

Fernley Youth Football League, Inc.

Fernley Youth Cheer League, Inc.

## STANDARD OPERATING PROCEDURES

By-law S.O.P. Committee

Roman Sisneros (President)

Signature\_\_\_\_\_

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Signature\_\_\_\_\_

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Signature\_\_\_\_\_

Danielle Stolle (3<sup>rd</sup> Vice President – Cheer Coord)

Signature\_\_\_\_\_

Tiffany Moros (Treasurer)

Signature\_\_\_\_\_

Mindy Boyer (Secretary)

Signature\_\_\_\_\_



Amended Feb 2023

## FYFL Executive Board

*Note: These Standard Operating Procedures were adopted at the **Feb. 2023** Fernley Youth Football League, Board of Directors Meeting and supersede all previous Standard Operating Procedures.*

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*EST. 2001*

## 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.

### **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.

## **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 to a set % 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. 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 will be required to buy competition shoes and Gameday Shoes, and any other cost by the coach that is approved by the V.P. Of Cheer ( Other Comp items, October Pink Attire, ETC)**

## **STANDARD OPERATING PROCEDURE – 003**

### *Financial Assistance*

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. A financial aid application must be submitted with proof of income prior to the Executive Board of Directors consideration of the request. Applications will be decided upon by the board of directors and notice in writing issued upon decision. For Football All recipients will be asked to pay \$75 **or equivalent personal expenses from retained equipment ( i.e.. jersey, socks, mouthpiece)** and donate volunteer 15

hours to assist the League in areas of operation needed. **There is no scholarships for cheer at this time.**

## **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 Parents on the registration form. There is always a \$50 processing fee. And If a Jersey has been ordered, the cost of the Jersey will be subtracted from the refund. Absolutely no refunds will be issued after the first scheduled day of board approved practice. No refunds will be issued until all equipment and uniforms have been returned to the association. For Spirit Packs and Bags, Once The Order is Entered There Will Be Not Issuance OF Refunds. In The Case Where They Were Not Able To Be Ordered, 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 Feb 1 of the Next Year Will Be Considered A Donation To The League.

## **STANDARD OPERATING PROCEDURES – 005**

### **PAYMENT PLAN**

#### **FOOTBALL**

**TO START A PAYMENT PLAN THERE NEEDS TO BE AN INITIAL \$75 FEE, AND PAYMENTS NEED TO BE COMPLETED BY JULY 31. IF THE PAYMENT PLAN IS NOT COMPLETED BY THEN, THE ATHLETE WILL NOT BE ABLE TO START PRACTICE UNTIL IT IS COMPLETED AND NO REFUND WILL BE GIVEN. PAYMENT PLANS WILL ONLY BE AVAILABLE AFTER THE EARLY BIRD REGISTRATION. IF THE PARENT OR GUARDIAN WANTS A PAYMENT PLAN DURING EARLY BIRD, THEY AUTOMATICALLY GET BUMPED UP TO THE REGULAR REGISTRATION COST. WE WILL TRY AND RUN A PAYMENT CARD 2 TIMES, AND IF A PAYMENT COMES BACK INVALID, THERE WILL BE A \$10 TRANSACTION FEE PER OCCURRENCE ADDED ON. 1 MONTH \$10 – 2 MONTHS \$20 ETC. ALL PAYMENT PLANS MUST BE IN EFFECT BEFORE JUNE 30<sup>TH</sup>.**

#### **CHEER**

**TO START A PAYMENT PLAN THERE NEEDS TO BE AN INITIAL \$75 FEE, AND PAYMENTS NEED TO BE COMPLETED BY JULY 1ST. IF THE PAYMENT PLAN IS NOT COMPLETED BY THEN, THE ATHLETE WILL NOT BE ABLE TO START PRACTICE UNTIL IT IS COMPLETED AND NO REFUND WILL BE GIVEN. WE WILL TRY AND RUN A PAYMENT CARD 2 TIMES, AND IF A PAYMENT COMES BACK INVALID, THERE WILL BE A \$10 TRANSACTION FEE PER OCCURRENCE ADDED ON. 1 MONTH \$10 – 2 MONTHS \$20 ETC. ALL PAYMENT PLANS MUST BE IN EFFECT BEFORE JUNE 30<sup>TH</sup>.**

## 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 the wore the previous season. If a player moves up a division and 1 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 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 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:

1. Providing a safe environment during practices, games, and related functions.
2. Acquiring necessary training to coach young athletes.
3. Being knowledgeable of the rules.
4. Communicating with parents.
5. Serving as a role model.
6. Reporting any suspected child abuse or neglect.
7. Adhering to the National Rules for Pop Warner Football and Cheer.
8. Completing current Sagebrush Empire coach's application, coach's contract and volunteer application. Passing a background check.
9. Attending or a representative attends all Association general board meetings to ensure adequate knowledge on the workings and support needs of the Association.
10. Ensure proper behavior and sportsmanship of all team/family members during periods of competition.
11. **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 can not make it, they must have an assistant there. Every team must have a representative at all sign ups, equipment event, and sizing's.**
12. 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.
13. **Not have an outstanding balance charged to your team account at the end of the season.**
14. Notify football commissioner, cheer coordinator and Board of Directors of any parental complaints. And direct the complainant to use the Grievance Procedure.



15. Attend and help at the fields for the Jamboree, Snow Bowl and Regional.
16. First Team Sets-up and Last Team tears down fields when playing on home fields in Fernley
17. 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.
18. Attending Association sponsored Coaches Clinic and First Aid Class.
19. Team funds not spent will carry over to next season.
20. **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.**
21. **Football Coaches Must Have Heads Up Certification, and Background Check Done By July 4th. Cheer Coaches Must Have YCADA certification Done by July 4<sup>th</sup>. If Not Done, Coaches Will NOT be allowed to coach. Exceptions will be made for new Coaches that sign up to coach after July 4<sup>th</sup>. 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. 1<sup>st</sup> or the first practice of the season.**
22. **If a person decides to coach after the season starts, the coach will be responsible for cost associated with Coach shirt, badges ETC.**

### **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 will be required to raise a minimum of \$400.00 per season to go to the general League fund. **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.** Every Cheer team is required to fundraise \$350 that pays for the 1<sup>st</sup> comp. And head coaches are required to fundraise for future comps, bows, team parties, and any other cost associated with cheer.

### **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 4<sup>th</sup>. 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 particular 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 in order 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. All Junior coaches must be actively coaching and 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 form 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](mailto:fyeboard@gmail.com).**

## STANDARD OPERATING PROCEDURE – 010

### *Equipment and Uniforms*

#### **FOOTBALL**

The V.P. Of Football will be in charge of 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.

The V.P. of Football will be in charge of 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 PERON 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*

The 3 Fundraising Coordinators (2 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. All team fundraisers must have prior approval from the board of directors as approved fundraisers. Team sponsors can be sought at any time. All items purchased with fundraising and sponsor money must be approved by the board prior to purchasing. All Athletes are required to help with team fundraising.

Fundraising for the teams must be communicated via email for football to the football treasurer @ [fyfltreasurer20@gmail.com](mailto:fyfltreasurer20@gmail.com). For Cheer fundraising for the teams must be communicated to the cheer treasurer @ . A receipt will be given to either the head coach or the team manager. All Funds collected must be accounted for in a spreadsheet and email to respective treasures with copies of all receipts for Record keeping. Failure to do so can result in disciplinary action, up to and including being asked not to return.

#### **FOOTBALL**

**There will be a \$25 fee added to the registration cost for fundraising. The Parent or Guardian will receive \$25 in raffle tickets that they may sell to recoup the cost or use for the raffle. The money for any extra tickets sold will go to the league. 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 returned or they will be financially responsible for the amount of tickets they sign for. They will receive the tickets from the Fundraising Coordinators.**

## **Cheer**

Every Athlete will be responsible for selling 1 box of chocolate candy bars. In the event the athlete chooses not to participate must pay the equivalent (\$60) to the league. Every Box Sold after that goes towards comp shirts, sweatshirts.

### **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 football commissioner and cheer coordinator in conjunction with the V.P. of Admin 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.

#### **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 the Fernley Youth Football League based on its role of steward and administrator. In this role the board requires assurances that financial management is responsible and supports the Fernley Youth Football 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 31<sup>st</sup>.
- 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:

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

*Individual Team Purchases*

Any representative of a Fernley Youth Football League football and/or cheerleading 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 Assistant 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 snack wagon.

## **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 **4<sup>th</sup> quarter of the last game. After the 4<sup>th</sup> 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 Fernley Youth Football 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.

#### **CASH HANDLING**

An accounting system will be developed and implemented by the Executive Board for any and 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. 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 \$200.00.

#### **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 that is returned for non-sufficient funds (NSF) is subject to a service fee of \$50.00 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 per transaction fee added on to the total of the balance.**

#### **ACCOUNTING/BALANCES**

Checks and balances will be available at all times 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 \_\_\_\_\_

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