

Milford Youth Football & Cheer Bylaws

Rev #	Effective Date	Description	Submitted by
01	January 2018	Updated template	Stacey Marshall
02	November 2018	League update & Auxiliary Board Positions voting	Marin Dolan
03	November 2019	Amended BOD positions, League Update, Treasury Best Practices/Requirements, Voting Rights determination, Bylaw amendment process, BOD Eligibility	Steve Bournazian
04	January 2021	Past President Role and Function Revised	Maggie McIsaac
05	December 2022	Co-Cheer Coordinator Amendment, Program Grade/Age Range clarification	Julia Furnari

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06	December	Process Amendment to Head Coach Board Vote, Co-Cheer Coordinator reverted to Coordinator/Assistant	Jenn Bournazian
07	2023	Member association/organization from Eastern Mass Youth Football and Cheer Conference (CMASS) to Central Mass Youth Football and Cheer Conference (CMASS) Change flag to flex	Julia Caruso
	December	Bylaw Amendments: Amended language on board member absence from scheduled meetings; presence of member nominee at election; contended head coach selection process	
	2024		
08	December	Bylaw Amendments: Amended language on Divisions of Play; the number of rostered Coaches allowed; Voting Membership; Duties for Vice President, Secretary, Treasurer, Registrar, Football Coordinator, Cheer Coordinator, and Website Director; Removed the Flex Director duties; Added language under Post Season Play and Awards	
	2025		

Introduction to Constitution and Bylaws

Every league and Association are required to have its own Constitution and Bylaws and those documents must be in accordance with National policies and procedures. These documents regulate the internal practices and procedures of leagues and associates by defining the

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relations, rights and duties of the members, and the powers, duties and limitations of the officers and directors. Power to adopt or amend the Constitution and Bylaws is the responsibility of the Board of Directors. If a conflict arises between the Bylaws of a League and an Association, the League Bylaws take precedence. AYF National Policies, Procedures and Bylaws take precedence in the case of any conflict.

In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, MYFC shall operate exclusively as a non-profit educational organization providing a supervised program of competitive athletic activities. No part of the net earnings shall ever benefit any private shareholder or individual or non-substantial part of the activities which is carrying on propaganda, or otherwise attempting to influence legislation, which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Bylaws of the Milford Youth Football and Cheer ARTICLE I

Organizational Structure, Government, and Divisions of Play

This association/organization is a member of the Central Mass Youth Football and Cheer Conference, (herein known as "CMASS").

The name of this organization shall be known as Milford Youth Football and Cheer (herein known as the "MYFC").

All teams/levels of this association/organization, both football and cheerleading will be known as "Hawks". The MYFC association will abide by the rules and regulations of the CMASS under the guidelines:

- a) Set by the official rules of the American Youth Football/Cheer League.
- b) Any MYFC bylaws change will be effective immediately following a 2/3 vote as defined in Article 14.

Divisions of Play: Age-Based Protected League

MYFC will offer divisions of play for participants ages 5 - 14.

Football: MYFC will include eight divisions of play

- 6U Flex
- 8U Flex
- 9U Tackle
- 10U Tackle
- 11U Tackle
- 12U Tackle

- 13U/14U Tackle

Cheer: May include five age-based divisions, as well as 3 skill-based levels.

The minimum age of all participants is five (5) years old by July 31 of the current year. The maximum age of all participants is 14 years old by July 21 of the current year.

- Division 6: Non-Nationally tracked, exhibition team, attends 2-3 local competitions
- Division 8: Non-nationally tracked, competes in 2-3 local competitions
- Division 10: Nationally tracked
- Division 12: Nationally tracked
- Division 14: Nationally tracked

The membership, both Football & Cheer, shall meet the age and grade requirements of the league in which it is a member as outlined by the CMASS Bylaws. Rosters will be filled on a first come-first-serve basis.

Football: There shall be a maximum of 36 players per team, with a minimum of 18 players on all teams. There will be at least 3 coaches per team for all teams and a maximum of 8 coaches on a team. Once registration is closed and there are 28 players per team, subsequent players will be placed on a waiting list until 40 players have registered. When players reach 40 a second team will be created. Rosters may be altered at the discretion of the board, subject to the Board of Directors' vote, if the maximums and minimums are deemed unsafe or not conducive to a positive athlete experience.

Cheer: 1-18 athletes constitute a small team while 19-36 constitute a large team. U10 and higher are nationally tracked competition-level teams while Division 6/8 will perform exhibition-level routines at the local/state competitions/jamboree/bowls only.

ARTICLE II Object

The Mission of MYFC is to familiarize young participants with the fundamentals of football and cheer providing the opportunity to play and compete in an organized, supervised, and safe environment.

Physical fitness, mental alertness, camaraderie, sportsmanship, and academic excellence will be instilled in our athletes through a defined code of conduct.

ARTICLE III League Board

- A. Duties and Powers: The Board of Directors shall have the power to establish standing and special committees as it deems necessary.
- B. Board may adopt rules and regulations for the conduct of its meetings and management of the association as it deems proper.
- C. Board of Directors shall have the power by 2/3 vote and any regular or special meeting to discipline, suspend or remove any director, committee member, coach, head coach, athlete, or adult member in accordance with responsibilities set forth in these bylaws. Membership in this association is a privilege; it is not a right. The MYFC does not discriminate for any reason.

MYFC shall have one Board of Directors; the Board of Directors is elected on an annual basis and eligibility requires members to be a parent/step-parent/ legal guardian of an athlete in the league for the current season in which they are running. Elections are executed via the following process:

- 1. The positions will be elected in the order as shown on our website: milfordayfc.com "About Us" tab.
- 2. Any member of the MYFC interested in running for a board position may reach out in writing to the President and/or Secretary to have their name added as a nominee. For a list of current Board Members visit our website: milfordayfc.com> About Us Tab > Contacts.
- 3. All nominations must be submitted in writing by November 30th prior to the election.
- 4. All candidates running for future seats will be posted on the ballot prior to the December election.
- 5. On any position where two or more nominations have been presented, there will be a written vote by the current board and any coaches from the previous season and the results will be tallied before moving on to the next position for election.
- 6. All candidates must be present for the election in order to be voted in, regardless of whether the position is contested. Absences will be permitted if approved by the Executive Board as excused.
- 7. The newly elected Board will preside over the following meeting.

The MYFC Board of Directors shall have a minimum of seven members. Additional members may be added by majority vote.

Any position left open following league elections shall be filled by nominations from the MYFC President and subject to vote of approval from the Board of Directors.

A quorum shall consist of half plus one of the Board of Directors.

A majority vote of quorum shall prevail. In the case of a Bylaw amendment 2/3 of the quorum shall prevail.

Any member, as defined in Article IV, wishing to address the Board of Directors or add an item for discussion to the Board of Directors Meeting Agenda must contact, in writing, a member of the

Board of Directors highlighting the item they wish to discuss.
Any item not contained in the Board of Directors Meeting agenda will be discussed as time permits. MYFC Board of Directors will adhere to the league objective and code of conduct.

ARTICLE IV Membership

Governing Membership

The Governing Membership shall have all voting privileges and consist of Board Members listed in Article V. Voting Membership

Head Coaches, Assistant Coaches, and Committee Chairpersons, shall be called the Voting Membership and have the privilege to vote for the following items:

- New Board Elections (normally occurs during December meeting)
- Bylaw amendments (normally occurs during November meeting)

An electronic ballot for new Board elections may be requested in advance by emailing MYFC. If approved, a ballot will be provided on Election Day.

General Membership

The General Membership shall be Parents/Guardians and Adult Volunteers in the program and will adhere to the League Objective as stated in Article II. The General Membership does not have voting privileges.

ARTICLE V Board of Directors

The Board of Directors of the MYFC requires executive membership consisting of the president, vice-president, secretary, treasurer, registrar, football coordinator & cheerleading coordinator. Additional voting membership can include: cheerleading equipment director, co-fundraising coordinator(s), website director, football equipment director, co-concession coordinator(s).

A. President

- a. Attend all Board of Director meetings
- b. Provide monthly reports to the Board of Directors
- c. Shall preside over all league meetings
- d. Shall attend all CMASS board meetings and act as the league representative and vote on behalf of the MYFC
- e. Enforce all MYFC bylaws and league directives
- f. Have the authority to remove any disorderly member or person impeding the progress of a meeting.
- g. Responsible with the Treasurer / Financial Director for the contents of the treasury
- h. Responsible for ensuring taxes and nonprofit renewal are filed in a timely fashion.
- i. In conjunction with the Secretary, will compile the Board of Director Meeting Agenda
- j. In conjunction with the Vice President, recruit, and coordinate home game announcers

- k. In conjunction with Vice President, schedule EMT for all home games
- l. Solicit donations on behalf of the league in conjunction with the fundraising coordinator
- m. Act as liaison between all parents, coaches, players, and Board members
- n. Monitor Field access during home games

B. Vice President /Game Day/Field Director

- a. Attend all Board of Director Meetings
- b. Provide monthly reports to the Board of Directors
- c. Shall preside over MYFC in the absence of the President
- d. In conjunction with the Football and Cheer Coordinators, assist with practice scheduling (Parks Permit and MHS Online Scheduling Tool). Utilize one source of truth to organize practice schedules, field availability, and game schedules.
- e. Shall be responsible, on game day, for the following items:
 - i. Delegate game day field duties to coaches for set up field goal pads, sideline markers, and end zone markers
 - ii. Ensure Press Box, speakers, and scoreboard are operational
 - iii. Ensure restrooms are clean, stocked and in working order
 - iv. Ensure trash cans are in logical locations and are emptied during and after games
- f. Recruit and coordinate home game announcers
- g. Monitor field access during all home games
- h. Work with the football coordinator to ensure that game day officials are scheduled for all home games.
- i. Work with assistant football and assistant cheer directors to ensure there are adequate volunteers during the regular season and post season home games including, but not limited to, concessions, chains, down marker, gate attendant.
- j. Work with the cheer coordinator to ensure there is league representation at all local and regional competitions when required by CMYFCC.
- k. Work with the cheer coordinator to obtain appropriate in season training space for competitive cheerleading squads.
- l. Provide off season opportunities for athlete skill development
- m. Provide off season opportunities for coach education and training

C. Secretary

- a. Attend all Board of Director meetings
- b. Provide a monthly report to the Board of Directors.
- c. Notify board members and general membership of league meetings
- d. Publish board meeting agenda prior to board meeting – bring copies of agenda to all board meetings
- e. Keep and distribute minutes of all board meetings
- f. Ensure meeting place of monthly board meetings and other meetings as needed

- g. Check Mailbox at minimum bi-weekly to ensure that any important correspondence is presented in a timely fashion
- h. Update Bylaw changes made in the November meeting and ensure that a final copy is posted to the website by Jan 1 of the new year
- i. Create and send out any necessary communications from the league
- j. Responsible for directing MYFC email requests to the appropriate board members

D. Treasurer

- a. Attend all Board of Director Meetings
- b. Provide monthly reports to the Board of Directors
- c. Receive all incoming monies
- d. Pay all bills by check or league debit card; cash is NEVER to be used as a form of payment to vendors for products or services
- e. Submit a monthly financial report to the Board of Directors to be signed off at each meeting to include current balance and bank statements.
- f. With input from the Board of Directors, will prepare budgets for all departments. This will be executed quarterly. Present a proposed budget to the Board of Directors in March and July of each calendar year
- g. Role requires a credit/background check to ensure that there are no judgments, warrants, or other flags that would indicate that the individual is not capable of managing the finances of the organization. Works with President to ensure that the accountant has all the financials needed to file taxes and renew nonprofit status with the state annually
- i. Responsible, along with the President, for ensuring taxes and nonprofit renewal are filed in a timely fashion.

E. Registrar/Risk Management Officer

- a. Attend all Board of Directors Meetings
- b. Familiarize yourself with MYFC online registration system
- c. Assist Football and Cheer Coordinators with online roster assignments and reports that exist within MYFC online registration system and enable board member access to registration system (Coordinators, Assistant Coordinators, Treasurer, etc.)
- d. Coordinate the football & cheer registration process online registration and, if necessary, walk-ins
- e. Coordinate all registration announcements with area Elementary and Middle Schools. This process may involve printing and organizing registration fliers for distribution to each school
- f. Run all registration cover sheets for books and provide cover sheets to the Cheer and Football Coordinator
- g. Coordinate all registration dates with the board of directors.
- h. Ensure all coach, team parent, and board member background checks are performed prior to the first day of practice.

- i. Upload rosters to MYAYF by 7/31/YYYY in order to be compliant with CYMCCC Book
Check delivery dates Website: <https://www.myayf.com/>
- j. Provide all team rosters for Board Members in order to organize MYFC events

E. Football Coordinator

- a. Attend all Board of Director Meetings
- b. Provide monthly report to Board of Directors
- c. Assist Registrar with Football Player sign-up
- d. Assist and guide Football Coaches in the collection of proper paperwork and if necessary, attend designated roster night
- e. Schedule fields for all home games
- f. Develop a proposed budget request for needed football field equipment In conjunction with the Football Equipment Manager coordinate equipment hand out and turn-in dates
- g. Coordinate with all football coaches on schedule, safety, or rule changes
- h. Assist the executive board in the interview and selection process of football coaches.
- i. Present football coach selections to the Board of Directors
- j. When possible, will schedule football scrimmages with other AYF teams
- k. Communicate and coordinate attendance for Football Coaches and Team parents at CMASS Book training seminar
- l. Ensure all Football roster books are correct, complete, and certified by CMASS; attend designated book check night if necessary
- m. Attend the CMASS Referee Rule change review meeting
- n. In conjunction with President, ensure there are game officials for all home games
- o. Report game scores to CMASS
- p. Facilitate ordering and organizing of football athletes gift, budget willing

F. Cheerleader Coordinator

- a. Attend all Board of Director Meetings
- b. Provide monthly reports to the Board of Directors
- c. Assist Registrar with Cheerleader sign up
- d. Responsible for the collection of proper paperwork and ensuring all Cheer books are correct, complete, and certified by CMASS; attend designated book check night if necessary
 - e. In conjunction with the Cheer Equipment Manager develop a proposed budget request for needed equipment, uniforms, etc., and purchase all cheer equipment following budget approval.
- f. In conjunction with the Cheer Equipment Manager coordinate equipment handout and turn in dates
- g. Assist with yearly inventory of cheer equipment.
- h. Attend all mandatory CMASS Cheerleading meetings and clinics
- i. Coordinate with all cheerleading coaches on schedule, safety, or rule changes
- j. Shall provide handouts to coaches, players, and parents concerning

- schedules, fundraisers, competitions, and upcoming events.
- k. Assist the executive board in the interview and selection process of cheer coaches
- l. Train all cheerleading coaches on safety requirements, rules, and rule changes
- m. Designate cheer volunteers at all local and regional events, including competitions, regional meetings, etc. when required by CMASS.
- n. Coordinate cheer participation at all home games during the season and playoffs
- o. Provide off season opportunities for athlete skill development
- p. Provide off season opportunities for coach education and training

G. Cheerleader Equipment Manager

- a. Attend all Board of Director Meetings
- b. Provide monthly reports to the Board of Directors
- c. Responsible for yearly inventory of all cheerleading equipment
- d. With assistance from Cheer Coordinator this position is responsible for the purchase of all cheerleading equipment following budget approval.
- e. Shall coordinate equipment pick up and drop off with cheer coaches
- f. Shall maintain a log of all uniforms distributed and collected by MYFC, including all uniform pieces. Said log is the sole property of MYFC and must be turned into the MYFC position at the end of this person's term.

H. Co-Fundraiser / Publicity

- a. Attend all Board of Director Meetings
- b. Provide monthly reports to the Board of Directors
- c. Develop and execute MYFC's annual fundraising plan
- d. Secure financial support from individuals, foundations, and corporations
- e. Develop and maintain ongoing relationships with MYFC donors while creating and executing a strategy for a large, sustained base of annual individual donors
- f. Plan & coordinate special events, fundraising programs, social events, and other community programs
- g. Prospect and solicit corporate sponsors, coordinate volunteer events, and interact with player families
- h. Develop, in cooperation with the Board of Directors, a MYFC photographer and subsequent schedule

I. Football Equipment Manager

- a. Attend all Board of Director Meetings
- b. Provide monthly reports to the Board of Directors
- c. Responsible for the purchase of all football equipment following budget approval.

- d. Responsible for yearly inventory of all football equipment and uniforms
- e. Create and maintain one source of truth of distributed and collected equipment, jerseys, and coaches' bags belonging to MYFC. Said log is the sole property of MYFC and must be turned into the MYFC position at the end of this person's term.
- f. Coordinate the annual review of helmets, shoulder pads, and other league-supplied safety equipment with a certified equipment supplier / reconditioned
- g. Coordinate equipment pick up and drop off with football coaches and provide in-season support to the football coaches for all manner of equipment issues.

J. Past President

- a. Works as an advisor and assistant as needed to the new President and board on any outstanding or pending matters open from the previous year. Non-mandatory position.
- b. Assists and completes transition and turnover of all league property, business matters, and financials to the new board by January following their last term.
- c. Voting rights on old businesses are permitted. Voting rights on new business must be approved by a new board vote.
- d. Position expires 6 months after leaving the seat whether by resignation or election outcome. Board approves extension if needed. If more than one past president exists within the time frame the post is shared.

K. Co-Concession Director(s)

- a. Attend all Board of Director Meetings
- b. Lead in all Concession related activities related to game day or other events.
- c. Responsible for purchasing food, providing receipts, and scheduling volunteers to work the stands

L. Web Director/ Social Media/ Online Administrator

- a. Attend all Board of Director Meetings
- b. Ensure all necessary Content is updated on the website
- c. Direct requests coming through the website/social media pages to the appropriate board members
- d. Manage costs and subscriptions to websites, domains, etc.
- e. Regularly post content on our social media channels including registration information, in-season content, important updates, and game day/competition schedule

M. Auxiliary Board Positions – elected by Board of Directors as needed, Voting rights to be determined by the new board in the Jan meeting

- Assistant Registrar
- Assistant Football Coordinator

- Assistant Cheerleading Coordinator
- Assistant Fundraiser Coordinator
- Assistant Treasurer
- Assistant Concession Director

ARTICLE VI Coaches

Anyone interested in coaching football or cheer must apply, as directed, through the registration process. This process may be online, or another method as determined by the Football and Cheer Coordinator(s).

All applicants for a Head coach must be at least 21 years old, have been interviewed by the Football or Cheer Coordinator or designee, and be approved by a majority vote by the Board of Directors.

All Head and Assistant Coaches will be responsible to the Board of Directors

All Head Coaches will make sure that all participant athletes' necessary paperwork is completed and placed into the Team Book on or before its due date. Said due date will be communicated to each coach by the Football or Cheer Coordinator.

At a minimum, all Head Coaches must be present at both equipment handout and equipment turn-in.

All Head Coaches must be familiar with and adhere to American Youth Football & Cheer and CMASS Football and Cheer Conference rules:

- Coaches Code of Conduct
- MYFC Code of Ethics
- Practice Rules and Safety Rules

All Head Coaches must adhere to the practice and game format agreed upon by the Board of Directors and have the following, at a minimum, on hand at each practice and game:

- Athlete Insurance Card or Appropriate Insurance and Medical
- Information All Athlete Medical Releases
- Basic First-Aid Kit

All Head Coaches must enforce the Football Player and Cheerleader Code of Ethics

Head Coaches must ensure at least 1 coach on their staff has an active CPR/First Aid Certification.

Coach Selection Process

Head Coach Selection:

Anyone interested may apply to be a head coach of a team.

- All applicants for head coach (and assistant coach) must register online www.Milfordayfc.org
- Once Registration is complete – an interview with the Football/Cheer Director or designee will be scheduled – this must be attended.
- If more than one nominee puts in for Head Coach there will be a panel interview with the board of directors to review all candidate applications during executive session following the monthly board meeting or during a special meeting by the board of directors as needed prior to the close of registration.
- Executive board members (as defined in Article V) are required to attend the interview session in order to cast a vote.

The board of directors will consider many factors in choosing the head coaches including the following:

- Coaching Philosophy
- Reasons you are interested in coaching youth sports
- What you are willing to do to help the league
- Coaching experience
- Experience with children

A key factor in the final decision will be the coach's demonstrated ability to build teams and create positive experiences for children.

The fact that someone has been a coach in the past does not guarantee them a spot in the future.

Candidates should have a resume to share and be prepared to speak to the board and answer any questions as part of the panel interview.

Candidates will be approved by a majority vote of the Executive Board of Directors (as stated in Article 6)

Assistant Coach Selection:

- Assistant coaches will be reviewed/approved by Head Coaches.
- If a person is interested in being an assistant coach they should register as such

during the open registration period designated for coaches.

All assistant coach nominations shall be shared with the MYFC board.

Should there be any conflicts in designation for Assistant Coach they will be evaluated on the same factors as noted above for Head Coaches by the Board of Directors.

Assistant Coach nominations will be approved as needed by a majority vote of the Board of Directors (as stated in Article 6).

All selected Head and Assistant Coaches must complete a criminal background check and all mandated trainings as defined by AYF or CMASS as directed by the Board prior to the first practice of the season.

All selected Head and Assistant Coaches must register online at www.Milfordayfc.org
In all circumstances, MYFC reserves the right to remove any volunteer from coaching or volunteering in the program if they are found in violation of the Code of Conduct.

ARTICLE VII Board Meetings

The first annual meeting will be held in January unless otherwise scheduled by the President. The dates and times of all regular meetings will be decided at the prior meeting.

The President of MYFC has the right to call special meetings during the year. Seven members of the Board of Directors must be present to conduct a vote. President may call for an email vote as needed.

All Board of Directors must attend meetings and elections. After three absences of scheduled meetings, the Board member will lose voting privileges for the season. Sanctioned board members may appeal to the Executive Board who will make a decision to suspend rights for the remaining season or reinstate, the timeline to reinstatement, and any associated contingencies.

Preferably more than 24-hour notice should be provided for there to be enough time to ensure there will be a quorum in attendance or an opportunity to reschedule the meeting.

Any member attending a Board of Directors meeting must be recognized by the President before they can speak.

MYFC Board meetings are open to all members of the Milford Youth Football and Cheer community.

When requested, written ballots or votes will be allowed. If the request for a written ballot or vote is not

made, then it is assumed that votes will be tallied via raised hand.

ARTICLE VIII Fundraising

MYFC will have one mandatory fundraiser per year. Each child in our program will be required to participate. Failure to participate can result in ineligibility until the fundraising obligation is met.

MYFC will assist all athletes and teams to organize and run the Board of Director's agreed-upon fundraisers to support their participation in championship games outside of the CMASS Football and Cheer Conference. A member of the Board of Directors, or designee, will oversee all fundraising activity and coordinate with the MYFC Treasurer / Financial Director.

ARTICLE IX Post Season Play

MYFC will be responsible for all reasonable expenses pertaining to Playoffs, Competitions and Championships with the CMASS Football and Cheer Conference such as practice space leading up to the event, referees, EMTs, entry fees, or the like.

Note: A list of necessary expenses must be brought to the Board of Directors as soon as the cost is determined, but before entering any playoffs or championship games, or competitions.

Any unexpected expenses or expenses above and beyond what is necessary to compete will be paid upfront by the participants.

Note: Individuals can petition the Board of Directors, in writing, for consideration of reimbursement of these expenses.

The cost for any tournament/championships beyond CMASS Football and Cheer Conference will be the responsibility of the individual athlete and their family and/or of the individual coach and their family.

These expenses include, but are not limited to:

- Food
- Air Fare
- Lodging
- Mandated Park Tickets
- Transportation to and from events, airports, bus terminals, etc.

Milford Youth Football and Cheer will permit event specific fundraising to help with associated costs of national competition(s) should any football or cheer teams qualify. Said funds are property of the league,

not of the coaches/parents/athletes, and will be assigned and dispersed at the discretion of the board or designated board member(s) to always include the treasurer as a designee.

All fundraising activities/events must be approved by the designated board member(s) prior to executing.

All virtual fundraising must go through league accounts. All physical funds must be submitted to the league treasurer the same day they are received.

Athletes, coaches, and parent(s)/guardian(s) are expected to participate in the fundraising activities in order to receive any portion of the funds. In participating, all parties should represent the league in a positive manner while out in the community. All code of conduct agreements are still in effect.

In the event that more than one team qualifies for national competition, team specific fundraising will not be permitted. All funds raised are to go into a single pool to be dispersed per athlete/coach accordingly and not necessarily an "even or 50/50" split per team.

In the event that an excess of funds exists as part of this fundraising effort the board will determine to absorb them in their general fund or earmark them for future National Competition(s).

National Expense Reimbursement

Full trip reimbursements are not guaranteed and are highly unlikely. Reimbursement amounts will be dispersed at the discretion of the board or designated board member based on the amount of funds raised and available for reimbursement.

Reimbursements can be made for one (1) athlete and one (1) associated parent/coach not to exceed two (2) individuals total. If the coach does not have an athlete in the program, they can receive reimbursement for one (1) person and not for two (2).

There are to be no "open" line items as a means for participants to absorb an excess of funds from fundraising.

All parents/guardians/coaches must provide receipts of costs in order to receive reimbursement for an approved expense.

Reimbursement checks should be distributed before the end of the year.

Food Reimbursements

Food reimbursements shall exist only for the athlete and coaches. This should not exceed more than \$20 per meal, per day totaling 3 meals per day at \$60. If the team chooses to have a team meal(s) the

designated board member may approve increasing the cost of the meal as well as adding any additional participants such as parents/guardians. This should be paid as one bill and a full reimbursement will be issued to the person(s) who paid. Additionally, this will result in an adjustment to the food per diem for the day (i.e. instead of \$60 for the day \$40 would be given to adjust for the meal that the coach/parent did not come out of pocket for).

Rental Vehicle(s)

Coaches will be required to transport the team while they are at the competition. The National Competition designates a check-in day along with competition days. An additional day for travel (the day before check-in day) will be permitted (and is sometimes a required hotel night stay for stay-to-play). Should a coach arrive earlier than the identified travel day or stay later than the determined return date, they will not be reimbursed for their additional time with the rental vehicle. Toll fees, and gas receipts can be submitted as expenses. Tolls receipts are typically issued within 48 hours of vehicle return and any gas receipts should be dated on or before the expected leave date to be eligible for reimbursement.

Hotel

Reimbursements for hotels will only be given for required evenings. If anyone is to arrive early or stay late for any reason, reimbursement of the additional costs is prohibited.

Flights

Flights can be purchased as a group or by the individual athlete/parent. If funds are available, the league can pre-pay for a group flight purchase before fundraising concludes ONLY if the parent/guardian submits individual checks to the league for the athlete and another for the parent/guardian. Checks will be cashed in the event that funds raised do not meet the total cost of the flights. If funds are not available with the league and a group option is elected, parents/guardians should submit checks for the cost to be deposited by the treasurer then the league can proceed with payment for the group flight purchase.

Misc Reimbursement Costs

The league can pre-pay for: Mandated park tickets, practice space, sponsor T-shirts, parade banners, event photos, live stream services, etc. if fundraising is guaranteed to cover these costs. The total funds available for reimbursements should be adjusted to account for any pre-paid expenses. Additional items such as: Event swag, trophies, etc. can be submitted to the designated board members for approval to include for expense reimbursement if fundraising monies are available.

ARTICLE X Awards and End of Year Celebrations

Awards (Trophies, Jackets, Shirts, etc.) will be determined at the end of each season according

to the financial status of MYFC.

The MYFC Board of Directors, if the cost of end-of-season awards exceeds the President's budget for said awards, will vote on the appropriate allocation of funds.

End of Year Parties will be determined at the end of each season according to the financial status of MYFC. Expenditures are restricted to food and venue costs, however, entertainment costs (DJ, Dance Coach, etc.) for the Cheer Program End of Year group party may be approved, subject to prior approval from the Cheer Coordinator. Available funds will be determined by the number of rostered team members.

ARTICLE XI Hardships

When financially viable MYFC will consider Hardship Applications from families unable to meet their financial obligation of the league.

All Hardship requests will be kept in the strictest confidence and will be approved by the Board of Directors in Executive Session.

Families interested in obtaining consideration as a Hardship must contact the league President directly via writing with the following information:

1. Person requesting hardship: Relationship to child:
2. Child's name:
3. Child's age and current grade:
4. Please describe why you are requesting a hardship
5. Are there any other circumstances the Board should consider?
6. Are you looking for a full or partial hardship?
7. What can you afford?
8. How many years have you been involved with MYFC (AYF and/or Pop Warner)?
9. If this is not your first year with our program, who has been the child's past coach?
10. Have you received hardship in the past?
11. Do you have other family members in the program?
12. What can you do in support of the program?
13. Volunteer hours?

All families granted hardship will be required to volunteer to work home game shifts.

Full hardship = 5 game shifts

Partial hardship = number of games shifts will be based on the % granted

ARTICLE XII Scholarships

When financially viable Milford Youth Football and Cheer will consider College Scholarship Applications from High School Seniors.

College Scholarships will be awarded to one Football and one Cheer Applicant. The Scholarship award will be \$ 250.00.

All Scholarship Applications will be kept in the strictest confidence and will be approved by the Board of Directors in Executive Session.

High School Seniors interested in the Milford Youth Football and Cheer Scholarship must do so through their Guidance Counselor and must answer the following additional questions:

1. Senior at Milford High School
2. Number of years involved with MYFC (AYF or Pop Warner)
3. Description of experience in the MYFC program
4. GPA
5. Volunteer time with MYFC
6. Other volunteer experience
7. High School Football or Cheer Experience
8. Detailed letter expressing why they desire the scholarship
9. Other circumstances describing the need for a scholarship

ARTICLE XIII Complaint Procedure

Procedures for Issuing and Evaluating Complaints

We, the MYFC Board of Directors, always attempt to mitigate issues. However, we realize that, from time to time, there will be issues that need to be addressed in a more formal fashion. In anticipation of that, we have put together this guideline for submitting those issues or complaints and having them formally addressed in a timely and judicious methodology.

First, we always expect complainants to adhere to the "Parent Code of Conduct". We encourage complainants, within the guidelines of the "Parent Code of Conduct", to attempt to contact and work out any issues directly with the head coach of the team in question. Any contact of this nature should be arranged with discretion and never during practice or game time to avoid having children privy to these conversations.

On the rare occasion that there is no satisfactory resolution to an issue directly with the head coach of the team, please adhere to the following procedure.

1. Submit a formal complaint in writing to the Director of Football or the Director of Cheer. This written complaint must be signed and dated but the complainant can request that the complaint remain anonymous.
A request for anonymity must be contained within the body of the complaint.
2. The complaint will be reviewed by the Director of Football and/or the Director of Cheer and an attempt to resolve the issue in a timely fashion will be made while also consulting with the President.
3. If the complaint involves an individual member participating in the MYFC program, they will be given the opportunity to respond to the issue(s) raised keeping in mind that the complaint may remain anonymous.
4. The results of the review, whether resolved or not, will be documented, signed, and dated and a copy will be provided to the complainant and the participating member, and a copy will be retained for by the Board of Directors for future reference.
5. If unresolved, the Director of Football and / or the Director of Cheer and President will have the discretion to present the issue, with all the supporting documentation, to the MYFC Board of Directors for review and resolution. A "best effort" attempt will be made to continue to honor any requests of anonymity.
6. A final decision of the MYFC Board of Directors will be provided for the complainant and the participating member and will be signed and dated. All formal complaints and resolutions will become a part of the permanent records of MYFC Board of Directors for future reference.

ARTICLE XIV Amending Bylaws

1. A President or Designee of the Association may present amendments to the rules and regulations at any meeting. a. A 2/3 vote of members present is required to ratify an amendment.
 - b. No rules are changed after August 1st (First day of Practice) unless necessary for safety issues
 - c. All bylaw proposals will need to go through the Secretary and President and if approved updated in the bylaws by the secretary
 - d. All other bylaw requests by a board member other than the president, may be made at the annual bylaw meeting held in November.

ARTICLE XV Safety and Medical

MYFC Responsibility

- Ensure that a certified EMT will be on-site at all MYFC home games.
- Ensure all Head Coaches, or designated Assistant Coaches, are CPR certified.
- Ensure all Head Coaches or designated Assistant Coaches, review player medical forms to familiarize themselves with player medical history.
- Ensure that all background checks are performed on volunteers (Coach, Team Parent, Board Members)

Parent Responsibility

In addition to filling out the required emergency forms and documentation parents should discuss any specific medical needs with their child's Head Coach.

Any child with a pre-existing medical condition that requires medication to be administered must be accompanied by a parent or person designated by a parent who can administer the medicine that is needed.

ARTICLE XVI Parliamentary Authority

The rules contained in Roberts Rules of Order shall govern MYFC in all cases to which they are applicable and in which they are not inconsistent with the bylaws of MYFC.