**Mission Statement:**

MYG will provide a safe, positive, and enjoyable experience for youth football players and cheerleaders, where they can learn the fundamentals of the game, develop their skills, and foster a love for the sport. MYG is committed to creating an environment that promotes teamwork, sportsmanship, and respect for oneself and others. MYG will instill values that will benefit players on and off the field, including discipline, hard work, and perseverance. Our goal is to help young athletes reach their full potential, both as football players, cheerleaders and as individuals, and to prepare them for success in all areas of their lives.

**MEDINA YOUTH GRIDIRON By-Laws**

**ARTICLE I: MEDINA YOUTH GRIDIRON INFO**

**SECTION 1: NAME**

1. The name of this organization shall be Medina Youth Gridiron Football and Cheer, hereinafter, referred to as MYG.  MYG will have the primary colors of Green and Yellow, with a mascot nickname of Bees.  MYG shall operate as a non-profit organization.

**SECTION 2: OFFICE AND MAILING ADDRESS**

1. The principal office of the corporation shall be located with the Secretary in Medina, OH. The mailing address of the corporation shall be located in the Medina, OH Post Office (PO Box 41, Medina, OH 44258).

**SECTION 3: OGYFA BY-LAWS**

1. MYG Tackle and Cheerleading will follow the recommendations of Rules of Play outlined in the OGYFA By-Laws. MYG By-Laws pertaining to the general operation of MYG supersede those of the OGYFA. OGYFA By-Laws and/or Robert’s Rule of Order may be referred to if an issue is not sufficiently covered under MYG By-Laws.

**ARTICLE II: PURPOSE**

1. The purpose of MYG is to provide safe and supervised football and cheer for the youth.
2. To administer organized youth football in Medina County, OH for all area residents.
3. To develop sportsmanship among all players for the betterment of their emotional and social wellbeing.
4. To teach the fundamental skills required to play the game of football / cheer.
5. To provide positive adult role models at all age levels.
6. To facilitate the coordination of MYG activities with allied community groups that administer and/or support athletic programs (for example, Recreation Department, Board of Education, Religious and other Community Organizations) to foster the growth of the community.
7. To do all other things necessary to the primary purpose of this non-profit corporation, which are granted by Sec. 501 (c) (3) of the Internal Revenue Code as amended.

**ARTICLE III: OBJECTIVE**

**SECTION 1: THE OBJECTIVE OF MYG SHALL BE THE FOLLOWING:**

1. To build healthy bodies and minds.
2. To develop skill and proficiency in football and related activities.
3. To inspire its participants the ideals of sportsmanship, teamwork, honesty, physical fitness and pride, regardless of race, color, or creed.
4. To have fun.
5. To do all these things for the welfare of the children first and foremost, **without adult ambition for personal glory.**

**ARTICLE IV: PARTICIPANT**

**SECTION 1:**

1. Any player, parent, legal guardian, family member or guest, coach, board member, or volunteer is considered a participant of MYG.
2. Any player is considered a participant upon payment of the registration fees established by the Board.  The Board, at its sole discretion, may assign a certain number of full or partial scholarships to families experiencing financial hardship.  The number of scholarships will be determined in the annual budget and may be subject to change prior to the beginning of the season.  The Board shall vote on the acceptance of participants whose family is experiencing financial hardship.  Applicants are not guaranteed a partial scholarship and need to reapply every season.
3. Participants shall not be required to be affiliated with any other group or organization to qualify as participants of MYG except coaches who must be certified by OGYF requirements.
4. If a participant has not completed payment by the end of week 1, said participant will become immediately suspended.  Participants will have their eligibility returned upon receipt of full payment.  No refund will be offered to those who choose not to fulfill their payment commitment.
5. Participants are not eligible to take part in any scrimmages or games until a league verification approval is completed.
6. MYG reserves the right to refuse any player, coach or volunteer to become a participant in MYG.

**SECTION 2: SUSPENSION OR TERMINATION**

1. Participation may be terminated by resignation, by action of the Board Members, or by a majority vote of those officers present at the duly constituted meeting.
2. If a participant is possibly being terminated, the involved party must be notified of such a meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges.  A minimum of 48-hour notice shall be given to the party involved.  If the party involved does not attend the meeting, it may still be held.  A vote may still be taken, and the participant may still be terminated. All Directors will be in attendance at such meetings and presided by the President.
3. In the event a player is ejected from any game (scrimmage and/or regular season), the player shall be suspended the following game.  The case will be reviewed by the MYG Board at which time a formal appeal of the suspended game can be made.  Appeal must be made within 72 hours of the incident in review and made directly to a MYG board member.
4. If a participant, parent, legal guardian, family member or guest of the participant’s actions either on the playing field, in the stands, at a practice facility or Medina Youth Gridiron event are reported to a board member and the alleged allegations are deemed to be in violation of any of the MYG Code of Conduct rules, the person or persons in question may be asked to appear before the MYG Board to explain their alleged actions.  If the allegations brought forth to the committee are deemed by a majority vote to be valid, the person or person in question will be subject to punishment.  If the party involved does not attend the meeting, it may still be held.  A vote may still be taken, and the participant may still be terminated.
5. The MYG Board of Directors reserves the right to terminate a participant (without refund if a player participant) from MYG for any action not specifically covered by the MYG By-Laws.  Dismissal can occur at any time by simple majority vote of MYG Board of Directors.  No appeal can be made.

**ARTICLE V: GOVERNING BODY**

**SECTION 1:**

1. The governing body of MYG shall be the Board of Directors (Board), whose members are the parents of active players, or other people interested in the furtherance of MYG.
2. The Board of Directors term of office shall be two (2) years.  A member may hold a position for no longer than two (2) consecutive terms.
3. Elections are held at the December Board meeting every year.  Newly elected board members will take their seats immediately.
4. Any person wishing to run for a board position must submit an application to MYG by the advertised submission date prior to the November board meeting.
5. Any person wishing to run for the position of President must have served on the MYG board for two (2) years prior to running.
6. Any person wishing to run for the position of Vice President must have served on the MYG board for one (1) year prior to running.
7. Any person that is currently on probation or serving a suspension handed out by MYG is not eligible to run for a board position.
8. Any position that is vacant or is being vacated will be filled by appointment by the board of directors in a timely fashion.
9. The President will hold the tie-breaking vote.
10. The MYG Board of Directors (voting members) consists of:

* President (tie-breaking vote)
* Vice President
* Secretary
* Treasurer
* Tackle Football Director
* Flag Football Director
* Cheer Director

      h.   The MYG Executive Board consists of:

* Fundraising / Sponsorship Manager (non-voting)
* Equipment Manager (non-voting)
* Coaching Manager (non-voting)
* Volunteer / Team Manager (non-voting)
* Safety Manager (non-voting)
* Facility Manager (non-voting)
* Concessions Manager (non-voting)
* At Large Members (non-voting)

**ARTICLE VI: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS**

**SECTION 1:**

1. All Board members shall abide by the following rules and responsibilities. Violation of the rules shall be cause for suspension or termination according to Article VI, Section 9.

**SECTION 2:**

1. Board members have the following rights guaranteed under parliamentary law:
2. To be treated fairly and equitably.
3. To receive notice of meetings, make motions, second motions when needed and vote on motions (when applicable).
4. Nominate people for office.  Be nominated for office.  Elect people for the office.
5. Know the meaning of questions or subjects being debated.
6. To speak on or debate an issue in turn.
7. Object when rules are violated.
8. Appeal the decision of the chair.
9. Have access to minutes of all meetings.
10. Receive the treasurer’s report once a month.
11. Get a copy of the MYG bylaws.
12. Not have to suffer personal abuse or attack from any other Board member.
13. Be free from any type of sexual harassment.
14. Any other rights guaranteed under parliamentary law.

**SECTION 3: POWERS OF THE BOARD OF DIRECTORS / EXECUTIVE BOARD**

1. Board members shall be vested with all the powers necessary to administer all activities and affairs of MYG. They include, but are not limited to:
2. The appointment and removal of all coaches, referees, volunteers or any other person or organization performing a service for MYG.
3. Determination of personal, organizational and fiscal policies of the corporation.
4. Approval of all budgets, proposals and expenditures.
5. Enforcement of all policies adopted by the corporation.
6. Establishment of all committees as may be necessary to conduct MYG business.
7. Appointment, evaluation and removal of officers, committee members and other administrative appointees.
8. Oversight of the participation and behavior of players, parents and members to include administration of the MYG Grievance Procedure.
9. Oversight of the fiscal responsibility of the corporation including independent financial review of its records as necessary.
10. Board members may only hold one position at a time, unless otherwise needed to ensure effective operation of the Board.
11. If a Board member holds more than one director role simultaneously, said Board member may only cast one vote.

**SECTION 4: BEHAVIOR OF THE BOARD**

1. MYG Board of Directors / Executive Board Members are expected to:
2. Treat everyone with courtesy and respect.
3. Follow the rules of debate and follow the rules of the organization.
4. Abide by the decision of the majority vote.
5. Participate in committees as requested or needed.
6. Promote the organization’s growth and influence.
7. Refrain from campaigning for an issue or candidate.
8. Verbal abuse by members of the board is cause for removal from the board.

**SECTION 5: VOTING PROTOCOL**

1. Voting will adhere to the following procedure:
2. Any board member may make a motion to bring a topic to a vote.
3. Any Director or President must second the motion to bring the topic to a vote.
4. The President shall preside over the vote by asking all voting members to cast their vote.
5. The President will ask for all in favor, and all opposed.

        B. Voting by Proxy

1. Voting by proxy, shall be allowed under special circumstances, as determined by the President, providing the Director requesting a vote by proxy is provided with a ballot no less than one day in advance of said vote, for all issues to be voted upon by the MGYF (may be submitted digitally). While not all inclusive, the following reasons will be considered for accepting a proxy vote: illness, legitimate inability to attend the meeting, conflicting volunteer commitment. The President shall be responsible for handling the proxy voting in an appropriate manner, and this vote shall be signed by the proxy voter and delivered to the president for presentation at the regular meeting. The proxy vote shall be kept secret until the voters present have voted and it shall be counted as if the proxy voter was present.

**SECTION 6: ELECTION OF BOARD MEMBERS**

1. Board members shall be nominated and elected bi-annually at a special meeting of the corporation. This meeting is to take place between October 1st and December 31st. The current President shall moderate the election process.

1. Candidates for any board position must be a resident of Medina County for at least one year and shall have reached the age of 18 years.

1. For an uncontested office, that is where a sole candidate has announced his/her interest in an office, any voting member may nominate that candidate, to include self-nomination.  A second from another voting member shall officially nominate that candidate.  A majority vote by the attending members shall elect such a candidate to that office.

1. For any contested office, a candidate’s nomination may be made by any voting member who attends the meeting.  The candidate may nominate him/herself but must be present at the election or have presented on his/her behalf a signed letter indicating the desire to hold the position.  Each candidate’s nomination must receive a second from another voting member, which shall officially nominate that candidate.  A majority vote by the attending voting members shall determine the successful candidate for that office.

**SECTION 7: VACANCY**

1. If a Board Member resigns, is removed from office, or the position is otherwise vacated, the President may appoint, with the unanimous consent of the remaining Board members, a person to fill such vacancy.  Any member of the Board of Directors absent from two (2) consecutive regular meetings without cause shall have his/her office declared vacant at the discretion of the Board members by majority vote.  The term of the newly appointed Board member shall expire as that of the other Board members.

**SECTION 8: TERMS**

1. A Board member’s term shall be considered for two years and shall run continually from their date of election or appointment to the date of the next bi-annual election.  No voting Board member shall hold the same position for more than two consecutive terms. Non-voting positions hold no term limit but still must apply and run when the designated term expires.

**SECTION 9: REMOVAL OF BOARD MEMBERS**

1. Any Board Member may be removed from office for violation of any of, but not limited to, the specific reasons set forth below and with a majority of the members present.  Any voting member may make a plea for the removal of an officer.  The President shall advise the Board Member by written notice at least seven days in advance that a hearing is to take place regarding his/her removal.  This notice shall indicate the reason for his/her removal.  The President shall moderate the hearing and decide when a vote is to be taken.  The membership vote is final.  In the event the President’s removal is being considered, the President must be notified in writing by a document signed by at least three board members.  A hearing shall take place and a vote taken in a similar fashion.  In the event the President’s removal is being considered, the Vice President shall act as President of the hearing. The party in question has the ability to invite a board member representative.

1. Some specific reasons for a President or board member to request Board Member be removed are as follows:

1. habitual non-attendance of board meetings without sufficient justification
2. conduct detrimental to the best interests of MYG
3. malfeasance of office
4. gross incompetence
5. dishonesty

1. In addition to these reasons listed above, the board may consider any situation which it considers to be detrimental to the MYG organization, members, participants and parents of participants or any other situation which may arise.

1. Disciplinary / Removal Protocol / Grievance Procedure:

1. In the event of a board member grievance, the complaint will be written/digitally submitted to the Board of Directors less the involved Director.  If the grievance is against the President, the Vice President will take responsibility for disciplinary action.

1. First Offense - Verbal Warning
2. Second Offense - Written Warning
3. Third Offense - Full investigation by Board of Directors launched into matter and may result in removal.

**ARTICLE VII: MYG MEETINGS**

**SECTION 1: FREQUENCY**

1. The Board shall meet no less than once a month.  Regular meeting dates shall be scheduled by the President at the first meeting commencing with the first month of January.
2. Meetings will typically be held on the first Monday of each month and shall be posted on the program website and calendar.  Change notifications will be sent to all participants.
3. Attendance at regularly scheduled Board Meetings is mandatory for all voting Board members.  Any member who cannot attend a regularly scheduled Board meeting shall notify the President or Secretary.
4. Any Board member who misses two consecutive meetings may be removed by majority vote.
5. Any voting member who is absent from two (2) consecutive meetings before a meeting where a vote is held, is not eligible to vote on the issue at hand.
6. If a member of the Board is unable to attend a meeting in person, arrangements should be made to take part in the meeting either virtually or via conference call.
7. Robert's Rules of Order shall govern the proceedings of all meetings.

**SECTION 2: PUBLIC SESSION**

1. All regular meetings of the Board of Directors should be open to the public, that is, interested residents of Medina County or invitees, and shall be conducted more or less in accordance with Robert’s Rule of Order, Revised.

**SECTION 3: SPECIAL MEETINGS**

1. Special Meetings are all meetings other than Regular or Election, where corporation business is administered. Special Meetings may be called at the request of any quorum as defined in Article VII. Section 5. Subsection A. below, or by the President in an emergency.

**SECTION 4: MODERATOR**

1. The President shall provide an agenda and conduct and moderate all meetings.  The President shall decide when an issue has been discussed thoroughly and when and if a vote is necessary.  The President shall not vote upon any motion unless that vote is necessary to break a tie.  The President may decide to table a vote if it is in the best interest of the MYG. The tabling of a vote must be agreed to by a majority of the voting members present. Should the President not be in attendance, the Vice President shall act in his/her place in accordance with the above.

**SECTION 5: QUORUM**

1. A quorum (the number of members necessary to conduct a valid meeting and/or vote) shall consist of at least 75% of the voting members, as long as the President or in his/her absence the Vice President is present.

**SECTION 6: MAJORITY VOTE**

1. Except as otherwise provided within the By-Laws, a majority of all Directors present and voting shall constitute the act of the whole Board of Directors.  Except for the President who votes only to break ties, each Voting Member position represents one vote in MYG business.
2. All votes shall be cast by ballot to ensure fairness and anonymity. Collected ballots, following a vote, will be secured, along with the minutes.
3. During all voting sessions conducted by the Board, votes will be collected by the President or, in his absence, the Vice President and counted by the Secretary and the Treasurer.

**SECTION 7: MINUTES**

1. Written minutes shall be maintained by the Secretary of the Corporation for all Meetings. Should the Secretary not be in attendance, the Vice President shall record the minutes.  The Secretary will present the minutes to each Board member electronically no later than one week prior to the next regular meeting. The minutes shall be available to any residents of Medina who requests them.

**ARTICLE VIII: BOARD OF DIRECTORS - DUTIES**

**SECTION 1:  PRESIDENT**

1. The President shall be responsible for coordinating or causing the coordination where MYG has a responsibility to the league.
2. The President shall preside at all Board meetings and assume full responsibility for the operation of MYG according to its Bylaws.
3. He/she shall be responsible for the conduct of MYG in accordance with the policies, principles, rules, and regulations of OGYF.
4. The President shall supervise the function of various committees.
5. The President shall vote only to break a tie.
6. The President is responsible for filling any Board vacancies (with Board approval) that occur mid-season or that have not been filled by December 31st or for completing or delegating the duties of that Board position.
7. The President, along with the Treasurer, is responsible for overseeing the MYG annual budget review and submitting the MYG budget for annual Board approval.
8. The President is responsible for the safe and effective operation of MYG.
9. The President shall perform other duties as prescribed by the Board.

**SECTION 2:  VICE PRESIDENT**

1. The Vice President shall preside in the absence of the President and shall work with other officers and committee members.
2. The Vice President shall carry out such duties and assignments as may be delegated by the President.
3. The Vice President shall oversee any home playing field in MYG, which includes scheduling, opening and closing of said fields.
4. The Vice President shall organize Background checks for Board Members, Coaches, and Team Managers.
5. The Vice President is responsible for the verification process of all players and coaches.
6. The Vice President shall maintain records on all conduct violations and their final dispositions.
7. The Vice President shall be in charge of scheduling board members (Field Director) on duty for MYG home games.
8. The Vice President shall attend all meetings and vote on motions.
9. The Vice President shall have the powers and perform other duties as prescribed by the board.
10. The Vice President is responsible for the safe and effective operation of MYG.

**SECTION 3: SECRETARY**

1. The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on the motions.
2. The Secretary shall provide the Board members with a copy of the minutes no later than one (1) week prior to the next regularly scheduled meeting.
3. The Secretary will be responsible for keeping a file of all meeting minutes, committee reports and correspondence in an organized manner for ease and review by any other board member.
4. The Secretary will be accountable for obtaining a contract for a third-party photographer to be hired for MYG team photos.
5. The Secretary will post meeting minutes recap on the website after each board meeting.
6. The Secretary shall be responsible for the coordination and execution of the election process.
7. The Secretary shall perform other duties as prescribed by the Board.
8. The Secretary is responsible for all social media postings and registration advertising throughout the season and off-season.
9. The Secretary is responsible for the safe and effective operation of MYG.

**SECTION 4: TREASURER**

1. The Treasurer shall maintain the books and financial recordings.
2. The Treasurer shall provide a status report once a month to the Board.
3. The Treasurer shall supervise all finances and pay all approved purchases and expenses.
4. The Treasurer is responsible for the filing of taxes in a timely manner.
5. The Treasurer shall attend all scheduled Board meetings and vote on motions.
6. The Treasurer is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
7. The Treasurer shall work with the Board President to provide the MYG annual budget to the Board for vote in the January Board meeting.
8. The Treasurer shall maintain registration checks, equipment deposit checks and reimbursements.
9. The Treasurer shall attend and manage all monetary transactions at our fundraising events.
10. The Treasurer shall perform other duties as prescribed by the Board.
11. The Treasurer is responsible for the safe and effective operation of MYG.

**SECTION 5: TACKLE FOOTBALL DIRECTOR**

1. The Tackle Football Director is responsible for the development and execution of the MYG Football Program.
2. The Tackle Football Director is responsible for the formation of teams as approved by the Board (in cooperation with the President and Vice President).
3. The Tackle Football Director will review all football-related complaints including researching the facts and documentation supporting the allegations and or concerns, and either settle the matter or submit the complaint, including all supporting documentation, to the Board of Directors for their review. This will include documenting and presenting to the President.
4. The Tackle Football Director is required to keep files on Head Football Coaches and Assistant Football coaches detailing copies of all incident reports, parent player complaints, letters of reprimand along with the investigation results and the affected coach’s response to allegations. The files will be kept with the official MYG files on site. Files will be reviewed by the Board of Directors prior to voting to approve any football or assistant football coach. Files will be retained for a period of not less than 6 years from the coach’s entry into MYG.
5. The Tackle Football Director will hold coaches accountable for all pre-season coaching necessities such as, but not limited to coaches’ meetings, background checks, coaching paperwork, etc.
6. Responsible for reviewing and approving all tackle-related purchases (within the Director's approved budget).
7. The Tackle Football Director will represent MYG, along with the President, at all OGYFA meetings.
8. The Tackle Football Director shall represent MYG, along with the President, at all League meetings and shall keep the organization informed as to the activities of League.
9. The Tackle Football Director shall attend all scheduled meetings and vote on motions.
10. The Tackle Football Director may appoint a max of three (3) assistant directors, subject to board approval.
11. The Tackle Football Director will serve as a liaison between all tackle coaches, players, parents or guardians and the Board of Directors.
12. The Tackle Football Director is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
13. The Tackle Football Director shall perform other duties as prescribed by the Board.
14. The Tackle Football Director is responsible for the safe and effective operation of MYG.

**SECTION 6: FLAG FOOTBALL DIRECTOR**

1. The Flag Football Director is responsible for the development and execution of the MYG Flag Football Program
2. The Flag Football Director may appoint a max of three (3) assistant directors, subject to board approval.
3. The Flag Football Director will serve as a liaison between all flag coaches, players, parents or guardians and the Board of Directors.
4. The Flag Football Director is responsible for the set up and management of flag football registration for the Spring and Fall seasons.
5. The Flag Football Director will establish teams for all age groups.
6. The Flag Football Director will order the necessary flag football program items that may include uniforms, trophies, etc.
7. The Flag Football Director is responsible for collaborating with third party companies to host flag football events.
8. The Flag Football Director will create spring and fall season schedules.
9. The Flag Football Director will manage the flag football portion of MYG events such as Youth Night, picture day, etc.
10. The Flag Football Director will coordinate field painting with the Facility Manager.
11. The Flag Football Director is responsible for the coordination of set up and take down gameday fields.
12. The Flag Football Director is responsible for recruiting and coordinating refs for playoff/championship games (Board members required to volunteer to ref).
13. The Flag Football Director will hold coaches accountable for all pre-season coaching necessities such as, but not limited to coaches’ meetings, background checks, coaching paperwork, etc.
14. The Flag Football Director is responsible for all correspondence responsibilities to/from program participants and families, including but not limited to registration reminders and details, program promotion, rules, codes of conduct, feedback from families, etc.
15. The Flag Football Director will ensure flag football safety and field equipment is in good standing (AED, first aid kits, scoreboards, etc.).
16. The Flag Football Director will review all flag football-related complaints including researching the facts and documentation supporting the allegations and or concerns, and either settle the matter or submit the complaint, including all supporting documentation, to the Board of Directors for their review. This will include documenting and presenting to the President.
17. The Flag Football Director is required to keep files on head football coaches and assistant football coaches detailing copies of all incident reports, parent player complaints, letters of reprimand along with the investigation results and the affected coach’s response to allegations. The files will be kept with the official MYG files on site. Files will be reviewed by the Board of Directors prior to voting to approve any football or assistant football coach. Files will be retained for a period of not less than 6 years from the coach’s entry into MYG.
18. The Flag Football Director is responsible for communication with necessary personnel at facilities regarding flag football needs.
19. The Flag Football Director is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
20. The Flag Football Director shall attend all meetings and vote on motions.
21. The Flag Football Director may perform other duties as prescribed by the Board.
22. The Flag Football Director is responsible for the safe and effective operation of MYG.

**SECTION 7: CHEER DIRECTOR**

1. The Cheer Director is responsible for the development and execution of the MYG Cheerleading Program, including participation in cheerleading competitions and attendance at all cheerleading conference meetings.
2. The Cheer Director may appoint three (3) assistant directors, subject to board approval.
3. The Cheer Director will appoint and train all head cheer coaches with the assistance of the assistant cheer directors.
4. The Cheer Director will serve as a liaison between all cheerleading coaches, cheerleaders, parents or guardians and the Board of Directors.
5. The Cheer Director will review all cheerleading - related complaints including researching the facts and documentation supporting the allegations and/or concerns, and either settle the matter or submit the complaint to the Board, including all supporting documentation for review in additional action.
6. The Cheer Director is required to keep files on head cheerleading coaches and assistant cheerleading coaches detailing copies of all incident reports, parent/player complaints, letters of reprimand along with investigation results and the affected coach’s response to allegations. The files will be kept with the official MYG files on site. Files will be reviewed by the Board of Directors prior to voting to approve any head cheerleading or assistant cheerleading coach files will be retained for a period of not less than 6 years from the coach’s entry into MYG.
7. The Cheer Director is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
8. The Cheer Director shall attend all meetings and vote on motions.
9. The Cheer Director shall perform other duties as prescribed by the Board.
10. The Cheer Director is responsible for the safe and effective operation of MYG.

**SECTION 8: GENERAL STATEMENT**

1. Any decisions involving the expenditure of funds, expansion or contraction of teams, changes in the mechanism of participation in a particular league, or consideration of activity policies that may be of public concern, should be brought by the respective sport coordinator to the MYG Board for approval. In all circumstances, the sport Directors shall discuss any changes with the President who shall reserve the right to bring them to a vote of the Board for consideration.

**ARTICLE IX: EXECUTIVE BOARD (non-voting) - DUTIES**

**SECTION 1: EQUIPMENT MANAGER**

1. The Equipment Manager is responsible for all the football equipment.
2. The Equipment Manager shall be responsible for ordering MYG team uniforms and organizing uniform distribution to MYG teams.
3. The Equipment Manager shall be responsible for maintaining an equipment database.
4. The Equipment Manager shall locate sources for purchasing quality equipment at reasonable prices.
5. The Equipment Manager shall inventory all equipment before the January Board Meeting and provide an inventory report to the Board along with a list of items needed.
6. After the Board has approved the budget and necessary purchases, the Equipment Manager shall order the equipment early enough to receive it by the start of the season.
7. The Equipment Manager shall make sure each Head Coach receives a Coaches box that contains extra parts (i.e. helmet screws, mouth pieces, etc.).  Also, he/she shall make sure each Head Coach receives a bag containing footballs, cones, etc.
8. The Equipment Manager is responsible for arranging a date and site for the equipment distribution.
9. The Equipment Manager is responsible for the collection of all equipment at the end of the season and for the secure storage of the equipment.
10. The Equipment Manager is responsible for the collection of coaching bags (all contents provided) and reconditioning of footballs.
11. The Equipment Manager will attend all meetings.
12. The Equipment Manager shall perform other duties as prescribed by the Board.
13. The Equipment Manager is responsible for the safe and effective operation of MYG.

**SECTION 2: COACHING MANAGER**

1. The Coaching Manager oversees the organization’s Head Coaches and assistant staff.
2. The Coaching Manager is tasked with approving coaches, setting up training sessions, overseeing the evaluation process and ensuring the coaches are upholding the organization’s standards when interacting with and coaching youth players.
3. The Coaching Manager shall organize a pre- and post-season meeting with coaches.
4. The Coaching Manager is responsible for all day-to-day coaching activities which fall within the program.
5. The Coaching Manager is responsible for the participant grievance process.
6. Organize and oversee a committee to select MYG Head Coaches (March).
7. Help coaches become acclimated to MYG philosophies and operations.
8. Individual coaches will deliver the specific sessions, but the Coaching Manager is responsible for creating the overarching training program, setting objectives and reviewing performance.
9. The Coaching Manager must regularly evaluate coaches to ensure they are leading sessions effectively, not simply to win games, but to ensure continued player improvement from one age group to the next.
10. The Coaching Manager must have a hand with strategic planning and sporting direction, right down to the tactics and formations adopted by teams at all age levels. Must ensure coaches of tackle and cheer at all levels are adhered to the guidelines set forth by the OGYFA.
11. The Coaching Manager is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
12. The Coaching Manager shall assist with player evaluations and offseason player skill camps.
13. The Coaching Manager shall attend all meetings.
14. The Coaching Manager shall perform other duties as prescribed by the Board.
15. The Coaching Manager is responsible for the safe and effective operation of MYG. The Coaching Manager should ensure compliance with MYG and OGYF Coaching and program requirements.

**SECTION 3: SPONSORSHIP / FUNDRAISING MANAGER**

1. The Sponsorship / Fundraising Director is responsible for coordinating sponsorships and shall oversee all fundraising efforts.
2. The Sponsorship / Fundraising Director shall be responsible for community events with regard to MYG.
3. The Sponsorship / Fundraising Director will help promote MYG within the Medina City School District area.
4. The Sponsorship / Fundraising Director shall be responsible for any sponsorship details and shall turn in sponsorship monies to the Treasurer in a timely manner for immediate deposit in the MYG account.
5. The Sponsorship / Fundraising Manager shall oversee spirit wear by identifying a third-party company to provide and distribute MYG apparel and shall be responsible for all money collected from apparel sales, turning in all monies to the Treasurer in a timely manner for immediate deposit in the MYG account.
6. The Sponsorship / Fundraising Director is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
7. The Sponsorship / Fundraising Director shall attend all scheduled meetings.
8. The Sponsorship / Fundraising Director shall perform other duties as prescribed by the Board.
9. The Sponsorship / Fundraising Director is responsible for the safe and effective operation of MYG.

**SECTION 4: FACILITY MANAGER**

1. The Facility Manager is responsible for heading up the grounds and maintenance of all facilities utilized by MYG (as applicable).
2. The Facility Manager is responsible for reserving fields, as needed, with the City of Medina (Parks and Rec) for all events.
3. The Facility Manager will communicate with the City of Medina (Parks and Rec) on any necessary issues pertaining to the fields or structures.
4. The Facility Manager is responsible for the care and security of the MYG site and buildings within the guidelines of the current field use agreement.
5. The Facility Manager may appoint three (3) assistant directors, subject to board approval.
6. The Facility Manager will maintain a correct list of keys issued to Board members.
7. The Facility Manager will report maintenance / security needs to the Board.
8. The Facility Manager is responsible for submitting an annual budget request to the Board President for Board review and vote (no later than November Board meeting).
9. The Facility Manager shall attend all scheduled meetings.
10. The Facility Manager shall perform other duties as prescribed by the Board.
11. The Facility Manager is responsible for the safe and effective operation of MYG.

**SECTION 5: VOLUNTEER / TEAM PARENT MANAGER**

1. The Volunteer / Team Parent Manager is responsible for recruiting and overseeing volunteers for game days and MYG events.
2. The Volunteer / Team Parent Manager should keep a database of volunteers and work with other administrations to assign volunteers to tasks throughout the seasons.
3. The Volunteer / Team Parent Manager is responsible for holding meetings with team parents as necessary to ensure communications are clear and information is being relayed to parents.
4. The Volunteer / Team Parent will assist the Secretary with arranging team pictures (help pass out forms, assist on day of event).
5. The Volunteer / Team Parent will assist Sponsorship / Fundraising Manager with organization and operation of events.
6. The Volunteer / Team Parent Manager will assist Football / Cheer Directors as necessary.
7. The Volunteer / Team Manager will coordinate with the Concessions Manager to ensure smooth operation of the concession stand.
8. The Volunteer/ Team Manager is responsible for the participant grievance process.
9. The Volunteer / Team Parent Manager is responsible for ensuring all game day volunteer positions are filled including chain crews, concession stand, scoreboard, trash collection, etc.
10. The Volunteer / Team Parent Manager shall attend all scheduled MYG Board meetings.
11. The Volunteer / Team Parent Manager is responsible for the safe and effective operation of MYG.

**SECTION 6: SAFETY MANAGER**

1. The Safety Manager shall organize and supervise all activities related to training camps, conditioning and USA Football players’ safety coach training.
2. The Safety Manager shall coordinate all USA Football, State of Ohio Concussion Law and Background check certification with the Vice President.
3. The Safety Manager is responsible for creating incident reports (for practices, scrimmages and games) in case of serious injury.
4. The Safety Manager may appoint three (3) assistant directors, subject to board approval.
5. The Safety Manager is responsible for maintaining a file of all medical releases and holding coaches accountable for ensuring the USA Football Return to Play procedure is followed accordingly. **Any player who suffers a concussion or other serious injury must be cleared by a License Physician before they can return to football activities.**
6. The Safety Manager would be responsible for the cancellation of the practice at his or her discretion.
7. The Safety Manager would ensure all proper medical equipment is updated and available at both Bill Dunn Field and practice facilities.
8. The Safety Manager will work with the Equipment Manager to provide head coaches with a first aid kit for practices and games.
9. The Safety Manager is responsible for the purchase and equipment included in the coach’s medical kit.
10. The Safety Manager will perform a safety briefing with all Head Coaches before the season to ensure proper protocols are in place after coaches have completed their certifications.
11. The Safety Manager would ideally be currently employed within the medical field to, not only ensure return to play guidelines are followed, but make suggestions based on their training and experience.
12. The Safety Manager shall attend scheduled MYG Board meetings if requested by the Board President.
13. The Safety Manager is responsible for the safe and effective operation of MYG.

**SECTION 7: CONCESSIONS MANAGER**

1. The Concessions Manager is responsible for the general operation of the concession stand for all home games and MYG events.
2. The Concessions Manager is responsible for obtaining permits with the Health Department.
3. The Concessions Manager will work with the Volunteer / Team Parent Manager to set the volunteer schedule and make sure all hours are covered, open to close, on game days. (Recommended always having four (4) volunteers. The minimum age for volunteers is fourteen (14) years of age).
4. The Concessions Manager is responsible for managing and purchasing concession stand inventory.
5. The Concessions Manager will work with the Treasurer to set concession pricing.
6. The Concessions Manager is responsible for calling in work for equipment which is not working properly.
7. The Concessions Manager is responsible for maintaining the cash drawer to ensure there is enough money for games and other MYG events.
8. The Concessions Manager should maintain an updated calendar in the concession stand, documenting scheduled volunteers for all home games.
9. The Concessions Manager shall attend all scheduled MYG Board meetings.
10. The Concessions Manager is responsible for the safe and effective operation of MYG.

**SECTION 8: AT LARGE MEMBERS**

1. The At Large Member position is designated for a transitioning Board member to be a consultant to the league.
2. The At Large Member’s primary areas of work will be fundraising, team building and any other areas designated by the Board.
3. The At Large Member shall attend all the scheduled MYG Board.
4. The At Large Member is responsible for the safe and effective operation of MYG.
5. Terms for the At Large member(s) will be re-evaluated each year. The number of At Large members assigned to the Board will be determined by the Board of Directors.

**ARTICLE X: APPOINTED POSITIONS**

**SECTION 1: HEAD COACH**

1. This position shall be appointed by the appropriate activity Director and approved only after the required MYG criminal background check.  The Head Coach is considered the most visible representative of the MYG, and as such shall fully adhere to the MYG Code of Conduct. The Head Coach is a leader, both on and off the field, and should promote good sportsmanship. The Head Coach shall be given a roster of players and shall be responsible for scheduling and general organization of all functions related to the activity.

**SECTION 2: ASSISTANT COACHES**

1. This position shall be appointed by the appropriate activity Director and approved only after the appropriate MYG criminal background check. The Assistant Coach shall succeed to the duties of the Head Coach in his/her absence.  He/she shall work with the Head Coach to assist in all duties.

**SECTION 3: REMOVAL OF COACHES**

1. Any coach may be removed from his/her position for violation of any but not limited to, the specific reasons set forth below by the majority vote of the members present at the meeting in which the voting is taking place.

1. The specific reasons for removal are as follows:

1. conduct inappropriate for an adult charged with supervising children
2. incompetence
3. gross neglect of supervisory responsibility
4. dishonesty

1. In addition to those specific reasons listed above, the MYG Board may consider any situation it feels is detrimental to the organization, the members, the participants, the parents or any other situation arising.  The board’s responsibility is to advise the coach in writing that a hearing will be held regarding their removal.  The individual shall be given every opportunity to address the situation with any of the following: a written explanation of the circumstances, a verbal explanation, witnesses, evidence and excuses.  The President shall moderate such a proceeding and decide when a vote is to be taken.  The membership vote is final.

**ARTICLE XI: COACHING ETHICS GUIDELINE AND RESPONSIBILITIES**

**SECTION 1:**

1. All coaches associated with MYG will abide by MYG and OGYFA guidelines and code of conduct.
2. Do not criticize the opposing team, coaches, or fans, by word or gesture.
3. If there is a problem or question, immediately seek the assistance of the Bylaws and/or Field Director, Coaching Manager or other available Board Member.

**SECTION 2:**

1. Any contact with a player that is obscene, abusive, inappropriate, or offensive will be dealt with by immediate removal from playing/practice field, parents/guardian notification, and police notification if necessary and immediate two (2) week suspension from all MYG events. The Board will then meet to determine if further action is necessary.

**SECTION 3:**

1. In the case of a violation of Article XI, Section 1, one or more of the following courses of action should be expected:
2. An informal (verbal) reprimand can be issued.
3. A written warning can be issued.  This shall be viewed as a form of probation.  In the event of another similar occurrence during the season, the subsequent infraction will be viewed as a deliberate and knowledgeable act.
4. A subsequent breaking of the same rules shall be cause for suspension or termination according to Article IV, Section 2.

**SECTION 4:**

1. In the case where a coach is ejected from any game (scrimmage and/or regular season), no matter the reason, the coach shall be automatically suspended one (1) game.  The MYG Board will then meet to determine if further action is necessary.

**ARTICLE XII: EQUIPMENT**

**SECTION 1:**

1. All equipment owned by MYG shall be stored in a Board approved secure location.  If any equipment is to be temporarily stored in a personal space, it must have prior approval from the Board.

**SECTION 2:**

1. The following Board members shall have access to the equipment at all times:
2. Equipment Manager
3. Tackle Director
4. Flag Director
5. Cheer Director
6. President
7. Vice President

**SECTION 3:**

1. All equipment shall be inventoried at the end of each year and properly numbered for accountability.

**ARTICLE XIII: LEAGUE AFFILIATIONS**

**SECTION 1:**

1. The Board has the authority to approve the affiliation of MYG with established leagues for purposes of competition with other programs.  Likewise, the Board has the authority to dissolve affiliations or relationships of MYG with other leagues or programs.

**SECTION 2:**

1. The Board has the authority to establish rules for play and participation in the MYG program.  The Board may vote to adopt rules that have been established by a league or other affiliation.  In this event, the Board retains the ultimate decision-making authority on the application of rules adopted for use as it relates to MYG.

**SECTION 3:**

1. In accordance with the rules adopted for use, divisions of play / participation will be assigned to all participants in the program.  The guidelines for determining which division each participant falls into will be clearly communicated to all parties interested.  Any challenge to the division assignment of an individual participant must be presented to the Board in writing.  The Board will render a decision on the challenge within 14 days of receipt of the challenge.

**SECTION 4:**

1. MYG by-laws supersede any other organizations by-laws that we are affiliated with.

**ARTICLE XIV: FINANCIAL AND ADMINISTRATIVE YEAR**

**SECTION 1:**

1. MYG shall operate both financially and administratively on a yearly basis, beginning January 1 of each year.

**SECTION 2:**

1. The Board shall decide all matters pertaining to the finances of MYG and shall place all income in a common account.

**SECTION 3:**

1. The Board shall not permit the disbursement of funds for activities other than the conduct of MYG football / cheer activities or normal business expenses to keep the organization running smoothly and properly.

**SECTION 4:**

1. No director, officer, or participant of MYG shall receive directly or indirectly any salary, compensation, or emolument from the league for services rendered as President, director, manager, officer, or participant.

**SECTION 5:**

1. All monies received shall be deposited to the credit of MYG in a designated local banking facility, and all disbursements shall be made by paper or electronic check.  Full player participation refunds can be obtained, less bank charges, at the discretion of the MYG Board of Directors.

**SECTION 6:**

1. All monies received shall be turned into the Treasurer in a timely manner for proper recording.  All checks received shall be deposited in a timely manner.  Two Board member signatures are required on financial deposits.  Receipts shall be exchanged immediately.

**SECTION 7:**

1. Checks may be signed by the Treasurer and up to two (2) other board members as deemed necessary by the Board.  Any check or electronic disbursement for any amount requires two signatures or an electronic approval of two board members plus banking submission by the Treasurer.

**SECTION 8:**

1. Any submitted amount exceeding the approved budget for each Director must be submitted to the treasurer.  The treasurer will then forward with recommendation to the board and recommendation approved by the Board of Directors with a majority vote.

**ARTICLE XV: AMENDMENTS**

**SECTION 1:**

1. These by-laws may be amended by a majority vote of the Board of Directors.  Proposed amendments must be on the agenda and presented prior to the meeting.  Either the author of the proposed by-law or the President may request that the by-laws be presented and voted on.  All amendments go into effect immediately unless the amendment specifies a future date and time.

**ARTICLE XVI: DISSOLUTION**

**SECTION 1:**

1. Upon dissolution of MYG and after all outstanding debts and claims have been satisfied, the Board shall, as its final act, distribute the remaining assets of MYG to similar organizations with similar objectives.

**Article XVII: ADOPTION AND RATIFICATION**

**SECTION 1:**

1. The foregoing Bylaws of the Medina Youth Gridiron organization, consisting of Articles I through XVII, are hereby adopted and ratified as amended, and are made part of the permanent organization records of Medina Youth Gridiron**.**