

## **INTRODUCTION**

The intent of these Bylaws is to provide the basic rules for the conduct of the business of the H. Y. F. & C. These Bylaws supersede all previous Bylaws. The H. Y. F. & C. will be subject to the Bylaws of the H. Y. F. & C. and of the I. Y. F. L. The Bylaws of the I. Y. F. L. take precedence over the H. Y. F. & C. Bylaws.

## **DEFINITIONS**

1. The Hampshire Youth Football & Cheerleading Association will be referred to as the "H. Y. F. & C."
2. The Hampshire Youth Football & Cheerleading Association Board of Directors will be referred to as the "Board."
3. The Hampshire Youth Football & Cheerleading Association Board President will be referred to as the "President."
4. The Hampshire Youth Football & Cheerleading Association Bylaws will be referred to as the "Bylaws."
5. The Illini Youth Football League will be referred to as the "I. Y. F. L."

## **MISSION STATEMENT**

To provide a safe, protected environment for our youth to learn and enjoy participating in the sport of football or cheerleading, understanding and appreciating the sportsmanship and the team spirit it will instill in them.

## **PURPOSE**

The purpose of the H. Y. F. & C. shall be to provide and coordinate youth football and cheerleading within the Hampshire High School attendance boundaries. The H. Y. F. & C. shall be a member of the I. Y. F. L. unless the Board expressly determines otherwise. The H. Y. F. & C. shall be and operate as a non-profit association.

## **PHILOSOPHY**

It shall be the philosophy of the H. Y. F. & C. to recognize and set forth to its non-voting members that the word "opportunity" does not constitute the "right" to participate. It shall be the further philosophy of the H. Y. F. & C. that because of the uniqueness, injury risk, and dedication required, the H. Y. F. & C. football program be presented as a "competitive" rather than a "recreational" program.

It shall be recognized and noted that the ideals and philosophies set forth by the H. Y. F. & C. may differ from those of other organized youth sports. It shall also be stated that the H. Y. F. & C. is staffed strictly by volunteers and is funded through private donations with no national organizational ties.

It shall be so stated that any participant in H. Y. F. & C. shall understand and accept the philosophies of the H. Y. F. & C. and adhere to the policies of its board and of I. Y. F. L. rules and regulations.

## **OBJECTIVES**

1. It shall be the objective of the H. Y. F. & C. to provide an opportunity for all children ages 7 to 14 to participate in a competitive tackle football program and for all children ages 6 to 14 to participate in a cheerleading program.
2. It shall be the objective of the H. Y. F. & C. to inspire youth to practice ideals of health, citizenship and character and to instill in its participants camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship.
3. It shall be the objective of the H. Y. F. & C., through its coaching staff, to acquaint participating football players with the fundamentals of the game of football. Fundamentals include, but are not limited to, stance, blocking, tackling, running, passing, kicking, catching, conditioning, and rules. Coaches are responsible for teaching, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical effort.
4. It shall be the objective of the H. Y. F. & C., through its coaching staff, to acquaint participating cheerleaders with the fundamentals of cheerleading. Fundamentals include, but are not limited to, cheers, chants, jumps, stunts, good health and fitness. Coaches are responsible for teaching, through cheerleading, the building of self-esteem, leadership, and sportsmanship.

5. It shall be the objective of the H. Y. F. & C. to reinforce the primary importance of schoolwork in the participant's lives.
6. It shall be the objective of the H. Y. F. & C. to establish an understanding of the commitment necessary by the parents and the participant in order to enhance success, both on and off the field.

To achieve these objectives the H. Y. F. & C. will provide a supervised program under the rules and regulations of the H. Y. F. & C. and the I. Y. F. L.

All directors, officers, coaches, and the membership shall bear in mind that the attainment of exceptional athletic skills or the winning of game is secondary, and the molding of future citizens is of prime importance.

## **MEMBERSHIP**

The membership in the H. Y. F. & C. shall include Board members, parents or guardians of participants, and volunteers. It is the intent of H. Y. F. & C. to maintain an open association that welcomes participation from all who wish to be members.

## **INTERPRETATION OF BYLAWS**

The Board shall decide all questions of interpretation of the Bylaws.

## **AMENDMENTS**

Amendments to the Bylaws of the H. Y. F. & C. may be proposed at any annual, regular or special meeting at which there is a quorum of voting members in attendance. An amendment will be declared effective once approved by the majority of the members present at such meeting.

## **BOARD OF DIRECTORS**

### **EXPECTATIONS OF BOARD MEMBERS**

1. Board members are expected to understand and accept the mission, purpose, philosophy, and objectives of the H. Y. F. & C.
2. Board members are expected to attend all Board and committee meetings and remain for the scheduled duration of the meeting.
3. Board members are expected to review the agenda and supporting materials before Board and committee meetings.
4. Board members are expected to abide by all Board policies.
5. Board members are expected to assist in carrying out the fiduciary duties of the H. Y. F. & C.
6. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties, Board members are expected to move toward decisions and actions which best serve the H. Y. F. & C. as a whole.

### **ENUMERATION**

The Board of the H. Y. F. & C. shall consist of a President, Vice President, Secretary, Treasurer, Football Director, Cheerleading Director, and Youth Agent.

### **SUCCESSION**

In the event that the office of the President becomes vacant, the next officer in succession following the order named under enumeration shall fill the position of Interim President. The Interim President shall conduct the election of a new President as soon as possible and will serve as President until a replacement is elected.

### **TERMS OF OFFICE**

Board members shall serve a term of office of one year, commencing on January 1 and ending on December 31 of the same year.

## **BOARD ELIGIBILITY**

Any person(s) of the membership are eligible to serve on the Board of Directors so long as they meet the following requirements:

1. Applicants must be at least 21 years of age.
2. Applicants must be involved with the H. Y. F. & C. as a coach, volunteer, parent or guardian of a participant, or past Board member for one complete season before seeking a Board seat.
3. Applicants must not reside within the boundaries of or be affiliated with another I. Y. F. L. organization.

## **THE ELECTORATE**

The Board of Directors will be selected by the majority of votes submitted by the following individuals, who will be known as the Electorate, at the annual meeting in December.

President  
Vice President  
Secretary  
Treasurer  
Football Director  
Cheerleading Director  
Youth Agent  
Registration Coordinator  
Fundraising Coordinator  
Equipment Manager  
Concession Manager  
Field Supervisor  
Media Relations & Special Events Coordinator  
Sponsor Coordinator  
Head Football Coaches  
Head Cheerleading Coaches  
Person(s) of the membership who have attended at least six (6) H. Y. F. & C. Board meetings during the current year.

## **ELECTION PROCESS**

1. The election process will be facilitated by the outgoing President or his/her designee. If the outgoing President is running for a second term of office as President, the next outgoing officer who is not running for reelection to office, following the order of enumeration will facilitate the election process. This person will be known as the Election Facilitator.
2. Applicants will be solicited from the current H. Y. F. & C. membership beginning October 1 and ending on October 22 of each year.
3. Applicants will be required to complete a questionnaire and submit to a background search.
4. Past or current Board members seeking reelection must also follow this procedure.
5. Questionnaires will be available on the website, at the concession stand (if home games are scheduled during the solicitation period), at the October Board meeting, and available through the Election Facilitator per request.
6. Questionnaires must be completed, mailed, and postmarked by October 22. Questionnaires postmarked October 23 or later will not be accepted. In the event that October 22 falls on a Sunday, questionnaires postmarked October 24 or later will not be accepted.
7. Background checks will be conducted on applicants as questionnaires are received. Applicants who do not produce a clean background check will be notified and their applications withdrawn.
8. At the November meeting, the Election Facilitator will present members of the Electorate with an election packet. The packet will contain the questionnaires submitted by the applicants who produced a clean background check, sorted by the Board seat sought.
9. At the December meeting, the last item on the agenda before adjournment will be the election of the new Board of Directors. The Election Facilitator will distribute ballots to each member of the Electorate. Members of the Electorate must be present in order to cast a ballot. Only one ballot per person will be distributed regardless of number of positions held in the Electorate.

10. Completed ballots will be returned to the Election Facilitator who will tally the votes. Those who receive the largest number of votes per Board seat sought will be announced and will become Directors immediately upon the close of the election proceedings.
11. The new Board President will ask each member of the new Board to select a sub-committee to manage for the duration of their term. The Board President will acknowledge selections as appointments for record keeping purposes. The Board President then may ask for a motion to adjourn the meeting.

## **BOARD MEETINGS**

All Board meetings are open to the H. Y. F. & C. membership. A schedule of regular meetings will be published in the local paper in January and permanently posted on the website. However, during these meetings, only Board members may vote on issues brought before the Board. Each Board member will have only one vote regardless of number of positions held on the Board.

Board members are expected to attend all meetings. If a Board member is to be absent he or she should notify the Secretary prior to the meeting. Attendance will be recorded in the minutes as present, excused, or absent without notice.

### **QUORUM**

In order to conduct the business of the H. Y. F. & C., the Board must make decisions at regular and annual meetings with a quorum of members present. Four Directors will constitute a quorum for the H. Y. F. & C. In the absence of a quorum, the Board members present will assemble and declare no legal meeting.

### **ANNUAL MEETINGS**

The annual meeting of the Board shall be held the second Thursday in December at a suitable location within the boundaries of the H. Y. F. & C. This meeting will be held for the purpose of electing directors for the following season. The transaction of other business may be brought before the Board.

### **REGULAR MEETINGS**

The regular meeting of the Board shall be held the second Thursday of each month at a suitable location within the boundaries of the H. Y. F. & C.

### **SPECIAL OR EMERGENCY MEETINGS**

Special or Emergency meetings may be called by the President or any three members of the Board. Notice of such meetings stating the time and place of the meeting and the purpose for which said meeting is called, will be provided to Board members through the Secretary and to the membership through the website at least one day prior to such meeting, or as soon as practical.

### **RULES OF PROCEDURE**

The rules contained in Robert's Rules of Order shall govern the H. Y. F. & C. in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or other rules of the organization.

### **AGENDA**

The Agenda will be as follows:

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Members to be Heard
- VI. President's Report
- VII. Board Reports
  - A. Vice President
  - B. Secretary

- C. Treasurer
- D. Football Director
- E. Cheerleader Director
- F. Youth Agent
- VIII. Committee Reports
  - A. Registration
  - B. Fundraising
  - C. Equipment
  - D. Concessions
  - E. Grounds
  - F. Media Relations & Special Events
  - G. Sponsorship
- IX. Old Business
- X. New Business
- XI. Adjournment

## **VACANCY**

Board positions may be vacated by the written resignation of the vacating member, submitted to the President and accepted by the Board at the next regular meeting.

Board positions may also be vacated if a Board member is absent without notice twice during their term in office and by a majority vote of the Board at the next scheduled regular meeting.

Vacancies will be filled by Presidential appointment and accepted by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.

## **REMOVAL**

Any member of the Board may request to remove a Board member by taking the following steps:

1. The member must file a signed grievance letter, naming the officer involved in the grievance and describing the reasons for removal.
2. This letter will be submitted to the President and the person subject to removal.
3. The President will call a special meeting of the Board within ten days to review the grievance.
4. The Board, minus the President and the Board member subject to removal, will vote on removal in an anonymous ballot. If a quorum is in favor of removal, then the member will be removed.
5. The decision of the Board is final.
6. Vacancies will be filled by Presidential appointment and accepted by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.

## **DUTIES OF VOTING MEMBERS**

### **PRESIDENT**

1. The President is the chief legislative officer of the H. Y. F. & C.
2. The President is the presiding officer at annual, regular, emergency and special meetings.
3. It will be the duty of the President to have general charge of the business of the H. Y. F. & C. and make, execute and acknowledge for and on behalf of the H. Y. F. & C., any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of the H. Y. F. & C. or in conducting the business of the H. Y. F. & C.
4. It will be the duty of the President to see that all policies of the Board are enforced and all orders of the Board faithfully executed.

5. In the absence of the Secretary at annual, regular, special and emergency meetings, the President will appoint a Secretary pro-tem.
6. The President will attend I. Y. F. L. meetings as representative for the H. Y. F. & C.
7. The President will directly oversee activities of all Board members and volunteers.
8. The President will serve as the H. Y. F. & C. liaison to the community.
9. The President will mediate disputes with other organizations.
10. The President shall have the ability to declare any player ineligible, to perform such duties as may be required by any league in which the H. Y. F. & C. fields teams in without approval of the Board.
11. The President shall have the discretion to waive any charges or fees of the H. Y. F. & C.

#### **VICE PRESIDENT**

1. The Vice President is responsible for the preparation of the agenda for all Board meetings. A Board packet for the Board meeting including the meeting agenda, the monthly bills to be approved and paid, an up to date statement of all of the income and expenditures listed by fund as well as a Treasurer's Report showing the financial condition of the H. Y. F. & C. will be provided to all Board members by the Vice President no less than three days prior to the meeting.
2. The Vice President will be responsible for obtaining all forms of insurance as required by the H. Y. F. & C.
3. The Vice President shall work with the President and shall help with the charge of the business of the H. Y. F. & C. and perform duties as assigned by the President.
4. The Vice President shall preside over all meetings with the President.
5. In the absence of the President or in the event of his/her inability to act, the Vice President shall perform the duties of the President and when so acting, shall have all of the powers and be subject to all of the restrictions upon the President.
6. The Vice President will serve as a member of the Grievance Committee when required.

#### **SECRETARY**

1. The Secretary will be responsible for the minutes of all H. Y. F. & C. meetings.
2. The Secretary will be responsible for the custody of the By-laws and all other official records and documents of the H. Y. F. & C.
3. The Secretary will be responsible for conducting all official correspondence of the Board.
4. It will be the duty of the Secretary to record the minutes of Board meetings and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the H. Y. F. & C. and submitted to the Webmaster for posting.
5. The Secretary will be responsible for keeping attendance records of Board members, Coaches, and persons of the membership who wish to participate in the Electorate.
6. The Secretary will be responsible for submitting the schedule of regular meetings for the year to the local paper to be published before the first regular meeting in January.
7. The Secretary will be responsible for submitting the schedule of regular meetings for the year to the Webmaster to be posted before the first regular meeting in January.
8. The Secretary shall perform other duties as assigned by the President and/or Vice President.

#### **TREASURER**

1. The Treasurer shall govern the financial policy of the H. Y. F. & C. and shall be responsible for the control of the funds of the H. Y. F. & C., for their proper disbursement, and for investment of funds as directed by the President.
2. The Treasurer will submit a monthly Treasurer's Report to the Board displaying all receipts and disbursements. The Treasurer will also provide detailed information or documentation as may be requested by the Board.

3. The Treasurer will be responsible for the filing of an annual information return to the Internal Revenue Service.
4. The Treasurer will be responsible for submitting all information to the Illinois Secretary of State to ensure the leagues active/good standing.
5. The Treasurer shall oversee the scholarship awards process for the President and administer scholarship awards based on financial need of the participant.
6. At the end of the term of office, all books, records, funds, papers, documents and all other property of the H. Y. F. & C. having to do with the financial or other transactions of the H. Y. F. & C. which may have come into the Treasurer's possession or may have been compiled or created during the term of office must be turned over to the successor.

### **FOOTBALL DIRECTOR**

1. The Football Director is responsible for the execution of policies determined by the I. Y. F. L. and the H. Y. F. & C.
2. The Football Director shall oversee the selection, training and activities of the football coaching staff throughout the season and will be responsible for developing a competent staff of youth football head coaches and assistant coaches.
3. The Football Director shall present a written or oral report of program schedule and progress to date with Board at regular meetings.
4. The Football Director serves as the Board liaison to the coaches.
5. The Football Director will compile a list of coaches, whom are chosen through a fair process of selection, and submit these recommendations to the Board of Directors for approval. This includes, but is not limited to, creating coach interview form and conducting coach candidate interviews according to Board's requirements.
6. The Football Director will be responsible to work with coaching staff for the assignment of players to particular teams according to the Board's requirements.
7. The Football Director shall develop training and resource materials, a strong relationship with Hampshire High School's football coaching staff and athletic director, and relationships with other recognized experts in football coaching who can serve as a resource to coaches.
8. The Football Director will serve as a member of the Grievance Committee when required.
9. The Football Director shall arrange for the following:
  - A. Coaching clinics with Hampshire High School coaching staff.
  - B. Equipment training for all coaches, specifically in proper helmet fitting technique.
  - C. Production of a playbook for all levels made available before the first day of practice.
  - D. Review team books with Registration Coordinator and attend book authentication meeting in accordance with I. Y. F. L. rules.
  - E. Distribute and retrieve completed and signed coaching contracts for all coaches to be submitted to the I. Y. F. L.
  - F. Distribute, retrieve, and compile parent and participant feedback forms at the end of the season.
  - G. Review each coach's performance at the end of the season with the Board.

### **CHEERLEADING DIRECTOR**

1. The Cheerleading Director will be responsible for the execution of policies determined by the H. Y. F. & C.
2. The Cheerleading Director shall oversee the selection, training and activities of the cheerleading coaching staff throughout the season and will be responsible for developing a competent staff of youth cheerleading head coaches and assistant coaches.
3. The Cheerleading Director shall present a written or oral review of program schedule and progress to date with Board at regular meetings.

4. The Cheerleading Director serves as the coach liaison to the Board.
5. The Cheerleading Director will compile a list of coaches, whom are chosen through a fair process of selection, and submit these recommendations to the Board for approval. This includes, but is not limited to, creating coach interview form and conducting coach candidate interviews according to Board's requirements.
6. The Cheerleading Director shall develop training and resource materials, a strong relationship with Hampshire High School's cheerleader coaching staff and athletic director, and relationships with other recognized experts in cheerleader coaching who can serve as a resource to coaches.
7. The Cheerleading Director shall manage a grievance process for review of coaching performance.
8. The Cheerleading Director will serve as a member of the Grievance Committee when required.
9. The Cheerleading Director shall arrange for the following:
  - A. Coaching clinics with Hampshire High School coaching staff.
  - B. Distribute, retrieve, and compile parent and participant feedback forms at the end of the season.
  - C. Review each coach's performance at the end of the season with the Board.

## **YOUTH AGENT**

1. The Youth Agent will be responsible for conducting background checks on coaches and volunteers.
2. The Youth Agent will arrange for coaches to attend mandatory sports first aid training.
3. The Youth Agent will be responsible for supplying and maintaining first-aid kits for coaches.
4. With the aid of the Football and Cheerleading Directors, ensure coaches possess training in proper coaching techniques and safety, making certain a safe environment for practices and games.
5. The Youth Agent will be responsible for making sure coaches focus on effort, skill development, positive reinforcement and fun.
6. The Youth Agent will ensure that each player gets adequate attention and sufficient playing time in games and practices to improve skills, encourage continued participation, and promote physical fitness.
7. The Youth Agent will be responsible for canceling practice in the event of extreme weather conditions.
8. The H. Y. F. & C. encourages open communication between parents and coaches regarding questions and concerns. In the event that a coach or parent believes that the best interests of the child remain in question, the Youth Agent will act as intermediary until the situation is resolved in favor of the child.
9. The H. Y. F. & C. set expectations and hold parents, coaches, and themselves accountable for sportsmanship, civility and commitment to a child-centered philosophy. In the event that a parent, coach or Board member fails to live up to these expectations, the Youth Agent will investigate any causes for concern and will resolve issues to serve the best interests of the children.
10. The Youth Agent will serve as a member of the Grievance Committee when required.

## **SUB-COMMITTEES**

Due to the extensive nature of managing a successful youth football program, Board members will select one sub-committee to manage for the scheduled duration of their term in addition to their standard Board duties at the annual meeting. In the event that Board members are unable to decide or agree upon sub-committee assignments, the President will assign a sub-committee for them.

Board members have the option of chairing their sub-committee or assigning it to a non-board member. Although board members have the option of selecting a non-board member to chair their sub-committee, they must be involved as they are ultimately responsible for items charged to their sub-committee.

Board members are expected to submit an oral or written report at each Board meeting regarding the status of their sub-committee.

Sub-committee Chairmen are non-voting members of the Board, unless chaired by a Board member.

Sub-committees are listed as follows:

1. Registration
2. Fundraising
3. Equipment
4. Concessions
5. Grounds
6. Media Relations & Special Events
7. Sponsorship

### **REGISTRATION COMMITTEE**

SUB-COMMITTEE CHAIRMAN: REGISTRATION COORDINATOR

The Registration Coordinator will be charged with managing football and cheerleading registration. Items charged to this committee include, but are not limited to:

1. Manage registration; dates, times, locations, volunteers, registration forms.
2. Systematize registration paperwork; ensure required forms for each participant are acquired and complete.
3. Prepare weight class rosters for Football Director.
4. Prepare age class rosters for Cheerleading Director.
5. Ensure registration fees are accounted for and reported to the Treasurer.
6. Prepare required registration forms and related documents for submittal to I. Y. F. L.

### **FUNDRAISING COMMITTEE**

SUB-COMMITTEE CHAIRMAN: FUNDRAISING COORDINATOR

The Fundraising Coordinator shall be concerned with developing and implementing all programs related to the building of funds for the operation of the H. Y. F. & C. Items charged to this committee include, but are not limited to:

1. In coordination with the Treasurer, the Fundraising Coordinator will create a fundraising plan, designed to meet H. Y. F. & C. fund requirements for the coming year,
2. Draw Down Raffle; time, place, volunteers, sound equipment, draw down board, food, side raffles, 50/50 raffle, tickets.
3. Wildcat Wear; item selection, secure quotes, set pricing, create & distribute order forms, collect order forms & money, place order, distribute orders.
4. In-season fundraiser; item selection, secure quotes, set pricing, create & distribute order forms, collect order forms & money, place order, distribute orders.

### **EQUIPMENT COMMITTEE**

SUB-COMMITTEE CHAIRMAN: EQUIPMENT MANAGER

The Equipment Manager will be charged with managing football and cheerleading equipment. Items charged to this committee include, but are not limited to:

1. Manage football and cheerleading inventory.
2. Work with Registration Coordinator, Football Director, and Cheerleading Director to ensure sufficient equipment is available and/or ordered before the start of the season.
3. Manage equipment hand-out; dates, place, volunteers, notices, equipment/participant tracking.
4. Manage exchanges and replacements of equipment during season.
5. Manage equipment hand-in; dates, place, volunteers, notices, equipment/participant tracking.
6. Manage football and cheerleading inventory after hand-in to ensure all items have been returned.
7. Arrange for designated equipment to be refurbished.

## **CONCESSIONS COMMITTEE**

SUB-COMMITTEE CHAIRMAN: CONCESSION MANAGER

The Concession Manager will be charged with managing the concession stand. Items charged to this committee include, but are not limited to:

1. Secure volunteers and organize schedule for home games concession.
2. Order and stock product and supplies for the concession stand.
3. Maintain inventory and sales records.
4. Coordinate game day operations and supervise volunteers.
5. Handle all funds securely, making timely deposits to the Treasurer.

## **GROUNDS COMMITTEE**

SUB-COMMITTEE CHAIRMAN: FIELD SUPERVISOR

The Field Supervisor will be charged with managing practice and game fields and overseeing game day field operations. Items charged to this committee include, but are not limited to:

1. Arrange for field use with Hampshire schools and the Hampshire Park District.
2. Ensure fields are prepared for practices; adequate space, fields lined, practice equipment available.
3. Monitoring condition of practice and game fields for safety.
4. Secure portable toilets for practice field if facilities are not available.
5. Ensure game day field is properly prepared; fields are opened 1½ before game, fields lined, scale, markers, pads, and chains ready, garbage cans lined.
6. Schedule game day personnel; chain gang, clock/scoreboard operator, announcer.
7. Schedule referees for specified home games.
8. Ensure game day field properly relinquished; home and away stands, fields, and crow's nest are cleared of debris, scale, markers, pads, chains are put away, garbage cans emptied, fields locked up.

## **MEDIA RELATIONS & SPECIAL EVENTS COMMITTEE**

SUB-COMMITTEE CHAIRMAN: MEDIA RELATIONS & SPECIAL EVENTS COORDINATOR

The Media Relations & Special Events Manager will be charged with managing the H. Y. F. & C. media relations and special events. Items charged to this committee include, but are not limited to:

1. Manage the H. Y. F. & C. website.
2. Submit game scores to I. Y. F. L.
3. Collect game summaries from head coaches and submit to newspapers in a timely manner.
4. Prepare and maintain game day programs throughout the season.
5. Schedule and manage end of season banquet.
6. Schedule and manage H. Y. F. & C. Homecoming in conjunction with Hampshire High School.
7. Schedule and manage participation in Coon Creek Days parade.

## **SPONSORSHIP COMMITTEE**

SUB-COMMITTEE CHAIRMAN: SPONSOR COORDINATOR

The Sponsor Coordinator will be charged with obtaining sponsorships, ensuring sponsors achieve gift levels, and scheduling and organizing football and cheerleading pictures. Items charged to this committee include, but are not limited to:

1. Develop terms and levels of sponsorship for the program.
2. Schedule and organize football and cheerleading pictures.
3. Acquire sponsorships from previous sponsors and obtain new sponsors.
4. Manage correspondence to meet tax requirements for sponsors.
5. Ensure sponsors achieve sponsorship level gifts such as a banner at games, website ad space, program ad space, and sponsor picture plaques.

## **LIMITATION ON LIABILITIES AND INDEMNIFICATION**

### **LIMIT ON LIABILITIES**

Nothing herein shall constitute members of the H. Y. F. & C. as partners for any purpose. No member, officer, agent, or employee of this H. Y. F. & C. shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the H. Y. F. & C. Nor shall any member, officer, agent, or employee be liable for his acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

### **INDEMNIFICATION**

Any officer or director of the H. Y. F. & C. or former officer or director of the H. Y. F. & C. shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or a party, by reason of having been directors or a director or officer of the H. Y. F. & C., except in relation to matters as to which such a director or officer, or former director or officer, shall be adjudged in such actions, suits, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such a liability.

## **FINANCIAL POLICY**

1. The Board shall decide on all matters pertaining to the finances of the H. Y. F. & C.
2. All funds shall be deposited to the credit of the H. Y. F. & C. in such banks or other depositories as the Board may select.
3. No expenditure over \$ 300.00 shall be made without prior Board approval.
4. All checks, drafts, or other orders of payment of money shall be signed by two of the following officers: President, Vice-President or Treasurer.
5. The fiscal year of the H. Y. F. & C. for financial purposes and the filing of all regulatory reports with the federal, state, and local agencies, shall begin on January 1 of each year and end on December 31 of the same year.

## **DISCIPLINARY PROCEDURES**

### **DUE PROCESS**

1. Due process is essential for all conduct complaints, grievances and disciplinary actions.
2. All people participating in, or at, any function of the H. Y. F. & C. are subject to this article.
3. All issues should try to be resolved at the lowest possible level. Participants, parents and coaches are encouraged to communicate openly with one another. If issues remain unresolved, contact should then be made with the Youth Agent or the Football or Cheerleading Director. If the issue is not resolved to the satisfaction of the party or parties involved, the complainant has recourse as described below.

### **GRIEVANCE COMMITTEE**

The President will acknowledge the members of the grievance committee at the annual meeting. The grievance committee will consist of the Youth Agent, Board Vice-President, and, depending on the nature of the grievance, the Football or Cheerleading Director. The grievance committee is responsible for investigating all grievances and conduct complaints.

### **GRIEVANCE PROCEDURE**

1. Any grievance or conduct complaint must be submitted in writing to any member of the grievance committee. The member receiving the complaint will notify all other committee members of the nature of the charge.
2. The charge will be assigned to one or more committee members to investigate. The initial investigation must start within 3 days after the charge has been submitted.

3. The grievance committee must submit a report of their findings to the President within 5 days of the start of the investigation. The report must include a recommendation of whether disciplinary action should be taken.
4. Within 2 days the President will determine if disciplinary proceedings are necessary. If they are necessary, the President will call a special meeting of the Board of Directors within 4 days.

### **DISCIPLINARY PROCESS**

1. The President may temporarily suspend anyone from participating in the H. Y. F. & C. until the Board may convene to execute the disciplinary process. Suspensions of this type should occur only for the most severe charges.
2. The Board will listen to the charges, allow witnesses to speak and allow the parties being charged to defend themselves.
3. The Board may then vote to drop the charges, suspend or expel the individuals involved.

### **SUSPENSIONS**

Any person suspended may not participate or observe any H. Y. F. & C. functions until the suspension has been fully served.

### **APPEAL PROCESS**

The recipient of any disciplinary action has the right to appeal.

1. The appeal must be submitted to the President in writing within 3 days of the Board's decision.
2. The President must forward the appeal to the Board within 3 days.
3. After forwarding the appeal, the President must call for a vote to uphold the disciplinary action.
4. The vote may be taken in person and witnessed by the President and the Secretary or by phone conference call as both the President and the Secretary must witness the vote.
5. If the situation warrants, the President may call a special meeting of the Board to discuss the appeal and to a vote to uphold the disciplinary action.