

Duluth Youth Football &  
Cheerleading Association  
DYFCA



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**ON BEHALF OF THE  
OFFICERS, COACHES, TRAINERS, AND TEAM MOTHERS  
WELCOME TO DULUTH YOUTH FOOTBALL**

Please take the time to read this handbook which was prepared in an effort to inform all players, parents, and coaches, and with a comprehensive review of our Association. Over 500 boys and girls participated in the Association, making Duluth one of the largest participants of any football/cheerleading association in Gwinnett County.

We are part of the Gwinnett Football League (GFL), one of the sixteen associations in Gwinnett County. The associations are Buford, Brookwood, Dacula, Duluth, Collins Hill, Lawrenceville, Lilburn, Loganville, Mill Creek, Mountain Park, Norcross, North Gwinnett, Peachtree Ridge, Shiloh, South Gwinnett, and Grayson.

A minimum of eight games are played during the season. A three game play-off and Gwinnett County Championship Game can extend the season by four games.

Our goal is to make your child's participation an educational, fun, memorable activity. As with most youth sports activities, our success is dependent upon VOLUNTEER officers, coaches, trainers, and team mothers. The individual assistance of parents working the concession stand, meeting fund raiser needs, etc., makes the collective success of the Association. The only way to keep ever rising costs down is with your assistance. PLEASE DO NOT HESITATE TO VOLUNTEER!

Should you have any questions, do not hesitate to ask your coach, manager, or any of your officers, or call our information voice mail for update information, or leave a message. This number is 770-409-7590.

Again, welcome to Duluth Youth Football. Home of the Wildcats, and the best football players and cheerleaders in Gwinnett County! We have a great year in store for you!

## COACHES

### *CODE OF ETHICS PLEDGE*

I WILL PLACE THE EMOTIONAL AND PHYSICAL WELL-BEING OF MY PARTICIPANTS AHEAD OF ANY PERSONAL DESIRES TO WIN.

I WILL REMEMBER TO TREAT EACH PARTICIPANT AS AN INDIVIDUAL, REMEMBERING THE LARGE SPREAD OF EMOTIONAL AND PHYSICAL DEVELOPMENT FOR THE SAME AGE GROUP.

I WILL DO MY BEST TO PROVIDE A SAFE SITUATION FOR MY PARTICIPANTS.

I PROMISE TO REVIEW AND PRACTICE THE NECESSARY FIRST-AID PRINCIPLES NEEDED TO TREAT ANY INJURIES OF MY PARTICIPANTS.

I WILL DO MY BEST TO ORGANIZE PRACTICES THAT ARE FUN AND CHALLENGING TO ALL MY PARTICIPANTS.

I WILL ENSURE THAT I AM KNOWLEDGEABLE IN THE RULES OF EACH SPORT THAT I COACH AND THAT WILL TEACH THESE RULES TO MY PARTICIPANTS.

I WILL ATTEND ALL ACQUIRED TRAINING COURSES AND CERTIFICATIONS TO OBTAIN THOSE REQUIRED BY GFL AND DYFCA

I WILL USE THOSE COACHING TECHNIQUES APPROPRIATE FOR EACH OF THE SKILLS THAT I TEACH.

I WILL REMEMBER THAT I AM A YOUTH COACH AND THAT THE GAME IS FOR CHILDREN AND NOT ADULTS.

**GENERAL INFORMATION NUMBERS  
INFORMATION & MESSAGE SERVICE (DYAA)  
(770) 409 – 7590**

# DULUTH YOUTH FOOTBALL & CHEERLEADING ASSOCIATION BY – LAWS

## PREAMBLE

It is the primary purpose of this association to promote, encourage, direct, and operate programs for the children and youth of the Duluth area, Gwinnett County, Georgia, in order to promote the growth of physical, mental, social, educational, and spiritual welfare of the participants in the programs, and to promote the ideas of good citizenship and good sportsmanship through organized sports programs.

## ARTICLE I

### PURPOSE

#### SECTION I

All football participants (F), cheerleaders (C), parents (P) must display good citizenship, good sportsmanship, and positive behavior at all times.

#### SECTION II

All (F), (C), sign-ups will be on a first-come first-serve basis, as mandated by the GCPRD.

(F), (C), - There will be drafts conducted for split team to determine which squad a child will be placed on.

(C) - Team sizes will be as mandated by the GFL By-Laws

#### SECTION III

Maximum of football teams will be as mandated by the GFL By-Laws.

#### SECTION IV

THERE WILL BE NO FOOTBALL AND/OR CHEERLEADING REFUNDS. There will be no participation or equipment issued until all fees are paid, due no later than July 31<sup>st</sup>.

#### SECTION V

All (F) will play by age group as mandated by GFL By-Laws, which is age on September 1<sup>st</sup>.

All (C) will be required to cheer for their grade level:

<u>GRADE</u>	<u>TEAMS</u>	<u>GRADE</u>	<u>TEAM</u>
Readiness/1 <sup>st</sup> /2 <sup>nd</sup> .....	6/7 yr. football	6 <sup>h</sup> .....	11 yr. football
3 <sup>rd</sup> .....	8 yr. football	7 <sup>h</sup> .....	12 yr. football
4 <sup>th</sup> .....	9 yr. football	8 <sup>h</sup> .....	8 gr. football
5 <sup>th</sup> .....	10 yr. football		

**THERE ARE NO EXCEPTIONS! CHILDREN MAY NOT PLAY/CHEER UP OR DOWN PER GFL RULE.**

**DYFCA HAS A NO REFUND POLICY: ALL REGISTRATIONS ARE FINAL AND ARE SUBJECT TO NO REFUNDS.** A formal request must be submitted to the President or Cheer/Football Director within 15 days from the original date of registration. The board must vote to determine if a refund will be granted. A decision will be made and delivered to the requester within 30 days from the date of receipt of the request.

#### SECTION VI

(F) - The head football coach of each team and league team mom shall seek a volunteer (or appoint if necessary) to serve as a Team Mother. Team Mothers shall assist the Head Coach with calls to parents, drink scheduled, etc and work with the League Team Mother of Football for concession duties and all necessary team functions.

(C) - Each squad will have a Head Coach; The Head Coach is responsible for the function of her squad. The Team Mother, appointed by the Head Coach, assists the Head Coach when necessary and shall handle calls to parents of Cheerleading for concession duties, etc.

(F) (C) - The League Team Moms may not serve as a Team Mother during their service on the Board. Once the parent is no longer a part of the Board they are eligible to participate as a Team Mother.

## ARTICLE II

### COACHING

#### SECTION I

Size and qualifications of coaching staffs shall conform to GFL mandates.

#### SECTION II

Head Coaches (Football & Cheerleading) are placed in nominations for approval by the Board and must be approved by a Board majority vote. It is the Board's desire to have the highest qualified head coaches available. Nominees are welcome to have their credentials presented in writing by the VP of Cheerleading. Assistant coaches and trainers are subject to approval by the Board. All coaches both football and cheerleading including assistants and will be required to sign a statement allowing a background check. Anyone convicted with a charge must be approved and will be at the discretion of the DYFCA Board.

#### SECTION III

Coaches are forbidden to recruit players from other association areas. This conforms to GFL rules. Head coaches will turn in certification books to the GFL Rep. at the end of the season.

#### SECTION IV

Coaches must have a parents meeting within the first five days of practice to get acquainted, give practice times, answer parent questions, etc.

#### SECTION V

Coaches/Trainers/Football Players/Cheerleaders/Board Members and staff shall not use any form of tobacco, drugs, and/or alcohol on the practice field (during practice time) or during games. All Board members are responsible for monitoring and reporting to the GFL representative any offenders. This conforms and adheres to GFL Rules.

#### SECTION VI

(F) (C) – coaches should establish parameters for disciplinary actions and so advise parents. Rules must be established for missing practices and games, profanity, fighting, and disrespect in writing at the initial team meeting.

(C) – There is a demerit system in place for tardiness, unexpected absences, soiled uniforms, etc., and upon signing the registration form, the members and parents agree to abide by this system,

#### SECTION VII

In order to insure all children in the football program are receiving at least the required minimum plays mandated by the GFL (refer to the GFL RULE BOOK... updated annually) and that this rule can be accurately documented the Head Coach is required to do the following:

- a.) Obtain a blank copy of a PLAY RECORD FORM prior to the start of each game from the V.P. of Football
- b.) Designate a member of his coaching staff to be the TRACKER of whom will be charged to accurately complete the form and turn in said form immediately following the conclusion of each game at the concession stand at Shorty Howell Park; in the required box.

c.) Assume full responsibility of accuracy and the integrity of the data provided by him as it appears on said form.

d.) Notify the V.P. of Football the name of the coach on his staff who has been assigned the task and responsibility of being the TRACKER.

#### **SECTION VIII**

Failure to comply with said policies obtained herein by any coach will result in disciplinary action taken by the Board.

#### **SECTION IX**

Each Head Coach will appoint a member of his respective coaching staff to be the ASSISTANT HEAD COACH. Following the determination of said individual the Head Coach will submit in writing prior to GFL certification, the name and home phone number of this individual to the V.P. of Football. The responsibilities of the team in the Head Coach's absence, and/or to assume the Head Coach position should the Head Coach be dismissed of his duties by the Board or leave for any other unforeseen reason.

#### **SECTION X**

Head Coach is responsible for accounting for all equipment issued to him and his players. Failure to comply may result in forfeiture of future coaching privileges.



## ARTICLE III

### CONDUCT

#### SECTION I

There must be participation in the fund raiser (maximum 2 children per family) or contribute the required fee per child. Failure to participate or pay the fee would result in suspension from the Association and/or trophies will be withheld. Outstanding names will be furnished to Duluth Youth Athletic Association and registration for other sports will be prohibited until all fees are paid. Any outstanding debt to any DYAA will prevent your registration.

#### SECTION II

Possession or consumption of alcohol or illegal drugs will not be tolerated at practices, games, or any function supported or sponsored by this Association. This includes not only parents, but coaches, trainer, managers, officers, guests, visitors, etc. All Head Coaches (Football & Cheer) must present at their firstparent/participant meeting a copy of the 'PARENT/PARTICIPANT AGREEMENT for both the participant and the spectator. These agreements will be issued by DYFCA annually. Prior to Jamboree all agreements must be signed and turned in to the Head Coach or Team Mom. Players will not be able to participate without the agreement on file.

#### SECTION III

All parents, coaches, officers, etc., are expected to display conduct becoming of a first class association. Use of profanity, obscenities, etc., is prohibited. Due respect should be given to opposing coaches, players, parents, officials. Spectators may use cowbells; however, all other noise makers (bullhorns, air horns, etc) will be illegal. (This conforms to GFL Rules)

#### SECTION IV

(P)(F)(C) - Individual members of the teams must support and uphold each other in order for teams to be successful. Regardless of personal differences among members of the team, each member has a loyalty to the team as a whole. Personal arguments, likes, and dislikes, must take second place to the unity of the entire team. The Association President will be advised of all warnings and must be present if a member is asked to withdraw. Members who continually create disunity will be withdrawn.

#### SECTION V

(P)(F)(C) - Satisfactory conduct is expected at all Duluth Youth Football/Cheerleading functions. Members should not smoke, drink, use profane language or illegal drugs or be under the influence at anytime while exercising coaching responsibilities. A member is expected to follow all Association rules.

#### SECTION VI

The problems mentioned in Article III, Section V, will be dealt with by the Executive Vice Presidents of Football and Cheerleading, and the President which may result in expulsion without a warning.

## ARTICLE IV

### JOB AND PRACTICES

#### SECTION I

(F)(C) - All members must attend all practices. Permission to miss a practice or a game must be obtained in advance from the Head Coach.

#### SECTION II

(F)(C) - Members must be on time for all practice sessions and attend the entire practice. Head Coaches may set their own rules regarding practice/playing time, within the GFL By-Laws, however, members and parents should be informed at the beginning of the season.

#### SECTION III

(F)(C) - PARENTS MUST BE PUNCTUAL IN PICKIN UP THEIR CHILDREN AFTER PRACTICE AND GAMES. Repeat violations may result in disciplinary action. DYFCA or its coaches will not be responsible for children left unattended.

#### SECTION IV

(F) - Coaches should establish guidelines for players missing practices.

(C) - If a member misses the practice preceding a game, she may not be allowed to participate in half-time. Parents must be advised promptly if their daughter will not be allowed to participate in half-time activities.

Parents contesting said actions may request a hearing of the DYFCA Board. Hearing will be held at the discretion of the board.

#### SECTION V

(F) - Coaches will follow GFL requirements on practice hours and number of days per week.

(C) - Practices will be three (3) days per week until school starts. After school starts, practice will be two days per week.

(F)(C) - Days and times for practices - TBA

#### SECTION VI

(F) - Players are required to furnish their own shoes, helmet, shoulder pads, practice pants, practice jersey, mouthpiece, and socks. **Game attire must not be worn to practice at any time.**

#### SECTION VII

(F)(C) - A parent or adult guardian is requested to stay at practices and games due to the possibility of injury occurring. Parents must not interfere with practice activities and are required to stay outside fenced practice area.

#### SECTION VIII

(C) - No stunts will be allowed on pavement, or wet field conditions.

## ARTICLE V

### GAMES

#### SECTION I

(F)(C) - Each member must attend all games. Each member must advise the Head Coach if they will miss a game.

#### SECTION II

(C) - Poms are used at the Coach's discretion.

#### SECTION III

The Head Coach (or his appointee) or Team Mother will be present at every practice and every game.

## ARTICLE VI

### GAME UNIFORM

#### SECTION I

(F) - Players may wear their game jersey to school on the day of or prior to each game and also to Duluth High School Football Games.

(C) - Uniforms may be worn to school on the day of or prior to each game and to any Duluth High School football game. The Head Coach and Team Mother are required to inspect the uniforms for damage incurred other than normal wear and tear.

#### SECTION II

(F)(C) - Proper uniform must be worn, including socks and shoe laces. It must be clean and shoes polished for each game.

(C) - The designated shoe of the Association, will be worn by all cheerleaders.

(C) - Hair should look neat (no hair painting will be allowed) and if make-up is worn, use lightly with good taste, and no jewelry.

(F)(C) - No jewelry, i.e., earrings, necklaces, rings or bracelets are to be worn during practices or games.

#### SECTION III

All coaching personnel are to wear the coaching attire (provided by "The Association" unless otherwise noted) at all games of which they are coaching. Said attire is to include the following:

- a.) Current year coaching hat
- b.) Current year coaching shirt
- c.) Khaki or black slacks or shorts
- d.) White or black coaching or tennis shoes or equivalent (this expenditure will not be reimbursed).

## ARTICLE VII

### SPORTSMANSHIP

#### SECTION I

(F)(C) – Upon arriving for a game, members must stay with the Coach. Proper conduct is required in regards to talking to members of the other Association's team.

#### SECTION II

(F)(C)(P) – Members will show proper respect to other Associations. Fighting within a game or off the playing field will not be tolerated and will cause for disciplinary action and possible withdrawal from the association.

(C) – Cheering to support the team is a cheerleader's major job. These cheers will be positive and appropriate to either team. BOOING is Prohibited! Negative or "put down" cheers will not be allowed.

## ARTICLE VIII

### ASSOCIATION FUNDRAISER "OPT OUT FEE"

#### SECTION I

"All parents/children must participate in the fundraising efforts. There is an "Opt Out Fee" option available (amount to be determined by Board) that must be paid by the due date of the fundraising funds for those choosing to not participate in the association's fundraising. If the "Opt Out Fee" is not paid by such date (date to be determined by Board) the participating child will not be eligible for play effective immediately."

For the 2012 Season the Opt Out Fee has been set at \$50.00, parents will have the option to pay such fee at registration.

## ARTICLE IX

### **NOMINATING COMMITTEE**

THE NOMINATING COMMITTEE SHALL BE RESPONSIBLE FOR SELECTING INDIVIDUALS WHO ARE WILLING TO HOLD A POSITION ON THE BOARD FOR A FULL YEAR.

#### SECTION I

Any officer shall be at least 21 years of age,

#### SECTION II

The President will appoint a nominating committee consisting of three people from the membership and two from the Board of Directors who will select a list of candidates. A minimum of two-thirds (2/3) of the Board of Director members must reside within Gwinnett County. A list of names, addresses and phone numbers of the newly elected Board of Directors must be sent to GCPRD Recreation Supervisor within 30 days of the election, the newly elected President is responsible for this.

#### SECTION III

The Secretary will be responsible for obtaining from the President, the list of Nominating Committee members and compiling it by November 30. The Nominating Committee shall meet by November 30 to nominate officers.

#### SECTION IV

The Nominating Committee shall elect a chairperson to run the meeting and be the spokesperson at the parent's meeting. The Chairperson must not be a board member.

#### SECTION V

The President will address the Nominating Committee to charge them with their responsibility and answer any questions. The President will then leave the nominating committee meeting. Only Nominee Committee members are allowed in the meeting. All others must leave the meeting.

#### SECTION VI

The Nominating Committee must have a quorum of at least 4 of the 5 Nominating Committee members available as posted on the Nominating Committee list furnished by the Secretary.

#### SECTION VII

After completing the slate of officers, the chairperson will call each person nominated to advise and make certain they will accept the office if so elected.

#### SECTION VIII

The chairperson is responsible for posting all nominees on the bulletin board ten (10) days in advance of elections and distributing said list to all team mothers.

#### SECTION IX

The only requirement necessary to run for a Board position is that you must be on good financial standing with the Association.

## ARTICLE X

### **ELECTION OF BOARD OF DIRECTORS**

#### SECTION I

The election of new officers shall be completed by December 10<sup>th</sup>, or before.

#### SECTION II

The President shall arrange a meeting place of holding the expected (or average) crowd. The Secretary will provide the ballot listing all names provided for each office by the Nominating Committee. Additional blank lines will be provided for nominees. (F), (C) – Only the current year members, parents, coaches, team mothers, and officers are permitted to vote. The secretary will check off the names of parents as they enter the meeting. The Secretary shall keep track of the number of parents as they enter the meeting. The Secretary shall keep track of the number of ballots handed out so the number of votes counted shall not exceed the number handed out.

#### SECTION III

The nominating committee chairperson will conduct the election of the officers by:

1. Starting with President, give the names chosen by the Nominating Committee and then ask if there are any nominations from the floor. Any nominees from the floor must be present or written approval to accept the nomination of the specific position to be given to the Secretary.

If none, voting by a show of hands will be done to officially vote that nominee into office. If more than one nominee, voting shall occur by secret ballot with voters entering into additional names on the line provided on the ballot. Votes shall be counted by the Nominating Committee. To be eligible to run for President, a member must have served on the Board of Directors the previous year.

#### SECTION IV

The name of the elected officer shall be announced upon completion of the counting of the ballots. This will be done after each office has been voted on. Names shall not be held until the end of the election.

#### SECTION V

After all officers have been elected, the Nominating Committee Chairperson will turn the meeting back over to the current President, who will address any new business. The newly elected Secretary should obtain the telephone numbers of the new officers so the first meeting date can be set. A motion must be made to adjourn the Meeting. New elected Board of Directors takes office beginning with the December meeting of that year.

#### SECTION VI

The President of Duluth Youth Athletic Association or his assignee will be in attendance at the parents' meeting to be an impartial observer of the election process.

#### SECTION VII

Voting eligibility - Absentee voting will not be permitted; you must be present to vote. (F)(C) – Eighth (8<sup>th</sup>) grade teams are outgoing members who have no personal interest in the future of the Association; therefore, they are not eligible to vote at the Parents Meeting. Eighth grade parents with younger children who participated in the program the same year of the current Parents Meeting are eligible to vote.

## ARTICLE XI

### **BOARD OF DIRECTORS' RESPONSIBILITIES**

#### SECTION I

##### GOVERNING BODY

The Governing Body of the Duluth Youth Football/Cheerleading Association is comprised of the President, Executive Vice President of Football, Executive Vice President of Cheerleading, Vice President of Football, Vice President of Cheerleading, League Team Mother Coordinators, GFL Representative, Secretary, Treasurer, and VP of Fundraising.

##### STAFF POSITIONS

Elected Staff positions do not attend meetings unless invited by the governing body. Staff positions cannot vote at these meetings. Elected staff positions' duties are to include assisting the governing body with items such as registration and home game days. Privileges include pre registration of their children for the year they hold staff positions.

##### GATE DUTY

It is the responsibility of all Board Members and Staff to serve their designated Gate Duty as assigned. Football and Cheerleading Head Coaches and Assistant Coaches will also be assigned as needed.

##### PRESIDENT

The President shall oversee all functions of the youth football and cheerleading association. Responsibilities include the smooth functioning of all football and cheerleading activities, including, but not limited to:

1. Arrange for trophies and plaques
2. Support and enforce the By-Laws for the GFL
3. Arrange for police and EMT services at all appropriate Association functions.
4. Oversee both football and cheerleading registrations
5. Authorizes all purchase relating to football and cheerleading teams
6. Arrange player physicals
7. Forms and books to printers

#### SECTION II

##### EXECUTIVE VICE-PRESIDENT OF FOOTBALL

The executive Vice-President of Football is responsible for the smooth functioning of all football activities, including, but not limited to:

1. Ordering all necessary football equipment, i.e., coaches hats, shirts for coaches, officers, etc.

2. Handle any complaints or problems from football parents or children. The President shall always be advised immediately of any physical fighting that has occurred (i.e. coaches, parents, children)
3. Keep all coaches informed as to practice dates, fields, time field assignments, and game schedules, etc.
4. Assist coaches with any problems they may encounter
5. Assist in player physicals
6. Authorized to make purchases relating to football.

### **SECTION III**

#### **EXECUTIVE VICE-PRESIDENT OF CHEERLEADING**

The executive Vice-President of Cheerleading is responsible for the smooth functioning of all cheerleading activities, including, but not limited to:

1. Ordering all necessary cheerleading equipment, i.e., uniforms, pom-poms, sweaters/warm-up suits, cheerleader coaches' shirts, etc.
2. Organize and conduct registration and camps.
3. Handle all complaints or any problems from cheerleading team parents, or children.
4. Assist Head Coaches with any problems they may encounter
5. Authorized to make purchases relating to football.
6. Attend GFL cheerleading meeting.

### **SECTION IV**

#### **SECRETARY**

The Secretary is responsible for the minutes and record keeping for the Association, including, but not limited to:

1. Call all Board members to advise of meeting times and dates for other functions.
2. Record and type minutes of all Board meetings. Read minutes of prior Board meeting at the beginning of the next Board Meeting.
3. Assist President with development/set up of Association forms.
4. Be responsible for obtaining and compiling the list of Nominating Committee members by Nov. 30<sup>th</sup>.
5. To submit a complete list of participants with names, addresses, and phone numbers to the secretary of D.Y.A.A. and Treasurer of DYFCA.
6. Schedules gate duty assignments.



## SECTION V

### TREASURER

The Treasurer is responsible for the financial records for the Association, including, but not limited to:

1. Deposit all cash and checks from registration, gate, concession, etc.
2. Provide status of checking account activities at each Board Meeting.
3. Balance checking account
4. Disburse funds as directed by the President for all expenses such as referees, police officers, paramedics, football and cheerleading equipment purchases, and concession stand.
5. Provide a summary of Board expenditures at the annual Parents Meeting
6. All checks require two authorized signatures for release of funds.

## SECTION VI

### VICE PRESIDENT OF FOOTBALL

The Vice President of Football will assist the Executive Vice President of Football, including, but not limited to:

1. Acquire the Board approval a Head Coach for each age group, A Head Coach may select his own assistant coaches and trainer, however, they are subject to approval by the Board.
2. Assure game field is lined; yard markers are in place, flagged corners, and ready to play. Also assure audio equipment is ready.
3. Secure all equipment after the last home game of the day.
4. Obtain a roster for each team which includes. Assistant Head Coach, Tracker, All other Assistant Coaches, and forward to the League Team Mom prior to certification.
5. Be responsible for collection and review of all tracker forms on a weekly basis
6. Assist President & Executive Vice President as required

## SECTION VII

### VICE PRESIDENT OF CHEERLEADING

The Vice President of Cheerleading will assist the Executive Vice President of Cheerleading, including, but not limited to:

1. Coordinate fitting all cheerleader members with the necessary uniform and coordinate with any problems.
2. Assists managers with any problems they may encounter.
3. First Aid kits and supplies for each team.
4. Coordinate staff for registration camp.
5. Attends GFL Cheerleading meetings
6. Assist President & Executive Vice President as required
7. Acquire for Board Approval a Head Coach for each age group.

## **SECTION VIII**

### **VICE PRESIDENT OF FUNDRAISING**

The Vice President of Football Equipment is responsible for the distribution of all helmets, shoulder pads etc., to each team, including, but not limited to:

1. Solicit and obtain corporation sponsorship.
2. Oversee and direct all fundraising projects.
3. Reports to the President regarding any and all fundraising efforts.

## **SECTION IX**

### **GWINNETT FOOTBALL LEAGUE REPRESENTATIVE**

The Gwinnett Football League Representative (GFL Rep) will represent the Board and members of Duluth Youth Football & Cheerleading at the GFL meetings, including, but not limited to:

1. Attend all GFL meetings to obtain information and promptly report to the President of the Board.
2. Be knowledgeable of all League rules and activities.
3. Must be in attendance at all home games (or designate Alternative Rep. or President to be available.)
4. Represent the Duluth Youth Board of Officers to vote, ruling, advisement, etc. Personal likes/dislikes will not be presented at the GFL meetings, but rather the representation of only the consensus vote of the Board members.
5. Report all pertinent GFL activities promptly to the President and League Team Mom, which include, but not limited to, game schedules.
6. Attend all GFL functions
7. Distribute GFL passes.

## **SECTION X**

### **LEAGUE TEAM MOMS**

The League Team Mom assists the EVP's of Football and Cheerleading and coordinates League Team Mom functions, including, but not limited to:

1. Organize banquets, arranges the facility for food, provides information and scheduled to Team Moms. The decision on banquets and its logistics will be made by both League Team Moms and the VP of Fundraiser and later presented to the Board for final vote and approval.
2. Organize the Team Moms, conducts Team Mom meetings and provides each Team Mom with information regarding football and cheerleading activities for the season. To include: information and schedules for banquets, concession duties, GFL scheduled activities, game schedules and any other pertinent facts. Also forwards all information to all members of the Board.
3. Arrange for pictures.

## ARTICLE XII

### **GENERAL BOARD RULES**

#### SECTION I

The Duluth Football/Cheerleading Association will be conducted with the help of ROBERTS RULES OF ORDER

#### SECTION II

A quorum of 75% of officers must be present in order to conduct a Board meeting. Failure to muster a quorum will require rescheduling of the meeting. All Board members must notify the President if they are unable to attend a Board Meeting.

#### SECTION III

Officer absent for two consecutive official Board meetings may be suspended from office with majority vote.

#### SECTION IV

Any vacancies created by Article III, or other circumstances (moving, change of job, etc.) the replacement will be nominated by any Board Member. However, a majority vote (51%) of the Board is needed to confirm the appointment.

#### SECTION V

The position of concession manager shall be appointed by the President. In addition and in order to share responsibilities and working time, a concession supervisor may also be appointed. These positions will be responsible to the President.

#### SECTION VI

Changes, additions or deletions to the By-Laws must be submitted in writing to the President, Action must be taken at the next regularly scheduled Board Meeting. The person(s) requesting By-Laws change will be notified by the President as to the outcome of the request.

#### SECTION VII

Purchases up to \$500.00 may be made by the President without Board Approval.

PRESIDENT- Makes purchases relating to Football & Cheerleading up to \$2000 with concurrence of either EVP.

EVP, FOOTBALL- Makes purchases relating to Football up to \$1000 with concurrence of the President.

EVP, CHEERLEADING- Makes purchases relating to Cheerleading up to \$1000 with concurrence of the President

Any purchases by anyone over \$2000 require approval of a majority of the Board. A P.O. is required for all billed purchases.

#### SECTION VIII

A minimum of three vendors (where available) must be presented to the Board for approval prior to contracting with them. The Board will review the submitted proposals and will vote to approve.

CHEERLEADING vendors - A committee of three will narrow down the search of vendors to present to the board on all issues pertaining only to Cheerleading. This committee should consist of: EVP Cheer, VP of Cheer and Cheer League Team Mom.

FOOTBALL vendors - A committee of three will narrow down the search of vendors to present to the board on all issues pertaining only to Football. This committee should consist of: EVP Football, VP of Football and Football League Team Mom.

**Please note: In the case that a designated committee member is unavailable the Board President will appoint a representative.**

ASSOCIATION Vendors - A committee of three will narrow down the search of vendors to present to the board on all issues affecting the association as a whole. This committee should consist of: VP of Fundraising, Football and Cheer League Team Moms.

#### **SECTION IX**

Any active Board Member may be removed for office by a 2/3 majority vote by the active Board. In the event of a Board Member removal, this removal will be for the remainder of the current year and will include a suspension from holding a Board Position for the following year.

ARTICLE XIII

**CASH HANDLING PROCESS**

Any and All funds collected by any DYFCA Official including, but not limited too (registration fees, concession profits, fundraising, and gate) shall be counted and verified and recorded in the appropriate notebooks. Funds collected will be deposited in the safe until Saturday at which two board members. Treasurer and President will go to the bank together and deposit the funds TOGETHER.

Only President and Treasurer will have the combination or keys to the safe and deposit slip will be stapled to the appropriate log sheet in the log book. A copy of the deposit slip will be placed in the general ledger book.

Never will one person be allowed to leave the park with any funds under any circumstances. Failure to adhere to this rule will result in immediate removal from the DYFCA Board.

*Updated on May 16, 2012*