KETTERING YOUTH FOOTBALL AND CHEER ORGANIZATION 2018

“BY-LAWS”

**ARITCLE I: NAME**

The name of this Organization shall be the Kettering Youth Football and Cheer Organization (KYFCO), which is incorporated as a non-profit organization under the laws of the State of Ohio. Herein after, the Kettering Youth Football and Cheer Organization shall be referred to as the KYFCO. The mailing address shall be: P.O. Box 292054, Kettering, Ohio 45429.

**ARTICLE II: ORGANIZATION, GOALS AND OBJECTIVES**

The KYFCO is organized exclusively for charitable and athletic educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3)of the Internal Revenue Code, or the corresponding section of any future federal tax code. The basic goals and objectives are:

1. Instruction in the basic fundamental of football and cheerleading.
2. To encourage unity, sportsmanship, and pride in all endeavors.
3. To promote fairness, whether winning or losing.
4. Always strive to have fun.

**ARTICLE III: GOVERNING BODY**

The Officers of this organization shall be: President, Vice-President Operations, Vice President Athletics, Treasurer, Secretary, Football Co-Athletic, Co-Cheer, Co-Concession, Co-Equipment, Cheer Equipment, Co-Communications, Co-Spirit Directors, Co-Fundraising Directors and Members-at-Large (MAL). The Executive Board is defined as those Officer positions listed as A-E in Section 1 below. Unless a waiver is granted, no spouses will be permitted to concurrently hold positions on the Executive Board. The governing body shall not exceed 25 members. All terms shall be one fiscal year starting January 1st and ending December 31st . No Officer or member of the board shall receive any compensation for any services rendered. No officer may hold a head coaching position of either football or cheer without permission by the Board (in the case of a contested position).

**SECTION 1: OFFICERS OF THE KYFCO**

1. President
2. Vice-President Operations
3. Vice President Athletics
4. Treasurer
5. Secretary
6. Player Safety Coach
7. Co-Athletic Directors (2- one from each color if needed)
8. Co-Cheer Directors (2- one from each color if needed)
9. Co-Concession Directors
10. Co-Equipment Directors
11. Cheer Equipment Director
12. Co-Communications Directors
13. Co-Spirit Directors
14. Co-Fundraising Directors
15. Members at Large (MALs) – a maximum of four

**SECTION 2: DUTIES AND JOB DESCRIPTIONS OF OFFICERS OF THE BOARD**

 Common duties/requirements applying to all board members of the KYFCO:

1. Shall deliver to the Board a final report of all matters, funds, and property of the KYFCO of which is in his/her possession at the time of leaving office.
2. Assist in any capacity of the KYFCO as requested and upholds the NYSCA, NFHS, and USA Football Code of Ethics, and the Rules/By-Laws of the KYFCO.
3. Board members shall actively participate in all KYFCO functions, including meetings, equipment handout/turn in, and any other specified events.
4. All Board members shall participate in game day management (including but not limited to field setup and tear down, monitoring of various financial transactions, basic security, and general oversight) of the KYFCO home playing field and serve as an KYFCO Representatives when an away game locations. Participation shall be distributed equally among all members with a minimum of three (3) officers on-site at any one time. Assignment to home sites shall be determined by the league schedule of their child’s team. If you do not have a child in the program, you will need to divide your time equally between both colors or were feasible. Note: In the event a voting Board member also is a coach, his coaching duties do not count toward his game day responsibilities.
5. All Board members shall submit any paperwork from their respective positions to the Treasurer monthly and a final report by the end of the year for use in preparation of any Tax filings as required by the IRS and State of Ohio.
6. All Board Members will wear Board Shirt while performing Board duties.
7. **PRESIDENT**
	1. The President shall preside over all meetings of the KYFCO.
	2. Shall be administrative officer and shall enforce order and uphold the By-Laws of the KYFCO.
	3. Is authorized to sign checks on behalf of the KYFCO.
	4. As the principal spokesperson for the KYFCO, will be the representative to other organizations: the City of Kettering, the County, the State, the media, and the parents and children.
	5. Approves any correspondence from the KYFCO concerning policy or opinion of the KYFCO.
	6. Provides for the safety and welfare of all the participants of the program whether at practices, games, or approved team activities.
	7. Shall present the best image and promote the goals and objectives of the KYFCO.
	8. Assign and furnish all keys to club personnel requiring access to property. Give the list of personnel to the Secretaries for recording purposes.
	9. Is only authorized to vote if there is a tie.
	10. Shall insure that appropriate insurances are in place (i.e. Board of Directors’, General Liability, property, and bonding insurance) and all license and permits are in place.
	11. Shall Chair any Board of Review.
	12. Oversee general finances in conjunction with the Treasure.
	13. Work with individual Board members to ensure completion of their duties.
	14. Will oversee the Communications Director’s newsletter.
	15. Will oversee the responsibilities of the Secretary, Treasure, VP of Ops, and VP of Athletics.
8. **VICE-PRESIDENT OPERATIONS**
9. In the case of absence or disability of the President, the Vice President of Operations will preside at all meetings of the KYFCO and shall be endowed with all presidential powers during the President’s absence.
10. In the event of the resignation or removal of the President, the Vice President of Operations will assume the responsibilities of the President until a new one shall be elected.
11. Responsible for securing volunteers for the home games including coordination with the Concessions and Spirit Directors.
12. Will schedule the parent meeting for the beginning of the season.
13. Is authorized to sign checks on behalf of the KYFCO.
14. Will coordinate oversight of the Website with the Communications Directors.
15. Will be responsible for coordinating, documenting and review of all hardship applications.
16. Will oversee the duties of Co-Concession Directors, Co-Communication, Co-Spirit, Co-Fundraising, and MALS.
17. Is responsible for and will schedule and coordinate field set-up and tear down for all home games and special events (i.e. Spirit Night, Parent Meetings, etc.).
18. **VICE-PRESIDENT ATHLETICS**
19. In the case of absence or disability of the President and Vice President Operations, the Vice PRESIDENT Athletics will preside at all meetings of the KYFCO and shall be endowed with all presidential powers during the President’s absence.
20. Will represent the KYFCO at all WOJFC meetings. If unable to attend will notify member of executive board to attend.
21. Hold the position of Parent Advisor’s for both football and cheer as a point of contact after the Color Representatives have been contacted in the normal chain of command.
22. Is authorized to sign checks on behalf of the KYFCO.
23. Ensure all Board members and Coaches background checks are completed.
24. Responsible for any teams entering into tournaments outside of the KYFCO and WOJFC.
25. Will purchase end of year trophies for football and cheer.
26. Shall be responsible for all personnel’s proper dress and conduct under him/her. In the event of misconduct, the A.D., at their discretion, has the right to remove said personnel for any safety related issue or an action detrimental to the KYFCO, until meeting of the Board is convened.
27. Will oversee the duties of Co-Athletic, Co-Cheer Directors, Co-Football Equipment, Co-Cheer Equipment, and PCS.
28. Responsible for reporting all home football scores to the WOJFC, Communications Director, and the Secretary.
29. Responsible for supplying game balls for all home games in.
30. **TREASURER**
31. In the absence of the President and Vice-Presidents, the Treasurer will assume the duties of the President as shown.
32. The Treasurer shall be authorized to sign checks drawn against the fund of the KYFCO.
33. Shall be responsible for reporting to the Board at each monthly meeting. The report shall be an up-to-date account of the previous month’s expenditures, deposits and bills that are outstanding with an update on the budget.
34. Shall prepare for presentation at each monthly Board meeting, all necessary checks to be issued in the furtherance of the business of the KYFCO, acquire the proper signatures upon Board approval, and see to their timely disbursement once signed.
35. Will assign Purchase Orders (P.O.’s) as needed.
36. Shall receive and be in charge of all monies and securities belonging to the KYFCO.
37. Ensure that any check over the amount of $250.00 requires two signatures.
38. Shall deposit, in the name of the KYFCO, all monies received by him/her in said bank or banks (as selected by the board), within 48 hours of collection.
39. Shall disperse or otherwise deal with all monies and securities belonging to the KYFCO as ordered by the Board.
40. Shall keep an accurate account of all monies received or expended.
41. Shall collect all monies associated with moneymaking activities including registration, concession, spirit table, gate at home games, and any other program.
42. Shall issue a receipt for all monies received. Shall collect a receipt or invoice for all monies distributed. (With the exception of referees)
43. All bills owed by the KYFCO shall be mailed to the P.O. Box for which he/she will have shared custody of the key(s) with the Secretary.
44. Shall be responsible of the on-the-spot payment of KYFCO funds of such expenses as home game official’s payment and approved non-related activities costs.
45. Shall work with accountants and the IRS to ensure that all proper tax paperwork is up to date, accurate, and filed in a timely manner.Shall report ongoing status of IRS filings at each meeting.
46. Prior to the season and with Board approval, shall establish start-up amounts for concessions, gate spirit and all other cash run functions of the club.
47. Will contact/make arrangements to collect all game day funds within 24 hours.
48. **SECRETARY**
49. In the absence or disability of the President, Vice-Presidents, and Treasurer, will assume the responsibilities of the President as shown.
50. Will keep a written record (minutes) of all proceedings of each meeting and provide to all Board members no later than five days before the next regularly scheduled meeting..
51. Is responsible for keeping a permanent attendance record of all meetings and including them in the minutes of said meetings.
52. Shall conduct correspondence pertaining to the KYFCO as may be requested by any Board member.
53. Responsible for writing letters of thanks, sending flowers, etc. to KYFCO children or families when needed, and the general correspondence of the KYFCO and other organizations or agencies.
54. Maintain the permanent records of all children, coaches, and board members in the program and shall make copies of these records available to any Board memberas required by position
55. Ensure all records are maintained on KYFCO controlled property.
56. Shall be responsible for registrations including obtaining volunteers to help register children, confirming birth dates, schools, residency, and the supplies of the registration information.
57. Have available a hard copy of all personnel with keys to the KYFCO property locks.
58. Update all forms used by the KYFCO for registration and orientation of participants in the program.
59. Schedule all monthly meetings and registration events.
60. Respond to email sent to the website regarding general questions or concerns. Specific problems or concerns will be forwarded to the President and/or Vice-President.
61. Update all forms used by the KYFCO for registration and orientation of participants in the program.

**F. PLAYER SAFETY COACH**

1.Will report to VPA.

2. Responsible for Football Coaches handbook.

3. Responsible for that all coaches follow USA football methods.

4. Responsible for conducting a small clinic for all Head/Assistant football coaches to personally show the proper methods of USA football prior to season.

5. Responsible for watching each practice once per week to ensure safety is first with all coaches.

6. Has the ability to remove any coach that is not following safety and USA football methods appropriately.

7. PSC will handle all safety complaints and will review all said complaints with AD and the VPA to determine the proper course of action.

1. **CO-ATHLETIC DIRECTORS**

(Up to three directors with one AD from each color that has three or more teams)

1. Reports to the Vice President Athletics
2. In the absence or disability for the President, Vice-Presidents, Treasurer, and Secretary will assume the responsibilities of the President as shown.
3. Will collaborate with Equipment Director to formulize an itemized budget for approval to the Treasurer for all football equipment by the March meeting.
4. Ensures all football coaches are NFHS and USA football certified and verify background checks with VPA.
5. Shall be responsible to have all head coaches at games and practices.
6. Shall be responsible for all personnel’s proper dress and conduct under him/her. In the event of misconduct, the A.D., at their discretion, has the right to remove said personnel for any safety related issue or an action detrimental to the KYFCO, until meeting of the Board is convened.
7. Responsible for scheduling/approving all scrimmages for all teams and notifying the Concessions Directors. With discussion and permission of the VP of Athletics.
8. **CO-CHEER DIRECTORS**

(Up to two directors with one CD from each color that has three or more squads)

1. Reports to the Vice President Athletics
2. In the absence or disability for the President, Vice-Presidents, Treasurer, Secretary, and Athletic Director’s will assume the responsibilities of the President as shown.
3. Ensures all cheer coaches are NYSCA certified and verify background checks with VPA.
4. Will submit an itemized budget for approval to the Treasurer by the March board meeting for all cheer equipment.
5. Coordinates all equipment handouts, exchanges and returns throughout the season.
6. Responsible to have a head coach at games and practices.
7. Shall be responsible for all personnel’s proper dress and conduct under him/her. In the event of misconduct, the Cheer Director at his/her discretion has the right to remove said personnel for any safety related issue or an action detrimental to the KYFCO, until a Board of Review is convened.
8. Responsible for the preparation of a Cheer Coaches’ Handbook.
9. **CO-CONCESSION DIRECTORS**
	* 1. Reports to the Vice President Operations.
		2. Responsible for all materials, supplies, and all monies collected by personnel under him/her and shall turn over any monies to the Treasurer or Executive Board within 48 hours.
		3. Will submit an overall budget for approval to the Treasurer by the March Board meeting for all concession items.
		4. Will submit all invoices and statements responsible to him/her to the Treasurer or Executive Board member within 24 hours of receipt.
		5. Will track and keep detailed records of daily expenditures and incomes from concessions.
		6. Will get approval of invoice prior to payment on all concession items. With the approval of the VPO and President.
		7. Responsible for having the concession stand under the direction of an adult and that any volunteer assisting in the concession stand is sixteen (16) years of age or older. As a general rule, no children under 16 are permitted to work in the Concession stand. This age is deemed necessary due to safety above all other needs. This also follows the guidelines set by DOL that governs labor for children. 29 CFR 570.2 Minimum age standards and this is the Regulation we will abide by.
		8. Responsible for all purchases of all concessions including equipment sold at the concession stand (i.e. mouthpieces, etc.), candy, ice, popcorn, etc. as required for any practice, game, or any event determined by the Board and the assignment of volunteers to assist with the concessions sales.
		9. Responsible for obtaining set-up, volunteer assistance, and establishing the prices for the concession stand. With the approval of the VPO and President.
		10. Responsible for the cleanliness and overall appearance of the concession stand.
		11. Responsible along with any assistants to set up the concession stand two hours prior to any home game or any event as determined by the Board.
		12. Responsible for organizing any program approved by the Board that provides for “free” food to worker/parents/coaches, etc.

1. **CO-EQUIPMENT DIRECTOR**
2. Reports to the Vice President Athletics
3. Reports to the Board all equipment issues/discussions and is responsible for all purchases of all team equipment/uniforms as directed by the Board.
4. Responsible for getting competitive bids/quotes and ordering equipment approved by the Board through the budget. Will work with Athletic Directors on ordering equipment and collecting bids.
5. Responsible for all materials purchased and all monies collected by personnel under him/her and shall keep proper records of such and shall turn them over to the Treasurer or Executive Board member within 24 hours of receipt.
6. Will give approval of invoice prior to payment on all new equipment to the treasurer.
7. Will annually inventory all football equipment to include items used by football coaches and is the property of the KYFCO.
8. Will collaborate with A.D.’s on a budget prior to submission to the treasurer before the March board meeting on all football equipment.
9. Coordinates equipment handouts, exchanges, and returns at the end of the season.
10. Responsible for organization and storage of equipment at the “block house” by the track and the storage facility at Indian Riffle Park and State Farm Park.
11. Obtain the costs and fixes the prices, as directed, of any equipment to be resold by him/her or the assisting personnel.
12. Will be responsible for the proper fitting of all equipment issued to each child in the program.
13. Responsible for all equipment under his/her authority and for the tracking and collection of all issued equipment and its upkeep.
14. Will supply First Aid Kits for all squads (both football and cheer) with sufficient enough items to handle typical injuries that may occur during practice and games.
15. Responsible for providing coaches with coach’s bags (with all necessary equipment, (see attachment), water jug, water bottles, etc.
16. Responsible for using a paper trail for all player/coaches equipment that is distributed.
17. **CHEER EQUIPMENTDIRECTOR**
18. Reports to the VPA
19. Responsible for all uniforms.
20. Coordinates equipment handouts, exchanges, and returns at the end of the season.
21. Responsible for organization and storage of uniforms at the storage facility State Farm Park.
22. Will be responsible for the proper fitting of all uniforms issued to each child in the program.
23. Responsible for all uniforms under his/her authority and for the tracking and collection of all issued uniforms and its upkeep.
24. Responsible for assisting Co-Cheer Directors in the processing and issuing of other cheer equipment.
25. Responsible for getting competitive bids/quotes and ordering cheer supplies/equipment approved by the Board through the budget.
26. Will inventory all cheer equipment. This includes all items used by their cheer coach’s that is the property of the KYFCO.
27. **CO-COMMUNICATIONS DIRECTOR**
28. Reports to the Vice President Operations.
29. Aid in maintaining the KYFCO’s website; adding and deleting information with approval of the President or Vice Presidents. (In cases where information is deemed detrimental to the organization or the children thereof, will save a copy of the information and delete it immediately).
30. Compose, copy, and disseminate a weekly or bi-weekly newsletter to all children and volunteers concerning the upcoming games and other items of interest.
31. Conducts weekly Team Mom meetings to inform them of news, events etc. and to address any questions or concerns that may have arisen.
32. Ensure any postings to the website are appropriate for children to view: i.e. no foul language, “bad mouthing” board members, staff, and participants.
33. To publicize all events such as sign-ups, tournaments, etc. to the newspapers, television etc. to announce our publicity points in the community.
34. In the absence of the President, Vice-President, Treasurer, Secretary, Athletic Director, Cheer Director, the Communications Director will assume the duties of the President as shown.
35. Assist in any capacity of the organization as requested and uphold the NYSCA Code of Ethics and the Rules/By-Laws of the KYFCO.
36. To set up donations, adds, sponsors, and any other detail information for the year book and coordinate with the Fundraising Director for selling of said books.
37. Responsible for the preparation of a Team Mom’s Handbook.
38. Responsible for the preparation of the Yearbook.
39. **CO-SPIRIT DIRECTOR**
	1. Reports to the Vice President Operations.
	2. Responsible for all materials, supplies, and all monies collected by personnel under him/her and shall turn over any monies to the Treasurer or Executive Board within 24 hours.
	3. Responsible for the planning, organizing, advertising, and completion of Holiday at Home, Spirit Night, Parents Night Out, Picture Day, Fun Day and any other functions pertaining to this area.
	4. Will submit an overall budget for approval to the Treasurer by the March meeting.
	5. Will collaborate with the Fundraising Director on any activities that raise money for the KYFCO.
	6. Responsible for coordinating and sizing of jackets.
	7. Responsible for ordering and receiving spirit items.
	8. She/he will give approval of invoice prior to payment on all new spirit items.
	9. To set up pictures and will organize plaques for Parent Appreciation Day.
40. **CO-FUNDRAISING DIRECTOR**

1. Reports to the Vice President Operations.

2. Responsible for all materials, supplies, and all monies collected by personnel under him/her for any fundraiser for the KYFCO.

3. Submit to the Treasurer all monies collected daily and logged by the Treasurer within 24 hours.

4. If applicable, submit forms for Grants for use in the KYFCO to be used towards the children.

5. Submit an overall budget for approval to the Treasurer by the March board meeting for all fundraising items.

6. Submit all invoices and statements responsible to him/her.

7. Will be responsible for ordering and receiving fundraising items.

8. Responsible for the planning and scheduling of family Fun Day, if applicable.

9. To help coordinate the selling of the year book with the Communications Director.

1. **MEMBERS AT LARGE (MAL)**

1. Report to the Vice President Operations.

2. There are 4 MAL positions.

3. They will be requested to perform duties by the Directors of the Board based on the interest of each board Member and needs of the KYFCO.

4. Will take an active role in the KYFCO. An active role is defined as being required to work a minimum of 6 hours weekly (continuous or non-continuous) for any activity and /or functions that represents the KYFCO. (NOTE: Time performing coaching responsibilities does NOT count toward this requirement).

5. Will work alongside each other to coordinate time at the field/home site based on game schedule to ensure two MALS are present for set up and/or tear down.

**SECTION 3: DUTIES AND JOB DESCRIPTIONS OF HEAD COACHES**

1. Head Coaches of Football
	1. **All Head Coaches are non-voting board members and will conduct themselves accordingly.**
	2. Reports to the Athletic Directors.
	3. Responsible for assisting in the issuing and collection of all uniforms, etc. given to the children during the season in coordination with the Equipment director.
	4. Responsible and accountable for all equipment issued for the team, if lost, will be responsible for the replacement of said equipment that is the property of the KYFCO.
	5. Plans all conditioning drills, practices, establishes the dress, appearance, conduct rules for their squads under the guidance of the Athletic Director.
	6. Responsible for returning items to the storage shed after practices and games in a proper manner.
	7. Responsible to have his/her personnel at games, practices, weigh-ins, and other authorized events.
	8. Responsible for all personnel’s dress and conduct under him/her including the children and coaches at all games, practices, and events sponsored by the KYFCO.
	9. Responsible to ensure that any remaining children after practices, games, and approved activities are not left alone or without a parent or guardian.
	10. Ensures that all children are present and accounted for.
	11. Responsible for delegation of recruiting the chain gang.
	12. Is required to work all scheduled home games as specified by the need.
	13. Assist in any capacity of the organization as requested and upholds the NFHS and USA Football Code of Ethics and the Rules/By-Laws of the KYFCO.
	14. Shall deliver to the Board a final report of all matters, funds, and property of the KYFCO, of which he/she has custody, upon leaving from office.
	15. It is preferred that all head coaches must have been an assistant coach in good standing for one year **unless circumstances warrant otherwise by the KYFCO**
	16. All football coaches will be NFHS and USA Football certified and must pass the mandated background check.
	17. All coaches, at the discretion of the Board, will be required to attend a coaches’ clinic.
	18. Responsible for all assistant coaches under him.
	19. Responsible in making sure any new assistant coach that has not coached for the KYFCO in the last two years appears in front of the KYFCO board for approval before stepping on the field.
	20. Responsible on away games of messaging the VPA of final game scores.
	21. Responsible in communicating with their team mom daily and making sure team responsibilities are taking care of (example: parents working concession and any other KYFCO events).
2. Head Coaches of Cheer
	1. **All Head Coaches are non-voting board members and will conduct themselves accordingly.**
3. Reports to the Cheer Directors.
4. Responsible for assisting in the issuing and collection of all uniforms, props, etc. given to the children during the season in coordination with the Cheer Director.
5. Design fundamental cheers and formations when necessary.
6. Design a dance routine to be performed at half time and cheer competition(s).
7. Coordinates all pre-game activities with the Head Football Coaches including any special formations for football player introductions.
8. Plans season activities including uniforms, appearance, and routines and should strive to perform on all game days.
9. Plans all conditioning drill, practices, establishes the dress, appearance, and conduct rules for their squads with the approval of the Cheer Director.
10. Be responsible and accountable for all equipment issued to the team, if lost, will be responsible for the replacement of said equipment that is KYFCO property.
11. Be responsible to have his/her personnel at games, practices, and events.
12. Be responsible for all personnel’s dress and conduct under him/her including the children at all games, practices and events sponsored by the KYFCO.
13. Responsible for the remaining children subsequent to practices, games and approved activities.
14. Ensures that all children are present and accounted for.
15. Enters cheerleading squads in competition with approval of the Cheer Directors.
16. Assists in any capacity of the KYFCO as requested and upholds the NYSCA Code of Ethics and the Rules/By-Laws of the KYFCO.
17. Shall deliver to the Board a final report of all matters, funds, and property of the KYFCO of which he/she has custody, upon leaving from office.
18. Is required to work all scheduled home games as specified by the need.
19. It is preferred that all head coaches must have been an assistant coach in good standing for one year **unless circumstances warrant otherwise by the KYFCO**
20. All cheer coaches will be NYSCA certified and must pass the mandated background check.
21. Responsible for all assistant coaches under her.
22. Responsible in making sure any new assistant coach that has not coached for the KYFCO in the last two years appears in front of the KYFCO board for approval before stepping on the field

**SECTION 5: CHAIN OF COMMAND**

1. President

* 1. Vice-President Operations
	2. Vice President Athletics
	3. Treasurer
	4. Secretary
	5. Player Safety Coach
	6. Co-Athletic Directors
	7. Co-Cheer Directors

**SECTION 6: MEMBERSHIP**

1. Race, color, religion, sex, national origin, familial status, or disabilities shall not be reason to bar membership in the KYFCO.
2. All nominees for Board positions must be an active KYFCO member in good standing. Any member currently on suspension through an active vote of the KYFCO Board or the WOJFC may not be nominated to serve as a Board member in any position.
3. There shall be three (3) classes of membership: Executive Board, General Board and Non-Voting Board members.
	1. Executive Board Member: The Executive Board membership shall be for one year starting on January 1st and shall consist of those Officer positions listed as A-E in Article III, Section 1. Executive Board Members are voting members with the exception of the President, who shall only vote in the case of a tie. The management of the KYFCO shall reside in the Executive Board. They shall conduct any and all business and affairs of the KYFCO. All Executive Board members must be the minimum age of 21, shall be elected by the Board for a term of one year, unless said Board member resigns or is dismissed. All Executive Board Member’s must be a board member for two years. If a situation arises where the criteria cannot be met, this guideline can be suspended for that individual upon the approval of the Board. All Board members must be able to pass a background check. The WOJFC will set the pass/fail guidelines. E-board must not consist of married or cohabitating couples without board approval prior to voting for position. A married or cohabitating couple that is on the E-board will not have check writing authority on the KYFCO account without board approval.
	2. General Board Member: The General Board membership shall consist of those Officer positions listed as F-O in Article III, Section 1. The General Board member, as a condition of membership, agrees to abide by and to uphold the By-Laws of the KYFCO. It is understood that the General Board member does have the right to be heard or to vote on any affairs at the regular, special, or annual meetings. To become a General Board member does not necessitate have a child in the KYFCO. All General board members must be able to pass a background check. All Athletic and Cheer Directors must be a board member for two years. If a situation arises where the criteria cannot be met, this guideline can be suspended for that individual upon the approval of the Board.The WOJFC will set the pass/fail guidelines.
	3. NON-VOTING BOARD MEMBERS: The Non-Voting Board membership of which shall consist of Head coaches of Cheer and Football. To become a member does not necessitate having a child in the KYFCO. All Non-Voting Board members must be able to pass a background check. The WOJFC will set the pass/fail guidelines.

**SECTION 7: ATTENDANCE**

A. Board Members: Proof of attendance at any regular or special meeting shall be signing, in ink, an attendance sheet to be displayed at each Board meeting by the Secretary. Any Board member missing two (2) unexcused consecutive meetings will be considered not in good standing, will be brought before the Board of Review and/or can be dismissed by 2/3 vote of the super Board quorum if motion passes. An excused absence consists of informing the President within 24 hours before the meeting except in emergencies.

B. Visitors: All regularly scheduled board meetings will be open to the public with two week written notice to President and Secretary. Anyone wishing to address the Board, shall two weeks prior to the next regularly scheduled meeting, submit to the President, and Secretary, a brief written request, stating their purpose, for approval for time on the agenda.

**ARTICLE IV: MEETING AND VOTING**

**SECTION 1: HOW GOVERNED**

As a general rule, Robert’s Rules of Order, latest revised edition, shall govern meetings of the KYFCO in all cases unless otherwise provided by the By-Laws and/or as modified by the KYFCO.

**SECTION 2: MEETING PLACE**

The Board shall agree upon the place of meeting. The meeting will be set forth on a date and time, set in advance of the meeting, preferably at regularly scheduled intervals (for example, second Tuesday of every month).

**SECTION 3: EMERGENCY OR SPECIAL MEETING**

1. The President shall call any emergency or special meetings of the Board when deemed necessary. The Secretary shall notify all Board Members of the time, date, and location of the meeting within 24 hours.
2. Any three (3) voting board members may, at any time they deem necessary, request a special meeting of the Board. The request shall be made to the President or one of the Vice-Presidents and one of the Athletic Directors. Notice will be given within 24 hours to all parties necessary.

**SECTION 4: CHANGE OR CANCELLATION**

Meeting dates may be changed or cancelled by an executive decision for a period of one month at a time.

**SECTION 5: VOTING:**

1. Quorum: At any meeting, be it regular or special, 1/2 of the voting members shall constitute a quorum for any purpose.
2. Super quorum: A “super quorum” shall be defined as at least 80% (rounding up) of the voting board members; in attendance.
3. Changes to the KYFCO Constitution/By-Laws, or any vote concerning the expulsion or suspension of a member of the Board or a general member of the KYFCO, shall require a two-thirds (2/3) majority vote of a super quorum (always rounding up) of the KYFCO Board. Unless otherwise specified herein, all other business before the Board requires a simple majority vote of a quorum.
4. Proxy Vote: In all meetings, whether regular or special, a proxy vote shall not be permitted.
5. Absentee Vote: Only in the event of a vote for election of Board members will a hardship absentee vote be permitted. Absentee ballot will be due prior to scheduled vote. The President will approve hardship absentee. In the event of an emergency situation the President can pre-approve a requested absentee vote for any meeting, emergency define as family emergency, out of town, or job.
6. Board of Trustees Nominations: On or before 1st of December of that current year, all nominations shall be submitted in writing to the President of the current year.
7. All Directors positions nominated will be contacted by the President as to the outcome of the election within 48 hours. All football coaches will be contacted by the A.D. within the same 48 hours. All cheer coaches will be contacted by the Cheer Directors within the same 48 hours.
8. All persons elected to membership in the KYFCO, will serve a term of one (1) year starting January 1.
9. Honorary non-voting lifetime membership may be bestowed upon any person of good character by the vote of at least 2/3 majority of the super quorum, including absentee ballots, at any regular business meeting.
10. Count of Vote: All voting for Board membership will be by written ballot and counted by a Vice President, a Secretary, and Treasurer, with oversight from the President. If an officer is absent, next in line will count, Athletic Director, Cheer Director, etc. (according to the list of nominations below). Absentee votes must be in writing, to the Secretary, prior to the meeting. All absentee ballots will be recast in the same manner in the event of a tie.
11. Applicants that do not get voted in on their first attempt will be subject to waiting 30 days from that meeting before they may apply for a position again.
12. Any written vote must be counted prior to the end of the meeting and made public per request for up to one year.
13. Any position that is not filled, Officer or Director, shall be opened for nominations after the election of the new Board members and will complete the remaining term.
14. The order for nominations and elections will be as follows. General election voting rules apply.
15. President
16. Vice-President Operations
17. Vice-President Athletics
18. Treasurer
19. Secretary
20. Player Safety Coach
21. Co-Athletic Directors (3)
22. Co-Cheer Directors (3)
23. Co-Communications Directors
24. Co-Concession Directors
25. Co-Spirit Directors
26. Co-Fundraising Directors
27. Co-Equipment Directors
28. Cheer Equipment Director
29. Members at Large (4)
30. Head Coaches Football
31. Head Coaches Cheer

**Section 6: The Order of Business**

For all regular Board meetings, the Secretary shall have a memorandum of the Order of Business for the of the President or Presiding officer.

1. Meeting called to order.
2. Nomination and voting of Board Member, when applicable.
3. Reading and acceptance of the minutes of the previous meeting.
4. Reading and acceptance of the Treasurer’s report.
5. Old business
6. Director’s Reports
7. New Business
8. Round table
9. Motion to adjourn

**ARTICLE V: Disciplinary Action**

**Section 1: General Statement on Discipline and/or Removal of Officers, Members, and/or Parents**

1. All matters will be handled in a professional manner.
2. Topics will be judged at a time and place when the situation has been deemed to be calm.
3. KYFCO reserves the right to apply verbal warnings, written warnings, and/or suspensions of various lengths (up to permanent expulsion from the KYFCO) for any violations it deems appropriate including but not limited to violations of the Coaches and/or Team Mom Policies and Procedures, violations of the USA Football Code of Ethics, WOJFC rules and policies, violations of these By-Laws, or any other KYFCO Board approved mandates.
4. All discipline actions must be filed in writing with the Board. All discipline documents and their contents become the sole property of KYFCO. Members in question will be given a copy of disciplinary documents at the conclusion of discussion given within 48 hours.
5. If the complaint reaches the Board of Review before resolution, the Board, at that time will need to make 1 of 4 decisions based upon the findings of the Board of Review:
6. Dismiss or drop procedure for the complaint.
7. Give a warning to the individual/individuals and/or issued reprimands.
8. Suspend the individual.
9. Possible expulsion.

**Section 2: Non-Members and Parental Complaints:**

1. All parents have a right to bring a complaint before the Board on any issue they consider to be detrimental to the best interest of the KYFCO.
2. All complaints must be filed in writing with the Board utilizing an approved incident report form or email. All complaint documents and their contents become the sole property of KYFCO.
3. Complaint goes to color representative and/or PSC based on complaint first, whom investigates, gets back with parent, if no closure vice-president of athletics assumes as parent advisor and handles from there and if necessary goes to Board of Review etc. Board of Review, consisting of a group designated by the Board
4. If the complaint reaches the Board of Review before resolution, the Board, at that time will need to make 1 of 4 decisions based upon the findings of the Board of Review:
5. Dismiss or drop procedure for the complaint.
6. Give a warning to the individual/individuals and/or issued reprimands.
7. Suspend the individual.
8. Possible expulsion.
9. The final decision will be discussed with those who have provided the complaint.

**Section 3: Board of Reviews:**

1. In the event the Board of Review deems necessary to rule on a written complaint, the following steps are to be followed:
2. Five individuals will be chosen, by the President from the current Board membership that are not associated with the topic at hand to look into the matter of the complaint. The Board shall approve this selection unless the need is of such an urgent nature and no other option is suitable given the urgency.
3. The Board of Review is to meet to discuss and investigate the complaint.
4. Bring the situation and person(s) before the Board of Review and allow discussion of the complaint.
5. Conflict of Interest-In the event the complaint/situation pertains to a Board member, the Board member/members will be taken out of the review and set aside as part of the topic of complaint or defense of the complaint as deemed by the Board.
6. The President shall Chair the Board of review.
7. Make a written recommendation to the Board.

**Section 5: Suspension and Expulsion:**

Any Voting or Non-Voting member of this organization, whose service or personal conduct reflects unfavorably upon the organization, may be suspended or expelled by a 2/3 majority vote of the super quorum.

**Section 6: Suspension and Expulsion Proceeding:**

Suspension and expulsion proceedings must be initiated either by the Board of Review or by written petition signed by at least one third (1/3) of a Super Quorum of all Youth Firebird Board members. Such a petition can be presented at any regular or special meeting. The President may also call a special emergency meeting. A special meeting will be held within three (3) days after the petition is submitted for a vote. The charged member must be notified prior to the meeting at which the vote for suspension or expulsion is taken. Suspension or expulsion must be affirmed by a two-thirds (2/3) vote of the super quorum.

**Section 7: Forfeiture of Membership:**

1. Any board member may be expelled for just cause from this Organization. Any member of this Organization who is dismissed or leaves shall forfeit their rights and all claims as a member. Just cause for forfeiture of Board Membership may include but is not limited to:
2. Any Board member, who shall be absent from any two (2) consecutive meetings, without acceptable cause being given within 24 hours (before or after) to an Executive Board Member.
3. Any Board member who has shown to have stolen from the KYFCO.
4. Any Board member who does not willingly take an active role in the KYFCO.
5. Any Board member whose conduct is deemed detrimental to the best interest of the KYFCO.
6. Any Board member who repeatedly causes embarrassment to the KYFCO by being continually offensively loud, argumentative (in front of the KYFCO’s players, parents, opposing teams players or parents), using foul language or is found to be degrading to the KYFCO (be it verbal or in written form), it’s Board members, Directors or Officers, parents, players or opposing team players, parents, or their Officers or members.
7. Any Board member while representing the KYFCO, including wearing the Board shirt, violates any of the items specified in Article V, Section 1, paragraph 3 above.
8. Any Board member who initiates or voluntarily takes part in any legal actions brought forth for personal or financial gain against the KYFCO shall forfeit their Board membership and/or coaching position and will be banned for life from the KYFCO.

B. Any parent or volunteer may be suspended and/or expelled for just cause from this Organization. Any member or volunteer of this Organization who is dismissed or leaves shall forfeit their rights and all claims as a member. Just cause for forfeiture of Board Membership may include but is not limited to the same reasons specified for Board members in Section 6A, items 2 through 7 above.

**Section 8: Parent/Child Code of Conduct:**

All participants must complete the Parent/Child Code of Conduct form as part of the registration process. Any participant or parent may be disciplined or expelled from the KYFCO for conduct deemed not in the best interest of the KYFCO. The participant/parent has the right to appeal the decision of the KYFCO at which time they will be given the opportunity to address the complaint against them. The KYFCO reserves the right to apply verbal warnings, written warnings, and/or suspensions of various lengths (up to permanent expulsion from the KYFCO) for violations of the Code of Ethics.

No outside source, for example a company that provides a service, sells a product that conflicts with the operation of the KYFCO may operate said service within the confines of the KYFCO.

**Section 9: Media Waiver:**

All participants must complete the Media Waiver form as part of the registration process.

**ARTICLE VI: Duties of the Executive Board**

The Executive Board shall manage the business of the KYFCO in accordance with the By-Laws and Standing Rules of Operation. Such duties shall include but are not limited by the following:

1. Establish a bank account.
2. Authorize the payment of financial obligations.
3. Approve all purchases, agreements, and/or obligations which bind the KYFCO.
4. Protect and enforce the By-Laws and Rules of the WOJFC, as well as those of KYFCO.
5. Rule on members that are said to be not in good standing.
6. Must approve all purchases more than $100.00 of non-budgeted items.
7. Establish a yearly budget.
8. Obtain and maintain Articles of Incorporation and tax exempt status for a non-profit organization.
9. Be responsible for security and safety at all KYFCO functions.
10. Ensure that all applicable regulatory tax filings are submitted in accordance with current statutes.

**ARTICLE VII: Membership and Fiscal Year**

The membership year of the KYFCO shall be from January 1 thru December 31. The fiscal year of the KYFCO shall be January 1 thru December 31.

**ARTICLE VIII: Insurance**

**Section 1: General Liability Insurance:**

The KYFCO shall be covered by the following appropriate forms of insurance: Board of Directors, General Liability, Bonding, and general property and loss.

**Section 2:**

1. All Board members USA football, have a background check, and a concussion certification.
2. Football Coaches must be certified through the USA football, have a background check, and a concussion certification.
3. Cheer Coaches must be certified through NAYS, complete a background check, and concussion certification.

**Section3: Package Policy and Premises Coverage:**

The KYFCO shall carry appropriate insurance coverage on all equipment and facilities owned by the KYFCO.

**ARTICLE IX: Non-Related Activities**

**Section 1:**

A non-related activity shall be any activity other than a scheduled game or practice. Such approval of non-related activity shall be determined by a majority vote. Such non-related activities are family picnic, pre-season or post-season game, special approved fundraisers (which include any fundraisers that are team specific), social events, competitions, parties, scrimmages, etc. as regulated by the KYFCO.

**Section 2:**

Participants are people that are part of the program form the first day of instructions to the last scheduled WOJFC game, which include the WOJFC tournament. Post participation games may be brought to the board for approval of use of equipment.

**ARTICLE X: KYFCO Equipment and Awards**

**Section 1: Equipment Accountability**

1. Accountability of all KYFCO equipment and material will be the responsibility of any individual to which care has been entrusted. The parents of all participants issued equipment and uniforms shall be required to sign for said equipment and the condition thereof, and shall return the equipment in the same condition; allowing for normal wear and tear. The receipt shall inform each parent that failure to return the equipment by the specified date shall render the member financially liable for the replacement of the equipment and they may not be permitted to register until the issue is resolved.
2. It shall be the responsibility of the Co-Equipment and Co-Cheer Directors to see that all equipment and uniforms are accounted for.
3. All equipment will meet all appropriate safety requirements of the Western Ohio Junior Football Conference and the Ohio High School Athletic Association, as appropriate.
4. An inventory of all football and cheer equipment and cheer uniforms shall be completed yearly.

**Section 2: Retirement of Jerseys**

The numbers twenty-five (25) and thirty-one (31) will be retired permanently, in honor of Darryl Deardorf, # 25 and Bradley Derrickson, #31 (Legacy Wildcat players).

**Section 3: Wallace-Baab Award**

Each year one 6th grade football player and one 6th grade cheerleader from each color are chosen as Wallace-Baab award winners. This prestigious honor was begun in 1987 as a memorial for Tony Wallace and Chris Baab, who tragically lost their lives in a car accident in 1987. These two young men displayed strength of character on and off of the football field. Their excellence in sportsmanship and enthusiastic spirit were brought out as they participated in the Kettering Youth Firebirds and continued on to KMS football. To honor their memory, the Wallace-Baab award was created. The award is presented at the end of each football season at the 6th grade banquet. The recipients are chosen for exemplary conduct both on and off of the field by the 6th grade head coaches with the help of their assistants. They are selected for exhibiting qualities of sportsmanship, team leadership, and their ability to be coached. They receive a personalized award and their names are added to the memorial plaque prominently displayed between the jerseys worn by Tony Wallace and Chris Baab in the Athletic Department trophy case at KMS. The Athletic Director coordinates this award. There is a requirement of a minimum of three years with the KYFCO, excluding Bantam.

In order to prevent any appearance of a conflict of interest, the head coaches on that team will be required to submit an independent written nomination which will then be reviewed by the Vice-President Athletics, Athletic Director, and Cheer Directors for final approval.

**ARTICLE XI: Football Conference**

All rules concerning player eligibility, etc. will be determined by rules established under the authority of the WOJFC.

**Section 1: Playing up a grade:**

Football players wanting to play up, down, or switch colors is not typically granted but under special circumstances will be reviewed by the KYFCO board. A letter must be submitted of intent through the KYFCO to the WOJFC. If the player is approved by the KYFCO, the letter will then be forwarded to the WOJFC for their approval/disapproval. The player is to understand that the WOJFC dictates this rule and the vote by the KYFCO, which will need to be a 2/3 of the super quorum vote is to inform the WOJFC Board of the want of the participant and does not guarantee approval at the WOJFC level.

**Section 2: Football draft of players:**

 See attachment 1 of rules and procedures.

**ARTICLE XII: Cheer**

All rules concerning cheerleaders are located in the Cheer Packet and are listed as Attachment 2.

**Section 1: Cheering up a grade:**

Cheerleaders wanting to cheer up, down, or switch colors is not typically granted but under special circumstances will be reviewed by the KYFCO board. A letter of intent needs to be submitted to a Cheer Director by end of June and have 2/3 majority vote of the super quorum by the July board meeting prior to the first day of practice.

**Section 2: Cheer draft rules:**

See attachment 1 of rules and procedure.

**ARTICLE XIII: Handling of monies**

All monies, unless otherwise specified in these By-Laws, are to be turned over to the Treasurer within 48 hours of receipt, and recorded and deposited within (2) two days of receipt. The Board may designate a substitute Board Member due to the absence of the Treasurer. A legitimate receipt is necessary for reimbursement.

**Section 1: Compliance:**

Any and all persons found not conducting KYFCO business affairs under the guidelines as set forth in the above by-laws will be subject to expulsion for any time period as voted upon by the members of the Board and will be required to make full restitution of any and all funds plus legal fees.

**Section 2: Bonded:**

Under Liability Insurance, a Surety Bond may be used to cover any Board members handling money.

**Section 3: Tracking and Ledgers**

Each Board member of the KYFCO is required to keep an appropriate ledger of all such earnings, receipts and expenditures of any funds they handle and/or manage.

**Section 4: Legal Financial Assistance**

While acting in good faith representing the KYFCO board any voting members will receive legal financial assistance from the KYFCO, upon board approval.

**ARTICLE XV: Check cashing policy**

The KYFCO will not cash any personal checks, with the exception of a parent writing a check for team fees to the KYFCO so that we may forward the monies to the team mom.

**ARTICLE XVI: Audit Policy and Committee**

The KYFCO Board will have internal audits conducted quarterly during the off season and monthly during the season by the Vice-President, Secretary and the Co-Directors of Fundraising (hereby designated as the Audit Committee). The Audit Committee will verify the deposits were recorded properly in the checkbook and in the accounting software. Verifications can be done with the cash log and bank statements. The board will also verify the checks were recorded properly in the checkbook and in the accounting software. Verifications can be done with the canceled checks and bank statements. And finally, the committee will verify that all purchases are within budget limits and the purchaser approved the invoices. The committee will prepare and sign a memo signifying the results of the audit. They will report their findings to the Board at the next board meeting. In the case where one of the specified members is not available, the President shall appoint a replacement.

By December 31 of any given season team moms/head coaches must provide all receipts for team fees, expenditures, and donations to the Audit Committee.

**ARTICLE XVII: Participant Registration and Fees**

**Section 1: Registration Rules and Fees:**

1. All required fees must be paid in full and all required forms must be completed before a child may participate in the program.
2. A registration fee will be collected from all participants. The amount of the fee will be determined by the Board prior to beginning of any registration efforts. The Board shall also establish a maximum fee per family with more than one child in the program. Whenever possible, an “Early Bird” registration shall be conducted in the spring proceeding the season which offers a discount for early registration. The closing date of early registration and the amount of the discount shall be determined by the Board prior to the release of the early registration forms.
3. The deadline for all registrations shall be determined each year by the Board, but in no case shall it exceed the deadline established by the Western Ohio Junior Football Conference for adding a new player.
4. Waiver-rights concerning special cases regarding age, weight, height, or disability will be taken before the Western Ohio Junior Football Conference. Requests, if approved by the KYFCO, shall be pursued with the Western Ohio Junior Football Conference, but there is no guarantee that the League will hear or grant the petition.
5. Registration and fees must be paid in full (unless full hardship) and forms completed by equipment handouts of the current football season, to be able to fully participate, this goes for participants as well as board members etc.

**Section 2: Hardships:**

The Board has the ability to assist a child (ren) participant(s) financially or otherwise in the KYFCO. The families assisted will have to participate in the fundraiser and are subject to a review from the Board, any family not considered in good standing will be automatically disqualified. Any financial hardship cases should be taken directly to Vice-President Operations. The Vice-President Operations shall review each case and present it to the Board for approval or disapproval. Any discussions held privately between the requesting family and the Vice-President Operations and Board shall remain confidential. The Vice-President Operations shall present the case to the Board in such a way as to provide the maximum anonymity of the requesting family. Each year the Board will determine, at its discretion, any additional work requirements (above and beyond normal parental responsibilities), that recipients will be required to perform. Recipients will be fully notified of these requirements. The Vice-President Operations may request assistance reviewing the requests as approved by the Board.

**Section 3: Unpaid Monies:**

No person(s) will be allowed to participate in the KYFCO program if an unpaid balance exists at registration time from a prior year. If money is owed from the fundraiser from the previous year, from that point on, the family will have to participate in the buyout portion of sign-ups.

**Section 4: Earnings and Political Conflict of Interest Statement**

No part of the net earnings of the KYFCO shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the KYFCO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. Notwithstanding the above, no member of the KYFCO Board of Directors shall be paid for services for or to the KYFCO. No substantial part of the activities of the KYFCO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the KYFCO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this Constitution, the KYFCO shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 50l(c)(3)of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE XVIII: Jacket Policy**

**Section 1: Purpose**

The purpose of this article is to set down guidelines for earning a participationjacket.

**Section 2: Determination**

The type of participation jacket is earned by years in the program and full participation of the fundraiser or option 2 (opt out of the fundraiser) each year including full participation in the 6th grade year (a child must complete his or her sixth grade year).If jackets are to be provided and the exact type of jacket will be determined by the Board of the KYFCO. As a guide, children who have participated for 1 to 3 full years will receive one level of jacket, those who participated for 4 to 5 full years will receive a an upgrade to the jacket and those who have participated 6 or more years will receive a further upgraded jacket.

No option to upgrade jackets by paying the difference (i.e. upgrade from nylon to wool).

**Section 3: Colors Selection:**

All jackets Kettering Middle Schools and Fairmont High School students will be Navy Blue. Any other schools—color to be specified by parent.

**ARTICLE XIX: Use of the Gator**

The Gator is used by the KYFCO for game set up, game day gate collection, concession and spirit items, delivery of items to teams, and other miscellaneous needs. Only authorized personnel will be allowed to operate the KYFCO Gator, they must be 21 years of age or older and must have a valid driver’s license. For safety and regardless of the operator, no children under the age of 16 are permitted on the Gator.

**Article XX - Dissolution**

Upon the dissolution of the KYFCO, assets shall he distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Attachment I: Rules and Procedures for Assignment of Football/Cheer Participants to Teams (Draft). For purposes of this attachment, references to “players” will mean either football players or cheerleaders)

**Section 1: General Team Placement Rules**

1. Players returning from the previous season that signs up prior to the end of the current year registration date will automatically be placed on their prior year’s team unless changed by WOJFC policy
2. Returning players that do not wish to play for the same team will need to turn in a letter to the KYFCO board explaining the situation; the KYFCO Board will take a vote to approve/disapprove the request and if approved, forward the request to the WOJFC for their final determination.
3. All new sign-ups will automatically be placed in the placement pool.
4. Siblings of existing players will automatically be assigned to the appropriate team of the same color as the existing player. (Ex. Football player going into bantam with a sister on the 4th grade white cheer squad will automatically be placed on the Bantam White Squad as a returning player.)
5. All special request will be reviewed and filled to the best of the KYFCO’s ability granted other than sibling law.
6. All teams will stay at equal numbers.

**Section 2: Selection Data**

1. Each Head Coach will be given a roster of all players registered and returning to his/her team as well as those returning to the other teams at his grade level. The Head Coach must verify that all players listed as returners on his squad are indeed returning players from last season.

**Section 3: Placement Rules**

1. If teams are equal in number or within a single player in number, coaches will alternate selection on a 1:1 ratio from the remaining player pool. If equal in number, a coin toss will determine the team with the first selection. If one player apart, the team with the lesser number will have first choice.
2. If the teams are more than one picks apart, the Team with the fewest returning players will have the first draft pick and continue picking until amount on the team equals the next team.

Example: Bantam blue has 13 returning players; bantam white has 11 returning players. Bantam white will have the first two picks so both teams will have the equal amount of players. (Based on this example number of players per team will be 13 players.)

3. Once the teams are equal in numbers the following draft picks will be based on the amount of draft picks at this point of the draft.

Example: (Continue of example) Since white squad has already had two draft picks and blue zero; the blue squad will have the next pick then white, and continue until new player pool has dissolved.

4. If grade level splits into three teams or more, the new team will equalize in number and then follow draft order.

 Example: The blue team is returning 13, white team returning 12, and silver returning 0. + picks 1-12 will be given to silver to equalize them with the white team. Pick 13 will be based on the equalize amount of players on white and silver, white will have the next pick due to the lower number of picks it has had to this point (zero). Pick 14 will go to blue as their first pick, then back to white then silver until the draft pool has dissolved.

**Section 4: Late Sign-Ups**

1. Late sign-up is considered as a registration handed in after the registration deadline of the current year, designated as July 1 unless otherwise changed by the Board.(see 1.3.).
2. Late signups will be automatically placed on a team at the discretion of the Draft Committee and primarily based upon the following criteria (listed in order of importance):
	* 1. Team sizes (all teams are still equal in numbers)
		2. Draft order, last selection.

Example: The draft order was Blue, then White, then Gray, then Silver. All teams are equal in size, white made the last selection, therefore Gray gets the next sign-up.