

# **HCYF**

# **BOARD OPERATIONS MANUAL**

*United by Community. Driven by Purpose.*

**2026**

## **Board Operations Manual**

# **ARTICLE I - GOVERNANCE & MEETINGS**

### **Section 1.01 - Regular Meetings**

The Board of Directors of Harris County Youth Football (HCYF) shall hold regular meetings on the third Wednesday of each month at 6:30 p.m., unless otherwise modified by majority vote of the Board.

The meeting schedule may be adjusted as necessary due to holidays, facility conflicts, or emergency circumstances. Any schedule change shall be communicated to Board members in advance.

### **Section 1.02 - Agenda Requirements**

The meeting agenda shall be prepared in advance of each regular meeting and approved by the President or designee.

The approved agenda shall be posted or distributed no less than ten (10) days prior to the scheduled meeting date.

No action item may be voted upon unless it appears on the posted agenda, except in cases of emergency as determined by majority vote of the Board.

### **Section 1.03 - Open Meetings**

Board meetings shall be open to community members, parents, coaches, and other interested parties unless the Board enters Executive Session pursuant to Section 1.05 of this Article.

Attendance by non-Board members does not grant voting privileges or participation in Board deliberations except during designated public comment periods.

### **Section 1.04 - Public Comment & Written Complaints**

Community members may address the Board during designated public comment.

Public comment is limited to general matters and informational concerns.

Any matter involving discipline, formal allegations, rule violations, or requests for official Board action must be submitted in writing to the Board.

Written complaints shall: (1) Identify the individual submitting the complaint; (2) Clearly describe the incident or issue; and (3) Be submitted within forty-eight (48) hours of the occurrence, unless extraordinary circumstances exist.

Verbal complaints alone shall not initiate formal disciplinary review.

### **Section 1.05 - Executive Session**

The Board may enter Executive Session by majority vote to discuss personnel matters, disciplinary matters, legal matters, sensitive financial matters, and matters involving minors.

No formal vote shall occur during Executive Session. All final actions shall be taken in open session.

### **Section 1.06 - Attendance Requirements**

All Directors are expected to attend scheduled Board meetings.

Failure to attend more than two (2) meetings within a calendar year, or two (2) consecutive meetings, shall subject the Director to review pursuant to the HCYF Bylaws.

Notice of absence should be provided to the President or Secretary in advance whenever possible.

## **ARTICLE II - DUTIES & RESPONSIBILITIES OF BOARD MEMBERS**

This Article defines the operational responsibilities of each officer and Board role. These duties are administrative and operational in nature and supplement - without replacing - responsibilities defined in the HCYF Bylaws.

### **Section 2.01 - President**

The President shall serve as the chief administrative officer of HCYF and shall: (1) Preside over all Board meetings; (2) Ensure that all meetings are conducted in an orderly and professional manner; (3) Ensure enforcement of the HCYF Bylaws, Operations Manual, and officially adopted sport rules; (4) Provide oversight to all standing and special committees; (5) Serve as primary liaison between HCYF and the Harris County Recreation Department; (6) Ensure required documentation is submitted annually to the Recreation Department; (7) Sign official documents on behalf of HCYF when authorized by the Board; and (8) Oversee compliance with all financial, safety, and governance policies.

The President shall vote only as provided in the Bylaws.

### **Section 2.02 - Vice President**

The Vice President shall: (1) Assist the President in carrying out executive responsibilities; (2) Preside over meetings in the absence of the President; (3) Serve as a member of the Registration Committee; (4) Assist with coordination of Board event coverage schedules; and (5) Perform duties as delegated by the President or Board.

### **Section 2.03 - Secretary**

The Secretary shall: (1) Record and maintain accurate minutes of all Board meetings; (2) Maintain official attendance records; (3) Maintain all official Board documents and resolutions; (4) Maintain administrative access to the HCYF Google Drive repository; (5) Ensure proper storage and organization of written complaints, disciplinary documentation, committee reports, and Board resolutions; and (6) Maintain administrative access to official HCYF digital platforms as designated.

The Secretary shall ensure continuity of records during transitions of office.

## **Section 2.04 - Treasurer**

The Treasurer shall: (1) Maintain accurate financial records for HCYF; (2) Receive, safeguard, and ensure deposit of all monies and funds of HCYF into Board-approved accounts; (3) Keep accurate records of all receipts, disbursements, balances, and other financial activity of HCYF; (4) Present a written Treasurer's report at each regular Board meeting; (5) Maintain oversight of all HCYF bank accounts and financial balances; (6) Process expenditures approved by the Board and ensure compliance with Board-approved spending authority; (7) Ensure compliance with the approved annual budget; (8) Ensure that expenditures exceeding \$1,000 receive prior Board approval; (9) Coordinate electronic payments in accordance with Board authorization; (10) Prepare the annual budget under the direction of the President and Board; (11) Prepare the annual financial report for presentation at the annual meeting; (12) Maintain all financial documentation within the official HCYF Google Drive repository; (13) Maintain records necessary to support HCYF's nonprofit-status compliance and annual documentation requirements; and (14) Provide financial statements, bank documentation, and related records as required under the Harris County Recreation Department agreement.

The Treasurer shall not authorize expenditures outside Board policy and shall not maintain exclusive control over HCYF financial documentation.

## **Section 2.05 - Safety Commissioner**

The Safety Commissioner shall: (1) Oversee injury reporting compliance for all HCYF programs; (2) Ensure injuries requiring removal from practice or game participation are properly documented; (3) Ensure return-to-play clearance is obtained when required; (4) Conduct preseason inspection of all community football and cheer equipment to ensure compliance and safety; (5) Provide safety recommendations to the Board; and (6) Serve on designated committees as required.

## **Section 2.06 - Community Football Commissioner**

Each Community Football Commissioner shall: (1) Represent their respective community on the HCYF Board; (2) Oversee football operations within their assigned community; (3) Ensure that all coaches meet certification, background check, and Code of Conduct requirements before participating; (4) Validate that all required documentation is completed prior to weigh-in and verification; (5) Ensure compliance with HCYF rules and policies; (6) Report operational, safety, and disciplinary matters to the Board; and (7) Assist in enforcement of mandatory play and roster compliance requirements.

Community Football Commissioners act in the best interest of HCYF as a whole, not solely their community.

## **Section 2.07 - Cheer Commissioner**

The Cheer Commissioner shall: (1) Oversee cheer program operations; (2) Ensure compliance with HCYF policies and Recreation Department requirements; (3) Report cheer-related

matters to the Board; and (4) Coordinate with the Safety Commissioner regarding safety matters.

## **Section 2.08 - Information Coordinator**

The Information Coordinator shall: (1) Oversee official HCYF website and social media platforms; (2) Ensure that all published information reflects Board-approved policies and schedules; (3) Coordinate public announcements and digital communications; (4) Maintain professional standards in all public messaging; and (5) Coordinate with Secretary to ensure continuity of digital access.

## **Section 2.09 - Girls Flag Football Coordinator**

The Girls Flag Football Coordinator shall: (1) Serve in a Board-appointed position responsible for coordination and oversight of the Girls Flag Football program; (2) Serve as Chair of the Girls Flag Football Committee; (3) Coordinate and support the day-to-day operations of the Girls Flag Football program; (4) Ensure communication and coordination between the Girls Flag Football program and the HCYF Board; and (5) Present all program decisions, recommendations, concerns, and disciplinary matters from the Girls Flag Football Committee to the HCYF Board for review and final approval.

The Girls Flag Football Coordinator shall be appointed by the HCYF Board.

The Girls Flag Football program shall operate through its committee structure.

All final authority, including rule changes, disciplinary actions, and policy decisions, remains with the HCYF Board.

## **Section 2.10 - Fundraiser Coordinator**

The Fundraiser Coordinator shall: (1) Serve in a Board-appointed position responsible for coordinating and supporting fundraising efforts for HCYF; (2) Develop and present fundraising ideas, plans, and events for Board review and approval; (3) Coordinate logistics, communication, and execution of approved fundraising activities; (4) Work with Board members, committees, and volunteers to support fundraising initiatives across all programs; (5) Ensure all fundraising activities comply with HCYF policies, Recreation Department requirements, and any applicable guidelines; and (6) Provide updates to the HCYF Board on fundraising plans, progress, and results.

The Fundraiser Coordinator shall not independently approve fundraising activities, financial decisions, or partnerships and must present all fundraising plans to the HCYF Board for review and approval.

The Fundraiser Coordinator is a non-voting position and serves in a support role to the Board.

## **Section 2.11 - School Liaison Coordinator**

The School Liaison Coordinator shall: (1) Serve in a school-appointed, non-voting liaison position to the HCYF Board for the purpose of communication and coordination between HCYF football leadership and school football programs; (2) Maintain communication with

school representatives regarding scheduling, field use, player transition, development opportunities, and other football-related coordination matters; (3) Identify issues, needs, and opportunities involving school coordination and report them to the HCYF Board; (4) Present recommendations to the HCYF Board when action or direction is needed; and (5) Support positive working relationships between HCYF and school football leadership consistent with Board policy and the best interests of HCYF.

The School Liaison Coordinator is a non-voting position and serves in a liaison and support role to the HCYF Board.

## **Section 2.12 - Board Voting Authority**

The following positions shall serve as voting members of the HCYF Board:

- President
- Vice President
- Treasurer
- Secretary
- Community Football Commissioners
- Safety Commissioner
- Cheer Commissioner

The President shall vote only in the event of a tie, as provided in the HCYF Bylaws.

All other positions, including coordinators and committee members, are non-voting unless otherwise approved by the Board.

# **ARTICLE III - BOARD MEMBER ELIGIBILITY & REQUIREMENTS**

## **Section 3.01 - Eligibility to Serve**

All individuals elected or appointed to serve on the HCYF Board of Directors must meet eligibility requirements established by the HCYF Bylaws and comply with all governing documents and Recreation Department policies.

Board Members must remain in good standing with HCYF and conduct themselves in a manner consistent with the mission and integrity of the organization.

## **Section 3.02 - Background Check Requirement**

All Board Members shall complete and maintain a background check through the Harris County Recreation Department in accordance with Recreation Department policies and procedures.

Background checks must be completed prior to the start of each program year and remain current throughout the individual's term of service.

Any individual seeking election or appointment to the HCYF Board must successfully complete and receive approval of a background check through the Recreation Department prior to being placed on the ballot or formally voted upon.

Failure to pass, complete, or maintain an approved background check shall result in immediate ineligibility to serve and removal from the Board.

### **Section 3.03 - Ongoing Compliance**

Board Members must remain in compliance with all HCYF governing documents, Recreation Department requirements, and eligibility standards during their term of service.

## **ARTICLE IV - COMMITTEES**

The Board may establish standing or special committees to assist in the administration of HCYF programs. Committees operate under Board oversight and may not supersede the authority of the Board of Directors. Unless otherwise stated herein, committees serve in an advisory capacity and make recommendations to the Board for final action.

### **Section 4.01 - Coaches Committee**

**Composition.** The Coaches Committee shall consist of all Community Football Commissioners and the Safety Commissioner. The President shall not serve as a voting member of the Coaches Committee but may participate in discussions and shall vote only in the event of a tie.

**Purpose.** The Coaches Committee shall: (1) Review football-related disciplinary matters; (2) Review allegations involving coaches, mandatory play, weight compliance, or rule violations; (3) Provide recommendations to the Board regarding suspensions or corrective action; and (4) Assist in reviewing coach eligibility and compliance requirements.

**Authority.** The Coaches Committee may deliberate and vote by majority of its members. All disciplinary recommendations shall be submitted to the Board for final approval. The Board retains final authority on all disciplinary actions.

### **Section 4.02 - Registration Committee**

**Composition.** The Registration Committee shall consist of the Vice President, Secretary, and Treasurer.

**Purpose.** The Registration Committee shall: (1) Oversee registration procedures; (2) Ensure required documentation is collected prior to player eligibility; (3) Ensure background checks are completed as required; (4) Validate roster submission compliance prior to season start; and (5) Ensure documentation required by the Recreation Department is complete. The Registration Committee operates under Board oversight and reports findings to the Board.

### **Section 4.03 - Girls Flag Football Committee**

**Composition.** The Girls Flag Football Committee shall consist of the Girls Flag Football Coordinator, who shall serve as Committee Chair; the Safety Commissioner; and up to three

(3) additional members approved by the Board. Additional members may be parents or coaches within the Girls Flag Football program. All committee members must meet Board member eligibility requirements under the HCYF Bylaws.

Terms. Committee members shall serve two (2) year terms and may be reappointed or reelected by majority vote of the Board.

Purpose. The Girls Flag Football Committee shall: (1) Review operational matters specific to the Girls Flag Football program; (2) Address concerns raised within the program; (3) Develop recommendations for rule modifications or procedural updates; and (4) Review disciplinary matters within the program.

Authority. The Committee may vote by majority to adopt recommendations. All rule changes, disciplinary actions, or policy modifications shall be presented to the Board for final approval. The Board retains final authority over all decisions.

### **Section 4.04 - Annual Committee Appointments**

All committee appointments shall be confirmed annually unless otherwise specified.

Committee composition shall be recorded in official Board minutes.

## **ARTICLE V - DISCIPLINE & FORMAL COMPLAINT PROCESS**

### **Section 5.01 - Written Complaint Requirement**

All formal complaints, allegations of misconduct, rule violations, or requests for disciplinary review must be submitted in writing to the HCYF Board of Directors. Verbal complaints alone shall not initiate formal review.

A written complaint must: (1) Identify the individual submitting the complaint; (2) Clearly describe the incident or alleged violation; (3) Identify the individuals involved; and (4) Be submitted within forty-eight (48) hours of the occurrence, unless extraordinary circumstances exist.

Anonymous complaints shall not be considered.

### **Section 5.02 - Review Process**

Upon receipt of a written complaint: (1) The Secretary shall log and maintain the complaint in official records; (2) The President shall refer the matter to the appropriate committee for review; (3) The committee shall review the matter and may gather relevant information; and (4) The committee shall submit a written recommendation to the Board.

### **Section 5.03 - Board Determination**

The Board of Directors shall review the committee recommendation and determine appropriate action by majority vote. Possible actions may include warning, suspension,

removal, or other corrective measures as permitted by the Bylaws and Rules. The Board retains final authority on all disciplinary decisions.

### **Section 5.04 - Appeals**

An individual subject to disciplinary action may submit a written appeal to the Board. The Board is not required to grant an appeal hearing. If granted, the Board shall review the matter and issue a final determination.

### **Section 5.05 - Documentation**

All complaints, recommendations, and final decisions shall be maintained in the official HCYF Google Drive repository.

## **ARTICLE VI - FINANCIAL CONTROLS & BANKING AUTHORITY**

### **Section 6.01 - Annual Budget**

The Board of Directors shall adopt an annual operating budget prior to the start of each fiscal year or sport season. All expenditures shall fall within the approved budget unless otherwise authorized by majority vote of the Board. The approved budget shall be maintained within the official HCYF Google Drive repository.

### **Section 6.02 - Spending Authority**

No individual Board member, officer, or committee may authorize expenditures outside the approved budget without prior Board approval.

Any single expenditure exceeding One Thousand Dollars (\$1,000), or not specifically included in the approved budget, shall require approval by majority vote of the Board prior to payment. This requirement applies to check payments, electronic payments, online transactions, and recurring digital services.

### **Section 6.03 - Electronic Payments**

Electronic payments are permitted for operational efficiency. All electronic transactions shall: (1) Be documented; (2) Be reflected in Treasurer reports; and (3) Comply with approved spending authority. Electronic payment capability does not eliminate Board approval requirements.

### **Section 6.04 - Authorized Bank Signers**

Authorized signers on all HCYF bank accounts shall include the Treasurer, President, and Vice President. Bank authority shall require the Treasurer and either the President or Vice President.

Changes to authorized signers shall require majority vote of the Board and shall be documented in official meeting minutes.

### **Section 6.05 - Financial Reporting**

The Treasurer shall present financial reports at regular Board meetings, including current balance, income, expenditures, and outstanding obligations. Financial reports shall be maintained within the official Google Drive repository.

### **Section 6.06 - Financial Records & Transparency**

All financial records shall be organized, maintained securely, available for Board review, and provided to the Recreation Department upon request in accordance with governing agreements. No single individual shall maintain exclusive control over financial documentation.

## **ARTICLE VII - DIGITAL GOVERNANCE & RECORD RETENTION**

### **Section 7.01 - Official Digital Platforms**

HCYF shall maintain an official website and approved social media platforms for the purpose of communicating registration information, schedules, rules, policies, announcements, and Board-approved updates. All published information shall reflect Board-approved policies and decisions. No individual may publish rule changes, disciplinary decisions, or official policy modifications without Board authorization.

### **Section 7.02 - Administrative Access**

Administrative access to official HCYF digital platforms shall be maintained by the Information Coordinator and Secretary. All Board members shall have access to the official HCYF Google Drive repository for transparency and continuity.

Administrative control of the Google Drive shall be maintained by at least two (2) principal officers to ensure continuity and security. Access credentials shall be transferred immediately upon change in office.

### **Section 7.03 - Google Drive Repository**

The official HCYF Google Drive repository shall serve as the primary digital storage location for Board meeting minutes, financial reports, written complaints, disciplinary documentation, committee reports, Recreation Department submissions, and official policies and rules.

Records shall be organized and maintained in a manner that allows timely review when requested.

## **Section 7.04 - Record Retention**

Official HCYF records shall be retained in accordance with nonprofit best practices and applicable legal requirements. Records required by the Recreation Department shall be maintained in a manner that allows annual submission and verification.

# **ARTICLE VIII - RECREATION DEPARTMENT COMPLIANCE**

## **Section 8.01 - Agreement Compliance**

HCYF shall operate in full compliance with its current agreement with the Harris County Recreation Department and all applicable County policies governing facility use, safety, and youth sports administration. HCYF acknowledges that use of County facilities is contingent upon compliance with these requirements.

## **Section 8.02 - Annual Documentation Submission**

HCYF shall submit required documentation to the Recreation Department annually, or as otherwise required under the governing agreement. Required documentation shall include, but is not limited to: (1) Current list of Board members and contact information; (2) Evidence of nonprofit status; (3) Current copy of HCYF Bylaws; (4) Financial statement and most recent bank statement upon request; (5) List of approved coaches prior to each sport season; (6) Team rosters at least ten (10) days prior to the start of the regular season; (7) Completed background check documentation for all required individuals; and (8) Executed Code of Conduct forms prior to each sport season.

## **Section 8.03 - Responsibility for Submission**

The President and Secretary shall ensure required documentation is submitted in a timely manner. Proof of submission shall be maintained within the official HCYF Google Drive repository.

## **Section 8.04 - Compliance Oversight**

Failure to comply with Recreation Department requirements may result in corrective action as determined by the Board and may impact facility access. The Board shall take appropriate measures to ensure ongoing compliance.

# ARTICLE IX - BOARD EVENT COVERAGE & GAME PRESENCE

## Section 9.01 - Event Coverage Requirement

A Board Event Coverage Schedule shall be created prior to each sport season to ensure Board member presence at HCYF games and major events. The coverage schedule shall consider the number of scheduled games, field locations, and Board member availability.

## Section 9.02 - Purpose of Coverage

Board presence at events is intended to: (1) Monitor compliance with HCYF rules and policies; (2) Support Community Commissioners; (3) Assist with safety oversight; (4) Serve as a leadership presence; and (5) Assist in de-escalation of disputes when appropriate. Board members are not substitutes for game officials and shall not interfere with officiating decisions.

## Section 9.03 - Authority at Events

Board members assigned to coverage may address policy violations, provide clarification of HCYF rules, and refer matters to the appropriate committee or Board review. Board members shall conduct themselves professionally at all times.

## Section 9.04 - Limitation of Authority

Board members attending as part of coverage shall not override game officials, coach participants, or publicly discipline individuals without following the formal complaint process outlined in Article V. All formal disciplinary matters must follow established procedures.

# ARTICLE X - CONFLICT OF INTEREST

## Section 10.01 - Disclosure Requirement

Any Board member or Committee member who has a direct personal, financial, or familial interest in a matter before the Board shall disclose the conflict prior to discussion.

## Section 10.02 - Recusal

A member with a declared conflict shall: (1) Refrain from participating in discussion of the matter; and (2) Abstain from voting on the matter. The recusal shall be recorded in the official meeting minutes.

### **Section 10.03 - Determination of Conflict**

If uncertainty exists as to whether a conflict of interest is present, the Board shall determine by majority vote whether recusal is required.

### **Section 10.04 - Integrity of Decision-Making**

No Board or Committee member shall use their position for personal gain or to provide unfair advantage to any individual, team, or community. All decisions shall be made in the best interest of HCYF as a whole.

## **ARTICLE XI - AMENDMENT OF OPERATIONS MANUAL**

### **Section 11.01 - Authority to Amend**

This Operations Manual may be amended by majority vote of the HCYF Board of Directors. Amendments shall not conflict with the HCYF Bylaws.

### **Section 11.02 - Documentation of Amendments**

All amendments shall: (1) Be recorded in official Board meeting minutes; (2) Be incorporated into the master copy of the Operations Manual; and (3) Be maintained within the official HCYF Google Drive repository.

### **Section 11.03 - Effective Date**

Amendments shall become effective immediately upon Board approval unless otherwise specified in the motion.

## **ARTICLE XII - ANNUAL OPERATIONAL CALENDAR**

The following calendar is intended as a continuity guide for typical annual Board operations. Dates may shift based on facility availability, Recreation Department deadlines, and program needs.

January

- Confirm committee assignments (or reappointments) and establish committee meeting cadence.
- Begin annual planning and identify upcoming Recreation Department submission requirements.
- Review prior-year issues and compile proposed operational improvements for Board consideration.

## February

- Prepare or update the annual operating budget for Board consideration.
- Begin registration planning, including verification staffing needs and documentation requirements.
- Confirm website and communication readiness for registration announcements.

## March

- Finalize registration timelines and verification procedures for spring/summer programs, if applicable.
- Review safety priorities and confirm injury reporting process readiness.

## April

- Conduct program readiness checks, including coaching compliance tracking and scheduling coordination.
- Begin Board coverage planning framework for upcoming seasons.

## May

- Confirm committee readiness for coach validation/approval processes.
- Ensure digital records (Google Drive) are organized for the new season.

## June

- Confirm field schedules and operational coordination for summer programs.
- Continue communications and community outreach as needed.

## July

- Begin fall season readiness planning, including verification staffing and scheduling coordination.
- Confirm required forms (waivers/code of conduct) are prepared for verification.

## August

- Conduct verification operations (including collection of required documents).
- Confirm coach compliance status and finalize approved coach lists.
- Finalize event coverage planning approach based on game schedule and Board availability.

## September

- Monitor season operations; support commissioners; ensure complaint/discipline processes are followed.
- Ensure financial reporting cadence is maintained at Board meetings.

## October

- Continue season oversight and begin planning for postseason logistics where applicable.
- Review operational issues and capture items for offseason improvement.

November

- Conduct end-of-season wrap-up planning and identify any outstanding compliance requirements.
- Prepare transition planning items for annual meeting/elections.

December

- Hold annual meeting/elections as required by the Bylaws.
- Ensure officer transitions include transfer of digital access, records, and continuity items.
- Confirm year-end documentation is organized in the official repository.

## ADOPTION

Adopted by majority vote of the HCYF Board of Directors on \_\_\_\_\_, 2026.

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

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