

Lynnfield Pioneer Youth Football and Cheer (LPYFC) Policies and Procedures

Revised and Adopted 11/29/18

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A. PURPOSE

The purpose of the LPYFC Policies and Procedures is to document the operating procedures and guidelines relied upon by the LPYFC leadership to enable them to knowledgably and successfully perform their elected duties. Documented policies and procedures aid in ensuring consistent practices by newly elected officers and directors, while also providing LPYFC participants a better understanding of how the organization is being run. The Policies and Procedures are meant to compliment the LPYFC by-laws, which at all times shall be considered the controlling governing document.

The LPYFC Policies and Procedures shall be updated as needed by the Board of Directors to document actual business practices being performed. LPYFC members are encouraged to review the Policies and Procedures and offer suggestions for best practices or other areas that they wish the board to consider.

B. LEAGUE ASSOCIATION

LPYFC is organized to develop and operate a Football and Cheerleading Program as a member of Cape Ann Youth Football League (CAYFL) and to be in conformity with the principles, rules, and regulations set forth by CAYFL. As a CAYFL member program, LPYFC shall ensure that any decision made regarding the acceptance of players from neighboring cities and towns is consistent with the CAYFL rules and regulations regarding additional players.

C. OFFICER AND BOARD OF DIRECTOR JOB DESCRIPTIONS

- 1) **President** – The function of the President is to preside at all meetings of the Board of Directors; to sign all agreements, contracts, deeds, and other documents for LPYFC pursuant to appropriate resolutions by the Board of Directors; and to appoint all committees. The President shall be a primary signatory on the cash accounts of the organization. The President shall be the ex-officio member of all committees without the right to vote, except as he/she sees fit to make or break a tie vote. The President shall assign primary duties of the Board of Directors. The President is responsible for attending CAYFL Football meetings, or otherwise designating the Director of Football to attend.
- 2) **Vice President** – The Vice President shall act in place of and instead of the President at all meetings and in all matters where the President is absent or otherwise incapable of acting. The Vice President when so acting for the President shall exercise all the powers of the President while such absence or incapacity continues. In the event of a permanent incapacity or resignation of the President, the Vice President shall succeed to the office of President for the balance of the term.
- 3) **Secretary** – The Secretary shall keep the minutes of all proceedings and record same; shall submit a written copy of previous meeting minutes to the Board members via email prior to its next scheduled meeting for approval by the Board; keep an attendance list for Board members to record their presence at all regularly scheduled meetings; cause approved minutes to be posted on the website in a timely fashion.

The Secretary shall have charge of LPYFC's post office mailbox as a key holder and have the responsibility of retrieving the mail contents and disseminating it to the appropriate individuals as necessary.

The Secretary shall be responsible for maintaining non-financial related LPYFC documentation, including, but not limited to, the by-laws, code of conduct contracts, and conflict of interest questionnaires. The Secretary shall electronically file with the Massachusetts Secretary of State all requisite reporting requirements, including annual reports and changes in board of directors.

- 4) **Treasurer** – The Treasurer shall keep an accurate record of the receipts and expenditures of the organization and of the accounts between the organization, its members, and others. These records shall be in the possession and care of the treasurer but shall at all times be open for inspection by the Board.

The Treasurer shall receive all monies payable to LPYFC and cause the same to be deposited into the organization's bank accounts; notify members of LPYFC and others of any indebtedness to it and pursue collection of those outstanding funds. The Treasurer shall have control of the LPYFC's checkbook and pay out by check or otherwise all monies legitimately required for the costs and expenses necessary for the operation of LPYFC, taking invoices or vouchers therefore. The Treasurer is a signatory on the cash accounts of the organization. All expenditures exceeding one thousand (\$1,000) dollars shall be countersigned (or receive approval) from the President or other signatory designated by the Board.

The Treasurer shall be responsible for setting up the registration database, managing registration (opening and closing registration, handling scholarships, and granting refunds), and confirming rosters against who has paid.

The Treasurer shall render reports of the finances of LPYFC at such meetings of the Board of Directors or other occasions as set forth and requested by the Board of Directors. A Statement of Revenues and Expenditures for the previous operating year shall be prepared and presented at the January board meeting. An Annual Budget shall be devised by the Treasurer based on past and anticipated spending requirements, with input from the Director of Football and the Program Development Cheer Director, and presented for board approval at a regularly scheduled Board of Directors meeting held either in February or March.

The Treasurer shall coordinate with the designated outside certified public accounting firm for the preparation of the required federal and state non-profit tax returns in order to meet the filing date of May 15th.

- 5) **Cheer Equipment Director** – The Cheer Equipment Director shall coordinate cheer uniform distribution, collection, and apparel purchases. This director shall research and recommend vendors for uniforms, apparel, and equipment (e.g., speakers, mats, etc.) when needed.

The equipment for cheerleading includes cheer skirts, vests, and pom-poms, and will be collected at season end. Apparel given to the cheerleaders provided by the league currently includes bows and undergarments. Additional apparel items such as warm up suits, jackets, hats, etc. are available for purchase.

More specifically, the Cheer Equipment Director shall:

- Schedule & conduct uniform fitting day in late June prior to the last day of school.
- Solicit volunteers to assist during uniform fitting day & ensure they understand skirt & vest sizing. Prepare with prior years' sizing information.
- Track uniform distribution, follow up to size no-shows, order necessary uniform items. Anticipate 6 weeks lead time to receive uniform orders.
- Coordinate with sneaker vendor to enable girls to order sneakers, ideally at uniform distribution day.
- Order and distribute game bows, pink bows, undergarments & poms.
- Collect and inventory cheer uniforms & equipment.

This director shall collaborate with the Competition Cheer Director and the Program Development Cheer Director on assigning student coaches & team parents, creating practice schedules, and addressing team issues.

- 6) **Competition Cheer Director** – The Competition Cheer Director's primary focus shall be to ensure our cheer teams have the support and knowledge necessary to prepare for competition.

This director shall be the primary voting member on the CAYFL Cheer Board, shall attend monthly CAYFL Cheer Board meetings and participate on CAYFL committees as needed. This director shall prepare and maintain the birth certificate binder, CAYFL Cheer Team rosters and attend the CAYFL roster meeting in September. This director shall ensure Lynnfield cheer coaches have an understanding of the CAYFL Skills Progression Matrix, CAYFL Competition Guidelines, and CAYFL Judges' Sheets. This director will coordinate with Training & Safety Director to monitor required CAYFL Cheer Coach Training. Additionally, this director shall monitor teams' competition readiness, compliance of cheer routines, and ensure teams can secure cheer routine music.

The Competition Cheer Director shall be responsible for all competition logistics, including registrations, busing and communications.

This director shall collaborate with the Program Development Cheer Director and the Cheer Equipment Director on assigning student coaches & team parents, creating practice schedules, and addressing team issues. This director shall communicate coaching assignments to all applicants.

- 7) **Program Development Cheer Director** – The Program Development Cheer Director's primary focus shall be to identify opportunities to facilitate growth of the cheer program, with particular attention to game day and town related activities.

This director shall collaborate on program wide events with other 2 cheer directors, and facilitate board approved league wide events, and game day initiatives.

This director shall attend monthly CAYFL meetings and facilitate CAYFL game day evaluations of other towns' cheer programs.

This director shall be the primary point of contact with the high school cheer coach, Lynnfield Athletic Association (LAA), and shall work closely with Director of Fields and

Facilities to ensure practice space availability. Additional responsibilities of this director shall be as follows:

- Assign Cheer Teams to Football Games
- Coordinate Game Day Team Pictures
- Coordinate Summer Camp with High School Coach
- Solicit Cheer Volunteers & Establish Committees as needed

This director shall collaborate with the Competition Cheer Director and the Cheer Equipment Director on assigning student coaches & team parents, creating practice schedules, and addressing team issues.

- 8) **Director of Football** – The Director of Football shall assume the responsibility for managing the day to day activities of the football portion of the program; shall recommend a Football Assistant Director to be approved by the Board to support the program, as deemed necessary; shall coordinate all practice sessions and games. The Director of Football and/or the Assistant Director should be responsible for attending CAYFL Football meetings if the President does not otherwise attend.
- 9) **Director of Player Safety** – The Director of Player Safety shall be responsible for ensuring that all volunteers associated with LPYFC maintain a current background investigation, consistent with the requirements set forth in Massachusetts General Laws. In addition, the Director of Player Safety must ensure compliance with any and all coaching requirements set forth by the by CAYFL, such as coaching certification mandates, and generally advise the Board of Directors about proposed safety measures deemed necessary to ensure the safety of the LPYFC participants. In addition, the Director of Player Safety must proactively take steps to ensure that coaches are being held to the Coach's Code of Conduct.
- 10) **Football Equipment Director** – The Director of Football Equipment shall be the custodian for LPYFC's equipment and have charge of its storage facility as a primary key holder for that space; shall be responsible for maintaining an inventory of all football equipment, including the condition of the equipment; shall be responsible for distributing football equipment at the beginning of the season and collecting the equipment at the end of the season. The Director of Football Equipment shall make a report at each meeting of the Board of Directors, giving the Board the current status of all issues involving football equipment, including what equipment, if any, needs to be replaced, repaired, or purchased, either presently or prospectively. This director shall be responsible for identifying and procuring additional equipment needed such as blocking pads, tackling equipment, training equipment, etc.

The Director of Football Equipment shall appoint a Football Uniform coordinator if deemed necessary. The equipment for football is comprised of helmets, shoulder pads, practice pants including pads, practice jerseys, game pants including pads, and game jerseys.

- 11) **Director of Fundraising** – The Director of Fundraising shall be responsible for leading the fundraising planning process to produce effective strategies to achieve income targets, including the recruitment and oversight of sub-committees, as deemed necessary. The Director of Fundraising shall also seek out and oversee the management of grant money, as eligibility and need dictate. The Director of Fundraising

shall also ensure annual compliance with Massachusetts solicitation laws and regulations, as set forth by the Non-Profit Organizations/Public Charities Division of the Massachusetts Attorney General's Office.

The Director of Fundraising may appoint a member to chair events or fundraisers at its own choosing. The chair for a special event or fundraiser shall be responsible for preparing an initial budget to be approved by the Board. After the completion of the special event or fundraiser, the chair shall present a final accounting of all funds received and fees paid to the treasurer within 30 days of the close of the fundraising event.

- 12) **Director of Communications** – The Director of Communications shall be responsible for all publicity to include all necessary public notices related to registration, fundraising, etc, and all other communications approved by the board. The Director of Communications shall also maintain the LPYFC website, including regularly updating the website content with announcements, schedules, governing documents, financial records, and any other information deemed appropriate by the Board of Directors. The Director of Communications shall also maintain all social media accounts and be responsible for submitting all media submissions throughout the season.
- 13) **Director of Fields and Facilities** – The Director of Fields and Facilities shall be responsible for securing fields and facilities in town for the operation of youth football and cheerleading, and when required, identify and secure alternate facilities as needed. Director of Fields & Facilities will also be responsible for home game day operations with the Director of Football to ensure requirements met for press box operations, chain gang, EMT, medical trainer presence and other duties as needed on game day. Additionally, this director will be responsible for obtaining the proper field permits from the Lynnfield Recreation Department.

D. BOARD OF DIRECTORS MEETINGS

(1) Meeting schedule

Board of Director meetings shall be conducted on a monthly basis pursuant to a schedule set forth by the President and communicated via email to all board members, including any necessary schedule changes. In addition, the date, time, and location of all Board of Director meetings shall be made public on the LPYFC website and updated, as needed. It is expected that all Directors attend each monthly Board of Director meeting, however, to be deemed a board member in good standing, a Director must attend at least eight meetings annually.

(2) Meeting format

The first fifteen (15) minutes of every meeting are open to the members and may be extended at the discretion of the President. Otherwise, the remaining meeting time shall be closed. It is preferred that any member wishing to address the board during this open period notify the board of his/her intentions at least 24 hours prior to the scheduled start time, along with a general description of the purpose for addressing the board.

(3) Voting on issues

Article VI, Section 1, of the LPYFC By-Laws state that when voting on issues raised to the board, a simple majority vote by the Board of Directors will determine the approval or

rejection of any such issue. For purposes of this directive, issues that shall be “raised to the board” for approval shall include, but are not limited to, the following topics:

- Annual budget, or revision to it,
- Organizational policies, or revision to them,
- Strategic plan,
- Initiation of legal action,
- Allocation of surplus,
- Assumption of a major new financial obligation or risk, and
- Selection of football head coaches.
- Selection of cheerleading coaches.

Voting on the above listed topics, and any other deemed to be of similar importance, requires simple majority vote by the Board of Directors present at any meeting for which the item is listed on the meeting agenda in advance of the meeting, but may not be put to a vote if there are fewer than 50% of the current elected members present at such meeting. In contrast, topics of lesser significance can be discussed and agreed upon in writing (via email) by the Board of Directors outside of regular Board of Directors meetings, as necessary, so long as any such decisions are subsequently acknowledged and recorded in the meeting minutes at the first meeting date following any such decision.

Electronic (email) votes may be conducted according to the following:

1. Any board member makes a motion, via email to all board members of record, and requests that the motion be considered for electronic voting. A current officer must then respond within four hours to approve the electronic voting process. No motion may move forward without such approval and any vote conducted without this approval will be void. No officer may approve his/her own motion for electronic voting consideration.
2. Votes may be conducted electronically by email of the Board once the motion has been approved to vote electronically. The voting will be open for 24 hour period from when the Officer approval is given and a vote is opened.
3. At least 66% of active board members must be included on the vote for the motion to be considered. If at least 66% of the Board does not vote, there will be no action on the motion.

E. REGISTRATION AND PAYMENT POLICIES

1) Registration

Online registration shall open no later than May 1st each year for the fall season. Please see website for current registration fees, deadlines, and late fee dates. Players will not be issued equipment or placed on a team until all player fees have been paid. No player shall participate in games or practices unless any prior year(s) outstanding debts to LPYFC (registration fees, missing equipment/uniforms, etc.) have been made current. Players must also have all necessary forms, including a player contract, completed and submitted to the appropriate sport director.

2) Registration fee calculation

The Board of Directors shall set the registration fee by a simple majority vote. Budget and spending information shall be communicated by the Treasurer to assist in determining the appropriate fee.

3) Multi-Child Discount

LPYFC offers a 10% family discount per LPYFC registered participant (football or cheerleading) for the second and additional players in a family.

4) Refund/Cancellation Policy

Refunds will be made in full if requested prior to August 31st, less a \$50 uniform fee if a personalized game jersey has been ordered.

5) Scholarship Policy

As an organization, LPYFC believes that no player should be turned away due to financial hardship. A request for scholarship assistance is a certification that the player will not be able to participate in the program without scholarship assistance due to severe family financial situations. All requests should be made in writing and directed to the LPYFC President. Requests will be reviewed in strict confidence by a panel of three board members consisting of the LPYFC President, Vice President, and Treasurer. Applicants will be notified in a timely manner of the review panel's decision. Turning in a scholarship request does not guarantee approval. Applicants who are approved will be encouraged to volunteer or contribute to the program in other ways to the extent that they are able to do so.

6) Parent Volunteers

Parents wishing to volunteer in any capacity should communicate their desire in writing to the President, or via the registration process, if such functionality is made available. Volunteer positions include, but are not limited to, coach, assistant coach, team parent, uniform coordinator, public address announcer, clock operator, and chain gang participant.

7) Maintenance of registered participants

The Treasurer shall be responsible for setting up the registration database, managing registration (opening and closing registration, handling scholarships, and granting refunds), and confirming rosters against who has paid.

F. FOOTBALL & CHEER COACH SELECTION PROCESS

1) Announcement for coach applicants

An announcement via the website and through email communication with LPYFC members from the prior year shall be made by May 1st to announce the opening of the head coach application process. Application forms and instructions should be posted on the website.

2) Consideration of each applicant

The Board of Directors will review and consider all applications and may conduct interviews, as deemed necessary. The board shall evaluate all applicants based on the following criteria:

- a. Expertise
- b. Prior playing experience
- c. Prior coaching experience

- i. Youth football/cheer
 - ii. Other youth sports
 - iii. Head coach vs. assistant coach
 - d. Agreement with coaching expectations
 - i. Time commitment
 - ii. Teach fundamentals
 - iii. Take direction as needed from Director of Player Safety
 - e. Player/parent considerations
 - i. Direct input (based on prior experience with coach)
 - ii. Relationship with kids
 - f. Other (could include things such as involvement with community, history with other organizations, both positive and negative).

The Board of Directors shall select the head coaches through simple majority vote, pending a background check.

3) Notification of applicants

The President, Director of Football, or Competition Cheer Director shall notify applicants chosen to coach and make sure they are agreeable before notifying applicants not chosen. The applicants not chosen will then be notified. Selections and notifications should be completed no later than August 1st.

4) Assistant Coaches

Assistant coaches will be selected by the Head Coaches of each team, pending Board of Director approval and background check.

5) Removal

A Head Coach or Assistant Coach may be removed at any time by the Board of Directors, when such removal is deemed to be for the best interest of the team or the organization or for any violation of the LPYFC Coaches Contract. In such case of removal, the Board of Directors may temporarily appoint a current assistant coach, until such a permanent replacement may be found and appointed.

G. FOOTBALL OPERATIONS

1) Football Coach Responsibilities & Training

(a) Serve as a role model

Coaches are responsible for conducting themselves in an appropriate manner on and off the field and around the playing area. This shall include attendance at all LPYFC games and other meetings or functions at which the Coach formally or informally represents LPYFC, or is recognized as being a member of LPYFC. Inappropriate actions shall include, but not be limited to, the use of alcohol, tobacco products, illegal drugs, poor sportsmanship, inappropriate language, inappropriate physical contact or verbal abuse of players or officials, or any other actions or behavior determined to be injurious or hostile to the interests of LPYFC.

(b) Specific coaching responsibilities

Specific responsibilities of Coaches shall include, at a minimum, the following tasks:

- Commit to all training sessions, meetings and clinics specified by the Board of Directors.
- Submit their names for a police records check.

- Schedule, organize and conduct practices according to allowed hours per week prior to the start of the regularly scheduled season and during the season, weather permitting and dependent upon field availability.
- Attend all games and practices or appoint an assistant coach or other qualified individual to function as Head Coach for any game or practice the Head Coach is not able to attend. At least two CORI'd adults must be present at all practices and games in a supervisory role.
- Promote and participate in LPYFC fundraising events and encourage player and parent participation in these events.
- Be responsible for the safety and well-being of all players, ensuring that they wear appropriate equipment at all times.
- Supervise the activities of all players at practices, games and other LPYFC functions. This includes such things as ensuring that all players are picked up by the parents or other responsible individuals after such activities. Do not leave until all players are picked up.
- Be responsible for proper use of equipment. The required equipment consists of game jerseys, pants, appropriate pads, shoulder pads, mouthpieces, and approved helmets.
- Be responsible for teaching and demonstrating sportsmanship whether winning or losing.

2) Football Player Safety Responsibilities & Training

(a) Training

Conduct training with coaches in the following areas: the emotional needs of children; safety, injury prevention and first aid; conditioning; hydration and nutrition; teaching proper sport techniques; including all children; child abuse prevention; and drug, alcohol and tobacco prevention.

(b) Director of Player Safety Profile

- An experienced, credible coach or official that has earned the respect of the coaches and parents and is committed to a better, safer game;
- Strong reputation as a role model for players and responsive to parent questions and concerns;
- Leadership qualities, specifically related to teaching and interacting with coaches, parents and players; and
- Shows willingness and a commitment to learn best practices and teach them in your organization.

(c) Director of Player Safety Position Requirements

The Director of Player Safety is to fulfill the following requirements prior to the beginning of the fall season;

- Nominated as the Director of Player Safety by the youth organization
- Complete Level 1 Coach Certification or Recertification
- Complete and pass a background check with USA Football's background screening provider (NCSI)
- Attend a USA Football Player Safety Coach training clinic offered through in-person or web-based instruction and participate in ongoing training

(d) Director of Player Safety Job Description

USA Football recommends that the Player Safety Coach does not have a team coaching responsibility. This position's profile melds the roles of coaching mentor and parent liaison, especially for Heads Up Tackling and other player safety matters.

Specific responsibilities include:

- Ensure all coaches within the organization have completed the USA Football Level 1 Coach Certification course;
- Conduct one Heads Up Coaches clinic for all coaches (clinic to cover equipment fitting, proper tackling, reducing helmet contact and concussion management);
- Conduct one Player Safety clinic for all parents and players (clinic to cover equipment fitting, proper tackling, reducing helmet contact and concussion management);
- Assume responsibility for checking that coaches are using approved practice plans, properly teaching Heads Up Tackling and using the Levels of Contact approach to reduce helmet contact in practices
- Observe practices. As needed, provide guidance to coaches relative to Heads Up Football's points of emphasis.
- Attend games. Serve as an on-field expert, spot-checker and parent liaison at games to advance Heads Up Football and player safety.
- Serve as the local organization expert and point of contact for player health and safety recommendations, particularly from USA Football, the NFL and the Centers for Disease Control and Prevention; and
- Communicate organization concerns, questions and successes to your commissioner and USA Football through Player Safety Coach online dashboard (provided by USA Football).

3) Additional Football Volunteers

The Director of Football is responsible for designing a volunteer scheduling process to ensure game day volunteer duties are appropriately staffed, including the following: Chain gang, PA announcer, Music, National Anthem, and Clock operator.

CAYFL regulations dictate that no game can start without a licensed EMT, emergency first responder, or Athletic Trainer (AT) on site at the venue of the scheduled game. The home team is responsible for the payment of all EMTs, emergency first responders, or Athletic Trainers.

4) Practices and Game Schedules

(a) Field Permits from Lynnfield Recreation Commission

The LPYFC President is responsible for gathering the necessary documents required by the Lynnfield Recreation Commission and submitting all field permit applications within the time limitations established by the Lynnfield Recreation Commission.

(b) Coordination with Cape Ann Youth Football League (CAYFL)

The LPYFC Director of Football must serve on the Board of Governors for the CAYFL and shall communicate and coordinate with the CAYFL representatives regarding scheduling and field availability.

5) Equipment and Uniform Distribution & Collection

The Football Equipment Director is responsible for maintaining an accurate inventory of equipment and uniforms distributed to player participants and coaches. Equipment and uniforms distributed must be logged by participant name, along with sufficient detail to

distinguish the size or type of equipment distributed. Participants will be required to sign a contractual agreement acknowledging their responsibility to return specifically listed equipment, which would exclude certain non-returnable items, such as socks, mouth guards, and personalized game jerseys. A replacement cost fee will be levied against any player who does not return his/her equipment. Coaches receiving non-returnable items, such as coaching shirts or other apparel, will not be required to sign a contract, however, the Director of Equipment shall nevertheless maintain a log of who received the non-returnable items.

6) Player Expectations

Football participants, and their parents or guardians, are expected to adhere to a code of conduct that is consistent with the CAYFL code of conduct. Players and parents/guardians will be required to sign an acknowledgment of the LPYFC Code of Conduct.

H. CHEERLEADING

1) Cheer Directors' Responsibilities

The Cheer Equipment Director, Competition Cheer Director, and the Program Development Cheer Director are responsible for supporting the LPYFC cheer program, while also partnering and coordinating with the football program as necessary. While each director has primary responsibilities defined above, it is expected they work collaboratively and remain in constant communication. Each director must complete AACCA Training (once every 3 years), and Concussion Training each year.

2) Cheer Team Structure, Coaching Assignments & Responsibilities

All cheer teams will be assigned an adult head coach per the coach selection process detailed above. This coach may or may not be responsible for choreographing the cheer routine depending on their interest and area of expertise. If they are not interested in choreographing the routine, a student coach will be paired with them to do so. At least two CORI'ed adults must be present at all practices and games in a supervisory role. This may include team parents assigned to the cheer teams.

Each team will be assigned team parents, and student coaches in addition to previously selected head coaches. Individuals interested in volunteering can sign up via the registration process, if functionality is available, or otherwise by written communication sent to one of the cheer directors. All volunteer submissions should be made by June 15th. If there are multiple submissions, the three cheer directors will select by majority vote, based upon the following criteria: prior experience with the cheer team, prior experience, and any other qualifications deemed relevant and in the best interest of the cheer team.

a) Head/Adult Cheer Coach Responsibilities

- Choreograph and teach cheer routine unless student coach has been assigned to do so.
- Assess the team and individual skill level per the progression matrix.
- Set rules and expectations for the team.
- Attend and run practices.
- Monitor safety of cheerleaders by ensuring appropriate spots are used for stunting, and horsing around is kept to a minimum.
- Communicate with parents.
- Attend games and oversee cheerleaders at games.
- Attend CAYFL coaches' training session.
- Complete concussion safety training online course each year.
- Complete AACCA Certification (required every 3 years).
- Oversee student coaches assigned to their team.
- Handle parent concerns, escalating to directors when necessary.
- Communicate and monitor CAYFL game day protocol.
- Attend cheer competitions and secure competition music.

b) Assistant Coach Responsibilities

- Attend practices, games, and competitions, as needed.
- Assist with specific skills of their expertise such as tumbling, stunting, and/or

choreography.

- Attend CAYFL coaches' training.
- Complete AACCA Certification if possible.
- Complete concussion safety training.

c) Student Cheer Coach Responsibilities

- Choreograph and teach competition cheer routine, if required by the adult coach or assistant coach. The adult coach has final determination on any choreography discrepancies.
- Teach game day cheers
- Communicates with adult coach to determine who will plan practices.
- Attend practices.
- Track coaching hours for community service.
- Attend CAYFL coaches' training.
- Complete concussion safety training.
- Attend competitions.
- Teach sideline cheers.

3) Additional Cheer Volunteer Roles & Responsibilities

a) Team Parents

- Assist adult coach with cheer team oversight during games and competitions.
- Assign game day snacks when needed.
- Oversee banner usage and/or storage for their team's home games.
- Play cheer music during halftime if needed, and provide cheer rosters to press box for games.
- Coordinate other team activities and events.

b) Cheer Banquet Coordinators – TBD

4) Cheer Practices, Games and Competitions

a) Practices & Games

Cheerleading is a unique sport that in addition to jumps, tumbling and dance, involves partner stunting and team pyramids. Due to the nature of the sport, it is nearly impossible to practice a routine without the entire team in attendance at practices. We offer two options for kids that are interested in cheerleading: Game Day Cheerleader and Competition Cheerleader.

For those unable to commit to all practices, girls may participate as a Game Day Cheerleader. These cheerleaders attend early season practices as they can to learn sidelines and half time routines. They attend football games to cheer on their team. They are not required to attend practices beyond early season as the team will be starting their competition routine.

Practices are mandatory for Competition Cheer Teams. It is expected that these cheerleaders regularly commit to all scheduled practices once school begins. Frequent absences adversely affect stunting groups, cheer formations and coaches' time. Practices will be scheduled approximately twice per week. Additional practices may be added prior to competition.

It is expected that all cheerleaders commit to attending football games each weekend. Football games may be played on Saturdays or Sundays at Lynnfield High School or another North Shore town in the CAYFL. All cheerleaders should arrive at games 30 minutes prior to game time.

Cheer practices may not begin before the CAYFL mandated date.

b) Competitions

Cheerleaders will participate in two cheer competitions. The Cheer for a Cure competition is held in October in Ipswich. The CAYFL competition is held in November at a local high school on the North Shore. It is expected that all Competition Cheerleaders attend both competitions.

5) Cheerleader Expectations

a) Cheerleader Rules

- All cheerleaders must be dressed and ready to practice, or in uniform ready to cheer at games. This includes appropriate cheer sneakers, hair in a pony with

- the bow, and no jewelry.
- Cell phones are to be put away during practices and games.
- Cheerleaders are not to stunt without adult supervision at games or practices.
- Negative social media postings or negative comments pertaining to other team or fans will NOT be tolerated and may result in removal from the program.

b) Safety Precautions

Stunting is a privilege that is earned after learning a series of progressions for technique and expertise. Our LPYFC rule is that no stunting is to take place anywhere but at practice or at a game when coach(es) are present. No exceptions. Only trained and certified tumbling instructors may spot tumbling skills.

I. FINANCIAL POLICIES

1) Operational Expenses

All LPYFC expenses shall be paid either by check, debit card, or electronic payment through the association's checking account, or via reimbursement from the same.

- a) Checks shall only be written for the documented amount on the receipt or invoice.
- b) Cash may be withdrawn via check for a maximum of \$500.00 only with prior approval from the board. The cash must only be used for making change and must be re-deposited with the other received funds.
- c) All checks will be drafted by the treasurer. In the event the treasurer is not available, the president or vice president may draft checks for the organization as approved signers for the organization.
- d) All checks over \$1,000.00 must be signed by two approved signers from the organization.
- e) The maximum number of check signers in the organization at any time shall be four.
- f) A recipient and signer of a check may never be the same individual. Likewise, a signer may never sign a check to be received by a direct family member.
- g) All capital or larger dollar expenses must be approved by the board and must require the procurement of at least two competing bids from vendors.
- h) Budgeted expenses are considered to be pre-approved and do not require explicit board approval. Un-budgeted expenditures will require majority vote by the board.
- i) All expense reimbursements must be accompanied by transaction receipts.

2) Deposits

All funds received shall be recorded in the LPYFC accounting books and deposited by the treasurer or other officer, if the treasurer is unavailable.

- a) All funds shall be held in a secure lock box or other secure container until they can be deposited by the treasurer.
- b) For any cash received by the organization, two LPYFC directors shall conduct separate cash counts prior to any single individual taking possession of the cash.
- c) The organization shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with organization records.
- d) Funds received by electronic deposit shall be categorized as such and reviewed and reconciled monthly by the association treasurer. Examples of this might be registration through an online website or PayPal account.

3) Check Cashing Policies

In the event a deposited check should be returned for insufficient funds, the treasurer will contact the debtor within five (5) business days of receiving notice from the organization's bank. This shall be made in a non-threatening, informative manner. There will also be a \$25 fee for all bounced checks.

4) Reports

The treasurer shall reconcile the monthly bank statements and provide the board budget versus actual income statements for the previous month and the current fiscal year at each regular board meeting. In addition, the treasurer shall provide to the board, in a timely manner, any financial report it requests.

5) Annual Budgeting and Timeline

The LPYFC board shall prepare and approve an annual budget. This budget shall be used as a guide to predict income and control expenses.

- a) The budget process shall begin after election of officers in the month of January and shall be finalized at the March meeting.
- b) The budget shall be established and maintained as determined by the board.
- c) The board shall periodically review its programs and projects, publishing both short-term and long-term goals for the organization which will be used to guide the annual budget process.
- d) The treasurer shall modify the budget as directed by the board and present these modified drafts to the board at its request.

6) Fiscal Oversight

The organization finances shall be maintained using accounting software purchased by LPYFC. The board shall approve the software to be used by the organization to manage its finances. The treasurer may recommend changes to the accounting software used.

7) Document retention

Tax returns and other financial records must be retained for a period commensurate with state and federal tax laws.

J. COMMUNICATION

1) Website maintenance

The LPYFC website shall be maintained at LynnfieldPioneerYFC.com. The Director of Communications is responsible for ensuring that the website contains relevant and timely information. At a minimum, the website should contain the following information:

- Contact info: Name, title, and email address for all Board of Directors
- Documents: LPYFC By-Laws, LPYFC Policies and Procedures, Financial budgets, Code of Conduct contract, Head Coach application and instructions
- Calendar: Dates, times and locations for team game schedules and cheering competitions

2) Membership email communications

All email communications from LPYFC Officers, Directors, coaches, or volunteers should maintain a professional, positive tone, and should only pertain to LPYFC business matters.

3) Public notices

Communications for the purpose of public notice should be discussed in advance between the Director of Communications and the other members of the Board of Directors to ensure that the communication is timely and legally sufficient.

K. CODE OF CONDUCT AND DISCIPLINE POLICY

1) LPYFC Conduct Agreement

LPYFC requires that each parent, guardian, coach and player sign a Code of Conduct Agreement in order to participate in the program offerings. The Agreement shall be posted on the website. The Director of Football and Program Development Cheer Director are responsible for ensuring that each registered participant has submitted a signed Code of Conduct Agreement.

2) CORI Checks

LPYFC has adopted a screening process for the purpose of conducting background checks. The screening process utilized will be through the Criminal Offender Record Inquiry (CORI). Application of CORI procedures shall include, but not necessarily be limited to, Board of Directors, coaches, and team parents.

3) CAYFL Code of Conduct

All LPYFC participants, Board of Directors, coaches, volunteers, and members must abide by the CAYFL Code of Conduct, as set forth in the CAYFL by-laws. In accordance with the CAYFL by-laws, including any future amendments or requirements, should LPYFC take disciplinary measures against any of its personnel, coaches, or players for a violation of any of the CAYFL rules, a written report must be prepared by the LPYFC President and filed with the CAYFL Commissioner within 48 hours.

4) Whistleblower Policy

A whistleblower policy is established in Article IX of the LPYFC by-laws. Any concerns about violations of LPYFC's code of ethics or suspected violations of law or regulations that govern LPYFC's operations shall be reported to the Chairman of the Lynnfield Recreation Commission, or his/her designee, for further investigation. The LPYFC Board of Directors agrees to comply with requests made by the Recreation Chairman for

this purpose and appropriate corrective action will be taken if warranted by the investigation.

5) Discipline Policy

A Discipline Committee comprised of the President, Vice President, Director of Football, Program Development Cheer Director, and Director of Player Safety shall be responsible for addressing all disciplinary actions brought to the attention of the Board. But for extenuating circumstances, the LPYFC Discipline Committee shall only consider disciplinary actions stemming from actions occurring while participating in a LPYFC sponsored practice, game, or other organizational event, or outside action that directly calls into the question the character of an individual such that their continued involvement with LPYFC could create a safety concern. To ensure fairness and reasonable expectations for all involved, the Discipline Committee should make every effort to handle similar situations requiring disciplinary action with similar consequences.

The Discipline Committee shall have the authority to suspend, discharge, or otherwise discipline any player, league official, parent or other person whose conduct is in violation of the LPYFC Code of Conduct, these Policies and Procedures, the LPYFC By-Laws, and/or at such time as it is considered to be in LPYFC's best interest.

The Discipline Committee may impose any of the following penalties which, in their opinion, appears to match the severity of the offense:

- **WARNING:** The offending person is to be advised of the offense and further advised that the repetition of the offense will result in a more severe penalty.
- **SUSPENSION:** The offending person is to be advised in writing that he/she has been suspended from all LPYFC activity for a specific number of games or days.
- **DISMISSAL:** The offending person is to be advised in writing that he/she has been dismissed from LPYFC for the remainder of the current season.
- **BARRED:** The offending person is to be advised in writing that he/she has been barred from current and future participation within LPYFC permanently or for a specific number of years.

Persons suspended, dismissed, or barred for longer than a game period shall have the right to request an appeal hearing before the full Board of Directors. Written requests for appeals must be delivered to an LPYFC Director within 24 hours of notification of disciplinary action. Upon receipt of such request, a hearing will be scheduled within 48 hours.

L. CORPORATE POLICIES

1) Insurance Requirements

CAYFL provides Liability, Supplemental Medical, and Directors and Officers insurance, at cost, for all member Teams. It is mandatory that all participating CAYFL programs purchase this insurance and no participant is eligible until proven that they are covered by the League Policy. An insurance company may require Members to have parents and/or players/cheerleaders execute a release. An officer from LPYFC will sign an attestation that such release has been signed by all parents of players or cheerleaders of each team. Currently, the signed attestation is due one week prior to the start of the first practice of the season.

In addition, one of the requirements established by the Lynnfield Recreation Commission for purposes of obtaining field permits is that LPYFC obtain a Certificate of Insurance General Liability naming the Town of Lynnfield as an additionally insured party for a minimum of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage.

2) Conflict of Interest

IRS Form 990 asks (a) whether the organization has a written policy, (b) whether officers, directors and key employees are required to disclose annually interests that could give rise to conflicts, and (c) for a description of how the organization regularly and consistently monitors and enforces the policy. LPYFC shall utilize a Conflict of Interest questionnaire that addresses each of these areas that shall be signed by each member of the Board of Directors on an annual basis.

Definitions:

- Interested Person: Any director, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) an ownership or investment interest in any entity with which LPYFC has a transaction or arrangement; (b) a compensation arrangement with LPYFC or with any entity or individual with which LPYFC has a transaction or arrangement; or (c) a potential ownership or investment interest in, or compensation agreement with, any entity or individual with which LPYFC is negotiating a transaction or arrangement.

Duty to Disclose:

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists:

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

An interested person may make a presentation at the governing board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The LPYFC President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board shall determine whether LPYFC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in LPYFC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy:

If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

3) Privacy and Identity Theft Protection

As a matter of conducting the business of the organization, LPYFC gathers the personal and financial information of parents and children. It is critical that the organization act to prevent the unauthorized disclosure of this information.

- a) The board will implement measures to ensure the physical and electronic security of records maintained by the association.
- b) The board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- c) The board will use either an in house shredding capability or contract with an outside vendor to the shredding of all documents containing personal information.