



Mt. Horeb Barneveld Youth Football

Constitution and Bylaws

2014

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of Mount Horeb Barneveld Youth Football Association

ARTICLE I

Name

The name of this organization shall be known as the Mount Horeb Barneveld Youth Football Association hereinafter referred to MHBYPF. The mascot will be the Vikings.

ARTICLE II

Objective

Section 1

The primary Mission of the Mount Horeb/Barneveld Youth Football Program will be to assist in the development of all student-athletes and their growth, not only as football players, but as young citizens within the community. This will be accomplished by improving their life skills as well as their football abilities. All participants will be afforded the opportunity to improve these life skills through education, friendships, teamwork, and football. The purpose of this program is to provide safe supervised football activities for the youth of the Mount Horeb/Barneveld School districts. The objectives of the Mount Horeb/Barneveld Youth Football Program shall be the following:

1. To build healthy bodies and minds.
2. To develop skills and proficiency in the game of football and related activities.
3. To teach the concepts of teamwork, commitment, accountability, sportsmanship, loyalty, honesty, and pride.
4. To stimulate community interest in football.
5. To have fun.
6. To accomplish all of these objectives with the welfare of the student-athlete first and foremost, without adult ambition for personal glory.

Section 2

To achieve this, MHBYP will provide a supervised program under the Rules and Regulations incorporated herein and referenced in any addendum to this document. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, MHBYP shall operate exclusively as a non-profit educational organization providing a supervised program of competitive athletic activities. No part of the net earnings shall inure to the benefit of any private shareholder or individual: no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III

Membership

Section 1

Eligibility. Any person sincerely interested in active participation to achieve the objective of MHBYP may apply to become a member.

Section 2

Classes. There shall be the following classes of Members:

1. Participant Members (people who have a registered child and has paid their registration fee). Any participant candidate meeting the requirements of, and who resides within the authorized boundaries of MHBYP shall be eligible to participate, but shall have no rights, duties or obligations in the management or in the property of MHBYP.
2. Regular Members (people who hold a committee position, coach and team representative, or Board of Directors position). Any person actively interested in furthering the objectives of MHBYP shall become a regular member upon election by the Board of Directors or upon registration of their child that meets the requirements of participation in MHBYP. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at the annual meeting.

All Officers, Board Members, Committee Members, Coaches and other elected or appointed officials must be active Regular Members in good standing.

3. Honorary Members. Any person may be elected as Honorary Member by the unanimous vote of all Directors and board members present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or in the property of MHBYP.

4. Sustaining Members. Any person not a Regular Member who makes financial or other contribution to the MHBYP may, by majority vote of the Board of Directors, become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the MHBYP.

5. As used hereinafter, the "Member" shall mean a Regular Member unless otherwise stated.

Section 3

Other Affiliations. Members, whether Regular or Participant, shall not be required to be affiliated with another organization or group to qualify as a member of MHBYP.

Section 4

Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors.

1. The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the MHBYP.
The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
2. All coaches shall lose Regular Membership status immediately as of:
 - a. Completion of the 8th grade season.
 - b. Verbal or written submission by the coach to the Board of Directors to terminate their coaching position.
 - c. Being removed by the Board for actions deemed counterproductive to the MHBYP program.
3. The Board of Directors shall, in case of a Participant Member, give notice to the head coach of the team of which the participant is a member. Said head coach shall appear, in the capacity of an adviser, with the participant before a duly appointed committee of the Board of Directors, which shall have the full power to suspend or revoke such participant's right to future participation.

ARTICLE IV

Dues

Section 1

Dues for Participant Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period.

Section 2

Members who fail to pay their fixed dues within thirty (30) days from the time the said dues become due may, by vote of the Board, be dropped from the rolls and shall forfeit all rights and privileges of membership.

Section 3

Registration fees shall be set annually by the Board of Directors. No one shall participate in the programs of MHBYP without payment of such fees, unless such fees are waived by direction of the Board of Directors.

ARTICLE V

Meetings

Section 1

Annual Meetings. The annual meeting of the Members of the MHBYP shall be held the third Wednesday of January each year for the purpose of electing a Board of Directors and Members and receiving reports for the transaction of such business as may properly come before the meeting. After the Board of Directors is elected, the Board shall meet to elect the Officers.

Section 2

Notice of Special Meeting. Notice of each special meeting of the Members shall be mailed, emailed, or announced through a variety of delivery methods to be delivered to each member at the last recorded address at least ten (10) days in advance thereof setting forth the place, time and purpose of the meeting; or, in lieu thereof, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened meeting.

Section 3

Special Meetings. Special Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of **five (5) Members**, the President shall call a Special Meeting to consider a specific subject. No business other than that specific in the notice of the Special Meeting shall be transacted at any Special Meeting of the Members.

Section 4

Quorum. The presence in person, or representation by absentee ballot, of one-half (1/2) of the members, or a number percentage acceptable to the MHBYP regular membership in advance of the annual meeting, shall be necessary to constitute a quorum.

Section 5

Voting. Only Regular Members shall be entitled to vote at any meeting of MHBYP.

Section 6

Absentee Ballot. For the express purpose of accommodating a Regular Member in good standing who cannot be in attendance at the annual meeting, an absentee ballot may be requested and obtained from the Secretary of the Association. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary at least three (3) Days prior to the date of the Annual Meeting and the election of Members to the Board of Directors. The Secretary shall present all absentee ballots to the Election Chairman on the date of the Annual Meeting prior to the conduct of the election process.

Section 7

Rules of Order. Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflict with the Constitution or By-Laws of the MHBYP.

ARTICLE VI

Board of Directors

Section 1

Board and Number. The management of the property and affairs of MHBYP shall be vested in the Board of Directors. The number of Directors shall not be less than **five (5) nor more than fifteen (15)**. The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2

Required Numbers. The Board membership shall include the Officers and a minimum of one coach and one non-coach volunteer. The number of coaches elected to the Board shall not exceed a minority of the total Board Members.

Section 3

Annual Election and Term of Office. At each annual meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any Regular or Special Meeting of the Members, and if the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be by majority vote of all members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

Section 4

Vacancies. If any vacancies occur in the Board of Directors an election shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever they deem it advisable, or at **the request of five (5)**

Directors, issue a call for a Special Meeting of the Board. Notice of each Meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last-recorded address of each Director, or by telephonic, fax or telegraphic or personal notice twenty-four hours preceding the Meeting.

In case of Special Meetings, such notice shall include the purpose of the meeting and no matters not stated may be acted upon at the meeting.

A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 5

Duties and Powers. The Board of Directors shall have the power to appoint such Standing Committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of MHBYP as it may deem proper.

The Board shall have the power, by a vote of two-thirds of those present at any regular or Special

Meeting, to discipline, suspend or remove any Director, Officer, Committee Member, or Coach/Team Representative of MHBYP in accordance with the procedure set forth in Article III, Section 4 (1).

ARTICLE VII

Executive Committee

Section 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) or more than five (5) Directors, one of whom shall be the President of MHBYP.

Section 2

The Executive Committee shall advise and assist the Officers of MHBYP in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board.

Section 3

At all meetings of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE VIII

Committees

Section 1

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of not less than one (1) Director and other appointed Regular Members.

The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

Section 2

Membership Committee. The Board of Directors may appoint a Membership Committee consisting of not less than one (1) Director and other appointed Regular Members.

Section 3

Finance Committee. The Board of Directors may appoint a Finance Committee consisting of not less than two (2) and not more than (5) Directors and other appointed Regular Members.

The Treasurer shall be an ex-officio member of the Committee.

The Committee shall investigate ways and means of financing various projects including but not limited to team sponsorships, equipment and facilities purchases and long and short term investments, in accordance with Regional and National policies.

It shall be responsible for taking up collections at games, if such collections are authorized by MHBYF and shall turnover said collections to the Treasurer immediately after each game.

The Committee may also be responsible for reviewing operating budgets at the request of the Board and making recommendations on those budgets to the Board.

Section 4

Building, Grounds and Property Committee. The Board of Directors may appoint a Building, Grounds and Property Committee consisting of not less than one (1) Director and other appointed Regular Members.

The Committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee.

It shall be responsible for the care and maintenance of playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise and preference of approved projects.

Section 5

Equipment Committee. The Board of Directors may appoint an Equipment Committee consisting of not less than one (1) Director and other appointed Regular Members, which shall make recommendations to the Board for the purchase of needed supplies and equipment. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

Section 6

Coaches Committee. The Board of Directors may appoint a Coaches Committee consisting of not less than one (1) Director and other appointed Regular Members.

The Committee shall interview and investigate prospective coaches for appointment and subsequent approval by the Board of Directors.

It shall, during the playing season, observe the conduct of the coaches and report its findings to the President of MHBYP.

It shall, at the request of the President of the Board of Directors, investigate complaints concerning coaches and other volunteers and make a report thereof to the President or Board of Directors as the case may be.

Section 7

Auditing Committees. The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatory of checks is not eligible.

The Committee will review the books and records of MHBYP annually, prior to the Annual Meeting, and attach a statement of their findings to the annual financial statement of the President and Treasurer: or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

Section 8

Hearings and Complaints Committee. The Committee shall consist of an odd number of Directors, not less than three (3), to ensure due process in any rules or policy violations.

Section 9

Scholastic Committee. The Board shall appoint a Scholastics Committee consisting of three (3) members, one of which is from the Board and two additional members. The purpose of this committee will be to enforce National Scholastics requirements and make recommendations for recognition in the National program.

Section 10

All Committees listed shall research and review, ways and means, to improve MHBYP. The Chairpersons of said committees should report findings and recommendations back to the Board of Directors for its consideration. The Board of Directors then may have thirty (30) days to act on the recommendations.

ARTICLE IX

Officers, Duties, and Powers

Section 1

Election. Immediately following the annual meeting, the Directors present, provided there is a quorum, shall meet for the purpose of electing Officers and appointing committees for the ensuing year.

Section 2

Officers. The Officers of MHBYP shall consist of a President, Vice President, Secretary,

Treasurer, Equipment Manager, a Program Coordinator, all who shall hold office for the ensuing year or until their successors are duly elected.

The Board of Directors may appoint such other Officers as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed Officers shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the Membership or have been elected to fill a vacancy on the Board.

Section 3

President. (Director in our language) The President shall:

- (a) Conduct the affairs of MHBYP and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of MHBYP at the annual meeting.
- (c) Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of MHBYP.
- (d) Designate in writing other officers who have power to make and execute for/and in the name of MHBYP such contracts and leases they may receive and which have had prior approval of the Board, if necessary.
- (e) Investigate complaints, irregularities and conditions detrimental to MHBYP and report thereon to the Board or Executive Committee, as circumstances warrant.

(f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

(g) With the assistance of the Board, examine the application and support of proof-of-age and any other required documents of every participant candidate and certify to residence and age eligibility before the participant may be accepted.

- Attend all Dane County Director meetings and provides updates as needed
- Attend all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Acts as program liaison to respective communities, players and parents as needed
- Works with Assistant Director(s) to develop and communicate expectations for coaching staff to ensure player safety
- Ensures all coaching staff has proper certifications
- Works with HS Football Coach to implement HS playbook and play calling philosophies
- Coordinates weigh-in and scrimmage day
- Coordinates referee schedules, fees, etc.
- Works with Assistant Director and Equipment Manager to coordinate practice/game fields
- Coordinates annual scholarship voting process with HS Guidance Counselor
- Approves expenditures of program funds
- Supports other Board members as needed

Section 4

Vice-President (Assistant Directors in our language). In case of the absence or disability of the President, and provided he/she is authorized by the President or the Board so to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that Office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President. The Vice-President will countersign all checks with the Treasurer.

- Attend all Dane County Director meetings and provides updates as needed
- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Acts as program liaison to respective communities, players and parents as needed
- Works with Director to develop and communicate expectations for coaching staff to ensure player safety
- Works with Director and Equipment Manager to coordinate practice/game fields
- Coordinates game day for respective fields (ensures field set up, tear down, coordinates score clock assignments with HS football players, concessions, bio facilities)

- Coordinates Annual Youth Night
- Supports Director and Board members as needed

Section 5

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of MHBYP and maintaining appropriate files, mailing lists and necessary records.
 - (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
 - (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee members and give notice of all meetings of the MHBYP Board of Directors and Committees.
 - (d) Keep the minutes of the meetings of the Members, the Board of Directors and Executive Committee, and cause them to be recorded in a book kept for that purpose.
 - (e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
 - (f) Notify Members, Directors, Officers and committee members of their election or appointment.
- Attends all monthly program meetings and provides fiscal updates
 - Vote on all matters presented to the Board
 - Provides meeting attendees a copy of annual budget
 - Provides meeting attendees with monthly accounting statement
 - Works closely with Fundraising Manager to update account activities
 - Coordinates financial transactions from registration, fundraising activities and/or expenditures
 - Supports Director and Board members as needed

Section 6

Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein specifically set forth and such duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit it in depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities, approve all payments from allotted funds and draw checks therefore in agreement with policies established

in advance of such actions by the Board of Directors. All disbursements by checks must have dual signatures. The signatures will be those of the Treasurer, President or Vice-President.

(d) Prepare an annual budget, under the direction of the President, for submission to the Membership and the Board of Directors at the Annual Meeting.

(e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting.

- Attends all monthly program meetings and provides fiscal updates
- Vote on all matters presented to the Board
- Provides meeting attendees a copy of annual budget
- Provides meeting attendees with monthly accounting statement
- Works closely with Fundraising Manager to update account activities
- Coordinates financial transactions from registration, fundraising activities and/or expenditures
- Supports Director and Board members as needed

Section 7

Football Coordinator. The Football Coordinator shall be responsible for the following:

(a) Represent each level of play for all contact football teams of MHBYF.

(b) Be the liaison for the coaches to the Board.

(c) Maintain file of rosters with an update of adds and drops as provided by each head coach.

(d) Receive weekly report of game scores and forward copies to the President and retain copies of such reports.

(e) Receive and retain in the files, weekly mandatory play sheets from the coaches. Report to the Board any coach in violation of the mandatory play rules.

(f) Field from coaches any violation of Pop Warner playing rules, investigate and file complaints from coaches to the appropriate party. If you are unable to resolve the complaint, send a written recommendation to the Board for investigation.

Section 8

Equipment Manager

- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.

- Track and monitor equipment needs and assists Treasurer with annual budgetary needs for new equipment
- Coordinates and tracks helmet reconditioning
- Coordinates equipment hand-in and hand-out
- Works with Director and Assistant Director to coordinate practice/game fields
- Monitors and oversees equipment shed and field preparations
- Works with Director to develop and communicate expectations for coaching staff to ensure player safety
- Supports Director and Board members as needed

Section 9

Fundraising Manager. The Fundraising Chair shall:

(a) Evaluate and administer fundraising activities for the organization.

(b) Promote the necessity of fundraising and assist with the implementation of national fundraisers as needed.

- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Develop MHBYP Fundraising Committee Guidelines
- Set expectations for all coaching staff and team reps to support the development and execution of fundraising initiatives
- Manages and coordinates fundraising activities by overseeing the MHBYP Fundraising Committee to ensure communication and timely alignment with other activities
- Fundraising activities include but not limited to:
 - Spring Registration / Brat Stand
 - Golf Outing
 - Apparel
 - Pictures
 - Frolic
- Supports Director and Board members as needed

Section 10

Program Coordinator

- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Schedules and facilitates monthly program meetings
- Provides agendas and meeting minutes for program meetings
- Develops program contact list for program members

- Provide effective communications to Board and program volunteers via monthly meetings, emails, text, etc.
- Coordinates Trophies and funds for Year End Party
- Supports Director and Board members as needed

Section 11

Head Coach

- Attend all monthly program meetings
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Provides general direction and expectations to coaching staff (Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.)
- Provides feedback to Equipment Manager as needed
- Ensures coaching staff has proper certifications
- Incorporates HS playbook and play calling philosophies
- Works with Team Representative to ensure effective and efficient communications to players and parents
- Participates in Spring Registration, Equipment Hand-Out and Hand-In
- Supports Fundraising Manager as needed, including working or participating in fundraising activities to support program efforts

Team Representative

- Attend all monthly program meetings
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Holds required coaching certifications
- Incorporates HS playbook and play calling philosophies
- Works with Team Representative to ensure effective and efficient communications to players and parents
- Participates in Spring Registration, Equipment Hand-Out and Hand-In
- Supports Fundraising Manager as needed, including working or participating in fundraising activities to support program efforts

ARTICLE X

Player Qualifications

Section 1

Football Player qualifications for participation at MHBIF will follow the rules and regulations set forth by Dane County Youth Football Association.

ARTICLE XI

Financial and Accounting

Section 1

The Board of Directors shall decide all matters pertaining to the finances of MHBIF and it shall place all income in a common treasury, directing the expenditure of same in such manner as they deem necessary for the operation of MHBIF.

Section 2

No Director, Officer or Member of MHBIF shall receive, directly or indirectly, any salary, compensation or emolument from MHBIF for services rendered as Director, Officer, Member or coach.

Section 3

All monies received shall be deposited to the credit of MHBIF in the local financial institution selected by the Board of Directors and all disbursements shall be made by check. All checks shall be signed by the Treasurer, President or Vice-President.

Section 4

The fiscal year of MHBIF shall begin on the first day of January and shall end on the last day of December.

Section 5

Distribution of Property upon Dissolution. Upon dissolution of MHBIF and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of MHBIF to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern MHBIF in all cases to which they are applicable and in which they are not inconsistent with these bylaws, or any special rules of order MHBIF may adopt.

ARTICLE XIII

Amendments

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized Meeting of the Members, provided notice of the proposed change is included in the notice of such meeting.

MHBYFL Mission Statement

Pending

2013 Board of Directors

Director – Bob Noethe

Assistant Director – Mt. Horeb – Jim Dawson

Assistant Director – Barneveld – Paul Markhardt

Treasurer – Lisa Gassman

Equipment Manager – Rob Boelkes

Fundraising Manager – Joni Simmons

Program Coordinator – Tanya Thompson

The Board of Directors provides general direction and guidance to the MHBYF Program. All matters presented will be voted on by the Board, head and assistant coaches and team representatives. Board member will have 1 year terms but can run for multiple years. An annual Board vote will take place during the last meeting each year (typically November). Any parent or member of the Mt. Horeb or Barneveld community can be nominated for the Board.

Board Roles & Responsibilities

Director

- Attend all Dane County Director meetings and provides updates as needed
- Attend all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Acts as program liaison to respective communities, players and parents as needed

- Works with Assistant Director(s) to develop and communicate expectations for coaching staff to ensure player safety
- Ensures all coaching staff has proper certifications
- Works with HS Football Coach to implement HS playbook and play calling philosophies
- Coordinates weigh-in and scrimmage day
- Coordinates referee schedules, fees, etc.
- Works with Assistant Director and Equipment Manager to coordinate practice/game fields
- Coordinates annual scholarship voting process with HS Guidance Counselor
- Approves expenditures of program funds
- Supports other Board members as needed

Assistant Directors

- Attend all Dane County Director meetings and provides updates as needed
- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Acts as program liaison to respective communities, players and parents as needed
- Works with Director to develop and communicate expectations for coaching staff to ensure player safety
- Works with Director and Equipment Manager to coordinate practice/game fields
- Coordinates game day for respective fields (ensures field set up, tear down, coordinates score clock assignments with HS football players, concessions, bio facilities)
- Coordinates Annual Youth Night
- Supports Director and Board members as needed

Treasurer

- Attends all monthly program meetings and provides fiscal updates
- Vote on all matters presented to the Board
- Provides meeting attendees a copy of annual budget
- Provides meeting attendees with monthly accounting statement
- Works closely with Fundraising Manager to update account activities
- Coordinates financial transactions from registration, fundraising activities and/or expenditures
- Supports Director and Board members as needed

Equipment Manager

- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Track and monitor equipment needs and assists Treasurer with annual budgetary needs for new equipment
- Coordinates and tracks helmet reconditioning
- Coordinates equipment hand-in and hand-out
- Works with Director and Assistant Director to coordinate practice/game fields
- Monitors and oversees equipment shed and field preparations
- Works with Director to develop and communicate expectations for coaching staff to ensure player safety
- Supports Director and Board members as needed

Fundraising Manager

- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Develop MHBYP Fundraising Committee Guidelines
- Set expectations for all coaching staff and team reps to support the development and execution of fundraising initiatives
- Manages and coordinates fundraising activities by overseeing the MHBYP Fundraising Committee to ensure communication and timely alignment with other activities
- Fundraising activities include but not limited to:
 - Spring Registration / Brat Stand
 - Golf Outing
 - Apparel
 - Pictures
 - Frolic
- Supports Director and Board members as needed

Program Coordinator

- Attends all monthly program meetings and provides updates as needed
- Vote on all matters presented to the Board
- Schedules and facilitates monthly program meetings
- Provides agendas and meeting minutes for program meetings
- Develops program contact list for program members

- Provide effective communications to Board and program volunteers via monthly meetings, emails, text, etc.
- Coordinates Trophies and funds for Year End Party
- Supports Director and Board members as needed

Coaches Roles & Responsibilities

Head Coach

- Attend all monthly program meetings
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Provides general direction and expectations to coaching staff (Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.)
- Provides feedback to Equipment Manager as needed
- Ensures coaching staff has proper certifications
- Incorporates HS playbook and play calling philosophies
- Works with Team Representative to ensure effective and efficient communications to players and parents
- Participates in Spring Registration, Equipment Hand-Out and Hand-In
- Supports Fundraising Manager as needed, including working or participating in fundraising activities to support program efforts

Assistant Coach

- Attend all monthly program meetings
- Vote on all matters presented to the Board
- Understand and adhere to Dane County League By-Laws and USA Football Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Holds required coaching certifications
- Incorporates HS playbook and play calling philosophies
- Works with Team Representative to ensure effective and efficient communications to players and parents
- Participates in Spring Registration, Equipment Hand-Out and Hand-In
- Supports Fundraising Manager as needed, including working or participating in fundraising activities to support program efforts

Team Representatives Roles & Responsibilities

Team Representatives

- Attend all monthly program meetings
- Vote on all matters presented to the Board
- Create Team Binder (player forms, paperwork, Dane County Guidelines, Grade specific rules and regulations)
- Understand and adhere to Dane County Rules, Regulations, Safety Guidelines, Concussion Awareness, etc.
- Works with coaches to ensure effective and efficient communications to players and parents
- Participates in Spring Registration, Equipment Hand-Out and Hand-In
- Recruits 1 – 2 Fundraising Committee Members for successful execution
- Supports Fundraising Manager as needed, including working or participating in fundraising activities to support program efforts