

SHERWOOD YOUTH FOOTBALL ASSOCIATION BY-LAWS

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AMENDED 12/9/18

AMENDED 3/17/24

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Article 1 **Meetings**

1.1 - Annual Meetings

- 1.1.1 A meeting of the members of this corporation shall be held annually in the City of Sherwood. Such meetings shall be held by the end of the current fiscal year. This meeting will be held for the purpose of electing directors for the ensuing fiscal year. New positions do not take effect until the start of the following fiscal year. The transaction of other business may be brought before the meeting.
- 1.1.2 Written notice of the annual meeting is not required if the written notice is distributed to the athletes in the Sherwood Football Program at least seven days prior to the date of the meeting. Notice of the annual meeting may also be published on <https://www.sherwoodyouthfootball.com/>, two weeks prior to the meeting. Either such notice is deemed sufficient within the meaning of this Article.

1.2 - Special Meetings

- 1.2.1 The Commissioner at any time may call a special meeting. He/she will be required to give adequate notice to all members. If the meeting is not of an URGENT matter, the Commissioner will be required to give the same notice as is required for the annual meeting.

1.3 - Rules of Procedure

- 1.3.1 The rules contained in Robert's Rules of Order Revised shall govern the corporation in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or other rules of the or

Article 2

Board of Directors

2.1 - Numbers

2.1.1 The business of the corporation shall be managed and controlled by a board of no fewer than ten directors to be elected for two-year terms. A majority of the directors shall constitute a quorum, but if a majority is not present at any meeting, a less number may adjourn such meeting until a quorum is in attendance.

2.2 - Election

2.2.1 The directors shall be elected by ballot by the voting members of the corporation (i.e., the current Board of Directors) at their annual meeting to serve for two-year terms. During the establishment of SYFA, the Board of Directors will commit to a two-year term, with the understanding that there will be some natural attrition. After that, on an annual basis, half the board will be up for election. The entire board will not be replaced at one time. Half will go one year, and half the next year. Ballots shall be counted by two outgoing Board members and verified by a third outgoing Board member, to be appointed by the Commissioner.

2.3 - Vacancies

2.3.1 Whenever any vacancy occurs in the Board of Directors by death, resignation, or by an increase in the number of directors, or from any other cause, the vacancy shall be filled without undue delay by a majority vote of the remaining members of the Board. The person will fill the vacancy for the remainder of the term of the director whom they succeed. During the existence of any vacancy, the remaining directors possess and may exercise all the powers of the full Board of Directors.

2.4 - Meetings

2.4.1 A special meeting of the new Board of Directors of this corporation shall be held within the City of Sherwood, Oregon. This meeting shall be held immediately following the annual meeting of the members for the dual purpose of; 1) determining the date, time and location of the first regular meeting of the new Board of Directors; and 2) communicating the process by which new officers will be elected. This meeting will be convened and facilitated by the outgoing Commissioner, whether or not he/she remains on the Board, or by his/her designee. No further notice of this meeting is required.

2.4.2 Thereafter, the Commissioner will convene regular meetings of the Board. Notice of said meetings would be e-mailed by the Secretary or Commissioner to be received by Board members at least seven days before the meeting.

2.4.3 Special Meetings of the Board of Directors may be called by the Commissioner, or any two directors, at any time upon two days notice given orally, by telephone, or by written notice addressed to each director at their last known address.

2.4.4 Election of Coaches will be a closed meeting. Only Board members and any outside consultant, approved by the Board shall be allowed to attend.

2.4.5 All grievance matters concerning Coaches or Board members will be a closed meeting. Only Board members will be allowed to attend.

2.5 - Compensation

2.5.1 Members of the Board of Directors shall receive no salaries for their services. However, they may be reimbursed for their expenses incurred in the performance of their duties, given they provide receipts.

2.6 - Terms of Office

2.6.1 Board members shall serve a term of office of two years commencing upon election and ending at the close of the annual election meeting two years later. Board positions may be vacated by the written resignation of the Director, submitted to the Commissioner and accepted by the Board at the next regular meeting. Board positions may also be vacated if a Board member has missed two unexcused meetings or has neglected the responsibilities of their position, and is subsequently voted out by a majority vote of the Board.

2.7 – Duties of Board Members

2.7.1 The Board of Directors consists of the Officers (see Article Three) and the following.

2.7.2 The **Vice Commissioner** shall, in the absence of the commissioner, perform all duties of the commissioner. He/She will oversee field coordination, all officials, and assign field greeting responsibilities.

2.7.3 The **3/4 and 5/6 Equipment Managers** are responsible for the acquisition, maintenance, distribution and use of SYFA equipment, including player, field and first aid equipment. 3/4 and 5/6 Equipment Managers report through the 7/8 Equipment Manager.

2.7.4 The **3-6 Coach of Coaches** responsible for the execution of policies determined by the League and Board and oversees the selection, training, and activities of the coaching staff throughout the season.

2.7.5 The **Registrar** shall preside over the entire registration process, including the opening and closing of registration for all potential players, emailing with the community, preparing registration forms, and maintaining the wait list as necessary. He/she will also be responsible for the building and preparation of every team verification book in accordance with the TVYFL standards and tracking background checks for coaches and parent volunteers.

2.7.6 The **Team Parent Coordinator** will be the liaison between the board and all team parents. He/she will be responsible for informing the parents of all volunteer opportunities and the expectations of each position. He/she will collaborate with the Registrar to ensure that volunteers have cleared background checks as necessary. The Team Parent Coordinator will also be responsible for taking the necessary head-shot picture required for the verification books. He/she will be responsible for setting up the association for any parade or end of season celebrations.

2.7.7 The **Public Relations Coordinator** is responsible for maintaining all media/informational outlets for the association. He/she will post any messages necessary to social media and website as

necessary. The Public Relations Coordinator is also the point of contact for any media relations and will ensure all sponsors are properly recognized.

- 2.7.8 The Fundraising Coordinator** will oversee all fundraising activities including the car wash and early season mandatory fundraisers. He/she will also be the point of contact for any donation or sponsorship opportunities and work with the public relations coordinator to ensure each is properly recognized.
- 2.7.9 The Player Safety Coach** is the association's safety expert and is responsible for overseeing all injury reporting and ensuring the association maintains compliance with all TVYFL, USA Football, and SYFA safety standards. The Player Safety Coach will also monitor each team's Player Safety Coordinator to ensure they are qualified and understand the position requirements. He/she will inspect each team and take them through practice runs of the team's emergency action plan.
- 2.7.10 The Flag Coordinator** is responsible for all aspects of the SYFA Flag Football program. He/she will be responsible for the registration process, selecting of coaches, tracking background checks for coaches, building of teams, and the overall maintenance of the program. The goal of the Flag Coordinator is to begin cultivating a love for the game of football as they move up to the tackle program.
- 2.7.11 The Concessions Coordinator** maintains the operation of concessions facilities. He/she will organize the purchase of concessions products, be responsible for opening and closing duties of the concession stand, schedule volunteers to work the concession stand in collaboration with Team Parent Coordinator, organize and keep records of concession sales and purchases and keep an inventory of necessary supplies for the concession stand.
- 2.7.12 The Flag Registrar** (non voting member) shall preside over the registration process, including the opening and closing of registration for all flag players, emailing with the community, preparing registration forms, and maintaining the wait list as necessary. He/she will support the Flag Coordinator in the team formation process and will be available for site official duty during flag games in the absence of the Flag Coordinator.
- 2.7.13 The Concessions Support** (non voting member) supports the concessions coordinator by performing opening and closing duties when the Concessions Coordinator is unavailable. He/she will be "on-call" during home games to fill in when parent volunteers are unavailable to work a scheduled shift.
- 2.7.14 The Merchandise Coordinator/Fundraising Support** (non voting member) will oversee the purchasing, selling, and distribution of all SYFA apparel and merchandise. He/she will also provide support to the Fundraising Coordinator by obtaining donations and sponsorships for optional fundraising events.

Article 3

Officers

3.1 - Enumeration

3.1.1 The officers of this corporation shall consist of a Commissioner, Secretary, Treasurer, Equipment Manager, and Coach of Coaches.

3.2 - Election

3.2.1 The newly elected Board of Directors shall elect the officers from its own membership at the first regular meeting of the Board following the annual meeting of the Corporation. The outgoing Commissioner or his/her designee will facilitate the election. If the outgoing Commissioner is running for a second term of office as Commissioner, the election will be facilitated by the next outgoing officer which is not running for re-election to office in the following order: Secretary, Treasurer, Coach of Coaches, or Equipment Manager. Nominations will be taken from the floor and votes cast by written ballot. The outgoing Commissioner will count ballots. Following election, the new Commissioner will assume full control of the Association, including the remainder of the first regular meeting.

3.3 - Duties of Officers

3.3.1 The **Commissioner** (or designated representative) shall preside at all meetings of the members and of the Board of Directors and shall have general charge of the business of the corporation. He/She will be required to attend League meetings as the Association representative, directly oversee activities of all board members and all volunteers, and act as a liaison with members and community.

3.3.2 The **Secretary** shall notify each member of the Board of Directors of its meetings, issue all notices to members, and make and keep a true record of all meetings of the Board of Directors and of the annual meeting. He/she shall be responsible for custody of the by-laws and the corporate seal. He/she shall conduct correspondence, and execute all such writings, which may be officially instructed and authorized by the Board of Directors. At the end of the term of office, all papers, books, documents and other records of property of the corporation must be turned over to the successor.

3.3.3 The **Treasurer** shall be concerned with the development and administration of the financial policy of the corporation and shall be responsible of the control of the funds of the corporation. He/she shall see to the proper disbursement of funds as directed by the Board of Directors. The **Treasurer** shall render a statement of the accounts of the corporation whenever required by the Board of Directors and will be responsible for the filing of an annual information return to the Internal Revenue Service. At the end of the term of office, all books, records, funds, papers, documents and all other property of the corporation having to do with the financial or other transactions of the corporation which may have come into their possession or may have been compiled or created during the term of office must be turned over to the successor.

3.3.4 The **Equipment Manager** is responsible for the acquisition, maintenance, distribution and use of equipment, including player, field and first aid equipment.

3.3.5 The **7/8 Coach of Coaches** is responsible for the execution of policies determined by the League and Board and oversees the selection, training, and activities of the coaching staff throughout the season. The **Coach of Coaches** will also function as the liaison between the corporation and Sherwood High School. He/she shall ensure that support and promotion activities do not conflict with the aims and objectives of the school's athletic programs.

3.4 - Compensation

3.4.1 Officers of the Corporation shall receive no salaries for their services. However, they may be reimbursed for expenses incurred in the performance of their duties.

Article 4 **General Objectives**

4.1 – General Objectives

4.1.1 It shall be the objective of the SYFA to provide, without charge, an opportunity for all Sherwood youth from grades K-8 to participate in Sherwood Football. Grades 3-8 to participate in a competitive full contact/tackle football program and grades K-4 to participate in Flag football, if they so desire.

4.1.2 It shall be the philosophy of the SYFA to recognize and set forth to its non-voting members that the word “opportunity” does not constitute the “right” of a youth to play. It shall be the further philosophy of the SYFA that because of the uniqueness, injury risk, and dedication required, the SYFA football program be presented as a “competitive” rather than a “recreational” program.

4.1.3 It shall be the general objective of the Association to inspire youth to practice ideals of health, citizenship and character. The Association hopes to instill in its participant's camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship. Specifically, it shall be the purpose of the Association, through the policy of its coaches, to:

1. Acquaint participating players with the fundamentals of football rules, passing, running, kicking, blocking, and tackling.
2. Teach, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical contact.
3. Provide the necessary equipment to provide a safe environment for practice and games.
4. Provide resources to select coaches for all teams and ensure teams are properly drafted so that all teams are equal in skill levels.
5. Ensure that all teams follow guidelines to ensure that teams follow association rules, league rules and run offense and defense as requested by the high school coaches.
6. Supervise and oversee all activities of the teams, coaches and parents. Resolve issues that may arise that are beyond the responsibility of the team coaches.

4.1.4 It shall be further recognized and noted that the ideals and philosophies set forth by this Association may differ from those of other organized youth sports. It shall also be stated that the SYFA is staffed strictly by volunteers and is funded through donations, sponsorships and fundraising.

4.1.5 Finally, it shall be so stated that any participant in the SYFA shall understand and accept the philosophies of the Association and adhere to the policies of its governing board.

Article 5

Interpretation of By-Laws

5.1 - The Board of Directors shall decide all questions regarding the by-laws or their interpretation.

Article 6

Corporate Seal

6.1 - The corporate seal for this corporation shall consist of the words “**SHERWOOD YOUTH FOOTBALL ASSOCIATION- Corporate Seal.**”

Article 7

Waiver of Notice

7.1 - Any member or director, by instrument in writing, may waive any notice prescribed by these by-laws.

Article 8

Amendments

8.1 - Amendments to the by-laws of this corporation may be proposed at any annual or special meeting at which there is a quorum of voting members in attendance. If an amendment is approved by two-thirds of the members present at such meeting, it shall then be declared effective. The notice must be communicated to each member of the Board of Directors at least ten days prior to the date of the meeting.

Article 9

Limitation on Liabilities and Indemnification

9.1 - Nothing herein shall constitute members of the corporation as partners for any purpose. No member, officer, agent or employee of this organization shall be liable for the acts or failure to act on the part of any other member, officer, agent or employee of the corporation. Nor shall any member, officer, agent or employee be liable for his acts or failure to act under these by-laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

9.2 - Any officer or director of the cooperation, or former officer or director of the corporation, shall be reimbursed for reasonable expenses incurred by them in connection with the defense of any action, suit, or proceeding in which he/she are made parties by reason of having been a director or officer, or former director or officer, shall be adjudged in such actions, suits, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 1
COACHING/VOLUNTEERS REGULATION

The coaching staff of a team is in complete charge of the team whenever it is together on the practice or playing field. It is also in charge whenever it is traveling as a group to and from practice sessions and games, or whenever it is together for any other team function. The coaching staff is under the direction of one of its members who is called the Head Coach. Other coaches are called Assistant Coaches. SYFA reserves the right to remove any Coach or Volunteer from both practice and games at its discretion.

I. General Rules

- A. The Head Coach must be at least 21 years of age.
- B. Assistant Coaches must be at least 18 years or a high school graduate. At the senior tackle level (grades 5-6, JV and Varsity) a team may have a maximum of four assistant coaches. At the rookie tackle level (grades 3/4) a team may have a maximum of two assistant coaches.
- C. Teams are permitted to carry Coach-Trainees, who must be a minimum of 16 years of age. Each team is permitted to carry no more than two coach trainees. These persons must conduct ALL coaching under direct supervision of at least one of the Assistant Coaches, and may not handle children independently (i.e., while alone). Normally, the Coach-Trainees will assist the other coaches at various phases of instruction and will gain most of their knowledge by observation, not initiative. The Head Coach and Coach of Coaches must approve all Coach-Trainees.
- D. Each Head Coach will be allowed to pick one assistant coach before practice begins. All other assistant coaches will be determined by the head coach after teams have been drafted.
- E. The Head Coach will determine the assignments of the Assistant Coaches and the Player Safety Coordinator.
- F. The Play Safety Coordinator will be the designated Weigh Master for his/her team for all league games.
- G. The Head Coach, Player Safety Coordinator and all assistant coaches must hold a valid CPR/First-Aid Certification.
- H. Head Coaches are appointed by the Board and supervised by the Coach of Coaches. All Head Coaches must apply annually as instructed by the Coach of Coaches. The Board must approve the Head Coach roster prior to August 1 of each year.
- I. All coaching positions are automatically terminated at the close of each season, unless terminated prior to the close of the season by the Coach of Coaches under direction of the Board. All coaches must reapply every year, and be approved by the Board of Directors.
- J. The Head Coach has final responsibility for his actions, those of his Assistant Coaches, players, and staff. Should anyone wish to file a grievance against a coach, it must be submitted in writing to the Coach of Coaches. The complaint will be answered in writing to the involved party within ten days from date of receipt. If the party wishes further action, they may appeal the decision to the Board of Directors in writing. The decision of the Board of Directors shall be final.
- K. All coaches being considered for a position requiring a coaching contract shall submit their names for a comprehensive multi-state criminal records check. The Board reserves the right to remove any coach based on the results of this search.
- L. A playbook with core plays from the Basic High School Offense will be provided to all Head Coaches. Head Coaches will need to teach this Offense in order to keep continuity within the program. The Head Coach will always maintain the freedom to add to these plays.

M. Coaches do not make team Association policy. They carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with except in cases of rules violations and any other conduct deemed by higher authority to be inimical to the welfare of the youth.

II. Selection of coaches:

- A. The selection of coaches will occur each spring and there will be no guaranteed returning head or assistant coaches. All interested candidates will go through the interview process each year.
- B. The SYFA Board of Directors will select the head coach of each team.
- C. All coaches being considered for a position, including Head Coach and all assistant coaches, shall submit their names for a comprehensive multi-state criminal records check. The Board reserves the right to remove any coach based on the results of this search. If an applicant is removed from consideration due to the background check the association reserves the right to refrain them from volunteering/helping the association or team in any capacity.
- D. Selection criteria will be based on but not limited to the following: knowledge of the game, ability to work well with varying skill levels of players, acceptance of SYFA coaching criteria based on high school coaches input, and previous coaching experiences within SYFA and other youth sports programs.
- E. The process of coaches' selection shall be:
 - 1. The SYFA Board will conduct head coach interviews. Any Board member that is a coaching candidate, spouse of a coaching candidate, or significant other of a coaching candidate will be excused from the interviews, discussions, and the voting of the candidates for the grade group that they are applying for. They may participate in the interview and selection of the other grade groups.
 - 2. In order to vote on the selection of a coach in a grade group, the Board member must be present for all of the interviews of that particular grade group. It is up to the discretion of the Board whether to do both grade groups the same night, or at a different date. Consideration will be given to ensure that the majority of the Board members are present to conduct the interviews.
 - 3. Coach candidates will be given as much notice as possible as to the date of their interview. In the event that a candidate is unable to attend the selected interview date, one alternate date/or other accommodations will be made keeping in consideration that the guidelines in section (ii) will still apply for all voting Board members.
 - 4. If a candidate is a returning head coach, the Coach of Coaches will review the prior year's mid and end of season parent evaluations and any incident reports pertaining to the candidate and will summarize and discuss with all Board members. This information will be shared with the Board prior to the interview.
 - 5. The Coach of Coaches will draft a list of standardized questions that will be asked of each candidate. The Board prior to the interview must approve the questions selected by the Coach of Coaches. After the standard questions are asked, then the interview will be opened up to the entire Board to ask any question or address any concern that they may have about that particular candidate. As per the standardized questions, all Board questions must be presented to the entire Board prior to the interview and must be approved by the Board. These questions must be based on documented information such as incident reports, Coach of Coaches review, or parent evaluations.
 - 6. After all candidates from a grade group have been interviewed, Board members who have been present for all the interviews for a grade class will then vote for their choice of head coach utilizing a private ballot. The Secretary and SYFA Commissioner will then count all ballots and document the results of the vote, and will be the only ones to know results until released to the Coach of Coaches after registration has ended. The Coach of Coaches will then notify all of the coaching candidates of the Board's decision. After all candidates have been contacted, the Coach of Coaches will email the Board with the results. The returning SYFA Commissioner will only vote in case of a tie.
 - 7. The coach interviews and selection will be closed to Board members only.

8. After interviewing all coaching candidates (dad and non-dad), the board will select the best coach for the position. If all things are equal amongst the Varsity candidates, the board will opt for the non-dad coach.
- F. The SYFA Board will hold a coaches mid-season evaluation and an end-of-season evaluation after the conclusion of each season to review feedback from the evaluations collected from those associated with the program. Feedback from evaluation forms as well as any incidents received by the Board may impact either positively or negatively on the Board's decision in coaches' selection.
- G. Regardless of how many teams are being drafted at a given grade level, the head coach will be allowed to select one assistant coach prior to the draft and will be allowed to draft three more assistant coaches during the draft for senior tackle teams (5/6, JV and Varsity) and one more assistant coach for rookie tackle teams (3/4). The coaching staff will encompass no more than five coaches at the senior tackle level and no more than three coaches at the rookie tackle level. All coaches will be required to submit their names for a comprehensive multi-state criminal records check. The Board reserves the right to remove any coach based on the results of this search. If an applicant is removed from consideration due to the background check the association reserves the right to refrain them from volunteering/helping the association or team in any capacity.

III. Fines

- A. Teams fined by TVYFL for By-Law or any unsportsmanlike violations will be responsible for payment of that fine and not SYFA. An appeal may be made to the board in writing within 24 hours for board review if the fine handed down is felt unjust.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 2
TEAM FORMATION/DRAFT PROCEDURES

I. Team formation:

- A. When fielding more than one team at a grade level, it will be the objective of SYFA Board of Directors and coaching staffs to ensure that all teams are equal in numbers and abilities. The Coach of Coaches and the Commissioner will meet with the respective head coaches of each division to discuss and create equal teams to the best of their ability. In the event that the head coaches and/or Board representatives cannot come to agreement, the draft procedure outlined in sections 5 & 6 will be followed. There will be no stacking of teams.
- B. SYFA will adhere to Tualatin Valley Youth Football League maximum team roster sizes.
- C. All registration forms with fundraising deposits will be marked with the date and time of receipt in the event that a wait-list will be required.
- D. Should a wait-list be required, team rosters will be filled from the wait-list as spots become available. Separate wait-lists will be kept for each level of play (3/4, 5/6, JV, and Varsity). Players are placed on wait-lists based on the date/time the registration form *with fundraising deposit* is received by the SYFA Registrar. Any registration received after the official registration close date is automatically placed on a wait-list (this includes returning players). Players will be taken off the waiting list in the following order: returning players who fully registered by close of registration, until the list is exhausted at that play level; then new players who fully registered by close of registration, until the list is exhausted at that play level; then returning players who registered after close of registration, until the list is exhausted at that play level; then new players who registered after close of registration, until the list is exhausted at that play level. If a player at any play level is placed on a wait list, they will be unable to participate in practices until a spot becomes available.
- E. It is the intent of the SYFA Board to provide playing opportunities for the kids of Sherwood and therefore any players living outside the Sherwood School District boundaries will not be eligible to play in the SYFA. The only exception to this rule being if the player is approved by the Sherwood School District to attend school in Sherwood, then they are allowed to play for SYFA.
- F. No players can be added to any teams after TVYFL verification night.
- G. To be eligible to play on a SYFA team, players must be actively participating in all practices no later than the sixth official day of practice. Possible exceptions must be submitted to and approved by the Board.
- H. Head shot pictures of all players will be taken on Jersey hand out day. If a player misses Jersey hand out day he/she will have 1 make up day set by the board to attend. If the photo is not taken by this date, the player's registration will be canceled and the player will be ineligible to play for SYFA for the current season.
- I. Each team has to have the same number of players at each age group within one. For example, the new player is a 5th grader and team A has 14 5th graders and team B has 16 5th graders the new player would need to be placed on Team A regardless of draft pick order to keep the teams balanced.
- J. If prior to verification night, one team loses enough players at an age group to fall outside the TVYFL league rules as outlined above, the last new player added/drafted would have to move to the team with the fewest players at that age group.

II. Draft procedures: All Levels:

- A. Draft order will be determined randomly (by a coin flip, drawing numbers out of a hat, ECT.).
- B. In each grade division, the older class will be selected first. (I.e. 6th before 5th etc.).

- C. Players will be drafted using a serpentine draft.
- D. At the 3rd-7th grade levels, siblings in the same division will be drafted to the same team unless expressly directed otherwise by the parent/guardian.
- E. Any player who was not available for observation prior to the draft will be a hat pick at the end of the draft. If coaches agree in writing that due to prior observations a child should be added to the general draft, then the provision will be waived. Requests must be made prior to the coin flip for the draft order and also approved by the Coach of Coaches.
- F. A coin flip will determine the choice of first pick in the grade of the coach's choice. The other coach will have the pick of the opposite grade.
 - i. The coin flip will be conducted at least 24 hours prior to the draft.
- G. The first four picks serpentine with the coach receiving the 1st and 4th pick and the other coaches receiving the 2nd and 3rd pick. The draft selections will alternate every pick after the 4th selection.
- H. Any son or daughter of an appointed coach will be slotted into the draft at the 3rd, 5th and 7th round picks if necessary.
- I. If a team drafts a player that has a sibling in the same division, then the second sibling is automatically added 1 pick later in either grade. If three siblings are in the same age level then the third sibling will be inserted 2 picks later.
- J. Any player or players that are on the waiting list at the time of the draft shall be placed on the team in the order of their placement on the waiting list based on the next available draft pick. Players from the waiting list will be placed onto the team with the next available opening.

III. Varsity Draft procedures:

- A. Determine the number of players that will be mandatory Varsity players for the upcoming season (8th graders who weigh more than 175 lbs. with gear or who turn 14 before August 1). These kids are required to play at the Varsity level.
- B. Establish a committee to evaluate players for the first week of conditioning practices and the first two contact practices to determine the remainder of the Varsity roster.
 - 1. Committee may be compromised of SYFA Board members, Sherwood High School football coaching staff, or former youth football coaches without a current 8th grade football player.
 - 2. Evaluations will be based on objective and subjective criteria established by the SYFA Board.
- C. Varsity team rosters will not exceed the number of players allowed as designated by Tualatin Valley Youth Football League with the remainder of the non-drafted 8th graders playing at the JV level (not to exceed the number of 8th graders per JV Team allowed as designated by TVYFL). SYFA must abide by TVYFL's guidelines regarding varsity player numbers in all capacities as League changes occur.
- D. 8th graders will practice, be evaluated and be drafted separately from the 7th graders. Once the Varsity team is established, the non-drafted 8th graders will begin practicing with the 7th grade group.
- E. Any 8th grader not constrained by the weight or age rule can voluntarily request to be moved to the JV level.
- F. No 7th graders will be allowed to play at the Varsity level.
- G. Once the Varsity team is drafted, the multiple JV teams will be drafted by the policies defined by **All Level draft procedures.**

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 3
PLAYER/PARENT/COACH EXPECTATION

I. Expectation of Players and Parents:

- A. Parents shall complete, sign and submit all required paperwork to the SYFA Registrar. No player will receive equipment and may not practice until all of their paperwork has been turned in.
- B. Players will be ineligible to practice and may also be ineligible for games based on schoolwork (grades) and also any disciplinary actions at school, during practices, or at home.
- C. Players are expected to participate in all fund raising activities.
 - 1. Players will not be eligible to participate in league games until SYFA fundraising expectations/obligations have been met. (Either pre-payment or payment deferral and the fundraising money has been turned in.)
 - 2. Parents are expected to participate in all fundraising activities. If a parent is absent or unable to find a replacement (18 years or older) for assigned time for the car wash, their player shall be ineligible to participate in the 1st regular season game.
 - 3. In the case of a lost jersey, a player will be ineligible to play until their jersey is replaced, a new picture has been taken by the board, and a new registration has been accepted by the TVYFL. New jerseys are subject to replacement fees at the discretion of the board.
- D. Players are expected to show excellent sportsmanship and represent SYFA and the city of Sherwood with the highest standards.
- E. Players are expected to be in good standing in all classes throughout the season or may be ineligible to play at the discretion of coaching staff.
- F. Players shall adhere to all guidelines detailed in the SYFA Expectations Contract.
- G. Stadium Clean up
 - 1. Parents and players will be designated game day times to help clean up the Sherwood High School Stadium after every home High School football game.
 - 2. Parents and players will be expected to help clean up the Sherwood High School Stadium after every player's home game.
- H. Parents shall complete a minimum of two volunteer hours (aside from mandatory fundraising activities and stadium clean up) per player per season that could include volunteering in any of the following roles: site official (board members only), coach, player safety coordinator, team parent, weigh master, photographer, videographer, play counter, chain gang and/or working concessions. Only one parent per player per season needs to serve the minimum volunteer hours.
 - 1. The team parent for each team will track minimum parent volunteer hours and can assign parents to the concessions schedule if their minimum volunteer hours have not been met.
 - 2. Parents will not be assigned to work concessions at a time that overlaps with their players' game schedule(s).
 - 3. If a parent is unable to meet the minimum volunteer hours and is not available to work concessions at their assigned time, they may designate another adult to represent them in their place.

II. Expectation of Coaches:

- A. Coaches are expected to attend all coaches' clinics and agree to work closely with the Coach of Coaches to ensure consistency with the High School football program and playbook.
- B. Coaches are expected to develop all players regardless of their athletic ability and to create a positive environment to all players.

- C. Coaches will follow and carryout all By-Laws of both the SYFA & TVYFL and be responsible for all actions while representing their team and SYFA.
- D. Coaches are expected to encourage in all fundraising activities
- E. Coaches are expected to show excellent sportsmanship and represent SYFA and the city of Sherwood with the highest standards.
- F. Coaches shall adhere to all guidelines detailed in the SYFA Expectations Contract.

III. Disciplinary Actions:

- A. The SYFA Board shall resolve any disciplinary problems within the Sherwood Youth Football Association. Upon receiving notice of an issue requiring Board action, the SYFA Board will meet to discuss and document the issue and then give the person(s) involved the opportunity to represent their side of the story. Sanctions that may be imposed include a verbal and or written reprimand, partial or temporary suspension from participating in practices/games as a player or coach, temporary suspension from attending practices/games as a parent, or complete suspension from the team as a player or coach.
- B. If a coach, parent or other spectator is ejected from the game for any reason, they must immediately leave the premises.
- C. Any parent or guardian that has been suspended from participation in SYFA may also include the removal of the son or daughter from the program depending on SYFA Board recommendation.
- D. Coaches who are penalized for unsportsmanlike conduct will be placed on probation and sanctioned as described in the TVYFL By-Laws.

IV. Unsportsmanlike Conduct:

SYFA will not tolerate harassment, disruptive behavior, or discriminatory behavior, and expects everyone in our organization to conduct themselves in a manner consistent with our mission and core values. All members of our organization are expected to use appropriate behavior when in the presence of and in contact with players, opponents, parents, spectators, cheerleaders, coaches, board members and officials.

- A. What is considered unsportsmanlike conduct (including harassment, disruptive behavior, and discriminatory behavior):
 - Saying words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, weight, or any other legally protected characteristics
 - Taunting, baiting, or using 'trash talk'
 - Using inappropriate comments or actions that may be construed as sexual harassment
 - Threatening to harm a person or property directly or indirectly, with or without a weapon
 - Being hostile and uncooperative after a reasonable request
 - Throwing, kicking, or abusing equipment or other objects
 - Fighting
 - Using intimidating actions (bullying)
 - Causing a person to fear for their safety
 - Swearing or using profanity
 - Using obscene gestures
 - Instigating flagrant or violent fouls on the practice or game field
 - Showing excessive celebration during a game or at the immediate conclusion of a game
- B. **Reporting:** Upon witnessing or receiving a report of unsportsmanlike conduct, the head coach will immediately report the incident to the SYFA coach of coaches. The coach of coaches will inform the

commissioner. Depending on the severity of the incident, the commissioner may inform the full SYFA board of directors.

- C. **Retaliation/Bullying:** All parties are encouraged to raise concerns, in good faith, without fear of reprisal or retaliation. SYFA will not tolerate retaliation against anyone who reports a concern in good faith. Anyone who engages in retaliation is subject to corrective action.
- D. **Result:** At least one SYFA board member (more if necessary and appropriate) will thoroughly investigate all incidents or reported concerns. Any player, parent, coach, or board member who uses unsportsmanlike conduct will be subject to appropriate corrective action, which may include suspension from practices, suspension from games, and removal from the Sherwood Youth Football Association.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 4
WEATHER AND AIR QUALITY

I. Weather/Air Quality:

SYFA has the right to cancel or change requirements for practices in the event of adverse weather to protect the safety of the players.

- A. **HEAT:** To determine if a practice modification of any kind is necessary the following will occur:
1. Player Safety Coach: Will calculate the heat index and he/she will make a recommendation to the Commissioner and Coach of Coaches on the necessary modification in accordance with the guidelines below.
 - a. Tools used to calculate heat index: OSHA Heat Safety Tool which will provide the day's maximum heat index. If shifting the practice time, Player Safety Coach will use the forecasted temperature and relative humidity and calculate using the following tool: <http://www.calculator.net/heat-index-calculator.html> to ensure that the selected practice time falls within the protocol.
 - b. Guidelines for Player Safety Coach Recommendation:
 - Danger:** Heat Index $\geq 102^{\circ}\text{F}$
 - i. Stop all outside activity (practice and/or play).
 - Caution:** Heat Index $\geq 90^{\circ}\text{F}$ and $< 102^{\circ}\text{F}$
 - i. **Stage 1** (90-95 degrees): Able to practice with the following limitations:
 - o Limit pads/helmet to 50% or less of practice time for 10 minute periods for only activities that require equipment.
 - o Water breaks no more than 15 minutes apart.
 - ii. **Stage 2** (95-100 degrees): Able to practice with the following limitations:
 - o No equipment and only light activities with no player on player contact or sustained cardio.
 - o Water breaks no more than 15 minutes apart.
 - iii. **Stage 3** (100 to 102 degrees): Able to meet with the following limitations:
 - o No equipment or active practice allowed. Walkthroughs, team talks and other non-cardio activities only.
 - o Players to have constant access to water
 - iv. **All Stages:**
 - o SYFA Recommendation: Consider postponing practice to later in the day.
 - o Maximum of 1.5 hours of practice per day.
 - o Water shall always be available and athletes should be able to take in as much water as they desire.
 - o Watch/monitor athletes for necessary action.

Notice: Heat Index $\geq 80^{\circ}\text{F}$ and $< 90^{\circ}\text{F}$

- i. Maximum of 2 hours of practice per day.
- ii. Provide ample amounts of water.
- iii. Water should always be available and athletes should be able to take in as much water as they desire.
- iv. Watch/monitor athletes for necessary action.

Safe: Heat Index < 80°F

- i. Maximum of 3 hours of practice per day.
 - ii. Provide ample amounts of water.
2. The Commissioner, Coach of Coaches, and the Player Safety Coach will decide on the proper modification for the situation. This decision will be made by 3:00 pm with the announcement out by 3:30 pm.
 3. Upon the decision being made all board members, coaches, players, and families will be notified through all communication means available. This decision is final and is not subject to change outside the scope of the decision. (For example; if the decision is to move practice start time to 7:00 pm then no coach can move practice times to start earlier than 7:00 pm).
 4. If the heat index is above 90 degrees at 3pm, SYFA will automatically adjust practice to follow the caution stages below for player safety. If the heat index at 3pm is higher than 102 degrees, all organized team activities are canceled.

B. Air Quality

1. A committee (consisting of the Coach of Coaches and the Player Safety Coach): Will use www.airnow.gov, or <https://oraqi.deq.state.or.us> to determine the current air quality within our area. Based on the information provided the committee will make a recommendation to the commissioner on the necessary modification/cancelation.
 - A. Contests and/or practices shall be canceled or moved indoors in areas that have an AQI or 24-hour average PM2.5 in the Unhealthy for Sensitive Groups range (orange level).
2. The Commissioner, Coach of Coaches, and the Player Safety Coach will decide on the proper modification for the situation. This decision will be made by 3:00 pm with the announcement out by 3:30 pm.
3. Upon the decision being made all board members, coaches, players, and families will be notified through all communication means available. This decision is final and is not subject to change outside the scope of the decision. (For example; if the decision is to move practice start time to 7:00 pm then no coach can move practice times to start earlier than 7:00 pm).

C. Thunder/Lightning

1. Head coaches along with their Team Safety Coordinators and coaching staff will determine practice status based on the following considerations.
 - a. When the leading edge of the thunderstorm is close enough to strike your location with lightning and thunder is heard or a cloud-to-ground lightning bolt is seen, suspend play for thirty minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30 -minute count should begin.
 - d. Practices will NOT be extended due to weather delays. If three lightning/thunder strikes occur consecutively practice will be concluded.
2. Coaches will notify parents as soon as possible in the event practice must be canceled due to the weather conditions.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 5
PRESEASON AND PRACTICING

I. Pre-Season and Practice:

SYFA adheres to all guidelines, policies, and procedures outlined in the TVYFL By-Laws and Titles. The following are meant to clarify and further outline SYFA's intent for specific areas revolving around pre-season and practice regulations.

- A. Players are expected to attend and participate in all practices including preseason evaluations. Each player will not be eligible to participate in the Saturday game if they miss one practice unexcused or two excused practices during the week.
 - 1. Excused practices are illness, required school functions, injury, family emergencies, and religious commitments.
 - 2. One exception may be granted for a missed practice that does not meet the criteria for an excused absence (i.e., once during a season, a player may miss a practice for any reason and it can be counted as excused). The player's coach must be notified 24 hours in advance of the missed practice or it will be unexcused.
 - 3. Missing practices during evaluations will result in the player being ineligible for the first regular season game of the year. Missing this time due to family vacations does not constitute an excused absence.
- B. TVYFL titles provide each team with a 90-minute non-practice limit to any team gathering. The intent of this rule is to allow coaches to have bonding activities outside of the scheduled practice times (for example: pizza party). It is not meant to supplement a coach's scheduled practice times or pre-game activities (for example: a coach cannot use 20 minutes of non-practice time for discussion prior to the scheduled practice). This 90-minute period CANNOT be a mandatory team gathering, if a player is unable to attend this event, playing time WILL NOT be affected. Coaches will make it very clear to the players and families the event is NOT-MANDATORY.
 - 1. **3/4 Level specific rules:** This time will NOT be used for film review.
 - 2. **5/6 Level specific rules:** This time CAN be used for film review.
 - 3. **JV and Varsity specific rules:** This time CAN be used for Film review.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 6
PLAYER SAFETY AND INJURY REPORTING

I. Injury Reporting:

- A. TVYFL and SYFA require every team to file an injury report once a week, even in the event there are no injuries to report.
- B. TVYFL Injury Report is the tool used to report any injury and can be found using the “Team App” or using a web-based link. It is the responsibility of the Player Safety Coach to distribute, communicate and provide instructions per TVYFL to each team's Player Safety Coordinator.
- C. The Player Safety Coordinator should be utilized to build the report, if the Player Safety Coordinator is unavailable the responsibility falls to the Head Coach to complete the report.
- D. What needs to be reported? A Reportable Injury is when a player is removed for the remainder of Practice or a Game. Additionally, we do not track injuries that did not occur during football activities. Band-Aids or bruises DO NOT need to be reported.
- E. Any reportable injury requires the Head Coach and/or Player Safety Coordinator to inform the Player Safety Coach (do not wait until you are reporting via the website). This is to ensure that the Player Safety Coach is aware of the injury.
- F. To report an injury the Player Safety Coordinator shall follow the TVYFL Injury Reporting Tool guidelines and recommended instructions.
 - 1. After an injury report has been submitted, the Player Safety Coach will receive an email that will confirm the submission. The Commissioner will also receive an email which notifies the association that it was submitted.
 - 2. This must be completed each week throughout the season by Sunday evening but can be done as soon as your game is over on Saturday. It is highly recommended that the team’s Player Safety Coordinator or Head Coach fill this out as soon as possible after taking care of the player. This will ensure the information is fresh in your mind as you fill out the questionnaire.
- G. The Player Safety Coach will track each teams’ report submissions. In the event a team has not reported, the Player Safety Coach will make every attempt to contact the team and ensure they submit a report as soon as possible.
- H. IMPORTANT! Failure to report is subject to fines/sanctions per TVYFL By-laws. Any fines instituted as a result of a coach’s failure to report are the responsibility of the coach to pay.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 7
SYFA YOUTH OFFICIALS

I. General

SYFA adheres to all guidelines, policies, and procedures outlined in the TVYFL By-Laws and Titles. The following are meant to clarify and further outline SYFA's intent for specific areas revolving around all officiating within the league. The Vice Commissioner is the Youth Official Manager for the SYFA.

A. General

1. SYFA recognizes youth officials by the number of seasons they have worked with the association. For example, freshmen are 1st year, sophomores are 2nd year, etc.
2. Youth officials will be utilized to officiate both tackle and flag games on Saturday and Sunday, respectively. The officials will also be required to manage the scoreboard during tackle games and perform chain gang duties. They will be compensated at the same rate regardless of the duty being performed.

B. Returning Youth Officials

1. The intent of the SYFA Board is to evenly distribute the number of officials across all four-grade levels (when possible) in order to maintain continuity and experience within the program. For example, if the TVYFL/SYFA authorizes 12 officials for the upcoming season, the board of directors would attempt to have three from each incoming grade level of 9, 10, 11, and 12.
2. Youth Officials from previous seasons retain their employment through their senior year in High School, unless removed by the board of directors for cause. Example, a current 2nd year official would not need to re-apply for an official position the following year, he/she would be allowed to continue employment the following season as a 3rd year official.

C. Youth Officials Selection.

1. The number of youth officials hired each season will be determined by the board of directors for the upcoming season. The number of officials carried on staff each season will be dependent on the number of teams within the association.
2. The Vice Commissioner is responsible for the management of all youth officials and oversees the hiring process.
3. Upon the determination of the number of officials to be hired for the upcoming season the Vice Commissioner will send out a notification to the previous season's 8th grade players (who will be High School Freshmen for the upcoming season) and to current high school football players that he/she will be accepting applications. The notification will clearly state the closing date (last day applications are accepted), and no late submissions will be accepted. The SYFA board reserves the right to extend the closing date as necessary.
4. Applications will consist of an email to the Vice Commissioner with the potential official's name, contact information, and the answers to questions that were sent with the notification. These applications will be screened by SYFA. The Vice Commissioner will contact the candidates that pass initial screening to set up an interview. Candidates will be given as much notice as possible as to the date and time of their interview.
5. The SYFA Board will conduct official's interviews using a committee of no less than two board members. Any Board member that is a parent of a candidate will be excused from the interviews, discussions, and the voting of the candidates. In the event that a candidate is unreachable on the selected interview date they will not be considered for officiating. The interviews and selection will be closed to Board members only.

6. After interviewing all candidates, the board will select the best candidate(s) for the position(s).

D. Training.

1. All officials will be required to attend mandatory training/testing sessions. If unable to attend any required session the individual may be released from the program. All officials will be notified as soon as the training dates are published by the TVYFL.
2. The Flag Football Coordinator will also have a mandatory training for all youth officials to ensure proper understanding of the flag rules and policies.

E. Registration

1. All officials will be required to register through the SYFA website every season. The Vice Commissioner will inform the officials when registration opens.

F. Scheduling

1. The Vice Commissioner will schedule all officials upon the release of the final schedule for the season. Officials that require a certain day off (example; family vacation, homecoming night, etc.) will notify the Vice Commissioner who will make every effort to accommodate the request.
2. The Vice Commissioner will schedule games and positions based on officials skill set and experience level.
3. Once the officials' schedule is published it is final. It is the responsibility of the scheduled official to find a replacement if they are unable to attend their scheduled game. In an emergency, the Vice Commissioner will be contacted and find a necessary replacement.

G. Game Day

1. Officials will report to the field AT LEAST 30 MINUTES PRIOR to tackle games and 15 minutes prior to the start of flag games.
2. Officials will have a stipend at the concessions based upon the number of games they work.
 - a. 1 game = \$6.00
 - b. 2 games or more = \$9.00
 - c. Additionally, officials can receive one free water per game that they officiate

H. Pay

1. Officials will be paid based on the number of years within the program.
 - a. 1st year officials are paid \$30.00/game
 - b. 2nd year officials are paid \$35.00/game
 - c. 3rd year officials are paid \$40.00/game
 - d. 4th year officials are paid \$45/game
2. Officials will be paid the above rate for any game worked, no matter in what position.
3. If SYFA is unable to field an official and needs to use an official from a different association, SYFA will adhere to TVYFL's additional travel cost for using an official from a different association.
4. If TVYFL or SYFA must cancel a game that an official is scheduled to work, the official will be paid for the game.

SHERWOOD YOUTH FOOTBALL ASSOCIATION
TITLE 8
SYFA CONCESSIONS

The Concessions Stand is an integral part of fundraising contributions for SYFA. The SYFA Concessions Coordinator and Concessions Support will make every effort to ensure that the Concessions Stand runs successfully throughout the football season and generates revenue to further benefit the players in the Sherwood Youth Football program.

I. Purchasing Inventory and Stocking the Concession Stand:

- A. Prior to the first tackle game of the season, the Concessions Coordinator will complete an inventory check of supplies in the concession stand from the previous season and purchase new supplies as needed. He/she will purchase food and beverage items and stock the concession stand throughout the season as needed. All receipts for purchases will be submitted to the Treasurer.

II. Scheduling Volunteers to Work the Concession Stand:

- A. The Concessions Coordinator will create a schedule for parent volunteers to work concessions after the game schedule for tackle games has been published.
1. The Concessions Schedule will include opening and closing shifts for board members only. Opening and closing shifts should be primarily scheduled for the Concessions Coordinator and the Concessions Support. If both of these board members are not available, another board member could be scheduled to open or close the concession stand.
 2. Teams will be assigned to work Concessions on days and times that do not conflict with their own team's game schedule.
- B. The Concessions Coordinator will share the Concessions Schedule with the Team Parent Coordinator. The Team Parent Coordinator will communicate with the Team Parents from each team to ensure that there are enough parent volunteers to successfully run the concession stand each day that tackle games are played on our home field.
1. Team Parents will ask for parent volunteers to sign up for the Concessions schedule. If there are not enough parents to willingly volunteer for their team's assigned shifts, the Team Parent can assign parents to work Concessions if they have not met their minimum volunteer hours (2 hours) for their player(s) for the season. Parents can designate another adult (18 years or older) to work a Concessions shift in their place.
 2. The minimum age allowed for kid helpers is 12 years old. Kid helpers will not be permitted to handle purchasing transactions or unpackaged food. There shall be no more than two kid helpers in Concessions at the same time. Kid helpers shall not be in Concessions unless under the direct supervision of a volunteer parent.

III. Opening and Closing the Concession Stand:

- A. The Concessions Coordinator, Concessions Support or another board member will open the Concession Stand each day that games are scheduled for our home field.
1. He/she will prepare all necessary food items and ensure that the necessary technology equipment for digital transactions are working properly.
 2. He/she will count the cash in the cash box to ensure that the correct amount is in the cash box for change.
 3. He/she will train the first set of parent volunteers scheduled for the day. Those parents will then train the next set of parent volunteers scheduled and so on.

- B. The Concessions Coordinator, Concessions Support or another board member will close the Concession Stand each day that games are scheduled for our home field.
 1. He/she will put away food items and clean the concessions stand as needed.
 2. He/she will take any technology equipment and the cash out of the Concessions stand.
 3. He/she will ensure that the cash from the day's sales and the Cash Count sheet are taken to the Commissioner or the Treasurer within 48 hours.
 4. He/she will ensure that the \$150 cash for change and technology equipment are returned to the next week's opening board member.

IV. Managing Cash and Purchases in the Concession Stand:

- A. The Treasurer will provide \$150 cash to the cash box for change at the start of the season. This \$150 will carry over week to week to ensure that there is change in the cash box each day that the Concession Stand is open.
- B. The Concessions Coordinator or Concessions Support, with a parent volunteer, will count the money in the cash box and complete and sign a Cash Count sheet midday and at the end of the day when the Concession Stand is open. He/she will take all cash, with the exception of the \$150 change, out of Concessions midday and at the end of the day. He/she will ensure that the cash and Cash Count sheet are taken to the Commissioner or Treasurer within 48 hours.
- C. The Treasurer and/or Commissioner will deposit the cash from the cash sales weekly. At the end of the season the Treasurer and/or Commissioner will also deposit the \$150 cash used as change throughout the season.

V. Closing the Concession Stand at the End of the Season:

- A. The Concessions Coordinator will clean the concession stand at the end of the season and remove any perishable items that cannot be used for the next season.
- B. The Concessions Coordinator will lock up all kitchen items that belong to SYFA in the concession stand closet at the end of the season.
- C. The Concession Coordinator will create and present a report to the board outlining the resulting profits of Concessions for the season.