

# BERKLEY STEELERS POLICIES & PROCEDURES



# ***BERKLEY STEELERS***

## ***POLICY AND PROCEDURE***

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The following are rules set forth by the Board of Directors. They are to be used as general guidelines for operation throughout the year. However, all applicable rules set forth by the OMYFA shall supersede any rule stated herein. Review records and correspondence from previous years as examples.

- I) Registration
  - a) Held in the Berkley Community Center multi-purpose room on a date as assigned by the Board of Directors, or Online with Current PLAY AYF online Program.
  - b) Priority of sign up (during registration)
    - i) Football/Cheerleading
      - (1) Returning Players and siblings
      - (2) Berkley School District
      - (3) Coaches/Board member families
      - (4) Other districts – only if additional participants are needed
      - (5) First come, first serve
      - (6) Not open to member cities of the OMYFA except as allowed by league rules with proper release forms signed.
  - c) Materials
    - i) Current years' registration forms
    - ii) Current years' online supplements
  - d) Registration fees
    - Current years' registration fees apply
  - e) Payment Plans:
    - Based on individual needs - to be set up with treasurer
- II) Chain of Command
  - a) Board of Directors
    - i) President, Vice President, Secretary, Treasurer, Football GM, Cheer GM.
    - ii) General Manager/Cheerleading General Manager
      - (1) Head Coaches
        - (a) Assistant Coaches
          - (i) Kids
      - (2) Age Rule
        - (a) All Head Coaches must be 18 or older (league rule)
        - (b) Should be "mature" type person
          - (i) Avoid problems with parents, other coaches, etc...
    - iii) Other Managers (Equipment Manager and Team Representatives)
    - iv) Committee Chairpersons
      - (1) Committee Members
- III) Board Meetings
- IV) Rules
  - a) Training Sheet
  - b) Parents' Rules
  - c) Coaches Rules
  - d) Board Members Rules
- V) Duties and Job Description

VI) Cheerleading Maneuvers

- a) Tumbling, cartwheels, splits, etc. shall be allowed as long as sound judgment is used with regard to a child's skill and ability

VII) Berkley Steeler Family Appreciation Day and Homecoming

- a) Additional time will be allowed for parent appreciation prior to the start of each game

VIII) Funding and Fundraising

- a) Appropriations – Funds set aside for specific use
  - i) Illegal to misuse appropriated funds
  - ii) A trustee must be appointed
  - iii) Funds appropriated by passed motion of past Board of Directors:
    - (1) Helmet replacement fund (2005)
      - (a) \$1,000.00 to be set aside annually to provide for the replacement of helmets in the future, if funds are available.
    - (2) Cheerleading uniform fund (2005)
      - (a) \$500.00 to be set aside annually to provide for potential uniform orders, if funds are available.
      - (b) Do not have to be used in any given year – can accumulate

IX) Practice

- a) Time
  - i) Practice time shall be scheduled by the head coach to begin at a time agreeable to his/her schedule
  - ii) Weekday practices must take place between 5:30 pm and 8:30 pm, during the month of Aug and 5:30 and 7:30pm, once school starts.
  - iii) There shall be a maximum of 5 practices per week, 4 after first game
- b) Practice Requirements (Football)
  - i) Parents are required to contact their rep of any missed practices. Recorded absences, can result in limited game participation. Excessive absences or tardiness, as determined by the GM, will result in no participation of the game.
  - ii) Cheerleaders see cheer Code of Conduct.
  - iii) Football players must participate in at least six out of eight games in order to compete in the postseason. Cheerleaders must participate in at least six games to compete in Cheer Off.
  - iv) Players and cheerleaders must still attend games unless too ill to attend.

X) Equipment Pass-Out and Turn-In

- a) Place – players and cheerleaders will be notified of time and place.
- b) It is recommended that times are staggered for all squads
- c) Physicals – participants must get a physical exam by a licensed doctor  
**\*\*\* No physical dated before 4/15/20 will be accepted for the 2020 season.**
- d) Turn-In – check off items as they are turned in (Exhibit M)
  - i) This will help in maintaining inventory records
  - ii) Note general condition of items and record size/style of items discarded or in unusable condition.
    - (1) This is important for planning purchases for next year
  - iii) No activity deposit will be returned until all equipment has been returned to the Steelers organization.

- XI) Parents' Meeting (see agenda in season records)
  - a) Use the multi-purpose room at the Berkley Community Center
  - b) Mandatory participation
  - c) Discuss Sign up Genius
  - d) Head coaches must attend
- XII) Banquet
  - a) To be organized by the Activities committee / Treasurer / President

## BOARD MEETINGS POLICIES & PROCEDURES

1. Follow basic agenda outlined in bylaws – not too formal or informal
2. Only one person speaks at a time (the President shall maintain order)
3. Roll will be taken by Secretary
  - a. All votes will be taken by roll call
4. Minutes will be kept by the Secretary
5. Committee discussions should be kept at committee level whenever possible
6. Board will listen to reports from:
  - a. Secretary – briefly mention general topics discussed last meeting & decisions made, minutes will be distributed
  - b. Treasurer – written financial report will be distributed and explained by the Treasurer
  - c. Reports from committee heads
  - d. Any other person designated to carry out business on behalf of the Board of Directors
7. Topics – for general agenda
  - a. Old topics discussed and dismissed first
  - b. New topics will be presented and discussed
    - i. Any interested party
    - ii. From committee heads
    - iii. From board members
8. Board will make decisions regarding committee actions and other members
  - a. The President will assign tasks as necessary
9. Voting will be done on decisions
  - a. Decisions will be recorded by the Secretary
  - b. Vote will be taken by roll call
10. Meetings will not be adjourned until all reports have been heard and there is no more business to be discussed
11. The President will list topics to be placed on next meeting's agenda
12. Committee meetings may follow Board meetings
13. The meeting may be adjourned upon a motion made and seconded

## STEELERS BOARD MEMBERS' RULES

- I) Purpose of Board meetings:
  - a. To provide the opportunity to make necessary decisions to conduct the business of the organization.
  - b. To share information between board members, coaches, members, parents, the city, the OMYFA, and other entities.
  - c. To deal with problems as they come up.
- II) Attendance
  - a. Each board member is responsible for knowing the meeting dates.
  - b. All board members must attend all board meetings.
  - c. All board members must arrive promptly and stay until the meeting is properly adjourned.
  - d. Exceptions – it is recognized that exceptions must be made from time to time; however, these exceptions must NOT become the rule.
- III) League Meetings – OMYFA
  - a. Generally, at least three Steelers Board members will be appointed by the President to act as member representatives at the league meeting.
    - i. Generally, these people will be the President, Cheer and Football GM
  - b. Attendance – These appointees MUST attend every League meeting.
    - i. Each unit is given two votes.
    - ii. Each unit is fined \$25.00 for not having a representative present.
  - c. These appointees MUST report to the Board regarding information discussed at the League meeting
  - d. These appointees MUST see to it that our Secretary receives a copy of the League minutes, as they become available.
- IV) Board members must share all information regarding Steelers business that has come to their attention since the last Board meeting.
- V) Games
  - a. The President, Vice President, and the General Manager MUST attend each game if at all possible and be available to handle any problem that should arise.
    - i. If one of these people cannot attend, it is his/her responsibility to arrange for another board member to attend in his/her place.
    - ii. The General Manager is responsible for the game playing field activities.
    - iii. People on the field sidelines must be limited to only those necessary to conduct the game and who have field passes (this is mandated by the OMYFA)
  - b. The Treasurer must attend home games and is responsible for all money handled in connection with concessions and other fundraisers.
    - i. If the Treasurer cannot attend a home game, he/she must delegate his/her responsibilities to another Board member.
  - c. The President will be responsible for making arrangements for all home games including:
    - i. The field and field preparations
    - ii. The game medic

- iii. The game announcer
- iv. Any other arrangements deemed necessary by the Board
- v. The referees are hired at the league level and are a league responsibility. However, the home team must pay for the officials by the end of the final game of the day. It is best to write each a check. This provides for better accounting records.

VI) Uniform and Equipment orders

- a. The Football and Cheer General Manager or a person appointed by the Board or President shall be responsible for researching information pertaining to possible orders for uniforms or equipment.
- b. The decision to place orders shall remain at the Board level and shall follow adequate discussion and vote on the matter.
- c. The designated person shall place an order with such order being filled within no more than two months from the order date unless the Board agrees otherwise.
  - i. This is to better keep track of money and purchases. As more time elapses the greater the likelihood that money will be lost and orders may not be filled by our deadline dates.
- d. All orders or requests for service will have a purchase order filled out.
- e. Purchase orders must be filed with Secretary and Treasurer for all equipment, uniform, and supply purchases.
- f. Purchase orders are to be filled out by the equipment manager, concessions manager, or other authorized agent and approved by the Board before any orders or purchases are made.
- g. Purchase orders are to be reconciled with equipment and/or items received and any discrepancies are to be reported to the Executive Board immediately.
- h. All purchases, orders, and/or requests for service are to be made under the auspices of the Berkley Steelers Football Teams, Inc. and not by an individual of the Board or authorized agent. A Board member or authorized agent may only be designated as a contact person.
- i. All orders or payments will be made known to the President upon submission of order or remittance of payment.

VII) Purchases and Payments

- a. Whenever possible, orders should be billed directly to the Treasurer and payment should be made directly to the vendor.
- b. When the above is not possible, a designated Board member should make payment with a properly endorsed check made payable to the order of the vendor.
- c. Only when necessary shall the Treasurer be required to make payments of reimbursement directly to another Board member or other persons incurring the expenditure on behalf of the organization. In any case, proper documentation is required (receipts, order forms, etc.).
- d. All payments, request for payments, and proposed expenses are to be submitted to the President one day prior to the Board meeting to be placed on the agenda for consent by the Board.

- e. If the above procedure is not carried out, then the request or reimbursement will be carried over to the next Board meeting or Special meeting.
- f. Expenses less than \$250.00 may be authorized by the President or Vice President between meetings if the expenses are for just cause and must be presented to the Board at the next meeting immediately following the receipt of payment for requested expense.

VIII) Mail correspondences

- a. All mail for the Corporation (invoices, inquiries, corporate papers, etc.) will be mailed only to the Corporate P.O. Box (currently 725435) and will be accessed by the Treasurer or Secretary then distributed to the appropriate person.

IX) Coaching Staff

- a. It will be assumed, unless otherwise stated, that the coaching staff will remain the same as the previous year.
- b. Changes will be discussed and decided at a Board meeting.
  - i. Potential candidates will be requested to attend the Board meeting prior to voting on staff changes.
  - ii. The backgrounds of new candidates should be investigated before a decision can be made.
- c. The General Manager must distribute a copy of the league rules and by-laws to all coaches at the beginning of each new football season.
- d. A mandatory background check is required for all coaches/cheer parents.
- e. Concussion awareness certification must be completed by all board members. Certificates will be kept on record by the Berkley Steelers.
- f. Any board member may request an emergency meeting to discuss the movement or removal of a coach. The discussion must be voted on within 24 hours.

X) The Board members MUST abide by all rules set forth in the Berkley Steelers By-laws, rules, policy, and procedures previously established as well as the by-laws and rules established by the league. This includes a mandatory background investigation

XI) Registration Fees and Fundraisers

- a. All Steelers staff with children in the program are liable to pay registration fees and participate in fundraiser drives the same as any other parent.
- b. Registration fees may be waived for a family demonstrating economic need.
  - i. It is suggested that such need be verified by documentation or by an independent third party such as a caseworker.
  - ii. Such registration fees will be replaced by a requirement to sell an additional number of fundraiser units sufficient to generate the amount of fees waived.
    - 1. These units will not be considered in the family's fundraiser sales to earn sales prizes.
  - iii. The board will have the opportunity to allow or deny any registration for good cause and is not obligated to waive registration fees for anyone. These will be handled on a very limited basis.



# STEELERS TRAINING SHEET

The coaching staff is looking forward to this season as we welcome new cheerleaders and football players and welcome back returning ones. The Steelers have a tradition of TEAMWORK, HARD WORK and SPIRIT that evolves with parents' support and attendance into a winning tradition.

This sheet contains some training advice that we expect all of our Steelers to follow as closely as possible. We are always available before or after practice if parents have any questions. If you would like to help out at the games or with fundraisers, etc., we will be glad to direct you to a board member. This sheet is to be kept at home where you can see it each day.

1. GET PLENTY OF REST. An early bedtime is recommended, especially before a game.
2. EAT PROPERLY. Eat a good breakfast and lunch each day before practice. DO NOT EAT OR DRINK IMMEDIATELY BEFORE A PRACTICE OR GAME.
3. STAY AWAY FROM JUNK FOODS, SUGARS, ETC. Fresh fruit and juices along with a proper diet will give you the stamina to get in and stay in shape.
4. YOUR WORK AROUND YOUR HOME MUST ALWAYS BE DONE.
5. YOUR SCHOOL WORK COMES FIRST. Steelers must keep up their grades and attendance at school. Parents, please let us know if there is a problem.
6. ALWAYS ENCOURAGE AND HELP YOUR TEAMMATES. A good spirited team is fun to be on and hard to beat.
7. WORK HARD AND FAST DURING PRACTICE. You will play/cheer in a game the way that you practice. You owe it to yourself and your team to be the best you can be.
8. LISTEN TO YOUR COACHES. Directions must be followed, plays must be learned and organization is a must.
9. ASK QUESTIONS IF YOU ARE NOT SURE. Let's get it straight so we can all learn together
10. CONDUCT YOURSELF PROPERLY. A Steeler is always respectful and courteous to adults and all others. He/she is never cocky or belligerent. BE ON YOUR BEST BEHAVIOR WHEN WEARING YOUR TEAM COLORS.
11. YOU MUST ATTEND PRACTICE.
12. GET TO KNOW YOUR FELLOW STEELERS. You will learn football/cheerleading here, but you will also learn how to work together and accomplish goals. TEAMWORK IS THE KEY.
13. NO FOOD WILL BE ALLOWED DURING PRACTICES OR GAMES. Players shall provide their own water and/or Gatorade. Only clear liquids allowed on Hurley Field.

Conditioning is a major part of football, the better shape you are in, the better you can play the game. **All players should come to the 1<sup>st</sup> day of practice in shape and ready to play.**

This will make the first few practices more enjoyable and give the coaches more time to teach you. **Come to the first day of practice, being able to:**

- Run at least 1 mile, without walking
- do 2 sets of 20 or more pushups, and 2 sets of 30 or more sit ups
- run 6-8 40 yard sprints (10-15 second break between sprints)
- run 6-8 backwards twenty yard sprints

- bear crawl 5-8 times for 20 yards on hands and feet only - knees can not touch the ground

**Pre-Season Conditioning - START CONDITIONING NOW**, the better shape you get in the better you will feel. **At the very latest you must start conditioning no later than July 1<sup>st</sup>**, or you will have a real rough time the first week of practice! Use a Conditioning Journal, write down the date, what you did, and how much time it took, this shows how much you can improve in such a short time.

**Jogging** - 5-7 times a week, start out jogging as far as you can (minimum ¼ mile), keep increasing speed and distance until you can jog 1 mile. Remember to time yourself and log it try beating your best time each day.

**Jump Rope:** jump rope at least 4 time a week, try to jump as long as you can without stopping for a break, try to beat the length of time each day. Make a game out of seeing how many consecutive jumps in a row you can make without being stopped by messing up and stopping the rope, see if you can make it to 500 or more...

**Push Ups & Sit Ups** - extremely important to use proper techniques. Pushups - hands should be a little wider than your shoulders and lined up underneath your shoulders, keep back straight, don't let knees touch ground, go all the way down to the ground (chest) and back up each time. Sit ups- have knees slightly bent, lock fingers behind hear/neck, go all the way down so your head hits the ground each time, and all the way back up so elbows touch knees. Do these two times a day, once in the morning and once in the evening, do 1 set pushups, 1 set sit ups, 1 set pushups, 1 set sit ups. Start by doing as many as you can ( if you can't do 20 pushups, do as many as you can, then put your knees on the ground and try to do 20 that way). Keep increasing the number you do by 1-2 per week, keep doing it and see how many you can do, the more you can do the better.

**Sprints, Backwards Running, Bear Crawls** - do these at least once per day, twice is even better, the more you do these, the faster you will become plus you will gain agility and be able to play football better. Start off doing as many as you can, but do at least 2 of each - 2 forward sprints running as fast as you can, 2 backwards sprints going as fast as you can, and 2 bear crawls going as fast as you can ( on hands and feet only, running like a bear - do not let your knees touch the ground!). Increase the number you do of each by 2 per week, see if you can get up to doing 10 or more of each drill.

**Equipment:** The Berkley Steelers Football Teams will supply you with most of your football equipment: helmet, first mouth guard, shoulder pads, girdles, thigh and knee pads, practice football pants, and game jersey & pants. Following is a list of what you need to supply yourself:

- Football Cleats, molded and/or screw on cleats
- Cup - every player must wear a cup to every practice, even the first three days when there is no contact
- Any additional mouth guards (must have attachment for helmet)
- Any other non- specified padding
- Black undergarment

## STEELERS PARENTS' RULES

1. SUPPORT your child. They work very hard to prepare for the season. Come to the games and see all their hard work pay off...They need to know that you care.
2. ALL registration money, birth certificate copies, pictures, and physical forms must be turned in as required. If any or all of the above are not turned in on time, your child will **not** be allowed to participate.
3. Uniforms must be worn on game day only! The uniforms cannot be worn for practice, school, free time, or other social events unless instructed otherwise. If the uniform is damaged outside of game day (or any other day authorized by the Steelers Board) the cost of the uniform will be your responsibility.
4. Uniforms must be cleaned for game day. **DO NOT USE BLEACH** to clean the uniforms...it changes the colors drastically! If any uniform has been damaged by bleaching, you will be responsible for the cost of the uniform. Please use the washing instructions provided.
5. Make sure your child has transportation to and from practices as well games. Please be advised that our coaching staff is for coaching and not a baby-sitting and/or chauffeur service. Coaches are instructed not to transport children.
6. Be sure that your child knows what to do if a practice or game has to end early. **Alternate arrangements for transportation must be available.**
7. There will be no food allowed during practice or game. We urge all parents to cooperate.
8. If there is a problem that needs to be addressed regarding coaching, rules, safety, or even suggestions or questions, please direct these comments to your child's team rep only. If the rep is not present at the field, the questions may be directed to the General Manager or any other Board Member.
9. Your child's schoolwork comes first and if there are impending, academic problems please let your child's coach be aware of them by sending a note to him/her, or contact your team rep.
10. Please notify coaches or team reps if there are **any physical problems** that your child may have. Please do not embarrass your child by not making us aware of potential problems.
11. **Participate in Steeler activities.** We need volunteers on a continuous basis throughout the year. We value your opinions and your ideas. Please share them with us. The activity deposit will not be refunded unless all volunteer hours are fulfilled.
12. There will be **NO REFUNDS** of registration fees after the second week of practice.
13. Parents remember that **football practice and games will occur in all weather conditions unless a hazardous condition exists.**
14. All playbooks, plays and coaching materials are property of the Berkley Steelers. Any unauthorized use of this material will result in disciplinary measures. It must be surrendered upon leaving the program.
15. Violation of any rules and/or policies contained herein may result in immediate dismissal from the program upon executive board review. Refunds will not be given if removed from program.
16. Appeals of dismissal may be brought to the Steelers Board of Directors at the next regularly scheduled meeting. Decisions of the BOD are final.
17. Parents must return equipment and uniforms (except Jerseys) or will be responsible for replacement cost.

# STEELERS COACHES' RULES

1. Be familiar with and abide by all rules provided by the Board including:
  - a. Coaches Rules (max of 6 coaches and 1 spotter allowed on field during games)
  - b. Steelers Parents' Rules
  - c. Steelers Training Sheet
  - d. OMYFA bylaws, rules and philosophies
  - e. All training materials distributed to you
  - f. Steelers bylaws
  - g. Registration information
2. All policies and procedures contained herein must be abided by. All rules ratified By OMYFA must be adhered to unless our policy and procedures are more restrictive. All rules not contained in OMYFA League rules or Berkley Steelers Policy and Procedure Manual revert to the rules of MHSAA. All rules not contained in the Berkley Steelers Policy and Procedure Manual, OMYFA League Rulebook or MHSAA Rulebook reverts to NFHS rules.
3. No smoking or drinking on the practice or game playing fields. There is no smoking permitted on school property.
4. No swearing at or around any children. In general, you must present yourself as a desirable role model to young children. Any action of verbal or physical abuse will be dealt with immediately by the Football GM, President or Vice President. Pushing a kid to work hard is ok, but verbal demeaning of his ability WILL NOT be tolerated. The goal is to teach you sports.
5. Direct all problems or potential problems with kids or parents to your team representative or General Manager.
6. Be on time to all practices and games. If for any reason you cannot be available on time please make appropriate arrangements with other coaches ahead of time.
7. Make your current phone number, email and address available to the Board of Directors at all times throughout the year. It is your responsibility to notify the Board of any changes. If you cannot be reached during the year, the Board must consider finding a replacement.
8. Come to any meeting as requested by the Board of Directors.
9. Show your support for the Steelers organization throughout the year. Help out at various events.
10. Practice:
  - a. Football/Cheerleading practices may be cancelled at the discretion of the Board of Directors and depending on weather conditions.
  - b. Regardless of weather conditions, OMYFA League rules will apply.
  - c. Football practices shall not continue past 7:30 pm on school days (8:30 during the month of August) and shall not be more than 3 hours in length. There shall be a maximum of 5 practices per week.
  - d. Coaches may schedule "scull sessions" in place of regular practice. However, the coach must notify the Board as well as all the team parents at least one day ahead if such sessions will take place somewhere other than the normal practice field. Parents must be notified in writing of time and location change. Arrangements must be made ahead of time if the community center will be needed.
  - e. Head coaches are responsible for their assistant coaches and must answer to the General Manager.
11. A current background check is required for all coaches during the season. A file will be kept on record by the Berkley Steelers Board.
12. Concussion awareness certification must be completed by all coaches. Certificates will be kept on record by the Berkley Steelers.

## BERKLEY STEELERS DUTIES & "JOB" DESCRIPTIONS

### PRESIDENT:

The President is the chief executive officer of the Corporation and must preside over all meetings of the Board of Directors and Voting Members. The President has general supervision over all business activities of the Corporation and is responsible for the effectuation of all policies stated by the Board of Directors and all orders and resolutions pursuant thereof. The President will be the Resident Agent of the Corporation. The President appoints the members of all standing committees and shall be an ex-officio member thereof. The President has the power to appoint or remove from office the Vice President. President will fill in "in the interim" for any unfilled board position.

### VICE PRESIDENT:

The Vice President must perform the duties of the President in the absence of the President. The Vice President must also perform any duties assigned to him/her by the President or by the Board of Directors.

### TREASURER:

The Treasurer is the chairperson of the financial committee and is responsible for the proper maintenance of all financial records of the Corporation. The treasurer is responsible for all corporate funds, keeping full and accurate account of all monetary transactions, financial records, receipts and disbursements of the Corporation and must see to it that all monies of the Corporation are deposited in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as authorized by the Board of Directors at the regular meetings, taking proper vouchers for the same and must render them to the Board of Directors at the regular meetings, and whenever requested to do so by the Corporation. The Treasurer must keep full and accurate account of the financial condition of the Corporation at all times and must make that information available to the Board of Directors on demand at any meeting of the Board of Directors.

### SECRETARY:

The Secretary must preserve in the books of the Corporation the true and accurate minutes of the proceedings of all the Board of Directors meetings and of the Annual Meeting of Voting Members. The Secretary must maintain a complete roster of all members (voting and non-voting) in good standing, together with their phone numbers, addresses as they appear on the registration. The Secretary will keep full and accurate records of the roster of football and cheerleading participants as required by the OMYFA or any other league or organization that the Corporation may join in the future. The Secretary will be responsible for all incoming corporate mail (i.e. invoices, corporate papers, etc.) and proper disbursement of such incoming corporate mail. The Secretary must in general perform all duties incident to the office of Secretary and such other duties assigned to him/her by the President or by the Board of Directors.

**FOOTBALL GENERAL MANAGER:**

The General Manager represents the Board of Directors at the football games and at the practice fields. The Football GM is responsible for assisting in the purchasing and budgeting of Football related gear and uniforms. The General Manager oversees the football coaches and the teams. The General Manager is the bridge between the football coaches and the Board of Directors. Assistant GM may be placed into position to assist only when the GM is not available.

**CHEERLEADING GENERAL MANAGER:**

The Cheerleading General Manager oversees all cheerleading coaches and cheerleading activities. The Cheerleading GM is responsible for assisting in purchasing, budgeting Cheer uniforms. The Cheerleading General Manager is the bridge between the cheer coaches and the Board of Directors. Assistant GM may be placed into position to assist only when the GM is not available.

**TEAM REPRESENTATIVES:**

The team reps bridge the gap between the participants and parents and the Board of Directors. The reps receive fundraiser monies collected by each participant and shall submit them to the Treasurer. They maintain current rosters and inform the Board of Directors of any changes in the roster information including names, addresses, phone numbers, uniforms, and equipment assigned to the participants. The reps relay information between the Board of Directors and the participants and parents.

**EQUIPMENT MANAGER:**

The equipment manager must be at the practice field every day to provide equipment that may be needed incidentally by the football teams. The equipment manager must also be at the games with extra equipment that may incidentally be needed. The equipment manager must also keep an accurate inventory of all equipment.

**CONCESSIONS MANAGER:**

The concessions manager has the responsibility of stocking inventory, storage of all items for sale and equipment used in conjunction with the concession stand. The concession manager also oversees activities at the concession stand during the games.

**ACTIVITIES COORDINATOR:**

The activities coordinator oversees all advertising of events and coordinates all volunteer workers with the jobs that need to be performed during such activities, including home games.

**FUNDRAISING COORDINATOR:**

The fundraising coordinator oversees all fundraisers and coordinates all volunteers for the events.

# RECORD KEEPING Policies and Procedures

- I) REGISTRATION FORMS
  - a. Must be kept on file
  - b. Must include parent/guardian signatures
    - i. For permission to participate
    - ii. For permission for physicals
  - c. Serves as a contract between parents and the Steelers
- II) ROSTERS
  - a. Must include name, address, phone numbers, D-O-B, parents names
    - i. Football – must include additional information as requested by the OMYFA and in a format specified by the OMYFA.
    - ii. Cheerleading
    - iii. Coaches
- III) INVENTORY – equipment and concessions
  - a. Keep records of all equipment and uniforms by type and sizes
    - i. As uniforms/equipment are discarded, size/style should be noted so that they may be replaced
    - ii. This will help to eliminate the need for an annual physical inventory
  - b. Keep records of location of all equipment and supplies
  - c. Records should be reconciled to financial records by the end of the season
  - d. Purchase order forms will be utilized
    - i. Authorized by a member of the Executive Board other than the person requesting and purchasing the items
    - ii. One copy should go to the treasurer to be compared to the invoice before being paid
    - iii. One copy will be provided to the Secretary for permanent record
  - e. Close tabs should be kept on supplies and equipment
    - i. These are extremely costly items (especially tape!) and considerable savings can be maintained if kept in check
    - ii. Too often supplies are purchased only because supplies in storage or in someone's possession are overlooked.
    - iii. Some of these items are perishable and will be wasted
    - iv. Storage of excess supplies is a problem
- V) MONETARY PROCEDURES
  - f. All cash is to be counted by 2 separate people, individually at the time of collection.
    - i. Gate will be counted by person working the gate and Treasurer or other assigned Board Member
    - ii. Concession sales will be counted by concession manager or concession supervisor and by Treasurer or other assigned Board member

- iii. Store sales will be counted by Store Manager and Treasurer or other assigned Board member
    - iv. 50/50 monies will be counted by person working the raffle and by Treasurer or other assigned Board member
  - g. All cash drops will be counted by Treasurer and President before being deposited
  - h. All cash counted, as stated above, will be signed and verified on a cash collection slip by persons counting the monies
    - i. Copies of the collection slips will be given to the Secretary for permanent record
- IV) GENERAL BOOKS
  - a. Cash receipts spreadsheet
    - i. Detailing each individual items of money received and from whom
  - b. Cash disbursements spreadsheet
    - i. Detailing check register – to whom and for what
  - c. Inventories – assets: equipment, uniforms, supplies, sales merchandise
    - i. Purchase receipts should be maintained with permanent records
  - d. Bank reconciliations
  - e. Trial Balance Worksheet
  - f. Original “receipts” should be maintained for all disbursements of money
  - g. Check book – requires two (2) signatures for endorsement
- V) FINANCIAL STATEMENTS
  - a. Balance Sheet
  - b. Income Statement
  - c. Annual Budget
- VI) TAX RETURNS – tax-exempt organization recognized by the IRS
  - a. Annual federal return – Form 990 or 990EZ
    - i. Be aware of the appropriate forms that must be filed – they differ based on amount of total revenues
    - ii. Be familiar with the basic rules
    - iii. Due March 15 for the prior year ended December 15
  - b. Michigan Annual Report due October 1
  - c. Michigan Sales and Use Returns
    - i. Sales tax on items sold (food and beverage – Vegas Night)
  - d. All tax returns/reports should be kept on file indefinitely
  - e. Annual Federal Return – Form 1096/W-2G
    - i. For all gambling winnings of more than \$600 paid to one person/entity
      - 1. Back up withholding tax of 20% must be withheld and paid with Form 941 if the amount of winnings per person is \$1,200.00 or more



# MONTHLY PROCEDURE CHECKLIST

## JANUARY

- Board meeting – verify dates for the coming year
- Discuss Winterfest participation/donation
- Establish general agenda for the new year
- Review Steeler Rules and Procedures
- Review OMYFA rules for change proposals
- Review bylaws
- Take inventory of equipment and uniforms
- File tax returns

## FEBRUARY

- Board meeting
- Place orders for new uniforms and equipment – if necessary
- Confirm registration dates
- Fundraiser activity?
- Review Coaches applications

## MARCH

- Board meeting
- Discuss Berkley Days participation
- Set Schedule for Games

## APRIL

- Board meeting
  - Registration, Equipment/Uniform needs, Coaching staff
- Submit application for raffle license
- Order equipment as necessary
- Confirm game schedule and request Hurley Field

## MAY

- Board meeting
- Scheduling Hurley Field
- Registration
- Jersey Fitting

## JUNE

- Board meeting
- Order raffle tickets
- Parent Meeting

## JULY

- Board/Coaches Meeting
- Ensure all equipment is in for start of season or status of outstanding order
- Contact photographer to set date for team photos
- Mandatory parent meeting at the Community Center
- Roster Turn in to OMYFA

**AUGUST**

- Board meeting
- Equipment Pass-Out
- Practice starts
- Distribute rosters and attendance sheet to coaches
- Prepare “staff” badges for coaches, medic, and Board members
- Coordinate concession inventory

**SEPTEMBER**

- Board meeting
- Notify coaches of any roster changes
- Homecoming and pep rally

**OCTOBER**

- Board meeting
- File Michigan Annual Report
- Advertise for nominees to the Board of Directors
- Notify “voting members” about election for new Board (must be notified in writing at least 7 days before)
- Order trophies, patches and cheer pins for Banquet
- Confirm menu and details of banquet
- Hand out Banquet slips before last game
- Playoffs

**NOVEMBER**

- Board Meeting
- League Super Bowl
- Cheer Off
- Banquet
- Establish committee for Christmas parade float
- Annual meeting of Voting Members – elections (may be at Banquet)
- P.O. Box renewal payment due

**DECEMBER**

- Board meeting with old and new members
- Review season and parent surveys
- Establish cost of new uniforms and equipment to prepare next year’s budget
- Send football helmets in for reconditioning and inspection every 2 years
- Prepare annual calendar and submit room request to Community Center for approval
- The Secretary shall obtain the addresses and phone numbers of the new Board and populate a list for distribution at the next meeting

# WEATHER POLICIES

Football/Cheerleading **practice shall be cancelled** and coaches will be instructed to send all children home immediately upon notification that the following conditions have been placed in effect for our community.

- **A TORNADO WATCH**
- **A TORNADO WARNING**
- **A SEVERE THUNDERSTORM WARNING**
- **VISIBLE LIGHTNING**
- **AUDIBLE THUNDER**
- **AS STATED IN OMYFA/MHSAA GUIDELINES**

If the weather bureau has issued any of these weather alerts or lightning has just been sighted in our area please **do not** send your child to football practice. If the alert occurs after practice has started expect your child to come home early.

Parents, you must realize that the coaches and other people at the field will not know when these conditions are in effect unless they are clearly visible. It is the **responsibility of every parent** to notify personnel at the field when a weather alert has been issued. Coaches **must** respond to notification by anyone.

In the event that a severe thunderstorm **watch** is in effect, practice will continue as usual.

## Parents:

Because it is impossible to foresee hazardous weather conditions and because other situations may arise that may require early dismissal of practice, please review with your child the procedure that he/she must follow if practice should end early.

**If parents have any disagreements with coaches over this matter please notify your team representative (or any Board member) immediately.**

Exhibit - A



## **Berkley Steelers Football**

**To Whom It May Concern:**

**Please allow us to introduce ourselves. The Berkley Steelers Football Teams Inc. is a non-profit, volunteer-based youth football organization, which has been in existence for 35 years. Our efforts go toward teaching children (ages 6-13) enrolled in our program the fundamentals of football and cheerleading. We believe that getting the children involved in athletics at an early age will give them a good foundation for staying fit and active for years to come.**

**The volunteer parents work very hard to make this a fun and enjoyable experience for these children. However, as a non-profit organization, our funds are very limited and we would certainly appreciate any help that you could provide (donations made to the Berkley Steelers Football Teams Inc. are tax deductible.)**

**Your contribution will be put towards the costs of a successful season such as a banquet, trophies, uniforms, and equipment.**

**We greatly appreciate your time, effort, and contributions toward making this goal into a well-deserved reality for our organization.**

**If you have any questions or concerns regarding your donation, please don't hesitate to contact us.**

**Thank you.**

**Sincerely,**

**The Berkley Steelers Football Teams Inc.  
Tax ID 38-2701300**

**P.O. Box 725435, Berkley, Michigan 48072**

Exhibit - B



## **Berkley Steelers Football**

**To Whom It May Concern:**

**The Berkley Steelers Football Teams Inc. would like to thank you for your generous donation. As a non-profit, charitable organization, committed to providing the youth of our community with constructive recreational opportunities, donations like yours and the efforts of you volunteering, allow us to achieve our goals.**

**Please accept our sincerest gratitude and thanks.**

**Sincerely,**

**The Berkley Steelers Football Teams Inc.**