

Big Lake Youth Football Association

BY-LAWS

ARTICLES

ARTICLE I - NAME

ARTICLE II – LOCATION

ARTICLE III - PURPOSE

ARTICLE IV - MEMBERSHIP

ARTICLE V- PROPERTY RIGHTS

ARTICLE VI - VOTING RIGHTS

ARTICLE VII - NOTICE & FREQUENCY OF MEETINGS & QUORUMS

ARTICLE VIII - METHOD OF VOTING

ARTICLE IX – OFFICERS and BOARD OF DIRECTORS

ARTICLE X - NOMINATION AND ELECTION

ARTICLE XI - VACANCIES

ARTICLE XII – COMMITTEES

ARTICLE XIII -BOARD MEMBERS ROLES & RESPONSIBILITIES

ARTICLE XIV- COACHING

ARTICLE XV-SCHOLARSHIPS

ARTICLE XVI - DISSOLVEMENT OF ASSOCIATION

SIGNED BLYFA BOARD OF DIRECTORS MEMBERSHIP AGREEMENT

ARTICLE I - NAME

The name of this association shall be known as the BIG LAKE YOUTH FOOTBALL ASSOCIATION or BLYFA. Additional affiliation is the King of the Gridiron.

ARTICLE II – LOCATION

The principle place of business of this association and its location shall be the BLFYA P.O. Box 62, Big Lake, MN 55309. Physical mailing address will be the primary residence of the current President.

ARTICLE III - PURPOSE:

The purpose of the Big Lake Youth Football Association is a nonprofit organization dedicated to promoting and improving the sport of football on a youth level in Big Lake, MN as well as the state of Minnesota; to present a healthful and wholesome pastime to all who are interested in participation and to uphold the principles of sportsmanship and fair play.

Any monies earned or solicited shall only be used in supporting or improving youth football programs in Big Lake, MN. Said organization is organized exclusively for charitable, religious, educational, and specific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(3)(c) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE IV - MEMBERSHIP

Members in this Association shall consist of any Parents/Guardians of players who are currently or formally registered to play in this association. New members must be residents of Big Lake and/or have their child enrolled or home schooled in the Big Lake School District. To be eligible to vote at the December annual elections, BLYFA Members must attend at least one monthly board membership meetings from February thru October.

The Boards of Directors of this association are elected members that are responsible for voting on management issues, a single person may not hold more than two Board of Director positions at any given time (see ARTICLE XII. Roles & Responsibilities -Duties of the Board of Directors) The Board of Director shall consist of four officers; President, Vice President, Treasurer and Secretary.

Additional Board of Director positions may also consist of, but are not limited to: League Coordinator, Tournament Coordinator, Equipment Coordinator, Concessions Coordinator(s), Communications/Website Coordinator, Volunteer Coordinator, Fundraiser/Event Coordinator, Uniform & Apparel Coordinator, Registration Coordinator(s) and Safety Coordinator.

ARTICLE V- PROPERTY RIGHTS

No BLYFA Member shall have any personal property rights to the property of the BLYFA. The property of the BLYFA, both real and personal, shall be under the management of the Board of Directors.

ARTICLE VI - VOTING RIGHTS

The Board of Directors are the only members of the BLYFA allowed to vote on management issue affecting the association. Each Board of Director shall be entitled to one vote on each issue brought before the Board of Directors and each issue will be decided by the majority of the vote. BLYFA Members shall be

entitled to one vote for elections of the new Board of Directors for the following year. To be eligible to vote members must attend at least one monthly board membership meetings from February thru October.

ARTICLE VII - NOTICE & FREQUENCY OF MEETINGS & QUORUMS

- A. The monthly board membership meeting for the BLYFA is intended to be held on the first Sunday of each month or on another day previously approved by the Board of Directors at a time and location established by the Board of Directors. Each Board of Director is expected to attend all meetings; notice of meeting will be on the BLYFA website and will be open to the public.
- B. There may be closed meetings, set by President or in written request by other Board of Directors, to discuss matters that may be of a delicate nature that could veer the monthly board membership meetings off course. If a meeting is to be closed, it needs to take place in a more private setting so those present (or those that may be requested to attend) feel more comfortable in their discussion. In all cases closed meetings shall be limited to the stated purpose, which must be communicated in advance to all partners. Minutes from closed meetings shall be officially recorded & disclosed upon the Board of Directors discretion & approval.
- C. There may be special meetings, set by President or in written request by other Board of Directors, to discuss matters that may be of an immediate nature that need to be discussed and/or voted on between the monthly board membership meetings. Minutes from special meetings shall be officially recorded & added to the following month's monthly board membership minutes.
- D. Order of Business: The suggested order of business shall be:
 - 1. Role Call and Attendance
 - 2. Reading of minutes from monthly board membership meeting
 - 3. Officer and Committee reports as needed
 - 4. Old business not yet resolved
 - 5. New business
 - 6. Open Forum
 - 7. Adjournment

QUORUM

A quorum of two-thirds or more of the Board of Directors shall be present at any monthly board membership meeting, closed meeting, or special meeting in order for BLYFA business to be conducted and must include at least two Officers from the Board of Directors, one of which must be the President or Vice President.

ARTICLE VIII - METHOD OF VOTING

Voting procedures at the monthly board membership meeting or any other closed or special meeting called by the BLYFA Board of Directors shall be as follows: Motions properly made and seconded may be decided by verbal vote with the presiding officer deciding whether or not the motion is adopted based on majority vote. If the outcome of the vote is uncertain, in the opinion of the presiding officer, the presiding officer may request a revote. In the event of a tie the Presidents vote will not count.

Voting by proxy will be permitted as long as the vote is submitted to two officers at least 24 hours prior to the vote.

The BLYFA shall be governed by its By-Laws and Conflict of Interest Policy as presently constituted or as these may from time to time be amended and/or altered. Any Board of Director may propose amendments or changes to the By-laws and/or Conflict of Interest Policy. Changes to the By-Laws and/or Conflict of Interest Policy of BLYFA must be approved by a vote of at least two-thirds of the Board of Directors. At minimum the BLYFA By-Laws and Conflict of Interest Policy are to be reviewed and any changes will be voted upon annually at the monthly board membership meeting in February. By-Laws supersede official minutes in governance in the event of uncertainty.

Conflict of Interest-

Any BLYFA Member that may have a conflict of interest regarding any matter - financial or otherwise - that is under consideration by the BLYFA Board of Directors for approval shall disclose the conflict of interest to the Board of Directors immediately and if they are on the Board of Directors they will be exempt from voting on said motion. Any BLYFA Member(s) who may be reimbursed or otherwise compensated for services directly related to the operation of the BLYFA shall disclose any conflict of interest to the Board of Directors immediately and if they are a Board of Director they must abstain from voting on any relevant motion(s).

Removal from Office-

Any BLYFA Member who requests removal of another Board -member must contact the current President to schedule a closed meeting & must provide a written report to all Board Officers prior to the beginning of the meeting outlining specific reason(s) for requesting removal from office. This report shall also be available to any BLYFA Member upon request. The elected Board member who would be removed under this provision shall also be provided a copy of the report prior to the beginning of the meeting and shall have an opportunity to present his or her rebuttal prior to any vote to remove him or her from office. A Board of Director of this organization may be removed from office by a two-thirds majority vote of the Board of Directors at a closed meeting.

ARTICLE IX –BOARD OF DIRECTORS

The Board of Directors positions shall be reviewed & altered as needed at the monthly board membership meeting in January and shall consist of the following members, President, Vice-President, Treasurer, Secretary, up to three Director Positions, Fundraiser/Events Coordinator, Uniform & Apparel Coordinator, Volunteer Coordinator, Registration Coordinator, Equipment Coordinator, Communications/Website Coordinator, Concessions Coordinator and Safety Coordinator.

All Board members are to serve two calendar years (Jan. 1 to Dec. 31). There are no term limits but each Board member must be re-nominated & be re-elected for each new term. With the exception of the exiting treasurer, they must stay on on the board as a non-voting member until the taxes for the previous year have been filed.

Board of Director terms served shall be as follows:

Odd Year-Even Year: (ex. 2019-2021)

President, Secretary, Intro & Flag Football Director, Apparel Coordinator, Fundraiser Coordinator, Equipment Coordinator, Registration Coordinator (2), & Concessions Coordinator (1), Safety Coordinator

Even Year-Odd Year: (ex. 2020-2022)

Vice President, Treasurer, 4th Grade Director, 5th & 6th Grade Director, Volunteer Coordinator, Website/Communications Coordinator, Registration Coordinator (1), Concessions Coordinator (2).

ARTICLE X - NOMINATION AND ELECTION

At the monthly board meeting in October, the Board of Directors shall determine the open board positions for the following year and the Communications Coordinator shall send out a communication to the entire BLYFA community announcing open board positions and requesting nominations for said positions. To be eligible for a nomination for an open Board of Director position, BLYFA board nominees must have attended a minimum of one monthly board meeting that year, February thru October.

Open board positions will also be posted on the BLYFA Website, at least thirty (30) days prior to the annual election in December. Nominations are to be submitted in writing by the Nominee to two officers or can be made in person during the monthly board meeting in November. Any nominations, made by any persons other than the nominee, must be presented and accepted by the nominee prior to the end of the monthly board meeting in November. All eligible nominees will be recorded in the Official Minutes by the Secretary at the monthly board meeting in November.

All Board of Director nominees and the board positions they are running for will be posted on the BLYFA website directly after the monthly board meeting in November.

Voting for open Board of Director positions shall be conducted at the monthly board meeting in December. All BLYFA Members that are eligible to vote shall be entitled to one vote for elections of the new Board members for the following year. (See ARTICLE VI - VOTING RIGHTS)

Newly elected Board members will take over in their new positions effective January 1st of the following year. Current Board members will be allowed to run for any other board position currently up for election if they choose, but must be nominated & run with any other candidate(s) - thus vacating their previous position for the balance of their term if they are elected. The vacated position would then be open to new nominations for the remainder of the vacated position's term. Current BLYFA Members may choose to run for any vacated position at this time. (See Article XI-Vacancies)

Due to potential Conflict of Interest, a BLYFA Board member may be someone who is employed in the Big Lake School District, but not in a position of influence or power within the School District. Specific positions that are not eligible are: Elected School Board Members, Superintendent, School Principals, Community Education Director, Athletic Director or Middle School/High School Football Coaches.

ARTICLE XI - VACANCIES

Should a Board member decide to vacate their position prior to the completion of their two year term, the Board of Directors shall determine by majority vote whether to fill any vacancy immediately by requesting new nominees from the BLYFA community or by having an existing Board member take on those responsibilities until a new Board member is appointed for the remainder of the term during the annual election in December.

ARTICLE XII – COMMITTEES

The Officers may appoint different committees, which officiate and take actions reserved for the Board of Directors. These committees must consist of at least one active board member and at least two additional members. All Committees shall have a specific purpose, and all committee members shall be appointed during a monthly board meeting. Every committee shall have the power of investigation, report and recommendation. The Board of Directors may vote to grant a committee authority to act on their behalf.

A committee shall meet upon the call of the Committee Chairperson who must also be on the Board of Directors and must report all findings of the committee to all of the Board of Directors at the monthly board meeting. For any special committee that is created during the year, the responsibilities will be dissolved at the end of that year.

ARTICLE XIII-BOARD OF DIRECTORS ROLES & RESPONSIBILITIES

DUTIES OF ALL BOARD OF DIRECTORS (Members):

1. Transact all business or delegate authority to transact business on behalf of the BLYFA and the King of the Gridiron
2. To make rules for the conduct of all members of the BLYFA and for their use of the BLYFA's property.
3. To interpret & enforce the By-Laws and Conflict of Interest Policy and other governing documents of the BLYFA. Up to and including expelling and/or suspending a member for any conduct in violation of the By-Laws or improper or prejudicial to the interests of the BLYFA.
4. Oversee Registration, Tournament and League Play for BLYFA Players and delegate club scholarships for the BLYFA.
5. Make recommendations for amendments to the bylaws of the BLYFA.
6. Have complete jurisdiction over BLYFA's and King of the Gridiron Tournaments finances and have exclusive power to make or authorize appropriations.
7. Shall make a report of the BLYFA's activities during the preceding year at the monthly board membership meetings in January.
8. Board members shall attend all monthly board membership meetings. Missing multiple consecutive monthly board meetings may result in removal from the Board of Directors.
9. A BLYFA Board member may not hold more than two Board positions at any given time.
10. All Board members must be present at the King of the Gridiron tournament
11. Board members must attend at least 2 other board events throughout the year in addition to King of the Gridiron.

President

Ultimately responsible for management, performance, and oversight of BLYFA.

The BLYFA President shall:

- Preside and facilitate over all meetings of the Board of Directors.
- Schedule board meetings and establish agendas.
- He/she shall be present at all monthly board meetings and enforce the regulations of the BLYFA and its By-Laws.
- Coordinate goals with Big Lake Varsity football program.
- He/she will be the acting Tournament Director of the King of the Gridiron unless another qualified candidate has been nominated & approved by the Board of Directors.
- Act as main point of contact for external organizations
- Act as main point of contact for Referees
- Act as main point of contact for Community Education – this includes publishing flyers and ensuring inclusion in Community Ed Catalog
- He/she will act as the primary liaison with Youth Football League & the Community Education Office/School.
- Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the BLYFA.

- Delegate coach and parent complaints, irregularities and conditions detrimental to BLYFA to the Grievance Committee.
- Contact for the City and School District to procure football fields for practices and games.
- Be a member of the Scholarship Committee
- Provide schedule of facilities and football fields for all programs.

Vice President

The Vice President shall perform all duties and exercise all the powers of the President during his/her absence or incapacity. He/she shall oversee that Directors, Coordinators and Committees follow through with assigned duties.

The BLYFA Vice President shall:

- Attend and participate in BLYFA Board meetings.

Secretary

Be responsible for recording the activities of BLYFA and maintain appropriate files, mailing lists and necessary records.

The BLYFA Secretary shall:

- He/she is the co-signer to the Treasurer & Concessions Coordinator on all financial documents.
- The Secretary shall take notes at all official meetings and keep official copies of minutes for audit and review. Copies of the official minutes will be sent out at least one week prior to the start of the next monthly board meeting to all Board members as well as published on the BLYFA website for public review.
- He/she will handle all non-financial related correspondence and perform such other duties as may be assigned to her/him by the Board of Directors.
- Attend and participate in BLYFA Board meetings.

Treasurer

Responsible for financial management. This includes accounts payable, accounts receivable, financial planning, financial reporting, taxes, insurance, etc.

The BLYFA Treasurer Director shall:

- Perform such duties as are herein specifically set forth and other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors.
- Receive all money and securities, and deposit same in a depository approved by the Board of Directors.
- Check the BLYFA post office at regular intervals; weekly June to October and no less than monthly November to May.
- Prepare an annual financial report for submission to the Board of Directors within the first quarter of the fiscal year.
- Prepare annual tax return (with the board approved CPA if needed) and submit for review with the committee during March board meeting.
- Keep records for the receipt and disbursement of all money and securities of BLYFA and approve all payments from allotted funds and draw checks thereon.
- Submit financial statements at each monthly meeting of the Board of Directors for their approval.

- Sign BLYFA checks along with one (1) other officer of the Board of Directors if greater than \$250. Also, provide checks and check-writing authority as approved by the Board of Directors, to various programs including the referees and Equipment/Uniforms Director.
- Ensure liability, medical and equipment insurance is paid and current.
- Attend and participate in BLYFA Board meetings.

BLYFA League Director(s) (Intro/Flag Football, 4th Grade Traveling, 5th-6th Grade Traveling)

Responsible for coordination, management, and support the interests of grades for which they are responsible.

The BLYFA Directors shall:

- Coordinate the registration of players with the Registration Coordinator
- Identify and solicit potential coaches – ensure applications are completed in a timely fashion.
- Act as a liaison between coaches/parents and the Board of Directors for concerns in the program.
- Supervise and enforce all BLYFA rules of their program of responsibility.
- Coordinate & participate in coaches training & meetings.
- Conduct a minimum of three (3) coaches' meetings per year (Pre-season, Mid-Season, and one within 3 weeks of season end). Goal is to reinforce and explain rules, mid-season adherence/ and suggestions, and gather all team, player coach information before year-end.
- Address parent requests for players to "play-up"
- Attend and participate in BLYFA Board meetings.
- Intro/Flag Football Director will be responsible for coordination of all field set-up at practices/games for the Intro/Flag teams in coordination with equipment coordinator.
- Throughout the season, Directors may need to address any team related concerns brought forth by either a parent, parent rep, coach or other individual and present information to the Board of Directors for discussion and voting where necessary.
- A Director cannot independently make any decisions that have to do with the league, league play, league rules, tournaments or anything else BLYFA related without majority Board members acknowledgement and/or approval.

Equipment Director

Responsible for all aspects of equipment management. This includes procurement, distribution, collection, inventory, storage, etc. Equipment includes player equipment, team practice equipment, and team game equipment.

The BLYFA Equipment Director shall:

- Procure and cause to be repaired all BLYFA equipment. (Player and field equipment)
- Maintain updated records of equipment inventories for all BLYFA activities.
- Disperse all equipment at the beginning of the season and receive all returned equipment at seasons end and ensure its proper storage.
- Disperse equipment as needed during the season to Directors and coaches.
- Collect price quotes on all contemplated BLYFA equipment purchases unless exempted by the Board of Directors and select appropriate suppliers.
- Be BLYFA's point of contact for purchasing of BLYFA equipment.
- Work with level directors for annual disbursement and collection of equipment.
- Attend and participate in BLYFA Board meetings.

Fund Raising/Apparel Director

Responsible for coordination of all fundraisers and apparel orders for BLYFA.

The BLYFA Fund Raising/Apparel Director shall:

- Coordinate all activities that provide funds for BLYFA program, outside of the registration fees and apparel. (I.e. pictures, corporate sponsors, etc.)
- Work with the Treasurer to ensure a full accounting is made of all money received and disbursed as part of the fund-raising efforts.
- Provide adequate recognition to sponsoring organizations and for outstanding individual fund-raising efforts.
- Establish fund raising and sponsorship goals in an effort to contribute to keep the registration fees at an acceptable level.
- Publicize BLYFA fund-raising events.
- Procure and provide trophies, ribbons and other awards for the football program for the King of the Gridiron Tournament and during the regular season.
- Report all results of efforts to the board monthly.
- Identify and coordinate any retail and uniform apparel for BLYFA.
- Present BLYFA apparel to the Board of Directors for approval prior to purchase or commitment to purchase.
- Coordinate third party sales or event on-site sales of BLYFA apparel.
- Maintain inventory and records of apparel items in stock.
- Maintain sales records of apparel items for monthly updates to the Board of Directors.
- Attend and participate in BLYFA Board meetings.

Volunteer Director

Responsible for promotion and coordination of BLYFA volunteer requirements.

The BLYFA Volunteer Director shall:

- Coordinate volunteer opportunities for BLYFA events and duties.
- Maintain records of volunteer hours and buy-outs and handle volunteer checks in partnership with registration.
- At the seasons end work with the Registration Coordinator to assure all buy out fees are paid or shredded, in a timely fashion, upon fulfillment of the required volunteer hours.
- Maintain and update website volunteer registration schedule.
- Notify the Board if the Board approved required hours are not appropriate for the season's volunteer opportunities.
- Coordinate/manage game field concessions with the Concessions Coordinator.
- Attend and participate in BLYFA Board meetings.

Safety Coordinator

Responsible for all aspects of safety for BLYFA.

The BLYFA Safety Coordinator shall:

- Attend annual USA Football training and become certified Safety Director with USA Football.
- Conduct annual safety training for BLYFA coaches

- Do practice audits during the regular season to ensure all safety requirements are being met and policies being followed.
- Act as liaison between BLYFA and USA Football.
- Work with BLYFA equipment coordinator to ensure all equipment meets safety standards and requirements.
- Will be responsible for all weather-related decisions (practices, games, camps)
- Attend and participate in BLYFA Board meetings.

Communications Director

Responsible for management of the BLYFA web site and league communication.

The BLYFA Communications Director shall:

- Work with other board members to email and publish BLYFA news and events on the site.
- Manage the BLYFA website including content, capabilities, improvements, security/access, etc.
- Update/post current news and information on website and social media platforms.
- Post/maintain sponsor logos and information.
- Post/maintain board information including meeting agendas, minutes, and org charts.
- Attend and participate in BLYFA Board meetings.

Concessions Coordinator

Responsible for scheduling, purchasing and sales of items for King of the Gridiron tournament or throughout the season as needed.

The BLYFA Concessions Coordinator shall:

- Attend and participate in BLYFA Board meetings.

Registration Coordinator

Responsible for scheduling and coordination of annual enrollment/registration.

The BLYFA Registration Coordinator shall:

- Attend and participate in BLYFA Board meetings.
- Maintain registration records and reporting in Sports Connect.
- Member of the Scholarship Committee
- Maintain records for scholarship recipients
- Maintain/coordinate uniform number listing and assigning in coordination with Apparel Coordinator
- Coordinate outside Tournament registration with Directors
- Process background checks with President
- Assist at equipment handout and turn-in
- Coordinate with Tournament director and MYAS to monitor/promote KOG registration.
- Process refunds within rules – will seek board approval when necessary

ARTICLE XIV- COACHING

Coaching in the BLYFA is a voluntary position and while seniority is a factor when determining head coaches, final assignment of Coaching positions will be the responsibility of the Board of Directors and will be designated by a majority vote when necessary.

All potential coaches must go through a background check at minimum every two years; the results are to be kept on file for insurance and reference purposes. All Background check screenings that are flagged for review will be reviewed by the Board Officers and input will be solicited from the potential coach for a final determination on eligibility.

If a coach is deemed unfavorable by the majority of the Board of Directors due to Coaches Code of Conduct violations or multiple documented parent complaints, they lose their seniority, and will not be Coach for the remainder of the season. The coach will also be subject to an additional minimum one-year suspension.

All coaches must follow all state requirements and perform all necessary training and certifications required by the BLYFA, which may include, but is not limited to USA Football certification. A Coach cannot make any decisions that have to do with the league, league play, league rules, tournaments or anything else BLYFA related without the majority of the Board of Directors knowledge and approval.

ARTICLE XV-SCHOLARSHIPS

Applicants for BLYFA Scholarships for reduced or free registration fees will be required to fill out a Scholarship Application form available on the BLYFA website or by request from any Board member. All applicants will be required to describe the reason for the hardship and will be considered on a case by case basis based on their response. A limited number of scholarships will be made available based on enrollment and fund availability. All applicants will receive a response to their scholarship application with a letter stating the amount of the scholarship they were granted and the terms for the scholarship, which included additional volunteer hours. All applications and scholarship grants will be kept confidential and will be disclosed to only the Board members on an as needed basis. No scholarship money will be granted for uniform fees.

ARTICLE XVI - DISSOLVEMENT OF ASSOCIATION

Upon the dissolution of the BLYFA organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine. The destination preferred upon dissolution of the Big Lake Youth Football Association shall be dispersed to another non-profit organization in the Big Lake community or school district.

Big Lake Youth Football Association Communications Policy

As an association we have a lot of communication going out to various people – parents, coaches, the schools, etc. In order to have clear and consistent messaging and branding as an association I would like us to begin following the mass communications protocol shown below.

Because technology and various platforms evolve over time, these policies are meant to apply to all communications channels and tools now and in the future, whether or not specified by name or in use at this time. Accounts, groups and pages created before these policies were established are expected to be brought into compliance on request by the Communications Director.

Please note: these policies do not apply to private communications among board members.

General Communications Policies

Mass communication by Big Lake Youth Football Association is to be carried out primarily by the Communications Director, with support from Officers (President, Vice President, Secretary or Treasurer) when necessary.

The Communications Director manages the branding and mass communications with Big Lake Youth Football Association families and coaches, other associations/teams in the league, etc. He/she maintains the website and publishes updates to the site as needed. He/she handles mass communications and will be responsible for sending all emails on behalf of the association. These emails include but are not limited to – game schedules, annual photo taking/ordering, game/practice cancellation and other Big Lake Youth Football Association related activities and announcements.

In the interest of intentional management of the communications process, all official mass communications intended to represent, or be distributed on behalf of Big Lake Youth Football Association must be sent to the Communications Director or another officer for review, approval and ultimate distribution. Materials submitted may be edited for clarity, style, tone, spelling, grammar and length, or in order to comport with policies or the mission of the association, without review or approval by the original author.

The Big Lake Youth Football Association Facebook page shall be accessible and managed by a small group of board members (President, Secretary, Treasurer, Communications Director and Registration Coordinator(s)). This will ensure consistent messaging and branding. If others would like access to post on the association's behalf, they can be added by the Communications Director when appropriate.

Board members shall maintain board email addresses – these emails should be checked a minimum of once a week (more during the regular season) to ensure prompt responses are given. If a board member is unable to check their email for a period of time – they will be responsible for setting up an “auto response” directing the emailer to another board member on their behalf.

Board member emails should also contain the proper signature listing their name, role and the association website (example below). This can be set up in the settings on the association Gmail account – if assistance is needed in getting this set up, please don't hesitate to contact the Communications Director for assistance.

First Name, Last Name
Title/Role
Big Lake Youth Football Association

<http://www.biglakefootball.org/>

