



# 2026 ELKINS/RANDOLPH COUNTY YMCA GIRLS SUMMER BASKETBALL LEAGUE HANDBOOK

## Steps to Register:

1. Review the league handbook.
2. Sign up online at [www.elkinsymca.com](http://www.elkinsymca.com) or in person at the Front Desk.
3. Choose an evaluation date and time at registration.
4. Attend your scheduled evaluation to be assigned to a team.

## I. History of Basketball at the Elkins YMCA

For generations, the Elkins/Randolph County YMCA has been an essential part of basketball in Randolph County. From the very beginning, the YMCA gymnasium was Randolph County's "Coliseum". At the time, it was the only gymnasium in the area to provide instructional and organized basketball programs and could accommodate large groups of spectators. The facility was utilized by the Elkins High School and Davis & Elkins College basketball programs as early as 1908. During the late sixties and early seventies, the area church league had outgrown its facility and the YMCA was called upon once again to house games and practices. Around 1972, the YMCA officially took over youth basketball programs in the area and dedicated its new league in honor of West Virginia native and basketball great, Jerry West. West was an All-American at West Virginia University (WVU) and a professional standout with the NBA's Los Angeles Lakers. The YMCA felt that Jerry West was a worthy role model whose example could teach children that lofty goals are attainable if you apply effort. The youth basketball league is the largest volunteer program at the YMCA. The Y relies on countless hours each year from coaches, referees, scorekeepers, and parents for the program to be successful. The YMCA appreciates and welcomes those who have and would like to volunteer in such a worthwhile program!

## II. Our League Mission Statements

Our youth basketball league is built on a foundation of positive values and clear expectations that prioritize the well-being and development of every participant. We are not driven by unhealthy competition, skill-based dominance, or a singular focus on winning.

Instead, we are committed to providing a safe, inclusive environment where players of all ability levels can learn, grow, and enjoy the game of basketball. Our focus is on developing fundamental skills while promoting physical fitness, confidence, teamwork, and social growth.

We believe every child deserves the opportunity to play in a fair and structured setting that emphasizes sportsmanship, respect, and meaningful skill development. To support this mission, we have implemented a gradual, age-appropriate progression of gameplay rules designed to help athletes build confidence and competence over time.

Through this approach, we aim to prepare our players not only for middle school basketball and beyond, but also for lifelong participation in sports and positive community engagement.

All league policies, rules, and expectations outlined in this handbook are designed to uphold and reflect this mission. Participation in the league constitutes agreement to these guiding principles.

### **III. League Eligibility and Divisions**

The Y's summer girl's league is open to female children ages 9 through 14 of all skill levels. The primary eligibility factor is the participant's date of birth, which determines eligibility in accordance with established cutoff guidelines.

Registrants will be assigned to age group divisions based on their age on the cutoff date of June 1, 2026, to be eligible for league participation.

- Ages 9 to 11
- Ages 12 to 14

Requests to play outside of a participant's designated division may be considered on a case-by-case basis but are not guaranteed. All such requests must be submitted to and approved by league administration prior to team placement.

The league reserves the right to make final determinations on all eligibility and division placement decisions in order to maintain fairness, safety, and competitive balance across all divisions.

### **IV. Registration Fees**

Advanced registration is required for league participation. A formal registration period will be announced prior to the start of the season.

We encourage families to complete registration online; however, in-house registration is also available during the designated registration window. During registration, participants will select an evaluation date and time for their child.

**All registration fees must be paid in full at the time of registration to secure a roster spot.** Financial assistance is available through our sponsorship program; an application must be submitted and approved prior to registration.

The standard registration rates are as follows:

- **Members:** \$60
- **Non-members:** \$80

A \$5 sibling discount is available for each additional child from the same household. When registering online, families may use the discount code "BBALL" to receive this benefit.

### **V. Player Evaluations**

All players will have the opportunity to demonstrate their skills and abilities in front of league staff and volunteers during scheduled player evaluations. Player evaluations are a required component of the team formation process.

In the event a player is unable to attend their scheduled evaluation, a make-up date may be offered, or placement will be determined at the discretion of the league coordinator using available information to ensure a balanced team assignment.

League officials are committed to creating teams that are as balanced and equitable as possible. The league has designed a structured draft format to determine team rosters.

The coaches draft process will include the following components:

- Coaches will observe and evaluate each player
- All evaluation data will be collected and compiled by the league coordinator into a draft spreadsheet
- Players will be organized based on averaged evaluation scores by participating coaches and staff
- Coaches will be provided access to evaluation data prior to the draft, including scores, heights, and ages
- Draft order will be randomly generated
- The draft will be conducted in a snake draft format and continue until all registrants are assigned to a team

Coaches with children in the league will have their child automatically assigned to their team prior to the start of the draft. To maintain competitive balance, that coach will forfeit a draft selection in the round corresponding to their child's evaluated ranking.

All draft procedures and final roster decisions are overseen and approved by the league coordinator to ensure fairness and consistency across all teams. Any questions regarding draft procedures should be directed to league officials in advance.

## **VI. Practices**

Once teams have been formed, parents will be contacted by their child's coach with practice schedule information. Practice times will vary by team and depend on the availability of our volunteer coaches and facilities. Families are encouraged to remain flexible, as practice space and time are limited.

We also recognize that the summer months are a popular time for family vacations, camps, and other activities. Because of this, we understand that players may occasionally miss scheduled practices.

That said, for the benefit of both individual growth and team success, players are encouraged to attend as many practices as possible. Consistent attendance helps players improve skills, build chemistry with teammates, and get the most out of their league experience.

If a player is unable to attend a practice, parents are asked to notify the coach in advance whenever possible.

Unlike the winter season, **missed practices during the summer league will not impact playing time in games.** Our goal is to maintain a positive, flexible, and development-focused environment while still encouraging commitment and teamwork.

### **Coach Practice Expectations**

Coaches are expected to:

- Provide equal, meaningful attention to all players during practices
- Arrive prepared with a structured practice plan
- Communicate practice cancellations or changes to league officials in advance
- Conduct all practices at league-approved locations for insurance compliance

Teams may not exceed **their allotted practice time per week**. League officials will communicate league-wide schedule changes regarding practices to coaches and families in advance. To ensure fairness to all teams and families participating in the league, teams may not exceed the weekly expectation set forth by league officials.

### **Practice Structure**

The summer league practice schedule will begin the week of June 22. Each team will participate in a total of nine scheduled team practices throughout the six-week season. In addition, league-wide skill sessions will be offered on some weekends to provide optional opportunities for further skill development if volunteer availability allows.

All practices will be held at the Elkins YMCA and will be 60 minutes in length. Practice times and schedules will be communicated in advance by league staff and coaches.

Given the condensed nature of the summer season, practices should emphasize a positive, fun, and socially engaging environment, while also incorporating structured fundamental drills, skill development, and team-building activities.

### **VII. Appropriate Attire**

All players are expected to wear proper athletic attire during practices, clinics, and games. Appropriate bottoms include athletic shorts or skirts, sweatpants, or leggings, along with athletic shoes suitable for indoor play.

For safety reasons, any exposed jewelry is not permitted during participation. If jewelry cannot be removed, it must be securely covered and approved by our WVSSAC-certified referees prior to participation.

Each player will receive a team jersey, which must be worn during all games. If a jersey is lost, damaged, or needs to be replaced, families may place an order through Seneca Designs – our approved league vendor.

Players are encouraged to bring a personal water bottle to all practices and games. Proper hydration is strongly recommended for all participants.

### **VIII. Game Day Admission**

Admission to league games is managed through a season pass system. Each registered player's immediate family will receive a season pass that provides free admission for up to two adults and two children for all games.

Season passes will be distributed at a mandatory parent meeting with the league coordinator prior to the first game. For convenience, this meeting will be scheduled during team practice times and will be an informative session focused on positive family engagement, sportsmanship, and handbook orientation. Each registered player is entitled to one season pass; however, split households may be issued a second pass if both guardians attend the mandatory parent meeting.

Families who do not attend the required parent meeting will not receive a season pass and will be required to pay admission fees upon arrival for all games. Additionally, any spectators not covered under a season pass will be responsible for paying admission fees:

- \$5.00 for individual adults
- \$4.00 for individual children
- \$10.00 for a family pass (two adults and two children)

Children of middle school age or younger must be accompanied by an adult to attend games.

Season passes do not grant access to general facility use; for non-basketball-related activities, participants must check in according to facility policies, and applicable membership rates will apply.

## IX. Games

Generally, all regular season games will be scheduled on weeknights at the Elkins YMCA. Game schedules will be provided to families by coaches and league staff.

Players are encouraged to arrive early for games; however, adult supervision is required at all times before games. Some contests may run behind schedule due to injuries, timeouts, or overtime.

League gameplay modifications follow a gradual-release development model, introducing age-appropriate rules that transition players toward traditional gameplay by the middle school level. These modifications are designed to promote fairness across all skill levels, support player development, and accommodate time and facility constraints.

	Ages 9 to 11	Ages 12 to 14
Season Length	8 Total Games	8 Total Games
Ball Size / Rim Size	Size 6 Ball (Girls) 10 Foot Rim	Size 6 Ball (Girls) 10 Foot Rim
Minimum Playing Time	7 Minutes per Game	7 Minutes per Game
Length of Quarters	7 Minutes (3 minute overtime)	7 Minutes (3 minute overtime)
Clock Stoppage	Running Clock (except TOs, injuries, and free throws) Clock stops last 2 mins of each quarter.	Running Clock (except TOs, injuries, and free throws) Clock stops last 2 mins of each quarter.
# of Timeouts	3 Full Timeouts	3 Full Timeouts
Pressing Rules	Can Press the Second Half	Can Press the Entire Game
Free Throws	Regular Foul Line – Can Jump Over	Regular Foul Line – Cannot Jump Over

## Clock and Score Modifications

A continuous running clock will be used for all games, with exceptions of timeouts, injuries, free throws, and a specific length of time at the end of each period.

If a team leads by 15 or more points:

- The clock will no longer stop for free throws or the specific length of time at the end of each period.
- The leading team is not permitted to press, and must only play half-court defense.

## X. League Calendar

The league calendar has been developed under two different weekly formats:

- Weeks with One Game
- Weeks with Two Games

For **weeks with one game**, each team will practice for two total hours of practice during weeknights.

For **weeks with two games**, each team will practice for one total hour of practice during weeknights.

League-wide skill clinics may be offered on weekends dependent on volunteer coach availability.

June 22 Practices	June 23 Practices	June 24 Practices	June 25 Game 1	June 26 Practices
June 29 Practices	June 30 Practices	July 1 Practices	July 2 Game 2	July 3 Practices
July 6 Practices	July 7 Practices	July 8 Practices	July 9 Game 3	July 10 Practices
July 13 Practices	July 14 Practices	July 15 Practices	July 16 Game 4	July 17 Practices
July 20 Practices	July 21 Game 5	July 22 Practices	July 23 Game 6	July 24 Practices
July 27 Practices	July 28 Game 7	July 29 Practices	July 30 Game 8	July 31 Practices

## **XI. League Champions**

At the conclusion of the season, a champion will be announced for both age groups based on the team's final overall record. If teams in the same age group are tied with the highest record, the league champion will be decided by head-to-head comparison.

The champion for both age groups will be awarded a team pool party at the Y where they will receive trophies.

## **XII. Event Cancellation Policy**

To maximize opportunities for our registrants, we strive to maintain scheduled games and practices whenever possible. Our goal is to provide as many opportunities as possible to foster development, and promote fitness in the winter months.

The league may only mandate the cancellation of games or practices in the following circumstances.

- A state of emergency is issued due to weather conditions.
- The designated facility is not available due to power outages or other operational issues.
- Case by case emergent matters determined by YMCA administration.

In the event of any cancellation, there is no guarantee the league will be able to provide a make-up date for rescheduled events or practices.

## **XIII. Guidelines for League Discipline**

The league's discipline process is designed to protect the physical and emotional safety of all participants. Disciplinary action may result from, but is not limited to, behaviors that violate the established codes of conduct for players, coaches, parents, and spectators. These guidelines apply to conduct both on and off the court during any YMCA affiliated activity or event.

The YMCA maintains a zero-tolerance policy for harassment, bullying, and any form of aggressive or confrontational behavior. Any such actions by a player, coach, parent, or spectator will result in immediate review and may lead to disciplinary consequences as determined by YMCA administration.

All disciplinary decisions will take into account the severity of the incident, patterns of behavior, and other relevant contextual factors.

League discipline will be administered by league staff, in consultation with the Basketball Advisory Committee and Executive Director when appropriate. Individuals involved in a disciplinary matter will be notified of outcomes and consequences in writing.

### **Appeals and Communication Process**

To ensure appropriate review and communication, the following procedures must be followed:

- A 24-hour waiting period is required before initiating any formal discussion regarding an incident
- All communication must follow the established chain of command:

1. Program Director – Nic Casey
2. Executive Director – Sid Gillispie
3. Written appeal to the Elkins/Randolph County YMCA Board of Directors

Failure to follow this process may result in delays or denial of review.

### **Guidelines for Player Conduct:**

The YMCA youth basketball league is intended to provide a recreational environment that promotes enjoyment, physical health, and personal development for all participants.

Players are expected to follow the rules of the game and respect the rights of all players, coaches, and officials. Demonstrating good sportsmanship and respect toward teammates, opponents, and officials is an essential part of participation in the league.

Our WVSSAC-certified referees will manage and enforce league expectations during scheduled contests.

- **Single Technical Foul**

If a player receives a technical foul during a game, they will be removed from play for the remainder of that game. If the technical foul occurs during the second half, the player will also be suspended for the first two quarters of the following game.

- **Ejection or Two Technical Fouls in the Same Game**

If a player is ejected from a game or receives two technical fouls in the same game, they will be suspended from league participation for the remainder of the season. These actions typically represent severe, aggressive, or repetitive unsportsmanlike behavior and will be treated accordingly. In cases involving aggressive or violent conduct, additional disciplinary measures may be applied, including ineligibility for future participation.

- **Three Technical Fouls in One Season**

If a player accumulates a total of three isolated technical fouls during a single season, they will be suspended from all remaining games and may not participate as a player or spectator for the remainder of the season.

When concerning behaviors occur by players outside of games, coaches will communicate directly with league staff who will review and make decisions on incidents on a case by case basis.

### **Guidelines for Parent and Spectator Conduct:**

One of the primary goals of the YMCA youth basketball league is to provide a positive environment where young athletes learn teamwork, enjoy success, and respond appropriately to challenges, all while developing physically and having fun.

Parents and spectators serve as role models for participants. Through encouragement and positive behavior, adults play a critical role in promoting sportsmanship, respect, and self-discipline.

Parents and spectators are expected to support all players, coaches, and officials in a respectful manner. Sideline coaching, officiating, or negative commentary toward players, coaches, or referees is inconsistent with our YMCA

mission and values. Coaches and referees are often volunteers who dedicate their time to create a positive experience for all participants and deserve to serve in an environment free from harassment at all times.

Concerns regarding coaching or officiating should never be expressed in public settings when children and other families are present. These concerns should be addressed through proper channels at an appropriate time, allowing parties the opportunity to prepare for a respectful and productive discussion.

- **Removal from Facility**

Parents or spectators who choose to engage in behavior that violates league expectations may be required to leave the facility. Behaviors are evaluated on a case-by-case basis and may not require a warning.

Prohibited behaviors include, but are not limited to:

- Aggressive or confrontational interactions with players, coaches, officials, spectators, or staff
- Harassment or bullying of any kind
- Use of inappropriate language or gestures
- Use of drugs, alcohol, or tobacco products on YMCA or school property
- Vandalism or damage to facilities
- Any other conduct deemed inappropriate by league staff or referees

If a parent or spectator is removed from the facility at the discretion of league staff or referees, they will be suspended from all league events for a minimum of 14 days. Additional consequences, including extended suspension, league expulsion, or YMCA facility restrictions, may be applied based on the severity of the incident.

Players attending games as spectators are expected to follow the same conduct guidelines. If a player is removed from a facility for behavior outside of their scheduled game, their admission privileges may be revoked, and they may be subject to suspension from their next scheduled game.

### **Guidelines for Coach Conduct:**

The YMCA greatly appreciates all the volunteers who dedicate their time to support youth athletics in our community. Our coaches play a critical role in the development of young athletes by modeling positive character traits and leadership. They help establish a positive environment that benefits players both on and off the court.

Coaches are expected to provide equal attention, encouragement, and opportunities to all players, regardless of skill level. A focus on growth, patience, and positive reinforcement is essential to the success of each participant. Coaches are encouraged to envision the growth and improvements made possible from their investment and dedication to each child on their team.

One of the most critical responsibilities for volunteer coaches is their part in facilitating a positive team culture. It is highly important that volunteers model appropriate responses and behaviors, particularly during challenging and competitive situations. Coaches set the standard for their players and team families in demonstrating good sportsmanship and positive behavior.

Our WVSSAC-certified referees will manage and enforce league expectations during scheduled contests.

- **One Technical Foul:** If a coach receives a technical foul during a game, our league enforces WVSSAC guidelines that require the coach to be seated for the remainder of the game. The coach may only stand or initiate in extended communication with players during timeouts.

- **Ejection or Two Technical Fouls in the Same Game**

If a coach is ejected from a game or receives two technical fouls in the same game, they will be suspended from league participation for the remainder of the season. These actions typically represent severe, aggressive, or repetitive unsportsmanlike behavior and will be treated accordingly. In cases involving aggressive or violent conduct, additional disciplinary measures may be applied, including ineligibility for future participation.

- **Three Technical Fouls in One Season:** If a coach receives three isolated technical fouls in a single season, they will be suspended from coaching and spectating the remainder of the season, and an interim coach will be appointed by the league coordinator. These behaviors may also prevent the individual from being eligible for future volunteer opportunities.

### **Guidelines for Playing Time Violations:**

If a concern regarding minimum playing time is reported by a parent, coach, or staff member, the league will review the situation. Coaches may be required to provide documentation demonstrating compliance with established playing time guidelines.

If adequate documentation cannot be provided, or if a violation is confirmed, the following progressive discipline process will be implemented:

- **First Violation**

League staff will implement an improvement plan to address the issue with team coaches. The assistant coach will be required to submit playing time documentation for each remaining game to the league coordinator for review. A standardized template and guidance will be provided to ensure accurate and consistent documentation.

- **Additional Violations**

Additional violations to promote league values and comply with league standards may suggest intentional or defiant conduct, or an overall failure to meet league expectations. The head coach and assistant coach will be suspended for one game. The league coordinator will appoint an interim head coach and assign a staff member or volunteer to manage substitutions and complete playing time documentation. Suspended coaches may not attend the game.

Following the suspension, the head coach and assistant coach may choose to return to their roles; however, a mandatory substitution plan will be implemented and enforced by the league coordinator. All substitutions and rotations will be directed by league staff rather than the coaching staff for the remainder of the season.

At the conclusion of the season, coach conduct will be formally reviewed to determine eligibility in future volunteer opportunities.

### **Guidelines for Illegal Practice Violations:**

To ensure fairness for all players and teams, all practices must follow league guidelines regarding location and scheduling. Any violations will be reviewed by league staff in consultation with the Basketball Advisory Committee.

An illegal practice is defined as:

- Any team activity held at an unapproved location
- Any additional team activity outside of scheduled practice times where a majority of team members are present
- This excludes team parties, social gatherings, or any event where no form of skill development is taking place.

If a potential violation is identified prior to occurring, it should be reported to league staff as soon as possible to allow for corrective action. If a violation has already occurred, it must be reported within a reasonable timeframe to allow the league to respond appropriately.

- **Violation Reported Prior to the Team's Next Game:**  
**When the following sequence occurs: Violation happens -> Violation reported -> Next game**
  - The head coach and assistant coach will be suspended for the next scheduled game
  - An interim coach will be appointed by the league coordinator
  - If the team wins the affected game, the result will not be counted
- **Violation Reported After the Team's Next Game:**  
**When the following sequence occurs: Violation happens -> Next game -> Violation reported**
  - The game played immediately after the violation will be forfeited, regardless of the outcome
  - The head coach and assistant coach will be suspended for the next scheduled game
  - An interim coach will be appointed by the league coordinator
  - The team will progress through the next and remaining games as normal

#### **XIV. Volunteer Coaching Requirements**

The YMCA follows national guidelines established by the YMCA of the USA for the recruitment and management of volunteer coaches.

All coaches are required to complete and submit a volunteer coaching application. Head coaches must be at least 21 years of age. Assistant coaches must be at least 18 years of age.

Coaching applications will be reviewed by league staff and prior performance, conduct, and availability will be considered. League staff also reserve the right to contact and seek input from applicants' listed professional references.

Applications must be submitted by the conclusion of the player registration window. Prospective volunteers will be notified of acceptance or denial prior to the rostering process.

Only league-approved and fully trained individuals may interact directly with players and teams during games and practices.

Requirements for approved applicants include:

- Attendance at a mandatory coaches' meeting with the league coordinator
- Completion and submission of all documentation from an FBI-conducted background check, including associated payment.
- Participation in player evaluations and the league draft, as assigned

- Completion of required concussion and abuse prevention training (**must be renewed annually**)
- Signed and submitted child safety policy, liability waiver, and code of conduct

Coaches may not participate in team practices or activities until all required components listed above have been completed. Failure to complete required trainings in a timely manner or concerning results from background screening, may result in the immediate denial of a previously accepted coaching application, as determined by YMCA administration.

Upon successful completion of all required training and onboarding steps, coaches will receive a 50% reimbursement of their child's program registration fee.

## Requirement to Report

The YMCA is committed to protecting the safety and well-being of all children participating in its programs. Staff and volunteers are in a critical position to recognize signs of abuse or neglect and must act promptly to ensure appropriate intervention.

This policy applies to all employees and volunteers who have contact with children. For the purposes of this policy, a "child" is defined as any individual under the age of 18.

All staff and volunteers are required to complete child abuse prevention training as a condition of employment or participation. This policy follows applicable West Virginia state laws regarding mandatory reporting of suspected child abuse or neglect.

**Individuals who work with children are considered mandated reporters under state law.** Any staff member or volunteer who has reasonable cause to suspect that a child has been abused, neglected, or is at risk of harm must take immediate action.

The following steps must be followed:

1. **Notify a Supervisor or Director immediately** in accordance with YMCA procedures
2. **Report the concern to the appropriate state agency**

Suspected abuse or neglect must be reported to the West Virginia Department of Health and Human Resources:

 **1-800-325-6513** (available 24 hours a day, 7 days a week)

The YMCA will fully cooperate with all authorities in any investigation involving allegations of abuse or neglect.

## XV. League Communication

YMCA administration, league staff, and volunteer coaches share a common goal of keeping families informed throughout the season.

All parents are required to attend a parent meeting with the league coordinator prior to the start of the season. This meeting will include a handbook orientation and an opportunity for families to ask questions or address concerns. Attendance is required in order to receive a season admission pass.

Coaches are responsible for checking in with families at the beginning of the season and providing a practice schedule. Coaches will also manage team-specific communication, including schedule changes and game reminders. Questions regarding practices or team-related concerns should be directed to the team's coach first.

### League Contacts

<b>Nicholas Casey</b> Program Director <a href="mailto:nic@elkinsymca.com">nic@elkinsymca.com</a> <ul style="list-style-type: none"><li>• Team sponsorships</li><li>• Volunteer management</li><li>• League discipline</li><li>• Referee scheduling</li></ul>	<b>Chelsey Lewis</b> League Coordinator <a href="mailto:chelsleighann@icloud.com">chelsleighann@icloud.com</a> <ul style="list-style-type: none"><li>• Schedules and rosters</li><li>• Parent meetings and season passes</li><li>• Clock and book volunteers</li></ul>	<b>Jennifer Albee</b> Membership Services Coordinator <a href="mailto:memberservices@elkinsymca.com">memberservices@elkinsymca.com</a> <ul style="list-style-type: none"><li>• Registration assistance</li><li>• Payment and program fees</li><li>• Financial assistance program</li></ul>
General Inquiries please contact the Elkins YMCA Front Desk at 304-636-4515		

## XVI. Youth Basketball Advisory Committee

The YMCA values feedback from our community and participating families. Each season, parents and coaches are encouraged to share their perspectives, feedback, and concerns through an anonymous survey. Results are reviewed by YMCA administration and shared with the Youth Basketball Advisory Committee to help guide future handbook updates and league improvements.

The Advisory Committee plays an important role in reviewing league operations, providing input on handbook modifications, and offering guidance on complex or unforeseen situations that may arise during the season.

### Basketball Advisory Committee Members:

- **Amrit Rayfield** – YMCA Board of Directors Member; Elkins High School Boys Basketball Coach
- **Brian Collett** – Former League Coordinator
- **Steve Belan** – Former Elkins Middle School Girls Basketball Coach
- **Steve Kerns** – President of local NCOA Referee Board
- **Tony Bates** – Secretary/Assigner for local NCOA Referee Board

The committee serves in an advisory capacity only and does not replace the authority of YMCA administration or the Board of Directors. All final decisions remain with YMCA leadership.

Requests for appeal regarding league decisions must follow the established chain of command:

1. Program Director – Nic Casey
2. Executive Director – Sid Gillispie
3. Written appeal to the Elkins/Randolph County YMCA Board of Directors

## **XVII. How to Register Online**

To register online, please find the “Teams and Leagues” tab on the [elkinsymca.com](http://elkinsymca.com) website. There you will be able to access our registration system. You must have an account in our system. If you have never been a member or registered for a Y program before, you will need to set up an account. The system will guide you through that process. If you are registering your child for a program, please access your account or set up an account in your name as the primary adult. You can then add your child to your account.

### **Existing Members**

In order to successfully complete your online account set-up, our system must have your correct birth date and zip code on file. If this information is not in our database, you will need to call the Y at 304-636-4515 or visit the front desk and provide staff with this information to gain access to your online account.

- 1) From the program page, click “Find My Account”
- 2) Enter the last name, birth date (MM/DD/YYYY format), and zip code associated with your YMCA account and click submit.
- 3) Verify your account with either the email address, or billing method information, on file with your YMCA account. NOTE: If you do not have an email on file with your member record, or if your email address is associated with more than one membership record, your online account will not be able to be verified via email and you will need to call the front desk at 636-4515 to complete this process.
- 4) If you choose to verify your account using your billing information, you will be prompted to create your online account by entering an email address and choosing a password in the next pop-up screen.
- 5) If you choose to verify your account using your email address, a password re-set link will be sent to your account email address. Follow the link in the email to set your account password and complete the online activation process. Now you can login and begin searching and registering for programs.

### **Non-Members**

- 1) Select the “Sign Up” option.
- 2) Click on the non-member membership type.
- 3) Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding additional children who you will be registering in programming. Please be sure to register your child, and not yourself in the program.
- 4) Once you have finished adding individuals to your account, click next.
- 5) You will be prompted to enter an email and select a password on the next screen to complete the creation of your YMCA online account. You can now begin to search and register for programs.