

Catoctin Youth Association (CYA)

Football/Cheerleading

Policies, Procedures and By-Laws



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## Article I. Purpose of Document

Section 1. The purpose of this document is to define the official policies, procedures and by-laws by which the Catoctin Youth Association (CYA) Football/Cheerleading shall be governed. All participants must abide by these by-laws and policies and procedures set forth herein.

## Article II. CYA Mission Statement

Section 1. The mission of the CYA Football/Cheerleading organization is to:

1. Promote, direct, and control all activities pertaining to football or cheerleading.
2. Establish, maintain, and enforce such regulations as may be necessary to assure that all activities contribute towards the growth of the participants.
3. Cooperate closely with the community in the development of the Program and to safeguard the physical, mental, and moral welfare of all participants.
4. Promote and teach all participants the basic skills and understanding of football/cheerleading while instilling the concepts of good sportsmanship and teamwork.

## Article III. Responsibilities and Duties of Officers

Section 1. President. The President shall preside over all meetings. The President shall also attend all three scheduled league meetings. The President shall have general and active charge of the affairs of CYA Football/Cheerleading and shall exercise his or her vote, in the event of a tie vote. The duties of the President shall include promoting the CYA Football/Cheerleading Program within the community. The President shall also govern the election activities pursuant to Article VIII, as set forth herein.

- Section 2. Vice President. The Vice President shall assist the President and perform those duties in the absence or at the request of the President. The duties of the Vice President shall include promoting the CYA Football/Cheerleading program within the community or other duties assigned by the President. The Vice President shall also serve as Chairperson of the Game Day Committee. (See Exhibit C: Game Day Checklist)
- Section 3. Membership Chairperson. The Membership Chairperson shall preside at those meetings the President and Vice President are not in attendance. The Membership Chairperson shall serve as Chairperson of the Scholarship Committee. The Membership Chairperson shall be responsible to keep an accurate accounting of CYA member's attendance record. The President and Meeting Secretary will be responsible to keep the Membership Chairperson abreast of excused absences. The Membership Chairperson shall be responsible for ensuring an up-to-date record of attendance is present at each meeting.
- Section 4. Meeting Secretary. The Meeting Secretary shall take minutes at every CYA monthly Football/Cheerleading meeting or special meeting. At each monthly meeting, the Meeting Secretary shall present monthly meeting minutes from the prior month to all meeting attendees for review and acceptance. The Meeting Secretary shall be responsible for generating all outgoing correspondence. The Meeting Secretary shall also manage the organization's documentation (both hard copies and electronic). Annual audits of the documentation shall be conducted in January.
- Section 5. Treasurer. The Treasurer shall maintain accurate and current financial records throughout the year including but not limited to all the committees referenced in Article VI. The Treasurer shall present an oral and written report at each monthly meeting consisting of an opening and closing balance including income and expenditures for review and acceptance. A full financial report shall be presented annually at the first meeting following CYA Officer elections. In the event a new treasurer is elected during the term, a full financial report shall be presented at the first meeting following the election.

Following their detailed review of the financial report, the incoming Treasurer and President shall approve and co-sign the annual report. The Treasurer shall preside as chairperson of the Registration Committee.

- Section 6. Football Coordinator. The Football Coordinator shall make best efforts to be present at all practices and games. He/she shall supervise coaches and team members during all contests. Duties shall include assisting uniform handouts and returns; designating a coach who has the ability to perform CPR; and assisting with the Varsity, Junior Varsity, Pony and Mini Pony Head Coaches in implementing a unified football strategy to promote consistency throughout the organization. See Exhibit A as set forth herein for Coaching Duties and Responsibilities.
- Section 7. Cheerleading Coordinator. The Cheerleading Coordinator shall make best efforts to be present at all practices and games. He/she shall supervise coaches and team members during all contests. Duties shall also include assisting the Equipment Manager in uniform handouts and returns; assisting in Varsity, Junior Varsity, Pony and Mini Pony coaching activities. See Exhibit A as set forth herein for Coaching Duties and Responsibilities.
- Section 8. Director of Operations – This position shall make best efforts to be present at all practices and games. The Director of Operations will oversee the day-to-day activities of the organization, ensuring that the organization is managed and performed efficiently and effectively. Specific duties include managing field reservations and all purchases related to football and cheerleading.
- Section 9. Nominees. Nominees for the officers listed in Sections 1 through 8 above shall meet the membership criteria as set forth by Article V herein and shall submit a list of qualifications to voting members for review. All nominees shall be given the opportunity to conduct a verbal presentation of his/her qualifications, and then be voted on and approved by voting members.
- Section 10. Eligibility. Elected Officers shall serve a term of two years (January through December for two years). President, Secretary, Football Coordinator, Cheer

Coordinator, will be elected on odd years. (e.g., 2023, 2025). Vice President, Treasurer, and Membership Coordinator, Director of Operations shall be elected on even years, (e.g., 2022, 2024). Officers who do not maintain membership criteria pursuant to Article V will forfeit the elected office. Nominees will be presented at the next monthly meeting following the month in which the position was forfeit and voted on the following month.

## Article IV. Coaching Organization

### Section 1. General Information

- a) The CYA Football/Cheerleading Head Coach applicants shall meet the criteria established for members as set forth in Article V herein. Moreover, all applicants shall be involved in the organization for the minimum of one (1) season, including, but not limited to, fund-raising, administration, and/or assistant coaching. All applicants shall have an opportunity to conduct a verbal presentation of his/her qualification and shall be voted on and approved by voting members.
- b) In the event that a Football or Cheerleading Head Coach leaves his/her position midseason, an interim Head Coach shall be appointed by the Football or Cheerleading Coordinator, respectively. The interim Head Coach would be required to apply for the position the following season and be approved by eligible voting members.
- c) If a Football or Cheerleading Coach steps down or is relieved of his/her duties, then that individual cannot hold a coaching position for the remainder of the current season plus one (1) full season and must reapply for a coaching position consistent with the requirements specified herein. A coach that steps down or is relieved can submit a request for reinstatement to the voting board. The request will be voted on by all voting members.

- Section 2. Head Coaches and Assistant Coaches shall follow the Coaching Duties and Responsibilities as set forth in Exhibit A herein, and shall abide by the established Code of Conduct as set forth in Exhibit B herein.
- Section 3. In the event that no individual can meet the specified criteria, all applicants for Football or Cheerleading Head Coach shall be reviewed by the Football or Cheerleading Coordinator and shall be voted on and approved by the voting members.
- Section 4. Football and Cheerleading Head Coaches will be elected for a two-year term. With the exemption of the Varsity Head Coaches. They will serve a one-year term. The coaches will be nominated in November and elected in January.
- Section 5. All Coaches (Head and Assistant) will have a background check completed before they take their positions and every two years thereafter.

## Article V. Membership Criteria

To be considered an eligible and active member of the CYA, with full voting privileges, the following criteria shall be met:

- Section 1. Any adult will have voting privileges if the following criteria are met:
- a) Attend three (3) consecutive monthly meetings of CYA Football/Cheerleading.
  - b) Attend the next consecutive meeting (fourth) to receive voting rights.
- Section 2. Voting members that miss two consecutive monthly meetings shall lose voting privileges. Members may submit a written explanation for the monthly meetings they fail to attend to the Membership Chairperson within ten (10) days of the missed meeting date. The President and Membership Chairperson may grant an excused absence depending upon the circumstance. No more than four excused absences can be allowed per year (Jan 1 – Dec 31).
- Section 3. Voting rights may be reinstated to any member or coach by attending three (3) consecutive meetings.

Section 4. Absentee ballots shall be made available to voting members that the President and Membership Chairperson have approved their absence for a meeting where voting will be taking place. These ballots shall be issued and received by the President or Membership Chairperson in a sealed envelope. No ballots shall be accepted after the polls are closed.

## **Article VI. Standing Committees**

The following list comprises the CYA Standing Committees. Each committee shall be established in the October Board Meeting. Each Standing Committee Chairperson shall be elected pursuant to Article VIII, Elections, set forth herein.

- Game Day Committee
- Scholarship Committee
- Registration Committee
- Equipment Committee
- Concession Committee
- Fundraising / Special Events Committee
- Discipline Committee
- Marketing Committee



Summary table of Committees below.

Committee	Game Day	Scholarship	Registration	Equipment	Concession	Fundraising	Discipline	Marketing
Chairperson	Vice President	Membership Chair	Treasurer	Board Member	Board or Volunteer	Board Member	Vice President	Board Member
# Board Members	6	2	2	2	0	1	2	1
# Volunteers	4	0	0	1	2	2	2	1
Total	11	3	3	4	3	4	5	3

Section 1. Game Day Committee

- a) The Chairperson of the Game Day Committee shall be the Vice President. The committee shall consist of the remaining 7 board members and volunteers as required. The Game Day Chairperson shall coordinate the Game Day Committee consisting of the Chain Crew, Press Box, Concession and Gate Admissions. The Game Day Chairperson shall ensure that setup and associated activities are prepared and ready by game time. See Exhibit C as set forth herein for the Game Day Checklist.
- b) No one under the age of 18 shall be permitted to perform Gate Admission Duties.

Section 2. Scholarship Committee

- a) The Membership Chairperson shall chair this committee with support from two other randomly selected volunteers. The Scholarship Committee shall be responsible for having applicants at the school in time for consideration. A list of qualified applicants shall be reviewed, and selection made among the committee consistent with the then current CYA procedures.

Section 3. Registration Committee

- a) The Treasurer shall preside as Chairperson of the Registration Committee and two other board members. The Registration Committee shall be responsible for all administrative/processing duties associated with registration and registration fees. The Committee is also responsible for collecting signed Code of Conduct forms from all participants.
- b) Registration and Registration fees. Registration fees shall be determined for the CYA Football/Cheerleading participants each calendar year.
- c) All participants shall agree to and sign a Code of Conduct Agreement form as set forth in Exhibit B.
- d) Individuals involved with this detail need to understand roles and work together as a team to accomplish all the required tasks. Shall work with Equipment Committee at Equipment Handouts and Turn ins. The following tasks should be appointed as required.
  - a. Website Registration & Registration Checklist (minimum 2 board members with access)
  - b. Rosters & Birth Certificates (one person responsible)
  - c. Collecting & Returning Deposit Checks (one person responsible)
  - d. Collecting Code of Conducts (one person responsible)

#### Section 4. Equipment Committee

- a) The Equipment Committee shall consist of the Director of Operations, Football Coordinator, Cheer Coordinator, and a minimum of one volunteer. The chairperson of the committee shall be a current board member and appointed at the beginning of each year.
- b) The Equipment Committee shall attend all practices and games. The Equipment Committee shall be responsible for equipment handouts and

returns, and insure that all equipment is in safe and proper working condition. The Equipment Committee shall also recommend replacement of non-repairable equipment. The Equipment Committee shall be responsible for an updated inventory of both Football and Cheerleading equipment submitted at the end of each season. Copy of the inventory list will be given to the Secretary and President. Copies should be made available also to all members in good standing.

Section 5. Concessions Committee

- a) The Concession Committee shall consist of one board member and a minimum of two volunteers. The chairperson of the committee shall be appointed at the beginning of each year. The Chairperson will coordinate efforts with the Game Day Chairperson, ensuring sufficient support and supplies. See Exhibit C “Game Day Checklist” for list of activities.

Section 6. Fundraising / Special Events Committee

- a) The Fundraising Committee shall consist of a Chairperson and a minimum of four volunteers (minimum two board members). The chairperson of the committee shall be a current board member and appointed at the beginning of each year.
- b) The Chairperson or designee shall be responsible for fundraising and special events.
- c) The Committee shall come up with new fundraising and special event ideas and present them at monthly meetings.

Section 7. Discipline Committee

- a) The Discipline Committee will address all complaints within CYA Football & Cheerleading. Incidents investigated by the committee are as follows but not limited to;
  - Failure to up hold the CYA Football & Cheerleading Code of Conduct;
  - Any behavior that is detrimental or harmful to the spirit of CYA;

- Complaints made by parents.
- b) The five person Discipline Committee will consist of the following members;
  - Vice President – Committee Chair
  - Football Coordinator
  - Cheerleading Coordinator
  - Voting Member of CYA
  - Voting Member of CYA
- c) The committee will receive any complaint via the CYA Football & Cheerleading Incident Report. If the complainant does not wish to complete the incident report, the member receiving the complaint can complete the report and write “complainant refused” in report. Once the Incident Report is received, the Discipline Committee will meet to discuss the complaint and make a decision that falls within the matrix system guidelines that the committee has approved.
- d) The committee will record the discipline action on the incident report, which will then be forward to the President of CYA Football & Cheerleading for review. Once the review is completed, the Committee Chair will set a meeting date and time with the member action will be taken against to inform that person of the disciplinary outcome. This meeting should take place outside of the practice/game facility to avoid any conflicts. The Committee Chair may request either an additional committee member or the President to attend this meeting.
- e) The member that discipline action has been taken on, has right to appeal the decision. The appeal needs to be in writing and submitted to the President of CYA Football & Cheerleading within 3 days of receiving the discipline action. The President will review all information related to the complaint and will respond to with the outcome of the review within 3 days. The process will be completed once either the 3 day period passes or if appealed, the President rules.
- f) If the member requests an additional appeal, it will be in writing within 3 days of the ruling received and forward to the President. The President will

contact CYA Inc, to review the complaint and if needed, set a grievance hearing that will be heard by the CYA Inc Board of Directors.

#### Section 8. Marketing Committee

- a) The Marketing Committee shall consist of two board members and a minimum of one volunteer. The chairperson of the committee shall be a current board member and appointed at the beginning of each year. The Committee shall be responsible for all CYA Football & Cheerleading media and marketing. This includes Facebook, Website, Marketing, Advertising, and Sponsorships. The Committee shall be responsible for all business Sponsorships to include creating flyers and contacting businesses. The committee shall also be responsible for annual spirit wear sales, coaches' shirts, etc. A marketing plan and updates to be submitted to the board of directors each monthly meeting.

## Article VII. Meetings

- Section 1. The organization shall hold a monthly meeting except the month of December. The date and time of the meeting will be established at the previous meeting.
- Section 2. The President may call special meetings. If necessary, the President may schedule a special meeting to discuss lengthy and or high priority proposals.
- Section 3. A minimum of four officers and seven voting members must be present to constitute a quorum for voting purposes.
- Section 4. If an individual at a meeting becomes unruly or act in a disruptive behavior, they may be asked to leave the meeting. If the individual refuses as requested then that person may be banned from the CYA Football/Cheerleading Organization by two-thirds majority vote of the membership.
- Section 5. The monthly meetings shall follow the current guidelines of Roberts Rule of Order.

## Article VIII. Elections

- Section 1. The President shall govern the activities associated with the election process. Any Officer who wishes to continue in their present position for an upcoming election shall be automatically nominated. Nominations shall then be taken from the floor by voting members at the regular November meeting, and no limit shall be set for the number of nominations for each office. See Article III Section 8 for nomination criteria.
- Section 2. Officers are to be elected at the first held meeting in January.
- Section 3. A simple majority vote of the members in attendance plus any absentee ballot voters shall constitute an election.

## Article IX. Amendments

- Section 1. The by-laws contained herein may be amended by two-thirds majority vote of all eligible members at a regularly scheduled monthly meeting. Proposals to amend the by-laws shall be presented in writing at a regularly scheduled meeting and voted upon at the next scheduled meeting.

## Exhibits

### Exhibit A. Football/Cheerleading Coaching Duties and Responsibilities

Coaching is teaching, and to do it properly, basic methods and qualities of teaching are required to perform the job effectively.

#### I. Football

1. A CYA Football Coach must know the rules of the game, play by the rules, and respect the judgment of the officials.
2. A CYA Football Coach must have knowledge of techniques, strategy, rules, offenses, defense, skill and other information basic to the sport of football.
3. A CYA Football Coach should develop a good rapport between his/her players and fellow coaches, including Coaches from visiting teams.
4. A CYA Football Coach must promote and teach all participants the basic skill and understanding of football, as well as good sportsmanship and teamwork.
5. A CYA Football Coach must keep current with accepted coaching procedures, practices, etc. by attending meetings and clinics.
6. A CYA Football Coach must be aware and have personal concern for the physical, mental and moral welfare of the participating youth.
7. A CYA Football Coach should possess such traits as patience, understanding, kindness, courage, energy and enthusiasm. He/she should serve as a positive role model for all participants.
8. A CYA Football Coach is responsible for practice time.
9. The CYA Football Coordinator, Head Coaches, and Equipment Manager are responsible for ensuring that all of his/her players are properly equipped.
10. A CYA Head Coach is responsible for maintaining emergency contact and medical information for all participants at all practices and all games.

11. A CYA Football Coach must file a written report on all injuries. He/she must provide proper first aid, and seek professional help as required.
12. Head Coaches are responsible to handle all discrepancies and discipline procedures with athletes, coaches and parents that pertain to his/her team. Assistance may be requested of the Football Coordinator. If the Head Coach is the Football Coordinator, then he/she may consent with the Vice President may be requested.



## II. Cheerleading

1. A CYA Cheerleading Coach shall be present at all practices and games, and supervise Coaches and team members during all games.
2. A CYA Cheerleading Coach should develop a good rapport between his/her participants and fellow coaches, including coaches from visiting teams.
3. A CYA Cheerleading Coach must promote and teach all participants the basic skills and understanding of cheerleading, as well as good sportsmanship and teamwork.
4. A CYA Cheerleading Coach must keep current with accepted cheerleading procedures, practices, etc. by attending meetings and clinics.
5. A CYA Cheerleading Coach must be aware and have personal concern for the physical, mental and moral welfare of the participating youth.
6. A CYA Cheerleading Coach should possess such traits as patience, understanding, courage, energy and enthusiasm.
7. A CYA Cheerleading Coach is responsible for practice time.
8. A CYA Head Coach is responsible for maintaining emergency contact and medical information for all participants at all practices and all games.
9. A CYA Cheerleading Coach must file a written report of all injuries. She must provide proper first aid, and seek professional help.
10. Head Coaches are responsible to handle all discrepancies and discipline procedures with athletes, coaches, and parents that pertain to her team. Assistance may be required of the Cheerleading Coordinator. If the Head Coach is the Cheerleading Coordinator, then he/she may consent with the Vice President.

## Exhibit B. Code of Conduct

### I. CYA Football/Cheerleading Coaches Code of Conduct

1. The Head Coach and/or assistant must make best efforts to be present at all practices and games on time.
2. The Head Coach must attend monthly meetings and keep assistants informed in the events of their absence.
3. The Head Coach is responsible for his/her conduct and that of his/her staff and team members.
4. The Head Coach, his/her staff, and team members shall demonstrate good sportsmanship at all CYA activities.
5. When on the field, Coaches who have their son/daughter in the program shall remember to coach first, parent second.
6. The Head Coach is responsible for the safety and well being of all participants.
7. The Head Coach is responsible for informing their respective coordinator of all complaints or situations that have occurred during CYA activities to ensure the Coordinator can fully execute his/her duties.
8. In the absence of the Head Coach, his/her appointed assistant Coach shall assume all Head Coach's duties and shall act in the same manner as the Head Coach. He/she must inform the respective coordinator of his/her absence from any activity.
9. Head Coaches or assistant coaches shall at no time physically or verbally abuse any participant, opposing team member, league official, coach, CYA volunteer parent or fan of any CYA activity.
10. Head Coaches shall follow CYA policies, procedures and by-laws.
11. All Head Coaches and staff shall be responsible for setting up drills and routines for practice and pre-game.

12. All Head Coaches and staff shall teach fundamental football/cheerleading skills at the appropriate age level.
13. All Head Coaches and staff shall use practice time effectively and constructively.
14. All Head Coaches and staff shall agree not to use unprescribed medication, illegal drugs, inhalants, alcohol or tobacco prior to practice/scrimmages/games, during practice/scrimmages/games, and while on school property. Violation of the any of the above will result in immediate removal from the field.
15. If these rules are not complied with, the violator shall be subject to Committee review and discipline.

## II. Football Participant Code of Conduct

1. I agree to abide by the Cougar Code of Conduct.
2. I agree to attend practices and games on time.
3. I agree not to use unprescribed medication, illegal drugs, inhalants, alcohol or tobacco at any time during the season.
4. I agree to demonstrate good sportsmanship on and off the field and I will not use profanity during any CYA Football & Cheer activity.
5. I will not at any time physically or verbally abuse (or threaten) any fellow teammate, opposing team member, league official, coach, CYA volunteer, parent or fan during any CYA activity. Referees and the Board of Directors have the ability to remove players/spectators from the field at any point. Removal of spectators/players or warnings may result in huge fines to CYA or possible forfeits for future games.
6. My behavior will not be disruptive or hinder a coach/teammates from proceeding with any task at hand.
7. I agree to wear appropriate attire when representing CYA Football & Cheer, which includes the provided jersey, pants, girdle, pads, helmet, and mouthguard for all practices. On game days, I will wear the issued uniform, which includes, pants, jersey, socks, helmet, and mouthguard.
8. I agree to keep my uniform clean during the season and return it in good and clean condition.
9. I will maintain my schoolwork during the season and put forth my best effort to complete schoolwork in order to participate fully in team activities.
10. I will abide by the social media policy outlined in the document below.

### III. Cheerleading Participant Code of Conduct

1. I agree to attend practices and games on time.
2. I agree not to use unprescribed medication, illegal drugs, inhalants, alcohol or tobacco at any time during the season.
3. I agree to demonstrate good sportsmanship on and off the field and I will not use profanity during any CYA Football & Cheer activity.
4. I will not at any time physically or verbally abuse (or threaten) any fellow teammate, opposing team member, league official, coach, CYA volunteer, parent or fan during any CYA activity. Referees and the Board of Directors have the ability to remove players/spectators from the field at any point. Removal of spectators/players or warnings may result in huge fines to CYA or possible forfeits for future games.
5. My behavior will not be disruptive or hinder a coach/teammates from proceeding with any task at hand.
6. I agree to wear appropriate attire when representing CYA Football & Cheer, this includes during practices, on the sidelines at games, and CYA activities. Uniforms/shirts must cover the midriff while in the standing position. Skirts and shorts should have modest coverage. Skirts must cover the hips and must cover bloomers while feet are shoulder width apart, and in the back fall at least 2 inches below standard cheer bloomers, or 1.5 inches below boy-cut briefs. No extremely short or tight skirts. Bloomers are a required piece of all uniforms and must be always worn with the uniform.
7. I agree to keep my uniform clean during the season and return it in good and clean condition.
8. I will maintain my schoolwork during the season and put forth my best effort to complete schoolwork in order to participate fully in team activities.
9. I will abide by the social media policy outlined in the document below.

#### IV. CYA Football & Cheer Social Media Policy

CYA Football & Cheer (CYA) recognizes the importance of the internet in shaping the public's perception of our organization. CYA also recognizes the importance of our Board members, executive directors, sport coordinators, sport committee members, coaches, employees, and volunteers in leading and setting the tone of social media interactions in a manner that advances CYA's mission and goals.

**Applicability** - This Social Media Policy applies to all Board members, coaches, players, parents, and volunteers

**Aspirations** - CYA strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, CYA aspires to engage members of the Catoctin community in positive, honest, transparent, and knowledgeable dialogue about CYA through social media. CYA views social media as an important tool for communicating its successes and opportunities for athletic and individual development. CYA also views social media as a platform for receiving constructive feedback from the community and for discussing CYA's challenges and opportunities for improvement in a positive and constructive way.

**Guidelines** - All Board of Directors, coaches, players, parents, and volunteers shall abide by the following guidelines when using social media:

1. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite.
2. Do not use social media to be critical of teammates, coaches, officials, administrators, volunteers or spectators. Do not post things that can damage CYA's reputation. Remember that even while you are on your own personal time, you are a representative of CYA.
3. Use good judgment when posting comments on any social media platform. Bear in mind that your comments can create liability for CYA. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.

4. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, “would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?” If the answer is “no,” do not post.

5. Encourage others to engage in positive interactions on social media. If you are concerned about any Board of Directors, coach, player, parent or volunteer’s use of social media, please bring your concerns to the attention of the Board of Directors.

6. Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official CYA social networking sites without the approval of the sport coordinator or CYA Board of Directors.

Violations of the Social Media Policy - The Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The Board of Directors shall have the authority to remove any inappropriate or offensive comments from official CYA platforms and to block any individual or organization from posting on any official CYA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of CYA.

I have read the CYA Football & Cheer Cougar Code of Conduct and discussed it with my child. As the legal guardian, I understand and agree to ensure my child and our family abides by the CYA Cougar Code of Conduct for the current Football/Cheerleading season. Failure to comply with any of the items listed above may result in actions from the Board of Directors or Discipline Committee and could result in disciplinary action such as a suspension or removal from the CYA program.

Participant's Name: \_\_\_\_\_

Parent Name : \_\_\_\_\_

Parent's Signature & Date \_\_\_\_\_



## Exhibit C. Game Day Check List

### Vice President's Responsibilities:

1. Lay out the field and line it.
2. Rope off perimeter around the playing field.
3. Make sure the footballs are at the field.
4. Check with Concession Chairperson
5. Line up Ambulance Service
6. Press Box set-up
7. First Aid box at the field
8. Volunteers for Chain Gang

The VP oversees all aspects and operations of the game day. The remaining 7 other Board Members are responsible for aiding as required in the areas described below. The President is the backup role in the event the VP is not present. Board Members are highly encouraged to stay for the duration of the game day from start to close, however if they are not able to attend, the remaining board members are responsible for working together for a successful game day experience.

Field Prep – The VP shall coordinate the field preparations to include but not limited to painting, parking setup, etc. Not mentioned in the bylaws, but imperative, the game day committee shall include as many volunteers as necessary for game day prep at the direction of the VP.

Financial Role – The President & Treasurer are the 2 primary board members responsible for the cash \$ on game days. This includes ensuring the adequate amount of cash is provided to open the game day for the concession stand, spirit wear table, and gate fees and counting money at the close. Either role can deposit the cash on the following business day. At least 1 of the 2 board members are required to be present from open to close. The Secretary is the backup role in the event the President or Treasurer is not present.

Equipment Setup – There are several volunteer spots for opening game day. The VP shall oversee and coordinate the setting up yard markers, goal post pads, etc.

Parking & Gate Collecting – The Membership Chair & Secretary are responsible for monitoring parking and gate collections. Verify volunteer checklists. Coordinate with other board members for help as required.

Concession Stand – Concession Committee Chairperson shall oversee all aspects of the concession stand except for money. The Treasurer is responsible for monitoring the concession stand for adequate cash and providing change as required.

Football Game & Cheerleading – The respective football & cheer coordinators are responsible for monitoring the events on the game field, sidelines, and cheerleading areas.

Spectators – The President is the primary role responsible for monitoring the spectator sidelines. Coordinate directly with the opponents' directors for any conflicts or situations that arise.

## Exhibit D. Financial Operating Procedures

Positions within the CYA Football & Cheer organization with financial authority to bank accounts (signers)

CYA Football & Cheer President

CYA Football & Cheer Treasurer

CYA Football & Cheer Director of Operations

### Roles & Responsibilities

CYA Football & Cheer President

- Review ALL team financial records as provided by the treasurer monthly
- Receive bank account debit card
- Provide detailed information and receipts to the Treasurer within 7 days of transaction

CYA Football & Cheer Treasurer

- Log ALL transactions in accounting software (aka, QuickBooks) and save all receipts in “cloud” based storage.
- Provide regular financial reports prior to each board meeting. Details to include all YTD transactions and current accounting balance. 20 legible hard copies will be available for distribution at board meeting 2<sup>nd</sup> Tuesday of each month.
- Provide bank statements to bank signers monthly.
- Receive player registration fees deposit into account(s).
- Reconcile ALL transactions in two stages; Level 1 - Review daily bank email notices for ALL transactions and bank balance and Level 2 - accounting software monthly reconciliation.
- Receive bank account debit card & checks
- Schedule yearly audit of financial records

CYA Football & Cheer Director of Operations

- Serve as financial supporting role as required in event Treasurer and / or President is not available
- Receive bank account debit card

## CYA, Inc. Financial Oversight

### CYA, Inc. Treasurer

- Serves as oversight from CYA, Inc. as our governing body. Under PNC Bank as the financial institution, CYA, Inc. has access to view financial records. CYA, Inc. does not have authority to transfer funds, make payments, write checks, or make deposits.

### Bank Deposit Procedures

Use approved form showing amount of deposit signed by two current board members.

Upload documentation to QuickBooks or another online portal.

### Reimbursement Procedures

Use approved form showing amount of reimbursement signed by two current board members. Upload documentation to QuickBooks or another online portal. If board member is receiving reimbursement, they are not permitted to be a signer of the approved form.

### Direct Payment (aka, Checks, debit, etc) Procedures

For all payments over \$1000 threshold, use approved form showing amount of payment signed by two current board members. Upload documentation to QuickBooks or another online portal.



**CYA Football & Cheer**

P.O. Box 471

15 Eyer Road

Thurmont, MD 21788

# Financial Transaction Record

Date \_\_\_\_\_

Transaction Type \_\_\_\_\_

(Deposit, Reimbursement, Payment >\$1000)

Total Amount \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Cash \$ \_\_\_\_\_

Payee \_\_\_\_\_

For \_\_\_\_\_

Per CYA Football & Cheer Financial Operating Procedures – Final 3-2-22, all transactions shown below are required to have this form filled out, signed, and logged accordingly.

*Bank Deposit Procedures*

Use approved form showing amount of deposit signed by two current board members. Upload documentation to QuickBooks or another online portal.

*Reimbursement Procedures*

Use approved form showing amount of reimbursement signed by two current board members. Upload documentation to QuickBooks or another online portal. If board member is receiving reimbursement, they are not permitted to be a signer of the approved form.

*Direct Payment (aka, Checks, debit, etc) Procedures*

For all payments over \$1000 threshold, use approved form showing amount of payment signed by two current board members. Upload documentation to QuickBooks or another online portal.

\_\_\_\_\_  
(1) Board Member Title

\_\_\_\_\_  
(1) Board Member Signature

\_\_\_\_\_  
(2) Board Member Title

\_\_\_\_\_  
(2) Board Member Signature

## Catoctin Youth Association (CYA) Football/Cheerleading

### Policies, Procedures and By-Laws

Approved May 23, 2000

Revised May 10, 2022

*Change terms of Board of Directors to 2 years*

Revised October 15, 2023

- i. Change six to three for league meetings.*
- ii. Add verbiage for secretary to keep and manage organizational documents.*
- iii. Remove reference to equipment manager.*
- iv. Add Director of Operations board position.*
- v. Limit no of excused absences to maintain voting rights.*
- vi. Add when committees are established.*
- vii. Add Special Events to Fundraising committee (officially).*
- viii. Add Marketing committee.*
- ix. Add summary table of committees.*
- x. Add verbiage to game day committee.*
- xi. Change officers to volunteers under scholarship committee.*
- xii. Add verbiage to registration committee.*
- xiii. Add verbiage to equipment committee.*
- xiv. Add board member to concession committee.*
- xv. Add language to Fundraising / special events committee.*
- xvi. Change nominations for board positions from Oct to Nov.*
- xvii. Change Elections for board positions from Nov to Jan.*
- xviii. Revised Football & Cheerleading code of conducts.*
- xix. Add Social Media policy.*
- xx. Add verbiage to game day checklist to include details installed in Operational Guidance.*
- xxi. Add financial operating procedures and financial transaction form (previously approved after embezzlement)*

Revised July 9, 2024

- i. Article III, Section 4 – changed when meeting minutes are presented at monthly meeting*
- ii. Article III, Section 5 – changed treasurer to provide written report at monthly meeting*
- iii. Exhibit D - Financial Operating Procedures – changed language so Director of Operations to receive a Bank Account Debit Card*

2024 CYA Football & Cheer Board of Directors

Jeremy Johnson, President

Nathan Laird, Vice President

Maggie Deyton, Treasurer

Alisha Yocum, Secretary

Jacoba Cassidy, Director of Operations

Candy Reaver, Membership Chair

Chris Cassidy, Football Coordinator

Meghan Ridenour, Cheer Coordinator