



North County Football League (NCFL)

Board Member Handbook

Purpose of the Handbook

This handbook defines the specific roles, responsibilities, authority, and limitations of each NCFL Board position. It is intended to provide clarity, accountability, and consistency in League governance and operations.

General Expectations of all members of the Board of Directors:

- Act in the best interest of NCFL always
- Uphold the Bylaws and Financial Ethics Policy
- Attend meetings prepared and on time
- Avoid conflicts of interest
- Do not act outside assigned authority
- Maintain professionalism and confidentiality

Executive Board Roles:

The Executive Board is responsible for governance, financial oversight, discipline, legal obligations, insurance matters, emergency decisions, and strategic direction of the League. All Executive Board Roles are defined but not limited to.

President:

The President shall serve as the chief executive officer of the league and shall provide overall leadership, direction, and governance for all NCFL operations.

Duties and responsibilities shall include:

- Calling, presiding over, and conducting all meetings of the Board of Directors in accordance with the bylaws.
- Making a conscientious effort to attend all Board meetings and other required league meetings.
- Serving as the officer-in-charge for implementing and enforcing all policies, procedures, and decisions approved by the Board of Directors.
- Acting as the official spokesperson of the league and managing communication with LSYFA and other affiliated leagues or governing organizations.
- Overseeing and coordinating the development, promotion, and operation of all NCFL football and cheer programs.
- Communicating all game cancellations, postponements, or schedule changes to league coaches and ensuring proper dissemination of information.
- Providing executive oversight of all league operations, committees, and Board functions.
- Maintaining and safeguarding the official NCFL Bylaws and ensuring compliance by all league participants.
- Working in coordination with the Sponsorship and Fundraising Director to approve and procure sponsor banners, signage, and recognition items.

- Coordinating with the Secretary and Registration Director to conduct criminal background checks on all prospective volunteers, including coaches, assistant coaches, and Board Members.
- Serving a voluntary term of two (2) years unless re-elected.
- Not serving as a Head Coach unless approved on a case-by-case basis by majority vote of the full Board of Directors.
- Maintaining a minimum of two (2) years prior NCFL Board experience, including at least one (1) year of Executive Board experience.
- Holding one (1) vote on all matters brought before the Board of Directors.
- In the event of a tie vote, casting one additional vote solely for the purpose of breaking the tie.

President Limitations:

- Cannot authorize spending alone
- Cannot discipline unilaterally

Treasurer:

The Treasurer shall serve as the chief financial officer of the league and shall be responsible for the financial stewardship, transparency, and compliance of all NCFL funds.

Duties and responsibilities shall include:

- Receiving, depositing, and disbursing all league funds in accordance with Board-approved budgets.
- Maintaining accurate, complete, and up-to-date financial records of all receipts and disbursements.
- Collecting all accounts receivable and ensuring prompt payment of all approved accounts payable.
- Preparing and presenting financial reports at each Board meeting.
- Preparing an annual financial report and any additional reports requested by the President or Board of Directors.
- Disbursing funds only as authorized within the approved budget or by Executive Board approval for unbudgeted expenditures.
- Regularly checking and managing the NCFL post office box.
- Receiving, recording, and depositing weekly revenues generated from concessions, merchandise, or other game-day activities.
- Ensuring compliance with all nonprofit financial obligations, including tax filings and requirements associated with the league's 501(c)(3) status.
- Securing and maintaining all league insurance policies as directed by the Executive Board.
- Ensuring renewal and payment of league domain registrations and website hosting services annually.
- Making a conscientious effort to attend all Board meetings and required league meetings.
- Maintaining a minimum of two (2) years prior NCFL Board experience prior to eligibility.
- Serving a voluntary term of two (2) years unless re-elected.
- Not serving as a Head Coach unless approved on a case-by-case basis by majority vote of the full Board of Directors.
- Holding one (1) voting seat on the Board of Directors

Treasurer Limitations:

- Cannot approve own reimbursements
- Cannot spend or contract without proper approval
- Cannot withhold financial information

Secretary:

The Secretary shall serve as the chief administrative officer of the league and shall be responsible for documentation, records management, and official communications.

Duties and responsibilities shall include:

- Recording accurate minutes of all Board meetings and distributing them to Board Members in a timely manner following each meeting.
- Issuing proper notice of all meetings in accordance with the bylaws.
- Managing all official league correspondence.
- Monitoring and responding to league email accounts and voicemail communications daily during the season.
- Serving as custodian of all official league records, including bylaws, rules, policies, and historical documentation.
- Coordinating with the President and Registration Director to conduct criminal background checks on all prospective volunteers and Board Members.
- Arranging meeting locations and distributing meeting agendas in advance.
- Maintaining a historical record of each operating season, including meeting minutes and relevant documentation.
- Making a conscientious effort to attend all Board meetings and required league meetings.
- Maintaining a minimum of one (1) year prior NCFL Board experience prior to eligibility.
- Serving a voluntary term of two (2) years unless re-elected.
- Not serving as a Head Coach unless approved on a case-by-case basis by majority vote of the full Board of Directors.
- Holding one (1) voting seat on the Board of Directors.

Secretary Limitations:

- No financial authority
- No independent disciplinary authority

Montgomery Vice President:

The Montgomery Vice President shall serve as an Executive Board Officer responsible for leadership and oversight of all NCFL football operations within the Montgomery community.

Duties and responsibilities shall include:

- Serving as the primary liaison between the Board of Directors, the Montgomery community board, and all Montgomery league coaches.
- Exercising oversight and authority over all Montgomery league coaches in coordination with the Willis Vice President and the Executive Board of Directors.
- Deferring unresolved matters or decisions to the Executive Board when necessary.
- Submitting all official Montgomery team rosters to the League Secretary in a timely manner.

- Determining game delays, postponements, or cancellations due to inclement weather or unsafe playing conditions.
- Supervising the Montgomery football program and ensuring consistent operational standards.
- Ensuring all coaching guidelines, league rules, and governing organization regulations are followed.
- Submitting facility requests in a timely manner to secure practice and game locations.
- Making a conscientious effort to attend all Board meetings and league meetings.
- Overseeing maintenance, readiness, and safety of all Montgomery playing fields.
- Coordinating and distributing registration materials and league advertisements within the Montgomery community and schools.
- Maintaining a minimum of one (1) year prior NCFL Board experience prior to eligibility.
- Serving a voluntary term of two (2) years unless re-elected.
- Not serving as a Head Coach unless approved by majority vote of the full Board of Directors.
- Holding one (1) voting seat on the Board of Directors.

Montgomery Vice President Limitations:

- No financial authority
- No independent disciplinary authority

Willis Vice President:

The Willis Vice President shall serve as an Executive Board Officer responsible for leadership and oversight of all NCFL football operations within the Willis community.

Duties and responsibilities shall include:

- Serving as the primary liaison between the Board of Directors, the Willis community board, and all Willis league coaches.
- Exercising oversight and authority over all Willis league coaches in coordination with the Montgomery Board Director and the Executive Board of Directors.
- Deferring unresolved matters or decisions to the Executive Board when necessary.
- Submitting all official Willis team rosters to the League Secretary in a timely manner.
- Determining game delays, postponements, or cancellations due to inclement weather or unsafe playing conditions.
- Supervising the Willis football program and ensuring consistent operational standards.
- Ensuring all coaching guidelines, league rules, and governing organization regulations are followed.
- Submitting facility requests in a timely manner to secure practice and game locations.
- Making a conscientious effort to attend all Board meetings and league meetings.
- Overseeing maintenance, readiness, and safety of all Willis playing fields.
- Coordinating and distributing registration materials and league advertisements within the Willis community and schools.
- Maintaining a minimum of one (1) year prior NCFL Board experience prior to eligibility.
- Serving a voluntary term of two (2) years unless re-elected.
- Not serving as a Head Coach unless approved by majority vote of the full Board of Directors.
- Holding one (1) voting seat on the Board of Directors.

Willis Vice President Limitations:

- No financial authority
- No independent disciplinary authority

Junior Board Roles:

Junior Board Directors are responsible for day-to-day league operations within their assigned roles. Directors shall act in coordination with the Executive Board and are accountable for timely completion of their duties. The Junior Board of Directors is responsible for the execution of daily league operations and supports the policies and direction established by the Executive Board.

Junior Board members shall act in the best interest of NCFL and are accountable for the performance of their assigned duties.

Each Junior Board Director shall have one (1) vote on Junior Board matters. Final authority on league-wide policy, finances, and discipline remains with the Executive Board.

Junior Board Directors serve one (1) year terms unless re-elected or reappointed and shall maintain active participation throughout the season. All Junior Board Roles are defined but not limited to.

Registration Director

The Registration Director shall oversee all players and cheer registration processes for the league.

Duties and responsibilities shall include:

- Managing online and in-person registration systems
- Ensuring accurate participant information
- Verifying that all registration fees have been paid
- Coordinating with community registration coordinators
- Providing official rosters to the Draft Director and Cheer Director
- Maintaining confidentiality of participant data

Draft / Player Evaluation Director

The Draft / Player Evaluation Director shall oversee all player evaluations and drafts.

Duties and responsibilities shall include:

- Organizing evaluation schedules
- Coordinating draft procedures
- Ensuring fair and balanced team training
- Maintaining official draft documentation
- Coordinating field setup with Field Directors
- Reporting draft results to the Board of Directors

Team Mom Director

The Team Mom Director shall oversee all team parent coordination.

Duties and responsibilities shall include:

- Recruiting and training Team Moms

- Distributing league information
- Coordinating team communications
- Organizing team photos and trophies
- Serving as liaison between families and the Board of Directors

Special Events & Fundraising/ Sponsorship Director

The Special Events & Sponsorship/Fundraising Director shall oversee league fundraising and special events.

Duties and responsibilities shall include:

- Planning Board-approved events
- Secures League & team sponsors
- Managing sponsorship recognition
- Coordinating banners and appreciation items
- Organizes community involvement such as, homecoming parades, volunteer opportunities, etc
- Organizes special events & fundraising events
- Delivers all funds to Treasurer

Uniforms Director

The Uniforms Director shall oversee ordering and distribution of all league uniforms.

Duties and responsibilities shall include:

- Obtains vendor bids
- Presenting costs for Board approval
- Managing inventory and distribution
- Coordinates uniform ordering and distribution
- Confirms fundraising requirements

Marketing Director

The Marketing Director shall manage league communications and promotions.

Duties and responsibilities shall include:

- Managing social media platforms
- Promoting registration and events
- Maintaining branding consistency
- Posting schedules, announcements, and updates
- Publishes Board-approved content

Montgomery Field Director

The Montgomery Director shall oversee all field and facility operations at the Montgomery location.

Duties and responsibilities shall include:

- Oversee field setup and teardown
- Coordinate maintenance and safety

- Manage equipment
- Volunteer coordination
- Reporting facility needs to the Board

Willis Field Director

The Willis Director shall oversee all field and facility operations at the Willis location.

Duties and responsibilities shall include:

- Oversee field setup and teardown
- Coordinate maintenance and safety
- Manage equipment
- Volunteer coordination
- Reporting facility needs to the Board

Concessions Director

The Concessions Director shall oversee all concession operations.

Duties and responsibilities shall include:

- Oversees concessions operations
- Developing menus and pricing
- Manages inventory and volunteers
- Ensuring cleanliness and food safety standards
- Delivers all proceeds to Treasurer

Cheer Director

The Cheer Director shall oversee all cheerleading activities for both communities.

Duties and responsibilities shall include:

- Oversees cheer programs
- Recruiting and supervising cheer coaches
- Coordinating cheer registration
- Establishing practice and game-day standards
- Coordinating uniforms and equipment
- Enforcing conduct standards
- Ensures compliance with League policies
- Reporting cheer operations to the Board

Discipline & Removal

Any member/s of the Board of Directors may be removed for financial misconduct, breach of fiduciary duty, failure to perform responsibilities, or repeated absenteeism.

Acknowledgment

All members of the Board of Directors must acknowledge they have read and agree to comply with this handbook, the NCFL Bylaws, and all League policies.

Board Member Acknowledgment

I acknowledge that I have read and agree to comply with all NCFL bylaws, policies, and handbook.

Name: _____

Signature: _____

Date: _____