12.1 Instructions for Unaccompanied Athletes

The following instructions must be adhered to by each Weatherford Express athlete unaccompanied by their parent(s)/guardian(s).

- Prior to departure, the athlete must submit to their coach the attached completed and signed form entitled *Release of Responsibility & Designation of Authorized Adult Caregiver* form.

If the required form is not completed and signed by the parent/guardian, the designated adult, and the player, the player will not be allowed to play ball. There will be no exceptions.

The form may be found on the "FORMS" page of the Weatherford Express web site (see cover page).

- Once the athlete is assigned to their room, they will not switch rooms without consent via phone of their parent(s)/guardian(s) and the designated adult caregiver responsible for them.
- The Weatherford Express athlete's designated adult caregiver is the final authority on the following hotel room curfews and control:
 - Television
 - Lights out
 - Visitors
 - Hand-held game and/or cell phone usage after lights out
- If a conflict arises between the player and their designated adult caregiver during the course of the tournament, the player's coach, his/her parent(s)/guardian(s), the athletic director, or a board member must be immediately notified, without consideration given to the time of day or night, so the conflict can be quickly resolved.

12.2 Form



DESIGNATION OF AUTHORIZED ADULT CAREGIVER

Athlete's Name: _____

Activity Name & Location: _____

Dates of Participation: _____

In consideration of my child being allowed to play sports with Weatherford Express at the above-identified activity, I hereby release Weatherford Express, and its present and former board members, athletic directors, and coaches from all claims and liabilities of any kind, whether known or unknown, which arise from or are connected in any way with my child's participation

I hereby designate _____ as the adult caregiver for my child in my absence at the above-named activity.

In the event of an emergency, I hereby authorize my designated adult to consent to any x-ray examination; medical, dental, or surgical diagnosis; treatments; hospital care advised and supervised by a physician, surgeon, or dentist (as appropriate) licensed to practice under the laws of the state where services are rendered, either at a doctor's office or in a hospital I expect my family to be contacted as soon as possible.

I understand that this document constitutes a full and complete waiver of all possible claims for any act or omission, including claims for negligence regarding injury or property damages arising out of my child's participation with Weatherford Express Basketball, Inc. at the above-identified activity.

I understand that this release applies to, covers, and includes unknown, unforeseen, unanticipated, and unsuspected damages, losses, or liabilities and the consequences thereof, which result from the matters herein before inferred to as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims for damages which are unknown or unsuspected to exist at the time are hereby expressly waived by me. I certify that I am of lawful age and competent to sign this release and have done so voluntarily.

Parent/Guardian_Signature: _____ **Date:** _____

Designated Adult Caregiver's Signature: _____ **Date:** _____

Emergency Contact: _____ **Phone:** _____

Medical Insurance Provider: _____ **Policy #:** _____

Allergies: _____

Date of Birth: _____

Athlete's Affirmation: I acknowledge that my parent/guardian has appointed _____ as my designated adult caregiver in their absence during the course of the above-named activity, and I will honor and obey the decisions made on my behalf and which are in my best interest.

Athlete's Signature: _____ **Date:** _____
