



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Standing Operating Procedures for Participation in Team Events v2.0

Tournaments, Training or other Team activities

These Standard Operating Procedure (SOP) establishes a comprehensive framework for travel teams to register for tournaments, training, and team activities. It ensures clear communication, timely payment processing, and accurate attendance tracking.

1. Notification to Sports Office

- Coaches must notify the YMCA Sports Office in writing at least two weeks prior to tournaments, training or other team related event.
- The tournament or training notification must include Event name, Date(s), Registration Deadline, Associated Fees, Location, and any other relevant details.

2. TeamSnap Posting

- Immediately following YMCA Sports Office notification, coaches must post the tournament, training or team activity on TeamSnap
- The TeamSnap post must include a mandatory (yes/no) attendance notification for all players.

**Final attendance should be completed one week prior to the tournament, training or team activity*

Note: Event registration and payment processing are contingent upon completion of this step.

3. Coach / Team Responsibilities

- Coach /Team completes the event registration up to the payment request from tournament/event/or team activity.
- Coach /Team provides log-in information of the event to the Sports Office.
- Coach /Team collect and submit player waivers and all required documentation.
- Coach /Team must verify attendance in TeamSnap within 48 hours of the tournament completion and communicate the final list of participants to the YMCA Sports Office.

4. Player/Participant Responsibilities

- **Mark Your Calendar: Attendance will Lock One Week Out:** Please finalize your attendance selection in TeamSnap one week prior to the event. This helps us with important preparations.
- **Need to Make a Last-Minute Change?** Contact your coach to request any attendance changes after the lock date. Requests for refunds will be reviewed based on the YMCA Program Policies.
- To ensure timely processing, players will be charged via their YMCA account default payment method within three business days after the tournament, event, or team activity concludes.

**Should a default payment method not be designated, the system will utilize the accounts payment method associated with the most recent successful transaction.*

5. YMCA Responsibilities

- YMCA Sports Office handles all tournaments, league, or other team activity payments.
- YMCA sports Office provides organizational documents for tournaments, leagues, or other team events. (Insurance, league information, etc.)
- YMCA Sports Office will assess all fees associated with a tournament, league, or other team activity and apply those charges directly to player accounts, collect fees, and manage payment processing.
- YMCA will charge player accounts within 3 business days of a registered tournament.
- YMCA will charge player accounts at the point of registration for leagues, indoor training, or other team activities.

6. Determination of Applicability

- Not all external events may be subject to the procedures outlined in this policy.
Teams are required to direct all inquiries regarding the applicability of this policy to the YMCA Sports Office for clarification and determination.

Note: The YMCA Sports Office is available to provide guidance and clarification on specific situations related to external events. Teams should proactively seek guidance to ensure compliance with organizational policies and practices. Failure to comply with these procedures may result in the team's disqualification from participating in non-sanctioned events and forfeiture of YMCA liability coverage. The YMCA enforces these rules to maintain safety and integrity in its sports programs.

CARLISLE FAMILY YMCA

311 S. West Street, Carlisle PA 17013 P 717-243-2525 W carlislefamilyymca.org

Effective Date: February 18, 2025