

DISABLED ATHLETE SPORTS ASSOCIATION

PROGRAM POLICIES AND PROCEDURES

1. ENROLLMENT

Enrollment is open to individuals ages 3-adult. Athletes with physical and/or visual disabilities who function at an age appropriate cognitive level are invited to attend. Although DASA's primary agenda is to serve those with disabilities, we believe inclusion is appropriate in the recreational environment and that children learn from modeling others. Therefore, friends and family members within this age group and cognitive ability are also able to enroll, if space is available.

- 1.1. Participants including those with disabilities, siblings, and/or friends must register with the DASA main office prior to the session start date.
- 1.2. New athlete registration form and Liability Waiver & Media release form must be completed and signed before participation can begin.
- 1.3. Once enrolled, the participant must contact the Lead Volunteer/Coach no later than 1 hour before practice if he/she is not able to attend, or it will be considered an unexcused absence.
- 1.4. For your athlete's safety please report all changes in address and phone numbers to DASA
- 1.5. Enrollment in each sport may be limited. Preference will be given to the individual with a disability.

2. TUITION

Tuition is \$35.00 per recreation activity per participant will be collected prior to each 6-8 week recreation sport activity, except when stated differently, e.g. single sport clinics.

- 2.1. Athletes must register and pay online prior to first practice, unless a special circumstance is reached between DASA ED and athlete family.
- 2.2. Scholarships are available to those that qualify.

3. SCHOLARSHIP

Full and partial Scholarships are available to those that qualify. Participants are asked to make partial payment, if able.

- 3.1. An application is available on the DASA website, under Forms
- 3.2. The participant must report any changes that affect your financial situation.

- 3.3. If the participant misses more than 2 practices of a sport in which he/she has registered, future scholarship eligibility could be withdrawn, and your spot in that session could be replaced.
- 3.4. Completion of scholarship application does not guarantee that a full or partial scholarship has been granted. DASA Staff will notify families of scholarship status prior to program start date.

4. CANCELLATION AND MAKE UP CLASSES

DASA may have to cancel programs or practices due to weather, Coach or Lead Instructor availability, or facility availability.

- 4.1. In the case of cancellation by DASA due to weather concerns, participants will be notified by phone no earlier than 2 hours prior to the scheduled event time.
- 4.2. In the case of cancellation by a DASA coach or Lead Instructor, participants will be notified by phone no later than 1 hour prior to the scheduled event time.
- 4.3. In the case of cancellation due to facility availability, participants will be notified as soon as DASA is made aware of the situation. DASA staff will attempt to find an alternative location prior to canceling, but there are no guarantees.
- 4.4. In the case of cancellation by the participant, the Coach or Lead instructor must be notified no later than 1 hour prior to the scheduled event time. This will be the only allowable excused absence.
- 4.5. If a participant cancels or does not show to an event, no refund will be given. If DASA cancels a class due to weather or coaches unavailability, no refund will be given. Exceptions for this include single sport clinics.
- 4.6. DASA will attempt to make up any session cancelled due to weather or coaches unavailability. However, make up classes are not guaranteed.

5. DISCIPLINE

DASA provides a program based on family values and positive reinforcement. DASA will attempt to redirect misbehavior in a positive manner.

- 5.1. DASA will not tolerate physical abuse, verbal abuse or display of poor sportsmanship by any participant. The DASA staff member has the right to dismiss any athlete, parent, volunteer or observer if he/she feels the acts of that person are disturbing or offensive to the program or others around them.
- 5.2. Participant disciplinary action will be taken by the coach as follows:
 - 5.2.1. Verbal warning.
 - 5.2.2. Time out 5 minutes.
 - 5.2.3. Dismissal from that sporting event.
 - 5.2.4. In the event of serious or repetitive offenses, notice of actions will be forwarded to the DASA program director for resolution, including

dismissal from the DASA program if approved by the DASA Board of Directors.

- 5.3. In the case of suspected abuse or neglect, the participant or the volunteer should fill out a sport protection report online at dasasports.org under About US/Forms reports will be reviewed/ discussed and attended to by the Executive Director and Board of Directors.

6. PARTICIPANT TRANSPORTATION & DROP OFF

- 6.1. With parent's permission, athlete's phone numbers will be distributed in order to arrange car-pooling.
- 6.2. On group outings a person with a valid driver's license and background check will provide transportation. (i.e. bus driver, lead instructor/coach)
- 6.3. Transportation of athletes to/from practice or competitions is not permitted by coaches. DASA will provide liability coverage and insurance for coaches required to drive rental vehicles or DASA vehicles while traveling out of state for regional or national competition; however, liability coverage and insurance will not cover coaches that choose to transport athletes in their personal vehicles.
- 6.4. Participants should be at practice at least 10 minutes before practice time.
- 6.5. If you drop your child off, please check in with the coach personally.
- 6.6. Be punctual in picking up your child. DASA would prefer 10 minutes before practice is scheduled to be over, this way the coach can discuss your child's practice session.

7. EQUIPMENT

DASA will provide all equipment needed to participate safely in our programs to participants who have paid participation fee and completed liability paperwork. The exception would be those items needing to fit each athlete individually; e.g. shoes, skates, etc.

- 7.1. The equipment will in most cases be stored by DASA and not available to take home.
- 7.2. In the case of a long-term equipment loan such as racing chairs or sports wheelchairs, the participant will need to fill out an Equipment Loan Agreement form. The participant will be responsible for daily maintenance and security of equipment.
- 7.3. Athletes will be assigned one sport chair in good condition per season. Chairs in good condition will include good tubes, tires and pushrims for basketball, rugby, and track chairs; motors, tires and batteries for soccer chairs.
 - 7.3.1. Athletes will receive one set of new tires in a season, if needed
 - 7.3.2. Athletes will receive one set of batteries in a season, if needed

- 7.3.3. Athletes will receive one motor for power chairs every other year, if needed

8. COACHING STAFF OR LEAD INSTRUCTOR

DASA will provide a qualified coaching staff or lead instructor to assure quality programming.

- 8.1. Sports will maintain a ratio of at least 1 adult to 10 athletes. Except when more staff is needed for safety such as swimming where a ratio of at least 1 staff to 2 athletes will be held.
- 8.2. All Coaches and Lead Instructors will complete an orientation to the DASA program and sign the Volunteer Manual acknowledging and accepting that they have read and will abide by DASA's policies.
- 8.3. Lead Coaches and Lead Instructors will complete the Safe Sport Certification and National background check.
- 8.4. Lead Coaches and Lead Instructors will be certified in basic first aid and CPR.
- 8.5. Lead Coaches and Lead Instructors will be approved and reviewed on a yearly basis by the Executive Director.
- 8.6. DASA will not tolerate abuse by staff, volunteers or participants. These offenses will be terms for immediate dismissal.

9. SAFETY AND HEALTH

DASA will attempt to provide a safe and healthy environment at all times.

- 9.1. Pertinent medical information that may affect participant's safety and performance, (ie: seizures, Surgery precautions), must be filled out prior to the first sporting event and will be available to all coaches during all sporting events.
- 9.2. In the event of a minor injury, a DASA staff member will take immediate and appropriate measures including, if needed, application of ice, cleansing and bandaging of open cuts. DASA staff will fill in and submit an Accident Incident report form within 24 hours of the incident.
- 9.3. In the event of a major injury a DASA staff member will notify the participant's guardian immediately and Emergency Medical Services will be contacted.
- 9.4. To help prevent anyone from contracting illness while at practice, keep your athlete at home if:
 - 9.4.1. Fever is above 99 degrees - participant must be fever free for 24 hours
 - 9.4.2. Respiratory symptoms exist- wheezing, mild congestion, complaint of headaches
 - 9.4.3. Pink eye- if eye are red, swollen or have drainage

- 9.4.4. Status post orthopedic or neurological surgeries or conditions; shunt revision, casting, concussion, etc. - the participant must have medical release to participate.
- 9.4.5. The participant has any contagious disease/illness.

10. FAMILY OBSERVATION / ASSISTANCE

DASA welcomes parents and others to observe practices.

- 10.1. Parents and others are welcome to assist in practice, but must first sign a release form and have coach's permission.
- 10.2. Sport sessions are designed to be fun and successful for the athletes. Distracting actions by observers will not be tolerated. The primary focus of the instruction will remain with the athlete with disabilities.

11. COMPETITIVE POLICY

Athletes will be given the opportunity to participate in a prospective sport, when offered in a competitive manner. These athletes will compete in local, regional, and national competitions.

- 11.1. Athletes eligible for competition must attend practice twice a week or 80% of the scheduled practices before competition.
- 11.2. All National Governing Body registration will be covered by DASA.
- 11.3. It is the responsibility of the athlete to ensure they are registered with their sport's governing body.
- 11.4. The athlete will be assigned his or her own adaptive equipment whenever possible. Athletes will be responsible to maintain equipment loaned out by DASA. DASA will purchase the necessary parts and have them available for you to have replaced, if the team's budget allows. (See Section 7. Equipment)
- 11.5. The athlete must have equipment in working order and ready to practice at the designated practice time.
- 11.6. Athletes will have a uniform that must be worn in competition.
- 11.7. The registration fee for a competitive sport is variable, minimum of \$125.00 per season.
- 11.8. Scholarships are available per policy (see #3).
- 11.9. DASA will cover the costs of:
 - 11.9.1. Facilities fees for practice
 - 11.9.2. Insurance
 - 11.9.3. National Team Membership
 - 11.9.4. Entry Fees for up to 5 regular season tournaments plus Nationals
 - 11.9.5. Home Tournament expenses (see #14.)

11.10. Reimbursements:

- 11.10.1. Reimbursements to Athletes by DASA from the team's Team Account, may only be used for items related to the athlete's registered sport, including but not limited to:
 - 11.10.1.1. Sports equipment (e.g. tubes, tires, batteries, sticks, gloves, tape, etc.)
 - 11.10.1.2. Travel expenses when travel to team tournaments
- 11.10.2. Funds may not be used for:
 - 11.10.2.1. Clothing
 - 11.10.2.2. Food & beverages, including supplements
 - 11.10.2.3. Travel expenses to practices
 - 11.10.2.4. Personal attendant expenses
- 11.10.3. All submitted items for reimbursement are subject for final approval by the DASA Board.
- 11.10.4. Receipts must be submitted for reimbursement within two (2) weeks of purchase. ***All approved expenses will be reimbursed upon submission of completed expense reports with receipts attached. When possible and in extenuating circumstances, DASA will pay approved expenses in advance, to be determined as needed by ED and Team manager.

12. COMPETITIVE TEAM TRAVEL

DASA encourages participation by athletes at camps, seminars and competitive events to further enhance athletes' skills, confidence, self-esteem, and independence. This policy establishes guidelines for DASA sponsorship/funding for participation of individuals or team of athletes at such events, while ensuring their safety and family support. Each competition team will be working from a separate and independent budget based on fundraising and grant sponsorship.

12.1. LAST POST-SEASON TOURNAMENT TRAVEL

- 12.1.1. DASA will sponsor the Last Post-Season Tournament travel expenses (lodging and transportation) for athletes and coaches, according to the following guidelines:
 - 12.1.1.1. Each athlete will have paid their designated competition fee, including the coach's athlete.
 - 12.1.1.2. Receipts must be submitted for reimbursement within two (2) weeks of purchase. ***All approved expenses will be reimbursed upon submission of completed expense reports with receipts attached. When possible and in extenuating circumstances, DASA will pay approved expenses in advance, to be determined as needed by ED and Team manager.

- 12.1.1.3. For Last Post-Season Tournament travel reimbursement, based on DASA Operational Budget, DASA will cover:
 - 12.1.1.3.1. Up to \$50 per athlete per night for up to 3 nights in hotel
 - 12.1.1.3.2. Up to \$100 per athlete for travel, UNLESS the most direct driving route from DASA office to tournament facility is more than 400 miles.
 - 12.1.1.3.3. If the facility is more than 400 miles, then athletes may receive up to \$300 for travel expenses, which may be used for automobile fuel or an airline ticket.
 - 12.1.1.3.3.1. All receipts, including for fuel, must be submitted for reimbursement.
 - 12.1.1.3.3.2. All fuel receipts must be dated within 1 day of competition dates. Special considerations may be made by the ED.
- 12.2. OTHER COMPETITIVE TEAM TRAVEL
 - 12.2.1. All Season Team Transportation – When available, athletes who travel with the team, in team automobiles, will have all travel costs covered, once competition fee is paid.
 - 12.2.1.1. If DASA vehicles are being used, transportation is only available for athletes, coaches, managers, and one attendant or family member if the athlete is a minor, at the discretion of the ED.
 - 12.2.2. One coach will have transportation and hotel expenses covered all season as follows:
 - 12.2.2.1. Travel must be a direct route to and from the competition and will be reimbursed with paid receipts.
 - 12.2.2.2. Coach will be eligible for a single room up to 3 days and reimburse with paid receipts.
 - 12.2.2.3. Coaches will be eligible for a food stipend of up to \$30/day for up to 3 days. No Alcohol.
 - 12.2.2.4. When at all possible, DASA will prepay expenses for coaches
 - 12.2.2.5. Receipts must be submitted for reimbursement within two (2) weeks of purchase. ***All approved expenses will be reimbursed upon submission of completed expense reports with receipts attached. When possible and in extenuating circumstances, DASA will pay approved expenses in advance, to be determined as needed by ED and Team manager.

13. TEAM FUNDRAISING

Competitive Sports will be responsible for fundraising a minimum of \$2500*[^] per season. This cost is not to be a profit gain for DASA. This fee will help cover entry fees, NGB membership fees to Adaptive Sports USA, USATF, NWBA, USA Hockey, USQRA, etc.,

and the purchase of small equipment for maintenance and large equipment so it will be available on an individual basis.

- 13.1. This money will go back to DASA
- 13.2. Any money raised beyond the \$2500*^ will go into the team's Team Account
- 13.3. Money can be raised in any of the following ways:
 - 13.3.1. Events
 - 13.3.2. Sales of items
 - 13.3.3. Player fees beyond the DASA set registration fee
 - 13.3.4. Sponsorship
- 13.4. Team's fundraising plan must be submitted to DASA within 1 month of when practices begin.
- 13.5. If the team does NOT make the minimum fundraising requirement, DASA will NOT reimburse the Last Post-Season Tournament costs as stipulated above or pay for tournament registration fees in the following season.
 - *Hockey teams (Adult & Jr Teams together) will need to raise \$5000.
 - ^Swimming, Track & Field, & Archery will be combined to achieve 1 fundraising goal

14. COMPETITIVE TEAM LOCAL COMPETITIONS

- 14.1. Each team will be responsible for hosting a local tournament.
- 14.2. DASA will cover the cost for facilities & officials. All registration fees from other teams will go to DASA.
- 14.3. Teams are allowed to request sponsors to cover the remaining costs of the tournaments.
 - 14.3.1. Any remaining funds, after tournament expenses have been covered, will go:
 - 14.3.1.1. First, to cover the remaining balance on the Fundraising minimum and then,
 - 14.3.1.2. Second, into the team's Team Account to be used at the team's discretion.

SIGNATURE PAGE

DISABLED ATHLETE SPORTS ASSOCIATION
POLICIES AND PROCEDURES

I have read and agree with the DASA program policies and procedures. I understand it necessary to keep information regarding the DASA participants' medical conditions confidential and will not knowingly share information between staff and the participant, family, or volunteers unless given written permission.

Parent or Guardian Signature (if under 18)

Date

Athlete's name _____

Athlete's Signature _____

**** Must be on file in DASA office