



**ACWORTH FOOTBALL AND
CHEERLEADING ASSOCIATION, INC.**

BYLAWS

Updated By Board Approval 10/24/2023.

PREAMBLE

The Acworth Football and Cheerleading Association, Inc., stands as a devoted nonprofit volunteer organization, committed to enriching the lives of the youth in North Cobb County and its neighboring regions through a comprehensive recreational football and cheerleading program. Our initiative aims to offer a vibrant, educational, and recreational experience in football and cheerleading that contributes positively to the Acworth Community's well-being. Our endeavor is meticulously crafted to equip the youth with essential athletic skills and values, facilitating a smooth and cohesive transition into their middle and high school athletic programs.

OBJECTIVE

Our Association is unwavering in its dedication to fostering a secure and fair environment within the program, perpetually championing the essence of safety. We are steadfast in nurturing and instilling the core principles of exemplary sportsmanship and robust physical fitness, ensuring that these values become a cornerstone of the participants' athletic journey.

NAME OF CORPORATION

The name of this Corporation shall be the Acworth Football and Cheerleading Association, Inc.

ARTICLE I. GENERAL MEMBERSHIP

I. GENERAL MEMBERSHIP

A general membership to the Association shall be given for a period from August 1 of each year through July 31 of the following year. Each membership shall be entitled to one equal vote on all matters brought before the Association during an annual meeting or any called special meetings. A member of the Association shall be defined as follows:

Any individual who pays dues via registration fees for one or more children participating in the Association's activities, along with active coaches and Directors, will be entitled to one single vote as a general member, as stipulated in these bylaws. For eligibility to vote, registration fees must be settled in full; accounts with outstanding balances will not have voting rights.

Elections for the Board of Directors shall be held from a Monday – Saturday during a regular scheduled practice/game time during the season. The exact week will be determined by the board and may happen anytime between October 1st and October 31st. The President shall appoint one of the Vice Presidents to chair a Nominating Committee and shall appoint up to three additional Board Members to solicit nominations from the general membership for all Board of Director Positions. Each Team Parent shall solicit nominations from their respective team and shall forward the name of any interested parties to the Nominating Committee. The member's consent shall be secured before their name is included on the ballot. A member shall be nominated and run for only one (1) position of the Board during said election.

II. MEETINGS

SECTION 1. ANNUAL MEETING(S) Annual meetings will be held both before and after the season. The pre-season meeting will be held no later than the end of the second week of July practice.

The post season meeting shall be held after the last game of the season and prior to February 1st. The time and location of said meeting to be announced by the Association.

SECTION 2. BOARD OF DIRECTOR'S MEETINGS A Board of Directors meeting shall be held monthly from December through June inclusive. Board of Directors meetings from July through November will be held biweekly unless the Board of Directors deems that there is insufficient business to justify a meeting. The time and location to be determined by the **President**.

A. Any member wishing to attend regular Board Meetings shall notify the President of said intentions. The President or Secretary will notify the interested member of the time and location of the meeting. Members, however, will not be allowed to attend any Board Meeting when the Board has voted to hold a special closed meeting.

B. Committee Chairman and Head Coaches are required to attend Board Meetings and will be notified of time and location by the President or Secretary

SECTION 3. RESOLUTIONS All resolutions voted on by the general membership shall require a majority vote of the attending general members.

SECTION 4. PROXIES At all meetings of the general membership, a general member may vote by proxy executed in writing by the member. Such proxy shall be filled with the Secretary of the Association before or at the time of the called meeting.

SECTION 5. VOTING RIGHTS Each member, as prescribed herein, shall be entitled to one vote in accordance with the terms and provisions of these bylaws, in person or by proxy. Should any board member miss two consecutive meetings, they will lose all voting privileges. These voting privileges can only be reinstated after the member attends two consecutive meetings. All elections for Directors shall be by plurality vote. All other questions shall be decided by a majority vote of the attending general members entitled to vote at the annual meeting or any called special meetings.

SECTION 6. ORDER OF BUSINESS All annual meetings and called special meetings of the general membership shall be conducted by the Chairman/President of the Association. All meetings of the general membership shall be conducted and governed by Roberts Rules of Order. The order of business shall be as follows:

1. Call to order of the meeting
2. Roll Call
3. Reading of the minutes of the last regular AW meeting.
4. Reading of the minutes of any Special Meeting and approval of such minutes by a voice vote of the membership
5. Reports of the Officers
6. Reports of the Committees
7. Unfinished Business
8. New Business
9. Elections of Board of Directors (at Annual Meetings)
10. Adjournment

ARTICLE II. BOARD OF DIRECTORS

The Board of Directors shall be composed of eleven (11) members. The following eleven (11) members shall be nominated by all the members present at the October Meeting and voted on by all the present members by October 31st.

SECTION 1. GENERAL POWERS The business and the affairs of the Association shall be managed by the Board of Directors. The Directors shall in all cases act as a board, and they may adopt such rules and regulations for the conduct of their meetings and the management of the Association, as they may deem proper, not inconsistent with these bylaws and the laws of the State of Georgia.

SECTION 2. TENURE AND QUALIFICATIONS Each Director shall hold office for 2 years ending December 31st of the second year or until their successor shall have been elected and qualified. Such Directors shall be nominated and elected for a single designated and prescribed position on the Board. Such positions shall be as follows:

Board of Directors:

Officers:

1. President
2. Vice President of Football
3. Vice President of Cheerleading
4. Secretary
5. Treasurer

Board Members:

Non-Officers:

6. Director of Cheerleading
7. Director of Tackle Football
8. Director of Flag Football
9. Director of Concessions
10. Director of Field Operation
11. Director of Spirit Shop

Ex-Officio Members

The following individuals shall be Ex-officio members of the Board of Directors by virtue of their position but shall not have voting power at monthly Board Meetings yet may bring issues to the floor for vote.

1. Head Coach Representative
2. Manager of Fundraising Committee
4. Manager of Team Parents
5. Manager Pictures and Homecoming Committee

The above Ex-officio members will be selected in May, three (3) months before the season is to start in August, if feasible. The term for these Ex-officio positions will run May 1st, or appointment date, through December 31st.

At the discretion of the membership, any position on the Board of Directors other than the Offices of President, Vice President, Secretary and Treasurer may be filled by CO-Directors, each of whom will have one-half vote on all matters brought before the Board.

The board shall also have the authority by a $\frac{3}{4}$ vote to appoint a lifetime board member. The board should consider that person's long-term contribution to the association when making such an appointment. A lifetime board member shall have the right to vote on all matters as long as they have not missed 4 consecutive board meetings. Once a lifetime member has then attended 3 consecutive board meetings, they shall have full voting rights.

SECTION 3. QUORUM At any meeting of the Board of Directors, fifty-one percent (51%) of the total number of duly elected Directors shall constitute a quorum for the transaction of business of the Association; and that unless otherwise stated in these bylaws, all voting actions of the Board of Directors shall become binding by a simple majority vote so long as there exist a quorum. If an association decision must be made and there is no feasible time to be able to have a meeting that would attract a full voting quorum, the president or designee shall request a vote of the board via electronic mail. For this vote to be binding there must be a 24-hour window for voting. There must be at least a 51% return as well. These votes would be a majority vote with the results being held by the secretary.

SECTION 4. MANNER OF ACTION The Act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Directors.

SECTION 5. NEWLY CREATED DIRECTORSHIPS AND VACANCIES Newly created Directorships resulting from an increase in the number of Directors and vacancies occurring in the Board for any reason may be filled by a majority vote of the Directors then in office, although less than a quorum exists. Such vacancies, at the discretion of the Board of Directors by a majority vote from a quorum, may be left unfilled until the next annual meeting. A director elected to fill a vacancy caused by a resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

SECTION 6. REMOVAL OF A DIRECTOR Any Director of the Association may be removed with stated cause by a vote of two-thirds (2/3) of the total number of duly elected Directors of the Association, less that vote of the Director in question for removal.

SECTION 7. RESIGNATION OF A DIRECTOR. A Director may resign at any time by giving written notice to the Board, the Chairman/President, or Secretary of the Association. Unless otherwise specified in the notice, the resignation takes effect upon the receipt thereof by the Board or such Officer, and the acceptance of the resignation shall not be necessary to make it effective.

SECTION 8. REMOVAL OF DIRECTORS FOR ATTENDANCE Any Director failing to attend three (3) consecutive called meetings will be cause for removal. The Secretary shall advise the President when this occurs, who in turn will call for a vote of removal of officer unless valid reasons exist for the absences. The Board of Directors shall be the sole judge as to whether valid reasons exist for the absences.

SECTION 9. FOOTBALL LEAGUE The rules, regulations and bylaws of the Football League shall become part of the bylaws of this Association so long as the bylaws of said Football Conference do not conflict with the bylaws of this Association. In the event such conflict occurs, then the bylaws of the Acworth Football and Cheerleading Association, Inc., shall take complete precedence over the bylaws of the Football League.

SECTION 10. COACHING STAFF The Board of Directors of the Association shall each year before the "Football Season" begins establishing a complete coaching staff for all categories required to operate the Acworth Football and Cheerleading Teams. Nominations for all categories shall be accepted from the general public. All categories such as, but not limited to, head coaches, assistant coaches, field managers, equipment keepers, chain crews, medical assistants, clock operators, field announcers, concession operators, gate keepers, team mothers and team fathers shall fall under the control and supervision of the Board. The Board shall have the right to order the removal of any person from any position as outlined herein with or without stated cause when the Board deems such removal to be in the best interest of the Association. Such removal shall be considered final.

ARTICLE III. OFFICERS

SECTION 1. POSITION The officers of the Association shall be the President, the Two Vice Presidents, the Secretary and the Treasurer. Such other officers as may be deemed necessary by the Board of Directors may be elected or appointed by the Directors.

SECTION 2. ELECTION AND TERM OF OFFICE The Officers of the Association shall be elected by the general membership. Each board member can hold and occupy only one position on the Board of Directors. They shall serve with the title of Director or Officer, as detailed in the bylaws under Article II Board of Directors, paragraph #2 “Number, Tenure and Qualifications”.

SECTION 3. REMOVAL OF AN OFFICER Removal of an officer shall be in accordance with Article II Board of Directors, paragraph #6 “removal of a Director” whereas by paragraph #2 of this Article III, and Officer shall serve a under a single title, being that of a Director or an Officer at the same time.

SECTION 4. VACANCIES Vacancies of an Office for any reason shall be filled as per the terms of Article II Board of Directors, paragraph #5 “Newly Created Directorships and Vacancies”, whereas by paragraph #2 of this Article III, an Officer shall serve a joint title, being that of a Director and an Officer at the same time.

BOARD OF DIRECTORS

SECTION 5. PRESIDENT

Reports to: Board of Directors

The President of Football and Cheerleading serves as the primary leader and spokesperson for the Youth League's football and cheerleading programs. They are responsible for overseeing the general operations of both programs, ensuring the growth and success of the sports while fostering an environment of safety, inclusivity, and positive learning for all participants.

Duties include but are not limited to:

1. The President and Chairman of the Board shall be one and the same period.
2. Provide direction and oversight for all football and cheerleading activities, coaches, and volunteers.
3. Serves ex-officio on all committees except the nominating committee.
4. Collaborate with the Board of Directors to set and implement a strategic vision for the football and cheerleading programs.
5. Uphold and promote the league's mission, values, and code of conduct.
6. Delegates authority to VP of Football and the VP of Cheerleading to act in their behalf in their absence. May delegate authority to any board member to act in their behalf in the event the Vice Presidents are absent.
7. Appoints Chairman of the various committees.
8. Calls all meetings of the Board and general membership in accordance with the bylaws as well as other meetings as may be deemed necessary.
9. Serves as Chairman for Board and general membership meetings.
10. Regularly report to the Board of Directors on the progress, challenges, and successes of the football and cheerleading programs.
11. Participate actively in board meetings and collaborate with other board members to ensure the overall success of the Youth League.
12. Consults with Officers and Committee Chairman prior to each membership meeting to see that all details of the meeting are ready as planned.
13. Collaborate with the Treasurer and Finance Committee to develop and manage the budget for football and cheerleading programs.

14. Decides all parliamentary questions.
15. May cast a vote to break a tie.
16. Shall not override duties of other Officers, Directors and Chairmen unless lack of action would place the Association in jeopardy.
17. Foster positive relationships with local schools, organizations, and other sports leagues to promote the youth league and its activities.
18. Shall be responsible for assuring proper representation of the Association as required by the Constitution and bylaws of the Football and Cheerleading Conferences, reporting all information to the Board.
19. Lead the planning and execution of key events such as tournaments, showcases, award ceremonies, and community outreach programs.
20. Ensure that all events are executed smoothly, safely, and in alignment with the league's values.
21. Attend relevant conferences, workshops, and seminars, and share insights with the league.

SECTION 6. VICE PRESIDENTS (VP)

VICE PRESIDENT (VP) OF FOOTBALL OPERATIONS

Reports to: President of the Board

The VP of Football is a critical member of the board who provides executive support to the President in ensuring that the club's football operations are executed seamlessly. In the President's absence, the VP of Football assumes all the presidential responsibilities. Beyond assisting with football operations, they are tasked with a range of duties that ensure transparency, financial responsibility, and the safety and acknowledgment of all involved. The VP of Football oversees all football programs, teams, and events, fostering a culture of excellence, inclusivity, and spirit. The VP of Football plays a crucial role in liaising with various stakeholders, such as coaches, players, parents, and community partners, to foster a positive and inclusive environment.

Duties include but are not limited to:

1. Serve as the main spokesperson for the football division.
2. In the event the President is unavailable, the VP of Football shall take over all football presidential functions and responsibilities.
3. The VP is tasked with investigating any suspected discrepancies that are reported before, during, or after a competitive event. This also includes discrepancies they identify independently.
4. Assist the Director of Football in obtaining written bids for equipment and uniforms.
5. Serve as the Co-Chairman of the Nominating Committee.
6. Coordinate with the Secretary and Treasurer Annual Registration, including dates, sites, online capability, form creation, updating of Parents Handbook.
7. Attend all Football Conference Meetings alongside the President.
8. Obtain bids for participation awards for players and cheerleaders. Present these to the Board of Directors by November 1. Ensure proper record-keeping for each team roster for post-season recognition and liaise with vendors accordingly.
9. Assist the Director of Football in securing background checks for all volunteers.
10. Collaborate with Board Members to provide necessary resources to perform their described duties.
11. Address and resolve any issues or disputes that arise within the cheerleading division, ensuring a harmonious environment for all participants.
12. Collaborate with the board to formulate and execute strategic plans that foster the growth and improvement of the football division.
13. Partner with the treasurer and finance committee to devise and oversee the football activities' budget.

14. Facilitate open and coherent communication between coaches, athletes, parents, and the board.
15. Stay abreast of the latest trends, methods, and best practices in football.
16. Oversee and manage football practices, performances, and competitions, ensuring that they are conducted professionally and safely.

VICE PRESIDENT (VP) OF CHEERLEADING OPERATIONS

Reports to: President of the Board

The VP of Cheerleading is a critical member of the board who provides executive support to the President in ensuring that the club's cheerleading operations are executed seamlessly. In the President's absence, the VP of Cheerleading assumes all the presidential responsibilities. Beyond assisting with cheerleading operations, they are tasked with a range of duties that ensure transparency, financial responsibility, and the safety and acknowledgment of all involved. The VP of Cheerleading oversees all cheerleading programs, teams, and events, fostering a culture of excellence, inclusivity, and spirit. The VP of Cheerleading plays a crucial role in liaising with various stakeholders, such as coaches, players, parents, and community partners, to foster a positive and inclusive environment.

Duties include but are not limited to:

1. Serve as the main spokesperson for the cheerleading division.
2. In the event the President is unavailable, the VP of Cheerleading shall take over all cheerleading presidential functions and responsibilities.
3. The VP is tasked with investigating any suspected discrepancies that are reported before, during, or after a competitive event. This also includes discrepancies they identify independently.
4. Work with the board to develop and implement strategic plans for the growth and improvement of the cheerleading division.
5. Assist the Director Cheerleading in securing written bids for equipment and uniforms.
6. Serve as the Co-Chairman of the Nominating Committee.
7. Coordinate with the Secretary and Treasurer Annual Registration, including dates, sites, online capability, form creation, updating of Parents Handbook.
8. Assist the Director of Cheerleading to secure background checks for all volunteers working with the children participating in the program.
9. Address and resolve any issues or disputes that arise within the cheerleading division, ensuring a harmonious environment for all participants.
10. Attend all Cheerleading Conference Meetings alongside the President.
11. Oversee and manage cheerleading practices, performances, and competitions, ensuring that they are conducted professionally and safely.
12. Work closely with the head coach to ensure that the cheerleading programs are comprehensive, inclusive, and competitive.
13. Collaborate with the treasurer and finance committee to develop and manage the budget for cheerleading activities.
14. Coordinate and oversee cheerleading events, competitions, and showcases, ensuring they run smoothly and uphold the organization's standards.
15. Stay updated with the latest trends, techniques, and best practices in cheerleading.
16. Shall interface with and assist all Board Members in securing the resources necessary to perform their duties as described in these by-laws.

SECTION 7. SECRETARY

Reports to: President of the Board

The Secretary of Acworth Warriors Football & Cheerleading serves as an essential administrative officer of the organization, primarily responsible for maintaining accurate and comprehensive records of the board's

decisions, actions, and meetings. The Secretary ensures that members are notified of meetings, and that necessary resources or documentation are available for effective decision-making. Their duties are crucial in facilitating proper communication and operation within the organization and among its members.

Duties include but are not limited to:

1. Accurately document all business actions during each meeting, detailing the motion's description, the person proposing it, any seconds, and the motion's outcome, while omitting personal opinions and extensive discussions.
2. Upon request by the President or appointed member, reviews minutes from prior meetings.
3. Supplies pertinent documents for meetings, including bylaws, minutes, current committee lists, and any other necessary papers or correspondence that would be pertinent to the conduct of business of the meeting.
4. Keeps a detailed record of board and general membership meetings in a dedicated journal or bound book reserved for meeting minutes.
5. If a motion is extensive, the Secretary can ask for it to be written down by the proposer.
6. Safeguards all organization records, barring those designated to others as per the association's bylaws.
7. Maintain an up-to-date directory of board and committee members and key league contacts.
8. Provide administrative support for league events and other activities.
9. Stay updated on the Secretary role's legal obligations, ensuring organizational compliance.
10. Ensures timely handover of all records to their successor.
11. Perform other administrative duties as directed by the President or board.

SECTION 8. TREASURER

Reports to: President of the Board

The Treasurer of the Youth Football and Cheerleading Organization holds a pivotal role in safeguarding the financial well-being of the organization. This position requires a trustworthy individual with a keen understanding of financial management, transparency, and the dedication to ensure that the organization remains financially viable and complies with all fiscal regulations.

Duties include but are not limited to:

1. Oversee the organization's financial activities, ensuring funds are used efficiently and effectively for the advancement of the organization's objectives.
2. Prepare an annual budget in collaboration with other board members and organizational leaders. Regularly monitor and compare the actual revenues and expenses incurred against the budget.
3. Present financial reports at board meetings, including balance sheets, income statements, and cash flow statements. This may be written or oral as directed by the President and/or the Board of Directors
4. Manage the organization's bank accounts; ensure that appropriate financial systems and controls are in place.
5. Ensure the organization meets its tax obligations and other regulatory requirements. Ensure that all financial reports are completed and filed in a timely manner.
6. Serve as the financial liaison to other committees or sub-groups, advising on matters of financial consequence.
7. Assist in fundraising efforts and grant applications, ensuring funds are used as promised and appropriately reported on.
8. Arrange for any required audits. Work with the auditors to ensure procedures are followed and recommendations are implemented.
9. Review and recommend financial policies to the board. Ensure policies are adhered to and review them periodically for improvements.

10. Oversee the management of organizational cash flow and cash balance, ensuring sufficient funds are available for the organization's needs.
11. If applicable, oversee any loans or other financial instruments the organization might have. Ensure timely payment and proper recording.
12. Evaluate the organization's financial risks and work with other board members to mitigate them.
13. Ensure financial transparency to stakeholders, including parents, athletes, and donors.
14. Prepare a financial statement in writing for both annual meetings and present the same; said statements shall be provided to the Secretary and become a permanent record of the Association.
15. Receive and disburse all checks and monies of the Association as prescribed in the bylaws or as authorized by the action of the Board of Directors.

BOARD MEMBERS NON-OFFICERS

SECTION 9. DIRECTORS

Director of Cheerleading (DC) **Reports to:** VP of Cheerleading

The Director of Cheerleading (DC) is tasked with the effective and smooth management of the cheer teams, ensuring that the ethos of fair play, sportsmanship, and respect are always upheld. This role involves a range of responsibilities from dispute resolution and managing coaches to overseeing equipment. The Director of Cheerleading (DC) serves as the main point of contact for issues concerning the cheerleading domain and will liaise regularly with the Vice President of Cheerleading to ensure alignment with broader organizational objectives.

Duties include but are not limited to:

1. Oversee and manage the day-to-day activities and operations of the cheerleading teams, ensuring that each team has the necessary resources and support to operate effectively.
2. Provide all Coaching Applications to Board of Directors for approval.
3. Conduct regular meetings with coaches to discuss planning, strategy, and issue resolution.
4. Act as a primary point of contact for resolving conflicts among participants, parents, and coaches, employing de-escalation techniques and promoting a positive atmosphere.
5. Mediate disputes and grievances, ensuring that each party feels heard and valued, and facilitate amicable solutions.
6. Manage and oversee the inventory of cheerleading equipment and uniforms, ensuring that items are properly maintained, stored, and allocated to teams and individuals.
7. Coordinate with VP of Cheer for the purchase, repair, or replacement of equipment and uniforms as needed.
8. Regularly consult with and report to the Vice President of Cheerleading on the status, progress, and any significant issues or decisions relating to the cheerleading teams.
9. Collaborate closely with the Vice President in strategic planning and decision-making processes.
10. Plan, organize, and coordinate cheerleading events, competitions, and exhibitions, ensuring that they run smoothly and meet organizational standards.
11. Collaborate with other departments and external organizations to facilitate the successful execution of events.
12. Ensure that all activities and operations comply with relevant policies, regulations, and legal requirements.
13. Act as a representative of the organization in interactions with parents, the community, and external organizations, promoting a positive image of the organization and its cheerleading teams.
14. Foster relationships with local schools, communities, and other organizations to promote the cheerleading program and facilitate partnerships.

15. Stay up to date with best practices, trends, and developments in the field of cheerleading, and apply relevant insights to improve the program.

DIRECTOR OF TACKLE FOOTBALL (DTF)

Reports to: Vice President of Football

The Director of Tackle Football (DTF) is tasked with the effective and smooth management of the tackle football teams, ensuring that the ethos of fair play, sportsmanship, and respect are always upheld. This role involves a range of responsibilities from dispute resolution and managing coaches to overseeing equipment. The DTF serves as the main point of contact for issues concerning the tackle football domain and will liaise regularly with the Vice President of Football to ensure alignment with broader organizational objectives.

Duties include but are not limited to:

1. Oversee and manage the day-to-day activities and operations of the tackle football teams, ensuring that each team has the necessary resources and support to operate effectively.
2. Provide all Coaching Applications to Board of Directors for approval.
3. Conduct regular meetings with coaches to discuss planning, strategy, and issue resolution.
4. Act as a primary point of contact for resolving conflicts among participants, parents, and coaches, employing de-escalation techniques and promoting a positive atmosphere.
5. Mediate disputes and grievances, ensuring that each party feels heard and valued, and facilitate amicable solutions.
6. Regularly consult with and report to the Vice President of Football on the status, progress, and any significant issues or decisions relating to the football teams.
7. Collaborate closely with the Vice President in strategic planning and decision-making processes.
8. Collaborate with other departments and external organizations to facilitate the successful execution of events.
9. Ensure that all activities and operations comply with relevant policies, regulations, and legal requirements.
10. Act as a representative of the organization in interactions with parents, the community, and external organizations, promoting a positive image of the organization and its football teams.
11. Foster relationships with local schools, communities, and other organizations to promote the football program and facilitate partnerships.
12. Stay up to date with best practices, trends, and developments in the field of tackle football, and apply relevant insights to improve the program.

DIRECTOR OF FLAG FOOTBALL (DFF)

Reports to Vice President of Football

The Director of Flag Football (DFF) is tasked with the effective and smooth management of the flag football teams, ensuring that the ethos of fair play, sportsmanship, and respect are always upheld. This role involves a range of responsibilities from dispute resolution and managing coaches to overseeing equipment. The DFF serves as the main point of contact for issues concerning the flag football domain and will liaise regularly with the Vice President of Football to ensure alignment with broader organizational objectives.

Duties include but are not limited to:

1. Oversee and manage the day-to-day activities and operations of the flag football teams, ensuring that each team has the necessary resources and support to operate effectively.
2. Provide all Coaching Applications to Board of Directors for approval.
3. Conduct regular meetings with coaches to discuss planning, strategy, and issue resolution.
4. Act as a primary point of contact for resolving conflicts among participants, parents, and coaches, employing de-escalation techniques and promoting a positive atmosphere.

5. Mediate disputes and grievances, ensuring that each party feels heard and valued, and facilitate amicable solutions.
6. Regularly consult with and report to the Vice President of Football on the status, progress, and any significant issues or decisions relating to the football teams.
7. Collaborate closely with the Vice President in strategic planning and decision-making processes.
8. Collaborate with other departments and external organizations to facilitate the successful execution of events.
9. Ensure that all activities and operations comply with relevant policies, regulations, and legal requirements.
10. Act as a representative of the organization in interactions with parents, the community, and external organizations, promoting a positive image of the organization and its football teams.
11. Foster relationships with local schools, communities, and other organizations to promote the football program and facilitate partnerships.
12. Stay up to date with best practices, trends, and developments in the field of flag football, and apply relevant insights to improve the program.

DIRECTOR OF CONCESSION

Reporting to: Board of Directors

The Director of Concessions is primarily responsible for the successful operation and management of the concession stand during game days and practice nights. This role includes liaising with vendors, managing inventory, financial reconciliations, and collaborating with other board members and team parents.

Duties include but are not limited to:

1. Operate the concession stand during all game days and practice nights, ensuring smooth and efficient sales of food and beverages.
2. Research and identify potential vendors for the supply of food, candy, and soft drinks.
3. Ensure that all wholesale memberships and vendor accounts are registered under the park's official name and email. All transactions related to the concession stand must exclusively be made through these accounts.
4. Obtain approval from the Board of Directors for selected vendors before the beginning of the pre-season practice.
5. Interface with Team Parent Director to identify the number of required workers.
6. Maintain a sign-in book to track the hours worked by each parent volunteer.
7. Ensure the concession stand is well-stocked with food, candy, and soft drinks for sale on game days and practice nights.
8. Balance daily cash and receipts in accordance with the bylaws, in collaboration with an Officer of the Association.
9. All concession workers receiving payment shall be mandated to complete a 1099 form.
10. The Treasurer shall compensate concession stand workers post-shift, following a verification of hours worked.
11. Maintain comprehensive records of each day's sales and receipts.
12. Submit the day's receipts to the Treasurer for review and safekeeping.
13. Provide all cash and receipts from the concession stand sales to the Treasurer for deposit after each game day and at the end of each practice.
14. Ensure transparency and accountability in financial dealings.
15. Adhere to all association bylaws and guidelines.
16. Work closely with other board members to ensure the overall success of the association.
17. Participate in board meetings, providing updates on the status and performance of the concession stand.

DIRECTOR OF FIELD OPERATIONS AND EQUIPMENT

Reports to: Board of Directors

The Director of Field Operations and Equipment is an integral part of the board, tasked with overseeing, maintaining, and ensuring the quality of game and practice fields and all equipment. The role requires effective collaboration with vendors, city officials, and internal teams to ensure that the fields meet league and board standards, and that all equipment is in top shape. The director's duties ensure that the grounds are not only safe but also aesthetically pleasing, providing an optimal environment for both players and spectators.

Duties include but are not limited to:

1. Oversee the regular upkeep of game fields and practice fields, ensuring they are in optimal condition for play.
2. Address any issues or concerns related to the grass, field markings, goal posts, or other related aspects.
3. Solicit, evaluate, and select bids from vendors for materials and services essential to the maintenance and improvement of the fields.
4. Ensure that the quality of materials and services sourced from vendors meets the set standards and is cost-effective.
5. Serve as the primary contact with the City of Acworth Parks & Recreation Department.
6. Coordinate with the city on lawn mowing schedules, procure necessary paint for fields, address lighting issues, and other responsibilities that fall under the city's purview.
7. Lead the initiative at the start of each season to paint and set up fields in compliance with league rules.
8. Ensure that fields are equipped with the necessary tools and equipment, from goal nets to corner flags, making sure they meet certification standards.
9. Oversee the weekly check and maintenance of all field equipment, ensuring they are safe for use.
10. Spearhead any construction projects approved by the board, whether it's to repair existing facilities or build new ones.
11. Collaborate with architects, contractors, and other professionals as needed to ensure the successful completion of construction projects.
12. Oversee the procurement, distribution, maintenance, and storage of all football-specific equipment, including helmets, shoulder pads, cleats, jerseys, and any other necessary gear.
13. Coordinate with coaches and team managers to ensure players have the appropriate gear fitted and ready for practices and games.
14. Establish protocols for regular equipment checks, ensuring player safety, and meeting league regulations.
15. Manage the annual inventory and assessment of football equipment, determining when replacements or upgrades are necessary.

Spirit/Merchandise Manager

Reports to: Treasurer

The Spirit Shop Manager is responsible for the operational management and oversight of the Spirit Shop, ensuring it runs efficiently and effectively during all registration days, game days, and practice nights. This role involves a variety of responsibilities including managing merchandise, pricing, inventory, vendor relationships, and coordinating with Team Parents. The Spirit Shop Manager plays a crucial role in promoting team spirit and enhancing the supporter's experience through the sale of relevant, high-quality merchandise.

Duties include but are not limited to:

1. Operate the Spirit Shop during all registration days, game days, and practice nights, ensuring smooth and efficient shop operations.
2. Identify and propose pricing for all Spirit merchandise, subject to Board approval, to ensure competitiveness and profitability.
3. Identify, liaise with, and manage vendors who supply merchandise for sale in the Spirit Shop. Ensure that purchases over \$500 comply with the guidelines as per the organizational bylaws.
4. Work closely with Team Parents in the designing and provisioning of Team Spirit shirts as per team requests.
5. Ensure independently procured Team Spirit shirts do not conflict with the designed merchandise sold in the Spirit Shop.
6. Maintain adequate inventories of merchandise to meet the needs of Acworth Football and Cheerleading supporters.
7. Conduct regular inventories, at least monthly, and an annual end-of-the-year inventory. Report inventory results to the Treasurer.
8. Ensure daily balancing of receipts as per the organizational bylaws, coordinating with an Officer of the Association.
9. Maintain detailed and accurate records of daily receipts for submission to the Treasurer and ensure the timely deposit of receipts with the Treasurer.
10. Perform any other related duties or tasks as assigned by the Board to ensure the successful operation of the Spirit Shop and in support of the organization's mission and objectives.

EX- OFFICIO MEMBERS

SECTION 9. MANAGERS

Head Coach Representative (Football & Cheerleading Headcoaches)

Reports to: Directors of Football or Cheerleading

The Youth Football and Cheerleading Head Coach Representative Board Member is a pivotal leadership position within the organization, responsible for acting as the voice and advocate for all head coaches in both football and cheerleading divisions. This representative ensures that the unique needs, challenges, and perspectives of the coaches are communicated and considered during board deliberations and decisions.

Duties include but are not limited to:

1. Regularly liaise with assistant coaches to gather feedback, understand evolving needs, and keep them informed of board decisions and organizational changes.
2. Work closely with other board members to align coaching strategies with the broader mission and objectives of the organization.
3. Conflict Resolution: Serve as an intermediary in disputes or disagreements between players, parents, assistant coaches, team parent(s) and between coaches and the board, aiming for amicable resolutions that benefit the larger community.
4. Ensure that all coaching activities and decisions comply with the organization's guidelines, by-laws, and any relevant external regulations or standards.

Team Parent Manager

Reports to: Directors of Football and Cheerleading

The Manager of Team Parents plays a pivotal role in coordinating, organizing, and managing all Team Parents within the organization. Acting as a bridge between the Team Parents and the Board of Directors, this role ensures effective communication, collaboration, and implementation of organizational activities

and initiatives. The Manager fosters a positive and inclusive environment, creating a platform for Team Parents to voice concerns, share ideas, and support the broader goals of the organization.

Duties include but are not limited to:

1. Convene with the Team Parents weekly from the first of August until the season's conclusion, as stipulated in the organizational bylaws. This involves setting agendas, discussing matters of importance, and ensuring alignment with the organization's objectives.
2. Collaborate closely with the Directors of Concession and Fundraising to ensure that all vital information reaches the Team Parents in a timely and accurate manner.
3. Attend and participate in meetings led by Team Parents to ensure the consistent and accurate dissemination of information to all respective teams.
4. Address and mediate any issues or conflicts that arise within the Team Parents group. Ensure a harmonious working relationship among all members.
5. Regularly report to the Board of Directors on the activities, concerns, and successes of the Team Parents.
6. Collect feedback from Team Parents and communicate this to the Board, ensuring their perspectives are considered in decision-making processes.
7. Ensure that all activities and actions of the Team Parents are in accordance with the organizational bylaws, policies, and procedures.

Fundraising Committee Manager

Reports to: Treasurer

The Youth Football and Cheerleading Fundraising Committee Manager will be responsible for coordinating and executing comprehensive fundraising strategies, collaborating with vendors, and working closely with the association's board and teams. This role is instrumental in ensuring the success and financial stability of the Acworth Football and Cheerleading Association.

Duties include but are not limited to:

1. Identify and evaluate potential vendors to facilitate fundraising programs.
2. Provide information or bring the chosen vendors to Board Meetings for service presentations.
3. Notify the chosen vendor of their selection and oversee the initiation of their services.
4. Strategize with the vendor to ensure optimal profit generation from fundraising activities.
5. Monitor vendor services to ensure delivery commitments and other obligations are met timely and effectively.
6. Collaborate with the Manager of Team Parents to ensure rapid dissemination of all fundraising details to all teams.
7. In partnership with the Vice President & Team Parent Director, strategize on potential association sponsorships.
8. As a committee, decide on the type of recognition sponsors will receive and propose recommendations to the board.
9. Develop and execute an annual advertising plan with the board's approval.
10. Promote registration via newspapers and local schools well ahead of the first registration date and continue until the final registration.
11. Design a registration information postcard, source at least three bids for printing, and manage its distribution.
12. Conceptualize and obtain bids for signage that promotes registration details.
13. Collaborate with the Vice President to manage the Acworth Warriors website, ensuring up-to-date and accurate information pertaining to:
 - a. Registration details
 - b. First practice dates

- c. Game results
 - d. End-of-season events
 - e. Association updates and news of interest.
14. Compile a detailed financial statement reviewing the fundraising program(s).
 15. Submit regular reports to the Secretary for discussion during the Board of Directors meetings and for sharing with the general membership.

Homecoming/Picture Committee Manager

Reports to: Board of Directors

The Picture/Homecoming Committee Manager is responsible for orchestrating a seamless and profitable picture day and homecoming event for our Youth Football and Cheerleading Association. The manager will liaise between the Association and various vendors, ensuring that each event is well-coordinated, profitable, and memorable for our youth participants and their families.

Duties include but are not limited to:

1. Scout and shortlist prospective vendors for Association pictures.
2. Ensure the potential vendor can provide team, individual, and homecoming pictures.
3. Facilitate vendor presentations during Board Meetings.
4. Advise the chosen vendor of their selection and initiate commencement of service.
5. Strategize with the vendor to ensure a lucrative fundraising model and a smooth picture day.
6. Coordinate with the Director of Team Parents for swift distribution of picture information to teams.
7. Monitor vendor deliverables, ensuring they meet all commitments.
8. Compile and present a financial statement with the Treasurer, reviewing the outcomes of the fundraising program(s) and picture day(s).
9. Submit the said report to the Secretary for evaluation during the Board of Directors meeting and dissemination to the general membership.
10. Draft a detailed plan of homecoming festivities for the Board's consideration, including cost estimates and potential vendors for proposed services and materials.
11. Communicate approved homecoming plans to Team Parents.
12. Engage with the Director of Concessions, guaranteeing the Concession Stand is suitably stocked and manned during homecoming activities. Note: Staffing the Concession Stand during homecoming falls under the purview of the Homecoming Director and the Director of Team Parents.
13. Drive publicity efforts for homecoming events through flyers, posters, and other promotional materials.
14. Prepare an exhaustive report on all homecoming activities, encompassing a financial statement detailing expenditures and income. This report should also contain suggestions for the enhancement of forthcoming homecomings.

ARTICLE IV. REQUIREMENTS AND DUTIES OF COACHES

SECTION 1. The teaching of the competitive game in such a manner that the individual player will obtain a thorough knowledge of the correct method of participation whether or not the skill to compete is in fact obtained.

SECTION 2. The teaching of the basic fundamentals and appropriate safety, including physical conditioning of the players, shall be foremost prior to the teaching of strategy.

SECTION 3. A team's coaching staff shall work through the Directors in all matters that would be generally considered administrative. This is to relieve the coaches of the functions so they may concentrate on the job of coaching.

SECTION 4. The coaching staff shall channel all their requests for game and/or practice equipment through the Directors of Football or Cheerleading. The head coaches will be members of the Equipment Committee but cannot issue equipment without the express permission of the Directors of Football and Cheerleading.

SECTION 7. The coaching staff of a team should forward complaints in accordance with the Grievance Article of these bylaws.

SECTION 8. The coaching staff shall be responsible for the final selection of their team and player position. They are responsible for the players from the time they report to an event until they are dismissed or removed by the parent. No player will be left unattended.

SECTION 9. The head coach of each team is singularly responsible for the selection of his assistant coach(es), provided such coach(es) successfully pass a background check by an appropriate and viable criminal background research agency and are not under disciplinary action by the Football Conference, another youth football Association or the Acworth Youth Football and Cheerleading Association. The head coach is responsible for the conduct of his assistant coach(es). Under no circumstances should any coach use profane or vulgar language in addressing their players. Grabbing player face masks or other forms of excessive physical force in dealing with players will not be tolerated.

SECTION 10. The head coach shall conduct a meeting the first week of pre-season practice with all parents to advise them of team rules, coaching objectives and plans for the season. The President, a Vice Presidents or the Directors of Football and Cheerleading shall be in attendance at the initial meeting.

SECTION 11. The head coach shall compile all necessary registration documents, prepare them in accordance with Football and/or Cheerleading Conference requirements and certify their teams for competition. Adding additional players after initial certification is the responsibility of the head coach.

ARTICLE V. GRIEVANCES

SECTION 1. PLAYER PARTICIPATION

In the event that a parent feels that his or her child is not being treated fairly, the first step shall be to attempt to address the matter with the head coach of the particular team. Should that avenue prove unsuccessful, the parent should contact the the Directors of Football if a football concern or the Director of Cheerleading if a cheerleading concern to further investigate the matter and may coordinate a conference with the parent and the coach or coaches attending. The Director(s) of Football and Cheerleading shall act as arbitrator as required.

Direct confrontation by any parent with the coaches during practice sessions and/or competitive events shall NOT be accepted under any circumstances and such conduct may be grounds for removal from the Association.

In the event that a parent is not satisfied by the discussion of an issue with the Director(s) of Football and Cheerleading and coaches, the next step shall be to meet with the President. The Directors of Football and Cheerleading shall schedule a meeting with all parties.

In the event that a parent is not satisfied by the discussion of an issue with the President and Director(s) of Football or Cheerleading and the Head Coach, the next step shall be to file a formal complaint, in writing, with the Board of Directors. The President shall be the receiver of such charges and shall call a Board meeting, the Board to act as a Grievance Committee, or appoint a Grievance Committee and chair such meeting. The meeting shall be called promptly following receipt of such formal complaint. In the event the President is party to the grievance, the Vice President shall act in the same manner as the President.

ARTICLE VI. TEAM PARENT(S)

SECTION 1. TEAM PARENT

Each Head Coach shall select a Team Parent. If the Head Coach so chooses the coach may select a Team Parent Committee of up to three (3) parents.

SECTION 2. TEAM MEETINGS

Team Parents and Head Coaches shall conduct weekly meetings with the other parents of their team to advise them of the activities of the Association.

SECTION 3. TEAM EXPENSES

Once a team is selected the head coach and team parent shall meet and develop an expense/ fundraising plan for the team for the year. Expenses for the year to be considered are things like names on jerseys, socks, snacks/drinks for half time & end of game. The cost of these items shall be divided up equally among all the kids on the team, these are not expenses included in registration. Each parent must pay their share to the team parent no later than the first regular season game of the year. If a parent does not pay their pro rata share then it shall be deemed that the parent consents and approves that their child is on discipline for a every game/tournament, and they are deemed to understand their child may not play until the pro rata share is paid.

SECTION 4. POST SEASON BANQUET

The Team Parent shall interface with the Head Coach to coordinate the post season banquet.

ARTICLE VII. PARENT/GUARDIAN RESPONSIBILITY

It is expressly understood by all parents/guardians that they understand that Acworth Football and Cheerleading is an all-volunteer organization and that everyone who signs up their child to play is signing a binding contract committing the parent/guardian to work a set number of hours in the concession stand or spirit shop or doing some other work approved by an authorized AFCA representative.

Parents/Guardians understand and agree that they are fully responsible for all registration fees, deposits and working commitments. Parents/Guardians understand and agree that if they fail to make a payment, have a check returned for insufficient funds or stop order, or fail to work their required commitments that their child may be placed on discipline and not allowed to participate in AFCA activities including games/cheer tournaments.

A parent or guardian must be present at all practices, games, and AFCA sponsored events. Failure to do so could result in a 1-week suspension of the player.

ARTICLE VII. FOOTBALL PLAYER / CHEERLEADER ELIGIBILITY

SECTION 1. PLAYER ELIGIBILITY

Any child meeting the age, weight and control date as outlined by the bylaws of the Football League and a team is fielded by the Association is eligible to participate on one of the Association Teams.

SECTION 2. FOOTBALL PLAYER ELIGIBILITY

The child and his parents must accomplish the following requirements prior to participation on one of the Association Teams:

- A. Completion of the membership information forms and return same, signed, to the appointed registrar.
- B. B. Payment of all fees is mandatory prior to issuance of practice and game equipment.
- C. A certified original of the child's birth certificate.
- D. Game uniforms and equipment shall not be issued until all items of the registration are completed.

Completion of the membership information forms and return same, signed, to the appointed registrar
Payment of all fees is mandatory prior to issuance of practice and game equipment
A certified original of the child's birth certificate
Game uniforms and equipment shall not be issued until all items of the registration are completed.

SECTION 3. CHEERLEADER ELIGIBILITY

The Board of Directors shall assume the job of determining the selection and number of cheerleaders for each team, sponsor material and colors, the procurement of the same, the rules of conduct during practice and during competitive events, the scheduling of practice sessions and activities of the cheerleaders during competitive events. All grievances shall be handled in accordance with Article V of these bylaws. All cheerleading head Coaches shall be at least twenty-one (21) years of age.

Any child meeting the following requirements is eligible to compete as a cheerleader:

- A. A child who meets age requirements may participate as a cheerleader.
- B. Completion of the membership information forms and return same, signed, to the appointed registrar.
- C. Cheerleader eligibility is not restricted to relatives of player participants.
- D. Any cheerleader wishing to cheer on a team not assigned to must submit a written statement to the Board of Directors for approval or rejection.

A child who meets age requirements may participate as a cheerleader
Completion of the membership information forms and return same, signed, to the appointed registrar
Cheerleader eligibility is not restricted to relatives of player participants
Any cheerleader wishing to cheer on a team not assigned to must submit a written statement to the Board of Directors for approval or rejection.

ARTICLE VIII. BOARD & HEAD COACH REGISTRATION

SECTION 1. REGISTRATION FEE

In recognition of the extra time that Board Members & Head Coaches put in to make Acworth Football and Cheerleading successful all Board Members & Head Coaches shall receive a break on their registration

fees. Board Members & Head Coaches shall receive one gratis registration prior to the season. If a Board Member or Head Coach does not complete what is considered a complete obligation to the position, they will not be allowed to register another child until that original registration fee is paid in full.

SECTION 2. APPEAL

If a board member does not agree with the president's decision on their refund, then they can appeal that decision to the entire board. The board shall decide by majority vote if a refund is warranted. The appellant and president shall not vote on the matter.

ARTICLE IX. CONDUCT

SECTION 1. PARENT CONDUCT

Parents of participants shall conduct themselves in such a manner as to set positive examples of good sportsmanship for the children. Any discussions as to the ability of one child as opposed to another should not be overheard by the participating children. Team meetings are the coach's opportunity to keep parents apprised of things going on and plans for the team. Team meetings are not an opportunity for parents to complain about a coach decision or coaching style. During team meetings there should be no discussions about individual children.

Discussions with the Directors/Coaches in the resolution of grievances shall not be held within ear sound of the players, cheerleaders, playing field, Concession Stand or the like.

During competitive events, the parents shall remain at least ten (10) feet from the boundaries of the playing field or behind crowd control fences, if such is provided. The shouting and/or yelling of any other than encouraging remarks to players, coaches, field officials and any other officials at any association sponsored event shall be considered unsportsmanlike behavior and constitute grounds for expulsion from the area and the Association.

SECTION 2. CONSUMPTION OF ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages will not be allowed on or near the playing field during practice or games. Spectators who have consumed alcoholic beverages prior to attending an Association activity may be requested to leave if their conduct is offensive or inappropriate for the youth of our Association to witness.

SECTION 3. PLAYER CONDUCT

Players, during practice sessions and competitive contests, shall pay close attention to the coaching staff and refrain from comments other than those beneficial to the event. Swearing or vulgarity shall be grounds for expulsion from the team.

Players waiting to actively participate shall not play among themselves such as tossing balls, roughhousing, talking with parents, cheerleaders, or the like.

SECTION 4. UNSPORTING CONDUCT

Any unsportsmanlike conduct by any football player or cheerleader whether resulting in bodily injury or not, at any location where association or team events are taking place may constitute grounds for immediate expulsion from the event by any Acworth Board Member.

The board member who expels a child shall notify the President within 48 hours of the expulsion. The President shall decide if additional disciplinary actions are warranted. The President shall have the authority to suspend the child from all association activities for a period of up to 1 week, there shall be no appeal of this decision. If the president determines additional disciplinary measures are warranted the president shall make a recommendation to the board of directors within 72 hours of the president being made aware of the incident. Within 72 hours of receiving the recommendation from the president the board shall hold a meeting to make a final decision on the disciplinary action. The parent of the child and the child and any witnesses may be heard at the meeting. After hearing from all parties, the board shall deliberate in private. It shall be within the board's authority to take any actions it determines appropriate including complete expulsion from the program with no refund.

Players ejected from participation in a game for any reason shall be suspended from any participation in any Association activities for a period of one week. Players shall be allowed to watch practice and the next game from the stands. Should such game ejection occur, the responsible Head Coach shall advise the President or a Vice President and shall advise the parents of the player of the one week's suspension. Any future game ejection or occurrence of unsportsmanlike conduct at any Association function may be grounds for expulsion from membership in the Association.

Any unsportsmanlike conduct, inappropriate language/comments, disruption or violation of these ByLaws by any parent, relative or spectator, whether resulting in bodily injury or not, at any location where association or team events are taking place may constitute grounds for immediate expulsion from the event by any Acworth Board Member.

The board member who expels the individual shall notify the President within 48 hours of the expulsion. The President shall decide if additional disciplinary actions are warranted. The President shall have the authority to suspend the individual from all association activities for a period of up to 1 week including being at the park for practice or for a game/cheer event. There shall be no appeal of this decision. If the president determines additional disciplinary measures are warranted the president shall make a recommendation to the board of directors within 72 hours of the president being made aware of the incident. Within 72 hours of receiving the recommendation from the president the board shall hold a meeting to make a final decision on the disciplinary action. The individuals involved and any witnesses may be heard at the meeting. After hearing from all parties, the board shall deliberate in private. It shall be within the board's authority to take any actions it determines appropriate including complete expulsion from the program for the individual and expelling their child from the program with no refund.

ARTICLE X. AMENDMENTS TO BYLAWS

SECTION 1.

The bylaws may be amended by a majority vote of those members in attendance at any duly constituted meeting provided:

- A. Notice of the proposed amendment(s) is given to the President and/or Secretary two (2) weeks prior to the meeting that the intended vote on the amendment is to be taken.
- B. The member or members proposing said amendment(s) are in good standing as members of the Association and attend the meeting when their proposal is to be decided.

ARTICLE XI. CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION 1. CONTRACTS

The Board of Directors, after voting, may authorize any Officer, agent or agents to enter into any contracts or execute and deliver any instruments in the name of, and on behalf of, the Association, and such authority may be general or confined to specific instances. Such authorization must be formally agreed to by the Board of Director during a scheduled meeting where a quorum is present.

SECTION 2. LOANS

No loans shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by a majority vote, as required herein by these bylaws, of the Board of Directors

SECTION 3. CHECKS, DRAFTS, ETC

All checks, drafts or other orders for payment for monies, notes or other evidence of indebtedness issued in the name of the Association, shall be signed by the President and the Treasurer of the Association. Additional signatories may be approved in case of absence of the President of Treasurer. Such approves signatories, and the dates of their authorization, shall be formally approved by the Board of Directors.

SECTION 4. DEPOSIT

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trusts, companies or other depositories as the Directors may select. Such deposits must be made in a timely manner and in no case later than the month of receipt by the Association. Accurate records showing the nature and the circumstances of all deposits shall be kept by the Treasurer of the Association.

SECTION 5. CONCESSION MONIES

All monies received from the concessions and fundraising shall be counted daily in the presence of an Officer of the Association and presented to the Treasurer for deposit as set forth in Section 4 of this Article. Such deposits shall be made in a timely manner and in no case later than the end of the week after receipt by the Association.

SECTION 6. EXPENDITURES

Expenditures exceeding five hundred dollars (\$500) mandate the submission of a minimum of two (2) bids for review before the expenditure can be authorized. Solely the Board of Directors has the authority to approve expenditures that surpass five hundred dollars (\$500). However, the Board retains the discretion to waive this bid submission requirement in specific instances, such as when purchasing equipment or uniforms from the same manufacturer to ensure uniformity. This exemption can also be applied to construction projects where obtaining competitive bids poses a challenge. All expenditures, regardless of the amount, will be paid by check from the organization's account within three (3) business days of approval. No cash payments will be made under any circumstances.

SECTION 7 – TEAM PAYMENT RESPONSIBILITY

All Individual Teams participating in the activities sanctioned by this organization are obligated to pay the Acworth Football and Cheerleading Organization a fee of \$250.00 per season. This fee is designated for park usage and related services.

SECTION 8 – TEAM PAYMENT DEADLINE AND LATE FEES

The stipulated park fee of \$250.00 must be remitted by each Individual Team no later than September 30th of the respective season.

SECTION 9 – TEAM PAYMENT EXCEPTIONS AND WAIVERS

Any exceptions or waivers to the above fee or the late fee must be formally requested in writing and will be considered at the discretion of the Acworth Football and Cheer Organization's Board of Directors.

ADDENDUM A – SELECTION OF HEAD COACHES

SECTION 1. SELECTION PROCESS

The Directors shall identify the date when the Head Coach Application period shall open and when the meeting to conduct the election for Head Coaches shall be held. The application period ends four (4) calendar days before the election meeting.

The Directors of Football and Cheerleading shall create the Application and review it with the Directors before use. All completed applications will be sent to, and retained by, the Directors of Football and Cheerleading during the application process.

The Directors of Football and Cheerleading shall publicize the availability of Head Coaching Applications on the Acworth Football and Cheerleading Association Web site once the Board of Directors sets the date.

Applications for Head Coaches shall be accepted:

- A. For Football, from any person over the age of 21 who is not under suspension Acworth Football and Cheerleading Association.
- B. For Cheerleading, from any person over the age of 21 who is not under suspension by the Acworth Football and Cheerleading Association.
- C. From returning Head Coaches who have returned their certification books and who have returned all equipment issued them from the prior year or made all efforts to collect said equipment.
- D. From returning Head Coaches who have paid any outstanding fines assessed by the CFL.

All applicants must successfully pass a background check performed by the Acworth Police Department and the CFL .

Should multiple applicants be received for the same Head Coaching position, the applicants shall be invited by the Directors of Football for Head Football Coaches and the Director of Cheerleading for Head Cheerleading Coaches to the election meeting to introduce themselves and provide a brief review of their qualifications with the Directors (not to exceed five minutes,). During an interview the individuals that have applied for the same team shall not sit in on any other interview. Directors may pose questions to the applicant to further determine the applicant's qualifications.

SECTION 2. VOTING

All Directors (including the applicant if the applicant holds a position on the Board of Directors) in attendance at the meeting shall be entitled to one vote for each Head Coach position. Directors not in

attendance shall not be entitled to vote via proxy or vote in absentia. Head Coaches from the prior season who do not hold another position on the Board of Directors shall not be entitled to vote.

All ballots shall be submitted in writing and shall be counted by the President and the Director of Football and Cheerleading. The President shall vote for Head Coaches only in case of tie. If 3 or more persons are vying for a specific team the person receiving the most votes shall be declared the winner. The Director of Football and Cheerleading shall announce the results of the election to all Directors and all Applicants.

Subsequent to the election, all applications shall be provided to the Secretary for record retention.

SECTION 3. SELECTION CRITERIA

The election of Head Coaches is up to the Board of Directors present at the meeting. When making their decision Board Members should take into consideration the following:

- A. The individual's experience coaching at Acworth or at a different park.
- B. The individual's record of volunteering at Acworth
- C. Annual Evaluations has coached in the CFL or at Acworth, their history of complaints/issues and how those issues were addressed.
- D. The individual's willingness and ability to attend practices and games.

When an individual is presenting their qualifications to the Directors the individual should talk about:

- A. Their Coaching Style/Philosophy
- B. Their Experience as a coach with an emphasis on past Football or Cheerleading coaching
- C. Their Coaching Staff (do they have one selected?)
- D. Would they offer a position to the other head coach applicants?
- E. How they feel they work with children.
- F. How they will communicate with parents.

SECTION 4. ADDITIONAL COACHING VACANCIES

If there is a head coaching position that is not filled during the normal application period or if there is a head coaching vacancy during the year, then the Director of Football and Cheerleading shall recruit individuals to fill the position and present that individual to the Board of Directors for approval.