



**SAFL**

**SANDPOINT AFFORDABLE FOOTBALL LEAGUE**

**BYLAWS**

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Revisions

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## ARTICLE 1. LEAGUE NAME AND PURPOSE

### 1.1. League Name

The name of the organization shall be the Sandpoint Affordable Football League. Hereinafter referred to as "SAFL" shall operate exclusively as a non-profit organization.

### 1.2. Nonprofit Purpose

This league / corporation is organized exclusively for charitable, religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### 1.3. League Purpose

Provide the best, safest, and most enjoyable football and cheer experience for all youth athletes of Sandpoint who want to play regardless of financial situations. Promote and encourage upstanding young men and women with emphasis on hard work, dedication, and sportsmanship.

The specific objectives and purpose of this organization shall be:

- A. To provide an affordable option for football and cheer for all youth athletes between 3rd and 8th grade in the Sandpoint area;
- B. To provide certified coaches to develop youth athletes in a safe manner in all fundamentals;
- C. To teach concepts of teamwork, sportsmanship, loyalty, honesty, and pride;
- D. To stimulate community interest in sports;
- E. To have fun;
- F. To develop youth athletes with the welfare of the youth participants first and foremost, without adult ambition for personal glory;
- G. To prepare youth athletes for High School programs using terminology, formations, and development practices;
- H. To certify all coaches to USA Football Heads Up program, to adhere to the recommendations ([www.usafootball.com](http://www.usafootball.com));
- I. To grow the football and cheer community, increase numbers at the High School level;

## ARTICLE 2. MEMBERSHIP

### 2.1. Eligibility for Membership

Any person sincerely interested in active participation to effect the objectives and purpose of SAFL and currently in good standings with SAFL, The Conference, and other leagues within the Conference, and/or any other youth organizations. Application for membership may be denied by  $\frac{2}{3}$  vote of the Executive Board.

### 2.2. Annual Dues

Each season participant members must pay the following member dues prior to the current season to participate in the season, for each youth participant. SAFL holds the right to provide scholarships to members unable to afford dues by each individual instance and will be

completely confidential to all non executive members. SAFL holds the right to provide discounts and special promotions at any time. Scholarships, discounts, and special promotions are approved by majority (2/3) vote of the executive board. SAFL will never associate hidden fees outside of the annual dues.

- Football 3rd - 4th Grade, \$75.00 per member
- Football 5th - 8th Grade, \$125.00 per member
- Cheer (All Grades), \$95.00 per member

Executive board members and directors do not pay dues however are to donate time to perform the responsibilities of their position for their term each year.

### 2.3. Rights of Members

- A. Each member over the age of 18 can be nominated for elected positions.
- B. SAFL shall disclose all financial records to members upon request.
- C. Members can request to attend Executive Board meetings, if meeting does not discuss confidential information about other members, or another member is being charged for termination or suspension. Requests are approved and denied by the President and Vice Presidents.
- D. SAFL has an open policy where any information can be discussed with all members excluding personal and confidential affairs.

### 2.4. Resignation, Termination, Suspension

- A. Membership may be terminated by resignation or by the action of the Executive Board Members, by a two-thirds (2/3) vote of those officers present at the duly constituted meeting. The following Members shall have the authority to discipline, eject, or suspend the membership of any member on the spot when the conduct of such person is considered detrimental to the best interest of the players, participants, and the organization: President, Vice President of Operations, Vice President of Compliance, Director of Coaching (Football Only), and Director of Cheer (Cheer Only).
- B. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of twenty-four (24) hours notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.
- C. In the case of a player member, the Executive Board shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (21 years of age or older) shall appear in the capacity of the advisor with the player before the Executive Board. A minimum of twenty-four hour notice shall be given to concerned parties. If the player member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.
- D. All adults participating in the organization's activities are expected to comply with all



applicable criminal codes. This obligation is violated by any participant who has a pending charge, been convicted of or has entered a plea of guilty or no contest to a criminal charge or indictment involving sexual misconduct, child abuse, or conduct that is a violation of a law specifically designed to protect minors, and, depending on the nature of the crime, may be violated by any member who has a pending charge, been convicted of or has entered a plea of guilty or no contest to any felony charge or indictment involving conduct other than that specifically described above.

**E. IMMEDIATE TERMINATION**

1. Consumption or influence of alcohol or illegal drugs while working with youth members, at events, practices, or games.
  2. Providing alcohol or drugs to youth, or allowing the consumption of same while under adult's supervision.
  3. Inappropriately touching a youth's body. As a rule, this includes any area of the body that would be covered by a bathing suit. It is normally acceptable to touch a youth on the shoulders, arm or upper back. Tickling, wrestling, or teasing youth is inappropriate.
- F. Any individual who suspects illegal and/or abusive behavior shall immediately contact appropriate law enforcement agency(s) and notify an executive board member.

## 2.5. Non-Voting Membership

- A. **Participant Members:** Any youth member meeting the requirements of SAFL, The Conference, and residing within the authorized boundaries of the league shall be eligible for participation.
- B. **Camp Member:** Any participant and parent and/or legal guardian who is interested in participating in SAFL camp events who are not yet Participant Members or Regular Members.
- C. **Regular Members:** Any adult who is a parent and/or legal guardian of a player member, or is interested in furthering the purpose and objectives of this league may become a regular member. Coaches, Team managers, and any other elected or appointed non-voting official must be an active regular member in good standing.

## 2.6. eMail Contacts List

- A. All registered Participant Members, Camp Members, and Regular Members are added to SAFL eMail Contacts List at initial registration.
- B. If member decides to be removed from eMail Contact list, SAFL will remove them and will not add them again until the member give verbal and/or written consent.

# ARTICLE 3. MEETINGS OF MEMBERS

## 3.1. Regular Meetings

Regular meetings of the members shall be held quarterly, at the time and place designated by

the President. The President can call a regular meeting at any time.

### 3.2. Annual Meetings

An annual meeting of members shall take place in the month of January, the specific date, time, and location of which will be designated by the President. At the annual meeting the members shall elect directors, executive board members of those whose terms have ended. Yearly budgets will be decided, reports on the activities of the organization will be discussed, and determine the direction of the association for the coming year.

### 3.3. Special Meetings

Special Meetings may be called by the President, or by two-thirds (⅔) of the Executive Board. A petition signed by 5 percent (5%) of voting members may also call a special meeting.

### 3.4. Notice of Meetings

Printed and/or electronic notice of each meeting shall be given to each voting member no less than two weeks prior to the meeting.

### 3.5. Quorum

A quorum for a meeting of the members shall consist of at least twenty percent (20%) of the actual members.

### 3.6. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

## ARTICLE 4. EXECUTIVE BOARD

### 4.1. General Power

The affairs of SAFL shall be managed by the Executive Board. The Executive Board shall have control of and be responsible for the management of the affairs and property of the organization.

### 4.2. Right and Responsibility of Board Members

- A. All executive board members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination.
- B. Rights
  1. Board Members have the following rights guaranteed under parliamentary law:
    - a. To be treated fairly and equitably.
    - b. To receive notice of meetings, attend meetings, make motions and second motions when needed. Vote on motions.
    - c. Nominate people for office. Be nominated for office. Elect people for office.
    - d. Know the meaning of the questions or subjects being debated.

- e. To speak on or debate an issue in turn.
  - f. Object when rules are being violated.
  - g. Appeal to decision of the chair.
  - h. Have access to minutes of all meetings.
  - i. Receive the treasurer's report once a month.
  - j. Get a copy of the SAFL bylaws.
2. Responsibilities
- a. Executive Board Members have the following responsibilities and obligations as well.
    - Attend meetings, be on time, and stay until the end of the meeting. Members are required to attend a certain number of meetings to stay in good standing and able to vote on topics.
    - Be ready to talk knowledgeable and intelligently on a topic.
    - Be open-minded and attentive.
    - Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
    - Follow the rules of debate and obey the rules of the organization.
    - Attack issues, not people. Respect the rights of others.
    - Abide by the final decision of the majority vote.
    - Bring in or recommend new members.
    - Participate in committees as requested or needed. Respect the chair's opinion and rulings of the committee.
    - Promote the organization's growth and influence. Enhance the organization's reputation.

#### 4.3. Number, Tenure, Requirements, and Qualifications

- A. The number of executive board members shall be fixed from time-to-time by the executive board but shall consist of no less than three (3) nor more than fifteen (15) including the following officers: the President, the Vice-President of Operations, Vice-President of Compliance, the Secretary, and the Treasurer.
- B. The members of the executive board shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the executive board and advisory council must be approved by a majority vote of the members present and voting. No vote on new members of the executive board, or advisory council, shall be held unless a quorum of the

executive board is present.

- C. Each member of the executive board shall be member shall hold office for a minimum of a two-year term. Terms shall be staggered so that at the time of each annual meeting, the terms of approximately one-third ( $\frac{1}{3}$ ) of all members of the executive board shall expire.
  - 1. **Even Years:** The following positions will be up for election: Vice President of Compliance, Treasurer, Director of Coaching, and Director of Cheer.
  - 2. **Odd Years:** The following positions will be up for election: President, Secretary, Vice President of Operation, Director of Fundraising.
- D. Each executive board member shall attend at least nine (9) monthly meetings of the Board per year.
- E. All Executive Board members will wear SAFL uniform shirt on game days. We are a team and shall dress as a team.

#### 4.4. Regular and Annual Meetings

- A. An annual meeting of the executive board shall be held at a time and day in the month of January each calendar year and at a location designated by the President.
- B. The Executive Board may provide by resolution the time and place, for holding regular meetings of the Board.
- C. Notice if these meetings shall be communicated to all executive board members no less than ten (10) days, prior to the meeting date.

#### 4.5. Special Meetings

- A. Special meetings of the Executive Board may be called by or at the request of the President or any two members of the Executive Board.
- B. The person or persons authorized to call special meetings of the Executive Board may fix any location, as the place for holding any special meeting of the Board called by them.

#### 4.6. Notice

- A. Notice of any special meeting of the Executive Board shall be given at least two (2) days in advance of the meeting.
- B. Any Executive Board member may waive notices of any meeting.
- C. The attendance of the Executive Board member at any meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is now lawfully called or convened.
- D. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Executive Board need be specific in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

#### 4.7. Quorum

- A. The presence of a majority of current members of the Executive Board shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have the power to adjourn to a specified later date without notice.
- B. The act of a majority of the members of the Executive Board present at a meeting which a quorum is present shall be the act of the Executive Board, unless the act of a greater number is required by law or by these bylaws.

#### 4.8. Forfeiture

- A. Any member of the Executive Board who fails to fulfill any of his or her requirements by September 1st shall automatically forfeit his or her seat on the Board.
- B. The Secretary shall notify the member in writing that his or her seat has been declared vacant, and the Executive Board may forthwith immediately proceed to fill the vacancy.
- C. Members of the Executive Board who are removed for failure to meet any or all the requirements are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in 4.14 of this Article in these by-laws.

#### 4.9. Vacancies and Elections

- A. Vacancies may be created and filled according to specific methods approved by the Executive Boards.
- B. Nominations for Executive Board positions shall be made in November each year. A nominee shall be voted into their position in December for the following year.
- C. The current Executive Board shall vote the Executive Board for the upcoming year December 30. if there are no candidates by November 30, the new Executive Board shall vote on candidates for any remaining vacancies.
- D. The Head Coaches for the upcoming season shall be voted in by current year Executive Board before May 31. The new Executive Board will vote any vacancies before July 31.

#### 4.10. Compensation

No director, officer, or executive board member of SAFL shall receive directly or indirectly any salary, compensation, or emolument from the league for services.

#### 4.11. Inform Action by Executive Board

Any action required by law to be taken at a meeting of the Executive Board, or any action which may be taken at a Executive Board Meeting, may be taken without a meeting, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Executive Board.

#### 4.12. Confidentiality

- A. Executive Board Members and Officers shall not discuss or disclose information about SAFL or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such

information is in furtherance of SAFL purposes, or can reasonably be expected to benefit SAFL.

- B. Executive Members shall use discretion and good business judgment in discussing affairs of SAFL with third parties. Without limiting the foregoing, Executive Members and Officers may discuss upcoming fundraisers and the purpose and functions of SAFL, including but not limited to accounts on deposit in financial institutions.
- C. Executive Members shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment of the Executive Board.
- D. Member information will not be solicited or sold. Member information is private and will never be shared with other members. Personal information and background checks are marked private and will never be disclosed outside of the Executive Board.

#### 4.13. Advisory Council

- A. An Advisory Council may be created whose members shall be elected by the members of the Executive Board annually but shall have no duties, voting privileges, nor obligations for attendance at regular meeting of the Board.
- B. Advisory Council members may attend said meetings at the invitation of a member of the Executive Board.
- C. Members of the Advisory Council shall possess the desire to serve the community and support the work of SAFL by providing expertise and professional knowledge.
- D. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

#### 4.14. Parliamentary Procedure / Voting

Robert's Rules of Order or the ability to vote by proxy shall govern all meetings of the Board unless suspended by the Executive Board for that meeting. A quorum will be a minimum of 50% + 1 of all Executive Board members. If there is a tie, the President will be the tie breaker. Once the quorum is formed, members leaving the meeting cannot break it. Any Board Member may resign or be removed from office.

#### 4.15. Removal

- A. Any member of the Executive Board or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-fourths ( $\frac{3}{4}$ ) of the members of the Executive Board if in their judgment the best interest of SAFL would be served thereby.
- B. Each member of the Executive Board must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.
- C. An officer who has been removed as a member of the Executive Board shall automatically be removed from office.
- D. Members of the Executive Board who are removed for failure to meet the minimum

requirements in these by-laws automatically forfeit their positions on the Executive Board and are not entitled to the removal procedure outlined in this section of the Article.

## ARTICLE 5. OFFICERS

The officers of this Executive Board shall be the President, Vice-President of Operations, Vice-President of Compliance, Secretary, and Treasurer. All officers must have the status of active members of the board.

### 5.1. President

The President is responsible for the conduct of this league with the Conference and ensures that the Executive Board follows the By-Laws. The President is responsible that all compliance and operational requirements are completed prior to the start of the season. This is an executive board position.

- A. Represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference.
- B. Responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference.
- C. He/she shall appoint three (3) alternates to attend the meetings in his/her absence.
- D. Preside at the league meetings and assume full responsibility for the operation of SAFL according to its bylaws.
- E. Responsible for the conduct of this league in strict accordance to the policies, rules, and regulations of the Conference.
- F. Supervise the function of various committees.
- G. Vote only to break a tie
- H. Attend all scheduled meetings
- I. Supervise and work with the VP of Compliance on insurance, By-Law revisions, league documentation, background checks, and Head Up certifications.
- J. Supervise and work with the VP of Operations on equipment, uniforms, field time, coaching staff, playbooks, official staffing, team assignments, and first aid kits.
- K. Responsible that all compliance and operational requirements are completed prior to each season.
- L. Responsible for either filling any Board vacancies that occur mid-season or that have not been filled by January 31 or for completing or delegating the duties of that Executive Board position.
- M. Responsible for any press release from SAFL.
- N. Responsible for the safe and effective operation of this organization.

## 5.2. Vice-President of Operations

Vice President of Operations is responsible for the coaching, cheer, equipment, camps, officials, games and field time for the league. He / She works with respective members to ensure a successful game day and season. This is an executive board position.

- A. He / She shall preside in the absence of the President and shall work with other officers and committee members.
- B. He / She shall carry out such duties and assignments as may be delegated by the President.
- C. He / She shall attend all meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
- D. Responsible for crowd control, field setup, and any other duties deemed necessary.
- E. Responsible SAFL Equipment is certified, approved, and stored. Works with Equipment Manager on scheduling dates for check-out, check-ins, and late check-in / check-outs.
- F. Responsible that all coaches are trained correctly and works with the Director of Coaching on coaching classes and team manager classes.
- G. Responsible for the operation of coaching, cheer, equipment, camps, officials, games, and field time. Works with the Director of Coaching, Equipment Manager, Event Manager, and Director of Cheer to achieve a successful season.
- H. Works with president to develop game schedules.
- I. Responsible Field time has been reserved for practices and games prior to the season.
- J. Responsible for all uniforms (both cheer and football) are given to each athlete prior to the first game. Executive board votes on design.
- K. Game Day Responsibilities
  - 1. Field is reserved and painted prior to game.
  - 2. Officials have been scheduled prior to game and have been paid by agreed upon time.
  - 3. Works with Director of Events to ensure concessions, seating, score keepers, chain game, and/or announcer are scheduled and assigned prior to game.
  - 4. Responsible that fans of SAFL uphold Sandpoint's sportsmanship under the parent agreement, if violated He/She will address the fan per agreement and bylaws.
  - 5. Responsible that coaches and players follow the code of conduct per their agreements.
  - 6. Responsible for the conduct of the visiting team and will represent SAFL in the event of an issue.
  - 7. Coordinates field clean-up after each game, responsible for how the fields looks after each game.



### 5.3. Vice-President of Compliance

The Vice President of Compliance ensures that the league follows and operates under the regulations of bylaws, positions responsibilities, member agreements, USA Football certifications, and Conference policies. This position will also ensure SAFL keeps a high rating with the Sandpoint Community. He/ She will be responsible for the webpage, registrations, flyers, and newsletters. This is an executive board position.

- A. He / She shall preside in the absence of the President and shall work with other officers and committee members.
- B. He / She shall carry out such duties and assignments as may be delegated by the President.
- C. He / She shall attend all meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
- D. Acts as webmaster as is responsible for:
  - 1. Update content on website through Blue Sombrero.
  - 2. Sending out email communications to all SAFL parents and members.
  - 3. Managing that Facebook agreements on access are followed.
  - 4. Setup and manage registration by March 15 for cheer, football, camps, and 7 on 7.
  - 5. Setup online player, coach, and team manager registration forms
  - 6. Assist parents, coaches, and parents with online registration process as needed.
  - 7. Provide registration updates to the Executive Board.
  - 8. Assist President and VP of Operations with Rosters and Team Formation as needed.
- E. Responsible for flyers and newsletters, will delegate as needed to secretary.
- F. Responsible for registration records for current and past seasons.
- G. Responsible for the background checks of all coaches and board members.
- H. Responsible that the league is insured and meets requirements of SAFL.
- I. Responsible for the development and revision of the by-laws with the President.
- J. Responsible that coaches are Heads Up certified and the league is registered with USA Football. Ensures that the Director of Coaching is registered and trained as the Player Safety Coach.
- K. Responsible that league budgets are followed in operations, events, and programs.
- L. Responsible that equipment fittings follow USA Heads Up with VP of Operations and Equipment Manager.

- M. Responsible for League Forms, Templates, and Agreements.
- N. Coordinates and assists board meeting agenda with the Secretary.
- O. Ensures that SAFL remains in high rating with the Sandpoint Community.
- P. Game Day:
  - 1. Responsible that Sandpoint Parents, Players, and Coaches follow agreements. If broken He / She will resolve the issue per SAFL By-Laws.
- Q. Works with president to ensure league is following policies, rules, and regulations.
- R. Ensures all board members, and SAFL members follow By-Laws and agreements.
- S. Will perform duties as prescribed by the Executive Board, if outside of Job Description.
- T. Responsible for the safe and effective operation of this organization.

#### 5.4. Secretary

This position will assist other board member as required and capture minutes at each board meeting. This position will retain all records and registrations for the league. This is an Executive Board Position.

- A. Ensures that board meetings remain on topic and ensures meetings remain within allowed time.
- B. Shall manage the press release of organization events, notices, and announcements.
- C. Shall maintain a register of members and Executive Board.
- D. Shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Vice President and arrange for someone to record the minutes of the meeting.
- E. Shall record the minutes of each meeting.
- F. Shall provide board members with a copy of minutes in a timely manner.
- G. Maintain a record of all official documents pertaining to this organization.
- H. Assist and manages background checks.
- I. Manages financial assistance communication and information.
- J. Assist in communicating with parents for the Executive Board.
- K. Shall perform other duties as prescribed by the Executive Board.
- L. Compiles and manages action items from meetings along with due dates.
- M. Responsible for the safe and effective operation of this organization.
- N. Responsible for managing registrations for cheer and football.
- O. Responsible for open balances on registration accounts and contacting parties for payment.

## 5.5. Treasurer

This position controls the flow of cash in and out of SAFL. This position is responsible for all of SAFL budgets. He / She will keep SAFL a non-profit organization and prepare any and all tax documentation. This is an executive board position.

- A. Shall maintain the league books and financial recordings.
- B. Shall provide status update once a month to the Executive Board at the Executive Board only meeting.
- C. Shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than February 20<sup>th</sup>. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final budget for the year and distribute it at a March meeting.
- D. Shall prepare a year-end cash flow report and distribute it at the December Executive Board.
- E. Shall maintain the league's non-profit standing and send out any documentation to individuals, companies, and/or organizations that donated that year.
- F. Shall control, prepare, and handle any tax documentation for the league.
- G. Will provide receipts for all monies collected.
- H. Responsible that money is spent per the regulations of the By-Laws.
- I. Responsible that budgets are tracked and will notify the board is close to or running over budget.
- J. Shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he / she shall notify the President or Secretary.
- K. Shall perform other duties as prescribed by the Executive Board.
- L. Responsible for the safe and effective operation of this organization.

## 5.6. Director of Coaching

This position will direct and supervise the coaching staff for SAFL and ensure that they are trained, certified, and follow SAFL safety standards. Will be the liaison between the executive board and coaches. Will maintain and enforce the SAFL playbook and coaching standard. Will act as the liaison between SHS coaching staff and SAFL.

- A. Checking eligibility of the football players throughout the season.
- B. Arranging a Coaches class, Team Manager class, and a CPR/First Aid Class.
- C. Works with the VP of Operation to develop coaching staff per team.
- D. Arranging Heads Up certification and training for every coach.
- E. Ensure Heads Ups is enforced throughout the season.
- F. Will be trained and certified as the USA Football Player Safety Coach.

- G. Develop and coordinate camps.
- H. Act as a liaison between Coaches and the Executive Board.
- I. Act as a liaison between Sandpoint High School coaching staff and SAFL.
- J. Develop and maintain list of equipment required for practices.
- K. Work with head coaches on developing practice plans.
- L. Develop, maintain, and enforce SAFL playbook.
- M. Supervise and direct the Football Coaches and Team Managers and enforce the rules and regulations that they are to follow. If an executive board member is coaching, on the field the Director of Coaching supervises their actions.
- N. Supervise and direct as required to ensure SAFL common coaching standards and playbook are followed.
- O. Arrange and conduct coaches classes prior to the season to train the common coaching standards and playbook developed and approved by SAFL.
- P. Attend the Conference Coaches Clinic, if unable to attend will notify the VP of Operations to attend in his/her place.
- Q. Will Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
- R. Will perform duties as prescribed by the Executive Board, if outside of Job Description.
- S. Is responsible for the safe and effective operation of this organization.

### 5.7. Director of Fundraising

This position will direct, supervise, and delegate fundraiser, sponsorships, and donations for this league. This position is responsible for producing funds needed to meet goals and needs of the organization. This position is responsible for concessions, vendors, and any other money revenue activities. Works closely with the Director of Events.

- A. Responsible for locating sources of fundraising events.
- B. Identify companies and discusses sponsorship.
- C. Shall submit information on the most reasonable and profitable events to the Executive Board.
- D. Works with the Director of Events to organize, prepare, and execute all fundraiser events.
- E. Will provide recipes as needed from money collected and turn in to the treasurer.
- F. Will provide all cash and checks to the treasurer from sponsors, donations, and fundraiser events.
- G. Will work closely with the treasurer and executive board in order to produce funds needed to meet goals and needs of the organization.
- H. Works with VP of Compliance on flyers and marketing.

- I. Will delegate and coordinate efforts to the executive board and volunteers, will supervise all activities to produce funds.
- J. Recruit and schedule vendors to attend SAFL events.
- K. Concessions
  - 1. Planning Menu, purchasing of necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times.
  - 2. Recruiting parents and/or board members to work in the concession stand and he/she will supervise operation of the concession stand.
  - 3. Money collected at concession stand will be turned into the Treasurer in an expedient manner.
  - 4. Keeping record of money spent and money received and then report the profit or loss of each event to the executive board.
- L. Shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- M. Shall perform other duties as prescribed by the Executive Board.
- N. Responsible for the safe and effective operation of this organization.

#### 5.8. Director of Cheer

This position will direct and supervise the coaching staff for SAFL and ensure that they are trained, certified, and follow SAFL safety standards. Will be the liaison between the executive board and coaches. Will maintain and enforce the SAFL playbook and coaching standard. Will act as the liaison between SHS coaching staff and SAFL.

- A. Checking eligibility of the cheer athletes throughout the season.
- B. Arranging a Coaches class and a CPR/First Aid Class.
- C. Act as a liaison between Cheer Coaches and the Executive Board.
- D. Act as a liaison between Sandpoint High School cheer coaching staff and SAFL.
- E. Develop and maintain list of equipment required for practices.
- F. Work with head coaches on developing practice plans.
- G. Develop, maintain, and enforce SAFL cheers and stunts. Cheers and stunts must be approved by SAFL Executive Board prior to enforcement.
- H. Supervise and direct the Cheer Coaches and enforce the rules and regulations that they are to follow. If an executive board member is a cheer coach, on the field the Director of Cheer supervises their actions.
- I. Arrange and conduct coaches classes prior to the season to train the common coaching standards, cheers, and stunts developed and approved by SAFL.

- J. Attend the Conference Cheer Coaches Clinic, if unable to attend will notify the VP of Compliance to attend in his/her place.
- K. Will Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
- L. Will perform duties as prescribed by the Executive Board, if outside of Job Description.
- M. Is responsible for the safe and effective operation of this organization.

#### 5.9. Election of Officers

- A. The Nomination Committee shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices.
- B. Nominations shall also be received from the floor after the report of the Nomination Committee.
- C. The election shall be held at the annual meeting of the executive board.
- D. Elected officers shall serve a minimum term of two years, commencing at the next meeting following the annual meeting, except those of the executive board.

#### 5.10. Removal of Officer

- A. The Executive Board with concurrence of three-fourths ( $\frac{3}{4}$ ) of the the members voting at the meeting may remove any officer of the Executive Board and elect a successor for the unexpired term.
- B. No officer of the Executive Board shall be expelled without the opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.
- C. At the time of removal of officer, through term limits or expulsion, all SAFL material and property will be handed over to the Executive Board. Passwords and usernames used for SAFL will be given to the secretary (examples: Facebook, Website, etc.)
- D. At removal of an officer all organization passwords for the website, facebook, constant contacts etc. will be reset.

#### 5.11. Vacancies

- A. The nomination committee shall also be responsible for nominating persons to fill vacancies which occur between the annual meetings, including those of officers.
- B. Nominations shall be sent in writing to the President and Secretary of the Executive Board at least two (2) weeks prior to the next meeting at which the election will be held.
- C. The persons so elected shall hold membership or office for the unexpired term of which such vacancy occurred.

## ARTICLE 6. COACHES AND MANAGERS

### 6.1. Head Coach (Football)

Manages the operation, coaching staff, practice plan, and enforcement of SAFL coaching standards and playbook for assigned team. Works closely with Director of Coaching throughout the season for modifications to practices plans. Coaches each position of the team.

- A. Must be Heads Up Certified before he/she first practice. WILL NOT COACH UNTIL CERTIFIED.
- B. Shall have control over all activities for their team within parameters of Director of Coaching.
- C. Responsible for selecting eligible Assistant Coaches and Team Managers. (Assistant Coaches and Team Managers must be approved by the Executive Board to be eligible) as is responsible for supervising the selected crew.
- D. Responsible for using proper drills, methods to physically condition, and develop skills.
- E. Responsible for teaching the game of football.
- F. Responsible for knowing and following the Coaching Ethics, Guidelines, and Responsibilities for SAFL Bylaws and the Conference.
- G. Will be held accountable for any participating ineligible players.
- H. Shall attend all football coaches' clinics required by SAFL or the Conference.
- I. Must be First Aid and CPR certified and must provide proof of such to the Team Manager to be included in the Team Book.
- J. Attend all scheduled coaches meetings.
- K. When invited must vote on motions relating directly to football as presented by the Executive Board.
- L. Responsible for team and player conduct. Will address as required in bylaws.
- M. Responsible for team and player sportsmanship.
- N. Shall perform other duties prescribed by the Executive Board.
- O. Responsible for the safe and effective operation of this organization.

### 6.2. Assistant Coach (Football)

Assistant Coach will coordinate offense, defense, special teams, or coach individual positions. The assistant coach takes direction from the Head Coach and follows the practice plan provided by the Head Coach. The assistant coach will train players to the drills provided by the Head Coach. At game time strict chain of command is followed and any issues must be resolved away from players.

- A. Assistant coach will be Heads Up certified before he/she is allowed to coach or set foot on the practice or game field.

- B. Will assist Head Coach with all activities for their team.
- C. Will abide by the decision made by the Head Coach.
- D. Responsible for knowing and following the Coaching Ethics, Guidelines, and Responsibilities for SAFL bylaws and for the Conference.
- E. Shall attend all football coaches clinics required by SAFL or the Conference.
- F. Assistant Coach will perform duties as prescribed by the Head Coach or by the Executive Board.
- G. Responsible for team and player sportsmanship.
- H. Responsible for the safe and effective operation of this organization.

### 6.3. Head Coach (Cheer)

- A. To be added 2017

### 6.4. Assistant Coach (Cheer)

- A. To be added 2017

### 6.5. Team Manager

The purpose of the Team Manager is to be responsible for the Team Book, assisting with team activities, tracking the SAFL Play Rule, attending required SAFL Team Manager meetings, and the liaison between the team and SAFL personnel.

- A. Be at least 18 years of age or older and be an organized individual with time to commit to the team, coaching staff, families, and the SAFL organization.
- B. Have access to email on regular basis for communicating with players, parents, coaching staff, and SAFL personal. Also, have the ability to print and scan necessary items.
- C. Required to attend all Team Manager meetings.
- D. Responsible of collecting and verifying all participant, coach, and other paperwork/forms required for the Team Book (refer to the Team Book Policy).
- E. The ability to handle and resolve conflicts that may arise with players, parents, coaching staff, and SAFL personnel.
- F. The ability to delegate and assign tasks, as needed.
- G. Be present at practice and games or ensure a person of contact is noted for manager responsibility when not able to present to ensure the Team Book is on the sidelines at every practice and game.
- H. Assist coaching staff with attendance tracking (records are to be kept in the Team Book).
- I. Manage the tracking and reporting of the SAFL Play Rule Policy.



## 6.6. Equipment Manager

Equipment Manager controls and manages the inventory of all SAFL equipment. He/She sets up all home game fields and teardown. Stores equipment for next use. Works with VP of Operation on acquiring field time practice and games.

- A. Responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games as needed.
- B. Responsible for all field equipment.
- C. Responsible for striping home field no more than every two weeks during the scheduled game season.
- D. Adequately prepare the facility for each home game by arriving onsite at least 30 - 60 minutes prior to the first game and setting up field markers, goal post pads, score board controllers, roped off areas, and any other necessary field equipment
- E. Shall take down all field equipment after the last home game has been played and take it to a secured location to be stored until the next home game. Field take down efforts shall be coordinated with the home team of the last game.
- F. Responsible for all football uniforms and equipment
- G. Shall inspect and inventory all uniforms and equipment before February 15th and provide an inventory report to the Executive Board along with a list of needed items.
- H. Shall locate sources for purchasing quality uniforms and equipment at reasonable prices. After the Executive Board approves budget and money is available the Equipment Manager will purchase equipment and uniforms prior to the start of the season so that equipment is available to players.
- I. Equipment Manager is responsible for arranging a site for equipment distribution, which be scheduled by the Executive Board. He / She will coordinate the equipment distribution with the Coaches and Board Members.
- J. Shall make sure that each Head Football Coach has a Coach's Bag that contains a basic first aid kit, extra parts for repairing helmets or shoulder pads. Also that each team has 5 footballs, 2 kicking tees, 12 cones, 1 tackling dummy, 1 blocking bag, and an agility ladder.
- K. Responsible for collecting player equipment and coaches bags at the end of each season and entering into inventory. Provides list of missing equipment to VP of Operations.
- L. Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- M. Shall perform other duties prescribed by the Executive Board.
- N. Responsible for the safe and effective operation of this organization.

## 6.7. Field Monitor

- A. To be added during 2017.

## 6.8. Field Maintenance

- A. To be added during 2018.

## 6.9. Webmaster

- A. To be added during 2018.

## 6.10. Marketing Manager

- A. To be added during 2018.

## 6.11. Concession Manager

The Concession Manager is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and being open for business at all home games and events. Manage and coordinate food trucks and food services for games and events.

- A. Recruit parents and/or available Board Members to work in the Concession stand and he/she shall supervise the operation of the concession stand.
- B. Be Responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner.
- C. Keep a record of money spent and money received and then report the profit or loss of each event to the Executive board.
- D. Provide a menu of ideas to be sold, submit the menu and budget to the VP of Compliance to present to the executive board.
- E. Coordinate food trucks and food services for games and events.
- F. Design and setup concession booth at events and games.
- G. Maintain concession stock per budget. Verify stock levels prior to events and games.
- H. Perform other duties prescribed by the Executive Board.

## 6.12. Appointment

- A. All appointments expire November 30th of the current season.
- B. All appointments must be set no later than August 1st of the current season.
- C. Vice President of Operations
  - 1. The VP of Operations will appoint the positions of Field Monitors, Field Maintenance, and Equipment Manager.
- D. Vice President of Compliance
  - 1. The VP of Compliance will appoint the positions of Marketing Manager, and

Webmaster.

- E. Director of Coaching
  - 1. The Director of Coaching will appoint all Head Coaches (Football).
  - 2. The Director of Coaching will approve the appointment of Assistant Coaches (Football) prescribed by the Head Coach (Football) of each team.
- F. Head Coach (Football)
  - 1. Head Coach (Football) for their team will appoint Team Manager and Assistant Coaches (Football).
- G. Director of Cheer
  - 1. The Director of Cheer will appoint all Head Coaches (Cheer).
  - 2. The Director of Cheer will approve the appointment of Assistant Coaches (Cheer) prescribed by the Head Coach (Cheer) of each squad.
- H. Head Coach (Cheer)
  - 1. Head Coach (Cheer) for their squad will appoint Assistant Coaches (Cheer).
- I. Director of Fundraising
  - 1. The Director of Fundraising will appoint the position of Concession Manager.

#### 6.13. Removal of Appointment

- A. Any appointee can be removed at any time by majority vote of the executive board.
- B. If the appointee does not serve the mission and goals of SAFL, or places a youth athlete in harm's ways for personal gain will be removed immediately.
- C. All SAFL property, records, and rosters will be returned upon the expired term limit or expulsion.

#### 6.14. Vacancies

- A. Upon vacancies refer to the appointment section of this article.

## ARTICLE 7. COMMITTEES

### 7.1. Committees Formation and Meetings

- A. The executive board may create committees as needed. The President appoints all committee chairs unless defined in these bylaws.
- B. The chair will recruit and assign regular members of SAFL to committee .
- C. Meetings are scheduled as needed. The chair will set the date, time, and location for meeting and will send the notice to all members of the committee.
- D. The chair is responsible for maintaining a charter of all members and the actions assigned

to the committee members.

- E. The chair will report actions and projects of the respected committee at executive regular meetings.

## 7.2. Committee Voting

For a plan or project to take place, for example a camp, the committee members must vote. Two-thirds  $\frac{2}{3}$  vote will be the deciding factor. The President, VP of Operations, or VP of Compliance can veto any vote that is not in the interest of SAFL.

## 7.3. Nomination Committee

- A. Chair: **Secretary**
- B. Responsible for nominating vacancies of officers.

## 7.4. Administration Committee

- A. Chair: **Vice President of Compliance**
- B. The administration committee are responsible for the following,
  - Compliance to USA Football
  - Insurance
  - SAFL Operating Documentation
  - Background Checks
  - Marketing
  - Social Media
  - Player and Parent Agreements
  - Player Registrations
  - Coaching Eligibilities
  - Bylaws
  - SAFL Cheer
  - Project Budgets

## 7.5. Cheer Committee

- A. Chair: **Director of Cheer**
- B. The coaching committee are responsible for the following,
  - Head Coach (Cheer) Selection
  - Assistant Coach (Cheer) Selection
  - Coach Training
  - SAFL Cheers and Stunts
  - Game Day Cheers
  - Game Day Halftime Performances
  - Recruitment (Player and Coaches)
  - Jersey's
  - Practice Plans
  - Camp Events
  - Equipment List for Practices
  - Summer Cheer Training Events

## 7.6. Coaching Committee

- A. Chair: **Director of Coaching**
- B. The coaching committee are responsible for the following,
  - Head Coach Selection
  - Assistant Coach Selection
  - Coach Training
  - USA Football Heads Up Training
  - SAFL Playbook
  - Recruitment (Player and Coaches)
  - Jersey's
  - Practice Plans
  - Camp Events
  - Equipment List for Practices
  - Summer Player Training Events

## 7.7. Operations Committee

- A. Chair: **VP of Operations**
- B. Purpose: The administration committee are responsible for the following,
  - Allocation of Fields for practice and games
  - Equipment (Player, Practice, and Field)
  - Equipment list for the league
  - Game Schedules
  - Coaching Standards
  - SAFL Football
  - Game Day Setup and Operation
  - Referee Payment, Allocation, and Scheduling

## 7.8. Sponsorship Committee

- A. Chair: **President**
- B. The sponsorship committee are responsible for the following,
  - Acquisition of sponsorships from organizations and companies.
  - Identify potential sponsors
  - Meet with organizations

## 7.9. Fundraiser Committee

- A. Chair: **Director of Fundraising**
- B. The fundraiser committee are responsible for the following,
  - Events
  - Fundraising
  - Concessions
  - Banners
  - Sponsor Thank You and Gifts

# ARTICLE 8. FINANCIAL, RECORDS, ADMINISTRATIVE YEAR

## 8.1. Budget

- A. This organization shall operate both financially and administratively on a yearly basis,

beginning January 1. The financial records shall be closed by December 31.

1. The fiscal report will be given at the November meeting of the Executive Board and may contain estimates for the rest of the operating year.
  2. The books for SAFL shall be turned over to a Certified Public Accountant, or any other person appointed by the Executive Board as it deems necessary.
  3. A budget will be posted for all members to view at the December Board Meeting.
- B. Project Budgets must be approved by the Executive Board prior to spending (ie. camp supplies).

## 8.2. Expenses and Reimbursements

- A. The Executive Board shall decide all matters pertaining to the finances of SAFL and shall place all income in a common league treasury. Directing the expenditures of such will give no individual or team an advantage over those in competition with such individual or team.
- B. No director, officer, or member of SAFL shall receive directly or indirectly any salary, compensation, or emolument from the league for services rendered as director, officer, or member.
- C. Collections
1. All monies received shall be turned in to the Treasurer in a timely manner for proper recording.
  2. All checks received shall be deposited into a designated local banking facility in a timely manner.
  3. Receipts shall be exchanged immediately.
  4. If collection was from an activity that required prior financing a profit form must be generated showing positive or negative revenue.
- D. Expenses and Reimbursements
1. All expenditures need to be routed to the Treasurer through SAFL
  2. All league spending must be approved by the Executive Board.
  3. Any expense incurred by a member to be reimbursed, must be approved and submitted with SAFL reimbursement form within 30 Days of expenditure.

## 8.3. Fundraising Funds

- A. The Board shall not permit the solicitation of funds in the name of SAFL unless all of the funds so raised are placed in the local treasury except as noted below:
1. League
  2. Specific Team
  3. Sponsorships
  4. The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league running smoothly and properly.

## 8.4. Books and Records

- A. The organization shall keep complete books and records of account and minutes of the proceeding of the Executive Board.

## ARTICLE 9. EQUIPMENT

### 9.1. Storage

- A. All equipment owned by SAFL shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Executive Board.
- B. The following Board Members shall have access to equipment at all times: Founders, President, Vice President, Director of Coaches, and Equipment Manager.

### 9.2. Equipment

- A. All equipment shall be inventoried at the beginning of each year and properly number for accountability.
- B. Depending on SAFL funds, the league will replace no less than 25% of its helmet inventory each year.
- C. The league will replace shoulder pads as needed.
- D. Jersey colors must be a combination of Red, White, and Black or as approved by the Executive Board. These colors are based on representing the local high school.
- E. All equipment will be approved by an appointed SAFL certified individual or organization prior for use.
- F. Parents can supply their own equipment but must be approved by an SAFL certified individual or organization prior for use. Parent are allowed to keep their own equipment or donate it to the SAFL.
- G. Helmets cannot have tinted visors. This is for the safety of the players so coaches and officials can evaluate injuries quickly without removing the helmet.

### 9.3. Check-In / Check-Out

- A. Head Coaches and staff are responsible for their teams' equipment check-in and check-out as well as the coaches' bag that is issued to them.
- B. Head Coaches, USA Football Certified SAFL staff, and certified organizations will be the only ones fitting players. This is for the safety of the players.
- C. Parents will be responsible for any equipment not returned.
- D. A late fee (\$25) will be charged if equipment is not checked-in by December 1st of that season.
- E. Any parent who chooses to equip their own player with their own equipment, will need to present that equipment at a league check-out and sign a waiver releasing SAFL liability.

SAFL will inspect shoulder pads and helmet dates and can deny the use of equipment if it does not meet league standards.

## ARTICLE 10. CODE OF CONDUCT

### 10.1. Participant Code of Conduct

I hereby pledge to be positive about my SAFL experience and accept responsibility by following this player code of conduct:

- A. I will promote good sportsmanship, at every game and for both teams, by showing sportsmanship.
- B. I will do my very best to listen and learn from coaches and teammates.
- C. I will make every practice and game, if I am unable to attend I will notify one of my coaches prior to the practice or game.
- D. I will treat all coaches, players, cheerleaders, referees, and fans with respect regardless of their race, sex, creed, or ability.
- E. I will remember that winning can be fun but it can't be the most important thing.
- F. I will remember that sports are an opportunity to learn and have fun.
- G. I will remain first a good student and role model for the community.
- H. I understand that I am responsible for my actions on and off the field, and understand that my choices would impact my season directly.
- I. I am a Sandpoint SAFL Bulldog, I will be a leader, a peer, and promote good sportsmanship. I will honor my parents and coaches by my actions.

### 10.2. Parent / Guardian Code of Conduct

I hereby pledge to provide positive support, care, and encouragement for my child participating in SAFL by following this Parent / Guardian Code of Conduct:

- A. I will encourage good sportsmanship by demonstrating a positive support for all players, coaches, and officials at every contest, practice, or other SAFL event.
- B. I will place the emotional and physical well-being of all children, on either team, ahead of my personal desire to win.
- C. I will insist that all children play in a safe and healthy environment.
- D. I will support coaches and officials in order to encourage a positive, enjoyable experience for all.
- E. I will promote a sports environment that is free from drugs, tobacco, and alcohol and will refrain from their use and influence at all youth sports events.
- F. I will remember that the game is for youth, not myself or other adults.



- G. I will remember that i am a guest of the team and will not say or display behaviors that embarrass ANY team or their guests.
- H. I will do my best to make SAFL fun for all players, cheerleaders, parents, coaches, and officials.
- I. I will expect my child to treat all players, cheerleaders, coaches, officials, and fans with respect regardless of race, sex, creed, or ability and I WILL EXPECT NO LESS FROM MYSELF.
- J. I will do what I can to help SAFL implement and enforce these standards.

### 10.3. Coach Code of Conduct and Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success.

Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the SAFL Executive Board.

- A. I shall be aware that I has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- B. I shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the conference, the media, and the public, I shall strive to set an example of the highest ethical and moral conduct.
- C. I shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- D. I shall avoid the use of alcohol and tobacco products when in contact with players.
- E. I shall promote the success of school and learning activities and will direct the program in harmony with school programs.
- F. I shall master the contest rules and shall teach them to my team members. I shall not seek an advantage by circumvention of the spirit or letter of the rules.
- G. I shall exert my influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, sponsors, committees, and board members.
- H. I shall respect and support contest officials. I shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- I. I should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- J. I shall not exert pressure on school members to give student special consideration.
- K. I shall not scout opponents by any means other than those adopted by the league and/or conference.

- L. I shall know SAFL Emergency Action Plans in the event of cardiac arrest, sudden heat stroke, and concussion.
- M. I shall ensure the safety of all children by careful supervision, proper pre-planning, and using safe methods at all times.
- N. I shall consider the wellbeing and safety of participants before the development of performance.
- O. I shall encourage and guide all participants to accept responsibility for their own performance and behavior.
- P. Treat all young people equally and ensure they feel valued. Have no favourites.
- Q. Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- R. Not allow any bullying or inappropriate behaviour.
- S. Be positive, approachable and offer praise to promote the objectives of the league at all times.
- T. Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded to the league and communicate to the parents or guardians.
- U. Have access to telephone for immediate contact to emergency services if required.
- V. Not abuse members physically, emotionally or sexually.
- W. Maintain confidentiality about sensitive information.
- X. Respect and listen to the opinions of young people.
- Y. Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/timekeeping), remember children learn by example.
- Z. I will support and encourage functions of SAFL on and off the field.

#### 10.4. Executive Board

- A. I am the leadership of SAFL and will present myself in favor of SAFL in public and private.
- B. Follow the rules, regulations, and bylaws of SAFL to ensure that the league's philosophy and objectives are enhanced.
- C. Support football and cheer programs that train and educate players, coaches, parents, officials and volunteers.
- D. Require criminal background screening designed to remove and/or discourage those who might harm children.
- E. Promote and publicize your SAFL programs and events; seek out financial support when

possible while keeping a strong support and trust with the community.

- F. Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems year around.
- G. Work to provide programs that encompass fairness to the members and promote fair play and sportsmanship.
- H. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- I. Encourage coaches and officials to attend clinics and advise your board members of the necessity for their training sessions.
- J. Make every possible attempt to provide everyone, at all skill levels, with a safe and responsible place to play.
- K. Read and be familiar with the contents of your SAFL Bylaws and Conference Rules.
- L. Require all members to abide by the Code of Conduct.
- M. Develop other administrators to advance to positions in your SAFL, perhaps even your own.

## ARTICLE 11. FOOTBALL RULES / REGULATIONS

### 11.1. Player Eligibility

- A. Participated in a minimum of 10 practices including 2 practices helmets only prior to their first games.
- B. No more than 1 excused / unexcused absence from practices during the week prior to each game.
- C. Absences during the week prior to the game:
  - 1. 1 absence (excused or unexcused) = the player will not start the game.
  - 2. More than 1 absence (excused or unexcused) = the players minimum play time may be decreased.
- D. Football is second to education, if a player falls behind in school they will not participate in the following game until the issue is resolved.

### 11.2. Play Time Rule

- A. Each player is required to play on offense or defense each quarter. Half the team will be placed on offense and half the team will be placed on defense. Frequent substitutions are encouraged by the coach especially when the team exceeds a 22 player roster. The goal of SAFL is to offer equal playing time to each player offering more than the Idaho minimum playing time rule of 15 plays.

### 11.3. Conference Rules

- A. High School rules apply except for the following.
- B. 3rd and 4th Grade Rules:
  - 1. Players must play at least 50% of the game.
  - 2. 1st half will have a 30 minute running clock.
  - 3. 2nd half will have a 30 minute running clock.
  - 4. Half time will be 5 minutes long.
  - 5. No Blitzing: Linebackers should read and fill holes but no pre-snap jumps.
  - 6. Defense must run a stacked 4-4.
  - 7. Ball starts on 40-yard line
  - 8. No Kickoffs
  - 9. No Punts
  - 10. Fumbles and Interceptions will cause a change of possession and ball will be placed on the 40-yard line.
    - a. The ball is live and can be ran back, if the play stops the ball goes to the 40-yard line.
  - 11. After Week One
    - a. Bobbled exchanges are live.
    - b. 45 second play clock, violation will be a delay of game resulting in a loss of down.
  - 12. Week One
    - a. Bobbled exchanges result in a loss of down.
    - b. No play clock.
- C. 5th Grade
  - 1. Kickoffs will start from the 40-Yard Line.
  - 2. Extra points will NOT be live.
  - 3. All PATs must be kicked.
  - 4. 2 points for successful kick on PAT.
  - 5. Quarters will be 12 minutes long with normal clock rules (no running clock)
  - 6. Half time will be 7 minutes long.

7. No restrictions on ball carrier weight.
- D. 6th - 8th Grade
1. Kickoffs will start from the 40-Yard line
  2. Extra points ARE live
    - a. 1 point on successful run or pass on PAT
    - b. 2 points on successful kick on PAT
  3. No restrictions on ball carrier weight
  4. Quarters are 12 minutes long with normal clock rules (no running clock)
  5. Half time will be 7 minutes long.

## ARTICLE 12. FOOTBALL COACHING ETHICS, GUIDELINES, AND RESPONSIBILITIES

### 12.1. General Expectations

- A. Coaches are to exude good conduct, pride, integrity, and sportsmanship. They are to be role models for their players. This covers conduct both on and off the field year round.
  1. Acceptable conduct includes (but not limited to):
    - a. Positive coaching methods
    - b. Model appropriate behavior and good sportsmanship towards your team, parents, officials, other team members, and staff.
    - c. Promote team unity and competitive atmosphere.
  2. Unacceptable conduct includes (but not limited to):
    - a. Yelling at or berating players, officials, or parents. This applies to ANY team.
    - b. Throwing clipboards or signs of frustration and anger that a child could take as directed at them.
    - c. Not allowing players to try-out for positions because a coach's kid are in that position.
    - d. No adhering to the rules for minimum playing time.
  3. SAFL follows and respects the Sandpoint High School football program and as such:
    - a. Attendance at meetings with SHS varsity coaches is "MANDATORY".
    - b. Running SHS varsity offenses and defenses along with the associated terminology is recommended. SHS plays must be run as a primary or secondary system, but all players must be exposed to the existing SHS program.
  4. Failure to comply with General Expectation shall be cause for suspension or termination.

### 12.2. The SAFL Season

- A. Coaches must complete the mandatory USA Football "Heads Up on Concussions" certification course and give proof of certification to be held on file with the SAFL.
- B. Coaches will follow all approved SAFL policies, procedures, and rules. In addition, coaches will strive to become familiar with the State of Idaho High School Football Regulations and

- teach these rules to all the players on the team.
- C. Coaches “must” be available and in attendance for our yearly equipment check-out/check-in dates.
  - D. Coaches “must” attend all SAFL coaches and team meetings.
  - E. Coaches are to use their best communications skills with players and the player’s families. Assistant coaches must refer all concerned parents directly to the Head Coach. If the Head Coach is unable to resolve concern, refer to Director of Coaching.
  - F. Coaches are required to compete in every game, with the exception of weather related cancellations. Forfeits are not acceptable and coaches will be suspended or removed for a forfeit not approved by the SAFL Board.
  - G. Coaches are to make sure every player eligible to play in a games reaches the league minimum participation level (see Mandatory Play Rule Policy). Coaches will support the Team Manager who will be tracking participation at each game, communicate any deficiencies to the Coach, and maintain record in the Team Book so they are available to SAFL upon request.
  - H. Coaches will be held accountable for their team’s player retention numbers. SAFL expects that “ALL” coaches will have an 80% or higher player retention rate each and every year. Player retention rate calculations will exclude the following:
    - 1. Players that move out of the area
    - 2. Players that do not return due to injury
  - I. Coaches are expected to attend most of the practices and games associated with their individual teams. Coaches must communicate absences prior to the game or practice to the Head Coach. Should the Head Coach be absent he/she must report this to the Director of Coaching.
  - J. Coaches are to appoint a Team Manager to help with daily activities and maintenance of the Team Book. (See Team Manager Position Description).

### 12.3. Practices

- A. For all players a minimum of 10 practices are required for the “heat-acclimatization” period.
  - 1. Practice length and intensity will increase throughout the 10 day period.
  - 2. **Days 1 and 2** of the heat-acclimatization period,
    - a. No more than 90 minutes of practice time per day is allowed.
    - b. Helmets will be the only protective equipment permitted.
    - c. No form of player-to-player contact will occur.
  - 3. **Days 3 and 4,**
    - a. No more than 2 hours of practice time per day is allowed.
    - b. Full equipment is introduced (Helmets and Shoulder Pads)
    - c. No full-contact drill are allowed. USA Football defines full-contact drills being run at “Thud” and “Live” tempo.
    - d. Player-to-player contact is limited to “Control” using the USA Football’s Levels of Contact
  - 4. **Days 5 and 6,**
    - a. A maximum of 2-hours of practice-time per day is allowed.
    - b. Full pads are allowed
    - c. Full contact is allowed within the SAFL full-contact policy.

5. **Days 6 through 10**
  - a. Practices are to become more intense where day 10 is to normal practice tempo.
  - b. Conditioning will become more intense preparing players for the regular season.
- B. At no time throughout the preseason or regular season should teams practice more than once per day(No two-a-day practices).
- C. **Preseason**
  1. No more than four practices per week.
  2. Full Contact is limited to 30 minutes per practice and 120 minutes per week. After the first 4 days.
  3. Contact is to be introduced through a progressive manner to ensure proper technique before full-contact drills are allowed.
- D. **Regular Season**
  1. No more than three practices per week per recommendations of USA Football.
  2. Full Contact is limited to 30 minutes per practice and 90 minutes per week
- E. **Weather and Environmental Conditions**
  1. If a practice is interrupted by inclement weather or heat restriction on any of the practice days, the practice will resume once conditions are deemed safe.
  2. On days when environmental conditions (heat index or WBGT) are extreme, modifications should be made to the work-to-rest ratio (to allow for cool-down periods and rehydration) or reschedule to cooler parts of the day.
  3. If air quality is considered unsafe practice must be canceled and rescheduled to another day.
  4. In the event of lightning, if strikes to ground occur practice must be canceled and rescheduled.
- F. **Unauthorized Practices.** No member, team, or coach may begin practices prior to the official start date set by SAFL. Any instructing of three or more players is considered an organized practice and subject to reprimand under the Accountability section of this contract. This does not include league camps.
- G. **Player Eligibility.** A completed parent/participant contract and PASSING sports physical is required to be submitted to the Team Manager before the player can step onto the field (including non-padded practices). The Head Coach will be suspended if this is not followed.
- H. Practices are not to start any earlier than 4pm and end no later than 7:45pm or dark.

#### 12.4. Skills Development

- A. It is SAFL's expectation that all players at the end of each season will have learned the following skills. Each grade level build upon the previous grades skills.
  1. 3<sup>rd</sup>/4<sup>th</sup> Grade
    - a. 3-Point Stance
    - b. Proper Hitting
    - c. Identify offensive and defensive positions
    - d. Sportsmanship
    - e. Understanding of Sportsmanship. Play with integrity within the rules of the game and with the understanding that each player represents SAFL, and City of Sandpoint.

2. 5<sup>th</sup> Grade
  - a. Hole Recognition
  - b. Basic Play Terminology
  - c. Positional Fundamentals
  - d. Understanding of Sportsmanship. Play with integrity within the rules of the game and with the understanding that each player represents SAFL and City of Sandpoint.
3. 6<sup>th</sup> Grade
  - a. Route Tree
  - b. Basic Concepts of SHS terminology
  - c. Understanding of Sportsmanship. Play with integrity within the rules of the game and with the understanding that each player represents SAFL, and City of Sandpoint.
4. 7<sup>th</sup> Grade
  - a. Basic Game Concepts
  - b. Basic Nutrition and Hydration Concepts
  - c. Basic Concept of SHS terminology
  - d. Advanced Play Recognition and Audible Ability
  - e. Understanding of Sportsmanship. Play with integrity within the rules of the game and with the understanding that each player represents SAFL, SHS Bulldogs, and City of Sandpoint.
5. 8<sup>th</sup> Grade
  - a. Understand SHS terminology
  - b. Understanding of Basic Nutrition and Hydration Principles for Practice and Game Days
  - c. Understanding of Sportsmanship. Play with integrity within the rules of the game and with the understanding that each player represents SAFL, SHS Bulldogs, and City of Sandpoint.

#### 12.5. Training

- A. SAFL will pay for all coaches CPR courses that are provided by the league.
- B. SAFL will pay for all coaches to be Heads Up Certified
- C. Coaches will incur the cost if they attend a non-SAFL sponsored training.



## ARTICLE 13. CHEER RULES / REGULATIONS

13.1. To be added 2017

## ARTICLE 14. CHEER COACHING ETHICS, GUIDELINES, AND RESPONSIBILITIES

14.1. To be added 2017

## ARTICLE 15. IDEMNIFICATION

### 15.1. General

- A. To the full extent authorized under the laws of Idaho, the organization shall indemnify any director, officer, agent, or former member, director, officer, or agent of SAFL, or any person who may have served at the organization's request as director or officer of another organization (each of the foregoing member, director, officers, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Executive Board, or otherwise.

### 15.2. Expenses

- A. Expenses (including reasonable attorneys' fee) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the organization in advance of the final disposition of such action, suit, or proceeding, if authorized by the Executive Board, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

### 15.3. Insurance

- A. The organization may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, or agent against any liability asserted against such person and incurred by such person in such capacity or arising out of such person's status as such, whether or not the organization would have the power or obligation to indemnify such person against such liability under this Article

## ARTICLE 16. DISSOLUTION

### 16.1. Dissolution

- A. If at any time it becomes necessary or advisable to dissolve this organization, all funds and assets shall be divided among the existing teams and league with list purposes. Property and funds will be used and sold to pay off any existing debt. Remaining funds and assets

will be donated to charities, non-profit organizations, or other youth sport organizations as deemed by the executive board.

- B. Dissolution requires a two-thirds ( $\frac{2}{3}$ ) vote of the Executive Board.

## ARTICLE 17. Amendments

### 17.1. Amendments

- A. These Bylaws may be amended by two-thirds ( $\frac{2}{3}$ ) vote of the Executive Board.
  1. All proposals must be submitted in writing to the President, Vice Presidents, or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed bylaw or the President may request that the bylaw be presented at one meeting and not voted on until the next meeting.
  2. Approved amendments will be incorporated and changes documented in the revision list for the SAFL Bylaws.
  3. All amendments go into effect immediately unless the amendment specifies a future date and time.
  4. Changes to bylaws will be sent to all members by the Secretary outlining the changes.