

# Brandon Broncos Youth Football Inc

## By-Laws

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Article I.	Philosophy .....	3
Article II.	Board of Director Meetings .....	6
Article III.	Dismissal of Board of Director Members .....	6
Article IV.	Player/Cheerleader Eligibility .....	7
Article V.	Revision of By-Laws.....	7
Article VI.	Committees .....	8
Article VII.	Records and Equipment .....	10
Article VIII.	Rules Board of Director Members.....	10
Article IX.	Duties & Responsibilities of Directors .....	11
Article X.	Rights.....	17
Article XI.	Agenda .....	18
Article XII.	Volunteers .....	18
Article XIII.	Succession Plan .....	18
Article XIV.	Exhibits.....	20

# **Article I. Philosophy**

## **Section I.**

The Brandon Broncos Youth Football, Inc. will be guided by the following philosophy:

It is the goal of this organization to provide an opportunity for youth and their families to participate in football and cheerleading activities that promote and further both physical and emotional growth for all participants. This philosophy dictates that all Board of Directors members, General Members, Youth and Adults, act in ways that promote the growth of the entire organization, adult and youth alike, and not in ways to promote the needs of any one individual or group of individuals. A goal of the Brandon Broncos is to encourage its participants to maintain high scholastic grades in school and develop a compassionate attitude.

## **Section II.**

To carry out this philosophy, the Board of Directors will represent and lead the organization's efforts and obtain the Brandon Broncos Youth Football, Inc.'s responsibility to its youth in both administrative and financial decisions.

## **Section III.**

The Board of Directors shall consist of Twenty (20)-voting positions. These positions are:

- 1) President
- 2) Athletic Director
- 3) Cheer Director
- 4) Treasurer
- 5) Secretary
- 6) Assistant Athletic Director
- 7) Assistant Cheer Director
- 8) Coaches Coordinator
- 9) Athlete Liaison
- 10) Football Equipment Manager
- 11) Assistant Football Manager
- 12) Concession Director
- 13) Assistant Concession Director
- 14) Booster Director
- 15) Safety Coordinator
- 16) Registration Coordinator
- 17) Volunteer Coordinator
- 18) Grounds Maintenance Director
- 19) Community Director
- 20) A/V Coordinator

Each member shall hold only 1 position which will have a specific title. If a member wishes to run for another position, that member must officially resign from their current position before running for another. Basic responsibilities of each Board of Director Member shall be defined in Article IX Section I through Section XXI.

Board of Director Members will serve as a Board of Director member for at least one consecutive year before he/she can assume the office of President, Athletic Director, Cheerleading Director, Secretary and Treasurer. Football and Coaches Coordinators must serve as board member or coach at least one consecutive year before being eligible to hold position.

In the event the President is unable to fulfill his/her duties, the Athletic Director will assume the duties of the President as the interim President, pending his/her election. A special meeting shall be called within 30 days to vote on the Athletic Director as a full 4 year term president. If he/she is voted in, that current tackle season will count as the first year toward his/her 4 year term.

In the event the Athletic Director is unable to fulfill or declines the duties of the President, the Board will nominate and elect an interim President through a special election to be called within 30 days. For this event only, any current board member wishing to run for interim president may retain their current position during the interim presidential election process. Prior to accepting the interim presidential role said member must resign their current position. The election of an interim President will be considered a special board meeting. This meeting will only be open to the current Board of Directors. A majority vote is required in order for an interim President to serve. (A majority vote is defined as "more than 1/2 of the entire Board of Directors present.") There will be no voting by proxy or email. The new interim President must meet the requirements listed in Article I, Section III. The new interim President will remain in position for the duration of the current tackle season. At the conclusion of the current tackle season the position of President would then become vacant.

#### **Section IV.**

There shall be only one vote per title on the Board of Directors. The President shall only vote in the event of a tie. All decisions reached by voting will pass by a simple majority of the Board of Directors unless specified differently in these by-laws. A simple majority is described as more than "1/2" of the votes cast.

#### **Section V.**

Job descriptions for all the positions of the Broncos Board of Directors shall be posted by the end of the first week in October. Any member in good standing that meets the qualifications of the desired position shall be eligible to apply at this time.

Elections will be held in the month of December and any member in good standing will be eligible to vote on "candidates in good standing". Voters must be present to vote. There will be no voting by proxy or email.

A "member in good standing" shall be defined as follows:

- 1) A parent of a current or former Broncos athlete, or a coach currently serving in said position, or other member on an individual case basis;
- 2) Not having any outstanding financial or equipment obligations to the Brandon Broncos or any other team in the Conference;
- 3) Not having any unresolved, outstanding, or any disciplinary actions taken against them whatsoever by the Brandon Broncos;
- 4) Having completed not less than 20 hours of volunteerism during the period of time from January 1st through November 30th of the current year.

A "candidate in good standing" shall be defined as follows:

- 1) Having met the qualifications for the position sought in accordance with the Brandon Broncos By Laws;
- 2) Having met all the requirements of "member in good standing"
- 3) Having completed an additional 15 hours of volunteerism.

An "Executive candidate in good standing" shall be defined as follows:

- 1) Having met the qualifications for the position sought in accordance with the Brandon Broncos By Laws;
- 2) Having met all the requirements of "candidate in good standing"
- 3) Having served at least 1 full term, in consecutive years, as a Board Member.

There shall be no limit as to the number of terms a Board of Director member can serve. The President, Athletic Director, Treasurer, Secretary and Cheer Director positions shall carry four year terms, with all remaining Board of Director positions carrying one year terms. All terms shall be considered as January of the current calendar year through December of the current calendar year.

- 1) Unless season is delayed by league/county member shall remain in place until conclusion of the season (Example: Covid season delay) New terms will begin after conclusion of season.

Four year terms are subject to evaluation at the end of their second year by the Board of Directors. Upon approval by the Board, the directors will continue the second half of their four-year term.

Board members serving four-year terms should be voted as follows: President and Cheer Coordinator alternating years with Athletic Director, Secretary and Treasurer. Elections shall be held in the month of January.

Newly elected Board of Director Member/s will act as assistants to the present Board of Director Member/s from time of election until the time of taking office in January, at which time their voting rights will take effect. Returning board members, who have previously sat on the board within the past two seasons, are waived from voting eligibility restrictions.

Board members will carry position for the duration of all seasons, Spring and Fall.

- a. The only exception would be that of an interim President as mention in Article I Section III.

Any board member vacancies remaining and/or occurring after the January election shall be voted on by the current board. These newly elected board members shall remain in office for the remainder of the current term.

The Brandon Broncos Board of Directors has the right to waive the "requirements" for possible new board members who have not met the criteria of members and/or candidates in good standing.

## **Article II. Board of Director Meetings**

### **Section I.**

1. All meetings shall be held on the 3rd Sunday of each month. The President shall be the Chairman of these meetings. Roberts Rules of Order Revised shall govern the proceedings of all meetings and its members, except as provided in the Brandon Broncos by-laws. A copy of which shall be available to all board members. Dates and times of Board Meetings shall be posted on the bulletin board and the website.
2. Members of the General Board of Directors are required to attend all General Board Meetings. The general business of these meetings is open to all members in good standing for their comments and suggestions.
3. Special meetings may be called when deemed necessary by the President. Each board member shall be given at least forty-eight (48) hours' notice for these special meetings. Only Current Board Members may attend special board meetings and each Board Member present shall have a vote. A quorum will not be required for Special Board meeting to proceed.
4. Meeting Minutes:
  - a. The minutes to all General and Executive Board Meetings shall be made available within 30 days of each meeting.
  - b. All minutes shall be kept at the field.
  - c. Sealed portions of the minutes shall be accessible to members of the executive board only, and by the disciplinary committee as required.
  - d. Special Meeting minutes shall not be open to general members unless passed by vote of no less than 2/3 of Board members present at time of special meeting.

### **Section II.**

A quorum of 50 percent of the number of Board members (including President) shall be necessary to conduct any business. If quorum requirements are not met the Executive Board Members shall convene as scheduled and all decisions shall be final.

## **Article III. Dismissal of Board of Director Members**

### **Section I.**

A Board of Director Member may dismiss himself/herself with a letter of resignation submitted to the President.

### **Section II.**

Any Broncos Member (Board member, Coach, parent, athlete, etc) may be dismissed immediately due to conduct detrimental to the Brandon Broncos.

### **Section III.**

For a Board of Director Member to be dismissed from this Board, there will have to be a 2/3 vote of the entire Board of directors in favor of dismissal. This vote will be made by secret ballot, with the dismissal made at the same meeting. There will be no voting by proxy or email.

## **Article IV. Player/Cheerleader Eligibility**

### **Section I.**

Any child, regardless of sex, color or creed shall be eligible to be either a player or cheerleader, within the guidelines set by the Conference.

### **Section II.**

Refunds, not including non-refundable deposit (\$50), shall only be issued for those who voluntarily remove themselves prior to the official start date of the season (first day of practice). No Refunds shall be issued after the first day of practice. If a parent is insisting on a refund and does not meet the above criteria they will be required to come in front of the board at the next meeting and state their case. The board will then vote on issuing a refund or decline. The \$50 non-refundable deposit will stand at all times even if a refund is approved.

1. Voluntarily removing the athlete after the first day of practice does not qualify for a refund of any kind.
2. Removal from the roster due to player/parent conduct does not qualify for a refund of any kind.
3. Removal from the roster due to disciplinary action does not qualify for a refund of any kind.
4. Removal from the roster due to violations to the rules and policies of the Brandon Broncos and/or the rules and policies of the governing leagues does not qualify for a refund of any kind.

## **Article V. Revision of By-Laws**

### **Section I.**

Review and revision of by-laws will be on a bi-annual basis if deemed necessary by the Board of Directors. The proposed changes will be voted on at the regular board meeting in February, unless otherwise extended via a passing motion of the Board of Directors.

- A) An Amendment to the bylaws may be submitted in writing to the Executive Board. If deemed by the Executive Board as a valid amendment, the suggestion will be presented to the general board at the next months meeting. Amendment must pass unanimously. Must be present to vote, no voting by email or proxy.

## **Article VI. Committees**

### **Section I.**

Each Board member must sit on at least one committee per year. A list of committee members shall be posted on the Broncos bulletin board.

### **Section II. Executive Committee**

The day to day operations of the Brandon Broncos shall be conducted by The Executive Committee, which shall be composed of the officers of the Brandon Broncos, to wit: The President, Athletic Director, Cheerleading Director, Treasurer and Secretary. The Executive Committee shall consult as necessary to facilitate the operations of the Brandon Broncos, and the President shall report the results. In the event of an executive board vacancy, there must be a "2/3" vote of the entire board.

Football business/issues-

All football related business and issues shall be overseen and conducted by the football board. The Football board consists of: Athletic Director, Assistant Athletic Director, Coaches Coordinator and Athlete Liaison. The football board is overseen by the President.

Cheer business/issues-

All cheer related business and issues shall be overseen and conducted by the cheerleading board. The Cheerleading board consists of: Cheer Director, Assistant Cheer Director and Athlete Liaison. The cheerleading board is overseen by the President.

### **Section III. Disciplinary Committee**

1. The Athletic Director shall lead the disciplinary committee. A committee of at least four members will be appointed at the February meeting to review and make recommendations to the Board of Directors on any complaint against any person or persons connected with Brandon Broncos Youth Football, Inc.
2. All complaints must be received by the disciplinary committee in writing so as to define the situation clearly and avoid misunderstandings.
3. The disciplinary committee must meet with all parties to the complaint, separately and together, within three days of receipt of the written complaint.
4. The disciplinary committee must make their recommendations to the Board of Directors within four days of the conclusion of their investigation for review and final disposition.
5. If a member who holds a position on disciplinary files a complaint, said member shall excuse themselves from said committee, and another Board member shall be substituted until the matter is decided.
6. Any member which holds a position on the disciplinary committee which has an interest, be it personal or otherwise, shall excuse themselves from said committee, and another Board member shall be substituted until the matter is decided. Substitute members of the disciplinary committee shall be appointed by the Athletic Director. In the event that the Athletic Director is involved in the complaint and must excuse him/herself then the remaining member shall appoint a substitute by majority vote.
7. Disciplinary members will present their decision (which has been reached by a majority vote) only, regarding actions being recommended to the general Board of Directors for voting.



8. Disciplinary members may answer questions directly related to the investigation. No independent opinions are to be brought into the general board, whether in the boardroom or outside of the boardroom. Disciplinary matters are confidential, and any board member who discusses same outside of the boardroom is subject to dismissal.
9. Any disciplinary member who intentionally gives out information relating to their investigation in order to sway a general Board member's opinion is subject to immediate dismissal.
10. Disciplinary members will not vote, and shall make no motions to the general Board of Directors regarding their decision which was previously voted on at the conclusion of their investigation.
11. Any Broncos member (board member, parent, coach, athlete etc) which is directly related to, or has a personal interest in a disciplinary matter, shall not vote, motion, or otherwise participate in said disciplinary matter.
12. Recommendations made to the general Board of Directors must be voted on by the general Board of Directors only. This does not include disciplinary members.
13. Voting on disciplinary actions will be done by secret ballot. There will be no voting by proxy or email.
14. Results of the vote will be sent to the defended via Broncos email from the Athletic Director with the President copied. In the event the AD was removed, the President will send email.
15. If a member was released from the organization indefinitely from a previous disciplinary action and requests to return, return must be approved by the Board of Directors.

#### **Section IV. Fundraising Committee**

1. The Treasurer and Community Director shall sit on the Fundraising Committee. A committee of at least three members will be appointed at the February meeting. A chair will be appointed at the time the committee is formed.
2. These members will recommend appropriate fundraising activities to fulfill budget needs for the current year to the Board of Directors at the March meeting.
3. The committee will be responsible for obtaining, distributing, and collecting any and all materials and money associated with fundraising activities.

#### **Section V. Special Events Committee**

1. The Volunteer Coordinator, Assistant Athletic Director, Assistant Cheer Director shall sit on the Special Events Committee. A committee of at least three members will be appointed at the April meeting. A chair will be appointed at the time the committee is formed.
2. These members will recommend an agenda of homecoming activities and a budget for said activities to the Board of Directors no later than the August meeting.
3. The committee will be responsible for obtaining volunteers, in conjunction with the Volunteer Coordinator, to fulfill homecoming schedule and will act as supervisors during the homecoming events.
4. The committee will recommend an agenda and budget at the September meeting for the End-of-Year Party, including the distribution of trophies.
5. The committee will obtain all materials, schedule activities, and obtain correct and current team rosters for trophies.
6. The committee will recommend an agenda and budget at the November meeting for the float reserved for the Brandon Independence Day Parade.
7. The committee will obtain all materials necessary to decorate the float participating in the parade.

## **Section VI. Other Special Committees**

Other special committees will be created as deemed necessary by the president.

## **Article VII. Records and Equipment**

### **Section I.**

Any keys, correspondence, records, information and equipment pertaining to Brandon Broncos Youth Football, Inc., will be surrendered to the Board of Director member taking office by the Board of Director member vacating office.

### **Section II.**

This correspondence, keys, records, information and equipment will be surrendered immediately, if dismissal or resignation, otherwise at the beginning of new officer's term.

### **Section III.**

All official positions be it Board of Directors and/or Head Coaches, shall be offered a position in writing either by email from an official Bronco email account or paper offer letter on Bronco Letterhead. Each position offered shall either be accepted or declined by the candidate either by replying to the original offer email or by signing the original offer letter.

## **Article VIII. Rules Board of Director Members**

### **Section I.**

If a Board of Directors member is unable to attend a meeting, he/she shall notify the President or Athletic Director prior to the scheduled meeting. If a Board of Directors member misses two (2) consecutive required meetings, he/she may be referred to the disciplinary committee. Exceptions may be made on a case-by-case basis.

### **Section II.**

Members shall be prepared to report to all Board Members, the status of current aspects of his/her position on the Board at all monthly meetings.

### **Section III.**

Members should be of good moral character and must comply with the Rules, Policies and Code of Ethics as established by the Conference and the Brandon Broncos Youth Football, Inc.

Members (i.e. Board of Directors, coaches, parents, players, etc.) who violate the Rules, Policies and Code of Ethics may be subject to dismissal from the Brandon Broncos organization. A copy of said Rules, Policies and Code of Ethics is attached as Exhibit A.

Trustees will resume responsibility for the duration of the calendar year via Tri County bylaws. Trustees will be voted on in February meeting.

A Trustee has the authority to remove an athlete, parent or coach on the playing surface. General board has the authority to remove an athlete, parent or coach from the surrounding areas.

#### **Section IV.**

All Board of Director members shall support all final decisions and activities that are decided in Board of Director meetings. All discussions held inside of the meetings are confidential. Board Members shall not take these discussions outside of the boardroom. Any Board Member who violates this rule is subject to immediate dismissal.

#### **Section V.**

1. Any Board of Directors member wishing to spend a total sum less than Five hundred dollars (\$500.00) for, or in connection with, the Brandon Broncos Youth Football, Inc. must receive approval from the President or the Board of Directors.
2. Any Board of Directors member wishing to spend a total sum in excess of Five hundred dollars (\$500.00) for, or in connection with, the Brandon Broncos Youth Football, Inc. may be subject to the requirement of a minimum of three (3) quotes, prior to approval at the request of the Board of Directors

#### **Section VI.**

Vendors who sell merchandise, other than that of the Brandon Broncos, shall contribute not less than twenty percent (20%) of their proceeds, unless otherwise agreed to by the Board of Directors. The Board Member who makes the arrangements with said vendor shall make the terms known to the vendor.

### **Article IX. Duties & Responsibilities of Directors**

#### **Section I. President**

1. The President cannot be a Head Coach or serve in any other Board Member capacity.
2. His/her responsibility shall be to coordinate and/or supervise all activities of this organization.
3. He/she shall be a representative for all activities of the organization to the community and to the Conference, keeping in mind the organization is established for our community youth.

4. He/she shall chair all Board of Director meetings.
5. He/she shall appoint, delegate, direct and supervise all approved committees for the purpose of organizing the efficient and economical operation of the Brandon Broncos Youth Football Inc.
6. He/she shall sit on the Executive Committee.
7. He/she may form committees in the interest of the Brandon Broncos Youth Football, Inc.
8. He/she shall serve as a voting member of the Board of Directors only in the event of a tie, and for the voting of the members of the office of the Board of Directors.
9. He/she shall have the authority to remove a parent or coach from the field who is displaying conduct detrimental to the Broncos organization, and/or the safety of the children.
10. He/she shall report-all conference activities and provide trustee-meeting minutes to the Board of Directors.
11. He/she shall take back all decisions of the Brandon Broncos Board of Directors to the Conference meetings.
12. He/she shall act as a Football Trustee and Cheer Trustee as needed.

## **Section II. Athletic Director**

1. He/she shall sit on the Executive Committee and be 2<sup>nd</sup> in command in the absence of the President.
2. He/she may nominate head coaches
3. He/she is responsible for opening and closing the game field on home game days.
4. He/she shall provide an accurate roster to the game day announcers.
5. He/she will also be the Football Trustee on all the responsibilities thereof.
6. He/she shall serve as Sergeant at Arms for all board meetings.
7. He/she shall report-all conference activities and provide trustee-meeting minutes to the Board of Directors in absence of the President.
8. He/she shall lead discipline committee.
9. He/she shall take back all decisions of the Brandon Broncos Board of Directors to the Conference meetings in absence of the President.
10. He/she shall maintain in cooperation with the registrar an accurate and timely manner, all football related roster books, as defined by the Conference Rules.
11. He/she has the right to suspend a coach. The Disciplinary committee shall be notified within 24 hours in writing of any suspension.
12. He/she shall coordinate with the Safety Director & coaches coordinators to direct and coach staff on proper safety and handling.
13. He/she shall coordinate all coaches' activities.
14. He/she shall provide the coaches copies of the Conference rules and regulations and ensure their enforcement.
15. He/she shall meet with the head coaches at least once a month to ensure that no problems have arisen without the knowledge of the Board.

## **Section III. Cheer Director**

1. The Cheer Director shall direct the coaches' activities in accordance with the Code of Ethics set forth by the Conference and Brandon Broncos Youth Football, Inc.
2. He/she shall sit on the Executive Committee and be 3<sup>rd</sup> in command in absence of President and Athletic Director.

3. He/she shall maintain, in cooperation with the Registration Coordinator, all cheer-related roster books, as defined by the Conference rules, in an accurate and timely manner.
4. He/she may nominate head coaches.
5. If any level of cheerleading does not have a head coach, assistant coach, or otherwise, he/she may assume said position until such time as a coach is acquired.
6. He/she has the right to suspend a coach. The Disciplinary committee shall be notified within 24 hours in writing of any suspension.
7. He/she shall not sit on the disciplinary committee, if it relates to a cheerleading issue.
8. He/she shall coordinate all activities concerning the cheerleaders.
9. He/she will act as a liaison between the Board of Directors and the Conference cheer operations.
10. The Cheer Director is also the Cheerleading Conference Trustee.
11. The Cheer Director must make available to the Board of Directors all correspondence, Trustee meeting records, by-laws, and rules as established by the Conference.
12. He/she shall schedule competitions (with board approval), and post results.
13. He/she shall train and develop coaching staff.
14. He/she shall strive to obtain 100% attendance at all coach's clinics & provide attendance records.
15. He/she assures that each cheerleading team has at least one current CPR certified and First Aid certified coach present at games.
16. He/she shall coordinate all cheer coaches' activities.
17. He/she shall provide the coaches copies of the Conference rules and regulations and ensure their enforcement.
18. He/she shall meet with the head coaches at least once a month to ensure that no problems have arisen without the knowledge of the Board.
19. He/she will provide a copy of the Conference Cheerleading Rules to all head coaches.
20. He/she will provide a copy of all competition rules to all head coaches.

#### **Section IV. Treasurer**

1. He/she will maintain all financial records for the organization.
2. He/she is responsible for all accounts receivable and all accounts payable, deposits of moneys, and the monthly report to the Board of Directors as well as a published annual report.
3. All checks in excess of Five hundred dollars (\$500.00) require 2 signatures. The President, the Treasurer, and Athletic Director shall be authorized to sign on the account.
4. He/she is responsible for timely filing of the Annual corporate registration with the State of Florida. Annual filing of 990 Federal Tax Exempt tax returns and monthly sales tax returns.
5. He/she shall sit on the Executive Committee and is 4<sup>th</sup> in command in the absence of the President, Athletic Director and Cheer Director.
6. He/she shall prepare an annual budget and present to the Board for approval. Once approved he/she shall maintain said budget.
7. He/she shall coordinate with Concession Stand Director and Booster Director to establish pricing of all products sold by Brandon Broncos Youth Football, Inc.
8. He/she shall sit on the Fundraising Committee.
9. He/she shall be required to be at all home games for the duration of the day.

#### **Section V. Secretary**

1. He/she shall record all minutes of all proceedings to be kept in a permanent book of record.
2. All books of Record shall be kept on Broncos premises. A copy of the minutes shall be distributed to each Board of Director member before the next scheduled meeting.
3. He/she shall keep a copy of all Conference Rules, correspondence, injury reports etc.
4. He/she shall call roll each meeting and advise as to quorum.
5. He/she shall notify each Board of Director member of any special meetings forty-eight hours in advance.
6. He/she shall sit on the Executive Committee and is 5<sup>th</sup> in command in absence of President, Athletic Director, Cheer Director and Treasurer.
7. He/she shall post board candidate applications and job descriptions.
8. He/she shall have on hand a copy of Roberts Rules of Order Revised, to be made available to any board member.
9. He/she will be responsible for distributing a copy of the by-laws to current Board Members.

## **Section VI. Assistant Athletic Director**

1. He/she shall carry out the duties of the Athletic Director in his/her absence.
2. He/she shall be 1<sup>st</sup> in command of the organization in absence of Executive Board.

## **Section VII. Assistant Cheer Director**

1. He/she shall maintain cheerleading equipment (uniforms & pompoms) & propose a budget for yearly needs to the board.
2. He/she shall coordinate all other cheerleading equipment purchases with the Booster Director in accordance with Article VIII, Section V of these By-Laws.
3. He/she shall coordinate with the Booster Director all pep rallies.
4. He/she shall carry out the duties of Cheer Director in his/her absence.
5. He/she shall provide on game day, an accurate roster for each division to the announcer for the half-time routines.
6. He/she shall be responsible for issuing and collecting each cheerleader's uniform, and keeping record of such.
7. He/she shall sit on the Special Events Committee.
8. He/she shall not sit on the Disciplinary Committee, if it relates to a cheerleading issue.

## **Section VIII. Coaches Coordinator**

1. He/She will hold coaches meeting at least once a month or as needed to monitor coaches.
2. He/She will evaluate coaches progress on a weekly basis
3. He/She will provide a copy of the rules (both league and Broncos) to the coaches and ensure they are being followed
4. He/She will ensure all coaches paperwork and certifications are turned in and done before a coach may enter the field.
5. He/She will assist in recruiting coaches long side the Team Recruit.
6. In absence of the Athletic Director and Asst Athletic Director, the Coaches Coordinator will head Football operations
7. He/She will ensure coaches agreements are signed and followed

## **Section IX. Athlete Liaison**

1. He/She is responsible for the recruitment of athletes and coaches.
2. He/She ensure that recruits are a good fit and will follow the Broncos code of ethics
3. He/She will work with Coaches coord and AD to place coaches with the best fit team and will assist with interview process for coaches
4. He/She will encourage player retainment
5. If an athlete is involved in a disciplinary action, the athlete liaison will sit in on the disciplinary meeting but will not have a vote in the final action.
6. He/She will act as the player/coach liaison
7. He/She will encourage all coaches and athletes to attend fundraiser events.

## **Section X. Football Equipment Manager**

1. He/she is responsible for obtaining all necessary football play equipment and coach's equipment.
2. He/she shall coordinate all football equipment purchases with the Booster Director in accordance with Article VIII, Section V of these By-Laws.
3. He/she shall be responsible for issuing and collecting each football player's equipment, and keeping record of such.
4. He/she is responsible for maintaining a log of outstanding equipment, to be presented to the Board and the Special Events Committee members.
5. He/she shall be responsible for maintaining equipment and recommending to the board any modifications needed to meet league safety standards.
6. He/she shall be responsible for advising Board of Directors of players that have outstanding uniforms & equipment.

## **Section XI. Assistant Football Equipment Manager**

1. He/she shall carry out the duties of the Equipment Manager in his/her absence.
2. He/she shall assist the Equipment Manager in the duties of the Equipment Manager.

## **Section XII. Concession Director**

1. He/she shall coordinate buying and selling of goods through the concession stand.
2. He/she shall coordinate pricing of goods with the Treasurer
3. He/she shall submit all price changes to the Executive Board for approval.
4. He/she shall turn over all moneys to the Treasurer.
5. He/she shall be responsible for directing the activities of the workers in the concession.
6. He/she shall be responsible for the maintenance & cleanup of concession stand and all equipment during and at the end of the season.
7. He/she is responsible for keeping bathrooms clean and stocked.

## **Section XIII. Assistant Concession Director**

1. He/she shall assist the Concession Director in all equipment related responsibilities.
2. He/she shall carry out the duties of the Concession Director in his/her absence.

## **Section XIV. Booster Director**



1. He/she schedules and supervises pep rallies.
2. He/she supervises and schedules booster table on home game days turning over all moneys to the Treasurer.
3. He/she shall be responsible for establishing a Booster Club.
4. He/she is responsible for the ordering and sale of booster items, including but not limited to cheerleading socks, mouthpieces, water bottles, practice outfits in accordance with Article VIII, Section V of these By-Laws.

## **Section XV. Safety Coordinator**

1. He/she shall be responsible for promoting safety.
2. He/she shall maintain medicine boxes for each football and cheerleading team.
3. He/she shall coordinate clinics with Athletic Director & Football Coaches coordinators to direct and coach staff on proper safety and handling.
4. He/she shall maintain file of emergency contacts and children with special medical needs.
5. He/she is responsible for all insurance pertaining to Brandon Broncos Youth Football, Inc.
6. He/she will make forms available to parents, assist in filing forms, and follow through on all claims filed.
7. He/she shall supply the President & Secretary with a copy of all policies and claims when they are received from the Conference or parents.
8. He/she shall advise board of all claims filed and status and resolution of it.
9. He/she shall be required to be at all home games.

## **Section XVI. Registration Coordinator**

2. He/she shall register all players, and cheerleaders according to the registration policies and procedures of the organization and the Conference.
3. He/she shall maintain, in cooperation with the Football & Cheer Conference Trustees, all football- and cheer-related roster books, as defined by the Conference rules, in an accurate and timely manner.
4. He/she shall attend all registration events, unless approved by the President.
5. He/she shall maintain a list of all registrants.
6. He/she shall be responsible for acquiring all required documents for registration.
7. He/she shall be responsible for obtaining all registration forms and supplies.
8. He/she shall be responsible for informing coaches and Board members of registration dates.
9. He/she shall keep an accurate count and record for each team.
10. He/she shall provide a list of all registrants to the President as requested.

## **Section XVII. Volunteer Coordinator**

1. He/she will meet with all volunteers and assign volunteers to area of their interest.
2. He/she will recruit new volunteers.
3. He/she will maintain a record of all volunteer hours and ensure requirements are met.
4. He/she will promote the organization and monitor progress of volunteers.
5. He/she will chair weekly team parent (manager meetings).
6. He/she will advise team parent/manager of status of volunteer hours for each child.
7. He/she shall assist the Registration Coordination will related activities.



## **Section XVIII. Grounds Maintenance Director**

2. He/she shall be responsible for mowing grass, striping field, and keeping field neat and clean in appearance, sprinkling, fertilizing, and landscaping.
3. He/she shall be responsible for all field equipment to include yard markers, chains, down markers, goal posts, scoreboard, audio equipment, and all equipment used for field maintenance.
4. He/she shall be responsible for field set up and breakdown for games.
5. He/she shall supervise, organize, and schedule clean up and or improvements.
6. He/she is responsible for coordinating with the President, who will work with HCPR for major projects and obtaining all permits as needed.

## **Section XIX. Community Director**

1. He/she shall coordinate all public-relation activities with the President.
2. He/she is responsible for all publicity, announcement of registration, and delivery of submitted written game or competition results to the newspapers.
3. He/she shall publish monthly newsletters. Each draft of the newsletter shall be submitted to the President for approval prior to distribution.
4. He/she shall coordinate the acquisition of sponsors.
5. He/she shall maintain a record of all fees (or barter) paid by sponsors, appreciation plaques given, signs made, programs and thank you letters given, and date of renewals.
6. He/she shall work with and keep the Board of Directors apprised of all sponsors.
7. He/she shall provide an accurate list of sponsors to the game-day announcer.
8. He/she shall attend and assist chair, with Volunteer Coordinator, all biweekly team parent/manager meetings.
9. He/she shall produce and distribute advertisement forms to parents and businesses.
10. He/she shall sit on Fundraising Committee.

## **Section XX. A/V Coordinator**

1. The A/V Coordinator will recruit and coordinate volunteers to help announce and video/photograph all home games.
2. The A/V Coordinator will help gather and organize music and rosters for football game entry and cheer half time routines for all home games.
3. The A/V Coordinator will help gather and organize media for website updates.
4. He/she shall be responsible for scheduling and supervising team pictures.
5. He/she shall obtain photography estimates in accordance with Article VIII, Section V of these By-Laws, and make recommendation to the Board for approval.

## **Article X. Rights**

### **Section I.**

When the rights of the Conference are in conflict with the rights of the individual organization, the rights of the Conference must prevail.

## **Article XI. Agenda**

### **Section I.**

Article I. Agenda for all monthly meetings will be as follows:

- a. Open Meeting
- b. Roll Call - Counting of quorum
- c. Minutes of Previous Meeting
- d. Treasurer Report
- e. Committee Reports
- f. Old Business
- g. New Business
- h. Adjournment

## **Article XII. Volunteers**

### **Section I.**

All Board Members shall solicit and recruit outside assistance other than Board Members when help is needed of at least 3 members.

### **Section II.**

All families are required to do a total of 10 volunteer hours (per family) or they may buy out the hours for \$10 per hour. A minimum of 5 hours must be completed by the mid-point in the season.

At the end of the season, those who did not complete the 10 hours (or buy out) will be charged in the amount \$10 per hour not completed. An athlete may be benched for non-completed hours during the season. ( Fall )

## **Article XIII. Scholarships Partial and Full**

### **Section I.**

1. Families may apply for full or partial scholarships. An application may be filled out for either full or partial. The President, Treasurer, Athletic Director, and Cheer Director will sit on the scholarship committee to approve applications.
2. Each team is limited to (2) full scholarships per team. (Per Football and Cheer). Partial scholarships are evaluated case by case.
3. Each family is limited to 2 years of scholarship opportunity. After their 2 years the family must pay regular price on registration.

## **Article XIV. Succession Plan**

In the event that any Executive Board position becomes vacant or are unable to fulfill their responsibilities due to; long term absence, resignation or termination/removal by 2/3 (two-thirds) vote of the current Board of Directors, the following plan shall be followed.

In the event the President is unable to fulfill his/her duties, the Athletic Director or next in line based on hierarchy outlined in Article XIII of the Brandon Broncos bylaws, shall assume the responsibility as President until a special election is held to vote for Interim President.

In the event the entire Executive Board is unable to fulfill their duties, the Assistant Athletic Director or next in line based on hierarchy outlined in Article XIII of the Brandon Broncos bylaws, shall assume the responsibility as President until a special election is held to vote for the Interim executive positions.

The Board will nominate and elect all interim Executive Board positions through a special election to be called within 30 days. For this event only, any current board member wishing to run for an interim position may retain their current position during the interim election process. Prior to accepting the interim role said member must resign their current position. The election of an interim Executive Board will be considered a special board meeting. This meeting will only be open to the current Board of Directors. A majority vote is required in order for an interim Executive Board member to serve. (A majority vote is defined as "more than 1/2 of the entire Board of Directors present.") There will be no voting by proxy or email. The new interim Executive Board members must meet the requirements of an "Executive Candidate in good standing" as listed in Article I, Section V of the Brandon Broncos bylaws. The new interim Executive Board members will remain in position for the duration of the current tackle season. At the conclusion of the current tackle season the positions of interim Executive Board members would then become vacant.

- 1) President
- 2) Athletic Director
- 3) Cheer Director
- 4) Treasurer
- 5) Secretary
- 6) Assistant Athletic Director
- 7) Assistant Cheer Director
- 8) Coaches Coordinator
- 9) Athlete Liaison
- 10) Football Equipment Manager
- 11) Assistant Football Manager
- 12) Concession Director
- 13) Assistant Concession Director
- 14) Booster Director
- 15) Safety Coordinator
- 16) Registration Coordinator
- 17) Volunteer Coordinator
- 18) Grounds Maintenance Director
- 19) Community Director
- 20) A/V Coordinator

## **Article XV. Exhibits**

### **Section I. Emergency Action Plan**

See Emergency Action Plan file

## Section II. Exhibit A- Code of Ethics



### **Brandon Broncos Code of Ethics**

Youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control. The Brandon Broncos require all parents, athletes, coaches and officials to abide to the following code of conduct:

3. I will not engage or encourage my child(ren) to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
4. I will not engage or encourage my child(ren) engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
5. I understand that games and practices are held at County facilities. The use drugs or alcohol while at a youth sports event is NOT PERMITTED and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not engage or encourage my child(ren) in the use of profanity.
7. I will treat and encourage my child(ren) to treat every coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
8. I will not engage or encourage my child(ren) to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
9. I will not initiate or encourage my child(ren) to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
10. I understand that the Code of Ethics applies to social media platforms(such as Facebook, Twitter, Instagram, SnapChat Etc). Negative comments or post towards other teams/players/coaches/ board members and/or the Broncos may result in disciplinary action and/or dismissal.

FAILURE TO ADHERE TO THE CODE OF ETHICS CAN RESULT IN ACTION UP TO AND INCLUDING DISMISSAL FROM THE ORGANIZATION.