



DISABLED ATHLETE SPORTS ASSOCIATION PROGRAM POLICIES AND PROCEDURES

ENROLLMENT

Enrollment is open to individuals ages 5-adult (program dependent). 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.

- a. Participants including those with disabilities, siblings, and/or friends must register with the DASA main office prior to the session start date.
- b. Participant information form and athlete release form must be completed and signed before participation can begin.
- c. Once enrolled, participants must contact the coach no later than 1 hour before practice if he/she is not able to attend, or it will be considered an unexcused absence.
- d. For your athlete's safety please report all changes in address and phone numbers to the DASA office.
- e. Enrollment in each sport may be limited. Preference will be given to the individual with a disability.

PROGRAM FEES

Rec programs are \$45.00 per activity per participant will be collected prior to each 6 week recreation sport activity, except when stated differently, (e.g. Single sport clinics)

- a. Athletes must register and pay online prior to first practice, unless a special circumstance is reached between DASA ED and athlete family.
- b. Scholarships are available to those that qualify.
 - i. An application is available upon request
 - ii. The participant must report any changes that affect your financial situation.
 - iii. 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misses more than 2 practices of a sport in which he/she has registered, future scholarship eligibility could be withdrawn, and your spot in that session could be replaced.

CANCELLATIONS

DASA will attempt to make up any session cancelled due to weather or coaches unavailability.

- a. In the case of cancellation by DASA, participants will be notified by phone no later than 1 hour prior to the scheduled event time.
- b. In the case of cancellation by the participant, the sport specific coach must be notified no later than 1 hour prior to the scheduled event time. This will be the only allowable excused absence.



- c. If a participant cancels or does not show up to an event, no refund will be given.

DISCIPLINE

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

- a. 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, or observer if he/she feels the acts of that person are disturbing or offensive to the program or others around them.
- b. Participant disciplinary action will be taken by the coach as follows:
 - i. Verbal warning.
 - ii. Time out 5 minutes.
 - iii. Dismissal from that sporting event.
 - iv. In the event of serious or repetitive offenses, notice of actions will be forwarded to DASA program director for resolution, including dismissal from DASA program if approved by DASA Board of Directors.

PARTICIPANT TRANSPORTATION & DROP OFF

- a. With parent's permission, athlete's phone numbers will be distributed in order to arrange car-pooling.
- b. On group outings a person with a valid driver's license and background check will provide transportation. (i.e. bus driver)
- c. 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.
- d. Participants should be at practice at least 10 minutes before practice time.
- e. If you drop your child off, please check in with the coach/lead personally.
- f. 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.

EQUIPMENT

DASA will provide all equipment needed to participate safely in our programs. The exception would be those items needing to fit each athlete individually; shoes, skates, etc.

- a. The equipment will in most cases be stored by DASA and not available to take home.
- b. In the case of a long-term equipment loan such as racing chairs or sports wheelchairs, the participant will need to fill out a "on loan" form. The participant will be responsible for daily maintenance and security of equipment.
- c. Athletes will be assigned one sport chair in good condition per season. Good condition will include tube (bb, rugby, track), tires (soccer), batteries, push rims...
 - i. Athletes will receive one set of new tires in a season if needed



- ii. Athletes will receive one set of batteries in a season if needed
- iii. Athletes will receive one motor for power chairs every other year if needed

COACHING & LEAD POSITIONS

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

- a. Maintain a ratio of at least 1 adult to 10 athletes.
- b. All coaches will complete an orientation to the DASA program.
- c. Lead coaches will complete the Safe Sport Certification and State wide background check
- d. Lead coaches will participate in basic first aid course and CPR.
- e. Lead coaches will be approved and reviewed on a yearly basis by ED
- f. DASA will not tolerate abuse by staff, volunteers or participants. These offenses will be terms for immediate dismissal

HEALTH & SAFETY

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

- a. Participant pertinent medical information, that may affect their 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.
- b. 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.
- c. 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.
 - i. Concussion protocol: If an athlete sustains a concussion, DASA instructs athletes and families to consult a physician and follow those recommendations regarding when they can resume participating in activities.
- d. To help prevent anyone from contracting illness while at practice, we ask that you adhere to the following guidelines:
 - i. Keep your athlete at home if:
 - 1. Fever is above 99 degrees - participant must be fever free for 24 hours
 - 2. Respiratory symptoms exist- wheezing, mild congestion, complaint of headaches
 - 3. Pink eye- if eye are red, swollen or have drainage
 - 4. Status post orthopedic or neurologic surgeries or conditions; shunt revision, casting, concussion etc. - Participant must have medical release to participate
 - 5. Participant has any contagious/infectious disease/illness.

FAMILY OBSERVATION / ASSISTANCE

DASA welcomes parents and others to observe practices. You must however be registered to participate.



- a. Parents and others are welcome to assist in practice, but must first sign a release form and have coach's permission.
- b. 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.

COMPETITIVE POLICY

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

- a. Attend practice twice a week- 80% of the scheduled practices before regional competition.
- b. All National Governing Body registration will be covered by DASA.
- c. 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 team budget allows.
- d. The athlete must have equipment in working order and ready to practice at the designated practice time.
- e. Athletes will have a uniform that must be worn in competition.
- f. The registration fee for a competitive sport varies by program. Scholarships are available per policy.
- g. DASA will cover the costs of:
 - i. Facilities fees for practice
 - ii. Insurance
 - iii. National Team Membership
 - iv. Entry Fees for up to 5 regular season tournaments plus Nationals
 - v. Home Tournament expenses
 - vi. 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:
 - 1. Sports equipment (e.g. tubes, tires, batteries, sticks, gloves, tape, etc.)
 - 2. Travel expenses when travel to team tournaments
 - 3. Funds may not be used for:
 - a. Clothing
 - b. Food & beverages, including supplements
 - c. Travel expenses to practices
 - d. Personal attendant expenses
 - e. All submitted items for reimbursement are subject for final approval by the DASA Board.
 - f. All approved expenses will be reimbursed upon submission of completed expense reports with receipts attached within 14 days of the event



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.

DASA will cover the Last Post-Season Tournament travel expenses (lodging and transportation) for athletes and coaches, according to the following guidelines:

- a. Each athlete will have paid their designated competition fee, including the coach's athlete.
- b. Each competition team will be working from a separate and independent budget based on fundraising and grant sponsorship.
- c. All approved expenses will be reimbursed upon submission of completed expense reports with receipts attached within 14 days of the event. When possible and in extenuating circumstances, DASA will pay approved expenses in advance, to be determined as needed by ED and Team manager.
- d. For Last Post-Season Tournament travel reimbursement, based on DASA Operational Budget, DASA will cover
- e. Up to \$50 per athlete per night for up to 3 nights in hotel
- f. Up to \$100 per athlete for travel, UNLESS the most direct driving route from DASA office to tournament facility is more than 400 miles.
- g. If the facility is more than 400 miles, then athletes may receive up to \$300 for travel expenses (gas or airline ticket).

OTHER COMPETITIVE TEAM TRAVEL

- a. 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.
 - i. DASA will only offer transportation for one family member and Junior athlete at the cost of DASA.
 - ii. One coach will have transportation and hotel expenses covered all season as follows:
 1. Travel must be a direct route to and from the competition and will be reimbursed with paid receipts.
 2. Coach will be eligible for a single room up to 3 days and reimburse with paid receipts.
 3. Coach's will be eligible for a food stipend of up to \$30/day for up to 3 days. No Alcohol.
 4. When at all possible, DASA will prepay expenses for coaches
 5. Receipts must be reimbursed within two (2) weeks of purchase.



6. ***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

TEAM FUNDRAISING

Competitive Sports will be responsible for fundraising a minimum amount per season. Amount varies per team and is based on overall program expenses.

- a. This money will go back to DASA
- b. Any money raised beyond the goal will go into the team's Excess Team Funding Account
- c. Money can be raised in any of the following ways:
 - i. Events
 - ii. Sales of items
 - iii. Player fees beyond the DASA set registration fee
 - iv. Sponsorship
- d. The team's fundraising plan must be submitted to DASA within 1 month of when practices begin.
- e. 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.

COMPETITIVE TEAM LOCAL COMPETITIONS

- a. Each team will be responsible for hosting one local tournament each competition season.
- b. DASA will cover the cost for facilities & officials. All registration fees from other teams will go to DASA.
- c. Teams are allowed to request sponsors to cover the remaining costs of the tournaments.
 - i. Any remaining funds, after tournament expenses have been covered, will go:
 1. First, to cover the remaining balance on the Fundraising minimum and then,
 2. Second into the team's Team Account to be used at the team's discretion.
 - ii. 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.