



Elk Grove Youth Football Operational Guidelines

Revised
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I. Preamble

The youth football and cheer leagues are operated by the Elk Grove Park District. The Board of Commissioners of the Elk Grove Park District appoint volunteer Advisory Board members to assist with operational decisions and tasks for these leagues and programs, in accordance with the Letter of Understanding set forth by the Elk Grove Park District.

II. Mission Statement

Elk Grove Youth Football, hereafter referred to as EGYF, will provide instructional football and cheer for youth participants from the ages of 5 through 14 to teach fundamental skills of the game in a positive environment, while stressing sportsmanship and above all safety. EGYF will strive to continue to teach a competitive brand of football and cheer utilizing facilities, great training and safety equipment, and a commitment to give our kids an enjoyable, memorable team experience and skills to serve them at the next level.

III. Membership

A. Organization

1. The general body of the league will be made up of Current Season Members:
 - a. Parents of paid participants.
 - b. Coaches (minimum age of 18)
 - c. Board Members
 - d. Committee Members
2. Upon a majority vote of the Advisory Board, any non-board member may have their privileges and/or membership revoked for justifiable cause. Any Appeal will be handled by the Elk Grove Park District.

B. Governing Body

1. If two members of any household serve on the Advisory Board at one time, they will split one vote.
2. No one person may hold two board positions at the same time.
3. The order of succession to the President will be Vice President, Secretary, Treasurer, League Coordinator. Should none of the above be able to assume the Presidency, the Board will appoint a new President to serve until the next general election.
4. Board members will have the power to conduct ordinary business, provided such business does not conflict with EGYF policies and procedures.
5. The enforcement and interpretation of all rules set forth in these Operational Guidelines is the responsibility of the elected advisory board.
6. Board will vote to approve all head coaches prior to the start of the season.

C. Registration and Refund Policy:

1. All monies are due prior to the season starting. This includes all registration, uniform costs, and volunteer fees. All participants must be registered which includes fees paid and waiver signed.
 - a. If a player has their program registration paid for by a "sponsor" or 3rd party, the player is still responsible for - volunteer fee or volunteering time to be refunded for the volunteer fee.
 - b. Payment Plans are available. Full payment is due prior to the start of

the season.

2. If a participant cancels their registration prior to the registration deadline, they will be eligible for a full refund. Any refund requests up to August 15, are eligible for a 50% refund. After August 15, no refunds will be given. The Advisory board reserves the right to hear all cases on an individual basis and may rule otherwise. All refund requests should be made to the EGPD.
3. Equipment Return Policy - if equipment is not returned by December 1, the park district may to “freeze” the family account, preventing the family from registering for any EGPD program until equipment is returned.

D. Code of Conduct - Appendix B

1. All participants, coaches, parents, spectators must abide by the CODE OF CONDUCT set forth by the EGPD. The EGYF board will have the authority to enforce this code of conduct.
2. EGYF will not tolerate written, verbal or physical abuse of any member of EGYF &/or its participating league including but not limited to officials, coaches & players from any other member of the community including but not limited to spectators, parents, coaches and players. Everyone in the EGYF Community is expected to abide by the Code of Conduct at all EGYF activities. Any parent, player, or coach that breaks Code of Conduct may be subject to suspension, removal or dismissal from the facility or program.
3. Social media is an important tool to help promote our program and create interest as well as community throughout our season. Its critical mission is to promote a positive image and brand. It is our expectation that our members follow our Code of Conduct while representing our league in any capacity. Postings and comments about EGYF shall be ethical and appropriate. Any posting deemed inappropriate and/or unethical in association with EGYF and/or its participating league will result in a Code of Conduct violation and be reviewed by the Advisory Board for action. This includes player to player contact on social media.

IV. Volunteer Advisory Board

A. Composition

The EGYF volunteer advisory board is made up of the following positions, with full voting privileges:

- President*
- Vice President
- Secretary
- Treasurer
- League Coordinator*
- Field Manager
- Ways and Means Manager
- Ways and Means Coordinator
- Equipment Manager*
- Flag Football Coordinator

*Head coaches are not eligible for positions marked with an **

All newly elected Board Members must complete an Elk Grove Park District Youth Athletics Advisory Board Application, mandatory background check and complete

board member orientation through EGPD.

B. Responsibilities

1. The EGYF Advisory Board will administer the objectives of these operational guidelines and delegate authority as described herein.
2. The Board shall set forth all policy for proper operation of the program unless otherwise stated in these operational guidelines. The Board shall acknowledge all duties and obligations and exercise all power given and set forth in the Letter of Understanding and EGPD Volunteer Board Manual in order to fulfill the objectives and purpose of EGYF.
3. Business of EGYF shall be transacted by the voting members of the EGYF Advisory Board. Six (6) members of the Advisory Board shall constitute a quorum at any meeting, and a majority vote of those present shall carry a motion. In case of a tie the Park District Liaison shall present the deciding vote. "Majority Rule" – The nominee or issue receiving the most votes will stand.
4. Payment of all bills/invoices:
 - a. All invoices must be emailed to the Treasurer and EGPD staff. All purchases must be approved by the Treasurer.
 - b. Person(s) requesting a reimbursement must present proof of purchase.
 - c. Board members cannot provide goods or services to the program, unless approved by the Advisory Board and EGPD.

C. Qualifications

1. Eligibility requirements for election to the board
 - a. A minimum of 21 years of age.
 - b. It is recommended, but NOT MANDATORY, that the candidate has:
 - Served on an EGYF Advisory Board Committee
 - Held a similar position on an EGPD Youth Sports Advisory Board
 - Recently served a similar position for a youth sports board outside EGPD. *However, said candidate may not concurrently hold a board position in another youth football organization.*

D. Positions & Duties

1. President – *Current Head Coaches not eligible*
 - a. Conduct monthly meeting and specially called meetings
 - b. Participate on/with all committees
 - c. Act as the primary liaison between EGYF and the Elk Grove Park District (EGPD)
 - d. Report all communications concerning EGYF
 - e. Act as league representative of EGYF or appoint a representative to attend any meeting held by an outside league in which the EGYF will participate
 - f. Responsible for interviewing all prospective coaches, formulating the coaching staff and ensuring the continuing education of coaches
 - g. Attend Presidents meetings held by the EGPD
 - h. Provide sponsorship/scholarship forms to families upon request
 - i. Provide football program descriptions to Park District for inclusion in

- seasonal programs, catalogs and other marketing materials
 - j. Have final approval of football uniforms and any variations, including but not limited to socks
 - k. Work with EGPD athletic staff on determining field conditions for practices & games
- 2. Vice-President
 - a. Preside at all meetings in the absence of the President
 - b. Accept the responsibilities of the Presidency for the remainder of the President's term in case of the President's resignation, removal or official departure from office
 - c. Oversee all committees
 - d. Chairperson of board elections
 - e. Chairperson of the Operational Guidelines committee
 - f. Responsible for Registration – forms, announcements, advertising etc.
 - g. Scheduling, vendor selection, and communication for Picture Day.
 - h. Accept Letters of Intention from prospective board members and preside over elections of new advisory board members
 - i. VP, or other Board Delegate as approved by the VP, shall be admin with full access and rights on all league social media accounts
- 3. Secretary
 - a. Keep the minutes of all meetings and distribute them to the board and EGPD via email. Minutes will be approved at the beginning of the next general meeting.
 - b. Prepare and distribute the agenda to Park district Rep to review and he/she will post to the EGYF website.
 - c. Keep and update yearly League timeline, distribute to Board Members and ensure timeline items are added to Agenda as necessary
 - d. Keep a register of the address, phone numbers and email for all participants and board members
 - e. Keep a record of participants and/or Board Members removed from the program and must pass this record down to the next secretary and notify the current President
 - f. Responsible for maintaining code of conduct records signed by parents and athletes
 - g. Responsible for attending and taking minutes/notes at Budget Committee Meeting
 - h. Responsible for attending and taking minutes/notes at Guidelines Committee Meeting
 - i. Responsible for keeping digital word version of Operational Guidelines; creating redline draft for presentation to Advisory Board; presenting Final version to Advisory Board and Elk Grove Park District and posting same on EGYF website
 - j. Responsible for maintaining equipment check-out sheets in coordination with the equipment manager
 - k. Responsible for sharing said spreadsheet with the League Coordinator prior to the deadline for the league
 - l. Keep a record and file all birth certificates and consent forms

4. Treasurer
 - a. Approve and track all expenses incurred by the EGYF Football Budget
 - b. Present a financial report, including a monthly ledger, to the general body at each general meeting
 - c. Coordinate and prepare all the football budget required by the EGPD with the budget committee and present to the board at the September meeting
 - d. Responsible for annual league and membership payments for all football teams in the league
 - e. Serve as Chair of the Budget committee
 - f. Serve as Chair of the Banquet Committee
 - g. Select and order football trophies
5. League Coordinator – *Current Head Coaches are not eligible for this position*
 - a. Formulate tackle teams in accordance with the league rules by age, division, and weight with consideration for safety with the help of the President.
 - b. Act as league representative of EGYF or appoint a representative to attend any meeting held by an outside league in which the EGYF will participate typically 1 time per month in person or on zoom
 - c. Provide access of league rules to all EGYF and notify of updates
 - d. Responsible for participating in league certification process for all tackle football players including players's ages and weights
 - e. Responsible for interviewing all prospective coaches, formulating the coaching staff and ensuring the continuing education of coaches with the help of the president when needed
 - f. Responsible for acquiring and ensuring coaches are trained to meet league certification expectations
 - g. Responsible for communicating notices from outside league officials regarding rules, warnings, expected behavior
 - h. Provide notification to the EGYF Advisory Board, football coaches and Trainer of any cancellations of games or practices, and communicate rescheduling of same with EGPD after coordinating availability of fields
 - i. Responsible for hiring and scheduling Trainer for home games
 - j. Coordinate Spring 7 on 7 league with EGHS
6. Field Manager
 - a. Prepare the fields for all practices and home games including opening gates, on field equipment and all other field prep per league guidelines
 - b. Close and secure all fields after practices and home games including appropriate storage for on field equipment, locking gates and pods
 - c. Inspect and report on safety of field equipment, including scoreboards and tower conditions
 - d. Assist with park district in recruiting, hiring, and training staff and volunteers (scorekeepers, officials, and announcers)

- e. Change garage code
 - f. Keep all field equipment in working order in an organized shed.
 - g. Coordinate Gator Cart training with EGPD athletic staff
 - h. Assign field locations for practices for football and cheer teams
7. Ways and Means Manager
- a. Provide, sell and maintain merchandise and Concession stand and Spirit Wear
 - b. Provide to the EGPD an updated inventory of spirit wear at the end of the season
 - c. Coordinate with EGPD sales codes for POS system in concession stand for concession and spirit wear items
 - d. Remit all funds to the safe to be picked up by EGPD staff or drop off to designated EGPD staff
 - e. Manage POS system in concessions and merchandise sales and provide end of day reports to EGPD
 - f. Supervise and recruit volunteers for concessions during home games and evening practice sessions
 - g. Coordinate with EGPD staff ensure bank for sales transactions at concessions and/or merchandise sales
 - h. Track parent volunteer hours and report to EGPD for volunteer fee reimbursement.
 - i. Close out register at end of day, fill out the cash receipt and get signature from an additional board member
8. Ways and Means Coordinator
- a. Maintain the EGYF website with current graphics and communication/information
 - b. Chair Tailgate/Homecoming Committee
 - c. Coordinate Annual Fundraiser
 - d. Coordinate league communications with football team moms and cheer coaches
 - e. Coordinate Dine N Share and/or Food Truck events
 - f. Reserve all dates that requires permits with the EGPD for use of facilities, including grill permits
 - g. Organize booth for EGPD Play Party Picnic event with the help of the Board
9. Equipment Manager – *Current Head Coaches are not eligible for this position*
- a. Recommend the purchase of football player equipment to the Board
 - b. Responsible for year-end inventory of player football equipment, including collection of player/coach equipment
 - c. Responsible for coordinating at least 2 uniform sizing events
 - d. Work with League Coordinator to create a spreadsheet with names, uniform sizes and numbers and ensuring no two youth on the same team have the same number
 - e. Responsible for ordering and distributing uniforms
 - f. Have knowledge of how to properly fit a youth with a helmet and shoulder pads and repairs of player equipment
 - g. Responsible for working with vendors for the repair, reconditioning, and replacement of player equipment after the season ends
 - h. Responsible for equipping each coach bag with a set of tools for

repairs, water bottles, helmet pumps, kicking tees, shoulder pad straps, blocks, first aid kits, and ice packs

- i. Secure appropriate amount of price quotes for uniforms and present to the board at the February meeting for a vote. See Purchasing Policy (in Advisory Board Manual) for exact details

10. Flag Football Coordinator

- a. Responsible for the coordination of the functions of flag football teams
- b. Formulate the teams by a draft system
- c. Formulate and establish league rules subject to the approval of the board
- d. Coordinate any special communications with the flag football parents
- e. Provide appropriate training for game referees including a rule book. Schedule and coordinate with EGPD staff for game referees, per league rules
- f. Responsible for returning end of season equipment to board.
- g. Distribute copies of all team rosters and contact information to the league board of directors
- h. Responsible for set up and clean-up of flag fields
- i. Responsible for coordinating trophy order with the Treasurer at the end of season

V. Board Vacancies

A. Nominations

Those individuals showing interest in running for a board position, which is considered open by term limits, must submit a letter of intent to the Vice President before the November board meeting. Individuals can only be considered for one position. Upon review of all requests, those applicants meeting the requirements as defined in these guidelines will then be nominated by the Vice President at the December board meeting.

B. Election

If an election becomes necessary, sitting board members will vote at the beginning of the January board meeting. The EGYF Advisory Board is responsible for holding a fair election. The Election chairperson will be the Vice President. The President will preside if the Vice President position is up for election.

All newly elected Board Members must complete an Elk Grove Park District Youth Athletics Advisory Board Application, mandatory background check and complete board member orientation through EGPD.

C. Terms of Office

Positions available are based on the Even/Odd calendar. A term in office is defined as two years and all newly elected officers will begin their two-year term in February. The fiscal year will be from February 1st to January 31st. All Board members must declare their intent to remain in their position before the October board meeting.

Term beginning Odd Years

President
Flag Football Coordinator
Secretary
League Coordinator
Ways and Means Manager

Term beginning Even Years

Vice President
Equipment Manager
Ways and Means Coordinator
Treasurer
Field Manager

D. Removal from Office

Should board member(s) not properly fulfill his/her duties, he/she will be subject to removal from the Board by a majority vote of the Board. This removal constitutes a complete removal from serving the program. To re-enter the program, he/she must petition the board of directors after one full calendar year of their removal. Once removed from board position by majority vote, that individual will not be allowed to hold any board position again.

E. Vacated Positions - Mid Term

If a member should vacate a position prior to the end of their term and they would like to return to the board at some point, it will be subject to board approval.

In the event of a board vacancy, except for the President, where the Vice President succeeds, the Board will appoint by majority vote a successor to serve out the term of said vacancy.

VI. Committees

The Committees will be appointed, as needed, each year by the Advisory Board.

A. Safety Committee:

1. The League Coordinator is the chairperson.
2. Members of this committee are the Advisory Board: League Coordinator heads the committee and makes suggestions with final approval from the board.
3. Will appoint a safety coach to work with the league coordinator on USA and PCA certification.

B. Budget Committee:

1. The Treasurer is the chairperson.
2. Members of the committee are the VP, President, League Coordinator, Secretary, Equipment Coordinator and Ways and Means.
3. Purpose of the committee is to determine the operating budget for the following year and determine registration fees
4. The Treasurer shall schedule the first Budget meeting no later than January
5. The treasurer shall have the budget completed and prepared to turn into Park District no later than the first Tuesday after Labor Day.
6. Track and monitor cost per player
7. Define upcoming Capital Expense Request for presentation to the Park District Board.

C. Fundraising Committee:

1. Ways and Means Manager and Coordinator are the Co-Chairs.
2. Members of the committee are open to the chairperson's discretion and

- board approval including an EGPD representative.
 - 3. The purpose of the committee is to identify specific program needs and raise funds to offset costs of program needs.
 - 4. To ensure donations are appropriately used for football programs only.
 - 5. The Committee shall present any fundraising plans to the Advisory Board for Approval.
 - 6. Work with EGPD staff to receive approval for fundraising events from Parks Foundation. Must put in requests in 1-2 weeks prior to the start of the event for approval.
- D. By Law/Operation Guidelines Committee
- 1. The President and Vice President are Co-Chairs.
 - 2. Members of the Committee shall consist of President, Vice President, Secretary, League Coordinator, and any other sitting Advisory Board members as deemed necessary by the co-chairs.
 - 3. Purpose of the Committee is to review EGYF Operational Guidelines on a yearly basis and amend as necessary.
 - 4. The Committee shall present a draft to the Advisory Board for approval no later than the February Advisory Board meeting.
 - 5. After Advisory Board approval a final version shall be submitted to the Elk Grove Park District.
- E. Team Mom Committee
- 1. The President and Vice President are Co-Chairs.
 - 2. Members of the Committee shall consist of President, Vice President, Secretary, League Coordinator, and any other sitting Advisory Board members as deemed necessary by the co-chairs.
 - 3. Purpose of the Committee is to review EGYF Operational Guidelines on a yearly basis and amend as necessary.
 - 4. The Committee shall present a draft to the Advisory Board for approval no later than the February Advisory Board meeting.
 - 5. After Advisory Board approval a final version shall be submitted to the Elk Grove Park District.
- F. Flag Football Committee
- 1. The President and Flag Coordinator are Co-Chairs.
 - 2. Members of the committee are open to the chairperson's discretion and board approval including an EGPD representative.
 - 3. To oversee a safe, organized, and inclusive flag football program focused on fundamentals, teamwork, and a positive player experience.
- G. Girls Flag Football Committee
- 1. The President and League Coordinator are Co-Chairs.
 - 2. Members of the committee are open to the chairperson's discretion and board approval including an EGPD representative.
 - 3. To oversee a safe, organized, and inclusive girls flag football program focused on fundamentals, teamwork, and a positive player experience.

VII. Tackle Rules of Play

A. General

- 1. All tackle football players will be weighed in after registration is completed and placed at the appropriate level.
- 2. If a participant is absent from practice(s) or exhibits unsportsmanlike

conduct, it may result in he/she not being allowed to participate in the next game/event.

3. It is the responsibility of the participants to inform the board of any medical conditions that may affect their play at practice or games.
4. If a player was held out of practice due to a Doctor's note, they will not be able to return to practice until they provide a Doctor's release to return. Releases should be given to the League Coordinator.
5. Participants will not be allowed to participate in any practices or games if they are missing any part of the mandatory equipment or uniform. Uniforms are expected to be clean for all games.
6. Equipment must be clean when turned in at the end of the season (including all decals removed from the helmet). This is the participant's responsibility. All equipment must be turned in by the designated date unless otherwise receiving board permission.
7. A player must guard against loss of any equipment. See Equipment Return Policy.

B. League Play and Info

1. All practices will begin no earlier than August 1st or week including the start of August 1st. Coaches will determine all practice times according to the availability of the field. Participants are divided according to age and weight and may be placed at the appropriate level. Once placed at the right level they also will be separated according to their skill level, competitive or non-competitive.
2. Ensure that any other organization or team selected to scrimmage or play games with teams in EGYF adhere to the objectives, philosophies and ideals as stated herein. Any violation of these rules will be subject to Board action. All opponents need board approval.
3. The players, coaches, cheerleaders, participants, managers and parents are bound to play under their respective league rules.
4. All teams that the EGYF teams play in league competition must be weighed prior to the game.
5. League playing rules will apply in all leagues and divisions.
6. No offsite practices are permitted without board approval.
7. All rules are subject to change in accordance with governing league rules.

C. Football Coaches

1. Adheres to the Code of Conduct policy.
2. All coaches working with participants must complete a background check, a minimum of 10 days prior to the first day of practice.
3. Head Coach, or their designee, is responsible for providing all records and forms for their team to the League Coordinator.
4. Head Coaches will follow up on player injuries and report to the EGYF League Coordinator or Safety Coordinator. Must complete PDRMA Accident Report and turn in to EGYF immediately following the incident.
5. To maintain good standings as a league coach; a person must abide by the EGYF Policies and Procedures along with the league bylaws.
6. Head Coaches must attend scheduled meetings, practices and games.
7. Coaches will stress sound scholastic standings, sportsmanship, and conduct and try to provide character building experience for the players.
8. Coaches will stress proper and safe tackling, blocking and playing

procedures for the player's personal safety and the safety of others. Specific emphasis should be made on not permitting spearing or helmet tackling and teach fundamentals of HEADS UP football.

9. Coaches or any individual's misconduct or insubordination will be subject to disciplinary action up to and including removal from the program. Any coach must report this misconduct to the League Coordinator or Advisory board in writing immediately.
10. All information containing personal information of our participants is to be kept in the strictest of confidence. Personal information must not be copied or shared with anyone outside of the league and immediate coaches and board members.

VIII. Flag Football

A. Objectives:

1. To provide an opportunity for all children ages 5 to 14 (K-8th), to participate in an organized flag football team.
2. To learn the fundamentals of football.
3. To encourage good sportsmanship.
4. To follow league rules for safety.

B. Organization:

1. The flag football player will be assigned to teams by the flag coordinator as approved by the board.
2. Flag participants and coaches follow basic rules of conduct and are subject to disciplinary actions.
3. A game jersey, helmet and pop flag belt are supplied within league fee. All equipment provided must be worn at each game.

IX. Girls Flag Football

A. Objective:

1. To develop confident, skilled, and resilient young athletes by teaching fundamental flag football skills, promoting teamwork and sportsmanship, and fostering a fun, inclusive environment where girls can grow both on and off the field.

B. Organization:

1. The League Coordinator will oversee division of teams as approved by the board, and assign coaches to these teams. The league coordinator will also be responsible for certifying all coaches based on TCYFL guidelines.
2. Girls Flag participants and coaches follow basic rules of conduct and are subject to disciplinary actions.
3. Girls Flag will follow game rules provided by the league.
4. A game jersey and pop flag belt are supplied within league fee. Helmets and mouthguards are not provided and must be purchased separately. All equipment provided, along with helmets and mouthguards, must be worn at each game.

X. Equipment

All equipment (flag and tackle) should be in accordance with league rules.

XI. Amendments

- A. Operational Guidelines changes must be approved by the Advisory board at the March meeting.
- B. The Operational Guidelines may be amended by a majority vote of the membership

present and eligible to vote.

- C. The Operational Guidelines will be reviewed on a yearly basis by committee.
- D. EGYF agrees to abide by the Bylaws of its participating league or association.

XII. Dissolution

In the event of the dissolution of the EGYF program, the Elk Grove Park District shall determine the distribution of physical and monetary assets

