

**BYLAWS**  
**LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION**  
**( November 19, 2014 )**

**BYLAW INDEX**

This Section is intended to assist in locating information in our Bylaws.

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**ARTICLE I - NAME**

This Association shall be known as the Linthicum-Ferndale Youth Athletic Association, Inc., hereinafter to be called The Association.

**ARTICLE II - OBJECTIVE**

- A. The objective of the Association shall be to implant in the youth of our communities the ideals of fair play, honesty, loyalty, courage, discipline, and good sportsmanship in order that they may be finer, stronger, healthier, happier youths, and develop into law-abiding, productive and civic-minded citizens.
  
- B. This objective will be achieved by providing recreation through supervised BASEBALL/SOFTBALL, SOCCER, BASKETBALL and CRICKET programs. League ages will be 4-18 years old for the Baseball/Softball program, 2-15 years old for the Soccer program, 4-20 years old for the Basketball program, and 4-18 years old for the Cricket program.

**ARTICLE III - ORGANIZATION**

The Linthicum-Ferndale Youth Athletic Association, Inc. shall comply with all Anne Arundel County Department of Recreation and Parks' Accreditation Requirements and be composed as follows:

A. **ASSOCIATION EXECUTIVE BOARD**

All Executive Board members will comply with all Anne Arundel County Department of Recreation and Parks' Accreditation Requirements and will be Background Checked every three (3) years. This board shall consist of a President, Vice-President, Treasurer, Secretary, Baseball/Softball Commissioner, Soccer Commissioner, Basketball Commissioner, Cricket Commissioner, Past President, Buildings & Fields Maintenance Manager, Public Relations Commissioner, Social Media Director, Website Administrator, Tournament Director, and a three (3) member Board of Trustees. The Past President will remain a member of the board for two (2) years following his/her term of office.

These Executive Board Positions have been Identified and Described in the Organization's Bylaw Job Description Book and on the LFYAA WEB Site – <http://www.lfyaa.org>.

B. **PROGRAM COMMISSIONER BOARDS**

All Sports Program Commissioner Board members will comply with all Anne Arundel County Department of Recreation and Parks' Accreditation Requirements and will be Background Checked every three (3) years. The Sports Program Boards will be composed as follows:

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1. BASEBALL/SOFTBALL Board

Baseball/Softball Commissioner with Deputy Commissioner, Treasurer, Secretary, VP of Palomino, Pinto, Mustang, Bronco, Pony, Colt, American Legion. 6-8 Girls, 9-10 Girls, 11-12 Girls, 13-14 Girls, 15-18 Girls (age groupings may vary each year in accordance with the registration of players), Concession Manager, Player Agent, Equipment Manager, Public Relations Director, Tournament Director, Travel/Select/County Team Coordinator, and Chief of Umpires.

2. SOCCER Board

Soccer Commissioner with Deputy Commissioner, Treasurer, Secretary, VP of each of the following age groups (as generally recognized under the rules of the NFHS or FIFA): Under 7, Under 9, Under 11, Under 13 (age groupings may vary each year in accordance with the registration of players), Concession Manager, Player Agent, Equipment Manager, Public Relations Director, Tournament Director, Travel/Select/County Team Coordinator, and Chief of Referees.

3. BASKETBALL Board

Commissioner of Basketball with Deputy Commissioner, Treasurer, Secretary, VP of Clinic, 7-8 Boys, 9-10 Boys, 11-12 Boys, 13-14 Boys, 15-17 Boys, 6-8 Girls, 9-10 Girls, 11-12 Girls, 13-14 Girls, 15-17 Girls (age groupings may vary each year in accordance with the registration of players), Concession Manager, Player Agent, Equipment Manager, Public Relations Director, Tournament Director, Travel/Select/County Team Coordinator, and Chief of Referees.

4. CRICKET Board

Commissioner of Cricket with Deputy Commissioner, Treasurer, Secretary, VP of Clinic, 7-8 Boys, 9-10 Boys, 11-12 Boys, 13-14 Boys, 15-17 Boys, 6-8 Girls, 9-10 Girls, 11-12 Girls, 13-14 Girls, 15-17 Girls (ALL age groupings may vary each year in accordance with the registration of players), Concession Manager, Player Agent, Equipment Manager, Public Relations Director, Tournament Director, Travel/Select/County Team Coordinator, and Chief of Umpires.

NOTE: The Retiring Commissioner of each sport will remain on the Board of Directors for the respective program for a term of one (1) year in an advisory capacity – only if requested by the incoming Commissioner and Board.

These Sports Board Positions have been Identified and Described in the Organization's Bylaw Job Description Book and on the LFYAA WEB Site – <http://www.lfyaa.org>.

C. GENERAL MEMBERSHIP

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This refers to all described in ARTICLE IV - MEMBERSHIP (below)

**ARTICLE IV - MEMBERSHIP**

- A. Any parent and/or guardian of a youth playing in a program under the auspices of this association, or any adult, who by reason of genuine and sincere interest, shares actively in this association, is admitted full active membership.
- B. All members shall perform any reasonable service required (i.e., working in the Concession Stand, Field Maintenance, etc.).
- C. Active members are entitled to a vote on any motion brought forward at any General Membership meeting provided that they have attended four (4) of the immediately preceding six (6) General Membership meetings. They may submit motions, and be elected to any office to which they may aspire, and for which they demonstrate their fitness and ability.

D. The respective Program Board of Directors shall have the authority to take disciplinary action against members of The Association, whose conduct is considered as detrimental to the best interest of The Association. A written report must be filed with the Secretary of the respective Program Board involved within seventy - two (72) hours of the infraction, stating in full the request for disciplinary action, provided that such disciplinary action shall be acted upon with a fair and impartial hearing before the respective program board of directors. The interested party may be present if he/she desires.

**ARTICLE V - MEETINGS**

- A. Officers and Members - A mandatory meeting shall be conducted in January of each year for the reading of reports and for the election of the President as required in ARTICLE VI of these BY - LAWS. The Association meetings will be held EACH MONTH as follows:

EXECUTIVE BOARD of DIRECTORS Meeting - THIRD WEDNESDAY at 6:30 PM  
GENERAL MEMBERSHIP Meeting - THIRD WEDNESDAY at 8:00 PM

However, the President may call a special meeting as he/she deems necessary. Unless otherwise announced, all meetings will be held at the LFYAA Field House.

- B. Roberts' Rules of Order shall govern the proceedings of all meetings, except where such rules conflict with the BY-LAWS of this Association.
- C. Respective Programs will hold a periodic Board of Directors meeting abiding by SECTION B above as deemed necessary.

The respective Program Board of Directors will prepare business for the Executive Board,

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which will be presented at the Executive Board Meeting by the Commissioner of that program. The following represents the normal schedule of meetings for each respective program:

BASKETBALL	- 1st Monday of each month
SOCCER	- 1st Wednesday of each month
BASEBALL/SOFTBALL	- 2nd Wednesday of each month
CRICKET	- 2nd Thursday of each month

**ARTICLE VI - ELECTION OF OFFICERS**

- A. Officers named in ARTICLE III, SECTION A, PART 1 shall be elected annually. At the General Membership meeting on a date in January, as fixed by the Executive Board of Directors, the election of the President shall be held with the balance of the officers to be elected at the General Membership meeting in February, with the exception of the Commissioners of the respective Sports Programs.
- B. Elections shall be by a simple majority by either an open or secret ballot as may be determined by the President. Each officer shall be eligible for reelection to succeed himself/herself for election to any other office.
- C. For the purpose of electing officers, the President shall appoint a nominating committee from among the membership. The duties of the nominating committee shall be to select members for the various offices and present such nominations to the membership for consideration. Presentation of a nomination by the nominating committee will not preclude nominations from the floor by any member present, when such nominations exist.
- D. Any member may vote for the above officers as presented in ARTICLE IV, SECTION C.
- E. Newly elected President is to assume duties at the January meeting.
- F. Respective Sports Program Commissioners, and their Boards, shall be elected as follows:
  - 1. BASEBALL/SOFTBALL - Commissioner to be elected at the General Membership meeting in September and take office in October. The remaining program board officers will be selected by the Sports Board Commissioner and presented at the General Membership meeting in October for approval. These program board officers will take office in November.
  - 2. SOCCER - Commissioner to be elected at the General Membership meeting in January

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and take office in February. The remaining program board officers will be selected by the Sports Board Commissioner and presented at the General Membership meeting in February for approval. These program board officers will take office in March.

3. BASKETBALL - Commissioner to be elected at the General Membership meeting in May and take office in June. The remaining program board officers will be selected by the Sports Board Commissioner and presented at the General Membership meeting in June for approval. These program board officers will take office in July.
  4. CRICKET - Commissioner to be elected at the General Membership meeting in October and take office in November. The remaining program board officers will be selected by the Sports Board Commissioner and presented at the General Membership meeting in November for approval. These program board officers will take office in December.
- G. Each of three (3) Member Board of Trustees will be elected for terms of three (3) years. At the General Membership meeting in January, 1982, one Trustee shall be elected for a term of one (1) year, a second Trustee will be elected for a term of two (2) years, and a third Trustee will be elected for a term of three (3) years. As each Trustee's term ends, a new Trustee will be elected at each respective January meeting for a term of three (3) years.
- H. All Member Board of Trustees must attend at least six (6) Executive Board meetings per year to retain his/her position. Failure to comply will make the member subject to removal from this Board of Directors. A replacement may be voted immediately to complete his/her tenure.

**ARTICLE VII - FINANCE**

- A. The Association shall be a non-profit organization. Any funds received over and above current operating expenses shall be used to foster and attain the objectives of The Association.
- B. Funds will be secured from registration fees, raffles, donations, sponsorship of team(s) or individual players, dances, profits from sales made by the concession stand, and any other legitimate nature that may be devised, upon approval of the Executive Board of Directors.
- X. Funds and accounts held by the Treasurer(s) shall be subject to audit as deemed necessary by the President or by a 2/3 vote of the General Membership at the General Membership meeting, at which time the vote is taken.
- Δ. Funds of The Association may not be used for the personal benefit of any member or

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members.

- E. A Treasurer's report shall be rendered at each Executive Board meeting from each respective Sports Program. A Treasurer's report will also be rendered at each General Membership meeting from each Sports program. Also, respective Sports Programs will render a Treasurer's report at their own Board meeting.
1. Each Sports Program Treasurer's report will contain the approved budget and current month and year-to-date expenditures and receipts. Separate accountability must be established and presented on the report for each Travel/Select/County team. The accounting methods will be as prescribed by the Executive Treasurer.
  2. Each Sports Program account is subject to audit by the Executive Treasurer at any time mutually agreeable by both parties, but no later than 30 days following the Executive Treasurer's request.
  3. Each Sports Program Treasurer will reconcile their respective bank accounts.
  4. The Treasurer of the Executive Board will prepare and submit all Tax Return forms for The Association (which includes each respective program).
- Φ. PETTY CASH
- Unbudgeted expenditures in amounts of less than three hundred dollars (\$300.00) will not require prior approval by any Board of Directors, provided that such purchases receive prior concurrence by the President and Commissioner.
- Γ. ASSOCIATION FUNDS will be maintained in a Central Treasury under the management of the Executive Treasurer.
1. No funds will be disbursed or expended without the approval of the Executive Board of Directors, except as provided in SECTION F of this ARTICLE. The Approval of the Sports Program budget constitutes approval.
  2. Funds from this Treasury will be used for the Association liabilities, such as Insurance, Electric, Building Fund, and other costs that benefit the Association and/or all programs.
- H. Respective Sports Program Funds will be kept in the Respective Sports Program Treasury under the management of the Respective Sports Program Treasurer. Travel/Select/County team funds must be held in the respective Sports Program account and be accounted for by the respective Sports Program Treasurer. The individual teams cannot hold such funds. Any Travel/Select/County Team that requests an advance against future fundraising efforts, shall be required to obtain approval from the specific Sports Board prior to receiving any

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such advance of funds.

I. No funds will be disbursed or expended without the approval of the Board of Directors, except as provided in SECTION F of this ARTICLE. Approval to disburse Program Funds by each program will be granted through the submission and approval of the particular program's financial operating budget. Such budgets reflecting income, expenses and net excess or shortage of fiscal results will be prepared after the new officers have been elected for the particular sport. Such budgets will be submitted to the Executive Board for approval and subject to the approval of the General Membership, after the election of the Program Board, but no later than four (4) months prior to the Opening Day of their season. Program subsidies of Travel/Select/County teams must be specifically identified in the respective Sports Program budget. In determining such subsidies, consideration should be given to the extent of ancillary revenues (e.g., concession stand sales) that each team would generate for the program.

J. Each Sports Program may sign checks without a co-signature of the Executive Board required if the amount of the check is less than \$ 500.00 and has Executive Board and General Membership approval, either via the budget or according to the BY-LAWS of The Association.

K. All checks greater than \$500.00 will require two signatures, whether or not approved in the budget or according to the BY-LAWS of The Association.

L. Purchases of equipment and uniforms shall be made from these funds by the respective Sports Programs. Buildings & Fields Maintenance expenses will be used from these funds by respective programs, i.e., field white, trash pick up, etc.

M. Donations for sponsorships of individual players or teams shall be in the amount as decided by the respective Board of Directors of the Sports Program. All Fund Raisers to be conducted by a Travel/Select/County Team Must be clearly defined, in writing, and submitted to the Sports Commissioner for Approval in Advance of the Actual Fundraiser..

N. Each Sports Program will submit to The Association Treasurer its share - Basketball's share January and February, Baseball/Softball's share March, April, May, June and July. Soccer's share August, September, October, November and December - of electric bill, insurance, and any other Association expenses deemed necessary by the Executive Board of Directors to insure the financial stability of The Association.

O. The Association and respective leagues will use the Association's Non Profit Tax Number.

P. The Association's President and Executive Treasurer will be co-signers of each respective Sports Program Treasury Account, in addition to whomever the respective Sports Program deems necessary.



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- Q. No Travel/Select/County Team may utilize LFYAA Facilities and Personnel to gain profit for their individual team.
- R. A Building Fund will be accounted separate and apart from The Association Treasury. The Building Fund will be financed by 25 % of the profit (Total Revenues over Total Expenses) remaining after ‘Startup’ expenses of each Sports Program are allocated. The Executive Board President, Executive Board Vice-president and Executive Board Treasurer will be authorized to withdraw funds. The Building Fund will be used to finance the following:
- a. Additions to the Building(s)
  - b. Major repairs
  - c. Minor repairs in excess of \$50.00

Repairs to the building and/or contents less than \$50.00 will become the responsibility of the particular Sports Program that is in season.

- S. An Equipment Fund will be maintained separate and apart from The Association Fund and the Building Fund. The Annual Grant Maintenance money received from the County and 75% of the profit (Total Revenues over Total Expenses) remaining after ‘Startup’ expenses of each Sports Program are allocated will finance the Equipment Fund. The Executive Board President, Executive Board Vice-president and Executive Board Treasurer will be authorized to withdraw these funds. The Equipment Fund will be used to purchase, repair, and maintain league equipment such as lawn mowers, concession equipment, etc. This fund is not established to purchase league "playing equipment" such as bats, balls, uniforms, nets, etc. This fund is not to finance the purchase of field maintenance equipment such as rakes, shovels, brooms, grass seed, dirt, etc. Hardware items such as rakes and shovels or minor repairs, etc., generally costing \$25.00 or less will become the responsibility of the particular Sports Program.
- T. The Commissioner of each Sports Program will submit to the Executive Board at the end of their season, a financial report reflecting the actual revenue and expenses and the excess or shortage. This report will be presented in a format that compares the actual results of the operation with the budgeted amounts. Sports Program Treasury will retain 20% of their gross Sports Program Operating expenses (excluding Travel/Select/County Team Financials) for the season/year as ‘Startup’ Revenue for the following season. If, however, in the best interest of the Association, the Executive Board determines that not all of the ‘Startup’ Revenue is necessary to be kept by the Sports Program, then the Sports Program will remit to the Executive Board Treasury the determined amount.
- U. None of the excess funds as shown by the respective Sports Program financial results will be used merely to increase The Association Treasury.

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V. In the event a sport finishes owing more money than what it has, The Association Treasury will pay off the deficiency based on funds received from sub-paragraph H9 above. However, if the deficiency should be greater than the balance maintained in The Association Treasury, then it will be necessary for the Sports Program to borrow the money to pay off the deficiency. The debtor shall pay off this loan immediately after the opening of their next season.

W. In January of each year, the Executive Treasurer will receive a current List of all Capital Equipment with its Replacement Cost, Life Expectancy, and Current Age. This Capital Equipment List will be prepared and maintained by the Building and Fields Manager.

X. The Executive Treasury Report will maintain a Capital Equipment Fund, which will indicate the current amount of money being allocated for replacement of the existing Capital Equipment.

Y. The “Reserve Fund” will be Established as the Current Amount Necessary to cover the Capital Equipment List and Annual Maintenance Expenses for the year. The Individual Sports Programs will be allocated a percentage based on their usage of the Capital Equipment and Maintenance Expenses. The Following will represent the Sports Programs Allocation:

- a. Baseball/Softball – 60 %
- b. Soccer – 35 %
- c. Basketball – 5 %

NOTE: On Opening Day of each Sports Program, their ‘Reserve Fund’ Allocations will be posted in their Financial Statement with the target amount to insure that this account is funded. At the end of each Sports Program season/year, the ‘Reserve Fund’ expense will be transferred to the Executive Board Treasury and will be allocated by the Executive Board Treasury to pay for the future replacement (Depreciation) of Capital Equipment and Annual Maintenance Expenses of the organization. The Capital Equipment and Annual Maintenance Expenses of the organization will be reviewed at the Executive Board / General Membership Meeting in January of each year to Determine the Money which are Necessary for Future Replacement (Depreciation) and Annual Maintenance Expenses.

**ARTICLE VIII - RULES OF PLAY**

**Instructional Policy – Minimum Participation Standards**

- It is the policy of this Association to promote recreation for the youth of our community through the sponsorship and operation of in-house intramural sports programs. The programs are intended to be primarily instructional. This policy requires each coach to teach and encourage participation, fair-play, good sportsmanship, exercise through

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recreation, cooperation, teamwork and instruction in the fundamentals of the respective sports. In order to foster this policy, the following minimum standards are required of all intramural coaches and teams. These standards are absolute and bare minimums. Each coach is urged to distribute practice and playing time as equally as possible. The Sports Program Commissioner and/or the League Vice President shall inform all team managers of the minimum playing time requirements at the beginning of the season. The Sports Program Commissioner will be responsible to enforce the minimum playing time requirements throughout the season. It is highly recommended that all players receive an opportunity to play all positions during the intramural game season. Wins and Losses in these games are not counted as ‘Standings’ for the Intramural Tournament and, therefore, provide an opportunity for coaches to experiment with players in the positions, which the child desires to play.

1. Baseball/Softball - Each player must play a minimum of three (3) defensive innings and bat at least one (1) time per game.
2. Soccer - All intramural Soccer games shall be divided into and played in quarters. Each quarter shall be stopped by the referee at the half-way point at which time substitutions may be made. Unless injured or sick, every player present in uniform for each game shall play at least four (4) half-quarters, totaling at least one-half of the regulation game time. This rule shall not apply to Travel/Select/County and Tournament teams, except when there are not enough players to form an LFYAA Intramural league for that age group. County and Tournament minimum playing time requirements shall be enforced if they are provided by the County League and/or Tournament Rules.
3. Basketball - All intramural Basketball games shall be divided into and played in quarters. Each quarter shall be stopped by the referee at the half-way point at which time substitutions may be made. Unless injured or sick, every player present in uniform for each game shall play at least four (4) half-quarters, totaling at least one-half of the regulation game time. This rule shall not apply to Travel/Select/County and Tournament teams, except when there are not enough players to form an LFYAA Intramural league for that age group. County and Tournament minimum playing time requirements shall be enforced if they are provided by the County League and/or Tournament Rules.

Sport Programs to Adopt Rules

Each Sport Program is responsible for proposing its respective set of RULES. The Rules, as proposed by the respective Sports Program, shall be submitted for approval by the General Membership. In the event of a conflict between a particular sport league rule and these BY-LAWS, the Association BY-LAWS will prevail.

The Rules of the respective Sports Programs will be reviewed and revised as may be necessary at the following General Membership meetings each year:

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Baseball & Softball	March
Cricket	January
Soccer	August
Basketball	November

A majority of the members present at the General Membership meeting will be all that is necessary to adopt rule changes, such changes to be effective immediately, unless otherwise specified in the rule change.

Baseball/Softball Curfews

All single games played on a weeknight must start by 6:00 PM

All first games of a double-header must start by 5:45 PM. First games must terminate at 8:10 PM, on lighted fields only.

1. No inning may start after 7:45 PM
2. The next two (2) teams to play will be given time to warm-up before starting the game.

Second games must start no later than 8:20 PM and must end by 10:20 PM. Lights must be out by 10:30 PM No inning may start after 9:45 PM unless the previous game went past 7:45 PM Then no inning may start after 10:00 PM.

A. Rules Applying to All Intramural Sport Programs, Coaches, and Players

1. Play in Other Leagues

- a. Any player, who plays for LFYAA and also plays for a non-LFYAA program/team, has first responsibility to LFYAA. If the player misses games or practices because of other program/team commitments, the player will be suspended for the remainder of the season.
- b. Any adult leader, who manages/coaches for LFYAA and also manages/coaches for a non-LFYAA program/team, has first responsibility to LFYAA. If the manager/coach misses games or practices because of other program/team commitments, the manager/coach will be suspended for the remainder of the season.

NOTE: There will be no recourse by either the child, the parents, or the manager/coach and no Registration fees will be refunded.

2. Managers and Coaches

- a. Managers will be selected by a majority vote of the Sports Board during the Sports Board meeting preceding the Player Draft. Factors such as knowledge of the game, ability to work with the players, years of experience within and outside of the

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Association, conduct on the field, ability to volunteer with field maintenance and general administration of the team will be considered in the selection process.

- b. An appeal of the manager selection may be made in writing to the Executive Board at least one week prior to the Executive Board meeting preceding the Player Draft. The Sports Board manager selection may be overturned by a majority vote of the Executive Board.
- c. Any team manager or adult leader, who withdraws a team from the playing field under any circumstances or refuses to play a game (other than safety reasons), prior to the completion of the game, forfeits all rights to protest that game and is subject to suspension.
- d. Each team Head Coach (Manager) may have no more than two assistant Coaches on the field or sidelines during games.
- e. Each Head Coach (Manager) MUST maintain and keep current with the Sports Commissioner the Organization's "Team Staff" form to insure that all members of their staff have been Background Checked by the County. FAILURE TO DO THIS MAY RESULTS IN SUSPENSIONS OR DISMISSALS OF THE HEAD COACH (MANAGER).

NOTE: If the Team Manager and/or his/her Team Coaches/Assistants, who are on the Current "Team Staff" form, are not available for a game or practice, then the game or practice will be canceled or forfeited. Only those individuals, who are on the Current "Team Staff" form, may manage a team in a game or practice.

ALL OTHER ADULTS AND SPECTATORS MUST REMAIN IN THE SPECTATORS' AREAS. NO ONE IS ALLOWED ON THE FIELD OF PLAY. VIOLATION OF THIS RULE MAY BE GROUNDS FOR A FORFEITURE OF THE GAME.

3. Registration

- a. Parents may specify one Manager/Coach that they do not want their son/daughter to play for. Any League with less than three (3) teams, the Parent may NOT specify one Manager/Coach that they do not want their son/daughter to play for. This will insure that Parents are not selecting the Manager/Coach, for whom they want their son/daughter to play. Parents may not request a specific Manager/Coach except in non-competitive leagues (e.g., Clinic Baseball, Clinic Soccer or Clinic Basketball). Other special requests, such as driving arrangements will be reviewed by the respective Sports Board but will be permitted only under extreme circumstances. In ALL leagues (including non-competitive leagues), the main objective will be to maintain a balance of player talent in all leagues.
- c. All Special Requests Must be made prior to the Draft. No Requests will be honored for those who register after the Draft.
- b. If a parent indicates on the contract a desire to play only for one specific manager, that contract will be void, the player will NOT be drafted, and the parent will

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receive a refund of the registration fee.

- c. If a parent removes their son/daughter from participation in the sport after the draft, they will not receive a refund of their registration fee.
- d. Any player, who desires to “play up” into an older age group, must attend a player evaluation prior to the Draft meeting at a date and time prescribed by the respective Sports Board Commissioner. This “play up” evaluation applies only to Sports Programs, which permit players to “play up” into an older age group.
- e. Any player, who successfully receives permission to “play up”, will not be permitted to return to their age group if they find it too difficult to compete. They will be placed on a “Waiting List” until a roster spot becomes available in their age group. They will not receive a refund of their registration fees.
- f. Any parent’s check, which is rejected by the bank due to “Insufficient Funds”, will result in the provider paying all costs/fees associated with the “Insufficient Funds” transaction(s). This includes all bank costs/fees. If the parent does not resolve this issue, then, at the Discretion of the Sports Commissioner, the player will be suspended/removed from their team.

4. Draft Policy

- a. The purpose of the LFYAA draft is to distribute the registered players in each league by age and ability to create competitively balanced teams.
- b. All intramural Sports Programs must follow the Draft Procedures listed in the Organization’s Bylaw Policies and Procedures Book and on the LFYAA WEB Site – <http://www.lfyaa.org>.

5. Draft Procedures

The Draft Procedure has been Identified and Described in the Organization’s Bylaw Policies and Procedures Book and on the LFYAA WEB Site – (See Document) <http://www.lfyaa.org>.

Procedure for Appeals and Protests

All Intramural Sports Programs Must Follow the Appeal/Protest Procedure Listed in the Organization’s Bylaw Policies and Procedures Book and on the LFYAA WEB Site – (See Document) <http://www.lfyaa.org>.

Equipment

- 1. Full LFYAA approved uniform for local and tournament play is required for all Sports Programs. (This includes hats for Baseball)
- 2. Approved protected helmets for Baseball and Softball are mandatory when at bat, when

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in the on-deck circle, and when on the bases. Players, who coach bases, will also wear protective helmets.

3. Metal cleats will be allowed in the 13-14 and older age groups, and is banned in all other programs, including Soccer. (Tournament play is optional, except in Soccer).
4. No equipment will be lent out without prior approval of the Executive Board.
5. Male Soccer players are encouraged to wear protective supporters.

Tournaments

1. No tournament shall be hosted by LFYAA without Sports Program Board sanction.
2. Any LFYAA team, which wants to participate in an outside tournament, must receive sanction from the Sports Program Board.
3. No school teams will be allowed in tournaments hosted by LFYAA. A school team is defined as any Junior Varsity or Varsity team of interscholastic play.
4. Only Intramural Team managers are eligible to manage the Tournament Team. Only if there are no interested Intramural Team managers will a non-Intramural Team manager be an eligible candidate for the Tournament Team manager.
5. Tournament team managers will be selected by a simple majority vote by the managers of the individual leagues. This manager in turn will select his/her coaches. These managers and coaches then will pick the players by tryouts. Tryouts will consist of at least two (2) different tryout dates scheduled at least two (2) weeks in advance. There must be at least one week between tryout dates and tryouts must be on different days of the week. Tryouts will be open to all players interested. Interested players must attend at least one tryout to be eligible for a Tournament team. No special arrangements shall be made for any player unable to attend at least one of the scheduled tryouts. Players will be ineligible to play on a Tournament team if they do not attend at least one tryout. Participation in the All-Star game does not constitute a legal tryout.
6. The formation of any Tournament team, involving The Association, is subject to the approval of the Executive Board.

Travel/Select/County Teams

1. Travel/Select/County Team Managers may be self-nominated; however, the manager and his/her coaches must be approved by the respective Sports Board, the Executive Board, and the General Membership. This manager, in turn, will select his/her coaches. These managers and coaches then will pick their players by tryouts. Tryouts will consist of at least two (2) different tryout dates scheduled at least two (2) weeks in advance. There must be at least one week between tryout dates and tryouts must be on different days of the week. Tryouts will be open to all players interested. Interested players must attend at least one tryout to be eligible for a Travel/Select/County team. No special arrangements shall be made for any player unable to attend at least one of the scheduled tryouts. Players will be ineligible to play on a Travel/Select/County team if they do not attend at least one tryout.

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2. Tryouts for any and all LFYAA teams, i.e., Travel/Select/County Teams, Tournament Teams, etc. must be announced to the respective Sports Board Commissioner for inclusion into the next available LFYAA Newsletter and for the LFYAA WEB Site. All tryout dates/times must be announced at least two (2) weeks prior to the tryout.
3. To the extent there is player and manager interest, every reasonable effort will be made by each Sports Program to form a LFYAA County and/or Travel/Select/County team(s) to represent LFYAA.
4. The formation of any Travel/Select/County team, which represents the Association, is subject to the approval of the Executive Board and the General Membership.
5. Travel/Select/County team games or practices shall not conflict with Intramural games. If a conflict arises, the intramural team game shall take priority and players are expected to attend their intramural game.
6. Any interested coach or coaches interested in forming a Travel/Select/County team must have approval of the Sports Board to form a team. They must submit a roster of players before any league fees are to be paid for such team.
7. Travel/Select/County teams can only play for one league at a time, unless the Sports Board approves of the second league in which case the Travel/Select/County Team will be responsible for all monies due to the second organized sports league.
8. Any infractions to any by-laws are and including suspension from LFYAA and each sports league will be informed of this and loss of insurance by LFYAA. The first infraction will be a verbal and written warning. The second infraction will be the loss of LFYAA support. No appeals will be given to the team to have an appeal to be brought to the Executive Board.
9. All league fees and dues are to be given to the Sports Board Treasurer before play begins. If not received before play begins, the team will be asked to leave LFYAA. Unless the sports board is informed before play begins, that team will not have league fees or dues in before hand. A time frame will be granted for that team in a reasonable time frame that all parties can agree upon.
10. All money the team collects from any type of activity for the team will be put into their account at LFYAA and will draw from that account only. This is to insure that each team keeps their non-profit status with LFYAA. If teams do not put all money into their account with LFYAA, then they will be asked to leave LFYAA.
11. Each team manager will be responsible for keeping track of the balance in their LFYAA account. Any transactions to this account must be reported to the Sports Board Treasurer. Monthly revision to each team's account must be turned in to the Sports Board Treasurer by the end of every month, whether there are any changes to their account or not. Funds, that remain in the team account 60 days after the manager has notified the team of his/her intent to disband the team, will be transferred into the operating account of the sport in which the team was playing.  
Upon completion of the season, the head coach is required to notify the respective sports commissioner of the teams intent to continue. If the head coach does not provide the required notification in writing to the sports commissioner within 90 days of the last scheduled game, any funds left in the



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account will be absorbed by the respective sports fund.

12. Each team manager will be responsible to report any game scores to the Travel/Select/County Team Coordinator in the time frame given to them by the Travel/Select/County Team Coordinator.
13. Field time for practice will be coordinated with the Travel/Select/County Team Coordinator so there are no conflicts with field times.

**B. Regular Seasons** (Intramural program games only)

1. Baseball/Softball will begin by the Saturday before the last Sunday of April and will end by the first week of July, including playoffs.
2. Cricket will begin by the Saturday before the last Sunday in April and will end by the first week of July, including playoffs.
3. Soccer will begin by the Saturday after Labor Day and will end by the first Saturday of November, including playoffs.
4. Basketball will begin by the first available Saturday in December and will conclude before the last Saturday of February, including playoffs.
5. Approval for extension or additional time will require Executive Board approval.

**ARTICLE IX - DUTIES**

**THE EXECUTIVE BOARD**

1. Will execute all matters concerning the well being of The Association.
2. Will interface with the Department of Recreations and Parks for all business matters either Association or Sports Program business.
3. Will disseminate all mail (bills, correspondence) to respective interested Sports Programs. All business mail and correspondence conducted by The Association and Sports Programs will be sent to The Association's address.

L.F.Y.A.A.  
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4. Will assist, guide, and direct the league programs under The Association's jurisdiction.
5. Will review all Sports Program(s) fund raising activities.

**A. BOARD OF DIRECTORS (Respective Sports Programs – Commissioner) – EXECUTIVE BOARD POSITION**

Responsibilities of the Sports Program Commissioners have been Identified and Described in the Organization's Bylaw Job Description Book and on the LFYAA WEB Site – <http://www.lfyaa.org>.

**DUTIES OF THE THREE (3)-MEMBER BOARD OF TRUSTEES – EXECUTIVE BOARD POSITIONS**

Responsibilities of the THREE (3)-MEMBER BOARD OF TRUSTEES have been Identified and Described in the Organization's Bylaw Job Description Book and on the LFYAA WEB Site – <http://www.lfyaa.org>.

**BUILDINGS & FIELDS MAINTENANCE MANAGER – EXECUTIVE BOARD POSITION**

Responsibilities of the Executive Board Buildings & Fields Maintenance Manager has been Identified and Described in the Organization's Bylaw Job Description Book and on the LFYAA WEB Site – <http://www.lfyaa.org>.

**ARTICLE X - GOVERNMENT**

- A. The government of The Association shall be under the direct supervision of the PRESIDENT, who shall be assisted and advised by the EXECUTIVE BOARDS of DIRECTORS, which is represented by representatives from respective programs.
- B. All actions of and by the EXECUTIVE BOARD OF DIRECTORS, legally voted by General Membership, are binding on the organization to such action, and all actions of and by the EXECUTIVE BOARD OF DIRECTORS must be through vote of not less than two-thirds (2/3) of the EXECUTIVE BOARD, who is present at a meeting, except changes to the BY-LAWS which require not less than four (4) affirmative votes and the General Membership approval.
- C. Two-thirds (2/3) of the EXECUTIVE BOARD shall constitute a quorum, and no motion may be entertained unless this number is present.
- D. All matters pertaining to the operations of The Association shall be decided by a vote of the General Membership per Roberts' Rules of Order.

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- E. Decisions of the Executive Board of Directors may be rescinded by the members present at the time the vote is taken, at a properly scheduled meeting. A special General Membership meeting called in accordance with ARTICLE IV, SECTION A by the President, shall not have the opportunity to negotiate an Executive Board of Directors ruling unless notice of the meeting is published to the full membership two (2) weeks in advance of the meeting date. The Executive Board of Directors may not amend, change, alter or rescind these BY-LAWS without first submitting such amendment, changes, or alterations to the General Membership for consideration.
- F. An annual written report of the actions of the League Board of Directors shall be prepared by the Program Secretary and presented to the Executive Board of Directors at the annual meeting of the election of officers. An annual written report of the Executive Board of Directors' actions will be prepared by the Executive Board Secretary and presented to the Executive Board at the annual meeting of the election of officers.
- G. Operations and policies of The Association and respective Sports Programs shall be in accordance with the BY-LAWS of The Association, and a copy of such BY-LAWS shall be in the possession of each BOARD member.

**ARTICLE XI – ACCESS TO AND AMENDMENTS OF THESE BY-LAWS**

- A. Amendments to these BY-LAWS shall be considered once a year at the regular monthly meeting in November. Proposals to amend these BY-LAWS must be presented to the EXECUTIVE BOARD at the regular monthly meeting in October and published to the full membership two (2) weeks in advance of the November meeting date.
- B. Amendments shall be approved only after proper notification to the General Membership has been made and upon a two-thirds (2/3) majority.
- C. All BY-LAW changes for Linthicum - Ferndale Youth Athletic Association will be recorded on official media and reproduced for the General Membership. A printed copy of the current version of these BY-LAWS, the RULES of the respective Sport Programs and the Code of Sportsmanship, Ethics and Integrity shall be maintained at the Fieldhouse and made available to any interested person who requests to inspect it. For so long as this Association maintains its own website, a similar copy shall be published on that website.
- D. The current version of these BY-LAWS shall include a reference to the date of the most recent amendment. The Secretary is directed to maintain a complete record of all changes to these BY-LAWS.

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BYLAWS of Linthicum - Ferndale Youth Athletic Association, as amended **11/19/2014**