



Eager Beaver Football Club

Official By-Laws

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Article I

Eager Beaver Football Club

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EBFC Mission Statement & Definitions

Section 1.01: Mission Statement

The Eager Beaver Football Club’s mission is to teach and develop, within a positive environment, the fundamentals of football and cheerleading at increasing levels of competition; to allow every child a chance to play or perform; and to provide a memorable, meaningful, and rewarding experience for all participants.

To this end, each member of the EBFC Board of Directors is responsible for providing maximum member satisfaction by delivering exceptional coaching and safe, quality equipment to the members. through fair and thorough coaching, providing quality equipment, open communication, and being responsive to member concerns. By meeting and continually striving to exceed our parents’ expectations, we will produce the results needed to satisfy and attract new membership and growth in Beavercreek football and cheerleading.

Section 1.02: Definitions

BOD:	Board of Directors
Calendar week:	Monday through Sunday
Discipline Committee:	The President, The Vice President, Football Representative, and the Cheer Coach Representative.
EBFC:	Eager Beaver Football Club
Fiscal year:	January 1 – December 31
Family:	Brothers, Sisters and their Moms, Dads or Guardians
Legacy Player:	A legacy player is a Player with a sibling in the program.
Member:	A member shall be defined as any parent/guardian with a child registered in the EBFC or any individual without a registered child who otherwise volunteers to be an active, Board-approved, member of EBFC. A member in good standing is entitled to vote for and considered eligible to hold office on the Board of Directors of the EBFC.
Quorum:	Minimum of two-thirds (2/3) of BOD voting membership
Super quorum:	All of the filled positions of the BOD vote
Unexcused absence:	Failure to attend regularly scheduled meetings without a 24 hour prior notification and concurrence from the President
Conference:	The organization in which EBFC participates within.

Article II

Eager Beaver Football Club

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EBFC Code of Ethics & Violation Process

Section 2.01: Drug and Alcohol Policy

- A. EBFC has a zero-tolerance policy toward the use of alcohol and drugs on school property.
- B. EBFC adheres to the Beavercreek City School District Administrative Guidelines and other Conference policies toward alcohol, illegal drugs and tobacco products used on school property. This includes the use of electronic cigarettes and vaping.
- C. Any BOD Officer, EBFC Member, Coach, Team-Parent, Athlete or Cheerleader caught under the influence of alcohol and/or drugs during any EBFC or Conference sanctioned activity will incur the following sanctions:
 - 1. Told to immediately leave the premises by an EBFC BOD Officer and at least one (1) witness.
 - 2. An "Incident Report" will be immediately submitted to the EBFC BOD President and/or Vice President with the recommendation of expulsion.
 - 3. If the incident occurs at another Conference Member's location, the Conference and the member facility will be immediately advised of the situation.

Section 2.02: Abusive Language and Fighting

- A. Any member, spectator, player or cheerleader involved in language that is detrimental to the enjoyment of the EBFC or Conference activities will be asked to cease such abusive language. If the person does not cease the abusive language, they will be asked to leave the facility and may be subject to discipline. An "Incident Report" will be obtained, completed, and submitted to the EBFC BOD President and/or Vice President. Incident Reports are available in the concession trailer, from a BOD Member, or on our website.
- B. Any member, spectator, player or cheerleader involved in fighting while at EBFC activities will be suspended pending review by the Discipline Committee and may be disciplined up to and including expulsion. An "Incident Report" will be completed and submitted to the EBFC BOD President and/or Vice President.

Section 2.03: Code of Ethics Violation Process

A. MEMBER COMPLAINT RIGHTS AND TIMING

- 1. All members have a right to bring a complaint and/or alleged violation before the BOD on any issue they consider detrimental to the best interest of the EBFC and/or the Conference.
- 2. All complaints and/or alleged violations must be documented on an EBFC "Incident Report". Incident Reports must be submitted within 72 hours to the BOD President or Vice President for review by the Discipline Committee.
- 3. All "Incident Reports" and/or documented issues and their contents become the property of EBFC.
- 4. Per GCYC league rules, all complaints or incident reports need to be initiated at the club level.

B. COMPLAINT PROCEDURE

1. If an incident giving rise to a complaint occurs, the incidents are to be reported on the official EBFC "Incident Report" form. The form must contain the following information:
 - a. Date of Report
 - b. Date of Incident
 - c. Name and Address of individual filing the Incident Report.
 - d. Grade, Color and Activity (cheer or football) of the individual filing the Incident Report.
 - e. Summary of the incident
 - f. Signature
2. All incident reports are to be submitted to the Vice President and President of the Eager Beaver Football Club ONLY. Each incident report will be initialed, dated and time received. If either the Vice President or the President is not available, the incident report can be scanned electronically and submitted to eagerbeaverpresident@gmail.com and ebfcvp@gmail.com.
3. The Vice President and the President will review the above information. If any of the above information is not provided on the incident report, the report will be returned to the complainant for correction.
4. The Vice President or President will gather information from those involved in the incident report to have a bigger view and understanding of the situation before bringing it to the discipline committee.
5. The Vice President and the Discipline Committee will review the incident report within 72 hours. If the Incident Report is determined to have merit by the Discipline Committee, the Vice President will submit the complaint to the parties involved with any documentation and procedures for responding.

C. INVESTIGATION AND DISCIPLINARY PROCEDURE

1. The individual or team that received the complaint against them has the right to respond in writing within 72 hours and their report must include the following:
 - a. The response must be in writing, signed and dated.
 - b. Name, address and phone number of the respondent
 - c. A statement of the specific action or incident giving rise to the allegation or penalty including the date of which the incident occurred or action took effect, and the date on which the member became aware of such action or incident.
 - d. A statement as to the reason for believing that the action or incident is improper.
 - e. Include any written statements from individuals to support your dispute.
 - f. A brief explanation of any attempt by the individual or team to resolve the complaint.
2. The Vice President will review the above information, if all the required information is not included in the response, it will be returned for correction.
3. The Vice President and Discipline Committee will review the reply and will make a determination on the

response within 72 hours of receiving the response.

4. If the determination is that an action or penalty is to be implemented, it will be enforced immediately.
 - a. If the individual or team wants to appeal the decision, they must do so in writing within 72 hours from receiving the decision.
 1. If the individual or team wants to present their written appeal in person before the EBFC Board, they must request to attend a meeting. Said request must be provided to the Secretary email at secretary.ebfc@gmail.com at least 24 hours prior to the meeting.
 2. There will be a time limit of ten (10) minutes for the visitor to present any argument in regards to why the determination of the Discipline Committee should be modified.
 3. Once the member(s) has appeared before the BOD, the BOD will vote on its decision.
 - b. The EBFC Board will meet and discuss the response no later than the next scheduled board meeting. Written replies will be made to the individual or team within 1 week of receiving the response as to the final decision of the EBFC board. To be included in the response is a statement informing the individual or team that this is the final decision with respect to the decision.
 - c. If the recommended disciplinary action is expulsion, two-thirds (2/3) of a Super Quorum must vote in favor of the expulsion.
 1. If a current board member is voted in favor of expulsion from their duties on the board they will not be able to run for a board position in the future.
 - d. If the recommended disciplinary action is NOT expulsion, two-thirds (2/3) of a Quorum must vote in favor of the recommended action.
 - e. If the BOD supports the appeal, the previous action or penalty will be revoked immediately.
 - f. Any decision of the Board shall be final.

D. COMPLAINTS AGAINST BOD OFFICER(S)

1. For a complaint and/or violation made against a current EBFC BOD Officer(s); the Officer(s) will not participate in the BOD meetings reviewing the situation and voting of disciplinary outcome.
2. BOD Officer(s) Related to Member(s) under investigation
 - a. If the EBFC Member(s) in question has a family member sitting on the current EBFC BOD, the family member will not participate in BOD discussions/reviews of the situation and voting of disciplinary outcome.

E. DISCIPLINARY GUIDELINES

1. Insubordinate or defiance of authority, refusal to comply with the rules of the EBFC, CONFERENCE WE PLAY IN and the Beavercreek City School District Administrative Guidelines.
 - a. First offense: Game Suspension
 - b. Second offense: Expulsion for Season
2. Inappropriate use or abuse of EBFC or School Property.
 - a. First offense: Letter of Reprimand
 - b. Second offense: Game Suspension

- c. Third offense: Expulsion for Season
- 3. Failure to abide by EBFC Parent Code of Conduct and/or Coaches Code of Conduct.
 - a. First offense: Letter of Reprimand
 - b. Second offense: Game Suspension
 - c. Third offense: Expulsion for Season
- 4. Disrespect of integrity and judgment against parents or game officials.
 - a. First offense: Letter of Reprimand
 - b. Second offense: Game Suspension
 - c. Third offense: Expulsion for Season
- 5. Fighting, threatening, or inflicting bodily harm on another; physical resistance to authority, or interfering with the production of others.
 - a. First offense: Expulsion for Season
- 6. Drinking, or being intoxicated during practices and/or games.
 - a. First offense: Expulsion for Season
- 7. Use of abusive or offensive language.
 - a. First offense: Letter of Reprimand
 - b. Second offense: Game Suspension
 - c. Third offense: Expulsion for Season
- 8. Use, being under the influence, transferring, or selling marijuana, narcotics or illegal drugs.
 - a. First offense: Expulsion for Season
- 9. Non-Sufficient Checks
 - a. First offense: Letter of Reprimand
 - b. Second offense: Game Suspension
 - c. Third offense: Expulsion for Season
- 10. Verbiage on any social media site by any member that portrays EBFC or its membership in a negative light or promotion of a competing organization.
 - a. First offense: Letter of Reprimand
 - b. Second offense: Game Suspension
 - c. Third offense: Expulsion for Season
- 11. The EBFC Board reserves the right to make changes to the above disciplinary actions including, but not limited to, expulsion for acts based on the severity and circumstances of the incident.

Section 2.04: Code of Ethics Agreement must be completed by the following:

A. BOARD OF DIRECTORS

B. COACHES AND TEAM-PARENTS

C. PARTICIPATING MEMBERS

Article III

Eager Beaver Football Club

Official By-Laws

Section 3.01: Board of Directors (BOD)

A. ATTENDANCE AT EBFC BOD MEETINGS AND CLUB ACTIVITIES

Board of Directors members are required to attend Board meetings and scheduled activities.

Board of Directors member(s) with two (2) unexcused absences during a given fiscal year may be removed from the Board of Directors at the discretion of the remaining Board of Directors members by a two-thirds (2/3) vote of the Super Quorum.

The Board of Directors will fill subsequent vacancies via appointment.

Absence from an emergency or special meeting convened without seven (7) days prior notice shall not be construed as "unexcused".

B. COMMON DUTIES

The Board of Directors shall manage the business of the EBFC in accordance with its Constitution and By-Laws.

The Board of Directors shall protect and enforce the EBFC's Constitution and By-Laws.

Ensure EBFC is compliant with appropriate guidelines and rules set-forth by the Conference.

Administer investigation and rulings on incident reports submitted by Board of Directors Officers, EBFC members, Coaches and Team-Parents.

Represent EBFC in approving all agreements, contracts and obligations.

Board of Directors shall participate in home game day management, including, but not limited

to: a. Field setup and teardown

b. Monitoring of various financial transactions

c. Basic security and general oversight of the EBFC home playing field

d. Serve as an EBFC Representative when present at any away game locations

Participation shall be distributed equally among all members with a minimum of two (2) Board of Directors members on-site at any one time.

Assignment to home or away locations shall be determined by the Conference schedule of their child's team.

Board of Directors members shall actively participate in EBFC functions, including meetings, equipment handout/turn in and any other specified events.

All Board of Directors must pass and hold a valid background check as set up by the EBFC BOD.

All Board of Directors are also required to hold a valid NFHS concussion awareness certification by the first day of practice.

EBFC President, Vice President, and Tackle Football Rep will enforce the EBFC Lightning and Inclement Weather Policy as well as the Heat Regulations Policy.

No member of the Board of Directors may participate as an Executive Board member of the conference in which the EBFC participates.

All EBFC Board of Directors shall be required to sign a Non-Disclosure and Non-Compete agreement.

Board members who serve a team role such as coach or team parent are not exempt from serving at home games as an acting board member.

C. COMMITTEES

Committees are smaller groups of board members that will meet outside of monthly board meetings to plan and make decisions on the following: football and cheer program of EBFC, spirit wear, events, and fundraising. Committees are made up of the following members from the board below. Decisions and information that occur at these committee meetings will be shared at the monthly BOD meeting.

Football Committee: President, Football Equipment Rep, Tackle Football Rep, and Mini Football/Safety Rep

Cheer Committee: Vice President, Treasurer, Tackle Cheer Rep, Mini Tackle Cheer Rep

Spirit/Events and Fundraising Committee: Secretary, Concession Rep, Spirit/Events Rep, Team Parent/Volunteer Rep, Tackle Cheer Rep, Vice President, Communications/Social Media Rep, and Fundraising Rep

D. SPECIFIC DUTIES OF THE BOARD OF DIRECTORS

1. **President** – The President at all regular and special meetings shall preside and shall be responsible for all major executive decisions. The President shall be responsible for carrying out the decisions of the EBFC. The President shall also fulfill other duties normally belonging to this office. The President shall coordinate with all Board Members and any committees to see that the duties and purposes of the organization are being carried out. The President shall also be responsible for carrying out the decisions passed on from the Conference. Additionally, Section G of Article III, Fiduciary Duties, details other responsibilities the President shall uphold.

2. **Vice President** – The Vice President shall be the member liaison. The Vice President shall represent the member's concerns, grievances and interests before the Board that are not handled through other channels. The Vice President will monitor the Vice President email at ebfcvp@gmail.com.

- a. Shall serve as the primary point of contact for members when any disciplinary and/or expulsion issues arise.
- b. Chair the Board meeting in the absence of the President.
- c. Responsible for coordinating the member appreciation day and member gifts.
- d. Prepare and keep a membership book/roster as required by the laws of the State of Ohio
- e. Organize season end banquet
- f. Coordinate EBFC sponsorship program
- g. Coordinate team pictures

3. **Treasurer** – Coordinate and participate with a BOD approved third party accountant, accounting agency or attorney in the preparation and filing (if applicable) of all legal documents required by federal, state or local agencies. Work with concessions rep to purchase items as needed. The Treasurer will monitor the Treasurer email at eagerbeavertreasurer@gmail.com. Additionally, Section G of Article III, Fiduciary Duties, details other responsibilities the Treasurer shall uphold.

- a. Legal Documents, including but not limited to
 1. Income and expenditure reports
 2. Tax documents
 3. Financial statements
 4. Submit a monthly report at the regularly scheduled BOD Meetings detailing
 - a. EBFC financial transactions
 - b. Weekly individual reports of each game day's receipts
 - c. Payment of bills made by the due date
 - d. Provide annual budget for the BOD for approval
 - e. Home Game Day Coordination
 - i. Coordinate the means to pay the game Officials
 - ii. Coordinate the cash on hand for cash operations
 - iii. Coordinate the bank deposits
 5. Main Club Fundraiser
 - a. Maintain records of the distribution
 - b. Set-up and ensure the money timelines are met
 - i. Collection of the proceeds
 - ii. Deposits to the Treasurer

4. **Secretary** – The Secretary shall be responsible for all the documentation and forms in the name of the EBFC. The Secretary shall monitor the secretary email secretary.ebfc@gmail.com.

- a. Attend all Board meetings and keep accurate records of all business discussed and acted upon by the Board
 1. Meeting Minutes
 - a. Taken at all meetings
 - b. Typed after the meetings
 - c. Emailed to the Active Board Members within one week of the meeting
- b. Responsible for maintaining the EBFC Constitution
- c. Responsible for maintaining the EBFC By-Laws
- d. EBFC Forms and Documents
 1. Prepare EBFC Forms
 - a. Registration Form
 - b. Volunteer Application Form
 - c. Board Code of Conduct Form
 - d. Parent Code of Conduct Form
 - e. Registration Payment Plan Form
 - f. EBFC Sponsorship Form
 - g. EBFC Sponsorship Letter
 - h. Team Parent Handbook
 1. Assist Officer's with EBFC Handbooks
 2. Organize Annual Board of Directors Nominations
 - a. Collect nominations
 - b. Present nominations to the board
 - c. Contact nominees after approval
 - d. Prepare ballots

5. **Communication/Social Media Rep** -- The Communication/Social Media Rep will function as the webmaster and shall be responsible for communications to the EBFC through managing the EBFC email at ebfcmediarep@gmail.com. The will preside over the Board meeting in the absence of the President and the Vice President.

- a. Work closely with all BOD members on information that needs to be given to the club.

b. Communicate with and promote all events and information to the members through

- 1 Email
- 2 Social media
- 3 Club website
- 4 Newsletters

6. Concession Representative(s) – The Concession Representatives shall be responsible for coordinating the various aspects of the concessions booth. The Concession Representative will monitor their email at ebfcconcessions@gmail.com. They will communicate and coordinate with the treasurer on items needed and will purchase them with club funds if the treasurer is unable. Duties include, but are not limited to:

- a. Arranging with the Board approved vendors for the trailer and supplies
- b. Home Game Day and practice coordination
- c. Coordinating vendor sales at home games
- d. Article III, Section G.5.b. Details additional fiduciary duties for this position.

7. Football Equipment Representative(s) – The Equipment Representatives shall be responsible for the planning, acquisition and maintenance of all football equipment and uniforms that are utilized by the EBFC. The Equipment Representative will monitor their email at equipment.ebfc@gmail.com.

- a. Coordinate with the Football Reps
 1. Equipment disbursement
 2. In-season maintenance
 3. Retrieval of all equipment and uniforms

8. Team Parent/Volunteer Rep-Team Parent Rep is responsible for communicating information and coordinating Team Parents on EBFC events, fundraising, and responsibilities as a team parent. The Team Parent Rep will monitor their email ebfcteamparent@gmail.com.

1. Hold a meetings with team parents
2. Coordinate with Spirit/Event Rep Team Parent shirt sizes to order.
3. Approve all Team Fundraising
 - a. Teams are allowed to have five fundraisers for their personal slush fund to go towards the end of year party and gifts. All Fundraisers need to be approved by the Team Parent Rep. If a team needs to do more than 5 fundraising events they will need to bring their case to the Team Parent Rep who will present it to the Board to vote on.
4. Maintain team parent handbook
5. Coordinate Yearbook with VP
 - a. Coordinates Ad space for parents. Send copies of team pictures to Team Parents of each team for player names and coach's names.
 - b. Collaborates Design with VP.
 - b. Distribute yearbooks to each team's Team Parent.
5. Track and maintain all volunteer hours.
6. Ensure team parents fill all required game positions:
 1. Chain gang (3)
 2. Spotter (1)
 3. Ticket Sales (2)
 4. Concession Stand
 - i. Practice (1)
 - ii. Games (3)
 5. Trash/Floater (1)
 6. Spirit Table (1)
 7. Parking Attendant (1)
 8. Set Up (2)
 9. Tear Down (2)
 10. Grill (2)

9. Field Representative – The Field Representative shall be responsible for the planning, acquisition, and maintenance of the practice and playing field complex and its associated equipment. The Field Rep will monitor their email Fieldrep.EBFC@gmail.com

- a. Works with the President and Vice President to serve as the primary liaison between the EBFC and the Beaver Creek City School buildings and grounds personnel for all field requirements.
- b. Associated equipment Coordination
 1. Game Day field and practice field equipment
 2. Announcer booth
 3. Maintaining the field striping equipment
 4. Golf Cart
 5. Coordinate Services
 - a. Port-O-Potties
 - b. Trash Removal

10. Fundraising Representative – The Fundraising Representative shall be responsible for coordinating the various aspects of fundraising for the EBFC organization. Part of the club committee. Fundraising Rep will monitor their email at ebfc.fundraisingrep@gmail.com.

- a. Coordinate the EBFC Sponsorship Program
 1. Update and maintain Sponsorship Letter and Sponsorship Levels.
 2. Actively seek new/renew sponsors for each season.
- b. Coordinate Fundraising/Donations at Club Held Events including:
 1. Gift Baskets
 2. Prizes/Gift Cards
 3. Food donations/Food Truck
 4. Anything else that is needed for Events

11. Spirit/Events Representative(s) – The Spirit/Events Representative shall be responsible for the coordination of spirit and social related activities. They shall work with the Fundraising Rep to coordinate fundraising opportunities to the club at events. Advertisement of events shall be coordinated with EBFC Media Rep. They shall assist working with the Vice President in coordination of member appreciation day. Spirit/Events Rep will monitor their email at ebfcevets@gmail.com.

- a. Registration Coordinator
 1. Events
- b. The set-up and operation of EBFC events
 1. 4th of July Parade
 2. EBFC Annual Swim Party
 3. Beaver Creek Football Events
 - a. Meet the Team Night
 4. Homecoming Parade
 5. EBFC End of Year Party
- c. Coordinate EBFC Spirit Wear/Table
 1. Board Shirts
 2. Coaches and Team Parent Shirts that should be coordinated with Football and Cheer Committees as well as Team Parent Rep.

12. Tackle Cheer Representative – The Tackle Cheer Representative shall represent the 4th, 5th, and 6th grade Cheerleaders in the decisions and concerns before the Board. Monitor the club cheer email at eagerbeavercheer@gmail.com. Part of the Discipline committee.

- a. Assist the Mini Cheer Representative:
 1. Equipment disbursement
 2. EBFC Competitive Cheer Program
 3. In-season maintenance
 4. Retrieval of all equipment and uniforms
- b. Coordinate and communicate all aspects surrounding:
 1. Cheer expo

- 2 Cheer camp
- 3 Coordinate & communicate all aspects of comp cheer
- c. Coordinating certification of coaches as required
 - 1. Issue rules and instructions for all coaches
- d. Responsible for the Year End Trophies
 - 1. Design
 - 2. Distribution
- e. Preside over all Cheerleading meetings concerning:
 - 1. Policy rules
 - 2. Regulations
 - 3. Equipment
 - 4. Safety and other issues that may arise

13. Mini Cheer Representative – The Mini Cheer Representative shall represent the bantam and 3rd grade Cheerleaders in the decisions and concerns before the Board. The Mini Cheer Representative shall be responsible for the planning, acquisition, and maintenance of all cheer equipment and uniforms that are utilized by the EBFC. Monitor the club cheer equipment email at creekcheerequipment@gmail.com.

- a. Assist the Cheer Rep on all duties including but not limited to:
 - 1. Planning of the cheer expo.
 - 2. Planning of the cheer camp.
 - 3. Cheer meetings.
 - 4. Assist with comp cheer
- b. In the absence of the Tackle Cheer Rep preside over all meetings concerning:
 - 1. Policy rules
 - 2. Regulations
 - 3. Equipment
 - 4. Safety and other issues that may arise

14. Tackle Football Representative – The Tackle Football Representative shall represent the 4th, 5th, and 6th grade Football players in the decisions and concerns before the Board. Part of the discipline committee. Tackle Football Rep will monitor their club email at ebfc.footballrep@gmail.com

- a. Coordinate with the Equipment Representative(s)
 - 1. Disbursement of all equipment
 - 2. Retrieval of all equipment
- b. Coordinate with the Mini Tackle/Safety Rep
 - 1. Issuing rules and instructions to the coaches
 - 2. Background Checks for coaches
- c. Coordinating the certification of coaches as required
 - 1. Certification for coaches
- d. In the absence of the Mini Tackle/Safety Rep preside over all Football meetings concerning
 - 1. Policy rules for coaches
 - 2. Regulations for coaches
 - 3. Equipment for coaches
 - 4. Safety and other issues that may arise for coaches
- e. Coordinate Board approved coaches requirements
 - 1. Training for coaches
 - 2. Mandated Beaver Creek Football Fundamentals for coaches
- f. Responsible for the Year End Trophies
 - 1. Design
 - 2. Distribution

15. Mini Football/Safety Representative – The Mini Football/Safety Representative shall represent bantam and 3rd grade football players in the decisions and concerns before the Board. They will represent all EBFC coaches in their decisions, concerns, and grievances pertaining to player safety before the EBFC BOD. They will work closely with the Football and Cheer Reps on coach certifications and training as well as equipment

handout for proper sizing of safety equipment. They will be a present part of the safety of the athletes. Mini Football/Safety Rep will monitor their club email at ebfc.minitacklerep@gmail.com.

- a. Presides over all football meetings concerning:
 - 1. Policy rules for coaches
 - 2. Regulations for coaches
 - 3. Equipment for coaches
 - 4. Safety and other issues that may arise for coaches
- b. Responsible for any Coach Mandates
 - 1. Mandatory coaching training
 - 2. Coordinate the certification of coaches
 - 3. Communicate the issuing of rules and instructions from the Conference to the Coaches Representative
- c. Responsible for any USA Football Mandates

E. ELECTION OF BOARD OF DIRECTORS

Election Process – General

- a. The general electorate of the EBFC shall consist of any member in good standing, as defined in the Constitution, at the time of the election.
- b. Elections shall be finalized at a meeting usually held after the conclusion of the football season, but before the end of the calendar year. Nominations shall be solicited from the membership of the EBFC. The President shall preside over this process. The Secretary or Communications Representative shall notify the membership as to the exact time and date the elections shall be held.

Qualifications

- c. All nominees must be an active EBFC member in good standing as defined by the Constitution, section 4.2. Any member that does not meet the criteria may not be nominated to serve as a Board of Directors in any position.
- d. All nominees who are elected to the Board of Directors must be able to assume office at the first board meeting in January following elections.
- e. Candidates for the office of President, Treasurer, and Vice President must have served a minimum of one (1) year on the Board of EBFC. The President and Vice President will be voted on only by the EBFC Board of Directors.
- f. Candidates for the office of President and Treasurer must be bondable.

Nominations

- g. All nominations for EBFC Board positions must be submitted as outlined below by a member in good standing.
- h. Each nomination must include the contact information of each nominee and the position in which they are being nominated for. The nomination must be dated and include the home address, telephone number and name of the member submitting the nomination.
- i. All nominations must be emailed to secretary.ebfc@gmail.com. Monday week 7 of the regular season will open the call for nominations and will close with the nomination(s) being postmarked no later than the weekend of the 1st round of playoffs on Sunday at 11:59 PM EST of the election year. Nominations are considered confidential.
- j. All nominations will be compiled by the Secretary within two days of nominations being postmarked. The Secretary will send out notifications of nomination with instructions on acceptance. The acceptance date window should be at least two days with a postmarked date no later than 11:59 PM EST of said acceptance date deadline. Any acceptance(s) submitted past the deadline will not be considered valid.

Only exception to this will be if the individual can provide evidence that they sent their nomination on time.

Voting Process

- a. The Board of Directors shall provide a list of all valid candidates willing to accept their nomination for the review of the membership at least one (1) week in advance of the scheduled election. The Board of Directors are the only individuals that will vote on the President and Vice President positions.
- b. The voting shall take place at a site designated by the EBFC Board. The site for elections will be announced to the general membership at least one (1) week in advance of the scheduled election.
- c. The voting will be held at the first Equipment Hand in for Cheer and Football with location and time determined by the board, unless all approved nominations result in no opposed positions.
- d. The voting must be done in person at the designated site. Absentee voting, voting by proxy and write-in candidates are not permitted and will be considered invalid. A voter must sign in and be verified as registered members at the time of the election to receive his or her official voting ballot.
- e. The EBFC Board reserves the right to address the possibility for a member to cast an early vote based on extenuating circumstances.
- f. If on the day of voting extenuating circumstances occur to where a member can no longer vote in person but would still like to vote. They would reach out to the Vice President and Secretary at their respective club emails explaining the situation. If it is deemed appropriate an electronic ballot will be sent at 6:00pm and will need to be sent back by 7:30 pm sharp to be included in ballot counts. This electronic ballot will not be anonymous.

Dispute Resolution Process

- g. In the event the EBFC Board has rejected the nominated candidate, the rejected candidate may request to present their argument before the EBFC Board. The rejected candidate must request to attend a meeting. The request must be provided to the Secretary at least 24 hours prior to the scheduled meeting.

F. BOARD OF DIRECTOR MEETINGS

Meeting Schedule

- a. The "In-Season" Schedule (July-Nov) Board meetings shall be held bi-weekly at a time and location agreeable to the Board Members.
- b. The "Off-Season" Schedule (Dec-June) Board meetings shall be held monthly at a time and location agreeable to the Board Members.
- c. Members of the EBFC may contact the current Vice President or any Board Member for the time and location of the next scheduled meeting.
- d. Hold a Board meeting in late November or December with current BOD members and new ones from elections to transition.

Meeting Decorum

- d. A quorum is required before an official meeting can be conducted or any official decisions can be made. A quorum shall be defined as a simple majority of the voting membership of the Board of Directors.
- e. All meetings shall generally be conducted with common courtesy and as close as possible to the latest edition of Robert's Rules of Order Revised, unless modified by or in conflict with the EBFC Constitution or By-Laws.

Order of Business – Unless a motion is made to suspend the normal order of business, the order

of business is as follows:

- f. The President will call the meeting to order. In the absence of the President, the Vice President presides over the meeting. In the absence of both the President and the Vice President, the Communication/Social Media Rep shall preside.
- g. The Secretary shall take attendance and make a determination as to quorum.
- h. Visitors.
- i. Review, correction and approval of the previous meeting's minutes.
- j. The Treasurer shall provide a financial report.
- k. As necessary, each representative shall provide a report.
- l. Old Business.
- m. New Business.
- n. Adjournment.

Visitors

- o. Board Meetings of the EBFC may be open to the public or declared limited to board members and board approved visitors determined by the Board).
- p. Individuals may request to attend a meeting. The request must be provided to the Secretary at least 24 hours prior to the meeting and include a brief explanation of the reason for attendance.
- q. There will be a time limit of ten (10) minutes for the visitor to present their information.
- r. Visitors are only permitted one meeting per incident, unless given a continuance by the BOD.

Voting

- s. Each of the representatives listed in Article III of the EBFC Constitution shall comprise of the voting officers of the EBFC Board of Directors. In the event of a tie vote, the President is vested with the authority to cast the determining vote.
- t. Abstention by any voting member of the EBFC Board of Directors is not permitted during any vote, unless the Board determines that an actual or potential conflict of interest exists.
- u. A vote shall be mandated for all Board decisions. A secret ballot may be utilized if requested by any Board member.
- v. Changes to the EBFC Constitution or By-Laws, one-time waivers to the Constitution or By-Laws, or any vote concerning the expulsion of a member of the Board or general member of the EBFC, shall require a two-thirds (2/3) majority vote of a super quorum of the EBFC Board of Directors. Unless otherwise specified herein, all other business before the Board requires a simple majority vote of a quorum.

Emergency or Special Meetings

- w. The President shall call any emergency or special meeting of the BOD when deemed necessary. The Secretary shall notify all Board of Directors of the time, date and location of the meeting.
- x. A special meeting of the EBFC Board of Directors may be called when requested by twenty-five percent (25%) of the Board of Directors members of the EBFC.

G. FIDUCIARY DUTIES

1. Cash & Check Disbursement

- a. The President and Treasurer are responsible for establishing and managing a bank account for conducting EBFC business and disbursement of funds.
- b. Only the President and Treasurer shall have the authority to disburse EBFC funds in support of the program.
- c. No two (2) Board of Directors officers of the same family shall have the authority to disburse EBFC funds in support of the program.
- d. In the event that Board of Director Officers of the same family hold two or more positions, the Board of Directors at its discretion shall appoint a replacement or replacements from the Board of Directors in order to meet the requirements set forth in section 3.01.f.i3.
- e. The Board of Directors must approve all expenditures and purchases as follows:
 1. Purchases \$200-\$500 can be approved by the President & Treasurer without board approval. \$500 and above will need board approval.
 2. The Board of Directors must authorize payment of financial obligations.
- f. Board of Directors must follow Cash & Check Procedures in the EBFC Accounting Procedures Manual outlined on Appendix A in the EBFC Bylaws Appendix.

2. Bondable Officers

- a. All individuals who have signatory authority for the release or disbursement of EBFC financial assets shall be bondable.
- b. If a bond cannot be secured for the President and/or Treasurer, he/she must forfeit the position.
- c. It will be the responsibility of the remaining BOD to secure nominations and vote for a new officer with a Super Quorum deciding the new officer.

3. Expense Reconciliation

- a. The Treasurer reconciles checking and investment accounts monthly.
- b. Team-Parents reconcile team expenditures against the respective slush fund annual. The final report and expenses are due to the Treasurer before December 1 of the respective calendar year.

4. Budgeting

- a. The Treasurer will request input from the BOD in developing an annual budget.
- b. The Treasurer will present the final budget to the Board of Directors at the April meeting for Approval.
- c. The budget process is outlined on Attachment A in the EBFC's Bylaws Appendix.

5. Non-Monetary Asset Management

- a. The Equipment Representative will conduct a physical count of equipment assets annually.
 1. The report will document inventory levels to the Audit Committee by March 31 of the respective calendar year.
 2. The report will include a recommendation on purchasing new equipment (if applicable).

b. The Concessions Representative will be responsible for all perishable assets.

1. Items in need of purchase for the upcoming season must be secured with optimal pricing.

2. Payment terms must include payments remittable via electronic funds transfer (EFT). 3. All remaining perishable assets after the close of the season will be sold or donated.

4. A final report including monies earned from sale of items will be submitted to the Treasurer before December 31.

6. Investment Management

a. The Treasurer will be responsible for administering the investment(s) of the EBFC's monies.

b. Strategy shall be reviewed monthly with recommendations for changes presented to the Board of Directors annually in the March meeting.

1. Recommendations/changes to the investment strategy can be completed as needed based on rapidly changing markets and/or EBFC financial emergencies.

c. Provide a summary report at monthly Board of Directors meetings.

7. Financial Reporting

a. The Treasurer will provide the following reports at monthly Board of Directors and Audit Committee meetings:

1. Reconciliation Summary Report – Checking & Investments.

2. Weekly individual reports of each game day's receipts.

3. Profit & Loss Report (including investment summary)

4. Budget – Actual vs. Forecast

5. Audit Committee recommendations

6. Treasurer will create an annual report based on the previous fiscal year and submit it to the Board of Directors for approval at the February meeting.

8. Audit Committee

a. Duties

1. Monitor EBFC's financial activities for adherence to Fiduciary Policies outlined in the By-Laws.

2. Document discrepancies and create reports to be presented to the Board of Directors at monthly meetings.

3. Provide recommendations on process improvements for financial policies and procedures to the Board of Directors annual at the April meeting.

b. Participants

1. Treasurer, additional members from the general membership not to exceed 5 members.

9. 501c3 Status and Annual IRS Filing

a. The Treasurer is responsible for ensuring that a non-exempt tax-status form 990 is filed annually to the Internal Revenue Service by the 15th day of the 5th month.

- b. Form 990 will be reviewed with the Audit Committee and then submitted to a CPA for final approval prior to filing.

10. Auditing Process

a. Internal Audit

1. A Treasurer report will be presented to the EBFC Board at the first monthly meeting for the duration of the year. This report should occur 12 times. The Board shall oversee the Treasurer and the financial status of the EBFC.
2. The EBFC Board will review and oversee all internal Treasurer reports of inventory of equipment, food and all of the other non-monetary assets as well as monetary assets.
3. The EBFC Board will engage any outside accounting firm hired to conduct an external audit of the EBFC.

b. External Audit

1. The BOD will determine the frequency of all external audits conducted by a Certified Public Accountant to prepare financial statements and review financial procedures. The board will consider the recommendation of the Audit Committee and/or any member requesting an external audit in making its decision to proceed with these services.
2. External audits will be completed by the April Board of Directors meeting or as soon as feasible depending upon the schedule and agreement entered with the outside firm.

11. Insurance

- a. The Treasurer will review insurance policies with the contracted insurance agent annually.
- b. Results of annual insurance review will be reported to the Audit Committee at the July meeting.
- c. Insurance providers will be put out to bid once every three (3) years starting with 2008.
- d. Insurance policies will include:

1. Board of Directors Liability Insurance
2. Commercial Property Insurance
3. General Liability Insurance
4. Employee Theft Insurance

12. Equipment

- a. The inventory and assessment will be conducted annually.

Article IV

Eager Beaver Football Club

Official By-Laws

Section 4.01: Football Coaching Requirements

A. REQUIRED ITEMS TO COACH FOOTBALL WITHIN EBFC

1. Volunteer Forms

- a. All volunteers are required to complete the EBFC volunteer application form.

2. Certification

- a. All coaches will abide by the policies and procedures set down by USA Football, the Conference and the BOD of the EBFC. All football coaches must be USA Football Tackle certified prior to the first day of practice at a Level 1 or higher certification.

3. Background Check

- a. All coaches must pass a criminal background check as set up by the EBFC BOD. The background check must be completed and verified before the first day of practice. Verification can take up to 10 days, please allow time to have the background check verified to ensure approval to coach the first day of practice. The cost of the background check will be paid for or reimbursed by the EBFC.

4. Mandatory Football Coaches Meetings

- a. EBFC – All EBFC Coaches are required to attend any EBFC supported coaches clinics, participate in Equipment Hand-out, turn in and additional events as required by the Board of Directors. Unexcused absences may result in disciplinary action.
- b. Conference Meeting – An annual meeting of head coaches will be held prior to the first game of each year to discuss rules and procedures. Attendance is mandatory for all head coaches. Unexcused absences may result in disciplinary action.

5. Code of Ethics

- a. All coaches must sign and abide by the Coaches Code of Ethics as prescribed by the Conference on the sideline roster.
- b. All coaches must sign and abide by the EBFC Coaches Code of Ethics as a Form like the Parents Code of Conduct

6. Must be at least 18 years of age on the first day of practice.

7. Ohio Concussion Training Certification

- a. All coaches must have successfully completed the state mandatory concussion training course offered through NFHS within the previous three (3) year period. A copy of the NFHS certificate of completion is required to provide as proof.

B. REQUIRED ITEMS TO HEAD COACH FOOTBALL WITHIN EBFC

1. All head football coaches must abide by all requirements set forth in Section 4.01.A.1 – 4.01.A.7.

2. EBFC Board Approval

- a. All head coaches must be approved by the EBFC BOD, based upon simple majority vote of the quorum. The EBFC BOD may approve an interview or selection process to recommend head coaches for the EBFC BOD vote to approve head coaches.

3. Mandatory Football Coaches Meeting

- a. Conference Meeting – An annual meeting of all head coaches will be held prior to the first game of each year to discuss rules and procedures. Attendance is mandatory for all head coaches. Unexcused absences may result in disciplinary action.

Section 4.02: Head Football Coach Responsibilities

A. ASSISTANT COACH AND TEAM-PARENTS

1. Selection

- a. Head coaches are required to select and/or approve the Assistant Coaches and Team-Parents for their team. These selections must be provided to the Board of Directors at the conclusion of the first week of practice, however all selections are subject to BOD approval.

2. Conduct

- a. The head coach is and must be the individual responsible for the sideline personnel, team and fans associated with the team conduct.

B. TEAM FUNCTIONS

1. Rosters and Weigh-Ins

- a. Weigh-ins will be held on a date that is to be determined by our governing Conference.
- b. Official rosters, listing all player information and sideline roster personnel shall be completed in advance of the first weigh-in.

2. Conduct

- a. The EBFC Board of Directors will require each Head Coach to establish, in writing, the rules for the team conduct and defined penalties. Such team rules must be submitted to a Coaches Representative for presentation to the BOD by the 1st Wednesday in August. Once approved, these team rules shall apply to any and all team participants.

3. First Aid

- a. It is the policy of the EBFC that coaches are permitted to provide first aid intervention within their skill

level of understanding and competence. It is also the policy that only the parent or legal guardian shall provide or administer medication, either prescription or nonprescription form. Any exception to this rule requires the head coach to have in their possession a written document from the parent or legal guardian which lists what medications may be applied to their child and under what circumstances such medication may be rendered. It is also at the sole discretion of the coach as to whether they will or will not accept such responsibility. Such a permission letter is valid only on a per season basis.

C. PRACTICES

1. Season Start

- a. No instructional meeting or organized conditioning may start prior to the last Monday in July.

2. Practice Acclimation Period

- a. The acclimation period for any player will be four (4) practice days without pads or player contact.
- b. The fifth (5th) practice day may be with full pads but may not involve player contact.
- c. Player contact is defined as player to player, player to coach or player to blocking pad contact.
- d. The helmet may be worn at any time during the acclimation period, at the discretion of the coach.

3. Practice Duration

- a. Practice is limited to 2 hours per day/10 hours per week/5 days per week maximum until school starts or the first scheduled game; whichever comes first.
- b. After the first scheduled game, practice is limited to three (3) nights per week/ 2 hours per day/ 6 hours per week
- c. All practice times are dictated by our governing league.

4. Scrimmages

- a. During an inter-club, or any other type of scrimmage, if at any time unsportsmanlike play is witnessed or heard (by coaches, parents or players), the scrimmage shall halt immediately and the issue(s) shall be addressed by the coaching staff. Only after all parties are aware of said issue and it has been resolved (in the opinion of all involved), may the scrimmage continue. It is the view of the EBFC Board that a scrimmage is to be a teaching tool and all parties need to work together to make it a learning experience. If this policy is not adhered to, disciplinary action may be taken.
- b. Scrimmages outside of the EBFC organization must be approved by the EBFC BOD in advance. To request such approval, please contact the Football Representative and the President with a complete roster of the opposing teams including player jersey numbers, dates of birth and weights.

D. GAMES

1. Playing Time

- a. The EBFC, in accordance with the Conference rules, require that every player have the opportunity to play a minimum of five (5) plays per half. Plays that do not have full contact (for example punts at Bantam through fourth grade and any extra points or field goals where the ball is kicked) cannot be counted as a play to meet this requirement.
- b. Player injury, illness or disciplinary action may affect the playing time rule, at which time the opposing coaching staff should be notified.

Section 4.03: Cheerleading Coaching Requirements

A. REQUIRED ITEMS TO COACH CHEERLEADING WITHIN EBFC

1. Volunteer Forms
 - a. All volunteers are required to complete the EBFC volunteer application form.
2. Background Check
 - a. All coaches must pass a criminal background check as set up by the EBFC BOD. All head coaches must have a completed and verified background check by the 1st day of practice. All assistant coaches must have a background check submitted and until clearance is received, will be supervised by the head coach or an EBFC BOD. In the event that a head coach has not been chosen prior to the start, the head coach will be supervised by a BOD until background check verification is complete. The background check must be completed and verified before the first day of practice. Verification can take up to 10 days, please allow time to have the background check verified to ensure approval to coach the first day of practice. The cost of the background check will be paid for or reimbursed by the EBFC.
3. Mandatory Cheerleading Coaches Meetings
 - a. All EBFC Coaches are required to attend any EBFC supported coaches' clinics, participate in Equipment Hand-out or turn in and any additional events as required by the Board of Directors. Unexcused absences may result in disciplinary action.
 - b. Sign and abide by the Cheer Coach Handbook.
4. Code of Ethics
 - a. All coaches must sign and abide by the Coaches Code of Ethics as prescribed by the EBFC.
5. Must be at least 18 years of age at the first day of practice.
6. Ohio Concussion Training Certification
 - a. All coaches must have successfully completed the state mandatory concussion training course offered through NFHS within the previous three (3) year period. A copy of the NFHS certificate of completion is required to provide as proof.

B. REQUIRED ITEMS TO HEAD COACH CHEERLEADING WITHIN EBFC

1. All head cheerleading coaches must abide by all requirements set forth in Section 4.03.A.1 – 4.03.A.6.
2. EBFC Board Approval
 - a. All head coaches must be approved by the EBFC BOD, based upon simple majority vote of the quorum. As a general consideration, head coaches of the previous year will be given preference to continue as the head coach if they continue to move up in grade level with their designated team as long as they remain in good standing with the EBFC. However, the final decision will depend on the Head Coach receiving the simple majority vote as described above.
 - b. All cheerleading sideline cheers not in the Cheerleader & Coaches Handbook must be approved by the appropriate Cheer Representative prior to instructing or using it within EBFC. All cheer music for Half-Time must be approved by the appropriate Cheer Representative.
 - c. Read and follow policies, procedures, and guidance set forth in the Coaches Handbook that is given by the Tackle Cheer Representative.

Article V

Eager Beaver Football Club

Official By-Laws

Section 5.01: Team-Parent Requirements – Football & Cheer

A. REQUIRED ITEMS TO TEAM-PARENT WITHIN EBFC

1. Volunteer Forms
 - a. All Team-Parent volunteers are required to complete the EBFC volunteer application form.
2. Background Check
 - a. All Team-Parent volunteers must pass a criminal background check as set up by the EBFC. The cost of the background check will be paid for or reimbursed by the EBFC, if applicable.
3. Mandatory Team-Parent Meetings
 - a. All EBFC Team-Parents volunteers are required to attend any EBFC supported Team-Parent meetings and participate in any EBFC events as required by the Board of Directors. Unexcused absences may result in disciplinary action.
4. Code of Ethics
 - a. All Team-Parent volunteers must sign and abide by the Team Parent Code of Ethics as prescribed by the EBFC.
5. Must be at least 18 years of age by the first day of practice.
6. Ohio Concussion Training Certification
 - a. All Football Team-Parents must have successfully completed the state mandatory concussion training course offered through NFHS within the previous three (3) year period. A copy of the NFHS certificate of completion is required to provide as proof.

Section 5.02: Team-Parent Responsibilities – Football & Cheer

A. ATTENDANCE AT TEAM-PARENT MEETINGS

1. Team-Parent(s) is/are required to attend the Team-Parent meeting, as needed. The Team Parent Representative will announce the time and location of the next scheduled meeting.

B. DOCUMENTATION ORGANIZATION

1. The Team-Parent is responsible for collecting all of the member documents, emergency medical release forms, etc. This information must remain with the Head Coach at all times.

2. Read and abide policies, procedures, and guidance set forth in the Team Parent Handbook that is given by the Team Parent Representative.

C. TEAM FINANCES

1. Team-Parents reconcile team expenditures against the respective slush fund annually. The final report and expenses are due to the Treasurer before December 15th of the respective calendar year. This information must be available for member inquiries within 24 hours if requested.
2. Team Parents are responsible for helping and managing Team Fundraising for their respective slush funds in coordination with the Head Coach. Their team will be limited to five fundraisers a year and must coordinate with the Team Parent Representative the fundraising they are doing.

D. VOLUNTEER HOURS

1. It is the responsibility of the Team-Parent to coordinate with the Team-Parent Representative and our parent volunteers to assure successful game day operation.

E. TEAM COMMUNICATIONS

1. The Team-Parent will be responsible for communicating information from the Board of Directors to the members within their teams.

F. END OF YEAR TEAM ACTIVITY/GIFT

1. It is the responsibility of the Team-Parent to coordinate with the Head Coach an end of the year gift and party. All events MUST be concluded by the first Saturday in December. Collect all team monies and convert to check form, before submitting to the Treasurer.

Article VI

Eager Beaver Football Club

Official By-Laws

Section 6.01: Registration

A. PARTICIPATION

1. The Eager Beaver Football Club is open to all children – Kindergarten through 6th grade who live in the Beavercreek Public School District.
 - a. Football Players and Cheerleaders that are enrolled in Kindergarten for the upcoming school year and must be 6 years of age by August 1 in order to participate.

B. REGISTRATION

1. Registrations are accepted on a first-come first-served basis. The deadline for all registrations shall be determined each year by the Board.

C. PARTICIPATION FORM

1. Each participant must complete an individual participation form and complete the Eager Beaver Football Club Waiver and Release of Liability.

D. REGISTRATION FEES

1. Fees are set forth by the Board of Directors no later than April 1.

E. FUNDRAISING OPTIONS

1. OPTION I (FULL PARTICIPATION)

- a. This option requires the child to participate in the EBFC Fundraiser. If the child does not participate fully in the fundraiser, the child will be suspended from further participation in the EBFC program. Maximum participation is 2 athletes per family.

2. OPTION II (BUY-OUT)

- a. Add \$125.00 to the registration fee per child. This option allows the family to pay all of the child's fees at the time of registration and not have to participate in the fundraiser. Maximum is 2 athletes per family.
- b. Members may choose to opt out after they have registered until equipment is handed out. At that time, no changes can be made.

F. PHYSICAL

1. Each child must have a physical prior to the start of practice, dated within the current calendar year. Football players and cheerleaders MUST have their physical completed on the Conference required form.
2. No participant will be allowed to participate in practice without a completed physical form and registration fees paid.

G. FINANCIAL SCHOLARSHIP CASES

1. Any financial scholarship case should be taken directly to the Vice President. The Vice President shall review each case and present it to the Board for approval. Any discussions held privately between the requesting party and the Vice President will remain confidential. The Vice President shall present the case to the Board in such a way as to guarantee the anonymity of the requesting family. Scholarship recipients will still be responsible for participating in the fundraiser.

H. TEAM/PLAYER CONDUCT AND DISCIPLINE

1. The EBFC Board will require each Head Coach to establish, in writing, rules for the team conduct and defined penalties. Such team rules must be submitted to a Coaches Representative for presentation to the BOD during the first Wednesday of August. Once approved, these team rules shall apply to any and all team participants. Any exceptions to these rules will require a review and majority vote of the EBFC BOD and at its next or specially called meeting, following written documentation from the parents and/or Head Coach presented to the Vice President.

Section 6.02: Registration Deadline, Jersey Number Selection and Waiver Requests

A. REGISTRATION DEADLINE

1. The deadline for all registrations shall be determined each year by the Board, but in no case shall it exceed the deadline established by the Conference Board for adding new players.

B. JERSEY NUMBER SELECTION

1. The EBFC is limited with what it can do to help you obtain a desired jersey number.
2. Jersey number requests are granted in the following priority:
 - a. The participant's previous year jersey number
 - b. Seniority of the participant in the program
 - c. Age of the participant from oldest to youngest

C. WAIVER REQUESTS

1. Waiver-right concerning special cases regarding age, weight, or disability will be reviewed by the EBFC Board and if justified taken before the Conference board. Requests shall be pursued with the Conference, but there is no guarantee that the Conference will hear or grant the petition.

Section 6.03: Team Assignment

A. SIBLING POLICY

1. Brothers/sisters will be assigned to the same team or color unless otherwise requested or team color is not available. All requests to assign a sibling to a different color must be approved by the Board. Once assigned, the player will not participate in the draft.
2. New to the EBFC Siblings of former participants who are no longer eligible or registered within the EBFC are not considered legacy and must participate in the draft.

3. Any requests for special assignments will be revised by the BOD.

B. PREVIOUS PARTICIPATION

1. Participants playing in EBFC, when selected to a specific team color, shall remain as a member of that particular color for the duration of their career in the EBFC.
2. Any participant who has left the program for 2 consecutive years or more and returns shall be placed back into the draft unless the absence was due to an injury or a medical illness.
3. Changes in colors must be approved by the EBFC BOD.
4. Each participant has the opportunity to request a color change one time during their EBFC career. A color change request form must be filled out and sent to the Tackle Football Representative and Mini Football/Safety Representative for football players and to the Mini Tackle Cheer Representative and Cheer Representative for cheerleaders. Each request will require EBFC board approval and would be limited to keeping teams equal in the number of participants on a team. Requests will not be guaranteed. Once a request is granted that participant is locked into that color for the remainder of their EBFC career; unless they go into any future unprotected drafts.

C. NEW FOOTBALL PLAYERS

1. New players will be assigned via a player draft.

D. ASSISTANT COACHES AND TEAM-PARENTS

1. The head coach may select his assistants and Team-Parent(s) prior to the draft if their children are already assigned to that team based on 6.03.B.1-2 above.
2. Other individuals requesting to be an assistant or Team-Parent must wait until the draft is complete and their child is assigned to a color.
3. The head coach of the determined color will designate the remaining assistant coaches for his team after the players have been selected via the draft. The head coach has sole discretion with respect to who will be the assistants and/or Team-Parent(s), however all selections are subject to BOD approval.

E. NEW TEAMS

1. When an expansion team is warranted due to the number of players registered for a grade, the new expansion team gets the number of new players at the beginning of the first round of the draft equal to the smallest roster of returning team. The remaining rounds of the draft will be determined per section 6.03.F. All sibling rules still apply to team assignment. Gentleman's agreement can also be used with BOD approval.

F. FOOTBALL DRAFT

1. A written, unanimous agreement between all head coaches of the same grade overrides any policy or procedure outlined below. A written agreement must be submitted to the VP of EBFC before the draft begins and must be signed by all head coaches of that grade. The written agreement must be approved by the VP and President of EBFC prior to the Draft. If a scenario occurs where an agreement is made in a Coaching role for an affiliated team, the agreement will then be approved by the VP and Secretary of EBFC prior to the Draft.
2. Recruiting: A Football coach can actively encourage other children in the Beavercreek School District to join the club. If a child joins the club based on what they are being told by a certain Football coach or a parent builds a relationship with that Football coach; the club is understanding that the child/parent will want to play for that specific Football Coach. A Football Player/Coach Request form must be submitted to the Tackle Football Rep and the Mini Football/Safety Rep. The Tackle Football Rep and Mini Football/Safety Rep will actively keep track of these requests at each grade level. They will present a master list of these requests to the EBFC Board. If the

EBFC Board approves these requests they will then be presented to each coach at every grade level. Both Coaches will need to be in agreement to honor all requests. Not all requests can or will be granted, especially if it prohibits a grade from splitting into two teams.

3. Protections: All Head Coaches will have all Assistant Coaches defined in writing, with background checks complete, one week prior to the start of evaluations. Each Head Coach is allowed to submit a total of five Assistant Coaches (total of 6 coaches per team including the Head Coach). Only two of those defined 5, by the Head Coach, can be a Team Mom. 1st/2nd grade coaches are not permitted to solicit additional Assistant Coaches during evaluations. New Assistant Coaches cannot be added to the coaching roster until after the draft (excluding Bantam and new Head Coaching situations.) Additional Assistant Coaches can be added after the draft and teams have been formed. Protection lists for all players, in 1st/2nd grades, must be turned in Sunday night prior to evaluations, by 10pm to the VP of EFBC.

3rd through 6th grade coaches must turn in their protection lists for players on Monday night of evaluations, by 10pm to the VP. If the VP is an active coach, the EFBC President will receive the protected list. If a Head Coach fails to submit player protections before the deadline detailed above, it will be mandated that the entire team is protected.

4. Draft Phases

- a. Phase 1 – Get all teams to an equal number of players following the guidelines in the “Establishing Draft Order” section.
- b. Phase 2 – Select remaining players for all open slots following the guidelines in the “Establishing Drafting Order” section.
- c. Phase 3 – Siblings being assigned to colors of their respective older siblings will be assigned at the end of the draft.

(PREVIOUSLY READ) Establish sibling position by pulling a number to determine the “starting position” for siblings. For example, if the total number of players per team is 20 a number is drawn. If the number drawn is 18, sibling positions will be 18, 19 and 20. If a team has more than 3 siblings, we will start at a position pulled minus 1 (in this example that would be position 17) and work backwards until all siblings are slotted.

5. Protection Policy / Selecting Players: A first year Eager Beaver player (including a player who has played before and has left the program and now returned) shall not be eligible for the draft unless the player attends a minimum of one evaluation night. A non-evaluated player can't be selected until all evaluated players have been selected and the coach with the next pick can choose from the remaining non-evaluated players.

- a. Bantam (1st/2nd grader): Head Coach or Assistant Coach becoming Head Coach of the same 1st/2nd grade (not in a Super Draft situation) may protect up to (6) six players who he/she coached the previous year in a game. A new Head Coach, who fills a team vacancy, has the same protection rights as the returning coaches (relative to their NEW color affiliation). A Head Coach must protect their own child and the children of their Assistant Coaches (including up to two Team Moms if selected before evaluations). A new 1st/2nd grade Coach can protect up to six players. The new 1st /2nd grade Coach can NET FIVE protections, not including his or her participating player. The new coach must protect their own child (total of 6 child protections as stated under “Protections”). A new Head Coach is able to protect kids who played for or were drafted by that color affiliation the previous year. A new Head Coach is not permitted to add an Assistant Coach (and child) from another color prior to the draft. For 1st/2nd grade Draft, all 2nd graders must be drafted before the 1st grade pool of players.
- b. 3rd-6th grade: The Head Coach or Assistant Coach becoming Head Coach of the same 3rd, 4th, 5th, or 6th grade team (not in a Super Draft situation) may protect any number of players who he/she coached the previous year in a game. These protected players must include coaches' children (Head Coach and Assistant Coaches submitted before evaluations) who played for that color affiliation. A new Head Coach, who fills a team vacancy, has the same protection rights as the returning coaches (relative to their new color affiliation). A new Head Coach is able to protect kids who played for or were drafted by

that color affiliation the previous year. A new Head Coach is not permitted to add an Assistant Coach (and child) from another color.

6. Siblings: When players are selected to a color affiliation and that color does not exist in a different grade where a sibling would be placed, that sibling can be protected by the coach from the previous year, or is put back into the draft. If the sibling is new, the sibling will automatically go into the draft pool if the color affiliation of their older siblings does not exist in their grade. Reverse sibling rule is when the younger player has more experience/time than the older sibling; the younger player can be protected. The older player would then play for the color team the younger player is on, if one exists. If a player has a sibling that is a cheerleader with more consecutive years in the Eager Beaver organization, that player is controlled by the cheerleader and will be considered a sibling and placed on the color of the cheerleader. If a Coach is coaching his/her younger child (with an older sibling playing), the older sibling will be considered a "reverse" sibling rule. If a Coach has a child on a team (football or cheer), those players are considered protections and not siblings. All Coaches are required to protect their child. Twins / Siblings at the same grade count as one selected player, and the other player will be a sibling selection.

7. Super Draft: A Super Draft situation occurs when a grade level must expand to add an additional team; the new team will be eligible for Super Draft consideration.

a. 1st/2nd grade Level will not have a Super Draft Situation.

b. Grades 3rd – 6th - Returning teams' Head Coach (returning or new) will be allowed to protect up to 8 players who he/she coached the previous year. The Head Coach must protect their own child and the children of those Assistant Coaches, and potential Team Moms, as turned in before evaluations. At the draft, the new Head Coach, of the newly expanded team (and color), will select 8 players, which can include up to 4 unprotected players, from any one team, to create their 8 player roster. Once teams are even, then all remaining players will be drafted. Sibling rule will not apply in a super draft situation for football. Any previous siblings will be considered a protection if kept by the Head Coach and the Head Coach has the option to protect them or put them back into the draft. The Head Coach will not have to protect the sibling. In a Super Draft situation, all football teams will draft first and cheer after. Cheerleader siblings of football players will follow the sibling rule based on the football draft results.

8. Contraction of Teams: In the unfortunate event that we have to contract (combine) teams, we will follow the Super Draft rules stated above. If there is a situation where all previous Head Coaches cannot come to an agreement on the head coaching positions, the decision will be placed with the board. The EBFC board will evaluate the following criteria, but not limited to just these criteria:

1. Survey results of previous years
2. Number of returning players from their previous team
3. Previous years coaching

If these criteria are equal for all returning Head Coaches, the EBFC Board will vote to determine the Head Coach.

9. Establishing Draft Order: The Draft will take place on a date to be determined by the EBFC Board. To determine the draft order "to get all teams equal", the team with the least number of protected players will draft until teams are equal. If there are more than two teams drafting for any grade and have equal protections, the coaches will pull a "marked" item from a board member. The first team pulled will draft first, the second team pulled will draft second, and so on until all teams are equal. Once all teams have equal players and then siblings are placed into the roster per Phase 2 stated above, the team with the worst record from the previous year will draft first, followed by the next team with the second worst record. If records are equal, draft order will be determined based on "strength of schedule" as posted by the GCYC for the previous year. The team with the highest strength of schedule will draft first. In a Super Draft situation, the new team and color affiliation will automatically draft first after all teams have (8) eight players. In a Super Draft, no sibling rules apply as stated in the Super Draft section above. Other teams in the Super Draft will follow the record and strength of schedule process as stated above.

The draft selection order will be as follows:

- 2-Team draft will draft as follows: 1-2 then 2-1 then repeat.
- 3-Team draft will draft as follows: 1-2-3 then 3-2-1 then repeat.
- 4-Team draft will draft as follows: 1-2-3-4 then 4-3-2-1 then repeat.
- 5-Team draft will draft as follows: 1-2-3-4-5 then 5-4-3-2-1 then repeat.

G. CHEER ASSIGNMENT

1. The number of cheer squads will depend on the number of football teams that are formed. These squads will consist of Bantam (K, 1st, and 2nd grade), 3rd grade, 4th grade, 5th grade, and 6th grade. Cheerleaders will be placed in squads after the Eager Beaver football draft which occurs the first week of practice, and will be announced before the end of the Eager Beaver Cheer Camp.
2. All registered cheerleaders who do not fall under the assignment rules of Section 6.03A or Section 6.03B, will be assigned a squad through a draft procedure approved by the Eager Beaver Board of Directors. This draft procedure also outlines how squads that have not been split before will be divided. The procedure is as follows:
 - a. Returning Head Cheer Coaches will be able to protect cheerleaders from the previous year. Returning cheerleaders will stay the same color as the previous year as long as there's a fair number of returners with new cheerleaders on a squad at each grade.
 - b. If there are multiple returning head coaches to a squad that has not split into two teams before the most senior head coach will get to decide what color (orange or black) their squad will be. Additionally, they will decide which previous year cheerleaders to protect but will be limited to only protect an equal amount unless there is an odd number of returners. For instance, if a squad has never been split before and they have 11 returning cheerleaders, the Senior Head Coach would get the first choice as well as get to keep more of the returners, they would keep 6 and 5 would go to the other team.
 - c. Head Cheer Coaches, Assistant Coaches, and Team Parents will be protected on the same squad as their parents.
 - d. New Cheerleaders will be put into a drawing by the Tackle Cheer Rep to be split evenly if two cheer squads are established at that grade level.
 - e. If a grade was split the previous year but is not able to split the following year, the next year if two teams are established the procedures listed above will be followed.
3. All cheerleading squads must have a minimum of five (5) cheerleaders.
 - a. It is the goal of the EBFC to have a cheer squad for each football team.
4. Requests to participate at any grade other than the cheerleader's current grade will need to be made in writing to the appropriate Cheer Representative. Outside of sibling situations it is very rare for approval to be honored.
5. No requests to participate at a higher level will be honored until each squad meets the requirement in Section 6.03.G.2.

Section 6.04: Equipment

A. DISTRIBUTION

1. A member's signature shall be required for the receipt of all equipment and uniforms. The receipt shall inform each member that failure to return the equipment by the specified date shall render the family financially liable for the replacement.

B. END OF SEASON TURN IN

1. Parents are responsible for returning all EBFC issued equipment/uniform at the end of the season in acceptable condition.
 - a. Borrowed equipment must be returned within 30 days of the end of the season. Otherwise, the family is subject to a \$350.00 fine per offending football player and \$250.00 per offending cheerleader.
 - b. Subsequently, the child will not be permitted to register for the next season until the equipment has been returned, the registration fee has been paid, the full fine has been paid and a \$350.00 deposit for football or \$250.00 deposit for cheerleading for the current calendar year has been paid.
 - c. The family will be charged replacement value for any equipment returned beyond normal wear and tear.

Section 6.05: Safety Requirements

A. EQUIPMENT

1. All equipment will meet all appropriate safety requirements of the Conference and the Ohio High School Athletic Association as appropriate.

Article VII

Eager Beaver Football Club

Official By-Laws

Section 7.01: Parents Code of Ethics

A. CODE OF CONDUCT

1. All parents and/or legal guardians are required to sign the EBFC Parent Code of Conduct form for the current calendar year.
2. All parents and/or legal guardians are required to show respect for the opposing players, coaches, spectators and support groups.

Section 7.02: Member Activities

A. VOLUNTEER RESPONSIBILITIES

1. Each participant will fulfill volunteer hours, over the course of the season including tournament games hosted at the EBFC Home field(s), worked for them by family or family friends sixteen (16) years old or older.
 - 1 Once hours are signed up for it is the responsibility of the member to work the hours or have someone work the hours for you.
 - 2 In the event that you cannot work the time you selected and you cannot find someone to work the shift for your child, it is your responsibility to do the following:
 - a. Inform your Team-Parent that you cannot cover the work hours.
 - b. Inform the Team-Parent of the new participant who is taking responsibility for the hours in writing or email with the shift details such as names, date, time and position.
 3. The Team-Parent will be responsible to inform the Team-Parent Representative that:
 - a. The participants' specific scheduled hours and assignment have changed to a different participants' responsibility.
 - b. The responsibility change has been verified by the Team-Parent with all parties.
 - b. The name of the new participant being covered.

- c. In the event of the scheduled hours not being worked, the responsible person will have an incident report written against them.
 - 1. The first offense will be the participant being suspended for the first half of the next scheduled game.
 - 2. The second offense will be the participant being suspended for the entire next scheduled game.
 - 3. The third offense will be the participant being suspended until all required volunteer hours have been completed.
- 2. Volunteer responsibilities include, but are not limited to game day operations, practice concession coverage, and various other opportunities set by the BOD and made available as needed.
- 3. The EBFC Board of Directors will have the responsibility of enforcing this policy in coordination with the records maintained by the Team-Parent Representative.

Article VIII

Eager Beaver Football Club

Official By-Laws

Section 8.01: Roles and Responsibilities

A. CHECKING ACCOUNT

1. Authority and approval to use the checking account is restricted to the President and/or Treasurer.
2. The President and Treasurer have the authority to pay bills deemed in the normal course of business without BOD approval.
3. Approval for invoices over \$3,000.00 shall be in the form of an invoice signed by the President.
4. Checks equal to or greater than \$5,000.00 require the President and Treasurer's signatures.
5. Checks will not be written for "cash" other than for startup cash at the beginning of the season.
6. Checks will not be pre-signed.
7. Pre-numbered checks are required for all disbursements with the exception of those from petty cash.
8. Proper documentation is required to support all checks paid.
9. All documents with paid invoices must be filed in conjunction with the check number and date paid.
10. All voided checks must be properly filed with an attached summary of the void reason.
11. Unpaid invoices
 - a. Maintained in a file organized by due date.
 - b. Authorized and paid within 30 days of receipt.
 - c. The Treasurer and/or President have discretion to remit payment earlier than 30 days if a discount is realized.

12. All signed checks are to be delivered or mailed within two (2) business days of the issuance date of the check(s).
13. Reimbursement of board members and/or EBFC members requires receipts for all expenditures prior to actual reimbursement.

B. DEBIT CARD USAGE

1. Authority and approval to use the EBFC Debit Card is restricted to the President and/or Treasurer.
2. The President and Treasurer have the authority to pay bills deemed in the normal course of business, purchasing supplies or making deposits for equipment without BOD approval.
3. Cash advances are not permitted by any EBFC Board of Director or member.

C. DEPOSITS

1. Deposits will be completed the date of receipt of monies.
2. Deposits will be taken to the bank by the end of the following business day.
3. Board members may use the night deposit box at the bank for making deposits.
4. Deposit receipt(s) are required.
5. Submit deposit receipts to the Treasurer within two (2) business days (if applicable).

D. RECONCILIATION

1. Treasurer completes within five (5) business days after the end of the previous month.
2. Treasurer will prepare the summary report in advance of each board and/or audit committee meeting and present accordingly.

E. CASH MANAGEMENT

1. Gate – Game Days
 - a. A board member is responsible for “sweeping” cash from the gate at half time of each game and/or no later than every two (2) hours on game days.
 1. Obtain a new cash box with \$100.00 in change from the office. This \$100 will contain a combination of single bills and five dollar bills.
 2. The new cash box will be swapped with the existing cash box being used at the gate.
 3. Return the existing “full” box to the office for counting, creation of the new cash box for future sweeps and the necessary deposit.
 - b. Two (2) board members will be responsible for the gate deposit.
 1. The monies, less the \$100.00 required for the new cash box will be counted by both parties and initialed on a deposit envelope.
 2. All counted monies will be placed in a sealed deposit envelope.
 3. The deposit envelope will include the date and time of the deposit, the deposit type of “Gate” listed and the amount of the deposit.
 4. Each party must also log and initial the deposit amount, type and date/time on the deposit ledger.

2. Concession – Game Days

- a. A board member is responsible for “sweeping” cash from the concession stand after half time of the first game and after half time of each subsequent game.
 1. Obtain the twenty dollar bills and any smaller bills in excess of the drawer at the concession stand.
 2. If the sweep is the final sweep, then all monies, less \$50.00 in single bills and five dollar bills will be removed from the drawer.
- b. Two (2) board members will be responsible for the concession deposit.
 1. The monies, less the \$50.00 required to remain in the drawer at the last concession sweep will be counted by both parties and initialed on a deposit envelope.
 2. All counted monies will be placed in a sealed deposit envelope.
 3. The deposit envelope will include the date and time of the deposit, the deposit type of “Concession” listed and the amount of the deposit.
 4. Each party must also log and initial the deposit amount, type and date/time on the deposit ledger.

3. Concession – Practice Days

- a. A board member is responsible for “sweeping” cash from the concession stand at the conclusion of the practice day.
 1. All monies, less \$50.00 in single bills and five dollar bills will be removed from the drawer.
- b. Two (2) board members will be responsible for the concession deposit.
 1. The monies, less the \$50.00 required to remain in the drawer at the last concession sweep will be counted by both parties and initialed on a deposit envelope.
 2. All counted monies will be placed in a sealed deposit envelope.
 3. The deposit envelope will include the date and time of the deposit, the deposit type of “Concession” listed and the amount of the deposit.
 4. Each party must also log and initial the deposit amount, type and date/time on the deposit ledger.

5. Fundraiser

- a. EBFC Members should not remit cash for their fundraising efforts.
- b. Either the treasurer and/or fundraising representative shall be responsible for collecting the fundraising monies for deposit.
 1. The monies will be counted by both parties.
 2. Each party must log and initial the deposit amount, type of “Fundraiser” and date/time on the deposit ledger.

3. The fundraising representative will work with the treasurer to compile the deposit slip.

6. Petty Cash

- a. Petty Cash is to be kept in a lockbox and is equal to a random figure of no more than \$900.00. This figure is to be determined by the treasurer. This should be counted down no less than two times during game days.
- b. Petty Cash utilized from the concession area must be documented with a receipt for products purchased.
 1. The receipt must be initialed by a board member who authorized the purchase and submitted to the treasurer within two (2) business days.

F. INVESTMENTS

1. The EBFC Board of Directors will determine the size and type of investments that will be utilized.
2. The investment determination will be tied to the EBFC Budget.
3. Earnings from investments are to be utilized for assets that the EBFC has forecasted to purchase or build.
4. Goals will be assigned to each investment.
5. EBFC will target risk-free investments if possible, such as:
 - a. Savings accounts under \$100,000.00
 1. Savings accounts should be utilized to a greater extent to take advantage of earning interest on money collected that is not immediately needed for expenses.
 - b. CDs
 1. Term of CD's purchased (3 month, 6 month and 1 year CDs) will depend on:
 - a. Need for liquidity
 - b. Purpose for the investment, for example:
 1. *If EBFC decides on budgeting for a building, the goal for the investment may be one (1) year therefore providing a higher yield CD.*
 2. *If EBFC has a scholarship fund, the goal for the investment may be a 3-month CD for \$1,000.00.*
6. The treasurer maintains a summary file on the investments including:
 - a. Type of investment
 - b. Investment maturity date

G. BUDGETING

1. The EBFC Board of Directors will prepare a budget for the calendar year with the Treasurer Report coordinating overall effort.
 - a. Each board member will create departmental budgets.
2. Secure approval on a new budget on or before the April Board meeting.

3. The budget will reflect EBFC's strategic plan and mission including but not limited to:

- a. Building
- b. Hardship/Scholarship Account
- c. Uniform purchases
- d. Maintenance

4. Steps Required:

- a. Create a review of EBFC's achievements and fiscal performance for the previous year including but not limited to:
 - 1. Objectives achieved
 - 2. Comparing budget to actual figures
 - 3. The number of people served in the cheer and football programs
- b. Create a strategic plan with measurable goals for the organization.
- c. Create a cost metric for each program based on the number of people served.
- d. The Audit Committee will estimate expenses required to achieve the stated objectives for the coming year including but not limited to:
 - 1. Supplies
 - 2. Other resources
- e. Forecast Operative Revenue based on but not limited to:
 - 1. Standard Registration Fees
 - a. Single Player Family
 - b. Multiplayer Family
 - c. Buy-Out fundraising Option
 - 2. Fundraising
 - 3. Concessions
 - 4. Gate receipts
 - 5. Spirit Sales
 - 6. Sponsorships