



POLIC=ES

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Coaching

To be considered as a new or returning Coach in the Libertyville Boys Club Football Program, a candidate must submit a letter of intent to the Director of Coaches by May 1st of the year stating:

- Experience (Sports, Years, Levels)
- Level Requested (Flag, Instructional, Junior Varsity, Varsity, Travel)
- Level of Commitment (Head Coach, Assistant Coach)
- Conflicts

Additionally, all coaches must be certified by a nationally recognized organization approved by the LBC Board of Directors as well as submit to a criminal background check by an agent authorized by the LBC Board of Directors. As well as signing the Coaches Pledge.

Upon completion of all requirements, the Director of Coaches will submit the qualified candidates to the five (5) member Commissioners' Selection Committee chaired by the Director of Coaches. The Committee will review all candidates and recommend a slate of coaches for all levels to the Executive Board for final approval.

A returning coach may be denied reassignment to their previous team for such reasons as, but not limited to:

- Inappropriate behavior
- Lack of commitment
- Failure to follow the LBC Coaches Pledge
- Failure to maintain their certification
- An adverse criminal background check

LBC COACHES PLEDGE

- * I will remember that the game is for youth, not adults.
- * I will place the emotional and physical well being of all players ahead of a personal desire to win.
- * I will not allow my self interest or personal goals to undermine the fundamental principles of the L.B.C.
- * I will practice good sportsmanship and maintain a proper perspective for youth sports.
- * I will provide positive support to all players, fellow coaches, parents, and officials in order to provide a positive sports environment.
- * I will strive to educate myself as to the applicable rules/policies of the L.B.C. and abide by them.
- * I will accept my responsibility as a role model, and will strive to project an admirable image towards players and their parents.
- * I will do everything in my power to maximize a safe and positive experience in youth football.
- * I will make an effort to attend all practices and games, if I am not able to attend I will make sure there is a certified coach covering my duties.

X _____ X _____

Coaches Signature

Print Name

X _____ X _____

Email

Team

X _____

Phone Number

Back Ground Check

The Libertyville Boys Club conducts a background investigation of all coaches and volunteers. The purpose is to maintain a safe environment for all league participants.

Coaches or volunteers who refuse to comply with the background investigation will not be allowed to participate in the Libertyville Boys Club Football Program.

All coaches, volunteers and board member are required to complete a criminal background check before the start of each season.

The evaluation of the background screening results and the determination of suitability to participate in the Libertyville Boys Club Football Program will be carried out by two members of the executive board.

An Applicant will be disqualified from participating in the Libertyville Boys Club Football Program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

If the investigation reveals information that could be relevant to the application, the designated individuals Responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis.

Coaches or volunteers who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may dispute the findings directly with our background screening partner Dark Group Inc. and request a review with Libertyville Boys Club. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

Coaches Council

This is an independent group of 7 LBC Coaches and 1 Executive Board Liaison who will oversee the group but will not have a vote. They will meet when a Member of the LBC Program has allegedly committed an infraction. The Council will convene upon a request by a Commissioner, Day to Day Board Member, or Executive Board Member. The Council will review all evidence and determine if an infraction has occurred and will levy any punishment deemed necessary. If the Council feels a Member should be banned from the Program permanently the Executive Boards will vote to approve this action. The Executive Board has the right to override any decision of the Council.

Fundraising

All Fundraising affiliated with the Libertyville Boys Club will be approved by the Executive Board.

- Submit a written request detailing proposed Fund raiser, with potential cost, earnings, losses, delivery time, and length of event.
- Only Family establishments will be considered
- All Art work must be approved
- No Liquor names or beverages will be allowed
- Only one Political Sign per candidate or party will be allowed.
- Team Sponsorship is allowed once at each level with a \$50.00 discount per additional Team
- No Team sponsorship will be accepted by a Political Party or Candidate.
- All E-mail list of LBC members are confidential and not to be sold or used for any personal gain

Libertyville Boys Club Football Sponsorship

Libertyville Boys Club Football program relies on volunteers and community support, so we can provide a safe, fun and learning experience for the youth and their families. Thank you for considering Libertyville Boys Club Football as a program you can support.

We have put together a sponsorship package that can maximize your businesses exposure to the families of the LBC program. We also understand the economic times and can work with you to customize a package for your business.

Hall of Fame Package: 5,000.00

- 3 year sponsorship on main Scoreboard
- 4' x 8' sign placed on the fence on lower field
- Link and Logo on the LBC website
- Presence at events

All-American Package: \$2500.00

- 3 year sponsorship Sign on upper field scoreboard
- 4' x 4' sign on lower field
- Link and Logo on the LBC website
- Presence at events

All-Star Package: \$500.00

- 1 year sponsorship
- Sponsors name on one In-House Teams Jerseys
- 4' x 4' Sign on lower field
- Link and Logo on LBC website
- Each Additional team sponsored by the same organization will be \$450

All-Conference Package: \$300.00 (renewable \$250.00 after first year)

- 4' x 4' sign on lower field
- Logo on the LBC website

Business Name _____

Billing Address _____

Phone Number _____

Contact person _____

Sponsorship Option:	Hall Of Fame Package	All-Star Package
	All-American Package	All-Conference Package

Concession Stand

Concession stand will be run by a paid employee that will report to the day to day to day board. This individual will be in charge of schedule volunteers for all home games. They will also work with the vendors to negotiate any contracts. The contract will have to be approved and signed by the executive board.

1. Purchasing
 - a. Will be all done through ordering
 - i. Need a purchase order for each purchase
 - ii. PO needs to be confirmed with delivery and put in treasurers mail box
 - b. Day to day Board will have a debt card for emergency use only
2. Money in Concession Stand
 - a. Form will be provided by treasure for cash being used each day in the concession stand
 - i. Form will be signed by Treasure confirming amount starting the day and it will be broken down by denomination
 - ii. The form will need two additional people to verify monies provided for the day. One signature will be day to day board member and concession stand manager or volunteer for the day.
 - b. End of day money
 - i. Form will have a total amount of deposit
 1. Break down of deposit by denomination
 - a. Each week we need to just deposit paper currency and checks
 - b. Coins will be kept in the concession stand until the end of the season
 2. Signed By a day to day board member and concession stand manager or volunteer for the day.
 3. Treasurer will verify and sign document
 - ii. Receipts from cash register will need to be included in the deposit bag
3. Vendors
 - a. Contracts will need to be negotiated by the Concession stand manager
 - b. All products will need to be delivered to the LBC
 - i. Products must be delivered before Saturday
 - c. Vendors will be reviewed annually
4. Concession Stand Setup and Clean Up
 - a. Setup Areas
 - i. Concession Stand
 - ii. Grill Area
 - iii. Walk in coolers need to have shelves full and ready to go
 - iv. Fields- Make Sure Garbage cans are in proper area and have bags
 - b. Clean up Areas
 - i. Concession Stand needs to be cleaned and organized
 1. Area needs to be mopped
 2. Everything off the floor and in cabinets
 - ii. Grill Area
 1. Grills need to be scrubbed and put away
 2. Gas needs to be shut off and disconnected
 3. Warmers need to be emptied
 4. Grease disposed of properly

- iii. Walk in cooler
 - 1. Need to be organized and everything put away
 - 2. Close and lock walk in cooler
- iv. Fields and Stands
 - 1. Stands need to be checked and picked up
 - 2. All garbage cans need to be emptied and new bags put in
 - 3. All fields need to be checked for garbage including Upper baseball field, Odem and Bolander Park
- 5. Concession Stand Sponsorship
 - a. Vendor of the Week program
 - i. Concession Stand Manager will work with local businesses to get local restaurants to sponsor each week

Money for Register	
Check Number	
Check Amount	
Denominations	\$ Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$1	
Board Member Signature Verification	
Verification Signature 1	
Verification Signature 2	

Deposit	
Amount of Deposit	
Denominations	\$ Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$1	
Checks Total	
Verification Signature 1	
Verification Signature 2	
Board Member Signature Verification	

Financial Policy

All bank accounts will have at least three executive board members as an authorized signer on any account. Any accounts that are opened on behalf of the LBC need to be approved by the executive board. Check writing will be done by an accounting firm that the executive board chooses. All checks will need to be signed by two signers. The accounting firm will have signature stamps of the signers to be able to process all checks in a timely manner.

Account setup:

1. There will be one account that is our main operating account for day to day activity and operations.
 - a. This account will have only check writing ability with no debit card access.
 - b. A check book will be kept by the executive board for emergency use only; all other checks should be issued by the accounting firm.
2. One account will be set up for a capital improvement fund for long term needs.
 - a. This account will not have any check writing or ATM access.
 - b. All transfers from this account need to be approved by the executive board and will need to be signed by two signers to conduct the transfer to the main operating account.
3. There will be an account set up for the concessions stand operations.
 - a. This account will have a debit card assigned to the Sub Board President and the treasurer. This will be used for purchases for the concession stand. There will be a limit placed on the card of \$500 with no ATM access.

All accounting and auditing will be done by an accounting firm that is chosen by the executive board. All audit books will be available for membership view upon request. Each time a transfer is done from Paypal the board member doing the transfer will need to notify the rest of the board via e-mail. At the end of each month a Paypal and Bank statement will be shared with the executive board members by the 15th of the following month. A monthly profit and loss statement will be provided to the executive board by the accounting firm. This will need to be provided within 45 days of the end of a month.

Tim Wetzel Scholarship

Tim Wetzel Memorial Scholarship is a one time \$500.00 award presented to a graduating Libertyville High School Senior who has played in the LBC Program (Football or Cheerleading) The Candidate must write a 500 word essay and submit it to LBC, upon receiving and reviewing all entries, the 3 man committee consisting of 2 Executive Board members and 1 general member will make its recommendation to the Executive Board for approval.

Executive Board Selection

- To be considered for an Executive Board position all candidates must meet the following requirements:
- Be a member of the LBC program for 3 years minimum
- Submit letter of interest stating
 - A. Reason for applying
 - B. Qualifications
 - C. Experience
 - D. Thoughts on the future of LBC
- Interview with selection committee
- Selection committee recommendation to Executive Board for vote

Player Scholarship

To be considered for a Scholarship a parent must meet the following requirements:

- Submit a letter of request to the Executive Board
 - A. Reason for scholarship request
 - B. Full or Partial scholarship request
 - C. Payment plan
- Volunteer 8 hours per scholarship player

The Libertyville Boys Club believes that all children should be able to play, and understands that everyone runs into tough financial times, we review each request on a one on one basis and keep each request confidential.

Scholarship Application

Thank you for your interest in the Libertyville Boys Club. In order to apply we need you to send me an email and include the following information;

- 1) Your name, address and contact number:

- 2) Your reason(s) for needing assistance. Please be as specific as possible:

- 3) Your son/daughter(s) name, grade for school in the fall:

- 4) Did your son/daughter(s) play at any level in the LBC last season: If so for what team(s)

Once received your application will be reviewed by 2 Board members, if they have further questions they will contact you directly. If they feel your need qualifies for a scholarship they will bring your case to the entire Board for a vote. If you are accepted for a scholarship there is an 8 hour volunteer commitment per player/cheerleader that must be fulfilled. Any and all information gathered for this purpose will be held in the strictest confidence. Not even your son/daughter(s) coach(s) will be aware that he/she is a scholarship player.

Please E-mail your application to:

SCHOLARSHIP@LBCFOOTBALL.ORG

Equipment

- All registered Tackle players will receive league issued Equipment
 - A. 1 - Certified Helmet
 - B. 1 - Shoulder Pads
 - C. 1 – Practice/Game Pants
 - D. 1 – Travel Game Pants if selected for team
- **If a Player supplies his own Equipment**
 - A. **Must be approved by Equipment Director**
 - B. **Parent must sign a Liability Wavier**
 - a. **If the Liability Wavier is not sign the player will not be able to participate**
- Only League approved Decals can be applied to any Helmets
- All Players are responsible for their own mouth pieces and must be worn during all Football activates
- All Players are responsible for their own Shoes
 - A. In-House and Flag Players will only be allowed to wear Flat Sole Gym Shoes
 - B. Travel Players will be allowed to wear any IHSA approved spikes
- All Game Jerseys will be supplied by the LBC
 - A. Flag Player: 1 T-Shirt
 - B. In-House Player: 1 Jersey
 - C. Travel Player: 2 Jerseys – Home/Away (additional cost will occur)
- All In-House Equipment will be collected immediately following the last game
 - A. 1 - Helmet
 - B. 1 - Shoulder Pads
- All Travel Equipment will be collected by appointment with Equipment Director
 - A. 1 – Helmet
 - B. 1 – Shoulder Pads
 - C. 1 – Game Pants
- If a Players equipment is lost, it is there responsible to pay for replacement

Try-Outs

- All Registered Tackle Football Players must try-out for a minimum of 3 Days for the Travel Levels on specified dates and **continue to try-out until released** to the In-house Program
- Failure or refusal to try-out can result in an additional stripe being added to the player, or even denied participation in the program (*We must think of the integrity of the In-House program, The bigger and better Athletes should play together - No Exceptions*)
- First 3 days will be with no equipment, the 4th day Helmet only! And on the 5th day Full Equipment for all LBC Teams
- Last day of try-outs will be the Wednesday before the In-house draft

DRAFT

- All returning players not selected by a Travel Team will return to their previous years team, as long as he falls under the grade requirements:
 - A. Instructional 3rd and 4th grade
 - B. Junior Varsity 5th and 6th grade
 - C. Varsity 7th and 8th grade
- All new players not selected by a Travel Team will be drafted by an In-House Team of his grade level
- There will be a separate draft for each level
- Draft selection positions will be determined by a blind draw, the Commissioner at each level will schedule a meeting for the drawing
- All Sons of Head Coaches will be slated by a vote of all the Head Coaches of that level and they can be slated in any round
- A Nephew, Grand Child or Step Son of a Head Coach also may be slated by a vote of all Head Coaches at that level
- Each Team will be allowed 1 named Assistant Coach before the draft
- Any named Assistant Coaches Sons also will be slated by a vote of all Head Coaches at that level and they can be slated in any round
- No Team Mom Sons will be slated in the draft
- Any player that has a practice day issue should not be drafted by a team that is going to practice on that day
- The 1st round of the draft will go from 1st to last pick. The 2nd round will go from last to 1st. The 3rd round will start with the 1st pick to last pick, The 4th round will be for all returning players being slated, last pick to 1st round pick and all remaining rounds going back and fourth until all teams have an equal number of player per team.
- **Trades are allowed for NEW PLAYERS ONLY on DRAFT NIGHT! - NO EXCEPTIONS**
- All players must be notified within 24 hours of the draft on what team he has been selected to
- **UNDER NO CIRCUMSTANCES SHOULD ANY PLAYER KNOW WHAT ROUND HE WAS DRAFTED IN**

Day to Day Board

Consist of 3 Officers, President, Vice President and Secretary, Appointed by the Executive Board. 5 Commissioners - Flag, Instructional, JV, Varsity and Travel, and 6 Directors Volunteers, Grounds, Fund Raising, Publicity, Coaching, and Special Events all nominated by the Day to Day Officers to the Executive Board for final approval. The Day to Day Board will run all daily operations affiliated with the LBC.

Cheerleading

Any child between the grades of 5th thru 8th grade may participate in the Cheer Program

- **The Cheerleading will perform at all Home and Away Travel games.**
- **Depending on number of Cheerleaders registered, will determine the number of teams.**
- **1-Cheer Team would cheer at all Home Games for both the Lightweight and Heavyweight Teams, at Away Games they will alternate 1- week Lightweights next away game – Heavyweights.**
- **2- Cheer Teams would cheer at all Home and Away Games, for either the Lightweight or Heavyweight Teams. With 2 teams the Girls will be divided equally by Grade and Talent.**
- **3- Cheer Teams would cheer at all Home and Away Games for the Middleweight Team and be comprised of all 5th – 6th Graders**
- **All Cheer routines will follow the IHSA Guidelines**

Playing Time

In-House Teams

- **All Players must start on Offense or Defense and play 50% of the entire game**
- **A player may be taken out of the game for coaching but must return within 2 plays**
- **A Player must attend at least 1 practice a week to be eligible to play in that weeks game**

Travel Teams

- **Players at Bantam and Featherweight levels must play 50% of the game**
- **Players at the Middleweight level must play 25% of the game**
- **Players at the Lightweight and Heavyweight levels will have no play requirements**

Practice Times and Locations

In-House

- **The 1st two weeks of the Season all teams will be allowed to practice Monday thru Saturday- No Sunday's**
- **From the 3rd week of the Season all Teams will be allowed to practice 2 school nights and Friday only**
- **All Practices will be no longer than 90 minutes**
- **All Practice locations must be approved by LBC**

Travel

- **All Teams at this level may practice Monday thru Saturday's (No Sunday's) until the first day of School – After 1st day of School 3 Days of Practice**
- **Practice Games are allowed on Sunday's (Counting as a practice with a maximum of 6 practices in a week)**
- **All Practice locations must be approved by LBC**

Volunteer Guidelines and Requirements

- I. A minimum of four (4) hours per participant in In House or Travel tackle program per year of volunteering is required from each family. No volunteer time is required for Flag Football participation.
- II. Volunteer hours cap at eight (8) per family for each participating year.
- III. Scholarship participants are required to have eight (8) hours of volunteering per participant each year. No caps exist for families receiving scholarship.
- IV. Head Coach receives volunteer exemption for all participants within their family.
- V. Assistant Coach and Team Parents receive one exemption for each role (should they act in this capacity for multiple teams they will receive an exemption for each).
- VI. Should any family be unable or unwilling to volunteer they can contribute \$150/child/season.
- VII. High School students or any other family member 16 years or older can act as a families' volunteer.
- VIII. Volunteer roles applicable for credit will be determined at the discretion of the LBC President. Current qualifying roles are:
 - a. Coach
 - b. Asst. Coach
 - c. Team Parent
 - d. League Commissioner
 - e. Equipment Hand Out
 - f. Concession Stand Operation
 - g. Grill Operation
 - h. Video taping games (note: requires formal Coach request and documentation from Coach to League Commissioner).
 - i. Others t.b.d.
- IX. Volunteer dates, times and roles will be assigned by current year LBC Volunteer Coordinator and communicated to participants though web posting.
- X. Volunteers can trade dates/times amongst themselves where necessary.
- XI. Should a defined volunteer time be missed a \$150 fee must be paid by the family of the missed date/time before any of their children can participate within the program (practice, games, etc.).

Website and Social Media Policy

The Libertyville Boys Club executive board will maintain a website and social media sites that are approved by the executive board. There will be at least two executive board members that will be administrators on each form of communication that is approved and used by the LBC. The board can also grant access to any one from the day to day board or any of the directors if they choose. Below are the websites and social media that are approved:

www.lbcfootball.org

Twitter: The only twitter account that can be used for LBC matters is @LBCConeteam2011

Facebook: only pages that have been created by the LBC Executive Board may be used

LBC Libertyville Boys Club Football Group
LBC Alumni
LBC Bantamweights
LBC Bears
LBC Broncos
LBC Browns
LBC Chargers
LBC Cheerleading
LBC Chiefs
LBC Colts
LBC Demons
LBC Dolphins
LBC Eagles
LBC Featherweights
LBC Flag Football
LBC Give Back Campaign
LBC Hawks
LBC Heavyweights
LBC Hornets
LBC Jets
LBC Lightweights
LBC Lions
LBC Middleweights
LBC Oilers
LBC Packers
LBC Patriots
LBC Raiders
LBC Redskins
LBC Steelers
LBC Vikings
LBC Yanks

All pictures and video from LBC teams and players will be posted to Facebook only. The head coach and team mom of each team will also be assigned administrative features. All pictures and video posted to Facebook will need to be approved by one of the administrators assigned to that page. The head coach and team mom should be the ones approving the content posted on Facebook, so that it is done in a timely manor. Any content found to be inappropriate by the executive board will be removed of f the website. The Facebook pages are to be used to share important information about team, schedules, results, pictures and video. We will not all profanity or any discouraging or derogative remarks about other teams, player, coaches, parents or referees. There will be any websites aloud to share any LBC information and content. Any violation of this policy will be reviewed by the executive board of directors.