



## FOLSOM YOUTH FOOTBALL/CHEER BY-LAWS

### ARTICLE I - NAME

- ☐ This organization shall be known as Folsom Youth Football/Cheer (FYFC).

### ARTICLE II - AFFILIATION

- ☐ FYFC shall annually apply for or renew affiliation with a League Organization comprised of other Youth Football/Cheer Programs.

### ARTICLE III - OBJECTIVES

- **Section 1** - The primary objectives of FYFC will be a feeder program to Folsom High School and to teach Competitive football and cheerleading skills while implementing the ideals of good sportsmanship, honesty, courage, loyalty and respect for oneself and others.
- **Section 2** - To achieve these objectives, FYFC will provide a supervised program under the Rules and Regulations in the Affiliate League Guidelines, current edition (Guidelines) and the FYFC Handbook, current edition (Handbook). In accordance with Section 501(c) (3) of the Federal Internal Revenue Code, FYFC shall operate exclusively as a non-profit educational organization providing a supervised program of competitive football and cheerleading.

### ARTICLE IV - MEMBERSHIP

- **Section 1 - Eligibility:** Any Folsom resident is eligible to participate. Membership may be granted to other individuals as space allows.
- **Section 2 - Residency:** Any individual residing within the City of Folsom and or any individual that is enrolled in the Folsom School District shall be considered a resident.

- **Section 3 - Classes:** There shall be the following classes of Members:
  - A. Participants – football players and cheerleaders
  - B. Officers – Elected members of the Executive Committee of the Board of Directors
  - C. Directors – Appointed Committee Board Members
  - D. Coaches/Instructors/Weigh-Masters – volunteers who agree to provide training, instruction and supervision on each squad
  - E. Parents – individuals with current or previous participant members
  
- **Section 4 - Other Affiliations:** Neither members nor their families may be actively engaged in the promotion and/or operation of any other football/cheer program, except for football and cheer programs sponsored by the City of Folsom or their respectful High School.
  
- **Section 5 - Suspension or Termination:** A complete description of the disciplinary process is outlined in the Handbook. In some disciplinary actions, membership may be terminated by resignation or action of the Board of Directors as follows:
  - A. The Board of Directors shall, by majority vote of those present at any duly constituted meeting have the authority to discipline, suspend or terminate the membership of any Participant, Officer, Director, Coach, Instructor or Parent when the conduct of such person is considered detrimental to the best interests of FYFC and/or the League (as defined in the current Handbook.) The individual involved shall be notified of such meeting, informed of the general nature of the complaint and be given an opportunity to appear at the meeting to answer the complaint.
  
  - B. Any Participant, Officer, Director, Coach, Instructor or Parent who is ejected from a game, or involved in activity deemed to be detrimental to the best interests of FYFC and/or the League (as defined in the current Handbook) or in violation of the stated objectives must appear before the Board of Directors or a duly appointed committee that has full powers to suspend or revoke rights to future participation. Minor children required to appear for disciplinary review will be accompanied by a parent or legal guardian. Failure to appear before the committee shall not prevent the committee from resolving the issue.
  
  - C. If the participation by any Officer poses a conflict of interest, he/she will not be able to participate in such case.

- D. In the absence of Board approval, all rights of any member in FYFC and its property shall cease on the termination of membership. Termination shall not relieve the member from any obligation for charges incurred, services or benefits actually rendered, fees or assessments arising from contract. FYFC shall retain the right to enforce any such obligation or obtain damages for its breach and any Participant, Officer, Director, Coach, Instructor or Parent whose membership is terminated by revocation shall have no claim against FYFC, its Officers or Members for any benefits or accruals that may be alleged to exist.
- E. Any person suspended or terminated for disciplinary reasons cannot be considered for a leadership position in FYFC including, but not limited to Officer, Director, Coach, Assistant Coach, Instructor or Weigh Master for a period of not less than two years.
- F. Any Board Member or Coach who fails a background check shall be terminated immediately. The Board will be given the list of all background checks and the Executive Board will review results.

## **ARTICLE V - FEES**

**Section 1 Participant Members:** A reasonable participation fee may be assessed as a parent's obligation to assure the operational continuity of FYFC. It is the policy of FYFC that the inability to pay participation fees should not keep an individual from participating in the Folsom Youth Football/Cheer program. A \$25 fee will apply to all returned checks, as well as re-payment of original amount with cash or money order. All subsequent payments must be made in cash or money order.

**Section 2 - Scholarships:** Members who cannot afford to pay the participation fee shall notify the President, who will make sure that the suggested fees do not prevent a player from participating in FYFC. This determination will be based on income guidelines for subsidies set by FYFC Board of Directors. FJB Scholarship recipients will not receive raffle tickets or the \$100 equipment deposit return at the end of the season.

**Section 3 - Refunds:** Requests for all types of refunds must be made in writing to the Treasurer by the parent and must provide the reason for refund. Each case will be considered by the Board of Directors and will be judged on a case-by-case basis. The Treasurer will mail the refund check.

- A. Football: Prior to April 1st 100% refund will be issued, after April 1st and prior to Jamboree a \$35 processing fee for operational costs will be deducted from refund. Fees are only refundable prior to Jamboree, unless your child is forced to drop due to injury; the registration fee is then prorated less \$35 processing fee.
- B. Cheer: Non-refundable on the first day of clinic, whether your child does or does not make the team. Registration fee: \$125 of the \$225 fee, refundable if child drops within 7 days of making the team.
- C. For participants that are cut from the program, remaining unsold Raffle tickets are eligible for refund.

**Section 4 - Special Refunds:** Requests due to injury will be judged on a case-by-case basis. Football members moving out of the FYFC boundaries prior to the start of the playing season will receive a 100% refund less processing fee once all outstanding FYFC property is returned. Members moving out of the FYFC boundaries, once the playing Season begins will be refunded on a case-by-case basis. All requests must be in writing and submitted to the Treasurer after approval by the appropriate member of the Executive Committee. Cheer excluded.

**Section 5 - Equipment Deposits:** Regardless of the ability to pay the participation fee, equipment deposits will be collected upon the issuance of football equipment and cheerleading uniform (if a cheerleading uniform is provided by FYFC). Deposits will be refunded upon return of the football equipment or cheerleading uniform. Damage not considered normal wear and tear will be subtracted from the equipment deposit.

**Section 6 - Tryouts:** Because we are limited in the number of football players and cheerleaders on each team/squad, tryouts are required. Anyone owing a balance from a prior season will not be eligible to participate until the balance is paid in full prior to clinic.

## **ARTICLE VI - PLAYING RULES**

**Rules and Regulations:** Consistent with these By-laws FYFC will follow rules and regulations set forth in the Handbook provided by the affiliate League Organization. Any Participant, Officer, Director, Coach, Instructor, or Parent who fails to conform to the FYFC rules for playing is subject to discipline in accordance with the disciplinary process outlined in the Handbook.

## **ARTICLE VII - FINANCIAL ACCOUNTING**

**Section 1** - The Board of Directors shall decide all financial matters of FYFC and shall place all funds in a FYFC dedicated account(s), directing expenditures responsibly, in the best interests of its members.

**Section 2** - The Board shall not permit the solicitation of funds in the name of FYFC unless all of the funds raised are placed in the FYFC treasury.

**Section 3** - The Board shall not permit the disbursement of FYFC funds for other than the conduct of FYFC activities, in accordance with the rules and policies as set forth herein.

**Section 4** - No Participant, Officer, Director, Coach, Instructor, or Parent of FYFC shall receive, directly or indirectly any salary, compensation from FYFC for services rendered as Officer, Director, Coach, or Instructor.

**Section 5** - All money received shall be deposited to the credit of FYFC in a local bank and all disbursement shall be made by check signed by two authorized Board members.

**Section 6** - The Board shall approve all expenditures in excess of \$200.00 for nonbudgeted items.

**Section 7** - At the beginning of each season, the Treasurer will submit a budget to the Board for the season's expenditures. Budgets should be finalized by March with the Executive Board. This budget must be submitted by the April meeting. Any additional expenditure's during the season will be at the approval of the Board of Directors.

**Section 8** - Upon dissolution of FYFC and after all outstanding debts and claims have been satisfied, the Officers shall distribute the property of FYFC to another Federally Incorporated entity maintaining an objective similar to FYFC.

## **ARTICLE VIII - BOARD OF DIRECTORS**

**Section 1** - Board and Number: Board and number: The management of the property and affairs of FYFC shall be vested in the 17 Board of Directors. The directors shall begin the performance of their duties following the first year and continue in office until their successors shall have been duly elected, appointed and qualified.

### **Section 2**

- A. **Board Membership: Officers:** The executive officers shall be comprised of the following elected positions:

1. President
2. VP of Football
3. VP of Cheer
4. Secretary
5. Treasurer
6. Events Coordinator
7. Concessions Manager
- The remaining 10 seats of the board shall be comprised by the elected Executive Officers.

**B. Board Membership: Directors:** The elected Executive Officers shall appoint persons to fill the remaining open board seats as Directors. Director position shall include:

1. Webmaster
  2. Football Records Administrator
  3. Cheer Records Administrator
  4. Parent Volunteer Coordinator
  5. Sponsorship and Fundraising
  6. Media Coordinator
  7. Bulldog Store Manager
  8. Football Equipment Manager
  9. Field Operations Manager
  10. EMS/EMT Coordinator
- Directors are voting members of the Board of Directors. Director's seats last for the duration of the season and need to be reappointed at the beginning of the calendar year or upon unexpected vacancy of a position. Pertinent to an emergency situation, a simple majority vote of the Executive Officers can be used to transact business on behalf of the association between regular meetings of the full board. A simple majority vote of the Executive Officers can be used to transact business on behalf of the Association between regular meetings of the full board.

**Section 3 - Nomination and Election of Directors:** Nominations for the Executive Officers shall be made by Officers, Coaches, Instructors, or Parents. Nominations must be submitted to the Secretary two weeks prior to the last regular home game. Election of officers shall be by a majority vote of all voting Members casting ballots at the designated voting location, must be present to vote with the Secretary prior to the elections close. If no nominations are filed the Board of Directors may

appoint position. Election will be held at the last regular home game. Spouses, significant others domestic partners etc. cannot be on Executive Board at same time.

**Section 4 - Vacancies:** If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular or special meeting called by the President or the Secretary (in the absence of the President) for that purpose. Pertinent to an emergency situation, a simple majority vote of the Executive Officers can be used to transact business on behalf of the association between regular meetings of the full board.

**Section 5 - Term of Office:** The term of office of all elected Officers shall be for two years, with three the members elected in even years and four in odd years. Directors are appointed on an annual basis. There shall be no limit on the number of consecutive terms that may be served by an Officer or Director. Appointed Officers shall complete the remaining calendar year of the elected seat.

**Section 6 - Emeritus Status:** In consideration of loyal service the Board of Directors may bestow Emeritus status upon deserving Participant, Officer, Director, Coach, or Instructor. Emeritus status is an advisory, non-voting, honorary position.

**Section 7 - Meetings, Notice and Quorum:** Regular meetings of the Board shall be held not less than once a month. The President may, whenever (s) he deems it advisable, or the Secretary shall at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Notice of each regularly scheduled meeting shall be given to each Director by e-mail at least three (3) Days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or personal notice twenty-four (24) hours preceding the meeting. One-third of the Board of Directors to include at least 50% of the Executive Officers constitutes a quorum for the transaction of FYFC business at regular and special meetings.

**Section 8 - Action without Meeting:** Any action required or permitted to be taken by the Board may be taken without a meeting, only if a majority of the members of the Board individually or collectively consent as filed with the minutes of the proceedings of the Board. Action by consent shall have the same force and effect as a majority vote of the Directors. Action without meeting shall be properly reported and documented to the Board at the next regularly scheduled meeting. Excludes confidential personnel or disciplinary issues at the discretion of the Executive Officers.

**Section 9 - Duties and Powers:** The Board of Directors shall be empowered to take all actions necessary and appropriate to conduct the affairs and business of FYFC, including:

- A. Appoint standing committees and chairpersons, and appropriate authority to act.
- B. Adopt rules and regulations for meetings and management of FYFC, as appropriate.
- C. In urgent or emergency matters, the Board may take immediate action on any and all matters that adhere to the purposes of FYFC, unless otherwise stated by the By- Laws and/or Handbook.
- D. Receive at the May meeting each year, a report verified by the President and Treasurer, or by a majority of the Directors, showing a complete inventory of real and personal property owned by FYFC:
  - Where located
  - Where and how invested
  - Amount and nature of the property acquired during the year immediately preceding • Manner of the acquisition
  - Amount applied, appropriated or extended during the year immediately preceding such date and the purpose, objects or persons to or for which such applications, appropriations or expenditures have been made

This report shall be filed with the records of FYFC and an abstract thereof entered in the minutes of the proceedings of the final meeting.

**Section 10 - Members Best Effort:** Each member of the Board of Directors shall be familiar with these By-laws and the Handbook, and each Board Member shall devote his/her energies to promote the purpose of FYFC and the League. Each Director shall be prepared to report on their respective area of responsibility at each Board meeting.

**Section 11 - Removal of Officer or Director for Cause:** The Board may remove a Director, for cause, with two-thirds vote by all Board of Directors. Any Directors removed for cause are prohibited from Board membership for a period of not less than two years.

**Section 12 - Open Meetings:** All meetings of the Board of Directors shall be open to the general membership. Voting on FYFC matters shall be by Board of Directors only. Each Board member receives one vote regardless of the number of positions held. However, any member may address the Board, make requests, and provide information or attempt to influence Board action at appropriate times during Board meetings. Walk on items will be allowed during odd months only.

**Section 13 - Closed Meetings:** Meetings that deal with personnel issues (personal and or confidential) shall be closed to the general membership and Board of Directors and be dealt with solely by the Executive Officers of the Board and in confidence/confidentiality.



**Section 14 - Access to FYFC Records:** All Regular Members have the right to inspect and copy By-laws, standing rules, approved minutes, financial records at reasonable times, for purposes reasonably related to the person's interest as a Member. Implied consent that we will issue phone numbers and email addresses to other Folsom organizations and schools with the same mission and philosophy as FYFC. To opt out you must submit a request in writing to the Board of Directors.

**Section 15 – The Calendar year** of FYFC shall commence on January 1<sup>st</sup> of each year and conclude on December 31st of that calendar year.

## **ARTICLE IX OFFICERS, DUTIES & POWERS**

**Section 1 - Election:** The Board of Directors of FYFC shall be elected by majority vote at a date designated by the Board prior to the end of the regular season.

**Section 2 - Officers:** The Officers of FYFC shall consist of the Executive Board (President, Vice President of Football, Vice President of Cheer, Treasurer, Secretary, Concessions Manager, and Events Coordinator).

**Section 3 - Vacancies:** The Officers may appoint such other Officers or Directors as necessary or desired, prescribe the powers and duties of each, and fill any vacancy which may occur in any office. Appointed Officers and Directors shall not vote on actions taken by the Board of Directors until they have been elected to the Board by the membership or have been approved by the Board to fill a vacancy.

**Section 4 - President:** The President shall:

- A. Conduct the affairs of FYFC and execute the policies established by the Board of Directors
- B. Preside over all meetings of the Board of Directors as Chairperson
- C. Submit a budget from Treasurer for Board approval
- D. Represent FYFC at League, FAA, Adopt-A-Field and other meetings as necessary
- E. Act as spokesperson (with input/direction of the Board) for FYFC in all matters upon which the Board of Directors is authorized to act
- F. Communicate matters to the Board of Directors and make such suggestions that promote the welfare of FYFC
- G. Be responsible for the conduct of FYFC in strict conformity to the Policies, Principles, Rules and Regulations of the League and in the Guidelines
- H. Coordinate with the proper authorities, the background checks and documentation of Coaches, Officers, Board Members and other FYFC officials as necessary

- I. Make arrangements for football practices and tryouts in cooperation with Folsom Parks & Recreation Department, FAA and Adopt-A-Field.
- J. Investigate complaints, irregularities and conditions detrimental to FYFC and report to the Board of Directors as circumstances warrant.
- K. Appoint committees as necessary to complete FYFC objectives as stated in these By-laws.
- L. Supervise Directors reporting to the President (For example the Assistant to the President.).
- M. In the event the President cannot perform his/her duties outlined above, the Secretary shall convene a meeting of the Board of Directors for the purpose of selecting a replacement.

**Section 5 - Vice President of Football:** It shall be the duty of the Vice President of Football to:

- A. Submit a budget to Treasurer.
- B. Recruit Coaches, Assistant Coaches, Weigh-masters and Instructors annually with the approval of the Board of Directors.
- C. Manage and/or supervise practices and games.
- D. Secure announcers and officials for each home game.
- E. With the assistance of the Records Administrator examine the applications and proof-of-age documents of every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection.
- F. Assist the Equipment Manager with the distribution of equipment and uniforms.
- G. Supervise and assume responsibility for try-outs.
- H. Notify football players of upcoming football camps.
- I. Notify Coaches, Assistant Coaches, Instructors and Weigh Masters of certification dates and times.
- J. Prepare, maintain and administer records that may be needed during games, and file required records with the League. Hold regular meetings with coaches.
- K. Order Coaches uniforms.
- L. Appoint and Supervise Directors reporting to the VP of Football (for example the Assistant to the Vice President of Football, Football Equipment Manager, Football Records Administrator, Field Operations Manager and Parent Volunteer Coordinator).
- M. Have other duties as from time to time may be assigned by the Board of Directors or President.

**Section 6 - Vice President of Cheer:** It shall be the duty of the Vice President of Cheer to:

- A. Submit a budget to Treasurer.
- B. Recruit Cheerleading Coaches and Instructors annually with the approval of the Board of Directors.
- C. Manage and/or supervise all Cheerleading Coaches, Instructors and ancillary personnel.
- D. Supervise Cheer Clinic and assume responsibility for tryouts.
- E. Make arrangements for and coordinate Cheerleading practices and performances.
- F. Order Coach and Instructor uniforms.
- G. Ensure that cheer audio and routines conform to stated FYFC Handbook and League Guidelines.
- H. Coordinate with League Cheer Facilitator for Competitions.
- I. VP of Cheer will plan & coordinate Cheer Banquets.
- J. End of season inventory provided to VP of Cheer on what is left.
- K. Submit orders to vendors and track delivery.
- L. Coordinate uniform distribution and squad refits on delivery.
- M. Coordinate returns/exchanges.
- N. Appoint and supervise Directors reporting to the VP of Cheer (For example the Assistant to the VP of Cheer, Cheer Records Administrator, Cheer Equipment Manager, and Parent Volunteer Coordinator).
- O. VP of Cheer will set up & delete cheer squad Facebook & Instagram accounts each season.
- P. Have other duties as from time to time may be assigned by the Board of Directors or President.

**Section 7 - Secretary:** It shall be the duty of the Secretary to:

- A. Be responsible for recording the activities of FYFC and maintain appropriate files, mailing lists, and necessary records.
- B. Keep the minutes of the Board of Directors meetings and upload them to the website.
- C. Conduct all correspondence (newsletters, sign-ups etc.) not otherwise specifically delegated in connection with meetings and carrying out all orders, votes and resolutions.
- D. Collect nominations for positions on the Board of Directors and prepare a final list of nominations at least two weeks in advance of the appointed

election date. Make copies of the list of nominations and positions available to any interested Member. Must be present to vote.

- E. Give notice of all meetings of FYFC and the Board of Directors.
- F. Appoint and supervise Directors reporting to the Secretary (For example the Media Coordinator and Webmaster).
- G. Have other duties as from time to time may be assigned by the Board of Directors or President.

**Section 8 - Treasurer:** It shall be the duty of the Treasurer to:

- A. Receive all moneys and securities, and deposit them in a depository approved by the Board of Directors.
- B. Keep records for the receipt and disbursement of all moneys and securities of FYFC. Approve all payments from allotted funds and draw checks in agreement with the budget and policies approved by the Board of Directors.
- C. Prepare an annual budget and financial statement under the direction of the President for submission to the Board of Directors at the May meeting.
- D. Provide a written report to the Board of Directors monthly, including status of income and expenditures against budget.
- E. Have FYFC books, accounts and records in condition for audit at all times and ready to turn over to his/her successor in the office of the Treasurer.
- F. Insure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets of FYFC.
- G. Prepare books for external audit and arrange this audit prior to August 1st of each year.
- H. Have other duties as from time to time may be assigned by the Board of Directors or President.
- I. Treasure to provided overall monthly printed budget for Board along with Bank statement

**Section 9 - Concessions Manager:** It shall be the duty of the Concessions Manager to:

- A. Be responsible for all concession activities.
- B. Prepare menu items and submit a budget to Treasurer.
- C. Procure necessary concession items and equipment consistent with approved FYFC budget, in compliance with City, County or State health agency requirements.

- D. Coordinate volunteer assistance in cooperation with Team-Parent Coordinator.
- E. Assure set-up and take down of Concessions Area before and following games.
- F. Assume responsibility for and assure the safe disposition of FYFC owned concessions equipment.
- G. Supervise Directors reporting to the Concessions Manager.
- H. Have other duties as from time to time may be assigned by the Board of Directors or President.
- I. Obtain and file the required Sacramento County Food Handlers Permit and keep valid for the full 2 year commitment of the Concessions Manager.

**Section 10 - Events Coordinator:** It shall be the duty of the Events Coordinator to:

- A. Submit a budget to Treasurer.
- B. Plan and execute annual team and individual photos.
- C. Plan and execute annual fundraising event.
- D. Plan and execute Opening Day in coordination with Concession Manager.
- E. Plan and execute FYFC participation in community events.
- F. Plan and execute Academic Excellence Program.
- G. Plan and execute end of season banquets, in coordination with the Vice Presidents of Football and Cheer.
- H. Supervise Directors reporting to the Events Coordinator (for example the Assistant Event Coordinator).
- I. Meet with the coaches and team parents to identify and plan team fundraisers.
- J. Plan and execute Golf Tournament
- K. Plan and execute Teacher appreciation day
- L. Plan and execute Parent appreciation day
- M. Folsom High Homecoming Parade – help promote and participate
- N. Appoint and supervise Directors reporting to the Events Coordinator (For example Fundraising and Sponsorship.).
- O. Have other duties as from time to time may be assigned by the Board of Directors or President.

**Section 11 - Parent Volunteer Coordinator:** It shall be the duty of the Parent Volunteer Coordinator to work with the VP of Football or VP of Cheer. In the event

there is no Parent Volunteer Coordinator the VP of Football or VP of Cheer will be responsible for the following duties:

- A. Football parent coordinator to meet with team moms to explain volunteer hour commitment. Cheer parent coordinator to present at mandatory cheer parent meeting to explain volunteer hour commitment.
- B. Collect volunteer hours from each parent and report to respective Vice Presidents. Report no later than Monday the week following any volunteer hours counted as a “no-show” so action can be taken by respective VP’s and/or coaches according to handbook/bylaws.
- C. Prepare and manage the schedule of game day volunteer activities, in cooperation with Team Parents and Board of Directors, including but not limited to:
  - a. PAR
  - b. Chain Gang
  - c. Concessions – Set up, Operations, and Breakdown
  - d. Gate/Parking
  - e. Bulldog Store
  - f. Events/Fundraiser
  - g. Spotter
  - h. Field Maintenance
- D. Staff the FAA fireworks booth.
- E. Send out reminders of Volunteer hours weekly (Friday before game)
- F. Team Parent Coordinator shall call/text the Volunteer immediately when they do not show up (including VP’s).
- G. Team Parent Coordinator shall notify VP of Football/Cheer immediately when there is no response (Same day).
- H. Have other duties as from time to time may be assigned by the Board of Directors or President.

**Section 12 – Football Equipment Manager:** It shall be the duty of the Equipment Manager to work with the VP of Football. In the event there is no Football Equipment Manager the VP of Football will be responsible for the following duties:

- A. Inspect all team equipment before, during and after the season. Replace old equipment.

- B. Keep an accurate and up-to-date inventory of equipment, emblems (stickers), and any other such supplies needed. This inventory will be used to order any and all necessary uniforms and equipment for FYFC, consistent with approved budget.
- C. Insure that the proper FYFC emblems are affixed to each uniform.
- D. Distribute to each player the necessary equipment and uniforms.
- E. Coordinate equipment returns with Treasurer for accurate return of equipment deposits.
- F. Provide equipment and supplies as may be needed during practice and on sidelines at games.
- G. Have other duties as from time to time may be assigned by the Board of Directors or President.
- H. Each teams weigh master will be the assistant equipment manager responsible for their teams equipment needs during the season. The weigh masters will work directly with the equipment manager.

**Section 13 - Records Administrators Football and Cheer:** It shall be the duty of the Records Administrators to work with the VP of Football or VP of Cheer. In the event there is no Records Administrators the VP of Football or the VP of Cheer will be responsible for the following duties:

- A. Collect required documents/take individual pictures for player cards.
- B. Prepare certification books to League specifications.
- C. Deliver completed binders to coaches.
- D. Store player cards for non-returners or hand-off player cards to requesting associations for transfers (only with VP approval).
- E. Collect binders post-season and store for spring/summer.
- F. Have other duties as from time to time may be assigned by the Board of Directors or President.
- G. Manage raffle ticket purchase and distribution.

**Section 14 - Field Operations Manager:** It shall be the duty of the Field Operations Manager to work with the VP of Football. In the event there is no Field Operations Manager the VP of Football will be responsible for the following duties:

- A. Oversee the care and maintenance of the field and field equipment.
- B. Supervise set-up and clean up on home game days.
- C. Supervise the Assistant Field Operations Manager.

- D. Have other duties as from time to time may be assigned by the Board of Directors or President.

**Section 15 - Bulldog Store Manager:** It shall be the duty of the Bulldog Store Manager to work with the Concessions Manager. In the event there is no Bulldog Store Manager the Concession Manager will be responsible for the following duties:

- A. Present recommended store items to the Board for approval.
- B. Order merchandise.
- C. Oversee the set up and tear down of the booth at each home game.
- D. Have other duties as from time to time may be assigned by the Board of Directors or President.
- E. Provide budget for approval

**Section 17 - Safety Coordinator:**

- A. Secure EMTs
- B. Maintain current EMT license
- C. Put the health and well-being of all participants first and foremost
- D. The EMT shall act in accordance at all times within current medical guidelines.
- E. Maintain and keep stocked all necessary medical equipment.
- F. An accurate budget will be required to be submitted at the beginning of every season.
- G. Responsible for coordinating all CPR/First Aid classes for coaches and instructors.
- H. Responsible for scheduling coverage for all games, practices and events where an EMT is deemed necessary.
- I. Safety Coordinator is required to appear periodically at every level of cheer and football practice.
- J. Safety Coordinator is to address all concerns and safety issues from any member of the Folsom Jr. Bulldogs program in a timely and professional manner

**Section 18 - Media Relations Coordinator:**

- A. Media Relations Coordinator will work with local paper on weekly results and marketing of events within FYFC.
- B. Facilitate the Facebook and Twitter pages of all FYFC news and upcoming events as well as



- C. Identify local marketing/sponsor possibilities
- D. Maintain and distribute/rotate all registration banners
- E. Distribute all cheer, football and FYFC events flyers to local businesses

**Section 19 – Webmaster:**

- A. Manage website throughout the year

**Section 20 - Sponsorship and Fundraising Coordinator:**

- A. Identify fundraising opportunities
- B. Support FYFC by soliciting donations and sponsorships
- C. Coordinate all other FYFC fund raising activities
- D. Coordinate solicitation of local businesses for sponsorships

**ARTICLE X - COACHES**

**Section 1 - Coaches**

- A. All head coaches shall be nominated annually by the Vice President of Football and the Vice President of Cheer and approved by the Executive Officers.
- B. Head Coaches shall be responsible for ensuring that the actions of their Participants, Coaches, and Instructors conform to FYFC rules and policies for behavior.
- C. All Coaches and Instructors shall conduct themselves in a manner that is above reproach and follow the rules and regulations established by FYFC. Strict adherence to FYFC objectives (Article III) is paramount.
- D. Coaches and Instructors shall wear approved FYFC Coaches Attire at games.
- E. Coaches shall be responsible for the proper maintenance and control of the assigned uniforms and equipment provided by FYFC while at FYFC functions.
- F. Assistant coaches and Instructors shall be approved by Board of Directors.

## **ARTICLE XI - AMENDMENTS**

These By-Laws may be amended, repealed or altered by a majority vote at any organized meeting of the Members or of the Board of Directors provided that notice of proposed changes are included in the meeting notice At least once every two years the terms and conditions of the By-Laws shall be reviewed by the Board of Directors to insure current applicability.