

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

BYLAW JOB DESCRIPTION INDEX

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

PAGE 1 – THIS INDEX

PAGE 2 – JOB DESCRIPTIONS

EXECUTIVE BOARD POSITIONS

President	Page 3
Vice-President	Page 4
Board of Trustee	Page 5
Sports Program Commissioner	Page 6
Secretary	Page 9
Treasurer	Page 10
Buildings and Fields Manager	Page 11
Public Relations Director	Page 12
Web Administrator	Page 13
Tournament Director	Page 14

SPORTS PROGRAM POSITIONS

Sports Program Commissioner	Page 15
Sports Program Deputy Commissioner	Page 18
Secretary	Page 19
Treasurer	Page 20
Player Agent	Page 22
Chief of Umpires/Referees	Page 24

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

League Vice-President	Page 26
Tournament Director	Page 27
Travel/Select/County Team Coordinator	Page 28
Public Relations Director	Page 30
Concession Stand Manager	Page 31
Equipment Manager	Page 32
Team Manager – Intramural Program	Page 33
Team Manager – Travel/Select/County	Page 35
Team Parent	Page 37

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **President**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board President is primarily responsible for the overall well being of the entire LFYAA Organization.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks' Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Plan and Lead the monthly Executive Board and General Membership meetings.
4. Backup and Support all Activities of the Executive Board Members, the Sports Program Commissioners and their respective Sports Board Members.
5. Will be responsible for the Operational and Financial well being of all Sports Programs.
6. Insure that all Sports Commissioners and their respective programs comply with all the Organization's Bylaws, Policies, and Procedures.
7. Represent the LFYAA organization in all matters relating to the Anne Arundel County Department of Recreation and Parks and all other Community organizations.
8. Plan and guide the Future Direction of the LFYAA organization.

NOTE: The Retiring Executive Board President will remain on the Executive Board of Directors for a term of one (1) year in an Advisory Capacity.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Vice President**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Vice President is primarily responsible for the overall well being of the entire LFYAA Organization. This individual is the “Backup” for the Executive Board President and, as such, has all the duties and responsibilities of the Executive Board President.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Assist with the Planning and Leadership at all monthly Executive Board and General Membership meetings. Conduct these meetings when the Executive Board President cannot attend.

NOTE: See Responsibilities of the Executive Board President.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Board of Trustees**

LENGTH OF TERM: Elected for Term of Three (3) Year by General Membership

DESCRIPTION: The Executive Board of Trustee is primarily responsible for the Operational and Financial Well-being of the Association.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. 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 Trustees. A replacement may be voted immediately to complete his/her tenure.
4. Review and audit each Sports Program bank account at least once each year, including all expenditures and receipts. This audit shall be on a spot check basis and a report will be rendered at the General Membership meeting following such audit.
5. Receive an up-to-date inventory from each Sports Program Equipment Manager along with a report concerning any lost or damaged equipment. Thirty (30) days shall be allowed for the respective Sports Program Equipment Manager to inventory his/her stock and give his/her report. Any discrepancies shall be reported to the General Membership at the meeting following the inventory but no later than sixty (60) days after the conclusion of the Sports Program's Primary season. A "Walkthrough" will be performed at the end of each Sports Program season with the Executive Board Building & Fields Manager.
6. Report any member who is not acting in the Best Interest of The Association.
7. Identify at least one (1) issue or project that he/she is interested, and present a "Plan" on what and how the issue or project will be approached during the year. This "Plan" should be identified in February of each year and should provide milestones as to what will be accomplished during that year.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Sports Program Commissioner**

LENGTH OF TERM: Elected Annually by the General Membership. This Position is a Member of the Executive Board. See Organizational Bylaws for nomination and election specifics.

DESCRIPTION: The Sports Program Commissioner is the primary contact for all Sports Program Activities. The Commissioner is the single point of contact between the Sports Program Board and the Executive Board and General Membership.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and General Membership meetings.
4. Will be responsible for the Operational and Financial well being of their individual programs.
5. Will identify and provide a List of their respective Sports Board Members with a successful County Background Check to the Executive Board no later than 30 days after the Commissioner's election.
6. Prepare and submit an annual Sports Program Budget to the Executive Board and General Membership for approval at least four (4) months prior to Opening Day. Any changes to this annual Sports Program Budget must be presented to the Executive Board and General Membership for approval.
7. Insure that ALL League Vice-presidents collect the "Team Staff" forms from ALL their Team Managers and insure that ALL Managers, Assistant Coaches, and Team Parents are Background Checked every three (3) years.
8. Will attend the monthly Executive Board and General Membership meetings with a monthly financial statement/report as prescribed by the Executive Board Treasurer. This monthly financial statement/report will be provided in advance when these meetings cannot be attended. The monthly financial statement/report will be reviewed and approved by the General Membership each month.
9. Conduct monthly Sports Board meetings with a planned agenda. The monthly financial statement/report will be presented and discussed at the monthly Sports Board meeting. This same statement/report should be presented to the General Membership.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

10. The Commissioner of each Sports Program will submit to the Executive Board at the end of their season, a financial report reflecting the actual income 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 all Travel/Select/County Team Financials) for current season 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.
11. The Sports Program Commissioner and/or the League Vice Presidents 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.
12. Prior to Draft, the Sports Program Commissioner, League VP and Managers/Coaches will review the assigned ratings and rating changes may be made if all parties agree to the change. Ratings will also be sought for un-rated players.
13. The number of teams to be drafted will be determined based on the number of registered players. The respective Sports Board shall determine the number Tournament Teams and the number of players per team, who will be selected for these Tournament Team(s). Expanded rosters will be allowed at the discretion of the respective Sports League VP with concurrence of the Commissioner and Player Agent.
14. An Appeal/Protest Board shall be considered by the respective Sports Board. The Chairman of the Appeal/Protest Board shall be the Commissioner of the respective Sports Program. The Appeal/Protest Board shall consist of each of the Members of the Sports Program Board.
15. 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.
16. Will assist the Executive Board Building and Fields Manager with all maintenance or new construction activities when their season is in progress.
17. Review Telephone Answering Machine in a timely manner:
 - From Announcement of Registration Dates/Times until 30 days after completion of Sports Program season, Review Telephone Answering Machine each and every day. Whenever teams are formed and are competing in the Fall Ball season, Spring Soccer season, and Summer Basketball season, the Telephone Answering Machine will be reviewed each and every day.
 - All other times, Review Telephone Answering Machine no less than every seven (7) calendar days.

NOTE: The Retiring Commissioner of each sport will remain on the Board of Directors for the

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

respective Sports Program for a term of one (1) year in an Advisory Capacity.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Secretary**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Secretary is the primarily responsible for all correspondence related to the Executive Board and General Membership.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and General Membership meetings.
4. Maintain the current version of these BY-LAWS and shall include a reference to the date of the most recent amendment. The Executive Secretary is directed to maintain a complete record of all changes to these BY-LAWS.
5. 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 and General Membership 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 and General Membership at the annual meeting of the election of officers.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – Treasurer

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Treasurer is primarily responsible for all Financial Activities of the Organization.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and General Membership meetings.
4. Receive all bank statements and forward these statements to the appropriate Sports Program Commissioner for reconciliation.
5. Establish and maintain separate accountability for the Organization's Funds.
6. Backup and Support all Activities of the Sports Board Treasurers.
7. Prescribe the Accounting Methods of the entire LFYAA organization.
8. Prepare and Submit all Tax Forms for the organization (which includes each respective Sports Program).
9. Review and Maintain the appropriate levels of Insurance Coverage for the organization and Ensure that all necessary Insurance Coverage forms are distributed to the appropriate people and organizations, i.e., Anne Arundel County, BWI Field owners, etc.
10. Maintain the organization's Non Profit Status and Distribute the Non Profit Tax Number to the appropriate people.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Buildings and Fields Manager**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Buildings & Fields Manager is primarily responsible for all maintenance activities associated with LFYAA Buildings and Fields. Additionally, this person is the main point of contact for all maintenance issues associated with the County Maintenance personnel.

RESPONSIBILITIES:

- 1.** Comply with all LFYAA Bylaws.
- 2.** Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
- 3.** Attend the monthly Executive Board and General Membership meetings.
- 4.** Will be responsible for the direction of the general maintenance and up-keep of the buildings and fields.
- 5.** When necessary and approved by the Executive Board and General Membership, funds will be released from the Building Fund account for expenditures exceeding \$ 50.00.
- 6.** Will be responsible for the procurement of all necessary building materials. Will turn in receipts for any and all expenditures from the Building Fund account.
- 7.** Request assistance for maintenance and/or new construction from the Commissioner of the Sports Program whose season is in progress.
- 8.** Obtain any and all building permits when necessary.
- 9.** Cooperate with the Fire Department and Health Department to insure that the Building(s) and Concession Stand meet County Fire and Health Codes.
- 10.** Perform a “Walkthrough” at the end of each Sports Program Season to replenish any necessary equipment.
- 11.** Prepare and Maintain a List of all Capital Equipment with the Replacement Cost, Life Expectancy, and Current Age of each item. This completed List will be presented to the Executive Board in January of each year.
- 12.** Prepare and Maintain a Priority List of Open Maintenance Items, which require attention and Proceed with the Completion of these items in a timely manner
- 13.** Solicit assistance for all Open Items from all Members of the organization and the Community.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Public Relations Director**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Public Relations Director is primary representative of the LFYAA Organization with the outside Media. This person is responsible for taking care of all publicity for the LFYAA Organization and will work closely with the Sports Board Public Relations Directors to insure consistency and coordination between all Sports Programs and the Executive Board.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and General Membership meetings.
4. Plan and Support all Public Relations Activities associated with the organization:
 - a. Fence Sign Program
 - b. Player and Tournament Team Registration Activities - Advertising

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDAL YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **WEB Administrator**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Web Administrator is primarily responsible for the Online WEB Site for the Association – www.lfyaa.org

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and general Membership meetings.
4. Receive up-to-date LFYAA information from the Executive Board and Sports Program Boards and keep the WEB Site current and accurate.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Executive Board – **Tournament Director**

LENGTH OF TERM: Elected for Term of One (1) Year by General Membership

DESCRIPTION: The Executive Board Tournament Director is primary representative/contact for all LFYAA Invitational Tournaments for the entire organization. This person is responsible for taking care of all needs of the LFYAA Tournaments from Tournament Planning to Advertising to Scheduling to Trophy Presentation. The Tournament Director is the single point of contact between the Sports Program Commissioner/Board and all Tournament Activities.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and General Membership meetings.
4. Attend the monthly Sports Board meetings when necessary and Provide a Status of any upcoming Tournament Events and Activities.
5. Assist each Sports Board Commissioner with their Annual Budget to insure that Invitational Tournament Needs are identified and budgeted. All Activities and Financial Needs Must be Planned and Presented prior to Annual Budget Approval by the Executive Board.
6. Plan and Control all Activities of the LFYAA Invitational Tournaments:
 - a. Prepare Requirements and Responsibilities List and Track Progress of Activities.
 - b. Keep Sports Commissioner informed of all Tournament Activities.
 - c. Establish a Tournament Committee and Present the Committee Members to Sports Board for approval.
 - d. Host all necessary meetings, i.e., LFYAA Tournament Committee, Invited Team Managers, etc.
 - e. Plan and coordinate activities associated with Invitational Tournament, i.e., distribute flyers, contact other organizations/managers, prepare schedules, oversee games, etc.
 - f. Maintain a Presence at the Invitational Tournament to Assist in any Decision-making necessary.
 - g. Review and submit “Up-to-Date” Invitational Tournament Rules to the Sports Board for approval.

LFYAA Job Description

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

<http://www.LFYAA.org>

TITLE: Sports Program – Sports Program Commissioner

LENGTH OF TERM: Elected Annually by the General Membership. This Position is a Member of the Executive Board. See Organizational Bylaws for nomination and election specifics.

DESCRIPTION: The Sports Program Commissioner is the primary contact for all Sports Program Activities. The Commissioner is the single point of contact between the Sports Program Board and the Executive Board and General Membership.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Executive Board and General Membership meetings.
4. Will be responsible for the Operational and Financial well being of their individual programs.
5. Will identify and provide a List of their respective Sports Board Members with a successful County Background Check to the Executive Board no later than 30 days after the Commissioner's election.
6. Prepare and submit an annual Sports Program Budget to the Executive Board and General Membership for approval at least four (4) months prior to Opening Day. Any changes to this annual Sports Program Budget must be presented to the Executive Board and General Membership for approval.
7. Insure that ALL League Vice-presidents collect the "Team Staff" forms from ALL their Team Managers and insure that ALL Managers, Assistant Coaches, and Team Parents are Background Checked every three (3) years.
8. Will attend the monthly Executive Board and General Membership meetings with a monthly financial statement/report as prescribed by the Executive Board Treasurer. This monthly financial statement/report will be provided in advance when these meetings cannot be attended. The monthly financial statement/report will be reviewed and approved by the General Membership each month.
9. Conduct monthly Sports Board meetings with a planned agenda. The monthly financial statement/report will be presented and discussed at the monthly Sports Board meeting. This same statement/report should be presented to the General Membership.
10. The Commissioner of each Sports Program will submit to the Executive Board at the end of their season, a financial report reflecting the actual income 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 all Travel/Select/County Team

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

Financials) for current season 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.

11. The Sports Program Commissioner and/or the League Vice Presidents 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.
12. Prior to Draft, the Sports Program Commissioner, League VP and Managers/Coaches will review the assigned ratings and rating changes may be made if all parties agree to the change. Ratings will also be sought for un-rated players.
13. The number of teams to be drafted will be determined based on the number of registered players. The respective Sports Board shall determine the number Tournament Teams and the number of players per team, who will be selected for these Tournament Team(s). Expanded rosters will be allowed at the discretion of the respective Sports League VP with concurrence of the Commissioner and Player Agent.
14. An Appeal/Protest Board shall be considered by the respective Sports Board. The Chairman of the Appeal/Protest Board shall be the Commissioner of the respective Sports Program. The Appeal/Protest Board shall consist of each of the Members of the Sports Program Board.
15. 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.
16. Will assist the Executive Board Building and Fields Manager with all maintenance or new construction activities when their season is in progress.
17. Review Telephone Answering Machine in a timely manner:
 - From Announcement of Registration Dates/Times until 30 days after completion of Sports Program season, Review Telephone Answering Machine each and every day. Whenever teams are formed and are competing in the Fall Ball season, Spring Soccer season, and Summer Basketball season, the Telephone Answering Machine will be reviewed each and every day.
 - All other times, Review Telephone Answering Machine no less than every seven (7) calendar days.

NOTE: The Retiring Commissioner of each sport will remain on the Board of Directors for the respective Sports Program for a term of one (1) year in an Advisory Capacity.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Sports Program Deputy Commissioner

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Deputy Commissioner is the primary “Backup” for the Sports Program Commissioner and is second in command for all activities within Sport’s Program.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. See the Job Description for Sports Program Commissioner.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – **Secretary**

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Secretary is the primarily responsible for all correspondence related to the Sport's Program Board.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. 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.
5. An annual written report of the actions of the Program 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.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Treasurer

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Treasurer is the primary contact for all Sports Program Financial Activities. This person is responsible for taking care of all Revenue and Disbursement needs of the Sports Program. The Treasurer is the single point of contact between the Sports Program Commissioner and all Financial Activities.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Ensure that all Revenues (Player Registration Fees, Daily Concession Sales, etc.) are deposited in Sports Program's Bank Account.
5. Pay Vendor's "Invoices" in a timely manner.
6. Prepare for the Sports Program Commissioner a monthly financial statement as prescribed by the Executive Board Treasurer. This monthly financial statement must be prepared and submitted to the Sports Program Commissioner at least one (1) day prior to each monthly Sports Board meeting or each monthly General Membership meeting.
7. Reconcile the monthly Bank Account Statements, which are provided by the Executive Board Treasurer.
8. Establish and Maintain Separate Accountability for each Travel/Select/County Team with the Cooperation of the Sports Board Travel/Select/County Coordinator and Sports Commissioner.
9. Receive and Deposit Revenues within seven (7) Calendar days.
10. Write Checks within 48 hours of request for all Transactions associated with each Travel/Select/County Team based on that Team's annual Team Budget.
11. Attend at least one(1) Executive Board meeting per quarter.
12. Provide Budget(s) and Corresponding Paperwork to Executive Board of Trustees for Review within one (1) month of request.
13. Receive List of People, who have provided checks with "Insufficient Funds", and Provide a List of Costs/Fees Associated with the transaction(s) to the

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

Sports Program Commissioner and Player Agent, who, at the Discretion of the Sports Commissioner, will collect the necessary Costs/Fees and suspend/remove the player.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Player Agent

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Player Agent is primary representative of the player. This person is responsible for taking care of the needs of all players from Registration Activities to Team Placement to Future Storage of Player Registration Forms for Future Audits. The Player Agent is the only person who can assign a player to a team.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Conduct Registration.
5. Player Agent will prepare draft lists for each league based on paid registrations.
6. Conduct the Player Draft meeting with the Sport's League Vice Presidents and Sport's Team Managers only. (See Player Draft Policy for specific requirements.)
7. Remove Draft information from Fieldhouse Blackboard upon completion of the Draft.
8. After the Draft Process, remind managers to contact ALL their players within 48 hours of the Draft.
9. Maintain a Waiting List and Assign players from this list to teams. All players must be registered through the Player Agent and be assigned a team by the Player Agent.
10. Prior to Opening Day games, provide a League Roster by teams, with the Team Manager's Name and the Name of each player with their date of birth and telephone number to the Sports Board Commissioner. These Team Rosters will be stored in the Fieldhouse Office for a minimum of two (2) years.
11. Provide a list of unpaid players to the respective Sport's League Treasurer.
12. Provide a list of email addresses with first and last names to the Sport's Commissioner for the purpose of Newsletter Distribution.
13. Collect contracts after the start of the season and submit these contracts to the respective Sport's League Treasurer when requested for audit.
14. All Player Registration Forms and Team Rosters must be stored in the Fieldhouse Office for a minimum of two (2) years. These documents serve as the basis of our County Facility needs.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

15. Prepare and Administer the Background Check Inspection according to the Bylaw's Background Check Inspection Policy/Procedure, including the "on-field" inspection of the younger age groups/leagues which do not have referees/umpires.
16. At the end of the season, provide a list of all players with their names, phone numbers, email addresses, date of birth, and Player 'Rating'. This list should be sorted in order of "date of birth" and will be used the following year to determine who played in our program the previous year with their Player 'Rating'.
17. Receive a List of Costs/Fees from the Sports Program Treasurer and Collect and Forward the necessary Costs/Fees from the Parent to the Sports Program Treasurer. If the Parent does not provide the necessary costs/fees, then, at the Discretion of the Sports Commissioner, the player will be suspended/removed.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Chief Referee / Umpire

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Chief of Referees/Umpires is primarily responsible for scheduling and paying referees/umpires for all intramural and tournament games. This person is responsible for training referees/umpires and representing them at all Sports Program meetings. The Chief of Referees/Umpires is the single point of contact between the Sports Program Commissioner and the Referees/Umpires.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Insure that all Referees/Umpires are in proper uniform and have proper equipment to officiate games.
5. Interface with the Sports Program Commissioner and Executive Board Building and Fields Manager to determine when field conditions are playable. Notify all scheduled Referees/Umpires when games are canceled.
6. Provide a Weekly Schedule of Referee/Umpire game responsibilities.
7. Provide a Weekly Report of Refereed/Umpired games with the amount paid for each game and a total amount for the week. This report will be submitted to the Sports Program Commissioner and Treasurer for distribution of appropriate funds to the individual Referees/Umpires.
8. Ensure that all Referees/Umpires check player equipment for safety.
9. Instruct all Referees/Umpires in the proper procedure to follow when a game is protested.
10. Instruct all Referees/Umpires in the proper procedure to follow when weather conditions threaten the continuation of a game. See LFYAA Organizational Policy: Rain Delay Policy.
11. Meet with the Referees/Umpires to discuss the facts regarding all protests and game ejections. Represent the Referees/Umpires at all Appeal/Protest Hearing meetings.
12. The Sports Board Commissioner has final approval in all decisions that are made.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – **League Vice President**

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program League Vice-President is Primary Representative/Contact for their Respective League/Age Group. This person is Responsible for the needs of all Intramural Teams and their Managers within their Respective League/Age Group. The League Vice-President is the Single Point of Contact between the Sports Program Commissioner and the Intramural Teams within that League/Age Group.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the Monthly Sports Board meetings.
4. Plan and Control the Activities of the Teams and Team Managers in the Intramural League:
 - a. Present Team Manager Candidates to the Sports Commissioner and Sports Board for Approval. Insure that all League Managers, Assistant Coaches and Team Parents are Background Checked.
 - b. Notify Manager Candidates not selected to receive a team.
 - c. Conduct the Player Draft with the Player Agent.
 - d. Inform all League Managers of the Minimum Playing Time Requirements at the beginning of the season, i.e., at Player Draft meeting and/or any league meetings.
 - e. Prepare a List of League Managers, their Assistant Coaches, and their Team Parents. Present this List with the Team Manager's "Team Staff" form and signed Coaches pledge to the Sports Board Commissioner at least two (2) weeks prior to Opening Day games. The Team Manager Must Complete a New "Team Staff" form whenever there is a change in the staff of his/her team.
 - f. Prepare the Intramural Game Schedule for their respective Sports League.
 - g. Plan and Coordinate Activities associated with Picture Day, Opening Day, All-Star Day, etc.
 - h. Prepare the Post-Season Intramural Tournament Game Schedule for the respective Sports League.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

- i. Distribute Team Pictures to appropriate team representatives for the respective Sports League.
 - j. Insure that all Team Managers (and their players' parents) Perform their Responsibilities, i.e., Clean up Trash, Empty Trash Cans, Perform Field Maintenance, Conduct Player Evaluations, etc.
 - k. Host a meeting with the Intramural League Managers to Select the Tournament Team(s') manager(s).
 - l. Determine and Announce the Tournament Team and Travel/Select/County Team tryouts.
 - m. Assist in the Selection of Tournament Team Players.
 - n. Insure that all Team Managers Complete their "Player Rating" Sheets prior to any Intramural Tournament Games. If the "Player Rating" Sheets are not completed, there will be No Intramural Tournament Games for the Delinquent Team(s). These Ratings will be used as the Basis for Player Evaluations at the "Draft" meeting in the Following Season.
 - o. Follow All Sports Board Rules.
- 5. Prepare and Administer the Background Check Inspection according to the Bylaw's Background Check Inspection Policy/Procedure, including the "on-field" inspection of the younger age groups/leagues which do not have referees/umpires
 - 6. Plan and Coordinate the Activities of the LFYAA Post-Season Invitational Tournament, i.e., Distribute Flyers, Contact Other Organizations/Managers, Attend the Tournament meeting, Prepare Game Schedules, Oversee Games, etc.
 - 7. The Sports Board Commissioner has final approval in all decisions that are made.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – **Tournament Director**

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Tournament Director is primary representative/contact for all LFYAA Invitational Tournaments for the respective Sports Program. This person is responsible for taking care of all needs of the LFYAA Tournaments from Tournament Planning to Advertising to Scheduling to Trophy Presentation. The Tournament Director is the single point of contact between the Sports Program Commissioner/Board and all Tournament Activities.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting and Provide a Status of any upcoming Tournament Events and Activities.
4. Plan and Control all Activities of the LFYAA Invitational Tournaments:
 - a. Prepare Requirements and Responsibilities List and Track Progress of Activities.
 - b. Keep Sports Commissioner informed of all Tournament Activities.
 - c. Establish a Tournament Committee and Present the Committee Members to Sports Board for approval.
 - d. Host all necessary meetings, i.e., LFYAA Tournament Committee, Invited Team Managers, etc.
 - e. Plan and coordinate activities associated with Invitational Tournament, i.e., distribute flyers, contact other organizations/managers, prepare schedules, oversee games, etc.
 - f. Maintain a Presence at the Invitational Tournament to Assist in any Decision-making necessary.
 - g. Review and submit “Up-to-Date” Invitational Tournament Rules to the Sports Board for approval.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Travel/Select/County Team Coordinator

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Travel/Select/County Team Coordinator is primary representative of the Travel/Select/County Teams. This person is responsible for taking care of the needs of all Travel/Select/County Teams from Registration Activities to Team Tryouts to Budget Controls of each Travel/Select/County Team for the Entire Calendar Year. The Travel/Select/County Team Coordinator is the Single Point of Contact between the Sports Program Commissioner and Treasurer and the Travel/Select/County Teams.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Insure that all LFYAA Travel/Select/County Teams comply with all LFYAA Bylaws and all Anne Arundel County Department of Recreation and Parks' Accreditation Requirements.
5. Attend the Monthly Sport's Board meetings.
6. Attend All County, City, and State meetings associated with all LFYAA Travel/Select/County Teams.
7. Meet with all Travel/Select/County Team Managers:
 - a. Insure that Annual Budgets are provided to the Sport's Board on time for Approval.
 - b. Represent each Travel/Select/County Team at the LFYAA monthly Sport's Board meeting.
 - c. Insure that ALL Travel/Select/County Teams submit LFYAA Registration Forms and a Team Roster in the prescribed format prior to Sports Program Opening Day.
 - d. Insure that all Travel/Select/County Team Managers maintain a current "Team Staff" form of their Assistant Coaches, Team Parent, etc. and present these forms to the Sports Commissioner whenever changes are necessary.
 - e. Insure that all Travel/Select/County Team Managers, Assistant Coaches, Financial Managers, and Team Parents are Background Checked by the County every three (3) years.
 - f. Insure that all Travel/Select/County Team Managers announce Tryout Dates/Times to the Sport's Board prior to Publication in the Media, i.e., LFYAA Newsletter, WEB Site, Newspapers, etc.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

8. Collect Player Contracts after the start of the season and Submit these Contracts to the respective Sport's League Treasurer when requested for audit.
9. All Player Registration Forms and Travel/Select/County Team Rosters must be stored in the Fieldhouse Office for a minimum of two (2) years. These documents serve as the Basis of our County Facility needs.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Public Relations Director

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Public Relations Director is primary representative of the Sports Commissioner/Board with all Media Activities. This person is responsible for taking care of all publicity for the Sports Program and will work closely with the Executive Board Public Relations Director to insure consistency and coordination between all Sports Programs and the Executive Board.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Plan and Coordinate all Activities associated with Opening Day Ceremonies, i.e., Parades, Honored Guests (Dignitaries), Celebrities (Oriole Bird, Professional Sports Players), etc.
5. Place Advertisements for Player Registrations in Newsletter, LFYAA WEB Site, Newspapers, Schools, etc.
6. Assist Sports Program Tournament Director with Advertisement Flyers, etc. for LFYAA Invitational Tournaments.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Concession Manager

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Concession Manager is primarily responsible for the operations and well being of all activities associated with the Sports Program Concession Stand. This person is the single point of contact between the Sports Program Commissioner/Board and all activities associated with the Concession Stand.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Attend Annual Team Parent meeting prior to start of each season.
5. Assist in preparation of annual Sports Budget.
6. Reconcile all Vendor Deliveries with Vendor Delivery “Invoices”. Make any necessary adjustments and send copy to Sports Program Commissioner for timely payments.
7. Maintain “Delivery Invoices” in Concession Stand Book for future investigation of billing discrepancies.
8. Complete the Concession “Daily Log” form and provide a copy with the Daily Financial Activities of the Concession Stand.
9. Ensure that enough Concession workers are available for each and every Concession Stand shift.
10. Inventory Concession materials and contact Vendors for orders and deliveries.
11. Meet Vendors to accept deliveries at the Concession Stand.
12. Inform Building & Fields Manager when repairs need to be done or equipment needs to be replaced. Suggest new equipment when necessary.
13. Clean Concession Stand and Restrooms Daily.
14. Arrive at Concession Stand each day at least one (1) hour prior to start of events. Start Concession appliances and food to ensure that Concession Sales may begin 15 minutes prior to start of Scheduled Events.
15. Review the Concession Stand Manager’s Contract and Work Guidelines annually. Make adjustments as necessary. Sign and Comply with Concession Stand Manager’s Contract and Work Guidelines.
16. Concession Stand Manager will make daily deposits of Concession Revenue.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – **Equipment Manager**

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Equipment Manager is primarily responsible for all equipment associated with the Sports Program. This person is responsible for taking inventory and purchasing all uniforms and sports equipment necessary to support the Sports Program Activities.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the monthly Sports Board meeting.
4. Prepare for the Sports Program Commissioner an Inventory List of all player uniforms and sports equipment available for the coming season. This list will be provided to the Sports Program Commissioner and Board at least five (5) months prior to Opening Day. This Inventory List will be the basis for the current year budget.
5. Prepare Team Sports Bag with any and all equipment, which is specified by the Sports Commissioner and Board, i.e., balls, bats, helmets, whistles, scorebooks, etc.
6. Replace any uniforms, which do not fit players.
7. No equipment will be lent out without prior approval of the Executive Board and General Membership.
8. At the conclusion of the Sports Program season, the Equipment Manager will prepare an up-to-date inventory list along with a report concerning any lost or damaged equipment. Thirty (30) days shall be allowed for the respective Sports Program Equipment Manager to inventory his/her stock and give his/her report. Any discrepancies shall be reported to the General Membership at the meeting following the inventory, but no later than sixty (60) days from the conclusion of the Sports Program season. An "Inventory Walkthrough" will be performed at the end of each sports program season with the Building & Fields Manager.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Team Manager – Intramural Program

LENGTH OF TERM: Appointed Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Intramural Team Manager is primary representative of the Team and Players. This person is responsible for taking care of the needs of the Intramural Team starting at the Player Draft meeting. This Manager will lead the Intramural Team throughout the Sport’s season and will be the single point of contact between the Sports Program League Vice-president and the Intramural Team and Staff (Assistant Coaches and Team Parents).

NOTE #1: The Intramural Sports Program is Instructional and, as such, the Wins and Losses are not counted as standings for the Intramural “In-House” Tournament. Managers/Coaches are encouraged to emphasize Sportsmanship and set an example for our children. Managers/Coaches should teach the fundamentals of the game and have fun. The Manager/Coach is a model to the children of our organization and all of our community. Extremely competitive, outrageous, and abusive behavior by any adult is not acceptable.

NOTE #2: Any manager/coach, 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.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. The Intramural Team Manager will Identify and Provide a List of his/her Assistant Coaches, Team Financial Managers, and Team Parents at least thirty (30) days prior to their first game to the Vice-president of their respective League for Background Checking every three (3) years. All Team Managers must complete the LFYAA “Team Staff” form, which will be provided at the Draft meeting. This form **MUST** be resubmitted whenever a member of the Team Staff changes, i.e., new Assistant Coach, or Assistant Coach resigns from participation.
4. Attend the Player Draft meeting to establish League Teams.
5. Contact all Players on their team within 48 hours after the Draft.
6. Plan and Control the Activities of their Team:
 - a. Distribute the Team schedule of activities, i.e., practice schedules, game schedules, etc.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

- b. Inform the Team Parents of the Team Parent meeting, Opening Day, Picture Day, etc.
 - c. Perform necessary clean up, empty trash cans, perform field maintenance, conduct player evaluations, etc. and solicit help from all parents to accomplish all maintenance activities.
 - d. Participate in meetings with the Intramural League managers to select the Tournament Team(s') Manager(s).
 - e. Announce the Travel/Select/County Team and Tournament Team tryout dates.
 - f. Assist in the selection of Tournament Team players.
 - g. Notify ALL players on their team of changes to the game schedule for both regular season and intramural tournament play.
 - h. Complete their Player "Rating" sheets prior to any Intramural Tournament games. Player 'Rating' sheets must be returned to the League Vice-president, who will forward these ratings to the Sports Commissioner and the Player Agent. If the Player 'Rating' sheets are not completed, there will be No Intramural Tournament games for the delinquent team(s). These ratings will be used as the basis for Player evaluations at the "Draft" meeting in the following season
7. 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.
8. The Sport's Board Commissioner has final approval in all decisions that are made.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – Team Manager – Travel/Select/County

LENGTH OF TERM: Approved Annually by Sports Commissioner/Board

DESCRIPTION: The Sports Program Travel/Select/County Team Manager is primary representative of the Team and Players. This person is responsible for taking care of the needs of the Travel/Select/County Team, i.e., Team Tryouts, Annual Team Budget (and Changes), Communication with the Travel/Select/County Team Coordinator. This Manager will lead the Travel/Select/County Team throughout the calendar year and will be the single point of contact between the Sports Program Travel/Select/County Team Coordinator and the Travel/Select/County Team Players, Parents, and Staff (Assistant Coaches and Team Parents).

NOTE: Any manager/coach, 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.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. The Travel/Select/County Team Manager will Identify and Provide a List of his/her Assistant Coaches, Team Financial Managers, and Team Parents at least thirty (30) days prior to their first game to the Travel/Select/County Team Coordinator for Background Checking every three (3) years. Annually, each Team Manager must complete the LFYAA “Team Staff” form, which will be provided by the Travel/Select/County Team Coordinator. This form **MUST** be resubmitted whenever a member of the Team Staff changes, i.e., new Assistant Coach, or Assistant Coach resigns from participation.
4. Plan and Control the Activities of their Team:
 - a. Prepare and submit an annual Team Budget to the Travel/Select/County Team Coordinator for approval by the Sport’s Board, Executive Board and General Membership at least thirty (30) days prior to their first official game.
 - b. All revenues must be presented and maintained by the Sport’s Board Treasurer within 48 hours of receipt by the Travel/Select/County Team.
 - c. As prescribed by the Executive Board and General Membership, an LFYAA organizational logo must be displayed on all uniforms.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

- d. Prior to the season and after each game and/or practice, perform necessary clean up, empty trash cans, perform field maintenance, conduct player evaluations, etc. and solicit help from all parents to accomplish all maintenance activities.
- e. Each and every Travel/Select/County Team must hold at least two (2) announced team 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. 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 players 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.
- f. Must announce all tryout Dates/Times to the Sport's Board Travel/Select/County Team Coordinator prior to publication in the Media, i.e., LFYAA Newsletter, WEB Site, Newspapers, etc.
- g. Annually, Provide a Team Roster and all Player Registration Forms to the Travel/Select/County Team Coordinator at least thirty (30) days prior to their first official game.
- h. The Sport's Board Commissioner has final approval in all decisions that are made.

BYLAW JOB DESCRIPTIONS
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)

LFYAA Job Description

<http://www.LFYAA.org>

TITLE: Sports Program – **Team Parent**

LENGTH OF TERM: Appointed by Sports Team Manager

DESCRIPTION: The Sports Program Team Parent is an Assistant to the Team Manager. This person is responsible for organizing specific functions associated with the Team Player’s Parents, i.e., Coordinating Times for Concession Stand Duty, Picture Day Activities, Snacks for the Players, etc.

RESPONSIBILITIES:

1. Comply with all LFYAA Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. Attend the Team Parent meeting prior to Opening Day to obtain:
 - a. Picture envelopes for the Team
 - b. Concession Stand schedule for the Team
4. Organize and schedule parents of players to bring team snacks, i.e., fruit, candy, etc.
5. Accept pictures from the League Vice-president and distribute them to parents of players.
6. Obtain Picture “Re-take” Date/Time information and inform parents of date and times.
7. Assist Team Manager and Assistant Coaches with game schedule changes, i.e., rainouts, make-up games, etc.
8. Coordinate Concession Stand Activities for the Team and Insure the Concession Stand “Shift(s)” are known by ALL the Parents.
9. The Sport’s Board Commissioner has final approval in all decisions that are made.