

AMADOR NUGGETS YOUTH FOOTBALL  
AND CHEER ORGANIZATION

A NON-PROFIT CORPORATION

**PO BOX 1851  
Sutter Creek CA 95685**

*Serving Amador County youth for over 40 years*

**BYLAWS**

# **Amador Nuggets Youth Football and Cheer Organization Aka ANF**

## **I. MISSION STATEMENT**

Amador Nuggets Youth Football and Cheer Organization aka ANF is committed to creating a character-building program while teaching the fundamentals of football and cheer. The goal of ANF is to provide an environment that maintains the highest standards in athletic and academic achievement and to create a mutually supportive community atmosphere between ANF and Amador High School. Our success will not be measured solely by wins or losses. Our success will be measured and demonstrated through sportsmanship, teamwork, respect for others and the fun we experience working together as a team.

## **II. PURPOSE**

### **A. *NON-PROFIT CORPORATION***

ANF is a California Public Benefit Corporation and has been approved as a Non-Profit Corporation by the California Secretary of State. We are tax exempt as defined by the California State Franchise Board and Internal Revenue Service and are defined as a 501 c (3) organization. No part of the earnings shall inure to the benefit of any private party or individual, and no substantial part of the activities of the ANF shall involve carrying on propaganda, or attempting to influence any political campaign on behalf of any candidate for public office.

Upon the dissolution of the Organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Organization shall be distributed to a nonprofit fund, foundation or organization which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 c (3), Internal Revenue Code.

### **B. *GOVERNANCE***

The Board of Directors (Board Members) governs the organization based on the established bylaws. Our program is affiliated with the Mother Lode Youth Athletic Conference (MLYAC) and follows the conference rules, which can be obtained upon request. MLYAC is the governing body that sets playing rules, standards, and schedules for all the organizations that compete during the football and cheer season. It also establishes the acceptable ages, weights, and team size requirements to provide for the safety of the participants.

### **C. *FEEDER PROGRAM***

We are the youth football and cheer feeder program for Amador High School in Sutter Creek, California. Our program serves youth residing within the Amador High School attendance boundaries. We believe that by modeling the high school program we will provide for a seamless transition from the youth program to the high school program. We want the athletes in our program will be well schooled in the same techniques and terminology used at the next level. But most importantly, athletes participating in our program will be immersed in the mental attitude that will enable growth in the sport and potential to participate in high school athletics.

### **III. MEETINGS OF MEMBERS**

Board meetings will be held monthly within Amador County, California. Dates and times TBA. Meetings will be run according to Robert's Rules of Order. All decisions will require a quorum consisting of at least 2/3 vote of the Board of Directors. The Board of Directors may vote by either a show of hands or by secret ballot. Each board member will have one vote. There will be no votes accepted by proxy. Telephonic and or e-mail votes will be accepted for minor issues as determined by the Board of Directors. Parents of participants and coaches have voting rights and privileges as General Members. General Members are welcome to attend any Board of Directors meeting. Children under the age of fourteen (14) years of age will not be admitted to Board of Directors meetings. The President may call for special meetings as needed, allowing at least (3) days advance notice by e-mail or telephone.

### **IV. BYLAWS**

The Board of Directors shall have the authority to amend these bylaws by a majority vote, provided that notice of such proposed change is included in the notice of the meeting held for that purpose. A copy of these bylaws shall be published on the team-sponsored website and provided to each Board Member, Committee Member and duly approved Head Coach, and again upon any revision or amendment. The notification made on the website shall serve to meet this requirement. In these Bylaws, the term "parents" shall include guardians of all legal types, but shall not extend to adults merely accompanying a participant, even if with parental permission. The Board of Directors will follow the rules and regulations as set forth in the MLYAC bylaws and will take an active part on developing, maintaining, and enforcing such rules and regulations. MLYAC bylaws shall be posted on the ANF website.

### **V. BOARD OF DIRECTORS**

#### ***A. BOARD OF DIRECTORS (Board Members)***

The Board consists of volunteers who are elected for two-year terms by the general membership when openings occur at the end of the football season. The Board is responsible for the management of all operations in the program, including oversight of the volunteer network. The Board of Directors includes the following positions: President, Vice President, Secretary, Treasurer, Cheer Coordinator, Concessions Manager, League Representative, Parent Liaison, Equipment Manager, Fundraising Coordinator, and Member at Large. Board members may be removed for just cause by an affirmative vote of a majority of the membership.

#### ***B. REMOVAL OF BOARD MEMBER***

Board members will be automatically removed after missing three (3) Consecutive meetings. No member of the Board of Directors may simultaneously hold more than one position on the Board unless in case of emergency and term will last only until a replacement is approved by the Board of Directors.

#### ***C. BOARD MEMBERS CONDUCT***

Board members shall act ethically while meeting, working, or representing ANF. Board Members may be censured, suspended, or terminated for conduct that is deemed by the Board of Directors to be detrimental or damaging to the Amador Nuggets Youth Football and Cheer Organization. Should disciplinary action be brought to the Board, the person named shall be given an opportunity to appear at a special meeting to answer such charges. In the event of a conflict of interest, the associated Board Member shall not participate in the meeting.

**D. REGISTRATION FEE WAIVER and DISCOUNT**

Board Members who have athletes participating in Nuggets shall have the registration fee waived for one athlete. Board Members shall pay a reduced fee of 25% off of the registration fee for any additional athletes.

**E. BOARD POSITIONS and RESPONSIBILITIES**

**1. PRESIDENT**

The President shall be the principal executive officer of the ANF and shall in general supervise and control all of the business and affairs of the ANF. The President shall preside at all meetings of the Board of Directors and meetings of the members. The President may sign, with the Secretary or any other officer of the Organization authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or bylaws or statute to some other officer or agent of the Organization, and in general, shall perform all duties incident to the office of President and such other duties prescribed by the General Board from time to time.

Other duties may include, but are not limited to:

1. Investigate complaints, irregularities, and conditions detrimental to ANF and report to the Board of Directors.
2. Coordinate with the Equipment Manager to insure all needed equipment is ordered, organized and issued.
3. Participate in the selection of football and cheer head coaches and provide recommendations to the Board of Directors of the most qualified candidates.
4. Assist the Board of Directors in the planning of the end of season banquet(s).
5. Coordinate with the Board of Directors to schedule and procure facilities for all practices, games and events.

**2. VICE PRESIDENT**

In the absence of the President or in the event of the President's inability to act, the Vice-President shall perform the duties of the President. When acting as the President, the Vice-President shall have all of the powers of and be subject to all restrictions upon the President, and shall perform such duties as may be assigned by the President or by the Board of Directors.

**3. SECRETARY**

The Secretary shall have the following tasks and responsibilities:

- Prepare the monthly meeting agenda
- Keep and publish the minutes of the meetings

- Collect all nominations for Board of Director positions in advance of the election
- Coordinate the background checks of Coaches and Board Members
- Ensure compliance with MLYAC regulations, including team books
- Archive ANF documents to be passed on to future Board of Directors
- In the event of the absence of both the President and the Vice-President, the Secretary shall call the meeting to order and preside over the meeting
- Other duties as required or assigned by the Board of Directors from time to time.

#### 4. **TREASURER**

The Treasurer shall have the following tasks and responsibilities:

- Collect all monies payable to ANF
- Keep records of accounts and books of ANF
- Receive and deposit all ANF monies
- Prepare monthly and annual reports detailing income and expenses
- Ensure no co-mingling of personal or otherwise non-ANF funds with ANF funds
- Disburse funds for ANF expenses under \$500.00, which shall not require Board approval
- Other duties as required or assigned by the Board of Directors from time to time.

#### 5. **CHEER COORDINATOR**

The Cheer Coordinator is accountable for the entire Amador Nugget Cheer Program and all that it entails, including but not limited to: fundraising, signups, parent cheer relations, awards, and uniforms.

#### 6. **CONCESSIONS MANAGER**

The Concession Manager shall have the following tasks and responsibilities:

- Selects the menu items for sale in the snack shack
- Designates the prices for the menu items
- Provide cost breakdown for all menu items
- Maintain a running inventory of the food items
- Manage safe storage of all perishable and non perishable items
- Coordinate the postgame meal for athletes.
- Other duties as required or assigned by the Board of Directors from time to time.

#### 7. **EQUIPMENT MANAGER**

The Equipment Manager shall have the following tasks and responsibilities:

- Monitor and regularly check the condition of safety equipment
- Coordinates distribution and collection of equipment
- Maintains organization in the rental storage area, keeping contents neat and orderly
- Organizes and labels the equipment and uniforms to allow accountability and inventory control
- Oversees the care and maintenance of all field equipment, i.e. down boxes, chains, goal post pads, water jugs, bottles, storage bins, portable shelving, and any other game or practice equipment owned by the ANF
- Other duties as required or assigned by the Board of Directors from time to time.

## **8. FUNDRAISING COORDINATOR**

The Fundraising Coordinator shall have the following tasks and responsibilities:

- Administers program ad sales, including collecting ad artwork and payments
- Submits timely deposits to the treasurer
- Coordinates raffle tickets and prizes
- Selects, orders, and designates prices for Nuggets merchandise to sell
- Reports on inventories of past years' merchandise
- Works with the Board to identify fundraising opportunities.
- Accepts donations made to ANF
- Identifies additional grant or donation programs
- Coordinates with coaches and team parents to plan team fundraisers.
- Other duties as required or assigned by the Board of Directors from time to time.

## **9. LEAGUE REPRESENTATIVE (MLYAC)**

The League Representative shall have the following tasks and responsibilities:

- Attend all MLYAC meetings as the ANF representative
- Report pertinent information to the Board in a timely fashion
- Notifying the Board of revisions or amendments to MLYAC rules and regulations.
- Present requests (such as recommended changes to MLYAC rules) from the Board of Directors
- Vote on MLYAC issues on behalf of ANF
- Other duties as required or assigned by the Board of Directors from time to time.

## **10. MEMBER AT LARGE**

The Member At Large serves on the Board of Directors, elected by the Organization, to assist in the operation of the Organization. He/she shall serve in the capacity defined each year by the Board of Directors, and shall have the same rights, privileges and responsibilities as any other Board of Directors Member.

## **11. PARENT LIAISON**

The Parent Liaison shall have the following tasks and responsibilities:

- Schedules parent volunteer shifts for each Amador Nugget home game
- Prepares reminders and timely distributes to parents to give adequate notice of scheduled volunteer shifts
- Contacts parents to notify of schedule changes
- Manages parents during home games
- Collects payments from those parents who choose to donate in lieu of working the volunteer hours and submits deposits these monies with the Treasurer
- Hires student workers over the age of 14 years from Amador High School to work with volunteers if needed
- Other duties as required or assigned by the Board of Directors from time to time.

## **VI. COACHES, ASSISTANT COACHES, and INSTRUCTORS**

### **A. HEAD COACHES and ASSISTANT COACHES**

HEAD COACHES and their ASSISTANT COACHES shall manage all practices and games for the program. One head coach and at least one assistant coach shall be designated per football and cheer team. Adult coaches are responsible for supervision, teaching plays/cheers, practice drills, discipline on the field, and management of parent relations and communications. All issues and questions should be directed to the head coach for resolution. All coaches, assistant coaches and instructors shall be subject to a California Department of Justice (DOJ) background investigation as directed by the Board and required by the League. Coaches shall attend the annual MLYAC Coaches Clinic held prior to the start of the season.

### **B. INSTRUCTORS**

Instructors are volunteers who are minor children aged 15 years or older (14 years if already enrolled in high school) and have experience within the sport of football or cheer. Volunteer instruction will provide support to the coaching staff. Amador Nuggets instructors shall not discipline athletes; however, an instructor will mentor and assist our athletes in acquiring fundamental skills. Parents may not discuss any issues with the instructors. Any issues or concerns shall be directed to the Head Coach.

## **VII. ASSIGNMENT OF COACHES**

### **A. HEAD COACHES**

Volunteers who are interested in a Head Coach position shall submit an application detailing qualifications to the Board by the deadline designated by the Board. The President provides a list of candidates to the Board of Directors for approval. In the event that more than one candidate applies for a Head Coaching position per team level, the Board will interview each candidate before a final vote is made through a written ballot.

Criteria the President may consider when selecting a Head Coach:

1. Past coaching performance with ANF
2. Coaching objectives consistent with those of ANF
3. Number of years' experience as a head coach or assistant coach
4. Other past youth sports coaching experience
5. Service to the organization
6. Other criteria deemed relevant by the President

### **B. ASSISTANT COACHES and INSTRUCTORS**

With the President's input and approval, the Head Coach shall select the assistant coaches and instructors. Coaches must be 18 years or older and instructors must be at least 15 years old and enrolled in high school (14 years old allowed if enrolled in high school, but it is desirable that they do not instruct Mighty Mite level athletes). Anyone interested in becoming an Assistant Coach or Instructor may contact a Head Coach or Board Member.

Coaching fulfills the ANF parent volunteer participation requirements. Coaching applications will be posted on the team-sponsored website. A parent is not prohibited from coaching his/her own child's team; however, ANF strongly recommends against a parent coaching his/her own child.

Coaches and instructors shall be subject to the Code of Conduct whenever participating in a MLYAC or ANF program activities. Coaches and instructors are subject to decertification, suspension, or expulsion for violations of the following:

1. Failure to wear badges during all league activities
2. Use of vulgar or abusive language
3. Failure to promote positive team/individual sportsmanship
4. Not adhering to the Coach's Code of Conduct
5. Grossly unsatisfactory performance of coaching duties as assigned
6. Any action detrimental to the objectives, programs or ideals of ANF

## **VIII. HEAD COACH'S RESPONSIBILITIES**

Coaches are considered the front line of our organization and are integral to the success of our program. Each Coach must be dependable and attend each practice, game and team functions.

- Arrive before any team members for any team functions and shall remain until the last athlete is picked up.
- Supervise instructors' and athletes' conduct
- Establish positive and respectful relationships with each coach and instructor
- Promote positive and respectful relationships between coaches and instructors
- Facilitate open and timely communication with parents
- Address and resolve parent issues/concerns with President or Cheer Coordinator, as appropriate.
- Maintain team/squad records (attendance, behavior, injuries, fundraising monies)
- Attend pre-season ANF coaches meetings or affiliate league coaches meetings
- Attend practices most of the time
- Attend games and competitions
- Work with assistant coaches and instructors to ensure adequate preparations
- Actively participate in the coaching team communications across all levels, sharing ideas and solutions with President and Cheer Coordinator, other coaches and instructors
- Manage at least one fun practice event per week (i.e. relays, fun practice drills, ice cream social after a long week of practice, etc.)
- Follow all rules set forth by the Board of Directors and ANF bylaws.
- Represent ANF in fundraising events
- Other duties as required or assigned by the Board of Directors from time to time.

## **IX. COACH'S CODE OF CONDUCT**

- Set a good example for your athletes, parents/guardians, and spectators. You set the tone and lead by example through your actions and words.
- Coaches must place each athlete's safety and well being above all other considerations, including the development of performance.
- Ensure that each athlete is dressed correctly and has the necessary safety equipment before being allowed to play.
- Get treatment for an injured athlete immediately. Cooperate fully with medical personnel in the best interest of the athlete.

- Never physically or mentally push any athlete beyond his or her abilities. The game is of minor consideration when compared to the athlete's health and well being.
- Encourage and guide athletes to accept responsibility for their own behavior and performance. Never condone unacceptable behavior.
- Accept the decisions of the game officials on the field as being fair and called to the best ability of said officials. The officials' decisions are final.
- Always be prompt, courteous, and direct when dealing with league officials, opposition coaches, and referees.
- Agree to a background screening of your application with regards to your suitability to work with minors.

## **X. ATHLETE'S CODE OF CONDUCT**

Commitment, hard work and dedication will be required before you can wear the colors of your team. Being a member of the team means much more than just learning about and playing football or being a cheerleader. As an athlete, both on and off the field, you are a representative of your association and are expected to act accordingly no matter what the circumstances.

1. Athletes shall maintain an academic minimum of 2.0 (C average) or equivalent during the season. Athletes not meeting this minimum risk being suspended from activities and/or dismissed from the Organization. Grade checks may be performed at random. The head coach will ask for a voluntary grade check from the player's parent. Athletes who maintain a minimum 3.0 Grade Point Average (GPA) will receive the Outstanding Academic Achievement (OAA) award. The Head Coach will present the OAA helmet decal or pin for each grading period covered during the season.
2. Athletes shall maintain good citizenship. Fighting, misconduct, vulgar or derogatory language or disrespect can lead to being suspended from activities and/or dismissed from the Organization. Any athlete who is involved in an altercation at school or with law enforcement authorities or who is observed displaying any conduct below ANF standards may face suspension and/or dismissal from the ANF.
3. Athletes are responsible for notifying the coach prior to absences from practice, games or events. Missing a practice, game or event affects both the athlete and the team, and will be the primary reason for non-participation in future activities. Athletes may be suspended and/or dismissed from the ANF for excessive absences.
4. Athletes shall be prepared and ready to give 100% effort at every practice, game and event. Being prepared includes proper attire (for example appropriate shoes, pads, mouth guard, etc.). An athlete may be suspended and/or dismissed from ANF due to excessive absences, lack of effort, repeated lack of preparation, failure to learn plays or routines, being out of condition, or not following ANF rules.
5. Athletes shall treat coaches, teammates, and adult authority figures with respect.

6. Athletes shall maintain the equipment and uniforms necessary for the sport. Uniforms shall be washed regularly. Athletes shall report all equipment problems to the coach immediately. If an athlete loses his/her uniform or equipment, you are financially responsible to replace it. Football players shall provide and wear a protective mouth guard in all practices and games.

## **XI. TEAM SIZE AND SELECTION**

The maximum number of athletes on each football team shall be thirty-five (35) football players and the maximum number of athletes on each cheer squad shall be twenty (20) cheerleaders. Returning athletes shall have priority over new athletes. If the number of new football players exceeds the number of openings on a team's roster, new football players shall be selected in a random lottery for openings. Each new football player shall be assigned a number for the lottery. The President and Secretary shall draw numbers to fill the remaining spots on the team. Cheerleaders shall be required to attend a cheer clinic and pass an audition before being placed on the cheer team roster. The deadline to add athletes to either football or cheer roster shall be the date of MLYAC jamboree.

## **XII. PLAYING TIME and ATTENDANCE**

Attending practices and games is mandatory to ensure that the team benefits from each athlete's participation. Athletes shall be allowed only five excused absences. The athlete shall notify the coach prior to the anticipated absence. Excused absences are defined as:

- Medical illness or injury with a doctor's note
- Academic (with proof of a field trip or other school-required activity)
- Religious (worship or education)
- Family emergency
- Another activity in which the athlete has prior commitment, such as a playoff or championship.
- Once the season begins, an athlete who misses more than one day of practice in a week is not eligible to play in that week's game. This applies to the regular season as well as postseason playoff games. For cheer, the athlete may not be eligible to perform during halftime.

The Playing Time Rule (PTR) shall apply to football only. It is only a minimum! The intent of ANF is to provide as much playing time as possible for each player while allowing the team to remain competitive.

<b>Number of Players on Team</b>	<b>Minimum Playing Time</b>
20 or less players	10 plays
21 – 25 players	8 plays
26 or more players	5 plays

The Board of Directors understands that in a hard fought game, and especially in playoff games, achieving 100% Playing Time Rule may not be possible while remaining competitive, and in such cases, shall look for a good faith effort, and an average of a Head Coach's application of the Playing Time Rule in other games during the season may be used to evaluate a Head Coach's compliance with this rule.

## **XIII. EQUIPMENT and ATTIRE**

### **A. FOOTBALL PRACTICE**

Practice jersey, PE-style shorts or sweats and rubber football cleats are appropriate attire for football practice. Initial practices are not full contact. Athletes shall complete a minimum

number of hours of conditioning before ANF will issue equipment to the athlete. Once equipment is issued, athletes shall come to practice wearing the appropriate practice gear issued by ANF.

<i>ANF issues to athlete RETURNED end of the season</i>	<i>ANF issues to athlete NOT RETURNED end of season</i>	<i>Purchased by athlete</i>
Practice jersey	Game jersey	Mouth guard
Practice pants with belt	Game socks	Cleats
Girdle with pads		
Shoulder pads		
Helmet with chin strap		
Game pants with belt		

**B. CHEER PRACTICE**

Comfortable but form-fitting t-shirts and shorts and supportive athletic shoes are appropriate attire for cheer practice. Athletes who do not come to practice in appropriate attire may be subject to disciplinary action, up to and including suspension or expulsion from Nuggets after repeated failure to wear appropriate practice attire.

**C. GAMES**

Athletes shall arrive for games with the necessary mandatory uniform and equipment listed:

<b>FOOTBALL</b>	<b>CHEER</b>
Helmet with chin strap	Shell and skirt with briefs
Mouth guard	Cheer bow
Shoulder pads	White no-show socks
Game jersey	Cheer shoes
Girdle with pads	Poms
Game pants with belt	Bodyliner if weather requires
Game socks	
Cleats	

**XIV. REQUIRED VOLUNTEER HOURS**

**A. PARENT VOLUNTEERS**

ANF does not exist without a strong commitment from participating families. A parent or guardian has multiple opportunities to support the program throughout the year. Volunteer efforts ensure that athletes have a positive experience and ensure that the program exists for many years to come.

Nuggets needs volunteers for each home game to prepare the field, to staff the snack bar, ticket gate, Amador Nuggets merchandise stand, etc. Each family shall volunteer a minimum of two (2) shifts of two (2) hours each for a total of **four (4) hours per athlete**. Volunteers' shifts shall be kept accurately to report compliance.

**1. Optional Payment for Volunteer Hours**

Parents who are unable or unwilling to volunteer shall have the option to donate \$25.00 per 2-hour volunteer shift.

## 2. **Volunteer Opportunities**

Currently available volunteer opportunities include but are not limited to:

- Gate
- Snack bar
- Chain gang
- Clean-up crew after game day
- Volunteer opportunities not listed above may be substituted if approved in advance by the President or Cheer Coordinator in conjunction with the Parent Liaison.

## 3. **Non-qualifying Activities**

Volunteer hours will not be counted for events such as:

- Football chalk talks
- Transportation
- Team building parties
- Other activities of this sort

# **XV. REGISTRATION DOCUMENTS**

## ***A. Registration/Liability Form***

The registration form shall be completed each year.

## ***B. Code of Conduct***

The Code of Conduct shall be signed by the athlete and by both parents or by both guardians each year.

## ***C. MLYAC Physical***

Physicals may be provided for a minimal fee during registration or may be conducted by the athlete's personal physician. Physicals must be completed prior to the first day of practice.

## ***D. Proof of Residency***

A copy of current utility bill verifying residency must be provided in order to establish eligibility.

## ***E. Copy of Birth Certificate***

New athletes shall provide a copy of the birth certificate to establish eligibility and appropriate team assignment.

# **XVI. REGISTRATION FEE**

The amount of the registration fee and whether any items shall be provided to the athlete as included in the registration fee shall be determined by the Board and are subject to change without notice.

## ***A. Payment Plan***

The Treasurer is authorized to set up a payment plan for parent(s) or guardian(s) that so desire.

### ***B. Nuggets Scholarships***

Nuggets will not allow the suggested fee to prevent an athlete from participating in Amador Nuggets Football and Cheer. Athletes who cannot afford to pay the registration fee may submit a needs-based scholarship application. The application shall be subject to approval by a Board vote. Each application shall be considered on a case-by-base basis. The scholarship is limited to the amount of the registration fee and does not include additional amounts for mandatory equipment for which the athlete is responsible.

## **XVII. WEB SITE CONTENT**

The Amador Nuggets Youth Football and Cheer Organization Board of Directors shall maintain a website. The website address shall be determined by the Board. The purpose of the site is to communicate with parents, players, coaches, interested parties, and the public. Items that may be included on the website include but are not limited to the following and are subject to change without notice:

1. Schedules for board meetings, games, practices, and special events
2. Board of Directors contact information
3. ANF By-Laws
4. MLYAC By-Laws
5. Coaches Bios and contact information
6. Directions with maps to away games
7. Fundraising event details
8. Links to Amador High School Athletics, MLYAC and other teams in the conference
9. Open Positions - Board of Directors and Coaching
10. Forms including coaching applications, registration forms, physical forms
11. Proposed bylaw amendments
12. Meeting agendas and minutes
13. Game results and standings
14. Team Rosters
15. Nuggets Merchandise for sale including prices
16. Nuggets snack bar menu and prices
17. Volunteers schedule for home games
18. Photos and video clips