**Burbank Titan Youth Football & Cheerleading Association**

2019

**Association By-Laws**



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### ARTICLE I: PURPOSE

**Section A:** The Association is a not-for-profit organization whose objective is to provide organized football & cheerleading for children meeting the age and weight requirements of the League, IRCA and IFL; teaching those children the values of fair play and good sportsmanship and always striving for excellence with the best interest of our Youth in mind.

**Section B:** The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section C:** No part of the net earnings of the organization shall inure to the benefit of, or distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of the future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section D:** Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### ARTICLE II: NAME OF THE ORGANIZATION

# Section A: Proper Name

The organization shall be known as the “Burbank Titan Youth Football and Cheerleading Association”, hereafter referred to as the “Association”.

# Section B: Metro Youth Football League

The Association is a member of the Metro Youth Football League, (hereafter known as the “League”), by whose By-Laws and Amendments the Association has agreed to abide.

# Section C: Illinois Recreational Cheerleading Association

The Association is a member of the Illinois Recreational Cheerleading Association, hereafter known as “IRCA”, by whose By-Laws and Amendments the Association has agreed to abide including the safety guidelines set forth by the American Association of Cheerleading Coaches and Administration (AACCA).

# Section D: Megaplex Arena Football League

The Association is a member of Indoor Football League, hereafter known as “IFL”, by whose By-Laws and Amendments the Association has agreed to abide.

# Section E: Charter

As the Association is chartered as a Not for Profit 501 (c) (3) with the State of Illinois and has been granted a tax-exempt status.

### ARTICLE III: RULES OF ORDER

1. Robert’s Rules of Order shall govern the proceedings of all meetings, except as noted in the Association By-Laws.

### ARTICLE IV: FINANCIAL & PROPERTY CONTROLS

# Section A: Money Transactions

Receipts must be written for all money transaction or received electronically. Remittance of funds received for Association activities must be done in a timely manner. If the Treasurer does not receive the remittance within fifteen days after the date set by the Board, the Board shall issue a certified letter requesting the immediate payment. If payment is not received, the Board will consider appropriate civil remedies.

# Section B: Receipts

Receipts of purchases made for the Association must be submitted to the Treasurer within five (5) business days of actual purchases made.

# Section C: Collecting Association Property

The Board will send a letter to anyone who owes Titan’s property and/or monies owed to the Association; immediately after the last scheduled football equipment/cheerleading uniform return date.

# Section D: Disposal of Association property

Request of any/all property belonging to the Association must be approved by the Board prior to item(s) are disposed of, donated, etc. Disposal request shall be in writing. Any individual found to be disposing of Association property without Board approval will be financially responsible for the replacement of disposed property.

 **Section E: Financial Bid**

$500.00 or more will require 3 bids to be brought before the board for approval. $100.00 to $499.00 to be brought before the board for approval. $99.00 and under need board notification.

### ARTICLE V: OFFICERS

# Section A: President

1. Shall preside at all Association meetings.
2. Shall serve as ex-officio member of all committees, except the Nominating Committee.
3. May delegate Ex-officio responsibilities to the Vice President as needed.
4. Shall perform any and all duties pertaining to the office, including, but not limited to, representation of the Association to the:
	1. Burbank Park District and/or any other organization (matters of field/facilities use and maintenance, and/or any other pertinent Association business),
	2. Insurance Carriers (policy renewal and inquiries),
	3. Governmental Agencies – Illinois Secretary of State, Illinois Attorney General’s Office, IRS and/or any other agency. (Registered Agent of Domestic Corporation, submission of annual report to the Illinois Secretary of State’s Office & Illinois Attorney General’s Office). Annual filing of 990 tax forms to the IRS. Renewal of Illinois sales tax exempt letter.
5. May appoint the standing, administrative and activities committees and ensure that all cooperated toward their intended goal(s).

# Section B: Vice-President

1. Shall preside in the absence of the President.
2. Shall serve as ex-officio member of all committees, except the nominating committees, as directed by the President.
3. Shall be chairperson of all sprit wear committees, including but not limited to design, purchase, and inventory for a leagues and levels.
4. Shall report all post game sales and inventory totals the board and parent meeting.

# Section C: Secretary

1. Shall be responsible for all minutes and notification of scheduled and emergency meetings requiring attendance of Board members.
2. All letters for fund-raising purposes and forms required by the Board to administer the Association are the responsibility of the Secretary to copy and distribute, either through handouts to the Team Parent Coordinator for distribution or by direct mailings, at the discretion of the Board.

3. Shall be responsible for presenting documents.

4. Shall be the association register for all leagues and levels.

# Section D: Treasurer

1. Shall have custody and maintain all books pertaining to the business and finances of the Association.
2. Shall prepare an annual operating budget proposal for Board approval at the March parent meeting and to be reviewed quarterly by the board.
3. All Association monies should be deposited into the bank account once received by the treasurer within 72 hours. Treasurer and the Board Member that originally received the monies shall count the monies separately and an Executive Board Member or board member chosen by an Executive Board Member shall witness the count. All three persons shall sign off on the amount received prior to leaving the event(s).
4. Shall reimburse Board members, at a Titan event, on presentation of vendor invoice or cash receipt, for expenditures authorized by Board vote at Treasurer’s earliest convenience.
5. Shall keep an accurate record of expenditures of the Association funds by category.
6. Shall prepare an annual operating budget, from the minutes of the February board meeting for presentation at the March parent meeting.
7. Shall make available a detailed printed report of every category balance and deposit at every Board Meeting.
8. The President and the Treasurer shall be the two individuals that are the signers with the bank for the Association’s checking account. There shall be (2) two signatures on any/all checks issued by the Association. The Treasurer or President shall be the primary signers and another Board member shall be the second signer.
9. Shall be responsible for notification to DOF and DOC of ineligible players (including delinquent accounts).

# Section E: Field Maintenance Co-Managers (2)

1. Shall instruct a volunteer crew to set up the field per League requirements, i.e., yard markers, goal post pads and crowd control rope.
2. Shall instruct a volunteer crew to clean up field after the last game, on each home weekend.
3. Shall report to the board any field maintenance issues.
4. Shall instruct a volunteer crew of three to hold yard marker and down markers, for each division.
5. Shall take care of announcement booth.
6. Shall report to the Board any field equipment that needs to be maintained and/or replaced.

# Section F: Team Parent Coordinator

1. Shall distribute all handouts for the Secretary to the Team Parents
2. Oversees all Team Parents and shall set a date and meeting place for the annual start-of-season meeting for Team Parents. Team Parents are to be eighteen (18) years of age by the first day of practice of the current season. The Team Parent Coordinator will assume the duties of a division’s Team Parent until one can be found.
3. Shall make a master copy of emergency lists and give one to D.O.F., D.O.C., and head coach of each level.
4. May remove any Team Parent at any time for dereliction of duties.
5. All Committees (must attend 80% of meetings and/or functions to quality for PPH credit)

6. Shall ensure all members’ volunteer time has been completed.

# Section G: Cheerleading Equipment Manager

1. Shall purchase equipment authorized by the Board.
2. Shall maintain provisions for storage of equipment.
3. Shall keep equipment for contingencies (breakage, forgotten) at the field (home or away) on game day or competition day for all divisions.
4. Shall be responsible for the transportation of cheer equipment (including cheer mats) to and from practice outside of the Titans field.
5. Shall maintain an accurate inventory of the available equipment.
6. Shall present a final itemized report on the condition and amount of the equipment at the January Board meeting for the purpose of facilitating the budget and purchase of replacement equipment.
7. Shall present bid proposal from suppliers to Board for approval.
8. Shall distribute and maintain a list of names of a person responsible for equipment issued, lost, and/or replaced (fee may apply).
9. Shall be responsible for maintaining one first aid kit per division.
10. Shall be responsible for obtaining/maintaining ice packs for cheerleaders.

# Section H: Football Equipment Manager

* + - 1. Shall purchase equipment authorized by the Board.
			2. Shall maintain provisions for storage of equipment.
			3. Shall keep equipment for contingencies (breakage, forgotten) at the field (home or away) on game day for all divisions.
			4. Shall maintain an accurate inventory of the available equipment.
			5. Shall present a final itemized report on the condition and amount of the equipment at the January Board meeting for the purpose of facilitating the budget and purchase of replacement equipment.
			6. Shall present bid proposal from suppliers to Board for approval.
			7. Shall maintain a list of names of persons responsible for equipment issued, lost, and/or replaced (fee may apply).
			8. Shall keep a record of manufacturer’s expiration dates of all football helmets. Shall arrange for any/all expired helmets to be tested by a reputable reconditioning company per manufacturer’s recommendations. No helmet shall be issued that has passed the expired date.
			9. Shall be responsible for maintaining one first aid kit per division.
			10. Inventory shall be conducted in November; during and/or after equipment returns.
			11. Shall be responsible for obtaining/maintaining ice packs for football players.

# Section I: Director of Football

* + - 1. Shall ensure all paperwork is complete and in compliance with League and Association rules. Currently the League requires an original birth certificate (first year only players), two copies and two identical photographs from each player at player weigh-in. Due to the strict nature of the League’s pursuit of their requirement, it is recommended that the DOF complete this task two weeks prior to the League’s weigh-in date, which is generally in the second week of September.
			2. Shall coordinate with the Treasurer to compile rosters and be responsible for notification of ineligible players (including delinquent accounts) to Head Coaches with a copy of list to the President.
			3. Shall coordinate with Equipment Manager and Coaches regarding purchase, maintenance, inventory and return of player’s equipment.
			4. Shall maintain a complete list of player’s names and telephone numbers. One copy to be given to the Head Coach of each level and the original to be given the Team Parent Coordinator. The DOF will coordinate and supervise weigh-in for Organization.
			5. Shall prepare for weigh-in a binder with player’s cards.
			6. Shall oversee football players and coaches.
			7. In their absence they must designate a board member as their representative at all events.
			8. Shall not be serving as DOF while actively coaching a game. Must appoint a board member to act on his/her behalf during the game that he/she will be coaching.

# Section J: Director of Cheerleading

* + - 1. Shall attend IRCA events, association meetings, and all competitions and games that are scheduled by the Association. If unable to attend or must leave during a meeting or event he/she must contact the president immediately and notify them replacement representative.
			2. Communicate all IRCA actions to the board of directors.
			3. Shall compile rosters and be responsible for notification of ineligible cheerleaders (those with delinquent accounts) to Head Coaches with a copy of list to the President.
			4. Shall maintain a complete list of cheerleader’s names and telephone numbers. One copy to be given to the Head Coach and the original to be given the Team Parent Coordinator.
			5. Shall collect a copy of cheerleader’s birth certificate for competition cheerleaders only.
			6. Shall oversee cheerleaders and coaches.
			7. In their absence they must designate a board member as their representative at all events.
			8. Shall not be serving as DOC while actively coaching during a game. Must appoint a board member to act on his/her behalf during the game that he/she will be coaching.
			9. Shall be responsible for coordinating and scheduling cheerleading competitions that are approved by the Board.
			10. Shall be the only Association representative relating to the business of cheerleading competitions.
			11. Shall be part of the Executive committee and shall have one vote.

# Section K: Concession Co-Managers (2)

1. Shall supervise the set up and take down of the concession stand.
2. Shall select and make purchases of items for the stand and maintain reasonable supplies and keep accurate inventory for the same.
3. Shall be given funds for initial stocking, amount to be determined by the Board.
4. Shall request additional funds as needed, to be approved by the Executive Committee, pending inventory.
5. Shall conduct an accurate inventory prior to each home game.
6. Shall keep records of income and expenses and return all cash remittance to the Treasurer immediately after each home game.
7. One Concession Co-Manager or Board Member must be Food Certified.

# Section L: Designated Organization Representative to the League

1. Shall attend League meetings. Shall attend all Association meetings. Shall be in attendance for the entire time for all games that are scheduled by the League and/or the Association. If unable to attend or must leave during a meeting or event, he/she must contact the President immediately and notify the President of the replacement representative.

2. Communicate all League actions to the Board of Directors.

3. Will be responsible for having all referees sign the Metro rules document before the first (1st) game they are officiating. This document must be submitted to the Secretary for recordkeeping.

4. Shall be part of the Executive committee and shall have one vote.

5. Responsible for all game day, on field action, including on the field, sidelines and announcement booth, etc., regardless of location.

 **Section M: Fundraising Coordination**

1. Shall be chairperson for all fundraising committees and efforts to include, but not limited to: Mandatory fundraisers, split the pot, and supplemental yearly fundraisers.
2. Shall be responsible for reporting game day monies collected and all fundraising shall be given to the treasurer by the next business day.
3. Shall report fundraising information and monies collected at each board and parent meeting
4. Shall sit on the board committee.

### ARTICLE VI: BOARD OF DIRECTORS

# Section A: Board of Directors

The Association shall be under the direct supervision of the Board of Directors, hereafter referred to as the “Board”, and all Board decisions are final and binding.

# Section B: Board Composition

The Board shall be composed of a maximum of fifteen (15) members.

# Section C: Term

* + - * 1. Term length shall be two (2) years and no member may hold more than one (1) office concurrently.

#

# Section D: Eligibility

1. Shall have been a member of the Association for a minimum of one season.
2. Shall have been a member of the Association in the calendar year immediately preceding the election. If for the 2019 election the nominee must have been a member in the 2018 year.
3. Shall be restricted to members in good standing who have not been impeached/removed from office in the past two years.
4. A seated officer seeking election to another seat must resign from their current seat prior to election.
5. Any director cannot serve if convicted by any court of any misdemeanor involving the misuse or misappropriation of funds or any felony.
6. All newly and/or re-elected board members must pass a background check. Board members who have served 2 terms of more does not have to do a background check. Failed background checks may be brought before the board for review and final determination.
7. Any member running for an Executive Board position must serve one term as a Board member before running for an Executive position. Any Executive position that has no letter of intent received, shall be open to the organization. With minimum requirements of two year and in good standing with the organization.

# Section E: Elections of Offices

1. Eight (8) members are to be elected in odd years: President, Secretary, Designated Organization Representative, Directory of Cheerleading, Cheerleading Equipment Manager, Concession Co-Manager, Field Maintenance Co-Manager and Fundraising Coordinator.
2. Seven (7) members are to be elected in even years: Vice President, Treasurer, Director of Football, Football Equipment Manager, Concession Co-Manager, Field Maintenance Co-Manager and Team Parent Coordinator.

# Section F: Officers Elect

New officers will take office at the first board meeting in January. Officers Elect are responsible for attending Board Meeting and all events.

# Section G: Impeachment/Removal

1. Resignation: Any Board member resigning must indicate their resignation in writing to the Executive Committee. All resignations must be accepted by the Executive Committee within 24 hours.
2. Dismissal: In the event that Board member is absent from three meetings during his/her current term, without a valid excuse or there proof of gross negligence of position duties, conduct unbecoming a board member, as set forth by the Association By Laws, that position may be considered vacant, pending the vote for dismissal of simple majority Association Board members present at either the third missed or any subsequent meeting or at which time proof is brought to the board for review.
3. Impeachment/Removal Proceedings may be brought forward by any member in good standing to be judged and voted on any regular meeting.

# Section H: Replacement

In the event of a vacated position on the board, the board shall solicit the membership for letters of intent for the open position. Interviews will be held with all eligible members and a selection made by the board to fill the open position for the remainder of its term.

# Section I: Meeting Attendance

1. All Board members are required to attend Board, Association and special meetings called to rule on matters pertaining to the Association.
2. The President or Secretary must be notified in advance of absences. If a Board Member does not notify the President or Secretary of an absence, it will be deemed as an unexcused absence.

# Section J: Indemnification

Unless the Board of Directors shall determine otherwise, the Association shall indemnify, to the full extent permitted by law, any person who was or is, or who is threatened to be made, a party to an action, suit or proceeding (and any appeal therein), whether civil, criminal, administrative, investigative or arbitrative, by reason of the fact that he, his testator or intestate, is or was a director of the Association, against expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding. Such indemnification may, in the discretion of the Board, include advances of a director’s expenses prior to final disposition of such action, suit or proceeding. The right of indemnification shall not exclude any rights to which such persons may otherwise be entitled by contract or as a matter of law. The Board shall take all such action as may be necessary and appropriate to authorize the Association to pay the indemnification required by this By-Law, including, without limitation, making a determination that indemnification is permissible in the circumstances and a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him. The Board may appoint a committee to make such determination and evaluation.

# Section K: Voting Rights of the Board

In a meeting, each Board Member has one vote except the presiding officer. The presiding officer is the President. In the event the President is not present in a meeting, either due to absence or due to conflict of interest and must leave the boardroom for a vote; the Vice-President will be the presiding officer. The presiding officer can vote either to break or to cause a tie. Exception: The chair will vote only to break a tie for appointments.

# Section L: Conflict of Interest

All Board Members are required to complete and sign the Conflict of Interest Policy at the beginning of the fiscal year.

# Section M: Service Discounts

1. Board Members only; discount of years of service as follows:

|  |  |  |
| --- | --- | --- |
| **Term** | **Year** | **Discount Off Football/Cheer Registration Fees ONLY** |
| 1st | 2nd | 50% |
| 2nd | 3rd | 75% |
| 2nd | 4th | 100% |

1. These must be consecutive years of service. If you resign, are impeached or are not re-elected this discount no longer applies.
2. If 2 members hold positions on the board concurrently, with common child (ren), then the member whom has served longer is awarded the discount percentage. Combining terms of service between two members will not be allowed.
3. Service discounts applies only to the Fall Football and Cheer season. Arena does not qualify for service discounts.

###

### ARTICLE VII: STANDING COMMITTEES

# Section A: Committees

Committees, defined by Board vote, may be of any number of members who shall report as requested to the Board, except for standing committees. A simple majority of committee members need only to be present.

# Section B: The Executive Committee

1. Shall consist of the President, Vice President, Secretary, Treasurer, D.O.R. and D.O.C.
2. Shall report its activities at the regular meetings.
3. Shall act in special matters pertaining to the Association, as specified and limited by these by-laws, and fill any vacancies documenting on the Board.
4. There shall not be any siblings, couples, married couples or domestic partners serving on the executive committee.

# Section C: The Nominating Committee

1. There shall be a Nominating Committee of three Board members for the purpose of presenting candidates for office for election by the Association.
2. The President shall select one of the three to serve as the Chairperson.
3. Shall select at least one candidate for each office to be filled.
4. Shall bring their slate before the membership at the regular meeting in November when elections will take place.
5. Only those consenting to service shall be eligible for nomination, either by the Nominating Committee.

# Section D: The By-Law Committee

1. Shall consist of three Board members and three Association members.
2. Non-Board appointments will be recruited at the February parent meeting to review and make recommendations.
3. The By-Law Committee shall meet at least once a year and submit any and all By-Law proposals to the board for approval no later than the March parent meeting.
4. Final voting on recommended amendments will be at the April parent meeting and said report shall be submitted to the Secretary for record-keeping.

# Section E: The Auditing Committee

1. Shall consist of two Board members and two members of the Association.
2. The President and Treasurer will be available for the audit meeting but are not part of the Committee.
3. Shall present a report at the April parent meeting.

# Section F: The Awards Committee

1. Shall consist of three Board members, three coaches, and three team parents with at least one from football and one from cheerleading.
2. Shall report to the board with recommendations at the board meeting prior to the banquet.
3. All players and cheerleaders who quit prior to the scheduled season end will not be eligible for a trophy or banquet tickets. It will be to the head coach’s discretion in any grey areas of playoff or competition season of whether that player is eligible, to then be approved by the board.
4. An awards committee shall be formed for arena to be appointed by the board. The committee shall consist of two board members and two parents.

# Section G: Team Parents

1. The Team Parent Coordinator will be chair of the Parent Participation Committee.
2. All team parents/all divisions will be part of the Parent Participation Committee.
3. Any board member or parent can be nominated.
4. Committee must be established and reported to the executive committee fourteen calendar days after the first day of practice.

#

# Section H: Homecoming Committee

* 1. Shall consist of Board members and Association members.
	2. Chairperson is appointed by the board from those that show an interest in the position.
	3. Organize and be present at all Homecoming events such as, but not limited to Game Day and Parade.
	4. Shall present proposals to the Board for approval.
	5. Committee must be established and report to the Executive Committee at the earliest time convenient/possible.

# Section I: Banquet Committee

1. Shall consist of Board members and Association members.
2. Chairperson is appointed by the board from those that show interest in the position.
3. Organize and be present at all Banquet events such as, but not limited to, committee meetings and day of Banquet.
4. Shall present proposals to the Board for approval.
5. Responsibilities include securing a venue, securing donations, menu selection approved by the board, split the pot and/or split the deck, raffle prizes, preparing and selling of raffle tickets, door prizes, center pieces for tables and venue decorations/setup on the day of the banquet.
6. Committee chair is to put in a letter of intent immediately after homecoming or no later than October board meeting, whichever comes first.

### ARTICLE VIII: REPORTS

All committee reports shall be in writing and turned over to the Secretary for Board approval.

### ARTICLE IX: MEMBERSHIP AND DUES

# Section A: Eligibility

Any child meeting the requirements of the League and MYFL as to age and weight shall be eligible to be a player providing, he/she is not or has not been a member of any other organized football team during the current season in our League. If said player has been a member of another organization in the League, a release must be obtained from that organization before said player could become a member of the Association.

1. Athlete will be at coach discretion with the board consent after registration is closed.

# Section B: Participation

 Each player/cheerleader may be given the opportunity to participate in every regular season game. For football players- participation time will be a minimum of (4) four plays. The Head coach of that division will notify the DOF before the game, in writing, of why the player(s) will not be playing the minimum number of plays.

#

# Section C: Playing Time

 The Head Coach determines the number of plays, which a player is put in the game. Questions regarding playing time are to be asked fifteen minutes before practice. Disputes regarding the number of plays are to be raised with the DOF. Parents are NOT to address coaches about playing time issues during game day.

# Section D: Participation Grievances

1. Any complaints with respect to playing time will be directed, at the discretion of the DOF, to the Board. The complaint must be filed with the DOF/DOC no less than twenty-four hours, but no more than seventy-two hours of last game played. Any complaint after the 72-hour deadline will not be honored that week and will have to be re-filed after the next scheduled game.
2. The person having the complaint and the coach in question shall present their case to the Board. Note: Complaints pertaining to football will be direction to the football coaching staff and complaints pertaining to cheerleading will be directed to the cheerleading staff.

 Reasons for limited/no field time:

* 1. Safety of the individual,
	2. Disciplinary action,
	3. Performance in practice or game situations.

d. Attendance (unexcused absences)

# Section E: Cheer Competition Practices

# Please see Cheerleading Code of Conduct

# Section F: Division Size

1. The association follows all Metro League division size and age regulations.
2. Cheerleaders: The division determined by the individual`s grade in upcoming school year. Registration for cheerleading will run concurrent with the football players. Any exceptions to the following rules shall be made at the discretion of the Executive Committee and the Cheerleader Head coaching staff or board discretion. The maximum number of players per division will be thirty (30).
	1. Tiny Titans Squad for kindergarteners. Max number of girls per squad will be determined by the board and head coach.

b. Super Peewee division will consist of Cheer – 1st and 2nd graders, Football – 6 and 7 years old.

c. Peewee division will consist of Cheer 3rd and 4th graders, Football 8 & 9 years old.

d. Widget Division will consist of Cheer 5th and 6th graders, Football 10 & 11 years old.

e. Junior Division will consist of Cheer 7th & 8th graders, Football 12,13 & 14 years old (No high school students)

Arena Football Subject to IFL Rules

1. Waiting List
	1. In the case of full rosters, children will be place on a waiting list and picked by “first in/first out” orders from that list.
	2. DOF/DOC must be notified of carryovers from waiting list.
	3. No fee will be assessed for simple placement on waiting list.
	4. No show/No call for one (1) week may result in forfeit of spot on team with no refund.

# Section G: Membership Rulings

The Board shall rule on membership cases and will base their decision on League, IHSA, IRCA, MYFL, and Association rules and regulations. Offenses to the League, IHSA, IRCA, MYFL and/or the Association will be served as follows:

1. If a Member is ejected from a game/competition/tournament, he/she will be suspended, by the Association, for the following game, competition and/or tournament. The member will be required to appear before the entire board for review. Any decisions are at the Board’s discretion. Any impeachments or dismissals will be decided by a two-thirds majority of the board. That individual that has been removed may appeal to be decided upon the organization trial.

# Section H: Fees

1. Any registrant after registration day will be given fourteen days from the date of sign-up to receive funds, minus a $20 fee for paperwork per athlete. Once game jersey/ cheer package is ordered, the registrant will be issued a refund less eighty dollars ($80) fee per athlete to cover the cost of paperwork and the jersey/ cheer package. Any athlete who is on the roster at our first scheduled game is not eligible for a refund.
2. All fees must be paid in full prior to the first scheduled game.
3. No Refunds will be issued until equipment is returned
4. Parent/Guardian will be responsible for their athlete’s fines imposed by the League at weigh-ins (i.e. no jersey, wearing equipment, wrong shoes, etc.).
5. Parent/Guardian will be responsible for their athlete’s-imposed fines by the organization during any competition, etc. (no shell, no shoes, no skirt, etc.)
6. Sponsorship that is being utilized for benefit of reduced registration fees must be of monies (i.e. not donated items of services)

#

# Section I: Requirement for Members

1. A member in good standing shall be any parent, or legal guardian or a child that is registered for and that actively participates in an Association program of any adult coach or volunteer. The member must attend a minimum of three parent meetings from March 1st through last day in February one of which must include the mandatory parent meeting for you sport if applicable.
2. A member in good standing must participate in fund-raising activities.
3. All members are required to abide with Association By-Laws and guidelines.
4. Only members in good standing are eligible to vote at meetings.
5. For membership purposes the Titan year is consider running from March 1st to last day in February.

6, All families are required to donate at least eight (8) hours of their time. Hours must be completed by an adult 18 and over. Any additional hours accrued that would like to be passed to another Titan member family must be approved by the Executive Committee

7. The Board may use its authority to suspend or remove any member whose conduct is considered detrimental to the best interest of the Association.

8. The board shall decide upon the PPH fee for non-participation attendance for said discussed hours.

9. All of the above requirements must be met in order to be eligible to vote.

10. Shall meet as necessary. Member/family member 18 years or older, shall complete their hours to be eligible for Parent Participation Hours (PPH) refund.

11. Refund will be given up to two weeks after completion of hours.

# Section J: Hardship

1. The Board shall evaluate hardship issues on a “case-by-case” basis. The outcome of their decision shall be based on the specific circumstance. All hardship (i.e., Unemployment Check Stub, Determination letter from IDHS, SSI Statement) which must have parent or guardians name and will remain confidential within the Board. All hardships must be submitted in writing to any board member no later than August 15th.

2. Members can only receive Hardships for a max 2 Seasons per family.

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# Section K: Chain of Command

Membership who exhausted the chain of command, for example, their child’s Head Coach, then their DOC/DOF/WC, may submit a written complaint to the Board. No anonymous letters will be entertained. For playing time grievances, see article 9, Section D.

### ARTICLE X: MEETINGS

# Section A: Majority Vote

A simple majority of all Board members (eight of fourteen, including either the President or Vice President) must be present to perform any Association business. The court shall be referred to as a quorum. No Directors may participate in and act in any board, special, emergency or parent meeting through the use of a conference telephone or other communications equipment.

# Section B: Parent Meetings

1. Shall be held monthly with the exception of May and June. Subject to change.
2. Shall be open to all Association members.
3. The annual meeting shall be held in March.

# Section C: Special Meetings

Special meetings may be called by the President and/or a majority of Head Coaches and/or a majority of Board members with a forty-eight hour advance notice and requested to be held within seventy-two hours. Requestor will be the first to be given the floor.

# Section D: Coaches, Ethics and Standards meeting

1. The purpose of this meeting is to establish standards of conduct and sportsmanship.
2. A yearly meeting concerning standard conduct will be held immediately following registration and equipment issue.
3. This meeting is a mandatory meeting for all Head Coaches, Assistant Coaches and Board members.

###

### ARTICLE XI: APPOINTMENTS

Section A: Term

All appointments for all committees will be announced at the following parent meeting and will serve for the current year only.

January Parent Meeting

The Nomination Committee

November Parent Meeting

The Awards Committee

January Parent Meeting

The By-Law Committee

The Auditing Committee

Team Parent meeting

14 calendar days after the 1st day of practice

# Homecoming Committee

# Section B: Coaches

1. Head coaches will be appointed by the board.
	1. Fall Football, Cheerleading, and arena football one head coach per division.

 i. Co-head coaches can be assigned per board approval, which must be

 submitted jointly for consideration.

* 1. Flag football will have a head coach per flag team as determined by the Board.
1. In the event of a vacancy of a Head Coach position, any Assistant Coach from that division will be eligible for the position of Head Coach for the remainder of the entire football season. The Board will interview each candidate and appoint a replacement immediately.
2. All head coaching positions will stay in effect for a one-year term.
3. Responsibilities
	1. Any coach shall submit a letter of intent to the DOF/DOC by the January board meeting to be accepted/rejected by Board vote. A letter of intent does not guarantee acceptance. No Assistant Coach shall be guaranteed a returning position. A letter of intent will only be accepted for a Head Coach position from a coach who has just completed an entire season with the Association. Exception: No coach has submitted a letter of intent.
	2. Each Head Coach shall select a qualified coaching staff and maintain it as follows:
		1. Fall Football and Cheerleading: a maximum of five (5) assistants.
		2. Arena Football: a maximum of four (4) assistants.
	3. Each new Assistant Coach shall have a probationary period of four weeks at which time the Head Coach will decide to retain or release him/her.
4. All Coaches are responsible for putting away practice equipment.
5. All head coaches and /or assistant coaches, that are part of the official staff, must be 18 years of age by first day of practice.
6. Demonstration Helper coaches are considered any high school age person(s) appointed by the Head Coach of that division. Their purpose is to give clear demonstration of cheerleading routines or football plays. Freshman Demos coaching at the JR level may only be permitted with the approval of the Director of Cheerleading and will be determined on a case by case basis. Sophomore and older can Demo at all levels
	1. All demonstration Helper Coaches shall sign a code of conduct.
7. Shall assist Equipment Manager in all equipment handouts and returns.
8. Assistant coaches including demo and helper coaches can only register for only a single team.
9. All Head Coaches and Assistant Coaches must submit to and pass a background check before any contact with the athletes.

 a. The Executive Committee may use discretion regarding a failure of background check based on the totality of the circumstances if such person appeals to the Executive Committee who will then have the final say.

# Section C: Team Parent Responsibilities

1. Assist the Team Parent Coordinator as requested.
2. All Team Parents of all divisions must attend mandatory team parent meeting and all homecoming meetings.
3. Solicit parent participation for volunteer work during home games.
4. Collect and check that all forms are filled out properly for activities. Must keep all medical forms and emergency forms at all games and practices.
5. To provide water to the players/cheerleaders during games and half time.
6. To assist in player/cheerleader miscellaneous activities (such as bathroom breaks, etc.)
7. To assist in supervision of the players/cheerleaders during practices and schedule game day times.
8. To assist in distributing handouts or flyers during practices or game schedules.
9. Will coordinate with head coach on float decorations,
10. Will make and deliver homecoming posters to homes on homecoming eve.
11. All Team Parents must submit to and pass a background check before any contact with the athletes.

 a. The Executive Committee may use discretion regarding a failure of background check based on the totality of the circumstances if such person appeals to the Executive Committee who will then have the final say.

**ARTICLE XII: End of the Year Celebration for Football & Cheerleading**

Coaches, Demo Coaches, Board members, and Team Parents are to receive their own complimentary End of the Year Celebration ticket. Each player/cheerleader receives their own complimentary End of the Year Celebration tickets after all fees, financial responsibilities have been met on time, mandatory fund- raiser has been completed, and their uniform, and/or all equipment has been accepted for return by the last scheduled equipment/uniform return dates. No exceptions. No uniforms and/or equipment will be accepted for return at the End of the Year Celebration. An adult must accompany all players/cheerleaders. Any additional End of the Year Celebration tickets must be purchased in advance.

### ARTICLE XIII: UNIFORMS AND EQUIPMENT

# Section A: Football Players

1. Will be supplied with helmet, shoulder pads, game pants, practice pants (optional), rib pads, belt, mouthpiece (two maximum), socks, and game day jersey. Jersey, socks and mouthpiece are for the players to keep. All other equipment must be returned cleaned. (subject to change)

A. Flag to receive game pants, socks and jersey.

Subject to change

B. All players who use their own equipment shoulder pads, helmet Etc. must sign a liability waiver.

1. Parents are responsible for the protective supporter, molded rubber spikes (no metal screw-in spikes) and any other protective equipment required as needed including girdle and seven (7) pants pads. (subject to change)
2. Replacement of any equipment during the season requires a replacement fee at time of request.
3. Do not dry any part of uniform in dryer.
4. A fee of $5.00 will be assessed for any helmet returned with unauthorized decals that require removal. Price subject to change.

# Section B: Cheerleaders

1. Will be supplied with a shell, skirt and cheer package, (cheer package to include socks, game bow, boy short and body liner) Subject to change
	1. Tiny Titans to receive uniform, socks, bow. Subject to Change
2. Parents are responsible for cheer shoes, wind suits, Titan gear and competition bow. Subject to change
3. Do not dry any part of uniform in dryer.

# Section C: Uniform/Equipment Return

* + 1. There will be no complimentary banquet tickets, trophies or other awards given to an individual until that person turns in their uniform.
		2. Parents are responsible for the return of cleaned uniform/equipment on the day scheduled for return or they will lose their equipment deposit.
		3. Parents are financially responsible for any and all lost or misused, or damaged uniform/ equipment.
		4. A fine of $25.00 will be assessed for any unclean uniform returns at the end of the season (price subject to change).

### ARTICLE XIV: FITNESS FOR PLAYING FOOTBALL and CHEERLEADING

Football and cheerleading are physical activities, which involve the risk of physical injury during, but not limited to, practices, games, tournaments, and competitions. Assumption of this risk is the parent’s responsibility alone. No liability shall fall on the Titan Organization.

### ARTICLE XV: PARK DISTRICT/HIGH SCHOOL(S) AFFILIATION

In cooperation with the Association, the Burbank Park District/High School(s) is responsible for major field maintenance and the football field. All members of the Association must abide by Park District /High School(s) rules and regulations.

### ARTICLE XVI: INSURANCE

**Section A:** The Association shall provide secondary medical insurance coverage for all its players/cheerleaders during all designated activities while players/cheerleaders are engaged in Association activities.

**Section B:** The individual’s insurance is primary; the Association’s insurance is only valid at Association activities.

### ARTICLE XVII: BY-LAW REGULATIONS AND ACCESS

# Section A: Amendments

Amendments to these By-Laws may be submitted to the By-Law Chair, in writing, two weeks prior to the March parent meeting. Only 1/3 of the by-law changes may be presented by the March parent meeting.

# Section B: Presenting Changes

Any changes to the By-laws that were approved by the board shall be presented to the members of the Association for discussion at the March parent meeting. No by-law proposals shall be presented or accepted at the March parent meeting. Exception: if the March meeting is cancelled. The voting will take place at the first scheduled parent meeting following the cancelled March meeting.

# Section C: Voting on Amendments

Voting on said amendments will take place at the April parent meeting only. No

By-laws proposals will be voted on at any other parent meeting with the

Exception that the April meeting was cancelled. The voting will take place at the

First scheduled parent meeting following the cancelled April meeting.

# Section D: Passing Amendments

A simple majority is required for any amendments to pass.

# Section E: Membership Access

Each member of the Board of Directors and each Head Coach shall maintain a copy of these By-Laws and all members of the Association shall have access to them.

# Section F: Forms

Ethics and Standards, and Parents Code of Ethics will be distributed at registration. Some form(s) may require Member’s signature. By-Laws also available upon request or for download on Associations website.

### ARTICLE XVIII: CODE OF CONDUCT AND DISCIPLINE

# Section A: Player Infractions

 The Executive Committee shall rule on membership cases and will base their decision on League, IHSA, IRCA, MYFL, and Association rules and regulations. Offenses to the League, IHSA, IRCA, MYFL, and/or the Association will be served as follows:

* + 1. First offense: If a Member is ejected from any Titan activities he/she will be suspended, by the association, and reviewed by the Board within 72 hours.
		2. Second offense: Member will be required to appear before the entire board for review. Any decisions are at the Board’s discretion.
		3. All Titan activities: Zero tolerance fighting policy is: immediate suspension and/ or removal of all parties involved until reviewed by the Board within 72 hours.

# Section B: Attendee Infraction

1. Any person attending any Association function that displays physical anger toward another person will be the subject of a course of action that will be determined by the Board based upon the severity of the infraction. Discipline may include, but not limited to, verbal or written warning, suspension and/or expulsion from the Association and from its properties for which it holds a permit.
2. Any person attending an Association function including, but not limited to, practices, tournaments, games, and competitions, under the influence of any substance will be subject to a course of action to be determined by the Board based upon the severity of the incident. Discipline may include, but not limited to, verbal or written warning, suspension and/or expulsion from the Association and from its properties for which it holds a permit.

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### Appendix A: Policy on Alcohol & Controlled Substances

**BURBANK TITANS YOUTH FOOTBALL & CHEERLEADING ASSOCIATION**

**8050 Newcastle Ave, Burbank, IL 60459**

[**www.burbanktitans.org**](http://www.burbanktitans.org)

**“Always Striving for Success On and Off the Field”**

**Absolutely NO ALCOHOL will be allowed at ANY of the Titan Football games. All locations, home and away, have a zero-tolerance policy. If anyone is seen with or suspected of being under the influence of alcohol or any controlled substance, a phone call to proper authorities will be made and they will be arrested. Please abide by the “Policy” as described below.**

**POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES**

**It is the responsibility of all Association member to protect all our children and adults from harm and to uphold the Park District regulations as well as the laws by which we are all governed.**

**While we recognize the impossibility of preventing some injuries, we can ensure our members that we are taking every precaution to avoid serious injury and damage to health, related to the use of alcohol and/or drugs.**

**The Titan Board has instituted the following policy on use of alcohol and controlled substances in our organization:**

1. **ANY PARENT WHO BRINGS AND/OR CONSUMES ALCOHOL AND/OR DRUGS AT ANYTITAN ACTIVITY, WHERE EXPRESSLY PROHIBITED, WILL RESULT IN THE IMMEDIATE SUSPENSION AND POSSIBLE EXPULSION OF HIS/HER CHILD, IN ADDITION TO RUNNING THE RISK OF ARREST. FRIENDS OF THE PARENTS OR CHILD POSSESSING AND/OR CONSUMING ALCOHOL AND/OR DRUGS WILL BE ASKED TO LEAVE AND THE PROPER AUTHORITIES WILL BE NOTIFIED.**
2. **ANY TITAN ATHLETE CAUGHT WITH ALCOHOL AND/OR DRUGS WILL BE IMMEDIATELY EXPELLED FROM THE ORGANIZTION AND THE PROPER AUTHORITIES WILL BE NOTIFIED.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child)**

**have read and fully understand the Policy on Alcohol and Drug use.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**

### Appendix B: Parent Code of Conduct

 **BURBANK TITANS YOUTH FOOTBALL & CHEERLEADING ASSOCIATION**

**8050 Newcastle Ave, Burbank, IL 60459**

[**www.burbanktitans.orgarent**](http://www.burbanktitans.orgarent)

**“Always Striving for Success On and Off the Field”**

**Parent Code of Conduct**

**This agreement is to be reviewed and signed by the parent/guardian of Burbank Titans Youth Football and Cheerleading Association football players and cheerleaders.**

* **I hereby pledge to provide positive support, care and encouragement for my child/children as they participate in youth sports by following this *Parent Code of Conduct.***
* **I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.**
* **I will place the emotional and physical well-being of my child ahead of my personal desire to win and I will remember that the game is for youth, not adults.**
* **I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all and will do my best to make youth sports fun for my child.**
* **I will demand a sports environment for my child that is free from all drugs, tobacco and alcohol, and will refrain from their use at all youth sports events (including games and practices).**
* **I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.**
* **I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan and assisting with titan sponsored activities (concession stand, chain gang, etc.).**
* **I will insist that my child play in a safe and healthy environment by upholding the following expectations of behavior:**
* **No member of this organization (player, cheerleader, coach, board member) may commit a violent act or have or use a weapon at any location relate to Titan activities (practice field, home or away football fields, cheer competition venues, etc.).**
* **Violent acts include but are not limited to: striking anyone (children parents, coaches, etc.) with their hands or any weapon in a manner that goes beyond what would be normally expected in the game of football.**
* **Titan members who violate this policy may be removed from the organization. This policy includes every member of the organization – players, cheerleaders, coaches, parents and board members. Additionally, enforcement of this policy does not require a “compliant process: - that is, action will be taken whether or not a formal complaint is filed and presented to the Board of Directors.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child)**

**have read and fully understand the Parent Code of Conduct.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**

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### Appendix C: Rules and Regulations

**BURBANK TITANS YOUTH FOOTBALL & CHEERLEADING ASSOCIATION**

**8050 Newcastle Ave, Burbank, IL 60459**

[**www.burbanktitans.orgarent**](http://www.burbanktitans.orgarent)

**“Always Striving for Success On and Off the Field”**

**Rules and Regulations**

1. **Each member and guest must abide by Park District rules.**
2. **Parents are responsible for the behavior of their children before and after the games and practices.**
3. **Parents are required to arrive 15 minutes before the end of a practice or a game to pick up their children.**
4. **Any damage to property or equipment other than game/practice activity is the liability of the parents of the offender.**
5. **Each level is assigned a practice area to ensure the highest caliber of field conditions. Use of the Game field for practice is at the discretion of the Executive Committee.**
6. **If a child intends to play football or other activities between games, the complete uniform must be removed, or the child forfeits the uniform.**
7. **No scrimmage games are allowed with teams not covered by our insurance policy as to age and weight. The Executive Committee must approve all scrimmages.**
8. **Profanity, physical abuse, or noncompliance with Titan or Park District rules and regulations will not be tolerated. Any spectators interfering with referees or coaching staff shall be removed from the premises.**
9. **Each Head Coach is responsible for advising his/her staff, squad and parents of rules and information pertaining to the Titans. Each Head Coach is responsible for his/her squat’s equipment.**
10. **Each level shall have a mandatory team parent meeting. Written notice as to the date and time of this meeting must be turned into the President. It is suggested that a board member, other than the coach, be present. This meeting shall be held within two weeks of the first practice.**
11. **Titans offer various items for sale throughout the season. Selling of unauthorized items hurt the organization and is prohibited in the by-laws. Suggestions for different items are welcome.**
12. **Head Coaches must be at least 18 years old. Assistant Coaches must be at least 18 years old. High school girls will be called Demo Coaches and high school boys will be called Helper coaches.**
13. **A responsible adult MUST be present before any practice can begin. A schedule of practices is to be given to the players and cheerleaders with a copy given to the Secretary. All children must be notified if a practice is to be cancelled. As a courtesy, also notify the Secretary.**
14. **Before the school year begins, maximum practice time is two and a half (2.5) hours per day, five (5) days per week. After school begins, maximum practice time is two (2) hours per day, three (3) days a week. Saturdays are optional. Playoffs and Competition weeks are the exception.**
15. **No more than four extras (statisticians, water boys, etc.) in addition to present coaching staff, are allowed on the field during games, at the discretion of the Head Coach.**
16. **If a player is injured, only coaching staff, the President and qualified medical personnel are allowed on the field. The parent or legal guardian of the injured child may only be on the field when called but should not interfere with the first-aid process.**
17. **Only the level playing may be on the sidelines during the games, this includes Coaches from other levels, unless invited.**
18. **All Head Coaches must attend all parent meetings in order to be aware of events, which may affect all squads**
19. **NO jewelry is to be worn by any football player and limited jewelry (post earrings) for cheerleaders.**
20. **Any infractions of these rules will result in a written warning and placement on probation, pending an executive committee decision, regardless of the inflations.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child)**

**have read and fully understand these Rules and Regulations.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**

### Appendix D: Policy on Refunds

**BURBANK TITANS YOUTH FOOTBALL & CHEERLEADING ASSOCIATION**

**8050 Newcastle Ave, Burbank, IL 60459**

[**www.burbanktitans.org**](http://www.burbanktitans.org)

**“Always Striving for Success On and Off the Field”**

**POLICY ON Refunds, Monies Owed, NSF Checks, & PPH Fees**

**A refund will be given less a $20 paperwork charge per athlete, for any child that decides not to participate within fourteen (14) days of beginning practice. After game jersey/cheer package is ordered, the registrant will be issued a refund less an additional $80 charge per athlete to cover the cost of game jersey/cheer package. No refunds will be given after the first scheduled game. Refunds after the first scheduled will only be given due to unfortunate injury, not making weight at weigh-ins, or upon approval of the Titan Board.**

**All fees must be paid in full prior to the first scheduled game.**

**Members with outstanding fees will not be allowed to participate in practice, games or competitions until fees are paid unless an extension on payment has been approved by the Executive Committee.**

**Any check that is returned to the Association by the bank, will incur a fee of $20.00 in addition to the outstanding balance. The Association reserve the right to refuse future payments with personal checks from any member that bounces a check.**

**Members will be refunded their Parent Participation Fee at the end of the season provided that the minimum eight (8) hours of parent participation time has been served, all fees are paid in full (including, but not limited to, registration fees and mandatory fundraiser), and all equipment/uniforms are returned.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child)**

**have read and fully understand the Policy on Refunds, Monies Owed, & PPH Fees.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**