

BYLAW POLICIES & PROCEDURES
LINTHICUM – FERNDALE YOUTH ATHLETIC ASSOCIATION
(November 19, 2014)
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LFYAA Policy/Procedure

<http://www.LFYAA.org>

TITLE: All Star Player Selection & Distribution

POLICY:

The purpose of this All Star Selection/Distribution Policy is to Define the Requirements of the Intramural Team Managers and the League Vice-presidents when Selecting and Distributing Intramural Players for All Star Day. The following Procedure is defined in our Bylaws book.

PROCEDURE:

1. Introduction

Prior to any “Selection and Distribution” procedures, an agreement between the LFYAA Sports Commissioner, Sports Board, and the League Vice-presidents, who represents the Intramural Team Managers, must be made as to the number teams and players, who will be selected and distributed from each Intramural Team. This agreement will be determined at the Sports Board’s Monthly meeting immediately following Opening Day. Other agreements, which must be resolved prior to this policy/procedure, may be issues like: what award will be given to all the selected All Star players, what time will games be played on All Star Day, etc.

2. Game Play

All Managers must understand that these are All Star players and, as such, should be allocated equal playing time. All Star awards should be given at the conclusion of the game.

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TITLE: Appeal & Protest

POLICY:

The purpose of this Appeal/Protest Policy is to define the Requirements of any Individual, who may want to make an Appeal/Protest involving decisions in an official game. The following Procedure is defined in our Bylaws.

PROCEDURE:

1. Decisions involving games.

The Head Coach (Manager) may appeal or protest a ruling or decision pertaining to his team or a game involving his team. Acting Head Coach (acting Manager) may note an appeal or protest only with the consent of the official Head Coach (Manager). A parent or guardian may appeal or protest a ruling or decision affecting the rights of an individual player.

2. Decisions not involving games.

Any member of this Association may appeal or protest a ruling or decision affecting his/her rights unless it is a decision involving a game.

3. How an Appeal or Protest MUST be noted

a. In the event a coach wishes to appeal or protest a game decision or ruling, he shall:

- 1) Notify the referee or umpire and the opposing coach of his intention to take an appeal or protest at the time of the infraction or ruling, and
- 2) File a written notice of appeal or protest indicating briefly but specifically the issue sought to be appealed or protested. The written notice must be delivered to a member of the respective Sport Program or to the Sport Program Board in care of the Fieldhouse within twenty-four (24) hours of the end of the game or event, which is appealed or protested.

b. In the event any person other than a coach has appropriate standing and wishes to appeal or protest a decision involving this Association, he shall comply with Paragraph a(2) above.

4. Appeal/Protest Board.

The respective Sport Board shall consider the Appeal/Protest. The Chairman of the Appeal/Protest Board shall be the Commissioner of the respective Sport Program and the Appeal/Protest Board shall consist of each of the members of the Sport Program Board and

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the Chief of Referees/Umpires.

5. Presumptions and Burden of Proof

Appeals and Protests of decisions of umpires and referees are discouraged. The ruling or decision will be presumed to be correct with or without the referee's (umpire's) input. Judgment calls by a referee or umpire will not be overruled. The burden of proof is on the appealing/protesting party by clear, convincing and compelling evidence that:

- a. The decision was wrong, and
- b. Reversing the decision is required in the interest of justice. Changing the outcome of the particular game is not necessarily, in and of itself, considered to be in the interest of justice.

6. The Appeal/Protest Hearing

All interested parties will be invited to the appeal/protest hearing to describe the facts of the situation. An attempt will be made to obtain a statement from the involved coach, referee/umpire. If available, the coach, referee/umpire and any other interested person withstanding may appear, speak and present evidence at the hearing. The Appeal/Protest Board, in its discretion, may consider any evidence from whatever source and shall have absolute discretion in accepting and weighing the evidence.

7. Decisions of the Appeal/Protest Board

The Appeal/Protest Board must attempt to act promptly and try to decide the Appeal/Protest within seventy-two (72) hours of receipt of the written appeal/protest. In the event that an appeal/protest cannot be heard in a timely fashion such that if the Appeal/Protest would affect other games, which have already begun play, the appeal/protest will be considered denied. The Chairman of the Appeal/Protest Board shall notify all parties involved promptly after the Board acts.

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TITLE: Background Check Inspection

POLICY:

The purpose of this Background Check Inspection Policy is to insure that all of our Managers, Coaches, Team Parents, etc. are properly Background Checked by the County. All intramural Sports Programs must follow this Background Check Inspection Procedure listed below. This inspection may be introduced several times during the Sports season depending on how successful or unsuccessful the first inspection results. The Sports Board, Sports Commissioner, or Executive Board President may call an inspection at any time that is deemed necessary.

PROCEDURE:

- 1) The Background Check Inspection Start Date will be decided by the Sports Board, Sports Commissioner, and Executive Board President.
- 2) A Team Staff Report with the Team Manager and his/her Staff will be Prepared from the Individual Team Staff Forms Provided by the Team Managers.
- 3) The Referee/Umpire will use the Team Staff Report to ask each Team Manager and his/her Staff to Identify themselves and their Telephone Number. If the person is correctly named on the Team Staff form, then the name and telephone number will be marked as “Okay”. If the person is not on the Team Staff, then the Referee/Umpire will note the name and telephone number of the unauthorized person and that person will be asked to leave the field immediately. Only people, who are on the “Current” Team Staff form, may participate with the team.
- 4) The Referee/Umpire will retain the Team Staff form information until the conclusion of the game. At that time, the Referee/Umpire will return the Team Staff form information to the Sports Board Commissioner.

NOTE: In the younger age groups, where there are no Referee/Umpire, the inspection will be performed by the League Vice-President or Player Agent..LFYAA Policy/Procedure

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TITLE: Code of Conduct

CODE OF SPORTSMANSHIP, ETHICS AND INTEGRITY

(Adapted from a publication of the National Federation of State High School Associations)

POLICY:

Good sportsmanship is viewed by this Association as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship

PROCEDURE:

I. Expectations of Coaches And Association Board Members.

- A. Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- B. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship and ethics the No. 1 priority.
- C. Respect the judgment of contest officials, abide by the rules of the event and display no behavior that could incite fans.
- D. Treat opposing coaches, participants and fans with respect. Shake hands with the officials and the opposing participants and coaches in public.
- E. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- F. Know the rules of the sport thoroughly and strive to instruct participants in the sound fundamental of the sport.

II. Expectations of Players.

- A. Treat your coaches and teammates with respect.
- B. Treat your opponents with respect: shake hands prior to and after contests.
- C. Respect the judgment of the contest officials, abide by the rules of the contest and display no behavior that could incite fans.
- D. Cooperate with the officials, coaches and fellow participants to conduct a fair contest.
- E. Accept seriously the responsibility and privilege of participating in this community activity. Display positive public action at all times.

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F. Live up to the high standard of sportsmanship as established by your coach and this Association.

III. Expectations of Parents, Fans And Other Audience Members.

- A. Realize that this Association has organized these youth sports for the recreation, socialization, education and enrichment of the lives of the participants. Attendance at an event of this Association is not a license to verbally abuse or assault others or to be generally obnoxious.
- B. Respect the decisions made by the contest officials.
- C. Be an exemplary role model by positively supporting all participants and teams in every manner possible, including content of cheers and signs.
- D. Respect the participants, coaches, and other fans.
- E. Do not yell or verbally abuse any participant or coach. Do not yell or verbally abuse your own child. Do not give specific instructions or in any way countermand the coaches' instructions to his players.

IV. Expectation of Spirit Groups.

- A. Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- B. Treat opposing spirit groups and fans with respect.
- C. Recognize outstanding performances on either side of the playing field or court.
- D. Know rules and strategies of the contest in order to cheer at proper times.
- E. Maintain enthusiasm and composure, serving as a role model.

V. Expectations of Officials, Judges And Adjudicators.

- A. Accept role in an unassuming manner. Showboating and over-officiating are not acceptable.
- B. Maintain confidence and poise, controlling contest from start to finish. Do not tolerate abusive behavior of participants, coaches or fans. If necessary, stop the contest and instruct the coaches to exercise self-discipline at the risk of forfeiture of the contest. If necessary, stop the contest and instruct the coaches to request the fans to exercise self-discipline at the risk of forfeiture of the contest.
- C. Know the rules thoroughly and abide by all relevant established Codes of Ethics.
- D. Publicly shake hands with coaches of both teams before an athletic contest.
- E. Never exhibit emotions or argue with participants and coaches when enforcing rules. Make every effort to instruct the participants on the reasons for calls made (and, where appropriate, when not made). Make every effort to explain to the coaches the reasons for calls made (and, where appropriate, when not made).

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TITLE: Concession Stand - Management Responsibilities

POLICY

The purpose of these guidelines is to record the agreement of the Concession Stand management of operations. This list cannot possibly be 100 % complete and is not intended as such. All parties, including the Sports Program Board, the Concession Stand management and the LFYAA organization as a whole, may use these guidelines as a structure to operate and as a foundation for discussion when necessary.

General Description of Duties

Annually, the Concession Stand Manager and the Sports Program Commissioner will Review the Concession Stand Manager's Contract and Work Guidelines. Make adjustments as necessary. Sign and Comply with Concession Stand Manager's Contract and Work Guidelines.

A) General and Financial 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. Assist in preparation of annual Sports Program Budget.
5. Reconcile all Vendor Deliveries with Vendor Delivery "Invoices". Make any necessary adjustments and Give Sports Program Commissioner the signed Customer Copy of all invoices for timely payments.
6. Store a Copy of all Delivery "Invoices" in Concession Stand Book for future investigation of billing discrepancies.
7. Inventory Concession materials and contact Vendors for orders and deliveries.
8. Inform Building & Fields Manager when repairs need to be done or equipment needs to be replaced. Suggest new equipment when necessary.
9. Read and comply with the County Health Department and Fire Code Requirements.
10. Concession Stand Manager will make daily deposits of Concession Revenue.

B) Management of the Daily Operations of the Concession Stand

1. Prepare the Concession Stand and Inventory for the entire Sports Program's Season.
2. Maintain Proper Inventory of Supplies in Concession Stand.
3. Schedule, Receive, and Account for Deliveries of Supplies.
4. Ensure that enough Concession workers are available for each and every Concession Stand shift.

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5. 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
6. Open and Close the Concession Stand. This includes:
 - a. Opening Rest Rooms
 - b. Preparing foods and equipment prior to opening each day, i.e., pre-cooking hamburgers and hot dogs, pre-heating grease fryers and pizza oven, pre-loading ice in soda tubs, etc.
 - c. Turning Field Lights on and off each day
 - d. Ensuring that all Doors and Windows are locked and secured prior to departure.
7. Manage the workers in the Concession Stand.
8. Count and Record the Daily Receipts for submission to the Sports Program Commissioner or Commissioner's designated representative.
9. Complete the Concession "Daily Log" form and provide a copy with the Daily Financial Activities of the Concession Stand.
10. Keep the Concession Stand in proper condition and Report maintenance issues in the Concession Stand and Restrooms appropriately to the Executive Board Building and Fields Manager.
11. Clean Concession Stand and Restrooms Daily. Sweep and Mop each at least one time each day.
12. Make daily announcements concerning foods available, food specials, etc.

C) Schedule Work of Parent Volunteers

1. Prior to the start of the season, assign all time slots to team groups. Inputs will be the season schedule and the list of teams. The Work Schedule includes the intramural regular season and the intramural tournament.
2. Receive time slot assignments for all teams from League VP's.
3. Record Volunteer participants.
4. Reschedule Volunteer Help as Necessary.
5. Make a "Reminder" Call to the point of contact for each team group 2-3 days prior to their scheduled work time slots.

D) Manage Concession Help

1. Schedule and Call in Concession Help at the appropriate times.
2. Develop and Maintain a Roster of people available for Concession Help.

Operating Notes

- A) Any Concession Stand problems should be communicated to the Sports Program Commissioner.

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- B) The Sports Board Commissioner will establish the prices for food/drink items and the Concession Stand Manager will inform the Sports Program Commissioner of any problems with the products, customer satisfaction, or profitability.
- C) A schedule of fields for the regular season and tournaments will be made available to the Concession Management to assist in labor and food preparation planning.
- D) The list of Concession Workers will be reviewed and approved by the Sports Program Concession Stand Manager.
- E) A Parking Place will be reserved for Concession Management.
- F) All Concession Stand Workers must dress in an appropriate manner.

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TITLE: Concession Stand - Parent Responsibilities

POLICY:

The purpose of this Parent Concession Stand policy is to inform all parents as to their responsibilities regarding Concession Stand Duty. All parents are required to work one (1) Concession Stand “Shift” (Approximately 3 Hours) for each and every child whom they have registered to play in a respective Sports Program. The exception to this rule is the Basketball program, which usually does not have a Concession Stand available. A Concession Stand Fee may be collected at the time of Player Registration for each and every Player. For instance, if you register three (3) players, then you will pay three (3) Concession Stand Fees - 1 for each player. This Fee will be refund at the completion of your Concession Stand “Shift”.

PROCEDURE:

On most nights, we need several workers to tend the windows and cook the food. If someone does not show up or comes in late, this puts an unnecessary burden on the remaining workers and causes spectators to wait in excessively long lines to order their food and drinks. Therefore, it is the policy of the Concession Stand Manager to contact replacement workers for pay. If you will not be able to fulfill your duty or you will be late, please contact the Concession Stand Manager – 410-859-5550 as soon as possible so that other arrangements can be made. The following guidelines apply to all Concession Stand duty.

1. Prior to Opening Day, the Team Parent will receive the Team’s Picture Packets and Concession Stand Duty dates and times. Each and every Team should have a Team Parent to communicate information with the parents of the players. When the Team Parent receives the Concession Stand Duty dates/times, please insure that you sign up for a particular date/time. If you cannot make the Team date/time, then feel free to visit the Concession Stand at any time prior to that date/time and change your shift to a more convenient date/time. Please see instruction #5 below for more details.
2. On Concession Stand Shift Day, please be prompt and arrive at the Concession Stand at least ½ Hour prior to the start of your Concession Stand “Shift”. If you are going to be late, please contact the Concession Stand Manager so they know that you will be coming. If you cannot make your scheduled shift, then please contact the Concession Stand Manager at least 4 Hours prior to the start of your shift and you can reschedule your shift for another day and time. If you do not call, then it will be assumed that you are coming on time for your scheduled shift. If you do not show up or call by ½ Hour prior to the start of your shift, arrangements will be made to replace you and your Concession Stand Fee will be forfeited.

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3. If you were scheduled to work the Concession Stand and your shift is cancelled for whatever reason (weather, etc.), it is your responsibility to contact the Concession Stand Manager to reschedule. As you are aware, we cannot predict the weather; however, we will attempt to place an announcement on the Fieldhouse answering machine (410-859-5550) as soon as possible. You may be able to call ahead of time when you think that games may be cancelled due to inclement weather. Prior notification of cancellation may not be possible.
4. Please do not send anyone under the age of 18 to perform you Concession Stand duty.
5. The Concession Stand Shift Schedule Book is available daily to reschedule your shift. Please wait until 6:30PM on weekdays or 9:30AM on Saturdays to reschedule your shift. The Concession Stand Manager is very busy with daily preparations prior to these times.

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TITLE: Financial Statement Backup

POLICY:

The purpose of this Financial Statement Backup Policy/Procedure is to Define the Monthly Backup Requirements of each Sports Program Commissioner and Treasurer. The following Procedure is defined for our Bylaws.

PROCEDURE:

1. Introduction

Each month, it is the responsibility of each Sports Program Commissioner and Treasurer to prepare and submit a Financial Statement of the cumulative, financial activities of the Sports Program. This statement will be prepared in the format as prescribed by the Executive Board Treasurer and will be printed for the Executive Board and General Membership to review and discuss at the monthly Executive Board and General Membership meetings. In addition to the printed paper copy, there will be a Sports Program “Flash” Drive, which will store the electronic version of each monthly Financial Statement. The Financial Statement will use the following naming convention:

BBSB-FinancialStatement-YYYYMMDD.xls
Soccer-FinancialStatement-YYYYMMDD.xls
Basketball-FinancialStatement-YYYYMMDD.xls

Where YYYY = 4-Digit Year, i.e., 2006

MM=2-Digit Month, i.e.,

01 for January, 02 for February, 03 for March ... 12 for December

DD=2-Digit Day of the Month

2. Prior to Executive Board and General Membership Meeting

- a. All Bank Accounts will be reconciled and all Financial Transactions will be posted to the Financial Statement.
- b. The Financial Statement will be printed and discussed at the Sports Board’s monthly meeting. Any adjustments to the Financial Statement will be noted and changed on the electronic version using the naming convention as described above. Each modification will result in a new electronic version on the Sports Program Treasurer’s PC (a new

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- Year, Month and Day version) of the Sports Program’s Financial Statement.
- c. Each modified Financial Statement will be printed for the Executive Board and General Membership meetings. The Financial Statement will be copied from the Sports Treasurer’s PC to the provided “Flash” Drive using the prescribed naming convention described above.
 - d. On the first day of each month, each modified Financial Statement from the previous month will be sent via email to the organization’s Executive President at the following email address: LFYAA@aol.com This procedure will provide double backup of all critical Financial Statement files.
3. After the Executive Board and General Membership Meeting
- a. The Executive Board President will combine all Sports Program Financial Statement files and copy these files to the organization’s Executive Board “Flash” Drive as a Backup of all Financial Activities for the current year. This will provide an additional Backup to the individual Sports Programs.

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TITLE: Game Cancellation

POLICY:

The purpose of this policy is to describe the appropriate “protocol” and procedure for identifying and canceling intramural games. Additionally, this policy describes the necessary steps to be taken and the people to be notified by the Sports Commissioner when games are cancelled.

PROCEDURE:

1. When weather is a concern, the Commissioner and/or his/her designated replacement will visit the County WEB Site (<http://www.aacounty.org/RecParks/cancellation.cfm>) and review the County’s decision on the field playability. If their decision is to cancel games, then proceed to Procedure Step #3. If the County has not made a decision and has left the decision to the individual organizations, then the Commissioner and/or his/her designated replacement will visit the complex and attempt to make a decision based on the conditions of the facility. In either case (Cancellation or Not), a message will be placed on the organization’s telephone recorder clearly making the decision. All efforts will be made to make the decision and update the telephone recorder by 4:00PM.
2. For Basketball games, the rule is : When Schools are closed (for the entire day or close early), the gyms are closed and there will be no games. The County will review weather conditions and make decisions on all Saturday and Sunday games. The County maintains a WEB Site (<http://www.aacounty.org/RecParks/cancellation.cfm>) , which provides gym availability.
3. If games are to be canceled for whatever reason, then the Commissioner will contact the following people: Concession Manager, Chief of Referees/Umpires, and each, involved League Vice-President.
4. At this time, it will be the responsibility of the League Vice-President to contact their respective Team Managers. The Team Managers will be responsible to contact their individual players.

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TITLE: Picture Day Coordination

POLICY:

The purpose of this Picture Day Coordination Policy is to Define the Requirements of the Picture Day Coordinator when Preparing, Organizing and Distributing Picture Day Materials and Photos. The main point of this policy/procedure is to emphasize the need for “Coordination” between the Sports Board members and the individual Team Managers and Parents. The following Procedure is defined for our Bylaws book.

PROCEDURE:

1. Introduction

Prior to any “Selection and Distribution” procedures, an agreement between the LFYAA Sports Commissioner, Sports Board, the League Vice-presidents, and the Picture Day Coordinator date, time, and location of the Picture Day activities. This agreement will be determined at the Sports Board’s Monthly meeting at least two (2) months prior to Opening Day. No League VP nor Team Manager will be permitted to change their Picture Day Time, Date or Location without the Approval of the Sports Board members and Commissioner. Other agreements must be resolved prior to this policy/procedure, i.e., how many players/teams will be expected to participate, when and who will coordinate the players/teams schedules, etc.

2. Prior to Picture Day

- b. Establish Picture Day Schedule and Location with approval of Sports Board
- c. Contact Several Photographers to obtain optimum price/benefits for the organization.
- d. Present Photographer Packages to Sports Board for approval.

3. During Picture Day

- e. If Necessary, Meet Photographers and set up Location for the Team Managers.
- f. Hand out additional Picture Packets if necessary.

4. After Picture Day

- g. Receive Pictures from Photographer and organize by Team and Age Group.
- h. Distribute Pictures to Team Parents for distribution to appropriate player.

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TITLE: Player Evaluation

POLICY:

The purpose of this Player Evaluation Procedure is to identify the necessary steps in evaluating players prior to a Sports Draft. Any individual with some knowledge of the sport may participate in the evaluation. The result of this Procedure will be a tool to help provide a better balance of players and talents throughout all teams in the league.

PROCEDURE:

- Each league (age group) is strongly encouraged to establish an Evaluation Day for all players in their respective leagues. The evaluation date will be decided by the Sports Board and Sports Commissioner some time after registration dates/times have been completed and prior to the League Draft Date. A list of “Drills” will be decided prior to the Evaluation Day, i.e., usually about four (4) drills.
- At the Evaluation, all players will convene at the designated location and the players will be lined up in alphabetical order. The Player Agent will provide a listing of all players in the targeted League/Age Group in alphabetical order by name.
- The players will be divided into a number of groups corresponding to the number of drills that have been identified. The coaches/evaluators will also be divided into the same number of groups as drills and will be provided an alphabetic list of players for them to write their Eevaluation score. Scores will be based on a one(1) to five (5) basis whereby one (1) is the highest score and five (5) is the lowest score.
- The coaches/evaluators will each be assigned a specific drill and will remain at the drill station throughout the evaluation session. The players will be rotated through each drill with the same coaches/evaluators evaluating all the players on the one drill that they were assigned.
- When all players have been evaluated, the Evaluation Sheets will be collected and each player will have his/her scores totaled. The Resulting Score will be the Rating for that player.

NOTE: Each Sport will have a different set of drills which will measure the Player's Basic Talents for the Sport.

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<http://www.LFYAA.org>

TITLE: Player Draft

POLICY:

The purpose of this Player Draft policy is to distribute the registered players in each league by age and ability to create competitively balanced teams. All intramural Sports Programs must follow the Draft Procedures listed below.

PROCEDURE:

1. 1. Player Agent will prepare draft lists for each league based on paid registrations.
2. Draft lists will be prepared for each age within the league and will include players' name, birth date, rating(s), and years of experience.
3. Prior to starting the Draft, the 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.
4. 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 League teams and the number of players per team. Expanded rosters will be allowed at the discretion of the respective Sports League VP with concurrence of the Sports Board Commissioner and Player Agent.
5. Columns will be drawn on the board for each team.
6. The oldest age group in each league will be drafted first.
7. Team #1 will receive the top rated player in the league as determined by the ratings. In case of a tie, all players with the same top rating will be ranked via a consensus of Managers/Coaches and drafted in that order. Players will continue to be placed on the board in order of ability until the end of the age group. After the top row is drafted, rating ties will be broken by consensus of Managers/Coaches or if consensus cannot be reached by years of experience.
8. Direction of the Draft will change after each round, e.g., round #1 will be left to right, round #2 will be right to left, etc.
9. Players having no rating will be listed after players with a rating. Players having no rating will be listed in order of their years of experience, then their age.
10. Players having zero years of experience will be listed last and will be listed in order of their age.
11. If an unequal number of players exists, the Player Agent will determine the appropriate round to leave roster positions blank. This should be done to minimize the disruption to competitive balance when additional players are added to the rosters.

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12. In the older age groups, the early rounds of the draft will be used to distribute specialized players (pitchers, catchers, goalies, forwards, and guards) equally among all teams.
13. In Co-Ed age groups, roster adjustments may be made to balance the number of girls and boys on each team.
14. After all players have been drafted, teams will be adjusted to place brothers/sisters on the same team. Generally, the lower rated player will be moved to the sibling's team in exchange for the player on the same draft line.
15. Managers/Coaches will then be required to pick a number out of a hat and that will be their team. If the Manager's/Coach's son/daughter is not on that team, the son/daughter will be moved to the team in exchange for the player on the same draft line.
16. Each Manager shall be allowed to exchange one player for a specific of equal or lesser rated player on another team.
17. Special Parent Requests agreed to by the respective Sports Board will then be Accomplished.
18. After all special requests have been addressed, the Managers/Coaches and league VP will be given the opportunity to review the draft for any obvious inequities. If inequities are noted, changes can be made only by Majority of Managers/Coaches, League VP, Sports Commissioner and Player Agent.
19. Players who sign up late will be placed on teams if roster vacancies exist. Once the quantity of Late Registrants equals the available open positions, Late Registrants will be placed via random draw of all eligible teams during a meeting attended by the Sports Board Commissioner, the League Vice President, and Player Agent. Special requests of Late Registrants will not be honored.
20. Team rosters will be considered final as of Opening Day. Exceptions to this rule may only be granted in Cases of Extreme Hardship (e.g., team loses four players to injury and is unable to field a minimum number of players without a forfeit) and must be voted upon by the respective Sports Board.

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LFYAA Policy/Procedure

<http://www.LFYAA.org>

TITLE: Rain Delay

POLICY:

The purpose of this policy is to describe the appropriate “protocol” and procedure for interrupting a game in progress. Additionally, this policy describes the necessary steps to be taken and the people to be notified when games are delayed or interrupted due to weather conditions.

PROCEDURE:

1. When weather is a concern, the Commissioner and/or his/her designated replacement will visit the County WEB Site (<http://www.aacounty.org/RecParks/cancellation.cfm>) and review the County’s decision on the field playability. If their decision is to cancel games, then proceed to Procedure Step #3. If the County has not made a decision and has left the decision to the individual organizations, then the Commissioner and/or his/her designated replacement will visit the complex and attempt to make a decision based on the conditions of the facility. In either case (Cancellation or Not), a message will be placed on the organization’s telephone recorder clearly making the decision. All efforts will be made to make the decision and update the telephone recorder by 4:00PM. When games are cancelled, our “Game Cancellation” Policy shall be followed.
2. If games are started and weather becomes a factor, the game will be continued at the discretion of the Umpire/Referee and/or the Sports Commissioner. As a matter of safety and precaution, all activities must come to a stop upon the first sound of thunder or sign of lightning. Activities may resume only after the thunder has stopped or after a 30 minute delay beyond the last sign of lightning.
3. Game Continuation will be decided by a consensus of the Umpire/Referee, the Sports Commissioner, and the Building and Fields Manager. The decision will be based on the condition of the fields.

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LFYAA Policy/Procedure

<http://www.LFYAA.org>

TITLE: Referee / Umpire Reimbursement

POLICY:

The purpose of this Umpire – Referee Reimbursement Policy is to Define the Requirements of the Chief of Umpires/Referees when Scheduling and Paying any Individual, who may umpire or referee an official LFYAA Youth game. The following Procedure is defined in our Bylaws book.

PROCEDURE:

1. Introduction

Prior to any “Set up and Operation” procedures, an agreement between the LFYAA Sports Commissioner, Sports Board, and the Chief of Umpires/Referees, who represents the umpires/referees, must be made as to the fee for each game. This includes the agreement when one (1) or more than one (1) umpire/referee will be used to officiate a game. Other agreements, which must be resolved prior to this policy/procedure, may be issues like: how much money will be provided as “Start up” money, who has responsibility to provide games, schedules and changes, who has authorization to cancel or move a game, etc.

2. Set Up and Operation

- A Sample “Umpire/Referee Reimbursement” Form is provided as an attachment to this document. This sample document should be modified by the Sports Commissioner and Sports Board for the specific Sports program to include the appropriate facilities that are used, i.e., Basketball Gyms, Baseball/Softball Fields, or Soccer Fields. There will always be seven (7) columns across the top of the form to represent the “Days of the Week”. Monday will always be the first column and Sunday will always be the last column. The work week will always begin on Monday and the umpires/referees will always be paid on Monday for the previous week’s games.
- The Chief of Umpires/Referees will receive a predetermined amount of money as “Start Up” money for payment of the umpires/referees. This money should be enough to cover the highest weekly cost of umpires/referees to insure that there is always enough money during the intramural season. This “Start Up” money will be used to pay the umpires/referees for the first week of fees. The money will be reimbursed when the “Umpire/Referee Reimbursement” Form is completed and approved by the Sports Commissioner. This “Start Up” money may be adjusted when a large tournament is expected.
- The Chief of Umpires/Referees will receive the game schedules from each League Vice-president after approval by the Sports Commissioner and Sports Board.

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- The Chief of Umpires/Referees will schedule the umpires/referees for each specific game by using the box associated with the Vertical Columns (Days of the Week) and the Horizontal Rows (Sports Facility). The starting times and the umpire/referee name and/or number will be written in the box with the umpire/referee fee for each game.
 - At the conclusion of each Sunday, the total dollars will be added across rows for a subtotal of each Sports Facility. Additionally, the “Day of the Week” columns will be added down to provide a subtotal for each Day of the Week. The rows for each Sports Facility, which has been subtotaled, should be added as a total amount for the week and the value should be placed in the lower right-hand corner as a total amount to be reimbursed. The columns for each “Day of the Week”, which has been subtotaled, should be added and compared to the total amount in the lower right-hand corner of this form. The “Days of the Week” Total and “Sports Facility” Total MUST be equal prior to submission for reimbursement.
 - This Weekly Umpire/Referee Reimbursement Form should then be submitted to the Sports Commissioner for review and approval. Upon approval, the Sports Treasurer will provide the money to reinstate the “Start Up” money to the initial value. The combined “Days of the Week” total amount MUST be equal to the combined “Sports Facility” total amount. This Total Weekly Umpire/Referee Fees should be placed in the lower right-hand corner of the form.
3. Wrap Up and Conclusion
At the conclusion of the Sports season, which includes any tournaments, the Chief of Umpires/Referees will return the “Start Up” money to the Sports Commissioner and Sports Board. LFYAA Policy/Procedure

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LFYAA Policy/Procedure

<http://www.LFYAA.org>

TITLE: Tournament Team Player Selection & Distribution

POLICY:

The purpose of this Tournament Team Selection/Distribution Policy is to Define the Requirements of the Intramural Team Managers and the League Vice-presidents when Selecting and Distributing Intramural Players for Tournament Teams. The following Procedure is defined for our Bylaws book.

PROCEDURE:

1. Introduction

Prior to any “Selection and Distribution” procedures, an agreement between the LFYAA Sports Commissioner, Sports Board, and the League Vice-presidents, who represents the Intramural Team Managers, must be made as to the number of teams and players, who will be selected for our Tournament Team(s). This agreement will be determined at the Sports Board’s Monthly meeting immediately following Opening Day. Other agreements must be resolved prior to this policy/procedure, i.e., how many players will be selected for each Tournament Team, when and who will conduct the evaluations, how many tournaments each team may compete, etc.

2. Manager/Player Selection Process Rules

Manager Selection

- Tournament Team Manager(s) will be selected by the League VP and the League managers with the approval of the Sports Board members.
- When there will be two (2) or more Tournament Teams, an “A” Team Manager, “B” Team Manager, etc. will be determined.
- The “A” Team Manager will select all his/her players first and the “B” Team Manager will select from the remaining players available.
- The “B” Team Manager may recruit additional players (without a Tryout) if there is an insufficient number of eligible Tournament Team Players, who tried out. Players, who are recruited in this manner, are not eligible to play on the “A” Team.
- The Sports Board will determine the required “Tryout” exercises/drills, which are necessary, based on the skills required for their respective Sport. All players will be evaluated equally. See respective Sports Rules for Specific evaluation criteria.

Player Selection

- Tournament Team “Tryouts” shall be opened to all intramural players, who have a

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desire to “tryout”. Only those players, who have played in our intramural program, may “tryout” for the Tournament Team(s).

- Each and every Tournament 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 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 players 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.

NOTE: All Star games do not constitute a legal tryout.

- Any player, who is selected for a Tournament Team, Must play for that Tournament Team. The player cannot refuse to play for a particular team because they would rather play for another Tournament Team Manager or their friends. Only exception will be a son/daughter may request to play on the same team as their Parent/Guardian.
- The League VP, League Team Managers, and/or Referees/Umpires may participate in the evaluation of the players at the Tryouts.
- Only those players, who have played in a league (age group), will be permitted to “tryout” for a Tournament Team in that league (age group).