

Gorham Football Boosters, Inc.

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Purpose

- A. The purpose of the Gorham Football Boosters is to offer an opportunity for the youth of Gorham, Maine to participate safely in an organized football program.
- B. Our goal is to provide a safe learning experience in the skills of football, to promote good sportsmanship and to develop a sense of teamwork among its participants.
- C. In addition, Gorham Football Boosters will endeavor to build the brand of Gorham football and work in conjunction with appropriate entities to continue to build an aligned program from the first grade through the High School level.

Article I: Entity

- A. The name of this organization is Gorham Football Boosters, Inc. (herein also referred to as Corporation and/or GFB.)
- B. Registered Agent
 - i. The Director of Administration of the Corporation shall serve as Registered Agent of the Corporation.
 - ii. The Registered Agent of the Corporation shall be a resident of the State of Maine.

- C. Registered Office

The registered office of the Corporation shall be the residential address of the Registered Agent, which shall be located in the State of Maine.

- D. Principal Office

The principal office of the Corporation shall be the residential address of the President of the Corporation.

- E. Equal Opportunity

In furtherance of the above objectives, this Corporation shall be an equal opportunity organization and there shall be no discrimination on the basis of age, race, color, creed, sex, sexual orientation, national origin, marital status, mental or physical handicap:

- i. In the person served or in the manner of service;
- ii. In the membership of the Corporation and the Board of Directors, which membership shall be open to all segments of the public without limitation.

- F. Rights and Powers

- i. The Corporation shall have all powers conferred upon non-profit corporations by the laws of the State of Maine unless specifically prohibited herein.
- ii. The Corporation shall neither have nor exercise any power, nor shall engage directly or indirectly in any activity that would invalidate its status:

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- a. As a Corporation which is exempt from Federal Income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code; or
 - b. As a Corporation to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code.
- iii. The Corporation is not organized for pecuniary gain or profit, and shall not have any capital stock.
- a. No part of its net earnings income or of its principal shall inure to the benefit of any member, officer or director of the Corporation or any other individual, but reimbursement for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of income or principal.
 - b. No dividends shall be paid by the Corporation to any person or organization.
- iv. No director, officer, agent, member or employee shall be liable for acts or failure to act of any other officer, direct agent, member or employee of the Corporation; nor shall any officer, director, agent, member or employee be liable for his/her acts or failure to act under these Bylaws, excepting only acts or omissions arising out of his/her willful misfeasance.
- v. Upon dissolution, all property of the Corporation from whatsoever source arising shall be distributed to such corporations as are then exempt from tax by virtue of Section 501(c)(3) of the Internal Revenue Code as the Board of Directors of the Corporation shall determine.

Article II: Membership and Voting

- A. Membership in GFB will be open to the following:
- i. Parents of team members;
 - ii. Coaches;
 - iii. Members of the Board of Directors
- B. Members shall be allowed voting privileges for the purpose of selecting GFB members only if they have a child or children participating in the program with the exception of the coaching staff for all levels and current Board of Director members.
- C. Proxy voting is not permitted.

Article III: Directors

- A. The Directors shall be:
- i. President
 - ii. Director of Administration
 - iii. Director of Concessions

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- iv. Director of Finance
- v. Director of Fundraising
- vi. Director of Merchandise
- vii. Director of Operations
- viii. Director of Personnel
- ix. Director of Registrations
- x. Director of Website/IT

B. Election and Term:

- i. The number of Directors of the Corporation shall be no more than eleven Directors and a President for a total of twelve members.
- ii. The Board of Directors shall at the last meeting (right before the annual meeting) vote on Director positions in order for open positions to be announced to the members such that they can apply to be on the GFB Board and know which positions they would be seeking to fill.

C. All Members of the organization are eligible to become a member of the Board of Directors with the following exemptions:

- i. No two (2) members of the Board of Directors shall be of the same household.
- ii. A member of GFB Board will not be eligible to hold more than one position (e.g. Board Member, Coach, Equipment Manager.)

D. A nominee for a position on the Board of Directors must submit a completed Board of Director application to the following post office box by November 1st of each year: P.O. Box 413, Gorham, ME 04038.

E. The current President and Director of Administration must complete a background check on any of the new candidates before elections may be held; the results of which are confidential and should be treated as such by all persons.

F. Each Director shall be elected by a majority vote of the members of GFB on an annual basis at the December annual meeting of the members.

- i. A minimum of 25% of the membership is required to hold elections.
- ii. If this prerequisite is not reached, elections will be rescheduled to the next GFB Board meeting.
- iii. In the event that a GFB position is unfilled or vacated prior to the date of the vote, the board can fill this position at its discretion.

G. No Director shall serve more than (3) consecutive years in one position unless approved by the GFB Board.

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- H. GFB shall have a financial and accounting review of the organization's records and transactions upon the end of each year or when those Directors leave office if prior to the end of their term.

Article IV: Duties of Directors

A. President:

- i. Non-voting member.
- ii. Responsible for ensuring Gorham Youth Football activities are consistent with the development of a feeder program for Gorham High School Football.
- iii. Resolve coach/coach, coach/player and coach/parent conflicts.
- iv. Call meetings and set the agenda.
- v. Preside over meetings.
- vi. Publicly represent Gorham Football Boosters, Inc.
- vii. Enforce decisions of GFB.
- viii. Assist GFB members with their duties.
- ix. Coordinate with Gorham Athletic Boosters, as required.
- x. Act as liaison for High School Football Coach and Athletic Director.
- xi. Submit and review background checks through Gorham Recreation Department for potential coaches and GFB members.
- xii. Ensure all legal and regulatory obligations are met.
- xiii. Represents or designates a GFB Director to represent Gorham Football Boosters at SMYFL and other meetings as required and reports back to the GFB Board.
- xiv. Will assign other duties as needed.

B. Director of Administration:

- i. Provide administrative and clerical services for GFB.
- ii. Manage organization's recordkeeping.
- iii. Act as Registered Agent for the youth teams.
- iv. Arrange for meeting space for monthly meetings and Annual Meeting.

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- v. Prepare and provide monthly meeting agenda with input from President and GFB members at least one (1) week prior to the scheduled meeting.
- vi. Keep minutes of GFB meetings and distribute to GFB members for approval each month, within 48 hours of meeting.
- vii. Monitor Gorham Football Booster e-mail account daily and distribute among GFB members as needed.
- viii. Coordinate website updates and yearly information with Director of Website/IT.
- ix. Maintain corporate insurance policies.
- x. Assist President with submission of requests for background checks.
- xi. Assist Director of Registration with distribution of registered player lists to Head Coaches and/or Team Administrators.
- xii. Prepare PowerPoint presentation for Annual Meeting.

C. Director of Concessions:

- i. Create a budget for concession activities and present to the Director of Finance.
- ii. Oversee program food safety, shack cleanliness and property food product storage.
- iii. Partner with Jamboree Committee on concession related activities.
- iv. Coordinate the purchase and delivery of product for concession stand.
- v. Coordinate operation of the youth concession stand with the middle school and youth teams.
- vi. Provide weekly updates regarding costs and revenue from concession activities to the Director of Finance.
- vii. Provide concessions related communications as needed.
- viii. Oversee coordination of team administrator/volunteer coordinator to ensure all are aware of responsibilities in the concession stand.
- ix. Assist with the pickup and delivery of concession product for youth football programs.
- x. Oversee concession activities at Gorham Youth Football special event activities that require concessions (bonfires, father/daughter dance and other fundraising activities).

D. Director of Finance:

- i. Maintains timely payments of premium for all Gorham Football Booster insurance policies.
- ii. Manages finance of the organization to include
 - a. Provides and maintains annual budget to GFB for approval.

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- b. Ensures development and GFB review of financial policies and procedures.
- c. Maintains GFB checking account.
- d. Balances bank statements monthly.
- e. Processes accounts payable as received.
- f. Send billing invoices as needed.
- g. Deposits all income generated from various sources.
- h. Distributes cash box change for concession stand sales.
- i. Counts all proceeds and makes timely deposits.
- j. Provides monthly income/expense activity report to GFB.
- k. Keeps a log of approved funds separate from meeting minutes.
- l. Maintains QuickBooks and provides QuickBooks generated reporting weekly.
- m. Maintains/stores financial records for a minimum of seven (7) years.
- n. Process calendar year reports for tax preparer and make sure papers are filed with the State & Federal IRS.
- o. Checks post office box on a regular basis.

E. Director of Fundraising:

- i. Coordinate/oversee all fundraising activities, including but not limited to:
 - a. Father/Daughter Dance; and
 - b. Small to large annual fundraising events.
- ii. Coordinate/oversee Jamboree Committee based on SMFYL schedule.
- iii. Create a committee of volunteers to ensure a successful Jamboree and other fundraising events.
- iv. Coordinate football program advertisement sales.
- v. Provide fundraising communications to all teams and GFB.

F. Director of Merchandise:

- i. Create a budget for apparel and all other merchandise and present to the Director of Finance.

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- ii. Coordinate the purchase and delivery of products for sale.
- iii. Coordinate operation of apparel sales with the middle school and youth teams.
- iv. Coordinate apparel/product sales at other events.
- v. Coordinate sales with concessions.
- vi. Provide weekly updates regarding the costs and revenue from apparel/product activities.
- vii. Provide merchandise communications as needed to teams and GFB.
- viii. Assist the Director of Fundraising as needed.
- ix. Assist Director of Website/IT with website merchandise.
- x. Assist with concessions as needed.
- xi. Assist Jamboree Committee on apparel/product related activities.

G. Director of Operations:

- i. Create a youth equipment and uniform budget proposal (with considerations from the provided needs and wants from youth coaches' proposal) and present to the Director of Finance.
- ii. Coordinate equipment and uniform purchases and distribution to teams.
- iii. Coordinate first aid supply purchases and distribution to coaches and concession stand.
- iv. Serve as liaison with the Gorham Recreation Department, Gorham School Department and any other town or community personnel as it relates to the Gorham Youth Football program.
- v. Coordinate a meeting with Team Administrators and conduct training to include expectations regarding:
 - a. Job descriptions;
 - b. Communication;
 - c. Fundraising;
 - d. Jamboree;
 - e. Game day preparation; and
 - f. Volunteers.
- vi. Work directly with Director of Fundraising to organize Jamboree Committee and successful implementation and scheduling of the event.

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- vii. Coordinate a coaches' and team administrators' meeting to create a comprehensive practice schedule and distribute schedule to:
 - a. Director of Website/IT for posting on the GFB website;
 - b. SMYFL scheduler;
 - c. Gorham High School; and
 - d. Gorham Recreation Department.
- viii. Evaluate field maintenance, including but not limited to:
 - a. Field maintenance bids;
 - b. Upgrades;
 - c. Snack shack;
 - d. Water access and repair;
 - e. Set-up;
 - f. Field breakdown;
 - g. Announcer and scoreboard equipment.
- ix. Schedule delivery, removal and servicing of dumpsters and porta-potties.
- x. Assist with scheduling and implementation of Skills and Drills.

H. Director of Personnel:

- i. Oversees maintenance and compliance of bylaws.
- ii. Acts as liaison to improve communication between parents and GFB.
- iii. Manages the recruitment, interview and appointment process cooperatively with the GHS Head Football Coach. Upon completion of interview process makes final recommendations to the GFB Board.
- iv. Cooperatively with GHS Head Football Coach, supervises and conducts evaluations of coaches and assistant coaches by the end of December, and may recommend any actions to be taken to GFB.
- v. Oversees the investigation and resolution of all unresolved complaints or concerns raised and recommends action to be taken to GFB.
- vi. Works with the Gorham High School Football coaching staff and Athletic Director to ensure programs compliant with GHS and SMYFL rules and regulations, as well as recommended safety procedures.

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- vii. Ensure coaches and assistant coaches complete required safety and other trainings as recommended by SMYFL, GHS Head Coach and Athletic Director, and approved by the GFB Board.
- viii. During the playing season, monitor and complete spot checks during practices and games to ensure compliance with recommended health and safety procedures and administrative procedures; report findings weekly to GFB.
- ix. Ensures all student athletes are eligible to participate and coaches take daily attendance; assist with compliance thereof.
- x. Research, draft and recommend modifications, deletions or additional to GFB policies and procedures as needed.
- xi. Prepare/oversee production and printing of programs, including ensuring the appropriate number are available and distributed at all home games.

I. Director of Registrations:

- i. Responsible for managing all aspects of registration, including but not limited to:
 - a. Preparation and organization of registration materials.
 - b. Management of volunteers.
 - c. Data entry of all registration information.
 - d. Collection of registration funds to be turned over to Director of Finance.
- ii. Maintain an up-to-date master list of contact information for every member or player of Gorham Football Boosters on website with assistance of Director of Website/IT.
- iii. Provide a copy of the master list to the Director of Administration along with weekly updates during season and monthly updates off season.
- iv. Provide and distribute all contact information to each Team Administrator along with weekly updates during season /monthly updates off season.
- v. Validation of registration funds and refunds.
- vi. Handle all requests for refunds, remove players from master list and provide the Director of Finance with a complete of approved refunds.

J. Director of Website/IT:

- i. Maintain GFB website.
- ii. Coordinate electronic registration process with the Director of Registrations.
- iii. Maintain GFB registered families and players.

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Article V: Meetings

- A. Regular meetings of GFB shall be held on the second Thursday of each month.
- B. Each meeting will begin promptly at 6:00 p.m. and should not exceed two hour duration.
- C. Each meeting will begin with a public comment section.
- D. Special meetings of the Board of Directors may be called by the President or any two (2) Directors upon 10 day notice to each Director or by majority of Directors upon seven day notice to each Director. (The Directors may waive any such notice as required by these Bylaws.)
- E. The majority of the Directors shall constitute a Quorum for the transactions of business and an act of the majority of these members present at any meetings at which a quorum is present shall constitute an act of the Board of Directors.
- F. A tie vote does not constitute a majority and therefore will not constitute an act of business by the GFB Board and therefore, remains status quo.
- G. A tie vote is not an act and is a failed motion.
- H. The President will cast tiebreaking vote for any related GFB Board business.
- I. Any actions required or permitted to be taken at a meeting of the Directors may be taken without a meeting if a written consent setting forth the actions so taken is agreed upon by a majority of the Directors.
- J. There will be two member general meetings scheduled twice a year in June and December.
- K. Any GFB Board member who is absent from three or more meetings, having been notified 72 hours prior to each meeting, may have his/her office declared vacant, unless the President has excused the absences and the President was notified in advance.

Article VI: Governance

- A. The governing power of this organization shall be given to the Board of Directors elected by the voting membership of the organization.
- B. All members of the organization will be allowed to participate as much as is possible in all activities of the organization.
- C. All members shall be allowed to voice their opinions at GFB Meetings during the public comment portion.
- D. Only members with voting privileges will be allowed to present and/or vote on any motions made at GFB Meetings.

Article VII: Funds

- A. All profits, property and proceeds derived from the organization and/or sale of GFB property shall be devoted exclusively to the purpose of benefiting the organization.

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- B. Any stipends allocated to an individual are at the discretion of GFB.

Article VIII: Affiliation

- A. The organization will be affiliated with and be a member of the Southern Maine Youth Football League (hereafter named "SMYFL") for football at the Junior High (7th and 8th grade), Pee Wee (5th & 6th grade), Mites (3rd & 4th grade), and Developmental (1st and 2nd grade) levels.
- B. One member of the GFB Board shall be appointed by the Board of Directors as GFB's representative to SMYFL.
 - i. To be considered for the position of SMYFL representative, a person must be a voting member of the organization.
 - ii. Any votes of consequence regarding league structure, league fees, and modification of league bylaws must be brought back to the organization and discussed among the Board of Directors prior to league vote.

Article IX: Coaches/Assistant Coaches

- A. "Coaches" herein includes head and assistant coaches unless specifically identified.
- B. Coaching Gorham Youth Football is a privilege:
 - i. All coaches serve at the discretion of the GFB Board; and
 - ii. Are managed by the Gorham High School (GHS) Head Football Coach.
- C. All coaching candidates must fill out a coaching application and successfully pass a criminal background check.
 - i. Should a candidate falsify any information provided to GFB in consideration of coaching, the GFB Board can disqualify that applicant.
 - ii. The GFB Board reserves the right to select or reject coaches with or without cause.
 - iii. At its discretion, the GFB Board reserves the right to suspend a coach for not following the Code of Conduct.
- D. All coaches are expected to work together as a team across all levels of the football program, as directed by the GHS Head Football Coach.
- E. If applicable, the GFB Board will settle all coaching conflicts consistent with Article IV.
- F. The GFB Board, with the guidance of the GHS Head Football Coach, will have discretion over how many assistant coaches are permitted per team.
- G. Every season, the GFB Board will select, with the guidance of the GHS Head Football Coach:
 - i. A Head Coach for the Jr. Cubs team;
 - ii. A Head Coach for the Cubs team;
 - iii. A Head Coach for the Jr. Grizzlies team; and

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- iv. A Head Coach for the Grizzlies team.
- H. Every season the GFB Board will approve, with the guidance of the GHS Head Football Coach, assistant coaches for each team as requested by each respective team's head coach.
 - i. Coaches will abide by the provisions contained in the Gorham Football Youth Coaches' Handbook, maintained by the GHS Head Football Coach and adopted by the GFB Board.
 - ii. Coaches must adopt and teach the pillars and core-values of Gorham Football, as well as prepare players to be Varsity Football Players at Gorham High School.

Article X: Volunteers

- A. Volunteering for the GFB youth football program is a privilege and all volunteers serve at the discretion of the GFB Board.
- B. The Board of Directors reserves the right to select volunteers and can elect to reject a volunteer with or without cause.
- C. Any family receiving financial assistance for their child(ren) to participate in the GFB youth football program will be expected to volunteer a minimum of 12 hours within the season for which assistance was received.

Article XI: Parents/Guardians

- A. GFB supports that the essential elements of character-building and ethics in sports are embodied in the concept of sportsmanlike conduct and these six basic principles:
 - i. Trustworthiness;
 - ii. Respect;
 - iii. Responsibility;
 - iv. Fairness;
 - v. Caring; and
 - vi. Good Citizenship.
- B. With the above principles in mind, parents/guardians will review, acknowledge, and be expected to follow GFB's Parents' Code of Conduct as part of their child's or children's registration and participation in the Gorham Football Program.
- C. The GFB Board has implemented the following Code of Conduct regarding the expected role of parents/guardians in supporting their child/children in sports:
 - i. Understanding this concept and wishing to create the best sports experience for my child, I therefore agree to the following:

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- a. I will not force my child to participate in sports.
- b. I will remember that children participate to have fun and that the game is for youth, not adults.
- c. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- d. I (and my guests) will be a positive role model for my child and encourage good sportsmanship by behaving in a courteous and respectful manner.
- e. I will demonstrate positive support for all players, coaches, officials, spectators and Board of Directors volunteers at every game, practice or other sporting event.
- f. I (and my guests) will not engage in any kind of unsportsmanlike conduct such as booing, taunting, refusing to shake hands or using profane language or gestures with any official, coach, athlete, spectator and Board of Directors volunteers.
- g. I will not encourage any behaviors or practices that would endanger the health and well-being of athletes.
- h. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- i. I will demand that my child treat other players, coaches, spectators and Board of Directors volunteers with respect, regardless of race, creed, color, sex, sexual orientation, or ability.
- j. I will teach my child that doing one's best is more important than winning, so that he/she will never feel defeated by the outcome of a game or by his/her own performance.
- k. I will praise my child for competing fairly and trying hard, regardless of the score of the game.
- l. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- m. I will emphasize how practice and skill development can benefit my child, over winning.
- n. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child's team to win.
- o. I will respect the officials and their authority during games.
- p. I will never question, discuss, or confront coaches at the game field:
 - 1. I will take time to speak with coaches at a more appropriate and agreed upon time and place.
 - 2. If I am not satisfied with this discussion or am uncomfortable speaking with the coach, I will notify the Director of Personnel.
- q. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and I will refrain from their use at all sports events.

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- r. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
- ii. In registering their children/children to participate in youth football activities, parents/guardians acknowledge acceptance of this code.
- iii. Any parent/guardian who does not abide by these rules and displays improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game.
- iv. Repeat violations of this code may cause a multiple game suspension or a forfeit of the privilege to attend games for the remainder of the season.

ARTICLE XII: Players

A. Eligibility and rules:

- i. Player eligibility for participation in Gorham Youth Football is defined under the Southern Maine Youth Football League (SMYFL) By-Laws, found at <http://smyfl.com/Bylaws.html>.
- ii. Gorham Youth Football operates under the General Rules for All Football Programs, as defined under SMYFL By-Laws.
 - a. Head coaches, under the guidance of the GHS Head Football Coach, will discuss and come to a mutual agreement on player skill assessment prior to any player playing outside their current grade level.
 - b. If an agreement cannot be made or is inconsistent with SMYFL rules, the player will automatically participate in their current grade level.
 - c. With respect to a player who is otherwise eligible for Pee Wee football, but is unable to make the top weight limit for Pee Wee, that player may participate in the Grizzlies/Middle School Division.

B. GFB supports that youth football plays a vital role in encouraging physical, social and emotional growth of children.

C. By participating in youth football activities, players acknowledge and accept the following, as recommended by USA Football:

- i. I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge:
 - a. Have fun!
 - b. Be a good sport (win or lose);
 - c. Be honest, fair and always show good sportsmanship to all coaches, players, officials, parents and fans by demonstrating good sportsmanship at every game and practice.
 - d. Learn the value of commitment to the team.
 - e. I will attend every practice and game that I can, and will notify by coach if I cannot.

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- f. Put personal goals aside for the betterment of the team.
 - g. Show courtesy and respect to teammates, opponents and coaches.
 - h. Realize that athletic contests, including practice sessions are educational experiences and opportunities.
 - i. I will not engage in unsportsmanlike conduct.
 - j. I will not engage in rude behavior.
 - k. I will treat everyone, including coaches, parents, players and officials, with respect, regardless of race, creed, color, nationality, gender, or sexual orientation.
- ii. Any player who does not abide by these rules and displays improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game.
 - iii. Repeat violations of this code may cause a multiple game suspension or a forfeit of the privilege to play in games for the remainder of the season.

Article XIII: Registration

- A. As a requirement for participation in Gorham Youth Football programs, all players must:
 - i. Submit a completed registration packet which can be completed electronically via www.gorhamfootballboosters.com or printed and submitted via mail to Gorham Football Boosters Inc., PO Box 413, Gorham, ME 04038;
 - ii. Submit a birth certificate; and
 - iii. Prior to the start of each season (by the first day of practice,) make full payment of the applicable registration fees which can also be completed electronically via www.gorhamfootballboosters.com or submitted via check payable to Gorham Football Boosters and mailed to Gorham Football Boosters, Inc., PO Box 413, Gorham, ME 04038.
- B. For families registering more than one player, the full rate must be paid for the first child registered, and a discount of \$10 per each additional family member registered will be given.
- C. PLAYERS MUST BE FULLY REGISTERED AND PAID BEFORE THEY MAY PRACTICE OR PLAY.
- D. Refunds:
 - i. Refunds of the registration fee may be granted if a player leaves the football program prior to the second game of the season according to the following schedule:
 - a. Before the first practice: 100% refund of registration fee.
 - b. Before the first game: 50% refund of registration fee.
 - c. After the first game: 25% refund of registration fee.

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- d. No refunds will be issued after the second game.
- ii. Prior to the receipt of any refund, the player's uniform and/or provided equipment must be returned to GFB in good shape.
 - a. The parents/guardians of the player agree to take full responsibility of items missing and will be financially responsible for unreturned items.
 - b. The financial amount required to replace unreturned or damaged items will be determined by Gorham Football Boosters.
- E. Equipment:
 - i. Gorham Football Boosters will provide each registered player with the following:
 - a. Game Jersey;
 - b. Game pants;
 - c. Practice pants;
 - d. Pads: thigh and knee;
 - e. Mouth guard; and
 - f. Girdle (with pads).
 - ii. Players are expected to have/provide the following:
 - a. NOCSAE (National Operating Committee of Standards for Athletic Equipment) approved football helmet;
 - b. NOCSAE approved shoulder pads;
 - c. Practice jersey;
 - d. Undergarments and personal protection; and
 - e. Socks and cleats.

Article XIV: Financial Assistance

- A. Gorham Football Boosters is pleased to offer financial assistance to those families facing financial difficulties.
 - i. Financial assistance given each season varies and previous recipients are not automatically granted approval.
 - ii. Financial assistance may vary and may include payment plans, reduced registration fees, or complete scholarships.

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B. Financial Assistance Application Procedure:

- i. Applications are available via request through any GFB Director or via email request to info@gorhamfootballboosters.com.
- ii. Applications for financial assistance must be completed and received by the GFB Board via mail or hand delivered no later than July 1 of each year.
- iii. Any application received after the deadline will not be considered.
- iv. Applicants will be notified of the GFB Board's decision following the July GFB meeting and prior to the start of practices.
- v. Applicants receiving reduced registration fees or payment plans should keep in mind that participants must be fully registered and paid before they may practice or play.

C. The GFB program requires parents/guardians receiving financial aid to volunteer for a minimum of 12 hours during the football season should any form of assistance be granted.

- i. The 12 hours includes volunteering at all home games.
- ii. Families who do not perform a minimum of 12 hours of GFB approved volunteer work for the season in which they received financial aid will not be eligible for financial aid in the future.

Article XV: Resolving Conflicts

A. If a question or issue arises, the first step should always be to discuss the matter directly with the individual coach after game time or practice, Board of Director, volunteer, or parent involved via an informal complaint procedure.

- i. If a person is not comfortable addressing this directly with the individual(s), a GFB Director can assist in facilitating discussions.
- ii. If the informal complaint procedure does not resolve a situation, a person may address the situation through the GFB Formal Complaint Procedure.

B. Formal complaints regarding coaches are to be submitted to any GFB Director utilizing the GFB Formal Complaint Procedure.

- i. The purpose of this procedure is to provide a mechanism for reporting, reviewing, and reacting to concerns and complaints regarding the youth football coaches.
- ii. Expectations of coaches are outlined in Article IX: Coaches/Assistant Coaches, which provides the tools to be used when necessary to check behavior and respond with resolve to protect all children from the psychological, emotional, physical, or social abuses that can be perpetrated against them by youth sport coaches.
- iii. Complaints may be made by anyone in the community (e.g., coaches, parents, players, spectators, officials, etc.)

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C. Formal Complaint Procedure:

- i. All formal complaints shall be in writing via GFB Formal Complaint Form (available via any GFB Director.)
 - a. The complaint shall be signed and dated when received by the GFB Director; and
 - b. If the receiving GFB Director is not the Director of Personnel, the complaint will be delivered as quickly as reasonably possible to the Director or Personnel for processing.
 - ii. Upon receipt of a complaint concerning a coach, the Director of Personnel and GHS Football Head Coach will advise the GFB Board, and meet to review the complaint.
 - a. The coach(es) involved will be promptly notified that a complaint has been lodged.
 - b. A meeting (or meetings) may be held with the coach(es) involved, participation in which is mandatory.
 1. Such meetings will be scheduled as quickly and accommodatingly as reasonably possible.
 2. Should the involved coach(es) choose not attend, the GFB Board will suspend and possibly remove that coach from his/her coaching position.
 3. These meetings are not intended to judge a coach's character but to determine whether there was or was not a violation of the Code of Ethics or Rules.
 4. The meetings will focus only on the facts of what happened to give rise to the complaint and to determine the seriousness of the violation if a violation in fact occurred.
 5. Only those who can provide direct testimony to the facts may speak.
 6. Character witnesses are not appropriate at the meeting and will be dismissed, as the meeting will only address whether or not the coach violated the Code of Ethics or Rules.
 - c. The Director of Personnel and GHS Head Football Coach will recommend for GFB Board decision the course of action to be taken regarding the complaint.
 1. The decision of the GFB Board is final.
 2. There will be no additional appeals.
 - iii. If the formal complaint received does not involve a coach, the GFB Board will determine appropriate processing and action.
- D. In the interest of time or the severity of the offense, the GFB Board or the GHS Head Football Coach under the guidance of the GFB Board may waive the complaint procedure and take immediate action.

Article XVI: Amendments

- A. These By-laws may be amended or repealed by vote of two-thirds ($\frac{2}{3}$) of the serving Directors at any meeting of the GFB Board, provided proper notice of any meeting at which such matters will be considered is given to all

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interested parties as provided herein with sufficient details about the proposed amendment to allow it to be considered at that meeting.

- B. Any proposed amendment of this nature shall be drafted on a separate document and attached to any notice given of any meeting.

Article XVII: Severability

It is the wish of the Gorham Football Boosters, Inc. that, should any provision of these By-Laws be held invalid by any court or state agency, that the invalid provision be severed from the remaining contents of the By-Laws and that the remaining contents be upheld as valid.