

# Austin Royals Christian Athletics



## POLICY & PROCEDURE MANUAL - 2018



# Austin Royals Christian Athletics

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# Austin Royals Christian Athletics

## WHO WE ARE

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We are an organization of homeschool families in the greater area of Austin, Texas that offers competitive sports to our elementary through high school students. Our primary purpose is to help these students become obedient followers of Jesus Christ who love God above all else and will likewise encourage others to follow Christ.

We are Christian's men and women who believe in God the Father, God the Son, and God the Holy Spirit. We believe the bible was written by men but was inspired by God. We believe that Jesus Christ is the Son of God and believe in His death and resurrection for the forgiveness of sin as the only path to the forgiveness of sin, salvation and Heaven.

1 Peter 2:9

*But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of Him that called you out of darkness into His marvelous light.*

## CORE VALUES:

Athletics is an opportunity to teach young men and women Holy Biblical principles.  
Develop the student-athlete to the reach his/her fullest potential spiritually and athletically.  
To be good stewards of the Lord's provided blessings i.e. time, talent, resources, etc....  
The importance of grace and forgiveness for others as God has shown all who know Him.

## MISSION:

Lead every student-athlete to a personal relationship with Jesus Christ  
Disciple and encourage those who already know and have committed their lives to Him to develop a deeper walk with the Lord.  
Encourage student-athlete to be accountable and responsible young men and women.  
Develop student-athletes who exemplify character and integrity.

# Austin Royals Christian Athletics

## AUSTIN ROYALS CHRISTIAN ATHLETICS (ARCA) PARTICIPANT MEMBERSHIP

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ARCA is a nonprofit organization which is governed and operated exclusively by its Board of Directors. Members of the Board of Directors serve as Officers pursuant to the governing documents of the organization in the form of Chairmen, Vice-Chairman, Secretary, Treasurer and other non-officer Board members. These governing members are appointed by the Board of Directors. ARCA also has participant membership, which is required for individuals to join and ARCA sport programs and have access to fields and/or facilities secured by ARCA.

**Participant Membership:** is offered to Christian Homeschool families and their student athletes. Participant Membership may also be extended to Christian families and their student athletes whose private or charter schools does not offer a sport which is offered by the Austin Royals Christian Athletics Organization, but this extended participant membership provision is subject to the regional, state and national participation policies for each sport.

**Participant Membership Qualifications:** In order to become a participant member an applicant is required to be a Christian – one who professes belief in the teachings of Jesus Christ. A Christian applicant is required and expected to pursue to live a life in accordance with the Holy Bible.

A Christian applicant who seeks to become or is granted participant membership into the ARCA must willing to agree and acknowledge the following;

- 👑 The ARCA Statement of Faith
- 👑 The ARCA Athlete code of Conduct
- 👑 The ARCA Parent Code of Conduct
- 👑 The ARCA Participant Membership Guidelines
- 👑 Register and pay sport tuition fee(s), which vary according to the particular program.

**Participant Members Rights:** ARCA participant members have no governing authority, ownership, or voting rights for ARCA business, but their participant membership does secure their eligibility to participate in an ARCA sport program offered. ARCA provides services to its participant members, such as game and practice participation, field access, referees, league registrations, training, etc., depending on the particular program involved. Participant members should consult the individual sports program documents for details on specific terms and services provided, or should contact ARCA with questions.

Participant Membership in the ARCA is not a right, but rather an opportunity for Christian athletes to receive discipleship and training to glorify Christ in both thoughts and actions.

Christian Discipleship is the study of Holy Bible and its application to daily lives of Christians.

ARCA reserves the right to bar program participation and/or field access to anyone who is not affiliated with ARCA as a participant member, and further reserves the right to revoke participant membership for any reason.

# Austin Royals Christian Athletics

## The Austin Royals Christian Athletics (ARCA) Participant Membership Guidelines

Participant members are required to agree to and acknowledge the following beliefs. Furthermore, the participant member is expected to live a life in accordance with these beliefs.

We believe in the spiritual unity of believers in our Lord Jesus Christ that all believers are members of His body, the Church. (Philippians 2:1-4)

We believe God's design for sexual intimacy is to be expressed only within the context of marriage, that God created man and woman to complement and complete each other. God instituted marriage between one man and one woman as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one man and one woman. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9)

We believe that God created all human beings in His image. Therefore, we believe that human life is sacred from conception to its natural end; that we must honor the physical and spiritual needs of all people; following Christ's example, we believe that every person should be treated with love, dignity and respect. (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10)

Athletes are required to participate in a sport by gender unless the specific sport is identified as a co-ed event as identified by the Royals board. Gender is defined as the biologically birth classification given at the time of birth. No concession or allowance is allowed.

If a participant member chooses to agree and acknowledge these beliefs, but does not practice these beliefs in their daily living, then the participant member's membership will either be barred or revoked.

# Austin Royals Christian Athletics

## STATEMENT OF FAITH

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1. The Bible is the only inspired, authoritative, infallible, and inerrant word of God. Its very words are God-breathed. It is both necessary and sufficient to teach not only about our salvation but also about the conduct of our life.

2. 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 is one Being who eternally exists in three persons: Father, Son, and Holy Spirit, without division of His nature, essence, or being.

3. Jesus Christ is the Son of God, the second Person of the Trinity. He is both fully God and fully man. By His perfect obedience and sacrifice of Himself on the cross, He has fully satisfied the justice of His Father, and purchased not only reconciliation, but an everlasting inheritance in heaven for believers. He was visibly and bodily resurrected from the dead.

4. All people are born in sin due to the effects of Adam's rebellion. They are forgiven of their sins when they trust in the Lord Jesus alone for their salvation. Salvation is by God's grace, through the means of human faith, apart from good works. Believers are enabled by the Holy Spirit to obey God's commandments.

By signing below, I agree with the Statement of Faith and I commit to honoring God and the Royals family of believers with my words and actions and doing my part to uphold Holy Biblical principles.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# Austin Royals Christian Athletics

## BOARD OF DIRECTORS

---

### Roles & Responsibilities

#### Chairman

- 👑 Serves as the Chief Volunteer of Austin Royals
- 👑 Is focused on achieving the organization's mission
- 👑 Provides leadership to the Board of Directors
- 👑 Encourages the Board's role in strategic planning
- 👑 Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- 👑 Monitors financial planning and financial reports
- 👑 Leads annual evaluations on the effectiveness of the Board and individual board members
- 👑 Annually evaluate the performance of Austin Royals in achieving its mission

#### Vice Chairman

- 👑 Performs Chair responsibilities when the Chair cannot be available
- 👑 Reports to the Board's Chair
- 👑 Works closely with the Chair and other staff
- 👑 Participates closely with the Chair to develop and implement officer transition plans
- 👑 Performs other responsibilities as assigned by the Board
- 👑 HR Role: Handles conflict & communication with Program Directors, Coaches, and Families

#### Secretary

- 👑 Maintains records of the board and ensures effective management of organization's records
- 👑 Manages minutes of board meetings
- 👑 Ensures minutes are distributed to members shortly after each meeting
- 👑 Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

# Austin Royals Christian Athletics

## Treasurer

- 👑 Manages finances of the organization
- 👑 Oversees and works closely with bookkeeper
- 👑 Provides annual budget to the board for members' approval
- 👑 Ensures development and board review of financial policies and procedures

## Royals Culture Director

- 👑 Maintains the core values of the Royals organization

### **Support all sports by coordinating:**

- 👑 Sport/team photography & video
- 👑 Media: newsletters, updating alumni on events/news
- 👑 Special Events: awards ceremony, homecoming social, etc.
- 👑 Handles email inquiries and sends to appropriate program
- 👑 Coordinates Facebook and other social media
- 👑 Coordinates with ODA and other COOPs for yearbook pictures

## Board Member

- 👑 Regularly attends board meetings and important related meetings
- 👑 Makes serious commitment to participate actively in committee work
- 👑 Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- 👑 Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- 👑 Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- 👑 Participates in fund raising for the organization

## Accountability of Board Members:

Accountability is essential for our board and organization to thrive. We have a corporate responsibility, or joint responsibility, to each other and to the Austin Royals to ensure that we are (a) walking uprightly before the Lord and displaying Christ-like character, (b) upholding our responsibilities and commitments to the board and our organization, and (c) maintaining a level of transparency; both individually and corporately.

Failure to provide a structure for accountability will eventually lead to a crisis of character and leadership. Austin Royals has a strong commitment to keep accountability by way of the following procedures



## Austin Royals Christian Athletics

Romans 14:12 says, “So then each of us shall give account of himself to God.” This is personal accountability. 1 Cor. 12:12 says, “For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ.” This scripture suggests the importance of strong accountability between Believers. 1 Thessalonians 5:11 says to, “encourage one another and build each other up.”

- 👑 Conduct annual assessments of each board member. Board members will participate in assessing themselves and each fellow board member’s performance over the past year.
- 👑 Each board member must commit to and sign a code of conduct.
- 👑 Each board member must commit to and sign a commitment to confidentiality.
- 👑 Each board member must commit to practicing the Matthew 18 model for responding to conflict.

# Austin Royals Christian Athletics

## CURRENT SPORTS OFFERED

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### 2017-18 PROGRAMS

#### Cross Country

- 👑 High School
  - 👑 Middle School
- 

#### Volleyball (Girls)

- 👑 Varsity
  - 👑 Junior Varsity
  - 👑 Middle School
  - 👑 Elementary
- 

#### Flag Football (Boys)

- 👑 Elementary
  - 👑 Middle School
- 

#### Tackle Football (Boys)

- 👑 Varsity
  - 👑 Jr. Varsity
  - 👑 Middle School
- 

#### Cheer

- 👑 High School
- 

#### Basketball (Boys & Girls)

- 👑 Varsity(18U)
  - 👑 High school(16U)
  - 👑 14U
  - 👑 Middle School
  - 👑 Elementary
- 

#### Baseball (Boys)

- 👑 High School
- 

#### Fast Pitch Softball (Girls)

- 👑 High School
- 

#### Soccer(Coed)

- 👑 Middle School
  - 👑 Elementary
- 

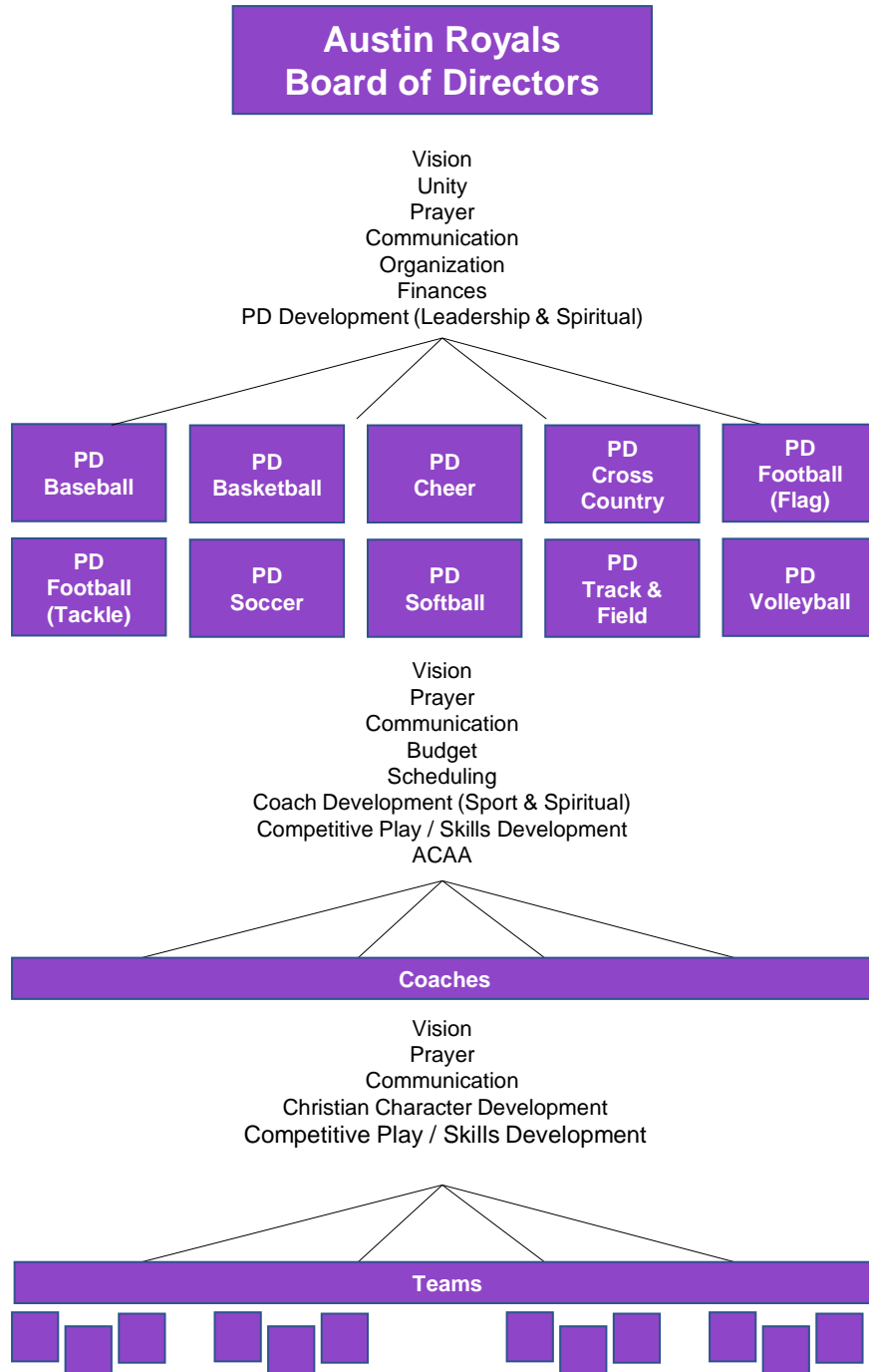
#### Track (Boys & Girls)

- 👑 High School
  - 👑 Middle School
  - 👑 Elementary
-

# Austin Royals Christian Athletics

## AUSTIN ROYALS MODEL

We are an organization of homeschool families in the greater Austin, TX area that offers competitive sports to elementary through high school students. Our Primary purpose is to help these students become obedient followers of Jesus Christ, who love God above all else, and will likewise encourage others to follow Christ.



# Austin Royals Christian Athletics

## PROGRAM DIRECTOR

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### Purpose

The Program Director is the supervisor and regulator over his/her individual sports program who reports to the board of directors. The Program Director is responsible for the overall direction of his/hers sport. The Program Director is responsible for administrative aspects, mentoring coaches, scheduling, and participation.

### Administrative

- 👑 Ensure all coaches complete coach application and background check forms
- 👑 Review application and contact two references for each coach before allowed to coach
- 👑 Coaches must complete and have approved background checks before their first practice
- 👑 Submit budget in proper format to the board for approval once a week
- 👑 Forecast budget must be submitted by June 1st
- 👑 Obtain sport budget approval 4 weeks prior to sport start date.

### Mentor coaches

- 👑 Meet with coaches at the beginning of the season
- 👑 Review Royals policies and procedures
- 👑 Set expectations for prayer & devotions, teaching skills, coaching games, meets, etc.
- 👑 Provide resources for coaching growth and devotions
- 👑 Make yourself available to your coaches

### Scheduling

- 👑 Schedule within the appropriate time frame for your sport.
- 👑 Guidelines for number of games/meets per week. Guidelines for how many tournaments in town and out of town. Keep a good balance.
- 👑 Coordinate with the ACAA director

### Succession

Each Program Director should have an Assistant Program Director. By the second week after your sports season kicks off you shall provide the board of directors at least three names, in order, for consideration.

# Austin Royals Christian Athletics

## High School Player Participation Policy:

(I) Once a player is declared to be a 9th grader, they will have 4 years to participate in high school sports with Austin Royals. The only exception to this rule is that a documented 8th grader may be allowed to play at the high school level, upon approval from the program director, and to participate in high school sports with Austin Royals.

(II) Athletes may not have turned 19 years of age prior to September 1, however, all athletes are subject to and will abide by each program's regional, state, and national tournament rules for participation.

(III) Follow the participation policy requirements for each sport.

- 👑 **Baseball:** [HWSA Tournament Eligibility](#) & [NCHC Guidelines](#)
- 👑 **Basketball:** [NCHBCLive.com/guidelines](#)
- 👑 **Cheer:** [TAIAO](#), [UIL](#)
- 👑 **XC:** [Royals Policy](#), also follow [UIL](#) guidelines
- 👑 **Football:** [TAIAO 6-Man Football](#)
- 👑 **Softball:** [HWSA Tournament Eligibility](#) & [NCHC Guidelines](#)
- 👑 **Track:** [Royals Policy](#), also follow [UIL](#) guidelines
- 👑 **Volleyball:** [NHSVBT Participation Guidelines](#)

(IV) Individual sports will monitor their separate leagues they participate in for changes in rules and abide by and subject to each program's league, regional, state, and national tournament rules of participation.

Once a player has completed high school coursework, or participated in high school graduation ceremonies, he or she is ineligible to participate.

## Communication

- 👑 Post Schedule on website 2 months before the season starts
  - ACAA posting may differ and warrant different posting timeframe
- 👑 Update changes to the schedule as needed and communicated immediately
- 👑 Hold mandatory parents meeting by the first day of practice
- 👑 Coach/Athlete communication: When individual communication is required for an athlete make sure you have another coach representative with you for each conversation. For co-ed include one male & one female coach

## Prayer & Devotion

- 👑 No more than 10-15 minutes each practice
- 👑 Elementary & Middle School: Coach led
- 👑 High School: Coach or player led. If player led, have something printed out so players alternate reading. Be prepared with discussion questions
- 👑 The Royals have several PD's and/or coaches who are certified partners with the Fellowship of Christian Athletes (FCA). FCA is a student-led ministry and High School devotions should be led by students as part of this partnership agreement so please make sure at least one devotion per week is student led
  - FCA website is a good devotional resource for both coaches and athletes.
    - [FCA Devotions](#)

# Austin Royals Christian Athletics

- FCA Daily Impact Play Devotional email
  - [FCA Daily impact play other e-newsletters](#)
- 👑 Pray before each game, match, meet, etc.
- 👑 Tournament Devotionals: For long and/or weekend tournaments limit devotionals to once per tournament or no more than 10 minutes per game. Keep mindful of early morning meetings or games when holding devotions at the end of the day.

## Service Projects

- 👑 Choose a service project each season for your program players to get involved in:
  - Meet a local community need
- 👑 Raise funds and awareness about a global mission or concern

## Protocol for conflicts with players/parents

- 👑 Elementary/MS: Scheduled meeting
- 👑 High School: Player approaches coach initially. If conflict not resolved, then schedule meeting with parent, player, and coach. If unresolved, PD must be contacted. Then board as last effort

## Board Communication

- 👑 Unresolved parent/player issues after guidelines have been followed
  - Guidelines include following conflict resolution found in Matthew 18:15-18  
15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. 18 "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.
- 👑 Any changes to structure of program and/or budget
- 👑 Unaccounted for expenses that arise

## Fundraisers

- 👑 All fundraisers need to be cleared through the program director
- 👑 Must follow parameters the board sets (See Fundraiser section)
- 👑 Enlist parents to help

## Sponsorships

- 👑 All Sponsors need to be cleared through the program director
- 👑 Before seeking sponsorships check the sponsor database to ensure they have not already been visited or a current sponsor
- 👑 Use the sponsorship handbook as a guide when approaching a potential sponsor
- 👑 Respect current sport who have a relationship with current sponsors
- 👑 Must follow parameters the board sets (See Fundraiser section)
- 👑 Enable the athlete to seek the sponsor
- 👑 Each sport sets their own threshold for minimum required

## Financial

- 👑 Use Financial Funds Approval Form for purchases over \$250
- 👑 Provide Financial Form 48 hours in advance of purchase over \$250
- 👑 Provide purchase receipts within 72 hours of purchase

# Austin Royals Christian Athletics

## COACHING & VOLUNTEER RESPONSIBILITIES PARTICIPATION REQUIREMENTS

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### Background Check

Coaches must complete and have an approved background check completed before their first practice.

### Coaching Code of Conduct

Coaches shall send an email to all families on their team at least two weeks before the first practice introducing themselves, their connection to the Royals, a bit about their spiritual life, their motivation for coaching during the present season, and their coaching philosophy.

Coaches shall include a parents and players meeting date (about one week prior) before their first practice to introduce themselves in person, give an overview of the season, and share their expectations and goals for the season.

Unless already provided via web, text, or other forms of communication, Coaches shall email parents and players a weekly overview with game times, arrival times, locations, practices and any other updates by Saturday evening. Try to limit it to one email with all weekly updates.

Coaches shall set specific expectations and consequences with their teams in advance and in writing keeping in mind the need to be consistent throughout the season.

Coaches shall remember that we are a competitive sports organization who values every member of our team. The Royals not only focus on striving for excellence in our skills, but we are also mentors to encourage Christ-like character development.

Coaches shall plan their practices before arrival. If leading several coaches in practice please share an outline of your plan with assistants. If you plan to have other coaches lead an area of practice please let them know in advance.

Coaches shall lead or guide teams in an opening and closing prayer time each practice and game.

Coaches shall lead or guide teams in a 10-minute devotional/Bible study for each practice reflecting our core values. Please major on the majors of our faith to maintain unity. Also, keep in mind that our time is limited so hold up the name of Christ, but keep it short and sweet so our athletes hear the point of our message. As an alternative, coaches, if certified, may lead or have a student lead Team Huddle devotionals once per week as outlined by the Fellowship of Christian Athletes(FCA).

Coaches shall make certain each player knows our Royals verse, 1 Peter 2:9. It is suggested the team should recite it together at the end of each practice to remember who we are and what we stand for.

# Austin Royals Christian Athletics

Coaches shall work hard to start and end practices on time, but work together to extend grace when another coach needs your help. Please communicate when you need another coach's support.

Coaches shall lead or guide teams in at least one team devotion during tournaments. Limit meeting to not more than one hour. Make certain players have at least 9 hours for sleep.

Coaches shall follow concussion protocol and require a doctor release with concussions. Send a snapshot of the release to your PD and the board chairman.

Coaches shall reply to any emails, phone calls or texts from parents, players or other coaches within 48 hours. If you are busy just state when you will contact them. If there is a heated issue please honor a 24-hour cooling off period before responding with a meeting time with another coach or PD present. Always let your PD know of any concerns and how you will follow up. Let your PD know the outcome.

Coaches shall look out for their fellow coaches being willing to help when able. If you detect another coach is struggling go to them directly to gently voice your concerns and tell your PD. Use our Matthew 18 model to approach with brotherly/sisterly love with the hope of restoration. Don't ignore concerns.

Coaches shall not meet alone in a room with a parent or player. Always remain in open spaces or ask another coach to sit in so that we might be above reproach in appearance.

Coaches shall not receive payments so they can focus on their coaching role. If any money needs to be collected for any reason appoint a responsible adult (like a team parent.) Tuition and other fees shall be given to the registrar or mailed.

Coaches shall make sure to have parents keep score books and scoreboards during games. A responsible parent should be appointed to help.

Coaches shall always have an assistant on the bench to help with players.

Coaches shall make certain all jerseys and equipment are assigned and accounted for each season. A responsible parent should be appointed to help.

Coaches shall organize or appoint a parent to plan a team gathering within two weeks of the last game of the season.

Coaches shall edify and honor each player during the final meeting. Awards may be given on merit and/or character. Always include one player with "The Most Christlike" Award. This is your chance to recap the season.

Coaches shall prepare and limit their presentation to 3 minutes at the annual Royals Celebration Night. A prepared video overview of the season highlighting each player is highly recommended.



# Austin Royals Christian Athletics

## ACAA COORDINATOR






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### ACAA Liaison Responsibilities

- 👑 Attend ACAA monthly meetings
- 👑 Schedule ACAA games, make adjustments as needed, insure all teams scheduled
- 👑 Input all games & practices on the Royals calendar for flag football
  - (about 18-19 games + 1 tournament were scheduled for 1 team in the 2016 season)
- 👑 Input all games & practices on the Royals calendar for MS/Elem volleyball
  - (about 40 games + three tournaments were scheduled for 3 teams in the 2016 season)
- 👑 Input all games on the Royals calendar for MS/Elem basketball
  - (80 plus games +1 tournaments were scheduled for 7 teams in the 2016-2017 season +4 tourneys scheduled by PD)
- 👑 Input all games & practices on the Royals calendar for soccer
  - (10-12 games +1 tournaments scheduled for 1 MS team in the spring 2017 season)
- 👑 Input ACAA track meet on the Royals calendar for track
  - (one track meet thru ACAA-three track meets for MS/Elem non-ACAA)
- 👑 Input all ACAA athletes for each sport into League Minder by grade & DOB
- 👑 Input all ACAA games into League Minder, and update scores
- 👑 Communicate with Program Directors to confirm coaches & numbers for each sport at least two months before season
- 👑 Communicate dates for games & tournaments to each coach
- 👑 Confirm athletes with each coach for each team
- 👑 Communicate ACAA bylaws & rule changes to coaches for each sport
- 👑 Communicate ACAA end-of-season tournament details to coaches & report scores during tournament to ACAA President
- 👑 AD liaison with outside schools to schedule non-league games
- 👑 Schedule referees, facilities for home games
- 👑 Schedule outside tournaments such as TSD, CTCS among others
- 👑 Weekly update coaches on games & any changes
- 👑 Weekly Referee schedule confirm with ACAA referee organization
- 👑 Weekly game confirmations with other teams
- 👑 Facility schedule confirm for home games
- 👑 Update Royals Calendar as needed for game additions/changes
- 👑 Player recruit for flag football, MS/Elem volleyball, MS/Elem basketball, MS/Elem track, MS/Elem soccer if needed to fill team
- 👑 Coach hire for FF & soccer
- 👑 Write update for website for Flag football & soccer-submit to web master
- 👑 Coordinate with registrar start dates for each sport
- 👑 Create budgets & submit for approval for flag football, soccer
- 👑 Provide budget information for volleyball, basketball, track
- 👑 Program Director for Soccer
- 👑 Program Director for Flag Football
- 👑 Coordinate Team photographs for Flag football, Soccer
- 👑 Encourage coaches to have weekly devotionals at practices

# Austin Royals Christian Athletics

## ACAA Equipment Manager

-  Inventory equipment in & out for flag football, volleyball, basketball, soccer, track, cross-country
-  Procure additional equipment needed for flag football, MS/Elem, soccer
-  Inventory uniforms, & order new as needed for flag football, MS/Elem Volleyball, soccer, track, cross-country
-  Order coaches' shirts for Flag football, soccer (cross-country, volleyball & track)
-  Order fan-wear shirts for flag football & soccer

# Austin Royals Christian Athletics

## ATHLETIC AGREEMENT

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### AUSTIN ROYALS HOMESCHOOL ATHLETICS

#### Athletic Agreement

\_\_\_\_\_ (Student Name), you are an important part of the Austin Royals Homeschool Athletics program.

Your purpose on this team is to maximize your athletic ability to blend into a maximum team effort.

The following players code of ethics helps provide guidelines and accountability for participation in the program -to optimize our potential and maximize our commitment to God and each other.

- A. I will show respect and courtesy to authorities, coaches, fellow players, opponents and everyone else at practice, games, or other functions.
- B. I will honor my body and that of others as reserved for the sole purpose to serve God, and therefore will abstain from any and all sexual relationships or contact.
- C. I will avoid all use of illicit drugs, alcohol or tobacco, and not be addicted to any other substance which will inhibit my service to Jesus Christ and the morale and performance of my team.
- D. I will dress in modest attire, and groom in a manner appropriate to the dignity of Christ.
- E. I will take seriously my commitment to the team, abide by its rules, and inform coaches of any practice or game to be missed for any reason, and accept whatever consequences of unexcused absences as communicated beforehand.
- F. I will present whatever grievances in a humble, forgiving, Christ like manner.
- G. If I fail to abide by any of the above guidelines, I will seek confession, forgiveness, and accountability to all who may be affected by my actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Austin Royals Christian Athletics

## PLAYER CODE OF CONDUCT

---

### Austin Royals Player Code of Conduct

#### Goals:

- 👑 To glorify God in all you do: “that the name of our Lord Jesus Christ may be glorified in you, and you in Him, according to the grace of our God and the Lord Jesus Christ.” 2 Thessalonians 1:12
- 👑 To become more mature in Christ: “For whom He foreknew, He also predestined to be conformed to the image of His Son, that He might be the firstborn among many brethren.” Romans 8:29
- 👑 To play without fear: “For God has not given us a spirit of fear, but of power and of love and of a sound mind.” 2 Timothy 1:7
- 👑 Develop loving, encouraging peer relationships: “Therefore encourage each other and edify one another, just as you also are doing.” 1 Thessalonians 5:11

#### As a member of the Austin Royals I will:

Do everything for the glory of God. I am not playing for the coaches, my parents, my friends or even myself. I am playing because God has given me the opportunity and ability.

Accept whatever position I have on the team as the position that God has put me in. If I'm a starter I will be humble towards the rest of my teammates. If I'm not a starter I will work hard, have a good attitude, and encourage the those that are playing. If I'm not on the team I want to be on, I will look for God's purpose in the team I am on.

Leave my cell phone out of sight during practices. I don't need to check my texts or the time during practice. I will receive consequences if I am caught with my phone. If I need to call or text my parents, I will ask permission.

Stop talking when one of the coaches starts talking. Ask questions if I don't understand something AFTER the coach is finished. I will also help others understand AFTER the coach is finished.

Communicate well by encouraging my teammates, acknowledging when I have made a mistake, listen when my teammate is encouraging me, etc. Live by the Ephesians 4:29 principle of speaking only what is helpful for building others up. I will also be careful of the tone I use when I speak.

Remember that I am not the coach of my teammate. My words to my teammates are to be ones of encouragement not instruction.

Speak all and only positive things about my teammates to others. If someone says something that rubs me the wrong way I will ignore it and respond in love, confront in love, or talk to the coaches. Talking to another teammate about the situation is NOT an option.

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Not allow anyone to sit alone. If I see someone sitting alone, I will go talk to them. In this way, I will contribute to the desire of all athletes to be in a loving, friendly environment.

Practice good time management by taking care of my school work and other responsibilities so they don't interfere with practices, games, or sleep.

Communicate with the coaches if I will miss practice for any reason or am running late to practice or a match. I will not depend on my parents to do this. I will not pass along a message through a teammate.

Adhere to the Royals sport specific dress code set by the coaching staff.

## Absence and Tardy Policy

### GENERAL ABSENCES

**Excused absence:** Illness or death in the family. An illness is defined as running fever, vomiting or diarrhea and may require a note from the parent.

**Unexcused absence:** Family vacation, mission trip, congestion, allergies, lack of sleep, minor headache, mouth hurting from braces, PSAT, classes (missing more than half of practice) and homework.

If you are absent for a practice or a game for any **unexcused** reason, you must make up the missed practice or game. The process for making up a missed practice or game will be set by the coaching staff of each sport. If a missed practice or game is not made up, the player will face consequences set forth by the coaching staff of each sport. Note: making up missed practices of games can be done in advance.

### PRACTICE TARDINESS

Practice starts on time. This means you will arrive at practice in advance so you can put your shoes on, etc. and socialize before practice starts.

You must call or text your coaches if you are going to be late. Consequences for practice tardiness will be set by the coaching staff of each sport.

### GAME TARDINESS

You will be expected to arrive at games early at a time set by the coaching staff of each sport.

You must call or text your coaches if you are going to be late. Consequences for game tardiness will be set by the coaching staff of each sport.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Austin Royals Christian Athletics

## PARENT CODE OF CONDUCT

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We have a much bigger goal here than just playing sports. Our desire is that this experience helps your child learn more about living for the glory of God (2 Thess. 1:12), conform more into the image of Christ (Romans 8:29), play without fear (2 Timothy 1:7) and build positive peer relationships (1 Thess. 5:11).

Lessons will be learned in being a super star, sitting the bench, and everything in between. Your understanding of what we are trying to do to help your child learn is crucial in all of us having a great season. We need your partnership.

### **As an important team member of the Austin Royals organization I will:**

Make sure my child arrives at practice and games on time because if they are habitually late they will have consequences. Arrival time is set by the coach.

Pick up my child on time after practice. I understand that the coaches will not leave a player by themselves after practice and will wait for me to arrive.

Be a role model for the players and parents by being supportive of all the children on the team and their efforts to become better players. Regardless of the outcome of a game, I will only speak positive things to my child and every child on the team. They are working hard and do not need my negative words to discourage them. I will also be careful of the tone I use in saying things to the children during games.

Speak only positive things to other parents about other children. Since I do not want my child to be spoken about negatively, I will not speak about other children negatively. This includes any comments about playing time and how the children are playing.

Have my child present any concerns directly to the coaches. I understand that my child needs to learn to deal with conflict and approach authority. This includes (but is not limited to) concerns about playing time, dealing with teammates, questions about something they need to work on, etc. If after your child has come to the coaches with a concern and there is still a question, a meeting with player, parent, and coach and program director may be set up.

Refrain from speaking at any time to line judges, referees, umpires, scorekeepers, etc. You may not approach the score table at any time. If I think the score is wrong I will get the coach's attention instead of yelling across the gym. I understand that if I cannot control my behavior, I will be asked by the coaches to leave the gym.

Refrain from coaching my children from the sidelines either in practices or games. I understand that I may be telling them something that is different from what the coaches are teaching them. I understand that I may be asked to leave the gym if I am disrupting practice or a game by coaching my child.

# Austin Royals Christian Athletics

Refrain from giving instruction to children that are not my own at any time. Each player and their parents should be approaching the coaches for instruction. If I am helping another player, then I am interfering with the process and not encouraging other families to speak to the coaches directly.

Refrain from approaching a coach immediately following a game if I have a question about something that occurred during the game. I will speak with my child and have them approach the coach with the concern if there is one. This is for the benefit of parents and coaches.

Support the team by encouraging any behaviors in my child that are helping them conform more to the image of Christ and discourage behaviors that are not conforming to the image of Christ.

Help my child make good choices regarding time management. I understand that in order to perform well, they need an adequate amount of rest and that will be determined by their discipline in taking care of school work and other responsibilities.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Austin Royals Christian Athletics

## SOCIAL MEDIA POLICY

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This policy governs the publication of and commentary on social media of Austin Christian Athletics and its related companies ("Austin Royals"). For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Instagram and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Austin Royals families, Coaches and athletes are free to publish or comment via social media in accordance with this policy. Austin Royals participants are subject to this policy to the extent they identify themselves as an Austin Royals participant (other than as an incidental mention of place of employment in a personal blog on topics unrelated to Austin Royals).

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that Austin Royals have set forth and must otherwise follow.

### Setting up Social Media

Assistance in setting up social media accounts and their settings can be obtained from an Austin Royals board member.

Your profile on social media sites must be consistent with your profile on the Austin Royals website or other Austin Royals publications. Profile information may be obtained from the Board of Directors.

### Don't Tell Secrets

It's perfectly acceptable to talk about your experience and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about programs or staffing, details of current projects, future projects, financial information, research, and trade secrets. We must respect the wishes of our organization regarding the confidentiality of current projects.

### Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the Austin Royals website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

### Be Honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are, and identify that you are associated with the Austin Royals. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also, be smart about protecting



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yourself and your privacy as well as the integrity of the Austin Royal's program. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing information.

## Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including the Austin Royals own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

## Respect your audience, and our Austin Royals community

The public in general, and Austin Royals' family, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the Austin Royal's program. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Austin Royals. Above all represent Christ well.

## Protect Austin Royals customers, business partners and suppliers

Customers, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a customer, partner or supplier by name without permission and never discuss confidential details of a customer engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a customer (e.g., Customer 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the customer or make it easy for someone to identify the customer. Your blog is not the place to "conduct business" with a customer.

## Controversial Issues

If you see misrepresentations made about Austin Royals in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that program. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

## Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

## Think About Consequences

Once again, it's all about judgment: using your blog, Instagram, Twitter, Facebook or any other social media to trash or embarrass any athlete, coach, or board member of the Austin Royals, our customers, or your co-workers, is dangerous and ill-advised.

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## Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble - it may not have much legal effect.

Wherever practical, you must use a disclaimer saying that while you work for Austin Royals, anything you publish is your personal opinion, and not necessarily the opinions of Austin Royals.

The Austin Royals can provide you with applicable disclaimer language and assist with determining where and how to use that.

## Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media.

The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

## Enforcement

Policy violations of any kind will be subject to disciplinary action, up to and including termination for cause.

# Austin Royals Christian Athletics

## FINANCES

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### BACKGROUND INFORMATION

#### **Purpose**

The Austin Royals' finances are a gift from God and a blessing to His people. All Coaches, Program Directors, Board members and volunteers are encouraged and expected to use sound judgement and transparency in the handling of money so that the Austin Royals may be above reproach. We are entrusted by God and those whom have elected and or appointed us to conduct our business affairs in manner that is pleasing to God. The Austin Royals are dedicated to Christ's Great Commission of spreading the good news of the Gospel of Jesus Christ through its athletes and the use of the Austin Royals Organization.

The Austin Royals Articles of Incorporation state that the purpose of Austin Royals Christian Athletics is exclusively for charitable, religious and educational purposes to train homeschool student athletes to excel in character and competition as disciples of Jesus Christ.

The Bible directs us to be good stewards of gifts that God has given us.

#### **Titus 1:7-9**

For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it."

#### **Tax Status**

Austin Royals Christian Athletics is a not-for-profit organization incorporated as a 501(c)(3) organization. Austin Royals Christian Athletics is registered with the Secretary of State in Texas with a calendar year end.

In accordance with IRS Code section 501(c)(3) the Austin Royals is organized and operates exclusively for the exempt purpose as described in Form 1023, the application for exemption. In compliance with the restrictions on organizations qualifying under the 501(c)(3) code:

No part of the net earnings of the organization may benefit any private shareholder or individual.

No substantial part of the activities of the organization may consist of the carrying on of propaganda or of attempting to influence legislation (lobbying).

The organization may not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

# Austin Royals Christian Athletics

## ACCOUNTING PRINCIPLES

The accounting principles of Austin Royals Christian Athletics will be consistent with all applicable laws and follow Generally Accepted Accounting Principles. Austin Royals Christian Athletics records transactions using the cash basis of accounting.

The Board will from time to time appoint a Bookkeeper to be responsible for the maintenance of the accounts and financial records. The position of Bookkeeper may be a paid or a volunteer position.

### Revenue Recognition

All income will be recorded as revenue in the period received.

### Matching of Revenues and Expenses

In order to present accurate and consistent financial statements, the revenues and expenses attributable to each period will be reflected in that period to the degree possible. Entries required to accurately reflect the revenues and expenses of each period will be made in that period.

### Fixed Assets and Depreciation

The general capitalization policy is that all equipment and other fixed assets costing in excess of \$1,000 will be recorded as an asset.

All capital assets will be depreciated over their estimated useful lives. The straight-line basis will be used, with depreciation charged beginning in the month that the asset is placed in service. Some sample estimated lives are:

Computers and related equipment - 3 years

Office furniture - 5 years

Building and building improvements - 40 years

All capital assets purchased with grant or other restricted funds will be documented as such.

### Donated Materials and Services

Generally, donated materials, assets and services will not be recorded in the accounting records.

### Data Cutoff

In order to meet the deadlines for producing reports, the gathering of information to use in making the month end entries will be two weeks after the end of the month.

The monthly financial statements are due to the Board by four weeks after the end of the month. Any payables or other information not available by two weeks after a month end will be classified in the next period. The Bookkeeper may need to use estimates if final information is not available on a significant additional transaction.

The year-end financial statements are due to the Board two months after year end. For these reports a cutoff of four weeks will be used. Since the year end is the most important period

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cutoff, the general ledger can continue to be held open for additional material transactions at the discretion of the Board.

## DISBURSEMENTS

### **Policies**

The Board positions authorized to sign checks and/or hold a debit card are; Board President, Board Vice-President and Board Treasurer and any other Board member deemed necessary by a majority vote of the Board. The Board may also authorize others to sign checks and/or to hold a debit card by a majority vote. Only one signature will be required on checks. Anyone signing a check must review and initial the supporting invoice or other documentation. Individuals may not sign a check payable to themselves.

The Bookkeeper will maintain the accounts payable system. For each payment made, the Bookkeeper will code each invoice accordingly.

### **Procedures**

#### **Capital Acquisitions**

Three bids are required for the purchase of budgeted capital assets in excess of \$2,000, if practical. Board approval is required if the low bidder is not selected. Capital assets not budgeted by the Board must be approved by the Board prior to soliciting bids.

#### **Supplies, Services, and Other Invoices**

Requests for purchases over \$250 must be accompanied by Purchase Requisition forms. Purchase Requisitions may be generated by Coaches, Program Directors or Board members. The requisitions are to be sent the Bookkeeper for approval. Once approved, the requested goods or services may be purchased. The approved Purchase Requisitions are to be filed by the Bookkeeper in an open order file.

Whether received in person, by mail or email, all invoices are to be promptly sent to the Bookkeeper. When applicable, invoices will be matched to the approved Purchase Requisition. Receipts, invoices and packing slips are to be attached to the Purchase Requisition and filed accordingly. When the goods or services are received, the Bookkeeper is to compare the order received to the Purchase Requisition for accuracy. The Bookkeeper shall enter the approved invoice into the Accounts Payable.

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## Invoice Payment Procedures

Invoices are to be paid within 30 days of receiving the invoice. If requested by the Board, a pre-check report will be generated which lists all outstanding payables with the due dates and amounts. The Bookkeeper will indicate which invoices need to be paid.

## INCOME

### Policies

From time to time, the Board will designate persons to receive and open the mail from the P.O. box. The same person will promptly deposit any checks received and send the deposit slip(s) or copies or images thereof to the Bookkeeper. The Board may also appoint others to receive payments at events or through other approved programs.

### Procedures

All income received by the Austin Royals is to be promptly reported to the Bookkeeper. Checks are to be restrictively endorsed, online payments to be clearly associated with the identification of the source of the income, and any other payments or income to be clearly documented and reported to the Bookkeeper within two days of receipt.

The Bookkeeper will assign accounts to all income according to the Chart of Accounts and record the income to the proper account. Program Directors are responsible to identify income and other payments and clearly indicate the income account to which each belongs. When a Program Director cannot determine which income account to assign income, the Program Director is to contact the Bookkeeper by email with an explanation of the income source and use so that the Bookkeeper can determine to which account the income is to be credited.

## BANK RECONCILIATION

### Policies

The bank statements are to be reconciled by the Bookkeeper on a monthly basis no more than two weeks after receipt of the statement. The general ledger and the reconciled bank statements will be adjusted to agree monthly.

### Procedures

Upon receiving the bank statement from the bank(s) the Bookkeeper will prepare the monthly bank reconciliation. The bank reconciliations will reconcile the bank balance to the general ledger balance. A journal entry will be posted each month for items on the bank statements which are not already recorded in the general ledger. These reconciling items may include: interest earned, service charges, NSF checks, direct deposits and other debit or credit memos.

After the general ledger is reconciled to the bank statement, the monthly bank statement and cancelled checks and other forms and the actual reconciliation form are filed in a bank reconciliation file.

# Austin Royals Christian Athletics

## END OF MONTH ACCOUNTING PROCEDURES






### Policies

The Bookkeeper will prepare monthly financial statements. Financial statements will be sent to the Treasurer at least three days prior to regularly scheduled monthly Board meetings. The Board of Directors will review and approve the monthly financial statements.

### Procedures

The cutoff for information in the monthly statements is two weeks after the month end.

Upon completion of the monthly bank reconciliations, the Bookkeeper will make any necessary general journal entries. Once the general journal entries are posted, the monthly financial statements will be prepared and delivered to the Board of Directors. Monthly financial statements to include:

-  Accounts Receivables Report
-  Aged Accounts Payables Report
-  Budget to Actual Expenses for each sport
-  Income Statement (profit and loss report)
-  Current bank balances report

## END OF YEAR ACCOUNTING PROCEDURES

### Policies

The Bookkeeper prepares the year-end financial statements.

The Treasurer approves the financial statements before being sent to the Board of Directors. The financial statements should be sent to the Treasurer at least one week prior to the regularly scheduled March Board meeting.

The Board of Directors approves the year-end financial statements.




The Bookkeeper will arrange to move all physical records from the year which is closing to storage.

### Procedures

The cutoff for December financial statements is extended to four weeks after year-end.

Upon completion of the December financial statements, the preliminary year-end report will be generated by the Bookkeeper and given to the Treasurer for review. Once reviewed, the year-end financial statements will be presented to the Board and used by the Bookkeeper to prepare and file state and federal tax returns.

Annual financial statements to include:

-  Annual Budget to Actual Expenses for each sport
-  Annual Income Statement (profit and loss report)
-  Balance Sheet

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## PREPARATION OF STATE AND FEDERAL RETURNS

### **Policies**

Austin Royals Christian Athletics is required to file IRS forms 990 or 990-EZ, Return of Organization Exempt from Income Tax and 990 Schedule A, Organization Exempt Under Section 501(c)(3), and an Annual Franchise Report to the Texas Comptroller of Public Accounts. The Bookkeeper will be responsible for preparing and filing these reports. The Bookkeeper and Treasurer will review the reports prior to filing them to ensure that they are accurate and do not indicate any potential problems.

### **Procedures**

The IRS forms are due May 15 (four and one-half months after year-end). If the forms are not ready, an extension may be requested for an additional 3 months using form 2758.

These forms will be prepared primarily from the year-end financial statements. The Bookkeeper will be responsible for gathering any other information necessary for preparing the returns.

## DEBT

### **Policies**

Board approval is required for incurring any debt of Austin Royals Christian Athletics other than operating trade payables and budgeted payroll payables. The Treasurer will be authorized to negotiate such debt as needed by the Board of Directors.

Any loan covenants and restrictions will be reported to the Board when the debt is authorized. The Bookkeeper will periodically review these covenants and report to the Treasurer if there are any violations or potential violations of the covenants.

### **Procedures**

The Treasurer and Board President or Treasurer will sign any debt agreements after receiving full Board approval.

The Bookkeeper will reconcile the general ledger debt balances to statements or amortization schedules each month. In addition, accrued interest will be recorded in the general ledger as needed.

## RESERVES AND DESIGNATED FUNDS

### **Policies**

Austin Royals Christian Athletics will build and maintain an operating reserve to assist in maintaining financial stability. The target for the operating reserve will be 24,000 or \$2,000 for a month of general operating expenses. This may be a cash reserve held separately from other funds of Austin Royals Christian Athletics or a minimum balance in the bank account.

The Board of Directors may designate portions of the income of the Austin Royals Christian Athletics for purpose of maintaining an operating reserve.



# Austin Royals Christian Athletics

## Procedures

During the annual budget preparation, the Board will review the operating reserve and set a target for funds to be set aside that year. The Bookkeeper or Treasurer will establish and maintain the operating reserve and inform the Board if the operating reserve is below the amount determined by the Board or this document.

From time to time the Board may designate the use of funds for specific purposes by a majority vote of the Board. A purpose and timeline must be specified for each designated fund. The Board must also specify whether a separate cash fund or account is to be used.

## INTERNAL CONTROLS AND FINANCIAL AUDIT

### Policies

The review of internal controls and audits are two of the most important procedures the Board has for fulfilling its fiduciary responsibilities to Austin Royals Christian Athletics. Internal controls pertaining to the accounting records are to be established by the Treasurer and the Board in consultation with the Bookkeeper.

One of the key purposes of an internal control system is to maintain checks and balances between those who maintain accounting software, handle checks and cash received, sign checks, transfer money or establish cash accounts.

If the Board or an outside governmental agency deems that a financial audit is necessary, the Board will select an outside public accounting firm which will perform a year end or interim financial audit. The financial audit report will be presented to the Board which has the authority to approve the audit.

### Procedures

Whenever there is a change in administrative personnel or a change in the operating structure of the organization, the Bookkeeper and Treasurer will meet to determine that the internal control system continues to meet the needs of Austin Royals Christian Athletics. If appropriate, any changes made will be reflected in this accounting procedures manual.

The Board of Directors will approve, as part of the budget process, the public accounting firm deemed necessary to perform any audits. The public accounting firm will present the audit to the Board. The Board will review and approve the financial audit. The Bookkeeper will be responsible for scheduling any audits, preparing the information needed by the auditors and answering questions during the audit.

## ANNUAL BUDGETING

### Policies

The Board of Directors is responsible for guiding the budget process and for approval of the annual budget. The Treasurer and Bookkeeper will be responsible for preparing the proposed budget. Budgets for individual sports are to be prepared by Program Directors and are described elsewhere.

# Austin Royals Christian Athletics

## **Procedures**

The budgeting process will begin in September for the following fiscal year. This will allow for eight months of results to be used in planning the budget.

All budget documents will be submitted to the Bookkeeper by September 30 for consolidation into an overall budget. The Treasurer and Bookkeeper will then review the budget to determine if there are any necessary revisions. After revising, the budget will be presented to the Board by November 15. After completion and approval of the budget by the Board of Directors, the budget will not be modified for subsequent activities.

## COMPUTER AUTHORIZATION AND BACKUP

### **Policies**

The accounting computer and software will have access controlled by passwords. The Treasurer will control the master password. The Bookkeeper will be given a complete system password and will control which other personnel will be given passwords.

The accounting software and files will be backed up regularly. The Bookkeeper is responsible for carrying out this backup.

### **Passwords**

The Bookkeeper will maintain a record of all authorized users and the level of password access each user has.

### **Backup**

The backup procedures are designed to maintain records of various periods until that period is closed.

A monthly backup will be maintained of the accounting data for each month until that month is again backed up the subsequent year.

An annual backup will be made at the end of each financial year.

The Bookkeeper will ensure that the appropriate backups are made. The Bookkeeper is responsible for maintaining an offsite copy of the accounting software and files backups.

## ACCESS TO RECORDS AND RECORD RETENTION

### **Policies**

The records of Austin Royals Christian Athletics are generally open to public inspection due to IRS rules, open records laws and the spirit of public service. However, certain information is not open to public examination and may only be released with the permission of the Board.

Record retention is governed by various rules, statutes of limitations and common sense. Certain documents must be retained indefinitely, while others may have little use after a year.

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## IRS Forms

IRS Forms 990 and 990A, the exempt organization information returns, must be made available to anyone upon request. The specific rules are outlined in the instructions for form 990. All pages, schedules and attachments, except the detailed schedule of contributors must be made available. The prior three years of 990s and 990As must be available upon request for free review. If the requestor wishes to have a copy, that will be provided immediately or may be mailed to the person. We ask that the person pay the legally allowed fee of \$1 for the first page and 15 cents for each additional page, plus actual postage, if applicable.

The application for exempt status, Form 1023, and the IRS determination letter are also available to anyone upon request for a free review. Copying charges are the same as for the 990 if the person wishes to take a copy. The specific rules are outlined in the instructions for the form 990.

## Records Retention

A schedule of record retention follows. Any discarding of records should follow this schedule. However, prior to discarding of records, the permission of the Treasurer and the Bookkeeper are required to ensure that they have no reason that an exception should be made to the policy. All discarded documents are to be shredded or sent to our recycling company, which has a confidentiality agreement with us.

For tax purposes, records should be maintained until the expiration of the statute of limitations. Generally, that period expires three years after the later of the due date of the return or the date filed. While there are a few exceptions to this rule, the three-year period normally should be adequate.

For non-tax purposes, records should be maintained only as long as they serve a business purpose or until all legal requirements are met. There are no specific standards that will cover all situations. The following guidelines are to be followed in determining when to discard records:

## RECORD RETENTION SCHEDULE

Type of Retention	Period Record (Years)
Accident reports & claims	7*
Appraisals	P
Articles of incorporation, by laws	P
Assets records	7*
Bank statements, reconciliations	4
Bills of sale-assets	7*
Budgets & projections	2
Cancelled checks – general	4**
Capital stock & bond records	P
Charts of accounts	P
Check vouchers, stubs	4
Contracts & agreements	7*
<b>Correspondence</b>	
Credit and collection	7
Routine with customers or vendors	1

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Other	4***
Credit memos	4
Damage and theft reports	7
Deeds	P
Deposit slips	4
Depreciation schedules	7*
<b>Employee records</b>	
Contracts	7*
Disability, unemployment claims	7
Employment applications	4
Expense reports	4
Personnel files	7*
Time reports, earnings records	4
Withholding & exemption certificates (W-2, W-4)	4
<b>Financial reports</b>	
Annual, audited	P
Interim	4
Freight bills, bills of lading	4
Insurance policies & records	4
Internal reports, memos, work orders, etc.	2
Inventory records	4
<b>Invoices</b>	
Fixed assets	7
Sales & general expenses	4
Leases	7*
<b>Ledgers &amp; journals</b>	
Cash receipts & disbursements	P
General ledger, journal entries	P
Payroll journal	4
Purchases & sales	7
Subsidiary ledgers (receivables, payables, etc.)	7
Licenses	4*
Minute books	P
Mortgages	7*
Notes	7*
Pension & profit sharing records	P
Petty cash records	4
Purchase orders, invoices	4
Receiving reports	4
Repair & maintenance records	4
Sales records & cash receipts	4
Shipping reports	4
<b>Tax returns and related records</b>	
Income	P
Payroll	4
Sales and use	4

P means records should be kept permanently

## Austin Royals Christian Athletics

\* Retention period begins with settlement of claims, disposal of asset, termination of contract, etc.

\*\* Some should be kept longer, e.g. checks for tax payments should be kept with the tax returns, checks for asset acquisitions should be kept with bill of sale, etc.

\*\*\* Legal and important correspondence should be kept as long as the documents to which they relate.

# Austin Royals Christian Athletics

## SAMPLE ACCOUNTING FORMS

Check, Debit & ATM Transaction				
Funds Availability Verification				
<b>Sport Program:</b>				<b>Request No.</b>
<i>FD&amp;APD to determine Req. No. (1-999), Request to</i>				
PD & APD provide fund verifcaiton request date:				
PD & APD provide listed expenses funding is required date:				
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>Post fund Verifaicaton Approval</b>                      Insert required Info                 </div>				
Date	Expense Description	ATM Ref., Debit Card Transaction No., or Check No.	Accounting Code	Amount
			<b>Total</b>	-
Verification Requested By:				
Signed by:				
<i>Print Name:</i>			Date:	
<b>Program Director or Assistant Program Director</b>				
Funds Availble Verified By:				
Signed by:				
<i>Print Name:</i>			Date:	
<b>Royals Accounting</b>				
<b>Notes:</b>				
1 Funding Request are to be issued for all transaction.				
2 Confirm 48 hours prior to issuing payment for all goods and services.				
3 Post funding verifaicaton approval, return form with transaction detail, ATM reference No, Debit Transaction No., and or Check No. Royals Accounting				



# Austin Royals Christian Athletics

Austin Royals

SOP Form 0000

## Financial Transaction Ledger

["Insert Sports Name"]

### EXPENSE

Check #	Date	Payee	Amount	Accounting Code
<b>Total</b>			\$	-

### INCOME

Payment Form	Date	From	Amount	Accounting Code
<b>Total</b>			\$	-



# Austin Royals Christian Athletics

## SPORTS PROGRAM BUDGET

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### Royals Sports Budget Narrative

Program Directors shall be responsible to submit to the Royals Board of Directors a budget for each calendar year. The budget shall capture all expenses and income necessary to successfully complete the sport season. The goal of sports budget is to balance the expense to income.

### Sports Calendar

The sports calendar year shall run from June 1<sup>st</sup> to May 31<sup>st</sup> of the subsequent calendar year. Program Directors shall present to Board an estimated budget by **June 30<sup>th</sup>** of the current year. The final budget for each sport shall be submitted to the Royals Board of Directors no later than **30 days prior** to the start of any sport program.

### Manage Budget

Once the final sports budget has been approved, Program Directors shall be responsible to manage the sports budget throughout the year and/or season end whichever comes first. It is suggested that the Program Director request the assistance of parent volunteer for this task, but is not required. The budget management shall track the expenses and income received on a monthly basis. Reports and summaries of these transactions are to be shared with Royals accounting to reconcile the banking records each month. The reporting to Royals accounting shall begin on the **25<sup>th</sup> day of the month**, but must be submitted no later than the last day of a given month.

The budget template is an excel spread sheet which has been developed to help assist the Program Directors to standardize accounting records. The budget template is not an all-inclusive and may require additional supporting worksheet tabs to track various expenses and incomes into a single budget line item. An example of this is tracking each check and ATM transaction into their corresponding cost code categories or tracking the funds received for fundraising and or sport sponsorships.

The budget values created by Program Director for each sport shall be used to establish the sports tuition. The tuition rate for each sport will be updated in the online registration program each year. Please use prudence and optimism in the establishment of the sports budget. It is important to Royals organization to maintain a reasonable sports tuition rate for each sport offered.



# Austin Royals Christian Athletics

## FUNDRAISING




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### Sponsorships

Sponsorships from small, local businesses can be used by players to offset sports fees. Each sport will need to set the sponsorship level required per player to 100% offset their annual fee. Example, set the sponsorship level at least \$100 above the fee amount so your sport can slightly benefit and offset additional expenses.

Three documents are available to help the athlete when visiting with potential sponsors. 1) Cover Letter 2) Royals Mission/History, 3) Sponsorship Form

These documents will need to be tailored to your sport and sponsorship levels.

- |   |   |   |
|---|---|---|
|  |  |  |
| 1) Cover Letter - Austin Royals Christian Athle                                   | 2) 2016-2017 - Royals Football - Mission-His                                      | 3) 2017 - Sponsorship Form - Austin Royals I                                      |

The Royals, being a 501(c)(3) non-profit organization, will provide the sponsor with a statement of giving at the end of each tax season for write off purposes.

- The Program Director is responsible for ensuring that the bookkeeper has the appropriate information necessary in order to send out the statement of giving.

The Sponsorship Form lays out benefits offered to the businesses for their support to the organization such as banners, sponsor on team t-shirts, sponsor listed on Royals web site. The Program Director is responsible for fulfilling the Royals portion of the agreement.

Provide the sponsoring businesses a small token after each season:

- Gift/token should be distributed by the student who gathered the sponsorship
  - Examples include: Plaque with team picture, framed Team picture, signed team ball for sponsor of the year...

Before scholarships are offered, the player seeking relief should first try to seek a sponsorship.

Before providing a list of business to athletics to visit please look at the Google Docs list to see if the business or individual is already providing a sponsorship to another sport. After each player visits potential sponsors, it is important to then update Google Docs with the list of businesses which were visited and the outcome. We do not want to visit business/individual's multiple times.

There is a shared Google Docs which keeps a list of sponsors for both visited and active. You will need to request access to the document from the board of directors.

# Austin Royals Christian Athletics

## REGISTRATION

The registration process for the Austin Royals is to be completed online at the following link or at <http://www.austinroyals.org/>.

Families will be required to become a participant member of the organization in order to register you son or daughter into a specific sport. The online registration application will take you through each step of the process.

Please note there are several areas within the application in which you must select the radio button option as have read and understand. These acknowledgements are required, if you fail to make a selection on one of these required items you will not be able complete the registration process.

Once you have completed the parent/guardian and athlete application and have selected the sport for your child you will be prompted to issue payment in accordance with the sport you are registering for at the time. Please note that there is no family registration fee required. The sport tuition fee is the only cost you will need to submit.

Please note that for each sport you are interested in participating you will be required to complete the registration process.

Once you have successfully registered for a sport you will be notified via email that you registration is complete, when you receive this email, please know that the Austin Royals Registrar Director will also be notified and will have a record of your registration.

Communication pertaining to the sport will be conducted through the Bonzi team app which you can download for to smartphone device.

# Austin Royals Christian Athletics









## ELIGIBILITY RULES

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(I) Once a player is declared to be a 9th grader, they will have 4 years to participate in high school sports with Austin Royals. The only exception to this rule is that a documented 8th grader may be allowed to play at the high school level, upon approval from the program director, and to participate in high school sports with Austin Royals.

(II) Athletes may not have turned 19 years of age prior to September 1, however, all athletes are subject to and will abide by each program's regional, state, and national tournament rules for participation.

(III) Follow the participation policy requirements for each sport.

-  **Baseball:** [HWSA Tournament Eligibility](#) & [NCHC Guidelines](#)
-  **Basketball:** [NCHBClive.com/guidelines](#)
-  **Cheer:** [TAIAO](#), [UIL](#)
-  **XC:** [Royals Policy](#), also follow [UIL](#) guidelines
-  **Football:** [TAIAO 6-Man Football](#)
-  **Softball:** [HWSA Tournament Eligibility](#) & [NCHC Guidelines](#)
-  **Track:** [Royals Policy](#), also follow [UIL](#) guidelines
-  **Volleyball:** [NHSVBT Participation Guidelines](#)

(V) Individual sports will monitor their separate leagues they participate in for changes in rules and abide by and subject to each program's league, regional, state, and national tournament rules of participation.

Once a player has completed high school coursework, or participated in high school graduation ceremonies, he or she is ineligible to participate.

### Royals Eligibility Policy

Players must be at least 50% home schooled, defined as parent directed home education, and passing all courses. Parent directed home education includes the following:

1. Dual-credit college courses where the college institution admits the student as a high school student.
2. Courses that are taught in the home/studio of the player's parent(s), grandparent(s), sibling (age 18 or older), legal guardian, or another home school parent or tutor, provided the instruction by a non-parent is done under the direction and supervision of the child's parent(s).
3. Courses that are taught at a central location (e.g. home school support group "co-op" classes, such as chemistry, speech, or calculus) by a parent or tutor. A newer form of homeschooling called University Model Schools would fall under this definition provided:
  - a. The student doesn't attend the classes more than 2-1/2 days a week (because then not more than 50% of their time is actually at the school, while the other 50% is wherever their parents decide they should be)
  - b. The particular school in question does not itself provide athletics for the sport in question.
  - c. Not more than 50% of your team is made up of students from the same University Model School.
  - d. Correspondence/virtual/ distance learning courses provided by a private kindergarten through grade 12 program or school.

# Austin Royals Christian Athletics

## PHYSICALS

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Sports Physicals are not required for participation with the Austin Royals unless a specific sport requires it as part of their sport league.

It is the responsibility of the player's parent or guardian to ensure that the player is healthy and has no physical problems that would prevent his/her participation in all sports activities. We highly recommend a thorough annual sports physical by your physician for your player. All players must adhere to any league or tournament rules in which they participate.

If a physical is required you can find the Royals standard physical evaluation form on the Royals web site [www.austinroyals.org](http://www.austinroyals.org) under Forms.

# Austin Royals Christian Athletics

## INJURY/RETURN TO PLAY POLICIES

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Concussions must be reviewed by a physician. Before returning to play from a concussion the athletic must have a release provided by a physician.

The University Interscholastic League (UIL) has some great info regarding concussions (<http://www.uil texas.org/health/concussions>). In addition to this info the UIL also offers basic online classes in concussion protocol.

Any other injury release may be provided by the parent/guardian for return to play.

If needed you may find Sadler Sports & Recreation Insurance claim for [here](#).