

Fernley Youth Football League, Inc.

Fernley Youth Cheer League, Inc.

FYFL/FYCL

STANDARD OPERATING PROCEDURES

By-law S.O.P. Committee

Roman Sisneros (President) Signature_____

Mindy Boyer (1st Vice President – Football Operations.) Signature_____

Kari Gonzales (2nd Vice President – Cheer Operations.) Signature_____

Amanda Scannell (3rd Vice President-Admin Ops) Signature_____

Jamie Sisneros (Secretary) Signature_____

Sierra Keathley-McCassie (Football Treasurer) Signature_____

Shannon Harbeck (Cheer Treasurer) Signature_____

Tiffany Moros (Financial Advisor) Signature_____



Board Note: These Standard Operating Procedures were adopted at the Feb. 2025 Fernley Youth Football League, Board of Directors Meeting and supersede all previous Standard Operating Procedures.

TABLE OF CONTENTS

	PAGE #
000 – Purpose	4
001 – Meetings	4
002 – Registration	5
003 – Financial Assistance	6
004 – Refund Policy	6
005 – Payment Plan	7
006 – Team Selection	7
007– Coaches / Managers	8
008 – Coach Selection	14
009 –Certification	14
010 – Equipment & Uniforms	15
011 – Recruiting of Participants	16
012 – Social Media & Apps	16
013 – Fundraising	16
014– Scholastics	18
015 – Team Binders	19
016 – Insurance	19
017 – Fiscal Responsibilities	20
018 – Budget	22
019 – Pictures & Plaques	22
020 – Concession Stand	23
021 – Association Penalties	23
022 – Legal Liabilities	23
023– Discrimination	25
024 – Disciplinary Action	25
025– Hearings & Appeals	25
026– Financial Accountability	26
027– Board Of Conduct	27

League Contacts and Operating Hours

Normal operating hours of FYFL/ FYCL are between 5 pm and 8 pm Monday- Friday. Please expect all correspondence to happen between these hours. Replies may not be immediate.

Email Contacts

President- fyflcommissioner@gmail.com

VP of FB – fyflvicepresident@gmail.com

VP of Cheer – vicepresidentfycl@gmail.com

VP of Admin

Secretary- secretaryfyfl38@gmail.com

Football Treasurer- fyfltreasurer20@gmail.com

Cheer Treasurer - fernleycheertreasurer@gmail.com

Fundraising- fyflfundraisingcoordinator@gmail.com



STANDARD OPERATING PROCEDURE – 000

PURPOSE

The purpose is to standardize the operating policies and procedures of Fernley Youth Football League. It is felt that setting standards will eliminate controversy between association personnel, team personnel and parents. **Any deviation from these Standard Operating Procedures must be revised by a majority vote of the executive board of directors and this document updated within 30 days of the revision.**

ASSOCIATION CODE OF CONDUCT

Adults or youths affiliated with Fernley Youth Football League will not criticize the opposing team, game officials, coaches or fans by improper comment or gestures, will not incite unsportsmanlike conduct, will not use abusive language, will not strike, or threaten to strike any coach, manager, game official, director or member of any association or league (regionally or nationally) or booster club, parent, guardian, or spectator.

All Any Board Member, Executive or General, must maintain a professional appearance on all social media platforms and in the public eye.

Activities will be conducted for the youth, not the adults. The full code of conduct will be at the end of the SOP Document.

STANDARD OPERATING PROCEDURE – 001

Meetings

Board meetings are necessary to maintain appropriate oversight of the daily operations of Fernley Youth Football League.

GENERAL BOARD MEETINGS

Monthly General Board meetings will be held time and location TBA. These public board meetings will address board business only. Board business includes daily operations, fiscal management, policies and procedures, HLA, regional and national league information, in addition to concerns and/or complaints regarding associations operation. The executive board could terminate a meeting at any time by majority vote of the Board.

EXECUTIVE BOARD MEETINGS

All meetings of the Executive board of directors are private and closed to the public. The decisions that are made at these meetings are to be addressed at the next monthly board meeting to the entire board of directors as new business. All coach selections are to be discussed and made at closed meetings only. All Executive Board members are required to sign a confidentiality agreement prior to their first meeting.

COACHES MEETINGS (FOOTBALL AND CHEERLEADING)

Special meetings of coaches can be called by the Cheer Coordinator, Football President, Coach Coordinator and/or Executive Board of Directors to discuss issues related specifically to the coaching staff, football, and cheerleading teams. This includes information regarding equipment, uniforms, clinics, coaching policies and procedures, schedules, practice fields, etc.

TEAM BUSINESS MANAGERS MEETINGS (FOOTBALL AND CHEERLEADING)

Special meetings of team business managers can be called by Cheer Coordinator, Football Commissioner and/or Executive Board of Directors to discuss issues related specifically to the coaching staff, football, and cheerleading teams. Each team is required to have a Business Manager that is NOT part of the coaching staff. If a coach is needed to assume responsibility, then it must be voted on by the Executive Board.

STANDARD OPERATING PROCEDURE – 002

Registration

Registration dates shall be selected by the Executive board of directors. A fee structure for registration dates will be established by the E-Board each year before registration begins. Registration dates shall be advertised wherever the Board deems necessary. There will be a specific start date and end date determined and will be held to.

Registration fees shall be refunded at \$100 for any board member's child after that board member has served a minimum of 1 year and has been an active member set forth in the Bylaws. The discount is based on regular registration costs and does not include the early bird pricing. This rule will apply to a maximum of 1 child per family. And No Sibling Discount for other Child.

Football registration fees will cover – Jersey Cost, field fees to city, ref fees per child, league insurance, equipment reconditioning, Jamboree fee, memory mate.

Parents are required to purchase cleats.

Cheer registration fees will cover - Cheer uniform (Included is skirt / top), poms, duffle bag, Rhinestone Jacket, warmups, short, shirts, Game bow, Insurance, Player Fees.

Parents may be required to buy competition shoes and Gameday Shoes, and any other cost by the coach that is approved by Executive Board (Other Comp items, October Pink Attire, ETC)

STANDARD OPERATING PROCEDURE – 003

Financial Assistance

A financial aid application must be submitted with all required documentation to the Executive Board of Directors for consideration by a date set forth by the board of directors. Applications will be decided upon by the board of directors. Notice in writing is issued upon decision.

FYFL/FYCL provides scholarships for registration fees to children, who without financial assistance would be unable to participate in our sports programs. It is the policy of Fernley Youth Football League and that of Sagebrush Empire not to turn away any participant because of lack of funds. The philosophy to grant financial assistance is on an “as needed” basis. All recipients of a scholarship will be required to pay a \$100 fee as well as a mandated 15 hours of volunteering to assist the League in areas of operation needed, outside of team required volunteering needs. Failure to perform the mandated volunteer hours could result in the loss of your scholarship.

Full FYFL/FYCL Sponsorships are possible under certain circumstances (i.e. foster child or immediate family illness such as a parent is diagnosed with a terminal illness). Sponsorships must include documentation to substantiate the need. The Scholarship application must be filled out and given directly to the current President or Vice President. Determination will be made by the current President and VPs along with input from the Executive Board. Sponsorships are very limited and may not be available for multiple athletes of a single family. Sponsorships that are denied may still be considered for a scholarship. All recipients of a sponsorship may be asked to complete 15 hours of volunteering to assist the League in areas of operation needed, outside of team required volunteering needs. The Executive board will review the circumstances of each sponsorship individually to determine if volunteer hours are required.

FYFL/FYCL is a non-profit organization with limited funding available for scholarships and sponsorships. No guarantee of assistance is implied by this application. If the number of scholarship applications submitted and approved exceeds the amount available, the scholarships will be awarded by a lottery system. **FYFL/FYCL does not discriminate because of race, color, national origin, sex or disability in its program and activities.**

STANDARD OPERATING PROCEDURE – 004

Refund Policy

There are no refunds for registration fees. However, in some extenuating circumstances an exception can be made by the board of directors. The refund request procedure is to have the parent submit a written request explaining the circumstances. The board of directors will review the request. Upon board approval a check will be Issued to the guardian listed on the registration form.

There is a non-refundable \$50 processing fee. Absolutely no refunds will be issued after the first scheduled day of board approved practice. Refunds may be deducted by the amount of any personal gear (Jerseys, Uniform) that have already been ordered. No refunds will be issued on individual Spirit Packs/Bags or other Swag that has already been purchased from a supplier. No refunds will be issued until all equipment, and uniforms have been returned to the association.

If something is unable to be ordered due to supplier cancelation, Refund Dates Will Be Set Up No Later Than 2 Weeks After the Season Ends. All Dates Will Be Posted on social media Pages, And the Band App. We WILL NOT Meet Up Individually with Persons Needing the Refund. All Refunds Need 2 Signatures from Board Members and A Signature from The Person Receiving the Refund. Any Refund Not Collected by December 31 of the Year Will Be Considered a Donation to The League.

STANDARD OPERATING PROCEDURES – 005

PAYMENT PLAN

To Start a payment plan there needs to be an initial \$100 payment, and payments need to be completed by June 30th. If the payment plan is not completed by then, the athlete will not be able to participate in the current season, and no refund will be given. Payment plans will only be available for regular season registration cost.

You will be sent an invoice(s) automatically to your valid email provided from the league to pay online. There will be a \$10 late fee for invoices not received by the scheduled day. 1 month \$10 – 2 months \$20 etc. All Payment plans must be in effect before June 1st.

STANDARD OPERATING PROCEDURES – 006

TEAM SELECTION

FOOTBALL

- All players will be assigned to a team based on their age.

- All returning players wishing to be considered as returning players for that team must be signed up by first registration in June. Otherwise, they will be considered a new player. This Only applies to returning players for FYFL.
- Returning players will be placed with their previous head coach first, unless parents make a written request with reasons on why they want their child moved.
- All football teams are limited to 35 players per team. All team selections will consider returners registered prior to the first signup of June. In the event a team is full, participant will then be added to the next closest aged group.
- In the case of two teams in the same division, the athletes will be split up by team make up. The teams will remain with their respective coach, and we will split new athletes to both teams accordingly.
- Returning Players from the previous year will get the first pick of the number they wore the previous season. If a player moves up a division and another does not move up, the first pick of the number will be determined by how many years a said player has had the number. If Both have the same number of years played, the number will go to the athlete who signed up first.
- The league will work to make all teams equal and as even as possible to benefit all participants and teams the same.
- Based on A decision from National Pop Warner, teams will be split into teams by age. (ex 9 year old's / 10 year old's.)

CHEER

- All players will be assigned to a team based on their age.
- All returning players wishing to be considered as returning players for that team must be signed up by first registration in June. Otherwise, they will be considered a new player. This Only applies to returning athletes for FYCL.
- Returning players will be placed with their previous head coach first, unless parents make a written request with reasons on why they want their child moved.
- All Cheer teams are limited to 35 athletes per team. All team selections will consider returners registered prior to the first signup of June. In the event a team is full, participant will then be added to the next closest aged group.
- In the case of two teams in the same division, the athletes will be split up by team make up. The teams will remain with their respective coach, and we will split new athletes to both teams accordingly by experience and age.
- The league will work to make all teams equal and as even as possible to benefit all participants and teams the same.

STANDARD OPERATING PROCEDURE - 007

Coaches / Managers

Coaching is an extension of the Fernley Youth Football Board and League. They represent the integrity of the program being conducted and must support program objectives and policies. Coaches and Managers must be aware of the positive and negative impacts they can have on their players/ members and Association. Coaches

and Managers must maintain an atmosphere, which promotes and supports the philosophy of the Association. Coaches must be responsible to young athletes, parents, officials, and other coaches by being knowledgeable of the policies and procedures pertaining to the Pop Warner program to include:

- Providing a safe environment during practices, games, and related functions.
- Acquiring necessary training to coach young athletes.
- Being knowledgeable of the rules.
- Communicating with parents.
- Serving as a role model.
- Reporting any suspected child abuse or neglect.
- Adhering to the National Rules for Pop Warner Football and Cheer.
- Completing current Sagebrush Empire coach's application, coach's contract, and volunteer application. Passing a background check.
- Attending or a representative attends all Association general board meetings to ensure adequate knowledge on the workings and support needs of the Association.
- Ensure proper behavior and sportsmanship of all team/family members during periods of competition.
- Football Head Coaches or an Assistant coach must Attend all equipment related events in coordination with the equipment manager, i.e., equipment shed organization, equipment safety checks, equipment handout, equipment turn-in, etc. Head Cheer Coaches Must attend all uniform sizing. If they cannot make it, they must have an assistant there. Every team must have a representative at all sign ups, equipment event, and sizing's.
- Turning in all players and coach's equipment and books at the end of the season, at the appropriate time and place scheduled by the equipment manager. Cheer books must be turned in no later than 1 week after the tournament you participate in.
- **Not have an outstanding balance charged to your team account at the end of the season.**

- Notify football commissioner, cheer coordinator and Board of Directors of any parental complaints. And direct the complainant to use the Grievance Procedure.
- Attend and help at the fields for the Jamboree, Snow Bowl and Regional.
- First Team Sets-up and Last Team tears down fields when playing on home fields in Fernley.
- Football and Cheer Coaches need to help Pick up garbage after game when playing on home fields in Fernley. You can get assistance from parents.
- Attending Association sponsored Coaches Clinic and First Aid Class.
- Team funds not spent will carry over to next season. Any funds left in the 14U division will be considered a donation to the leagues General Fund.
- Head Coaches (Football and Cheer) Are Required to be at signups, if said coach cannot make it, they must have at least 1 assistant coach present and there needs to be a coach from each team the whole time.
- Football Coaches Must Have Heads Up Certification, and Background Check Done by July 4th. Cheer Coaches Must Have YCADA certification Done by July 4th. If Not Done, Coaches Will NOT be allowed to coach. Exceptions will be made for new Coaches that sign up to coach after July 4th. If you are a returning coach that delays in signing up to coach, you will not be allowed to coach. New Coaches Must have everything done by Aug. 1st or the first practice of the season.
- If a person decides to coach after the season starts, the coach will be responsible for cost associated with Coach shirt, badges ETC.
- Practices are to be held between 5:30 pm and 8:30 pm, based on National Pop Warner rules for practice Hours.

COACHES/ TEAM REQUIREMENTS

Every football coach/team will be required to raise a minimum of \$400.00 per season to go to the general League fund.

Every Cheer coach/team **may** be required to raise a set amount set forth by the Executive Board per season for the general league fund. This will depend on the seasons “wish list” and the ability to cover approved expenditures for the cheer program through league fundraising.

These dues are required no later than October 2nd of the current season. Each Head Coach or Manager is required to attend at least 2 general board meeting throughout the year but is encouraged to attend as many as they would like to stay informed and know the ins and outs of the League's operations. Head coach is also required to be at signups, equipment handout, and returns. If a Head Coach is unable to attend, he must arrange for an assistant coach to be there in his place.

Each Team will provide volunteers to help with trash after their respective home game, if the Team Manager does not provide the volunteer list by the Wednesday before the game, they will be responsible for filling the position. Any Manager or coach that doesn't help can be subject to disciplinary action up to removal of badge or suspension.

Coaches' Registration

All volunteer coaches will complete a locally developed volunteer worksheet used to gather information needed to match the volunteer's interest with the youth program's need. The information is also useful in identifying previous youth services experience.

COACHES' / MANAGER'S TRAINING

Proper training must be provided for all coaches. Board of directors must ensure coaches' training begins before the volunteer coaches' work with children and that national certification is completed within 30 days of the beginning of the season, preferably before. The Board of directors must approve any exceptions. Training will include as a minimum:

First aid and Cardiopulmonary Resuscitation (CPR). All Football Head Coaches and Assistants must be Head-up certified, All Cheer Coaches and Assistants must be Y.C.A.D.A. certified By July 4th. Any coaches that have not completed the certification or background check with not coach for the year. If a possible coach moves to Fernley, then a special circumstance may be made, but no coach will be added, unless a team is below the minimum requirements. No less than 2 certified coaches, or staff member must be Certified:

- Injury prevention.
- Practice organization.
- Coach's liability.
- Training and conditioning.

Techniques of coaching specific sport(s).

The head coach and one assistant coach from each team (football and cheer) must attend the annual coach's clinic sponsored by Sagebrush Empire. In addition, the head coach and one assistant coach from each team (football and cheer) must have current certification through December 31 in first aid and CPR.

COACHES' ASSIGNMENT RESTRICTIONS

A coach / manager in one division is normally not permitted to manage or coach in a second division during the same season. The board of directors will decide on any exceptions to this policy. This request must be written and decided by the board of directors. A Coach may help another Division If the Maximum # of Badged Personnel does NOT exceed 10.

EVALUATION OF COACHES / MANAGERS

The Board of directors will develop an evaluation program to identify those coaches who are able and willing to support the purposes of the football/Cheer program. The board of directors has also established and implemented procedures to identify those whose services should not be continued because they are not fulfilling the objectives of the program. The coach selection procedure is outlined in the Standard Operating Procedures. The board of directors should observe each coach's performance within the first month of volunteer service. Coaches must be able to present evidence of competency in coaching football/cheer and must be judged by the Association administrators to be among the most qualified to serve as youth coaches. The results of the evaluation program for youth coaches should be used to determine the most qualified.

REMOVAL OF COACHES

The Board of Directors is authorized to remove any coach / manager at any time for failure to follow the guidelines for coaches' duties in the football/cheer program or for failure to adhere to acceptable behavior for coaches as outlined in National Pop Warner Rules. And if any safety of the athletes is in question.

TRAINEE COACHES

When new coaches without experience enter the football/Cheer program, it is desirable to place them with experienced coaches with proven abilities. Those abilities include use of proper teaching techniques, skill in communicating with players and other coaches, and always presenting a positive self-image.

NUMBER OF COACHES

Each team should have, the following number of authorized and designated managers, coaches, or assistants.

- 1 Head coach, 1 Team manager, 8 Assistant Coaches, A total of 10 active badges. This includes junior coaches. Head Coaches are responsible for either getting volunteers for Mpr or Assigning the Team Manager to get volunteers. If no volunteers are found, then an assistant coach must fill those positions. There will be 2 MPR, 3 chain gang, 2 water personnel, and 1 ball boy badge made, that the managers will be required to hand out and collect after the game. NO BADGE NO FIELD ENTRY
- Cheer will be broken down to 1 head coach, 4 assistant coaches and 1 manager max. This includes junior coaches.

Coaches Code of Ethics

I hereby pledge to live up to my responsibilities as Coach / Manager by following the Association Coaches' Code of Ethics:

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will be knowledgeable in the rules of the sport that I coach, and I will teach these rules to my players.

I will use those coaching techniques appropriate for all of the skills that I teach.

I will remember that I am a youth sports coach, and that the game/ competition are for children and not adults.

There WILL be a Code of Conduct form for all Coaches, Managers, Assistants to sign before they can be on the field. Any violation of said code of conduct will put said person into the disciplinary protocol as outlined in the SOP's

STANDARD OPERATING PROCEDURE – 008

Coach Selection

The following criteria (in no order) will be used when evaluating all head coaches: head coaching experience, assistant coaching experience, supportive of the association, regularly attends the general board meetings, helpful throughout the year, positive and negative feedback, and children in the program.

A prospective head coach must submit the proper paperwork to be considered for a head coaching position. This paperwork includes the coach's application, questionnaire, coach's contract, volunteer form needed for the background check, copy of driver's license, and copies of first aid and CPR certification. If prospective coach does not have CPR card League association will make the course available for coach and staff members.

All assistant coaches and Managers will be selected by the head coach, but their applications must be approved by the Board of Directors.

Junior Coaches that want to help coach, must be 2 years older than the division they are coaching. Need to email the president and have a meeting regarding expectations. Then fill out a sign up packet and do the heads up cert. All Junior coaches must be actively coaching and not being a distraction. They must lead by example. They can be removed from the staff with just cause.

Coaches wishing to change Divisions can only do so if there is a team available for which no returning coach from that division is applying for and must be deemed in the best interest of the "League". Also, Coaches that stay down with their athlete must get approval from head coach of the division they are staying with. No assumption that because you coached the previous season that you will be able to join a new staff. Head Coaches can deny a coach from a previous year. Again, No assumption that because you coached the previous season that you will be able to again.

STANDARD OPERATING PROCEDURE – 009

Certification Of Player – Football / Cheer

Certification is the process whereby the team or association will file with Sagebrush Empire, a complete roster of participants for the regular season schedule. All required paperwork must be included in the team binder in

the proper order for each participant. The player contract must include their picture, A copy of their birth certificate, a copy of their previous year report card with all 4 Quarters, and physical. These must be received by THE FIRST DAY OF PRACTICE. If Not received the player will not be able to practice. Parents may email fyeboard@gmail.com.

STANDARD OPERATING PROCEDURE – 010

Equipment and Uniforms

FOOTBALL

The V.P. Of Football will oversee football equipment distribution. Setting the dates and times for each team. They will recruit help from board members and volunteers. The Equipment Managers are Required to be at Equipment sizing. As a set of equipment is distributed, each parent must sign an equipment agreement requiring them to return the equipment at the end of the season and to maintain in its existing condition. The agreement will include the cost of each item. Parent or Guardian will be invoiced for any equipment that is not returned by the last equipment return date. After 30 days you will be sent to collections and the E board may file a theft report with law enforcement. You will not be able to register for the next season with an unpaid invoice you must pay either for the cost of the gear or return the gear with a reconditioned helmet, this will be a charge of only \$95. The cost for the league to condition after the helmets are sent out in bulk.

The V.P. of Football will oversee football equipment return. The Equipment Managers are Required to be at Equipment sizing. They will recruit help from board members and volunteers. As the equipment is returned, the equipment will be inspected, and the agreement signed by the parent is discarded or given to the head coach. In the event the equipment is damaged the parent will be notified on site and responsible for replacement by paying for the damaged equipment for unusual damage. The head coach will meet with team at designated time for that team to collect all equipment and turn into the equipment manager. Pictures for the players will be handed out as equipment is turned in and the parent must sign that they have returned gear and received their pictures. All others are to be held until the equipment is returned or paid for.

A complete inventory by the equipment manager is to be submitted to the football commissioner by the March board meeting along with a proposed list for the following year's equipment needs.

Football helmets are to be certified and/or purchased as needed and new purchases for pants and other equipment are to be made as needed.

Only the equipment distributed by the league shall be allowed in use. If the parent or coach wishes to purchase equipment it must be approved by league association for use. This will insure properly equipped

players for practice and games as covered by league insurance. This is to include jerseys, helmets, decals, shoulder pads, all girdle pads, knee pads and thigh pads. Any additional equipment used by players must conform to league rules.

ALL HEAD Coaches and Managers are required to be at equipment sizing for their team.

CHEER

The V.P. OF Cheer will set up the dates for sizing. They will recruit help from board members and volunteers. Head Coaches and Managers are required to be there for their squads sizing. There will be 3 copies of the cheer sizing chart. 1) for the parent, 1 for the Team Binder and 1 for the Person ordering the gear. All 3 copies must be signed by a parent, board Member and Coach.

STANDARD OPERATING PROCEDURE – 011

Recruiting of Participants

All board members, coaches, and parents may promote participants to the FYFL program, but they may not at any time, recruit them to a particular team.

STANDARD OPERATING PROCEDURE – 012

Social Media Page and Apps

It is the intent of the board to have information posted on the website, and social media sites weekly as a way of communicating with the parents. If it is on the site, the board will assume the parents know about it. The information is to include all upcoming events with times and dates and requests for volunteers, previous game results and upcoming game schedules and anything else the board deems necessary to inform the parents about. The teams will be required to have a band app page, that an active board member (who doesn't have a child on the team), be accepted on the page. Band Pages are for the Parents/ guardians only. Coaches may make one for players only but there needs to be an active non-parent board member on the page.

STANDARD OPERATING PROCEDURE – 013

Fundraising

In an effort not to overwhelm the community, individual team fundraising opportunities will be capped at an amount set forth by the Executive Board.

Raffles type fundraising will not be permitted by individual teams.

Each year a list of equipment needs (a wish list) will be determined, and League fundraising activities will be considered to raise the funds necessary.

FYFL/FYCL will strive to raise funds to cover all team fees to include bowl games, Competition fees and help with travel expenses for all teams that qualify advancement to the local, regional, and national level. This is reliant on League fundraising. Any available funds will be evenly distributed between teams/athletes that advance for the sole purpose of necessary fees and expenses. Teams will not receive funds for any other reason from the general fund league fundraising. Available funds will be determined by the board of directors. Any left-over funds will roll over to the following fiscal year. A percentage of funds must remain in the General Fund, this will be set by the Executive Board.

The 2 Fundraising Coordinators (1 Football, 1 Cheer) shall oversee association fundraising and sponsors. The Fundraising Coordinators shall form a committee to actively recruit association sponsors and manage all association fundraisers. All association fundraising and sponsorship money is to be used in the general budget to keep the cost of registration down as low as possible. Individual teams may offer fundraising to the parents to offset the cost of additional equipment or uniforms items or travel, but team fundraising may not begin until team assignments have been made and after the league goal that is set forth by the Executive Board is met.

Only a “Sponsor my Cheerleader” is allowed to start as an individual fundraiser once rosters are complete and given to coaches. Each Sponsor my Cheerleader is capped at \$100. There can be no promoting of the sponsor my cheerleader on social media community pages. Parents are responsible for this fundraiser and to promote it privately.

Team Fundraising Activities provide an opportunity for teams to raise funds to help offset team costs such as team-specific equipment, travel costs, or tournament fees not paid for by FYFL/FYCL league Fundraising. Activities will be capped at an amount set forth by the executive board. The following process must be followed for all Team Fundraising Activities:

- The Head Coach and Team Manager will have the Team Fundraising Activity pre-approved.
- The entire team will engage in the Team Fundraising activity.
- The team will use the funds to pay for something that will benefit all team members equally.
- The Head Coach and Tema Manager will keep records of all funds raised and funds disbursed.
- All team fundraising activities should be set, and approvals requested no later than October 1st of the current season. Requests should be emailed to the fundraising coordinators. Activities requested after this date may not be approved.
 - In making a request, a team should include the following:
 - A short description of the requested fundraising activity.

- The purpose or need for the fundraising activity (what will the funds be used for)

Usage of Funds Raised from Proceeds of fundraising activities must be used to pay for league or team related expenses such as tournament costs and travel. Teams may also use fundraising proceeds to plan team bonding activities such as pizza parties or team outings. In no event should any funds raised through Team Fundraising Activities be allocated to the benefit of a single player or a subset of players on the team.

The Fundraising Coordinators will try to respond to requests quickly, but please allow for at least five (5) days for approval of fundraiser request.

Fundraising funds received for individual teams must be communicated via email for football to the football treasurer. For Cheer fundraising for the teams must be communicated to the cheer treasurer.

A receipt book will be given to either the head coach or the team manager. Any collection of funds must be documented, and a receipt given for any funds collected. All Funds collected must be accounted for in a spreadsheet and email to respective treasures with copies of all receipts for Record keeping. All checks received from donors or participants must be made out to the League. **Teams that use Cash Apps must have a receipt printed and provided to the league for any funds collected for the fundraiser. This must include the date and total deposited to the cash app. All proceeds must be emailed to the league no more than 24hrs after the event. Failure to do so can result in disciplinary action, up to and including being asked not to return.**

The sale or raffle of any alcoholic or tobacco products is strictly prohibited by FYFL/FYCL and according to National Pop Warner rules. These types of sales are only allowed at adult themed gatherings that are sponsored by a third party.

FYFL/FYCL will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.

All teams are required to participate in the League Fundraising activities. Failure to do so could limit the funds given from the general fund. Attendance and participation of teams will be monitored and documented. Our goal is to evenly distribute funds for the purpose of each athletes required costs.

Football/Cheer

Every Coach and Athlete will be responsible for participating in both league and team events.

It is mandatory that every Coach/Team promote and participate in the Virtual Raise fundraising campaign.

There will be a \$30 fee added to the registration cost for fundraising. The Parent or Guardian will receive \$30 in raffle tickets that they may sell to recoup the cost or use for the raffle. To receive extra tickets the parent or guardian will sign for the number of tickets and by a set date (TBD) the tickets and or money must return, or they will be financially responsible for the number of tickets they sign for. They will receive the tickets from the Fundraising Coordinators.

Any Raffle tickets sold outside of registrations will be split between the football and cheer league.

STANDARD OPERATING PROCEDURE – 014

Scholastics

The scholastics coordinators (2 Total) will submit all football and cheer participants receiving a scholastic percentage gpa of 96% and higher to National Pop Warner to be considered for First or Second Team All-American national status. Regional status will include honorable mentions at 90% and above. The association will offer its own scholastics program where all athletes with a percentage gpa of 90% and above to be recognized locally. The coordinators will Communicate with the V.P Of Admin of which athletes still need report cards turned in.

STANDARD OPERATING PROCEDURE – 015

Team Binders

The FYFL V.P.'s will hold a mandatory coach meeting prior to the start of the season to go over the proper order of paperwork in the team binder. This process must be in accordance with Sagebrush Empire, Pacific Northwest Region and National Pop Warner rules. It is the responsibility of the head coaches to hold a parent meeting before equipment handout to receive ALL required paperwork from the parents to be able to put the binder together. The paperwork will be checked by the football commissioner and cheer coordinator before equipment and uniforms are issued and before the first day of practice. Once the binder is complete the managers are responsible for keeping them in good order. Any binders found in non-compliance during any binder check, the manager will have 3 days to get the binder correct. If binder isn't back in compliance, disciplinary action may be enforced.

STANDARD OPERATING PROCEDURE – 016

Insurance

TEAM LIABILITY

Fernley Youth Football shall carry team insurance on each certified football and cheer team. This General Liability insurance covers claims for bodily injury, property damage, and personal injury liability for each participant and coach. It may be purchased through Pop Warner or through another agent but must cover everything the Pop Warner policy covers. This policy does NOT cover any events outside of our normal operating activities.

DIRECTOR'S LIABILITY Fernley Youth Football shall also carry General Liability insurance with a minimum \$1,000,000 limit. This covers all volunteers such as Board of Directors, coaches, scorekeepers, agents, committee personnel for their error and omissions. It covers not only damages, judgments, and settlement costs arising from legal liability suits but also the cost of defense. This may be purchased through Pop Warner or through another agent.

EQUIPMENT & PROPERTY Fernley Youth Football shall also carry equipment and property insurance on all football and cheer equipment and uniforms, field equipment and the snack wagon and its contents. The policy may be purchased through Pop Warner or through another agent.

STANDARD OPERATING PROCEDURE – 017

Fiscal Responsibilities

The Board of Directors is accountable for the financial affairs of FYFL/FYCL based on its role of steward and administrator. In this role the board requires assurances that financial management is responsible and supports the League program.

FISCAL YEAR The fiscal year of the Fernley Youth Football League shall be January 1 through December 31, the calendar year.

A). All team funds must be used before December 31st.

B). Any team funds remaining will be placed in the Fernley Youth Football League General account.

C). Only exception is funds raised for travel purposes may be approved by the e board.

ASSETS An inventory list will be maintained and updated annually, for all Association assets. Included in this inventory will be the location of said assets.

FINANCIAL REIMBURSEMENT No board member, associate member, head coach, assistant coach, volunteer, or any other individual is authorized to charge anything, personally or on behalf of an Association team without approval of the Treasurer for respective league.

Communication Devices

There will be absolutely no reimbursement for the use of cellular phones, pagers, and/or other communication devices used by a representative of the Association. The Association will not reimburse for long distance phone calls.

Distribution of Checks/Reimbursement Absolutely no checks will be issued for any purpose other than those purchases that have been authorized by the board of directors. Supporting documentation i.e. a receipt for the expenditure, the purpose of expenditure and any other information that may be deemed appropriate will be required upon the conclusion of the purchase.

All expenditure of Fernley Youth Football League money for any reasons other than to directly benefit children of the program will require a vote and approval by the board of directors. The said expenditure will be announced at the next monthly board meeting, noted in the minutes and open for public input.

Reimbursement of expenses to any individual, who later obtains sponsorship monies to cover those expenses, will require the following written evidence of said expenditures:

- Proof of check or money order given to Association for expenditure.
- Said check or money order must be dated prior to December 31 of the current year for game/competition.
- Copy of sponsor check.
- Vote from board for approval of reimbursement at next regularly scheduled board meeting, with quorum present.

Individual Team Purchases

Any representative of a FYFL/FYCL team to include head/assistant coaches, team managers and parents, who purchase additional items for a specific team (i.e. sweats, sport bags, tights, etc.), will be personally responsible for the payment of such items. Reimbursement will only be made for items approved by the board of directors. If payment for said items is charged to an individual team account, it is the responsibility of the head coach and business manager to assure the monies are in the team account. No check will be issued from a team account without sufficient funds for said expenditure. Coaches whose accounts are overdrawn or owe money to a vendor will be immediately suspended from his/her coaching position until such deficits are brought current.

Concession Stand

An accounting system will be developed and implemented by the concession manager for the concession stand. All money collected and removed from the concession stand at any time during the said event will be done so under double custody, preferably by the concession manager and an authorized board member. In the event one or the other is absent, any two other designated board members excluding the president will be allowed to collect the money. Money will be counted before removal and a receipt signed by both Treasurer and Concession Manager (Asst. Concession if Manager is not Present) will be placed in the cash drawer. Money will be placed in a secure, locked environment. At the end of the event all money will be counted, and a receipt signed by both custodians documenting the amount to be turned over to the treasurer for deposit along with the adding machine tape (or cash register tape). If the treasurer is not present at the end of the event, the money will be turned over to the treasurer no later than the first Monday following the event. Upon receiving, the treasurer will count all money and sign the receipt as evidence of accuracy. A copy of the receipt signed by both custodians will be included in the Treasurer's report at each board meeting. This includes all events the Concession Stand is used at including, Cheer Competition, Snow Bowl, etc. (The custodians must be of no relation and board approved)

The board may vote to lease the Concession Stand to an outside source. There must be a signed contract between the board and the outside source in place prior to the use of the Concessions stand.

STANDARD OPERATING PROCEDURE – 018

Budget

In December of each year the board of directors shall produce the next year's budget based on the previous year and the next year's needs. The equipment manager shall prepare a complete inventory of football equipment and a proposal of new football equipment prior to the December (January) budget meeting. The cheer coordinator shall do the same for the cheer equipment and the Concession Stand manager shall do the same for the Concession Stand equipment. The budget shall be a combined effort of the board of directors.

STANDARD OPERATING PROCEDURE – 019

Pictures and End of The Year Swag

Competing bids shall be sought in the spring to provide bids on the association's needs for the standard picture package given to each participant. The decision shall be a majority vote by the Board of Directors. A date shall be chosen, and the secretary shall prepare the contract and get the required signature.

Any end of the year swag that the league provides to athletes at the end of the year will be voted on by the e-board. Ideas for the swag will be decided by the start of the season so whatever is voted on can be ordered and received by years end.

STANDARD OPERATING PROCEDURE – 020

Concession Stand

The Concession Stand manager shall arrive at the home field 60 minutes prior on each game day to prepare the Concession Stand to open 30 minutes prior to the first game. The volunteers to run the snack bar shall be provided by the football and cheer teams. The Concession Stand manager shall make out a schedule of working times in accordance with the game schedule and give it to the head coaches at least one week prior to the scheduled game or within 24 hours of scheduling the game. The Concession Stand is to remain open until the 4th quarter of the last game. After the 4th quarter has started, unprepared foods and drinks should remain available until the game has ended and the field begins to clear. It shall be cleaned up and all the trash is to be deposited in the large dumpster at the home field. Each referee shall receive all the water they need. Food for the refs will be discounted 20%. They are to sign in by referee number at the snack bar. Each volunteer shall receive one drink for every 30 minutes of work in the at home games and one meal every two hours of work at the home games.

STANDARD OPERATING PROCEDURE – 021

Association Penalties

All association penalties that are the direct result of a particular team shall be reimbursed by that team (*not to be taken out of team funds*) to the association and issued a warning. If the action continues the board of directors has legal right to disciplinary action. This is going to be a \$500 fee for any coach, or parent being ejected from the game. An appeal may be made to the E -Board within 2 days of the ejection.

STANDARD OPERATING PROCEDURE – 022

Legal Liabilities

The board of directors has a moral and legal duty to protect the assets of the Fernley Youth Football League program and must conduct its business with due care. Exercising due care is demonstrating reasonable, prudent behavior.

SELF-DEALING

Board members who vote on decisions in which they or their associates will realize personal or financial gain are involved in self-dealing: **for example, authorizing a contract for a service owned by a board member or board members family or Friends.**

CONFLICT OF INTEREST

A conflict of interest is determined to exist when the interests or concerns of any member of the board of directors, or any member of her or his family, or any party, group, or organization in which the individual is actively involved, may be competing with the interest of or violating the ethical integrity of the League.

A board member or any member of her or his immediate family shall in no way realize any personal gain from his board position. Acceptance of any gifts, entertainment, services, loans, or promises of future benefits from any person who might benefit from said individual's relationship to the board.

A board member or any member of her or his immediate family shall not use for personal advantage or for the advantage of any other group, organization, or business to which she or he has allegiance any confidential information or material acquired in the discharge of the individual's responsibilities (such as rosters, mailing lists, and telephone directories).

Disclosure Statement

Any potential conflict of interest shall be disclosed in writing to the president of the board of director's, by the individual concerned prior to engaging in a conflict-of-interest action.

When any such conflict of interest is relevant to a matter requiring action by the board, the interested person shall call it to the attention of the president, and such person shall not vote on the matter. Moreover, the

person having the conflict shall leave the room in which, the meeting is held and not participate in the final deliberations or decision regarding the matter under consideration.

The minutes of the meeting shall reflect that a conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the body, excluding that individual.

If a potential conflict of interest is not disclosed, the matter shall be referred to the board for determination of continued membership of the individual concerned.

STANDARD OPERATING PROCEDURE – 023

Discrimination

Fernley Youth Football League will not tolerate or condone discrimination with its participants, coaches, board members or parents. We are all equal regardless of race, ethnicity, religion, color, gender, education, etc.

STANDARD OPERATING PROCEDURE – 024

Disciplinary Action

FYFL's disciplinary board, consists of Executive Board Members that reviews all complaints against players, cheerleaders, coaches, board members and parents. Note that all complaints must be filed in writing and addressed to the Executive Board. Please do not call or tell someone, you must make your complaints in writing and shall contain all details, i.e., dates, times, and location of the incident.

All complaints will be addressed within 72 hours of the time the complaint is received. The Board will act on all complaints and will respond, in writing, with the results of the board's review. We need your support in this matter to make this program work for the kids. Also, please note that we have the right to refuse service to any parent, based on problems with them in the previous season. Grievances can be handed into an executive board member or email to fyeboard@gmail.com

STANDARD OPERATING PROCEDURE – 025

Hearings and Appeals

Within ten (10) working days after the effective date of dismissal, a person who has been dismissed may request in writing a hearing before the board of directors to determine the reasonableness of the action. This

request must be made in writing to the president and postmarked within ten working days after the effective date of dismissal.

The Executive board of directors shall grant a hearing with the Executive board within twenty (20) working days after receipt of the written request unless the time limitation is waived, in writing, by the person dismissed.

After the hearing, the Executive Board shall render the decision in writing setting forth the reasons, therefore. If the Executive Board determines that the dismissal was without just cause, the action must be set aside, and the person reinstated. The decision of the Executive board is binding on the parties.

STANDARD OPERATING PROCEDURE – 026

FINANCIAL ACCOUNTABILITY

Donations for raffle items

A master list of organization and individuals who donate items for raffle items shall be compiled by the Secretary or Fundraiser Coordinator. The list shall include name of the organization/individual, contact information, and other details pertaining to the raffle items donated to FYFL/FYCL.

Cash handling

An accounting system will be developed and implemented by the Executive Board for all handling of cash. All money collected from the Concession stand or at any time during a FYFL event must be done under dual custody. The Concession Stand Manager & Assistant Treasurer must count monies together and sign receipt to be placed in an envelope and sealed with both signatures on the outside seal. A picture taken and emailed to fyflcommissioner@gmail.com The Cash Envelope will be delivered to the Treasurer for Verification. Cash envelope is to be taken to deposit by The Treasurer or Secretary with receiving a deposit receipt to be shown proof of deposit.

Opening bank per event will be \$300.00.

TREASURER- BOTH CHEER AND FB NEED TO DEPOSIT FUNDS WITHIN 2 DAYS OF THE EVENT. ALL CASH MUST BE COUNTED BY TWO BOARD MEMBERS AND PLACED IN A SEALABLE BAG TO BE DEPOSITED WITH RECEIPT. NO CASH IS TO BE ISSUED AS TEAM FUNDS. CHECKS WILL BE WRITTEN TO THE HEAD COACH OR TEAM MANAGER ONLY! CHECKS CAN BE EITHER DEPOSITED TO A PERSONAL ACCOUNT OR TAKEN TO THE BANK BRANCH TO CASH. IF THE TREASURER IS UNABLE TO DEPOSIT IN THIS TIMEFRAME THE FINANCIAL ADVISOR WILL BE NOTIFIED, AND ARRANGEMENTS WILL BE MADE FOR IMMEDIATE DEPOSIT. IF THE TREASURER OR FINANCIAL ADVISOR BOTH ARE NOT ABLE TO MAKE THE DEPOSIT THE PRESIDENT WILL BE NOTIFIED AND WILL MAKE THE DEPOSIT.

SQUARE USE

THE SQUARE TERMINAL WILL BE USED FOR **ALL** MONETARY TRANSACTIONS COMPLETED WITHIN THE LEAGUE (THIS DOES NOT INCLUDE INDIVIDUAL TEAM FUNDRAISERS) . NO TRANSACTIONS WILL BE COMPLETED ON PERSONAL DEVICES. (I.E. LEAGUE FUNDRAISERS, CONCESSIONS, REGISTRATION) ALL TRANSACTIONS WILL BE CATEGORIZED. IF THERE IS A NEED TO ADD AN ITEM OR CHANGE A PRICE CONTACT THE SECRETARY AND THE CHANGES WILL BE MADE WITHIN THE HARDWARE ITSELF. RECONCILIATION BETWEEN FOOTBALL AND CHEER WILL BE HANDLED BY THE TREASURERS.

REFEREE FEES

Checks will be available prior to game night. In the event that checks are not available there will be a separate cash envelope for the nightly fees. After referees successfully sign in for the night individual cash envelopes will be done with 2 signatures and signature from referee with receipt of payment.

CHECKS WRITTEN TO FERNLEY YOUTH FOOTBALL LEAGUE

All checks written to Fernley Youth Football League will be deposited within 30 days of receipt.

NON-SUFFICIENT FUNDS

Any check presented to FYFL/FYCL that is returned for non-sufficient funds (NSF) is subject to a service fee of \$30.00 per item. The maker of the check is responsible for paying the full amount of the check, plus the service fee, by either cash or money order within (10) working days of the notice of the returned check. The player would be at risk of being removed from roster till the check and fee is recovered. If an athlete is on a payment plan and after trying to resolve payment issue, there will be a \$10 late fee added on to the total of the balance.

ACCOUNTING/BALANCES

Checks and balances will always be available for accountability. Treasurer's reports will be at every general board meeting and will be distributed weekly to all board members. Team account balances will also be at all general board meetings and will be given to coaches and managers weekly for accountability and accuracy.

STANDARD OPERATING PROCEDURE – 027

CODE OF CONDUCT FOR BOARD MEMBERS

- ACT IN THE BEST INTEREST OF FYFL & FYCL IN ACCORDANCE WITH THE POLICIES AND SOP'S
- PARTICIPATE IN HONEST AND OPEN COMMUNICATION AND HAVE DISCUSSIONS IN A RESPONSIBLE AND RESPECTFUL WAY
- ACCEPT FEEDBACK AND BE ACCOUNTABLE
- DO NOT ACT AS A SPOKESPERSON FOR THE ORGANIZATION UNLESS PRIOR PERMISSION OR AUTHORITY HAS BEEN GIVEN BY THE PRESIDENT OF THE LEAGUE. THIS INCLUDES SAGEBRUSH BOARD MEETINGS.
- NO SMOKING OF ANY KIND, OR BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WHILE ACTIVELY REPRESENTING THE LEAGUE.
- NO RUMOR MONGERING OR NEGATIVE TALK ABOUT BOARD MEMBERS, COACHES, MANAGERS OR SITUATIONS. IF THERE IS AN ISSUE FILE A GRIEVANCE FORM.
- IF YOU NEED ASSISTANCE WITH ANYTHING, REACH OUT TO YOUR RESPECTIVE V.P., AND THEY WILL REACH OUT FOR ASSISTANCE.
- FOCUS ON YOUR POSITION, BE FRIENDLY, INTRODUCE YOURSELF TO PARENTS
- WHEN YOUR ATHLETE IS ON THE FIELD, YOU ARE A PARENT FIRST AND WILL BE IN THE STANDS.
- IF YOU ARE ON THE FIELD, BE RESPECTFUL, AND COURTEOUS TO TEAM STAFF, AND STAY OUT OF THE WAY.
- REMEMBER YOU REPRESENT FYFL/FYCL WHEN POSTING ON SOCIAL MEDIA. ESPECIALLY ON THE FERNLEY TOWN PAGES.

BY NOT FOLLOWING THE CODE OF CONDUCT WITHIN THIS DOCUMENT, FYFL HAS THE RIGHT AND WILL RELIEVE OR TERMINATE RESPONSIBILITIES, AND BADGE REMOVED OF ANY VOLUNTEER WHO ENGAGES IN BEHAVIOR WHICH MAY NEGATIVELY AFFECT THE REPUTATION OF FYFL, FYCL, OR ANY PERSONS AFFILIATED WITH THE LEAGUE

PRINT _____ SIGN _____

Fernley Youth Football League official mailing address

Fernley Youth Football League

P.O. Box 46

Fernley, NV 89408