

Creekview Grizzlies Youth Football



Organization By-laws 2026

INTRODUCTION The following rules and regulations are basic guidelines for the establishment and operation of the Organization named herein. The Organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be 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 organization 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 any future federal tax code, or (b) by an organization, contributions to which are deductible under 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, 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 I: NAME The name of the Organization shall be "Creekview Grizzlies Youth Football" — hereinafter referred to as the "Organization" or "CGYF".

ARTICLE II: PURPOSE AND OBJECTIVE The CGYF program is a non-profit youth football Organization dedicated to serving others through the creation and management of a community-based sports program. The program purpose is not only to positively impact the lives of young people through character building, skill development, and competitive play, but also to provide K through 5th graders residing in the Creekview High School District an opportunity to learn and develop skills and techniques needed to play at the High School level.

ARTICLE III: OPERATING AUTHORITY The Executive Board shall be elected for a one year term January 1. The term shall run concurrent with the calendar year. Board members selected shall take the position with the understanding that they are not entitled to compensation for services provided. Board members selected shall conduct the business of the Organization as directed by these by-laws, shall be responsible for assisting at registration, and shall be required to perform "Board Member on Duty" responsibilities during games in accordance with a published schedule. Each of the Directors shall be selected for an annual term January 1. The term shall run concurrent with the calendar year. Directors elected shall take the position with the understanding that they are not entitled to compensation for services provided.

ARTICLE IV. FISCAL YEAR The fiscal year of the Organization shall be the calendar year and end at midnight on the 31st of December.

ARTICLE V. INDEMNIFICATION Organization Officers, Coaches, Managers, Referees, or any other supervisory personnel are not responsible for injuries to persons participating. Participants shall indemnify and hold harmless the Organization and/or its Board members against loss or threatened loss or expense by reason of the liability or potential liability for or arising out of any claims for damages.

ARTICLE VI: GOVERNMENT

Section 1. Establishment and Function. The governing body of the Organization shall consist of a group of Officers and the Board of Directors.

Section 2. All Executive Board members shall be selected by a majority vote during a CGYF board meeting held at the conclusion of the current Executive Board members' tenure and the calendar year. Incoming members will be selected by the selected president and voted on by the current/outgoing members.

Section 3. Composition and Term. The Officers of this Organization shall be President, Vice President(s), Treasurer, and Secretary, and shall constitute the Executive Board. All Executive Board Members are expected to hold the Organization accountable and above reproach in all aspects of its dealing. Officers of the Organization may succeed themselves. The Board of Directors shall be composed of the following voting members: (a) President (b) Vice President Admin (c) Vice President Football (d) Secretary (e) Treasurer Nonvoting board members include all coaches, assistants, and committee members Each person on the CGYF Board receives only one vote, even if they hold multiple positions on the Board.

Section 4. Whenever a vacancy occurs on the Board of Directors, then that vacancy is to be filled by appointment of the President for the remainder of that term and approved by the Executive Board. If the President cannot fulfill his/her term, the Vice-President of Administration shall assume the office of President and a new Vice-President shall be appointed by the President with approval from the Executive Board for the remainder of that term.

Section 5. All Officers may appoint any committee they feel necessary to carry out their specific functions.

Section 6. It shall be the duty of all retiring members to relinquish all receipts, books, papers, and other properties acquired or entrusted to them to the incoming members.

ARTICLE VII. Uniforms and Fees

Section 1. The registration fee(s) help offset the cost of playing football in the program and are to be defined by the Executive Board for each fiscal year and communicated accordingly.

Section 2. The equipment deposit is \$450.00. However, the Executive Board may adjust the equipment deposit for each fiscal year and communicate it accordingly. The CGYF Organization will not cash the equipment deposits unless, a party has an unpaid balance at the end of the season, failed to relinquish possession of issued equipment (i.e. missing gear) or turns-in equipment that is in damaged condition at the end of the season.

Section 3: A non-refundable \$50.00 registration fee shall be applied to every registrant. Upon the first official day of practice all refunds and associated claims for such are forfeited and will not occur; however, those with a medical discharge and/or extenuating circumstances can approach the Executive Board for consideration.

Section 4. Any unpaid balance must be paid in full prior to participation.

Section 5. CGYF offers a multiple sibling discount. Those who have more than one child interested in playing in the CGYF program, the cost will be full price for your first child and a \$50 discount will be applied for each child thereafter.

Section 6. Financial support with regard to the program's registration fee can be provided to CGYF participants via fundraising, a payment plan method, and/or a scholarship program. Fundraising alternatives may be defined by the Executive Board.

CGYF's payment plan method shall consist of a signed contract. A full payment of the current year's registration fee or three (3) signed and post dated checks shall accompany the payment plan contract. The first payment is due upon registration and will be 100% of any prior unpaid balance plus \$200.00 of the current year's registration fee. The Final payment is due June 1st and shall be for the remaining account balance in its entirety. The purpose of the scholarship fund shall be to provide financial assistance to those who are in need and apply. The Executive Board will collectively review and vote on all scholarship applications. CGYF may choose to hold a football camp in the spring prior to the football season. In the event the camp is held, there will be a registration fee for each participant to be determined by the Executive Board. Each participant will also be required to put down a refundable football equipment deposit to be determined by the Executive Board. Those participants that will not be returning to register for football in the fall will receive their equipment deposit back at the end of the Spring Football Camp after satisfactorily returning their equipment. Those camp participants that plan on registering for the fall football season may keep their football equipment until the end of the football season. Those participants will not receive their equipment deposit until the football season is over and all equipment is returned satisfactorily. There are no football scholarships available for the Spring Football Camp.

Section 7. All monies received shall be deposited by the Treasurer into the Organization banking account the first five business days of receipt.

Section 8. Upon receiving an equipment deposit CGYF will provide 1 helmet, 1 set of shoulder pads and 2 game jerseys. Once equipment is returned in good condition, the equipment deposit will be returned. Registration fees and equipment deposits do not include personal items such as girdles, 'mouthpieces, cleats, or any other pads unless described above. Players are responsible for proper care of equipment and uniforms. Teams will be asked to turn the equipment in at their last scheduled game. If a player does not turn in his equipment at equipment turn in after the last game, the equipment deposit will not be refunded and legal action may be taken.

ARTICLE VIII. CODE OF ETHICS

Section 1. Shall promote athletic awareness in the community.

Section 2. Shall encourage all to become involved and display sportsmanship at all sporting events.

Section 3. Shall exhibit professionalism in their actions, words, and attire.

Section 4. Shall strive to develop positive working relations, with Players, Coaches, Parents, and Community Members.

Section 5. Shall treat all members with dignity and respect.

Section 6. Shall maintain the highest level of integrity.

ARTICLE IX. GENERAL PROVISIONS

Section 1. Procedure Rules at Meetings. It is understood that in the transaction of its business, the meetings of the Organization, its Board and its Committees may be conducted with informality; however, this informality does not apply to procedural requirements required in the articles of these By-laws. When circumstances warrant, any meeting or portion of a meeting will be conducted according to generally understood principles of parliamentary procedure as stated in the articles of these By-laws, or a recognized procedural reference authority. The procedural reference authority for the Organization is designated as the latest edition of Robert's Rules of Order, Newly Revised.

Section 2. Tie Breaker. In any case where a voting tie takes place the President will cast the deciding vote.

ARTICLE X. MEETINGS

Section 1. Meetings shall be conducted at Creekview High School's Field House unless otherwise notified.

Section 2. Meetings shall be held quarterly or as determined by the President.

Section 3. The order of business for meetings shall be: Call to Order Roll Call of Officers and Board members Minutes of previous meeting Correspondence Treasurer's report Committee Report Executive Board report Unfinished business New business Next meeting date Adjourn Each meeting shall constitute not less than 75% of the Executive Board. Any person wishing to have an item placed on the meeting agenda must notify the President at least one (1) week in advance of the meeting date in writing. The President will need to obtain the approval of the Executive Board as to whether or not the subject matter makes it onto the agenda.

ARTICLE XI. FINANCES

Section 1. All monies are to be used for the financing of the football program. The annual budget is based on a four year cycle. It shall be approved annually by the High School Head Coach/Athletic Director and or the Booster Club President. All expenditures not within the approved budget and in excess of \$500.00 shall require the prior approval of High School Head Coach or Athletic Director High School Head Coach/Athletic Director and or the Booster Club President. All such expenditures shall be recorded in the minutes of the meeting during which such approval is obtained. Refer to Article XII, Finances for more detailed information

Section 2. Checks will be co-signed by the President and Treasurer. No one other than listed herein can approve payment and/or sign a check awarding Organization funds for any given disbursement.

Section 3. Spending. All expenditures must be approved by the High School Head Coach/Athletic Director and or the Booster Club President. The Organization does not reimburse for purchases made without an approved Purchase Order. A Purchase Order is considered approved when it encompasses signatures from one Officer.

Section 4. Expenses. In order to be reimbursed for an expense, one should complete an expense voucher. The expense voucher should be accompanied by the approved and signed Purchase Order, original receipt for the items, a copy of a statement (such a bank or credit card statement) or a copy of a check. If a statement is used as verification of payment, the credit card number should be blacked-out (not readable). The name should be readable.

Section 5. In the event of non-compliance to said standards, the violator may be held personally liable for payment of such expenditure including but not limited to retribution payments. The Organization. reserves the right to withhold payment in part or in whole of unapproved expenditure.

Section 6. All fiscal records shall be maintained by the Treasurer and under the advisement of a Licensed CPA and should be transparent and audited by an outside source at least once a year.

Section 7. In the event of dissolution, all monies and/or equipment belonging to the Organization shall be donated to a charitable Organization determined by the Executive Board. Refer to the section entitled Introduction to learn more.

ARTICLE XII-COACHING

Section 1. Coaching Selection. Selection Timeline Any person may submit an application for a head coach after the final game of the current year's season. Applications for a head coach position will not be accepted after the 15th day of December of the upcoming year's season. The Selection Committee will select a head coach for each grade no later than Be 1st the upcoming year's season.

Example: Last Game-Nov 15th

Applications due by Dec 15th

Selection by: Feb 1st the upcoming year's season.

A Selection Committee will be formed. The Selection Committee will be chaired by the Creekview Youth Grizzly Football President. The Selection Committee may be comprised of the following individuals:

- CGYF Board of Directors

- Creekview Grizzly Football Board member(s)

- Creekview Grizzly Touchdown Club President or Executive Board Member

The Chair of the Selection Committee will be responsible for chairing all meetings of the Selection Committee, soliciting head coach candidates, performing preliminary due diligence on head coach candidates, coordinating head coach candidate interviews, informing the Youth Grizzly Board of the Selection Committee results and communicating the results of the selection process to all head coach candidates.

The Selection Committee will interview all head coach candidates who complete an application. The Selection Committee, at its discretion, may interview members of the proposed coaching staff. The Selection Committee will determine which candidate will be offered the head coach role for that respective grade.

Volunteer Coaching Requirement:

All head coaches, assistant coaches, and other on-field football personnel serving within Creekview Youth Football shall serve strictly as volunteers. No individual shall receive compensation, wages, salary, stipends, bonuses, or any other form of payment, whether direct or indirect, for coaching or performing coaching-related duties.

Any coach found to have accepted or solicited compensation for coaching duties shall be subject to disciplinary action, including immediate removal from their coaching position, as determined by the Board of Directors.

Selection Criteria The Selection Committee will select head coaches that possess the appropriate mix of football coaching experience, leadership experience and commitment to adhere to the vision and philosophy of the Creekview Grizzlies Youth Football program and support the Creekview High School Football Program philosophies.

Coaches Term The selected head coach will have the role of head coach for one (1) season. Each head coach for each grade will be selected annually. Head coaches from the previous year may re-apply as long as they are in good standing with the Creekview Grizzlies Youth Football program.

Assistant Coaches Selection Head coaches are responsible for selecting their assistant coaches. They can select from a pool of applications or recruit prospective coaches. Any selection can be overridden by the Selection Committee.

National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers

Background Screening Practices The National Recreation and Park Association has reviewed the resources of the National Association of Professional Background Screeners, and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. The goal of these recommendations is to make communities safe by advancing optimum volunteer management practices. Park and recreation leaders from academic, municipal, and county based settings have reviewed these recommendations for their relevance and appropriateness. NRPA recommends these practices as specifications and guidelines to consider while advocating that any volunteer background screening policy should be reviewed by a City, County, or special park district attorney to insure compliance with any and all local, state or federal laws. In addition, certain states have specific guidelines regarding the reporting of criminal record information and your policies may need to be amended in these states. A qualified background screening provider should be able to guide you on these laws. The saying that a "bad volunteer is better than no volunteer" is untrue and dangerous, and should never be considered appropriate. While park and recreation departments depend heavily upon volunteerism, failing to take any steps to screen volunteers places organizations, volunteers, and participants at greater risk. While no screening process can offer absolute assurance, implementing these recommended guidelines in your screening process can engender public confidence and lessen the risk of exposure to liability due to a lack of knowledge regarding your volunteers' background.

More specifically, an effective screening process assists communities:

1. Raise public awareness of quality programs offered.
2. Make the safety of all participants, particularly the most vulnerable groups (children, elderly, mentally challenged, etc.) a top priority.
3. Keep people who have a history of inappropriate behavior or who are unfit out of the organization.
4. Select the "most qualified" volunteers and paid staff for positions.

The Screening Process Since park and recreation departments and user groups utilizing public spaces are responsible for maintaining safe environments within their programs, they must be aware of the potential risks and safeguards to protect participants and the community in which a program operates. It is recommended that volunteers be considered with the same scrutiny as paid staff and be recruited, screened, trained, supervised, and evaluated with the same rigor as paid staff. The law in most cases does not differentiate between paid vs. volunteer staff. Therefore, regardless of the volunteer's responsibilities, NRPA recommends that all volunteers be screened as though they were applying for a paid position. The time, energy, and financial investment of prevention strategies such as conducting a proper background screening, represents a fraction of the impact incidents such as sex abuse, violence, neglect, or other crimes and abuses can have on your participants, organization and community.

Comprehensive and Due Diligent Background Screening While park and recreation professionals understand the benefits of screening volunteers, myriad approaches and options to background screenings are used. With decades of employment screening and related court decisions to model as common practice, government or volunteer organizations with limited budgets are challenged to apply the same due diligence to their background screening program. A comprehensive and due diligent background screening practice can be an achievable benchmark for all park and recreation agencies when positioned as a public safety or risk management issue. The following elements are included in this screening process: The recommended guidelines call for the implementation of a comprehensive background screening for all volunteers. The recommended guideline for comprehensive background screening or background check is defined to include: Social Security Verification - Verify the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information. Address Trace - Verify the current address and identify any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted. State or County Criminal Record Check - A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. The search should be conducted in the jurisdiction with the longest and

most current residency. National Criminal History Data Base search - There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history data bases available that contain millions of criminal records and cover the much of the United States. These data bases can be accessed and used to supplement the local criminal history search. This is beneficial in expanding the search across the country but should not be used as a stand alone source for your background screening. Sex Offender Registry - Search of the appropriate state sex offender registries based on the address history. This is an important supplement to criminal history searches but should not be used as a standalone source for your background screening.

Clarification of Recommended Guidelines About Social Security Verification

Social Security verifications are a critical first step in the process as it helps to insure that the name and other personal data given by the applicant is accurate. The verification will generally reveal the state and year the SSN was issued, names, addresses and sometimes the date of birth that is associated with this Social Security number. Although it is possible to run background checks without the SSN, this will reduce the effectiveness and limit the number of personal identifiers that can be found in public records. To report someone's criminal history the reporting agency must have at least 2 matching identifiers. Non US Citizens - In handling background checks on individuals without Social Security numbers, it is suggested that in place of the SSN the volunteer applicant states "No SSN". Each local organization should take appropriate measures to ensure that the name, date of birth and addresses are all valid for individuals without Social Security numbers.

About Address History This is part of the screening process that will help to confirm the current address and any previous addresses of the applicant. The main purpose in collecting address information is to determine where the local search will be performed.

Local Search Depending upon the state, data sources can either be a statewide repository or a county court house system search. Some states have state repositories that include criminal histories from the counties or other jurisdictions in the state. If these repositories are available, reliable and timely the state check should be used in the local search. When a state repository is not available or not reliable then the county court house should be used for the local search. The goal of a local search is to uncover all misdemeanor and felony arrests and/or convictions on the applicant.

Who will be screened? A volunteer background screening program must include all volunteers, especially those who will have contact or access to all vulnerable individuals

(youth, elderly, disabled individuals, etc.) in your programs. Random or select screening is dangerous, ineffective and can lead to increased liability for your department and user groups.

How often should Background Screenings be conducted? Each volunteer should be screened on an annual basis. The fact that someone may have a clear background check once does not insure that they will never commit serious crimes in the future. In one year it is entirely possible for someone to be arrested and convicted through most of the court systems in the United States.

Confidentiality To protect the privacy of the volunteer it is critical that each organization have a confidentiality policy and that the policy be made known to each prospective volunteer. The policy should include a statement of respect for the privacy of the volunteer and should establish that information received during a volunteer's screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. This would include keeping the consent/release form which includes personal data on the volunteer in secure locations and only in the hands of authorized personnel. The policy, which is to be made known to all prospective volunteers, should also acknowledge that the organization might, in special circumstances, have a duty to disclose to third parties, including government agencies, certain types of information when the law requires.

Creekview Grizzlies Youth Football Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes: Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Noelle Prose, or dismissal.

SEX OFFENSES All Sex Offenses - Regardless of the amount of time since offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES All Felony Violence Regardless of the amount of time since offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc. All Felony Offenses other than violence or sex within the past 10 years. Examples include: drug offense's, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS All misdemeanor violence offenses within the past 7 years Examples include: simple assault, battery, domestic violence, hit & run, etc. Two of more misdemeanor drug & alcohol offenses within the past 7 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. All Coaching staff selections will be for one season only. All personnel decisions made by the CGYF Executive Board are final.

Section 2. Coaching Staff. Each CGYF Head Coach is responsible for recruiting, interviewing and selecting their assistant Coaches. All staffing decisions and assignments must include Executive Board approval. Upon finalization of each decision, it is final and cannot be appealed. The number of assistant Coaches is left to the discretion of each Coach; however, it is not to exceed 6. A list of those Coaches is to be submitted to the Organization's Secretary 30 days prior to the first practice for approval by the Executive Board. The staff may include a statistician, medic, and/or trained medical personnel as part of the 6. Once the coaching list is turned into the Organization, it is final and cannot be altered, revised, or changed unless extenuating circumstances exist. In the event such a circumstance does occur, coaching changes must be requested immediately to the Vice President and go before the Board for approval. Without Board approval, the coaching vacancy cannot be filled. Assistant Coaches' behaviors are subject to the same standards as those set forth for the Head Coaches.

Section 3 Grievance Policy. If a CGYF parent has football related concern(s), he/she may speak directly with the CGYF Head Coach. Any Issues concerning assistant coaches or any other representative of the team should first be brought to the Head Coach's attention. CGYF encourages players to earn playing time through consistent practice attendance and effort. In case of an incident or a concern, Coaches are expected to cooperate with the Vice President of Football in the grievance process directly either formal or otherwise. The involved Coach should be constructive, professional, and proactive. Depending on the severity of the situation, Coaches may be required to complete an incident report form describing the details of the incident.

Section 4. Disciplinary Actions. In the event the above standards are not met at any time, the violating Coach and/or their staff member(s) are subject to penalties as determined by the Organization's Executive Board including suspension. Ejections from any game will result in the suspension of that Coach from the next game. Any physical contact of a player (striking, hitting or pushing) or verbal abuse is strictly prohibited and is grounds for immediate expulsion.

ARTICLE XIII: ACADEMICS

Section 1. Progress/Report Cards. Copies of Progress Reports and Report Cards shall be submitted to the Team Mom/Dad during the season as report cards come out. Grades may be tracked weekly with progress reports.

Section 2. Non Compliance. Failure to provide verification to the Academic Affairs Director will result in punitive action as determined by the Executive Board and enforced by the Coaching staff. A player failing to provide required documentation may not be allowed to participate in any games until said documentation is received and verified by the Executive Board.

Section 3. School Suspension Any player that is suspended from school will also be suspended from participation. Players returning to the team will be coordinated between the parents and the coach. Consequences can be in the form of extra conditioning activities up to and including dismissal from the team and program.

Section 4. Illegal drug/substance use Any player found to be involved with the use of any form of tobacco/alcohol or illegal use of any drugs will IMMEDIATELY be removed from the program.

ARTICLE XIV: DUTIES SECTION 1. DUTIES OF THE EXECUTIVE BOARD. THE EXECUTIVE BOARD SHALL CONSIST OF THE OFFICERS OF THE ORGANIZATION AS DEFINED IN ARTICLE V: GOVERNMENT

The Executive Board may meet as required in order to conduct necessary business of the Organization The Executive Board will host a regular quarterly membership meeting, at a minimum The Executive Board shall have the power of approval on all activities, projects, and financial expenditures of the Organization The Executive Board must advise the membership of any significant activities at the next membership meeting The Executive Board shall have the authority to establish annual membership dues

Section 2. Duties of the President Shall preside at all meetings of the Organization and shall perform all duties incidental to this office and such other duties not inconsistent with the Constitution and by-laws as may be required by the Organization, decide all questions and/or disputes that may arise between members, subject to the

right of appeal, and appoint all committees not otherwise provided for Votes only when voting is by ballot or to break a tie Work closely with the Coaches and Executive Board to plan and arrange all season activities, including recruiting and enlisting Booster Club support as needed Plan and manage a budget required to meet planned activities. Execute fund raising activities accordingly. Initiate effective and timely communications with the Organization and all Head Coaches. Foster a Booster Club support level that is proactive and fully supportive of all Team needs. Create a hospitable, service minded atmosphere where all Payers and Fans feel invited and welcome. Work closely with all Board Members to manage funding and appropriations in a fiscally responsible manner. The President, in conjunction with the Treasurer, shall administer the funds of the Organization (both signatures required). All expenditures not within the approved budget and in excess of \$500.00 shall require the prior approval of High School Head Coach or Athletic Director. All such expenditures shall be recorded in the minutes of the meeting during which such approval is obtained. Refer to Article XII, Finances for more detailed information. Shall serve as representative and Organization liaison to CHS Athletic Department in an effort to maintain an excellent working relationship with school administration and other athletic Booster Clubs. Enforce observance of the constitution and by-laws. Will keep participants of the Creekview Grizzlies Youth Football program legal in all aspects. Direct the Secretary in preparation of meeting agendas. Be responsible for all day-to-day operations of the Organization (login and password). Manage and communicate to CGYF Board the schedule and calendar of events

Section 3. Duties for Vice Presidents

Section 3a. Vice President of Administration Shall work closely with the Marketing and Communications Director to handle all correspondence and publicity of the Organization. Assist and coordinate committee work as requested. Shall research, interview, and appoint a Team Mom/Dad for each team within the CGYF Program with the approval of each Head Coach. Works with all Team Mom/Dad's to effectively communicate expectations for all program participants. Shall be responsible for documenting and reporting any and all formal complaints related to activities on the field, team and/or Coaches. Participate in Coaches selection as stated in Article XIII, Coaching Coordinate/manage all organization events where there is not a designated person or committee to handle. Homecoming on Lead; manage preparations, arrangements and events for the CGYF Homecoming event (e.g., High School parade float and participation, special half time recognition of players and cheerleaders). Create and follow budget guidelines. Create and effectively manage a committee (if needed) for your event. Create and follow through on event planning tasks and checklists. Assess and evaluate the Homecoming event for follow-up and future transition tasks. Season-end Banquet Lead; manage preparations and arrangements

for the CGYF Banquet and Awards event. Work with the Executive Board to establish budgets and costs for the season end banquet. Create and effectively manage a committee (if needed) for your event. Shall coordinate location, date, invitations, RSVPs, guest speakers, decorations, menu, catering, equipment, program, etc. Adhere to existing budget guidelines. Shall coordinate and order/prepare Player awards and Coach's gifts. Shall create and distribute banquet invitations (either via US Mail, in person or electronically) three (3) weeks prior to the event. All invitations (regardless of method of delivery) should include RSVP's to determine the approximate number of attendees. This number shall be provided to the Executive Board one (1) week prior to the event

Section 3b. Duties of the Vice President of Football Operations Will work with the President in equipping the teams with the items needed to compete at a high level of competition within the League. Will maintain a system for identifying equipment and for reordering equipment as it is issued during camps, registration, and the season. Shall handle all equipment issue dates and equipment return dates and assist in the purchase of new equipment. Ensure sufficient help to effectively classify equipment serviceability or condition. Manage the distribution of equipment and uniforms with coaches. Will ensure sufficient help to effectively disperse equipment. Will maintain records of any equipment issued to Coaches Will maintain acceptable levels of consumable items for repair or replacement to equipment. Will provide the Board with an updated inventory at the beginning and end of season and will maintain a current inventory at all times. Work with Coaches to monitor all equipment; coordinate all needed repairs and replacement of defective or unsafe equipment as required. Will supervise and work with a committee in reconditioning reusable equipment. Will be responsible for the coordination of all Organization fundraising efforts Board approval must be obtained for all Organization fundraising. Will coordinate, develop, and obtain board approval for all Organization fundraising Work closely with Vice President and Treasurer to plan needed costs and anticipated revenues. Assemble and produce information required in this area (a list of each event, its fundraising goals, their dates, the needed manpower for each, create applicable forms, advertise, etc.) Maintain records of events, including revenue and expenses. Develop a database of local businesses and alumni for fundraising and purchasing. Work closely with the Marketing and Communications Director to ensure fundraising activities have a website presence when applicable Create a fundraising "think tank" which will listen to ideas, explore possibilities, review past fundraising efforts and benchmark other football program fundraising efforts. Ensure people that there are no "dumb ideas". Recruit, manage, and coordinate the efforts of all necessary sub-committee personnel. Take responsibility for any Organization assets under their control. Work with the Treasurer to develop and issue a financial report at the next meeting following a major activity. Be able to attend and have voting rights at any

regular or special meeting. Ensure grade level coaches, team medics, and team equipment managers go online with League Apps to complete required application and background checks. Ensure each coach, team medic, and team equipment manager has an updated picture on file with League Apps. Shall be responsible for documenting and reporting any and all formal complaints related to activities on the field, team and/or Coaches Participate in Coaches selection as stated in Article XIII, Coaching

Section 4. Duties of the Secretary. Prepare and copy meeting agendas as directed by the President. Shall circulate an attendance sheet at all meetings. Shall record the activities of the Organization and keep minutes of all meetings of the Organization. Shall provide an electronic copy of meeting minutes to the Vice President within 48 hours of every meeting for posting to the Organization's website. Shall review meeting minutes from previous meeting with the Board and Organization members at all meetings. Shall keep an official copy of the Rules and By-Laws and modifications and revisions. Handle miscellaneous Organization mail and correspondence File and preserve non-financial records of the Organization. Shall act as the program registrar. Shall be responsible for notifying members of meeting time and place, which may be done by mail, telephone and/or e-mail. Maintain a current list of volunteer duty descriptions to assist with volunteer assignments and to maintain continuity within the Organization. Issue descriptions to Officers and members each year for their use and information. Gather updates from these people at the end of the season to keep current for the next season. Perform such duties as may be required

Section 5. Duties of the Treasurer The Treasurer and the President shall cause a budget to be prepared for each season and shall present such budget to the membership for approval. The Treasurer shall receive and be responsible for all monies of the Organization and, as appropriate, issue receipts for the same. Shall deposit all monies obtained through membership dues, contributions, projects, or otherwise, shall be deposited in a duly organized banking institution operating under the Federal Reserve System in the name of Creekview Grizzlies Youth Football. The Treasurer shall also record these transactions in an accurate and up-to-date treasurer's report. The Treasurer and President shall co-sign all checks drawn on the Organization's bank account. Will ensure an accurate and up-to-date electronic file of the Organization's financial position is available upon request. Will report Organization's financial position to membership at each meeting. Shall organize and store all associated receipts for Organization expenditures. Shall organize and store all Organization deposit slips. Will work closely with the President, Coaches, and other key people who influence expenses and revenues to meet revenue projections and to stay within budget guidelines. Shall be responsible for prompt payment to all vendors Will file any/all 501(c) 3 tax paperwork

Section 6. Duties of the Academic Affairs Director Will support the Coaches in monitoring player progress and enforcing the Program's standards. Collect and retain copies of progress reports and report cards from each CGYF Program participant.

Section 7. Duties of the Website/Communications/ Marketing Director Will be responsible for all Organization publicity Be responsible for the CGYF website www.creekviewyouthfootball.com. Ensure that the site is maintained and contains all information desired by the Organization President and its Coaches Will be responsible for placing ads, printing flyers, and providing proposals for signs and/or banners for advertisement of sign-ups, etc. Will be responsible for the coordination of all recruitment activities. Will coordinate the picture schedule. Will coordinate all communication between the Organization, the teams and the parents through the development of Team Moms/Dads and other ways to keep communication flowing to all aspects of the public and program. Shall acquire, assemble, and organize information pertaining to the program including all newspaper articles published about the team (s). Work with the Executive Board to create the Booster Club Handbook prior to the beginning of each season. Distribute it during the first General Membership meeting. Maintain the Handbook's contents, including forms and templates used during each season, and distribute them to Coaches and Committee Chair People as needed. Work with the Team Mom/Dad's Director to receive up-to-date player contact information. Maintain a current; up-to-date master contact list of all program participants including player name, parent/guardian names, age, school district, mailing address, e-mail addresses, phone numbers, etc. Render communications via e-mail, social networks, and telephone issuing Organization announcements as needed. Obtain Board approval for each and every marketing piece prior to distribution. Work with the Team Mom/Dad's to ensure each CGYF team has a person assigned to serve as the voice of Creekview Grizzlies Youth Football. This person will be responsible for announcing all home field functions.

Section 8. Duties of the Creekview Grizzlies Youth Football Head Coach The CGYF Program understands and appreciates that our Coaches are vitally important to achieving our mission. As a frontline service person, each Coach is the Organization's primary and most visible representative Mindful of the aforementioned belief, each Coach's actions and behavior reflect directly on the image of our Organization and more importantly, the development of each player both as a person and as an athlete. Create a safe environment for practices and games including but not limited to adherence to weather guidelines detailed by GHSA standards, ensuring that each player is promptly equipped, and closely monitor any health and/or injury status of his players. Coaches will strictly adhere to the following coaching core values:

1. Promote academic excellence
2. Build boys into men built to serve others
3. Exemplify respect, responsibility, compassion, honesty, cooperation and fair play
4. Ensure each child has a fun and positive experience
5. Instill a sense of community pride
6. Create a positive learning environment
7. Provide positive role modeling
8. Respect individual player's skill sets and developmental differences
9. Work to develop each player's potential
10. Relate pertinent and valuable life lessons derived from sports
11. Identify and implement acceptable behavioral standards for players
12. Foster a true love of the game
13. Reflect our Organization's positive ideals in the community
14. Further the advancement of the league CGYF staff members will promote and encourage the spirit of good sportsmanship and fellowship among ALL its participants including parents.

The Creekview Grizzlies Youth Football Organization further encourages all Coaches to stress the importance of academics at all levels. The CGYF Organization urges all members to educate and prepare all participants concerning the "No Pass-No Play Rule" that is used in Georgia High School Association. Coaches are required to work closely with the Academic Affairs Director and Executive Board for adherence of the academic procedures and standards related listed in Article XIV, Academic Standards and Procedures, of this document. Ensure player responsibility for any practice/game equipment issued by the CGYF. Coordinate all administrative functions through the Team/Squad Mother/Father to alleviate distractions during practices. Attend Board Meetings. Adhere to all rules set forth in these By-laws. Coaches will welcome discussions with parents about players' skill development, areas of improvement and/or how each player can best help his team. Coaches and their staffs have autonomy and complete authority for personnel placement and determining playing time. Issues regarding playing time are not grounds for any grievance process. Prevent distractions by enforcing rules of allowing only designated personnel to enter or occupy the playing field at all times. Ensure all coaches adhere to the standard uniform policy for practices and games set for by the Executive Board.

Section 9. Duties of Assistant Coaches Assistant Coaches will be held to the same standard of behavior and core values listed above. Duties of Assistant Coaches are to be defined and assigned by the Head Coach.

ARTICLE XV. STANDING AND SPECIAL COMMITTEES

Section 1. The Executive Board may create such standing and special committees as it deems necessary to promote the objectives and to carry on the work of the Organization.

Section 2. Each committee Chairperson or Director shall be responsible for the organizing of his or her committee. The Secretary shall be informed of the membership of each committee by the Director or Chairperson. The Secretary shall notify and communicate this information to the President. Each committee shall follow the guidelines set forth by the President as it relates to the activities and communications of committees.

Section 3. Each committee Chairperson or Director shall present a proposed budget to the Executive Board. All committee chairs and Directors must work with the Treasurer to insure proper collections of and disbursement of any monies, as deemed appropriate by the Executive Board.

ARTICLE XVI. DUTIES OF COMMITTEES

Section 1. Team Mom/Dad Representative Shall work closely with and report to the Vice President any and all issues related to administrative aspects of the program. Serve as liaison between team Parents, Coaches and Organization Shall acquire, assemble, organize, and maintain up-to-date contact information for every player and accompanying guardians including name, age, school district, mailing address, e-mail addresses, phone numbers, etc. Ensure the Marketing and Communications Director always has up to date contact information for each program participant. Render communications via e-mail and telephone issuing team announcements as needed. Ensure team concession stand obligations are fulfilled - works closely with Concessions Chairperson to develop a volunteer schedule to ensure the concession stand (s) have workers. Shall aid and assist the Coach (es) as necessary. Identify and appoint team medical personnel. Identify and appoint a team equipment chairperson. This person shall be on point to repair equipment during games and practice so the Coaches do not have to Identify and appoint a team videographer. Identify and appoint a team photographer. Identify and appoint a water crew for all games and practices. Identify and appoint chain crew members for all home games. Identify and appoint an announcer for all home games. Identify and appoint a scorekeeper for all home games. Work closely with the Director of Fundraising and all applicable Chairpersons and Committee's to ensure your team's obligations are met in this regard. Shall encourage all to become involved and display sportsmanship at all sporting events. Perform such duties as required.

Section 2. Oversight/Judiciary Committee. In the event of any alleged improprieties and/or noncompliance to Organization standards by any member, officer or representative of the Organization, a special oversight committee will be established to investigate the validity of such allegation (s) and respond accordingly. The committee will be established by a special vote of the Executive Board and shall limit the number of delegates to three (3) Organization members including any Board member. The subject or subjects of the investigation is/are exempt from serving on the committee. The oversight committee shall be chaired and directed by the highest ranking member of the Executive Board. The chairman does not have voting privileges and does count to aforementioned head count. Upon completion of any necessary investigation, a written summary of its findings and the recommended action shall be provided to committee chairman. Any disciplinary actions required must be approved by a majority of the special committee.

ARTICLE XVII. DATA PROTECTION POLICY During the registration process personal information such as names, address, phone number (s), email addresses, insurance information, etc. is collected by CJGF. This information is never to be transferred to third parties, either for commercial or non-commercial purposes during the season in play. However, at times CJGF may utilize the information collected to advertise or market Information / services on behalf of those strategic partners/sponsors who help the CJGF Organization. Moreover, in the spirit of privacy and protection, each e-mail address should always be placed in the "bcc" field for all organization related email communications.

ARTICLE XVIII. REVIEWS These by-laws will be reviewed annually during the period immediately following officer elections. Any proposed changes will be per Article XIV, Amendments. This Article does not prevent review and revisions at other times.

ARTICLE XIX. AMENDMENTS Any motion made and, seconded, to amend, revise, change or alter the by-laws generated from the floor during a CGYF Board Meeting shall immediately be "tabled" for Executive Board consideration at its next work session. At that Executive Board work session, the motion shall be reviewed and discussed. Based on the Executive Board's discretion, the motion may or may not be placed on the agenda as a voting item. Proposed amendments to the by-laws of the Organization may be submitted for consideration by any member. Other motions, not generated from the "Floor" must be submitted in writing to the President for presentation to the membership. Any such proposal shall be presented to the membership, but may be considered for approval by the Executive Board only after 30 days have passed since they were officially presented to the membership at a meeting. Discussions of the

proposals are encouraged at the meeting during which they were presented. This discussion may also result in revisions to the proposals for consideration by the Executive Board. Signatures*: President Vice President of Administration - Vice President of Football Operations - Secretary Treasurer - *Signatures are on file.