



**LPBK BOD  
Operating Code**

**Reviewed and  
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This document is property of the LaPlata Blue Knights Youth Football and Cheerleading Association "Blue Knights" or LPBK. It is intended for the express use of LPBK and its members. Only current LPBK member's opinions, suggestions, or objections will be heard regarding this document.

La Plata Youth Football and Cheerleading Association  
LPBK Operating Code

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## **1. Introduction**

The purpose of this Operating Code is to set a uniform standard by which the La Plata Youth Football and Cheerleading Association (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 up hold.

## **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. The Treasurer 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 the new Treasurer upon vacating a position.

## **3. Organization Information**

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

## **4. Registration**

Registration for football and cheerleading may be held in the months of February through August. Late registrations may take place at the discretion of the BOD 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 online registration must attend at least one of the walk-up fittings to get fitted for equipment and/or uniforms. If a participant fails to attend a walk-up fitting, 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**

Payment of registration fees must be paid in full at time of equipment distribution, unless prior arrangements have been made with the applicable Commissioner. 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 the 2<sup>nd</sup> week in August of calendar year, 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 state issued id, military id, or passport will be required for all football participants. A birth certificate and last year's report card will be required for all 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.

#### **4.1 Football**

A maximum of 30 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 30 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 30.

## **4.2 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.

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.

## **5. Refund Policy**

Full refunds will be given out until June 1<sup>st</sup> of that year. Partial refunds will be given out after June 1<sup>st</sup> until the 2<sup>nd</sup> week of August. The \$100 mandatory registration fee will not be refunded. There will be no exceptions to this policy. No refunds will be given out after the 2<sup>nd</sup> week of August.

## **6. Football Equipment and Cheerleading Uniform Disbursement**

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

- shoulder pads
- helmet
- game pants
- 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)
- football cleats (no spikes or screw ins)
- athletic supporter and cup

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

- LPBK uniform shell
- LPBK uniform skirt
- LPBK uniform midriff (pending new uniforms)

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 spirit pack. 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 competition's
- 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.**

## 7. Coach Selection

Notice will be given as to the date when head coach applications 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 head 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.

A maximum number of 8 coaches and team managers per a team is allowed.

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 coaches applications are due for head coaching positions.

After reviewing the end of season Coach Evaluation Forms, and receiving any relevant recommendations from the Football and Cheerleading Commissioner, the BOD will vote on the applicants at the next scheduled BOD meeting held after the coaches' applications are due. Selected coaches will be notified by the Football and Cheerleading Commissioner. Upon approval, all Coaches and Team Managers will be required to conduct to a background clearance. Forms will be provided by the organization Secretary.

Football and Cheerleading Assistant Coaches are selected by the Head Coach. All criteria stated in the selection of the Head Coaches apply to Assistant Coaches as well, including the background clearance form.

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

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.

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 approved head coach. Background checks do not apply since they are under the age of 18.

## **8. Team Managers**

Each team or squad will select a Team Manager. It is very important that the person selected by the head 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 organization and league activities.

Team Managers are required to maintain a contact list for all coaches 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/check required by the SMYAC Football league.

## **9. Practices**

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.

### **9.1 Football 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 1<sup>st</sup>, teams may only practice two (2) times per week. Note: After October 1<sup>st</sup>, 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: 1<sup>st</sup> offense – coach suspended for one game; 2<sup>nd</sup> offense – coach suspended for the remainder of the season.

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

The coaches will review and require the participants to sign the Players Code of Conduct Form (#108). Head 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 will create and distribute a practice schedule to all teams. Each football team will be required to pick up trash in their practice area.

### **9.2 Cheerleading 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 it is the Cheer committee and head coaches' discretion on how many days a week teams will practice.

Practice locations will be determined by the Cheerleading Commissioner and will be held in somewhere in Charles County.

The coaches will review and require the participants to sign the Players Code of Conduct Form (#108). The head 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 Cheerleading Commissioner will determine what spot on the practice field the teams/squads will practice. As the weather becomes cooler, with the guidance of the Cheerleading Commissioner will secure indoor practice facilities for the squads. The Cheerleading Commissioner will create and distribute a schedule to all squads. Each cheerleading squad will be required to pick up trash in their practice area.

### **9.3 Rain Policy**

In the event of rain, coaches will normally have practice. After each incident of thunder or lightning will suspend practice for 30 minutes. 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.

### **9.4 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. 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 four practices or more.

When a participant is to be disciplined for missing more than four practices, the matter will be brought before the applicable commissioner immediately. The Head Coach must submit the circumstances in writing. Record of attendance must be provided. After reviewing the facts, the applicable commissioner 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 email, phone call or text message prior to practice.

## **9.5 Football Absences**

During regular season, if the football player 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, exception may be made under extenuating circumstances. 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.

If a participant has an unexcused absence for missing a game, that participant may be suspended for the following game pending a meeting between the parent, Head Coach and Commissioner. A football player must arrive before the end of the 1<sup>st</sup> half to be eligible to play but at the head coach's discretion.

The Three Strikes Policy (Players Code of Conduct Form #108 for description) will apply in all organization/league activities.

## **9.6 Cheerleading Absences**

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

All regular and post season games are mandatory.

A participant arriving late for their practice time prior to their game will not be permitted to participate in halftime routine.

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

## **10. Games**

Season games are TBD each season. The SMYAC Football League creates all football schedules and distributes them to the organization/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 League will notify the President/Vice 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. 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 SMYAC minimum playing rules.

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 visitor side and football does the home 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.

## **11. Publicity**

Individual teams are encouraged to report their milestones to the historian 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.).

## **12. 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.

## **13. 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, is required to be at the field one hour prior to games to practice/warm-up. 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 unless approved by BOD. 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 as well. 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 the next scheduled football game and a cheerleader will not be permitted to participate in the halftime routine the next scheduled 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."

#### **14. 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.

## **15. 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 organization/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.

## **16. 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. The BOD will review the letter and vote will be conducted by the BOD. If the BOD approve, the person 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.

## **17. 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 organization 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 organization from reaching its full potential.

## **18. 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 organization or the organization 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 contact all participants on their roster to inform them of this mandatory attendance event.

Pep Rally and Homecoming - The organization 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/approval 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 Commissioner 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. One County competition will be paid by the organization.

If a squad wins First Place in the County Cheerleading Competition, the cheerleaders will receive a custom t-shirt as recognition from the organization. The team will receive up to \$15 per cheerleader to cover shirt expense.

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 organization.

\* Coaches and/or Team Managers will be responsible for submitting a write-up and photo(s) to the appropriate organization Secretary (Football or Cheerleading) which will be submitted on behalf of the organization for print in the local newspaper.

## **19. 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 turn in date, the Equipment Coordinator will make another attempt to contact each family. If at that point there is no response, a reminder letter will be mailed to the residence listed on the registration form. We will exhaust all measures to recoup funds/equipment lost.

## **20. 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 interested must submit an application to apply for the award. There are specific criteria that must be met in order to be an eligible candidate (see Blue Knight of the Year Form #112). Once all applications are received, the BOD will review and vote on candidate(s). 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 both banquets so the entire organization gets to meet the recipients.

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.

## **21. 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 two years 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.

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 placed on the ballot which will be handed out at the end of the year banquet.

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 has been reviewed, revised 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