

HARTLAND AREA YOUTH ATHLETIC ASSOCIATION

FOOTBALL BY-LAWS

ARTICLE I

- A. The name of this Board shall be Hartland Area Youth Athletic Association Football (hereinafter referred to as "HAYAA Football").

ARTICLE II PROGRAM OBJECTIVE

- A. **Mission Statement:** HAYAA Football is a non-profit 501(c)(3) organization administered by a volunteer board representing the Hartland Area Community at large, whose mission is to provide a quality recreational opportunity for children of all skills and levels.
- B. **Philosophical Beliefs:**
1. We believe that participants in youth recreation:
 - Should learn the benefits of sportsmanship and teamwork
 - Should have a wholesome quality experience that provides both safety and fun
 - Should be challenged to improve their skills and succeed
 - Should learn the fundamentals of the sport of tackle football
 - Need role models in the form of coaches and HAYAA Football leadership
 - Should have the opportunity to participate in athletics regardless of income
 2. We believe that a quality community recreation program requires:
 - Organization and planning
 - Appropriate facilities and equipment
 - Adequate funding
 - Qualified volunteer leadership
 - Instruction in the fundamentals of tackle football
 - Encouragement and instruction of sportsmanship and fair play
 3. **We believe the role of the HAYAA Football Board is to:**
 - Provide qualified leadership and direction
 - Provide a quality recreational opportunity
 - Evaluate the program
 - Provide instruction in the fundamentals of tackle football
 - Provide encouragement and instruction of sportsmanship and fair play
 - Provide clear communication to the community, families and players
 - Determine the eligibility of participants
 - Set registration fees and dates
 - Set an annual operating budget and operate within it
 - Establish and maintain HAYAA Football by-laws

- Establish rules and regulations
- Establish election procedures and tenure dates for our officers
- Appoint non-voting positions as needed
- Obtain all equipment and uniforms
- Make all coaching decisions
- Make all operating decisions regarding football
- Manage all fundraisers and solicit all sponsors for HAYAA Football
- Conduct regularly scheduled board meetings
- Operate within the Hartland Area Youth Athletic Association Executive Board's by-laws

ARTICLE III HAYAA FOOTBALL STRUCTURE

- A. **Operating Board** – The Operating Board shall consist of seven (7) voting members: Commissioner, Assistant Blue Commissioner, Assistant Gold Commissioner, Assistant White Commissioner, Assistant Black Commissioner, Secretary, and Treasurer.
- B. **Eligibility** – To be eligible for a position on the Operating Board, all nominees must be a member of the Hartland Consolidate School District. Voting for ALL BOARD POSITIONS shall take place in October of each year.
- C. **Operating Board Vacancy** - If any member of the Operating Board should be unable or unwilling to continue in his/her position, the Operating Board has the right to nominate and approve a new member to fill a vacant position.
- D. **Removal of a Board Member** – Should any or all of the Operating Board members find it necessary to remove another member of the Operating Board from his/her position, said member shall have the right to the following:
1. Written notice by any Operating Board member indicating charges against the Operating Board Member, with copies to all Operating Board Members.
 2. A Special Operating Board Meeting of no less than all Operating Board Members, including the impeached board member, to be held within one (1) week of said written notice.
 3. Special Operating Board Meeting Minutes shall be distributed to the HAYAA Executive Board President and Vice President
- E. **Removal of a Non- Voting Board Member** - Should any or all of the Operating Board members find it necessary to remove a Non-Voting member of the Board from his/her position the following will occur:
1. A special vote will take place with no less than all Operating Board Members. A majority vote is required for removal.
 2. The Non-Voting Member will receive written notification of their removal from the HAYAA Football Board within forty-eight (48) hours of the special vote.

ARTICLE IV BOARD MEMBER RESPONSIBILITIES

- A. **Commissioner** – The Commissioner shall be responsible for the following:
1. Chair Operating Board Meetings.

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2. Enforce all rules and by-laws governing the HAYAA Football Board.
 3. Direct HAYAA Football Board programs and policies.
 4. Arbitrate any and all issues in dispute which are not specifically addressed by the HAYAA Football Board rules or by-laws.
 5. Attendance at Livingston County Area Jr Football League Commissioners meetings.
 6. In the event of a "tie" vote the Commissioner will be allowed to vote twice; or designate another Board member to vote and break the "tie". If the Commissioner does designate another Board member to vote, it should be voted on and receive majority vote of current board members.
 7. Attendance at HAYAA Executive Board meetings.
 8. Advise the HAYAA Executive Board on matters concerning HAYAA Football.
 9. Preparation of the annual Operating Budget.
 10. In the event that the Commissioner is unavailable, the Commissioner will designate an Assistant Commissioner to act on his/her behalf.
- B. Assistant Commissioner(s)** – The Assistant Commissioner shall be responsible for the following:
1. Assist the Commissioner in the performance of his/her duties.
 2. Must be available for all home/away games for all levels within their color. This includes Instructional teams playing at that location. In the event that the Assistant Commissioner cannot be available, they may ask, with the approval of the Commissioner, one of the other Assistant Commissioners or a Head/Assistant Coach within their color to act on their behalf.
 3. Advise the Operating Board of any and all matters concerning their "Color" group.
 4. Facilitate and monitor communication within their color group.
- C. Secretary** – The Secretary shall be responsible for the following:
1. Assist Commissioner in the performance of his/her duties.
 2. Prepare and maintain any and all documentations pertaining to HAYAA Football Board meetings.
 3. Provide the HAYAA Executive Board with copies of any and all Minutes, reports, documentations, etc. when requested.
 4. Assist with communication between members of the Operating Board.
 5. Oversee all Color Coordinators and their respective duties. This includes communications, scheduling and training.
 6. Registration of players including scheduling registration dates, processing of all registrations, roster completion and preparing the player draft.
- D. Treasurer** - The Treasurer shall be responsible for the following:
1. Assist the Commissioner in the performance of his/her duties.
 2. Prepare and maintain financial records, including but not limited to, accounts receivable and accounts payable.
 3. Prepare and disburse updated financial reports to any and all Operating Board Members at Operating Board meetings.
 4. Payment of all invoices with HAYAA Football Board checks and documentation of the same.
 5. Maintenance of current year budget balance.
 6. Assist Executive Board to establish financial reporting procedures.
 7. Ensure the Equipment Manager, Facilities Manager, Concessions Manager and Merchandise Manager receive three quotes on all expenses over \$1,000.00. These quotes will be submitted prior to approval. In the event that three quotes are not possible due to

product/supplier availability, the Commissioner and Treasurer must both approve available quotes.

8. Supervise any and all income received from Concessions, Gate fees, Merchandise, Fundraising and any other income generating entity.

E. Equipment Manager – The Equipment Manager shall be responsible for the following:

1. Assist the Commissioner in the performance of his/her duties.
2. Evaluate all equipment and determine what equipment needs to be replaced or reconditioned for the upcoming season by January 31 of existing year.
3. Submit to the HAYAA Football Board by April 30 of existing year, three competitive bids for existing year's equipment needs, which includes all jerseys.
4. Organize dates for the following:
 - a. Helmet clean-up/sticker application
 - b. Equipment Handout date(s)
 - c. Equipment Hand-in date(s)

F. Merchandise Manager – The Merchandise Manager shall be responsible for the following:

1. Assist the Commissioner in the performance of his/her duties
2. Prepare a full inventory count of all merchandise before any new orders are placed for the current year
3. Evaluate all merchandise and determine what merchandise needs to be discounted and/or replaced for the upcoming season before any new orders are placed for the current year
4. Obtain bids for graphics, printing and apparel for the upcoming season. All Bids will be reviewed and funds will be allocated by the Operating Board
5. New graphics or designs are to be approved by the Operating Board
6. Any subsequent orders after Operating Board approval for the current year will require approval from the Treasurer and Commissioner

G. Facilities Manager – The Facilities Manager shall be responsible for the following:

1. Assist the Commissioner in the performance of his/her duties.
2. Prepare all field equipment and have it ready for the first day of practice.
3. Evaluate all field equipment and determine what equipment needs to be upgraded, repaired or replaced for the upcoming season by January 31 of existing year.
4. Provide a maintenance schedule and work with Hartland Community Education and Hartland Township on all maintenance projects to ensure facilities are safe and available for football practices and games.
5. Maintain all equipment and supplies needed for chalking the game and practice fields.
6. Define yearly projects of maintenance, repair and upkeep of game and practice fields.

H. Concessions Manager – The Concessions Manager shall be responsible for the following:

1. Assist the Commissioner in the performance of his/her duties.
2. Ensure that the concession stand is properly stocked on the Friday night prior to game day.
3. Purchase all needed supplies and food.
4. Update and post concession prices and information on how to run the concession stand.
5. Communicate with the Secretary and Color Coordinators on any and all information related to running the concession stand.

- I. **Fundraising Manager** – The Fundraising Manager shall be responsible for the following:
 - 1. Assist the Commissioner in the performance of his/her duties.
 - 2. Solicit donations from community members, player families, organizations or business.
 - 3. Develop and carry-out fundraisers with approval from the Operating Board.

- J. **Website Manager** - The Website Manager shall be responsible for the following:
 - 1. Assist the Commissioner in the performance of his/her duties.
 - 2. Update and maintain the HAYAA Football website.

ARTICLE V FINANCIAL

- A. The HAYAA Football program is a non-profit 501(c)(3) organization and will remain forever a non-profit program. If the organization shall dissolve, all assets and property will revert to the Hartland Area Youth Athletic Association Executive Board, it's governing Board.
- B. HAYAA Football will operate its fiscal year from January 01 to December 31
- C. HAYAA Football will provide an annual Operating Budget to the Executive Board for approval.
- D. HAYAA Football receives funding from the following:
 - 1. Registration fees in an amount to be decided by the HAYAA Football Board for each player. If a family is unable to pay registration fee, a recommendation will be made to the HAYAA Football Board for financial assistance.
 - 2. HAYAA Football Board will accept sponsors to augment financial needs. All proceeds received from same shall be used to provide for and maintain football activities for youth registered in the program.
 - 3. Donations from any person, organization or business.
 - 4. Fundraising activities at the HAYAA Football Board's discretion.

ARTICLE VI ELIGIBILITY OF PARTICIPANTS

Participants for HAYAA Football must reside within the Hartland Consolidated School District. Home, private and charter schooled students may participate if they reside within the Hartland Consolidated School District boundary. All participants in HAYAA Football are governed by the rules set forth by the Livingston County Area Junior Football League (LCAJFL) under the *Articles of Player Participation and Retention of Eligibility*.