



SPORTS ALLIANCE OF MINNESOTA

“RESPECTED” MEMBER APPLICATION FORM

The Sports Alliance of Minnesota (SAM) is a coalition of sports organizations with a mission to provide tools for creating a positive youth sports environment. The creation of a positive sports environment begins with active participation of all participants—players, parents, coaches, administrators, game officials, spectators, and community members. Membership in SAM is free. Your organization is asked to abide by the standards and principles of SAM. *You can also complete this membership form online at www.sportsalliancemn.org.*

_____ Name of Organization	_____ Date
_____ Address	_____ City and Zip
_____ Contact Person	_____ Phone
_____ E-mail Address	_____ Web site Address

Please list the officers of your organization or others who would be key contacts:

<u>Name</u>	<u>Position</u>	<u>E-mail</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SAM “RESPECTED” MEMBER

To be a Sports Alliance of Minnesota (SAM) “Respected” Sports Organization, we agree to have, implement, and/or develop the following essential *Core Elements* for our youth sports organization. These *Core Elements* are designed as a roadmap for communities and organizations seeking to improve the quality of their youth sports programs. SAM does not prescribe how you must deal with these elements. A variety of methods can be used to meet these guidelines. SAM is a resource-based organization that can assist your organization in establishing these *Core Elements*. While many organizations may have most of these elements in place, most will also find areas where they can improve.

Please place a check mark in one of the columns next to each item. Each item has either been: **I**–Implemented, **D**–is being Developed, **UC**–Under Consideration, or **Help**–we never thought of this; help us develop this element. Please note that you do not need to have all elements completed and implemented to be a “Respected Member” of SAM. All we ask is that you continue to work towards having all of the *Core Elements* in place.

	I	D	UC	Help
1. Formal Mission Statement:				
▪ Create a philosophy statement.	()	()	()	()
▪ Create a vision statement/strategic plan.	()	()	()	()
▪ Conduct an annual assessment.	()	()	()	()
2. Organization and Administration:				
▪ Develop a constitution and bylaws.	()	()	()	()
▪ Develop clear, recognized, sport-specific rules and regulations that govern each sport sponsored by the organization.	()	()	()	()
▪ Design an organizational chart that identifies staff and volunteer positions.	()	()	()	()
▪ Follow generally accepted record keeping procedures.	()	()	()	()
▪ Maintain regular two-way communication between leadership and constituents.	()	()	()	()
▪ Establish risk management procedures including but not limited to accident/medical/liability insurance to all affiliated groups (for example, coaches, athletes, and officials); and regular inspection of all equipment and facilities.	()	()	()	()
3. Staff/Volunteer Recruitment:				
▪ Establish eligibility requirements for adult volunteers and staff members.	()	()	()	()
▪ Establish number of staff/volunteers needed to function effectively.	()	()	()	()
▪ Establish and execute a plan for keeping positions filled.	()	()	()	()
4. Coach Development/Training:				
▪ Develop an orientation program for coaches that meets the minimum standard of care.	()	()	()	()
▪ Provide a continuing education program for experienced coaches that includes the following basic topics: Child Development; Sport Psychology; Risk Management; Sport First Aid; Sport Specific Rules; Techniques and Strategies; and Team Organization and Administration.	()	()	()	()
▪ Develop a system for providing coaches with adequate feedback and mentoring during the season to enhance their development.	()	()	()	()
5. Athlete Training and Development:				
▪ Implement a policy for ratio of practices to games.	()	()	()	()
▪ Teach age appropriate skill development.	()	()	()	()
6. Coordination with Community Groups:				
▪ Recruit and register athletes.	()	()	()	()
▪ Schedule try-outs, games, and practices to minimize conflicts between sports from different “seasons.”	()	()	()	()
▪ Coordinate use and scheduling of facilities for practices and events.	()	()	()	()

		I	D	UC	Help
7.	Equipment and Facilities:				
	▪ Work with other community groups to share in the development, improvement, and maintenance of facilities.	()	()	()	()
	▪ Establish and communicate who is in control of facilities, how they are scheduled, and the cost of use.	()	()	()	()
	▪ Develop use agreements and master calendars with those who control facilities, and make sure that these agreements and policies are followed.	()	()	()	()
8.	Evaluation and Recognition:				
	▪ Acknowledge and reward contributions of volunteers.	()	()	()	()
	▪ Develop an awards program that regularly recognizes good sportsmanship by coaches, players, and fans.	()	()	()	()
	▪ Develop and follow through with an objective procedure for the annual review of the performance of coaches and administrators.	()	()	()	()
9.	Parent Education and Orientation:				
	▪ Provide an orientation for parents that includes key topics such as: mission and philosophy, code of behavior and penalties, roles and expectations of parents, grievance procedures, and costs.	()	()	()	()
	▪ Provide opportunities for parents to receive more formal training on how to parent young athletes.	()	()	()	()
10.	Discipline/Grievance Process:				
	▪ Establish clear guidelines or codes of behavior for athletes, coaches, and parents.	()	()	()	()
	▪ Defined disciplinary procedures when codes are violated.	()	()	()	()
	▪ Have an experienced, representative panel of individuals to adjudicate violations of codes or other policies.	()	()	()	()
	▪ Establish a grievance procedure for those who have issues that cannot be resolved through other means.	()	()	()	()
11.	Recruitment and Training of Officials:				
	▪ Establish procedures for recruiting individuals from existing officials' organizations, current or former athletes, and parents.	()	()	()	()
	▪ Provide basic levels of training to ensure success for those who officiate.	()	()	()	()
	▪ Match officials training and experience to the level of competition to which they are assigned.	()	()	()	()
	▪ Provide reasonable compensation for officials.	()	()	()	()
	▪ Develop policies to ensure that officials are treated with respect.	()	()	()	()
12.	Finance:				
	▪ Develop a budget that is fiscally sound and is available to organization members.	()	()	()	()
	▪ Follow generally accepted accounting procedures.	()	()	()	()
	▪ Raise funds, and procure goods and services in a manner that can be verified.	()	()	()	()
	▪ Provide clear statements of cost for participating in the program including equipment, travel, insurance, fees, etc.	()	()	()	()
	▪ Develop an audit procedure that is followed regularly.	()	()	()	()

My signature below verifies that our sports organization has implemented and/or is working on implementing the *Core Elements* of a SAM “**RESPECTED**” Sports Organization. We further understand that to maintain our membership and benefits we must update our registration annually by submitting a one page annual report.

Name

Date

Position

Upon acceptance of this application you are eligible to receive the following membership benefits:

- SAM newsletter available for you to distribute to members of your organization.
- Authorization to use SAM logo and designation as a “*SAM Respected Sports Organization.*”
- Certificate designating your organization as a “*SAM Respected Sports Organization.*”
- Full access to SAM on-line resources.
- Access to second-level of Web site: list serve, directory, and additional resources.
- Discounts to SAM events.
- Use of SAM Web site banner.
- Opportunity to purchase SAM promotional items and banners.
- MORE TO COME!

Other information that would be helpful as we plan the future direction of SAM:

Main issue(s) that are facing our organization at the current time or in the near future:

New ideas/programs and/or procedures that we are implementing in our organization:

A program, policy, or procedure that has worked well for our organization:

Are you willing to share this “idea” with other youth sports organizations? YES NO

Membership in SAM is free. However, we are solely dependent upon contributions and corporate sponsors for funding. Although not required, any donation would be appreciated. The Sports Alliance of Minnesota is a non-profit, 501(c) 3 organization.

Enclosed find a donation of:

_____ \$25 _____ \$50 _____ \$75 _____ \$100 Other: _____

Mail membership form to: Sports Alliance of Minnesota
Membership
P.O. Box 27031
Golden Valley, MN 55427-9998

www.sportsalliancemn.org