

The Miracle League of Frisco
Frisco, Texas



**Operating Policies for
The Miracle League of Frisco**

Updated: January 2010

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I. GENERAL

Introduction & Purpose

1. Operating policies are intended to supplement the Bylaws of the League by providing a more comprehensive level of detail for specific operating areas of the organization.
2. The Board of Directors intends that these policies will provide each new Board of Director and MLF member with an understanding of how the organization operates. The Board believes that the details contained in these policies will provide structure for the League that will allow a continuity of procedures from year to year. We hope that these policies will make the job of each of the directors and volunteers easier by providing details and clarification about all areas of MLF.
3. The Bylaws allows for changes to these policies by a majority vote of the Board of Directors and the Board intends that these policies will be updated, revised and hopefully improved from year to year. These policies can be changed once a year during the same Board of Directors meeting that rule changes are considered, except in a case where a policy becomes a hindrance to the operation of the league.

II. LEAGUE REGISTRATION AND TEAM SELECTION

A. Player Registration

1. Registration of players shall be held seasonally with the registration period and fees being determined by the Board of Directors prior to Registration. The Registration period should be adequately advertised in advance.
2. No individual will be placed on a team after registration closes (To be determined by the VP of Leagues.) with the exception of new individuals moving into the area. A “move-in” is defined as someone who has moved to Frisco or the North Central Texas Area within two months before or after official registration. Late registrants shall be placed on the team having the least number of players and/or in order of the next team due to pick under the draw/draft by the league director. Any other late registrants will be put on a waiting list and only allowed to play in case a team falls below a required number of players to play and then only if this is the solution approved by the VP of Leagues.
3. In the event a team roster is decreased below the required number of players (10), and no late registrants are available, a satisfactory, equitable solution will be established by the VP of Leagues and League Director to continue play.
4. From the time of registration and prior to the draft/draw, a player may designate, in writing, the Coach/Manager for whom he/she does not wish to be assigned.
5. In the event that multiple leagues with differing levels of play are offered, the player shall designate the league which he/she wishes to be assigned.
6. Team rosters are to be determined by the discretion of the VP of Leagues and the League Director of Baseball/Soccer.
7. Scholarship players must attend a minimum of *three quarters* of the scheduled regular season games to be eligible for a scholarship the next season.

B. Team Selection

1. In General:

- a. Players who are not protected players (coach and 1 named assistant coach's son/daughter) or who are not registered with a returning team will be placed on a team by a draw process.
 - b. As used here, a draw is a selection process in which information about individual players is not provided that pertains to a player's skill level.
 - c. In the event that multiple leagues are formed offering differing levels of play, those league divisions will be formed based upon selection at registration.
 - d. MLF reserves the right to reassign players if necessary, based on league numbers.
 - e. All selection processes may be changed by the Board.
2. MLF reserves the right at any time to amend this policy and has the right to reject any such request for good cause. All exceptions must be approved by the Board prior to the action.

III. PROVISIONS RELATED TO OPERATIONS

A. Recreational

1. Managers will be selected by League Directors from a list of prospective managers. This list will be compiled at registration. To be eligible for the list, a manager must be in good standing with the organization and is subject to a background review. The Board of Directors will review and approve the list of managers prior to selecting the managers.
2. Consideration of the order of managers selecting from the list will be based on the following priorities:
 - a. Returning managers from that league's previous season
 - b. Graduating managers.
 - c. Returning (previous Season) assistant coaches wishing to upgrade to manager.
 - d. All other candidates
3. All prospective coaches and managers must complete and sign a coach's application and agreement.
4. All approved managers and coaches must sign and submit a new application and agreement each year.

B. Uniforms

1. Uniforms will be approved by the Board of Directors prior to each season taking into consideration cost, budget, availability and style. The Board is responsible for ordering all uniforms. White, gray or black pants for baseball are suggested with any exceptions requiring approval of the Board. Players may wear shorts as long as all members of the team wear the same color shorts. No additional money may be spent on uniforms without the approval of the Board except for socks or other low cost items. This rule is to keep continuity in uniform appearance and the cost to participate in any MLF program down. The board sets the cost of the participation fee and prohibits a manager to ask parents for additional money to upgrade a uniform.

C. Equipment

1. The MLF will provide all Game-Day equipment.

D. Affiliations

The Board of Directors should periodically evaluate the Leagues' affiliation with national, state, and local affiliations. The Board should then recommend whether to continue with said affiliation or change. The Board may decide to discontinue any such affiliation.

E. Rules

1. The rules shall be set up by the Board of Directors prior to the start of each season at a stated meeting. Members may suggest rule changes in written form after each season and the Board should consider these suggestions prior to the next spring season.

F. Conduct & Discipline

1. Any MLF member who is reported to the Board of Directors in writing for using profane language, acting in an unsportsmanlike like manner, and/or under the influence of intoxicating beverages or illegal and/or controlled substances, any time or place in conjunction with a MLF function, will be subject to disciplinary action by the Board of Directors, or, in the case of managers/coaches review by the managers/coaches Disciplinary Review Commission. When any of the above mentioned acts are committed, that person must leave the entire park immediately when asked by an MLF or City of Frisco official, referee, or umpire. Refusal to leave the park or function will result in immediate suspension from MLF.
2. Each manager and coach agrees to abide by the decisions of the Board of Directors and The Managers Disciplinary Review Commission and shall strive to maintain a good working relationship with its members to help provide a wholesome program for players. In addition, each manager and coach agrees to execute and abide by the coaches Code of Ethics provided at the beginning of each season.
3. Managers are responsible for seeing that his/her coaches, players, and player's parents conduct themselves in such a way as to attain the objectives and purposes of this Association.
4. There will be no profanity by players, managers or coaches at any time while engaging in activities of this program. Also there is to be no abusive or derogatory comments or names directed to or about any player made by players, managers and coaches. This rule is to be strictly enforced by managers, coaches, umpires, and Board members. PENALTY: Immediate ejection from the game and field and possible suspension by League Director or from the next game to be played.
5. No unified razzing or screaming at any opposing team or players shall be allowed. Encouraging words to fellow teammates is how players should spend their energies.

6. Any manager or coach having a valid written complaint filed against them for any bylaw, policy or rule violation during a season must appear before the Managers Disciplinary Commission and will be subject to suspension from MLF at the Commission's sole discretion.
7. In the event that the MLF member, agent or employee witnessing a violation of these rules is a minor, a parent/guardian of said member, agent or employee may file the written report.
8. Discipline Review Committee
 - a. The Manager/Coaches Disciplinary Review Commission (MDRC) shall consist of a commission concerning itself with matters involving managers and coaches in all Leagues.
 - b. The MDRC shall:
 - i. Be chaired by the President, who will vote only in the case of ties.
 - ii. Consist of six directors selected by the President with two being the VP of Leagues and League Director.
 - iii. Managers and coaches may be brought before the MDRC. The MDRC must act upon receipt of a written complaint from one of the association membership concerning Bylaws, Rules or Policy violations within 72 hours.
 - iv. The MDRC will not accept unsigned or anonymous complaints. Persons signing complaints must be willing to appear before the MDRC. A manager or coach has the right to present their position to the Board, which can include no more than him/her-self and three witnesses, or spokespersons which can be limited in their speaking time by the President. The MDRC can call as many witnesses as it feels necessary. All proceedings will be held in closed door sessions.
 - v. Upon receipt of a properly submitted complaint, the MDRC must convene and take the matter under consideration within 72 hours.
 - vi. Decisions of the MDRC may be appealed in writing within seven (7) days to a Board Member who will call a meeting of full membership of the MLF Board of Directors upon receiving such appeal. The decision of the MLF Board of Directors at the meeting shall be final. The decision of the MDRC is in effect until the appeal is decided.
 - vii. Members of the MDRC, who become subjects of the MDRC, will abstain from membership during the MDRC consideration of that case.

IV. PROVISIONS RELATED TO FINANCIAL BUDGET, EXPENSES, & TRANSACTIONS

- A. Bank Account Access:
 - a. Only the President, VP Finance and Treasurer are permitted access to MLF bank and investment accounts.
- B. Check Writing and money disbursement
 - a. Only the President, VP Finance and Treasurer are permitted to sign MLF checks and disburse money to others for expenses, donations, reimbursements, and other related expenditures.

- b. Any expenses greater than \$1,000 requires signatures from at least two of the following board member: President, VP Finance and/or Treasurer.
- C. Spending & Reimbursement procedures
 - a. If a board member or other affiliated person/entity requires funds for a purchase or expense, they must first submit their request using the appropriate form to either the VP Finance or Treasurer. Within their request, they must state whether the funds are needed upfront (before the purchase) or if a reimbursement will be needed.
 - 1. If reimbursement is needed and is board approved, all expenses will be reimbursed, less any sales tax incurred upon purchase. In order for one to receive reimbursement for paid sales tax, one must state their case in front of the MLF board. At which point, the board will then base their decision on a majority vote.

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 - b. Any expenses greater than \$1,000 requires signatures from at least two of the following board member: President, VP Finance and/or Treasurer.
- C. Spending & Reimbursement procedures
 - a. Purchases and expenses will be incurred by board VP's or Directors only in accordance with the approved annual budget established by the board.
 - b. Purchases and expenses that exceed the established annual budget must be approved by the board prior to being incurred. Not obtaining the proper approval prior to purchase could result in non-reimbursement.
 - c. Board members making approved purchases may fund them through Reimbursement or a Miracle League check.
 - d. A Miracle League check can be written for purchases if the treasurer is presented with a written quote or estimate for the item or service to be purchased.
 - e. Reimbursement for personal funding will be made when receipt or invoice for approved purchase is presented.
 - f. Sales tax should not be paid on any Miracle League Purchase. Tax Exemption Forms are available from the Treasurer or VP of Finance.
 - g. Sales Tax is not reimbursable and should be omitted from any quote, estimate, invoice or receipt.
 - h. Board members that make purchases should obtain Sales Tax Exempt forms from the VP of Finance or Treasurer.

- i. Board members should make every effort to project from meeting to meeting any financial needs during the upcoming month and present estimates and quotes to obtain checks at Board meetings.

V. ADMINISTRATIVE PROVISIONS

A. Injury Reporting:

1. An accident report for all injuries to MLF participants, including members or other organizations, must be reported to the Board by the MLF manager or coach or official responsible within 24 hours of the incident.
2. The sign-up registration form contains a medical release authorization to MLF. The parent and/or guardian of the participants must sign this form at the time of registration.

B. Player Eligibility

1. Registration is open to all children in the North Central Texas area.
2. The age limit of the leagues shall be determined by the policy of the MLF
3. As the board sees fit for the good of the league, other cities or towns may be invited by the Board to play in our league or inter-associations. This may be done for leagues that would otherwise not have enough teams to make a league. All invited teams are under the same rules as MLF members and must abide by the MLF rules.

C. Liability and Photo Waiver

1. Parents of all players must sign (either written or electronically) the liability and photo waiver prior to their child participating in league activities.
2. All Volunteers or legal guardians of volunteers must sign (either written or electronically) the liability and photo waiver prior to participating in league activities.
3. Players and volunteers without signed liability and photo waivers are prohibited from participation in Miracle League of Frisco Activities.

D. Key Policy

1. A key policy should be established by the Board regarding which individuals receive keys for certain field and concession stands. Keys need to be turned in to the Board when stepping down from office.
2. A list should be compiled each year with regard to who has which keys and the list will be kept by the Secretary.

E. Practices

1. Practice times will be assigned by MLF to each manager based upon field availability.

F. Opening Day

It is strongly encouraged that each team participates in MLF Opening Day Ceremonies.

G. Weather Policy

Games will be called by Seven AM on game day, or as soon as possible on Saturday games. The VP of Leagues or other board members may relay other game site conditions to League Directors. Once a game has begun, only the umpire or

Board member can call a game due to bad weather. All weather updates will be posted on the MLF website. If lightning is a threat, the policies set forth by MLF and the City of Frisco will be in effect.

H. Scholarship

The MLF has a no questions asked approval policy for scholarship requests.