

WORKING Anderson Jr. Cubs Football and Cheer Rules of Operation

Chapter 1 DEFINITION AND PURPOSE

Anderson Jr. Cubs, herein referred to as AJC is a non-profit association promoting youth football and cheerleading within the Anderson High School attendance area.

AJC is open to all youth meeting the age and weight requirements, and who reside within the general established boundaries set forth by SYF..

AJC shall compete in the NAL Division in the Sacramento Youth Football League, and shall be subject to the rules and regulations as set forth by these associations.

It is the purpose of AJC to teach the participating youths the basic fundamentals, conditioning, discipline and teamwork as it pertains to full-contact tackle football and cheerleading, and to develop among the participants a winning attitude, which will be carried both on and off the field of play.

A Board of Directors, as set forth in Chapter 2, shall govern the operations of the AJC program. In all matters of procedures not otherwise covered by the Bylaws of Anderson Jr. Cubs or the Rules of Operation of The Anderson Jr. Cubs, 'Robert's Rules of Order' shall govern.

Chapter 2 BOARD OF DIRECTORS

The Board of Directors shall consist of Eleven officers who shall have equal voting rights on each and every issue brought before it, with the exception of the President. The President must abstain from voting unless there is a tie vote. The officers are:

(1) President, (2) Vice President, (3) Secretary, (4) Treasurer, (5) Cheer Coordinator (6) Assistant Cheer Coordinator (7) Equipment Manager, (8) Concessions, (9) Assistant Concessions (10) Spirit Coordinator, (11) Fundraising, Each appointed member of the Board of Directors shall serve a term of two (2) Calendar years from January to December. Positions held on the board are voted on a yearly basis. Board members can create a sub-committee under their position if they so desire without voting rights for those individuals.

Board of Directors Yearly Nominations

Nominations will begin at the start of the last two (2) weeks of regularly scheduled practice to include at least one (1) home game. This schedule may be modified to accommodate game schedules by adding or subtracting one (1) week. This process may also be modified by accepting nominations by email to the association's president email only, president personal email will not be allowed. This exception must be voted on prior to the nomination acceptance date of 2 weeks. Once accepted an email or group message and/or social media post must be made to announce the exception. A sealed box and nomination forms will be provided at the snack bar area. Nomination forms will include: name of nominee, phone number of nominee and the name and participants name of the nominating party. Only Members may nominate themselves or another member. According to Anderson Jr. Cubs Bylaws, Article II. Members, Section 2.0, " Membership in the association shall be open to the parents or guardians of youth participants in good standing, good standing will be defined as having no financial obligations as well as having no disciplinary action on record, who are actively participating in the Association and those individuals 18 or older who actively participate in the association in some other capacity during the current calendar year." The sealed box containing the nominations will be opened / viewed no later than the November Board of Directors Meeting in open session with at least a Quorum present. The Nomination Form will be checked for eligibility and completeness. Every attempt will be made to contact eligible nominees by phone within the following ten (10) days. Nominees will be asked to accept or decline their nomination. Nominees who do not respond will be stricken from the list. Only after a nominee accepts their nomination will they be considered "duly nominated".

Board of Directors Yearly Elections

Elections shall be held in December during a regularly scheduled board meeting. The President shall invite all nominated individuals to this meeting. The President will invite all coaches, team members, parents, and current year board members

considered in good standing. Coaches, team parents, and current year board will serve as the voting committee on behalf of all active and participating members of the association. Ballots will be passed out, one (1) per adult in good

Standing. Ballots will be collected at the end of the meeting. Ballots that contain more than the possible positions selected will be invalid. Ballots that contain under the amount of possible positions can be counted. Any ballots that contain over the possible amount will not be considered.

Ballots shall be counted by four people: (2) persons of the membership not on the ballot, (2) Executive Board Members (President, Vice President, Secretary or Treasurer, Cheer coordinator). Election Results shall be reported at the close of the meeting. All ballots will be placed in an envelope, sealed, and signed by the (2) Executive Board Members. This envelope will then be housed by the Secretary for the next year. New Directors will assume office at the Conclusion of the December Board of Directors Meeting. If a board member misses 2 consecutive meetings of the Board of Directors, or a total of 4 meetings of the Board during any one calendar year; or miss more than 2 events put on by Anderson Jr Cubs, without advance 24 hours notice, or prior board communication, the board may at that time elect to replace that member. A replacement member shall be selected by a majority of the remaining Board members to complete the season of any officer who is removed or resigns before expiration of the officer's term. It shall be the responsibility of the Board to fill all vacant positions as soon as possible.

Board Meetings

All Board agendas and meetings shall be open to the public, except those personal in nature or disciplinary cases; these closed sessions consist of information private in nature. Information discussed in closed session will not be made public; however the results of such discussions shall be reported in open session. Written minutes of the meeting shall be distributed at the following meeting.

A majority of the members of the Board ~~(6)~~ must be present to start a meeting. Only members of the Board may cast votes concerning issues brought before the Board for consideration. All meetings shall be directed by the President, or in his/her absence the Vice President. The President shall prepare and distribute an agenda of the business to be conducted at the meeting. The agenda shall include not less than the following:

1. Meeting minutes to be distributed at the regular scheduled monthly meeting
2. Report of correspondence to or from the Board
3. Treasurer's report to be distributed at the regular scheduled monthly meeting
4. Old business
5. New business

Board members wishing to have items placed on the agenda must contact the President in writing not less than one (1) day before the meeting date. Items brought up at the meeting may be discussed but no action may be taken until the next meeting. The President with one (1) day's notice may call emergency meetings. A majority of the Board must be present at the emergency meeting and only business that required the emergency meeting may be acted upon. The responsibilities and duties of each officer are outlined in Chapter 16.

Chapter 3 FINANCIAL / PURCHASES

The Board of Directors shall direct all funds, both incoming and outgoing, to be deposited and dispersed through a bank checking account administered by at least the Treasurer and the President or Vice President. The Board shall maintain the goal of a balance of at least \$1000.00 in the checking account at all times. Major expenditures shall be approved by the Board of Directors prior to items being ordered. No purchase shall be made if the account is below the minimum, unless two-thirds of the Board agrees to the need for the expense. The Board may direct those persons in charge of concessions or equipment to purchase items on behalf of the Board. Minor purchases may be made without the prior approval of the Board. This policy shall apply for items less than \$100 where the Board does not have a scheduled meeting in a reasonable time. The following

officers may make purchases per month : The President may spend or authorize \$150.00 on necessary last minute purchases. No other board members are allowed to spend a flat amount without holding a vote.

All authorized persons making purchases (major or minor) on behalf of Anderson Jr. Cubs shall submit the receipt as proof of purchase to the Treasurer. The Board may revoke the authorization of any person abusing this privilege. Any person found to embezzle, misappropriate or divert funds or property intended for or belonging to Anderson Jr. Cubs shall be dismissed from all future participation or involvement with Anderson JR. Cubs and where possible referred to legal authorities for further action.

Chapter 4 COACHES AND ADVISORS

The coaching staff of Anderson Jr. Cubs shall consist of a Head Coach for each football team and a Head Coach for each cheer team.

Head Coach Selection-Cheer and Football

Members interested in Head Coach Positions will apply by email, Google Doc Form, or mailed letter to the AJC President no later than five (5) days prior to the February Directors Meeting. Applicants shall submit a "resume" of coaching experience. Head coaches will be selected by the Board of Directors, in accordance with the SYF rules. The Directors may require an interview prior to selection if they deem necessary. All coaches will be required to follow a training program coordinated with the AJC Board of Directors. This includes Concussion Training, Sudden Cardiac Arrest, Heat Illness training, DOJ background, and coaches clinic supplied by either SYF or High School Coaching Staff that is arranged by the Board of Directors. All Training records must be kept with the league.

Head coaches may not be team parents for other teams. As the specific coaching duties help with job specifications.

A Head coach shall be responsible for their team in its entirety, including up to, but not more than **(9)** assistant coaches, not including ~~2~~ Jr Instructors, and 1 team parent.

Honorary Assistant Coach - This is a badge position within Anderson Jr Cubs. This position will be conducted as an assistant position under the 8u,10u,12u,14u. This position will be held and utilized by the Anderson Union High School Varsity Coach.

Each head coach and cheer advisor shall designate up to 2 Badged Team Parents, per team to help coordinate chain gang, help coordinate in conjunction with the assistant snack bar coordinator home game snack bar sign ups, and team snacks for games. Badged Team Parents will help fill snack bar shifts or chain gang if positions have not been filled. The coaches need to notify the board of directors the name and information for the appointed team parent by June 1, as they will serve as voting staff at the end of season. Each Head Coach may appoint his/her coaching staff who shall be approved by the Board of Directors and certified by SYF. These appointments must be made by June 1.

All coaches and their staff shall maintain acceptable conduct as an adult for the development of impressionable youth. Personal and physical appearance shall be neat and orderly at all times. All adults are role models. Profanity, slang or vulgar words will not be tolerated on or off the field and will not be used in any case. Players shall not be insulted, belittled or excessively disciplined. Any member of any coaching staff that violates these restrictions shall be subject to disciplinary action

of the Board of Directors including, but not limited to, verbal reprimand, written reprimand, suspension or dismissal. In cases where immediate attention is required, an executive board member may remove any coach on the spot. The removed coach

shall be granted a special Board of Directors Disciplinary Meeting at the Directors earliest convenience. At which time the Board of Directors will render a decision regarding the incident. There is an appeals process and each removed badged member may submit an appeal. The board, or coaches' staff can not fill a removed position until the appeals process has been completed.

Each Head Coach shall be responsible for maintaining and accounting for all issued equipment. This includes any players that quit or are removed from the team.

The 8u Football Head Coach is responsible for making sure all Minimum Plays are met.

Coaches shall not leave "second team" players on the sidelines during practice while working with starting players for extended periods of time.

Each Head Coach shall designate one (1) assistant coach to be that team's equipment manager. This designee shall coordinate that team equipment issues with the AJC Equipment Manager.

Football head coaches shall appoint a designated weighmaster who shall certify weights and eligibility during pre-game check-in per SYF rules. He shall insure that each player has the required signed paperwork on file, and coordinate with the Secretary.

Head coaches and Cheer Advisors shall report all injuries to the Secretary and the President and/or Cheer Coordinator within 24 hours of the incident. Injuries requiring medical treatment shall be reported as soon as reasonably possible. Each head coach and cheer advisor is responsible for the safe conduct of each practice. Each head coach is responsible for reviewing the SYF rulebook and additional materials issued by SYF and AJC. Major injuries or illness will be reported immediately to the President. Help with follow up with parents regarding incidents. Each head coach is responsible for filling out accidents and incident reports for any accidents or incidents that occur during practice or games. This includes but not limited to: Fights, Sprains, Jammed fingers, ect.

Badged Team Parent Selection Process

Members interested in Team Parent must submit to a DOJ background check, and be badged according to SYF Process. This includes a minimum of SYF Requirement of Concussion Training, Heat Illness, and Sudden Cardiac Arrest. Training must be on file with the league. Team Parents will help fill snack bar shifts or chain gang if positions have not been filled. Team parents must be at every practice in order to help facilitate coach's information, or be available to help in case of injury on the field. Team Parents may not be a board member, head coach, or assistant coach, or a coach or board member who quit or was removed during the current season. The coaches need to notify the board of directors the name and information for the appointed team parent by June 1, as they will serve as voting staff at the end of season.

Team Parents must maintain acceptable conduct as an adult for the development of impressionable youth. Personal and physical appearance shall be neat and orderly at all times. All adults are role models. Profanity, slang or vulgar words will not be tolerated on or off the field and will not be used in any case. No parent, Coach Board member or league participant, shall not be insulted, belittled or excessively disciplined. Any Team Parent that violates these restrictions shall be subject to disciplinary action of the Board of Directors including, but not limited to, verbal reprimand, written reprimand, suspension or dismissal. In cases where immediate attention is required, an executive board member may remove any designated team parent on the spot. The removed badged member shall be granted a special Board of Directors Disciplinary Meeting at the Directors earliest convenience. At which time the Board of Directors will render a decision regarding the incident. There is an appeals process and each removed badged member may submit an appeal. If the appeal stands and a designated team parent is removed from their position they can not be replaced.

Appeals Process

Appeal of the Board's action shall be heard by the Board within ten (10) days of official notification. The Board shall review

the appeal and any additional information and reply in writing within five (5) days. There is no other appeal or process after the first appeal. Anyone who fails to abide by the Board's decision shall be subject to full termination of membership in the Anderson Jr. Cubs.

In order to overturn a removal vote or the the imposed removal the vote must be the majority of the voting members with the League President abstaining from any voting at any duly constituted Board of Directors Executive Session meeting, unless there is a tie. While the appeal is pending the removal will stand, until a decision has been made. A badged position can not be filled until the appeals process is complete. Designated team parents once removed after the appeals process will not be replaced.

Chapter 5 PLAYER FEES & PARTICIPATION

The Board of Directors shall establish a participation fee each year for each player and cheerleader who registers. All registered players/cheerleaders are to be included in drills and instruction throughout scheduled practices. Head coaches shall have adequate staff to facilitate quality instruction, a minimum of one (1) coach for each eleven (11) players is recommended (not including the Head Coach). Players and cheerleaders may not participate in any practice or game until the registration fee is paid in full or a payment plan contract has been established. The league reserves the right to deny registration to any person without cause. The registration fee is refundable only under the following circumstances:

1. A 100% refund may be obtained if the player/cheerleader has not attended any authorized conditioning or practice session.
2. No refund shall be given if a cheer uniform is purchased for a cheerleader. In the event of an emergency and a refund is given, by board vote the fees of the uniform shall not be refunded.
3. No refund of participation or other fees if the player/cheerleader has participated in an organized practice or pre-season contest or regular season game.

The Board of Directors may approve a waiver of fees for those persons who show financial hardship on a case by case basis. These individual cases shall be reviewed in a closed session of the Board. All players/cheerleaders that have paid the required registration fees and meet all SYF requirements shall be allowed to participate in practices, games, fundraisers, banquets and any other scheduled function. There shall be no 'cuts' from any team unless the head Coach can prove the player/cheerleader is a danger to himself or a liability to the team or association. Any player/cheerleader approved to be cut by the Board of Directors shall have the opportunity to request a refund of registration fee.

Head coaches may impose disciplinary measures, such as suspension from practices, games, or other functions, pending approval from the President and/or the Board of Directors. **Player/Cheerleader Disciplinary Plan:** Unless under certain circumstances, or under a board approval, disciplinary actions will be progressive and suggested as follows: 1) Verbal Warning from coach or board member. 2) Written warning from Coaches, or Board members. 3) 1 Week suspension from Practice including that week's Game or Event. 4) Removal from the program.

The Board of Directors may suspend a player/cheerleader from participation in any function based on the severity of the violation.

Chapter 6 PRACTICES

Practices for player/cheerleaders are governed by the rules and regulations of SYF. No unbadged personnel will be permitted on practice or playing fields. All players/cheerleaders shall have completed all necessary paperwork, including an approved physical exam by a Medical Physician before any participation in any conditioning, contact drills and/or approved function. All players and cheerleaders must complete ten (10) hours of formal supervised conditioning before participation in any contact drills. Exception: 8u football players and cheerleaders are only required to complete one (1) week or 8 hours of regularly scheduled practice to meet conditioning requirements. Players or cheerleaders arriving late or leaving early or failing to attend scheduled practices are subject to disciplinary action by the head coach. Head coaches and their staff shall insure that

all player/cheerleaders are included in all drills, instruction and conditioning during practice. Coaches shall not leave "second team" players on the sidelines while working with starting players for extended periods of time. Practice may not start until the date and time authorized by SYF. Association must have a person CPR and First Aid certified at all practices. Association must have at least one board member at each practice location

Chapter 7 FACILITIES/GAME PROCEDURES

Anderson Jr. Cubs home games shall be played at Anderson High School. The President or VP shall annually submit use permits for the football field from the High School, specifically the date and time of use and equipment required for the games. The President or designee shall maintain contact with the school person to coordinate the use of the facility. The Board of Directors shall annually select the game start times for each division. Recommended start times are 10am, 12pm, 2pm, and 4pm. The start times shall conform to SYF start times. Game and start times may be rescheduled due to field conditions, weather conditions or long distance travel of the visiting team. If the location or start times is adjusted the President shall notify the High School, SYF, Certified EMT or equivalent, and the referee association by the Sunday before the scheduled game.

The Board of Directors shall ensure the following positions/personnel are assigned and notified of their duties for each game:

- Game Administrator (President or V.P.)
- Gate sales
- Concessions
- Souvenir sales
- Timer/Scorekeeper
- Announcer
- Videographer
- Certified E.M.T. with related first aid equipment, or Fire Squad, or standby ambulance

All Anderson Jr. Cubs representatives, i.e. the Board of Directors, Coaches and Advisors shall be issued similar shirts with the team logo and name embroidered on them. All persons wearing these shirts represent the Anderson Jr. cubs and shall conduct themselves in a professional manner without profanity or other detrimental conduct. The President shall remove any person from the game who is unruly or causes damage to the association or grounds of the school. The President or designee shall take all reasonable measures to prevent theft, vandalism or other undesirable activities and shall ensure that the school facility is cleaned and all equipment properly stored at the conclusion of the day. Any damage, lost or stolen equipment, or other incident shall be immediately reported to the Board of Directors and/or the High School as the case may be. The Board shall decide as to the method of repair, replacement or remuneration on a case by case basis. Results of all games shall be reported to SYF by the President or designee the same day of the event.

Chapter 8-Minimum Play Rule

It is the intent of the Anderson Jr Cubs to see that all players listed on the 8u official roster are given a reasonable opportunity to play in every game, barring, sickness, injury or disciplinary action. All board members are charged with the responsibility to ensure that all 8u coaches are familiar with and understand the playing time rule. The following shall be the Minimum Mandatory Playing Rule (MPR) for 8u football. The team may set a higher limit, but never less than the minimum as set by the Anderson Jr Cubs. All MPR's will be based on eligible players at the start of the game. Not abiding by this rule shall subject the Head Coach to disciplinary action. A second infraction shall result in disciplinary action with the entire coaching staff.

8u team with: 16-25 Players (8 Plays), 26-30 Players (6 Plays) and 31-35 Players (4 Plays)

During a playoff or championship contest, play count rules shall not apply. Coaches shall make a good faith effort to ensure participation by all eligible players.

If a player misses a practice during the week prior to game. The play count will be minimum of **4**.

10u, 12u, and 14u- NO PLAY COUNT

- The plays must be from the line of scrimmage.
- QB intentionally spiking the ball and free kicks shall not be used in fulfilling the MPR requirement.
- A play shall not count toward fulfillment of the MPR if the play results in a penalty which causes the down to be replayed.
- All players shall be provided their mandatory plays by participation in “active” plays, without the intent to minimize the action or integrity of the plays. Plays such as, but not limited to, having the center snap the ball to the quarterback, and then the quarterback fall to the ground, while substitutes are playing the other positions, shall NOT be considered as active plays.
- All players shall receive their mandatory plays by the end of the fourth quarter, or they shall enter the game at the start of the fourth quarter, and remain in the game until they have received their required number of plays.

Minimum Play counts must be verified and signed off by two parties on the sidelines. One party being a board member, the other must be any other badged member, ie: Team Parent, Cheer Coaching Staff, Football Coaching Staff. Minimum play count must be uploaded to the drive at the end of game day to ensure accurate count and accountability. Play count can be reviewed by parents of players when asked.

Chapter 9 CHEERLEADING

Anderson Jr. Cubs shall field a cheer team for each division per the rules and regulations of SYF. The Cheer Coordinator shall oversee approved cheer coaches for the cheerleaders Head Coaches, who are at least 18 years or older and are team managers who direct the activities of each team. Assisting the Head Coach shall be at least one coach who may be under 18 years old. Each team of cheerleaders is limited in size per SYF Rulebook. All cheerleaders must meet SYF rules and regulations. Tryouts are prohibited. Teams may be combined for competitions per SYF rules.

Practice may not start until the date and time authorized by SYF. Cheer squads may compete in league or conference cheer competitions as authorized by SYF and the Board of Directors. Each head coach is responsible for reviewing the SYF rulebook and additional materials issued by SYF and AJC.

Chapter 10 FUNDRAISERS

The Board of Directors shall authorize all fund raising activities for the benefit of the association. Any team or authorized person that holds or conducts a fund-raising event shall, at the end of the event and within 24 hrs, submit a written report of the event, the income, expense and profit thereof, to the Treasurer or any executive board member, including the receipts of monies expended and the net proceeds (cash). All fundraising monies will be deposited into the AJC Banking account. If a fundraiser is conducted for specific teams or organizations, the money shall also be deposited into the AJC bank account then released to person/organization/ect. All fundraisers shall be of good moral appeal and stress the benefit to the players and cheerleaders. Participants shall conduct themselves in a professional manner, and shall promote the best aspects of the association. The treasurer shall keep records of each fundraiser, including costs, income and profit. Anderson Jr. Cubs name, trade name, or trademark logo shall be prominently displayed at authorized fund raising events and functions. No fund raising event or function will be authorized that in any way combines or includes minors in the sale or consumption of alcoholic beverages or tobacco. All fundraising events where alcohol is involved must be designated as 21 and over.

Chapter 11 CONCESSIONS

Anderson Jr. Cubs may operate and sell concessions at all home games and fundraisers.

The Concession Coordinator shall ensure that there are adequate supplies of items that have been selected for sale at any

venue, and that the equipment and facilities are available and operational. All food handling areas shall be kept clean, sanitary and orderly at all times, while following the County Environmental Health Regulations when handling food. Volunteers who staff the concessions shall be advised and adhere to these requirements. Volunteers shall be neat, well groomed and conduct themselves in a professional manner.

Equipment and facilities shall be accounted for and cleaned prior to and immediately following each event. Lost, stolen or damaged items shall be reported to the Board of Directors immediately following the event. Upon notification the Board of Directors shall act to repair or replace as needed.

The Concession Coordinator or their designee shall supervise the concession area at all times the concession is open and operating. The Director or designee shall insure the security of all funds collected at the concession. The treasurer shall keep records of each concession activity, including costs, income and profit. All funds collected shall be accounted for by the treasurer and a board designee and deposited in a financial institution for the credit of the Anderson Jr. Cubs as soon as possible after the event has concluded.

Chapter 12 EQUIPMENT

Anderson Jr. Cubs shall supply to all football players all required equipment for full-contact football. The equipment shall be in good condition as certified by the equipment manager or shall be repaired or replaced. The equipment manager shall keep records of all equipment, i.e., type, quantity, sizes, expected life and any factory warranty.

The equipment manager shall issue and catalog required equipment to each football player. Each player shall be financially responsible for lost, stolen or damaged equipment and shall sign forms listing the equipment issued and the approximate costs of replacement of each piece. Players shall not be charged for normal wear and tear of equipment, but should seek replacement of damaged pieces. **Players who throw their helmets may be subject to a \$25 fee per incident.**

The equipment manager shall at the end of the season check in all equipment from each Head Coach who shall properly inventory each player's equipment. Or the equipment manager may set a specific date and time to allow gear turn in by each player reviewing the gear check out sheets individually.

The equipment manager and all board of directors shall then properly clean, inventory, repair or replace equipment in its proper storage. Equipment deemed unusable shall be placed in reserve, a list of this equipment submitted to the Board of Directors for replacement. The equipment manager shall maintain an inventory of all items belonging to the Anderson Jr. Cubs program. This list shall contain all parts of the football uniform, including pad sets, shoulder pads, helmets and related parts. This list shall be made available to the Board of Directors at the annual meeting in December.

The equipment manager and all board of directors shall then properly clean, inventory, repair or replace equipment in its proper storage. Equipment deemed unusable shall be placed in reserve, a list of this equipment submitted to the Board of Directors for replacement. The equipment manager shall maintain an inventory of all items belonging to the Anderson Jr. Cubs program. This list shall contain all parts of the football uniform, including pad sets, shoulder pads, helmets and related parts. This list shall be made available to the Board of Directors at the annual meeting in November.

Chapter 13 INSURANCE/INJURY

Anderson Jr. Cubs shall maintain adequate insurance coverage as specified by SYF for the protection of the players, cheerleaders and the association.

The Secretary of the Board of Directors shall maintain the insurance policy, have claim forms available at all venues or events, and be able to explain the coverage or have a phone number available for the parents. In all cases of any injury requiring medical treatment or not, the President or designee shall be notified in writing within twenty-four (24) hours of the incident, and to SYF within forty-eight (48) hours.

The Secretary shall maintain a record of each injury submitted to the Board of Directors, including the date of the incident, type of activity, severity of the injury, treatment required, written notifications and disposition.

Chapter 14 AWARD CEREMONIES

Anderson Jr. Cubs may hold award ceremonies following each season for the purpose of recognizing players, cheerleaders, coaching staffs and volunteers. These events are restricted to the rules of SYF, and shall not exceed these restrictions. Each

player or cheerleader on the team shall receive the same trophy or award. There shall not be any 'special' award (MVP, Most Improved, etc.) based on achievements, statistics, or abilities, unless the award is presented to the entire team. The Board of Directors, at its sole discretion, may purchase and present trophies, plaques or certificates to coaches, advisors, or volunteers.

Chapter 15 COMPLAINT PROCEDURES

Anderson Jr. Cubs require a 24 hour cooling off period before filling any complaint.

Persons wishing to register a complaint concerning any activity involving Anderson Jr. Cubs shall file said complaint with any of the Board of Directors in writing. If the complaint involves the President the complaint shall be filed in writing to any of the Executive Board of Directors.

All complaints received in writing shall be logged by the President, including information as to the type of complaint, subject of the complaint, date(s) of the incident, desired action, and any other pertinent information.

The President shall investigate all complaints and present the findings of the complaint and a recommendation to the Board of Directors for action. The Board, at the President's request, may appoint a findings committee for the investigation in accordance with League By-laws.

The President shall advise all parties of the disposition and or action taken. The Board of Directors shall be immediately notified of any complaints involving possible criminal activities. A closed meeting shall be held as soon as possible to determine the course of action.

The President shall keep a file of all complaints, investigations and actions regarding these complaints for the current year. The files shall be kept confidential and only released on a need to know basis.

Chapter 16 DISCIPLINARY ACTIONS

All persons associated with Anderson Jr. Cubs are subject to the rules of SYF and the by-laws of the league. Any Board member, Coach, Advisor or other person serving the league violating any of the By-laws of the Anderson Jr. Cubs or SYF or participate in any action deemed detrimental to the image, operation or best interest of the association, **may have badge removed immediately upon incident by the President or Vice President of the organization. That person** shall be called before the Board of Directors for a hearing where the Board may take action up to dismissal from the association. The President of the Board shall investigate and recommend action for the Board to consider. The Board may approve, modify or deny the recommendation, impose a verbal or written reprimand, probationary period or suspension for a term deemed appropriate.

- **Any Individual serving as a board member, coach, or team parent who is arrested during the term of service will be subject to immediate and automatic removal from their position for the remainder of the season and or term.**

The President shall prepare and deliver, in person or by registered mail, a report of the action of the Board. Appeal of the Board's action shall be heard by the Board within ten (10) days of official notification. The Board shall review the appeal and any additional information and reply in writing within five (5) days. There is no other appeal or process after the first appeal. Anyone who fails to abide by the Board's decision shall be subject to full termination of membership in the Anderson Jr. Cubs.

Player/Cheerleader Disciplinary Plan:

Unless under certain circumstances, or under a board approval, disciplinary actions will be progressive and suggested as follows: . 1) Verbal Warning from coach or board member. 2) Written warning from Coaches, or Board members. 3) 1 Week suspension from Practice including that week's Game or Event. 3) Removal from the program.

Chapter 17 BOARD MEMBERS AND THEIR RESPONSIBILITIES

In the event that a head coach is a board member, they may not deal with any parent issues as it will be a conflict of interest. At least one board member needs to be CPR and FIRST AID certified through in person Red Cross Training and this person

must be available at all practices, due to SYF requirement. This certification must be kept on file.

President

Overall responsibility for the operation of the Anderson Jr. Cubs program. Prepares meeting agenda, coordinates and oversees all Board of Directors meetings. Maintains a hard bound copy of the approved Bylaws and any regulations approved by the Board. Prepares and submits correspondence from Anderson Jr. Cubs to other associations. Investigates all complaints and recommends corrective or disciplinary action to the Board of Directors. Responsible for attending all league presidents meetings, or having a representative in attendance. Must be present at all games and practices or designate a delegate. Ensures that opposing teams are advised of directions to the stadium and game times for each division are given at least seven (7) days prior to the scheduled game. Ensures that written reports are presented to the media announcing game dates and times, and submits post-game scores and statistics, creates and maintains Jr Cubs website as well as social media accounts or selects a designate. Make sure referees and officials are scheduled. Maintains communication with parents. Ensures use permits are obtained, facilities are operational. Communicates information complaints and recommendations to and from the Board and the parents Handles parent/player complaints and submits written reports of the complaints to the Board of Directors. Responsible for coordinating the purchase of association shirts.

Vice-President

Must be present at all games and practices or designate a delegate. Delegates game operations and oversees game day responsibilities ie: chain gang, play clock, videographer per team. Assumes the office of President in the absence of the President. Acts as a liaison between team parents and the Board of Directors. Maintains communications with all football coaches. Reports to coaching staff on Board decisions and recommendations. Ensures that all football players are placed on the proper team. Will be the go between to the High School Coaches and staff to communicate and coordinate football clinics and camps. Communicates information complaints and recommendations to and from the Board and the parents Handles parent/player complaints and submits written reports of the complaints to the Board of Directors.

Secretary

Maintains files on all correspondence involving Anderson Jr. Cubs program. Prepares, maintains and distributes minutes from all Board of Directors meetings, correspondence from the President or the Board to other associations. Organizes and keeps files for all insurance related material involving Anderson Jr. Cubs, including copies of insurance policy, claim forms, accident reports and waiver of liability forms signed by each player and cheerleader. Complete team player books for SYF to certify. Schedule all sign-up date locations with President and Cheer Coordinators. Email notices to prior participants regarding upcoming sign-up dates. Responsible for printing and copying all forms for youth participants and players including but not limited to sign-up packet information and forms, tick sheets, certified rosters, adult registration forms, and letters to be distributed to parents or guardians. Responsible for putting together all football team binders, all paperwork associated with binders. Collect association mail at the post office box. Prepare minutes after each board meeting to be given to the President within 10 days. Responsible for ordering end of the year trophies and possible other items for participants.

Treasurer

The Treasurer shall be responsible for keeping track of all the funds throughout the year for the Jr. Cubs. The Treasurer will present a transaction level report of cash receipts and cash disbursements at each regular scheduled meeting of the board. The Treasurer will give a copy to the President and the Secretary to keep with the minutes. All funds must be promptly placed in a depository insured by the Federal Government within 48 hours of receiving. All withdrawals and disbursements shall require two signatures, that of the President, Secretary or Treasurer. The Treasurer shall oversee the receipt of all cash at home gate, concessions and the sale of team merchandise. The Treasurer shall oversee the receipts of cash gained from fundraisers and shall deposit them along with the regular cash deposits and be included in the financial report delivered at each meeting. The Treasurer will provide the financial data for the annual report to the President in time for the December meeting and year-end reporting deadlines for the January SYF meeting. The Treasurer is responsible for presenting bills and accounts payable to the board for payment approval. Providing change for the concession stand at the home games, issuing

checks to the referees at the home games, and coordinating the collection of gate money at home games, spirit booth, concessions, etc. Two signatures must be on the collection paper when the Treasurer is collecting money. The Treasurer shall not pay any bill that has not been approved by the Executive Board, must be approved by all five people, or the Voting Board prior to the purchase being made.

Cheer Coordinator

Each Association shall appoint a Cheer Coordinator who must be a responsible adult at least twenty-one (21) years old. Coordinate the cheer program with the Association's Board of Directors. Attend all Conference and SYF cheer meetings and report the results to the Association's Board of Directors and cheer coaches. Be present at all games, practices, and SYF events, in their entirety. Be responsible for knowing and enforcing SYF and NCA rules and ensuring all coaches are following the rules. Be responsible for cheerleader sign-ups and certification of books. Be responsible for the contents of the Association's cheer contract. Dress and act in the appropriate manner in accordance with SYF and Association policies. Acts as a liaison between team parents and the Board of Directors. Communicates information complaints and recommendations to and from the Board and the parents. Reports to coaching staff on Board decisions and recommendations. Handles parent/player complaints and submits written reports of the complaints to the Board of Directors within 48 hrs to 72 hrs. Ensures that cheerleaders are placed on the proper team. Ensures that the proper cheer uniform items are ordered, the funds collected and turned in to the Treasurer. The cheer coordinator can not be a head or assistant coach on any level, as to allow for movement through each team as needed. If a cheerleader/adult is removed for disciplinary actions, this must be a result of a determination of the Association's Board of Directors with a recommendation by the Cheer Coordinator, or a letter signed by the parent removing the cheerleader from the squad.

Assistant Cheer Coordinator

The assistant coordinator works in conjunction with the coordinator. The assistant coordinator can step in as needed for the cheer coordinator during game day activities or competitions or during any SYF meetings. The assistant coordinator can not be a head coach or assistant coach for any level to allow movement through teams as needed. The assistant coordinator does not have the authority to handle parent/player complaints on their own but must direct complaints to the cheer coordinator. The assistant coordinator can work in conjunction with the cheer coordinator to resolve any issues or bring forward any findings to the board of directors.

Concession Coordinator

Maintain a snack bar throughout the season to include purchase of needed drinks and food products, establishing snack bar menu, preparing condiments before all home games, and ordering of food to be delivered by other vendors. Operate a small snack bar during practices throughout the season. Maintain a clean environment in the snack bar. Inventory and inspect all snack bar equipment owned by AJC Association. Report any damaged or worn supplies and equipment to the Board for replacement. Place equipment in storage at the end of season. Coordinate the use of the AUHS booster club snack bar for home game use. Help with Coordination of Snack Bar Facilities through the little league board. Request a budget from the Board of Directors for purchasing supplies.

Assistant Concessions

Works in conjunction with the concessions coordinator to help plan and prepare the snack bar for home games, as well as assist in the snack bar during the game. Will help the concessions coordinator to find volunteers for the snack bar, while working with team parents and assure the volunteer schedule for the season. Will communicate with volunteers and send shift reminders. Will help prepare and assist in executing Thursday Night Dinners at the practice location.

Spirit Coordinator

Maintains a souvenir booth at all home games. Responsible for team season photos, ordering hats, t-shirts, sweatshirts, and other souvenirs to sell. Has the option to operate a small souvenir booth during practices from the start of first practice through the season. Actively search for new types of souvenirs to sell. Must bring 2-3 quotes from different businesses when proposing to the board of directors for approval. Maintain inventory of all souvenirs and reorder when appropriate. Place

remaining inventory in storage at the end of the season.

Fundraising

The Fundraising Coordinator is responsible for coordination and executing all fundraising efforts. The Coordinator will gather information to present to the board concerning available fundraising opportunities. The Coordinator will create and send letters to prospective businesses in the community to offer sponsorship opportunities and will coordinate with the sponsors. The Coordinator is responsible for making sure all the "Thank-you" items get handed out to businesses that contribute to AJC. The Director will work with head coaches and team moms to coordinate group fundraising efforts (car washes, etc.). They will keep a record of all fundraising efforts/ sponsorship banners and activities to report to the board at each monthly meeting. Fundraiser coordinator will be responsible for ensuring all sponsorship banners are ordered.

Equipment Manager

Maintains, distributes and collects all football equipment. Oversees team equipment in conjunction with Head Coaches. Prepares and submits requests for new or replacement equipment to the Board of Directors for approval. Maintains equipment storage facility. Coordinates the preparation of the field before all home games, such as painting the lines, setting up the yard markers, goal post pads, etc. Equipment manager will be in charge of stock and inventory of all First Aid kits. Each Football team will have individual kits, same for each Cheer Squad.