

CONSTITUTION & BYLAWS
ADENA YOUTH LEAGUE, INC
Established 1961

A Non-Profit Organization

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Article 1: Name, Purpose and Organization

1.1 The name of the Organization shall be Adena Youth League, Inc., for purposes of abbreviation, acceptable names herein shall be the "AYL".

1.2 Adena Youth League, Inc (the Organization) may conduct business as Adena Warriors, Adena Youth League, Inc

1.3 The Team Colors of the Organization shall be Columbia Blue and Navy Blue.

1.4 Adena Youth League, Inc is a non-profit organization exempt from taxation under Section 501C(3) of the Internal Revenue Code.

1.5 It is the policy of this Organization not to discriminate or tolerate discrimination on the basis of race, sex, age, religious beliefs, or physical handicap.

1.6 The mailing address shall be 3343 Putnam Rd., Clarksburg, OH 43115 unless otherwise designated by the Board of Directors.

1.7 Adena Youth League, Inc is a member of the Scioto Valley Youth League (SVYL), South Central Ohio Peewee Football League, Central Ohio Buckeye Youth Wrestling Association (COBYWA) and operates within the League Rules and Bylaws of the SVYL, South Central Ohio Peewee Football League and COBYWA. The Adena Youth League, Inc Constitution and Bylaws do not supersede the SVYL, COBYWA and South Central Ohio Peewee Football League's Constitution and Bylaws.

1.8 The purpose of Adena Youth League, Inc. shall be to promote youth boys' and girls' sports at Adena Local Schools and surrounding community. The organization was Adena Youth League, Inc has an open option to include other youth sports at a later time if it is desired and voted on by the Board of Directors and membership as noted in the terms of an

Amendment section of these By-Laws. At which time all AYL applications and rules would apply.

1.9 Mission Statement

Offer an array of organized sports activities for the youth at Adena Local Schools and surrounding community to help them develop desirable physical skills and to mature emotionally, socially, and psychologically. We strive to provide a meaningful experience for all players through quality instruction while emphasizing skills such as leadership, sportsmanship, teamwork, respect, dedication, discipline... and of course FUN!

Our philosophy is to provide the best recreational experience to our youth of any skill level by focusing on these four core elements:

1. Fun and Enjoyment
2. Skill Development
3. Physical, Psychological and Social Development.
4. Concept of Winning

Article 2: Governance

2.1 The governance of the Organization shall be vested in the Board of Directors. The Board of Directors of the Organization shall consist of the following elected members - President, Vice President, Secretary, Treasurer, PR/Advertising Commissioner, Baseball Director, Football Director, Cheerleading Director and Track & Field Director. The Executive Board will consist of the President, Vice President, Secretary, and Treasurer and be considered officers.

2.2 Sub-Boards: Each sport may create their own sub-board with a President, Vice President, Secretary and Treasurer in regards to making decisions in regards to the direction of their said Sport. The sub-board may approve expenses up to \$2500 without AYL board approval. However, any expense over \$1,000 shall require two estimates. Although two estimates are required, it is not required to go with the lowest bidder quality and other factors can be considered as well. By having a sub-board, it does not circumvent any requirements and/or required approvals contained within our AYL Constitution & Bylaws in regards to finances, coaches requirements, reporting, etc.

2.3 In all instances of governance not outlined within the Constitution & Bylaws of the Organization, Roberts Rules of Order shall be the governing document unless otherwise noted.

2.4 The Board has the authority to appoint *Ad Hoc*, Standing Committees or Subcommittees that will aid in the administration and facilitation of the business of the organization under the direction and guidance of the Board. Volunteers or appointees to AYL, Inc. *ad hoc* subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

2.5 Election of Officers

Elections will generally be held in the month of November each year for the term starting on January 1st. All officer positions such as president, vice president, secretary and treasurer are elected annually.

Any members of AYL in good standing and has a child participating within an AYL Sport or a member that has a child who aged out, may nominate and/or be nominated for an officer position. Candidates must be present and accept nomination. If there no accepted nominations, incumbent may remain in office until the next election.

All nominees and incumbents will be listed on the ballot.

AYL Board Members and AYL Members with athletes participating within AYL at some point during the previous season may have a vote. (Example: If election is for 2024, your child would have to have participated within AYL at some point in 2023.)

- 2.6 Officers may only be removed from office by a unanimous vote of the Board of Directors, but Officers being considered for removal from the board may not partake in a vote for his/her removal from office.
- a) Any other Board Member may be removed by a majority vote of the Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.
 - b) Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Board of Directors.
 - c) Said Board Member will be notified in writing of the suspension/removal vote.
 - d) In the event of death, resignation or removal, a successor shall be selected by the remaining Board of Directors who shall serve the remainder of the vacant term.
- 2.7 Regular Monthly Meetings of the Board of Directors shall be held at the Masonic Lodge or in any other reasonable public meeting facility. Notice to Officers may take place via the Organization's Official Web Site, via e-mail, Group Me, U.S. Mail, facsimile, or any other reasonable and accessible mode of communication. Regular monthly board meetings will be held on the second Monday of the month unless otherwise scheduled by the President or Vice President.
- a. A quorum (three-fourths) of Officers must be in attendance in order to vote on any matter, except when otherwise noted herein, at all Regular, Special or Emergency Board Meetings.
 - b. Minutes of meetings shall be kept on file and archived by the Secretary.
 - c. To protect the integrity of the organization no related members of the Board of Directors shall hold similar positions during the same fiscal year (i.e. brother/sister on the finance committee, husband/wife hold the President, Vice President, and Treasurer positions).
 - d. No person shall hold more than one office but can be a Director.
 - e. The officers of this organization shall serve without compensation.

ARTICLE 3: Finance

3.1 A Business Checking and Savings account has been established and will be maintained. It's the main depository of the organization funds. The president, vice president, and treasurer shall serve as executors of the AYL checking and savings account. The AYL board of directors shall oversee the dissemination or usage of funds.

3.2 All checks require two signatures. The signatures of the President and/or Vice President and Treasurer must be on each check. Funds of the Organization (AYL Main Account) may be withdrawn from the bank by the President, Vice President, or Treasurer, for approved expenses.

Savings accounts may be established to prepare to replace or purchase known and unknown sports equipment and supplies as needed. These funds may be obtained by creating a line item in the budget to be known as Reserve funds.

3.3 The Fiscal year of the Organization shall be the same as the calendar year January 1 thru December 31

3.4 The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved. The Treasurer will also present at each meeting an annual financial report for the previous year and, the pre-approved budget for the upcoming year.

3.5 Any proposed expenditure over \$1,000.00 shall require more than one bid presented to the Board of Directors (e-mail is acceptable) prior to expense approval. (Exception: Approval is not required for any standard and/or expected fees such as league fees, uniform fees and equipment. Petty cash will be used for purchases less than \$300 incurred on behalf of AYL. Prior approval from President, VP, or Treasurer is needed for petty cash expenses. A receipt from purchase will be required for reimbursement and person will also sign a receipt

stating they have received funds for purchase from petty cash.

3.6 If there is no sub-board, you must have AYL Board approval for any expense over \$1,000. If there is a sub-board for said sport, then only expenses over \$2500 will have to be approved by the AYL Board.

3.7 Upon the close of each fiscal year the treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all board members.

ARTICLE 4: Duties of Officers and Directors

4.1 The *President* of the Board of Directors of ADENA YOUTH LEAGUE, INC shall:

- A) Represent the Organization in the general public and must facilitate all AYL Regular Meetings as well as the Annual Meeting each February;
- B) Shall prepare each February an election ballot for all officers; All terms of officers will be for two fiscal years.
- C) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (Postseason banquet) and serve as the supervisor of said events or functions;
- D) Address disputes/complaints from the general public and refer to the board if and when necessary;
- E) Enforce AYL policies and principles.
- F) Protect the use and dissemination of all official AYL property (i.e., equipment, merchandise)
- G) Ensure that field permits are secured and coordinate the practice and game schedule with the appropriate delegates or officials.
- H) Ensure that the organization's By-laws and Operating Code are employed and enforced.
- I) Make relevant recommendations to the Board of Directors, after studying the specific and primary purposes of the organization as stated in its By-laws and after examining the policies, rules and guidelines, and after analyzing the current status of the sport of youth tackle football and cheerleading.
- J) Maintain youth program oversight, working with the Directors to ensure policies and schedules comply with the organization's operating codes.
- K) Complete whatever duties are given to him/her by the Board of Directors and which are in the best interest of the organization.
- L) Develop and maintain an Officers Handbook with points of contact and procedures.
- M) The President must attend all mandatory AYL meetings, any county competitions for Football and Cheerleading, or designate an alternate board member to attend in the event of an excused absence.
- N) The President may call for an audit at any time if the majority of the BOD's deems it necessary, to be completed by an independent CPA not affiliated with the league.

4.2 The *Vice President* of the Board of Directors of ADENA YOUTH LEAGUE, INC shall:

- A) Assist the President in all activities and responsibilities outlined above
- B) Shall become the President's successor in the event of his/her death, removal or resignation from office until the next regular election or a special election is called.
- C) Perform the duties and tasks as assigned by the President

4.3 The *Treasurer* of the Board of Directors of ADENA YOUTH LEAGUE, INC shall:

- A) Maintain a day-to-day record of all financial transactions pertaining to AYL funds and accounts;
- B) Keep and maintain all AYL official documents and financial records;
- C) Prepare and submit monthly financial reports at all Board meetings
- D) Oversee all banking functions and communications, electronic or otherwise;
- E) Collect and deposit all income funds for the Organization;
- F) Prepare a year-end financial report for the Organization and coordinate with a CPA to review and complete the required state and federal tax returns;
- G) The Treasurer shall perform other duties as assigned to him/her by the Board of Directors.

4.4 The *Secretary* of the ADENA YOUTH LEAGUE, INC Board of Directors shall:

- A) Document, oversee and manage all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings;
- B) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
- C) Maintain a player and player database;
- D) Help coordinate player registration;
- E) In the event of the absence or disability of the Secretary, the Board of Directors may designate another Board Member to the perform duties.

4.5 The *Football Director* of the ADENA YOUTH LEAGUE, INC Board of Directors shall:

- A) Uphold and enforce the organization's operating code and policies;
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
- C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
- E) Recommend, in writing, policies and guideline changes pertaining to the football program to the Board of Directors for approval by a majority vote;
- F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the football program;
- G) Maintain a thorough knowledge of league rules.
- H) Make recommendations to the Equipment Manager of any equipment needed;
- I) Coach any sports team as long as it does not interfere with his/her duties;
- J) Perform other duties as assigned to him/her by the Board of Directors.
- K) Attend AYL Board Meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

4.6 The *Cheerleading Director* of the ADENA YOUTH LEAGUE, INC Board of Directors shall:

- A) Screen and recommend applicants for all age/grade class cheerleading coaching positions and present in a timely manner to be voted on by the Board of Directors.
- B) Maintain a thorough knowledge of league rules.
- C) Coach any sports team as long as coaching does not interfere with his/her duties.
- D) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
- E) Recommend, in writing, policies and guideline changes pertaining to the cheerleading program to the Board of Directors for approval.
- F) Organize, coordinate and propose in writing to the Board of Directors for approval, participation in special events, tournaments, competitions and bowls associated with the cheerleading program.
- G) Make recommendations to the Equipment Manager of any equipment needed.
- H) Perform such other duties as assigned to him/her by the Board of Directors.
- I) Work with the President and Vice President on all issues pertaining to cheerleading programs within the organization.
- J) Attend AYL Board Meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

4.7 The *Baseball Director* of the ADENA YOUTH LEAGUE, INC Board of Directors shall:

- A) Uphold and enforce the organization's operating code and policies;
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
- C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
- E) Recommend, in writing, policies and guideline changes pertaining to the baseball program to the Board of Directors for approval by a majority vote;
- F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the baseball program;
- G) Maintain a thorough knowledge of league rules.
- H) Make recommendations to the board of directors for any equipment needed;
- I) Coach any sports team as long as it does not interfere with his/her duties;
- J) Perform other duties as assigned to him/her by the Board of Directors.
- K) Attend AYL Board Meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
- N) Order and distribute all baseball equipment/uniforms, using required and approved team equipment forms, with the approval of the Board of Directors.

4.8 The *Track & Field Director* of the ADENA YOUTH LEAGUE, INC Board of Directors shall:

- A) Uphold and enforce the organization's operating code and policies;
- B) Work with the President and Vice President on all issues pertaining to all programs within the organization;
- C) Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
- D) Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
- E) Recommend, in writing, policies and guideline changes pertaining to the Track & Field program to the Board of Directors for approval by a majority vote;
- F) Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the Track & Field program;
- G) Maintain a thorough knowledge of league rules.
- H) Make recommendations to the Equipment Manager of any equipment needed;
- I) Coach any sports team as long as it does not interfere with his/her duties;
- J) Perform other duties as assigned to him/her by the Board of Directors.
- K) Attend AYL Board Meetings.
- L) Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M) Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

2.7 The *Flag Football Director* of the ADENA YOUTH LEAGUE, INC Board of Directors shall:

- A. Uphold and enforce the organization's operating code and policies;
- B. Work with the President and Vice President on all issues pertaining to all programs within the organization;
- C. Screen and recommend coaching applicants for all weight/age/grade classes and present them in a timely manner to be voted on by the Board of Directors.
- D. Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season;
- E. Recommend, in writing, policies and guideline changes pertaining to the football program to the Board of Directors for approval by a majority vote;
- F. Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special

- events, tournaments, competitions, and bowls associated with the football program;
- G. Maintain a thorough knowledge of league rules.
- H. Make recommendations to the Equipment Manager of any equipment needed;
- I. Coach any sports team as long as it does not interfere with his/her duties;
- J. Perform other duties as assigned to him/her by the Board of Directors.
- K. Attend AYL Board Meetings.
- L. Address safety issues involving players and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- M. Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

4.10 Past Presidents and Vice Presidents may serve as Ex Officio members of the board of directors but have no voting privileges as outlined in Roberts Rules of Order. The Past President may attend all Regular Board meetings and offer advice, guidance or engage in debates or discussion.

ARTICLE 5: Membership

5.1

- A. Members in good standing will include all parents and/or guardians of registered players, whose financial accounts are fully paid, whose equipment has been successfully returned and who have followed the proper code of ethics.
- B. It will also include any BOD member, head coach, or assistant coach affiliated with AYL.
- C. All voting members will be entitled to one vote per paid registration. All members described in Section 5.1(b) without a registered child in the league will be entitled to one vote.
- D. Membership in the league is good for one year from July 1st to June 30th of the following year.

5.2

- A. Termination of membership of a youth or adult member shall be enacted and enforced by the Board of Directors without a refund. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the Board that the individual or family has become detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the organization.

ARTICLE 6: Amendments to the ByLaws:

6.1

- A. The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors.
- B. Bylaws will be reviewed for amendments annually at the Annual Board of Directors Meeting or during the course of a Special Meeting that meets the Quorum standard;
- C. All board of directors members must be given a minimum 24 hours notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members;
- D. Board members present at annual meeting or special meeting will be responsible for submitting amendment changes (if any). If a board member is unable to attend via teleconference or in person, they can submit their suggested changes via email to the President no less than 24 hours prior to annual meeting or special meeting.
- E. Bylaws amendment changes will be voted on the following regular board meeting or a special meeting within 30 days of initial annual meeting/special meeting which pertained to amendment changes.

ARTICLE 7: Registration:

All registration is on a first come, first serve basis. We will cut off registration according to AYL rules.

- 7.1 Early registration will be made available from our website beginning no sooner than five months prior to the first official day of practice and no later than one month to the first official day of practice for all sports.
- 7.2 There will be at least one In-person registration for each sport prior to the first day of practice. Location, dates, and

times of in-person registration will be announced via website and flyers distributed at Adena Local Schools.

- 7.3 Each family must register their child(ren) under their household via our website.
- 7.4 Each child must attend Adena Local Schools, live within the school district or be within surrounding communities.
- 7.5 Withdrawal from the program;
 - a) If a parent/guardian withdraws their child(ren) thirty days prior to the first official day of practice, a refund of two-thirds of the registration fee will be offered providing that their equipment has been returned.
 - b) If a parent/guardian withdraws their child(ren) within 29 days prior to of official practice up to ten days of official practice, a partial refund of one-third of registration fee will be offered providing that their equipment has been returned.
 - c) If a parent/guardian withdraws their child(ren) after ten days of official practice, no refund will be provided; however, all equipment must be returned.

ARTICLE 8: Coaches:

8.1 Selection of head coaches and coaching staffs:

- A) Individuals who wish to coach an Adena Youth League team must first apply, in writing, via the official AYL coaches' application available on our website.
- B) Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of AYL objectives.
- C) All Coaches must submit prior to having any contact with kids a full BCI background check, Complete Lindsay's Law Requirements and complete the NFHS Concussion in Sports Course in order to be considered for a head or assistant coaching position.
- D) Prospective head coaches must also undergo an interview with the President, Vice President and respective Sport Director to be considered for selection; any other board members are welcome to attend coaching interviews but will not have a vote in coaches' selections.
- E) Successful head-coaching candidates shall be notified no later than five business days following interviews.
- F) Head coaches will be responsible for the assembly and selection of their own coaching staffs; no coaching staff, including the head coach, shall not exceed what is listed on the specific leagues rules, constitution and/or bylaws.
- G) The interview committee has the authority to review, interview or reject any assistant coach applicant on any staff;
- H) Walk-on personnel shall not be permitted on the practice or game field without express, prior permission of the President or Sport Director.
- I) All assistant coaches must be presented, in writing, to the board 30 days (if possible) before first game of the season.
- J) As a general rule, if a head coach wishes to return as the head coach in the same position in an ensuing season, he will be given the right of first refusal to serve in that same position granted he remains in good standing with the Organization;
- K) There will be no rule precluding a coach from switching to a new or different division or level in any given season, nor will any coach be deemed as having tenure in any position, regardless of right of first refusal; in an instance where the board of directors or interview committee feels it is best for the program that a coach serve at a level other than the one he primarily chooses, it may vote to place that head coach where they deem he may serve the program best.
- L) Assignment of head coaches shall be made at the sole discretion of the Board of Directors based on the recommendations made by the Sport Director and interview committee; the board must consider a prospective coach's overall support of the organization, leadership of his team and staff, interaction with his players parents, his technical competence and dedication to the program and its goals;
- M) All head coaches must have a daily or weekly practice plan schedule and must be prepared to present a copy of that plan to a coaching director upon request; head coaches are expected to maintain and may delegate to a staff member the care of a daily player attendance report;
- N) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the Sports Director within 24 hours of the receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments or other communications from parents of players; any attempt by parents to circumvent dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board

members or any other volunteer shall be subject to violation of the AYL Code of Conduct.

O) The chain of command to handle complaints from parents shall be as follows: Head Coach, Sport Director, President, and Board of Directors.

P) All coaches shall be required to adhere to all directives and responsibilities as outlined and indicated in the Adena Youth League Coaches' Handbook.

Article 9: Players, Rosters and Teams

9.1 Formation of Rosters and Player Selection:

A) Each official team roster in each division shall contain no more players or members than their league rules allow.

B) Players who wish to be considered for the official roster must register and pay the registration fee by the 1st day of practice if no other deadline is listed. Registration will be closed once posted on our website and/or facebook page. Each head coach will receive prior to day 1 of practice a detailed pre-season player roster which will include each player's height, weight, birth date, mailing address and contact phone numbers and email addresses.

C) Players will be placed on their respective team pre-season rosters according to birth date or current rules; if allowed by the league rules, players may be moved up or down one level (division) for safety reasons only.

D) Our SVYL Baseball team roster will be determined by tryouts to fill open spots on the roster. Once a child makes the team, they will remain with the team until they age out of the league.

Article 10: Code of Conduct

10.1 The Code of Conduct:

A) All coaches and players must sign and have countersigned by their parents (both), parent (if single) or legal guardian(s) the AYL Official Code of Conduct and Sport Addendum prior to the first practice; parent's or legal guardian consent can also be accepted via registration site when registering a child.

B) Failure to do so may result in suspension or removal from team;

C) Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review; The Disciplinary committee shall consist of no less than (3) members and no more than (5) members including the President and shall be appointed by the President; The Disciplinary Committee shall report any findings or recommendations to the Board of Directors; the Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches or volunteers and no other AYL representative shall intervene or render decisions thereunto pertaining.

D) The Disciplinary Committee may include up to but not more than one parental appointee.

Article 11: Policies & Procedures (Miscellaneous)

11.1 General procedures and policies:

A) No Adena Youth League, Inc Board of Directors officer shall effect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency;

B) Only pre-approved volunteers may be on the practice or game fields at any time, for any reason; permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, essential game day volunteers (excluding weigh-in representatives), AYL representatives, Board of Directors members, credentialed members of the media, yardage and down marker volunteers, gate and concessions volunteers, team mascot, cheerleaders and coaches.

C) No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to;

D) Any person and/or coach who wishes to serve the Organization in any capacity who has not submitted a background check (BCI) and/or Concussion certificate from NFHS, within the past 3 years shall not be permitted on the playing or practice field with the sole exception being a parent attending to an injured child; the coaching directors shall be responsible for assuring that no personnel enters the playing or practice fields or facilities who has

not yet filled out and passed review of the background information sheet and Code of Conduct; any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject immediate removal from the facilities or fields.

E) All affiliates, members, coaches, officers or volunteers of the Organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.

F) Each AYL board member and head coach is entitled a discount of half price of the current registration fee for one of their children. A coach or board member may transfer their discount to another child in the program, but this will negate the discount for their own child.

G) ADENA YOUTH LEAGUE, INC is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, AYL will never discriminate against any volunteer, officer, coach, player or affiliate based on gender, age, creed, race or sexual orientation.

H) Sexual Assault & Abuse – Any accusation, alleged or sexual misconduct of any kind must be reported to law enforcement, AYL President and VP within 24 hours. Once an allegation is made against a board member or coach, that member is suspended immediately. Member/Coach must be advised in writing by the AYL Board. If allegations become substantiated after investigation by law enforcement, the member/coach will be terminated immediately.

Position Descriptions Addendum

Program Directors Responsibilities

- Develop and execute the organizations business strategies in order to attain the goals of the board.
- Provide strategic advice to the board and President so that they will have accurate view of the market and the program you manage.
- Prepare and implement comprehensive program plans to facilitate achievement by planning cost- effective operations and future activities.
- Ensure organizational bylaws and requirements are communicated all the way from the top down in the organization and that they are followed at all times.
- Communicate and maintain trust relationships with the executive board, stakeholders, vendors, parents and donors.
- Manage the programs cost, schedules, and budgets performance allocated by the executive board.
- Delegate responsibilities and supervise the work of volunteers providing guidance and motivation to drive maximum performance.
- Read all submitted reports by the program staff to reward performance, prevent issues and resolve problems.
- Analyze problematic situations and occurrences and provide solutions to ensure program survival and growth.

Program Directors Requirements

- Proven experience in managerial position.
- Demonstrable experience in developing strategic and program plans.
- Thorough knowledge of market research and forces that influence the program.
- Strong understanding of organizational budgets and measures of performance.
- Familiarity with organizational and management best practices.
- Excellent organizational and leadership skills.
- Excellent communication, interpersonal and presentation skills.
- Outstanding analytical and problem-solving abilities.

Football Director:

Objective

- To co-ordinate all off field football activities for the organization to ensure that all players and off field staff are

provided with the highest level of support to enable them to compete and perform at the highest level

- To provide support to the Executive Board and Committee members to ensure the efficient operation of the football program

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Vice President, Executive Board

Pre Season

- Coordinate formulation of the Football Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season

- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, Executive board.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order - includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Ensure all equipment owned by program are retained by program.

Relationships

- Reports to the Vice President and Executive Board.
- Supports the senior coach and football support staff including team managers,
- Liaises with official program suppliers & vendors concerning uniforms

Accountability

- The Football Director is accountable to the Vice President and Executive board
- The Football Director shall seek ratification from the Executive Board of a football budget that includes all coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
- Provide a report on portfolio operations to the monthly Board meeting

Baseball Director:

Objective

- To co-ordinate all off field baseball activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive Board and Committee members to ensure the efficient operation of the football program

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Vice President, Executive Board

Pre Season

- Coordinate formulation of the Baseball Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season

- Coordinate delivery of the Baseball Operational Plan.

- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, Executive board.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Ensure equipment, e.g catchers equipment, baseballs, nets, batting tee, pitch counters and any other equipment not listed that is owned by program are retained by program.

Relationships

- Reports to the Vice President and Executive Board.
- Supports the senior coach and football support staff including team managers,
- Liaises with official program suppliers & vendors concerning uniforms

Accountability

- The Baseball Director is accountable to the Vice President and Executive board
- The Baseball Director shall seek ratification from the Executive Board of a Baseball budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
- Provide a report on portfolio operations to the monthly Board meeting

Wrestling Director:

Objective

- To co-ordinate all wrestling activities for the organization to ensure that all wrestlers and staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive Board and Committee members to ensure the efficient operation of the football program

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Vice President, Executive Board

Pre Season

- Coordinate formulation of the Wrestling Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on meet days.

During season

- Coordinate delivery of the Wrestling Operational Plan.
- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, Executive board.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Ensure all equipment owned by program are retained by program.

Relationships

- Reports to the Vice President and Executive Board.
- Supports the coach and wrestling support staff including team managers,
- Liaises with official program suppliers & vendors concerning uniforms

Accountability

- The Football Director is accountable to the Vice President and Executive board

- The Football Director shall seek ratification from the Executive Board of a football budget that includes all coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
- Provide a report on portfolio operations to the monthly Board meeting

Cheer Director:

Objective

- To co-ordinate all off field cheer activities for the organization to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive Board and Committee members to ensure the efficient operation of the cheer program

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Vice President, Executive Board

Pre Season

- Coordinate formulation of the cheer Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.

During season

- Coordinate delivery of the cheer Operational Plan.
- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, and Executive board.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training materials and equipment.
- Ensure equipment owned by program are retained by program.

Relationships

- Reports to the Vice President and Executive Board.
- Supports the senior coach and cheer support staff including team managers,
- Liaises with official program suppliers & vendors concerning uniforms

Accountability

- The Cheer Director is accountable to the Vice President and Executive board
- The Cheer Director shall seek ratification from the Executive Board of a cheer budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
- Provide a report on portfolio operations to the monthly Board meeting

Track & Field Director:

Objective

- To co-ordinate all Track & Field activities for the organization to ensure that all participants and staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Executive Board and Committee members to ensure the efficient operation of the Track & Field program

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Vice President, Executive Board

Pre Season

- Coordinate formulation of the Track & Field Operational Plan.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Executive board prior to the program being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on meet days.

During season

- Coordinate delivery of the Track & Field Operational Plan.
- Provide documentation in consultation with the board, all player payments and coaching fees.
- Liaise between players, coaches, Executive board.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Ensure all equipment owned by program are retained by program.

Relationships

- Reports to the Vice President and Executive Board.
- Supports the coach and Track & Field support staff including team managers,
- Liaises with official program suppliers & vendors concerning uniforms.

Accountability

- The Track & Field Director is accountable to the Vice President and Executive board
- The Track & Field Director shall seek ratification from the Executive Board of a Track & Field budget that includes all coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive Board
- Provide a report on portfolio operations to the monthly Board meeting.

Secretary

Description: The secretary plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws.

Responsibilities

Active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.

Be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.

The custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.

The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.

Maintains organizations schedule by maintaining calendars, arranging meetings, conferences, and teleconferences.

Completes requests by greeting customers via AYL email.

Secures information by completing database backups.

Provides historical reference by utilizing filing and retrieval systems.

Maintains technical knowledge by attending educational workshops; reading secretarial publications.

Contributes to team effort by accomplishing related results as needed.

Treasurer

Description

The treasurer ensures the organization is a good steward of charitable donations and the tax-exempt status, providing oversight of the organization's fiscal integrity and assisting the board in meeting its mandate to govern. The treasurer is required to attend all scheduled meetings and maintain current knowledge of the organization, its programs, bylaws and articles of incorporation. The treasurer is required to have knowledge of nonprofit accounting practices, nonprofit tax laws and fiscal record keeping.

Responsibilities Accounts and Expenditures

Bylaws usually designate the treasurer to be one of two officers authorized to sign checks or be granted access to bank and credit accounts.

Treasurer has full knowledge of all organization holdings and assets.

Treasurer review monthly account records and monitor income and expenditures.

The treasurer also reviews financial reports from program staff.

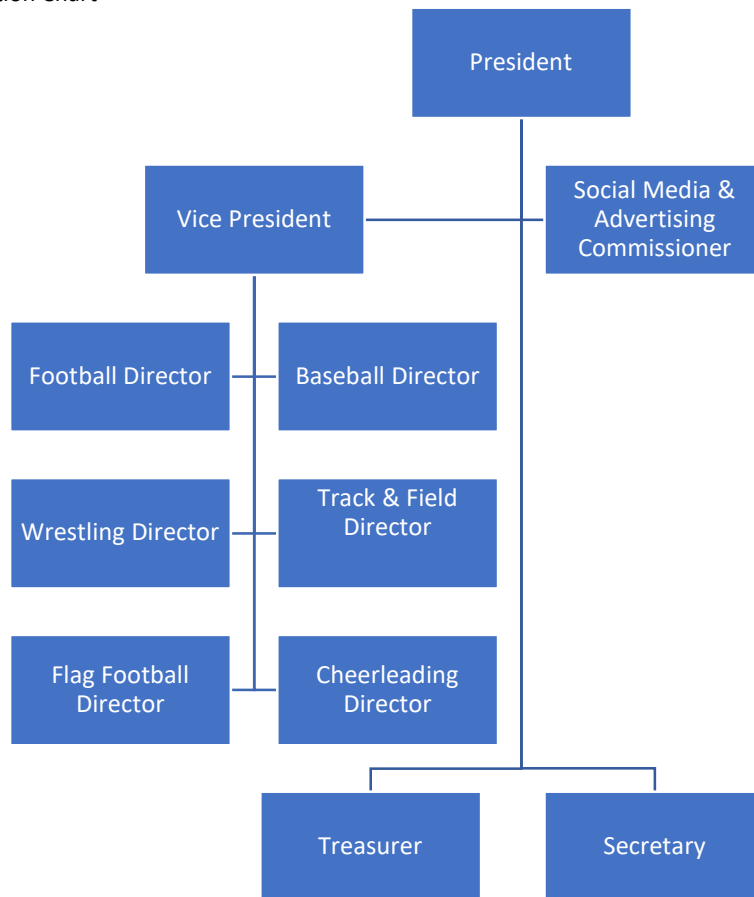
Reports

The treasurer prepares monthly reports to the board detailing income, expenditures and asset values. The treasurer presents a financial report at each board meeting.

The treasurer prepares and presents the annual financial and audit report to the board.

The treasurer prepares special financial reports addressing proposed plans for large expenditures.

AYL, Inc. Organization Chart



Jason D. Brown, President

Date

Nathan Steiner, Vice President

Date

Michelle Davis, Secretary

Date

Leah Martin, Treasurer

Date