

# Goffstown Youth Football Association By-Laws

## Article I – Definitions of the Association

1. **Name** – The name of the association shall be the Goffstown Youth Football Association (herein after referred to as GYFA and The Association). The Association shall be totally self-supporting and self-administering.
2. **Definition** – The association consists of a group of individuals banded together to coordinate and administer a youth football and cheerleading program. This group shall be responsible for all aspects of fielding football teams and cheerleading squads and all aspects of their competitions within the prescribed boundaries of these By-Laws.
3. **Affiliates** – For the Fall season, the Board of Directors shall be responsible for selecting and affiliating GYFA with one or more leagues (herein after referred to as The Fall League) that are most appropriate for the GYFA participants. For the Winter season, The Association may also decide to be affiliated with an arena football league (herein after referred to as The Arena League). The Board of Directors shall be responsible for making a decision, as needed, to affiliate with an arena football league for the purpose of participating in football activities for the Winter season.
4. **Branding** – The branding for the GYFA teams includes the following:
  - a. GYFA logo – an eagle head above the letters GSE with the claws of the eagle gripping the GSE and the body of the eagle behind the GSE. This can be used as is or it can be used with “GOFFSTOWN” above and “SCREAMIN’ EAGLES” below in a curved fashion forming a horizontal oval. The logo is available for printing and embroidery.
  - b. Team colors –blue, black, and white
  - c. Team name – Screamin’ Eagles

All GYFA apparel and novelties (including coaches’ shirts, registration shirts, team shirts, hats, etc) shall either have the GYFA logo or no eagle unless otherwise approved by the Board. Said GYFA apparel and novelties may have other logos and verbiage. We want to keep the GYFA eagle logo as prominent and consistent as possible.

## Article II – Objectives

1. The specific objectives of the program are to familiarize youth from ages 5 through 15 (up to and including 8<sup>th</sup> grade) with the fundamentals of football and cheerleading, to provide them with an opportunity to participate in a supervised, organized, and safe manner, and to keep the welfare of the participants free of adverse moral or social impact during association practices, games, and events. Exceptions can be provided for participants that have no other

opportunity to play football or cheer. Exceptions are to be brought to the GYFA Board by the appropriate Director and are approved by the GYFA Board.

2. This program has a goal to firmly implant in the minds of youths the ideals of good sportsmanship, scholarship, and personal integrity and to make them aware of the importance of meeting obligations to teammates and to themselves individually and to understand how important it is to always work hard toward achieving individual goals. Coaches and members of the Board of Directors will bear in mind and relay to the participants that winning isn't everything but playing to win is.
3. The Board of Directors of this association will ensure that all actions of the association and its members adhere to the articles herein and do not at any time conflict with The Fall League or The Arena League rules and regulations.

### **Article III – Membership**

1. **Membership** – Membership in GYFA shall be limited to adults who have direct unselfish interest in the association and shall include coaches, parents and legal guardians of paid players, members of the Board of Directors, and adult volunteers. To participate in The Association, you must meet all requirements of these By-Laws and the rules and regulations of The Fall League and The Arena League. Membership is not allowed if a member or an individual in the member's household has a prior debt with the association or has an unreturned uniform or unreturned equipment belonging to the association. If a player's parent or legal guardian is not a member in good standing, then the player is not allowed to participate on a GYFA team.
2. **Membership Approval** – Members may be approved for membership at any regular or special meeting by a majority vote. Membership affords that person all the privileges, rights and responsibilities associated with it.
3. **Denial of Right, Title of Interest in Properties** – Membership in this association shall not vest in or give to any individual or member, any asset or other property of The Association, whether real or personal, and such property shall vest solely and entirely in this association. No assets of The Association shall benefit any member of its Board of Directors or general membership.
4. **Provisions for Disposition of Association's Assets** – In the event of dissolution of the association, all assets, monies, and equipment will be distributed to towns within the association's boundaries so that other non-profit organizations within said boundaries might organize the sport.
5. **Participants** – Any player or cheerleader who misses two practices in the same week without having provided his or her coach with an explanation and receiving an excused absence will not play or cheer in the upcoming game; but must still attend the game. It is the

responsibility of the head coach to notify the respective Cheer or Football Director of a player with two missed practices. The Director will then notify the President. At this point, a telephone call should be placed to the parents by the head coach. Any player or cheerleader who has not been allowed to play or cheer in two games as a result of unexcused practices may be deleted from the roster for reasons of providing individuals on the waiting list an opportunity to participate in the program. The individual may also be deleted from the roster if the Head Coach, Cheer/Football Director, and Board of Directors feel it is necessary as a result of the individual being placed or placing his or her teammates in a situation of risk for injury due to lack of organized practice time and conditioning.

## **Article IV – Board of Directors**

1. The government of this association shall be vested in a Board of Directors (the Board). The Board is responsible for the establishment of all policies and objectives of the GYFA, The Fall League, and The Arena League.
2. Each member of the Board of Directors shall be assigned specific areas of responsibility as described further within these By-Laws. Each member of the Board of Directors shall be equally responsible for the success of The Association. Success shall be measured as the limited number of injuries attained during practice sessions and games, total number of participants returning each year, total number of participants, the ability to field all levels of cheerleading squads and football teams, feedback from players, parents and the communities involved, and finally the ability to be competitive against like associations at each level. Each member of the Board of Directors shall conduct themselves with the best interest of the youths and members participating in The Association.
3. The Board of Directors shall consist of the following voting members (with exceptions described below): President, Vice President, Secretary, Treasurer, Football Director, Cheer Director, Football Co-Director, Cheer Co-Director, Football Equipment Coordinator, Cheer Equipment Coordinator, Communication Coordinator, Scholastic Coordinator, Concession Coordinator, Grill Coordinator, Football Fund Raising Coordinator, Cheer Fund Raising Coordinator, Sponsor Coordinator, Field Coordinator, and Apparel Coordinator. In addition, the following Board positions can only be filled by persons that served on the Board for at least nine months during the current or previous two years: President, Treasurer, Football Director, and Cheer Director.
4. If The Association has no football teams, the Association is not required to fill the positions related to football and football games and if those positions are filled in a year where the Association has no football teams, they are non-voting GYFA Board positions. The football and football game related positions include Football Director, Football Co-Director, Football Equipment Coordinator, Concession Coordinator, Grill Coordinator, Football Fund Raising Coordinator, and Field Coordinator.

5. The Board of Directors will be elected by the general membership for a two-year term with Board positions having staggering terminations. The Board positions will alternate as follows:
  - Odd year elected positions:
    - President, Secretary, Football Director, Cheer Co-Director, Cheer Equipment Coordinator, Scholastic Coordinator, Grill Coordinator, Cheer Fund Raising Coordinator, Field Coordinator
  - Even year elected positions
    - Vice President, Treasurer, Cheer Director, Football Co-Director, Communication Coordinator, Sponsor Coordinator, Football Equipment Coordinator, Concession Coordinator, Football Fund Raising Coordinator, Apparel Coordinator
6. The annual elections will be scheduled during the annual award ceremony. The meeting time and location will be emailed to all GYFA members set up to receive email through the registration system and listed on the Screamin' Eagles Web page at least one week prior to the meeting in order to notify the general membership of said elections. If nominations for Board positions are made at or prior to the December Board meeting, the nominations will also be placed in the advertisements described above. The results of the election will take effect on Jan 1st of the new year or the day after the elections, whichever is later.
7. In the event there is a vacant Board position due to reasons of resignation, removal, or death, the Board shall be empowered to fill said vacancy through a vote by the Board for the remainder of the term by selection of member or members in good standing. The vacant Board position must be emailed to the GYFA members set up to receive email through the registration system and listed on the Screamin' Eagles Web page at least one week prior to the election; which must be held in a public forum.
8. Every act of decision done or made by the Board at a meeting that properly follows the Meeting rules described later in these By-Laws shall be regarded as an act of decision of the Board and shall be binding on The Association in its entirety, unless these By-Laws and/or The Fall League and/or The Arena League rules shall specifically prohibit such an act of decision.
9. All Board Members will sign an agreement to turn over all previous records, keys, equipment, and all property of the association as requested at the end of their term.
10. A member of the Board of Directors shall be removed from the Board of Directors if at least 75 percent of the existing Board of Directors votes to remove said member of the Board of Directors.
11. Members of the Board of Directors are expected to attend all Board meetings.
12. Members of the Board of Directors shall volunteer for two half-days at home games to assist in the coordination of the day's games. The President is responsible for creating the schedule

for the home games for the Board of Directors. This is to help promote the Board of Directors among the members of the Association as well as help with the various tasks that must be done during the day.

13. The President, Football Director, Football Co-Director, Cheer Director, and Cheer Co-Director shall not be a Head Coach of a GYFA team during the Summer/Fall season. If there are no Head Coach applications for a Summer/Fall team and no Head Coach nominations for a Summer/Fall team, then the Board may vote on an exception to this rule to allow a Board member in one of these positions to be nominated for a Head Coach position for a team that has no Head Coach applications and no Head Coach nominations.

## **Article V – Officers**

1. **President** – The President shall preside at all meetings, oversee all association activities, act as the official representative of The Association at all association and official functions or appoint a representative to do so. The President shall fill, by temporary appointment, any elected office that becomes vacant for any reason, arbitrate all conflicts that may arise between members of The Association, designate all meetings, and shall be responsible for imposing and enforcing any association disciplinary action voted on by the Board. The President is responsible for selecting a member of the Board for processing all required background checks. The background check information shall be discussed only between said member of the Board and the President. The President shall distribute, collect, and maintain a list of all keys belonging to The Association or on loan to The Association. Assist, to the extent possible, with all functions of The Association.
2. **Vice President** – The Vice President shall perform in the absence of the President, participate as an official member of all appointed committees, ascertain that The Association business remain within the duly ratified articles of the GYFA By-Laws and updates the GYFA By-Laws by annotations, deletions, and changes duly ratified by the membership. The Vice President is responsible (with assistance from the Directors) for the recruitment of new football and cheer participants. The Vice President is responsible for ensuring that all preparation for home games is complete. This includes bringing EMT nominations and costs to the Board for approval, hiring the approved EMT, communicating the home game information to the EMT, and ensuring that the EMT is paid. The Vice President shall oversee a committee to drive changes in Football operations and another committee to drive changes in Cheerleading operations. The goal of these committees is to find ways to improve GYFA. Assist, to the extent possible, with all functions of The Association.
3. **Secretary** – The Secretary shall maintain a complete record of all agendas and minutes from each meeting of The Association with the time and place documented, whether regular or special, the names of those present and the proceedings thereof to include all motions and votes (including all e-mail motions that occurred since the previous minutes). The Secretary shall email the minutes of all meetings to the Board within 72 hours of the meeting adjournment. The Secretary shall give notice of all meetings provided for under these By-

Laws, attend to and accomplish all administrative assignments and organizational duties as assigned by the Board. Assist, to the extent possible, with all functions of The Association.

4. **Treasurer** – The Treasurer shall keep and maintain all financial records of all accounts, properties and business transactions for the association. Shall administer payments to vendors, officials, and others at the discretion of the Board. Shall provide a monthly Treasurer’s report at the Board meetings. Shall receive documentations and /or proof of bank deposits by other Board members. The Treasurer shall not handle cash deposits unless also co-chairing a fund raising committee. Upon demand, the Treasurer shall permit inspection of any and all of the books or accounts within five days of such demand. The Treasurer shall be responsible for providing the Board with a statement of account each month. The Treasurer shall be responsible for registering all trailers and vehicles with Goffstown and the State of NH. Assist, to the extent possible, with all functions of The Association.
5. **Football Director** – The Football Director shall provide football league information to the Board for the purpose of selecting Leagues for the football teams for the Fall League and the Arena League. The Football Director shall ensure that the football coaches and players have everything required to attend practices and participate in the scheduled games. This includes coordinating coach training. The Football Director shall act as weigh-master/book-checker or appoint another to do so, shall conduct the required weigh-ins and birth certificate checks, and shall complete all necessary paperwork prior to the certification process for The Fall League and The Arena League for all football teams. The Football Director shall be responsible for the football coaching staff and act as a liaison between football teams, football coaches, and the Board of Directors whenever necessary. The Football Director shall get MPR volunteers and is also responsible for training the MPR volunteers. The Football Director shall create and update the GYFA Football Coaching, Training, and Playbook Guidelines to be used by all the GYFA football teams. These Guidelines are to help train football players in a progressive way from the youngest team to the oldest team. The Football Director and the Cheer Director are responsible for all aspects of player registrations. Assist, to the extent possible, with all functions of The Association.
6. **Cheer Director** – The Cheer Director shall provide cheer league information to the Board for the purpose of selecting Leagues for the cheerleading squads for the Fall season. The Cheer Director shall be responsible for completing all the necessary paperwork prior to the certification process for the Fall League. The Cheer Director shall be responsible for the cheer coaching staff and serve as liaison between cheer teams, cheer coaches, and the Board of Directors whenever necessary. The Cheer Director is responsible for all aspects of the cheer fields, the cheer gyms, the Pep Rally, and all Cheerleading Competitions. The Football Director and the Cheer Director are responsible for all aspects of player registrations. Assist, to the extent possible, with all functions of The Association.
7. **Football Co-Director** – The Football Co-Director shall assist the Football Director as specified by the Football Director. The Football Co-Director shall be responsible for all football-specific fund raising. Assist, to the extent possible, with all functions of The Association.

8. **Cheer Co-Director** – The Cheer Co-Director shall assist the Cheer Director as specified by the Cheer Director. The Cheer Co-Director shall be responsible for all cheer-specific fund raising. Assist, to the extent possible, with all functions of The Association.
9. **Football Equipment Coordinator** – The Football Equipment Coordinator works directly with the Football Director regarding football equipment and football uniforms. The Football Equipment Coordinator shall be responsible for the tracking, purchasing, handing out, collecting, and maintaining of all football equipment and uniforms, excluding game and practice field equipment. The Football Equipment Coordinator shall submit an annual report to the board in December. Assist, to the extent possible, with all functions of The Association.
10. **Cheer Equipment Coordinator** – The Cheer Equipment Coordinator works directly with the Cheer Director regarding cheerleading equipment and cheerleading uniforms. The Cheer Equipment Coordinator shall be responsible for the tracking, purchasing, handing out, collecting, and maintaining of all cheerleading equipment and uniforms. The Cheer Equipment Coordinator shall submit an annual report to the board in December. Assist, to the extent possible, with all functions of The Association.
11. **Scholastic Coordinator** – The Scholastic Coordinator is responsible for the calculation of any school grade average required for any report cards and is responsible for all aspects of tracking players' grades and scholastic forms for awards that are required by The Fall League and The Arena League. The Scholastic Coordinator is responsible for assisting the GYFA membership in completing the NHYFSC AAA applications. This includes, to the extent possible, finding volunteer jobs in the local community for the GYFA participants and providing information about these to the GYFA membership. The Scholastic Coordinator works with the Directors in these matters. Assist, to the extent possible, with all functions of The Association.
12. **Football and Cheer Fund Raising Coordinators** – The Fund Raising Coordinators shall develop and coordinate the mandatory fund raising activities on an annual basis and submit it to the Board of Directors. The Fund Raising Coordinators are responsible for the creation and sale of the Program Books. The Fund Raising Coordinators may chair a committee comprised of at least one adult member representing each football team and each cheerleading squad for the purpose of raising funds for The Association. These positions shall communicate all financial commitments and deposits with the Treasurer in a timely manner. The Fund Raising Coordinators shall provide the Communication Coordinator with any promotional communication after review by the Board of Directors. The Fund Raising Coordinators shall submit an Annual Report to the Board in December. Assist, to the extent possible, with all functions of The Association.
13. **Sponsor Coordinator** – The Sponsor Coordinator shall develop and coordinate various sponsors for The Association. The goal of the Sponsor Coordinator is to raise funds through major donations from individuals, families, or businesses. The Sponsor Coordinator shall

- bring sponsorship offers to the Board of Directors for approval prior to being offered. The Sponsor Coordinator shall provide the Communication Coordinator with any promotional communication after review by the Board of Directors. The Sponsor Coordinator shall submit an Annual Report to the Board in December. Assist, to the extent possible, with all functions of The Association.
14. **Concession Coordinator** – The Concession Coordinator shall coordinate the purchase and sales of all supplies and vending materials needed to operate the GYFA concession on game day or any special events that the GYFA may participate in at any given time. This position shall communicate all financial commitments and deposits with the Treasurer in a timely manner. The Board must approve all purchases of non-food, non-consumable items. The Concession Coordinator shall submit an Annual Report to the Board in December. Assist, to the extent possible, with all functions of The Association.
  15. **Grill Coordinator** – The Grill Coordinator shall be responsible for all aspects of the grill area during events where GYFA is operating a concession. The Grill Coordinator communicates with the Concession Coordinator to ensure that all the needs of the grill area are met for all concession events where the grill area is used. With permission from the Concession Coordinator, the Grill Coordinator may have his/her own volunteer list and may purchase items for the grill area. The Board must approve all purchases of non-food, non-consumable items. Assist, to the extent possible, with all functions of The Association.
  16. **Apparel Coordinator** – The Apparel Coordinator shall coordinate the purchase and sales of all association apparel for The Association. The Apparel Coordinator shall submit a requisition for all purchases to the Board of Directors for approval. This position shall communicate all financial commitments and deposits with the Treasurer in a timely manner. The Apparel Coordinator shall submit an Annual Report to the Board in December. Assist, to the extent possible, with all functions of The Association.
  17. **Field Coordinator** – The Field Coordinator may chair a committee of volunteers comprised of at least one adult member representing each football team or may request volunteers on an as-needed basis. Through the Field Coordinator, this committee or the volunteers shall coordinate the maintenance of all practice fields, the field lights, and the score board, shall set-up and clean-up the practice and game day fields, and shall recruit volunteers to announce at home games, provide time keeping, and perform other duties such as chains and MPRs. The Field Coordinator is responsible for soliciting practice fields and space to play home games as needed. The Field Coordinator is responsible for all game and practice field equipment. Assist, to the extent possible, with all functions of The Association.
  18. **Communication Coordinator** – The Communication Coordinator shall be responsible for all aspects of the GYFA Web site and shall distribute association information to the newspapers, radio, schools, and other media providers. The Communication Coordinator shall be in contact with the coaching staff and the board members to keep the GYFA web site up to date and useful to the GYFA membership. The Communication Coordinator shall work



with the Board, Head Coaches, and Team Moms to obtain any newsworthy events that would promote The Association. Assist, to the extent possible, with all functions of The Association.

## **Article VI – Committees**

The Board of Directors shall authorize the formation of special committees as may be required under the direction of the specific coordinator. The Board of Directors shall appoint a chairperson and shall prescribe a maximum number of committee members permitted to serve on the committee. The Board of Directors shall be responsible for defining the purpose of the committee, including describing the goals, the restrictions, the time-frame for execution, and the deliverables.

## **Article VII – Meetings**

1. The President shall establish the date, time, and place of meetings. Notification to members shall be made by the Secretary. All meetings will be conducted in accordance with the Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order The Association may adopt and at the discretion of the presiding officer. Voice, hand, and standing votes are acceptable. A secret ballot will be taken if a majority of the voting members present so vote. A quorum of half of the filled Board positions must be present for motions to be made and for a vote to carry, unless otherwise specified elsewhere in these By-Laws.
2. Special meetings may be called in accordance with the By-Laws. Discussion will be limited to the subject that caused the necessity of the meeting. The President must notify all the members at least 24 hrs in advance of such meetings, indicating the time, place, and agenda. A majority vote of the voting members of the Board will be required to carry a motion, unless otherwise specified.
3. Motions conducted via e-mail shall be limited to financial burdens of less than \$500.00 (five hundred dollars). An e-mail motion must be carried by a majority of the voting members of the Board, unless otherwise specified. The Secretary must document all e-mail motions in the following month's minutes.

## **Article VIII – Change of By-Laws**

1. Any Board member or member in good standing may present amendments to these By-Laws in writing at a regularly scheduled board meeting at least 14 days prior to the board meeting where The Board votes on By-Law changes. Changes will be voted on at either the first or second board meeting of the new calendar year.

2. In circumstances where an event occurs that presents a conflict in these By-Laws, a special meeting of the Board must be held to vote on an amendment to the By-Laws that allows the association to resolve the conflict in the By-Laws.
3. A two-thirds majority vote by the attending membership is required to ratify amendments or changes to these By-Laws.
4. The amendment shall become effective immediately upon acceptance.

## **Article IX – Funds**

1. All monies brought in by the football members will go into the football fund. All monies brought in by cheerleading members will go into the cheer fund. This includes but is not limited to registration fees, class/clinic fees, fund raising profits, concession profits, grants, and donations.
2. All expenses incurred by football members will be paid from the football fund. All expenses incurred by cheer members will be paid from the cheer fund. The following lists are examples of expenses and do not include all expenses.
  - Football expenses – football uniforms, football equipment, maintenance of football equipment, storage of football equipment, reconditioning of football equipment, field maintenance, field equipment, field repairs, score board repairs, paint, in kind donations, usage fees, football rule books, football clinics, referees, EMTs, Jamboree expenses, football trophies, special awards, scholarships, football lights, football storage trailer, portable toilets for practice fields, medical supplies for football teams, coaches training, coach's shirts, football member sign up t-shirts, and insurance and fees for football teams.
  - Cheerleading expenses – uniforms, equipment, storage of equipment, and maintenance of equipment, gym fees, coaches rule books, cheer clinics/camps, competition fees, competition expenses, buses for competition, trophies, special awards, scholarships, portable toilets for the practice field, sign up t-shirts, coaches training, coaches shirts, and insurance and fees for cheer squads.
3. All common expenses for the association will be paid 50/50 from the football and cheer fund. Examples of common expenses are the state scholarship fee, tax preparation fees, website fee, banking fees, and game field portable toilets.
4. The Board will vote on expenses that the Football Director and Cheer Director cannot agree upon.
5. Donations from GYFA are limited to current GYFA football players and GYFA cheerleaders. Total individual donations to football players and cheerleaders cannot exceed \$200.00 per

year. Total charitable donations will not exceed \$600.00 per year. An individual cannot receive more than one donation in any three-year period.

## **Article X – Organizational Policies**

A copy of the Waiver Policy, Refund Policy, Return Check Policy, Team Placement Policy, and Cheer Competition Policy shall be given out to all members at the time of registration. The Coaching Discipline Policy shall be given out to each coach when he or she is selected to be a coach. Exceptions to these Policies, unless otherwise noted, can be made at any regularly scheduled board meeting.

1. **Waiver Policy** – This policy is to determine if permission should be given for participants to play in another association.

If a participant doesn't fit into a level offered by GYFA, the appropriate board member shall award a waiver. If a participant fits into a level offered by GYFA, the appropriate board member shall award a waiver only if the Board approves the waiver.

2. **Refund Policy** – This policy deals with the refund of registrations.

There are no refunds for participation in The Arena League.

Anyone asking for a refund prior to August 1<sup>st</sup> will receive a refund of 100% of his or her registration fee.

Anyone asking for a refund before August 15<sup>th</sup> that provides a doctor's note stating an inability to play / cheer will receive a 50% refund. Anyone asking for a refund before Sep 1<sup>st</sup> that provides a doctor's note stating an inability to play / cheer will receive a 25% refund.

After July 31<sup>st</sup>, no refunds will be given other than noted above.

Special circumstances may be submitted in writing to the Board for consideration by the Board of Directors.

3. **Return Check Policy** – This policy deals with the handling of all returned checks.

All members will be charged the bounced check fee charged to the GYFA bank account on any check returned to The Association. The participant will not be allowed to participate until the matter is resolved.

4. **Fund Raising Policy** – This policy deals with how fund raising is done.

- There is a mandatory fundraiser, which is to keep the registration cost down. You may opt out of this fundraiser by paying \$50.00 to GYFA. However, if the mandatory fundraiser includes a raffle ticket fundraiser, you should spend the \$50.00 on the raffle tickets so that you have a chance to win some prizes.
- GYFA allows a family to do additional fund-raising, some of which can be used to pay for various GYFA related expenses of the family.
- Monies from additional fund-raising can only be used for the following:
  - cost of GYFA registration minus \$25 per family

- cost of required uniform expenses (for example, one of each of the following: cleats, sneakers, socks, bloomers, cup)
- cost of football or cheer classes minus \$25 per participant per session
- cost of football or cheer camp minus \$25 per participant per camp
- cost of Nationals (only airfare (cost of reasonable coach round trip airline tickets), hotel/resort (individual's portion of a reasonable cost of a resort or hotel room with no extras), and ground transportation (individual's portion of the rental of a reasonable vehicle at Nationals including use of a speedpass) for National participant plus one of the following (one parent, two parents, or one chaperone)) - If there are multiple National participants from the same family, the limit is still one from the above list for all (not each) participants from the same family. Reasonable will be judged by the cost of other GYFA members going to Nationals.
- cost of a team-wide football or cheer expense; but it must be approved by the GYFA board
- cost of one jacket or sweatshirt purchased through GYFA with the player's name embroidered on it
- Fundraising shall be done with the following rules:
  - always 2 adults from different families at all tagging spots
  - always at least one child from each family that is tagging at the tagging spot (no tagging without the participants) (unless prohibited)
- Monies in the player fund from excess carry over and percentage of fundraising can be spent on GYFA football or cheer (from respective fund) as long as it is spent on either all participating football or cheer or all GYFA football or cheer participants at Nationals.
- On December 31 of each year, a family can carry over \$1200.00 (including a coach or board member with no child in the program) to the following year. These carry-over funds shall remain in the respective football or cheer player fund. Excess funds that cannot be carried over shall be moved to the respective football or cheer general fund.

5. **Team Placement Policy** – This policy deals with the placement of players on the football teams.

The placement of players on a team is driven by the objective for all GYFA football teams to be competitive. At a minimum, the Football Director, the Vice President, and the President make up the team selection committee. At the discretion of the team selection committee, each player will be placed on a team based upon the player's grade, age, weight, and experience in conjunction with the requirement to field competitive GYFA football teams. The goal of team selection is to maximize the number of participants while creating competitive football teams. A Director or a guardian of the player must bring all requests for exceptions to the Board.

6. **Coaching Assignment Policy** – The Football Director shall make recommendations for football head coaching positions and submit these to the Board for review and approval. The Cheer Director shall make recommendations for cheer head coaching positions and submit to the Board for review and approval. Any member can make other recommendations for football and cheer head coach positions. If the Board does not approve the recommended coach, the Board will then vote on the remaining candidates. If the appropriate Director has two or more candidates for the same positions who are equally qualified, all coaches may be submitted to the Board for a vote. All Head Coach nominees must attend the GYFA Board meeting where Head Coaches are voted into position. All Head Coach nominees should talk to the board about their qualifications and why they should be selected as a Head Coach. The

Head Coach that is selected then selects the Assistant Coaches and the Team Mom for approval by the Board.

7. **Coaching Discipline Policy** – A Head Coach may dismiss any Assistant Coach or Team Mom from their roster at any time. The Head Coach is responsible for team synergy and the ability to dismiss personnel is a key asset in maintaining team synergy. There may be situations where there are complaints about a person on the team's roster; but the Head Coach wants to keep that person on the team's roster. In these situations, all complaints regarding coaching misconduct from parents, coaches, and Board members must be first reported to either the Football Director for football coaches or the Cheer Director for cheer coaches. The Director will evaluate the complaint and under his/her respective discretion, bring the complaint to the Board of Directors for further review. If the complaint is not satisfactorily handled, it may be brought to the attention of the President; but only after the complainer feels that the Director has not satisfactorily responded to the complaint. Once the complaint has been brought to the President, the President shall be responsible for evaluating the complaint and under his/her discretion bring the complaint to the Board of Directors.

For a coach's first offense reported to the Board, the Board may vote to discipline the coach with a verbal warning.

For a coach's second offense reported to the Board, the Board may vote to discipline the coach with a written warning.

For a coach's third offense reported to the Board, the coach shall be present at the meeting to provide an account of the reported infraction. A majority vote of the Board of Directors may discipline with a one-week suspension.

Any further incident reported to the Board will require discussion by the Board. The coach shall be present at the meeting to provide an account of the reported infraction. The Board members may vote to discipline the coach by suspending the coach for the season.

Any offense by a coach or coaching staff member(s) that jeopardizes the welfare of a child shall be dealt with by immediate removal of the coach or coaching staff member(s) from duties as deemed necessary by the appropriate Director or the President.

8. **Cheer Competition Policy** – Each cheer participant that is part of a competition team shall be allowed to participate in the cheer competitions for that team up until the NHYFSC Cheer Competition. It is up to the Head Coach of each cheer team to decide if any participant on their team that is not planning on attending the AYC National Cheer Competition shall be included in any cheer competitions after the NHYFSC Cheer Competition.

## **Article XI – Member Expense Policies**

A copy of the Member Expense Policies shall be given out to all members at the time of registration. This member copy may be reduced to those items pertaining only to the player/parent costs. The goal of the Member Expense Policies is to minimize the cost to the families that comprise the membership of GYFA while still maintaining an association that can operate within its stated goals and objectives. A change to any of the member expense policies requires a two-thirds majority vote at the beginning of the year (as do any changes to these By-Laws). Exceptions to these Policies, unless otherwise noted, can be made at any regularly scheduled board meeting.

1. **Registration** – The cost for player registration in the Fall season is \$200.00 for each child with a maximum registration cost of \$500.00 per family. For a family with one or more cheerleader and one or more football player, the registration fee will be split equally between the Cheer Fund and the Football Fund. The cost for player registration for The Arena League shall not be any less than the cost to GYFA for participating in this league. This cost is in addition to the above-mentioned cost (which is for the Fall season).
2. **Uniform Expenses** – GYFA shall provide each participant with a number of items that make up part of the uniform for their role in The Association. These parts of the uniform shall be loaned to the participant free of cost. However, the association may decide to hold monies (check or cash) from the parent until the uniform is returned in satisfactory condition at the end of the season. There are a number of required items that each participant must purchase. Once purchased, these items are owned by the participant and are not returned to the association. It's possible that these items may be used more than one season. Football players must purchase cleats, a cup, a girdle, and socks. Cheerleaders must purchase sneakers, socks, bloomers, and possibly a hair ribbon. The Division 8 and younger cheerleaders and the mascots must also purchase a crop top.
3. **Snacks and Drinks** – During the regular season, volunteers are needed for many tasks that are required to be done. Most tasks have no monetary expenses. However, the tasks of providing snacks and providing drinks for the team at games are tasks where the parent will have to pay for the drinks or the snacks. A parent may request a different volunteer task if these tasks are not desirable.
4. **Pep Rally Flowers** – The football players usually split the cost for flowers for the cheerleaders at the Pep Rally. The cost for flowers for each cheerleader shall not exceed \$2.00.
5. **Banquet Expenses** – At the end of the season, there is typically a banquet. The association does not cover the cost of the banquet. The association does cover the cost of the individual trophies for each player. These are typically handed out at the banquet. Banquet expenses to the parents shall not exceed \$15.00 per attendee.
6. **Coach and Team Mom Gifts** – It is not required that gifts be purchased at the end of the season for the coaches and the team moms. If a team decides to collect money for these gifts, it is an optional expense for the parent.

7. **State Champion Lettering** – If the funds are available and at the discretion of the appropriate Director, the association shall pay for lettering on a shirt/jacket for State Champions (1<sup>st</sup> place) in The Fall League or The Arena League Cheerleading Competition or Play-offs. This does not include Conference Champions from the regular season. This expense shall not exceed \$10.00 per rostered personnel on the champion team.
8. **Regional Expenses** – The association does not cover any expenses for Regional Competition. If the Director & head coaches of competing teams are required to attend a regional meeting the night before the Regional Competition, the cost of the hotel may be covered at the discretion of the appropriate Director. The typical costs for each player in a regional competition includes accommodations the night before the competition and meals. The typical costs for spectators includes accommodations the night before the competition, tickets for entry, and meals. There are many optional costs. Since the association does not cover the cost of regional competition, it shall not be mandatory for the players in the competition to participate in the accommodations the night before the competition.
9. **Regional Champion Lettering** – If the funds are available and at the discretion of the appropriate Director, the association shall pay for lettering on a shirt/jacket for Regional Champions (1<sup>st</sup> place) in Cheerleading or Football Competition. This expense shall not exceed \$10.00 per rostered personnel on the champion team.
10. **National Expenses** – The association does not automatically cover any expenses for National Competition. The appropriate Director will make decisions based on available funds in their appropriate accounts as to which funds, if any, can be used for national expenses for players and rostered personnel.
11. **National Champion Lettering** – If the funds are available and at the discretion of the appropriate Director, the association shall pay for lettering on a shirt/jacket for National Champions (1<sup>st</sup> place) in Cheerleading or Football Competition. This expense shall not exceed \$10.00 per rostered personnel on the champion team.

## **Article XII – Volunteer Expectations**

A copy of the Volunteer Expectations shall be given out to all members at the time of registration. This member copy may be enhanced with any changes deemed suitable. The goal of the Volunteer Expectations is to inform the families that comprise the membership of GYFA of the effort it takes to run the GYFA football and cheer programs to help create a positive volunteer experience. The following list is a sample of the Volunteer Expectations. The actual list shall be created for each year.

1. **Field Painting** – 4 volunteers for 3 hours each, only home games, typically done on the Saturday prior to the home game

2. **Field Setup** – 4 volunteers for ½ hour each, only home games, starts 1.5 hours before the first game of the day
3. **Field Cleanup** – 4 volunteers for 1 hour each, only home games, starts at the end of the last game of the day
4. **Concession Setup** – 2 volunteers for 1 hour each, only home games, starts 2 hours prior to the first game of the day
5. **Concession** – 6 volunteers for 2 hours at each game, only home games, starts 1 hour prior to each game
6. **Concession Cleanup** – 2 volunteers for 2 hours each, only home games, starts at half time of the last game of the day
7. **Announcer** – 1 volunteer for 12 hours, only home games, starts 1 hour prior to the first game, includes setup and tear down of audio equipment
8. **Clock** – 1 volunteer for 2 hours at each game, only home games, starts at the beginning of each game
9. **Chains** – 3 volunteers for 2 hours at each game, only home games, starts at the beginning of each game
10. **MPRs** – 2 volunteers for 1.5 hours at each game, all games (home and away), starts at the beginning of each game
11. **Apparel** – 0 to 1 volunteer for 2 hours at each game, only home games, starts at the beginning of each game
12. **50/50** – 1 volunteer for 1.5 hours (3 quarters) at each game, only home games, starts at the beginning of each game
13. **Football snacks and drinks** – provide drinks and snacks for the football players at each game
14. **Cheer snacks and drinks** – provide drinks and snacks for the cheerleaders at each game
15. **Football equipment handout** – all football head coaches shall help all day during equipment handout day
16. **Football equipment collection** – all football head coaches shall help all day during equipment collection day



17. **Mandatory fundraisers** – all members are expected to participate in the mandatory fund raising activities, unless they are participating in the fund raising pre-pay plan (\$75.00 fund raising exception fee)

**Date of Adoption: January 2016**

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**President**

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**Vice President**

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**Secretary**

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**Treasurer**

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**Football Director**

\_\_\_\_\_  
**Cheer Director**

\_\_\_\_\_  
**Football Co-Director**

\_\_\_\_\_  
**Cheer Co-Director**

\_\_\_\_\_  
**Football Equipment Coordinator**

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**Cheer Equipment Coordinator**

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**Football Fund Raising Coordinator**

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**Cheer Fund Raising Coordinator**

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**Field Coordinator**

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**Apparel Coordinator**

\_\_\_\_\_  
**Concession Coordinator**

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**Grill Coordinator**

\_\_\_\_\_  
**Scholastic Coordinator**

\_\_\_\_\_  
**Communication Coordinator**

\_\_\_\_\_  
**Sponsor Coordinator**