



LAKELAND GATORS YOUTH ATHLETIC ASSOCIATION, INC.
BOARD OF DIRECTORS
2019 BYLAWS

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ARTICLE 1 INTRODUCTION

Mission Statement

The goal and focus of the Lakeland Gators is to promote a safe and enjoyable environment for young athletes to participate and excel in football and cheerleading. To help participants develop a true sense of sportsmanship and teamwork and to nurture the fundamentals of honesty, integrity and a positive self-image. It is our belief that these values and virtues are important to the growth and to them becoming active members of our community and society.

Purpose of the Lakeland Gators

The purpose of Lakeland Gators Youth Athletic Association, Inc is to provide social, recreational, and educational programs to ~~its member teams~~ the youth of Lakeland, FL and its surrounding communities, as well as member teams of TCYFCC.

Goal of the Lakeland Gators

The goal and focus of the Lakeland Gators is to promote a safe and enjoyable environment for young athletes to participate and excel in football and cheerleading. To mentor and develop a true sense of sportsmanship and teamwork as well as nurture the fundamentals of honesty, integrity, and a positive self-image. It's our belief that these values and virtues are important to their growth and to them becoming active members of our community and society.

ARTICLE 2 NON-PROFIT PROCESS

1. IRC Section 501 (c) (3) Purposes
The Lakeland Gators is organized exclusively for one or more of the purposes as specified in the Section 501 (c) (3) of the Internal Revenue Code.
2. The Lakeland Gators are members of Tri County Youth Football and Cheer Conference (TCYFCC), also a non-profit corporation.
3. The fiscal year for the Lakeland Gators shall be established as January 1 to December 31 of each year.

ARTICLE 3 REVISION OF BY-LAWS

1. Review of these by-laws shall be conducted on odd numbered years. The revisions may be adopted by the executive board by the November meeting provided the following:
 - A) Open By-Laws
 - B) A By-Law committee will be formed in July with a committee of 5 consisting of executive board members. If not able to fill with executive board members it is to be filled with board members that have had voting rights for the previous 2 consecutive years.
 - C) The proposed change has been discussed by the executive board at a regular meeting by the November meeting.
 - D) Written notice of the proposed change is furnished to each voting board member at least thirty (30) days prior to the November meeting.
 - E) Executive Board members may make exceptions to the bylaws not less than 2/3 of the eligible votes. Exception will only remain in force for that season and must be reconsidered and re-voted on for the following year or reviewed during the bylaw revision process.

*Although it is the intent and goal of the executive board to adhere to Article 3; it is recognized that extraordinary circumstances which affect the Lakeland Gators as a whole might require changes at other times.

ARTICLE 4 BOARD OF DIRECTORS

1. The following board positions qualified candidates must be elected to:
 - *President
 - *Athletic Director (1st Vice President)
 - *Cheer Director (2nd Vice President)
 - *Secretary
 - *Treasurer
 - Security
 - P.R. Coordinator
 - Concession Manager
 - Equipment Manager
 - Fundraising Manager
 - Web Manager
 - Football Parent Coordinator
 - Cheerleading Parent Coordinator
 - Announcer
 - *Head Coach

denotes executive board positions. These positions may not hold more than one position- unless deemed necessary by existing board

2. The following board positions are appointed by the director for which they will assist. They must be a head coach, assistant coach or member of the existing board and must be approved by the elected board:
 - Assistant Athletic Director
 - Assistant Cheer Director
 - Assistant Equipment Manager
 - Assistant Fundraising Manager

3. The TCYFCC Trustee Representatives shall be selected as follows:
 - President
 - Athletic Director
 - Cheer Director
 - Treasurer

*An additional 2 trustees must be selected from the Lakeland Gators board for a total of 6 trustees as stated in TCYFCC by-laws. In the event a trustee position cannot be filled by the executive board, the

existing executive board will appoint remaining trustees and they will become executive board member until the end of that term.

4. The primary function of the Lakeland Gator Board of Directors is to represent, lead, recommend, organize and support the Gators organization in all efforts; including but not limited to financial and administrative decisions, to provide a unified youth sports program with main emphasis on the fun and enjoyment for all youth interested in developing football and cheerleading skills where youth come first. Board members will be selected by the Lakeland Gators. It shall always be the goal of the board to promote:
 - A) "Safety first" participation.
 - B) Opportunities for fun and enjoyment through a football and cheerleading program that emphasizes the best interests for the youth of the organization.
 - C) The development of good sportsmanship and physical fitness.
 - D) The teaching of skills, techniques and fundamentals for the sports of football and cheerleading.

ARTICLE 5 BOARD MEMBER RIGHTS

1. Each board member present, that is in good standing, shall be entitled to cast a single vote on any and all matters brought before the board, excluding the president. Absentee or proxy votes are not allowed.
 - A) All decisions presented to the board for a vote shall require a simple majority vote unless otherwise listed in the by-laws, providing the quorum was met.
 - *Quorum-In order to secure a vote all motions must be made with the established quorum of 60% present of the voting board.
 - *All votes will be written ballot except motions made for committee reports. In the event of a tie, the President, 1st Vice President and 2nd Vice President will hold a written ballot and the tie will be broken by majority of those three.
2. There shall be no limits as to how many times a board member can be re-elected to a position on the board.
3. Board members term shall run two years starting January 1st following the election in nominated term. (see Article 10)
4. Have the right to be treated fairly and equitably.
5. Have the right to receive notice of meetings, attend meetings, make motions and second motions when needed.
6. Have the right to nominate people for office, be nominated, and elect people to office.
7. Have the right to know the meaning of the question or subjects being debated.
8. Have the right to speak on or debate an issue in turn.
9. Have access to Gator board meeting minutes.
10. Have the right to receive a copy of Gator by-laws, Parent Handbook and TCYFCC by-laws.
11. Have the right not to suffer personal abuse or attacks from any member of the Gator organization.
12. Married couples may serve on the board and hold two separate board positions.
13. Board Member discounts are determined by majority vote on a yearly basis.

ARTICLE 6 RESPONSIBILITIES OF BOARD MEMBERS

1. Attend all board meetings in their entirety. If unable to attend must notify the president prior to the meeting. The president must notify the secretary to put in minutes and to update attendance report.
2. Three (3) unexcused absences from meetings and activities will be grounds for removal from the board. Any and all discounted fees will be reinstated.
3. A board member will be considered in Good Standing after attending five (5) consecutive regular board meetings Special meetings do not apply. You will not be able to vote in board meetings prior to being in good standing.
4. Be prepared to talk knowledgeably and intelligently on topics.
5. Be open minded, attentive and active in discussions.
6. Treat everyone with courtesy and respect. No negative yelling or belittling of other board members.
7. Follow the rules of debate and obey rules of organization.
8. Abide by the final decision of the majority vote.

9. Support all board decisions throughout the organization.
10. Participate in committees as requested or needed.
11. Promote the organization's growth and influence. Enhance the organization's reputation.
12. Confidential matters are privileged. Keep them confidential.
13. A) All executive board members shall be on duty all day at each home game or Lakeland Gator event unless excused.
B) All board members shall be on duty at least three (3) out of the six (6) divisions during home games.
14. Must adhere to these by-laws as well as TCYFCC by-laws.
15. Must pass background checks and obtain NAYS coaching certification.
16. No talking out of turn and be respectful to the person addressing the board.

ARTICLE 7 EXECUTIVE BOARD

1. Mission of executive board has been defined as a committee to discuss matters such as but not limited to: scholarship policies, board and coach's discipline, monetary issues and emergency board replacement candidates.
2. Executive board meetings deal's with many confidential matters. The decisions made by the Executive Board will be made public however; any confidential information will remain private. Decisions from the executive board must be added to the minutes of the next regular board meeting.
3. All executive board decisions must pass a 2/3 vote with the league president being eligible to vote.
4. Executive board members that are trustees have the authority to suspend any member, parent, coach, child or anyone associated with the organization until any questionable action can be resolved through the board or disciplinary committee.

ARTICLE 8 DUTIES OF BOARD MEMBERS

1. **President**
 - A) Responsible for attending all Lakeland Gator as well as TCYFCC board meetings.
 - B) Responsible for attending Lakeland Gator functions.
 - C) Act as a liaison between TCYFCC and Lakeland Gators.
 - D) Be knowledgeable of and ensure that the organization follows the TCYFCC by-laws and Lakeland Gators by-laws
 - E) Carry out duties as outlined in by-laws.
 - F) Direct and/or supervise all day to day activities.
 - G) Call and preside at all Lakeland Gator board and executive board meetings.
 - F) Use parliamentary procedure to see that the meeting follows the agenda in an orderly fashion.
 - I) Be a representative for all activities of the organization to the community and to TCYFCC.
 - J) Sign the organizations official business documents, correspondence and financial transactions.
 - K) Shall be a TCYFCC Trustee.
 - L) Maintain “good standing” as TCYFCC Trustee.
 - M) Cast the organization vote at TCYFCC meetings.
 - N) Shall have monthly contact with the City of Lakeland.
 - O) Scale certification each year and send results to TCYFCC.
 - P) Badges for all Board Members and Coach’s.
 - Q) Attend and assist in all weigh ins.
 - R) Proof of helmet certifications to TCYFCC each year.
 - S) Must serve on Coach's Approval committee
 - T) Ensure all trustees are CPR certified and NAYS.
 - U) Coordinates to turn in background checks with the city and sends results to TCYFCC President.
 - V) Coordinate and deal with LHS on field issues.
 - W) Incoming shall be a voting member from the last year.
 - X) Incoming president shall be an executive board member for the previous 2 years consecutively.
2. **Athletic Director (1st Vice President)**

- A) Responsible for attending all Lakeland Gator as well as TCYFCC board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Carry out duties of the president in his/her absence.
- D) Shall be a TCYFCC Trustee.
- E) Handles referee's discrepancies.
- F) Responsible for football book check.
- G) Shall be responsible for insuring that all football volunteers have necessary coach certifications and background checks; as well as insuring at least one coach per team has CPR certification.
- H) Coordinate official weigh in procedures and make necessary arrangements.
- I) Record scores from home games and report to TCYFCC.
- J) Work with equipment manager to insure proper ordering of new equipment, uniforms and field equipment.
- K) Responsible for relaying pertinent information from TCYFCC meeting to all football coaches in organization.
- L) Act as a liaison between board, participants, coaches and participant's parents.
- M) Responsible for ensuring all participants are eligible to practice/play according to roster books (Birth certificate, Physical, Hard Card and Picture). Will work with Secretary to upkeep roster books.
- N) Responsible for the organization of training clinics for football coaches.
- O) Must serve on Coach's Approval Committee.
- P) Handles any practice issues.
- Q) Work with Treasurer on insurance claim matters pertaining to the Lakeland Gators. This will include providing insurance forms to participant's parents as well as assist in properly filling out and submitting forms.
- R) Incoming shall be a board member in good standing from the previous year.

3. **Cheer Director (2nd Vice President)**

- A) Responsible for attending all Lakeland Gator as well as TCYFCC board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Carry out duties of president in his/her absence and absence of athletic director.
- D) Shall be a TCYCC Trustee.
- E) Shall be responsible for insuring that all cheer volunteers have necessary coach certifications and background checks; as well as insuring at least one coach per team has CPR certification.
- F) RESPONSIBLE FOR half time book checks.
- G) Arrange vendors and purchase of "Spirit Packs".
- H) Responsible for relaying pertinent information from TCYFCC meetings to all cheer coaches in organization.
- I) Act as a liaison between board, participants, coaches and participants parents.
- J) Shall make arrangements for all cheer competitions.
- K) Determine the squad allocation for cheerleaders.
- L) Responsible for roster books (Birth certificate, Physical, Hard Copy and Picture). Responsible for ensuring all participants are eligible to practice/play according to roster books (Birth certificate, Physical, Hard Card and Picture). Will work with Secretary to upkeep roster books.
- M) Responsible for the organization of training clinics for cheerleading coaches.
- N) Responsible for maintaining a master first aid kit at all home games and away games for cheerleading.
- N) Must serve on Coach's approval committee.
- O) Incoming shall be a board member in good standing from the previous year.

4. **Secretary**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Record minutes of meeting and distribute by email to the board within one week of monthly meeting, as well as email minutes to Lakelandgators65@gmail.com. Keep minutes brief and to

the point. Do not record opinion and debate. Do record type of meeting, date, time, place of meeting, name or presiding officer, all motions and vote count, treasurer's report, correspondence, announcements, and reports.

- D) Responsible for accurate filing of minutes and all forms.
- E) Assist with youth registration and assist in maintaining complete files on all participants.
- F) Responsible for all changes and updates to Gator by-laws.
- G) Call roll at the beginning of each board meeting and keep accurate attendance record of those present. Attach said attendance record to meeting minutes.
- H) Prepare agenda and notify all board members of upcoming meeting and any changes of meeting time, date or location.
- I) Incoming shall be a board member in good standing from the previous year.
- J) Responsible for mail pickup at post office box (once a week).

5. **Treasurer**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Responsible for all accounts receivable and all accounts payable, deposits of moneys and monthly financial report prepared for each board meeting.
- D) Must be familiar with tax laws that pertain to the organization. File all State of Florida financial reports, Federal tax reports and annual financial report, which must be presented to the board at the last meeting each year.
- E) All checks must be signed by treasurer and one other authorized signature. All checks must have two signatures. No check will be signed or distributed without prior coordination and approval of funds from the Treasurer.
- F) Assist with registration of youth participants.
- G) Responsible for collection of outstanding fees.
- H) Serve as financial committee chairman and prepare an annual budget to present to the board.
- I) Shall never change or exceed budget on any item without the vote of the board, except in emergency cases and then only with approval of executive board.
- J) Submit treasurer's report to book keeper for annual review.
- K) No financial arrangements are to be made without the approval of the executive board.
- L) Assist Athletic Director with insurance claim matters pertaining to the Lakeland Gators. This can include providing insurance forms to participant's parents as well as assist in properly filling out and submitting forms.
- M) Responsible for providing vendors with tax information.
- N) Handles Insurance coverage between Gators and TCYFCC.
- O) Distribute monthly financial report to the Financial Committee
- P) Incoming shall be a board member in good standing from the previous year.

6. **Security Manager**

- A) Responsible for attending all Lakeland Gator meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Responsible for creating and mandating authorized staff at all times during home games.
- D) Responsible for maintaining safety measures on the field during practice times.
- E) Responsible for maintaining a master first aid kit at all home games and away games for both football and cheerleading.
- F) Incoming shall be a board member in good standing from the previous year.

7. **P.R. Coordinator**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Responsible to coordinate advertising for all paid sponsors, this includes banner displays during home game field set up.
- D) Responsible for contacting previous sponsors for new donations.

- E) Responsible for the collection of sponsorship money.
 - F) Coordinate and prepare Gator Yearbook/Program to be ready to distribute by the 3rd home game.
 - G) Responsible for creation and purchase of all advertising for organization and registration (newspaper ads, yard signs, flyers to hand out, information booths, postcards mailed to returning players, etc.)
 - H) Responsible in conjunction with president and Web Manager for releasing any media reports.
 - I) Responsible for distribution of plaques, thank you letters, programs and any other appreciation items to sponsors before end of calendar year.
 - J) Incoming shall be a board member in good standing from the previous year.
8. **Assistant Athletic Director**
- A) Responsible for attending all board meetings.
 - B) Responsible for attending Lakeland Gator functions.
 - C) Assist the athletic director in his/her duties and assume duties of athletic director in their absence at practices and games. Not to include executive board decisions.
 - D) Share their duties at away games provided there is a representation at all times.
 - E) Must serve on Coach's Approval Committee.
 - F) Shall be a voting board member once in good standing.
9. **Assistant Cheer Director**
- *** Position available based on need per player.
- A) Responsible for attending all board meetings.
 - B) Responsible for attending Lakeland Gator functions.
 - C) Assist the cheer director in his/her duties and assume duties of cheer director in their absence at practices and games. Not to include executive board decisions.
 - D) Share their duties at away games provided there is representation at all times.
 - E) Must serve on the Coach's Approval Committee.
 - F) Shall be a voting board member once in good standing.
10. **Concession Manager**
- A) Responsible for attending board meetings.
 - B) Responsible for attending Lakeland Gator functions.
 - C) Responsible for electing a committee of (3) three to be presented to the board for final approval to assist in all concession duties
 - D) Responsible for presenting monthly inventory reports at Gator board meeting.
 - E) Shall operate the concession stand in partnership with the treasurer.
 - F) Responsible for making recommendations to the board as to the items to sell and pricing for such items.
 - G) At the end of each function, all money is to be turned over to treasurer from concession for deposit in Gator account.
 - H) No one under the age of 18 is to handle money.
 - I) Maintain an inventory list noting slow selling items and adjust accordingly.
 - J) Needs to keep track of all food and drinks that are complimentary. (i.e. Referees, Board members)
 - K) Work in conjunction with team parent coordinator's for scheduling volunteers for concession.
 - L) Supervise and train all volunteers in concession.
 - M) Maintain accurate records of all scheduled and completed volunteer hours in concession.
 - N) Shall be voting board member once in good standing.
11. **Equipment Manager**
- A) Responsible for attending all board meetings.
 - B) Responsible for attending Lakeland Gator functions.

- C) Responsible for issue, collection, inventory and maintenance of all player and Lakeland Gators equipment.
- D) Keep accurate records of issue and collection of equipment.
- E) Responsible for collection of equipment from players as they quit.
- F) Work in conjunction with Athletic Director to purchase new equipment, uniforms and field equipment.
- G) Be available during practice and games for equipment needs.
- H) Provide each head coach with practice and games balls, 1 coolers and 12 water bottles.
- I) Responsible for extra equipment at game field and practice field, including helmet, shoulder pads, 7 piece pads, mouth pieces, chin straps, snaps and straps, tape, first aid kit.
- K) Responsible for collecting all equipment from all head coach's upon completion of final game.
- L) Shall be a voting board member once in good standing.

12. **Web Manager**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Post all game schedules and directions to away games.
- D) Post all board approved information to web in a timely fashion.
- E) Shall be a voting board member once in good standing.

13. **Fundraising Manager**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Serve as chairman for fundraising committee. Serve as committee chairman to all event committees (family day, fundraisers, homecoming, post season games special activities, banquet, etc.).
- D) Set up and operate a spirit store for sales of organization items such as t-shirts, mugs, hats, programs, etc.
- E) Assist PR Coordinator in distribution of plaques, thank you letters, programs and any other appreciation items to sponsors before end of calendar year.
- F) Responsible for coordination of league pictures
- G) Shall be voting board member once in good standing.

14. **Football Team Mom Coordinator**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Liaison between Gator board, football team moms and Fundraiser Manager.
- D) Be present during football team parent meetings.
- E) Shall be a voting board member once in good standing.

15. **Cheerleading Team Mom Coordinator**

- A) Responsible for attending all board meetings.
- B) Responsible for attending Lakeland Gator functions.
- C) Liaison between Gator board, cheerleading team moms and Fundraiser Manager.
- D) Be present during cheerleading team parent meetings.
- E) Shall be a voting board member once in good standing.

ARTICLE 9 Committee Procedures

Individual committees plan and promote the activities of the organization. No committee shall undertake plans without board approval unless specifically stated otherwise. Every committee member, including all ex-officio members, must be notified of the time to vote and be the most active participant on the committee. All questions must be put to a vote unless agreed upon by general consent. Committee

reports are presented by chairman. If a report is only for information, no action is taken. A report with recommendation should be moved by the reporting member. Coming from the committee the vote does not require a second. Copies of the committee reports should be filed with the secretary. Keep copies of committee reports, plans of action and other pertinent material and pass it on to the succeeding chairman.

1. **Coaches committee**

- A) A permanent coaches committee will be formed for the purpose of reviewing and approving head coaches for football and cheerleading. The coaches committee will review applications for all football and cheerleading head coach positions and approve all persons to hold those positions.
- B) The coaches committee will be made up of the following permanent members:
 - President
 - Athletic Director
 - Cheer Director
 - Assistant Athletic Director
 - Assistant Cheer Director
- C) The approved head coaches will select their coaching staffs and submit the proposed list to the coaches committee for review and approval. The coaches committee will have final approval on all assistant coaches, managers, trainers and team moms. Head coaches will have to resubmit names for review and approval for any of their proposed staff that is not approved by the coaches committee.
- D) The alternate members to be selected by the permanent members.
- E) The permanent members of the coaches committee will vote on the (3) three alternate members to serve on the committee. Alternate members will be selected as a number one alternate, a number two alternate and a number three alternate. There must be an odd number of members present for any vote to preclude ties and a minimum of three members of the committee must be present for any vote to be official.
- F) Members of the committee shall excuse themselves from discussion and votes if they are proposing themselves for an open coach's position or if the candidate is related to them by blood or marriage.
- G) Alternate members will be seated for discussions and votes as required to take the place of any permanent member where no one occupies the position, who cannot attend a scheduled meeting or who has to step aside for a particular vote due to a conflict as described in item F.
- H) Alternate members can take part in discussions and votes for any candidates if agreed to by the permanent members in a simple majority vote as long as the odd number voting rule is not violated.
- I) All votes taken by the committee shall be by written ballot and a simple majority is required for approval of a candidate.
- J) Results of votes are for the proposed candidate for the proposed position on the date that the vote occurs. Approval or non-approval votes are not to be considered as continual approvals or non-approvals. Candidates must present new applications and be voted on for each new coaches position they wish to occupy. Candidates who are not approved have the right to re-apply for the same position at a different time and/or apply for any other open coach's position.
- K) The vote of the coaches committee will be considered final and will not be referred to the full board for any further discussion or action.
- L) The coaches committee does not have to approve any of the candidates that have requested a coach's position and presented the required application to the committee. The committee has the right to act in the best interest of the organization and defer any action until such time as they feel best fits the organizations needs.
- M) All coaching candidates must meet all TCYFCC and Lakeland Gator requirement for coaches as outlined in the appropriate by-laws and procedures in order to occupy coach's positions regardless of the approval vote of this committee.
- N) All voting and eligibility rules apply to the approval of head coaches and the approval of assistant coaches, managers, trainers and team parents.

- O) Committee can request an interview with any candidate where they feel they need additional information or they feel it is in the best interest of the committee to learn more about a candidate. Interviews are not mandatory.
- P) Committee will hold its first meeting by the end of the month of January.
- Q) Secretary will be present at all committee meetings to take minutes consisting of meeting date, time, members present and actions taken. Verbal discussions and written correspondence between the committee and coaching candidates and between committee members will remain confidential.

2. Financial Committee

- A) The financial committee will be made up of the following permanent members:
 Treasurer
 Secretary
 and will include an additional 2-3 board members
- B) The additional financial committee board members will be volunteer based.
- C) The purpose of this committee is to set the annual budget, discuss and approve any discounts, review monthly financial reports prepared by treasurer, and approve the numbers during the monthly board meetings.
- D) Each scholarship application (identifying information will be replaced with a numerical identifier for best practice) will be reviewed by the financial committee. Approvals shall be agreed upon and provided to the Treasurer who will be responsible of communicating denials/approvals to the corresponding families.

3. Fundraising Committee

4. Disciplinary Committee

- A) Refer to Article 11.

*In the event there is insufficient of board members, the Executive Board may act on behalf of this committee.

ARTICLE 10 Election of officer

- 1. Board will release any open positions to the organization for member nominations.
- 2. Prior to regular October board meeting, qualified candidates shall contact Secretary before meeting date and request to be added to agenda to announce candidacy for desired board position. Secretary shall verify candidate has met requirements (if any) by means of past years minutes and official records. Upon meeting requirements, candidates that will be on the ballot will be presented in the October meeting.
- 3. Election in odd years will consist of President, Cheer Director (2nd VP), Treasurer, PR Coordinator, Equipment Manager, Web Manager, Cheerleading Parent Coordinator <<< Move to #A
- 4. Election in even years will consist of Athletic Director (1st VP), Secretary, Security Manager, Concession Manager, Fundraising Manager, Football Parent Coordinator, Announcer. <<< Move to #B
- 5. Elected officers will begin training with current officers effective immediately following October board meeting.

ARTICLE 11 Disciplinary Action

- 1. For any complaint to be considered by the Board of Directors, it must be submitted in writing to the Board of Directors via email.
- 2. The Disciplinary Committee shall consist of three (3) board members and one (1) alternate appointed by the President. None of these positions are to be held by the Executive Board or anyone involved in incident. In the case where the complaint involves an above mentioned Board Member that

- normally serves on the Disciplinary Committee, the alternate shall act as the substitute. *In the event there is insufficient of board members, the Executive Board may act on behalf of this committee.
3. The Disciplinary Committee shall investigate complains, which may be brought against any person or persons connected with the Gator organization. Upon conclusion of any investigation, the committee shall present a written report to the Board of Directors of its findings and recommendation; normally seventy two (72) hours after the investigation is complete. The Secretary will prepare written minutes of the Disciplinary Committee meetings. (Unless Section 3 applies to the secretary).
 4. The Executive Board has the authority to make decisions based on the findings of the disciplinary committee.
 5. The trustees present at any event are responsible for immediately handling any incident that may arise. They will make every reasonable effort to diffuse the situation and restore order. Each trustee involved has 24 hours to provide a written statement to all Board members that were not present, so that the Executive meeting can be called.
 6. All members of the Lakeland Gators are subject to adhere to the Lakeland Gators.
 7. Once the Executive Board has made the final recommendation, the accused may file a grievance with 72 hours.
 8. Committee will review the grievance prior to making a final decision within 7 business days.

ARTICLE 12 Certifications

1. According to TCYFCC ARTICLE 15A: Prior to being allowed to practice or have direct contact with participants, the following certificates and/or training are required for all trustees, organization Presidents, Athletic Directors for football or cheer, coaches, team managers, and trainers. Certificates will be uploaded into the electronic software system and must be valid through the current season
2. Certifications due by July 1st:
 - NAYS <http://www.nays.org/nyscaonline/>
 - Background <https://app.verifiedvolunteers.com/candidates/account/register>
 - Heat Illness <https://nfhslearn.com/courses/61140/heat-illness-prevention>
 - Concussion training <https://www.nays.org/resources/more/free-concussion-training/>
 - CPR <https://www.nationalcprfoundation.com/courses/standard-cpr-aed-first-aid/>
3. Volunteers are responsible for the financial obligations of these certifications unless the board approves otherwise during the annual financial budget meeting set at the beginning of the year.

ARTICLE 13 Head Coach Responsibilities

1. Responsible for attending all board meetings.
2. Responsible for attending Gator functions.
3. The head coach must hold a NAYS coach's certification card, be CPR & 1st Aid certified, completed concussion training course and must provide proof of such to the Athletic Director and/or the Cheer Director prior to the first day of practice.
4. The head coach must pass a City or Polk County background check prior to the first day of practice.
5. The head coach shall have control over all activities for their team.
6. He/she is responsible for selecting up to 5 assistant coaches, 1 team manager and 1 team parent (approved by the coached committee to be eligible) and is responsible for supervising the selected crew.
7. The head coach is responsible for using proper drills and methods to physically condition and develops skills.
8. He/she is responsible for teaching either the game football or cheerleading.
9. The head coach is responsible for knowing and following the coaching ethics and guidelines for the Gators and TYCFCC.
10. He/she will be held accountable for any participating ineligible players/cheerleaders and ensuring all football players receive a minimum of 5 plays.
11. The head coach shall attend all football or cheer coach's clinics required by the Gators and TCYFCC.
12. The head coach is responsible for the safe and effective operation of their team.

13. Conduct coaches meeting outlining coaches' duties, responsibilities and assignments.
14. Conduct parent meetings explaining his/her rules and philosophies on winning, conduct and individual improvement.
15. Shall be on duty at least 3 out of the 6 divisions during home games.
16. Head coach must notify the equipment manager and or cheer director when a child quits within 3 missed practices.
17. Upon completion of final game, head coach is responsible for collecting all participants' equipment and returning to the equipment manager/cheer director within 24 hours.
18. Assist with equipment handout for their team.
19. Responsible for clean up after your game. (Empty trash cans, clean under bleachers, etc.).
20. Head coaches are voting board members once they are in good standing after attending 5 consecutive regular season board meetings. Prior to that time head coaches cannot cast a vote in board meetings. You may send an assistant coach to board meeting in your absence to remain in good standing however the assistant cannot vote for head coach.

ARTICLE 14 Assistant Coach Responsibilities

1. He/she must be NAYS coach certified and complete concussion training course and provide proof to the Athletic Director/Cheer director prior to the first day of practice.
2. He/she must pass a City or Polk County background check prior to the first day of practice.
3. He/she shall assist in the supervision, teaching and mentoring of all participants.
4. He/she shall be ever mindful that they represent the Lakeland Gators at all events at all times.
5. He/she shall teach the proper skills and knowledge of football or cheerleading.
6. He/she shall carry out the duties of the head coach in their absence.
7. He/she is responsible for knowing the following the coaching ethics and guidelines for the Gators and TCYFCC.
8. He/she shall be ever mindful of the safety of the participants at all times.
9. Shall notify head coach before leaving an event.
10. Assist with equipment handout for their team.
11. Responsible for clean up after your game. (Empty trash cans, clean under bleachers, etc.).

ARTICLE 15 Financial Policies

1. If a player/cheerleader has registered with the Gators and has not paid all of their fees and/or have not upheld their prior financial arrangements approved by the Board of Directors, he/she will not be allowed to practice, will not be issued equipment or uniforms and could lose his/her spot on the team.
2. Deposits in the amount of \$50 are non-refundable. Refunds other than deposits must be requested in writing including a reason for refund and will be reviewed for approval/denial by the Board of Directors at the next scheduled Board meeting. Medical conditions will be considered on case by case basis. Only the registration fee is to be reimbursed.
3. Any selling of items at the Gator field or items involving the Gators shall be sold either thru the Spirit store on consignment or must have the approval of the Board of Directors. Failure to get approval could result in the vendor being asked to leave the premises.
4. Videos, DVD's and photographs of Gator participants and events for the purpose of sale or public usage is not permitted unless prior approval by the Board of Directors. Parents are permitted to create videos, DVD's and photographs for personal usage, but not for sale or profit.
5. Individual team fundraising is NOT allowed. All fundraising using the Lakeland Gators name is for league use only. All fundraising needs are to be approved and allocated by the Board of Directors.
6. Any money collected from parents for team purposes, outside the direction of the organization, need to be reported to the Board of Directors prior to the event. One person, preferably the team parent, should be named the point of contact for collection of funds. Any funds collected or not collected shall not be made known to anyone on the team.

ARTICLE 16 Scholarships

1. All scholarship requests are to be done through the Lakeland Gator's email. A scholarship form will be emailed back along with instructions. Determination of eligibility will also be completed through email correspondence.
2. The Lakeland Gators shall have a maximum of twenty four (24) registration scholarships available to the registered participants of the Lakeland Gators. The final number of scholarships awarded will be based on the available scholarship funds. Applications will be accepted between the first day of registration and closed one week prior to the first day of practice.
3. Limit one (1) scholarship per family. The scholarship committee reserves the right to amend the number of scholarships awarded per family.
4. Scholarship applications will be available to all registered participants of the Lakeland Gators with 50% of the registration fee being nonrefundable application fee.
5. Each scholarship awarded shall only cover the amount of registration. This does not include any extra activities or uniform requirements that may be needed throughout the football and cheerleading season. Ex: Spirit packs, sports packs, uniforms.
6. Each family awarded a scholarship shall agree to do an additional six (6) volunteer hours as set forth in the scholarship application.
7. If additional volunteer hours are not met, the parent/guardian will forfeit the scholarship and will either have to reimburse the Gators for the amount of registration or the participant will be removed from the roster.

ARTICLE 17 Football Number Assignment Procedure

1. Returning players from the previous year are granted first choice on the jersey number.
2. If a player moves up from a lower division, player with league seniority is granted first choice on the jersey number.
3. If both have been with the league the same amount of time the older child will be granted first choice on the jersey number.