

# Fayetteville Browns Midget Football, Incorporated Policy and Procedure Manual

*Changes to the Policy and Procedure Manual may be generated by submitting a draft copy to the President to be placed on the agenda for the next board meeting where it will be discussed and voted on. Changes will be passed by a majority vote.*

## **1. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS**

- 1.1. All Board members are required to submit a completed form SP4-164 PA State Policy Criminal Record. All Board members must also complete the Act 151, Pennsylvania Child Abuse History Clearance (Department of Welfare form CY 113) along with FBI Clearances. Any new member of the organization must submit the above clearances at the beginning of the term and will stay in effect during the duration of time with FMFI. The Executive Board has the right to request any member to resubmit clearances shall they deem necessary.
- 1.2. Listed below are the guidelines to help Board members interact with each other. These guidelines are important to make the most out of our Board relationship. The guidelines are intended to create a professional atmosphere of mutual respect and cooperation.

### **1.3 President Roles and Responsibilities:**

- 1.3.1 Assure that the provisions of the Constitution and the KYFCL and FMFI By-Laws are adhered to at all times.
- 1.3.2 Oversee the Football and Cheer Rep's decision on whether to call off game/practice(s) due to inclement weather. In the absence of the President the decision is to be made by the Executive Board.
- 1.3.3 Preside at all meetings:
  - 1.3.3.1 Preside means to:
    - 1.3.3.1.1 Open meetings at the scheduled time by calling the members to order
    - 1.3.3.1.2 Review the business agenda
  - 1.3.3.2 Keeps business moving by recognizing members who wish to speak and maintaining order at all times while including all Board members in the discussion, if possible.
  - 1.3.3.3 Serve as the moderator when problems arise, insist on courtesy among members and run the Board meetings in a businesslike manner.
  - 1.3.3.4 The President will also determine whether or not a Special Meeting will be open or closed.
  - 1.3.3.5 Serve as the Board's spokesman
    - 1.3.3.5.1 clearly understanding the issues and the Board's position
    - 1.3.3.5.2 speaking for the majority whether personally agreeing or disagreeing with its view
    - 1.3.3.5.3 not expressing personal views.
  - 1.3.3.6 Guard against wasting time by obtaining motions, consider postponing action for the

next meeting or appointing an ad-hoc committee that represents both views (if votes appear to be even) to study the matter and make a recommendation. 1.3.3.6

Summarize the discussion on an issue for the record and state the motion correctly before calling for a vote by the Board.

1.3.3.7 Announce the outcome of each vote.

1.3.3.8 Cast a deciding vote on all issues on which the Board finds themselves deadlocked.

1.3.3.9

1.3.3.10 Sign official papers that are prepared and/ or approved by the Board on behalf of the FMFI.

1.3.3.11 May co-sign all checks for disbursement of funds made by the Treasurer, if the Business Manager is not available to co-sign. .

1.3.3.12 Appoint all committees and committee chairs, as well as the liaison on the Fayetteville Athletics Association (FAA) and the Fayetteville Fire Company, when needed; subject to Board confirmation and attend as many committee meetings as possible to become familiar with issues.

1.3.3.13 The President shall have the general and active management of all activities of FMFI, including supervision of all Board members assuring that Board members properly perform duties.

1.3.3.14 The Presidents shall count all funds with the Treasurer if the Business Manager is not available..

1.3.3.15 Attend and participate in the monthly KYFCL board meetings as a representative of the FMFI Board of Directors.

1.3.3.16 The President may be responsible to assign Game Day Duties to Board members as needed and will be responsible to ensure that all Board members are completing these duties.

1.3.3.17 Keeps a good flow of communication between parents, coaches, board members and all participating children in FMFI

1.3.3.18 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

#### **1.4 Football Vice President Roles and Responsibilities:**

1.4.1 Assume such duties and accept such responsibility in managing the affairs of the FMFI in the event the President may resign.

1.4.2 Assume the duties of the President in his absence.

1.4.3. Attend all KYFCL Football meetings held every third Tuesday of the month if no football rep or football rep is unable to attend. Must communicate with the President if not able to attend the meeting within 72 hours of the meeting.

1.4.4 Act as the Weighmaster.

1.4.5 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

1.4.6 Assumes the duties of the football rep in his absence.

### **1.5 Cheer Vice President Roles and Responsibilities:**

1.5.1 Attend all games and practices as the Cheerleader Safety Representative.

1.5.2 Attend all KYFCL Cheerleading Meetings held every third Tuesday of the month. Notify the president and/or vice president within 72 hours if unable to attend the meeting. . unless otherwise specified. May appoint a qualified person to attend if the Cheer Representative is not able to.

1.5.3 Responsible for work with the Head Cheer Coaches for the hand out of uniforms and equipment and for the collection and storage of the same at the end of the cheerleading season.

1.5.4 Responsible for the maintenance, handout, and storage of any miscellaneous equipment which may be necessary to the cheerleader's participation within the FMFI.

1.5.5 Act as the first person of contact for the cheerleading coaches, parents, Browns Board, and KYFCL Board.

1.5.6 Works with the equipment manager to provide inventory of the cheerleading uniforms and equipment at the end of the season..15.6 Provide a statement of inventory of the cheerleading equipment at the end of the season to the Board. This statement shall include the condition of the equipment and replacements needed.

1.5.7 Make recommendations to the equipment manager to bring to the Board for the purchase of all cheerleading equipment for the FMFI.

1.5.8 Responsible for overseeing Cheerleading registration prior to the start of the season

1.5.9 All other duties that may arise in order to benefit the FMFI

### **1.6 Treasurer Roles and Responsibilities:**

1.6.1 Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, donations, receipts, send disbursement of the FMFI including, specifically, the numbers of football players, the participation fee collected, and the amount of fees remitted.

1.6.2 Receive all monies for the FMFI giving a receipt therefore, and deposit them in the name of the FMFI in a bank approved by the Board.

1.6.3 Receive and retain a copy of the deposit slip for deposit made.

1.6.4 Pay all bills authorized by the Board on behalf of the FMFI. Secure two signatures on all checks.

1.6.5 The Business Manager is required to audit the bank statement once a month. In the in the absence of the Business Manager the President will do so.

1.6.6 The authorized signers shall not be related by blood or marriage.

1.6.7 Keep the membership informed of expenditures as they relate to the budget adopted by the Board.

1.6.8 Present a statement of account at every meeting of the FMFI and the Executive Board and at other times when requested by the FMFI, to include all receipts, disbursements, deposits, bankbook and ledger. The President approval of the information presented will be required at each meeting, indicated by the President's initials or signature.

1.6.9 Make an annual financial report to the FMFI, which includes gross receipts and

disbursements for the year. The records shall be presented to the executive board and audited at the conclusion of each season and/or annual election by a third party CPA.. Audit must be completed prior to filing taxes.

1.6.10 Put together an annual budget for concession, equipment, field maintenance, league fees, and team building and present it by the February meeting. Must be approved by the March meeting.

1.6.10.1 Purpose a fundraising goal for the year based on budget needs.

1.6.11 Will be involved in all community-based fundraising affairs for the FMFI.

1.6.11.1 May have a fundraising committee that will report to the treasurer.

1.6.12 Responsible for assisting the business manager in disturbing sponsorship information and obtaining Sponsorships.

1.6.12 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

1.6.14 Work with the secretary to coordinate any and all fundraising drives.

1.6.15 Responsible for receiving paperwork and money from the the parents for all fundraisers

### **1.7 Secretary Roles and Responsibilities:**

1.671 Keep a full and true permanent record of all meetings of the Board at both regular and special meetings, which include taking attendance. In the absence of the Secretary a person appointed for that purpose at the meeting would record the proceedings.

1.7.2 Prepare and distribute an agenda for all Board meetings.

1.7.3 Ensure that files for youth are kept up to date with all the necessary information.

1.7.4 Create team rosters. (KYFCL Rosters, Phone rosters, etc.)

1.7.5 Will be responsible for controlling the disbursement and collection of all keys.

1.7.6 Responsible for overseeing registration

1.7.7 Responsible for preparing the information for the Parent's Meeting prior to the start of the season.

1.7.8 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

1.7.9 Responsible for the distribution of information to the FMFI membership and registration through Email and Social Media.

1.7.10 Responsible for setting up work details and enforcing work details.

1.7.11 Coordinate any and all fundraising drives upon board approval.

1.7.12 Oversee the FMFI's social media and website accounts, keeping them up to date with current activities and important updates to events.

1.7.13 Work with the other Board members to assist in the advertisement of the FMFI to our community and sponsors.

### **1.8 Business Manager Roles and Responsibilities:**

1.8.1 Count all funds with the President and/or Treasurer.

1.8.2 Responsible for checks and balances of FMFI's bankbook, ledger, disbursements and deposits to be presented at FMFI's monthly meetings.

1.8.3 The Business Manager is required to audit the bank statement once a month. In the absence of the Business Manager the President will do so.

1.8.4 Oversee all concession stands and purchases.

1.8.4.1 May have a committee including a member at large(s) to oversee the function, inventory, and daily operations of the concession stand.

1.8.4.2 Have complete control of the concession stand. However, the Board shall have the right to overrule any decision, which is not in the best interest of the FMFI.

1.8.4.3 Order food and supplies for the concession stands. Submit all invoices to the treasurer for payment.

1.8.4.4 Supply a list of food and prices to be used by the May meeting to the Board for Board approval.

1.8.4.5 Maintain organization and cleanliness of the concession stands.

1.8.4.6 **Submit to the Board at the end of the season a statement of inventory.**

1.8.6 Ensure that each member of the Board and coaching staff has all the required documentation needed by the FMFI and the KYFCL completed prior to the start of the season. (this includes state clearances, CPR and USA football/cheer certification).

1.8.7 Organize the development of game programs.

1.8.8 Responsible scheduling team photos.

1.8.9 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

1.8.10 Work with the other Board members to assist in the advertisement of the FMFI to our community and sponsors.

1.8.11 Responsible for disturbing sponsorship information and obtaining Sponsorships.

1.8.12 Work with members at large for planning banquets and team building activities.

### **1.9 Equipment Manager Roles and Responsibilities:**

1.9.1 Responsible for assisting the football and cheer rep in the handout of uniforms and equipment to the players. Assist the football and cheer rep with the collection and storage of the same at the end of the season.

1.9.2 Responsible for the maintenance, handout, and storage of any miscellaneous equipment, which may be necessary to the player's participation within the FMFI.

1.9.3 Provide a statement of inventory of the equipment for both football and cheer at the end of each season to the Board. The statement shall include the condition of the equipment and replacement equipment that is needed.

1.9.4 Make recommendations to the Board for the purchase, decertification, and reconditioning of all equipment for the FMFI.

1.9.4.1 Communicates with equipment companies on recommendations and orders appropriate equipment for the season once approved by the board.

1.9.5 Ensure that the equipment bag and toolbox are on the sidelines prior to the start of

games.

1.9.6 Ensure the FMFI's water jugs and bottles are filled and on the sidelines prior to the start of games.

1.9.7 Be present at all games and practices to ensure FMFI equipment is in proper working order and/or conduct repairs as needed.

1.9.8 Football and cheer rep to step into the position if Equipment Manager is unavailable.

1.9.9 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

### **1.10 Member(s) At Large Roles and Responsibilities:**

1.10.1 Responsible for working with the business manager and team moms/volunteers overseeing Special Event Planning (Banquet, Homecoming, Community Activities, Parade, Bonfire, etc.)

1.10.2 Work with the business manager to run concession stands for games.

1.10.3 Work with the treasurer to distribute fundraising information and distribute fundraising items when they are delivered.

1.10.4 All other duties that may arise in order to benefit the FMFI. Must consult with the executive board prior to making any decisions.

### **1.11 Field Manager Roles and Responsibilities:**

1.11.1 Responsible for mowing and maintaining all grounds during the FMFI season.

1.11.2 Responsible for setting up the field for all home games along with any parents assigned to help.

1.11.3 Oversee game day announcing and music.

1.11.3 Choose an assistant that can step into the position if the Field Manager is unavailable.

1.11.4 Submit all receipts for services to the Treasurer.

1.11.5 Submit a list of any items needing purchased for maintaining grounds to the Board for approval.

1.11.6 Report any field maintenance issues to the Executive Board as soon as they arise.

1.11.7 All other duties that may arise in order to benefit the FMFI.

### **1.12 Football Representative/Player Safety Coach Roles and Responsibilities:**

1.12.1 Attend all games and practices as the Player Safety Representative.

1.12.2 Act as the first line of contact for the football coaches, parents, Browns Board, and KYFCL Board.

1.12.3 Attend all KYFCL Football meetings held every third Tuesday of the month. Must communicate with the President or Vice President if not able to attend the meeting within 72 hours of the meeting.

1.14.4 Responsible for handout of uniforms and equipment to the football players and for the

collection and storage of the same at the end of the football season.

1.14.5 Help make recommendations to the equipment manager to take to the Board for the purchase of all football equipment for the FMFI.

1.14.6 All other duties that pertain to Heads Up Football including Copies of the Heads up football certification and clearances must be given to the secretary to keep on file.

1.14.7 Works with the equipment manager to provide inventory of the football uniforms and equipment at the end of the season.

### **1.15 Cheerleading Representative Roles and Responsibilities:**

1.15.1 Attend all games and practices as the Cheerleader Safety Representative.

1.15.2 Attend all KYFCL Cheerleading Meetings held every third Tuesday of the month. Notify the president and/or vice president within 72 hours if unable to attend the meeting...

1.15.3 Responsible for work with the Head Cheer Coaches for the hand out of uniforms and equipment and for the collection and storage of the same at the end of the cheerleading season.

1.15.4 Responsible for the maintenance, handout, and storage of any miscellaneous equipment which may be necessary to the cheerleader's participation within the FMFI.

1.15.5 Act as the first person of contact for the cheerleading coaches, parents, Browns Board, and KYFCL Board.

1.15.6 Works with the equipment manager to provide inventory of the cheerleading uniforms and equipment at the end of the season..

1.15.7 Make recommendations to the equipment manager to bring to the Board for the purchase of all cheerleading equipment for the FMFI.

## **2. DUTIES AND RESPONSIBILITIES OF COACHES AND STUDENT ASSISTANTS**

### **2.1 The Football Head Coach:**

2.1.1 Be nominated by the FMFI membership at the End of the year Banquet and voted on by the FMFI Board to serve as Head Football Coach. Coaches will be voted on each year. .

2.1.1.1 The FMFI board may dismiss any Head or Assistant football coach by a majority vote, if their actions are not within the boundaries of the Code of Conduct or By- Laws of the FMFI and Keystone Youth Football and Cheerleading League (KYFCL) and are deemed detrimental to FMFI.

2.1.2 Have authority to each season select a maximum of (five) assistant coaches and present their names to the Board for approval.

2.1.2.1 Additional assistant coaches may be approved by the Board based on the size of the team.

2.1.3 All coaches are required to submit all required documentation needed by the FMFI and KYFCL to the business manager prior to the start of the season's first practice (Heat Acclimation).

2.1.3.1 Required documentation is as follows: state clearance, child abuse, CPR, and USA football/heads up football training.

- 2.1.3 Ensure that assistant coaches comply with the Code of Conduct.
- 2.1.4 Have complete control and responsibility at practices and games. Coaches also have the authority to discipline a player(s) for inappropriate conduct in accordance with the Player's Code of Conduct.
- 2.1.5 Monitor all players standing on the sideline to ensure proper playing time. 2.1.6.1 Will select from his/her staff an official play counter to document players play counts during each game to ensure minimum plays are received.
- 2.1.6 Will make recommendations to the Football Rep for canceling or modifying practices due to inclement weather.
- 2.1.7 Responsible for ensuring that all players have been notified when there is a change in the practice or game schedule.
- 2.1.89 Responsible for players when they are at practice and games, and ensure that all players have been picked up prior to leaving.
- 2.1.9 Required to attend or to ensure at least one coach for his/her team attends the mandatory KYFCL Coach's Clinic each year. More than one coach may participate in the clinic.
- 2.2.10 At least one coach is required to be CPR certified. We recommend two be certified.

## **2.2 The Cheerleading Head Coach:**

- 2.2.1 Be nominated by the FMFI membership at the End of the year Banquet and voted on by the FMFI Board to serve as Head Cheer Coach. Elected Head Cheer **Coaches will be voted on each year.**
  - 2.2.1.1 The FMFI board may dismiss any Head or Assistant Cheer coach by a majority vote, if their actions are not within the boundaries of the Code of Conduct or By-Laws of the FMFI and Keystone Youth Football and Cheerleading League (KYFCL) and are deemed detrimental to FMFI.
- 2.2.2 Have authority to each season select a maximum of (five) assistant coaches and present their names to the Board for approval.
  - 2.2.2.1 Additional assistant coaches may be approved by the Board based on the size of the team.
- 2.2.3 All coaches are required to submit all required documentation needed by the FMFI and KYFCL to the business manager prior to the start of the season's first practice (Heat Acclimation).
  - 2.2.3.2 Required documentation including the following: CPR certification, State and child abuse clearance, and AACCA certification training.
- 2.2.4 Ensure that assistant coaches comply with the Coaches Code of Conduct.
- 2.2.5 Have complete control and responsibility at practices and games. Coaches also have the authority to discipline a cheerleader(s) for inappropriate conduct in accordance with the Player's Code of Conduct.
- 2.2.6 Develop a routine for Cheer Fest that adheres to the Cheer Fest guidelines.
- 2.2.7 Will make recommendations to the Cheer Rep for canceling or modifying practices due



to inclement weather.

2.2.8 Responsible for ensuring that all cheerleaders have been notified when there is a change in the practice of game schedule.

2.2.9 Responsible for cheerleaders when they are at practice and games, and ensure that all cheerleaders have been picked up prior to leaving.

2.2.10 Required to attend or to ensure at least one coach for her/his team attends the mandatory KYFCL Coach's Clinic each year. More than one coach may participate in the clinic.

2.2.11 At least one coach is required to be CPR certified. We recommend two be certified.

### **2.3 Student Football Assistants:**

2.3.1 Students' ages fourteen (14) to eighteen (18) may assist the football coaching staff when, once they have been approved by the Board.

2.3.2 All student assistants shall be at least two (2) years older than the age group as in which they are assisting (i.e. to assist varsity, a student will need to be sixteen (16) years or older).

2.3.3 Student Football Assistants may not conduct practice or any league function without the Head Coach or Board Member present.

2.3.4 Student Football Assistants are prohibited from being members of the Board.

### **2.4 Student Cheerleading Assistants:**

2.4.1 Students' ages fourteen (14) to eighteen (18) may assist the cheerleading coaching staff when, once they have been approved by the Board.

2.4.2 All student assistants shall be at least two (2) years older than the age group as in which they are assisting (i.e. to assist varsity, a student will need to be sixteen (16) years or older).

2.4.3 Student Cheerleading Assistants may not conduct practice or any other league function without the Head Cheerleading Coach or Board Member present.

2.4.4 Student Cheerleading Assistants are prohibited from being members of the FMFI Board.

## **3. FOOTBALL PLAYER AND CHEERLEADER MEMBERSHIP**

3.1 Any youth meeting the requirements of age and weight shall be eligible to participate in the FMFI. Membership runs from registration to registration.

3.2 The membership fee for each child will be determined each year by the Board and must be paid in full to the Treasurer at registration. Membership fees shall be consistent with the basic needs of the FMFI and such fees shall include the cost of accident insurance on the participant.

3.3 After the first regular season game, no refund of fees will be given and all equipment Provided by the FMFI must be returned within five (5) days of the participants removal or nonparticipation or action will be taken to recover the missing FMFI equipment.

3.3.1 Exceptions will be if an injury happens at the start of the season that prevents the child from playing, all other exceptions will be made on a case by case basis and Board approval.

3.4 The Board, by majority vote, shall have the authority to waive any membership fee when, in the Board's discretion, the payment of such fee by the participant or his family may cause undue hardship.

3.5 Each player, cheerleader, football coach, cheerleading coach, student coach, Board member, and parent(s)/guardian(s) must agree to abide by the FMFI Code of Conducts. Any player, cheerleader, football coach, cheerleading coach, student coach, Board member, or parent(s)/guardian(s) not abiding by the FMFI's Code of Conduct may be ejected/disqualified from an event. Each player, cheerleader, football coach, cheerleading coach, student coach, Board member, or parent(s)/guardian(s) shall receive a copy of the FMFI's Code of Conduct and complete a signature receipt which shall be kept on file for future reference.

3.6 A coach has the authority to discipline (i.e. sit out any practice or game) and the responsibility to immediately notify the Football/Cheer Rep of the situation. ONLY the Board by majority vote shall have the authority to suspend or dismiss any participant whose conduct or behavior is considered detrimental to the FMFI.

3.7 Every player, cheerleader, football coach, cheerleading coach, Board member, and FMFI member shall receive a copy of the FMFI's Constitution and By-Laws and Policy and Procedure Manual upon request.

#### **4. RULES GOVERNING FOOTBALL AND CHEER PARTICIPATION**

##### **4.1 Player Age Eligibility:**

4.1.1 All players must provide a copy of their birth certificate, sign the current year physical form and have properly filled out the KYFCL Registration form. No child shall be allowed to participate unless a signed current physical form is provided to the FMFI Board PRIOR to the start of the first practice (Heat Acclimation). Physicals are valid for (366) days, no child may participate without a valid current physical on file with the FMFI Board.

4.1.2 All players shall register and participate for the organization in the community in which they reside. Exceptions are: (1) Parent(s) are actively involved in such organization's Board of Directors, (2) Child was previously registered in such organization. (3) KYFCL Board deems release is in the best interest of the child. All players wishing to participate in any organization other than in their draw area must have release form completed before they can participate. Once they are released to another organization, they must remain in the program and are not permitted to change unless parents/guardians move to new residence. Form must be signed by coaches, organization's presidents, parent/guardian, KYFCL President, and returned to the Secretary of KYFCL for filing before players may participate in any league activities.

4.2 It is the intent of this association that no sacrifice of scholastic achievement will be caused by participation in the FMFI program.

##### **4.3.1 Football Equipment Requirements:**

4.3.1.1 Each player must be equipped in full uniform as issued, including mouthpiece and shoes with molded rubber cleats at the practices and games. No modifications are allowed to the uniforms.

4.3.1.2 The FMFI will supply the first mouthpiece; additional mouthpieces can be bought

for \$1.00 each.

**4.3.3** If equipment is not turned in on the specified equipment turn in date the parent/guardian will be charged a late fee of \$5.00 per day until the equipment is returned.

4.3.1.3 A child will not be able to register for the following season if all equipment items are not turned in or paid to replace.

4.3.1.5 Football players are responsible to maintain their uniform accordingly. If the uniforms are not turned in, lost or damaged, the parent/legal guardian will not be refunded the volunteer/uniform fee.

#### **4.3.2 Cheerleading equipment requirements:**

**4.3.2.1** The FMFI will issue each cheerleader a full uniform including a warm up suit and raincoat.

4.3.2.2 Cheerleaders are responsible to maintain their uniform accordingly. If the uniforms are not turned in, lost or damaged, the parent/legal guardian will not be refunded the volunteer/uniform fee.

#### **4.4 Practice Attendance Requirements:**

##### **4.4.1 Practice Restrictions:**

4.4.1.1 Coaches must be present at all practices. Student football and cheer assistants do not take the place of adult supervision.

4.4.1.2 There will be no more than four (4) practices and one (1) game per week (Monday to Sunday).

4.4.1.3 During the school year, practices must end by 8:00pm or when the lighting is insufficient to practice safely.

4.4.1.3.1 According to the Keystone Youth Football and Cheerleading League (KYFCL) policies total football and cheer time per week (Monday to Sunday); Smurf, Junior Varsity and Mid-varsity levels have eight (8) hours and Varsity has ten (10) hours.

4.4.1.3.2 The only exception to this rule is the Smurf Jamboree. Coaches may decide to cancel any practices leading up-to or after the Jamboree to allow time to recover.

4.4.1.4 All practice sessions are limited to two (2) hours.

4.4.1.5 Cheer squads may cheer at scrimmages.

##### **4.4.2 Participation for Game Attendance:**

4.4.2.1 The prospective team coaches will maintain an attendance record for the season.

4.4.2.2 Players who miss two (2) previous practices before the game for reason of sickness or inexcusable absences are not required to play in that game and will not be in full uniform, at the Head Coach's discretion. However, wearing of the jersey is permissible.

4.4.2.3 School functions conflicting with practice will be considered excusable absences. All other absences are up to the discretion of the Head Coach.

4.4.2.4 Any questions or disagreements will be brought to the attention of the Head Coach for resolution.

4.4.2.4.1 The Head Coach reserves the right to forward all questions and disagreements to the Football/Cheer Rep or FMFI Board.

4.4.2.5 If a participant is suspended from school, they will not be allowed to participate in practices or games for the duration of the school suspension.

#### **4.4.3 Injuries:**

4.4.3.1 Any player who suffers ANY injury (not including a concussion- see Concussion rule in section 4.4.4) that requires medical attention by a physician must obtain the physician's written permission before returning to participate in any practice or game conducted by the FMFI.

4.4.3.1.1 The physician's permission slip shall be given to the Head Coach who will forward it to the FMFI secretary to be filed in the player's file. All other pertinent information regarding the injury may be scan/uploaded and submitted to the secretary via email.

4.4.3.1.2 If the Football/Cheer Rep or medical personnel has any reason to believe a participant has sustained An injury during any FMFI event, they have the duty and responsibility to remove the participant from the activity at any time.

4.4.3.2 All injuries must be documented and reported to the executive board immediately and kept in the injury folder.

4.4.3.3 If a player goes down due to a head, neck, or spine injury, the player will not be moved or assessed by anyone other than a credentialed EMT, RN or higher licensed medical professional . Once the player is cleared to be moved off the field and is safe to travel, that player will need to be checked out by a physician in order to return to the football field. The Browns will need a copy of the note clearing the player.

#### **4.4.4 Concussions:**

4.4.4.1 Any athlete within the FMFI, who has sustained a concussion during any activity (sports related or otherwise), will not be allowed to return to any activity involving the FMFI until the following criteria has been met.

4.4.4.1.1 The athlete must be cleared to return to physical activity by a licensed physician. The FMFI recommends (but does not require) the "license physician" is one who specializes in concussions and/or head trauma.

4.4.4.1.2 All Head Coaches will decline a player to play if the player does not pass the Concussion test administered by their coach, EMT, Player Safety Coach, or any other qualified person.

4.4.4.1.3 If the Football/Cheer Rep or EMT or licensed medical professional has any reason to believe a participant has sustained a concussion during any FMFI event, they have the duty and responsibility to remove the participant from the activity at any time.

### **5.1.5 Practice Attendance Requirements**

#### **6. MEETINGS**

6.1 Regular meetings are held the fourth (4<sup>th</sup>) Monday of each month, unless otherwise agreed upon by the board. The board will agree upon the location and time during the previous meeting. Meeting dates can and will be changed due to unforeseen circumstances or other FMFI activities that may necessitate the alteration of meeting dates.

6.2 FMFI Board meetings may begin and end with a prayer or moment of silence, if agreed upon by those in attendance.

6.3 Meetings are open to all members unless otherwise noted.

#### **7. EXPENDITURE & REFUNDS**

7.1 The Board shall refund any and all expenditures for purchase of items less than fifty dollars (\$50.00) made by the Board members, which directly relate to the FMFI's functions of operating expenses.

7.2 Any purchases more than fifty dollars (\$50.00) must be approved by the FMFI Board

7.3 The Executive Board can approve emergency purchases of up to two hundred and fifty dollars (\$250.00). Approval requires a minimum five (5) votes to pass.