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Organizational Policies

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I - Membership

A. The Executive Board shall consist of the following:

- i. **President** - Shall be the Chief Executive Officer of the Organization.
 - This person shall preside at all meetings of the Executive Board, Board of Directors, Trustees, and of the Organization.
 - This person shall be an ex-officio member of all committees and may attend all meetings if requested.
 - This person shall report all actions and endeavors of the league at the next scheduled Board of Trustees meeting.
 - This person shall attend all registration dates.
 - This person shall schedule and secure the photographer and location for picture day.
 - This person shall be there for setup and cleanup of all home games.
 - This person shall be given check signature rights for all accounts named by the Austintown Youth Football and Cheer Organization.
 - This person shall be bonded by the Austintown Youth Football and Cheer insurance policy.
- ii. **First Vice-President (Football)** - Shall assume duties of the President in the case of the absence or inability of the President to perform their duties according to these policies.
 - This person shall attend all registration dates.
 - This person shall be in charge of retaining security for each home game.
 - This person shall be in charge of the contract and key from the band parents for home game concessions.
 - This person shall be there for setup and cleanup of all home games.
 - This person is responsible for obtaining volunteers for game day jobs, such as time clock and holding sticks during all games.

- This person shall tend to all football matters, including meeting with coaches and parents when necessary.
 - This person shall be given check signature rights for all accounts named by the Austintown Youth Football and Cheer Organization.
 - This person shall be bonded under the Austintown Youth Football and Cheer insurance policy.
- iii. **Second Vice-President (Cheer)** - Shall assume the duties of the First Vice-President in the absence or inability of the First Vice-President to perform their duties as required by these policies.
- This person shall also assume the duties of the President if both the President and First Vice-President are unable to perform their duties.
 - This person shall attend all registration dates.
 - This person shall head the banquet committee, which consists of securing a date, a hall, ordering food, and trophies.
 - This person shall be there for setup and cleanup of all home games.
 - This person shall be in charge of ordering spirit wear.
 - This person shall tend to all cheer matters, including meeting with coaches and parents when necessary.
 - This person shall produce game day rosters for all cheer squads.
 - This person shall be given check signature rights for all accounts named by the Austintown Youth Football and Cheer Organization.
 - This person shall be bonded under the Austintown Youth Football and Cheer insurance policy.
- iv. **Secretary** - Shall assume all secretarial duties relevant to the Organization.
- This person shall attend all registration dates.
 - This person shall maintain the Organization's website and Facebook page.
 - This person shall contact all Trustees prior to all scheduled meetings.
 - This person shall contact the Executive Board for any emergency meetings.
 - This person shall keep the minutes and attendance at all meetings and present copies of the previous minutes at the trustee meetings each month.
 - This person shall keep a roster which shall set forth the names, addresses, and phone numbers of each Executive Board member.
 - This person shall also officiate all files (official rosters, birth certificates, bylaws, policies, and procedures) and other records and general archives of the Austintown Youth Football and Cheer Organization; such records can be viewed by all trustees.
 - This person shall also be responsible for the game day programs, consisting of handing out/collecting forms, setting up designs, and meeting with the Executive Board-approved printer.
 - This person shall be there for setup and cleanup of all home games.
 - This person shall verify all treasurer reports against all Austintown Youth Football and Cheer bank accounts.

- This person shall be bonded under the Austintown Youth Football and Cheer insurance policy.
- v. **Treasurer** - Shall be responsible for the collection and deposit of all monies, as well as keeping all financial records of all monies donated to or received by the Organization.
- This person shall be responsible for paying bills and ensuring that all Austintown Youth Football and Cheer accounts are paid and in good standing.
 - This person shall be responsible for collecting monies from individuals who are not paid in full.
 - This person shall attend all registration dates.
 - This person shall ensure that all participants submit the proper paperwork during registration.
 - This person shall be responsible for the fundraising committee.
 - This person shall be responsible for providing a monthly financial report to share with the Board of Trustees.
 - This person shall also share responsibility of concession stand duties with the concession stand manager.
 - This person shall be there for setup and cleanup of all home games.
 - This person shall be responsible for clearing year-end books, keeping tax exemption records, and filing tax returns when required.
 - This person shall be given check signature rights for all accounts named by the Austintown Youth Football and Cheer Organization.
 - This person shall be bonded under the Austintown Youth Football and Cheer insurance policy.
- vi. **First Sergeant of Arms** - Shall maintain order in all meetings of the Executive Board, Board of Directors, and Board of Trustees.
- This person shall ensure all meetings follow any presented agendas.
 - This person shall head all meetings of disciplinary actions and shall keep written records for the Secretary.
 - This person shall contact the Executive Board within the given time frame for all disciplinary meetings and ensure all parties involved have all required information needed.
 - This person shall attend all registration dates.
 - This person shall be in charge of the game day committee, which consists of picking up the concession trailer and making sure the trailer is stocked with enough supplies (pop, coolers, etc).
 - This person shall be in charge of the ground committee, which consists of cleaning all trash on the field daily, emptying all trash cans, and setup/cleanup of all home games and practices.
 - This person shall be there for setup and cleanup of all home games.

- vii. **Second Sergeant of Arms** - Shall assume duties of the First Sergeant of Arms in the case of the absence or inability of the First Sergeant of Arms to perform their duties according to these policies.
- This person shall head all meetings of disciplinary actions and shall keep written records for the Secretary.
 - This person shall contact the Executive Board within the given time frame for all disciplinary meetings and ensure all parties involved have all required information needed.
 - This person shall attend all registration dates.
 - This person shall be in charge of the game day committee, which consists of picking up the concession trailer and making sure the trailer is stocked with enough supplies (pop, coolers, etc).
 - This person shall be in charge of the ground committee, which consists of cleaning all trash on the field daily, emptying all trash cans, and setup/cleanup of all home games and practices.
 - This person shall be there for setup and cleanup of all home games.

B. The Board of Directors shall consist of the following:

- i. Executive Board as described in section I-A above.
- ii. **Football coaches** - Consists of head coaches from each level. All head coaches shall attend all registration dates.
- iii. **Cheer coaches** - Consists of head coaches from each level. All head coaches shall attend all registration dates.
- iv. **Cheer Coordinator** - Shall maintain all records and cheer equipment in the possession of the Organization. This person shall personally sign for each article of cheer equipment handed out and turned in and will report any issues to the head coach of that cheerleader's team. This person shall represent the Organization at all league meetings for all cheer objectives. This person shall report all information concerning cheerleading at the next scheduled trustee meeting and shall inform all head coaches of any information needed for that season. This person shall handle any cheer issues and will report directly to the First Sergeant of Arms for any disciplinary action needed. This yearly position is appointed by the Executive Board.
- v. **Equipment Manager** - Shall maintain all records and football equipment in the possession of the Organization. This person shall personally sign each article of equipment handed out and turned in, and will report any issues to the head coach of that player's team. This person will set dates and times for equipment handouts and turn ins, and must be present for such dates. This person will care for any equipment in a timely manner and report any needs directly to the First Vice-President. This yearly position is voted on by the Board of Trustees.
- vi. **Concession Stand Manager** - This position will be shared with the Treasurer. This person shall keep an accurate inventory of all items used on a weekly basis and

shall have a monthly report available at all trustee meetings during the concession season. This person shall decide on stock to be purchased with the Executive Board's approval. This person shall operate the concession stand at all practices and home games. This person is also responsible for signing up volunteers to help with the concession stand during practices and home games. This yearly position is voted on by the Board of Trustees.

- vii. **Fundraising Manager** - This position will be shared with the Treasurer. This person shall be responsible for all fundraising activities including planning, directing, and coordinating fundraising activities. This person shall create and implement strategies to raise funds, including general fundraising activities and grant writing (along with the Treasurer). This person shall keep stakeholders updated on fundraising progress. This yearly position is voted on by the Board of Trustees.
- viii. **League Representative** - This person shall represent the Austintown Youth Football and Cheer Organization at all League meetings and shall keep the Organization informed as to the activities of the League. This person shall attend all scheduled meetings and vote on motions. This person shall track player injuries, obtain and file physician release or restriction notes from player parent/guardian, communicate player injuries, release and/or restriction notices with Austintown Youth Football and Cheer coaching staff. This person shall perform other duties as prescribed by the Executive Board. This yearly position is appointed by the Executive Board.

C. **The Board of Trustees** - Any person over the age of 18 willing to aid in the endeavors of the Organization by freely offering their time and efforts may become a trustee after attending three (3) consecutive Board of Trustee meetings and gaining majority vote of the current Board of Trustees. Trustees shall aid the Board of Directors in day-to-day operations of the Organization, and will help in making decisions based on the best interest of the Organization. Trustees shall attend all trustee meetings. Trustees have voting rights. Trustees are subject to removal of voting privileges for the remainder of the year for failure to attend TWO (2) consecutive scheduled Board of Trustees meetings. Any removal is subject to a majority vote by the Executive Board.

D. **Coaches** - All coaches (head and assistants) must have at least one (1) year affiliation with the Austintown Youth Football and Cheer Organization unless receiving a majority vote by the Board of Directors. All coaches and assistants are REQUIRED to become trustees. Coaches are NOT exempt from game day setup or cleanup. Under certain circumstances, an individual may become a coach prior to becoming a trustee (they shall be required to become a trustee beginning with that month's meeting—e.g. no current trustees are willing to take a head coach position that is in need of being filled. This is done on an individual basis).

All coaches and assistants must be at least 18 years old to be permitted on the game or

practice field unless approved by majority vote by the Board of Directors. All head coaches shall retain their current position unless they voluntarily resign in writing to the Board of Directors. Any coach may be removed by majority vote of the Executive Board for any offenses of the Austintown Youth Football and Cheer bylaws, policies, and/or procedures. Said coach must be given 48-hours notice and must attend a special meeting with the Executive Board to be given the opportunity for rebuttal.

All new coaches (football and cheer) will be on a one year probationary period. Probationary coaches will be voted on in November by the Executive Board after completion of their first year. Decision to be determined as acceptance, denial, or additional year of probation. This will be a closed vote and a simple majority of the voting body will decide the status. This does not override any grievance procedures already set in place by the Austintown Youth Football and Cheer Organization in section VIII of Procedures.

Each squad (football and cheer) may have up to a maximum of four (4) assistant coaches. Head coaches are responsible for picking their own assistant coaches.

All coaches (football and cheer) are REQUIRED to pass a background check no later than the first day of practice. Any coach brought into the Organization after the first week of practice must submit a background check IMMEDIATELY and may NOT coach until their check has been returned.

Nominations and voting

Any individual interested in a head coach position (football or cheer) with the Austintown Youth Football and Cheer Organization must submit a brief letter of intent to the Executive Board via email (austintownyouthfootball@gmail.com). This letter of intent must be received by the Executive Board the day PRIOR to voting. Individuals who do not submit a letter of intent will not be eligible for a head coach position.

II - Practice

- A. **Elected officials** - As elected officials of the Austintown Youth Football and Cheer Organization, the persons in the positions stated in article I above shall be held to a higher standard of conduct, and shall aid in maintaining the Organization and helping to achieve the objectives of the Organization.
- B. **Players/cheerleaders** - Any child that meets the requirements of age and weight as specified in the regulation of the existing league membership shall be eligible to play football/cheer for the Austintown Youth Football and Cheer Organization.

- C. **The Body** - Any person having interest in the Austintown Youth Football and Cheer Organization other than the Executive Board, Board of Directors, Board of Trustees, coaches, managers, players, and cheerleaders shall be referred to as “The Body”.

III - Authority

- A. In the event that a decision is needed before a Board of Trustees meeting can be called to order, the Board of Directors shall be asked to make the decision. If the Board of Directors cannot be called to order, the Executive Board shall be the final authority.
- B. No individual or group shall act as an authority of the Austintown Youth Football and Cheer Organization unless voted upon by the Board of Trustees. This authority will be granted on an individual occurrence only.
- C. The Board of Directors shall have authority to remove membership of the Board of Trustees and/or the Austintown Youth Football and Cheer Organization by majority vote of the Board of Directors. If any decision cannot be finalized by the Board of Directors, the Executive Board shall have the final authority.
- D. Resignation from the Board of Directors shall be done both verbally and in writing, and will be conducted in the presence of two (2) members of the Executive Board.
- E. Upon resignation from any position, any and all contacts, paperwork, and material used by/for the Austintown Youth Football and Cheer Organization must be surrendered to the Board of Directors so that said material may be given to the person who shall assume the resigned position.
- F. Any policies or procedures in conflict with the bylaws of the Austintown Youth Football and Cheer Organization, or the bylaws of the existing league of membership, shall be considered null and void therefore having no effect.

IV - Elections/voting

- A. **Executive Board requirements**
 - i. Must have spent one (1) year as an ACTIVE trustee.
 - ii. Two (2) years term.
 - 1. Elected in ODD years - President, Second Vice-President, Treasurer, and Second Sergeant of Arms
 - 2. Elected in EVEN years - First Vice-President, Secretary, and Sergeant of Arms

3. In the event of a vacancy in an Executive Board position, a special meeting will be held to evaluate the situation and to determine the length of that term. Eligible persons will be voted in by receiving a majority vote from the Executive Board.

B. Board of Directors requirements

- i. Must have spent one (1) year as an ACTIVE trustee, unless voted in differently by the Executive Board. This will be done on an individual basis. Eligible persons will be voted in by receiving a majority vote from the Executive Board.
- ii. May retain such positions from year to year unless voluntarily resigning in writing to the Executive Board.

C. Board of Trustees requirements

- i. Any member of the Body.
- ii. One (1) year term.
- iii. Voted in by receiving a majority vote from the Board of Trustees.
- iv. Must attend three (3) consecutive Board of Trustees meetings between January and July.
- v. Must attend all monthly meetings.

D. Voting requirements

- i. All voting for elections and floor motions (unless otherwise specified) shall require a majority count of the membership in attendance to be passed. A count of hands or private ballot vote shall be taken and recorded by the Secretary.