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## Organizational Procedures

Updated: February 24, 2025

### I - Registration

- A. **Date** - Registration dates shall be voted on and accepted by the Executive Board at the January Executive Board meeting.
- B. **Cost** - Registration fees will be determined on a yearly basis and will be set prior to the February Trustee meeting. The registration fee is to provide football players and cheerleaders with insurance, entry to the banquet OR end of year party, a trophy, and an end of the season gift (if cost effective). The registration fee also aids with yearly costs to maintain the Organization.
- C. **Refunds and withdraws** - There will be NO refunds given after the FIRST DAY of practice for any reason. NO EXCEPTIONS! Each parent/guardian signs a form of acknowledgement and is given a copy of this policy in their registration packet. Further, if a player or cheerleader decides to withdraw from the Organization during the season for any reason other than a season-ending injury, they will NOT be awarded a trophy, end of season gift (if applicable), or a senior banner (if applicable).
- D. **Requirements** - All parents/guardians are required to submit a copy of their player's/cheerleader's birth certificate and proof of Austintown residency. If the child is open enrolled in the Austintown Local School District, a copy of their current open enrollment letter is needed. All fees are to be paid via Sports Connect, the Organization's registration platform.

### II - Practice

- A. **Date** - Practice dates shall be announced at the time of the FIRST registration/in-person fitting. This date is usually determined by associated league rules and may change from year to year.

- B. **Time** - Practices will be held five (5) days a week, Monday through Friday, from 6:00PM to 8:00PM until school starts at the Austintown Youth Football and Cheer practice field located at 5706 Vassar, inside College Park.
  - i. ANY coach may request a Saturday practice for any given reason by providing a 48-hour notice to the First Vice-President OR the Second Vice-President, e.g. if a regular practice is called due to inclement weather.
  - ii. Beginning the fourth week of August, practice will be held Monday through Thursday from 6:00PM to 8:00PM. A coach may start or end their practice earlier during these weeks if they choose, but must provide advanced notice to the First Vice-President OR the Second Vice-President.
- C. **Attendance** - All players and cheerleaders are REQUIRED to attend every scheduled practice. ANY player or cheerleader who does not show up for more than one week of practice OR for more than two (2) games without notifying their coach will be considered a QUIT and will be asked to return all equipment belonging to the Organization.
  - i. It will be at the discretion of the football coaches to allow a player to participate in any game if the player is absent from practice on a continuous basis.
  - ii. For cheerleaders, if any cheerleader is a no show/no call from practice, they will not be allowed to participate in the halftime show of the game for that week. Cheerleaders missing one or more practices with a phone call will be at the discretion of the cheer coach and Cheer Coordinator if they will be allowed to participate in the halftime show.

### III - Fundraising

- A. In order to keep the cost of registration down, all football players and cheerleaders are REQUIRED to participate in ALL fundraisers UNLESS their parent/guardian has paid a buyout fee.
- B. Austintown Youth Football and Cheer is a 501-C3 nonprofit organization, and all persons on the Executive Board, Board of Directors, and Board of Trustees are volunteers. All monies raised by the organization goes into the purchase of required football and cheerleading items, as well as towards regular season expenses.
- C. IF YOU CHOOSE NOT TO PARTICIPATE IN FUNDRAISING, YOU ARE REQUIRED TO PAY A MANDATORY BUYOUT FEE. The fee will be determined according to the worth of that particular fundraiser. Players/cheerleaders will be subject to paying for their own banquet OR end of year party fees and year end gifts if a parent/guardian fails to follow through with aiding in the mandatory fundraisers or paying the buyout fee. NO EXCEPTIONS. All parents/guardians will be notified at the beginning of the season of ALL mandatory fundraiser dates.

## IV - Game Day

### A. Home and away games

- i. Parents/guardians/players/cheerleaders/spectators of the Austintown Youth Football and Cheer Organization are to follow a **ZERO TOLERANCE POLICY**. Any person/persons violating this policy will be held accountable and face further disciplinary actions within the Organization.
- ii. Any parent/guardian/spectator having a difference of opinion on coaching decisions during practices and/or games may meet with the head coach after practice or 24 hours AFTER the game with the Organization's First Sergeant of Arms and/or Second Sergeant of Arms present.
- iii. Any parent/guardian/spectator found yelling/using derogatory remarks from the sidelines/stands towards any coaching staff member or player will be removed from the field immediately! If further action is needed, the parent/guardian/spectator will be removed from the premises by police escort.

### B. Home games

- i. Football players are to arrive **one hour prior to the start of their game in full uniform**, unless otherwise specified by the head coach. This includes their jersey, game day pants, helmet, mouth guard (attached to helmet), shoulder pads, girdle, red socks, and clean cleats.
- ii. Cheerleaders are to arrive **30 minutes prior to the start of their game in full uniform**, as specified by the Cheer Coordinator.
- iii. All members of the Executive Board are required to be at set up and clean up for home games.
- iv. All parents/guardians are REQUIRED to actively participate in home game duties such as set up/clean up, chains, and concessions UNLESS they paid the Volunteer Buyout fee . Parents/guardians, however, are NOT expected to do concession stand duty during their own child's game. If a parent/guardian paid the volunteer buyout during registration, they are EXEMPT from game day volunteer duties.
- v. The Concession Stand Manager OR Executive Board will maintain a sign-up list for volunteers. A list of all sign-ups will be posted on the Austintown Youth Football and Cheer Parent Only Facebook page as a weekly reminder.

### C. Away games

- i. Football players are to arrive **one hour prior to the start of their game in full uniform**, unless otherwise specified by the head coach.
- ii. Cheerleaders are to arrive **30 minutes prior to the start of their game in full uniform**, as specified by the Cheer Coordinator.
- iii. All parents/guardians/spectators of the Austintown Youth Football and Cheer Organization are to follow the **ZERO TOLERANCE POLICY**. As guests of the home team, everyone will give the same respect to the opposing team as we would expect from them at our home games.

## V - Equipment

### A. Hand out

- i. Football equipment will be handed out according to the Equipment Manager's schedule. The Equipment Manager will provide a schedule to all coaches by the last scheduled registration date. This schedule will include the times and dates for each football squad, make-up days, and exchange days. **Any player missing their respective date/time MUST wait for a make-up day and time.**
- ii. Cheer uniforms will be handed out according to the Cheer Coordinator's schedule. The Cheer Coordinator will provide a schedule to all coaches by the last scheduled registration date. This schedule will include the times and dates for each cheer squad, make-up days, and exchange days. **Any cheerleader missing their respective date/time MUST wait for a make-up day and time.**
- iii. For both football and cheer, NO UNIFORMS OR EQUIPMENT SHALL BE HANDED OUT WITHOUT A PARENT/GUARDIAN BEING PRESENT. ALL PARENTS/GUARDIANS MUST SIGN FOR THEIR CHILD'S UNIFORM/EQUIPMENT, AS WELL AS SIGN THE RESPONSIBILITY SHEET.

### B. Exchange

- i. It is the responsibility of the parent/guardian to ensure that everything fits properly BEFORE leaving the hand out location. Any equipment that does not fit properly after the player/parent/guardian has left the hand out location must follow the schedule of exchange day. NO EXCEPTIONS.

### C. Cleaning

- i. All equipment shall be returned in good working order and be properly cleaned. The proper helmet cleaning procedure is available from the Equipment Manager. Any damages to equipment must be reported to the equipment manager at the time of occurrence.

### D. Return

- i. All equipment must be returned to the Austintown Youth Football and Cheer Organization by the scheduled return date given by the Equipment Manager at the end of the season.
- ii. **Players/cheerleaders who do not return their uniforms/equipment will not be given their trophy and/or end of year gift.** Absolutely no uniform/equipment will be accepted at the banquet/end of year party. NO EXCEPTIONS!
- iii. If any uniform/equipment is not returned by December 15th, legal action will be taken immediately as this will be considered theft.

## VI - Concession Stand

### A. Operation

- i. The concession stand shall be operated by the Concession Stand Manager OR the Executive Board, their assistants, parent/guardian volunteers, and the Treasurer

during all practices, scrimmages, and home games. All parents/guardians are required to work concession duty for their child unless they paid the volunteer buyout.

- ii. Parents/guardians will sign up for their duties via VolunteerSignUp, and reminders will be posted on the Austintown Youth Football and Cheer Parent Only 2025 Facebook page.

#### B. Stock

- i. At the start of the season, the Concession Stand Manager will decide on the initial stock of items to be purchased with approval of the Executive Board.
- ii. The Concession Stand Manager will purchase additional stock throughout the season with the approval of the Executive Board.
- iii. The Concession Stand Manager agrees to follow a realistic budget set forth by the Treasurer.

## VII - Meetings

- A. Executive Board, Board of Directors, and Board of Trustees meetings, as well as committee and parent meetings, shall follow [Robert's Rules of Order](#). A copy of this publication is available on the Organization's website.
- B. Parent/guardian meetings will be conducted to communicate all activities of the Organization to the entire Body. Parent/guardian meetings will take place after the first week of practice to outline the upcoming season.
- C. Trustee meetings shall be held once a month except for December, which has no scheduled meeting. Trustees are responsible for signing their name on the sign-in sheet.
- D. All Board meetings shall require 2/3 attendance of eligible voting members to be considered a legal meeting.

## VIII - Grievances

- A. Grievances shall NOT be abused and should only be used in cases of offenses to the **ZERO TOLERANCE POLICY**. In case of a dispute:
  - i. The involved individuals shall first attempt to resolve the matter themselves. The Sergeant of Arms and/or Second Sergeant of Arms may be requested to oversee the first attempt at resolution.
  - ii. If a resolution cannot be reached, the complaint shall be presented in writing to the First or Second Vice-President of the Organization. The First Vice-President shall handle grievances for football. The Second Vice-President shall handle grievances for cheerleading. If a resolution still cannot be reached, the complaint shall be presented to the President of the Organization.

- iii. If it is determined after further discussion with both parties that the complaint is deemed worthy of a grievance meeting, the following procedures will be conducted:
  1. The Sergeant of Arms shall contact both parties involved and the Executive Board to set up a special meeting within 48-hours of the Vice-President or President's decision. The Sergeant of Arms shall explain the severity of missing this meeting.
  2. At the beginning of the meeting, the Sergeant of Arms shall read the written grievance.
  3. Both parties will then be given a maximum of 10 minutes to respond to the grievance.
  4. Both parties shall then be asked to leave the room and the floor will be open to discussion for a maximum of 15 minutes at which time the Executive Board will make a motion for a decision.
    - a. This motion may range, but shall not be limited to: dismissal of the grievance, verbal warning of stated infraction, game and/or practice suspension, the removal of coaching/advisor status, legal action, and lastly, removal from the Austintown Youth Football and Cheer Organization and current league.
  5. If any individual involved in this grievance fails to appear, they shall waive their right to respond to the grievance and will be subject to an Executive Board vote without representation.
  6. Any motion, once seconded, must be voted on by the Executive Board and a simple majority is needed to pass the motion.
  7. Both parties shall then return to the room. The motion and decision of the Executive Board shall be read by the Sergeant of Arms. **THIS DECISION IS FINAL and shall NOT be disputed by either party. Any further actions by either party shall be dealt with under the member league's ZERO TOLERANCE POLICY.**

## IX - Amendments

- A. All changes to the Organization's policies and procedures are to be presented at the February Board of Directors meeting. Each request must be put in writing. All voting will be done at the March meeting.