

2021

Little Miami Youth Football, Inc.
Membership Handbook



Handbook Committee
3/26/2021

Article I. Objective & Purpose

Section 1.01 Objective & Purpose

- (a) The purpose of LMYF, Inc. is to provide opportunities for active participation and development to the youth of community.
- (b) Through athletics, specifically youth football and cheer programs, the organization shall promote, both in lesson and by example, the development of character, discipline, hard work, integrity, leadership, pride, respect, responsibility, sportsmanship, teamwork, and tolerance.
- (c) LMYF, Inc. is a non-profit corporation organized exclusively for charitable and educational purposes. Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as described in Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).
- (d) LMYF, Inc is a member organization of the Greater Cincinnati Youth Football Organization. Further referred to GCYFL or "League". LMYF, Inc. has adopted all Bylaws and requirements of GCYFL to be a member in good standing. Any Handbook items in conflict with GCYFL Bylaws or requirements, then GCYFL Bylaws or requirements will sustain.

Article II. Members & Membership / Participants & Participation

Section 2.01 Definitions

- (a) "General Membership." Any person eighteen (18) years or older, who is a parent or legal guardian of a child participating in any LMYF, Inc. activity within the past twelve (12) months shall be qualified to be an active voting member of LMYF, Inc. at any regularly scheduled or special Board Meeting
- (b) "Special Membership." Any person eighteen (18) years or older not qualifying for membership under Section 1 of this Article may apply to the Board for special dispensation of membership. Such membership shall be granted by a majority vote of a quorum of the Board at any regular Board Meeting.
- (c) "Youth Volunteers." Any person seventeen (17) years or younger participating in the LMYF, Inc. that are not Participants, as defined below, or are Participants that provide additional volunteer support outside of their Participant role in LMYF, Inc.
- (d) "Participants." Any youth actively participating in LMYF, Inc. as either a football player or cheerleader.

Section 2.02 Eligibility

- (a) **Age:** the eligibility age(s) shall be in accordance with the current League rules and requirements.
- (b) **Residency:** Requirements shall be in accordance with the current League rules and requirements.
- (c) **Player Exemptions:** Exemptions shall be in accordance with current League rules and requirements.
 - (i) Any exemptions shall be submitted by the Head Coach on Appendix A form to the Director of Coaches & Football Program.
 - (ii) Director of Coaches & Football Program and the Vice President – Football or the Vice President – Cheer shall review the submitted documentation for appropriateness. The Director of Football Programs shall submit, track, and verify approval from the current League. The Secretary should be copied on all correspondence in respect to the exemption.

Section 2.03 Number of Participants

- (a) Football Teams
 - (i) The number of Participants in the LMYF, Inc. Program shall not be restricted in size.
 - (ii) In the event any football team should reach thirty-six (36), the Board, with Parents and Coaches, shall make every effort to determine how to split the team that is in the best interest of the Participants.

- (b) Cheerleading Squads
 - (i) The number of Cheerleading Squads per grade shall be directly determined by the anticipated number of football teams per grade at the time in which Cheer registration is required to be closed, in order to allow sufficient time for uniforms to be fitted and ordered.

Section 2.04 Registration

- (a) **Application:** A legal guardian of the eligible Participant will be required to complete the “Application for Participation” form. Should an eligible Participant be unable to complete the registration process, the legal guardian should contact the current Director of Communications for assistance.
- (b) **Open Registration:** The registration period shall commence on March 1 of each year.
 - (i) The open registration period shall be determined by the Board on an annual basis and shall be made available via the LMYF, Inc. website.
- (c) **Payment:** Registration fees for Football and Cheer shall be paid no later than the last date of their respective fitting dates.
 - (i) If payment is not able to be made by conclusion of the final public fittings date, and financial assistance is not being applied for, arrangements should be made with the current Treasurer and/or Vice Treasurer.
 - (ii) If payment in full or payment arrangements cannot be determined by the public fitting date, uniforms for the Participant can not be guaranteed.
- (d) **Costs Included and Excluded by Registration Fees**
 - (i) Football: Registration fees shall include the cost of participation and game uniform. Registration fees shall not include pants, socks, cleats, mount guards, helmet, shoulder pads, practice uniform and any other equipment or padding required to participate or any other team specific fees.
 - (ii) Cheerleading: Registration fees shall include the cost of participation. Registration fees shall not cover the cost of uniforms and equipment. These fees shall be determined on an annual basis prior to the commencement of open registration.
- (e) **Financial Assistance:** Financial assistance may be available, as determined annually by the Board at the commencement of the new program year.
 - (i) The application for financial assistance can be found on the LMYF, Inc. website and should be completed in conjunction with the registration application.
- (f) **Refunds:** One hundred percent (100%) of the payment received for registration shall be refunded when requested on or before June 1st of the year of registration.
 - (i) Uniform Refunds: Once uniforms have been placed there will be no refund.
 - (ii) Extenuating Circumstances: Participants that may have extenuating circumstances, such as military service, shall be determined on a case by case basis by the Board.

Article III. Coaches

Section 3.01 Qualifications and Requirements for Head Coaches and Assistant Coaches

- (a) Must be a member in good standing devoted to the objectives and core values of LMYF, Inc.
- (b) Must meet any and all organizational and current League requirements and standards.
- (c) Shall have no convictions of any severity relating to or involving children, either directly or indirectly; nor any felony convictions of any nature within the last ten (10) years.
- (d) Shall be required to read, acknowledge and abide by the LMYF, Inc Bylaws, Handbook, the Coaches' Code of Conduct.
- (e) Shall be required to complete all additional training courses as required by LMYF, Inc.
- (f) Shall be required to read, acknowledge and abide by League rules prior to the commencement of caching each season, a copy of which will be provided to each Head Coach and Assistant Coach. All coaches shall sign a "Confirmation of Review of League Rules."

Section 3.02 Head Coaches

- (a) Selection of Head Coaches
 - (i) A Head Coach must be at least eighteen (18) years of age.
 - (ii) The Director of Coaches & Football Program shall solicit any vacant head coaching position.
 - (iii) If a vacancy exists for a Head Coach position, any person interested in the position shall contact the Director of Coaches & Football Program for specific instructions. Candidates should review and become familiar with Coaches Handbook & Requirements for coaching prior to applying for a head coaching position.
- (b) Review of Head Coaches
 - (i) After approval by Board, the Head Coach will be reviewed annually by Parents and Coaches Committee at both mid-season and end of season. The Coaching Committee will solicit and collect feedback and make recommendations to the Board.

(c) Responsibilities and Restrictions of Head Coaches

- (i) Each Head Coach shall be responsible for obtaining their own staff. However, each Assistant Coach must be approved by and meet all the requirements of the Board, Bylaws, Membership Handbook, League and LMYF, Inc. rules.
- (ii) Each Head Coach shall appoint a Parent Liaison who will be responsible for providing the team with all necessary information for the season including, but not limited to, paperwork, medical release forms, deadlines, game and practice times and locations, event information, etc.
- (iii) Each Head Coach or an appointed team representative by the Head Coach shall be expected to attend all scheduled Board Meetings.
- (iv) Each Head Coach shall be responsible for the conduct and discipline of Participants, however, any disciplinary action that may affect participation time must be reported to the Vice President – Football or Vice President – Cheer.
- (v) Each Head Coach shall consult with the Director of Coaches & Football Program or Vice President – Cheer if questions arise as to the appropriate disciplinary actions of Participants.
- (vi) Each Head Coach shall be required to ensure appropriate participation time during game time. It is the believe of LMYF, Inc. that the purpose of the program is to give each Participant the opportunity to learn and enhance their football / cheerleading skills, and that participation during games and scrimmages is necessary for the accomplishment of that goal.
 - a. All Participants playing at grade levels Kindergarten through third (3rd) grade shall be provided a minimum playing time of twenty-five percent (25%) of all quarters in the season, but shall not be guaranteed any playing time in any individual game.
 - b. This includes pre-season and post season bowls, normally scheduled games, as well as additional weekend scrimmages added during the season.
 - c. It does not include any guarantee playing time for post season playoffs.
 - d. Head Coaches reserve the right, based on the safety and wellbeing, of a Participant to withhold playing time in any game.
 - e. Guarantee playing time is based on Participant participating in every team event on time.
- (vii) Each Head Coach shall be responsible for making every effort to resolve issues with Participants and/or the Participant’s legal guardian in a mutually beneficial outcome. Out of an abundance of caution, Head Coaches should include the Director of Coaches & Football Program or Vice President – Cheer for consultation and advice immediately upon a stalemate or undesirable result for any party to the conflict.
- (viii) Each Head Coach is ultimately responsible for:
 - a. Ensuring that all Head Coach responsibilities are met, and
 - b. The actions of their Assistant Coaches, Participants and Team Parents.

Article IV. Parent and Participant Responsibilities and Expectations

- (a) Parents’ conduct will be governed by Appendix C. Any violation by a Parent or Legal Guardian by me subject to the Disciplinary Committee’s recommendation to the Board for disciplinary action.



APPENDIX A

LMYF, Inc. Non-Resident Information

Name of Applicant _____

School District of Residency _____

Is there a youth football program available within your school district? Yes / No

If, yes, please provide the reason(s) for which your child is not participating in the program available within your school district. _____

What interests you about the Little Miami Youth Football Program? _____

Have you spoken with a member of the LMYF, INC. Board regarding the rules and regulations for participating in the LMYF, Inc. & GCYFL organizations? Yes / No

Do you have any questions or concerns about the LMYF, Inc. program? _____



APPENDIX B

Code of Conduct for LMYF, Inc. Coaches

The following have been developed by LMYF, Inc. to ensure that the Coaches conduct themselves and lead their teams in an appropriate, sportsmanlike manner.

To be selected to coach a LMYF, Inc. team during the upcoming season, all Coaches must acknowledge acceptance of this "Code of Conduct." Furthermore, each coach must read, understand, and pledge to follow these guidelines of ethical conduct.

As an LMYF, Inc. Coach, I hereby agree that I will:

1. Remember that I am a youth sports coach, and that the game is for children and not adults.
2. Understand that serving as a volunteer Coach is a privilege, not a right. LMYF, Inc. reserves the right to remove any Coach for just cause.
3. Understand that player development of all participants should be the number one focus of all coaching efforts and the LMYF, Inc. is committed to developing and improving the abilities of all participants.
4. Always place the emotional and physical well-being of my players above all else.
5. Make choices without regard to personal biases in favor or against any participant(s) including biases due to (but not limited to) personal relationships, rumors, race, color, ethnicity, creed, national origin, sex, gender, sexuality, or familiar structure of the participant or his/her family.
6. Treat each player as an individual, remembering the large range of emotional and physical development for players in the same age group.
7. Lead by example in treating all participants, parents, other coaches, officials, and team representatives with dignity and respect at all times.
8. Take responsibility for the conduct of my participants, both at games and practices.
9. Create an environment free of abusive or hostile behavior, and be mindful that abusive environments are not limited to inappropriate or disrespectful physical contact or touching, but include emotionally abusive situations as well (*i.e.*, "You're an embarrassment", "You're not worth the uniform you play in", etc.).

10. Understand that physical, sexual or emotional abuse in any capacity is strictly prohibited, will not be tolerated, and will be subject to a "Zero Tolerance Policy".
11. Maintain a climate of enjoyment and good sportsmanship among all the spectators and coaches by discouraging negative remarks and/or harassment of referees, participants, parents, and spectators.
12. Understand that if ejected from a game and/or subsequently suspended, I shall not be permitted to be in attendance at, within, or adjacent to the football field facility for the remainder of the game and / or games for which I am suspended.
13. Know the rules of the game and always abide by them. Teach the game rules to my players and fellow coaches. Read the rule book before the season starts, and always have access to a rule book at all games.
14. Provide a safe athletic environment and always stress the safety aspects of football during games and practice.
15. Teach proper, safe football and general athletic techniques, and encourage sportsmanlike behavior. Only utilize those coaching techniques appropriate for the specific skills that I teach, accounting for the player's age and ability.
16. Promise to review and practice basic first aid principles needed to treat injuries of my players.
17. Organize practices that are fun and challenging for all my players.
18. Refrain from entering the field of play during games, except as permitted by the officials or the league rules.
19. Refrain from the abuse of alcohol and tobacco at any football event.
20. Use, in any capacity, any illegal substances at, on, or in the immediate vicinity of any youth football field or participants of the organization during the course of games or practices, including warmups.

I, _____, do hereby acknowledge that I have reviewed the above and do hereby agree to abide by this Code of Conduct as set forth by Little Miami Youth Football.

Signature

Date



APPENDIX C

Code of Conduct for LMYF, Inc. Parents

The following have been developed by LMYF, Inc to ensure that the Parents conduct themselves in an appropriate, sportsmanlike manner leading by example for all participants in our organization.

All Parents must acknowledge acceptance of this “Code of Conduct” for their child to participate in LMYF, Inc. Furthermore, each parent must read, understand, and pledge to follow these guidelines of ethical conduct.

As parent, I/We will

1. Encourage good sportsmanship by demonstrating positive support for all players, coaches, officials and LMYF, Inc. board members always.
2. Place the emotional and physical well-being of my/our child and other participants ahead of my/our personal agenda or desire to win.
3. Ensure my child treats other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability. I/We agree to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
4. Make sure my child arrives and is picked up at scheduled time for all practices, games and other LMYF, Inc. Events. Parents should expect that tardiness and absences from practices or team events could affect playing time.
5. Take responsibility for any actions that violates this Code of Conduct by a guest or relative of attending parent / guardian.
6. Direct constructive criticism of my child’s team to the Head Coach and the LMYF, Inc. Board at an appropriate time. I will work toward a positive result for all concern.
7. Accept decisions of the game officials (including coaches) on the field as being fair and called to the best ability of said officials. The officials are in charge of all games, their decisions are final.
8. Abstain from the possession of any illegal substance or abuse of alcoholic beverages on the practice or team playing fields. Abstain from the use of acholic beverages in the presence of the any team at any LMYF, Inc. game, practice, or event without prior approval.

9. Create an environment free of abusive or hostile behavior and be mindful that abusive environments are not limited to inappropriate or disrespectful physical contact or touching, but also include emotionally abusive situations.
10. Stay behind the designated spectator line during games (practice, scrimmage, league games or bowls. Parents are to never enter the playing field or bench during an active contest.
11. Parent should never use abusive or profane language at any time during and an LMYF, Inc. practice, game or event
12. Parent should never protest a game official, judge's decision in an aggressive demonstrative manner which might incite violent or aggressive fan involvement.
13. At no time will a Player, Parent or anyone related or associated with a child or parent of LMYF, Inc. be allowed to post negative or derogatory messages or comments toward any player or parent as it relates to LMYF, Inc. Participation on the internet, social media, team messaging apps or otherwise.
14. Photographs and posting of photographs to social media are permitted, however may be subject to request for removal, either by LMYF, Inc. or the parent of the child(ren) posted.
15. LMYF, Inc. is a volunteer organization, and all parents are expected to volunteer in some capacity throughout the season. Parents volunteer hours are crucial to the yearly success of our organization. There are various opportunities that occur throughout the season on and off games days. Please see your designated Team Representative for additional info.
16. Parents who have concern with actions of a coach should wait 24 hours after the incident to address directly with the coach. If it concerns the safety of a child parents should address immediately with Director of Coaching & Football Program. Parents and Coaches should both work toward an outcome that is the most beneficial of the participant. Parents who do not believe their concerns are being address adequately after first attempting to address with their Head Coach should contact the Director of Coaching & Football Program.
17. Any Parent / Guarding not complying with the LMYF, Inc. Parent Code of Conduct could be subject to review by the Disciplinary Committee and LMYF, Inc. Board to determine appropriate punishment up to and including removal of Parent and Participant from LMYF, Inc.

I, _____, do hereby acknowledge that I have reviewed the above and do hereby agree to abide by this Code of Conduct as set forth by LMYF, Inc.

Signature

Date



Acknowledgement of Receipt and Adherence to the Membership Handbook of LMYF, Inc.

I, _____, do hereby acknowledge that I have received a copy of Little Miami Youth Football, Inc. Membership Handbook and have read and reviewed all information contained therein. I do hereby agree to abide by the rules and practices as set forth in said Membership Handbook to the best of my abilities and understand that failure to abide by said Membership Handbook may result in disciplinary action.

Signature

Date