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Approved LYA Suppliers (Quick Glance)

1. Kelly's Sports
2. Longstreth's
3. Lax International
4. Crown Trophy, 2222 Kimberton Rd., PO Box 166, Kimberton, PA 19422 - 610-935-8145
Mark Cunningham, crown30@ix.netcom.com
5. Infinity Signs and Engraving, 140 E Lancaster, D-town – 610-873-3177

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(V) MANUAL CHANGES

IT IS INTENDED AND DESIRABLE THAT THIS MANUAL BE KEPT CURRENT. ANY ADDITIONS, DELETIONS, OR MODIFICATIONS MAY BE MADE BY A MAJORITY OF THE BOARD.

This manual was adopted 1981

1. Revised in 1985
2. Revised December 8, 1996.
3. Revised May 18, 1997 to reflect extended smoking policy
4. Revised March 11, 2001 to update and add appendix of suppliers
5. Revised November 11, 2001 to add LYA Letterhead policy
6. Revised April 14, 2002 to amend trophy, smoking/alcohol and add Transportation policy.
7. Revised July 15, 2002 to amend All Star Selection policy and add Criminal Record Check policy.
8. Revised October 15, 2002 to revise format into IV Sections – Administration, General Policies, Sports Programs, Gyms and Fields
9. Revised April 13, 2003 to amend use of LYA Logo #6 under General Policies
- 10. Revised September 14, 2003 to initiate a credit card account (Section I-Adm.-Page 2 - Duties of the President) and to amend adult shirt policy (Sect. III -Sports Programs #9)**
- 11. Revised October 12, 2003 to initiate Procedures for Public Input.**
- 12. Revised January 11, 2004 to add Sponsor and Donation Policy, Guideline #11 and to adopt a No Refund, No Exceptions Policy.**

Appendix I – Approved Guidelines

1. Code of Ethics
2. Coaches Memo of Understanding
3. Guidelines for Parents
4. Guidelines for Parents/Players of LYA Tournament Teams
5. LYA Emergency Plan
6. LYA Security/Safety Rules
7. Safety Rules and Regulations for the LYA House
8. Adult Shirt Policy
9. Approved LYA Suppliers.
10. Procedures for Public Input
11. Donation and Sponsor Policy

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- B.** All sports equipment must be removed from the field and returned to bags or placed in an orderly manner in the provided storage areas. Maintenance equipment must not be left on fields. Batting Cages and JOBOXES must be locked. The Press Box windows and doors must be locked. Any major damages must be reported immediately to the Field Maintenance Coordinator.

SECTION IV – Gyms and Fields

4. COMMISSIONER (or designee) RESPONSIBILITY

All Sport Commissioners – Must submit field schedule for coming year by November to administrative vice president, secure and turn in paint machines to Lionville Park, return first aid kits to safety officer.

- A. Baseball/Softball** -Coordinate Field Days to Clean Fields, check bases, paint foul lines, rake fields after games, keep fields clean of trash, coordinate concession stand staff, coordinate tournaments.
- B. Lacrosse** - Set up goals and nets, line fields, store goals/nets.
- C. Soccer/Fld Hockey** - Put up nets, line fields, take down nets & return to Eq. Mgr.
- D. Fall Ball** -Help prepare and maintain fields before /after games. Help with after season Maintenance when necessary.

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SECTION IV – Gyms and Fields

1. GENERAL

A. INDOOR GYMS

Requests for indoor gym space for LYA basketball and wrestling is determined and coordinated by the respective commissioners. All leases are executed through the Adm. V-P. No coach may reserve indoor space for individual teams in these or any other sports. Other indoor gym or classroom space for any LYA function must come through LYA administration and follow established procedures. GYMS and restrooms must be checked and left in the manner in which they were found. Activities must be confined to the gym areas. Non-players must remain with an adult at all times.

B. OUTDOOR PLAYING FIELDS

In order to ensure that playing fields are in safe condition for practice and game play, sports commissioners cannot assign practices until field days are completed and/or fields have been declared “open for play” by the Field Coordinator. Coaches must stay at assigned fields. NO EXCEPTIONS!

2. FIELD CONDITIONS

Practices or games will not be conducted on wet/muddy fields. RULE OF THUMB; If you can walk on a ball field without sinking or sliding, the field is playable. If there is standing water or muddy goal areas the field is not playable. This rule is necessary to ensure safe playing conditions and to prevent undue injury and field damage. All sports commissioners will be responsible to instruct league coaches in this matter and strictly enforce this rule. Please see sports manual for bad weather procedures.

3. TEAM RESPONSIBILITIES

- A.** After each game, teams must pick up all trash in and around player benches, the immediate area and/or dugout. Fields will be raked if appropriate. Paint cans used for lining fields **must not** be placed in park trash cans. Take home or bring to Lionville Park tractor shed when open.

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9. GENERAL UNIFORM POLICY - Only LYA issued uniforms can be worn during regular season and tournament play. . **Adult coaches shall wear the same team shirt. Where special uniforms are provided for regular season, tournament, travel or events – adult coaches will wear the official standard white, navy or Columbia blue shirt (tennis/golf style - long/short sleeve) with the LYA logo and sport acknowledgement//logo. The total cost shall not exceed \$20.** All other hats and shirts are prohibited for any reason without Board approval.

SECTION III – SPORTS PROGRAMS

10. EQUIPMENT AND ALL STAR UNIFORMS -shall be collected by the coaches at the end of the season, returned to the league commissioner and/or sport equipment manager.

- A. Equipment will be stored in the assigned areas or storage garages in order that accurate inventories may be taken. Year-end inventories shall be given to the particular sports commissioner to be used in preparing the following year’s budget.
- B. LYA Purchased All-Star Uniforms - shall be collected at the last game and returned in good condition to the league commissioner and/or equipment manager to be stored and inventoried.

11. ALL FIRST AID KITS (including chemical ice) - must be returned to the Safety Officer at the end of each season with your equipment.

12. TROPHY POLICY - Trophies are provided to first place teams except for certain sports or at younger levels where pins, patches, certificates of participation or similar items are deemed, by the Sport’s Commissioner, as more appropriate. A small trophy may be given to those leagues as they graduate to a higher level. Each Sport that has a play-off system shall have a League Champion Trophy (not to exceed 12”) and a Second Place Trophy (not to exceed 10”) as a result of the play-off. No seasonal trophy shall be awarded where a play-off system exists. All other distribution of trophies for LYA sponsored teams is prohibited without prior Board approval.

13. SPECIAL RECOGNITION

A. Any player having participated in a LYA sport who has achieved either singularly or as part of a team effort, an honor over and above regularly scheduled LYA or Scholastic programs, shall be eligible to receive a special recognition certificate/memento from the LYA organization. Any additional recognition may be at the pleasure of the Board of Directors.

B. Any Tournament team representing LYA that achieves first place honors and whose players are not individually recognized by that Tournament may be eligible to receive recognition of accomplishment from LYA in an appropriate manner not to exceed \$200 if requested by the coach. Any additional recognition may be awarded at the pleasure of the Board.

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- C. A commissioner must obtain prior Board approval to purchase an item, which is not a line item previously approved by the Board
- D. All purchases of equipment or uniforms shall be placed by each sports commissioner or his/her designee with written approval. Only Board approved, bonded vendors may be used. See Appendix for approved suppliers.

SECTION III – SPORTS PROGRAMS

2. SPORTS PROCEDURES - A Procedures Manual shall be developed by each sport and approved by the Board of Directors. Coaches/Managers may not deviate from the approved program. Any changes or recommendations to the manual must be submitted to the Vice-President of Sports Operations who will bring it to the Board.

3. REGISTRATIONS shall be scheduled as follows: (Each Sports Commissioner is responsible for adequately staffing all days of registration.)
 Baseball/Softball/Lacrosse- last two week-ends in January
 Soccer/Field Hockey/Fall Ball - first two week-ends in June
 Basketball/Wrestling- two Saturdays - Sept/October

4. PLAYING TIME - LYA promotes cross-training in all positions in all sports.

- A. Baseball:** On an intramural basis, each participant shall play a minimum of two consecutive innings including at least one time at bat. See individual sports manual for specific playing time.
- B. Soccer/Field Hockey/Basketball/Lacrosse/Softball:** On an intramural basis, each participant shall play at least half of each game.
- C. Travel Teams,** in all sports, are not bound by intramural rules, but are encouraged to give all participants playing time.
- D. Tournament Teams:** Intramural rules do not apply to after season competitive teams in any LYA sports. All teams must adhere to the tournament’s playing rules if applicable otherwise, there is no guaranteed playing time.

5. GAME PROTESTS - Each sports commissioner shall establish, as appropriate, a protest committee consisting of three members to be appointed by the Commissioner.

6. DRAFTS - Drafts shall be conducted in all LYA sports where competition trophies are given.

7. ALL-STAR TEAM SELECTION –Intramural Tournament teams shall be selected with input from regular season coaches, past tournament coaches, a player point system and/or a tryout.

8. DISCIPLINE - Disciplinary action on the part of managers/coaches is not condoned by the LYA; however, recognizing extraordinary circumstances, any contemplated discipline must first be approved by the commissioner of the league. Verbal abuse is UNACCEPTABLE AND WILL NEVER be tolerated by LYA as a form of discipline or coaching style. Physical abuse of any kind will result in immediate termination. An incident form shall be completed for any disciplinary action.

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8. **SMOKING** - The use of Tobacco in any form by any adult or player within 50' of any LYA playing field, player bench area, or dugout while actively participating in any LYA sponsored sport or event **is prohibited**.

Section II: General Policies

9. **ALCOHOL** - The use or suspected use of Alcohol by any adult or player - that in any way can be detected while actively participating in any LYA related activity **is prohibited**. Violation in any way of this offense can be **subject to immediate dismissal and/or ejection** from any LYA sponsored sport or event.
10. **TRANSPORTATION** – Coaches or any adult acting in any LYA capacity shall refrain from transporting any child alone in a vehicle other than his/her own child without written permission of the parent.

*LYA Executive Committee consists of the Chairman, President, Vice President-Administration, Vice President Operations, Treasurer and Secretary.

SECTION III – SPORTS PROGRAMS

CRIMINAL RECORD CHECKS - A Criminal Record Check, conducted by the PA State Police, will be required for all volunteer coaches, commissioners, and Board Members and initiated by LYA. Appointment to any LYA position is conditional upon receipt of an appropriate clear record. Checks will be delivered directly to the LYA Chairman. Only the Chairman and the Vice President of Operations shall have access to information obtained from the PA State Police. All records will be filed in a secured location. Only one request will be made and kept on file of each individual. The cost per check will be assumed by LYA.

1. COMMISSIONER'S DUTIES

- A. Each sports commissioner shall present a preliminary budget of estimated costs for his/her upcoming program on or before the October Board meeting so that a total budget for all LYA operations may be prepared and presented at the Board's annual business meeting and elections in November. Final budgets for Wrestling, Basketball, Field Maintenance, Insurance, General Account, and Capitol shall be approved in November for operational purposes. order/collect equipment, inventory, budget, secure league commissioners for staff registration, handle late registrations
- B. Each sports commissioner shall submit a final budget for Board approval at the Board meeting immediately following that sport's registration. Such budget must contain an inventory of equipment on hand and should reflect the cost of new or additional items that are necessary to operate the program for the current year. Sports commissioners may only purchase line items identified in their budgets approved by the Board. Each budget may contain a contingency amount of \$250.00 to purchase additional line items when deemed necessary by the commissioner. When the total of such expenditures exceeds the contingency account, prior approval of the Board must be obtained.

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Section I: Administration

5. AUTOMATIC RESIGNATIONS Four absences from regularly scheduled Board meetings by a director in any one fiscal year, for whatever reason, shall constitute automatic resignation from the Board. Board vacancies caused by such resignations shall be filled through the election of a successor by the approval of 3/4 of the full Board. The successor shall hold office and assume full responsibilities for the balance of the vacated term.

SECTION II: GENERAL POLICIES

1. **BUDGET RESERVE** - The Board shall not approve an annual budget with a year-end cash balance of less than \$25,000.
2. **SPENDING LIMITS** - No director or other volunteer may spend more than **\$200.00** without prior approval of the Board except as provided below with regard to contingency accounts in sports budgets.
3. **FUND-RAISING** - Any fund-raising on behalf of LYA or any of its teams without the advanced written permission of the Board is prohibited.

3a. SPONSORS AND DONATIONS – **Sponsors** (for team shirts) are solicited for spring sports only through the LYA sponsor chairman. Sponsor money goes into the general fund not the sport budget. Sponsors may indicate a sport preference, but teams are assigned on a random basis and not guaranteed. **Donations, Memorials, Company Matching Grants, Federal and State Grants** are encouraged to promote the growth of the Lionville Youth Association. The Board of Directors according to need appropriates this income. Larger donations from specific sources may be directed to a named reserve account **or special project** for future use as appropriated by the Board of Directors. Donations may be solicited for large capital improvements and directed to that budget as submitted and approved by the Board of Directors. See Policy #11 for details.

4. **REFUNDS** - There will be no refunds - No exceptions – voted at January 11, 2004 Board of Directors meeting.
5. **OUTSIDE SPONSORSHIPS** - LYA's name or funds may not be used to promote or underwrite any other organization, profit or non-profit, or any individual. However, the LYA may sponsor or participate in an event for a worthy cause if agreed to by the Board and direct any profit from such event to such cause, provided that all items of income and expense are incurred and accounted for separately from the LYA.
6. **USE OF LYA LOGO** – the official LYA Logo (with the face in the L), the terms Lionville Youth Association and LYA cannot be used without expressed permission of the LYA Board of Directors. Permission requests should be in writing to the official LYA address. This includes WEBSITES and any correspondence that would seem to represent LYA in any official capacity. – All letters to be mailed on LYA letterhead must be submitted to the LYA Executive Committee* for review and approval prior to mailing. LYA Executive Committee members will provide comments to the LYA President within 3 business days of receipt of the letter to be reviewed. (Comments on letters submitted by the LYA President are to be forwarded to the LYA Chairman.) The LYA President/Chairman will notify the submitter of any revisions that must be made prior to mailing. The LYA President/Chairman must be copied-in on every letter mailed on LYA letterhead and must be provided a copy of the letter that is mailed. Upon receipt of their copy of the letter, the President or Chairman will provide the letter at the next LYA Board meeting to be maintained on file at the LYA house.
7. **LETTERS OF COMPLAINT** -The Board shall establish a committee consisting of not less than three directors to consider and respond to any complaints or inquiries concerning LYA policies or activities.

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Section I: Administration

(I) DIRECTORS AND THEIR DUTIES

1. NOMINATION. Nominations for candidates to serve as directors are made by a nominating committee appointed by the Chairman and President. The Committee is required to present a list of nominees to the Board no later than the October Board meeting. Nominations may be made by any member in good standing from the floor at the November meeting with the nominee's prior consent.

2. ELECTION. In order to maintain continuity on the Board, ten of the Directors are elected in the even years and eleven Directors are elected in the odd years, each serving a two-year term. Elections are held at the Board's November meeting. Those candidates receiving the largest number of votes are elected. If there is a tie for the last open position, an immediate run-off election will be held to decide the electee for such position. All nominees not elected to the board are welcome to become ex-officio members with no voting powers and may be considered for future vacancies.

3. DUTIES OF BOARD

A. Chairman - shall preside over all Board meetings.

B. President - shall have general charge and supervision of all LYA activities **and maintain a credit card account (\$1000 limit) for electronic registration of criminal background checks. Use of the LYA credit card for any other purpose must have Board approval.**

C. Secretary - shall keep the minutes of all Board meetings and prepare communications requested by the Board.

D. Treasurer shall be the principal financial officer of the LYA and keep records of all financial transactions; will submit monthly financial reports to the Board and an annual financial report at the November meeting. The Treasurer and the President or presidential appointee must jointly sign all outgoing LYA checks.

E. Vice-President, Administration - appointed by the President, is responsible for Registration, Equipment, Insurance, Field Maintenance, Concession Stand and Sponsors.

F. Vice-President, Operations - appointed by the President, is responsible for the operation of LYA's sports programs including the selection of commissioners and supervision of sports budgets. All commissioners serve at the pleasure of the Board. All assistant commissioners and coaches serve at the pleasure of the commissioners.

G. Board Members - This is a working Board. All members are expected to head up a Board activity pertinent to the operation of LYA. Activities include: Sports Commissioners, Training Coordinator, Registration, Pictures, First Aid Safety Officer, Equipment Managers, Security/Key Manager, Volunteer Coordinator, Tournament Chairman, Newsletter.

4. RESIGNATIONS Director resignations shall be made by written communication to the Board and the resulting vacancy shall be filled through the election of a successor by the approval vote of 3/4 of the full Board. The successor shall hold office and assume full responsibilities for the balance of the vacated term. Candidates from the previous election should be considered but are not automatically appointed.

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SECTION I: ADMINISTRATION

INTRODUCTION

The purpose of this manual is to set forth guidelines, conditions and empowerment under which the Lionville Youth Association (LYA) shall conduct its sports programs and all activities ancillary thereto.

ORGANIZATION and RESPONSIBILITIES

The LYA is a non-profit organization incorporated in Pennsylvania. It is organized and operated solely for charitable and educational purposes within the meaning of the IRC section 501(c)3, specifically to provide meaningful sports and recreational programs for youths residing in the Lionville area with full community participation. Members are those residents who volunteer their services in furtherance of LYA's activities. Any child living in the Lionville area is eligible to participate in LYA's programs. The "area" is subject to change at the absolute discretion of the board. Proper notice will be given.

Twenty-one directors, who are members of LYA in good standing, are to be elected by the general membership for two-year terms. The directors are charged with supervising the operations of the LYA and, in furtherance of these duties, annually elect a Chairman who shall serve as the chief executive officer; a President who shall serve as the chief operating officer; a Secretary; and a Treasurer. Other directors are appointed to perform specific functions such as administration, operations, field maintenance, sports commissioners and sponsors. The Executive Committee comprised of the Chairman, President, Secretary, Treasurer, and Vice-Presidents of Administration and Operations shall meet when necessary to address special issues to be presented for board concurrence.

The directors, as a board, shall meet not less than 10 times in each fiscal year to conduct the business of LYA. The public and other members may attend any or all of these meetings. A majority of the directors (11) shall constitute a quorum for the purpose of conducting business. The board of directors shall be empowered to take any extraordinary action it deems necessary to insure field availability and safe playing conditions in order to conduct its operations, expansion and continuation of all athletic activities. This would include but not be limited to action in the event that lack of fields or facilities hampers, makes unsafe or unmanageable a particular sport, a program at any age level, or the inclusion of any group of youth athletes in the Lionville Youth Association.

This would include empowerment to, but not limited to the following:

- Shorten any season for any sport.
- Limit the numbers of players, teams and leagues in any sport.
- Eliminate any age group.
- Limit registration from any township.
- Limit the inclusion of individuals from locations that do not provide, in the board's discretion, their fair share of fields, maintenance, coaches, team parents, funds or other support of programs.
- Impose a surcharge against parents and/or families of any non-contributing township or any group...without bias or discrimination toward any group on the basis of race, religion, sex, creed or any group protected by federal or state law.

Remedies available to the board of directors shall be in their sole and absolute discretion without bias or discrimination toward any group on the basis of race, religion, sex, creed or any group protected by federal or state law and shall not be subject to review or reversal by any group, entity, a court of law or court of equity. The Lionville Youth Association shall indemnify and hold their directors harmless from any action taken as long as such action does not violate any federal or state laws prohibiting discrimination.