



CORAL SPRINGS TACKLE FOOTBALL CLUB

BYLAWS

MISSION STATEMENT

It is the mission of the Coral Springs Tackle Football Club (CSTFC) to develop a commitment within the community to foster the growth of tackle football and cheerleading. This organization is concerned with guiding and directing individuals toward the maximum development of their talents and abilities. Further, this organization strives to instill in young athletes, an understanding and appreciation for such motivation, goal setting and goal achievements through healthy competition, individual challenges and exposure to varied coaching styles.

Similarly, the CSTFC coaching staffs endeavor to teach, train and motivate young people to achieve their ultimate potential in TACKLE FOOTBALL & CHEERLEADING, in the belief that the experience will prove valuable to them as they grow and develop.

It is the belief of this organization in order to ensure that all participants get various coaching experiences/ styles; we recommend that no participant be with the same coach for more than three years. This is subject to board discretion.

CSTFC will participate in the American Youth Football League (AYFL) and Cheerleading League (AYFLC) and will abide by the rules and regulations set forth by the AYFL and AYFLC.

ARTICLE I – BOARD OF DIRECTORS

A. The Board of Directors of the Coral Springs Tackle Football Club, Inc., hereinafter referred to as CSTFC shall consist of the following positions:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Registrar
6. Football Athletic Director
7. Cheerleading Commissioner
8. Football League Representative
9. Cheerleading League Representative
10. Football Coaches' Representative
11. Cheerleading Coaches Rep.
12. Football Equipment Manager
13. Fundraising/ Sponsorship Manager
14. Concession Manger
15. Merchandise Manager
16. Public Relations Manager
- 17/18. Head Team Parent – Football and Cheer
19. Past President
20. Advisory Board Member (s)

B. Each member of the Board will be elected as stated in Article IV of the Bylaws. The specific duties and responsibilities of each are outlined in Article II of the Bylaws.

C. Each Board member will have one vote. If more than one position is held by one person, that person will have only one vote (i.e. Board members will vote according to Robert's Rules of Order).

D. If there is not incumbent immediate past president interested in continuing with the board, that position will remain vacant.

E. If any Board member has more than two unexcused absences from regularly scheduled board meetings and/or required functions (as per job description), they may be subject to disciplinary action which can include suspension.

F. One board member should be present to sell merchandise for at least one shift at every home game or when deemed necessary.

G. A board member may hold more than one position simultaneously. Ex: a board member may be both Treasurer and Registrar at the same time.

H. Any board member that is witness to or made aware of an incident that would be detrimental to CSFTC and deemed as material by the board shall fully document that incident and report to the board at the next scheduled meeting.

I. The Secretary will produce an agenda, which will be strictly adhered to during all regular meetings. Any additions to the agenda must be submitted my email to the secretary at least 1 day prior to the meeting to guarantee inclusion. All approved outside speakers must be listed on the agenda.

ARTICLE II – DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

A. President - The President shall be the chief officer of the Board with the supervision of all division affairs and the enforcement of these Bylaws and the policies and decisions of the Tackle Board of Directors. The President may be the head coach of any team. The President shall have such duties, responsibilities, powers and privileges as may be provided in these Bylaws. The duties of the President shall be those normally associated with this office and include his/her acting as the principal executive officer. He/she shall preside at all meetings of the Board and general meetings. If the Chair of any committee is unable to fulfill his/her duties for any reason, the President will appoint an alternate Chairperson to that committee. The President shall serve as the Chair to the Nominating and Grievance Committees. In the event that any Board officer shall resign from those offices or should become incapacitated and unable to perform the duties thereof, or such offices should otherwise become vacant, the President is authorized and empowered to appoint, with the approval of the Board of Directors a qualified person to that position. The President is authorized and empowered to suspend immediately and without notice any officer, any, head coach, assistant coach, or any appointments from those offices, and to relieve and prohibit such persons from exercising any privileges or duties incident to those offices while suspended upon grounds of malfeasance, misfeasance, or nonfeasance, or upon grounds that his continual performance creates an immediate danger to a player or the integrity of the CSTFC. The President shall then appoint a temporary replacement for the suspended party. The Board will then determine, by majority, to expel or reinstate such suspended person. These meetings shall take place within 72 hours of the suspension. If the club President, in his/her capacity as a head/assistant coach, becomes the subject of a disciplinary action, said president will remove himself/herself from the meeting at which time the matter will be discussed and voted upon. The Vice President will assume the duties of President for that meeting and will act as a tiebreaker if, in fact, it is deemed necessary.

B. Vice President - The Vice President shall serve as an assistant to the President and shall exercise and discharge those obligations, duties, powers, and offices herein assigned of President as the President in his/her sole discretion might choose to expressly delegate to the Vice President. He/she shall serve as Chair to the Bylaw committee. Vice President In addition thereto, the Vice President shall assume all powers, duties, positions, and offices of the President, in the event that the President shall resign or become temporarily incapacitated, or in the event the President is absent from a meeting, with the approval of the Board. If there is no Board approval, the nominating committee will seek a new candidate for that position.

C. Treasurer- Duties of the Treasurer shall be those normally associated with this office and include having charge of all receipts and monies of the CSTFC, and depositing same in a designated depository by the resolution of the Board. In the temporary absence of the President and Vice President from a meeting, the Treasurer will preside over the meeting. The Treasurer shall disburse said funds as is necessary as ordered or authorized by the Board and will work with the Vice President in executing its approved budget and shall serve as chair to the Budget Committee. The Treasurer shall keep accurate records of and collect all charges due the CSTFC and shall keep regular account of receipts and disbursements. The Treasurer will provide duplicate receipts for the President upon request. The Treasurer shall submit such records when required and give a complete statement which would include check number, amount of check, to whom and what for on checks in excess of \$250.00 at all regular meetings of the Board and general membership. The Treasurer shall present a financial report at the monthly meeting of the CSTFC. The Treasurer will be responsible to see that all necessary reports due to governmental agencies are prepared and submitted in a timely manner. The Treasurer shall cause to prepare all checks and withdrawal slips on behalf of the CSTFC upon any of its bank accounts except as put forth on Article VIII, and the same shall be honored on both his signature and one other Board signature. A reputable bonding company at the expense of the CSTFC shall bond all Board members authorized to sign checks. The Treasurer or Board is not authorized to spend monies, which were not budgeted and approved by the Board without first obtaining additional approval of the Board. A committee of Board members will be established to audit the books once a year. An independent auditor approved by the board will audit books at the end of each year.

D. Secretary- Duties of the Secretary will be those normally associated with this office and include keeping minutes of all the meetings, including emergency and special meetings, and supplying a copy of those minutes to the Board members prior to the next regularly scheduled Board meeting. In the event the secretary is unable to attend any Board meeting, he/she shall appoint a substitute to record the minutes and supply the minutes of the previous meeting. The Secretary will also perform such duties as may be required by the Bylaws or the President and taking written roll-call at regular meetings and further notify all Board members either by phone or public notice of all meetings. The Secretary will also be responsible for having all forms printed. Picking up and distributing the mail in a timely fashion. The Secretary will be responsible for ordering and purchasing all awards. In addition, the Secretary will keep files of all documentation involved in the running of CSTFC. These will include all written minutes, all forms and all rosters. The Secretary shall serve on the Bylaws Committee and be responsible for documenting proposed changes and prepare finalized Bylaws for board approval.

E. Registrar- The main responsibility of this position is registration of all football players & Cheerleaders in the program and to ensure that all registration records are in compliance with the AYFL/ AYFLC policies. Registrar shall be responsible for coordinating the advertising as it pertains to registration dates with the Cheerleading Commissioner and the Public Relations Manager. He/she shall be responsible to obtain current rosters from coaches on a weekly basis and give these to Equipment Manager.

F. Football Athletic Director- The Athletic Director (AD) will oversee the tackle football program and be knowledgeable of the rules of play and will inform the coaches of any changes in the rules of play. He/she will make himself/herself available during practices and games to the coaches and members to aid in solving any problems that may arise. The AD, if necessary,

may hold any head coaching position during his/her tenure. The AD has the right with approval of Coaches Representative or any other Board member, (if Coaches Representative is not available), to temporarily suspend any coach who is flagrantly violating the Bylaws of the Football League and/or the CSTFC. This suspension must be brought before the Board within 72 hours. The Board will then determine by a majority vote to suspend such person. It will be the AD's responsibility in conjunction with the Boys Coaches Representative to ensure that all head coaches are teaching the fundamentals of football to all players on all teams. They also must talk to the head coaches, get information, and bring the information back to the Board. It is also the AD's responsibility to be in contact with the Coaches Representative every night. He/she must give a copy of the CSTFC Bylaws and standing rules and Florida High School Association (FHSA) rules to head coaches. This must be signed for at the time it is given. The AD is responsible for developing the specifications for necessary practice equipment to be purchased annually. The AD shall serve on the Grievance Committee for grievances involving both the football and cheerleading sides of the club. Also, as a parent liaison, the AD will handle all issues that may arise with assistance from board members. The AD shall serve on the Coaches Review Committee.

G. Cheerleading Commissioner- the Cheerleading Commissioner shall be the chief officer of the cheerleading program and oversee sponsors and homecoming activities, cheer budget, League functions (such as Banquet), all monetary collections for the cheer side (which will go directly to the Treasurer). The main responsibility of this position is registration of all cheerleaders in the program and to ensure that all registration records are in compliance with the AYFLC policies. The Cheerleading Commissioner will oversee the registration and tryouts and prepare all CSTFC forms needed for all potential cheerleaders. The Cheerleading Commissioner, coach's rep and one additional cheer board member will evaluate all potential cheerleaders and place them on the appropriate team based on need, experience and performance at cheer clinics. The Cheerleading Commissioner will appoint a committee to establish the rules and regulations and the grading system that will be used during tryouts. Is also responsible for maintaining and making revisions (as per the cheer Boards suggestions) for the Cheerleading Rules & Regulations that will need to be submitted to the Board for approval. The Cheerleading Commissioner should not hold any coaching position during her tenure unless absolutely necessary. She/he is also responsible for the cheerleading voting process of the Homecoming/Awards and Banquet Awards. All names must be given to the President when requested. The Cheerleading Commissioner has the right with approval of Coaches Representative or another Board member (if Coaches Representative is not available) to temporarily suspend any coach who is flagrantly violating the Bylaws of the Cheer League and/or the CSTFC. This suspension must be brought before the Board within 72 hours. The Board will then determine by a majority vote to suspend such person. Also, as a Parent Liaison, the Cheerleading Commissioner will handle all issues that may arise with assistance from board members. It is obligatory that at least one Cheerleading Board Member must be available at each game and/or practices in case any issues that may arise. The Cheerleading Commissioner shall serve on the Budget Committee and the Bylaws Committee. The Cheerleading Commissioner shall serve on the Grievance Committee for grievances involving both the football and cheerleading sides of the club.

H-I. Football and Cheerleading League Representatives- Their duties will be to attend meetings, games and any other required AYFL/AYFLC activities of the Football and Cheer

League. They are responsible to secure alternates who must be League Members and will attend any meeting the representatives cannot attend. In the event the regular representative is unable to attend due to an emergency situation, then the alternate will fill in and report to the Board. They will represent the best interest of the CSTFC and will vote according to the CSTFC Board of Directors majority decisions when possible. They will report the results of such meetings (including fines) to the Board at the regular meetings. They will also be responsible for ensuring that the CSTFC meets all Football and Cheer League requirements, including but not limited to, mass registration and coaches' certifications. It is the responsibility of the Football and Cheerleading League Representatives to verify player/cheerleader information on the league cards are accurate prior to mass registration. Football and Cheer League Representatives must provide an accurate map of our city to the League. Football And Cheer League Representatives are responsible for obtaining and distributing maps to all head coaches for all away games. Game and event schedules are to be given out as soon as known. All maps are to be given out before games to boys' and girls' coaches' representatives within 1 (one) week of receiving schedule. The Football League Representative must give a copy of the AYFL Bylaws to each football head coach and the Cheerleading League Representative must give a copy of the AYFLC Bylaws to each cheerleading head coach, which includes stunting degrees of difficulties. The Football and Cheerleading League Representative shall work with their respective Equipment Managers to identify all participants who have not returned equipment and/or uniforms and shall not release any player/cheerleader until such time the equipment and/or uniform is returned. The Football League Representative shall serve on the Grievance Committee for grievances involving the football side of the club and the Cheerleading League Representative shall serve on the Committee for grievances involving the cheerleading side of the club.

J. Football Coaches' Representative- the Football Coaches' Representative will be responsible to act as a liaison between the Board and the coaches. He/she will represent the coaches' views at the meeting of the CSTFC. He/ She is responsible for enforcing the board policies on coaches conduct, players conduct, parent conduct and practice rules. He/she will ensure that all coaches are qualified and trained, including CPR and concussion training of coaches. He/she will also assist the AD as necessary. He/she will also make certain that coaches are functioning within the guidelines set forth by the CSTFC and the Football League. He/she shall also head the Coaches Review Committee (Refer to Article IX-A-C.). He/she will be required to organize and conduct on an as need basis coaches meetings, which would include disseminating board meeting information, and/or clinics. He/she must make sure all coaches are certified by the Football League, and should communicate with the Football League Representative regarding dates and times for certifications. Representatives will provide to Equipment Manager before the fourth (4th) week of the season, updated rosters. The Coaches' Representative must give a copy of the CSTFC Bylaws and Standing Rules to each head coach and must also inform coaches of monthly club meetings. It is also the Coaches Representative responsibility to make sure all coaches are represented at equipment handout. The Football Coaches' Representative shall serve as Chair to the Coaches Review Committee for the football side of the club.

K. Cheerleading Coaches' Representative- The Cheerleading Coaches' Representative will be responsible to act as liaison between the Board and the coaches, represent the coaches views at the meetings of the CSTFC, ensure that all coaches are qualified and trained, including CPR and concussion training of coaches paid by CSTFC, make certain that all coaches are functioning

within the guidelines set forth by the CSTFC and the Cheer League, assist Cheerleading Commissioner as necessary and head the Coaches Review Board (Refer to Article XII-C). It is the responsibility of the Cheerleading Coaches Representative to secure head and teen coaches for each cheerleading team in accordance with the coaches' selection policy, Article XII-A, of these Bylaws. Cheer Coaches Representative will establish and chair a Coaches Review Committee for the interview process of new coaches. The names of these head coaches selected will be brought before the Board for approval. She/he will be required to organize and conduct on an as need basis, meetings and/or coaches clinics and cheerleading stunt clinics. She/he must give a copy of the CSTFC Bylaws and standing Cheerleading Rules & Regulations to each head coach. She/he must also inform coaches of monthly club meetings. It is obligatory that at least one Cheerleading Board Member must be available at each game and/or practices in case any issues that may arise. The Cheerleading Coaches' Representative shall serve as Chair to the Coaches Review Committee for the cheerleading side of the club.

L. Football Equipment Manager- He/she will be responsible for the issuance and collection of all equipment, updated and current inventory, as well as the maintenance of all equipment, including appropriate storage and maintenance of all practice equipment during and off-season. During the playing season, he/she must establish set days and times for equipment replacement and maintenance with the Coaches Representative. He/she will be responsible for sizing and fittings. He/she will keep a complete and current inventory of all equipment and uniforms. He/she will be responsible to submit a proposed itemized equipment budget to the Budget Committee by March 1st for the purchase of new equipment and supplies. He/she will be responsible to secure the best value in purchasing equipment. The equipment manager must authorize all equipment purchases. He/she will also keep a list of all participants not returning equipment. Such information will be given to the Board and the League Representative for submission to the League, in order that appropriate action is taken as described in Article XVI of these Bylaws. The Equipment Manager is also responsible for ordering jackets. He/she will set up each year a plan for the collection of all equipment at the end of the year. He/she will communicate with all head coaches his needs for their assistance in handing out and returning equipment. He/she may, if the need arises, make recommendations for a coach not to be in "good standing" as per Rule: 8-q of The Standing Rules. He/she shall serve on the Budget Committee.

M. Sponsorship/ Fundraising Manager – The Sponsorship Manager shall be responsible for recruiting, retaining and maintaining communications with CSTFC sponsors for the club and coordinating all club sponsorship initiatives. He/she shall serve as chair to the sponsorship committee.

N. Concession Manager- The Concession Manager is responsible for the overall operations of the concession function. He/ She will develop a concession services plan of operations based on the practice and game schedules. The proposed operations schedule will be reviewed and approved by the general board. The concession Manager is responsible for keeping accurate records of inventory, expenses and revenues. She/he will serve on the budget committee.

O. Merchandise Manager - The Merchandise Manager shall be responsible for Ways and Means, including the purchasing of approved merchandise and sales of merchandise. He/she may choose an assistant to help with these efforts, with board approval and is responsible to schedule people to help sell merchandise during home games and other events when necessary. The

Merchandise Manager is responsible for keeping accurate records of inventory, expenses and revenues. She/he will serve on the budget committee.

P. Public Relations Manager - The main responsibility of this position will be to promote the CSTFC program throughout the city of Coral Springs. In doing so he/she will when possible, coordinate with the area schools for the purpose of educating and informing the students of the benefits of participation in the CSTFC. He/she should also make available any information concerning registration including dates, times, materials needed, (i.e. birth certificates, photos, etc.) in this effort. When possible, the Public Relations person should coordinate with the Registrar and Head Team Parents so that any efforts to promote the program to businesses and residents can be maximized. The Public Relations Manager shall oversee any and all efforts to advertise by way of distributing posters to park areas, local grocery stores or any other public area. He/she will also oversee any other effort to promote the CSTFC program suggested and approved by the Board of Directors. He/she may print a newsletter for members during the season and will submit articles to the paper throughout the year. He/she shall also make sure current information is given to Parks & Recreation. He/she will be responsible for the updating of the web site each week either by maintaining it himself or herself or communicating such information to the web site manager. He/she shall be primary contact for media inquiry or statements made on behalf of the club.

Q- R. Head Team Parent Cheer & Football- He/she shall pass all necessary information to team parents. Collaborate & coordinate events, volunteers and fundraisers. He/she will assist when necessary. Cheer and Football Head team parents will work together and co chair on the Homecoming committee.

S. Past President- He/she shall offer his/her advice and knowledge from his/her past experience as president.

T. Advisory Board Members- These must be past Board members with a minimum of two (2) years of Board service, or individuals who have contributed at least ten (10) verifiable years of service to the club in other volunteer capacities. The President may appoint up to four (4) advisory board members. These positions will be appointed by the President if the President desires to fill one or all of these positions and will be subject to Board approval. The responsibility of these members will be to offer advice and knowledge from past experience as Board members. One advisory board member shall serve on the Bylaws Committee and one shall serve as Chair to the Scholarship Committee.

ARTICLE III – MEMBERSHIP

A. A member in good standing of the CSTFC will be defined as follows provided that he/she has signed the code of Conduct for the current season:

1. Previous season's Board member (finished the season as a board member), in good standing;
2. Present season's Board member, in good standing;

3. Any Past President, in good standing;
4. Any parent or legal guardian having a child in the program during the immediate past season (8/1-12/31) and whose children are eligible to participate the following year and has not been brought before the Board and expelled as per Article III-B;
5. After registration, any parent having a child in the program for the upcoming season;
6. Any coach who has completed the previous season in good standing;
7. Any current season's coach in good standing;
8. Upon Board approval special membership will be awarded on the basis of past contributions to the CSTFC, if none of the above criteria can be met.

B. Good Standing Defined:

1. A coach or member who has had any disciplinary action taken against him/her in the prior season, by CSTFC or the League, is automatically placed "Not in good standing" for the duration of the season.
2. A coach or member may also be placed "Not in good standing" as a result of failure to exercise reasonable effort in the return of equipment as described elsewhere in these Bylaws.
3. A coach or member may be placed "Not in good standing" at any time during the season by a majority decision of the Football AD and the Coaches Rep or the Cheer Commissioner and Cheer Coaches Rep. in the event that this group feels that that person's continued service to the club poses a potential threat to the integrity of CSTFC, but is not prepared to dismiss that person at that time.
4. Any coach or member placed "Not in good standing" during the season must appear before the board at the December meeting. At that time the board will collect any information necessary and then vote to place that person back "In good standing", or to leave that person "Not in good standing". A special meeting will be held at the end of season to determine the standing of a member or coach. If the board determines that a person "Not in good standing" remains eligible to be an assistant coach, the board shall make that intention known in the December meeting minutes.
5. Any coach dismissed from a team for disciplinary reasons will be ineligible to coach the following year. Thereafter they may apply to be placed "In good standing" at the following year's December meeting.

6. Any coach suspended by AYFL or AYFLC must appear before the CSTFC board before resuming coaching responsibilities.

C. A voting member will be defined as a member in good standing who has attended a minimum of four (4) regularly scheduled monthly club meetings during the previous calendar year will be allowed to vote in the election of Board officers and on proposed Bylaws changes as per Articles of Incorporation, Article 54a.

D. Any club member found in violation of the Code of Conduct is subject to disciplinary action deemed appropriate by the board which may include being placed “not in good standing”.

E. Any member engaging in activities contrary to the best interests of the CSTFC may be expelled at any time by a majority vote of the Board of Directors.

F. Any member, as described above, who is not in good standing in any of the categories set forth in Article III-B, during the previous season, will lose voting privileges for one year.

G. Any voting member in good standing that has attended the required number of meetings will be allowed to submit a proxy vote for the election of officers if the proxy is signed by the member and includes the name of the person running and the one position they are running for.

ARTICLE IV – ELECTION OF BOARD OF DIRECTORS

A. The President of the CSTFC shall appoint a nominating committee in November. The responsibility of the nominating committee is outlined in Article VI.

B. All Board members will be elected at the annual meeting of the general membership held in January. Public notice of said meeting shall be given at least two (2) weeks in advance as stated in Article VI.

C. Nominations from the floor for all positions on the Board will be in order providing said nominee meets all voting membership criteria as defined in Article III, and has attended at least four regularly scheduled Board Meetings.

ARTICLE V – COMMITTEES

- A. The board shall establish the following committees with the head of each determined in these Bylaws. The chairman of each committee will select members from the club voting members, including those specified by job description. The chairman of each committee will select members from the current board. All committee members must receive board approval. Any board member not assigned to a particular committee, but wishing to make suggestions or give input to that committee, is welcome to attend their meetings. It is recommended that all changes and recommendations be made in writing at the committee meetings before they are presented at the board meetings.

COMMITTEE	CHAIR
Nominating	President
Bylaws	Vice President
Grievance	President
Coaches Review	Football Coaches Rep & Cheer Coaches Rep
Budget	Treasurer
Sponsorship/Fundraising	Sponsorship Manager
Homecoming	Head Team Parents
Scholarship	As appointed by the President

- B. The President shall establish other committees as needed. Should any committee chair be unable to perform their duties, the President shall appoint a replacement, subject to Board Approval.

ARTICLE VI – NOMINATING COMMITTEE

A. The nominating committee is charged with the obligation of preparing the slate of Directors for the election each year. The nominating committee shall contain no less than five individuals, each individual having at least one season prior membership in the CSTFC. The nominating committee shall make its report of suggested Directors to the incumbent Board 30 days prior to the election meeting held in January. The Board shall make a public notice of the suggested slate of Directors at least two (2) weeks prior to the election meeting. There shall be at least one (1) public notice of suggested slate for Directors and a notice of the time and place for the election meeting. This public announcement shall be run in a Coral Springs newspaper or on the CSTFC web site.

B. The nominating committee will act as temporary officers for the conducting of the election process.

C. The nominating committee shall select no more than one (1) name for each office. Those nominated must meet eligibility requirements, which include:

1. Being a Member in good standing.
2. Have had attended at least four regularly scheduled Board Meetings.

In the event that there are no qualified candidates for a position, criteria based on attendance may be waived.

D. Any member nominated from the floor will present his/her qualifications and reasons why they are seeking their position.

ARTICLE VII – BYLAWS COMMITTEE

A. The Bylaws Committee will be headed by the Vice President and consist of board members including the Cheerleading Commissioner, an Advisory Board Member and Secretary. Additional members may be added if deemed necessary by the Chair.

B. The Chair of the Bylaws Committee will present any by-law changes at the March meeting for board approval at their regular meeting in April. The Committee will be responsible for annual revisions, with presentation and final approval by the Board at their regular meeting in April. Any suggested Bylaw changes must be presented to the committee in writing by the regular meeting in February. Any suggested changes to the Standing Rules and or Cheerleading Rules must be brought before the board. Changes to the Standing Rules can be made throughout the season with Board approval.

C. All Bylaws of the Board shall be subject to alteration or repeal, and new bylaws may be made by a majority vote of the members entitled to vote in the election of directors only at the regular bylaw meeting in April.

ARTICLE VIII – GRIEVANCE COMMITTEE

A. The Grievance Committee will be headed by the President and formed of board members including the Football Athletic Director, Football Coaches Representative, Football League Representative and Cheerleading Commissioner, for grievances pertaining to the football side of the club. If the grievance involves the cheerleading side of the club, the committee will consist of the Cheerleading Coaches Representative, Cheerleading League Representative, Cheerleading Commissioner and Football Athletic Director. Additional members may be added if deemed necessary. A board member may not be on the grievance committee during the period when a particular grievance pertains to a family member or a coach from his/her own coaching staff.

B. Grievances are generally defined as a complaint that a coach, board member, parent or participant (player or cheerleader) has committed a violation of a CSTFC or League Bylaw. Complaints that do not rise to the level of a bylaw violation may still ultimately be considered grievances, but must be submitted first to the Coaches Rep or an Athletic Director (for complaints about coaches) or an Athletic Director (for complaints about any other person). The Coaches Rep and/or Athletic Director shall make the determination regarding the appropriate course of action with respect to the complaint. If the complaining party is not satisfied with the action taken by the Coaches Rep or the Athletic Director; then that party may then appeal to the Grievance Committee for action. The Grievance Committee will then determine whether the actions taken to that point are sufficient or if further action on the part of the Grievance Committee is appropriate”.

C. All grievances concerning a particular incident must be in writing and must be reported within one week of the alleged incident (or from the time the complaining member is informed of the Coaches Rep/AD decision if appealing that decision) or the period mandated by the applicable AYFL or AYFLC rules, whichever is shorter. The letter may be turned in to any member of the Grievance Committee.

D. The Grievance Committee will hold a meeting within two business days, which the parties involved, may attend. Within 24 hours of the meeting, the Grievance Committee will report their findings in the matter to the Board of Directors, along with a recommendation for action. The recommendation shall either be for a specific action to take against the accused, or to dismiss the complaint as without merit. Action to take against the accused is at the discretion of the Committee, subject to any specific pertinent Bylaw requirements. The recommendation for action must be approved by a majority vote of the Committee in order to be presented to the Board. In the event that a majority of the Committee feels that additional time is required to complete an investigation, they shall report this to the Board within 24 hours. The Committee may be granted additional time to investigate the matter with a majority vote of the board.

E. The person filing the grievance must be willing to come before the Committee to answer questions concerning their grievance. At the discretion of the Board, the person filing the grievance may be asked to come before the entire board as well. Both the complaining member and the accused member will be given full opportunity to address the committee.

F. All grievances must be filed no later than seven (7) days after the conclusion of the AYFL all-star game, or the involved team’s final post-season game, whichever is later. The Chair of the Grievance Committee will inform all parties of the results of the proceedings.

G. Any incident or disciplinary investigation (even if addressed by the Coaches Rep and/or Athletic Director) involving a Coach and/or Assistant Coach must be brought to the attention of the Grievance Committee and be documented at its conclusion and kept on record by the secretary for the purposes of monitoring and documenting the occurrence.

ARTICLE IX – COACHES REVIEW COMMITTEE

- A.** The committee will consist of a Chair (Coaches Representative) with a minimum of three (3) and a maximum of seven (7) board members. One will be a representative of the Cheerleading members of the board and one will be a representative of the Football members of the board, the Athletic Director, League Representatives and President will serve on this Committee.
- B.** Selection of head coaches will be determined by specific criteria as outlined by the Coaches Review Committee. The criteria will be submitted to the Board for approval. Selection and assignment of coaches shall reflect the intent of the Mission Statement. All members of the Coaches Review Committee will be approved as per Article V.
- C.** The coaches Review Committee will be established to recruit, interview and review on head coaching candidates. Those candidates will be submitted to the board for approval.
- D.** No persons applying for a new head coach position can serve on the committee.

ARTICLE X – BUDGET COMMITTEE

- A.** The Treasurer will serve as Chair to the budget committee, consisting of, but not limited to the Cheerleading Commissioner, Equipment Manager, Merchandise Manager and Concession Manager.
- B.** The Committee will be responsible for annual revisions, with presentation and final approval by the Board at their regular meeting in April. Any suggested budget changes must be presented to the committee in writing by the regular meeting in February. The Treasurer will propose his/her financial budget for the coming year no later than the March meeting.
- C.** Any additions or changes to the approved budget must be approved by the board.

ARTICLE XI- SPONSORSHIP/ FUNRAISING COMMITTEE

- A.** Sponsorship Manager shall serve as chair to the Sponsorship Committee and shall appoint members to serve as deemed necessary.
- B.** The committee will be responsible for soliciting funds and developing relationships with any entity willing to support the CSTFC financially.
- C.** The Fundraising Manager will serve as Chair to the Fundraising Committee and shall appoint members to serve as deemed necessary.

D. The Committee will be responsible for determining and developing fundraising programs above and beyond acquired sponsors.

ARTICLE XII – EVENTS COMMITTEE

A. The Head Team Parent Football & Cheer to serve as Co Chairs to the Events Committee and shall appoint members to serve as deemed necessary.

B. The Committee will coordinate with the football and cheerleading Team Parents to organize all events.

ARTICLE XII – SCHOLARSHIP COMMITTEE

A. The President will appoint a member to serve as Chair to the Scholarship Committee. The member shall appoint members to serve as deemed necessary. It is recommended that appointees have had three years Board Member experience.

B. The Committee will review the submitted scholarship applications and prior to start of tryouts make a recommendation to the board for final approval.

ARTICLE XIV – MEETINGS

A. A general meeting shall be conducted in January of each year for the reading of the financial yearend statements, election of officers, and initial planning for the forthcoming year. Members shall be given public notice of said meetings at least two (2) weeks in advance.

B. Special meetings of the members of the CSTFC Board may be called by the President or by order of the Board, whenever it is deemed necessary or advisable. An informal meeting gathering of the Board of Directors will take place at least bimonthly or as circumstances deemed necessary.

C. In extenuating circumstances where it is not feasible to have a physical Board meeting, the President and any other Board member may have the right to call for a phone and/or e-mail vote (contact must be made with all board members). This information shall be documented (outcome) and copied to the secretary to be included in the next meeting's minutes by the

secretary. If 2 or more board members request that an emergency meeting is held in place of the phone/e-mail vote, that meeting will be scheduled as soon as possible.

D. The Board of Directors shall determine the time and place of all regularly scheduled monthly meetings. In no event shall there be less than four Board meetings per year. One of these four meetings will be held in February, at which time the President will report to the membership on his/her general program regarding all CSTFC scheduling. The Treasurer will propose his/her financial budget for the coming year no later than the March meeting. The Chair of the Bylaws Committee will present any by-law changes at the March meeting for board approval at their regular meeting in April.

E. Notice of all Board meetings shall be given a minimum of 24 hours in advance to all Board members.

F. The presence of 2/3's of the existing Board members shall constitute a quorum. A majority of those present shall govern.

G. All meetings will be conducted under the guidelines set forth in the Articles of Incorporation, Bylaws and Standing Rules. Where no point of definition is made in any of the above, Robert's Rules of Order will prevail.

H. A general meeting to resolve old business, grievances, coaches in good standing, and equipment, must be held before December 31st.

ARTICLE XV – CONCESSION STAND

A. The Concession Manager shall obtain a Good Hygiene License proved by the State of Florida.

B. He/ She is responsible for the proper management of the stand during the hours of operations approved by the general board.

C. The financial records of the concession operations will be managed with the general financials of the club.

D. The Concession Manager and Treasurer will proved a financial update as part of the regular financial report at each regularly scheduled board meeting.

ARTICLE XVI – EQUIPMENT

A. Each child participating in the program will be issued the appropriate equipment to compete in the program. The parent will sign an equipment form assuming responsibility for such equipment. No coach can sign the equipment form for a player unless that player is his child or the parent has given the coach a signed letter giving him that authority.

B. To ensure continuing insurance coverage, children participating in the program are not permitted to use any other helmet or shoulder pads in practice or games other than those issued to them by the club. Helmets and shoulder pads may not be substantially altered in any way, including the replacement of facemasks, once the equipment is issued. The use of player supplied chinstraps is approved, subject to the uniform consistency standards set forth in the Standing Rules.

C. All equipment issued must be returned to the CSTFC within seven (7) days after the final post-season game or to the Equipment Manager at the regular December Board Meeting, or upon the termination of the child's participation in the program if it occurs before the end of the playing season. If a child prematurely leaves the program, it is the head coach's responsibility to inform the Equipment Manager and make sure the equipment is returned in a reasonable time. It is the Head Coach's responsibility to ensure and document that all of the equipment and/or uniforms are turned in from all of his/her respective players and/or cheerleaders. Failure to do so may result in the Head Coach being deemed by the Board as a Coach "not in good standing", unless circumstances surrounding the failure to turn in the equipment and/or uniform are beyond the coach's control. The board shall determine such circumstances.

D. If the equipment is not returned, the parent or legal guardian will be billed for the cost of replacement of the equipment and must reimburse the CSTFC this cost.

E. A child and/or coach and his/her family/legal guardian who has not returned their equipment and has not reimbursed the CSTFC for such equipment will not be allowed to participate in the program in the future, be released per Football League/Cheer League Bylaws, or receive any awards. The case will be referred to collection.

ARTICLE XVII – COACHING AND COACHES SELECTION

A. Any coach who has completed the previous season in good standing, (good standing as defined in Article III-B) as well as any additional person, may apply in writing to the Coaches' Representative expressing his/her desire to become a head coach of any team no later than January 31st of that calendar year. A returning head coach considered in good standing will be given preference if requesting to return as head coach at the same age classification and may not be required to interview unless requested by a member of the Coaches Review Committee. A returning coach may interview for more than one coaching position as long as he/she makes his intentions known to the Coaches Review Committee at the time of his interview. Coaches in

good standing will be reported on by the December meeting or within seven (7) days after the final post-season game. If any infractions have occurred, said coach and/or applicant must appear before the Coaches Review Committee before given a team. A coach deemed “not in good standing” must resolve the situation that placed them “not in good standing” before being voted back into “good standing” by a majority vote of the board.

B. Any person who has not coached in CSTFC may apply for any coaching position, by submitting a letter of intent to the Coaches’ Representative.

C. If an assistant coach is applying for a Head Coaching position and the Head Coach that the assistant worked for the prior season is on the Coaches Review committee, the review committee shall interview the candidate with his/her former head coach present and with his/her former coach not present to ensure that all candidates feel free to express themselves without concern for confrontation.

D. All assistant coaches will be selected by the respective head coaches and will be approved by the Coaches Review Committee only if deemed necessary by the committee. Coaches may be requested to serve as assistants the following year if the Review Committee deems it appropriate. Coaches (both football and cheerleading) must abide by the rules set forth. Failure to do so will result in suspension of coach.

E. No coaching staff, including team parents and any other team volunteers, may include more than 30% of that year’s Board of Directors.

F. All coaches in the program must consent to and will be given a background check.

G. It is recommended, not required, that all coaching staff are self-insured. CSTFC is not responsible for costs incurred for injury, if not insured.

ARTICLE XVIII – AWARDS

At the end of each season, and in a timely manner the JP Taravella and the Bonnie or Betty Bonbrest awards will be given to a team member. Recipients from football and cheerleading’s three oldest divisions will receive the JP Taravella Award. Members from the four youngest divisions of football teams will receive the Bonnie Bonbrest and members from the four youngest cheerleading squads will receive the Betty Bonbrest. For both the football and cheerleading squads, all the coaches of the team should make the decision of the recipients. These awards will be based on leadership. Trophies will be standard club trophies commensurate with past awards of this nature.

PROCEDURES FOR THE SELECTION OF AWARD RECIPIENTS

1. Homecoming King, Queen, Prince, Princess

Criteria: Spirit, Enthusiasm

Designated Board Members are in charge of handling vote.

Awards will be decided by the vote of the Cheerleaders/Football players of each squad/team. Cheerleaders/Football players are given one vote each. Cheerleaders vote by write-in, which is counted by Board members. On football teams, coaches nominate three candidates and players vote for one of the three nominees. Cheerleaders: In case of a tie, there is a complete revote. If there is still a tie, coaches and teen coaches will be given a vote to break the tie. Football players: In case of a tie, players revote.

2. J.P.T., Bonnie/Betty Bonbrest award

Criteria: Leadership

Coaches nominate three players/ cheerleaders from each team/squad and player/cheerleaders, coaches and assistant coaches vote for one of the three. In case of a tie, Board members will break the tie.

3. Andrea Danisovsky Memorial Award (Cheerleading)

Criteria: Dedication

4. Brianna Yowell Spirit Award (Cheerleading)

Criteria: Spirit

Cheerleading Coaches pick one (1) girl from their squad for the dedication award and one (1) girl for the Spirit Award. One (1) girl from each squad receives this award, which is a trophy with the name of the award, the year and their name.

No cheerleader shall be eligible to receive more than one (1) award per year. This does not include homecoming awards.

CORAL SPRINGS TACKLE FOOTBALL CLUB (CSTFC) SAFEKIDS PROGRAM

The Coral Springs Tackle Football Club (CSTFC) is committed to providing a safe environment and prevent child abuse and sexual misconduct. The policies and procedures herein are intended to accomplish this goal.

CSTFC will perform an annual criminal background check on all personnel working within the program to ensure that none of those individuals have ever been convicted of a crime against a child at anytime. CSTFC will err on the side of caution by not permitting any individual with any such offense from acting in any capacity in the CSTFC program. If there is no conviction of record, but CSTFC has reasonable and credible evidence to believe that an offense has occurred, then the individual is also barred from participation in the CSTFC program.

CSTFC will make every reasonable effort to exclude any adult with a legally documented history of child abuse/ molestation or any other record against children that would bring unnecessary risk to the health and safety of the participants of this organization. Every person applying for a position with the CSTFC organization must complete the Employee Disclosure Statement and submit to the above referenced background check on an annual basis.

Any and all allegations of child abuse or sexual misconduct received by CSTFC will be immediately reported to the appropriate law enforcement officials for investigation. CSTFC officials will immediately document any allegation and fully cooperate in the handling of said investigation by law enforcement. These matters are extremely serious therefore; CSTFC personnel will strictly follow the orders of law enforcement regarding confidentiality of information.

CSTFC will closely monitor its operations to ensure that there is no physical, mental or verbal abuse of any child at any time. Any adult engaging in this sort of behavior will be immediately removed from interaction with children in the program.

Inappropriate touching is strictly forbidden by any member of the CSTFC program. Anyone seen or reported to have participated in inappropriate touching will be immediately reported to law enforcement officials.

CSTFC personnel should use good judgment to avoid socializing with children outside of the sponsored activities of the organization. Obviously, there are instances where it is appropriate for other social interaction when the CSTFC personnel have children of their own also participating in the social event. This policy is intended to prevent adults from inappropriate socializing with children. Adults shall avoid any situations which could result in allegations of misconduct including but not limited to riding alone with a child. In those instances where a child is stranded and needs a ride home, the CSTFC personnel must find someone else to accompany him/her to take that child home.

CSTFC personnel should visually scan the area of its business operations on a daily basis looking for suspicious individuals who don't appear to belong in the area. Upon sighting, the CSTFC personnel should directly ask the person who they are there to see. While this may create an uncomfortable situation, the intent is always to err on the side of caution.

CORAL SPRINGS TACKLE FOOTBALL CLUB STANDING RULES

1. There will be no refund given without Board approval after June 15th of the current season. Those given will be in accordance with the breakdown on the registration form. Any expelled player/cheerleader will not be entitled to any refunds.

2. Any child in the program may be benched at any time for disciplinary reasons. Upon doing so, the coach must inform the Athletic Director (AD) of his/her decision or the Coaches Representative and/or the Cheerleading Commissioner immediately after practice or game in which the benching occurred.

3. For a child to be suspended or expelled from a team the coach must state his/her reasons for wanting such action to the Football Athletic Director for an incident involving the football side or Cheerleading Commissioner for an incident involving the cheerleading side, who will then notify the President and board at next scheduled meeting. Any CSTFC coach has the right to immediately expel a child who is found using alcoholic beverages and or controlled substances while in uniform (practice and/or game). The CSTFC Board of Directors may discipline any participant, including but not limited to suspension or expulsion from the program, at any time that such action is deemed warranted by the board.

4. The Board will determine the registration fees prior to the first registration.
 - a. There will be a discount for the second child or more from the same family.
 - b. Each child is required to participate in ALL fundraising and homecoming activities. Failure to do so will result in benching of the player or cheerleader until their fundraising and homecoming obligations are met.
 - c. Hardship scholarships shall be awarded to cheerleaders and football players upon board approval.
 - d. No child shall be issued equipment unless registration fees are paid in full or a payment plan has been started. Exceptions to this rule can be made with Board approval.
 - e. A clerical fee will be imposed on all board approved refunds.
 - f. Players not residing in Coral Springs will be required to provide a copy of current Coral Springs non-resident sports card prior to mass registration.
 - g. Registration requires that a parent or guardian be present.

5. Jackets may be purchased only by the Charger football teams winning either their weight class or the Super Bowl. Jackets may be only purchased by the Charger cheerleading teams winning a First Place rating score at the designated competition. Individual teams may conduct Board approved fund raising to defray the cost of the jackets. The jacket will be

standard club jacket. Any additional silk screening or embroidery on the back of the jackets is allowed for the teams that win their division, Super Bowl Champions or Cheerleading teams winning a First Place rating. Any or all printing or lettering on the jackets must be done through CSTFC Board of Directors. Club jackets with Coral Springs Tackle Football Club logo embroidered on the front only will be available for purchase by any member in good standing only through the CSTFC.

6. Only league carded coaches, Board members and team parents (at coach's discretion) are allowed on the practice fields. Parents will not be allowed on practice field. Additional uncarded coaching staff may be permitted on the practice fields provided the Athletic Director has specifically approved them in writing. The CSTFC secretary shall maintain all written approvals.

7. CSTFC logo and name may only be used on Board approved merchandise or with prior approval by the Board. Violators are subject to suspension and/or expulsion from the CSTFC program.

8. Head football/cheerleading coaches and assistant football/cheerleading coaches' responsibilities:

- a. Are responsible for ensuring their players, cheerleaders, and parents conduct themselves in a manner appropriate for youth sports, including but not limited to the demonstration of good sportsmanship and appropriate language.
- b. Must be league certified.
- c. Must know and abide by all rules of the American Youth Football League (AYFL/ AYFLC) and CSTFC.
- d. All head coaches or designated representative must attend all mandatory coaches meetings as called for by Coaches Representative.
- e. After teams have been formed, coaches are to have a mandatory parents meeting to inform them of their coaching philosophies and of their responsibilities to the team and the CSTFC. The AD/Cheerleading Commissioner is to be informed of this meeting one week in advance so that he/she or another Board member can attend.
- f. Must get a team parent who is responsible for fundraising, homecoming festivities, banquet arrangements, etc. Coaches must determine their team parent by one week after mass registration and inform the AD/Cheerleading Commissioner. The CSTFC Head Team Parent will

have a mandatory meeting with the Team Parents to inform them of their responsibilities and how to go about them.

- g. Coaches are responsible to ensure all players participate in all fundraisers and must work with team parent to collect all funds on time and turn them in to the Fundraising/ Sponsorship Manager.
- h. Must arrange practice days and times. A total of two (2) football coaches and one (1) cheerleading coach must be on the field with your team at all times. Your team is to be supervised by a certified coach or Board member at all times. If practice is called-off, one (1) coach from each team must be at the park to send the players home. When practice and game's end early, one (1) coach or responsible adult must stay until all of the players are gone.
- i. The Head coach is responsible for getting all information collected and organized for mass registration. Rosters and books will be submitted to the League Representative seven days prior to League Mass Registration unless specific approval for a later submission has been obtained from the League Representative. Head coach is responsible for assuring that all player information is correct and ready by the time of mass registration.
- j. Coaches must support and participate in all mandatory CSTFC functions and activities (Registration, Homecoming, fundraising, banquet, etc.).
- k. If the CSTFC issues club attire (including but not limited to shirts, visors, hats and/or caps,) to coaches, no other attire may be worn during the game in which the coach is participating. All coaches must wear AYFL/AYFLC badges during the game in which they are coaching. If coaches do not comply with these restrictions, they will not be allowed within the ropes during their game.
- l. All Head Coaches or their designee must attend all regularly scheduled CSTFC Board Meetings between July 1 and October 31, and report pertinent information back to their respective team. A team's continued lack of representation at Board Meetings will result in the Head Coach being placed "not in good standing".
- m. Football coaches must have a carded staff of no more than that number of assistant coaches as specified in the AYFL Bylaws with one of those being designated assistant head coach. Additional coaches beyond this number may be used on the practice field if so desired by the Head Coach. Cheerleading coaches must have one assistant coach and no more than five (5) teen coaches.
- n. If any head coach or assistant coach has reason to doubt the legitimacy of any player's identity, birth date, or any other representations made at registration or on the player card, that individual must IMMEDIATELY report that suspicion to the Athletic Director. This includes players in other programs that the coach may have suspicions about. In the event that a player turns out to be ineligible, credible evidence of unreported prior

knowledge or suspicion on the part of any member of a CSTFC coaching staff will result in immediate suspension of those individuals for the remainder of the season.

- o. All coaches will adhere to the ideals of the Mission Statement set forth by these Bylaws.
- p. It is recommended that one coach from each coaching staff be present at registrations.
- q. It is the head coach's responsibility to do whatever is deemed necessary by the Equipment Manager to ensure the return of equipment by all the players. Failure to do so may result in the Head Coach being deemed by the Board as a Coach "not in good standing", unless circumstances surrounding the failure to turn in the equipment and/or uniform are beyond the coach's control. The board shall determine such circumstances.
- r. The Head coaches will meet with the Equipment Manager prior to the end of the season to coordinate equipment return, which will occur after the final post-season game.
- s. All head coaches will be responsible for all equipment issued to them and their players as set forth in the procedures established by the Board. (Refer to Article XVI)
- t. The head coach must ensure that all players have equal practice time for the entire season. It is strongly recommended that coaches make every effort to ensure that all players get game play time during the season.

10. All revenues received in bulk will be counted by both the remitter and the Treasurer and said Treasurer will sign off on the receipt for these funds in a log kept by each unit (i.e. fundraising, girls' registration, trips, clinics). Any discrepancies will be addressed at the scheduled Board meeting where the financial statements are reviewed.

11. It is the intent of CSTFC to promote uniformity and teamwork above individual recognition and appearance. To that end, no CSTFC player shall decorate their uniform in any manner, including but not limited to off-color tape around thighs, knees or calves, non-uniform issued socks, tape or other adornments on facemasks and colored shoe covers (spats). Shirts worn under the pads, if visible, should be white, blue or gold. Player supplied chinstraps and any chinstrap covers intended to prevent skin irritation should be white, blue or gold. At the conclusion of the season, each player shall have the opportunity to purchase their game jersey at its replacement cost, or if determined appropriate by the board a discounted replacement cost.

12. Tinted helmet visors are banned by National Federation/FHSAA rules. All helmet visors increase the probability of a player overheating by restricting airflow to the face and making it more difficult to water the player on the field. In addition, in certain injury cases the visor

can obstruct attempts to render first aid. For these reasons, CSTFC does not allow the use of any form (tinted or clear) of helmet visor by any player on teams 120 and below, unless the visor is a prescription visor used to correct a specific vision problem. CSTFC recommends the use of sports glasses or contact lenses where vision correction is required.

13. When a player's weight is close enough to a weight limit that he may play on either of two teams, the decision regarding which team that player will play on will be made by the Athletic Director, Assistant Athletic Director, Coaches Representative and not by the Head Coach of either of the two eligible teams. The decision will be made based on the Athletic Director, Assistant Athletic Director and Coaches Representative's reasonable estimation of that player's ability to make weight for either team, with no other consideration.

14. Although allowed by the AYFLC, it is of the CSTFC's discretion to permit 7 year olds to move up to the youth prep cheerleading squad.

15. Individual team fundraising for the purpose of offsetting season expenses of extra activities is permitted, contingent upon board approval.

16. The Football and Cheerleading Field Representatives and head coaches are required to be CPR certified and concussion trained paid for by CSTFC. (Classes will be set by CSTFC)

17. The club requires football teams to ideally roster 35 players, providing that enough boys are registered in that weight class.

**APPROVED AND ADOPTED BY THE CORAL SPRINGS TACKLE FOOTBALL
CLUB BOARD OF DIRECTORS ON THIS 13th DAY OF April 2015.**