



Lakeland Broncos Junior Football League By-Laws

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- All questions of interpretation of the by-laws shall be decided by the Board of Directors

ARTICLE 1 Name / Formation

The name of this organization shall be the Lakeland Junior Football League. This organization shall operate as a non-profit, non-sectarian, civic organization. It is organized as a Non-Stock, Directorship-managed LLC in accordance with State of Michigan statues for formation and operation on Non-Profit corporations.

ARTICLE 2 Objective / Purpose / Mission

The purpose of the program will be to promote interest, development, and education of football and cheer skills for children intending to attend Lakeland High School. The Lakeland Junior Football League will maintain as its primary objective the development of skills and technique in the game of football and cheerleading in accordance with the highest standards of sportsmanship. The program will strive to balance the opportunity for all to participate With the ability to be competitive. All applicants, in accordance with LCAJFL requirements for age, grade, and weight, who live in the Lakeland High School District, shall be eligible to participate in league play, regardless of race, creed, color, sex or religion. The Board of Directors will consider out of district applicants on a case-by-case basis.

Statement of Non-Discrimination

It shall be the policy of the Lakeland Junior Football League to provide equal participation to all eligible persons without regard to race, religion, color, national origin, sex, or parental status.

The Lakeland Junior Football League, organized under the laws of the State of Michigan pursuant to non-profit corporations indemnifies to the fullest extent of the law its officers and directors from any and all personal liability of actions taken during the course of operation of this program. This clause does not attempt to indemnify Board Members from any fiduciary or criminal responsibility.

ARTICLE 3 Lakeland Junior Football Officers /Volunteers

Board of Directors- The Board of Directors shall consist of all elected officers. The powers of governance, policy making and management shall be vested in the Board of Directors in accordance with a Directorship Organized Non-Stock Non-Profit LLC.

Election of Officers- The Board of Directors shall consist of the minimum following positions.
President, Vice-President, Secretary and Treasurer

Elected officers will serve until the existing Board of Directors appoints their successors according to the following yearly election procedure or as deemed necessary by reason of resignation, retirement or dismissal.

At the last board meeting, after the end of each season, all Board of Directors positions will be open to existing Board of Directors members for nomination and majority vote. If no position is contested the sole candidate running for said position will remain elected position. Any vacancies on the Board of Directors will be solicited amongst the parent base. The Board of Directors will be equally split among existing colors from the parent base. Board of Directors will declare by the November board meeting if interested in holding a head coaching position.

To be nominated for executive positions, Board of Directors members must have one-year experience on the current board. In the event no eligible Board members wish to fill a vacant executive position, that position may be filled by any Board of Directors member or parent base. A 2/3 majority vote is required to fill executive positions from the parent base. Any person leaving a position by vote will be afforded opportunity to fill a Board of Directors vacancy or occupy a trustee position for Board approval. Installation of new officers' positions will occur at the BOD meeting in January. Vote is by paper ballot, secretary will tally the total votes.

Procedure for nomination / election of officers from parent base:

- o Solicitation is made for potential candidates by any board member
- o Candidates from parent base are invited to attend a board meeting to address the Board of Directors. Opportunity is given for questions and answers and general information sharing in regard to qualifications, responsibilities of said position.
- o Board of Directors conducts vote. Majority vote determines which candidates fill open positions (or in the case of an executive position being filled by a parent base which requires 2/3 vote).
- o Selected/non-selected candidates will be notified by either phone or email within 24 hours of vote.

To receive voting rights, you must be on the BOD for 3 months attending 3 BOD meetings. The current voting BOD members have the right to vote on the new members to receive those voting rights in 3 months. Any former BOD member who had at least one year of service will have immediate voting rights. Each Volunteer position shall follow league guidelines given to them from the Board of Directors.

LAKELANDBRONCOS DUTIES & RESPONSIBILITIES FOR BOARD OF DIRECTORS OFFICERS & VOLUNTEERS

It shall be the duty and responsibility of the PRESIDENT:

- o To attend all Board of Director meetings
- o To oversee and control the functioning of the Lakeland Broncos Junior Football League
- o To call all Board and Executive Committee meetings
- o To act as chairperson and prepare the agenda for same
- o To coordinate the work of the Board of Directors
- o To contract for goods and services as directed by the BOD in accordance with budget and spending policies and authority
- o To oversee and control the functioning of all committees
- o To act as a liaison between the Broncos and Huron Valley Schools
- o To assist treasurer in all matters pertaining to U.S. government and state forms
- o Will hold keys that are assigned to the Broncos by the Lakeland High School's Athletic Director
- o To handle all matter pertaining to the use of Lakeland High School, WLMS and Lakewood Elementary facilities for practice and games
- o To coordinate with the Secretary any league correspondences such as minutes, agendas, meetings, facilities and coach's correspondence.
- o To keep and maintain all records regarding the league
- o To act as the central contact for the league
- o To handle all matters pertaining to the contact of al officials for all home games
- o To accept and execute duties assigned annually by the Board of Directors
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members and fans) during all league functions.

Note: The president shall be an ex-officio member of all committees.

It shall be the duty and responsibility of the VICE-PRESIDENT:

- o To attend all Board of Director Meetings.
- o To perform all the duties of the President if the President is unable to do so.
- o The Vice President shall have the same authority as the President while serving in this capacity.
- o To assist the President in the performance of his/her duties by supervising various committees and other tasks as designated by the President.
- o Schedule/Coordinate Team Photos
- o End of Season trophies
- o Iron Man/Women trophy/T-shirts
- o To oversee and control the functioning of the NON-BOARD Lakeland Bronco Junior Football volunteer coordinators (i.e. Concessions Coordinator, Banquet Coordinator, Communications Coordinator, etc.)
- o To accept and execute duties assigned annually by the Board of Directors.
- o Select background check provider to manage medical personnel for all home games.
- o To oversee any committees.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (Parents, Players, Coaches, BOD member, and Fans) during all league functions.

It shall be the responsibility of the SECRETARY:

- o To attend all Board of Director Meetings.
- o To keep the minutes of all Board, Executive, and Membership meetings. Meeting minutes will be sent to Board Members within 10 working days for approval.
- o To handle all correspondence of the Board of Directors.
- o To secure monthly meeting rooms for Board of Director meetings.
- o To coordinate with the League President any League correspondence such as Minutes, Agendas, Meeting, Facilities and Coaches Correspondence.
- o To notify all members of the Board of Directors and the general membership of meetings as required by these bylaws.
- o To make appropriate copies, brochures and fliers for program and create forms that are deemed necessary for the operation of the program.
- o To have access to mailing list of all veterans.
- o Provide Letterhead Stationery and postage for league (funded by league).

- o Paper ballot will be used in selection of Head Coaches by color/team. Secretary will gather ballots and tally the votes. Majority vote from BOD elects Head Coach.
- o To maintain list of Code of Conduct for Board Members and Official Volunteers as coaches and UD's.
- o To maintain data repository for Lakeland Junior Football League (i.e. Access to data repository, Task Lists, Meeting Minutes, By-Laws, Code of Conduct, etc.)
- o To maintain and communicate organizational task list each month during Board of Directors meeting
- o To maintain Game Day task list.
- o To maintain the website, open and close of registrations, maintain entry forms for coaches, prepare and send yearly survey. To send the surveys and coaches/UD applications to the president of the league and coaching & cheer commissioners.
- o To accept registrations and roster registered players to their perspective teams.
- o To assist the President in the seasonal draw and after draw, assign the new players to their perspective teams and colors.
- o To notify coaches and UD's of their rosters.
- o To track the jersey selections from registration of players to aid the equipment manager in ordering of the jerseys.
- o To communicate with the cheer coordinator and football coordinators the developing numbers of registrations for team formations.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the TREASURER:

- o To attend all Board of Director Meetings
- o To act as custodian and make proper disbursement of all organization/league proceeds.
- o To prepare a yearly budget and to maintain a current operating budget for each fiscal season beginning January 1 and ending December 31 each calendar year. The yearly budget will be presented for approval to the board of directors at the November scheduled meeting, and voted for approval at the December scheduled meeting. The operating budget will be adjusted monthly and presented to the board accordingly; for ongoing monitoring of actual cost fluctuations and capital injections and expenditures. Cost projections and category expenditures will be maintained and verified against the yearly budget proposal and any future operating budgets as amended by the board. Adjustments based on variables and estimated cost projections will be discussed at the monthly board meetings and noted for approval and amendment by the board when outside the control of the Treasurer or any other acting board member(s.) Expenditures that exceed initial budget projections by 15% will need prior board approval and are subject to ongoing board oversight and willful intent; but not necessarily limited to formal disciplinary action (see discipline and dismissal policy.)
- o To obtain approval of the board of directors for any disbursements not budgeted. Any expenditure over \$100 requires board discussion and approval. Note: Any disbursement for goods and/or services from a board member shall be approved by a majority vote of the directors' present at the board meetings. (Note: in an emergency only, approval of three board members is acceptable). Please note an emergency situation would typically be classified as something that would require immediate attention in order to avoid significant expense or damage to the program as a whole. Expenditures or cost overruns that could be viewed at a later date, under the guidance of the board, would not be considered an emergency.
- o To keep records of all assets, liabilities, income, and disbursements, reporting all sums to the board of directors at the Board meetings, along with most current bank statements.
- o Oversee the method by which contributions are collected and recorded at any and all events, subject to the approval and oversight of the board of directors.
- o To coordinate the signing of bank/league checks by at least two board members whose signature appears on the bank/league signature card. Board members will be nominated by the board of directors to appear on the bank/league signature card in a fiduciary capacity and "must" maintain an arm's length transaction and/or independent relationship (i.e., no spouses, relatives, outside work/vendor relationships, etc.)
- o All invoices from suppliers shall be sent to the president who will forward to the treasurer for payment.
- o To handle the submission of all injury claims to the insurance carrier.
- o To coordinate with the Executive Board Members in counting and depositing all event monies; this is to be done no later than (4) days after each event. See Cash Handling Procedure.
- o To handle all other insurance matters along with League President.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions. P.O. Box payment and mail pick-up.

It shall be the responsibility of COACHING DEVELOPMENT / FOOTBALL COMMISSIONERS–
FOOTBALL TO PROVIDE THE FOLLOWING:

- o To attend all Board of Director Meetings.
- o To attend all League Commissioner Meetings and update the Board on what was discussed at each meeting. This position does not have authority to make any decisions for the Lakeland Broncos Football League without prior Board approval.
- o Evaluate and (with BOD approval) obtain available resources for coaching youth football and provide the coaching staff access to those training materials.

Training Meeting & Clinics.

1. Arrange in-house training meeting and clinics. (A schedule of these meetings should be presented to the BOD prior to beginning of each season) These meeting / clinics should cover all aspects of coaching from fundamentals and drills to methods of discipline and communication.
2. Prepare football coaches for the season. Ensure that they have the ability (and knowledge) to teach the game and create a positive experience for the players.
3. Provide guidelines and support to coaches. Assist coaches in the development (or enhancement) of their knowledge, skills and techniques with a focus on improving coaching methods and performance.
 - o Problem Resolution - This includes specific and actual situations and/or circumstances that cannot be resolved at the team level between coaches, parents and / or players. This may include, but is not limited to: playtime issues, field rated problems, rules interpretation, and or general complaints / or concerns. It will be the Coaching Development's responsibility to bring all unresolved issues or appeals to the Board of Directors.
 - o Identify equipment needed to facilitate coaching of players. Work with the Equipment Manager to evaluate the equipment. When applicable, recommend purchasing to Board of Directors.
 - o To be represented at all games, either in person or by using a representative.
 - o To be present at weigh-in prior to all games, and handle any disputes that may occur.
 - o To assist in any game day disputes with opposing team or officials.
 - o To handle all matters pertaining to setting up fields on game day.
 - o To collect and review each team's game day Play Time records.
 - o Maintain close contact with coaching staff to ensure success on the field. Periodically evaluate coaches and make recommendations to individual coaches to ensure their continued success.
 - o Collect and compile coaching applications and present to Board of Directors for review/approval.
 - o To maintain list of coaches, certifications, and Code of Conduct.
 - o Assign practice fields for Football and Cheer.
 - o To accept and execute duties assigned annually by the Board of Directors.
 - o To assist in opening and closing on game days when your team color is home.
 - o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the CHEERLEADING COMMISSIONER:

- o To attend all Board of Director Meetings.
- o To attend all Cheerleading League Commissioner meetings and update the Board on what was discussed at each meeting. This position does not have authority to make any decisions for the Lakeland Broncos Football League without prior Board approval.
- o Problem Resolution - This includes specific and actual situations and/or circumstances that cannot be resolved at the team level between coaches, parents and /or players. This may include, but is not limited to: rules interpretation, and or general complaints /or concerns. It will be the Commissioner's responsibility to bring all unresolved issues or appeals to the Board of Directors.
- o To assist in any purchasing of cheer related equipment/uniforms.
- o Overseeing of cheer equipment/maintaining the medical bags for the cheer coaches
- o To be represented at all home games.
- o To assist in any game day disputes with opposing team or officials.
- o To assist in opening and closing on game days when your team color is home.
- o To represent the Bronco Program in all competitive events with Board approval.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the CHEERLEADING COORDINATOR:

- o To attend all Board of Director Meetings.
- o To work with the Unit Directors regarding any league events or correspondence
- o To maintain a list of all Cheer squads with names, addresses, and phone numbers and have copies for all coaches, unit directors, and Board Members.
- o To be responsible for placement of Unit Director with each squad.
- o To keep records of all cheerleading participants birth certificates, residency, physicals, /Cheerleader/Parent codes of conduct and report cards.
- o To place all participants on proper teams according to league rules which pertain to grade restrictions.
- o To coordinate with the Cheerleader Commissioner the schedule for the Cheerleading draw.
- o Collect and compile coaching applications and present to Board of Directors for review/approval.
- o To maintain list of coaches, certifications, and Code of Conduct.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the Bronco Time Coordinator:

- o To attend all Board of Director Meetings.
- o To coordinate Bronco time hours for home games of the Lakeland Broncos JR. Football / Cheer League.
- o Work closely with the Cheer and Football Coordinators.
- o Coordinate Bronco time preferences for each family – and fill in all open slots.
- o Communicate with Unit Directors on open positions for Bronco time.
- o Communicate to the UD on a weekly basis of total hours fulfilled by families.
- o Coordinate the return of deposit checks by running the report of completed shifts
- o To keep record of all Bronco time worked and report to league President and Treasurer on what deposits keeping for unfilled requirements.
- o As families request shifts for Bronco time, it is the duty of the coordinator to assign them to the task through the website.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the EQUIPMENT MANAGER:

- o To attend all Board of Director Meetings.
- o To contract for goods and services as directed by the Board of Directors in accordance with Budget and Spending policies and authority.
- o To oversee helmet and equipment certification. To oversee painting of helmets and have logo and stripes affixed. To oversee all football equipment.
- o To pick up inventory and/or deliver equipment from suppliers.
- o To inventory all league equipment prior to and at the conclusion of each season.
- o To report to the Board of Directors regarding the condition of the foregoing equipment, and souvenirs, making recommendations regarding same.
- o To order and secure delivery of such equipment prior to the beginning of the season and/or replacement of such equipment during the season, as directed by the Board of Directors.
- o To order all medical supplies prior to the season and ready at the first practice for Football.
- o To have medical supplies available for the program and have medical bags prepared for football coaches.
- o To order jerseys and organize the fittings.
- o To distribute and collect League equipment as needed throughout the entire season.
- o Coordinate/Schedule Equipment Hand-Out and Hand-In.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the CONCESSION Coordinator:

- o To attend all Board of Director Meetings.
- o To handle all matters pertaining to the concessions, as directed by the Board of Directors in accordance with budget and spending policies and authority.
- o To contract for goods and services as directed by the Board of Directors in accordance with Budget and Spending policies and authority.
- o To pick up inventory and/or deliver to equipment shed /concession stand, from suppliers.
- o To order and secure delivery of such inventory prior to the beginning of the season and/or replacement of such inventory during the season.
- o Work closely with Communications and Executive Director Merchandise Coordinators
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the COMMUNICATIONS Coordinator:

- o To attend all Board of Director Meetings.
- o To contract for goods and services as directed by the Board of Directors in accordance with Budget and Spending policies and authority.
- o Monitoring/Responding to Lakeland Bronco E-mail box.
- o Thursday Letter
- o Work closely with all Unit Directors.
- o To recruit sponsorships
- o To help coordinate special events, fundraisers etc
- o Responsible for helping with the Lakeland Bronco Junior Football website, including but not limited to:
To contract for goods and services as directed by the Board of Directors in accordance with Budget and Spending Policies and authority Single point of contact for all marketing recommendations.
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

It shall be the responsibility of the Merchandise Coordinator:

- o To attend all Board of Director Meetings.
- o To contract for goods and services as directed by the Board of Directors in accordance with Budget and Spending policies and authority
- o Ordering Lakeland Broncos souvenirs
- o Determining prices for Lakeland Bronco souvenirs
- o Board/Coaches apparel
- o Souvenir Inventory
- o Work closely with Unit Directors, Coaches, Fundraising Coordinator, Equipment Manager, and Communications Coordinator
- o Responsible for location, menu, & scheduling of ALL banquets
- o Responsible for coordinating setup, registration/check-in, and close down of ALL banquets
- o To accept and execute duties assigned annually by the Board of Directors.
- o To assist in opening and closing on game days when your team color is home.
- o To maintain and enforce proper conduct by all (parents, players, coaches, BOD members, and fans) during all league functions.

Special Events /Marketing Committee:

- o To contract for goods and services as directed by the Board of Directors in accordance with Budget and Spending policies and authority
- o To coordinate and execute football / cheerleading end-of-season banquet if board elects
- o Responsible for location, menu, & scheduling of ALL banquets
- o Responsible for coordinating setup, registration/check-in, and close down of ALL banquets
- o Present to Board of Directors all recommendations to establish various fund-raising activities.
- o Responsible for helping all fundraising, including but not limited to:
(i.e. Golf Outing, Clinics, Banners, Zap Zone, etc.)

Other Lakeland Junior Football Official Volunteer positions or committees shall be deemed as needed/necessary by the Board of Directors.

* The Board of Directors will determine which coordinators will remain functional each year.

Any coordinator delinquent in his or her duties is subject to dismissal.

ARTICLE 4 MEETING STRUCTURE AND PROTOCOL

Board Meetings

Regular meetings of the Board of Directors are to be held monthly at a site selected by the President that provides reasonable access to all Board members. Meetings will be the 2nd Wednesday of each month or as determined by the President. The board will select the meeting dates for the whole calendar year no later than February of each year. During the active season, August through October, an informal Board of Directors meeting will be held as needed in between the regularly scheduled Board of Director Meetings. The purpose of these meetings will be to vote on any pending actions that need to be taken by the Board of Directors and to coordinate and report all efforts/needs of/by any established committees. Special meetings may be called by the President or in the case of his/her unavailability, by the Vice President, as necessary to carry out the program. Minutes will be distributed to all Board members no longer than 10 days after the scheduled meeting. Scheduling of special meetings must be done with sufficient notice in order to make a good faith effort for all members to make provisions to attend. Meetings of the Board of Directors are not open to participants or other third parties. Any member wishing to address the Board may notify the President or Secretary of their request to be added to the agenda. (Refer to section on Outside Participation).

Meeting Procedures and Protocol

Meeting agendas will be developed by the President and Secretary after soliciting input from the Board of Directors and distributed to the Board at least two days prior to the scheduled meeting.

The President shall call the meeting to order, the Secretary shall take attendance, and Minutes shall be submitted for approval. Discussion topics will follow in accordance with the agenda. Discussion items not on the agenda will only be added on an exception basis with the approval of the BOD.

Voting will take place by simple raise of the hand except for coaching placement and disciplinary actions. Voting will be recorded in the minutes. Any conflicts or misunderstandings of meeting procedure or protocol will be referred and deferred to "Robert's Rules of Order". The Executive Board will determine which Board (See Matrix Above) each item will go to when a vote is required. Each appointed Board position shall be entitled to one vote, and only one vote may be cast by each Board Member. There must be more than one-half of the standards Board of Directors present to constitute a quorum for conducting all business at Board or General Meetings. Approval or defeat of any item requiring a vote shall be by simple majority of those physically present. In cases of new information becoming available that may affect a previous vote it may be re-presented to the Board through a re-introduction of the item and requiring a motion and a second.

Voting via E-mail

Issues handled via e-mail should be coordinated through the Secretary and follow all voting requirements applying to Board meeting votes. E-mail based votes should be reserved for low-level maintenance types of issues to allow convenience for Board members. Board nominations and approval of expenditures in excess of \$500 should be avoided. E-mail voting should be documented and referenced in the next Board meeting minutes.

Outside Participation

Any participant or member wishing to address the Board may notify the President or Secretary in writing of their request to be added to the agenda. Only those persons named on the request will be allowed to address the Board. A maximum of 5 people will be allowed to attend in relation to any particular issue. The Board will not be obligated to vote on the issues at that time, but will send a formal response as appropriate.

Attendance Policy- Refer to exhibit B

ARTICLE 5 BACKGROUND CHECKS/CODE OF CONDUCT/DISCIPLINE/REMOVAL

BACKGROUND CHECKS

All individuals that hold a position with Lakeland Junior Football League listed in Article 3 will be required to undergo and pass a criminal background check through a third party selected by the Board of Directors for all new coaching and board participants as deemed necessary by the board.

CODE OF CONDUCT

The table below lists the code of conducts, who they apply to, and when they must be signed.

Code of Conduct	Applies To	When signature required
Lakeland Broncos Junior Football Player and Cheer Code of Ethics	Football Players Cheerleaders	Prior to 1 st practice
Lakeland Broncos Junior Football Parent Code of Ethics	Parents of Cheerleaders and Football Players	Prior to 1 st practice
Lakeland Broncos Junior Football Coaches Code of Conduct	Coaches of Cheerleading and Football	Prior to 1 st practice
LCAFJL Parents Code of Conduct	Parents of Cheerleaders and Football Players	Prior to 1 st practice
Lakeland Broncos Junior Football Board of Directors Code of Conduct	Voting Board Members	January Board Meeting for current season
Lakeland Junior Football Official Volunteers Code of Conduct	Unit Directors and Coordinators (Non-Board Members)	January Board Meeting for current season or when position is filled Prior to 1 st - Practice

SUSPENSION / REMOVAL-

Any individual that holds a position with Lakeland Junior Football League listed in Article 3 and is charged with a felony during the season shall be temporarily suspended from all Lakeland Junior Football League functions/activities pending the final disposition of the charge.

Any individual that holds a position with Lakeland Junior Football League listed in Article 3 and violates the code of conduct is subject to a being suspended immediately by the Executive Board from all Lakeland Junior Football League functions/activities pending a review of the issue by the Board of Directors, when at that time a final decision will be made.

Any Player, Cheerleader, Parent, Coach, Unit Director, Official Volunteer, or Board Member that conducts themselves in a manner the Executive Board considers harmful to the Lakeland Junior Football League Program is subject to immediate suspension and/or dismissal by the Executive Board.

NOTE: Board Members can only be suspended by the Executive Board; there is a formal process for Board of Directors Discipline. Only coaches can appeal, there is no appeal process for a Player, Cheerleader, Unit Director, or Official Volunteer.

Notification of any suspension or dismissal by the Executive Board must be communicated to ALL the Board of Directors. The suspended or dismissed coach and only the suspended or dismissed coach have the right to appeal the action in the following manner:

1. Coach must first discuss with the commissioner.
2. Coach may then and only then request a meeting with the President and all commissioners.
3. Coach may then and only then request from the President a meeting with the full Board of Directors. The President will judge the necessity for further review. The decision of Board shall be final. The time, location and Protocol of the Board meeting will follow established meeting policies and practices.

BOARD OF DIRECTORS DISCIPLINE-

Each Board member accepts a fiduciary and moral obligation to the success and preservation of the Organization in accordance with its Objectives, Purpose, and Bylaws.

The Board reserves the right to discipline and/or dismiss any Board member for violations in accordance with the following Procedure:

1. A Disciplinary Hearing is called by any Board member. This is accomplished by requesting the hearing in writing to the President. The request must identify the Board member charged by name and identify in general terms the nature of the accusation. The Board member requesting the hearing must also identify him/herself. The President will then contact the Board member who is in question. In the event the charge is levied against the President, the Vice President would be notified with the request for a Disciplinary Hearing.
2. The hearing will be conducted at a date, time and place of reasonable access to all Board members or at the next monthly meeting, to be decided by the President.
3. The Hearing will be a closed meeting, limited to only current Board members with voting privileges. A minimum of 75% of all voting members must be in attendance to conduct a Disciplinary Hearing.
 - A. The President will call for a vote to the original requested action. A vote is required from all Board members in attendance (no abstentions). The vote will be done in writing on a prepared form.
 - B. Secretary will tally the result of the vote and announce the result.
4. The following outlines the disciplinary options and the necessary majority required. Additions or deletions or modification to these cannot be made within 8 days of a Disciplinary Hearing. The majority will be based upon the eligible voters in attendance for the meeting.
 - A. Suspension from Lakeland Junior Football League functions/activities for a specific amount of time
 - B. Loss of voting privileges for 60 days.
 - C. Loss of voting privileges for remainder of the season.
 - D. Dismissal from the Board for the remainder of the season with opportunity for reinstatement.
 - E. Permanent expulsion from the Program. (In the event this measure is required the person is excluded from all Bronco functions and activities).
5. In the event it is necessary to bring testimony from outside the Board, the person requesting this must inform the President in advance of the purpose and intent. The President will have the sole judgment on the manner that testimony is brought to the Hearing.
6. In the event the President is the one accused, the Vice President will serve all of the duties normally assigned to the President for conducting a Hearing.
7. The person accused and the accuser will have no vote in the outcome of the proceedings.
8. The Secretary will have responsibility for maintaining Minutes of the Hearing with the President and Vice-President as co-authors.

REMOVAL FROM THE BOARD OF DIRECTORS-

Any member of the Board may request to remove a member by taking the following steps:

1. The member must file a signed grievance letter, naming the officer(s) involved in the grievance and describing the reasons for removal. This letter will be submitted to the President. It will be the responsibility of the President to contact the person(s) subject to removal.
2. In the event it is necessary to bring testimony from outside the Board, the person requesting this must inform the President in advance of the purpose and intent. The President will have the sole judgment on the manner that testimony is brought to the Hearing.
3. The President will call a special meeting of the Board within 10 days for Dismissal Hearing. The Hearing will be a closed meeting, limited to only current Board members with voting privileges. A minimum 75% of all voting members must be in attendance to conduct a Dismissal Hearing
4. The Board will vote on removal in an anonymous ballot.
5. The decision is final.
6. There will be no double jeopardy. No member may be reviewed for removal twice for the same incident.

ARTICLE 6 AMENDMENT PROCEDURES

These bylaws may be amended, added to, or replaced by a majority vote of the Board of Directors. In general, amendments to the bylaws will not be subject to review until one season of play has completed. Exceptions to this should only be considered for issues that affect the safety, legality, or solvency of the organization. Bylaws and Policies that require review prior to the completion of the season will need to achieve a 75% majority for adoption.

ARTICLE 7 DISSOLUTION

The right to dissolve the Organization rests with the Board of Directors in accordance with Michigan law. In order to dissolve the Organization, a 75% majority vote is required from all vote eligible Board Members. Every effort should be made to complete a season in progress. In the event of dissolution of this organization, the Board of Directors shall adopt a plan for distribution of assets remaining after payment of all debts in accordance with federal, state, and local laws. This plan must ensure that the remaining assets be used exclusively for exempt purposes, with an emphasis on placing the assets with an Organization that can establish a football and cheer program consistent with the purpose of the Broncos.

ARTICLE 8 FINANCE / BUDGET / FUNDING

- The Lakeland Broncos will operate on a January 1 to December 31 fiscal year for all planning and accounting purposes.
- The Lakeland Broncos will maintain a checking and savings account at a local banking institution as chosen by the Board.
- A minimum of two independent signatures is required for all disbursements. Spouses or other family relations may not be used as both signatures.
- No expenditures may be committed to on behalf of the Board in excess of \$100 without prior Board approval. (Note: in an emergency only, approval of 3 board members is acceptable. Please note an emergency situation would typically be classified as something that would require immediate attention in order to avoid significant expense or damage to the program. Expenditures or cost overruns that could be viewed at a later date under the guidance of the Board would not be considered an emergency).
- A budget will be developed and submitted to the Board by the December meeting for the operating fiscal year and will be approved at the January meeting. Acceptance of a Budget deficit requires 2/3 Board approval.

LEGACY FUND

The "Lakeland Broncos" Legacy Fund is a savings account established by the Lakeland Junior Football League Board of Directors to promote long term, non-regular/recurring Operating Program needs. The Lakeland Board identifies the following limitations to the intent and use of the Legacy Fund by future boards.

- The Legacy Fund is fixed at \$5,000 per year as a standard, mandatory budget entry. Deposit may be made to a separately maintained money Market account. All funds must be deposited by December 31 of the current active season.
- 2/3 Board approval is required to spend, suspend contribution, increase or decrease contribution.
- The Legacy Fund is intended to allow the Lakeland Broncos Jr. Football League organization to plan and realize large projects to maintain and improve the football and cheer facilities, training and/or opportunities for the participating youths.
- Expenditures from the Legacy Fund are intended to support projects that directly benefit the majority of participating youths.
- The Legacy Fund may be used in conjunction with other revenue sources or partners (i.e., Lakeland High School) for projects that directly benefit participants of the Lakeland Broncos football and cheer programs. Donations to football/cheer facilities are an appropriate use of the fund, assuming access for use is maintained for the Bronco program.
- The Legacy Fund is not intended to cover for Operating Budget shortfalls or poor budget planning by current or future Boards. The Legacy Fund can be used to fund Operating Budget emergencies to maintain program viability only under the following conditions:
 - 75% Board Approval
 - Resignation of the Board President, Treasurer and Football Commissioner(s)

Examples of regular/recurring operating program needs include: Regular league expenses including Officiating, Game/Practice Equipment, and Field Usage Fees, Souvenir or Concession expenses. These examples are not all-inclusive and are intended to provide future Boards with guidance to determine appropriate allocation of the Legacy Fund.

Article 9 Fees / Discounts / Refunds

Registration Fees:

The Board of Directors will be required to review and discuss registration fees for the next season on or before the September Board Meeting with a final vote at the October Board Meeting. Any changes to the current registration fees must be approved and posted;

1. Prior to the end of the season
2. Before Veteran registrations are distributed
3. Before deposits for the next season can be accepted.

Family Discounts:

Family discounts must be reviewed at the October meeting for the next year's season prior to the beginning of the next year's season and before taking of registrations and deposits... Budget restraints, the state of the economy and recruitment issues must be taken into consideration when determining if a family discount can be offered for the current season. If a family discount is voted in, the new discount policy must be voted in and posted by May 1st of the current season.

The Treasurer must keep a log of all of the family discounts issued for each season.

**Coordinators should flag their rosters to indicate that there is a sibling in the program.

Refund Policies: Refer to attachment A

Bounced Check Policy and Fees:

Any bounced checks will be charged a \$25 fee. Payment of original check and fees will only be accepted in the form of cash or money order. Two bounced checks by the same family will terminate the family's ability to pay with checks for the remaining time they remain within the organization. It will be the treasurer's responsibility to track all bounced checks

Board Discounts:

The Board of Directors will be afforded the opportunity to earn a 50% discount on all registration fees.

Eligibility / Earning the Discount

1. In order to earn the discount, the board member must serve on the board during the season in which the discount is applied.
2. New Board Members will be eligible to earn the discount once they have earned their voting rights as outlined in the Bylaws.
3. At minimum, Board members must serve on the Board during the core months of the season in which the discount will be applied. (June thru October)
4. In the event that a Board member does not serve the entire required "core months", or is elected to the Board during the "core months", the Board of Directors, as a group, reserves the right to prorate the discount.

SPONSORSHIP

Sponsorship is a budgeted item and must be approved by the BOD at the October meeting for the next year's season prior to the beginning of the next year's season and taking of registrations and deposits. Sponsorship grants may never exceed the budgeted amount for any year.

Parents interested in obtaining sponsorship must:

- Complete a registration for each child.
 - Submit a letter to the BOD explaining the need for sponsorship.
 - Agree to the Sponsored Family Volunteer Policy
1. All sponsored families are required to fulfill an additional 50% of that season's volunteer time. The extra time may include, but is not limited to, events such as equipment hand out/turn-in, Bronco night and Parent Day.
 2. All sponsored families must complete at least 50% of their volunteer time by mid-season.
 3. Sponsored families who do not complete their required volunteer time will not be eligible for future sponsorship.
 4. Sponsored families will still be required to submit a volunteer deposit check before their children can receive equipment or begin practice.

Each month the Treasurer will submit a list of sponsorship requests to the BOD. All requests will be discussed by the BOD and an independent decision will be made on a case by case basis.

Approved Sponsorship:

1. 1st Child will receive a 50% discount on their registration fees which does not include the cost of the jerseys.
2. 2nd Child (and additional siblings) will receive a 25% discount on their registration fees which does not include the cost of the jerseys.

FINANCE – CASH HANDLING PROCEDURES – GAME DAY

On game day, the Treasurer will provide opening bank "money till" for the following job functions:

Admissions	Typically \$150
Concessions	Typically \$200
50/50	Typically \$50 (small bills)
Souvenirs	Typically \$50

* Change Bank Small bills (singles & fives) and approx. \$100 in quarters to make change.

The Opening bank is based on a six-game day and should be reduced or increased when necessary according to the number of games scheduled.

Safe Drops

The Treasurer will prepare & provide sealable numbered envelopes for home games to be used for that game's drops. The envelopes will be inventoried when the Treasurer reconciles the game day proceeds by the 4th day preceding Saturday's game.

Half Time Drops

Each money till must be checked at or around halftime of each game. The surplus proceeds collected must be placed in a sealed envelope and dropped into the safe. Each envelope must include the game time and location, and must be signed by TWO (2) Board Members making the drop.

If it is necessary to gain access to one of the previously dropped envelopes (envelopes in the safe) during the course of the day, the envelope may be opened and witnessed by two independent board members. The necessary proceeds can be taken out and the remaining proceeds should be re-sealed in a new envelope (thus the need for some extra envelopes) along with the envelope that was opened. The board members who opened the previously sealed envelope should sign the new envelope as well as place the previously-sealed and now open envelope, in with the contents (remaining cash proceeds) into the new envelope. This should only be done in case of a cash emergency on game day.

- At the end of the day's last game and remaining cash generated activities, the Treasurer or another board member will collect the remaining money tills, count them and drop them in the safe.

The cash proceeds of the bank bags are not counted or balanced at this time.

- The Treasurer or an Executive Board Member will place the unused envelopes in the safe at the end of the day. The Treasurer can use any unused envelopes for the next game day and take inventory of all assigned bank bags (money tills) When the safe is counted by the 4th day for the preceding Saturday game a total of the numbered sealable envelopes should be accounted for by the Treasurer
- The Treasurer or Executive Board Member will take the entire contents of the league safe (sealed and unsealed envelopes) to an agreed upon destination. The key to the league safe and the safe itself should be segregated through dual control, meaning one person is assigned the key and another person takes possession of the end-of-game-day safe). These board members will verify the total existence of previously assigned bank bags (the total of sealed envelopes). The Treasurer will complete an accounting breakdown and total the deposit. This document is to be signed by both the Treasurer and the Executive Board Member present at the count. The League Treasurer will make the bank deposit and the deposit ticket will be stapled to the signed accounting report. If there is a discrepancy between the signed accounting report and that deposit, the President must be notified and validate separately the total deposit

ARTICLE 10 PLAYER PARTICIPATION / ELIGIBILITY

Participation shall consist of all participating youths and their parents as well as all other actively involved adults in the organization.

There shall be eight divisions consisting of:

1. Instructional Football
2. Freshman Football
3. Junior Varsity Football
4. Varsity Football
5. Instructional Cheerleader
6. Freshman Cheerleader
7. Junior Varsity Cheerleader
8. Varsity Cheerleader

The number of teams in each division will be determined by the Board of Directors. All Lakeland Junior Football League teams will carry the name, and be referred to as the Broncos (hereinafter "Lakeland Broncos")

TEAM FORMATION

Football-

Players shall be organized on proper teams according to league rules which pertain to grade and weight restrictions.

In the regular season, teams in the Instructional, Freshman, Junior Varsity, and Varsity will have a 25-player cap.

This cap can be adjusted by a decision of the Executive board as the registration process comes to a close for each season.

No new/additional players may be added to the roster after start of the 3rd week of practice without Board approval.

Cheerleading-

Cheerleaders shall be organized by grade restrictions in accordance with league guidelines.

In the regular season, teams in the Instructional, Freshman, Junior Varsity, and Varsity will have a 20- player cap

Roster can be expanded to 22. Head Coach must decide on maximum number of players prior to the draft. Decision is final once draft begins, NO EXCEPTIONS unless approved by Board of Directors via vote.

No new/additional cheerleaders may be added to the roster after start of the 3rd week of practice without Board approval.

Playing Time-

Tracking sheets will be collected by the commissioner by end of game.

Discipline:

1. Coaches who do not adhere to minimum play rule.
2. 1st Offense; written warning. Will be required to have two coaches to track plays
3. 2nd Offense; Head Coach will have one game suspension.
4. 3rd Offense; Season Long Suspension

Veteran Players/Cheerleaders-

Veteran status will be granted to players/cheerleaders who completed the previous season. Veteran players/cheerleaders will stay in the color in which they were placed and will remain in the same color until such time they graduate into the High School Football Program.

Returning Players/Cheerleaders-

Players/Cheerleaders participated in the program previously, however did not complete the previous season. Returning players/cheerleaders will stay in the color in which they were placed previously and will remain in the same color until such time they graduate into the High School Football Program.

**If the color no longer exists, they will be treated as a new player/cheerleader.

New Players/Cheerleaders-

All new players/cheerleaders that enter the Broncos program shall be put on a player pool list and placed on squads according to League policies.

Siblings-

Younger siblings will stay in the color of their older sibling regardless if the older sibling is still in the program. Older siblings that in a color that no longer exists will be treated as a new player/cheerleader.

Exception to Team Formation-

Exceptions to Team Formation will be heard on a case by case situation by the Board of Directors, a deviation requires 75% approval from Board of Directors.

Players/Cheerleaders will be placed on squads according to the LCAJFL rules for team formation.

ARTICLE 11 COACHING / UNIT DIRECTOR LEAGUE OPERATIONS

COACHING STAFF-

All coaches must fill out and sign a board-approved application. Coaches must have their child registered with the Broncos program and all appropriate fees paid at time of application submission to be considered for coaching. The Board of Directors may decline a coaching application for any reason.

Appointment of Head Coaches will be done by the Board of Directors during the March Board Meeting of the current season (recommended 1 coach/per 4 kids). The Board decision will be final as to the approval of the Assistant Coaches selection. Coaches are required to attend Board of Director meetings and clinics as requested by the Board of Directors.

The number of coaches per team will be determined by the board on a yearly basis for football and cheer. All teams' football and cheer will have a maximum of a unit director per team. Head coach not hold the position on the Board of Directors.

At least one of the coaches present at any practice or game must be the holder of a valid CPR and First Aid Card, or the head coach must arrange to have present a trained person affiliated with the team in medical practices (i.e. physician, paramedic or a trained volunteer holding a CPR and First Aid Card in order for play to occur.)

LEAGUE OPERATIONAL POLICIES-

The Board of Directors, prior to the start of the season, shall establish the League operational policy. Discussion of operational policies should begin in January so all changes can be discussed written/rewritten and approved by April of the current season. Changes shall not be made in the operational policy during the season, except in extreme circumstances. Operational policy, procedure and rules following the LCAJFL handbook will be updated as needed.

Attachment A:

Refunds:

No refunds given after player/cheerleader is registered. Special circumstances will be determined by the board to issue any refunds after player/cheerleader is registered on a case by case basis determined by the Board.

Bronco Time & Equipment Checks (Equipment Deposits)

Each family that completes all of their assigned Bronco time duties for the season, their \$300 deposit check will be returned to them. Each family who returns their equipment in good condition, their \$200 deposit check will be returned to them. A family who has not completed their hours or returned their equipment will have their checks cashed.

FAMILY DISCOUNT

Families with more than 1 player in the program will be eligible for a family discount as follows: The discount does not apply to a child being registered with or in the instructional program for football or cheer due to those are already discounted programs.

- First player/cheerleader – full registration fee applies
- 2nd child -\$25 discount off registration fee
- 3rd child- \$50 discount off registration fee

*** A 50% deposit of the full registration fee is required for each player at the time of registration. ***

The term FAMILY is limited to siblings (brother and sister) in the program.

(Nieces, Nephews, Cousins and children of significant others do not qualify for this discount)

Instructional Football and Cheer season 2019 fee = \$100.00 (No discounts apply to Instructional level registration for football or cheer.)

Attachment B: (to be added at Feb Meeting)