

MOTHERLODE VALLEY FOOTBALL LEAGUE



HUGHSON YOUTH FOOTBALL AND CHEER HUGHSON, CA

STANDARD OPERATING PROCEDURES

February 2025

Table of Contents

ARTICLE I Organization	3
Section 1: Conflict of Interest	
Section 2: Grievance Procedure	
Section 3: Discipline Procedure	
Section 4: HYFC Property	
Section 5: Substance Policy	
Section 6: Medical Response Prep/Response Protocol	
ARTICLE II Registration.....	7
Section 1: Sign-ups	
Section 2: Participant Down Payments	
Section 3: Volunteer Deposits	
Section 4: Coaching	
Section 5: Scholarships/ Sponsors/ Donor Recognition	
Section 6: Payment Options and Timeline	
ARTICLE III Practices/Games	10
Section 1: Practice Dates and Times	
Section 2: Practice Procedures	
Section 3: Attendance/ Injuries/ Dress Code	
Section 4: Rallies	
Section 5: Home Game Set-up/Take-down	
Section 6: Vendors	
ARTICLE IV Financial Transactions	16
Section 1: Expenditures	
Section 2: Practices/Games	
Section 3: Money Handling	
ARTICLE V Volunteer Opportunity.....	16
Section 1: Volunteer Areas	
Section 2: Volunteer Eligibility	

Preface: These are the Standard Operating Procedures for the Hughson Youth Football and Cheer. Hughson Youth Football and Cheer will from hereon be known as “HYFC.” The HYFC is an organization with in the Motherlode Valley Football League which will be hereon known as “League.”

ARTICLE I

ORGANIZATION

Section 1- Conflict of Interest

1. The HYFC will adopt and uphold a conflict of interest policy. This policy will be made available to any party through formal request with the HYFC Secretary. The policy shall be included as an addendum to the SOP

Section 2- Grievance Procedure

1. Any person wishing to file a grievance with the HYFC may do so. Any grievance with the League shall follow the same procedure.

Procedure:

1. Any grievance with the HYFC or the League shall be presented to a Parent Liaison of the HYFC
2. A grievance shall be submitted in writing VIA EMAIL TO hughsonyouthfootballcheer@gmail.com the secretary will forward the grievance to both parent liaisons this shall include, at a minimum, the:
 - A. Nature of the grievance,
 - B. Date when the incident occurred,
 - C. Description of the incident,
 - D. Rule/Bylaw violated

The person submitting the grievance shall be notified within 48 hours of filing their grievance that it has been received and being reviewed by the board.

3. The Parent Liaison will notify the HYFC board of the grievance within 24 hours of receiving the grievance via email after investigating the grievance.

4. The HYFC will review the grievance within one week. The President or Vice President of the HYFC will call a special board meeting to review the grievance.-
5. After the investigation the person who submitted the email/ grievance will be notified via email when the grievance will be reviewed/ discussed by the board.
6. Once reviewed/ discussed by the board The person who submitted the grievance will be notified within 24 hours of the board's decision if a vote is needed.
6. Confidential information will not be provided to the person filing the grievance
7. The Secretary of the HYFC will maintain all documents associated with the grievance in accordance with the HYFC bylaws
8. There shall be a cooling off period of 48 hours after each game. Emailed grievances will be received during this time but will not be responded to till after 48 hours after the game.
9. All grievances will be discussed in a closed board meeting.

Section 3- Discipline Procedure

The HYFC board has the authority to determine the level of discipline within the organization. The board President & Parent Liaison will notify the individual of the policy(s), rule(s), regulation(s) which have been violated and the discipline being enforced. The disciplinary action, when taken, shall be documented in such a manner as to be defensible at review and/or upon filing of a grievance by the disciplined individual.

Types of Disciplinary Action:

Types of disciplinary actions include verbal reprimands, written reprimands, suspensions, removal from organization as defined below:

1. Verbal Reprimand

The board President or designee will provide a verbal reprimand to the individual. The individual will be notified of the cause(s) for dissatisfaction with his/her actions and that further disciplinary measures may be taken if the cause is not corrected. Appeals regarding the verbal reprimand may be made to the Parent Liaison in writing. The board President's findings are final.

2. Written Reprimand

The board President or designee will provide a written reprimand to the individual. The individual will be notified of the cause(s) for the dissatisfaction with his/her actions and that further disciplinary measures may be taken if the cause is not corrected. Appeals regarding the written reprimand may be made to the Parent Liaison in writing. The board

President's finding's are final.

1. Suspension

The temporary separation of the individual and the HYFC for disciplinary purposes and not to exceed 2 weeks of the regular season. The board President or designee will notify, in writing, the individual of the suspension. The notification will include the reason for suspension, actions to be taken by the individual and the effective date. Any person placed on suspension will not be allowed at any practice, game or League sanctioned event. Appeals regarding the suspension may be made to the Parent Liaison in writing. the board President's findings are final.

2. Dismissal:

An individual is removed from the HYFC for the remainder of the season and post season. The decision for the removal shall be decided at a special meeting by a 2/3 vote of the HYFC executive board present at the meeting. This meeting should take place 24 hours after the incident which has caused concern for removal and the person in question should be allowed to attend the meeting and given a chance to speak to the accusation they are being removed for. There shall be a cooling off period of 48 hours after each game. In the event that the board votes to remove the individual, notification of dismissal of the individual from the HYFC will be given by the board president in writing. If an individual is dismissed from the HYFC they will not be allowed the ability to appeal the decision of the board

- a. If the person is suspended, removed or dismissed by the board or MVFL is an adult, that adult **CANNOT** apply or be on the board or coach for 2 years after the current year is finished. If the adult is a board member, that board member is removed from the board.

If an individual is formally dismissed from the HYFC, they are required to hand over any and all items issued to them by the HYFC or that are deemed property of the HYFC at the time of dismissal. The individual being dismissed shall return all items, as identified, within ten (10) business days to the board President.

Section 4- HYFC Property

1. At the end of each season and/or post season any participant, coach, board member or alike shall return all HYFC property, equipment, documents, etc. to the HYFC within ten (10) business days
2. The board will arrange times and locations for the collection of items.
3. The Equipment Manager will inventory all equipment, make contact with those still outstanding and provide a report to the HYFC at the next scheduled board meeting.
4. Any person who fails to return any/all equipment owned by the HYFC within the identified

timeline will not be allowed to participate in the next season until the items are returned

Section 5- Substance Policy

Policy Statement: The purpose of the policy is to ensure the safety of and maintain a clean positive atmosphere for the participants, visitors and general public within the HYFC. The HYFC will maintain a zero tolerance when it comes to drugs and alcohol. The HYFC strives to provide a clean, safe environment for the youth of the community.

1. At no time will any person participating or attending any HYFC or League practice, game or event consume, be in the possession of, use, sale, or be under the influence of any alcohol, tobacco, or controlled substance.
2. Any person who is found to be in violation of this policy will be given up to two verbal warnings by the sergeant of arms, president, or vice president before being at the board's discretion removed from the event and be subject to HYFC disciplinary procedures. HYFC reserves the right to contact the authorities for any person who does not comply with this policy.

Section 6- Medical Response Prep/Response Protocol

Purpose: To provide clear direction for the preparation and response to medical emergencies during practices and games which occur during the preseason, regular season and postseason.

Equipment: An AED (automatic external defibrillator) shall be available and ready during all practices, scrimmages and games. A basic first aid kit will also be available.

Personnel:

1. at least (1) one certified emergency medical technician, state-licensed paramedic, nurse, or higher-level licensed medical professional shall be present during all preseason, regular season, and postseason games. The certified emergency medical technician, state licensed paramedic, nurse or higher-level licensed medical professional shall have the authority to provide prehospital emergency medical care or rescue services consistent with their certification or license, and remove any youth tackle football participant from the game who exhibits an injury, including, but not necessarily limited to, symptoms of a concussion or other head injury.
2. The HYFC will establish a list of certified medical personnel who are able to fulfill the requirements listed above.

Notification:

1. HYFC will notify the local Fire Department to make them aware of the practice schedule for the season, home game schedule, and emergency response personnel of HYFC.

Response Protocol:

In the event a medical emergency occurs during the course of a practice or game with the HYFC's jurisdiction the following protocol shall be followed to ensure the best, quickest and safest response is provided.

1. If a medical emergency is to occur, notification to the identified medical personnel of HYFC or their designee shall occur immediately.
2. If the medical emergency is a cardiac arrest, any able body shall immediately call 911.
3. The designated HYFC medical personnel shall assess the situation, identify the best treatment/transport for the person and coordinate that treatment/transport.
4. If the injured is suspected of having an injury involving the cervical spine, the patient shall not be moved until the transporting ambulance has arrived, assessed the determined the proper treatment for the patient.
5. The patients basic information shall be obtained by a member of the HYFC board. This information is strictly to log the occurrence of the incident and to begin the process of documenting the incident for future. For no reason, shall the personnel information of the patient, their medical conditions or injuries be shared with anyone unless in the course of passing the patient's care onto a higher level of medical care.

ARTICLE II

REGISTRATION

Section 1- Sign Ups

1. The HYFC will hold sign ups for the upcoming season at the beginning of the calendar year through late spring. Date to be determined by the board once registration fees are finalized.
 - a. Return player registration will be held opening day at first come first serve then open registration starts on the 2nd day of registration.
2. Participants can be signed up only during in person sign ups.
3. Players will be registered at grade level for play. No level ups will occur at registration. All level ups must be emailed to the Board for approval. Level ups may only occur at a date assigned by the MVFL Constitution for transfers and exceptions.
4. A copy of the participants birth certificate, current year physical, proof of medical insurance, and proof of grade level are required. Concussion, heat illness, sudden cardiac, media form must be signed. All forms are required prior to practice start date.
 - a. Copies of all forms are available online at hughsonyouthfootball.org or via QR code provided at registration. Parents are to review forms online prior to signing consents.
5. Physicals must be completed and submitted prior to practice start date. (Must state cleared to participate in sports).
6. NO REIMBURSEMENTS WILL BE GIVEN IF YOUR PLAYER IS ON THE ROSTER AND UNIFORMS ARE ORDERED.

Section 2- Participant Down Payments

1. A \$100 down payment, per participant, is required at the time of registration for all participants regardless of parent participation with the HYFC. This is required to hold players' spots on the roster.

Section 3- Volunteer Deposits

- 1.*** No Volunteer deposit will be reimbursed if a player drops out/ stops playing prior to the end of the season.***
2. Volunteer Deposit checks are separate from participation down payment fees.
3. Volunteer deposit checks need to be postmarked for November 1st 2025 and in the memo section players' names must be included.
4. Volunteer deposit checks will not be cashed until the end of the season, if volunteer hours have not been fulfilled or equipment is not turned in. Once hours have been completed and equipment has been turned in at the end of the season, checks may be given back to parents or shredded.
5. Deposit is \$200 for one player/participant and \$250 for multiple players/participants. Volunteer hours are eight hours for one player and ten hours for multiple players/participants.

***Up to four players per volunteer check if an additional check is required and double the volunteer hours. **All players must be from the same family/ same household.

Section 4- Coaching

1. Head coach applications due by the last day of February each year. head coaches will be voted on during the March Meeting by the HYFC board.
2. Assistant coach applications due by March 31st each year. Assistant coaches will be voted on during the April meeting by the HYFC board
 - a. Head Coaches can petition the board to add assistant coaches If an assistant coach is approved by the board to be added to the coaching staff, the person must complete all paperwork. I.e. backgrounds, training, etc prior to attending practice.
3. Jr Coaches applications are due by July 15th. All Jr coaches are under the age of 18. And do not require a background check or training certification. All junior coaches must be approved by the board .
4. All coaches who apply will be subject to a background check and training required by the MVFL.
 - A. HYFC will pay for 8 coaches per level for background checks--Coaches must pay for their training certifications.

1. Each additional coach after the 8 will be responsible for fees for the background check and any training required by the MVFL. These additional coaches will not be given MVFL badges.
2. Each level can have as many assistant coaches as needed but will have no more than 7 "official" assistant coaches. These official coaches will be allowed on the field on game days and given coaches shirts.
3. The additional coaches will be allowed on the practice fields but they will not be allowed on the field during game day. These coaches will be allowed to purchase coaches shirts at current cost.

B. Head coaches background check completed by March 31st

C. Assistant coaches background completed by May 31st.

5. If the background check returns and is not clear, the coach will not be able to participate and will be required to reimburse the organization the background check fees.
6. All football coaches shall provide a copy of their USA Football Certification and/or current refresher as approved by MVFL. mandated reporter, and a current CPR card. Copies of certificates to be given to secretary/ president by a date given by MVFL.
7. All cheer coaches shall provide a copy of their completion of the Pop Warner Course(Cheer) Y101PW. Or a returning ycada course. Heat illness, mandated reporter, current CPR. The certificate of completion must be turned into the Secretary/ Cheer Coordinator by a date given by MVFL
8. No Jr Coach will be left to coach a player without an adult coach, coordinator or board member present.
9. If a coach has a child on the same level/ team they are coaching, the coach will not be the solo coach coaching their child's position.
10. Only board approved coaching staff is allowed on the practice field and playing field.
11. All coaches are to follow and uphold the Code of Conduct for the HYFC and the MVFL at all times.
 - a. If a coach violates the code of conduct or is ejected from the game by a ref.
 - i. The fines will be paid by the coach within 14 days. See fine breakdown in MVFL code of conduct.
 1. Coach` will not be able to participate in practice or games until the fine is paid.
 - ii. If a violation occurs the HYFC has the ability to remove the coach by a board vote at any time.
12. All approved coaching staff shall wear their MVFL issued badges while on the field of play. No coach will be allowed on the field without their badge.
13. All coaches shall be mindful that this is a youth sport and shall base their focus on the mission of the HYFC.
14. If coaches have conflicts with parents of players, the coach shall direct said parent(s) to the Parent Liaison of the HYFC.
15. All coaches shall be aware of and ensure full compliance with the rules outlined in the California Youth Football Act.
15. Coaches and board members will be given the option of polo, t shirt or tank top all with

board approved logo. These shirts are for each one to keep and are not turned back into the organization. The board will purchase one for each coach or board member. Additional may be purchased through the organization. Coaches/ Board Members are encouraged to wear these at HYFC events.

16. Board shirts to be ordered in March after the new board has been voted in.

17. Coaches needing shirts to be ordered on or before July 1st after a background check has been passed.

18. HYFC does not provide 1:1 individual athlete coaching during practice. Coaches must be able to coach all registered athletes.

Section 5- Scholarships

Player Scholarships

1. All players' parents that are requesting a scholarship from the organization must be submitted in writing via email to hughsonyouthfootballcheer@gmail.com. by 3/15 After this date Scholarships may be submitted and are subject to board approval.

2. Down payment is required to be paid to secure a spot on the roster.

3. Parents/ guardians must participate in fundraising opportunities.

4. Volunteer deposit dated 11/1 must be given to the organization and hours must be completed by Sept 1st or the check will be cashed.

5. Player Scholarships will be voted on at the April board meeting.

6. If requirements are not met, no scholarship will be granted for the following year and the player will not be eligible for returning registration.

Section 6- Sponsors/ Donors Recognition

1. All Sponsors for the current year prior to June 15th will be displayed on banners that will be hung at Practice field and Hughson High school field.

2. All sponsors will be recognized via social media and at all home games.

3. Sponsorship letter to be updated yearly and voted on by the board in the feb Meeting.

Section 7- Payment Options and Timeline

1. Down Payments can be made via Cash, Check, Card or Venmo.

2. Registration payments can be made via Cash, Check, Card or Venmo.

a. Registration balance is due at uniform fitting for football and cheer. No late registration Without board approval pending uniforms there may be a late charge if able to register determined by the board

3. Fundraising Payments must be Cash or Check. Fundraising turning in may be via venmo or card if approved by the president at time of turnin.

4. Mandatory Volunteer deposits MUST be via Check post date November 1st 2025. With players name in the memo section (check will be returned if hours are completed and equipment is turned in)
 - a. Volunteer checks must be received by Equipment/ uniform hand out.
5. Game Day/ Gate fee / Concession payments can be made via Cash, Card or Venmo.
6. **NO REIMBURSEMENTS WILL BE GIVEN IF YOUR PLAYER IS ON THE ROSTER AND UNIFORMS ARE ORDERED.**

ARTICLE III

PRACTICES

Section 1- Practice Dates and Times

1. The HYFC board will notify participants of the practice date start and location
2. Practice for both football and cheer will be 5 days a week until Jamboree
3. After Jamboree practice will be 3 days a week (Tuesday, Wednesday, Thursday)

Section 2- Practice Procedures

A. General Procedures

1. No texting or phone calls during practice . This rule shall apply to players/cheerleaders
2. All athletes must complete 10 hours of conditioning before they will be allowed to engage in full participation practice
3. Only participants, coaches and board members are allowed on the field during practice hours
4. **Heat precautions** No temp will cancel practice modified practice if weather is above 100 degrees offer more water breaks every 20-30 min for 2 min minimum. decrease conditioning time and time in pads. Determination of modified practice will fall under the guidance of the President and/or Vice President. Head Coaches to be notified of determination via group me coaches group. Both Football and Cheer , all levels follow the same rules as noted.

B. California Youth Football Act Procedures

1. A youth tackle football team shall not hold a full-contact practice during the offseason.
2. Each youth tackle football participant shall complete a minimum of (10) ten hours of non contact practice at the beginning of each season for the purpose of conditioning, acclimating to safety equipment, and progressing to the introduction of full-contact practice. During this non contact practice, the youth tackle football participants shall not wear pads, and shall only wear helmets if required to do so by the coaches.
3. A coach shall annually receive a tackling and blocking certification from a nationally recognized program that emphasizes shoulder tackling, safe contact and blocking drills, and techniques designed to minimize the risk during contact by removing the involvement of youth tackle football participant's head from all tackling and blocking techniques.

4. Each youth tackle football administrator, coach, and referee shall annually complete all of the following:
 - (A) The concussion and head injury education pursuant to Section 124235. (B) The Opioid Factsheet for Patients pursuant to Section 124236.
 - (C) Training in the basic understanding of the signs, symptoms, and appropriate responses to heat-related illness
6. Each parent or guardian of a youth tackle football participant shall receive concussion and head injury information for that athlete pursuant to Section 124235 and the Opioid Factsheet for Patients pursuant to Section 124236.
7. Each football helmet shall be reconditioned and re-certified every year, unless stated otherwise by the manufacturer. Only entities licensed by the National Operating Committee on Standards for Athletic Equipment shall perform the reconditioning and recertification. Every reconditioned and re-certified helmet shall display a clearly recognizable mark or notice in the helmet indicating the month and year of the last certification.
8. A minimum of (1) one certified emergency medical technician, state-licensed paramedic, nurse or higher-level licensed medical professional shall be present during all preseason, regular season, and postseason games. The certified emergency medical technician, state licensed paramedic, nurse or higher-level licensed medical professional shall have the authority to provide prehospital emergency medical care or rescue services consistent with their certification or license, and remove any youth tackle football participant from the game who exhibits an injury, including, but not necessarily limited to, symptoms of a concussion or other head injury.
9. At least one independent non-rostered individual, appointed by the youth sports organization, shall be present at all practice locations. The individual shall hold current and active certification in first aid, cardiopulmonary resuscitation, automated external defibrillator, and concussion protocols. The individual shall have the authority to evaluate and remove any youth tackle football participant from practice who exhibits an injury, including, but not limited to, symptoms of a concussion or other head injury.
10. Safety equipment shall be inspected before every full-contact practice or game to ensure that all youth tackle football participants are properly equipped.
11. Each youth tackle football participant removed pursuant to this section shall comply with Section 124235. The injury shall be reported to the youth tackle football league. 12. A youth sports organization shall annually provide a declaration to its youth tackle football league stating that it is in compliance with this article, and shall either post the declaration on its internet website or provide the declaration to all youth tackle football participants within its youth sports organization.

Section 3- Attendance, injuries, and Dress Code

Attendance

*** During the first four weeks of practice, more than 3 unexcused absences at practice may be

subject to the players removal pending a board vote.*Excused absences are mandatory school, church activities, injury or illness. Must email organization prior to absence. If injured or ill for more than 2 consecutive days a dr note is needed to return to practice or player may not participate.

Football: Players are expected to attend every practice and every game

A. Absences will affect playing time as follows:

1. If a player misses practice the minimum play count decreases by one.
2. One missed practice means the player will not be eligible to play until the second quarter.
3. Two or more missed practices in a week means the player must dress in uniform and stand on sidelines to support their team but they will not participate.
4. An unexcused absence from the game, the player CANNOT play in the 1st half of the next game. Play count goes down by 2. Except for varsity if the minimum is already at 2, then the count goes down by 1.
5. During the first four weeks of practice, more than 3 unexcused absences at practice may be subject to the players removal pending a board vote.

Cheer: Players are expected to attend every practice and every game

A. Absences will affect participation as follows:

1. One missed practice means they sit out with their coach 1st quarter.
2. Two or more missed practices means must be in uniform but they will sit out with their coach and support their squad but they will not participate in the game.
3. Players must actively participate in practice to perform halftime show. If a player is not actively participating in practice the cheer coordinators will be notified and coordinate a parent/ guardian meeting to discuss.

Football and Cheer Injured/ non Participating Players

1. Any Player that does not participate in practice due to an injury that exceeds consecutive 2 days will be required to have a Dr note to return to practice (stating that player is cleared for sports). All Dr. Notes to be given to the president.
2. *No Dr note is required to excuse a player from practice. Only when he/ she is returning to practice after missing more than 2 consecutive days.
3. Coaches are required to keep attendance of all participating players.
4. During the first four weeks of practice, more than 3 unexcused absences at practice may be subject to the players removal pending a board vote.

Dress Code:

1. Board members

- A. Board members are encouraged to wear a HYFC issued shirt from current year or prior years to HYFC events, excluding practices. These events are, but not limited to, sign ups, fundraiser turn in and pick up, Hughson Fruit and Nut Festival, fittings, parent orientation, games, end of year banquet, Hughson's trunk or treat. Must be huskies attire.

2. Coaches

- A. Coaches are to wear a HYFC issued shirt or husky attire to all games.
- B. Coaches must dress appropriately or they will be removed from the event.

3. Football Players

- A. During conditioning week, football players will wear comfortable attire. Helmets, mouth piece and cleats shall be worn, no pads.
- B. During normal practice- football players are expected to be in helmet, full pads football practice pants, cleats, mouth piece and practice jerseys.
- C. Game day- both sets of game day jerseys and pants to be brought to all game. helmet , pads, cleats and mouth piece.

4. Cheerleaders

A. ATTIRE:

1. GAME DAY:

- a. All cheerleaders need to have a clean uniform, bow and shoes, a water bottle and a black or nude sports bra if necessary.

2. PRACTICE:

- a. No Booty shorts, no spaghetti straps. Crop tops may be worn if undergarments are not shown when hands are raised. Bra must not show.
- b. Tennis shoes must be worn the first two weeks of practice (No Vans or Converse)
- c. Shoes must have laces
- d. Absolutely NO jewelry of any kind

B. ALL HYFC EVENTS

- 1. Cheerleaders are expected to be neat and well groomed, especially at games.

2. No jewelry on any part of the body or piercings allowed during practices and games. Medical/religious jewelry may be worn if taped down. Flat clear plastic piercing protectors may be used.

3. Neutral nail polish is acceptable. No false fingernails. Natural fingernails are to be short and may not be over your fingertips.

4. Hair is to be pulled back in a ponytail and bows must be worn.

5. NO GUM.

6. Cell phones may not be used during practice or games.

7. Casts/braces.

a. Participants with a hard cast may not tumble, stunt, or be considered as spotters and are not required to be wrap/pad the cast.

Section 4- Rallies

1. The HYFC board will host a rally on Thursday night at the end of practice for each upcoming home game. This is an opportunity for all HYFC to join together to build up our teams before the game. Each cheer squad will perform their halftime show during the rally

Section 5- Home game Set-up/ take-down

Setup/ Takedown Board Member Responsibilities

- A. All board members are required to be at the football field for setup 2 hours before gates open for the general public and until takedown is completed unless otherwise excused by the president only. Board member must sign up for shift
- B. An unexcused absence whether partial or full day will be counted like a missed board meeting. First unexcused absence will result in a written warning from the president 2 unexcused absences from home game days will result in removal from the board.
- C. Playoff home games – in the event Hughson is hosting a playoff game and your child or children are participating at different locations, you will be excused from working the home playoff games. The board asks you work as much as you can at the home playoff game before needing to leave or return to finish the day if possible.
- D. all board members — help setup and CLEAN UP at all home games.

***Home games are expected to be an all day event, helping wherever is needed, but not to interfere with your child's field time.

Section 6- Vendors

- A. Event coordinator should propose to the board the next months' home game vendors, allowing for 14 days notice. Game day Vendors should submit their menus for board approval at the monthly meeting prior to the home game of that month. Example, if a vendor is scheduled for the jamboree in August, their Attendance/ proposed menu needs to be approved by the July board meeting. This allows for early advertising, both for us and our opposing team, it also allows the in-house concessions time to adjust menus and purchasing as needed.
- B. Rally and game day vendors must meet all requirements of the city of hughson. This includes food and merch. (current business license or store front, food service cert/ health permit.)
- C. Board members may be vendors at an event but not the sole vendor and must be voted on by the board prior to. Said board members must be vendors in their own capacity and not be selling products through the snack bar.
- D. Vendors have seven business days after an event to submit their totals and pay in cash venmo or mail us a check for our portion of the proceeds.
- E. All Vendors are required to give back 20% of all sales made during any HYFC event or a minimum fee of \$100, whichever is greater.. This should be received within four weeks of the event. Failure to do so result in this vendor, not being asked to return to HYFC events for the remainder of the season.
- F. Rally, Game Day, Merchandise, Uniform, Fundraising vendors must be approved by the board. Quote approval is required for player items and merchandise.

ARTICLE IV

FINANCIAL TRANSACTIONS

Section 1- Expenditures

All purchases over \$100 must be approved by the board prior.

Section 2- Game Day

- A. Money to be collected from the cash box at the gate and ticket booth at least every 2 hours.
 - a. A maximum of \$300 dollars to be left in the cash box if still in use.
 - b. All drops must be counted and receipts signed by two board members. With date and time.
- B. Income/ Expense report for each game to be posted on Group me no later than the Monday after the game.
- C. All vendors give a percentage back to the organization within 4 weeks of the event. Via check, cash or venmo.

D. Non board members must have board approval prior to collecting money at HYFC events.

Section 3- Money Handling

- A. When counting money two board members must sign off a receipt in the receipt book.
- a. White copy is given to the treasurer. Pink stay in receipt book, yellow copy to payee .
 - b. All completed Receipt books are given to the Secretary to keep for records

ARTICLE V

VOLUNTEER OPPORTUNITY

Volunteers are the backbone to a successful program and the continued growth of the HYFC. Parents are encourage to volunteer and all volunteer coordination is handled by the Volunteer Coordinator

Section 1- Volunteer Areas

These are the identified areas for volunteers where parents are able to fill in to receive volunteer hour credit for deposit reimbursement:

- Home Game Set-up/Clean-up
- Chain Gang (over age of 18)
- Concessions Booth
- Gate (approved by the board)
- Scoreboard Operator (need experience or training)
- Fireworks Booth (as needed, not guaranteed)

Section 2- Volunteer Eligibility

*****Volunteers may be removed by board vote.**

Glossary

1. “Coach” means a person appointed by a youth sports organization to supervise or instruct a participant in the sport of youth tackle football.
2. “Full-contact portion” of practice is defined as the period of time in drills or live action that involves contact at game speed.
3. “Full-contact practice” means a session where one or more drills or live action is conducted that involves contact at game speed, as in an actual tackle football game or scrimmage. This includes simulations or drills that involve any number of players.
4. “Heat-related illness” includes, but is not necessarily limited to, heat cramps, heat syncope, heat exhaustion, and exertional heat stroke.
5. “Off-season” means a period extending from the end of the regular season until 30 days before the commencement of the next regular season.
6. “Play” includes participation in a youth tackle football game, scrimmage, or practice. 7. “Preseason” means a period of 30 days before the commencement of the regular season. 8. “Regular season” means the period from the first league football game or scrimmage until the completion of the final football game of that season.
9. “Safety equipment” includes, but is not necessarily limited to, all of the following: (A) A helmet and its associated parts, including, but not necessarily limited to, a face mask and mouthguard.
(B) Hip, knee, and shoulder pads.
(C) A jersey.
(D) A tailbone protector.
(E) Pants and thigh guards.
(F) Shoes, including cleats.
10. “Youth sports organization” means an organization, business, or nonprofit entity that sponsors or conducts amateur sports competition, training, camps, clinics, practices, or clubs.
11. “Youth tackle football league” means the organization that groups together youth sports organizations that conduct youth tackle football, administers rules, and sets game schedules. It may or may not be associated with a national organization.