



Lakeville Fastpitch Softball Association Operational Handbook

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LFSA Overview

1.1 Mission Statement.

Lakeville Fastpitch Softball Association (LFSA) provides supervised, recreational and competitive fastpitch softball programs for the youth of Lakeville to instill the principles of sportsmanship, honesty, loyalty, courage and respect.

1.2 Website.

LFSA maintains a website, www.lakevillefastpitch.org to inform members of events, team rosters, practices, games, board meetings, etc.

1.3 Board of Directors.

The LFSA Board of Directors are elected at the annual Meeting of the Members. The Board of Directors meet monthly and notices of meeting time and location are posted on the LFSA website. The meetings are open to the public as expressed in the LFSA By-Laws Article VI Section 7.8.

1.4 Finances.

LFSA finances are tracked by the Treasurer. The Treasurer is responsible for providing a financial statement at monthly board meetings. Yearly financial statements will be addressed at the annual meeting. The Board of Directors will prepare an annual budget to present at the annual meeting.

1.5 By-Laws.

LFSA operates under a set of By-Laws as approved by the Members voted upon during the Annual Meeting of the Members. The latest version was updated in January of 2019. By-Laws can be found on the LFSA website.

In-House Program

2.1 In-House Program.

The In-House program is designed to provide a quality softball experience for young players. This level of play emphasizes learning the fundamental skills and rules to advance to the next level.

2.2 Age Groups.

Age groups are based on the player's age as of December 31st of the prior year. Players participate within their age group to build cohesiveness with their teammates for upcoming years.

6U - Ages 6 and under

- Tee ball league.
- This league is intended to teach the game at the most basic level - throwing, catching, hitting and fielding.
- Teams will play and practice two nights per week.

8U - Ages 8 and under

- Pitching machine league.
- This league is designed to teach the fundamentals of the game to build a foundation for future levels.
- Teams will play and practice two nights per week.

2.3 League Rules.

6U Game Rules: (Full rules on the LFSA website)

- Batters will receive 5 attempts to hit the ball off the tee. After 5 attempts, move on to the next batter.
- All batters will hit each inning, or until 3 outs are made, whichever comes first.
- The runners will advance one base at a time; runners may not advance on an overthrow.
- The last batter will run all the bases until she reaches home plate.
- Stealing is not allowed.
- There should be multiple coaches on the field to provide direction for the players.
- Coaches must rotate players each inning.

8U Game Rules: (Full rules on the LFSA website)

- Games will be 7 innings long or 75 minutes.
- All batters will hit each inning, or until 3 outs or 5 runs scored, whichever comes first.
- 10 defensive players may play at a time. The 4 outfielders should stay on the edge of the grass.
- 2 defensive coaches are allowed on the field to provide direction for the players.
- Coaches should rotate the batting order fairly each game.
- Coaches must rotate players each inning.

2.4 Other League Notes.

- The objective of this league is to provide players with a consistent level of instruction and play while providing an enjoyable experience.
- A mandatory pre-season coach's meeting will be held to cover league rules and instruction on player development goals.
- Coaches should use good judgement on playing time. Player positions should be rotated so everyone can play both infield and outfield. The premium spots for this age are pitcher, catcher, first base and shortstop. Coaches are expected to rotate positions, so players get a chance to play these positions.
- All players must use a batting helmet with a face mask. No exceptions!

2.5 Sportsmanship.

- All players, parents and coaches will keep their cheers positive – name calling is not tolerated.
- All players will give 100% effort, regardless of the score, and be respectful of their teammates, coaches, and opponents.
- All parents will be supportive and encouraging of all players.
- The coaches have a tough job, be supportive of their commitment to volunteer.
- Parents unwilling to demonstrate good sportsmanship will be given a warning on the first offense and asked to leave the field after their second offense. A parent asked to leave the field because of poor sportsmanship, will not be allowed to attend another game or practice until they have discussed their behavior with the In-House Director.

2.6 In-House Team Selection.

Every effort is made to place players on teams in their own geographical area/school or by friend requests submitted to the In-House Director. However, if there are insufficient numbers from an area to fill a roster, then the players from that area may be assigned to another team on an individual basis.

2.7 In-House Coaches.

Those interested in coaching can indicate their interest on the registration form for their player.

Coach assignments will be determined by the In-House Director. Families are encouraged to help with anything from coaching, practice helpers, umpiring, cheering and supplying treats. Help from everyone will make it a better experience for the players.

2.8 Background Checks and Training.

LFSA will provide mandatory coaches clinics for all head and assistant coaches. Coaches can also request reimbursement for approved coaching clinic attendance, up to \$150 annually. The registration form and proof of attendance should be submitted to the Treasurer.

- All Head and Assistant Coaches will be subject to a background check.
- All Head and Assistant Coaches must complete Concussion Awareness training.
- All Head and Assistant Coaches must complete Safe Sport Training.

Traveling Program

3.1 Traveling Program.

The Traveling program is designed to provide a quality competitive softball experience to players ages 7 and older. The league provides a fun and competitive experience and is intended for players who are motivated and interested in playing at the next level. Teams will compete against other teams of similar skills and commitment in a governing league selected by the Board of Directors. All travel teams are subject to the rules of the governing league and LFSA.

3.2 Age Groups.

Age groups are based on the player's age as of December 31st of the prior year. Players must play within their age group. Exceptions to "play up" can be petitioned to the Board of Directors and decisions will be based on skill level and team needs. Any such movement is subject to final approval by the governing league.

8U – Ages 8 and under

- Pitching machine league.
- Teams play up to (2) Tournaments and a State Tournament.
- League games and practices will be held a minimum of two nights per week.

10U, 12U, 14U, 16U & 18U – Age groups

- 10U, 12U, 14U, 16U & 18U teams are formed based on age group and mandatory tryouts.
- Teams will play a full schedule of league games and tournaments.
- Teams play a minimum of (3) Tournaments, State Qualifier, State Tournament (if qualified), and National Tournament (if qualified).
- League games and practices will be held a minimum of two nights per week.

3.3 Equipment.

Players are required to attend games with the required uniform including cleats, fielder's mask, glove, and batting helmet with face mask. Players are required to attend practices in appropriate attire as deemed by the coaching staff. Failure to obtain and use the required equipment may result in loss of playing time. LFSA can provide helmets, bats and catcher's gear upon request. Any borrowed equipment must be returned at the end of the season. Players are required to report any damaged or unsafe equipment immediately.

3.4 Playing Time.

During regular season league games, players will play approximately equal time. Players will be given the opportunity to play different infield and outfield positions. During tournaments and post season games, players will play approximately equal time, but they will play positions that help the team be most competitive. All players will sit out their fair share of time.

Teams will bat the entire roster in all games, unless the DP/Flex rule is in play.

Playing time can be affected by missing practices, missing games, poor sportsmanship or displaying a poor attitude.

Softball is a TEAM sport. Good outfielders are just as important to the team as good infielders and developing skills in both areas is beneficial for the players.

If players or parents have concerns regarding playing time, please contact the head coach. Concerns about playing time will not be addressed during games or practices. Communication between the head coach, parents and players is important to overall team success. Any concerns not addressed by the head coach should be brought to the Traveling Director in a timely manner.

3.5 Player Rotations.

During regular season league games, the following rotation rules should be followed. The development of our players is important to building a strong program.

- 8U players should rotate through all positions during the season.
- 10U players should rotate 4-5 positions during the season.
- 12U players should rotate 2-3 positions during the season.
- 14U, 16U & 18U players earn their positions.
- Players will not sit more than 1 inning in a row, unless due to disciplinary action, injury or unforeseen circumstances.
- A player can play most of the game in one position.

During tournaments and post season games, coaches should play to win these games and put players in positions that help the team be most competitive. Players will not sit more than 1 inning in a row, unless due to disciplinary action, injury or unforeseen circumstances.

Coaches are required to submit their rotation charts for all regular season league games and tournaments to the Traveling Director on a weekly basis.

3.6 Field Assignments.

Fields will be assigned each season by the Fields Director with approval from the Traveling and In-House Directors. If additional field space is needed for practices or make-up games, requests should be submitted to the Fields Director.

3.7 Tournaments.

All traveling teams will participate in tournaments. Tournaments are based on coach's selection and must be submitted to the Traveling Director for approval. Teams may participate in additional tournaments at their own expense. Coaches will need to submit a tournament request and payment to the Traveling Director for approval.

3.8 National Tournaments.

- If a team earns a National Tournament berth during the summer season, LFSA will pay the registration and gate fees for one tournament, up to \$650.
- If a team earns a National Tournament berth during the fall season, 80% of the players must be returning to the team for LFSA to pay the registration and gate fees, up to \$650.
- Teams that didn't earn a berth, but want to play in a National Tournament, may have the option to attend with the registration and gate fees paid by the team.
- Additional expenses including pins, gift bags and travel are the responsibility of the team.

Traveling Tryouts & Team Selection

4.1 Traveling Tryouts.

The primary goal of tryouts is to evaluate each player impartially and objectively so they may be placed on a team with players of similar ability and comparable skill levels. The goal is to maximize success and develop each player's skills and confidence. Every attempt will be made to ensure that a fair and impartial process is used.

4.2 Tryout Process.

The tryout process will be managed by the Board of Directors who may request input from coaches and independent evaluators. LFSA will use independent evaluators to rate the tryout participants on a variety of skills. Players that wish to be either a pitcher or catcher should indicate their interest during registration prior to tryouts. Scores will be recorded by the independent evaluators and provided to the Team Selection Committee.

4.3 Team Selection Committee.

The Team Selection Committee is responsible for the selection, review and assignment of all players to a team roster. The committee will include the President, Vice President, Traveling Director, In-House Director, and Player Development Director. A committee member who has a player on the specific team will be removed from the process until their player is placed. The committee will ensure the confidentiality and integrity of the tryout scores. The Treasurer and Secretary will be committee alternates and will provide oversight to the board. If the committee cannot reach a consensus, a simple majority vote of the Board of Directors will be used to determine team selection.

4.4 Number of Teams.

LFSA will establish as many competitive teams as possible at each age group. The number of teams at each level (A, B and C) will be determined by the Team Selection Committee based on the total number of participants, available pitching/catching talent, coach volunteers, and previous year's overall team success at that level. Rosters are targeted to include up to 11 players, but no more than 13 players on a team.

4.5 Player Evaluation.

It is mandatory that all traveling players attend tryouts. Failure to do so could affect team placement. Tryout dates will be announced on the website. An alternate tryout date may be offered at the discretion of the Board of Directors. Tryouts are closed for observation.

Regardless of age group, skills will be rated and ranked based on predetermined criteria. To ensure consistency in scoring and fairness in determining a player's rank, the evaluator(s) for a given skill will be the same for all the players within the age group being compared. Players may

perform the same drills more than once. Pitchers and catchers may have additional skill sets evaluated. As with the other skills, the evaluator(s) for a given pitching or catching skill will be the same for all the players within the age group being compared.

All traveling players will be evaluated on the following skills: hitting, infield, outfield and base running. Catchers will be evaluated on receiving, throwing and fielding. Pitchers will be evaluated on speed, accuracy and form. Additional tryout information will be posted on the website.

Tryout scores are handled in a confidential manner. Tryout scores may be shared with head coaches to assist in forming teams. Each head coach will only be able to view scores of players that are ranked within his/her pool for filling a roster.

4.6 Missed Evaluations.

If a player is going to miss tryouts, they must notify the Traveling Director in writing prior to tryouts. Some examples of an excused absence may include:

- Verifiable medical condition that requires a doctor's release prior to participation
- Verifiable and mandatory school or church function
- Death in the family

Players missing tryouts may be placed on teams following those who have attended tryouts or have been evaluated, provided there are open roster spots available. Players that do not attend tryouts with their established age group on their designated date, cannot be considered a lock. The Team Selection Committee will determine the best placement using the following criteria:

- Previous tryout scores
- Team placement in prior years
- Previous player evaluations and coach feedback

4.7 Player/Team Selection.

The following criteria may be used by the Team Selection Committee and any head coach involved in team selection:

- Tryout scores
- Team placement in prior years
- Previous player evaluations and coach feedback
- Age group

Team Selection Process:

1. Based on each player's overall tryout score, the top 18 ranked players (pool) from each age group will be available for selection on the top team.
2. Of these players, the bottom 2 players, by tryout score, on the roster (i.e. roster size of 12 would lock the top 10 players) can be replaced by choice of the head coach with another player from the original 18 player pool. The coach should be prepared to justify their selections to the Team Selection committee. If a coach is not selected or available for the team selection process the committee will form the teams using the criteria above.
3. Any players not selected from the top 18 pool will automatically be locked for the next highest level. Once the selections are made for the top team, the next highest-level team rosters are created following the same process, less the players that were

selected for the top team. Once the selections are made for the top team, the next highest-level team rosters are created following the same process, less the players that were selected for the top team. This process continues until all players have been placed on a team.

A coach not willing to cooperate with the team selection process may be required to step aside from the volunteer coaching assignment. The Team Selection Committee reserves the right to move players between age groups or level and make discretionary selections from outside the designated pool of overall ranked players, if a sound softball reason exists and is approved by the board of directors

Players may receive a summary of their evaluation by submitting a request in writing to the Traveling Director. Scores of other players will not be disclosed, but averages may be shared.

Traveling Coaches

5.1 Traveling Coaches.

The traveling program strives to provide the highest level of coaching for its teams. Parent or non-parent candidates are encouraged to apply for coaching positions. If a qualified coach volunteer cannot be identified, it may be necessary to appoint a paid coach. LFSA will pay a stipend of \$400 toward the coaching expense and the team will be responsible for the balance of the market rate for a paid coach.

5.2 Coach Selection Committee.

The Coach Selection Committee is responsible for the selection, review and assignment of all coaches. The committee will include the President, Vice President, Traveling Director, In-House Director, and Coach Development Director. A committee member who is applying to head coach will be removed from the process for the age group in which they have applied. If the committee cannot reach a consensus, a simple majority vote of the Board of Directors will be used to determine coach selection.

5.3 Application.

Coaching candidates shall be solicited via the LFSA newsletter, website, email or phone. Coaching candidates will be required to complete an electronic coaching application that can be found on the LFSA website.

5.4 Coach Selection.

Information about each applicant will be obtained via coaching application, previous coaching evaluations (when available), and a personal interview. Coaching applications and previous coaching evaluations will be provided to the Coach Selection Committee prior to the scheduled interviews. Selection criteria includes, but is not limited to:

- Previous coaching experience in fastpitch softball
- Attendance and active participation in coach and player clinics
- Feedback from previous coaching evaluations (when available)
- Adherence to the guidelines and policies of LFSA
- Commitment to the Coaches Code of Conduct
- Time availability to the team
- Playing experience (softball, baseball)
- other positive experiences working with youth

- Interview results

A member of the Coach Selection Committee will contact coaches with the results of the process. Head coaches will choose their own assistants and submit to the committee for approval. There is a maximum of one head coach and two assistant coaches per team. Any coach whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a simple majority vote of the Board of Directors.

5.5 Background Checks and Training.

LFSA will provide mandatory coaches clinics for all head and assistant coaches. Coaches can also request reimbursement for approved coaching clinic attendance, up to \$150 annually. The registration form and proof of attendance should be submitted to the Treasurer.

- All Head and Assistant Coaches will be subject to a background check.
- All Head and Assistant Coaches must complete Concussion Awareness training.
- All Head and Assistant Coaches must complete Safe Sport Training.
- All Head Coaches must complete ACE training.

Minnesota ICE Program

6.1 Minnesota ICE Program.

The MN ICE program is an extension of LFSA that provides young athletes with a community based, highly-competitive, and development focused experience at 14U, 16U and 18U club levels. The program offers spring/summer league and tournament play, fall league and tournament play, winter training opportunities, and dome ball league play. The MN ICE Annual Season is from August to July each year.

6.2 Age Groups

Age level of play is determined by the players age on December 31st of the prior year. Players must play within their age group. Exceptions to “play up” can be petitioned to the MN ICE Director and presented to the LFSA Board of Directors. Any such movement is subject to final approval by the governing league. 14U, 16U & 18U teams are formed based on age group and tryout evaluation.

6.3 Operations

The MN ICE program operates under the direction of the MN ICE Director. The Director will appoint two members to the MN ICE Committee which shall consist of the MN ICE Director, MN ICE Program Development Director, and MN ICE Player Development Director. The MN ICE Director is a member of the LFSA Board of Directors which provides additional oversight to the MN ICE Program and to the decisions of the MN ICE Committee.

The MN ICE Committee is responsible for securing coaches and instructors, team registration for tournament play and league play, tryouts, team selection, and disciplinary action within the program. The MN ICE Committee will make decisions based on a majority vote.

6.4 MN ICE Coaches and Instructors

All Coaches and Instructors are selected by the MN ICE Committee. All Coaches and Instructors will be subject to a background check and must complete the following training.

- Concussion Awareness training
- Safe Sport Training
- ACE training

Failure to complete the required background check and training certifications will lead to immediate dismissal from the MN ICE Program. Reinstatement will be considered when requirements are completed.

Coach and Instructor salaries and payments are determined by the MN ICE Committee and Coaches and Instructors will sign contracts stating such terms.

6.5 MN ICE Tryout Process and Team Formation

All players interested in trying out for the MN ICE must complete the tryout registrations and sign waivers before attending tryouts. Tryouts will be held each year in late July/early August a make-up date may be made available. A non-refundable tryout fee may be collected at the time of the tryout.

Players will be assessed quantitatively based on scores on performance at various stations - infield, outfield, hitting, bunting, speed, etc. The MN ICE Committee, with input from the MN ICE Coaching staff, has final discretion on overall tryout rankings. Overall rankings will factor in quantitative tryout scores and qualitative analysis such as coach feedback, player interviews, specific team needs, overall team composition, and more. The MN ICE Committee will make the final team selections.

Fifty percent of each MN ICE roster must be comprised of players living within the LFSA boundaries for participation under section 14.3. Exceptions may be made by the MN ICE Committee with LFSA Board approval. Roster size is capped at 13 players.

6.6 MN ICE Equipment

Players are required to attend games with the required uniform including cleats, fielder's mask, glove and batting helmet with face mask. Players are required to attend practices in appropriate attire as deemed by the coaching staff. Failure to obtain and use the required equipment may result in loss of playing time. MN ICE can provide helmets, bats and catcher's gear upon request. Any borrowed equipment must be returned at the end of the season. Players are required to report any damaged or unsafe equipment immediately. All MN ICE Players are required to follow the Fielder's Face Mask Policy outlined in Section 13.3.

Fall Ball Program

7.1 Fall Ball Program.

LFSA supports and encourages participation in fall ball. The fall ball season is focused on development of players and fundamentals of the game. The season is typically mid-August to late September. Age groups are based on the player's age as of the **next** December 31st.

7.2 In-House Fall Ball.

LFSA offers a fall ball program for In-House players in order to provide ongoing development opportunities. Every effort is made to place players on teams in their own geographical area/school or by friend requests submitted to the In-House Director. However, if there are insufficient numbers from an area to fill a roster, then the players from that area may be assigned to another team on an individual basis. LFSA players participate within their age groups to build cohesiveness with their teammates for upcoming years.

7.3 Traveling Fall Ball.

LFSA offers a fall ball program for Traveling players in order to provide skill development while remaining competitive. Fall tryouts may be held at the discretion of the Board of Directors. If there are no fall tryouts, the Team Selection Committee will draft teams based on previous season tryouts and level of play. Coaches will be selected based on experience and interest.

Traveling players are asked to attend all practices, league games and tournaments during the fall ball season. Teams will play in a governing league selected by the Board of Directors. Teams may participate in additional tournaments at their own expense. Coaches will need to submit a tournament request and payment to the Traveling Director for approval.

Player Development

8.1 Player Development.

LFSA offers a variety of player development clinics throughout the year. We encourage participation for players who want to learn and better develop skills to make them a successful softball player at a competitive level. Clinic opportunities will be communicated through the LFSA newsletter and posted on the website.

8.2 Dome Ball.

Dome ball leagues and tournaments are available at several local facilities at various times throughout the winter. If you form a team, you can enter these tournaments and/or leagues at the expense of the team. LFSA does not officially sponsor off-season dome ball teams.

Fundraising

9.1 Fundraising.

Registration fees cover the majority, but not all costs associated with operating the LFSA programs. In order to keep registration fees affordable for LFSA members, fundraising and sponsors may be solicited to help cover additional program costs. These funds may be used towards field improvements and maintenance, equipment, facility rental, player development, coaching clinics, concession and storage buildings, off-season development, umpire fees, etc. Each year the LFSA Board may determine various fundraising or sponsor events. The participation of our members is a key element to the success of these events.

9.2 Hosted Tournaments.

One of the largest fundraisers for the LFSA program is our hosted tournaments. Two major tournaments are hosted in the summer; Lakeville Classic in May (B and C teams) and Lakeville Summer Grand Slam in June (A and B teams). The Board of Directors may also apply to host additional tournaments including State Qualifiers, State Tournaments and Nationals.

Volunteer Policy

10.1 Volunteer Policy.

LFSA has a volunteer policy to help strengthen the organization and increase participation. The policy is per family. If you have multiple players in LFSA, you must fulfill the volunteer hours required for your oldest player. Volunteers must be 16 years of age or older. Traveling and Club families must fulfill 6 volunteer hours. In-House families must fulfill 3 volunteer hours. The Board of Directors may increase or decrease these hours based on program need. Exceptions to the volunteer requirements are as follows:

- **LFSA Board Members** – no volunteer hours required. Board members will make every effort to assist with concessions and fields during LFSA hosted tournaments and games.
- **Head Coach** (Traveling and In-House) – no volunteer hours required.
- **Assistant Coach** (Traveling and In-House) – no volunteer hours required if there is one coach. If there are multiple coaches, the dibs requirements may be split amongst coaches.
- **Team Managers** (Traveling only) – 1/2 credit for volunteer hours.

Families are required to provide a volunteer deposit in the form of a check written to LFSA. Upon completion of the volunteer hours this check will be destroyed. If the full requirement for volunteer hours is not completed, the check will be cashed. Volunteer opportunities include tryouts, field preparation, tournaments and other events as determined by the Board of Directors.

10.2 Volunteer Buyout.

If you know you are unable to volunteer during the season, you may submit a volunteer buyout during registration, and you will not be required to fulfill hours.

Codes of Conduct

11.1 Player Commitment.

As a player representing the Lakeville Fastpitch Softball Association, I affirm my commitment to the following:

- I will be coachable. I will listen to my coach's direction and comments willingly and make every effort to improve myself.
- I will be, first and foremost, a team player dedicated to a spirit of oneness and helping others feel a sense of belonging.
- I will be a positive role model for younger players.
- I will practice with the same effort and determination as in a game. I will realize that practice requires hard work and sweat.
- I will be on time to all practices and games.
- I understand there may be consequences to being tardy or missing practices or games and may result in me not being able to play in a game.
- I will arrange my schedule so it does not interfere with practices and games.
- I will treat players, coaches, fans and officials with respect regardless of race, sex, age or ability.
- I will demand a sports environment that is free of drugs, tobacco, and alcohol.

- I will accept my coach's decisions as final. If I disagree with my coach, I will talk with him/her away from the field and with respect.
- I will respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game.
- I will maintain control of my emotions, avoiding the use of abusive language or profanity, humiliating remarks, gestures of ill temper, and physical assault.
- I will believe in myself and will play with confidence. I will not let the fear of failure hold me back or dwell on my mistakes.
- I will have fun!

11.2 Parent Commitment.

As a parent representing the Lakeville Fastpitch Softball Association, I affirm my commitment to the following:

- I will demonstrate a positive attitude toward coaches, game officials, players and other parents on the team.
- I will treat our opponents (players, coaches and parents) with respect.
- I will address ANY concerns regarding game or practice participation with the coach first.
- I will address all concerns regarding officiating and fair play with the team's coaches only.
- I will respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game.
- I will maintain control my emotions, avoiding the use of abusive language or profanity, humiliating remarks, or gestures of ill temper.
- I will make every effort to assist my child in attending practices and games on time.
- I will demand a sports environment that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I understand there may be consequences if my player is tardy or misses practices or games and it may result in her not being able to play in a game.
- I understand that there is a volunteer commitment or associated fee if my volunteer commitment isn't met during the year.
- I will help my player understand the values needed in a successful team sport. Among them are the following:
 - a. Unselfishness
 - b. Fair play and sportsmanship
 - c. Sense of team play
 - d. Emotional support of teammates
 - e. Positive attitude
 - f. Respect for coaches and officials

11.3 Coach Code of Conduct.

As a coach representing the Lakeville Fastpitch Softball Association, I affirm my commitment to the following:

- I agree to abide by the rules, directives, and code of conduct put forth by LFSA and any

governing body in which my team plays.

- I agree to attend all required coach's meetings.
- I agree to hold practices as required, appropriate to the age of the players, and to be punctual in arriving for practices and games.
- I agree not to leave practices or games until all players have been picked up by a parent, guardian, authorized adult, or have arrangements with another coach / league admin.
- I agree to teach players proper sportsmanship.
- I will refrain from seeking any advantage beyond that of superior skill, tactics and fitness.
- I will support the umpire's actions no matter how unfair they may seem. I will address any issues with the LFSA Traveling Director after the incident.
- I agree not to use verbal or body language which is intimidating toward the umpire, coach, player, parent, or administrative official during all practices and games (including but not limited to vulgar, improper, foul, demeaning, or abusive language).
- I will teach the players respect for themselves, the opponent, and the umpire.
- I will demand a sports environment that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will ensure player's parents understand the Parent's Code of Conduct and will address any of their improper behavior at games or practices.
- I will inform the Traveling Director of any parents who continue to demonstrate unsportsmanlike behavior that is inconsistent with the Parent's Code of Conduct.
- I agree not to use illegal drugs or alcohol during all practices and games.
- I will encourage safe, competitive, fair play and will reward improvement and effort, regardless of skill, and regardless of the outcome of any game.
- I will take steps to avoid "running up the score".
- I agree to the playing time requirements.
- I will only play those players listed on my official roster.

11.4 Progressive Discipline.

LFSA supports the use of progressive discipline to address issues of misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior. Outlined below are the steps of our progressive discipline policy and procedure. LFSA reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are the impact of the conduct on our organization and/or rules imposed by the governing league.

- **Written letter** of counseling explaining the Code of Conduct violation and warning the member not to violate the same Code of Conduct.
- **Memorandum of expectation** explaining the Code of Conduct violation, listing the expectations for the remainder of the season, and noting further violations of the Code of Conduct may result in suspension or separation from the league.
- **Game suspension or separation** from the league.

Grievances

12.1 Grievance Procedures.

This procedure should be used after initial steps have been taken including talking to the Head Coach and contacting the League Director. The 24-hour rule should be used for all grievances to

allow time for emotions to settle.

1. A grievance must be submitted to the President or Vice President in writing within 3 days, but after 24 hours, stating the time, place and as many specifics of the incident as possible.
2. A grievance committee will meet within two days of receiving the complaint.
3. The grievance committee will consist of three board members who are not involved in the grievance. Either the President or Secretary should be on the committee unless both are involved in the grievance.
4. All parties involved will be allowed to present their side of the incident.
5. The committee will discuss and decide the issue after all parties involved have been dismissed and will notify the parties of their decision in writing within 24 hours.

Safety

13.1 Injury Prevention.

LFSA recommends the following to help prevent injuries.

- Coaches must be conscience of injury prevention. Every effort should be made to create a safe environment for all practices and games.
- Players will be advised to report all injuries to the coach as soon as they occur. All skin abrasions should be treated no matter how minor.
- All protective equipment should be in good order and worn for all practices as well as games. LFSA has a fielder's mask policy and requirement for all infield players.
- Players should be required to warm up thoroughly before every practice and game.
- Coaches should watch for player exhaustion and listen when players inform coaches that they are tired. Tired players increase the likelihood of injury.
- Personal equipment (jerseys, pants, socks, etc.) should be clean. Skin infections start with dirty equipment.
- Coaches should not allow players to indulge in horseplay.
- Coaches should teach and players should learn the fundamentals of softball well. Players who know how to play seldom are injured.
- The best injury insurance is alert play.

13.2 Injury Procedures.

In the event an athlete is injured in a practice or game that is part of an LFSA program:

- In case of injury requiring immediate medical attention, dial 911.
- Every attempt should be made to notify the injured player's parents/guardians.
- Notify person of authority before leaving site of play for a medical facility.
- Notify the League Director concerning the nature of the injury and for insurance information, if needed.

13.3 Fielder's Mask Policy

LFSA requires all players to wear a fielder's mask when playing the infield. Players age 10U and below must wear their masks at all positions.

13.4 Weather Cancellations.

Games or practices will be cancelled if the heat index reaches 115°. The National Weather Service reading at 3:00 pm will be used for determining cancellations. Games or practices will be cancelled when lightning is present, or rain is hard enough to close the fields.

- The League Director will inform coaches if a game or practice is cancelled due to weather.
- It is the coach's responsibility to notify the parents ASAP in the event of a cancellation.
- If teams are rained out and would like to make-up a practice/game, they can do so when fields are available. This is up to the coaches and they must inform the players, parents, and the League Director.

Registration

14.1 Time and Place of Registrations.

Registrations will be advertised at least two weeks in advance through any of the following methods: on the LFSA website, social media, local publications or through school flyer distribution.

14.2 Registration Provisions.

- All participants in each league must be registered in the LFSA system.
- Registration forms must be submitted by a parent or legal guardian and will include a waiver of liability against LFSA.
- Late registrations are accepted only if space is available on the team rosters. People moving into Lakeville after the close of registration are given priority over those registering late for other reasons. The appropriate League Director must approve all late registrations.

14.3 Eligibility.

Only registered players in good standing are eligible to compete in scheduled activities. Player registration is open to youth, ages 4 and older, residing in the City of Lakeville and/or the surrounding communities within the boundaries of Independent School District 194. Players outside of these boundaries need to be approved by the LFSA Board.

- Solicitation of a player for In-House or Traveling Leagues is prohibited.
- A player who is suspended for any reason is not eligible to compete.
- Any person who gives a false name or an incorrect birth date becomes ineligible and is suspended for the rest of the season.

14.4 Refunds.

Registration fees are not refundable and is stated in the registration information and links provided to parents and guardians at the time of registration. A player injured in the off-season, with a written doctor's notice, will be given a full refund of paid fees. A player that is injured during the season, but has participated in at least one game, will not be issued a refund. For MN ICE players, once a roster position is accepted, there are no refunds.

14.5 Maximum per Family.

LFSA has a policy that the maximum owed per family is no more than \$800.00 per season. MN ICE fees are not included in this maximum calculation. Additional family requests will be handled at the discretion of the Board or MN ICE Committee.

15.1 Uniforms and Apparel.

The Uniform Director is responsible for working with the MN ICE, Traveling, and In-House Directors for procurement of uniforms in time for the start of each season. The official LFSA logos will be used. Standard uniforms will be made available to all age groups. No uniform or

apparel refunds will be issued once orders are placed.

15.2 Traveling Uniforms.

Traveling uniforms will consist of jersey, black pants, team socks and belt. Black batting helmets are preferred. In accordance with rules from the governing league, all team members must be in like uniforms. Uniform numbers will be assigned as follows:

1. All players entering the Traveling program will choose a number from a list of available numbers.
2. Jersey numbers must be separated by a minimum of 2 years.
3. If families have multiple players, then a younger player may keep a sibling's number if playing at a different age level.
4. If a player has a previously assigned number but is going to play up, they may keep their number only if the number is not assigned to another player in the higher age group.

Players registered in the Traveling program as of the 2019 summer season have a choice of locking a number based on availability or continue to use the following criteria: A player returning to the same team will have first choice of number. If two new players are joining the team and select the same number, the older player based on birthdate will be awarded the number.

15.3 In-House Uniforms.

In-House uniforms will be t-shirts, shorts and socks.

15.4 Amending Traveling Uniforms.

To broadly amend the style, look or color of the uniforms a committee will be formed to include the President, Uniform Director, League Directors and/or Head Coaches of the Lakeville High School teams. A final vote by the Board of Directors will be required.

15.5 Use of Logos.

Use of the LFSA and MN ICE logos is prohibited without the express approval of the Board of Directors. Whether on paperwork or apparel it must be pre-approved for use. Requests can be submitted to the Communications Director.

16.1 Scholarships

LFSA offers a scholarship program to families eligible for the Free or Reduced Meal Program through the school district. Other situations of hardship may be considered for scholarship by sending a written request to the Treasurer. LFSA may grant or deny the application. Summer and Fall Ball League programs are eligible for the scholarship program. Dome ball, clinics or other programs are not eligible for scholarship. Uniforms are not included as part of the registration fee and must be purchased separately. Recipients of scholarships are expected to do volunteer work for the association. Information on how to apply for a scholarship can be found on the LFSA website.

MN ICE reduced fees are available. Fee reductions are to be discussed and implemented by the MN ICE Committee.

Board Member Duties

17.1 President

- Preside at all LFSA annual and general membership meetings and at all board meetings.
- Actively manage and be responsible for the business of the Association.
- See that all orders and resolutions of the Board of Directors are put into effect.
- Act as the liaison of the Association with the City of Lakeville.
- Act as the liaison of the Association with other sports, associations as required.
- Establish and serve on various committees as needed to advance specific initiatives.
- Set monthly meeting agenda and drive the direction of the Board of Directors.

17.2 Vice President

- Perform all duties of the President in the absence of the President.
- Assist the President with all duties that may be assigned.
- Serve on various committees as needed to advance specific initiatives.

17.3 Secretary

- Keep the minutes of all meetings of the Association and the Board of Directors.
- Maintain the official correspondence of the Association.
- Assist the Communications Director with online registration.
- Maintain a database of members of the Board of Directors.
- Work closely with the Treasurer to collect and deposit all registration fees.
- Submit annual business renewal for nonprofit corporation with the State of Minnesota
- Responsible for registrations of all LFSA Volunteers (aka DIBS).
- Coordinate volunteers with Concessions Director
- Provide reports or data to Board of Directors as required.
- Work closely with the Treasurer to collect and deposit all fees from Parents/Guardians not completing required volunteer hours.
- Maintain an accurate and up-to-date database of volunteer information.

17.4 Treasurer

- Oversee all income and expenditures of the Association.
- Pay all bills, make deposits and monitor balance of the Association bank account(s).
- Report the status of the Association account at monthly Board meetings.
- Coordinate the procurement of insurance.
- Submit a detailed budget for the new fiscal year for the Board of Directors review and approval at the October Board meeting.
- Provide an annual budget for Board members to use within their role.
- Submit a detailed year-end financial statement for the prior fiscal year for review and approval by the Board of Directors by the end of the fiscal year.
- Oversee expenses to clinics, tournaments and all fundraising activities.
- Assist with annual association registration.
- Pickup and distribute mail to the appropriate director.
- Work with Tournament Director to ensure all funds are collected.
- Pay all individuals and entities working with the association.
- Track payments to issue 1099's for all payments totaling more than \$600.
- Complete annual insurance audits.

17.5 Traveling Director

- Coordinate tryouts with the Board of Directors.
- Conduct a pre-season rules/duties meeting with the league coaches.
- Coordinate team schedules with directors of the governing league.
- Provide schedules to coaches.
- Act as liaison of the Association with the governing leagues.
- Assist with program development and planning.
- Participate in Team Selection and Coach Selection Committees for the selection of players and coaches for summer and fall league teams.
- Coordinate tournament activities with Tournament Director.
- Coordinate field use through the Fields Director.
- Coordinate equipment needs with Equipment Director.
- Coordinate with Uniforms Director to order and distribute uniforms.

17.6 In-House Director

- Coordinate the selection of players and coaches for summer and fall league teams.
- Develop league schedules.
- Coordinate field use through the Fields Director.
- Conduct a pre-season rules/duties meeting with the league coaches.
- Conduct a post-season meeting with the league coaches to discuss possible improvements.
- Distribute post-season awards to each coach.
- Be responsible for the creation and coordination of an end-of-season event or tournament.
- Coordinate equipment needs with Equipment Director.
- Coordinate with Uniforms Director to order and distribute uniforms.
- Coordinate High School softball mentors to assist coaches during practices and games.
- Attend local events to market LFSA in the community.

17.7 Communications Director

- Responsible for registrations of all athletes in all leagues in LFSA.
- Provide reports or data to League Directors and coaches as required.
- Responsible for all marketing, branding, social media, and communications.
- Coordinate with all Board members for event, activity, volunteer and other communications going to its members and/or the public.
- Create a schedule for all marketing and communications during and outside of the season.
- Work with appropriate Directors to manage and update the LFSA website.
- Manage, enforce, and control the brand and graphic standards and work with partners to produce all signage and printed materials including apparel sales.
- Review and approve all communications (printed, audio, electronic, etc.)
- Work with Secretary to post Board Meeting Minutes.
- Drive registration promotion, public relations, and other interest stories.
- Promote the organization and drive awareness of academic, athletic and community success.
- Lead and initiate communications on a regular basis and educate members of LFSA.
- Follow all governing league promotions, including contests, marketing, visibility opportunities and submit to said bodies for LFSA inclusion and exposure as appropriate.

17.8 Player Development Director

- Coordinate the off-season open gym programs and clinics.
- Actively create development opportunities for players of all levels.
- Develop, distribute and collect player evaluations.

- Assist Communication Director with online registration for clinics.
- Participate in Team Selection Committee.

17.9 Coach Development Director

- Maintain records of Background, ACE, SafeSport & Concussion certifications.
- Coordinate off-season coaching clinics.
- Actively create development opportunities for coaches of all levels.
- Develop, distribute and collect coach evaluations.
- Assist Communication Director with online registration for coaches.
- Participate in Coach Selection Committee.
- Maintain Coaches Corner on LFSA Website.

17.10 Tournament Director

- Coordinate tournament activities hosted within Lakeville.
- Chair any post-season tournament the Association bids.
- Coordinate vendors to support tournament functions such as portable bathrooms, T-shirts, awards, umpires, photos, etc.
- Align with Treasurer to manage tournament expenses and revenue.
- Chair Tournament Committees as needed.

17.11 Fundraising & Events Director

- Develop, manage and coordinate all fundraising activities within LFSA.
- Align with Treasurer to manage event expenses and revenue.
- Chair Pitch-Hit-Run Event annually.
- Solicit and secure local sponsorships to support league operations.
- Collect and review sponsorship opportunities.
- Organize and implement approved league corporate sponsorship activities.
- Coordinate participation in corporate sponsorship activities.
- Maintain records of monies secured through corporate sponsorship initiatives.

17.12 Equipment Director

- Keep an inventory of all equipment belonging to the Association.
- Conduct an annual inspection of all equipment to determine safety compatibility.
- Distribute sets of team equipment/supplies to each team.
- Collect all equipment from League Directors.
- During the fall/winter of each season determine equipment needs of the Association for the following Spring season and submit recommendations to the Board of Directors.
- Order all equipment for the Association.

17.13 Field Maintenance Director

- Coordinate field use.
- Assess the association needs for field facilities.
- Coordinate field preparation.
- Assess and recommend improvements required for fields.
- Work with the Board and Treasurer to arrive at an annual budget.
- Act as a liaison with the City and school district for field development and improvement.
- Coordinate and secure umpires.

- Procure field supplies and maintain field supply inventory.

17.14 Uniform and Apparel Director

- Determine uniform needs for upcoming season and advise the Board of Directors.
- Order uniforms for Traveling and In-House Leagues.
- Order coaches' jerseys for all leagues.
- Assist with and bring uniform samples to registration.
- Schedule uniform pick-up date(s) to distribute uniforms to players.
- Order and distribute uniforms for Fall Ball League teams in late August.
- Coordinate LFSA apparel sales.
- Work with a qualified photographer to take individual and team photos.

17.15 Concessions Director

- Order and organize food and paper supplies for LFSA events.
- Work with the Secretary for needed volunteer hours.
- Work with the city and/or state to obtain concession license.
- Work with food safety manager.
- Conduct annual food safety training for Board Members.
- Work with Treasurer with cash handling procedures and budget.
- Work with Board to determine equipment needs.
- Arrange annual inspection of concession equipment.

17.16 MN ICE Director

- Oversee the operations of the MN ICE Program.
- Attend LFSA Board of Directors Meetings and provide program updates.
- Appoint MN ICE Committee Members.
- Establish MN ICE annual budgets for approval by LFSA Board of Directors.
- Work with MN ICE Committee to hire program coaches and instructors
- Work with MN ICE Committee to execute tryouts and form team rosters
- Conduct a pre-season rules/duties meeting with the program coaches and instructors
- Coordinate team schedules with directors of governing leagues.
- Act as liaison of the Association with the governing leagues.
- Coordinate tournament activities with Tournament Director.
- Coordinate field use through the Fields Director.
- Coordinate equipment needs with Equipment Director.
- Coordinate payment of expenses with Treasurer
- Coordinate with Uniforms Director to order and distribute uniforms.