

CLINTON YOUTH FOOTBALL & CHEERLEADING LLC

BY- LAWS

CLINTON YOUTH FOOTBALL BOARD OF DIRECTORS

Article I - NAME

Section 1:

The organization shall be known as Clinton Youth Football and Cheerleading LLC, hereinafter referred to as "CYFC."

Article II - AFFILIATION

Section 1:

CYFC shall annually apply for or renew affiliation with a League Organization comprised of other Youth Football organizations, currently the Shoreline Youth Football Conference CT, hereinafter referred to as "SYFC".

Article III - OBJECTIVES

Section 1:

The primary objectives of CYFC are to teach football skills while imparting the ideals of good sportsmanship, honesty, loyalty and respect for ones self and others and to keep the participants free from any adult personal agenda, ambition, and or glory.

Section 2:

To achieve these objectives, CYFC will provide a supervised program under the Rules and Regulations as set forth by the SYFC By-Laws, the CYFC By-laws, the CYFC Participant Code of Conduct, and the CYFC Coaches Manual. CYFC shall operate exclusively as a non-profit educational organization providing a supervised program of competitive football.

Article IV - CYFC BY-LAWS

Section 1: By-laws stated herein will be approved by the CYFC Executive Board of Directors by a simple majority vote.

Section 2: By-laws will be reviewed annually and approved in accordance with Article VI - Section 6.02 of SYFC's Rules and Regulations.

Article V – CYFC PARTICIPANT CODE OF CONDUCT (INCLUDES COACHES, PLAYER & PARENT/GUARDIAN)

Section 1: The CYFC Participant Code of Conduct stated herein will be approved by the CYFC Executive Board of Directors by a simple majority vote.

Section 2: The CYFC Participant Code of Conduct will be reviewed annually and approved in accordance with Article IV - Section 4.01 and 4.03 of SYFC's Rules and Regulations.

Article VI – CYFC COACHES MANUAL/CERTFICATION

Section 1: CYFC Coaches Manual/Certification stated herein will be approved by the CYFC Executive Board of Directors by a simple majority vote. The Coaches Manual/Certification shall include the AYF Rulebook and Health & Safety procedures.

Section 2: The CYFC Coaches Manual/Certification will be reviewed annually and approved by the CYFC Executive Board in accordance with Article IV – Section 4.02 of SYFC's Rules and Regulations.

Article VII – MEMBERSHIP

Section 1: Eligibility

Any individual residing within the Town of Clinton or surrounding town that does not have an affiliation with the SYFC.

- (a) Participant Members: Any child meeting the requirements of CYFC, and who resides within the authorized boundaries of CYFC as set forth herein, shall be eligible for participation but shall have no rights, duties or obligations in the management or in the property of CYFC.
- (b) Regular Members: Any person upon registering their child (ren) to play in CYFC and during the term that their child (ren) remains a Participant Member is a Regular Member. Residents of the CYFC community with a demonstrated commitment to the objectives and goals of CYFC but do not have children playing in the program, or individuals with children formerly in the program may also become regular members by approval of the Board of Directors. Regular Members are permitted to attend all Board Meetings but will not be allowed to vote with the exception of the Annual Board Elections Meeting. Only the Board of Directors are eligible to nominate, vote, or hold an office or any other elected or appointed position in CYFC.
- (c) Honorary Members: Any person may be elected as Honorary member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of CYFC.
- (d) Sustaining Member: Any person not a Regular Member who makes financial or other contribution(s) to CYFC may by majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of CYFC.

Section 2: Other Affiliations

Neither members nor their family members may actively engage in the participation, promotion or operation of any other football program, except for football programs sponsored by CYFC, without a unanimous vote by the Board of Directors for a waiver application.

Section 3: Suspension or Termination resulting from Extreme Violations

In cases of an extreme violation of required adult or youth conduct (e.g., parent or player ejection from a game by an official, physical violence by any adult, or any other action deemed by the Executive Board of Directors to be of an extreme nature), membership may be terminated by voluntary resignation or by action of the Executive Board of Directors as follows:

- (a) The Executive Board of Directors, by majority vote of those present at any duly constituted meeting, shall have the authority to immediately suspend or terminate the membership of any Member, Coach or Board of Directors member when the conduct of such person is considered detrimental to the best interests of CYFC and/or the League. Termination of CYFC membership will endure for the remainder of the current CYFC season and one additional CYFC season. The above actions will occur only after the following steps have been executed:
 - 1) The extreme violation must be documented in writing by a witness and given to the President. Such documentation will include date, time, location, description of extreme violation, name(s) of member(s) involved, and signature of witness.
 - 2) That Director must then provide a copy of the submitted document to all Executive Board Members via email or in person within 5 days of the date of the violation.
 - 3) The Executive Board of Directors, upon confirmation of the violation, and upon majority agreement that an extreme violation has in fact occurred, will temporarily suspend the named member's rights to attend practices and games until such time as a formal meeting can be arranged.
 - 4) The named member shall be notified of the formal meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.

- 5) If the named member is a minor child, a parent or legal guardian will accompany the named member at such a meeting before the Executive Board of Directors.
 - 6) Failure of the named member to attend said formal meeting shall not preclude the Executive Board's ability to suspend or revoke the player's, parent's, Coach's or Board Member's current CYFC membership and right to future CYFC membership.
- (b) If the participation by any member of the Board of Directors poses a conflict of interest, he/she will not be able to participate in deciding such a case.

Section 4: Disciplinary Action among Coaching Staff

- (a) A Head Coach has complete authority to terminate an Assistant Coach without a Board of Directors vote provided that the following steps have been taken:
- 1) First Incident – The Head Coach will provide a verbal warning to the Assistant Coach.
 - 2) Second Incident – The Head Coach will provide a written warning to the Assistant Coach. The Head Coach will provide a copy of the written warning to the Board of Directors as soon as possible. The Head Coach will consult with the Coaching Commissioner on the situation.
 - 3) Third Incident - the Head Coach will terminate the Assistant Coach and provide documentation to the Board of Directors as soon as possible. The Head Coach will collect any CYFC property in the possession of the Assistant Coach.
- (b) A Head Coach has complete authority to terminate a Team Manager without a Board of Directors vote provided that the following steps have been taken:
- 1) First Incident – The Head Coach will provide a verbal warning to the Team Manager.
 - 2) Second Incident – The Head Coach will provide a written warning to the Team Manager. The Head Coach will provide a copy of the written warning to the Board of Directors as soon as possible. The Head Coach will consult with the Team Manager Advisor on the situation.
 - 3) Third Incident - The Head Coach will terminate the Team Manager and provide documentation to the Board of Directors as soon as possible. The Head Coach will collect any CYFC property in the possession of the Team Manager.

Section 5: Termination of Membership

- (a) In the absence of Board approval, all rights of any member in CYFC and its property shall cease on the termination of such membership. Termination shall not relieve the member from any obligation for charges incurred, services or benefits actually rendered, fees of assessments arising from contract or otherwise. CYFC shall retain the right to enforce any such obligation or obtain damages for its breach and any member whose membership is terminated by revocation shall have no claim against CYFC, its Board of Directors or members for any accruals that may be alleged to exist.
- (b) Any person suspended or terminated for disciplinary reasons cannot be considered for a leadership position in CYFC including, but not limited to Head Coach, Assistant Coach, or Board of Directors. Termination of CYFC membership will endure for the remainder of the current CYFC season and one additional CYFC season.

ARTICLE VIII - VOTING

Section 1:

Regular Members are permitted to attend all CYFC Board Meetings but will not be allowed to vote, except in the CYFC Annual Board Elections Meeting held at the end of the season.

Section 2:

All members of the CYFC Board of Directors are eligible to nominate, vote, and hold an office or any other elected or appointed position in CYFC. A motion will be passed based upon a majority vote.

Section 3:

The CYFC Executive Board may override a Board of Directors vote. A two-thirds majority vote of the Executive Board is required to override a Board of Directors vote. An explanation for the override vote will be provided at the next scheduled Board of Directors meeting.

ARTICLE IX - FEES

Section 1 - Participant Members

A reasonable participation fee will be assessed each year to ensure the operational continuity of CYFC. It is the policy of CYFC that the inability to pay participation fees shall not keep an individual from participation in the program. A \$35.00 fee will be assessed for a check returned for insufficient funds.

Section 2: - Scholarships

Members who cannot afford to pay the participation fee shall so indicate in a completed Scholarship Application provided to the CYFC President. All full and partial Scholarships shall be approved by no less than three Executive Board members. The parents or guardians of any player that receives a scholarship, are required to volunteer a minimum of sixteen (16) hours in program activities. Payment plan arrangements can also be made with CYFC.

Section 3 – Refunds

Prior to equipment handouts, 100% refunds will be given upon written request. After the first practice or equipment handout, no refunds will be granted unless approved by the Executive Board. Termination of CYFC membership due to violation of CYFC By-Laws or Participant Code of Conduct specifically excludes any refund of fees paid. Written requests for refunds due to extenuating circumstances may be submitted to the President, and will be reviewed by the Executive Board on a case-by-case basis. In the event a player quits, prior to the first game of the season, a refund will only be considered once all equipment is turned in and formal refund request is made to CYFC.

ARTICLE X - PLAYING RULES

Section 1 - Rules and Regulations

Consistent with these By-laws CYFC will follow such rules and regulation as set forth in the SYFC Rules and Regulations.

Section 2

Coach(es) responsible for failure to conform to the CYFC Coaches Code of Conduct, CYFC By-Laws, AYF Rules and Regulations (latest revision) and/or SYFC Rules of Play is subject to disciplinary action in accordance with the disciplinary process outlined in the SYFC Rules and Regulations and Rules of Play Handbook.

ARTICLE XI - FINANCIAL ACCOUNTING

Section 1:

The Board of Directors shall decide all matters pertaining to the finances of CYFC and shall place all monies in an Association Treasury, directing the expenditures in such manner as not to give any individual or team an advantage within the CYFC organization.

Section 2:

The Board of Directors shall not permit the contribution of funds or property to individual teams except where the Coaching Commissioner and Equipment Manager shall need equipment due to financial loss or physical loss of property.

Section 3:

The Board of Directors shall not permit the solicitation of funds in the name of CYFC unless all the funds so raised are placed in the CYFC Association Treasury.

Section 4:

The Board of Directors shall not permit the disbursement of CYFC funds for anything other than CYFC activities in accordance with the rules and policies as set forth herein.

Section 5:

No Board of Directors member shall receive any compensation at any time for any reason.

Section 6:

All monies received shall be deposited in a local Association Treasury to the credit of CYFC and all disbursements shall be made by check signed by the authorized Board member.

Section 7:

The Board of Directors shall approve all expenditures in excess of \$250.00 for non-budgeted items.

Section 8:

At the beginning of each season, the Treasurer, Fundraising Chair, Equipment Manager, Concessionaire, Event Coordinator, and Coaching Commissioner will submit a budget to the Board of Directors for the seasons' projected expenditures. This budget must be submitted by the March Board meeting. The Board of Directors will approve any additional expenditures during the season.

Section 9:

Upon dissolution of CYFC and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of CYFC to another federally incorporated entity maintaining any objective similar to CYFC's.

ARTICLE XII - BOARD OF DIRECTORS

Section 1:

Board: The management of the property and affairs of CYFC shall be vested by the Board of Directors. The Board of Directors shall be elected by majority vote by eligible members at the Annual Board election meeting.

Section 2:

Board Membership: The Executive Board membership shall be comprised of the following elected Officers/Directors: President, Vice-President, Treasurer, Secretary, League Representative, Cheerleading Director, Registrar, Team Manager Advisor and Coaching Commissioner.
Other elected Board of Directors are: Asst. Treasurer, Website/Social Media Administrator, Player Safety Coach, Event Director, Fundraising Chair, Sponsorship Chair, Equipment Manager and Concessionaire.

Section 3:

Any member of the current Board of Directors shall make nomination(s) for the election of Directors for the Executive Board and other Board positions. These officers will be nominated and elected at an Annual Board of Elections Meeting and will begin their elected position(s) starting January 1st for a period of one (1) year.

Section 4: An Annual Board of Elections Meeting, open to all members, will be held after the prior season ends

Section 5:

Vacancies may be filled by a majority vote of the remaining Directors due to death, resignation or otherwise at any regular or special meeting called by the President or the Vice-President.

Section 6:

Term of office is set at (1) year. There shall be no limit set on the number of terms a Director may serve.

Section 7:

Meeting and Quorum notices of the Board shall be held monthly. No less than six (6) board meetings must be held in any given calendar year. The President may, whenever he/she deems it advisable, or the Vice President shall notify in writing to the Executive Board (3) days prior to issue a special meeting of the Board. One third of the Executive Board shall constitute a quorum.

Section 8:

Members shall be familiar with these By-laws and CYFC Participant Code of Conduct. Each member shall devote their energies to promote the purpose of CYFC and the SYFC. Each Director shall be prepared to report on their respective area of responsibility at each Board meeting. In the event the board member cannot attend a Board meeting, a written or emailed report must be submitted prior to the Board meeting.

Section 9:

Executive sessions that deal with sensitive or administrative issues will consist of Executive Board of Director members only.

Section 10:

The fiscal year of CYFC shall commence on January 1st of each year and conclude on the last day of December in that calendar year.

Section 11:

The Board of Directors is expected to attend all CYFC meetings. Upon missing (3) consecutive meetings without notifying the President, Vice President, or Secretary, that director will be dismissed.

Section 12:

In the event of any Board member's involuntary or voluntary resignation or termination, said board member shall immediately turn over any CYFC property to the CYFC Executive Board, including but not limited to documentation, commitments extended on behalf of CYFC, invoices, checks or monies received on behalf of CYFC, passwords, keys, equipment, apparel, and promotional material/items.

ARTICLE XIII – BOARD OF DIRECTOR DUTIES

Section 1 – President (Executive Board Member)

The President shall:

- (a) Conduct all affairs of the CYFC and execute the policies established by the Board of Directors and the SYFC.
- (b) Preside over all meetings of the Board of Directors as chairperson.
- (c) Ensure that no less than six (6) Board meetings are held in any given calendar year.
- (d) Represent CYFC at SYFC meetings if the League Representative cannot attend, and other meetings as necessary.
- (e) Act as spokesperson with input/direction of the CYFC Board of Directors in all matters that pertain to and/or affect CYFC.
- (f) Communicate to Board of Directors such matters as deemed appropriate, and make suggestions in the best welfare of CYFC.
- (g) Be responsible for the conduct of CYFC in strict conformity to CYFC By-Laws, Participant Code of Conduct and SYFC Rules and Regulations.
- (h) Ensure that background checks of coaches are executed each season, prior to the first team practice.
- (i) Make arrangements for football practices, games and scrimmages; this will include, but is not limited to, reserving the fields, coordinating referees, and paramedics. The President will complete the proper paperwork attend the Park & Rec Commission meeting in June to reserve the practice and game fields for the upcoming season.
- (j) Investigate complaints, irregularities and conditions detrimental to CYFC and report his/her finding to Board of Directors.
- (k) Establish committees as necessary to complete CYFC objectives as stated in the By-laws. (Ex. Coaches Selection, Fundraising, College Scholarship, Disciplinary).
- (l) Not hold the position of Head Coach at any level in CYFC
- (m) Oversee the CYFC budget forecasting and execution
- (n) Ensure that parents/guardians of scholarship recipients volunteer as required per CYFC By-Laws.

- (o) Ensure that CYFC maintains adequate insurance, including but not limited to a policy protecting all CYFC equipment and property, and Directors and Officers insurance.
- (p) In the event the President cannot perform his/her duties outlined above, the Vice-President shall convene a meeting of Board of Directors for the purpose of selecting an interim replacement until the next election.

Section 2 - Vice President (Executive Board Member)

Vice President shall:

- (a) Review all budgets submitted by Board Members prior to March's meeting.
- (b) Assist with the examination of the applications/required documentation of every player candidate before the player is deemed eligible to play in CYFC.
- (c) Make the Coaching Commissioner and Coaches aware of upcoming Coaching Clinics and football camps.
- (d) Make updates to the By-Laws and align them with the SYFC Rules and Regulations.
- (e) Supervise the Team Manager Advisor (or Team Managers if no Advisor), Event Director and Coaching Commissioner.
- (f) Not hold the position of Head Coach at any level in CYFC
- (g) Shall perform the duties of the President if the President is unavailable and will call an emergency meeting within 5 days if the President is no longer able to serve in that capacity for the remainder of the calendar year.
- (h) Record minutes of Board meetings in the absence of the Secretary
- (i) Assist Secretary in any of the items noted in Section 3 below

Section 3 – Secretary (Executive Board Member)

Secretary shall:

- (a) Be responsible for recording the activities of CYFC and maintain proper files, mailing lists, and necessary records.
- (b) Keep minutes of Board of Directors meetings and cause them to be recorded online for all members to review and approve.
- (c) Conduct correspondences not otherwise specifically delegated in connection with said meetings and is responsible for carrying all orders, votes and resolutions not otherwise committed.
- (d) Provide notice and schedule of all meetings of CYFC and the Board of Directors
- (e) Perform Registrar duties if the Registrar position is vacant
- (f) Perform Website / Social Media Administrator duties if the Website Administrator position is vacant

Section 4 – Treasurer (Executive Board Member)

Treasurer shall:

- (a) Receive all monies and securities, and deposit it in a financial account approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all moneys and securities of CYFC. Approve payments from allotted funds and draw checks therefore in agreement with the policies and agreements by Board of Directors.
- (c) Prepare an annual budget with the Commissioner before the March meeting.
- (d) Prepare a written report to the board of Directors monthly, including status of income and expenditures.
- (e) Have CYFC books, accounts and records in condition for audit at all times and ready to turn over to his/hers successors in the office of Treasurer.
- (f) Ensure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets.
- (g) Have all referee checks prepared for home games and cash boxes prepared with change for admissions and concession
- (h) Oversee CYFC's PayPal account and manually transfer funds from PayPal to CYFC's designated account from time to time, but no less than once a month.
- (i) Prepare taxes for the fiscal year.

Section 5 - Assistant Treasurer

Assistant Treasurer shall assist the Treasurer in any items in Section 4 (a) thru (h)

Section 6 - League Representative(s) (Executive Board Member)

League Representative shall:

- (a) Represent CYFC at and attend all SYFC Board Meetings
- (b) Notify President or Vice President in advance if unable to attend any SYFC meetings.
- (c) Make the Coaching Commissioner and Coaches aware of upcoming Coaching Clinics and football camps.
- (d) Keep the CYFC Executive Board regularly informed of all SYFC rules, regulations, updates, etc.
- (e) Work with President and Vice President on team co-op arrangements, if needed.
- (f) Work with the Vice President on rosters and team declarations per SYFC's requirements.

Section 7- Coaching Commissioner (Executive Board Member)

Coaching Commissioner shall:

- (a) Manage and represent all coaches at Board of Directors meetings
- (b) Attend Heads-up certification class and obtain any other SYFC required coaches certifications
- (c) Work with the President and Player Safety Coach on coach selections prior to June 1st
- (d) Ensure that background checks of coaches are executed each season, prior to the first team practice.
- (e) Manage CYFC coaches and hold coaches meetings as needed
- (f) Maintain a Coaches Manual/Requirements and distribute to coaching staff prior to the commencement of the season
- (g) Regularly collaborate with all CYFC Coaches and Player Safety Coach

Section 8 - Cheerleading Director (Executive Board Member)

Registrar shall:

- (a) Represent Cheer coaches at Board of Directors meetings
- (b) Attend all coaching certification classes (i.e. Head-Up training) and obtain any other SYFC required coaches certifications
- (c) Work with the President and board on Coach selections
- (d) Work with the Secretary, Coaching commissioner and registrar on registrations, schedules and events for cheerleaders for games and practices and board on Cheer Coach selections.
- (e) Work with treasurer and board on equipment and uniform purchases
- (f) Ensure that background checks of coaches are executed each season, prior to the first team practice.
- (g) Manage and collaborate with all Cheer Coaches, and hold coaches meetings when needed
- (h) Maintain a Coaches Manual/Requirements and distribute to coaching staff prior to the commencement of the season

Section 9 - Registrar (Executive Board Member)

Registrar shall:

- (a) Coordinate registration sign-ups and manage CYFC's registration system
- (b) Create informational flyers for distribution within the schools (once approved by school administration)
- (c) Publish/make available all required player documentation (AYF Forms) as required by the SYFC
- (d) Handle all registration issues and player assignments
- (e) Maintain an accurate record and database of all teams / rosters for each season
- (f) Shall keep the coaching staff and/or Coaching Commissioner informed of all player registrations prior to and during the season
- (g) Shall assist the Treasurer with recording all registration payments / statuses online, and keeping track of outstanding registration payments

Section 10 - Team Manager Advisor (Executive Board Member)

Team Manager Advisor shall:

- (a) Oversee the Team Managers and train/assist Team Managers with managing all required (SYFC) team documentation and coaching certifications, organizing volunteers needed at home games, and addressing parent concerns.
- (b) Bring unresolved member concerns to the attention of the Board
- (c) Assist the Registrar with Registration sign-ups
- (d) Assist the Concessionaire with coordinating volunteers for the concession stand at home games.
- (e) Assist the Head Coaches with coordinating volunteers for the chains at home games.

Section 11- Event Director

Event Director shall:

- (a) Plan and implement all special CYFC events
- (b) Be responsible for completing all necessary paperwork associated with implementing special events
- (c) Prepare and submit event budgets and see that all approved budgets are adhered to
- (d) Work with the Sponsor Chair to secure sponsorships for events, when necessary
- (e) Publicize all special events
- (f) Work with the Team Managers and Team Manager Advisor in securing event volunteers
- (g) Work with the Fundraising Chair to incorporate fundraising into CYFC events as needed

Section 12 - Concessionaire

Concessionaire shall:

- a) Be responsible for all concession activities
- b) Prepare menu items and submit an estimated annual budget to Treasurer by the March meeting
- c) Coordinate volunteer assistance with the Team Managers and/or Team Manager Advisor
- d) Procure the necessary items and equipment consistent with the approved CYFC budget
- e) Assure set up before the beginning of games and the closing of the concession following games
- f) Assume responsibility for and assure the safe disposition of CYFC owner equipment.
- g) Supervise concession stand volunteers
- h) Have such duties as from time to time may be assigned by the Board of Directors.

Section 13 - Equipment Manager

Equipment Manager shall:

- (a) Inspect all team equipment, including uniforms, before, during and after the season, with the assistance of CYFC Coaching Commissioner and Coaches
- (b) Immediately inform the Board of any old or damaged equipment
- (c) Keep an accurate and up-to-date inventory of equipment, uniforms, and any other such supplies as needed. This inventory will be used to order any and all necessary uniforms and equipment for CYFC, consistent with the approved budget.
- (d) Insure that helmets and shoulder pads are sent out for a yearly assessment / reconditioning.
- (e) Organize and distribute the necessary equipment/uniforms and equipment release forms to each Team Manager or Coach.
- (f) Coordinate equipment returns after the last game of the season or end of year banquet.
- (g) Provide coaches and player equipment and supplies as may be needed during practice and at games.
- (h) Assist the Coaching Commissioner with various tasks, including the coordination of team rosters
- (i) Submit budget with input of Treasurer before the March meeting

Section 14 - Player Safety Coach

Player Safety Coach shall:

- (a) Attend all mandated training classes and obtain all required safety certifications as per SYFC Rules & Regulations
- (b) Train all CYFC Coaches prior to the beginning of the season as per SYFC Rules & Regulations
- (c) Ensure that CIAC Concussion Management protocols are followed
- (d) Coordinate player concussion baseline testing prior to the beginning of the season
- (e) Provide assistance to Coaching Commissioner when needed
- (f) Ensure all CYFC Code of Conduct Forms are distributed and collected from each parent, coach & player.

Section 15 - Fundraising

Chair Fundraising Chair shall:

- (a) Research and present all Fundraiser proposals to the CYFC Board, making sure to select the fundraisers that are in line with the mission and goals for CYFC
- (b) Organize all CYFC fundraisers on and off season (minimum of 3 fundraisers a year)
- (c) Organize and distribute the necessary fundraising items and purchases.
- (d) Organize CYFC member volunteers to help with fundraisers
- (e) Submit budget with input of Treasurer before the March meeting
- (f) Procure the necessary items and equipment consistent
- (g) Be responsible for completing all necessary paperwork associated with implementing fundraisers
- (h) Work with the Sponsorship Chair and Event Director to incorporate fundraising if needed

Section 16 - Sponsorship Chair

Sponsorship Chair shall:

- (a) Recruit businesses or persons in becoming Sponsors of the CYFC league, event or activity, financially or through the provision of products or services
- (b) Promote CYFC the mission and goals to businesses and persons
- (c) Organize and distribute the necessary Sponsor documents
- (d) Submit any Sponsorship proposals to the CYFC Board before any Sponsorship commitments are extended on behalf of CYFC
- (e) Be responsible for completing all necessary paperwork associated with becoming a Sponsor of CYFC
- (f) Work with the Website/Social Media Administrator and Event Director to incorporate Sponsors on the CYFC website and other CYFC events

Section 17 - Website/Social Media Administrator

Website/Social Media Administrator shall:

- (a) Maintain CYFC's website and any other CYFC social media pages under the direction of and with input from the Board of Directors
- (b) Keep all CYFC membership data, information and documentation secure, protecting any and all confidential information
- (c) Keep all public information on the CYFC website and Facebook site up-to-date
- (d) Help develop communication objectives and plans for CYFC
- (e) Assist Registrar with registration sign-ups
- (f) Assist Event Director with promoting / publicizing league events
- (g) Publish all game schedules when they become available
- (h) Send CYFC communications to league members when needed/requested.