

ARTICLE VII – OFFICERS, DUTIES AND POWERS

Section 1 - Officers:

The **Executive Board** of the FCYFL shall consist of a minimum of eight (8) members as follows:

President
Vice President
Cheer Director
Secretary
Treasurer
Athletic Director
Parliamentarian
Sgt. At Arms
Coaching Coordinator
Team Manager
Fundraising Coordinator
Equipment Manager

The Board may also consist of the following additional positions:

Registration Coordinator
Player Advocate
Game Commissioner
Assistant-Cheer Director
Concession Coordinator
Field Coordinator
Publicity Director
CCYFL Executive Council Rep. (Appointed by President)
CCYFL Rep. #1
Coaches Committee Members (4)
Insurance Director

The Board of Directors may appoint or remove such other positions as it may deem necessary or desirable and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Any and all elected or appointed board positions may be heard at all sanctioned meetings.

Section 2 – Executive Board Member Responsibilities

The **Executive** Board shall be elected by the current Board Members in good standing at the December meeting of the Board

The **President** shall:

- A. Preside at all meetings.
- B. Conduct the affairs of the FCYFL, execute the policies established by the Board of Directors and CCYFL, and represent the FCYFL to all other agencies.
- C. Attending all CCYFL Board meetings.
- D. Communicate to the Board of Directors such matters as deemed appropriate to promote the welfare of the FCYFL.
- E. Be responsible for the conduct of the FCYFL in conformity to the policies, principles and Rules and Regulations as set forth by the Board of the CCYFL.
- F. Designate in writing other Officers, if necessary, to make and execute for/and in the name of the FCYFL such contracts and leases as may have received prior approval of the Board.
- G. Investigate complaints, irregularities, and conditions detrimental to the FCYFL and report thereon to the Board.
- H. Only vote in the event of a tie.
- I. Oversee all activities of all Board Members
- J. Arrange for audits of the League when required.

The **Vice President** shall:

- A. In the absence or disability of the President, and provided he/she is authorized by the President or the Board, perform the duties of the President. When so acting, the Vice President shall have all the powers of that office, -
- B. Assist the President in all other duties.

The **Cheer Director** shall:

- A. Attend all cheer meetings conducted by the CCYCA;
- B. Prepare and present a monthly report to the FCYFL Board.**
- C. Coordinate and oversee fitting and purchase of uniforms;

- D. Coordinate group photos;
- E. Coordinate practice schedule and game day schedule;

The **Secretary** shall:

- A. Be responsible for recording the activities of the FCYFL and maintaining appropriate files, mailing lists and necessary records;
- B. Maintain a list of Directors and Committee Members and give notice of all meetings of the FCYFL, the Board of Directors and committees.
- C. Acquire location for all Board meetings:
- D. Keep the minutes of the Board of Directors: which shall include a roster of those present at a given meeting. The secretary will also see that all Board minutes are submitted appropriately to the CCYFL.
- E. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- F. Sit in on Drafts and Certifications

The **Treasurer** shall:

- G. Be responsible for the financial activities of the FCYFL by maintaining the check book and deposits, paying League debts timely, handling disbursements/deposits of money for concession stand, receiving/depositing all moneys associated with registration, fundraisers and sponsorships; and collecting payments from CCYFL.;
- H. Provide the Board of Directors with a detailed treasurer report and a profit/loss statement.
- I. Submit quarterly sales tax and any and all other required state and federal financial paperwork.
- J. At the January meeting of the Board of Directors, provide a year-end profit/loss statement and an itemized income/expense statement. These statements should coincide with the FCYFL fiscal year (01/01 through 12/31).
- K. Compile information necessary (balance sheet, checkbook register, itemized income/expense statement, profit/loss statement, list of all equipment purchases, and a list of League officers) for the filing of the FCYFL Income Tax Return. Submit said information and communicate with a tax professional.
- L. Maintain files on the above-mentioned records according to the FCYFL fiscal year.
- M. Conduct regular and usual correspondence dealing with FCYFL financial matters such as those involving suppliers and vendors.

- N. Be responsible for payments dispersed to referees and EMT's on game days
- O. Submit monthly report to CCYFL President and Secretary
- P. Submit a yearly budget to be approved every March.

The **Athletic Director** shall:

- A. Organize teams in accordance with League rules.
- B. Coordinate the Drafts and draft sheets.
- C. Assist Coaching Coordinator
- D. Coordinate Coaching vision and league wide fundamental strategy.
- E. All game films are complete and uploaded to a board approved storage.

The **Parliamentarian** Shall:

- A. Must have served a year on the Board to be Eligible for nomination)
- B. Assist the President in a clear and consistent interpretations of the governing documents of the Organization, its Constitution, Bylaws and Local Rules.
- C. Assist in the amendment if the FCYFL Constitution, Bylaws and Local Rules annually, or as needed, for approval by the Board of Directors.
- D. Provide counsel to members on alternatives available for obtaining an appropriate forum for issues relative to the business of the Organization.
- E. Collaborate with authors of motions on clarity of wording and agreements with other governing documents.
- F. Assist with nominations, elections and voting procedures.

The **Sgt. At Arms** shall:

- A. Must have served one year on the Board to be eligible for nomination.
- B. Interpret the unique role of the Board of Directors within FCYFL in carrying out the business of the Organization.
- C. Assist the President in conducting the business of the Organization in a systematic and orderly manner.

- D. Encourage full and democratic participation of all members of the Board of Directors.
- E. Monitor the conduct of business of the Board of Directors and the Organization, relative to the Robert's Rules of Order.

The **Coaching Coordinator** shall:

- A. Contact the previous year's coaches to see if they will be returning (upon approval of the Board);
- B. Serve as a liaison between coaches and the Board;
- C. Preside at all coaches' meetings;
- D. Organize and ensure coaches are made aware of and attend all mandatory clinics;
- E. Organize all clinics and conditioning and Hell Week.
- F. Assist coaches, as necessary, with information and resources pertaining to coaching youth football;
- G. Assist in the resolution of team problems and be present at all grievance meetings.
- H. Coaching Coordinator is not eligible to be a Head Coach in any division.

The **Team Manager** shall:

- A. Communicate with team parents and coaches to ensure that everyone is aware of League events (fundraisers, pictures, games, certification, etc.);
- B. Coordinate with team parents to schedule volunteers from each team to assist with field setup and tear down, concession stand, fundraisers. Coordinate and train any game day clock volunteers.
- C. Coordinate **distribution** jerseys.
- D. **Coordinate Team Pictures.**
- E. **In charge of monitoring team communication media. Must be on all team communication apps or text threads.**

The **Fundraising Coordinator** shall:

- A. Oversee the Fundraising Committee
- B. Coordinate with Treasurer to report costs and earnings of each fundraising event.

- C. Form a Fundraising Committee as needed.
- D. Consist of Fireworks, Fan Gear, Dinner, and Banners overseen by the Fundraising Coordinator.
- E. Assist the Fundraising Coordinator and be prepared to assume the duties thereof should the need arise.
- F. Coordinate with Treasurer to report costs and earnings of each fundraising event.

The **Equipment Manager** shall:

- A. Identify new and replacement equipment needs;
- B. Oversee storage, distribution, maintenance, inventory and control of all League equipment;
- C. Locate, purchase and account for all materials, supplies, uniforms and equipment approved for purchase by the Board;
- D. Provide receipts for all purchases to the Treasurer a minimum of 10 days before due date.
- E. Be responsible for the purchasing and re- filling of the FCYFL team First Aid kits.
- F. Make sure medical supplies are available when needed (at practices and games)

Section 3 – Additional Board Member Responsibilities

All **Additional** Board Members shall be elected by the current Board Members in good standing at the December meeting of the Board.

Registration Coordinator:

- A. Oversee the sign-up committee;
- B. Handle all player paperwork including registration forms and their attachments, as well as team rosters
- C. Arrange physical examinations as required;
- D. Organize teams in accordance with League rules;
- E. Verify players' ages and eligibility.

F. Coordinate player certification.

The **Player Advocate** shall:

- A. Be the primary contact person and liaison between USA Football and FCYFL.
- B. Attend one of the USA Football Heads UP clinics as scheduled by CCYFL.
- C. Train FCYFL Coaches on USA Heads Up safety information received at clinic.
- D. Coordinates water for Clinic Week and Heck Week.

The **Game Field Commissioner** shall:

- A. Attend Field Commissioner training;
- B. Be responsible for assigning qualified volunteers as Field Commissioner for every game played on the League's home field.
- C. Perform official game day Field Commissioner duties.
- D. Collect and report scores to CCYFL by end of game day.

The **Assistant Cheer Director** shall:

- A. Assist the Cheer Director/Coordinator and be prepared to assume the duties thereof should the need arise.

The **Concession Coordinator** shall:

- A. Coordinate the functions of the concession stand including the purchase, preparation and sales of food;
- B. Obtain from Team Coordinator or GFC the schedule of volunteers to help set up and work in the concession stand on game days;
- C. Keep all receipts and turn them over to the Treasurer on a regular basis as agreed to by the Treasurer;
- D. Be responsible for cash box on game days from the time it is delivered by the Treasurer until it is returned to the Treasurer;

The **Field Coordinator** shall:

- A. Be responsible for overseeing set up, and tear down football field.

- B. Notify the city if the football field needs repair or maintenance.
- C. Be responsible for the scheduling of the EMT's for all games played at the FCYFL home field.
- D. Act as the liaison between AGHS Athletic Director and FCYFL.
- E. Will be the contact person for any and all field safety concerns reported to our League regarding our fields.

The **Publicity Director** shall:

- A. Direct all public relation efforts of the League; Oversee all publicity for the League. Coordinate public announcements of League fundraisers and assist the Fundraising Coordinator when necessary.
- B. Coordinate the distribution of league sign up flyers to the local schools and be responsible for community advertising for registration via registration banners, local media, etc.
- C. Be responsible for publicity concerning the annual election meeting.
- D. Be solely responsible for ensuring information and notifications are inputted on the FCYFL website and Social Media pages.

The **CCYFL Executive Council Representative** shall:

- A. Be appointed by the acting President;
- B. Attend all CCYFL meetings and report activities of such to the Board.

The **CCYFL Representatives** shall:

- A. Attend all CCYFL meetings and report activities of such to the FCYFL Board.

The **Coaches Committee Members** shall:

- A. Assist the Coaching Coordinator and be prepared to assume the duties thereof should the need arise.
- B. Each member of the coaching committee will be assigned a division to be a liaison with preferably one that their Player Member is not associated with.
- C. Must attend all coaching meetings.

The **Insurance Representative** shall:

- A. Collect all Field Injury Reports from ~~Head Coach Team-Parent~~ weekly and submit them to CCYFL representative.
- B. Provide insurance forms and injury reports to parents of injured players when requested. (Preferably carbon copy triplicate field injury reports)
- C. ~~Ensure that the Player Member's Guardian has been informed of injury in writing.~~

Coaches Committee:

The Coaches Committee will consist of the Coaches Coordinator, four members of the Coaching Committee, the Athletic Director, the Secretary, and the FCYFL President. The Committee shall meet and discuss potential Head Coach Applicants and will conduct interviews with each applicant. The Committee will recommend Head Coach Applicants to the Board for a majority vote by members in good standing. The Coaches Committee will investigate any reported violations of the Coaches Ethics Pledge and report its findings to the FCYFL Executive Board for review and disposition.

Fundraising Coordinator:

Consist of Fireworks, Fan Gear, Dinner, **Sponsors**, Banners, and **any other fundraising opportunities (BBQ, Squares, etc)** overseen by the Fundraising Coordinator.

