



ACWORTH FOOTBALL AND CHEERLEADING  
ASSOCIATION, INC.

BYLAWS

Updated November 2014

## PREAMBLE

The Acworth Football and Cheerleading Association, Inc., is a volunteer nonprofit organization incorporated for the purpose of providing the youth of North Cobb County and surrounding areas a recreational football and cheerleading program. This program is designed to offer the youth and their parents a wholesome, educational and recreational football and cheerleading program aimed at improving the quality of life for the Acworth Community.

## OBJECTIVE

The Association shall always promote safety and fairness in the program while encouraging and teaching the principles of good sportsmanship and physical fitness.

## NAME OF CORPORATION

The name of this Corporation shall be the Acworth Football and Cheerleading Association, Inc..

## ARTICLE I. GENERAL MEMBERSHIP

### I. GENERAL MEMBERSHIP

A general membership to the Association shall be given for a period from August 1 of each year through July 31 of the following year. Each membership shall be entitled to one equal vote on all matters brought before the Association during an annual meeting or any called special meetings. A member of the Association shall be defined as follows:

Any person paying dues in the form of a registration fee for any child to participate in the activities of the Association, and active coaches and Directors, shall be granted one vote as a general member as prescribed herein by these bylaws.

Elections for the Board of Directors shall be held from a Monday – Saturday during a regular scheduled practice/game time during the season. The exact week will be determined by the board and may happen anytime between September 1 – November 15. The President shall appoint one of the Vice Presidents to chair a Nominating Committee and shall appoint up to three additional Board Members to solicit nominations from the general membership for all Board of Director Positions. Each Team Parent shall solicit nominations from their respective team and shall forward the name of any interested parties to the Nominating Committee. The member's consent shall be secured before their name is included on the ballot. A member shall be nominated and run for only one (1) position of the Board of Directors during said election.

### II. MEETINGS

SECTION 1. ANNUAL MEETING(S) Annual meetings will be held both before and after the season. The pre-season meeting will be held no later than the end of second week of August practice.

The post season meeting shall be held the first Thursday of December. The time and location of said meeting to be announced by the Association.

SECTION 2. BOARD OF DIRECTOR'S MEETINGS A Board of Directors meeting shall be held monthly from December through June inclusive. Board of Directors meetings from July through November will be held biweekly unless the Board of Directors deems that there is insufficient business to justify a meeting. The time and location to be determined by the President.

- A. Any member wishing to attend regular Board Meetings shall notify the President of said intentions. The President or Secretary will notify the interested member of the time and location of the meeting. Members, however, will not be allowed to attend any Board Meeting when the Board has voted to hold a special closed meeting.
- B. Committee Chairman and Head Coaches are required to attend Board Meetings and will be notified of time and location by the President or Secretary

SECTION 3. RESOLUTIONS All resolutions voted on by the general membership shall require a majority vote of the attending general members.

SECTION 4. PROXIES At all meetings of the general membership, a general member may vote by proxy executed in writing by the member. Such proxy shall be filled with the Secretary of the Association before or at the time of the called meeting.

SECTION 5. VOTING RIGHTS Each member, as prescribed herein, shall be entitled to one vote in accordance with the terms and provisions of these bylaws, in person or by proxy. All elections for Directors shall be by plurality vote. All other questions shall be decided by majority vote of the attending general members entitled to vote at the annual meeting or any called special meetings.

SECTION 6. ORDER OF BUSINESS All annual meetings and called special meetings of the general membership shall be conducted by the Chairman/President of the Association. All meetings of the general membership shall be conducted and governed by Roberts Rules of Order. The order of business shall be as follows:

1. Call to order of the meeting
2. Reading of the minutes of the preceding meetings and approval of such minutes by a voice vote of the membership
3. Reports of the Officers
4. Reports of the Committees
5. Unfinished Business
6. New Business
7. Adjournment

## ARTICLE II. BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS The business and the affairs of the Association shall be managed by the Board of Directors. The Directors shall in all cases act as a board, and they may adopt

such rules and regulations for the conduct of their meetings and the management of the Association, as they may deem proper, not inconsistent with these bylaws and the laws of the State of Georgia.

**SECTION 2. TENURE AND QUALIFICATIONS** Each Director shall hold office from January 1 of each year through December 31 of the same year and until their successor shall have been elected and qualified. Such Directors shall be nominated and elected for a designated and prescribed position on the Board. Such positions shall be as follows:

1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Cheerleading Director
7. Athletic Director
8. Equipment Director
9. Team Parent Director
10. Concession Director
11. Director of Pictures
12. Director of Fundraising and Publicity
13. Director of Spirit Shop
14. Director of Fields and Grounds
15. Director of Homecoming
16. Cheerleading Commissioner
17. Football Commissioner
18. Tiny Tot Commissioner

The Head Coach of All the D-1 Football Teams, D-2 Football Teams and Cheer squads shall also be board members. Head Coaches shall serve on the board from the time they are appointed each year by the board as a head coach until the board appoints a new head coach of that team or that team is not re-formed because of participation numbers. The board shall annually in the spring of each year open for nominations all D-1 & D-2 and Cheer Head Coach positions (as outlined in section 10 of these by-laws). A head coach on the board shall be entitled to vote on all matters through the meeting when new head coaches are appointed. Head coaches from a past season shall not vote on the appointment of new head coaches unless the head coach holds another Director position.

At the discretion of the membership, any position on the Board of Directors other than the Offices of President, Vice President, Secretary and Treasurer may be filled by CO-Directors, each of whom will have one-half vote on all matters brought before the Board.

The board shall also have the authority by a  $\frac{3}{4}$  vote to appoint a lifetime board member. The board should consider that person's long term contribution to the association when making such an appointment. A lifetime board member shall have the right to vote on all matters as long as they have not missed 4 consecutive board meetings. Once a lifetime member has then attended 3 consecutive board meetings they shall have full voting rights.

**SECTION 3. QUORUM** At any meeting of the Board of Directors, fifty-one percent (51%) of the total number of duly elected Directors shall constitute a quorum for the transaction of business of the Association; and that unless otherwise stated in these bylaws, all voting actions of the Board of Directors shall become binding by a simple majority vote so long as there exist a quorum.

**SECTION 4. MANNER OF ACTION** The Act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Directors.

**SECTION 5. NEWLY CREATED DIRECTORSHIPS AND VACANCIES** Newly created Directorships resulting from an increase in the number of Directors and vacancies occurring in the Board for any reason may be filled by a majority vote of the Directors then in office, although less than a quorum exists. Such vacancies, at the discretion of the Board of Directors by a majority vote from a quorum, may be left unfilled until the next annual meeting. A director elected to fill a vacancy caused by a resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

**SECTION 6. REMOVAL OF A DIRECTOR** Any Director of the Association may be removed with stated cause by a vote of two-thirds (2/3) of the total number of duly elected Directors of the Association, less that vote of the Director in question for removal.

**SECTION 7. RESIGNATION OF A DIRECTOR.** A Director may resign at any time by giving written notice to the Board, the Chairman/President, or Secretary of the Association. Unless otherwise specified in the notice, the resignation takes effect upon the receipt thereof by the Board or such Officer, and the acceptance of the resignation shall not be necessary to make it effective.

**SECTION 8. REMOVAL OF DIRECTORS FOR ATTENDANCE** Any Director failing to attend three (3) consecutive called meetings will be cause for removal. The Secretary shall advise the President when this occurs, who in turn will call for a vote of removal of officer unless valid reasons exist for the absences. The Board of Directors shall be the sole judge as to whether valid reasons exist for the absences.

**SECTION 9. FOOTBALL CONFERENCE** The rules, regulations and bylaws of the Football Conference shall become part of the bylaws of this Association so long as the bylaws of said Football Conference do not conflict with the bylaws of this Association. In the event such conflict occurs, then the bylaws of the Acworth Football and Cheerleading Association, Inc., shall take complete precedence over the bylaws of the Football Conference.

**SECTION 10. COACHING STAFF** The Board of Directors of the Association shall each year before the "Football Season" begins establish a complete coaching staff for all categories required to operate the Acworth Football and Cheerleading Teams. Nominations for all categories shall be accepted from the general public. All nominees shall be voted upon by the Board. All categories such as, but not limited to, head coaches, assistant coaches, field managers, equipment keepers, chain crews, medical assistants, clock operators, field announcers, concession operators, gate keepers, team mothers and team fathers shall fall under the control and supervision of the Board. The Board shall have the right to order the removal of any person from any position as outlined herein with or without stated cause when the

Board deems such removal to be in the best interest of the Association. Such removal shall be considered final.

## ARTICLE III. OFFICERS

**SECTION 1. POSITION** The officers of the Association shall be the President, the Two Vice Presidents, the Secretary and the Treasurer. Such other officers as may be deemed necessary by the Board of Directors may be elected or appointed by the Directors.

**SECTION 2. ELECTION AND TERM OF OFFICE** The Officers of the Association shall be elected by the general membership and shall serve a joint title, as Director and Officer, as set forth in the bylaws under Article II Board of Directors, paragraph #2 “Number, Tenure and Qualifications”.

**SECTION 3. REMOVAL OF AN OFFICER** Removal of an officer shall be in accordance with Article II Board of Directors, paragraph #6 “removal of a Director” whereas by paragraph #2 of this Article III, and Officer shall serve a joint title, being that of a Director and an Officer at the same time.

**SECTION 4. VACANCIES** Vacancies of an Office for any reason shall be filled as per the terms of Article II Board of Directors, paragraph #5 “Newly Created Directorships and Vacancies”, whereas by paragraph #2 of this Article III, an Officer shall serve a joint title, being that of a Director and an Officer at the same time.

### SECTION 5. PRESIDENT

1. The President and Chairman of the Board shall be one and the same period.
2. Shall provide leadership for the Association.
3. Serves ex-officio on all committees except the nominating committee
4. Delegates authority to Vice President to act in his behalf in his absence. May delegate authority to any board member to act in his behalf in the event the Vice Presidents are absent.
5. Appoints Chairman of the various committees.
6. Calls all meetings of the Board and general membership in accordance with the bylaws as well as other meetings as may be deemed necessary.
7. Serves as Chairman for Board and general membership meetings.
8. Consults with Officers and Committee Chairman prior to each membership meeting to see that all details of the meeting are ready as planned.
9. Decides all parliamentary questions.
10. May cast a vote to break a tie.
11. Shall not override duties of other Officers, Directors and Chairmen unless lack of action would place the Association in jeopardy.
12. Shall be responsible for assuring proper representation of the Association as required by the Constitution and bylaws of the Football and Cheerleading Conferences, reporting all information to the Board.

### SECTION 6. VICE PRESIDENTS

#### FIRST VICE PRESIDENT

1. Perform all presidential functions should the President be absent
2. Shall have the responsibility of investigating suspected discrepancies reported to him before, during and after a competitive event as well as those of his own determination.
3. Shall assist the Director of Equipment and Director of Cheerleading in securing written bids for equipment and uniforms.
4. Shall serve as the Chairman of the Nominating Committee.
5. Shall coordinate with the Secretary and Treasurer Annual Registration; including dates, sites, online capability, form creation, updating of Parents Handbook
6. Shall attend all Football Conference Meetings with the President
7. Shall secure bids for participation awards for all players and cheerleaders and shall present the same to the Board of Directors no later than November 1. Shall notify the successful vendor of award. Shall interface with the Director of team Parents to insure an adequate record is developed to represent each team roster for post season recognition and submission to successful vendor.
8. Shall assist the Athletic Director and Cheer Director to secure background checks for all volunteers working with the children participating in the program.
9. Shall interface with and assist Director of Equipment, Director of Programs, Director of Fundraising, Director of Pictures and Director of Team Parents in securing the resources necessary to perform their duties as described in these by-laws,

1. SECOND VICE PRESIDENT – Perform all presidential functions should the President be absent
2. Shall attend all Football Conference Meetings with the President as requested or needed
3. Shall insure all scales are certified at least two weeks before the first scheduled game.
4. Shall insure that all game fields are certified as required by the Conference
5. Shall be responsible for making sure all field operations are ready each week for game day.
6. Shall work with the Director of Fields and Grounds to make sure volunteers are scheduled and available for preparing the field
7. Shall coordinate workers for gate duty for each home game
8. Shall coordinate with the President a designated Board Member that is responsible at the field when a game is being played.
9. Shall interface with and assist the Director of Fields and Grounds, Director of Homecoming, Director of Concessions, Director of Spirit Shop and Director of Pictures to insure any requirements they may have at the football complex are secured and available.

## SECTION 7. SECRETARY

1. Maintains an accurate record of all board meetings and general membership meetings in a journal or permanently bound book maintained exclusively for the taking of minutes.
2. Records all business transacted at each meeting. Specifically, the description of the motion, the name of the person making a motion, the fact that a second was obtained and the disposition of the motion; personal opinion and discussions are not included in the minutes.
3. The Secretary may request the maker of a motion to put it in writing if the motion is long and involved.
4. Reads minutes of any previous meeting when asked to do so by the President or his appointee

5. Provides a copy of the bylaws, minutes, list of standing committees, special committees existing at that time and other documents or correspondence required or asked for that would be pertinent to the conduct of business of the meeting.
6. Acts as custodian for all records, except those specifically assigned to others by the bylaws of the association.
7. Promptly delivers all records to his or her successor.
8. Receives membership information forms and prepares membership roster for the same
9. The Secretary shall pass out an attendance roster to all those present at any called meeting and make this part of the official minutes.

#### SECTION 8. TREASURER AND DEPUTY TRESURER

1. Receive and disburse all monies of the Association as prescribed in the bylaws or as authorized by the action of the Board of Directors.
2. A financial statement shall be made to the Board of Directors at each scheduled Board Meeting. This may be written or oral as directed by the President and/or the Board of Directors
3. Shall prepare a financial statement in writing for both annual meetings and present the same; said statements shall be provided to the Secretary and become a permanent record of the Association
4. Prepare all checks

#### SECTION 9. DIRECTORS

##### CHEERLEADING DIRECTOR SHALL:

1. Insure that Association is represented at all Cheerleading Conference or Cheerleading Competition Meetings
2. Advise Board of any Cheerleading conference Matters affecting Association
3. Serve as Association focal point for Cheerleading Competitions
4. Serve as focal point for any Cheerleading parent grievances and advise Board of same
5. Inventory all cheerleading uniforms and advise Board of any uniform, equipment requirements
6. Interact with Vice President of Administration to acquire any written bids for additional uniforms or equipment
7. Assist Director of Homecoming with all Homecoming activities

##### ATHLETIC DIRECTOR SHALL:

1. Craft, disseminate and retain Coaching Applications
2. Provide all Coaching Applications to Board of Directors for approval
3. Interface with City of Acworth or other Public safety Organizations, to insure any required background checks are performed for prospective coaches
4. Advise all applicants of the status of their Coaching Applications
5. Conduct Head Coach Meeting before the start of practice to insure understanding of Association bylaws with respect to operating team and responsibilities of coaching staffs
6. Coordinate any Grievance Investigations as described by these bylaws



7. Assist head coach in addressing any unsportsmanlike conduct by players or parents. Report results to Board of Directors.
8. Assist head coach in reviewing any required birth certificates

**EQUIPMENT DIRECTOR SHALL:**

1. Inventory all equipment, practice and game uniforms. Provide a written copy of the inventory results to the 1st Vice President
2. Identify any equipment that needs to be replaced (i.e. helmets, pads)
3. Identify any uniform articles (i.e. practice pants, game pants, jerseys) that require replacement
4. Solicit written bids from vendors for equipment and uniforms
5. Provide written bids to 1st Vice President
6. Issue equipment to players only after confirmation from the Treasurer that all fees have been paid

**TEAM PARENT DIRECTOR SHALL:**

1. Meet with Team parent Committee as described in these bylaws weekly from the first of August through the end of the season.
2. Work with Directors of Concession and Fundraising to insure that all pertinent information is disseminated to the Team Parents
3. Participate in meetings conducted by Team Parents to insure that correct information is being disseminated to respective teams
4. Work with Director of Homecoming to insure adequate resource is retained to work at Homecoming activities
5. Work with Director of Spirit Shop to provide workers to sell Spirit Wear clothing

**CONCESSIONS DIRECTOR SHALL:**

1. Operate Concession Stand on game days and practice nights
2. Identify vendors to provide food, candy and soft drinks to be approved by the Board of Directors before the beginning of pre-season practice
3. Interface with Team Parent Director to identify the number of required workers. Maintain a sign-in book to track hours worked
4. Maintain adequate inventories of food, candy and soft drinks for sale to customers on game days and practice nights,
5. Balance receipts on a daily basis as described in these bylaws with an Officer of the Association.
6. Maintain adequate records reflecting each day's receipts for submission to Treasurer.
7. Provide receipts to Treasurer for deposit after the last game on game days and after the last scheduled practice each week.
8. Retrieve original receipts for all expenditures made in operation of the Concession Stand. Provide receipts to Treasurer in conjunction with daily concession receipts

**DIRECTOR OF PICTURES SHALL:**

1. Identify prospective vendors to provide Association pictures. Successful Picture vendor should be prepared to offer team, individual and homecoming pictures. Provide information or bring vendor to Board Meeting to present their service.
2. Advise successful vendor of selection and coordinate commencement of service
3. Plan with vendor to insure maximum profit generating fundraising and successful picture day(s)
4. Work with Director of Team Parents to insure all picture information is disseminated to teams as soon as possible
5. Follow with vendor to insure all commitments regarding delivery, etc are achieved
6. Prepare financial statement and review fundraising program(s) and picture day(s). Submit report to Secretary for review at Board of Directors meeting and posting for general membership.

**DIRECTOR OF SPONSORSHIPS AND PUBLICITY SHALL:**

1. Identify prospective vendors to provide fundraising programs. Provide information or bring vendor to Board Meeting to present their service.
2. Work with Director of Team Parents to insure all fundraising information is disseminated to teams as soon as possible
3. Follow with vendor to insure all commitments regarding delivery, etc are achieved
4. Work with 2<sup>nd</sup> Vice President & Team Parent Director to plan for association sponsorships. Working as a committee the three shall determine what type of recognition sponsors shall get and make a recommendation to the board.
5. Work with the 2<sup>nd</sup> Vice President to prepare an advertising plan for the year.
6. Advertise registration in newspapers and at local schools in advance of first Registration Date and until last Registration
7. Design the registration information post card and have it printed after acquiring three bids;
8. Design and solicit bids for the creation of signage publicizing Registration Information;
9. Coordinate with the Vice President and manage the Acworth Warriors Web site to insure current and accurate information is available regarding
  - a. Registration
  - b. First day of Practice
  - c. Game results
  - d. End of season activities
10. News of Interest regarding the Association
11. Prepare financial statement and review fundraising program(s). Submit report to Secretary for review at Board of Directors meeting and posting for general membership.

**DIRECTOR OF SPIRIT SHOP SHALL:**

1. Operate Spirit Shop during all Registration days, game days and practice nights.
2. Identify pricing for all Spirit merchandise for Board approval
3. Identify vendors to provide merchandise to be sold in the Spirit Shop. Follow the guidelines described by these bylaws for purchases over \$500
4. Interface with Team Parent Director to identify the number of required workers. Maintain a sign-in book to track hours worked by parent volunteers

5. Interface with Team Parents to assist in designing and providing Team Spirit shirts as requested by the teams
6. Interface with Team Parents to insure any Team Spirit shirts being independently procured by the teams do not conflict with designed merchandise sold by the Spirit Shop. If a conflict exists advise the President of the potential conflict
7. Maintain adequate inventories of merchandise for sale to Acworth Football and Cheerleading supporters
8. Balance receipts on a daily basis as described in these bylaws with an Officer of the Association. Maintain adequate records reflecting each day's receipt for submission to Treasurer. Provide receipts to Treasurer for deposit at the end of each Registration date, after the last game on game days and after the last scheduled practice each week
9. Perform regular inventories and an end of the year inventory.
10. Inventories should be performed no less than a monthly basis. Inventory results must be delivered to the Treasurer.

#### DIRECTOR OF GROUNDS ANF FIELDS SHALL:

1. Maintain game fields and practice fields
2. As required, solicit bids from vendors to apply materials required to maintain quality of game and practice fields
3. Be the go-between the Association and the City of Acworth Parks & Recreation Department to deal with lawn mowing schedules, paint needed for fields, lighting issues, other issues that the city is responsible for.
4. At the beginning of the year painting the fields and setting them up with all necessary equipment to insure they can be certified according to league rules.
5. Make sure that all field equipment and weight room equipment is in proper order each week.
6. Be responsible for any construction projects that are necessary to fix and/or build new facilities that have been approved by the board.

#### DIRECTOR OF HOMECOMING SHALL:

1. Prepare a written plan of Homecoming activities for review and approval by the Board of Directors. Such written plan should include an estimate of any costs and prospective vendors who can provide proposed materials and services.
2. Advise Team Parents of Homecoming plans subsequent to approval by Board of Directors
3. Interface with Director of Concessions to insure Concession Stand is adequately supplied and staffed for all Homecoming activities. Staffing of Concession Stand during Homecoming activities is responsibility of Homecoming Director and Director of Team Parents.
4. Prepare flyers, posters, etc. to publicize Homecoming activities
5. Prepare a written report of all Homecoming activities including a financial statement reflecting all costs and receipts for submission to Secretary and review by Board of Directors. Such report should also include recommendations for improvement for future Homecomings

CHEERLEADING COMMISSIONER SHALL:

1. Assist Director of Cheerleading to insure that Association is adequately represented at all Cheerleading Conference Meetings, Competitions and other events as necessary
2. Assist Director of Homecoming to provide assistance with all Homecoming activities
3. Assist the Cheerleading Director or Director of Athletics, as requested, to investigate any grievances submitted by parents of cheerleaders
4. Assist Cheerleading Director during registration with cheerleader uniform fittings and subsequent distribution
5. Assist Cheerleading Director with uniform return and storage for off-season

FOOTBALL COMMISSIONERS SHALL:

1. Attend any required Football Conference Meetings to insure the Association is adequately represented
2. Assist Director of Athletics, as requested, to investigate any grievances submitted by parents of football parents.
3. Assist the Director of Equipment with preparation, distribution and collection of Equipment.
4. Shall coordinate a schedule of equipment exchange and repair with the Director of Equipment, publish the schedule to the head coaches and Directors and man the equipment room on a periodic basis with other Football Commissioners and the Director of Equipment
5. Shall coordinate equipment requirements of D1 or D2 teams as assigned by the Board of Directors
6. At as designated responsible party for the park in the absence of the President, Vice-Presidents, or Athletic Director.

COACHING STAFF

1. Head Coach shall be appointed consistent with the process described in Addendum A to these bylaws
2. All Head Coaches shall be at least twenty-one (21) years of age
3. All Assistant Coaches shall be at least eighteen (18) years of age
4. All Head Coaches must file a fully completed Coaching Application with the Association and shall be approved by the Board of Directors
5. All Assistant Coaches must file a completed Coaching application with the Association. Assistant Coaches for each team are appointed by the head coach and serve at the pleasure of the Head Coach.

ARTICLE IV. DUTIES OF COACHES

SECTION 1. The teaching of the competitive game in such a manner that the individual player will obtain a thorough knowledge of the correct method of participation whether or not the skill to compete is in fact obtained.

SECTION 2. The teaching of the basic fundamentals, including physical conditioning of the players, shall be foremost prior to the teaching of strategy.

SECTION 3. Equal opportunity shall be offered each player to try out for the position of his choice. The player's preference shall be obtained by the coaching staff as soon as the player has been registered properly. Tryouts shall be held shortly after the issuance of the practice uniforms and equipment, but not later than the third practice session following said issuance.

SECTION 4. A team's coaching staff shall work through the Directors in all matters that would be generally considered administrative. This is to relieve the coaches of the functions so they may concentrate on the job of coaching.

SECTION 5. The coaching staff shall channel all their requests for game and/or practice equipment through the Director of Equipment. The head coaches will be members of the Equipment Committee, but cannot issue equipment without the express permission of the Director of Equipment.

SECTION 6. The coaching staff of a team should forward complaints in accordance with the Grievance Article of these bylaws.

SECTION 7. The coaching staff shall be responsible for the final selection of their team and player position. They are responsible for the players from the time they report to an event until they are dismissed or removed by the parent. No player will be left unattended.

SECTION 8. The head coach of each team is singularly responsible for the selection of his assistant coach(es), provided such coach(es) successfully pass a background check by the Acworth Police Department and are not under disciplinary action by the Football Conference, another youth football Association or the Acworth Youth Football and Cheerleading Association. The head coach is responsible for the conduct of his assistant coach(es). Under no circumstances should any coach use profane or vulgar language in addressing their players. Grabbing player face-masks or other forms of excessive physical force in dealing with players will not be tolerated.

SECTION 9. The head coach shall conduct a meeting the first week of pre-season practice with all parents to advise them of team rules, coaching objectives and plans for the season. The President, a Vice President or the Athletic Director shall be in attendance at the initial meeting. The head coach shall conduct regularly scheduled weekly meetings with parents to further two-way communication throughout the season.

SECTION 10. The head coach shall insure that all their players have all fees paid in full before the issuance of equipment may take place.

SECTION 11. The head coach shall compile all necessary registration documents, prepare them in accordance with Football and/or Cheerleading Conference requirements and certify their teams for competition. Adding additional players after initial certification is the responsibility of the head coach.

## ARTICLE V. GRIEVANCES

### SECTION 1. PLAYER PARTICIPATION

In the event that a parent feels that his or her child is not being treated fairly, the first step shall be to attempt to address the matter with the head coach of the particular team. Should that avenue prove unsuccessful, the parent should contact the Athletic Director or Cheerleading Director to discuss the matter. The Athletic Director or Cheerleading Director shall investigate the matter and may coordinate a conference with the parent and the coach or coaches, with the Athletic Director or Cheerleading Director attending. The Athletic Director/Cheerleading Director shall act as arbitrator as required.

Direct confrontation by any parent with the coaches during practice sessions and/or competitive events shall NOT be accepted under any circumstances and such conduct may be grounds for removal from the Association.

In the event that a parent is not satisfied by the discussion of an issue with the Athletic Director/Cheerleading Director and coaches, the next step shall be to meet with the President. The Athletic Director/Cheerleading Director shall schedule a meeting with all the parties.

In the event that a parent is not satisfied by the discussion of an issue with the President and Athletic Director/Cheerleading Director and the Head Coach, the next step shall be to file a formal complaint, in writing, with the Board of Directors. The President shall be the receiver of such charges and shall call a Board meeting, the Board to act as a Grievance Committee, or appoint a Grievance Committee and chair such meeting. The meeting shall be called promptly following receipt of such formal complaint. In the event the President is party to the grievance, the Vice President shall act in the same manner as the President.

## ARTICLE VI. TEAM PARENT(S)

### SECTION 1. TEAM PARENT

Each Head Coach shall select a Team Parent. If the Head Coach so chooses the coach may select a Team Parent Committee of up to three (3) parents

### SECTION 2. PARTICIPATION ON CONCESSION COMMITTEE

The Team Parent shall also serve as a member of the Concession Committee in that they assist the Director of Concessions in the task of obtaining helpers for the Concession Stand work from the parents of their team.

### SECTION 3. TEAM MEETINGS

Team Parents shall conduct weekly meetings with the other parents of their team to advise them of the activities of the Association.

### SECTION 4. TEAM EXPENSES

Once a team is selected the head coach and team parent shall meet and develop a plan on expenses for the team for the year. Expenses for the year to be considered are things like names on jerseys, socks,

snacks/drinks for half time & end of game. The cost of these items shall be divided up equally among all the kids on the team, these are not expenses included in registration. Each parent must pay their share to the team parent no later than the first regular season game of the year. If a parent does not pay their pro rata share then it shall be deemed that the parent consents and approves that their child is on discipline for a every game/tournament and they are deemed to understand their child may not play until the pro rata share is paid.

#### SECTION 5. POST SEASON BANQUET

The Team Parent shall interface with the Head Coach to coordinate the post season banquet.

### ARTICLE VII. PARENT/GUARDIAN RESPONSIBILITY

It is expressly understood by all parents/guardians that they understand that Acworth Football and Cheerleading is an all-volunteer organization and that everyone who signs up their child to play is signing a binding contract committing the parent/guardian to work a set amount of hours in the concession stand or spirit shop or doing some other work approved by an authorized AFCA representative.

Parents/Guardians understand and agree that they are fully responsible for all registration fees, deposits and working commitments. Parents/Guardians understand and agree that if they fail to make a payment, have a check returned for insufficient funds or stop order, or fail to work their required commitments that their child may be placed on discipline and not allowed to participate in AFCA activities including games/cheer tournaments.

### ARTICLE VII. PLAYER / CHEERLEADER ELIGIBILITY

#### SECTION 1. PLAYER ELIGIBILITY

Any child meeting the age, weight and control date as outlined by the bylaws of the Football Conference is eligible to participate on one of the Association Teams.

#### SECTION 2. FOOTBALL PLAYER ELIGIBILITY

The child and his parents must accomplish the following requirements prior to participation on one of the Association Teams:

- A. Completion of the membership information forms and return same, signed, to the appointed registrar
- B. Payment of all fees is mandatory prior to issuance of practice equipment
- C. A certified original of the child's birth certificate

- D. Game uniforms and equipment shall not be issued until all items of the registration are completed

### SECTION 3. CHEERLEADER ELIGIBILITY

The Board of Directors shall assume the job of determining the selection and number of cheerleaders for each team, sponsor material and colors, the procurement of the same, the rules of conduct during practice and during competitive events, the scheduling of practice sessions and activities of the cheerleaders during competitive events. All grievances shall be handled in accordance with Article V of these bylaws. All cheerleading head Coaches shall be at least twenty-one (21) years of age.

Any child meeting the following requirements is eligible to compete as a cheerleader:

- A. A child who meets age requirements may participate as a cheerleader
- B. Completion of the membership information forms and return same, signed, to the appointed registrar
- C. Cheerleader eligibility is not restricted to relatives of player participants
- D. Any cheerleader wishing to cheer on a team not assigned to must submit a written statement to the Board of Directors for approval or rejection

## ARTICLE VIII. BOARD & HEAD COACH REGISTRATION

### SECTION 1. REGISTRATION FEE

In recognition of the extra time that Board Members & Head Coaches put in to make Acworth Football and Cheerleading successful all Board Members & Head Coaches shall receive a break on their registration fees. Board Members & Head Coaches shall pay all normal registration fees at the beginning of the year when they register their child (not someone else's child). At the end of the year after the D-1 Super Bowl, if a board member or head coach has successfully completed their job responsibilities, at the discretion of the President, then they shall receive back their full registration fee.

### SECTION 2. APPEAL

If a board member does not agree with the president's decision on their refund then they can appeal that decision to the entire board. The board shall decide by majority vote if a refund is warranted. The appellant and president shall not vote on the matter.

### SECTION 3. BOARD MEMBERS & COACHES WITH NO KIDS

If a board member or coach does not have a child in the program they have the ability to grant one child the benefit. The process listed in section 1 shall apply.

## ARTICLE IX. CONDUCT

### SECTION 1. PARENT CONDUCT



Parents of participants shall conduct themselves in such a manner as to set positive examples of good sportsmanship for the children. Any discussions as to the ability of one child as opposed to another should not be overheard by the participating children. Team meetings are the coach's opportunity to keep parents apprised of things going on and plans for the team. Team meetings are not an opportunity for parents to complain about a coach decision or coaching style. During team meetings there should be no discussions about individual children.

Discussions with the Directors/Coaches in the resolution of grievances shall not be held within ear sound of the players, cheerleaders, playing field, Concession Stand or the like.

During competitive events, the parents shall remain at least fifteen (15) feet from the boundaries of the playing field or behind crowd control fences, if such is provided. The shouting and/or yelling of any other than encouraging remarks to players, coaches, field officials and any other officials at any association sponsored event shall be considered unsportsmanlike behavior and constitute grounds for expulsion from the area and the Association.

## SECTION 2. CONSUMPTION OF ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages will not be allowed on or near the playing field during practice or games. Spectators who have consumed alcoholic beverages prior to attending an Association activity may be requested to leave if their conduct is offensive or inappropriate for the youth of our Association to witness.

## SECTION 3. PLAYER CONDUCT

Players, during practice sessions and competitive contests, shall pay close attention to the coaching staff and refrain from comments other than those beneficial to the event. Swearing or vulgarity shall be grounds for expulsion from the team.

Players waiting to actively participate shall not play among themselves such as tossing balls, roughhousing, talking with parents, cheerleaders, or the like.

## SECTION 4. UNSPORTING CONDUCT

Any unsportsmanlike conduct by any football player or cheerleader whether resulting in bodily injury or not, at any location where association or team events are taking place may constitute grounds for immediate expulsion from the event by any Acworth Board Member.

The board member who expels a child shall notify the President within 48 hours of the expulsion. The President shall decide if additional disciplinary actions are warranted. The President shall have the authority to suspend the child from all association activities for a period of up to 1 week, there shall be no appeal of this decision. If the president determines additional disciplinary measures are warranted the president shall make a recommendation to the board of directors within 72 hours of the president being made aware of the incident. Within 72 hours of receiving the recommendation from the president the

board shall hold a meeting to make a final decision on the disciplinary action. The parent of the child and the child and any witnesses may be heard at the meeting. After hearing from all parties the board shall deliberate in private. It shall be within the board's authority to take any actions it determines appropriate including complete expulsion from the program with no refund.

Players ejected from participation in a game for any reason shall be suspended from any participation in any Association activities for a period of one week. Players shall be allowed to watch practice and the next game from the stands. Should such game ejection occur, the responsible Head Coach shall advise the President or a Vice President and shall advise the parents of the player of the one week's suspension. Any future game ejection or occurrence of unsportsmanlike conduct at any Association function may be grounds for expulsion from membership in the Association.

Any unsportsmanlike conduct, inappropriate language/comments, disruption or violation of these By-Laws by any parent, relative or spectator, whether resulting in bodily injury or not, at any location where association or team events are taking place may constitute grounds for immediate expulsion from the event by any Acworth Board Member.

The board member who expels the individual shall notify the President within 48 hours of the expulsion. The President shall decide if additional disciplinary actions are warranted. The President shall have the authority to suspend the individual from all association activities for a period of up to 1 week including being at the park for practice or for a game/cheer event. There shall be no appeal of this decision. If the president determines additional disciplinary measures are warranted the president shall make a recommendation to the board of directors within 72 hours of the president being made aware of the incident. Within 72 hours of receiving the recommendation from the president the board shall hold a meeting to make a final decision on the disciplinary action. The individuals involved and any witnesses may be heard at the meeting. After hearing from all parties the board shall deliberate in private. It shall be within the board's authority to take any actions it determines appropriate including complete expulsion from the program for the individual and expelling their child from the program with no refund.

## ARTICLE X. AMENDMENTS TO BYLAWS

### SECTION 1.

The bylaws may be amended by a majority vote of those members in attendance at any duly constituted meeting provided:

- A. Notice of the proposed amendment(s) is given to the President and/or Secretary two (2) weeks prior to the meeting that the intended vote on the amendment is to be taken.
- B. The member or members proposing said amendment(s) are in good standing as members of the Association and attend the meeting when their proposal is to be decided.

## ARTICLE XI. CONTRACTS, LOANS, CHECKS AND DEPOSITS

### SECTION 1. CONTRACTS

The Directors may authorize any Officer, agent or agents to enter into any contracts or execute and deliver any instruments in the name of, and on behalf of, the Association, and such authority may be general or confined to specific instances. Such authorization must be formally agreed to by the Board of Director during a scheduled meeting where a quorum is present.

## SECTION 2. LOANS

No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless authorized by a majority vote, as required herein by these bylaws, of the Board of Directors

## SECTION 3. CHECKS, DRAFTS, ETC

All checks, drafts or other orders for payment for monies, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by the Chairman/President and the Vice President of the Association. Additional signatories may be approved in case of absence of the President of Vice President. Such approves signatories, and the dates of their authorization, shall be formally approved by the Board of Directors.

## SECTION 4. DEPOSITS

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trusts, companies or other depositories as the Directors may select. Such deposits must be made in a timely manner and in no case later than the month of receipt by the Association. Accurate records showing the nature and the circumstances of all deposits shall be kept by the Treasurer of the Association.

## SECTION 5. CONCESSION MONIES

All monies received from the concessions and fundraising shall be counted daily in the presence of an Officer of the Association and presented to the Treasurer for deposit as set forth in Section 4 of this Article. Such deposits shall be made in a timely manner and in no case later than two weeks after receipt by the Association.

## SECTION 6. EXPENDITURES

All expenditures in excess of five-hundred dollars (\$500) require submission of at least two (2) bids prior to authorization of the expenditure. Only the Board of Directors is authorized to approve such expenditures over five-hundred dollars (\$500). The board may waive the purchasing provisions for expenditures such as equipment/uniforms when it is in the best interest of the Association to keep like equipment from the same manufacture to keep consistency. Also for construction projects when it is difficult to get competitive bids.

## SECTION 7. PETTY CASH FUND

The Treasurer shall maintain a petty cash fund for the use of the Director of Concession in conducting the operations of the Concession Stand. All monies disbursed from the petty cash fund require written receipt denoting the amount of the expenditure, to whom made, and for what purpose.

## ADDENDUM A – SELECTION OF HEAD COACHES

### SECTION 1. SELECTION PROCESS

The Directors shall identify the date when the Head Coach Application period shall open and when the meeting to conduct the election for Head Coaches shall be held. The application period ends ten (10) calendar days before the election meeting.

The Athletic Director shall create the Application and review it with the Directors before use. All completed applications will be sent to, and retained by, the Athletic Director during the application process.

The Athletic Director shall publicize the availability of Head Coaching Applications on the Acworth Football and Cheerleading Association Web site once the Board of Directors sets the date.

Applications for Head Coaches shall be accepted:

- A. For Football, from any person over the age of 21 who is not under suspension by the NGFYL or Acworth Football and Cheerleading Association.
- B. For Cheerleading, from any person over the age of 21 who is not under suspension by the Acworth Football and Cheerleading Association.
- C. From returning Head Coaches who have returned their certification books and who have returned all equipment issued them from the prior year or made all efforts to collect said equipment
- D. From returning Head Coaches who have paid any outstanding fines assessed by the NGYFL

Up to ten (10) days prior to the election meeting date.

All applicants must successfully pass a background check performed by the Acworth Police Department or any other agency chosen by the Directors before the election meeting.

Should multiple applicants be received for the same Head Coaching position, the applicants shall be invited by the Athletic Director for Head Football Coaches and the Cheerleading Director for Head Cheerleading Coaches to the election meeting to introduce themselves and provide a brief review of their qualifications with the Directors (not to exceed five minutes,). During an interview the individuals

that have applied for the same team shall not sit in on any other interview. Directors may pose questions to the applicant to further determine the applicant's qualifications.

## SECTION 2. VOTING

All Directors (including the applicant if the applicant holds a position on the Board of Directors) in attendance at the meeting shall be entitled to one vote for each Head Coach position. Directors not in attendance shall not be entitled to vote via proxy or vote in absentia. Head Coaches from the prior season who do not hold another position on the Board of Directors shall not be entitled to vote.

All ballots shall be submitted in writing and shall be counted by the President and Athletic Director. The President shall vote for Head Coaches only in case of tie. If 3 or more persons are vying for a specific team the person receiving the most votes shall be declared the winner. The Athletic Director shall announce the results of the election to all Directors and all Applicants.

Subsequent to the election, all Applications shall be provided to the Secretary for record retention.

## SECTION 3. SELECTION CRITERIA

The election of Head Coaches is up to the Board of Directors present at the meeting. When making their decision Board Members should take into consideration the following:

- A. The individual's experience coaching at Acworth or at a different park.
- B. The individual's record of volunteering at Acworth
- C. Annual Evaluations  
If the individual has coached in the NGYFL or at Acworth their history of complaints/issues and how those issues were addressed.
- D. The individual's ability to attend practices and games.

When an individual is presenting their qualifications to the Directors the individual should talk about:

- A. Their Coaching Style/Philosophy
- B. Their Experience as a coach with an emphasis on past Football or Cheerleading coaching
- C. Their Coaching Staff (do they have one selected?)
- D. Would they offer a position to the other head coach applicants?
- E. How they feel they work with children
- F. How they will communicate with parents

## SECTION 4. ADDITIONAL COACHING VACANCIES

If there is a head coaching position that is not filled during the normal application period or if there is a head coaching vacancy during the year then the Athletic Director or Cheer Director shall recruit individuals to fill the position and present that individual to the Board of Directors for approval.