

# **HIGHLAND YOUTH FOOTBALL**

## **BY-LAWS**

### **ARTICLE I: NAME**

**Section 1:** The name of this organization shall be the Highland Youth Football Association. Herein after referred to as “HYF”. HYF shall operate exclusively as a non-profit organization.

### **ARTICLE 2: PURPOSE**

**Section 1:** The purpose of the Association is to provide safe, supervised sport activities for the youth of the Antelope Valley.

### **ARTICLE 3: OBJECTIVE**

**Section 1:** The objective of HYF shall be the following:

- A. To build healthy bodies and minds.
- B. To develop skill and proficiency in football or cheerleading and related activities.
- C. To teach concepts of teamwork, sportsmanship, loyalty, honesty, and pride.
- D. To stimulate community interest in sports.
- E. To have fun.
- F. To do all of these things with the welfare of the youngsters first and foremost, without adult ambition for personal glory.

### **ARTICLE 4: MEMBERSHIP**

**Section 1:** Any person sincerely interested in active participation to affect the objectives of HYF and currently in good standing with HYF, the Conference, other leagues within the Conference, and/or any other youth organizations. Application for membership may be denied by 2/3 vote of the Executive Board.

**Section 2:** There shall be the following two classes of members:

- A. **Player Member:** Any youth meeting the requirements of HYF, the Conference, and residing within the authorized boundaries of the league shall be eligible for participation.
- B. **Regular Member:** Any adult who is the parent and/or legal guardian of a player member, or is interested in furthering the objectives of this league may become a regular member. All Board members, coaches, team managers, and any other elected or appointed official must be an active regular member in good standing.

### **Section 3: Suspension or Termination:**

- A. Membership may be terminated by resignation or by the action of the Executive Board Members, by a two-thirds (2/3) vote of those officers present at the duly constituted meeting. The following Executive Board Members shall have the authority to discipline, eject, or suspend the

membership of any member on the spot when the conduct of such person is considered detrimental to the best interest of the players and the organization: President, Vice Presidents, Football Directors, or Cheer Director.

- B. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of twenty-four (24) hour notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.
- C. In the case of a player/cheerleader member, the Executive Board shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (twenty-one years of age or older) shall appear in the capacity of advisor with the player before the Executive Board. A minimum of twenty-four (24) hour notice shall be given to all concerned parties. If the player/cheerleader member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.

## **ARTICLE 5: GOVERNMENT**

**Section 1:** The governing body of this league shall be the Board of Directors. The Board of Directors shall consist of an Executive Board and an Auxiliary Board.

- A. **Executive Board** shall consist of the following positions: President, Vice President, Secretary, Treasurer, Football Director, Athletic Director, Cheer Director, Public Relations Coordinator, Fundraising Coordinator, Equipment Manager, and Concessions Director.
- B. **Auxiliary Board** shall consist of the following positions: Head Coaches (football and cheer), Assistant Equipment Manager, and Assistant Concession Director.

**Section 2:** The Executive Board shall manage the property and affairs of the organization. The Executive Board shall, upon election, enter into the performance of their duties described in Article 12 as of January 1<sup>st</sup> of the new season and shall continue in office for a total term of two (2) years ending December 31<sup>st</sup> of the 2<sup>nd</sup> year. Each additional two (2) year term shall be approved by the Executive Board; with the exception of the President and Vice Presidents, which will be held in two (2) year terms with open election for President in odd number year, and Vice President open in even number year. In which case if either position were to resign before their term, the new officer would only finish remaining term unless otherwise re-elected.

- A. The outgoing officer shall transfer all records, files, and materials.
- B. Communicate all practices and policies to the newly elected officers to insure a smooth transition of the duties. Personally developed procedures, letters, and records will also be helpful to this process.

**Section 3:** The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them as they deems advisable. The Executive Board shall have the power to fill any vacancy, which may occur in any office.

**Section 4:** The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it deems proper.

### **Section 5: Elections:**

- A. The Head Coaches for the upcoming season shall be voted in by the current year Executive Board before December 31<sup>st</sup>. The new Executive Board will vote in any vacancies after December 31<sup>st</sup>.
- B. The President should be elected from within the Executive Board whenever possible. The President for the upcoming year shall be voted in by the current year Executive Board before December 31<sup>st</sup>. If there are no candidates by December 31<sup>st</sup>, the new Executive Board shall vote in a President.
- C. The Executive Board for the upcoming year shall be voted in by the current Executive Board before December 31<sup>st</sup>. If there are no candidates by December 31<sup>st</sup>, the new Executive Board shall vote on candidates for any remaining vacancies.

**Section 6:** President and/or Vice President can be considered for a head coach position on any of the HYF association teams, pending the Executive Board approval.

## **ARTICLE 6: MANAGEMENT**

**Section 1:** Robert's Rules of Order shall govern all meetings of the Board unless suspended by the Executive Board for that meeting. A quorum will be a minimum of two-thirds (2/3) of all Executive Board members. Once a quorum is formed, members leaving the meeting cannot break it. Any Board Member may resign or be removed from office.

**Section 2:** All Football teams will be required to have a Team Manager appointed by the Head Coach. If a team does not have a Team Manager by one week before the first game, the President or Football Director shall appoint one.

**Section 3:** All Executive and Auxiliary Board Members will conform to the following Dress Code: Game Day: HYF Board Members, Head Coaches, Assistant Coaches, Jr. Coaches, and Team Managers (Football and Cheer) will wear current year shirts with Dockers style shorts or pants on game day (Board Members black and Coaches khaki). No jeans will be allowed. Coaches may wear plain generic team appropriate hats or HYF hats. Coaches or teams shall purchase shirts with written approval of the Executive Board. HYF is a team and will dress as a team. Any member not conforming to the Dress Code on game day will be removed from the field for that day. If a second violation occurs, that member will be suspended for a period of no less than one (1) week. A third violation by a member will result in suspension and a review by the Executive Board.

## **ARTICLE 7: MEETINGS**

**Section 1:** The Executive Board shall meet no less than twice a month from February to November and no less than once a month in January and December. The Auxiliary Board shall meet no less than once a month from May to November. Regular meeting dates will be scheduled by the President at the first meeting commencing with the month of January.

- A. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Executive Board.

- B. Attendance at the regularly scheduled meetings is mandatory for all Board Members. Any member 15 or more minutes late will be counted as absent and not allowed to join the quorum. Any member who cannot attend a scheduled meeting shall notify the President or Secretary.
- C. **Any Board Member who misses three of any five consecutive meetings may be removed from office by a two-thirds (2/3) majority vote.**

## **ARTICLE 8: FINANCIAL AND ADMINISTRATIVE YEAR**

**Section 1:** This Association shall operate both financially and administratively on a yearly basis, beginning January 1. The financial records shall be closed December 31<sup>st</sup>.

**Section 2:** The fiscal report will be given at the November meeting of the Executive Board and may contain estimates for the rest of the operating year.

**Section 3:** The Executive Board shall decide all matters pertaining to the finances of HYF and shall place all income in a common league treasury. Directing the expenditures of such as will give no individual or team an advantage over those in competition with such individual or team.

**Section 4:** The Board shall not permit the solicitation of funds in the name of HYF unless all of the funds so raised are placed in the local treasury.

**Section 5:** The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league running smoothly and properly.

**Section 6:** No director, officer or member of HYF shall receive directly or indirectly any salary, compensation or emolument from the league for services rendered as director, officer, or member.

**Section 7:** All monies received shall be deposited to the credit of the local league in a designated local banking facility, and all disbursements shall be made by check. The President, Treasurer or other officer as determined by the Executive Board shall sign all checks. Only one signature required.

**Section 8:** The financial records for HYF shall be turned over to a Certified Public Accountant, or any other person appointed by the Executive Board as it deems necessary.

**Section 9:** All monies received shall be turned in to the Treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.

**Section 10:** A budget will be posted for all members to view at the Mandatory Parent Meeting and posted at the bins doors thereafter.

## **ARTICLE 9: EQUIPMENT**

**Section 1:** All equipment owned by HYF shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Executive Board.

**Section 2:** The following Board Members shall have access to equipment at all times – President, Vice President, Equipment Manager, and Assistant Equipment Manager.

**Section 3:** All equipment shall be inventoried at the beginning of each year and properly numbered for accountability.

**Section 4:** All board members who are issued keys will return them at the last board meeting of the current year.

## **ARTICLE 10: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS**

**Section 1:** All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article 4, Section 3.

**Section 2:** Board Members have the following rights guaranteed under parliamentary law:

- A. To be treated fairly and equitably.
- B. To receive notice of meetings, attend meetings, make motions, and second motions when needed. Vote on motions.
- C. Nominate people for office. Be nominated for office. Elect people for office.
- D. Know the meaning of the questions or subjects being debated.
- E. To speak on or debate an issue in turn.
- F. Object when rules are being violated.
- G. Appeal the decision of the chair.
- H. Have access to minutes of all meetings.
- I. Receive the treasurer's report once a month.
- J. Receive a copy of the H.Y.F. bylaws.
- K. Not have to suffer personal abuse and attack from any other member(s).
- L. Any other rights guaranteed under parliamentary law.

**Section 3:** Board Members have the following responsibilities and obligations:

- A. Attend meetings, be on time, and stay until the end of the meeting.
- B. Be ready to talk intelligently on a topic.
- C. Be open-minded and attentive.
- D. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
- E. Follow the rules of debate and obey the rules of the organization.
- F. Attack issues, not people! Respect the rights of others.
- G. Abide by the final decision of the majority vote.
- H. Bring in or recommend new members.
- I. Participate in committees as requested or needed. Respect the chair's opinion and rulings of the committee.
- J. Promote the organization's growth and influence. Enhance the organization's reputation.

- K. No alcohol, drugs, smoking, foul or abusive language at any practice, game or HYF function.

## **ARTICLE 11: COACHING ETHICS, GUIDELINES, AND RESPONSIBILITIES**

**Section 1:** All coaches associated with HYF will abide by the following guidelines and responsibilities. Violations of these rules shall be cause for suspension or termination according to Article 4, Section 3.

- A. Do not criticize the opposing team, its coaches or fans, by word of mouth or by gesture.
- B. Refrain from using abusive and profane language before anyone connected with the game.
- C. **Do not allow an ineligible player/cheerleader to participate in practices or games until HYF and the Conference have approved the player for play.**
  - 1. Any coach who knowingly plays an ineligible player will be automatically suspended by HYF and may not assume coaching or any other duties with any team in the Conference without the approval of HYF Board of Directors.
- D. Head Coaches (both Football and Cheer) are required to fill out an Incident Report and submit it to an Executive Board member when an athlete is injured, within 24 hours.
- E. Coaches shall not permit an injured player/cheerleader to reenter the game if further play would jeopardize his/her health.
- F. Coaches shall not terminate game play at any time unless the game officials terminate the game.
- G. Use appropriate methods and drills for developing good physical conditioning and skills.
- H. Emphasize that good athletes are good students both physically and mentally.
- I. Strive to make every activity serve as a training ground for life, and as a basis for good mental and physical health.
- J. Be on alert for any signs that would indicate possible health hazards. Also, insure alertness in the members of your coaching staff.
- K. Explain clearly and thoroughly any additional or more stringent rules.
- L. Make it clear to players/cheerleaders that they are expected to attend all practices, meetings and games.
- M. Explain and discuss with the players/cheerleaders your rationale and philosophy, playing rules and any other additional rules you institute.
- N. Enforce all rules and regulations of HYF and the Conference. They are only as effective as the coaches' attitude towards them. If there is a problem or question, immediately seek the assistance of the Football Directors, Cheer Director, or President.
- O. No coach may join another team's coaching staff until released by the team he originally committed to. He shall not be released until all equipment is turned in. HYF's Board of Directors will arbitrate disputes in this matter.
- P. Don't intimidate the players, don't call them names that are degrading, and don't yell or scream at them in a negative manner. Yelling or screaming in a positive manner, a coaching manner or a cheering manner is acceptable. If

you are not sure of the difference, please ask the Executive Board for clarification.

- Q. Have fun and encourage their players to have fun as well.
- R. Teach the players to lose and to win in a sportsmanlike manner.
- S. Invoke fair and respectful discipline.
  - 1. Constructive criticism only, not degrading criticism.
  - 2. Do not dispute officials' calls beyond the acceptable questions.
  - 3. Remember Team play, not Individual play.
  - 4. Always keep a positive attitude around the players.
  - 5. Teach respect to the players by respecting authority yourself.
- T. Explain rules and consequences regarding missed practices or games. Enforce these rules equally with all your players, no exceptions.
  - 1. The Head Coach, with Board approval, may implement a consequence/s for any Player Member with two (2) or more unexcused weekly and/or consecutive absences or excessive tardiness. Missing practice or tardiness delays practice time needed to perform. Without everyone present at all times, it makes it impossible for everyone to perform as a team.
- U. **MAKE SURE ALL PLAYERS PLAY THE REQUIRED TWELVE (12) PLAYS PER GAME AND MAKE EVERY ATTEMPT POSSIBLE TO PLAY EACH PLAYER MORE THAN THE REQUIRED TWELVE PLAYS PER GAME!**

## **Section 2: Head Coaches Responsibilities:**

- A. The head coach that has the first game of the day will arrive at least 1 hour before game time to set up the playing field. This includes: making sure all markers, goal post pads, score board controller, roped off areas and any other necessary field equipment is available.
- B. The head coach with the last game of the day shall take down all field equipment and place it in a secure location.
- C. The head coach will have at all games and practices a full water jug or water bottles and a first aid kit.
- D. The head coach will make sure each player is certified by the first practice with all documents needed. If all players are not certified by the first practice, the head coach will not be allowed on the field.
- E. The head coach will (to best of his abilities) have twenty-two (22) starters, eleven (11) offensive and eleven (11) defensive players. With strategic substitutions as needed as long as the team is competitive.
- F. The head coaches will pull their starters in the 4th quarter if they are up by 28 points or more. If the Conference rule is more stringent, it will supersede HYF's rule.
- G. The head coach is responsible to arrange for all team equipment to be collected and turned in to the Equipment Manager no later than December 30th.
- H. The head coach will ensure that the team book is at all practices and games.
- I. The head coach will be Heads Up Football certified and First Aid & CPR certified.

## **ARTICLE 12: DUTIES OF OFFICERS AND MEMBERS**

**Section 1: President:** The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference. He/she shall appoint three (3) alternates to attend the meetings in his/her absence. The President shall preside at the league meetings and assume full responsibility for the operation of HYF according to its Bylaws. He/she shall be responsible for the conduct of this league in strict accordance to the policies, principles, rules and regulations of the Conference. The President shall supervise the function of the various committees. The President shall vote only to break a tie. The President shall attend all scheduled meetings. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization. The President shall order the games jerseys early enough to receive them by the start of the season. The President will also make sure that the uniforms and necessary football equipment are ordered early enough in the season to receive them by the start of the season. The President is responsible for making sure all uniforms and equipment are stored in a secure location and for keeping records of all uniforms and equipment distributed. The President is responsible for making sure that each team has a first aid kit at the beginning of the season. The President is responsible for either filling any Board vacancies that occur mid season or that have not been filled by January 31<sup>st</sup> or for completing or delegating the duties of that Executive Board position. The President is responsible for the safe and effective operation of this organization.

**Section 2: Vice President:** The Vice President shall preside in the absence of the President and shall work with other officers and committee members. The Vice President shall work closely with the President to enforce the HYF Bylaws and the Conference Bylaws. The Vice President shall arrange a Coaches' class, a Team Managers' class, and a CPR/First Aid class. The Vice President is responsible for their fields. The Vice President will insure the fields are open on time, set up, ample personnel and close the field at the end of the day. The Vice President is responsible for assisting with crowd control, field setup, and any other duties deemed necessary. The Vice President shall carry out such duties and assignments as may be delegated by the President. The Vice President shall attend all meetings and vote on motions. The Vice President shall have other powers and perform other duties as prescribed by the Executive Board. The Vice President is responsible for the safe and effective operation of this organization.

**Section 3: Secretary:** The Secretary shall maintain a register of members and the Board of Directors. The Secretary shall maintain the player agent program. The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on motions. The Secretary shall provide the Board Members with a copy of the minutes. The Secretary shall handle the typing, clerical, and general correspondence duties associated with HYF and the Conference. The Secretary shall maintain a record of all official documents. The Secretary shall perform other duties as prescribed by the Executive Board. The Secretary is responsible for the safe and effective operation of this organization.

**Section 4: Treasurer:** The Treasurer shall maintain the league books and financial recordings. The Treasurer shall provide a financial report once a month to the Executive Board at the Executive Board only meeting. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than the first board meeting held in March

10th. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final Budget for the year and distribute it at a March meeting. Treasurer shall prepare a year-end Cash Flow report and distribute it at the December Executive Board meeting. The Treasurer will supervise all finances and pay all approved purchases or expenses. The Treasurer will provide receipts for all monies collected. The Treasurer shall attend all scheduled meetings and vote on motions. The Treasurer shall perform other duties as prescribed by the Executive Board. The Treasurer is responsible for the safe and effective operation of this organization.

**Section 5: Public Relations Coordinator:** The Public Relations Coordinator shall maintain, monitor, and update the league website on a weekly basis or as needed. He/she will keep all links current and updated with league news and information, such as sign ups, games, schedules, stats, team information. Additional responsibilities will include the set up and monitoring of HYF website(s). The Public Relations Coordinator shall attend all scheduled meetings and vote on motions. The Public Relations Coordinator shall perform other duties as prescribed by the Executive Board. The Public Relations Coordinator is responsible for the safe and effective operation of this organization.

**Section 6: Athletic Director:** The Athletic Director is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games. The Athletic Director will be responsible for completing and maintaining the Conference rosters, MPR Forms, and ID Badges. The Athletic Director is responsible for all the field equipment. The Athletic Director shall adequately prepare the facility for each home game by arriving at the site at least 30-60 minutes prior to the first game and setting up field markers, goal post pads, score board controller, and any other necessary field equipment. The Athletic Director is responsible for making sure there are first aid supplies on the field. The Athletic Director shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game. The Athletic Director shall act as a liaison for Team Managers and be available at practices and on game days. The Athletic Director shall supervise and direct Team Managers and enforce the rules & regulations that they are to follow. The Athletic Director shall arrange and attend the Team Managers' class prior to the beginning of the season. The Athletic Director is responsible to insure that all Football and Cheer Coaches are in compliance with HYF's Dress Code Policy in the absences of the Football and/or Cheer Directors. The Athletic Director is responsible for completing and maintaining the required Conference forms. The Athletic Director shall attend all scheduled meetings and vote on motions. The Athletic Director shall perform other duties as prescribed by the Executive Board. The Athletic Director is responsible for the safe and effective operation of this organization.

**Section 7: Football Director:** The Football Director will assist the President in checking eligibility of the football players throughout the season. The Football Director shall conduct I.D. and equipment check at start of each game. He/she will check addresses, ages, and weights at the beginning of the season and report cards in the middle & at the end of the season. The Football Director shall act as a liaison between the players, parents, and Coaches, and be available at practices and on game days. The Football Director shall supervise and direct the Football Coaches and enforce the rules & regulations that they are to follow. The Football Director shall arrange and attend a Coaches' class prior to the beginning of the season. The Football Director shall also attend the Conference Coaches' Clinic. The Football Director shall review the game stats for twelve (12) play violations. The Football Director is responsible to insure that all

Football Coaches are in compliance with HYF's Dress Code Policy. The Football Director shall attend all scheduled meetings and vote on motions. The Football Director shall perform other duties as prescribed by the Executive Board. The Football Director is responsible for the safe and effective operation of this organization.

**Section 8: Cheer Director:** The Cheer Director shall represent this organization at all the Conference Cheer Directors' meetings and keep this organization informed as to the cheerleading activities of the Conference. The Cheer Director shall be available on game days and supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules & regulations that they are to follow. The Cheer Director shall arrange a cheer coaches' clinic prior to the beginning of the season and a cheerleader clinic. The Cheer Director is responsible for planning the Homecoming Dance with the Cheer Coaches and reporting the progress of such to the Executive Board. The Cheer Director will be responsible for ordering uniform for the cheer squad. The Cheer Director will be responsible for completing and maintaining the required Conference rosters, check in forms, and ID Badges. The Cheer Director is responsible to insure that all Cheer Coaches are in compliance with HYF's Dress Code Policy. The Cheer Director is responsible to insure that all Cheer Coaches are in compliance with the Cheer Hand Book. The Cheer Director shall attend all scheduled meetings and vote on motions. The Cheer Director shall perform other duties as prescribed by the Executive Board. The Cheer Director is responsible for the safe and effective operation of this organization.

**Section 9: Equipment Manager:** The Equipment Manager is responsible for all the football uniforms and equipment (excluding game jerseys). The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The Equipment Manager shall inspect and inventory of all uniforms and equipment before January 31st and provide an inventory report to the Executive Board along with a list of items needed. If the helmets need to be certified, the Equipment Manager shall inventory them and send them to the vendor in January. If uniforms need to be washed, he/she will coordinate a trip to a Laundromat along with other Board Members. After the Executive Board has approved the budget and the necessary purchases, the Equipment Manager shall order necessary football equipment early enough to receive them by the start of the season. The Equipment Manager shall make sure that each Head Football Coach has a Coaches Box that contains first aid supplies and extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.). The Equipment Manager shall make sure each team has 2 footballs, 1 kicking tees, and a hitting bag. The Equipment Manager shall make sure that each Head Cheer Coach has a first aid kit that contains first aid supplies. The Equipment Manager is responsible for arranging a site for equipment distribution, which will take place the week prior to the season's week of official practice. The Equipment Manager will coordinate the equipment distribution with the Coaches and Board Members. The Equipment Manager is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members. The Equipment Manager shall secure the uniforms and equipment in a storage unit. The Equipment Manager shall attend all scheduled meetings and vote on motions. The Equipment Manager shall perform other duties as prescribed by the Executive Board. The Equipment Manager is responsible for the safe and effective operation of this organization.

**Section 10: Assistant Equipment Manager:** The Assistant Equipment Manager will assist the Equipment Manager in handling the equipment, assist in inventorying, numbering, handouts, and be available at all practices and on game days. Checking with all coaches to insure all equipment

is properly fitted and adjusted. The Assistant Equipment Manager shall attend all scheduled meetings and will only have a voting right in the absence of the Equipment Manager. The Assistant Equipment Manager shall perform other duties as prescribed by the Executive Board. The Assistant Equipment Manager is responsible for the safe and effective operation of this organization.

**Section 11: Fundraising Coordinator:** The Fundraising Coordinator is responsible for locating sources for fundraising events. The Fundraising Coordinator shall submit information on the most reasonable and profitable events to the Board of Directors for approval. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner. He/she will work closely with the Treasurer and the Executive Board in order to produce the funds needed to meet the goals and needs of the organization. The Fundraising Coordinator shall attend all scheduled meetings and vote on motions and be available on game days. The Fundraising Coordinator shall perform other duties as prescribed by the Executive Board. The Fundraising Coordinator is responsible for the safe and effective operation of this organization.

**Section 12: Concession Director:** The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times. The Concession Director is responsible for recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operations of the concession stand. The Concession Director is responsible for the monies collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner. He/she shall keep a record of monies spent and received, and then report all profits or losses of each event to the Executive Board. The Concession Director shall attend all scheduled meetings and vote on motions. The Concession Director shall perform other duties as prescribed by the Executive Board. The Concession Director is responsible for the safe and effective operation of this organization.

**Section 13: Assistant Concession Director:** The Assistant Concession Director will assist the Concession Director in handling the responsibilities for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times. The Assistant Concession Director is responsible for assisting in recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operations of the concession stand. The Assistant Concession Director is responsible for the monies collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner. The Assistant Concession Director shall attend all scheduled meetings and will only have a voting right in the absence of the Concession Director. The Assistant Concession Director shall perform other duties as prescribed by the Executive Board. The Assistant Concession Director is responsible for the safe and effective operation of this organization.

**Section 14: Football Head Coach:** The Head Coach shall be twenty-one (21) years of age or older. The Head Coach shall have control over all activities for their team. He/she is responsible for selecting eligible Assistant Coaches and Team Manager (Assistant Coaches and Team Manager must be approved by the Executive Board to be eligible) and is responsible for

supervising the selected crew. The Head Coach is responsible for using proper drills and methods to physically condition and develops skills. He/she is responsible for teaching either the game of football. The Head Coach is responsible for knowing and following the Coaching Ethics Guideline & Responsibilities for HYF and for the Conference. He/she will be held accountable for any participating ineligible players. The Head Coach shall attend all football coach's clinics required by HYF or the Conference. The Head Coach must be Heads Up Football certified and First Aid & CPR certified, and must provide proof of such to the Executive Board and to the Conference. The Head Coach is responsible for knowing and following with the Team Manager on guidelines for approved fundraising events. The Head Coach will also be held accountable for monies not turned in to Treasurer in a timely manner. Any member not conforming may result in suspension and a review by Executive Board. The Head Coaches will ensure that all Assistant Coaches, Jr. Coaches, and Team Managers are in compliance with HYF's Dress Code Policy. The Head Coach is responsible to arrange for all team equipment to be collected by and turned into the Equipment Manager no later than the week following their last game played or by the date approved by the Executive Board. The Head Coach is to ensure that the team book is at ALL practices and games. The Head Coach shall attend all scheduled meetings and vote on motions relating directly to football as presented by the Executive Board. The Head Coach shall perform other duties as prescribed by the Executive Board. The Head Coach is responsible for the safe and effective operation of this organization.

**\*\* The Head Coach that has the first game of the day will arrive at least 1 hour before game time to set up the playing field. This includes: making sure all markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment is available. The Head Coach with the last game of the day shall take down all field equipment and place it in a secure location. The Head Coach will have, at all games and practices, a full water jug or water bottles and a first aid kit. \*\***

**Section 15: Cheer Head Coach:** The Head Coach shall be twenty-one (21) years of age or older. The Head Coach shall have control over all approved HYF activities for their team. She is responsible for selecting eligible Assistant Coaches (Assistant Coaches must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew. The Head Coach is responsible for using proper drills and methods to physically condition and develops skills. He/she is responsible for teaching cheerleading. The Head Coach is responsible for knowing and following the Coaching Ethics Guideline & Responsibilities and the Cheer Handbook for HYF and for the Conference. He/she will be held accountable for any participating ineligible cheerleaders. The Head Coach shall attend all cheer clinics required by HYF or the Conference. The Head Coach must be First Aid & CPR certified and must provide proof of such to the Executive Board and to the Conference. The Head Coach is responsible for knowing and following through with the Assistant Cheer Coach on guidelines for approved fundraising events. The Head Coach will also be held accountable for monies not turned in to Treasurer in a timely manner. Any member not conforming may result in suspension and a review by Executive Board. The Head Coaches will ensure that all Assistant Coaches and Jr. Coaches are in compliance with HYF's Dress Code Policy. The Head Coach is responsible to arrange for all team equipment to be collected by and turned into the Equipment Manager no later than the week following their last game played or by the date approved by the Executive Board. The Head Coach is to ensure that the team book is at ALL practices and games. The Head Coach shall attend all scheduled meetings and vote on motions relating directly to cheerleading as presented by the Executive Board. The Head Coach shall perform other duties as prescribed by

the Executive Board and/or Cheer Director. The Head Coach is responsible for the safe and effective operation of this organization.

**\*\*The head coach will have at all games and practices a full jug or water bottles and first aid kit.\*\***

**Section 16: Assistant Football Coach:** The Assistant Coach shall be eighteen (18) years of age or older. The Assistant Coach will assist the Head Coach with all activities for their team. The Assistant Coach shall abide by the decisions made by the Head Coach. The Assistant Coach is responsible for knowing and following the Coaching Ethics Guideline & Responsibilities for HYF and for the Conference. The Assistant Coach shall attend all football coaches' clinics required by HYF or the Conference. The Assistant Coach must be Heads Up Football certified and must provide proof of such to the Executive Board and to The Conference. The Assistant Coach shall perform any other duties as prescribed by the Head Coach or by the Executive Board. The Assistant Coach is responsible for the safe and effective operation of this organization.

**Section 17: Assistant Cheer Coach:** The Assistant Coach shall be eighteen (18) years of age or older. The Assistant Cheer Coach will assist the Head Coach with all activities for their team. The Assistant Cheer Coach shall abide by the decisions made by the Head Coach. The Assistant Cheer Coach is responsible for knowing and following the Coaching Ethics Guideline & Responsibilities and the Cheer Handbook for HYF and for the Conference. The Assistant Cheer Coach shall attend all cheer coaches' clinics required by HYF or the Conference. The assistant Cheer Coach shall submit all information on profitable events to the Fundraising Coordinator and he/she in turn will submit to the Executive Board for approval. After a fundraising event has been approved, the Assistant Cheer Coach shall turn in all monies collected along with all receipts to Treasurer in a timely manner. Any Assistant Cheer Coach not conforming may result in suspension and a review by the Executive Board. The Assistant Cheer Coach shall perform any other duties as prescribed by the Head Coach or by the Executive Board. The Assistant Cheer Coach is responsible for the safe and effective operation of this organization.

**Section 18: Football Team Manager:** The Team Manager shall be twenty-one (21) years of age or older. The Team Manager is responsible for all of the administrative duties for an individual team and reports directly to the Head Coach and the Athletic Director. He/she is responsible for proper completion of all forms for certification. The Team Manager shall have the player contracts and physical forms on the field during all practices and games. He/she shall take attendance at each practice and game and maintain attendance records for all players. The Team Manager must be First Aid & CPR certified and must provide proof of such to the Executive Board and to the Conference. The Team Manager is responsible for knowing and following the Coaching Ethics Guideline & Responsibilities for HYF and for the Conference. The Team Manager will assist the Fundraising Coordinator in distributing materials to the team or collecting monies or materials. The Team Manager shall submit all information on profitable events to the Fundraising Coordinator and he/she in turn will submit to the Executive Board for approval. After a fundraising event has been approved, the Team Manager shall turn in all monies collected along with all receipts to Treasurer in a timely manner. Any Team Manager not conforming may result in suspension and a review by the Executive Board. The Team Manager shall keep stats during the games and keep the Head Coach informed as to the status of players receiving their required twelve (12) plays. He/she will make every attempt possible to ensure each player receives his or her twelve (12) plays without interfering with the coaching of the

game. The Team Manager shall report to the Football Directors/Athletic Director, immediately following the game, the names of any players that did not receive their twelve (12) plays. The Team Manager shall be prepared to show stats at any time during or after a game if requested by a Conference Board Member or HYF Board Member. The Team Manager shall maintain all necessary records on their team. The Team Manager shall attend the Team Managers' clinic and any other scheduled meetings. The Team Manager shall perform any other duties as prescribed by the Head Coach or by the Executive Board. The Team Manager is responsible for the safe and effective operation of this organization.

**Section 19: Jr. Coaches & Water-personnel:** Football teams will only be allowed one (1) Jr. Coach and Cheer teams will only be allowed two (2) Jr. Coaches per team. A Jr. Coach must be under the age of eighteen (18) as of the December 2nd and be approved by the Executive Board. A maximum of two (2) Water-personnel per team will be allowed on the field on Game Day.

### **ARTICLE 13: DISSOLUTION**

**Section 1:** If at any time it becomes necessary or advisable to dissolve this organization. Upon, the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and/or religious purposes and which has established its tax-exempt status under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets not disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such corporation or corporations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **ARTICLE 14: AMENDMENTS**

**Section 1:** These Bylaws may be amended by two-thirds (2/3) vote of the Executive Board. All proposals must be submitted in writing to the President, Vice President, or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed bylaw or the President may request that the bylaw be presented at one meeting and not voted on until the next meeting. All amendments go into effect immediately unless the amendment specifies a future date and time.

**Signed by the 2017 Executive Board**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Public Relations Coordinator: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

Football Director: \_\_\_\_\_

Cheer Director: \_\_\_\_\_

Equipment Manager: \_\_\_\_\_

Fundraising Coordinator: \_\_\_\_\_

Concessions Director: \_\_\_\_\_

**Signed by the 2017 Auxiliary Board**

Assistant Equipment Manager: \_\_\_\_\_

Assistant Concessions Director: \_\_\_\_\_

Head Coach-Cheer: \_\_\_\_\_

Head Coach-Gremlin: \_\_\_\_\_

Head Coach-PeeWee: \_\_\_\_\_

Head Coach-Bantam: \_\_\_\_\_

Head Coach-Midget: \_\_\_\_\_

Head Coach-Junior: \_\_\_\_\_

Head Coach-Senior: \_\_\_\_\_