

**The Durham Middlefield Youth Football League Inc.**

**ARTICLES OF INCORPORATION  
AND  
BYLAWS**

## **Articles of Incorporation**

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## **CERTIFICATION**

By this notice the Board of The Durham Middlefield Youth Football League Inc. does hereby certify the following to be a true and correct copy of the Bylaws of this organization. **Any reference to League shall herein indicate DMYFL and any reference to Conference shall herein indicate CTYFL.** The Executive Board reserves the right to modify, add, or delete any portion thereof, and to adjust these Bylaws to conform to the Connecticut Youth Football League Inc. rule changes or modifications. Duly adopted by the Board of Directors on June 21st, 2006.

## **Articles of Incorporation**

### **ARTICLE I - NAME AND REGISTERED OFFICE**

The name of this corporation shall be: The Durham Middlefield Youth Football League Inc. The corporation's registered address is P.O. Box 66, Middlefield, CT 06455.

### **ARTICLE II - PURPOSE**

This corporation is organized exclusively for Promoting Amateur Athletics within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, the corporation shall be for the promotion of amateur athletics, the objective of this organization is: To instill in the youth of Durham Middlefield Youth Football and Cheerleading program the principles of good citizenship, sportsmanship, and knowledge in the competitive fundamentals of the game of football and cheerleading. It is the purpose of the Durham Middlefield Youth Football and Cheerleading organization to teach the participating youths conditioning, discipline, and teamwork as it pertains to full-contact tackle football and cheerleading and to develop among the participants a winning attitude and sportsmanship which will be carried both on and off the field of play. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

### **ARTICLE III - LIMITATIONS**

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the corporation shall inure to any member of the corporation not qualifying as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, nor to any director or officer of the corporation, nor to any other private persons, excepting solely such reasonable compensation that the corporation shall pay for services actually rendered to the corporation, or allowed by the corporation as a reasonable allowance for authorized expenditures incurred on behalf of the corporation;
2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office; and
3. Not with standing any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended.
4. The corporation shall not lend any of its assets to any officer or director of this corporation [unless such loan program is regularly conducted as part of the activities of the organization and the qualification of the individual to participate in same is determined by a panel comprised solely of non-Board members], or guarantee to any person the payment of a loan by an officer or director of this corporation.

**ARTICLE IV - DEBT OBLIGATIONS AND PERSONAL LIABILITY**

No member, officer, or director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers or directors be subject to the payment of the debts or obligations of this corporation.

**ARTICLE V - DISSOLUTION**

Upon the time of dissolution of the corporation, assets shall be distributed by the Board of Directors, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE VI - INCORPORATION**

The original incorporator(s) of this corporation is(are): Jim Banack, President; Robert Levine, Co-Vice President; Steve Augeri, Co-Vice President; Sherry Banack, Treasurer; and Kelly Davis, Secretary, The Durham Middlefield Youth Football League Inc. : P.O. Box 66, Middlefield, CT 06455. Please note that the President and Treasurer are related through marriage.

The newly undersigned incorporators, certify both that they execute these Articles for the purposes herein stated, and that by such execution, they affirm the understanding that should any of the information in these Articles be intentionally or knowingly misstated, they are subject to the criminal penalties for perjury set forth in Connecticut Statutes as if this document had been executed under oath.

\_\_\_\_\_ **President, Ken Parilla** \_\_\_\_\_ Date  
10 Esther Drive, Middlefield, CT 06455

\_\_\_\_\_ **Vice President, Charlie Carroll** \_\_\_\_\_ Date  
6 Pond Meadow Circle, Middlefield, CT 06455

\_\_\_\_\_ **Treasurer, Beth Grant** \_\_\_\_\_ Date  
219 Stage Coach Rd, Durham, CT 06422

\_\_\_\_\_ **Secretary, Dee Dee Dahlman** \_\_\_\_\_ Date  
46 William Drive, Durham, CT 06422

## By-Laws

### Article I- Name and Location

The name of this organization shall be: **The Durham Middlefield Youth Football League Inc.** and shall be located in the town of Durham, Connecticut.

### Article II- Objective

The objective of this organization is: To instill in the youth of the Durham Middlefield Youth Football and Cheerleading program the principles of good citizenship, sportsmanship, and knowledge in the competitive fundamentals of the game of football and cheerleading. It is the purpose of the Durham Middlefield Youth Football and Cheerleading organization to teach the participating youths conditioning, discipline, and teamwork as it pertains to full-contact tackle football and cheerleading. To develop among the participants a winning attitude and sportsmanship which will be carried both on and off the field of play.

### Article III- Executive Board and Board of Directors

#### A. Composition of the Executive Board and Board of Directors (Board/BOD)

1. The Board is comprised of at least seventeen (17) positions which include: President, Vice President, Secretary, Treasurer, Football Coaching Director, Cheerleading Director, Concessions Director, Safety Director, Equipment Director, Fields Director, Webmaster, Public Relations Director, **2 Football League Representatives**, 2 Cheerleading League Representatives, Booster Director, and Member(s) at Large. The positions of President, Vice President, Treasurer, Secretary, Cheerleading Director and Football Coaching Director comprise the Executive Board. The President shall vote only to break a tie. The Member(s) at Large shall be non-voting positions.
2. The Board shall serve for a term of two (2) years beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of the following year. Members can be re-elected to consecutive terms. Even years will be elections for the President, Secretary, Cheerleading Director, Concessions Director, Safety Director, Webmaster, and Football Coaching Director. Odd years will be elections for the Vice President, Treasurer, Equipment Director, Fields Director, PR and Electronic Media Director, Booster Director, and League Reps.
3. The current Board of Directors shall vote the Board of Directors for the upcoming year before December 31<sup>st</sup>. If there are no candidates by 12/31, the new Board of Directors shall vote on candidates for any remaining vacancies.
4. If there are not enough people to fill the possible seventeen (17) Board positions in any given year, the top four (4) Executive Board positions have to be filled first. The top four positions are: President, Vice President, Secretary, and Treasurer. All other Board positions, if they cannot be filled, will be taken care of by the top four Executive Board members, but each Executive Board member will still only have one (1) vote each.
5. The outgoing officers shall transfer all records, files, and materials and communicate all practices and policies to the newly elected officers to insure a smooth transition of the duties. Personally developed procedures, letters, and records will also be helpful to this process.
6. The President must have at least two (2) consecutive years of involvement with the organization, one (1) of which must be served as a Board member. The President for the upcoming year shall be voted in by the current year Board of Directors before December 31<sup>st</sup>. If there are no candidates by 12/31, the new Board of Directors shall vote in a President from the existing board.

7. The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them, as they deem advisable. The Board of Directors shall have the power to fill any vacancy, which may occur in any office.
8. The Head Coaches for the upcoming season shall be voted in by the current year Board of Directors at the March executive board meeting, date TBA. All candidates who wish to apply for a Head Coach position must declare their intent a minimum of 2 weeks in advance of the March Meeting. Upon successful declaration of intent, the Head Coach candidates will be required to go before the Board for an interview process. **If there is no candidate for a Head Coach at any level the board reserves the right to amend the process to fill the position.**
9. One (1) person cannot hold two (2) positions on the Executive Board.
10. Any Board member can also be a coach.
11. Any Board member who is expelled from the Board shall not ever be able to return as a Board member or be affiliated with the organization in any capacity.
12. Resignation: Any member may resign by filing a written resignation with the Secretary; however, such resignation shall not relieve the member, so resigning, of the obligation to pay any dues or other charges theretofore accrued and unpaid.

## **B. Rights and Responsibilities of Board Members**

**Section 1:** All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article 4, Section 3.

**Section 2:** Board Members have the following rights guaranteed under parliamentary law:

- A. To be treated fairly and equitably;
- B. To receive notice of meetings, attend meetings, make motions, second motions when needed, and vote on motions;
- C. Nominate people for office, be nominated for office, elect people to office;
- D. Know the meaning of the questions or subjects being debated;
- E. To speak on or debate an issue in turn;
- F. Object when rules are being violated;
- G. Appeal the decision of the chair;
- H. Have access to minutes of all meetings;
- I. Receive the treasurer's report once a month;
- J. Get a copy of the DMYFL Bylaws;
- K. Not have to suffer personal abuse and attack from any other member(s) and disciplinary action will be brought if this violation is by any member of the Board. 1<sup>st</sup> incident will result in a (verbal) warning. 2<sup>nd</sup> incident will result in a 1 month suspension from all league activities as a representative in any official capacity of DMYFL(ie. coach or board member).
- L. Any other rights guaranteed under parliamentary law.

**Section 3:** Board Members have the following responsibilities and obligations as well.

- A. Attend meetings, be on time, and stay until the end of the meeting;
- B. Be ready to talk knowledgeably and intelligently on a topic;
- C. Be open-minded and attentive;
- D. Treat everyone with courtesy and respect without negative yelling at or belittling of other Board Members;
- E. Follow the rules of debate and obey the rules of the organization;

- F. **Attack issues, not people! Respect the rights of others;**
- G. Abide by the final decision of the majority vote;
- H. Bring in or recommend new members;
- I. Participate in committees as requested or needed and respect the chair's opinion and rulings of the committee;
- J. Promote the organization's growth and influence and enhance the organization's reputation; and
- K. All Board Members will wear their DMYFL UNIFORM SHIRT ON GAME DAYS. No Coach or team shall purchase shirts that are different from the DMYFL SHIRTS APPROVED. Only approved sanctioned shirts shall be worn by Members or Coaches during DMYFL EVENTS.

#### **Article IV- Membership**

**Section 1:** Membership is available to any person sincerely interested in active participation to affect the objective of DMYFL and currently in good standing with the DMYFL, the Conference, other leagues within the Conference, and/or any other youth organizations. Application for membership may be denied by 2/3 vote of the Executive Board.

**Section 2:** There shall be the following two classes of members:

- A. **Player Member:** Any youth meeting the requirements of DMYFL, the Conference, and residing within the authorized boundaries of the league shall be eligible for participation.
- B. **Regular Member:** Any adult who is the parent and/or legal guardian of a player member, or is interested in furthering the objectives of this league may become a regular member. All Board members, coaches, and any other elected or appointed official must be an active regular member in good standing.

#### **Section 3: Suspension or Termination:**

- A. Membership may be terminated by resignation or by the action of the Executive Board Members, by a two-thirds (2/3) vote of those officers present at the duly constituted meeting. The following Executive Board Members shall have the authority to discipline, eject, or suspend the membership of any member on the spot when the conduct of such person is considered detrimental to the best interest of the players and the organization: President, Vice President, Football Coaching Director, & Cheerleading Director.
- B. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of twenty-four hours notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated in said member's absence.
  - 1. In the event of an impending termination, suspension or disciplinary action, the Executive board will use reasonable measures to advise the board of its decision prior to taking action.
- C. In the case of a player/cheerleader member, the Executive Board shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (twenty-one years of age or older) shall appear in the capacity of the advisor with the player before the Executive Board. A minimum of twenty-four hours notice shall be given to all concerned parties. If the player/cheerleader member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated in said member's absence.

## **Article V- Meetings**

1. The Executive Board shall meet at least once a month from February to November. The November meeting is designated as the “Annual Meeting”, in which all yearly reports will be submitted. Regular meeting dates will be scheduled by the President at the first meeting commencing with the month of January. All board meetings are open to members of the DMYFL unless pre-designated by the board as a closed meeting. The executive board reserves the right to enter into executive session at its discretion.

2. Meetings will be presided over by the President. In his/her absence, the Vice President will assume the duties. In the event both officers are not present the Treasurer will preside.

3. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Executive Board.

4. Attendance at the regularly scheduled executive board meetings is mandatory for all Board Members. Any member who cannot attend a scheduled meeting shall notify the President or Secretary prior to the meeting to be excused. All board members not in attendance shall provide a written report on action items they are responsible for.

5. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

6. Any Board Member who misses two of any five consecutive unexcused meetings may be removed from office by a two-thirds (2/3) majority vote.

7. Robert’s Rules of Order shall govern all meetings of the Board unless suspended by the Executive Board for that meeting.

8. A quorum shall consist of a 2/3 majority of the **existing** Board attending in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which a quorum is present. **If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice. If less than a quorum is present then the majority present may choose to adjourn the meeting.**

9. Each Board Member is allotted one vote. The President shall vote only to break a tie; however, if the President is not at the meeting, then the motion will be voted on at the next meeting. If the motion can't wait until the next meeting, the Vice President will call the President as soon as possible the following day for his/her vote. In the event of a matter that needs immediate board approval, e-mail or teleconferencing will be used to vote.

## **Article VI – Financial Policy**

**Section 1:** This Association shall operate both financially and administratively on a yearly basis, beginning January 1. The Treasurer will close the books as of December 31st and submit all financial information to the Accountant by the middle of April. All books will be turned over to the newly elected treasurer, directly from the accountant, before Feb 1st of the year following the elections.

**Section 2:** The fiscal report will be given at the November meeting of the Board of Directors and may contain estimates for the rest of the operating year.



**Section 3:** The Board shall be responsible for the funds of the DMYFL Program. It shall be the Board policy to place all funds in a checking and/or savings account for payment of debts before, during, and after the playing season.

**Section 4:** The Board shall not permit the solicitation of funds in the name of DMYFL unless all of the funds so raised are placed in the local treasury.

**Section 5:** The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league running smoothly and properly.

**Section 6:** No director, officer, or member of DMYFL shall receive directly or indirectly any salary, compensation, or emolument from the league for services rendered as director, officer, or member.

**Section 7:** All monies received shall be deposited to the credit of the local league in a designated local banking facility, and all disbursements shall be made by check. The President and Treasurer or other officer as determined by the Board of Directors shall sign all checks. Two authorized signors must sign all checks.

**Section 8:** All monies received shall be turned in to the Treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.

**Section 9:** No check exceeding two hundred dollars (\$200.00) shall be cut without the prior approval of the Board present and voting at the meeting where the request is made. **Emergency Expenditures** may be authorized by a two-thirds majority vote of the board of up to **five hundred dollars (\$500.00) seven hundred fifty dollars (750.00)**. Emergency expenditures must be subsequently noted at the next meeting of the board. All reimbursement checks under \$200 require only one signature. **Pre-approved budgeted items, regardless of dollar amount, require only one signature.**

**Section 10:** All contributions and/or solicitations shall be for the sole benefit of the DMYFL organization as a whole. A committee will direct all solicitation of funds with a chairperson appointed by the Booster Director and approved by the Board specifically for each drive or event. All funds are to be presented and accounted for to the Board at the completion of the committee's tenure. During the fundraising drive/event, monies can be turned into the Fundraising Officer or Treasurer. Failure to account for and present all funds to the Board could result in criminal charges.

**Section 11:** There shall be no fundraising for a specific purpose or event without prior approval of a majority of the board. Any unauthorized fundraising will be brought before the board and will result in the immediate expulsion from the DMYFL organization.

**Section 12:** **The DMYFL organization will carry a visa debit/credit card with a maximum daily purchase of \$1000.00. The card will be used to purchase pre-budgeted items or items pre-approved by a 2/3 majority vote.**

## **Article VII - Equipment**

**Section 1:** All equipment owned by DMYFL shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Executive Board.

**Section 2:** The following Board Members shall have access to equipment at all times – President, Vice President, Football Coaching Director, Equipment Director and Field Director.

**Section 3:** All equipment shall be inventoried at the beginning of each year and properly numbered for accountability.

**Section 4:** The insurance policy maintained by DMYFL shall be updated in accordance with an annual internal appraisal of all equipment by the Treasurer or an outside auditor chosen by the Board by **to be submitted to the board by May 1<sup>st</sup> of each calendar year. The appraisal to include all assets of DMYFL, including but not limited to football and cheer uniforms and equipment, concession stand equipment, field accessories and equipment.**

**Section 5:** All players are required to return all equipment prior to the banquet or they will not be allowed to attend the banquet. Equipment will not be accepted at the banquet.

#### **Article VIII – Coaching Ethics Guidelines and Responsibilities**

**Section 1:** All coaches associated with DMYFL will abide by the following guidelines and responsibilities. Violations of these rules shall be cause for suspension or termination according to Article 4, Section 3.

- A. Do not criticize the opposing team, its coaches or fans, by word of mouth or by gesture.
- B. Refrain from using abusive and profane language before anyone connected with the game.
- C. **Do not allow an ineligible player/cheerleader to participate in practices or games until DMYFL and the Conference have approved the player for play.**
  1. Any coach who **knowingly** plays an ineligible player will be automatically suspended by DMYFL and may not assume coaching or any other duties with any team in the Conference without the approval of DMYFL Board of Directors.
- D. Do not permit an injured player/cheerleader to reenter the game if further play would jeopardize his/her health. **A Head Coach may only terminate a game when there is a concern for the safety of their players.**
- E. Use appropriate methods and drills for developing good physical conditioning and skills.
- F. Emphasize that good athletes are good students both physically and mentally.
- G. Strive to make every activity serve as a training ground for life, and as a basis for good mental and physical health.
- H. Be on alert for any signs that would indicate possible health hazards. Also, insure alertness in the members of your coaching staff.
- I. Explain clearly and thoroughly any additional or more stringent rules.
- J. Make it clear to players/cheerleaders that they are expected to attend all practices, meetings and games.
- K. Explain and discuss with the players/cheerleaders your rationale and philosophy, playing rules, and any other additional rules you institute.
- L. **Know and** Enforce all rules and regulations of DMYFL and the CTYFL. They are only as effective as the coaches' attitude towards them. If there is a problem or question, immediately seek the assistance of the Football Coaching Director, Cheerleading Director, or President.
- M. No coach may join another team's coaching staff until released by the team he originally committed to. He shall not be released until all equipment is turned in. DMYFL's Board of Directors will arbitrate disputes in this matter.
- N. Don't intimidate the players, don't call them names that are degrading, and don't yell or scream at them in a negative manner. Yelling or screaming in a positive manner, a coaching manner, or a cheering manner is acceptable. If you are not sure of the difference, please ask the Board of Directors for clarification.
- O. Have fun and encourage your players to have fun as well.
- P. Teach the players to lose and to win in a sportsmanlike manner, **and respect each other.**
- Q. Invoke fair and respectful discipline.
  1. Constructive criticism only, not degrading criticism.

2. Do not dispute officials' calls beyond the acceptable questions.
  3. Remember Team play, not Individual play.
  4. Always keep a positive attitude around the players.
  5. Teach respect to the players by respecting authority yourself.
- R. Explain rules and consequences regarding missed practices or games. Enforce these rules equally with all your players, no exceptions.
- S. MAKE SURE ALL PLAYERS PLAY THE REQUIRED TEN (10) MINIMUM PLAYS PER GAME AND MAKE EVERY ATTEMPT POSSIBLE TO PLAY EACH PLAYER MORE THAN THE REQUIRED TEN PLAYS PER GAME! IT IS THE SOLE RESPONSIBILITY OF THE HEAD COACH TO ENSURE THAT ALL PLAYERS RECEIVE THE REQUIRED 10 PLAYS.**
- T. Head football and cheerleading coaches are required to submit a written practice script each week before that week's practice takes place. Must be submitted on or before that Sunday which is before the first practice on the preceding Monday. This is mandatory for the length of the entire season. In addition the head coaches shall submit player count sheets by the next Tuesday's practice. All submittals shall go the head coaching director.
- U. It is mandatory for all head coaches and cheerleading coaches to attend all Executive Board meetings from July to the end of the season to give monthly reports of progress or issues involving their teams. (If head coach cannot attend they may have an assistant coach attend).
- V. Head coaches are responsible for acquiring a chain gang for their team for all home games.
- W. New coaches who have not attended the minimum mandatory coaching meetings must be interviewed by the executive board to become a coach for the D.M.Y.F.L.
- X. Only coaching members of the team on the game field at the current time are allowed in the team coaching box and not inside the 25 yard lines. No parents or other visitors will be allowed in the coaching box or within the 25 yard lines with the only exception being current board members.
- Y. Possession or use of alcohol or tobacco products will not be allowed at anytime during practices or games.
- Z. Violation of any part of Article VIII will be subject to disciplinary action per the current coaching guidelines and code of ethics.

### **Article IX - Duties of Officers**

1. **President:** The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference. The President shall preside at the league meetings and assume full responsibility for the operation of DMYFL according to its Bylaws. He/she shall be responsible for the conduct of this league in strict accordance to the policies, principles, rules, and regulations of the Conference. The President shall supervise the function of the various committees. The President shall vote only to break a tie. The President shall attend all scheduled meetings. The President shall handle the league insurance administration and maintain a record of all official documents, along with the Secretary, pertaining to the organization. The President shall make sure that the uniforms and Equipment are ordered early enough in the season to receive them by the start of the season. The President is responsible for the safe and effective operation of this organization.

2. **Vice President:** The Vice President shall preside in the absence of the President and shall work with other officers and committee members. The Vice President shall carry out such duties and assignments as may be delegated by the President. The Vice President shall attend all meetings and vote on motions. The Vice

President shall have other powers and perform other duties as prescribed by the Executive Board. The Vice President shall be head of registrars. The Vice President is responsible for the safe and effective operation of this organization.

3. **Secretary:** The Secretary shall maintain a register of members and Board of Directors. The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on motions. A draft copy of the minutes is to be e-mailed to the President (5) five days prior to the next meeting. Minutes of General meetings will be available by e-mail to participants upon request. Along with the President, the Secretary shall maintain a record of all official documents. The Secretary is responsible for keeping records of attendance of all members at all meetings. Additionally the Secretary shall attend the sign-up registration days to assist in whatever the board may need help with. The Secretary shall perform other duties as prescribed by the Executive Board. The Secretary is responsible for the safe and effective operation of this organization.

4. **Treasurer:** The Treasurer shall maintain the league books and financial recordings. The Treasurer shall provide a status report once a month to the Executive Board at the Board of Directors meeting. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than the end February. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final Budget for the year and distribute it at a March meeting. The Treasurer will supervise all finances and pay all approved purchases or expenses. The Treasurer will provide receipts for all monies collected. The Treasurer shall attend all scheduled meetings and vote on motions. The Treasurer shall perform other duties as prescribed by the Executive Board. The Treasurer is responsible for the safe and effective operation of this organization.

5. **Football Coaching Director:** The Football Coaching Director will assist the President in checking eligibility of the football players throughout the season. He/she will check addresses, ages, and weights at the beginning of the season. The Football Coaching Director shall act as a liaison between the players, parents, and coaches. The Football Coaching Director shall supervise and direct the football coaches and enforce the rules & regulations that they are to follow. The Football Coaching Director shall arrange a coaches class or coaches meetings prior to the beginning of the season. The Football Coaching Director shall attend all scheduled meetings and vote on motions. The Football Coaching Director shall perform other duties as prescribed by the Executive Board. The Football Coaching Director is responsible for the safe and effective operation of this organization.

The Football Coaching Director shall administer a monthly forum of all head coaches to present to the board. The presentation shall consist of a both a team and staff update. Any parent, coach, and/or team conflict must be brought up at this point as well as status updates from any previous issues. The board through the director may present items for discussion for both individual teams and head coaches as a whole. A review of overall safety and any injury updates should be part of the team update. This forum should run from June through the completion of the season.

6. **Cheerleading Director:** The Cheerleading Director shall represent this organization at all the Conference Cheerleading Director's meetings and keep this organization informed as to the cheerleading activities of the Conference. The Cheerleading Director shall supervise, direct, and control the business and affairs of the Cheerleading Coaches and enforce the rules & regulations that they are to follow. The Cheerleading Director shall arrange a cheerleading coach's clinic prior to the beginning of the season. The Cheer Director shall attend

all scheduled meetings and vote on motions. The Cheer Director shall perform other duties as prescribed by the Executive Board. The Cheer Director is responsible for the safe and effective operation of this organization. The Cheer Director is responsible for organizing the cheerleading rosters and all pertinent information required by the Conference. The Cheerleading Director shall hand in this information in the proper form at the annual book signing for the approval of each cheerleader who participates in the conference. **The Cheer Director is responsible for securing gyms as practice space for all squads.**

**7. Equipment Director:** The Equipment Director is responsible for all the football uniforms and equipment. The Equipment Director shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The Equipment Director shall inspect and inventory all uniforms and equipment before the end of February and provide an inventory report to the Board of Directors along with a list of items needed. If the helmets need to be certified, the Equipment Director shall inventory them & send them to the vendor at the end of each football season. After the Board of Directors has approved the budget and the necessary purchases, the Equipment Director shall order the uniforms and equipment early enough to receive them by the start of the season. The Equipment Director shall make sure that each Head Football Coach has a Coaches Box that contains extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.). The Equipment Director is responsible for arranging a site for equipment distribution. He/she will coordinate the equipment distribution with the Coaches and Board Members. The Equipment Director is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members. The Equipment Director shall secure the uniforms and equipment in a storage unit. The Equipment Director shall attend all scheduled meetings and vote on motions. The Equipment Director shall perform other duties as prescribed by the Executive Board. The Equipment Director is responsible for the safe and effective operation of this organization. **The Equipment Director will prepare and submit a budget forecast to the treasurer.**

**8. Concessions Director:** The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games, the jamboree, the Durham Fair, and Old Homes Days. The Concession Director is responsible for supervising the operation of the concession stand. The Concession Director is responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner. He/she shall keep a record of money spent and money received and then report the profit or loss of each event to the Executive Board. The Concession Director shall attend all scheduled meetings and vote on motions. The Concession Director shall perform other duties as prescribed by the Executive Board. The Concession Director is responsible for the safe and effective operation of this organization. The Concession Director shall be responsible for the safekeeping of all equipment and miscellaneous items that are at each event. **The Concession Director will prepare and submit a budget forecast to the treasurer.**

**9. Booster Director:** The Booster Director is responsible for locating sources for fundraising events. The Booster Director shall submit information on the most reasonable and profitable events to the *DMYFL* Board for approval. After an event has been approved, the Booster Director shall plan the event, place orders, make arrangements, distribute products or information, maintain necessary records, and order and maintain inventory for all *DMYFL* merchandise offered for sale by *DMYFL*. The Booster Director is responsible for recruiting parents and/or available Board Members to work in the fundraising events. The Booster Director shall record all

monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner. He/she will work closely with the Treasurer and the *DMYFL* Board in order to produce the funds needed to meet the goals and needs of the organization. The Booster Director shall report to the Executive Board regarding proposed fundraising activities and booster club events for their review and approval. The Booster Director shall attend all scheduled meetings and vote on motions. The Booster Director shall perform other duties as prescribed by the Executive Board. The Booster Director is responsible for the safe and effective operation of this organization. **The Booster Director will prepare and submit a budget forecast to the treasurer.**

**10. Fields Director:** The Fields Director is responsible for submitting facilities requests in a timely manner to secure facilities for practices, **scrimmages**, and home games. The Fields Director is responsible for all the field equipment including maintenance of the *DMYFL* mule. The Fields Director shall adequately prepare the facility for each home game by setting up field markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment. The Fields Director shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game. The Fields Director shall attend all scheduled meetings and vote on motions. The Fields Director shall perform other duties as prescribed by the Executive Board. The Fields Director is responsible for the safe and effective operation of this organization. **The Fields Director will prepare and submit a budget forecast to the treasurer.**

**11. League Representative(s):** The League Representatives serve as a representative of the *DMYFL* organization, the league/conference for committees where necessary. (A minimum of two people-League Representatives or Board Members should attend each meeting). League Representatives must provide a report on all Conference meetings at the Board of Directors/General Meeting, unless immediate action is required. The League Representatives shall attend all scheduled Meetings and vote on motions. Each representative shall have an individual vote. The League Representatives shall perform other duties as prescribed by the Executive Board. The League Representatives is/are responsible for the safe and effective operation of this organization.

**12.PR and Electronic Media Director\*:** The PR and Electronic Media Director shall be responsible for communications applied to the Durham Middlefield Youth Football League home page: [www.dmfalcons.com](http://www.dmfalcons.com). and Facebook page .

The PR Director will field all questions and concerns from parents/guardian and report to the *DMYFL* Executive Board. The Public Relations Director is responsible for the annual survey to solicit feedback from participants. The Survey should be conducted in December with a report due in February. The Public Relations Director shall attend all scheduled meetings and vote on motions. The Public Relations Director shall perform other duties as prescribed by the Executive Board. The Public Relations Director is responsible for the safe and effective operation of this organization. **The Public Relations Director will prepare and submit a budget forecast the treasurer. The Public Relations Director will submit a communication plan by March 1<sup>st</sup> to include any use of social media and media.**

**14. Safety Director:** The Safety Director shall be responsible for safety equipment to include first aid supplies and safety requirements of coaches to include CPR and first aid training. The Safety Director will arrange for ambulance services **if needed and be the contact person for Athletic Trainers**. The Safety Director shall attend all scheduled meetings and vote on motions. The Safety Director shall maintain and update the emergency medical plan book every year and will maintain a log of all injuries during his /her tenure. The Safety Director must attain certification in first aid and CPR for each calendar year. Any expenses for this training will be covered by the *D.M.Y.F.L.* The Safety Director shall perform other duties as prescribed by the Executive Board. The Safety Director is responsible for the safe and effective operation of this organization.

**15. Member(s)-at-Large:** The Members-at-large are non-voting advisory board positions. Member(s)-at-large shall offer counsel from past experience at meetings regarding pending DMYFL decisions. They are not required to attend all scheduled meetings, but are encouraged to actively participate. Member(s)-at-large may be requested to attend scheduled meetings by any board member if their past or present experience would enable the Board to make a better educated decision. Member(s)-at-large shall perform other duties as prescribed by the Executive Board.

#### **Article X- Team Organization**

1. The DMYFL organization may consist of A, B, C, and Mitey Mite (D) teams and Flag Football teams, with cheerleading squads following the same format, under the name “Falcons”.
2. The team colors are Kansas Blue, White and Black.
3. When the roster for any given age group reaches the number of 44 registered players, the team shall be split into two rosters to create an additional team at that specified age group. The splitting of the rosters will be done by the Head Coaches in the presence of the Executive Board Members and with the Coaching Director.

#### **Article XI- Coaching Staff**

1. Coaching privileges will be extended by invitation to all participants of the DMYFL organization. All those interested in coaching football and cheerleading will be required to complete an application and background check.
2. Applications will be submitted to the President. The Football Coaching Director and the Director of Cheerleading will review coaching applications and report findings to Executive Board.
3. Applicants should be able to demonstrate the ability of properly coaching youth and promoting the growth and development of participants. Some knowledge is required of either football or cheerleading respectfully to insure the safety of the participants.
4. Final approval of coaching volunteers will be a Board decision.
5. All coaches are subject to the Coaching Ethics and Responsibilities, in Article VIII, at all times.
6. Violation of the Coaching Ethics and Responsibilities is grounds for suspension and/or termination from coaching privileges, which will be determined by the DMYFL Board as stated in ARTICLE IV: section 3.
7. Qualifications for coaches will comply with the league/conference in which the DMYFL participates.
8. The Director of Football Coaching or Director of Cheerleading must approve the transfer and/or coordination of players from one team to another, respectively. In cases of disagreement the Director of Football Coaching or Director of Cheerleading’s decision will be final and binding on all involved.
9. Costs for mandatory certifications by the Conference will be paid for by the DMYFL.
10. At the end of each football season, all football & cheerleading head coaches along with their complete staff will have services rendered. (All positions are terminated upon completion of the football season).
11. Head coaches will select their staff and submit a roster of assistants for approval of the board.
12. Head Coaches are responsible in helping to maintain the fields, practice facilities, and all equipment including set-up and removal of any and all equipment used on a given practice or game day.
13. Until the end of the year, the head coach will be responsible for collecting players equipment that has not been handed in at equipment return day.
14. The Head Coach is ultimately responsible for his squad, regardless of any delegation of duties and responsibilities. In addition the head coach is responsible for the conduct of his assistant staff.
15. To be eligible for a Head Coaching position applicants are required to have been an assistant coach for at least one year with DMYFL, and/or have other experience deemed acceptable by the board.

#### **Article XII- Registration**

1. No later than the February meeting, the Board will determine the current year’s registration fee.
2. The Board sets the dates of registration.

3. All registration forms must be filled out completely with a copy of the player's/cheerleader's birth certificate, doctor's note, and any other documents required by the league, before a child will be able to participate in any function with the DMYFL, including practice, games, or scrimmages.
4. Any player/cheerleader who leaves/quits the program prior to completion of the season will not be entitled to a participant award. It is the sole discretion of Executive Board and directors of coaching to allow the return of any player/cheerleader to their team/squad.
5. Before July 1<sup>st</sup>, a refund will be granted for the registration fee, minus a \$50.00 processing fee. After July 1<sup>st</sup>, no refund will be granted.
6. A board decision can over-ride Article X, 5.s
7. The board will consider scholarship participants in part or full based on a review of individuals hardship and/or need. Any child whose parent cannot meet part/all of the registration fee may be considered for a hardship case. Payment plans may also be considered by request from participants. Applicants' names will be presented to the **Executive** Board for approval.
8. A late fee, of \$50.00, as determined by the Board, will be added for any player or cheerleader who wishes to sign up with the DMYFL after the final registration date.
9. No player or cheerleader will be allowed to practice until all required paperwork has been received on or before August 1<sup>st</sup>.
10. *Registration for any football/cheerleader after TBA will be assessed a \$50.00 late fee.*

### **Article XIII- Playing Schedule and Tournaments/Playoffs**

1. League/Conference in which the DMYFL participates will regulate the schedule of regular season games and post-season games.
2. All open dates and post-season (other than playoff and championship) games shall be at the discretion of the Executive Board.

### **Article XIV- Provision for Insurance**

Liability insurance shall be carried *through the Conference in which the by DMYFL participates.*

### **Article XV- Amending the Bylaws**

These Bylaws may be amended by a majority vote of the *DMYFL Board*, provided prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken, or provided all members of the Board waive such notice, or by unanimous consent in writing without a meeting.

### **Article XVI- Complaint Procedures**

1. The following procedure will be the complaint resolution process regarding league policies. Any issue a parent/guardian has with the DMYFL organization will be addressed first with the Head coach of his/her team. If no resolution is agreed to, then the next step will be to address the issue with the Director of Coaching, then the President, and finally the Executive Board. The Board will address the issue at the next board meeting unless the board members feel the issue needs immediate attention. The purpose of this process is to resolve the issues as quickly as possible. Since the head coaches are available several times a week at practices, many of the issues can be resolved immediately. We believe the sooner a problem is addressed and resolved, the better it is for everyone involved. All issues will be dealt with in a timely manner.



2. To address concerns regarding coaching please see the process as outlined in “How to Address Your Concerns With a Coach” posted on the DMYFL website.

#### **Article XVII – E-mail Protocol**

1. Any and all electronic communications, whether by computer, mobile devices, or other device, to the general public or membership must be reviewed by the DMYFL Board, preferably the President, prior to distribution. If the President is unavailable to review the communication, the Vice President, then the Treasurer, and then the Secretary should be sought out for review.

A. The coaching/cheerleading director should be copied in on any emails sent out by head coaches to players and staff.

B. Any non team-specific emails sent out should include a copy to the current Secretary and Vice President.

2. When a response is required from the D.M.Y.F.L. or when a request comes from the public requesting any information, this will be automatically handled by the President, first, the Vice President second, the Treasurer third, and the secretary fourth. No other member of the D.M.Y.F.L. will be allowed to respond to any such request, unless otherwise directed by the President.

3. **Social Media Protocol: Any and all electronic communication on sites, including but not limited to Facebook and Twitter, requires pre-approval for any postings including but not limited to photos, status updates and links.**

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**PRESIDENT**

The duties of the President are as follows:

1. The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference.
2. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference.
3. He/she shall appoint three (3) alternates to attend the meetings in his/her absence.
4. The President shall preside at the league meetings and assume full responsibility for the operation of DMYFL according to its Bylaws.
5. He/she shall be responsible for the conduct of this league in strict accordance to the policies, principles, rules and regulations of the Conference.
6. The President shall supervise the function of the various committees.
7. The President shall vote only to break a tie.
8. The President shall attend all scheduled meetings.
9. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization.
10. The President shall make sure that the uniforms and Equipment are ordered early enough in the season to receive them by the start of the season.
11. The President is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Vice President. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

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SIGNATURE – PRESIDENT

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WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**VICE PRESIDENT**

The duties of the Vice President are as follows:

1. The Vice President shall preside in the absence of the President and shall work with other officers and committee members.
2. The Vice President shall work closely with the President to enforce the DMYFL Bylaws and the Conference Bylaws.
3. The Vice President shall carry out such duties and assignments as may be delegated by the President.
4. The Vice President shall attend all meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
5. The Vice President shall have other powers and perform other duties as prescribed by the Executive Board.
6. The Vice President shall be head of registrars.
7. The Vice President is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Vice President. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

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DATE

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SIGNATURE – VICE PRESIDENT

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WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**SECRETARY**

The duties of the Secretary are as follows:

1. The Secretary shall maintain a register of members and Board of Directors.
2. The Secretary shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Vice President
3. The Secretary shall record the minutes of each meeting.
4. The Secretary shall provide the Board Members with a copy of the minutes in a timely manner.
5. The Secretary shall maintain a record of all official documents pertaining to this organization.
6. The Secretary is responsible for keeping records of attendance of all members at all meetings.
7. The Secretary shall attend the sign-up registration days to assist with whatever the board may need.
8. The Secretary shall perform other duties as prescribed by the Executive Board.
9. The Secretary is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Secretary. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

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DATE

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SIGNATURE – SECRETARY

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**TREASURER**

The duties of the Treasurer are as follows:

1. The Treasurer shall maintain the league books and financial recordings.
2. The Treasurer shall provide a status report once a month to the Executive Board at the Board of Directors meeting.
3. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than the end of February. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final Budget for the year and distribute it at a March meeting.
4. The Treasurer will supervise all finances and pay all approved purchases or expenses.
5. The Treasurer will provide receipts for all monies collected.
6. The Treasurer shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
7. The Treasurer shall perform other duties as prescribed by the Executive Board.
8. The Treasurer is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Treasurer. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE –TREASURER

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**FIELDS DIRECTOR**

The duties of the Fields Director are as follows:

1. The Fields Director is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games.
2. The Fields Director is responsible for all the field equipment.
3. The Fields Director shall adequately prepare the facility for each home game by setting up field markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment.
4. The Fields Director shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game.
5. The Fields Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
6. The Fields Director shall perform other duties as prescribed by the Executive Board.
7. The Fields Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Fields Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

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SIGNATURE – FIELDS DIRECTOR

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**FOOTBALL COACHING DIRECTOR**

The duties of the Football Coaching Director are as follows:

1. The Football Coaching Director will assist the President in checking eligibility of the football players throughout the season.
2. He/she will check addresses, age, and weight at the beginning of the season and report cards in the middle & at the end of the season.
3. The Football Coaching Director shall act as a liaison between the players, parents, and coaches.
4. The Football Coaching Director shall supervise and direct the Football Coaches and enforce the rules & regulations that they are to follow.
5. The Football Coaching Director shall arrange and attend a coach's class prior to the beginning of the season.
6. The Football Coaching Director shall also attend the Conference Coach's Clinic.
7. The Football Coaching Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
8. The Football Coaching Director shall perform other duties as prescribed by the Executive Board.
9. The Football Coaching Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Football Coaching Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

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SIGNATURE – FOOTBALL COACHING DIRECTOR

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**CHEERLEADING DIRECTOR**

The duties of the Cheerleading Director are as follows:

1. The Cheerleading Director shall represent this organization at all the Conference Cheerleading Director's meetings and keep this organization informed as to the cheerleading activities of the Conference.
2. The Cheerleading Director shall supervise, direct, and control the business and affairs of the Cheerleading Coaches and enforce the rules & regulations that they are to follow.
3. The Cheerleading Director shall arrange a cheerleading coach's clinic prior to the beginning of the season.
4. The Cheerleading Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
5. The Cheerleading Director shall perform other duties as prescribed by the Executive Board.
6. The Cheerleading Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Cheerleading Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE –CHEERLEADING DIRECTOR

\_\_\_\_\_  
WITNESSED BY



**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**LEAGUE REPRESENTATIVE(S)**

The duties of the League Representative(s) are as follows:

1. The League Representative(s) shall be a representative for the organization, the league/conference for committees where necessary. (a minimum of two people-League Representatives or Board Member should attend each meeting).
2. The League Representative(s) will report on Conference meetings at the BOD monthly meeting, unless immediate attention is required.
3. The League Representative(s) shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
4. The League Representative(s) shall perform other duties as prescribed by the Executive Board.
5. The League Representative(s) is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of League Representative(s). I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

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SIGNATURE – LEAGUE REPRESENTATIVE(S)

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**EQUIPMENT DIRECTOR**

The duties of the Equipment Director are as follows:

1. The Equipment Director is responsible for all the football uniforms and equipment.
2. The Equipment Director shall locate sources for purchasing quality uniforms and equipment at reasonable prices.
3. The Equipment Director shall inspect and inventory all uniforms and equipment before the end of February and provide an inventory report to the Board if Directors along with a list of items needed. If the helmets need to be certified, the Equipment Director shall inventory them & send them to the vendor in January.
4. After the Executive Board has approved the budget and the necessary purchases, the Equipment Director shall order the uniforms and equipment early enough to receive them by the start of the season.
5. The Equipment Director shall make sure that each Head Football Coach has a Coaches Box that contains extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.).
6. The Equipment Director is responsible for arranging a site for equipment distribution. He/she will coordinate the equipment distribution with the Coaches and Board Members.
7. The Equipment Director is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members.
8. The Equipment Director shall secure the uniforms and equipment in a storage unit.
9. The Equipment Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
10. The Equipment Director shall perform other duties as prescribed by the Executive Board.
11. The Equipment Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Equipment Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

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SIGNATURE – EQUIPMENT DIRECTOR

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**BOOSTER DIRECTOR**

The duties of the Booster Director are as follows:

1. The Booster Director is responsible for locating sources for fundraising events.
2. The Booster Director shall submit information on the most reasonable and profitable events to the Board of Directors for approval.
3. After an event has been approved, the Booster Director shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records.
4. The Booster Director shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner.
5. He/she will work closely with the Treasurer and the Board of Directors in order to produce the funds needed to meet the goals and needs of the organization.
6. The Booster Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
7. The Booster Director shall perform other duties as prescribed by the Executive Board.
8. The Booster Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Booster Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE – BOOSTER DIRECTOR

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL DIRECTOR**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**CONCESSION DIRECTOR**

The duties of the Concession Director are as follows:

1. The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times.
2. The Concession Director is responsible for supervising the operation of the concession stand.
3. The Concession Director is responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner.
4. He/she shall keep a record of money spent and money received and then report the profit or loss of each event to the Executive Board.
5. The Concession Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
6. The Concession Director shall perform other duties as prescribed by the Executive Board.
7. The Concession Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Concession Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE – CONCESSION DIRECTOR

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL LEAGUE**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**WEBMASTER**

(This is a temporary position.)

The duties of the Webmaster is as follows:

1. The Webmaster is responsible for communications applied to the DMYFL home page:  
www.dmfalcons.com.
2. He/she will update any electronic or technology related items associated with the DMYFL.
3. The Webmaster shall attend all scheduled meetings and vote on motions relating directly to football or cheerleading as presented by the Executive Board.
4. The Head Coach shall perform other duties as prescribed by the Executive Board.
5. The Head Coach is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Webmaster. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE – WEBMASTER

\_\_\_\_\_  
WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL DIRECTOR**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**PUBLIC RELATIONS DIRECTOR**

The duties of the Public Relations Director are as follows:

1. The Public Relations Director is responsible for communications to the community through any public mean.
2. The Public Relations Director will field all questions and concerns from parents/guardian and report to the DMYFL Executive Board.
3. The Public Relations Director is responsible for the annual survey to solicit feedback from participants.
4. Survey should be conducted in December with a report due in February.
5. The Public Relations Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
6. The Public Relations Director shall perform other duties as prescribed by the Executive Board.
7. The Public Relations Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Public Relations Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE – PUBLIC RELATIONS DIRECTOR

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WITNESSED BY

**DURHAM/MIDDLEFIELD YOUTH FOOTBALL DIRECTOR**  
**OFFICERS GUIDELINES AND AGREEMENTS**  
**SAFETY DIRECTOR**

The duties of the Safety Director are as follows:

1. The Safety Director is responsible for safety equipment to include first aid supplies and safety requirements for coaches to include CPR and first aid training.
2. The Safety Director will arrange for ambulance services.
3. The Safety Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
4. The Safety Director shall maintain and update the emergency medical plan book every year.
5. The Safety Director shall maintain a log of all injuries during his/her tenure.
6. The Safety Director must attain certification in first aid and CPR for each calendar year.
7. The Safety Director shall perform other duties as prescribed by the Executive Board.
8. The Safety Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Safety Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in DMYFL Bylaws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE – SAFETY DIRECTOR

\_\_\_\_\_  
WITNESSED BY