

Updated January 2012

**DAVISS COUNTY
PLAYGROUND ASSOCIATION**

**REVISED BYLAWS
OF OPERATIONS**

**SUMMER RECREATION
OPERATIONAL GUIDELINES & FORMS
(TASK FORCE RECOMMENDATIONS)**

**Amended, 1998
Addendum, 2001
Amended, 2006
Amended, 2007**

BYLAWS (Amended January 9, 2006)

The attached suggested Daviess County Playground Association revised Bylaws have been discussed, worked on and/or written by the undersigned, and therefore submitted to the Daviess County Parks Board for review, additions, and changes.

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* Approved by Daviess County Parks Board, March 2006

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**BYLAWS
DAVISS COUNTY PLAYGROUND ASSOCIATION
SUMMER RECREATION**

**ARTICLE I
PURPOSE**

To have a program that will be beneficial to as many youth as possible and for this program to develop the youth of Daviess County into responsible beings. These bylaws of operations, except as amended by popular vote and approved by the Daviess County Parks (Dept. /Board), shall govern the playgrounds.

**ARTICLE II
PLAYGROUND/LEAGUE OFFICERS, COACHES OR PARENTS OF A CHILD
PARTICIPATING WITHIN THE ASSOCIATION AGREE TO THE FOLLOWING:**

- A) To work with the other members to make the playground a place everyone can be proud of.
- B) To inspect and report all violations with playground fields, concession stand, restrooms, etc.
- C) To support the playground on fund-raisers, workdays, concession stands and by attending ball games, practices and playground meetings.
- D) To give suggestions for playground improvements. Every playground member has the right to voice his/her opinions on how money should be spent. Each suggestion will be discussed and decided by the playground committee.
- E) To let the playground officers/team representatives know of problems or concerns.
- F) To explore all possibilities for solving playground problems before bringing anyone else into the situation.
- G) To read, sign and abide by all forms including: Parents code of ethics (pg.39), Coaching application (pg.16), Coaches code of ethics (pg. 17-23), Drug/Alcohol testing policy (pg. 24) and Background Check Guidelines/forms (pg. 25-28). Failure to do so is grounds for dismissal.
- H) To put the safety of all children first and to help enforce the weather related policies.

ARTICLE III OFFICERS

SECTION I – PERSONNEL

The Playground Committee shall include a President, Vice President(s), Secretary, Treasurer, Concessions Chairperson, Fund-Raising Chairperson, and, as honorary members, Team Representatives and all past playground Presidents. Any of the officers, except President, may serve in two of these positions, if necessary. Offices are one-year terms and elections are to be held yearly.

SECTION II – DUTIES

A. Playground Committee

- 1) To make and enforce playground rules and regulations.
- 2) To plan and carry out necessary playground fund-raisers.
- 3) To decide on purchases and maintenance for the playground.
- 4) To listen to and act on any complaints brought before the Playground Committee.
- 5) To appoint a replacement if the coach is in violation of his contract.
- 6) To be in charge of securing the best officers for the next term.
- 7) To appoint all nonelective officers on the Playground Committee.
- 8) To take care of any emergency occurring.
- 9) To be responsible, along with coaches and team representatives, to see that parents and fans conduct themselves in an orderly fashion, by setting a good example.
- 10) To oversee maintenance for the playground and to insure that all motorized maintenance equipment is operated by an individual that is high school age or older.
- 11) To conduct player registration.
- 12) To determine the number of teams the playground will sponsor.
- 13) To distribute players, following the guidelines set forth by the Parks Department and each league.
- 14) To make coaching appointments (which will be forwarded to league boards for final approval, if called for).

B. President – elected by playground members; may succeed him/herself; must be knowledgeable concerning playground and Parks Department procedures, activities and obligations.

- 1) To attend Parks Board orientation meetings, League, Parks Department and Playground Meetings.
- 2) To be knowledgeable of the rules and regulations of each League.
- 3) To set up and conduct playground meetings. Meetings will be conducted in adherence to Roberts Rules of Order.
- 4) To co-sign checks with the Treasurer or Vice President (*one signature check if deemed by popular vote*).
- 5) To make sure coaches and assistants follow the Bylaws and Coaches Code of Ethics (pg. 17-23).

- 6) To be in charge of making necessary changes as required.
- 7) To notify and get approval from Director of Maintenance of the Daviess County Schools before making any physical changes on the playground. This approval is to be applied for only through the playground President.
- 8) To set up temporary committees as necessary to accomplish playground needs.
- 9) To meet with teams and/or coaches to work out their problems and needs.
- 10) To listen to complaints and decide if committee action is needed.
- 11) To purchase insurance for the players and file necessary claims.
- 12) To vote only when necessary to break a tie-vote.
- 13) To be in charge of playground audit, with confirmation of audit completion sent to the Parks Department.
- 14) To inspect all playing facilities for safety and cleanliness (pg. 29-31).

C. Vice President – elected by playground members; may succeed him/herself; must be willing to learn the procedures of the playground, each League and the Parks Department.

- 1) To fulfill duties of President in his/her absence.
- 2) To co-sign checks with President or Treasurer (*one signature check if deemed by popular vote*).
- 3) To be in charge of registration.

D. Secretary – elected by playground members; may succeed him/herself.

- 1) To take minutes at all playground and committee meetings.
- 2) To take inventory of all concession, maintenance and program equipment at beginning and end of each season, with copies sent to Parks Department.
- 3) To keep on file a copy of all past minutes and records.

E. Treasurer – elected by playground members; may succeed him/herself.

- 1) To keep accurate records of all funds made and spent.
- 2) To make statements of playground finances at each meeting.
- 3) To make State Tax report each quarter.
- 4) To submit a copy of monthly bank statements to Parks and Recreation Department (beginning January 2012)**
- 5) To co-sign checks with President or Vice President (*one signature check if deemed by popular vote*).
- 6) To make bank deposits.

Footnote: Any member of playground has the right to view financial records.

F. Concession Chairperson – elected by playground members; must have a telephone and transportation.

- 1) To be knowledgeable of regulations regarding concession stand operations and to obtaining all necessary permits.

- 2) To be in charge of all concession purchases.
- 3) **To purchase all soft drinks/water in accordance to DCPA policy.**
- 4) To be responsible for obtaining concession stand workers through each team representative.
- 5) To make sure team representatives know what his/her job is concerning concession stands.
- 6) To work with Treasurer on concession proceeds for deposit.

G. Fund-Raising Chairperson – elected by playground members; should be a go-getter and a well-organized person; must have a telephone and transportation.

- 1) To be in charge of getting fund-raising ideas and presenting them to committee.
- 2) To work with team representatives on getting information, material and ideas to them.
- 3) To keep accurate records on checked-out items, money turned in and who sold what.
- 4) To work with treasurer on fund-raising deposits.
- 5) To make sure everyone understands the rules of fund-raisers.
- 6) To make sure team representatives and coaches promotes fund-raisers.

H. Team Representatives – * a nonelective position; one per team; must have a telephone and be able to work and communicate with people; shall be an honorary member of the playground committee.

- 1) To work and communicate with team members, their parents, and team coaches.
- 2) To report team problems to Presidents when they occur.
- 3) To attend committee meetings.
- 4) To fulfill all duties listed under playground committee.
- 5) To work with concession chairperson and concession workers.
- 6) To present teams needs or suggestions to the playground committee for discussion.

** Nominated by coach, voted on by membership team, approved by Playground Committee.*

Footnote on officers: Elected officers are listed in sequence as to their position. If any officer cannot fulfill his/her duty (due to being absent or ill), then the next elected officer in sequence is to fill in during that absence.

If a vacancy occurs, the playground committee may elect a replacement to fill that position until the next general election.

ARTICLE IV PLAYGROUND AND LEAGUE ELECTIONS

A. Must be done each September and made public two (2) weeks prior to the membership meeting of the playground, with a copy of public advertising sent to the Parks Department two weeks prior also.

- B. Playground Presidents shall be notified individually of league elections.
- C. Nominations from the floor will be accepted at general meeting with nominee's approval.
- D. Selection of all elected officers should be done by secret ballot if called for, keeping in mind their ability to do the job.
- E. No proxies.

ARTICLE V VOTING

- A. Elected officers are selected by a vote of the majority of playground members in attendance of the meeting. Parents or legal guardians of children who played at the playground the previous season or will play at the playground in the upcoming year are eligible to vote. One (1) vote per person allowed, maximum two (2) votes per family. Even if they do not have a child playing at playground, an active playground board member or coach is entitled to vote.
- B. Prospective coaches/assistants will be voted on annually by Playground Committee (parents and players involved with said coach/team should be consulted and their thoughts and feelings considered in the selection).

Footnote: All voting will be done in a fair manner, whereas it will best benefit the program and the youth it serves. The child must always be the first consideration.

ARTICLE VI COACHES

SECTION I – COACH'S SELECTION

- A. The playground committee will select one head coach for each team.
- B. Assistant coaches will be chosen by the head coach, but must be approved by the playground committee.
- C. Coaches must meet League qualifications.
- D. New teams – The President and committee must secure a coach when new team is formed.
- E. Vacant position – If there is more than one person wanting said position, the Playground Committee will decide on the best coach for the open position. Coaching seniority is to be given consideration.
- F. Each person is to be judged separately on his/her ability, which should include:
 - 1) past performance and service as a coach,
 - 2) previous service at the playground,

- 3) ability to work with youth,
- 4) ability to follow guidelines given to them by the President, Leagues & Parks Department.

SECTION II – COACHING REQUIREMENTS/RESPONSIBILITIES

- A. Must enjoy working with youth and be able to work with them and their parents.
- B. Must be of good character.
- C. Must be a mature and responsible person.
- D. Must be supportive of the playground and its activities.
- E. Must read, sign and abide by Coaching application (pg. 16), Coaches code of ethics (pg. 17-23), Drug/Alcohol testing policy (pg. 24) and Background Check Guidelines/forms (pg. 25-28). Failure to do so is grounds for dismissal.
- F. Must take care of team equipment during season.
- G. Must have access to a first aid kit, including an ice pack, at all games and practices.
- H. Must be responsible, along with playground officers and team representatives, to see that parents and fans conduct themselves in an orderly fashion, by setting a good example.

ARTICLE VII TEAM SELECTION GUIDELINES

- A. Player distribution must be completed by the guidelines set up by the Parks Department and each League.
- B. Progression Rule
Baseball (effective 1988) – Subject to age restrictions, a child must play one (1) year at each level before progressing to next level (Tee-ball to Rookie to Minor League to Major League).

Softball (effective 2006) – Same as baseball, unless it is necessary to fill a team, a child can be allowed a 1-level jump to keep from forcing them to go to another playground. More than a 1-level jump has to be reviewed and approved by the softball board.
- C. Priorities when too many players sign up for a team:
 - 1) Form a new team, if possible
 - 2) Accept players who played on that particular team the prior year
 - 3) Accept players who played on that particular playground the prior year
 - 4) Accept brothers/sisters of present team members

**ARTICLE VIII
LEAGUE BOARD MAKE-UP**

- A. Tee-ball (East Daviess County) – Each playground appoints a representative and a Chairperson is voted on among the representatives.
- B. Softball – Each playground designates a representative as a voting board member. In addition, the following officers are elected as board members at the annual meeting of all head coaches: President, Secretary/Treasurer, Vice President of each age group (8U, 10U, 12U, 15U & 20U). Playground representatives are eligible for election as an officer, but an officer does not have to be a playground representative.
- C. Cal Ripken (West Daviess County Tee-ball & Baseball) – Playground Presidents serve as board members and from that group a President, Vice President and Secretary/Treasurer are elected.

**ARTICLE IX
PLAYGROUND PURCHASES**

Any purchase over \$250.00, any capital expenditures and Playground Assistance funds (pg. 32-34) must be approved by the playground committee, with the following being exempt: concession supplies, utilities, emergency repairs, league fees and game umpires.

**ARTICLE X
INSURANCE**

Each playground is required to provide insurance on all players either through the appropriate leagues or through an insurance company and must submit proof to the Parks Department. Several leagues provide insurance coverage for their volunteers, as well as spectators.

The Daviess County Playground Association (DCPA) policy, funded by Daviess County Fiscal Court, provides coverage for spectators and volunteers, not players. For an incident involving a spectator or volunteer to be considered by the DCPA policy, an Injury Report Form (pg. 44) must be completed and submitted to the Parks Department within 2 days of the incident. This is not a guarantee that the expenses will be covered.

GENERAL RULES FOR THE PLAYGROUNDS

- A. No alcoholic beverages or illegal substance on playground. Any person in violation will be asked to leave. *MUST BE ENFORCED!*
- B. Use of tobacco products will be prohibited by coaches and players while participating in any team function and by umpires while at the playground.
- C. No motor vehicles permitted in play area except delivery vehicles, vehicles used to drag fields and mow grass. These must be taken out as soon as job is completed.
- D. All vehicles must be driven in a reasonable and safe manner on the playground and in parking areas.
- E. Anyone being abusive, using vulgar language or actions or causing a disturbance on the playground will be asked to leave. *MUST BE ENFORCED!*
- F. There are to be no physical changes on the playground without the approval of the Director of Maintenance of the Daviess County Schools. This approval is to be applied for only by the Playground President.
- G. Anyone witnessing inappropriate conduct exhibited by players, spectators, officials, coaches, playground officers, league officers, etc., is asked to complete a Request For Inquiry form (pg. 35-36) (available in the concession stands) in order for the incident to be investigated.
- H. Weather issues:
 - 1) Safety of all children must be the most important factor when dealing with weather issues.
 - 2) Follow Thunderstorm & Lightning Safety Rules (pg. 19) sign, as well as Outdoor Activity & Heat Safety Rules (pg. 18) sign posted at the playgrounds. If rules are ignored, a strong letter of reprimand will be sent to the coaches, umpires and playground president involved. One (1) letter of warning will be sent, suspension to follow if next incident occurs. *Game forfeiture may result from additional violations of these rules.*
- I. All playgrounds located at any Daviess County Public School facility, must adhere to the School Districts' "tobacco free" policy (Effective beginning 2007 season).

**AGE DETERMINATION / ELIGIBILITY
(Beginning Summer 2006)**

- A. Participation in Daviess County Playground Association baseball programs is determined by the child's age as of April 30 of the participation year.
- B. Participation in Daviess County Playground Association softball programs is determined by the child's age as of January 1 of the participation year.
- C. Eligibility of players is determined by a minimum of one year of participation in a preceding level and/or age.
- D1. To participate in the entry-level baseball program (Tee-ball), a child must be 5 years old by April 30 (no exceptions).
- D2. To participate in the entry-level slow pitch softball program (8U), a child must be 6 years old by January 1 (no exceptions).
- D3. To participate in the entry-level fast pitch softball program (8U), a child must be 6 years old by January 1 and played 1 year of tee-ball (no exceptions).
- E. Each program identifies progressing levels of play and allowable age ranges.
- F. All children who participate in Daviess County Playground Association programs are subject to a Progression Rule (baseball, effective 1988 / softball, effective 2006).
- G. The Progression Rule requires that a child play a minimum of one year in each level of baseball. If this choice, 1-year minimum is pursued by a player, parents & playground board, written parental permission is required.
- H. The Softball Progression Rule prefers that a player play at least 1 year in each age division. A child can be allowed a 1-level jump to keep from forcing them to go to another playground. More than a 1-level jump has to be reviewed and approved by the softball board. A level jump in softball for children 14 and under requires written parental permission.

Tee-ball 5-6 y/o	Rookie 7-8 y/o
EDC Minor 9-12 y/o	EDC Major 10-12 y/o
WDC Minor 9-10 y/o	WDC Major 11-12 y/o

IMPORTANT DATES TO REMEMBER

FIRST TWO SATURDAYS IN FEBRUARY – Countywide registration

MARCH 15

- Tryouts completed
- Drop dead date for numbers of teams (baseball & softball)
- Practice starts for baseball and fast pitch softball (except 8U fast pitch)
- Lights may be used at all facilities

APRIL 1

Practice starts for tee-ball, rookie, slow pitch and 8U fast pitch softball

APRIL 15

Drop dead date for number of teams (rookie & tee-ball)

TOURNAMENTS – HOSTING & BRACKETS

Tournament location information to Parks Department 2 weeks prior. Schedules and brackets reviewed by Parks Department 1 week prior. No more than two (2) games per team per day during the regular season or tournament for tee-ball, baseball and 8U, 10U, 12U softball.

REGISTRATION GUIDELINES

- 1) Registration is held the first two Saturdays of February at each individual playground's choice of site.
- 2) All Playground Association forms must be filled out completely and signed. This includes: Registration form (pg. 37), Players Code of Ethics (pg. 40), Parents Code of Ethics (pg. 39), Release, Indemnification and Hold Harmless form (pg.63)
- 3) Registration fees and fund-raisers are set by each individual playground but should be reported to the Daviess County Parks Department.
- 4) Commencing in 2006, playgrounds will require one form of proof of residency at the time of registration. The parent will be expected to submit a copy to be kept by the playground (copy machines will not be available at all sites). A driver's license or utility bill will be accepted. A copy of the child's birth certificate continues to be a requirement for registration.
- 5) A parent/legal guardian must be present to register a child (no exceptions). Paperwork may be picked up & taken home to be filled out but must be returned by parent/legal guardian.
- 6) Players that are legally playing at a playground other than the district they live in due to the Grandfather Clause must provide verification showing that they once lived in that district.

Grandfather Clause

If a child is reassigned by school district or moves to another physical address outside the current playground boundaries, the child may stay at the previous playground as long as there is not a break in play. Once a child plays at the current playground, the only way to possibly go back to the original playground is through the transfer process. Younger siblings can also play at same "grandfathered" playground, if an older sibling is currently legitimately playing at that playground. If child played at a playground "legally" and playground closed, they would be "grandfathered" to the new "home" playground.

- 7) The Daviess County Playground Association Street & Road Directory should be consulted to verify the address is in the proper playground district. No playground is allowed to sign up a child out of district without proper verification of residency or completed transfer papers. A copy of prior residence or copies of all transfer papers must be turned in with rosters to the league officials and to the Parks Department.
- 8) Late sign ups will be allowed only on a "need be" basis to help fill teams and is subject to a \$10 late fee.
- 9) Copies of all transfers and pre-existing addresses must be forwarded to the Parks Department to be kept on file.
- 10) It is recommended that if a child has requested a transfer, do not collect money at registration, wait until a transfer decision has been made.
- 11) Every year players that live out of district want to play ball with the DC Playgrounds. As long as a player signs up during registration (1st two weeks of February), the order of precedence should be as follows:
 1. Home playground district
 2. County transfers / City resident
 3. Out-of-county (with Board approval)

TRANSFER POLICY AND PROCEDURE

All youth in Daviess County that wish to participate in the summer recreation program must register to play at the playground in the area in which they reside. This determination of residency is to be per the Daviess County Public Schools Elementary School Boundaries that are in effect at the time the child registers. However situations could arise that participants may wish to seek a transfer from their home playground to another playground. These requests shall only be considered if there is a legitimate reason for such a transfer. An example of a legitimate transfer request is if a playground has too few players or too many players to field a team or teams in a specific age group. Reasons such as "I don't like a coach", "I don't like some of the players on my team", "I want to play a specific position" or "I have friends on the other team" are not legitimate reasons. Requests for transfers, which list these types of reasons, will not be considered. If there is a legitimate reason for a transfer, then the following procedure is to be followed, without exception.

- 1) The player is to register at their "home" playground.
- 2) The player obtains Transfer Request Forms (pg. 41-43) from their home playground.
- 3) The player and his/her parents complete, sign and date Form 1 (pg. 41), Player Request.
- 4) The player must seek permission from the home playground president and playground committee for a transfer.
- 5) If permission is granted, Form 2 (pg. 42) of the Transfer Request Form is completed, signed and dated by the playground releasing the player.
- 6) The completed form is then submitted for approval to the playground to which the player wishes to transfer.
- 7) If approved, the playground to which the player wishes to transfer, must then complete, sign and date Form 3 (pg. 43) of the Transfer Request Form.
- 8) The completed form shall then be submitted to the appropriate league or governing body for consideration.
- 9) A vote to approve or disapprove will be taken and the player will be notified of the results.
- 10) All approved transfers shall be for a period of one (1) year.
- 11) Careful consideration and judgment shall be used so as not to "load", "stack," or give a team an "unfair advantage."
- 12) Progression rule shall apply when considering transfers.
- 13) Players that move into another elementary school district and wish to transfer to the new playground will not be required to complete the transfer procedure if they can provide proof of residency in the new school district.
- 14) All forms must be completed, signed and dated. If any form is left incomplete, the transfer process will be delayed until any such forms are complete.
- 15) Copies of all transfers and pre-existing addresses must be forwarded to the Parks Department to be kept on file.

PLAYGROUNDS WITH MULTIPLE TEAMS IN THE SAME AGE DIVISION WILL NOT BE ALLOWED TO TRANSFER PLAYERS WITHIN THE PLAYGROUND. PLAYERS SHALL BE PLACED ON A TEAM BY MEANS OF THE APPROPRIATE LEAGUES DRAFT RULES. PLAYERS WILL REMAIN ON THEIR ORIGINAL TEAM UNTIL THEY BECOME TOO OLD TO COMPETE IN THAT AGE DIVISION OR THE TEAM FOLDS DUE TO THE LACK OF AVAILABLE PLAYERS. IF A TEAM FOLDS, THEN ANY RETURNING PLAYERS WILL BE DISTRIBUTED VIA DRAFT. THIS RULE IS INTENDED TO CREATE PARITY AMONG THE TEAMS FROM THE SAME PLAYGROUND.

LIGHTING POLICY

I. PRIOR TO THE SUMMER

NO new inning after 9:15 PM
Lights OFF at 9:30 PM
Lights are NOT to be used until March 15.

II. SUMMER SEASON:

Baseball-

1st game NO new inning after 7:45 PM
2nd game NO new inning after 10:15 PM
LIGHTS OFF – 10:30 PM

Softball-

Double Headers: 1st game begins at 6:00 PM, NO new inning after 7:15 PM
2nd game begins at 7:30 PM, NO new inning after 8:45 PM
LIGHTS OFF – 10:30 PM
Triple Headers: 1st game begins at 6:00 PM, NO new inning after 7:15 PM
2nd game begins at 7:30 PM, NO new inning after 8:45 PM
3rd game begins at 9:00 PM and is allowed to play 1 hr. & 15 min

School Playground

III. PANTHER CREEK/YELLOW CREEK PARK

A. Youth Games & Practices

Prior to summer season, lights OFF at 9:30 PM
NO lights during testing period

B. Adult Games & Practices

Softball – All play follows existing Park Rules
Park Closes at 11:00 PM, April 1 – October 31

Parks Fields

DAVISS COUNTY PUBLIC SCHOOLS MANDATORY TESTING PERIOD

(Dates vary each year...see calendar for specific dates)

Elementary and Middle School

Daviess County Public Schools Central Office Advisory

PLAYGROUND LIGHTS MUST BE OFF SUNDAY-THURSDAY DURING TESTING PERIOD

All Lights Will be Turned OFF by 9:30 PM on School Nights During the Months Prior to the Regular Summer Season (March, April & May).

It is of the utmost importance that we comply with the School Board's Lighting Policy. Your cooperation will help the Playground Season begin on a favorable note, which will ultimately set the stage for a successful relationship with the Board.

Please do not go against the School Board's wishes, it will only hurt the program for which you all worked so hard.

*Summer Season is defined as when the leagues commence full game operations, typically with or near the close of schools for the summer. Summer season is subject to change year-to-year.