

The President shall:

- (A) Preside at all meetings;
- (B) Conduct the affairs of the FCYFL, execute the policies established by the Board of Directors and CCYFL, and represent the FCYFL to all other agencies;
- (C) Attend all CCYFL Board meetings;
- (D) Communicate to the Board of Directors such matters as deemed appropriate to promote the welfare of the FCYFL;
- (E) Be responsible for the conduct of the FCYFL in conformity to the policies, principles and Rules and Regulations as set forth by the Board of the CCYFL;
- (F) Designate in writing other Officers, if necessary, to make and execute for/and in the name of the FCYFL such contracts and leases as may have received prior approval of the Board;
- (G) Investigate complaints, irregularities and conditions detrimental to the FCYFL and report thereon to the Board;
- (I) Only vote in the event of a tie.
- (J) Oversee all activities of all Board Members
- (K) Arrange for audits of the League when required.

The Vice President shall:

- (A) In the absence or disability of the President, and provided he/she is authorized by the President or the Board, perform the duties of the President. When so acting, the Vice President shall have all the powers of that office;
- (B) Assist the President in all other duties

The Secretary shall:

- (A) Be responsible for recording the activities of the FCYFL and maintaining appropriate files, mailing lists and necessary records;
- (B) Maintain a list of Directors and Committee Members and give notice of all meetings of the FCYFL, the Board of Directors and committees.
- (C) Acquire location for all Board meetings:
- (D) Keep the minutes of the Board of Directors: which shall include a roster of those present at a given meeting. The secretary will also see that all Board minutes are submitted appropriately to the CCYFL.
- (F) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed;
- (G) Sit in on Drafts and Certifications

The Treasurer shall:

- (A) Be responsible for the financial activities of the FCYFL by maintaining the check book and deposits, paying League debts timely, handling disbursements/deposits of money for concession stand, receiving/depositing all moneys associated with registration, fundraisers and sponsorships; and collecting payments from CCYFL.;
- (B) Provide to the Board of Directors detailed treasurer report and a profit/loss statement.
- (C) Submit quarterly sales tax and any and all other required state and federal financial paperwork;
- (D) At the January meeting of the Board of Directors, provide a year-end profit/loss statement and an itemized income/expense statement. These statements should coincide with the FCYFL fiscal year (01/01 through 12/31);

- (E) Compile information necessary (balance sheet, checkbook register, itemized income/expense statement, profit/loss statement, list of all equipment purchases, and a list of League officers) for the filing of the FCYFL Income Tax Return. Submit said information and communicate with a tax professional;
- (F) Maintain files on the above-mentioned records according to the FCYFL fiscal year;
- (G) Conduct regular and usual correspondence dealing with FCYFL financial matters such as those involving suppliers and vendors;
- (H) Be responsible for payments dispersed to referees and EMT's on game days
- (I) Submit monthly report to CCYFL President and Secretary
- (J) . Submit a yearly budget to be approved every March

The Athletic Director shall:

- (A) Oversee the sign-up committee;
- (B) Handle all player paperwork including registration forms and their attachments, as well as team rosters
- (C) Arrange physical examinations as required;
- (D) Organize teams in accordance with League rules;
- (E) Verify players' ages and eligibility
- (F) Coordinate player certification.
- (G) Coordinate the Drafts and draft sheets.
- (H) Coordinate Team Pictures.

The Coaching Coordinator shall:

- (A) Contact the previous year's coaches to see if they will be returning (upon approval of the Board);
- (B) Serve as a liaison between coaches and the Board;
- (C) Preside at all coaches' meetings;
- (D) Organize and ensure coaches are made aware of and attend all mandatory clinics;
- (E) Organize all clinics and conditioning and Hell Week.
- (F) Assist coaches, as necessary, with information and resources pertaining to coaching youth football;
- (G) Assist in the resolution of team problems and be present at all grievance meetings.
- (H) Coaching Coordinator is not eligible to be a Head Coach in any division.

The Coaches Committee Members shall:

- (A) Assist the Coaching Coordinator and be prepared to assume the duties thereof should the need arise.

The **Game Field Commissioner** shall:

- (A) Attend Field Commissioner training;
- (B) Be responsible for assigning qualified volunteers as Field Commissioner for every game played on the League's home field.
- (C) Perform official game day Field Commissioner duties
- (D) Collect and report scores to CCYFL by end of game day.

The **Field Safety Coordinator** shall:

- (A) Be responsible to oversee set up, and tear down football field.
- (B) Notify city if football field needs repair or maintenance.
- (C) Be responsible for the scheduling of the EMT's for all games played at the FCYFL home field.
- (D) Act as the liaison between AGHS Athletic Director and FCYFL.
- (E) Will be the contact person for any and all field safety concerns reported to our League regarding our fields.

The **Player Safety Coach** shall:

- (A) Be the primary contact person and liaison between USA Football and FCYFL.
- (B) Attend one of the USA Football Heads UP clinics as scheduled by CCYFL.
- (C) Train FCYFL Coaches on USA Heads Up safety information received at clinic.
- (D) Coordinates water for Clinic Week and Heck Week.

The **Publicity Director** shall:

- (A) Direct all public relation efforts of the League; Over see all publicity for the League.
- (B) Coordinate public announcement of League fundraisers and assist the Fundraising Coordinator when necessary.
- (C) Coordinate the distribution of league sign up flyers to the local schools and be responsible for community advertising for registration via registration banners, local media, etc.
- (D) Be responsible for publicity concerning annual election meeting
- (E) Be solely responsible for insuring information and notifications are inputted on the FCYFL website and FaceBook page

The Fundraising Coordinator shall:

- (A) Oversee the Fundraising Committee
- (B) Coordinate with Treasurer to report costs and earnings of each fundraising event.

The Team Coordinator shall:

- (A) Communicate with team parents and coaches to ensure that everyone is aware of League events (fundraisers, pictures, games, certification, etc.);
- (B) Coordinate with team parents to schedule volunteers from each team to assist with field setup and tear down, concession stand, fundraisers. Coordinate and train any game day clock volunteers.
- (C) Coordinate jerseys with Athletic Director;
- (D) Be responsible for the purchasing and re-filling of the FCYFL team First Aid kits
- (E) Make sure medical supplies are available when needed (at practices and games)

The Equipment Manager shall:

- (A) Identify new and replacement equipment needs;
- (B) Oversee storage, distribution, maintenance, inventory and control of all League equipment;
- (C) Locate, purchase and account for all materials, supplies, uniforms and equipment approved for purchase by the Board;
- (D) Provide receipts for all purchases to the Treasurer a minimum of 10 days before due date.

The Cheer Director shall:

- (A) Attend all cheer meetings conducted by the CCYCA;
- (B) Prepare and present a monthly report to the FCYFL Board.**
- (C) Coordinate and oversee fitting and purchase of uniforms;
- (D) Coordinate group photos;
- (E) Coordinate practice schedule and game day schedule;

The Concession Coordinator shall:

- (A) Coordinate the functions of the concession stand including the purchase, preparation and sales of food;
- (B) Obtain from Team Coordinator or GFC the schedule of volunteers to help set up and work in the concession stand on game days;
- (C) Keep all receipts and turn them over to the Treasurer on a regular basis as agreed to by the Treasurer;
- (E) Be responsible for cash box on game days from the time it is delivered by the Treasurer until it is returned to the Treasurer;

The Insurance Representative shall:

- (A) Collect all Field Injury Reports from Team Parent weekly and submit them to CCYFL representative
- (B) Provide insurance forms and injury reports to parents of injured players-when requested. (Preferably carbon copy triplicate field injury reports)

The Parliamentarian Shall:

- (A) (2017 Elected Position, must have served a year on the Board to be Eligible for nomination)
- B) Assist the President in a clear and consistent interpretations of the governing documents of the Organization, its Constitution, Bylaws and Local Rules.
- (C). Assist in the amendment if the FCYFL Constitution, Bylaws and Local Rules annually, or as needed, for approval by the Board of Directors.
- (D)Provide counsel to members on alternatives available for obtaining an appropriate forum for issues relative to the business of the Organization.
- (E)Collaborate with authors of motions on clarity of wording and agreements with other governing documents.
- (F)Assist with nominations, elections and voting procedures.

The Sgt. At Arms shall:

- (A) Elected Position 2017, must have served one year on the Board to be eligible for nomination
- (B)** Interpret the unique role of the Board of Directors within FCYFL in carrying out the business of the Organization.
- (C)** Assist the President in conducting the business of the Organization in a systematic and orderly manner.
- (D)** Encourage full and democratic participation of all members of the Board of Directors.
- (E)** Monitor the conduct of business of the Board of Directors and the Organization, relative to the Robert's Rules of Order.