



LPBK BOD
Operating
Code

January 1
2015

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La Plata Youth Football Association, Inc.
"La Plata Blue Knights Football and Cheer"
LPBK Operating Code

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1.1 Introduction

The purpose of this Operating Code is to set a uniform standard by which the La Plata Youth Football and Cheerleading Association, Inc. (La Plata Blue Knights or LPBK) conducts its policies and business. The standards set in the following manual are intended to maintain a level of excellence and integrity in the organization, which all members are expected to uphold.

1.2 Board of Directors

The Board of Directors (BOD) shall govern all policies and procedures outlined in this document and in the league bylaws. Detailed job descriptions of each Board position are outlined in the league bylaws. Each BOD member shall maintain an officer's notebook that includes Bylaws, Operating Code, forms, newsletters, notes from previous meetings and any other guidelines or contact information that will enable their successors to fulfill their BOD obligations. These notebooks are property of LPBK and will be passed on to new officers upon vacating a position.

1.3 League Information

All information pertaining to LPBK activities will be approved by the BOD and distributed via the league website, e-mailed newsletters, newspaper advertisement, local radio, publicly displayed signs, or flyers to county schools.

1.4 Registration

Registration for football and cheerleading may be held in the months of February through August. If necessary, late registrations may take place at the discretion of the Cheer/Football Committee and in this case a late registration fee will apply. Pre-registration may be held for returning participants if deemed beneficial to the league. Participants utilizing pre-registration must attend at least one of the first two walk-up registrations to weigh-in and get fitted for uniforms. If a participant fails to attend a walk-up registration, he/she may risk losing a slot on the roster.

Southern Maryland Youth Atlantic Conference (SMYAC) registration forms, along with appropriate LPBK forms will be provided to all applicants. Cheerleaders will also be given the Cheerleading Competition Commitment Form #120 to be reviewed and returned by first week of practice. The league Football/Cheerleading Secretary will hold these forms until the first registration date. Under no circumstances will any registration forms be given out prior to the first registration date.

No participant will be permitted to practice until all forms are completed by their parent or guardian.

Participants must be present at, at least one of the league registrations. Football players will be weighed to ensure proper team placement. The player's weight at the time of registration will dictate their team placement. Football and Cheerleading participants will also be fitted for their equipment or uniforms at registration.

Payment of registration fees must be paid in full at time of equipment distribution, unless prior arrangements have been made with the LPBK President and Treasurer. **NO UNIFORMS OR EQUIPMENT WILL BE ISSUED TO ANY PARTICIPANT UNTIL REGISTRATION FEES ARE PAID IN FULL.** In the event a family cannot afford registration fees, a Hardship Form (form #101) will be provided to the parents upon written request, for completion. That form must be presented to the BOD by May 31, for approval. If approved, that child (or children) will be granted a confidential scholarship for that particular season.

Any participant or family member, which has not turned in equipment/uniform from a previous season, will be denied registration until the items have been returned to the equipment manager. If these items have been lost, altered or damaged, the replacement fees (as listed in the Equipment Release Form #102C or #102F) for these items will be added to the participant's registration fee and will be due in full before the child's name is placed on a league roster. A late fee of \$10 will be charged for any equipment/uniform turned in late at registration. If that equipment/uniform is in need of cleaning, an additional \$20 cleaning fee will be charged for a total of \$30.

An Equipment Release Form (#102C or #102F) will be required upon the issue of football or cheerleading uniforms. This form will detail the cost of replacement equipment should it be lost, altered or destroyed. The parent or guardian signing this document will be held responsible for all costs. No equipment will be issued until this form is reviewed and signed by a parent or guardian.

At the time of registration, rosters will be open for squads in both football and cheerleading ranging from Ankle Biter Division to the Middle School Unlimited Division. All SMYAC rules and guidelines and the LPBK Operating Code for team placement will be strictly enforced according to the County age/weight matrix. A birth certificate will be required for all football player and cheerleader participants. This applies to players who are transferring from another league as well.

In order to maintain a manageable number of participants on each team, the following guidelines will be followed:

FOOTBALL:

A maximum of 27 players will be registered per team. Minimum numbers will be at the discretion of the league President and the SMYAC Football Director. When there are two teams in the same age divisions, a maximum of 28 players will be registered per team.

At the time of registration 24 players will be placed on the roster in the order in which their registration is received. A waiting list will be started at this point and continued until registrations are complete. Once all registrations are completed the Head Coach of each team will be permitted to choose any three players from the waiting list to complete the team roster to the maximum number of 27.

Once a team roster reaches 27 players, a waiting list will continue for that team. The parents of the children placed on a waiting list will fill out a Waiting List Form (#104A), but will not be charged a registration fee until they are notified of available space on that particular team. They will also be given a Waiting List Policy Form (#104B) explaining the waiting list procedure along with league contact information.

CHEERLEADING:

At the time of registration 30 cheerleaders will be placed on the roster in the order in which their registration is received. A waiting list will be started at this point and continued until registrations are complete.

Once the roster reaches 30 cheerleaders, a waiting list will continue for that team. The parents of the children placed on the waiting list will fill out a Waiting List form (#104A), but will not be charged a registration fee until they are notified of available space on that particular team. They will also be given a Waiting List Policy Form (#104B) explaining the waiting list procedure along with league contact information.

In the event that a cheerleader quits a squad by the second week of practice in August, a child on the waiting list will be notified that a space has become available. Upon notification, payment of all fees will be due and arrangements will be made to obtain a uniform.

The registration number maximums and the waiting list policy will be subject to uniform availability, as sizing for each cheerleader varies.

A cheerleading squad will only be split if its accompanying football team is split. In the event a split is necessary, the splitting of the squad will be at the coach's discretion by looking over the roster to be sure the squads are equally matched. The split teams would come together for all competitions.

1.5 Late Registration

If necessary, late registrations may take place at the discretion of the Cheer/Football Committee and in this case a late registration fee of \$30 will apply. Registration will be extended for those teams who are severely under registered and are in danger of not having enough players to meet the SMYAC guideline minimum.

In the event that a team is close to having the 36 players (roster and waiting list combined) needed to "split" into another team, late registrations will be accepted to make this possible as long as the team split has been approved by the BOD.

Late registration for cheerleading and football will be accepted if the squad maximum stated in section 1.4 has not been met. Again, this is subject to uniform availability as sizing for each cheerleader/ football varies.

1.6 Refund Policy

Refunds will only be given during the first two weeks of practice, ending the second Friday, regardless of whether the children registered late or not. To receive a refund, the parent of the participant must contact their child's coach and team manager to notify him or her of their decision and complete a Refund Request Form (Form #119). The parent must then return all issued equipment to the equipment coordinator. After doing so, the league Treasurer, after receipt of the Refund Request Form, will mail a refund check to the address listed on the child's registration form. Checks will not be written to anyone other than the parent/guardian who signed the registration forms for that child. The \$70 mandatory registration fee will not be refunded. There will be no exceptions to this policy.

1.7 Football Equipment and Cheerleading Uniform Disbursement

Football players will be provided with the following equipment by the league:

- shoulder pads
- helmet
- game pants (blue)
- game Jersey

These items are property of LPBK and are to be returned to the league at the end of the season. A game jersey with the player's last name will be provided for that player. This belongs to the player and the cost is covered in the registration fee

The following items are to be provided by the parent:

- practice pants
- colored mouth piece
- (not clear) cleats plastic or rubber only)
- athletic supporter and cup

Cheerleaders will be provided with the following uniform from the league:

- LPBK uniform shell
- LPBK uniform skirt

These items are property of LPBK and are to be returned to the league at the end of the season. Each cheerleader will be provided with bloomers, a midriff to wear under the uniform shell and an LPBK bag. These items belong to the cheerleader and their cost is covered in the registration fee.

The following items are to be provided by the parent:

- Any hair accessory used by the squad for cheering and/or competitions.
- Cheerleading shoes (these may or may not be required depending on the squad's participation in cheerleading competitions)

The items listed above are to be distributed at the discretion of the Football and Cheerleading Equipment Managers. Participants will be notified of the disbursement arrangements at the time of registration.

An Equipment Release Form (#102C or #102F) will be reviewed and signed by the parent/guardian upon the issue of football equipment and cheerleading uniforms. This form will detail the cost of replacement items should they be lost, altered or damaged. The parent or guardian signing this document will be held legally responsible for all costs. **No equipment will be issued until this form is reviewed and signed by a parent or guardian.**

1.8 Coach Selection

Notice will be given as to the date when Letters of Intent are due to be received by the BOD. These letters are to notify the BOD of those interested individuals who wish to be considered for a Football or Cheerleading coaching position for the upcoming season. Letters should include the number of years of experience and the applicants coaching philosophy.

If necessary, the Football Committee and Cheerleading Committee may conduct interviews with applicants and make recommendations to the BOD based on that interview.

Any applicant may be considered for any team or squad. Preference may be given to returning coach based upon what the appropriate committee thinks is best for the good of LPBK. Selection will be based on experience, philosophy, past coaching performance, and level of commitment. Valid complaints received from the end of season Coach Evaluation Forms (#106) will weigh heavily in the decision making process.

The BOD may solicit additional applicants after the date Letters of Intent are due for coaching positions.

After reviewing the end of season Coach Evaluation Forms, and receiving any relevant recommendations from the Football and Cheerleading Coordinators, the BOD will vote on the applicants at the next scheduled BOD meeting held after the Letters of Intent are due. Selected coaches will be notified by the Football and Cheerleading Coordinator. Upon approval, all Coaches and Team Managers will be required to submit to a background clearance. Forms will be provided by the league Secretaries.

Football Assistant Coaches are selected by the Head Coach and Cheerleading Assistant Coaches are selected by the Cheer Committee and both are submitted to the BOD for approval. All criteria stated in the selection of the Head Coaches apply to Assistant Coaches as well, including the background clearance form.

All Coaches (Head and Assistants) must purchase an LPBK coaches shirt through the leagues Merchandise Coordinator. Head coaches shirts may be purchased by LPBK depending on financial status of the league.

Head Coaches are to report their selections for Assistant Coaches to the BOD by the end of the first week in July. This deadline is necessary to enable the BOD to approve the selections in adequate time to have all background clearance forms turned into the SMYAC Director.

All Head and Assistant Coaches will be required to review and sign the LPBK Coaches Code of Conduct Form (#107), Football Coaches will be certified by USA Football/ NYCSA and Cheerleading coaches certified by NYCSA.

LPBK welcomes the participation of Junior Coaches (ages 12-17) to assist with our teams. The junior coaches must be accepted by the existing coaching staff and approved as all other coaches are. County background checks do not apply since they are under the age of 18

1.9 Team Managers

Each team or squad will select a Team Manager. It is very important that the person selected by the coach be dedicated and able to devote time to the team responsibilities. This parent will attend meetings as required. At these meetings, information will be distributed to them from the BOD to pass onto the parents on their team or squad. They

are responsible for creating a snack/concession stand volunteer/merchandise sales volunteer schedule to be turned into the Concessions Coordinator and Vice President prior to the first game. They will be the liaison between the families and the BOD. Parents should become familiar with their Team Manager to ensure they are up-to-date with league activities.

Team Managers are required to maintain a contact list for all BOD Members and team parents. This list should have email and contact phone numbers for both parents. Team Managers are required to take team attendance for the month of August, and document tardiness or absence of games and practices throughout season.

All Team Managers are subject to a background clearance required by the SMYAC Football Director.

1.10 Practices

No team shall meet for practices more than FOUR (4) times per week (Sunday through Saturday) prior to the start of the school year. After school starts, teams may meet a maximum of THREE (3) times per week until October 1. After October 1st, teams may only practice two (2) times per week. Note: After October 1st, indoor meetings and film sessions do not count as a practice. Games and scrimmages against other clubs will not count as a **practice**. Violations of the rule: 1st offense – coach suspended for one game; 2nd offense – coach suspended for the remainder of the season.

No club or team will begin season practices prior to the start date established by SMYAC (usually 1 August of each year). Any club or team found in violation of this rule shall forfeit an equivalent number of practices and the Head Coach will be suspended for one game.

Practices shall not exceed one 2-hour period per day.

Practice locations will be determined by Calvert, ST Mary's, and Charles Counties.

At Back to Practice Night, the coaches will review and require the participants to sign the Players Code of Conduct Form (#108). Coaches will also explain the Three Strikes Policy contained in that form to all participants and parents. These policies will be strictly enforced. LPBK will represent the best in sportsmanship, ethics, honor, character, and integrity. Nothing less from participants, parents, and volunteers will be tolerated. Participants and coaches will receive a letter for every strike(s) given.

The Football and Cheerleading Commissioner will determine what spot on the practice field the teams/squads will practice. Once the football teams move to Laurel Springs Park to practice under the lights, the Football Commissioner and Vice President will create and distribute a practice schedule to all teams. As the weather becomes cooler, the Vice President, with the guidance of the Cheerleading Commissioner, will secure indoor practice facilities for the squads. The Cheerleading Commissioner and Vice President will create and distribute a schedule to all squads. Each Football Team and Cheerleading Squad will be required to pick up trash in their practice area.

RAIN POLICY

In the event of rain, coaches will normally have practice. Thunder and lightning will suspend for thirty (30) minutes or cancel practices. In the event practice is cancelled league wide, every attempt will be made to contact parents by the Head Coach or Team Manager, and if possible, a post on the league website. All SMYAC policies regarding weather delays/cancellations will apply.

MISSED PRACTICES

Practice during the month of August is critical for the development of a successful program. The instruction of fundamental skills and safety are taught at this time to prepare for the upcoming season. In August, no more than one week of practice (five days) may be missed by any player due to scheduled vacations, etc. The BOD will review any extenuating circumstances, such as a court ordered parental agreement.

It is the responsibility of the family member (participant) to notify the Head Coach and Football/Cheerleading Commissioner, in writing when a child will miss five practices or more.

When a participant is to be disciplined for missing more than five practices, the matter will be brought before the BOD immediately. The Head Coach must submit the circumstances in writing. Record of attendance must be provided. After reviewing the facts, the BOD will determine further course of action.

If a participant is going to be late or absent from practice it is the parent's responsibility to notify their coach and team manager in writing or email, prior to practice.

ABSENCES

If the participant misses two or more practices, or is late for practice on several occasions, the coach may elect to have the participant sit out for the next game. If the participant is not permitted to play in the next game, he or she will be required to be on the sidelines, out of uniform, to support their team (except in the case of illness).

If a participant has an unexcused absence for missing a game, that participant may be suspended pending a meeting between the parent, Head Coach and Commissioner.

Once cheerleading competition practices begin, a participant missing more than 3 practices, excused or unexcused, will be automatically dismissed from the competition squad.

A participant arriving late for their practice time prior to their game will not be permitted to play in that game, and a cheerleader will sit out of the halftime routine. The Three

Strikes Policy (Players Code of Conduct Form #108 for description) will apply in all league activity.

1.11 Games

Season games are TBD each season. The SMYAC Football Director creates all schedules and distributes them to the league in August. Coaches or Team Managers will distribute schedules as soon as they are available. Games are generally played in the rain, and are usually only cancelled in extreme weather. The SMYAC Football Director will notify the President of any schedule changes, who in turn will disseminate that information to the coaches. If time permits, this information will be posted to the league website.

All SMYAC mandatory play rules will apply in the regular season game situations. Players are not guaranteed equal playing time. According to county rules, a player may not miss more than

2 consecutive plays on his/her side of the ball for the first three quarters of play. These rules do not apply to Special Teams. There is no mandatory play rule for the fourth quarter. The coaching staff reserves the right to make changes in a player's position and playing time from week to week as needed. Playing time will be based on athletic ability, attendance, and attitude.

Before and after all home games held at Milton Somers, the field will need to be set up and broken down. Set up consists of placing all yard markers, goal post covers, sideline ropes and any other equipment that needs to be set up for the games on the field. Schedule for field set up and breakdown will be provided by the Football Commissioner before the start of the season.

Each Football Team and Cheerleading Squad will be required to pick up trash under and around the bleachers on each side of the field (cheer does the home side and football does the visitors side) empty trash cans after their scheduled game and check the parking lot. This will help manage the field clean up so it is easier for everyone at the end of the day.

At the end of the day, the equipment will need to be taken down, all trash cans emptied and the trash picked up from the field. This includes areas outside of the fence at Milton Somers. We are required to clean up any mess left on the Milton Somers school property that is a result of our game, including any warm up area used by visiting teams and the parking lot. Children are to be supervised by either their coach or parent while doing this to ensure their safety. A schedule will be made and distributed to all football and cheerleading coaches to notify them of the date they are scheduled to fulfill this duty.

1.12 Publicity

Individual teams are encouraged to report their milestones to the local paper along with a brief summary of their accomplishment. It is strongly suggested that the coaching staff make every effort to make the mention of individual participant's names in a fair manner by attempting to mention each player once throughout the season. If this cannot be done

due to size of team or squad, it is recommended that recognition be given to the team or part of team as a whole (i.e., outstanding defensive line, great blocking by the offensive line, etc.).

1.13 Fundraising

In addition to registration fees, various fundraising activities will be held throughout the season. These activities are necessary to maintain the quality of equipment provided to the children. It is strongly recommended that each family participate in these activities. The coaching staff, along with the Team Manager of each team or squad is encouraged to promote league fundraisers.

1.14 Concessions/Merchandise Sales

Concession and Merchandise sales are a major source of funds for the organization. They will be sold at every home game held at Milton Somers Middle School. The concession stand will be overseen by the LPBK Concession Stand Coordinator and the Merchandise will be overseen by the LPBK Merchandise Coordinator.

In order to maintain a steady number of volunteers to work in the concession/merchandise stand, each football team and each cheerleading squad will be required to provide 3 parents each to work a one hour and fifteen minutes shift prior to their child's scheduled game (2 volunteers will report to the concession stand and one will report to merchandise sales). The BOD feels this is a fair compromise as all participants, football and cheerleading, are required to be at the field one hour prior to games to practice. This schedule enables the parent to exit the concession/merchandise stand to watch their child's game, which is why we are all here to begin with.

Once game schedules have been released each Team Manager will be required to create a schedule for the entire season scheduling these 3 volunteers for each home game. This can easily be incorporated into a snack schedule. The Team Manager may elect to solicit volunteers for these dates, but if volunteers are not found they will assign the duty randomly through a drawing system to fill their schedule. Volunteers must be adults 18 years of age or over. Copies of this schedule will be turned into the Concession Stand and Merchandise Coordinators no later than the last Team Manager meeting held before the first game of the season. In the event the league hosts a pre-season or post-season game, volunteers will be required for it also. The Team Manager should remind the volunteers of their scheduled duty. This duty is mandatory and the parent scheduled **MUST** find a replacement if they are unable to fulfill their duty! They are to notify the Concessions Coordinator or Merchandise Coordinator of any changes.

In the event a parent or guardian does not fulfill their concession stand/merchandise sales duty, and does not supply a replacement, the child will sit out that football game and a cheerleader will not be permitted to participate in the halftime routine of their next game.

While the Board does not want a child to suffer the consequences of a parent's actions, this policy is necessary to emphasize the importance of volunteering. Too many parents

disregard their responsibilities assuming "someone else will cover," and unfortunately it's the Board Members and the other reliable regular volunteers that are forced to miss their own son or daughter's game to cover for the no-show. This policy is not unreasonable, as it provides the opportunity for individuals to volunteer and to find replacements if their schedule does not permit the time on that given day.

The Blue Knights demand excellence from their coaches and participants and will expect it from the parents as well.

1.15 Behavior

LPBK demands that its participants, coaches, members, and BOD conduct themselves appropriately at all times. LPBK members shall follow the rules of conduct as set forth by SMYAC, LPBK and this Operating Code.

Members/persons who violate the following will be suspended immediately and indefinitely until such time as the BOD reviews the incident, interviews witnesses, and render a final decision.

1. Racism = racist terms, gestures, or characterization
2. Drugs = Possession, sale, distribution
3. Alcohol = Use, possession, distribution
4. Theft= Money, merchandise, equipment
5. Bullying= Cyber, intimidate, harassment

Other examples of behavior violations (Subject to Strike Policy) are as follows, *but not limited to:*

1. Assault/Threats/Battery = against opponents, BOD, Coach, participants, referees, judges, etc.
2. Coming on to field without approval from coach= members are not allowed to enter practice, game, or competition areas unless first receiving authorization from coach.
3. Disruptive Behavior= entering field of play, entering closed practices without prior permission from the coach, insulting coaching staff or participants, or that behavior which the BOD or Coach deems detrimental to the coaching, game or practice environment.
4. Throwing or abusing equipment.
5. Attendance= excessive tardiness or absenteeism.
6. Violations of Operating Code
7. Not participating in practice/drills.

1.16 Strike Policy

LPBK deems the use of this strike policy as a communication tool, to correct disruptive behavior, misunderstandings, etc.

Any member, participant, coach, or BOD can be disciplined under this policy. Anyone who violates the Behavior Policy or displays behavior that one would deem detrimental to the development of LPBK, kids or league, is subject to discipline under the Strike Policy. Any member who receives a strike will be notified in writing by use of the Strike form. This form will explain in detail why the strike is being given and signed by a coach and/or BOD member. The strike shall be kept in LPBK records for a period of three (3) years. Strikes however are not carried over from season to season. Each season starts with a clean slate. Strikes are not progressive (i.e., one, two, three). Any member initiating a strike will complete a strike form and forward to the Sergeant-at-Arms to present to the BOD. The BOD will determine that the conduct of a person who violates the Behavior Policy may need a more severe penalty than one (1) strike and therefore be issued more than one strike for a specific incident.

Any member who receives three (3) strikes in one season will be EXPELLED (EXPULSION) from LPBK for the rest of the season, and will not receive a registration refund. Strikes will be kept confidential by the BOD. Members receiving strikes are encouraged to keep them confidential also.

1.17 Expulsion

Expulsion is the immediate separation of membership from LPBK. Members who are expelled may not attend games, practices, or competitions, without written approval from the BOD. Once expelled, violator gives up all rights of membership as an LPBK member. An expelled person is not entitled to early registration the following season. If an expelled violator wishes to rejoin LPBK the following season, they must first submit in writing the reasons why they want to rejoin, why that type of behavior will never occur again, and must agree to sign a Memorandum of Understanding with the BOD that details the terms in which the violator will be allowed to return to LPBK.

1.18 Grievances

In the event a parent has a grievance for any reason, that person should first approach their coach. If the problem is not resolved to your satisfaction, a grievance form should be filled out and given to the Football or Cheerleading Commissioner. The Grievance Form (#118) is available on the league website. The appropriate Commissioner will attempt to intervene to improve the situation if possible. He or She will also notify the BOD of the grievance, where the form will be given to the appropriate league Secretary. Every attempt will be made to rectify the problem if at all possible. The outcome of the grievance will be documented on the Grievance Form. The form may be used, if found to be valid, in the decision making process for future coaching selection.

It is imperative that parents become part of the solution; and reported problems will keep the league from reaching its full potential.

1.19 Special Events

The following is a list of events that may take place during the season.

Pre-Season/Post-Season Games- A pre-season/post-season scrimmage/game may be hosted by the league or the league may be invited to attend another organization's scrimmage/game, timely notice will be given to parents regarding location and time.

Back to Practice Night – This event is to be held on an evening before the first night of practice for participants to meet their coaching staff, review and sign conduct forms, receive uniforms, etc. If weather permits it will be held at the Milton Somers field. There will be no organized practice this evening as it is mainly an informational and social gathering. Notice of this event will be listed on the league website, and Head Coaches will call all participants on their roster to inform them of this mandatory attendance event.

Pep Rally and Homecoming - The league will hold a pep rally to celebrate the night before Homecoming. Teams will create banners to represent their team or squad. A Prince and Princess will be chosen from each team/squad. A tiara and sash will be presented to the chosen Princess and a crown and sash will be presented to the chosen Prince. A King and Queen will be chosen from the non-returning football players and cheerleaders. The Queen will receive a crown, sash, and flowers. The King will receive a crown and sash.

As has been LPBK tradition, the Princess and Prince will be selected by placing all names of that team/squad roster in a hat. The winner will be drawn randomly by the BOD without revealing the winner. The Team Manager will reveal the name only to the BOD. The King and Queen will be drawn somewhat differently, being that the only names included in that drawing are to be non-returning participants regardless of which team/squad they are on. This drawing will be done by the BOD.

In the event that the chosen child cannot attend the pep rally, a replacement will be chosen. Homecoming day will be celebrated with special decorations at the Somers field. Various special activities may be held, such as a bake sale, silent auction, face painting, etc. The various special activities will be coordinated by the Homecoming Committee with the supervision of the Vice President.

A commemorative booklet will also be printed listing team roster and advertisements of sponsors.

Cheerleading Competitions* - Throughout the season the Cheerleading Coordinator will advise the coaching staff of available competitions. The decision to participate

will be made by that particular coaching staff. However, if any competitions are to be attended, the county competition is mandatory. The entry fee for one competition will be paid by the league, and the decision to pay for additional competitions will be made by the BOD.

If a squad wins First Place in the Cheerleading Competition, the cheerleaders will receive a custom t-shirt as recognition from the league.

Championship Football Games * - If a team wins the League Championship the participants on that team will receive up to \$15 per player to apply towards a BOD award as recognition from the league. (Subject to BOD Approval)

*Coaches and/or Team Managers will be responsible for submitting a write-up and photo(s) to the appropriate league Secretary (Football or Cheerleading) which will be submitted on behalf of the organization for print in the local newspaper. This is a mandatory responsibility; our participants deserve recognition for their hard work!

1.20 Equipment/Uniform Turn In

At the end of each season all equipment and uniforms belonging to the league must be turned into the Equipment Managers. Notice of time and place, including instructions as to how the equipment should be cleaned, will be given to all participants prior to the end of the season. Any lost, altered or damaged equipment will be subject to the fees disclosed in the Cheerleading Equipment Form #102C or the Football Equipment Form #102F signed at the beginning of the season. The following fees will apply:

- Equipment/uniform being turned in late at registrations: \$10 fee added to registration cost.
- Equipment/uniform being turned in late at registration and needing cleaning: \$20 fee added at registration.
- Equipment turned in on time, but in need of cleaning: \$20 fee billed or added at registration.

Every two seasons, the league is required to re-certify every helmet to ensure they meet safety standards. To do this the helmets are sent away to a licensed Helmet Recertification Company where they are inspected according to NOCSAE standards. In the event of a Helmet Recertification Year, any helmet not turned in prior to final equipment turn in date will be unsafe to use the following season. The person who signed the Equipment Release Form will be legally responsible for the replacement cost of that identical style and size of helmet. The old uncertified helmet will be returned to the Equipment Manager and the new helmet will become the property of the league as well.

After the scheduled turn in date, it is the responsibility of the parent to deliver the equipment to the Equipment Coordinator. Every effort will be made to collect the

equipment before the above listed fees are imposed. If a participant misses the scheduled tum in date, the Equipment Coordinator will attempt to contact the family once by phone. If at that point there is no response, a reminder letter will be mailed to the residence listed on the registration form.

1.21 End of Season Recognition Banquet

At the conclusion of each season, the league will host an Awards Banquet at the Waldorf Jaycees Center (if unavailable, another hall will be secured). This banquet will be held in the month of December or January and will be divided into two evenings. The BOD will specify the dates.

At the Banquet, participation trophies will be given to all children. The costs of these trophies are covered in the registration fees.

The league also awards two different special awards to non-returning participants. The first award, The Blue Knight of the Year, will be awarded to one football player and one cheerleader. All non-returning participants will receive an application to apply for the award. There are specific criteria that must be met in order to submit that application (see Blue Knight of the Year Form #112). Once all applications are received, the BOD will review and vote on the most qualified candidate. The winners of the awards will be kept secret until the night of the banquet. The winners of this award will be required to attend the second banquet with the younger teams so that the entire league gets to meet the recipients. It is important that the younger children see what hard work and dedication can achieve in the future.

The second special achievement award is the Knighthood Award. It is awarded to any non-returning football player or cheerleader that has participated with the Blue Knights for a minimum of five consecutive seasons. The BOD will carefully review all non-returning participants through registration documents and their league ID cards.

As is tradition with the Blue Knights, the league will continue to support the Greater Waldorf Jaycees in their annual toy drive in return for their generous support of our organization. Families will be asked to bring an unwrapped new toy to the Banquet to be donated and distributed to local needy children. At this time of celebration and reflection on our season, it is important to teach our children to remember those who are less fortunate than ourselves. While athleticism and sportsmanship are a large part of our league's mission, teaching compassion and generosity is just as important.

1.22 Elections

Elections will generally be held at the End of Season Banquet each year. The President, Football Secretary, Cheerleading Secretary, Merchandise Coordinator, Football Equipment Coordinator, Cheerleading Equipment Coordinator, and Sergeant-at-Arms will be elected in odd years. The Vice President, Treasurer, Football Commissioner, Cheerleading Commissioner, Fundraising Coordinator, Concessions Coordinator, Historian, and

Assistant Football Equipment Coordinator will be elected in even years.

Members of LPBK in good standing who wish to run for President shall have one year previous LPBK Board Member experience. In the event that no members meet this criteria any member may be considered for the position. Members of LPBK in good standing (with no outstanding debt) will be able to submit a letter of intent to run for all other positions. Letters of intent will be due by Mid-November. Notice of this process will be posted on the league website.

The BOD will review all letters and will narrow the applicants down to two (2) candidates per office. The narrowing process will be based on the reputation, experience, and level of commitment of the applicants. The names of the selected candidates will be announced at the, along with the election date. A sample ballot and the date/location of-the election will also be posted on the league website.

The election will serve as the Annual General Membership meeting as stated in the LPBK By- Laws. All election rules and regulations pertaining to elections and membership will apply. After the conclusion of the election, the winners will be posted on the website. They will serve a two-year term.

The Operating Code for the year (2015) have been reviewed and approved by the LPBK BOD as signed and dated below. Amendments and additions may be made by a vote of the BOD when changes are necessary.

_____ President	_____ Date
_____ Vice President	_____ Date
_____ Treasurer	_____ Date
_____ Football Commissioner	_____ Date
_____ Cheer Commissioner	_____ Date
_____ Football Secretary	_____ Date
_____ Cheer Secretary	_____ Date
_____ Sergeant at Arms	_____ Date
_____ Concessions Coordinator	_____ Date
_____ Merchandise Coordinator	_____ Date
_____ Fundraising Coordinator	_____ Date
_____ Football Equipment Coordinator	_____ Date
_____ Asst. Football Equipment Coordinator	_____ Date
_____ Cheer Equipment Coordinator	_____ Date
_____ Historian	_____ Date