

Outlaws Handbook

Version14
Updated January 15, 2020

Number	Date Revised	Date Approved/Voted In
Version 7	3/13/2018	continued additions coinciding with revision date
Version 8	06/11/2018	Updated attendance policy. Updated liaison info
Version 9	09/19/18	
Version 10	09/28/18	Clarified "bouting quarter" under Attendance
Version 11	01/20/19	Updated handbook
Version 12	02/05/19	Updated disciplinary action
Version 13	07/02/19	Updates made
Version 14	01/15/20	Updates made

Contents

How to Become an Outlaw	6
MISFIT (tryouts)	6
MISFIT+	6
OUTLAW	6
Skater Expectations.....	6
Good Standing	6
Attendance Requirements	7
Insurance Requirements	8
Skater Categories	9
Temporarily sick/injured skaters.....	10
Roster Requirements	11
Borrowed skaters	11
Dues/Dues Sponsorship	11
Transfer in Policy.....	11
Returning Skaters.....	11
Process for Clearance to Skate with another league.....	11
Tournament Lodging	12
Access to League Resources	12
Conflict Resolution	12
Code of Conduct	13
Safety	14
Important WFTDA Safety Guidelines	14
Volunteer Requirements	14
Board Requirements/Information.....	15
Duties of Officers.....	15

President.....	15
Vice-President.....	15
Secretary	15
Treasurer	15
Members At Large	15
Elections.....	15
Composition.....	15
Election	16
Term.....	16
Duties.....	16
Regular Meetings	16
Special Meetings.....	16
Voting Requirements	16
Committee Head and Board Member Requirements.....	16
Outlaws Positions Duties.....	17
Bout Coordinator.....	17
Camera Operator.....	17
Fundraising Coordinator.....	17
Merchandise Coordinator	18
Marketing Coordinator	18
Website Master/Social Network.....	18
Captain and Co-Captain.....	18
Recruitment Department	19
Sponsorship Coordinator.....	19
Safety Officer	19
Human Resources Coordinators (HR)	19
Interleague Liaison	20
File Manager	20
Board Coordinators.....	20
Electing Coaches.....	20

How to Become an Outlaw

MISFIT (tryouts)

- New Skater to the league,
- \$80 non-refundable fee due at sign up for the 3 months of non-contact on/off skates tryouts
- Promotion requirements:
 - Passed basic skills testing (Coach's discretion: which may result in promotion of skater earlier than 3 month period)
 - Trained for 2 NSO positions
 - Volunteered for an NSO position twice

MISFIT±

- Promoted from Misfit initial tryouts program
- 10 weeks+ of contact/scrimmage training
- Skater now starts paying dues at \$42 per month
- Skater must now purchase WFTDA insurance and provide WFTDA info to league
- Volunteer to assist a committee

OUTLAW

- Completed Misfit and Misfit+ training
- Approved by coaching
- In good standing with league

Skater Expectations

Good Standing

- For a skater to be in good standing with the league, the skater must be current on dues, have no HR complaints, no current disciplinary action, no complaints against skater
- "Cooling off" period: Skaters, please allow a 24 hour "cooling off" period before bringing any issues to a league member
- Skaters need to be present during on skate warm up, team talks, on the bench during a bout, present during the team's half time talk, and present immediately after the game if needed.
- Skaters are responsible for communication after lines are posted of any issues the skater may have regarding the posted lines.

Attendance Requirements

- 66% attendance of Outlaw practices required over the three months preceding a bout. After initial roster is posted, rostered skaters must maintain 66% attendance or may lose the opportunity to play in bout.
- Attendance required at two practices immediately preceding any bout unless excused by coaching.
- Extra credit points will be used as tie breakers or if a roster doesn't yield 15 skaters and two alternates at the appropriate skating level for scheduled bout. The extra credit points will be added to those skaters who meet the skill requirement. After adding extra credit, if team still doesn't yield 15 skaters and two alternates, skaters from different playing/skill level and/or outside teams will be considered. Roster selection is at coaches' discretion.
 - Skaters borrowed from other leagues must meet their own eligibility requirements
- Outlaw practices that are 2 hours are worth 2 practice points. A 3 hour SUNDAY practice is worth 3 practice points. A 2 hour TUESDAY practice is 2 practice points
- "Life clause": will be allowed 1x per year. This allows an Outlaw to roster with only having had 50% attendance within 3 months preceding the bout skater is trying to roster for. Skater must have notified Coaches of upcoming absences.
- July attendance is required but at reduced schedule.
- December attendance is not required and will be at a reduced schedule.
- Attendance will restart every January 1.
- Two (2) extra credit points will be awarded for skating with another team whether in a bout, scrimmage, practice, or at RollerCon. A skater may only earn 2 (of these) extra credit points per bouting quarter (the 3 months preceding a bout, not calendar quarter). Please email Outlaw coaches at outlawsrcdcoach@gmail.com prior to participation for approval. There may be other opportunities each month to earn extra credit points which will be decided by the Board and announced accordingly. After participation, please email outlawscaptain@gmail.com to report extra credit hours earned. Outlaws must meet Outlaw requirements to be eligible to sub in for another team.
- Participation in Wrecking Crew will count for 1 extra credit point per month. A skater may earn 3 (of these) points per bouting quarter (the 3 months preceding about, not calendar quarter).
- Volunteer time must have been met and dues must be paid current.
- Attendance tracking will be done manually by Captain/Co-Captains.
- Attendance, volunteer points and eligibility to roster will be posted monthly
- If skater is taking an extended vacation and will be practicing/playing with another league, skater must contact Outlaw coach prior to and also ask the local league to email/contact the Outlaws coaches (outlawsrcdcoach@gmail.com) confirming skater's participation in the league's event.

Insurance Requirements

- All team skaters must carry primary insurance and WFTDA insurance to be on skates.
- Misfits are able to sign waiver for WFTDA insurance during their participation in the initial 3 month Misfit (tryout) program.
- Misfits + must purchase their own WFTDA insurance before beginning their Misfit +program.
- Up-to-date emergency cards complete with a copy of your private insurance must be given to the Safety Coordinator.
- Coverage is limited to roller derby activities such as team practices, scrimmages, bouts and tournaments.
- Failing to adhere to safety protocol, not wearing proper safety gear and skating under the influence will void your WFTDA insurance.
- If a claim has to be filed you must submit it within two weeks of your injury and an accident form needs to be filled out at the time of the injury.

Skater Categories

	Do I pay dues?	Do I volunteer ?	Any deadlines?	Voting privileges?	Anything else?
Leave of Absence	½ dues are paid = \$21	Yes, at least 2 point per mo.	Contact Coaching & Captains ASAP 6 month max, then becomes "inactive"	Yes if meeting volunteer points	If approved and volunteering, will stay on FB pages and email distribution list
Temp. Injured Skaters	Time frame: 1-30 days; full dues paid		Contact Coaching & Captains ASAP After 30 days, possibly re-categorized as "injured skater"		Coaches discretion; ½ practice points earned
Injured Skaters	Time frame: 30+ days ½ dues (\$21) are paid, reassessed each month thereafter		Contact Coaching & Captains ASAP Approved in 3 month increments		Turn in doctor's release to Coaches/ Captains prior to skating; 30 days on skates for entire practice prior to roster; Coaches discretion; ½ practice points earned
Pregnant skaters	Nope		Contact Coaching & Captains ASAP		Notify Coaches /Captains asap
NSO/SO	Nope				
Board Members	Pay dues only if you skate in bouts				
Returning Skaters	Must pay 3 months of dues before being eligible to roster	Volunteer points must be met before being able to roster	Must skate entire practices for 30 days & be assessed by Coaching before rostering	Once in "good standing", yes.	Be in "good standing" with the League Must be assessed by Coaching before rostering

Inactive	<ul style="list-style-type: none"> • Contact Coaching & Captains ASAP • No voting privileges unless volunteer points are met • If you haven't contacted Coaching/Captains or volunteered, after 30 days you will be removed from all FB accounts and email distribution lists • If you haven't paid dues in 30+ days, AND haven't received sponsorship, you're considered inactive • If you'd like to return to the Outlaws, please contact Coaching/Captain to discuss plan of return. Skater must be in "good standing" (Please see "good standing" in Outlaw handbook)
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Temporarily sick/injured skaters

Skaters shall be allowed ½ practice points per hour (1 point for a 2 hour practice, 1.5 points for a 3 hour practice) when attending a full practice and being engaged/participating entire practice. Skaters must email Coaches prior to practice and participate as suggested (if any). No phones to be used during practice unless for Outlaw business with Coaches approval.

Roster Requirements

- Be in good standing with the league
- Have active member status
- 3 months paid dues
- 66% attendance
- Volunteering points met
- Committee participation
- Initial roster shall be posted 30 days prior to bout
- Final roster shall be posted 14 days prior to bout

Borrowed skaters

- Borrowed skaters will be subject to coaches' discretion during game play, and treated in the same manner as an Outlaw.
- Borrowed skaters will be rostered at the same time as Outlaws.
- Borrowed skaters are not to mention eligibility for Outlaws roster until Outlaws have been made fully aware of their own eligibility.
- Borrowed skaters need to attend mandatory practices preceding a bout.

Dues/Dues Sponsorship

- Dues are due by the 1st practice of every month (Subject to change)
- Dues Sponsorship available when needed, please contact Treasurer for more information.
 - o 1st month Full Dues paid
 - o 2nd month ½ dues paid
 - o 3rd month ½ dues paid

Transfer in Policy

The Outlaws welcome transfers from other leagues; however, prior to accepting a transferring skater the following steps must be completed:

1. Transferring skater must provide 2 letters of recommendation from their previous league.
 - a. One letter is to be from a board member informing us that they're leaving their league in good standing; financially, behaviorally, etc.
 - b. Second letter should be from coaching staff letting us know their level, coachability, etc.
2. Once we receive those letters, the Coaches/Board will begin the approval process. Once approved, you will be invited to begin attending practices where the coaching staff will assess first 3 practices to determine placement.

Returning Skaters

Board and Coaching to evaluate skater's standing and conditions left under before acceptance back into the league.

Process for Clearance to Skate with another league

Needs to be an Outlaw, and clear the game with the coaches prior to the event.

Tournament Lodging

House will be found, league will donate a percentage of the cost. Remaining balance will be split between Skaters, Coaches and Staff.

Access to League Resources

- If a player transfers to another team on good terms then that player will be removed from all Outlaw communication within 48 hours of effective transfer date.
- If a team member leaves on good terms without immediate plans to transfer to another team that person will be removed from all communication within 48 hours of their effective transfer date with the exception of the team's Facebook group "Bruises, Bootys, and Bulls#it" that will remain open for 2 weeks.
- If a player has a conflict of interest or irreconcilable differences arise, the player can be removed immediately from the Outlaw pages with the Board's discretion.
- Leaving members are to surrender all league resources, documents, and equipment.

Conflict Resolution

Members are strongly encouraged to speak to an Individual privately before taking it to the HR, often face-to-face conversation can resolve misunderstanding. If the skater feels intimidated by the person or simply cannot speak to them, then the HR should become involved. The HR will resolve the problem as necessary. Confidentiality is the choice of the skater. If mediation does not resolve the issue and violations of the Outlaw Code of Conduct have been found, disciplinary action including suspension, expulsion and termination from the team may occur.

Resignation by any Member shall occur by filing a written resignation with the Secretary. The Board of Directors, by affirmative vote of two thirds of all members of the Board, may suspend, expel, or terminate an individual Member after a formal hearing.

Code of Conduct

This code of conduct shall apply in any capacity as an Outlaws Roller Derby member, including but not limited to participation in Outlaw events, practice, etc. The code of conduct is to create a standard for acceptable behavior to foster an environment that is respectful of the rights of all its members.

I hereby pledge to be responsible for my words (both verbal and written) and actions while a member of the Outlaws Roller Derby team and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any coach, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person, to engage in un-sportsman like conduct with any coach, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well-being of any coach, player, participant, official or any other attendee.
4. I will not encourage any other person, to engage in any behavior which would endanger the health, safety or well-being of any coach, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while participating in any events, roller derby/skating practices, scrimmages and/or bouts/tournaments.
6. I will not encourage any other person, to use drugs or alcohol while participating in any events, roller derby/skating practices, scrimmages and/or bouts/tournaments.
7. I will treat any coach, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
8. I will not engage in verbal or physical threats or abuse aimed at any coach, player, participant, official or any other attendee.
9. I will not encourage any other person, to engage in verbal or physical threats or abuse aimed at any coach, player, participant, official or any other attendee.
10. I will not initiate a fight or scuffle with any coach, player, participant, official or any other attendee.
11. I will not encourage any other person, to initiate a fight or scuffle with any coach, player, participant, official or any other attendee.
12. I hereby release all coaches, Board and committee members from any and all claims, cause of action, damages or liability arising from any participation in any events, roller derby/skating practices, scrimmages and/ or bouts/ tournaments.
13. *I will abide by any decision rendered by the Code of Conduct Committee.*
14. When discussing the Outlaws or anything Outlaw related, do so in a respectful manner. The Outlaws are a diverse team of athletes and will continuously strive to be inclusive of all genders, cultures, abilities, etc. Disrespect of the League or its members in any manner will not be tolerated.

Safety

- Players will take an active role in reducing injury to self and others
- All proper protective equipment must be worn while on skates at any Outlaws skating event.
- Skaters are to follow the directions/rules of coaches, trainers, and referees
- Maintain personal physical fitness
- Maintain proper hygiene
- Report potential hazard to safety coordinator

Important WFTDA Safety Guidelines

- If a player falls and a concussion could be likely, the Safety Officer or volunteer must immediately evaluate the skater. If that skater has any of the concussion symptoms they must wait off the track for 20 minutes to be reevaluated. If the Safety Officer finds the likely-hood of concussion, that skater must be re-evaluated by a doctor and may return upon a full medical release.
- If a skater has an open cut or wound, that skater must be removed from the track immediately and the broken skin must be covered before returning to the track (including nose bleed).
- Skaters are expected to wear proper fitting safety gear (that is in good condition) at all times while on skates.

Volunteer Requirements

- Board voted that the requirement for volunteer points will be 2 points per month.
- NSO Trainings/Bout Work will count towards volunteer points
- Organizers of events will earn double points for the event. All others earn 1 point per event. Organizer is responsible to take attendance of those that volunteered at their event and submit to captain.
- Board required to clear event 2 weeks prior
- If unable to volunteer, the Board can assist with finding a job to earn volunteer points.
- Board & Coaching duties performed count as volunteer points

Board Requirements/Information

Duties of Officers

Subject to the continuing authority of the Board of Directors, the officers of The Outlaws have the duties and responsibilities assigned to them by the Board of Directors from time to time, which unless otherwise determined by the Board will include the following:

President

The President shall preside at all meetings and shall be ex officio Chairman of the Board of Directors, send out all notices, and shall perform such other duties as are incident to the office or are properly required of her by the Board of Directors.

Vice-President

The Vice-President shall assist the President in the discharge of her duties, preside in her absence, serve on the Board of Directors, and perform such other duties as may be assigned to her by the President or Board of Directors.

Secretary

The Secretary shall keep a full and complete record of the proceedings of all meetings and shall preserve all documents, reports, and communications connected with the business of the Outlaws, and perform such other duties which usually pertain to the office. She shall also serve on the Board of Directors and perform such other duties as may be assigned to her by the President or the Board of Directors.

Treasurer

The Treasurer shall collect and receive all monies, keep a correct amount thereof, and deposit same in the name of The Outlaws as approved by the Board of Directors. She shall manage The Outlaws' taxes, including possible hiring of a qualified CPA or bookkeeper, making any elections or filings required by The Outlaws. She shall also serve on the Board of Directors and perform such other duties as may be assigned to her by the President or the Board of Directors.

Members At Large

Elections

Every other year members at large shall be elected by majority vote at the league meeting at the beginning of the bouting season, by a quorum of the active/current members present. In case a vacancy shall occur in any officer position, the vacancy shall be filled by the Board of Directors, and the person chosen to fill such vacancy shall hold office until the next Election Meeting at which the election of Officers is in the regular order of business.

Composition

The Board of Directors shall be composed of the President, the Vice-President, the Secretary, the Treasurer, and up to three additional individuals ("Directors-at-Large"). In order to be eligible for a Board/Coaching position, one must be an active member with the league for a minimum of one year.

Election

Officers shall be elected pursuant to Article IV, Section 6 of the By Laws above. Directors-at-Large will be up for appointment every other year.

Term

Officers and Directors-at-Large shall assume office at the close of the Election Meeting at which their election is declared. Officers shall serve for two years and thereafter until their last successor shall have been duly elected. Directors-at-Large shall serve for 2 years until their last successor shall have been duly appointed.

Duties

The Board of Directors is responsible for overall policy and direction of The Outlaws, and delegates responsibility of day-to-day operations to the Officers and Committees. It shall make a report at the Annual Meeting of The Outlaws in accordance with the State Statutes and/or Laws (if applicable).

Regular Meetings

The Board of Directors shall meet quarterly, at an agreed upon time and place. Regular meetings of the Board of Directors may be held upon such notice or without notice, as the Board of Directors shall from time to time determine.

Special Meetings

Special meetings of the Board of Directors may be called by the President or at the written request of three members of the Board of Directors.

Voting Requirements

- Surveys ("Official") sent out via SurveyMonkey will go out to folks who have been with the Outlaws for at least 3 months, active and in good standing. "Unofficial" votes will be sent out to the league via Facebook.
- An "official" vote may be one that would affect League policy or changes to the handbook.

Committee Head and Board Member Requirements

All Head Coordinators and Board Members must have full Outlaw membership and fully paid dues for 6 months in order to be elected

Outlaws Positions Duties

The following committee head positions are voted in annually:

The Board's duties are counted towards volunteer points required.

Bout Coordinator

- Handles all necessary tasks for hosting home bouts including:
- Establishing the schedule of the event
- Arranging/ Overseeing volunteers for setup and clean up
- Ideas for fun activities during half time
- Work with Merchandising Coordinator for merchandise booth at bouts
- Make sure team has all supplies needed for the bout
- Put together bout program (with player and ref information/picture, along with quick rules of the game.)
- Order chairs
- Beer/Liquor license (if having a beer garden)
- Secure beer (if having a beer garden)
- Arrange/Oversee beer garden security/id checker (if having a beer garden)
- Put together a hospitality committee or arrange goody basket for visiting team and refs/officials.

Camera Operator

- Coordinates photographers for the Outlaws
- Find a photographer for team pictures bouts (photography students, possible photographer, sponsor, etc)
- Ensures photos are given to Marketing Coordinator, Facebook and Website Administrators for Outlaw promotions
- Work with our Treasurer on a budget for photographer.

Fundraising Coordinator

- Handles all necessary tasks for hosting and organizing fundraising events.
- Works with our Treasurer on budget needed for fundraising events and profits made.
- Generates ideas for events
- Establishes schedule of events
- Confirms locations for each event
- Coordinates volunteers for each event

Merchandise Coordinator

- Handles all aspects of Outlaw Merchandise.
- Works with our Treasurer on budget needed for Merchandising needs as well as profits made from all merchandise sales.
- Keep track of all inventory
- Order merchandise as needed
- Helps set up merchandise displays at events
- Researches new merchandise ideas

Marketing Coordinator

- Handles all aspects of the Outlaws marketing.
- Works with our Treasurer on budget needed for marketing needs
- Advertises for all Outlaws events (Newspapers, Online, Flyers, Etc.)
- Helps create flyers and promotions of the Outlaws including bouts, fundraisers, etc.
- All skaters to post on their social media (Facebook, Twitter, Instagram) weeks leading to event.(If applicable)

Website Master/Social Network

- Maintain presence online
- Schedule of upcoming events
- Post scores of bouts
- Coach profiles/bios
- Skater profiles/bios
- Social Media Posting including pictures, posts, information and events.

Captain and Co-Captain

- Are team leaders on and off the track
- Keep track of team's attendance each practice as well as overall attendance for bout qualifying
- Lead the team
- Have a team spirit
- Work with coaches on Rosters and Line-ups
- Attend all bouts for Captains meetings
- Help keep team motivated with positive reinforcements
- Arrange with Merch. Coordinator to order uniforms for new league members
- Keep record of win-loss and scores for the seasons bouts
- Track volunteer points

Recruitment Department

- Handles the recruitment for the Outlaws
- Go recruit for the Outlaws
- Arrange team volunteers to attend community events to recruit
- Follow up with/ keep in contact with recruits for up to six months
- Welcome recruits at practices
- Follow up with/keep in contact with the recruits only if they would like us too
- Handle in-processing of fresh meat including gear check and paperwork upon initial entry.

Sponsorship Coordinator

- Handles all sponsorship aspects of the Outlaws
- Find sponsors
- Establish relationships with Sponsors
- Visit and keep up an Outlaw presence with sponsors
- Help fellow Outlaws seek sponsors
- Ensure that Website and Facebook Administrators have all necessary information to promote sponsors.
- Put together sponsorship information detailing what the sponsors get for their money.

Safety Officer

Leagues must identify a Safety Officer who is responsible for ensuring league activities meet safety standards. The Safety Officer is responsible for maintaining certification records and should be involved with coordinating CPR and First Aid training as needed. Help assure proper paperwork has been turned into WFTDA after an injury

Human Resources Coordinators (HR)

- Human Resource are to act as the voice of the Outlaws, Misfits, and Desperados and are to be voted in by majority rules of the voting league members.
- Act as liaison between Board and skaters.
- Assist in mediating issues between teammates
- Is available to the whole team to encourage and support individual skaters
- Must fully understand policies and procedures and clarify to skaters as necessary
- Encourage unity and communication
- Assist in league bonding events
- Monitor the Grievance Google Doc and help host meetings for league members every 3 months without Board members or coaching staff to encourage communication.
- Continued updates and check-ins on injured skaters, NSOs and SOs until deemed unnecessary
- Help maintain team bonds with injured and LOA team members

Interleague Liaison

- Work with Head Coach, Assistant Coach and Board of Directors to plan seasons schedule
- Approach leagues to host for home games

File Manager

- Appointed by the Board each year for confidentiality reasons
- File manager to maintain list of file purging requirements
- Duties include:
 - Organize and update files within Google Docs
 - Input new member information on contact list and email mailing lists
 - Remove old members from Email mailing lists
 - Update passwords in Google Docs password spreadsheet
 - Update practice and game schedule in Google calendar
 - Share files in Google Docs with appropriate people
 - Upload scanned images of emergency cards for all players in Google Docs

Board Coordinators

Each Coordinator will work directly with a Board member to ensure all duties are completed. An updated list of coordinators can be found in our files in the business page of Facebook.

Electing Coaches

- Folks who would like to be considered for a coaching position must submit to the Board their resume listing skating/coaching experience) and statement of intent by due date set by the Board.
- Candidates to be considered for Coaching must be in good standing as an Outlaw and have been with the league for at least 1 year.
- Once resumes/letters have been received, the Board will review all submissions, filter the candidates for the most qualified to coach then present the nominees to the league for voting. The Board will notify those who are cut from being considered as a Coach as to the reason why they were cut.
- The coaching candidate's names will then be sent to the league in an anonymous survey for voting. Results to be announced once the survey has ended.

Expectations of Outlaw Coaches

- The highest level of sportsmanship and fair play and motivate players to do the same.
- Coaches will know, abide by, and actively coach by the rules of Roller Derby.
- Coaches will instruct players using the WFTDA Rules of Roller Derby and stress that each player compete according to the rules at all times.
- Coaches will demonstrate respect to all Members of the League.
- Address game officials in a courteous manner and respect the final decisions of Referees.
- Coaches will not address officials in a loud, disrespectful, or abusive manner.
- Win or lose, be humble and generous in victory and proud and courteous in defeat.
- Respect the coaches and players of the opposing team during and after the game.
- Use of drugs or alcohol during practice or games is strictly prohibited. Any coach suspected of being under the influence of an intoxicant will face disciplinary action.

- Coaches to seek Board opinion/support if Coach's decision will impact Outlaw policy (through liaison elected board member (currently Jessica Zag aka Minnie Malice)).
- It is ok for coaches to borrow players from other leagues to create a full roster for game play
- Lowering attendance expectations is not allowed as attendance is set by Board policy
- The 2 mandatory practices preceding a bout shall focus on game play. The practice will be closed with the exception of Outlaws and rostered skaters.
- An Outlaw coach may bench a skater during a game for any reason
- Initial rosters shall be posted 30 days prior to the upcoming bout
- Final rosters shall be posted 14 days prior to the upcoming bout
- Skaters to be contacted prior to release of roster if coaching has any concerns/issues with skater rostering/playing in an upcoming bout and attendance responsibilities have been met per the handbook