



Bylaws

Brighton Bulldogs Football and Cheer

November 2025

Brighton Bulldogs Football and Cheer BYLAWS

Established 2003 (amendment dates: 11/2006, 10/26/2009, 11/12/2011, 11/2/2012, 01/13/2014, 11/08/2015, 12/08/2024, 2/12/2025, 3/03/2025, 11/16/25, 11/17/25)

Brighton Bulldogs Football and Cheer (BBFC) is a nonprofit corporation organized under the laws of the State of Michigan and is not affiliated with Brighton Area Schools.

Article I: Title

The name by which this corporation will be known is Brighton Bulldogs Football and Cheer.

Article II: Office

The principal office will be located at the residence of the Treasurer or President. Office may also be located at the residence of either, Vice President of Football or Vice President of Cheer.

Article III: Purpose

1. To promote citizenship, sportsmanship, fellowship and physical development among the boys and girls of the Brighton area, regardless of race, creed or national origin.
2. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. To sponsor and promote organized football teams and cheerleading eligible to participate in the Kensington Valley Youth Football Conference (KVYFC) and the Livingston County Area of Cheer Commissioners (LCACC), or any similar league which the organization may choose to participate in. Including all related Cheer Competitions and Camps.
4. To purchase and own athletic equipment necessary to the sponsorship of football and cheerleading for BBFC.
5. To provide equal competitive standards with emphasis on the safeguards of the physical and emotional health and welfare of each child involved, while maintaining the fundamental nature of the sport.

Article IV: Participation and Eligibility

1. Players and cheerleaders will be placed on teams based on the Kensington Valley Youth Football Conference and LCACC General Rules or the rules of the league in

which the organization chooses to participate.

2. Player eligibility and placement will be in accordance with the KVFYFC and LCACC, or the rules of the league in which the organization chooses to participate, and MHSAA rules and regulations.
3. Participation is open to all children in the Brighton area who meet eligibility requirements, subject to the roster limit, returning players, special circumstances, and lottery.
4. Football teams shall consist of no more than twenty-eight (28) players at a given time unless returning players exceed that number and cheer teams shall operate in accordance with LCACC rules. Any special exemptions must be completed at the league level with a majority vote at the league level. Under special circumstances, the Board may increase team size with a majority vote. All returning athletes will be rostered in the color they were in previously.
5. Previous year participants, who meet all eligibility requirements, shall be accepted. Upon the completion of 8th grade, and entering high school, the participant is deemed "ineligible" to participate within BBFC and affiliated with the same color in designated program(s).
6. Eligibility requirements shall be determined by the BBFC Executive Committee.
7. The BBFC Executive Committee reserves the right to deem any participant as ineligible if, after reasonable accommodations are made or considered, the participant's continued participation in BBFC would change the fundamental nature of the sport, affect their own personal safety or deter from other athlete(s)' experiences or personal safety.
8. Participant attendance and participation at practices, games and competitions is critical for the safety of all BBFC athletes. The Executive Committee reserves the right to deem any participant as ineligible for violating the BBFC Attendance Policy, for previous, current, and/or future seasons.
9. The Executive Committee may deem a participant as ineligible before, during or after the KVFYFC and/or LCACC season. At the discretion of the Executive Committee, participant eligibility may be reviewed annually.
10. The Executive Committee reserves the right to deem any participant as ineligible if the parent or guardian violates the BBFC Parent Code of Conduct.

Article V: Membership

1. Any parent or legal guardian of a child participating in the BBFC program will be considered a member in good standing if they are not under suspension by BBFC and after all participation fees have been paid.

2. Once they become a member in good standing, any family, regardless of the number of athletes in the program, shall have **one vote per family** in any election or other matter requiring membership votes.
3. The Board of Directors, by a majority vote, may suspend or expel any member, participant, or volunteer upon evidence of violation of the BYLAWS, public laws, code of conduct, league rules, BBFC rules, or any regulations or practices of the organization.
4. By annually electing a Board of Directors, the members delegate the responsibility of the operation of this league to this Board.
5. Head Coaches who are not already members in good standing are given membership in good standing status by the Board of Directors upon their appointment as head coaches.
6. Members' children shall be placed on teams by grade rather than age under these tiers; first and second grade Instructional; third and fourth grade Freshman, fifth and sixth grade Junior Varsity; and seventh and eighth grade Varsity in accordance with the KVFYFC, or according to the rules of the league in which the organization chooses to participate.
7. Each member family is required to volunteer to fulfill their obligation to work home games as specified in the Dog Duty policy as issued at the beginning of the season. Full explanation of Dog Duty and Policy is provided on the BBFC Website.
8. The Executive Board will compile and maintain a roster of members in good standing. The Executive Board will also maintain all information included on the registration form.
9. No member or members shall in any manner, individually or collectively, be liable for any act or omission of this organization, nor for any loss, damage or injury of whatsoever kind or nature suffered by, or occurring to, any other member or to any other person, concern or body.
10. Discipline and suspension is not limited to Coaches and Board Members. Any member, player, cheerleader or other individual associated with BBFC, as determined by the Board, that behaves in a manner detrimental to the purposes of BBFC shall also be subject to the procedure as outlined above. Players and cheerleaders suspended from school will automatically be suspended from all participation in BBFC activities for the duration of their school suspension.
11. Brighton Bulldogs Football and Cheer Participant Code of Conduct:
 - a. Any member of BBFC, including players, cheerleaders, all coaches, team moms, and volunteers, who is ejected/removed from a game due to unsportsmanlike conduct, or for any other reason, will be evaluated by the Executive Board.

- b. Players or cheerleaders may be ejected from the program for such actions at the discretion of the BBFC Executive Board.
- c. Player/Cheerleader Code of Conduct:
 - 1. All players/cheerleaders will follow all rules established by BBFC.
 - 2. Players/cheerleaders must listen to and follow the directions of all coaches.
 - 3. Players/cheerleaders are not to be disruptive during practices and games. Safety at all times.
 - 4. All players/cheerleaders will treat all Brighton School's property, and the property of any other school we visit, with respect.
 - 5. Cheering for your teammates is great. No unsportsmanlike yelling, booing, or teasing is allowed.
 - 6. Win or Lose, players/cheerleaders must shake hands with their opponents.
 - 7. No player/cheerleader is to be under the influence of drugs or alcohol at any time.
 - 8. Players/cheerleaders must respect all referees and their decisions.

d. BBFC Bullying Policy

1. Policy Statement and Purpose

BBFC is committed to providing a safe, supportive environment free from bullying or harassment. All members and athletes must refrain from such conduct. Any confirmed incident will be addressed immediately and may result in disciplinary action, up to and including suspension or removal from the program.

2. Definition of Bullying

Bullying is any intentional written, verbal, or physical act, or electronic communication, that is likely to cause harm, substantial emotional distress, or disruption in another individual or the BBFC program itself.

Examples: Bullying can include verbal abuse, physical intimidation, social exclusion, threats, and the use of electronic communication (cyberbullying) to harm others. This includes behaviors like teasing, name-calling, spreading rumors, or making intimidating threats.

3. Reporting and Investigation

Reporting: Any member or athlete who is bullied or witnesses bullying is expected to report the incident immediately to their Head Coach, Color Commissioner, and/or Executive Board Member. Any report given to a

head coach or color commissioner is required to be communicated to the Executive Board.

Investigation: All reports will be investigated promptly, thoroughly, and confidentially. The investigation process will adhere to established procedures within BBFC bylaws and may involve interviewing witnesses and reviewing evidence.

4. Consequences for Bullying

Members or athletes who engage in bullying are in violation of this policy and will be subject to disciplinary action, up to and including suspension or removal from BBFC. Consequences will be determined based on the nature, severity of the incident, and circumstances of the act.

The BBFC Executive Board will review each reported case of bullying and determine consequences accordingly.

5. Protection from Retaliation

Prohibition: BBFC strictly prohibits retaliation or reprisal against any person who reports bullying, cyberbullying, or hazing incidents in good faith.

Consequences for retaliation: Any individual who retaliates against a person for reporting bullying may face disciplinary action, including suspension or removal from BBFC, at the discretion of the Executive Board.

12. BBFC is a community youth sports program, not affiliated with its local school district, that welcomes athletes of all abilities and backgrounds.

- a. Coaches are encouraged to be creative in accommodating any athletes with disabilities.
- b. Accommodations must be reasonable and attainable and shall not require changing the fundamental nature of the sport or deter from other athlete(s)' experiences or personal safety.
- c. All athletes are expected to follow the participation and attendance code of conduct for BBFC to maintain eligibility.
- d. Pursuant to ARTICLE IV Paragraphs 6,7,8 and 9, the BBFC Executive Committee reserves the right to deem an athlete as ineligible before, during or after the KVFYFC and/or LCACC season if, after reasonable and attainable accommodations have been made, their continued participation would affect their own personal safety or deter from other athlete(s)' experiences or personal safety.

13. IRON MAN AWARDS

Iron Man award will be presented to those individuals that have played/cheered at least (1) year at the Instructional Level and every year that is available to them through the

8th grade. For Example, Instructional (1st and/or 2nd Grade) and every year of Freshman, J.V. and Varsity (3rd through 8th Grade). This is to include both Football and Cheer members. These honorees will be given a Replica Jersey and Award. All will be recognized at the Varsity Banquet.

Article VI: Special Meetings of the Membership

1. A special meeting of members may be called any time by the President or Executive Board, or a majority of the Board of Directors, of at least twenty five percent (25%) of the members in good standing.
2. Should it at some time be deemed necessary by the Board of Directors to call a special meeting of the general membership without notice given, that notice will be waived by a simple majority of the general membership present at the meeting prior to the call to order of said meeting.

Article VII: Election of Directors

1. The Board of Directors shall be filled by vote of the membership. General Membership will select three (3) individuals from each color division for Football Operations, and three (3) "At Large" positions. General Membership will select two (2) individuals from each color division for Cheer Operations, and three (3) "At Large" positions. Selected members of their respective color division will serve a 3-year term. "At Large" members will serve a 1-year term. Additionally, general membership will select one (1) individual from Instructional Level Football and one (1) individual Instructional Level Cheer to each serve a 1-year term. The Instructional Level Board members must have an Instructional Level athlete in the program the previous season who will still participate at the Instructional Level the upcoming season. In the event of a tie, the VP of the respective sport will make the final decision.
2. If the membership fails to elect a member to represent a color division of football or cheer, the unfilled seat shall be considered vacant and shall be filled by the Board as defined in Article XII, Section 3. If the membership fails to elect a member to represent a color division of football or cheer at a special meeting called in accordance with Article VII, Section 1, the unfilled seat shall be considered vacant and shall be filled by the Board as defined in Article XII, Section 3.
3. Officers of the Board are elected to a 3-year term. After this time period they may serve in other roles on the Board. Former Officers can be re-elected as Officers only after they have served in a role other than Officer for two (2) consecutive years. In the event there is a vacancy for an officer's position, a current Executive Board officer may continue to serve pending Board approval.
4. Members must be deemed eligible to serve on the Board of Directors. Eligible means that the member must be in good standing at the time of nominations and election. For members not represented by a color division, the candidate may run for

the “At Large” position. Any person seeking a seat on the Board of Directors must be nominated by another member in good standing and seconded by an additional member in good standing.

5. During the regularly scheduled Board of Directors meeting, or during a special meeting called, the current Board will nominate members in good standing as a slate of nominees to be listed on the ballot for the next Board of Directors. These nominations will not be given notated preference on the Election Ballot over candidates who are nominated by any other organization member in good standing.
6. The slate of nominees for the Board of Directors will be provided to the membership by the Secretary.
7. All interested candidates must complete and submit their commitment to the current BBFC Secretary at least three (3) days prior to being added to the Election Ballot.
8. The secretary shall record the names of all Board of Director nominees.
9. The President will conduct the election of the new Board of Directors by ballot of choice. After the ballots have been cast, the President will appoint three members to count the ballots and inform the President of the results of the election. The President, in turn, will announce the results to the general membership.

Article VIII: Appointment of Football and Cheer Coaches

1. Board Responsibilities

The Board recognizes that coaches are vital to the existence of BBFC; however, coaching in BBFC is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in BBFC will have an opportunity to mold the impressions of the young participants, which is a responsibility to be taken very seriously. Because of the importance of coaching positions, the Board has an obligation to the membership and the participants to screen carefully individuals applying for positions as coaches.

2. No returning coach may be removed without just cause for dismissal. If just cause is found, the Board upon majority vote, can choose to either not reappoint a returning coach or to remove a seated coach.
3. Persons interested in applying for the role of Head Coach will submit a Coaching Application to the Vice President of Football or Cheer, respectively. Coaching applications are available on the BBFC website.
4. The Board will make all head coaching selections at its discretion and will approve selections by a Board vote. The Board will take into consideration the following items when making selections:
 - a. Previous coaching experience with BBFC.

- b. Prior coaching experience in related activities (football or cheerleading).
 - c. Football or cheerleading background/experience.
 - d. Coaching certifications.
 - e. References.
 - f. Background check results.
 - g. Parent conduct in BBFC.
 - h. Coaching surveys for returning coaches.
5. Non-Members can apply for coaching positions.
 6. The Vice President of Football and the Vice President of Cheer will convene a Coaching Advisory Committee that will consist of the Vice Presidents and appropriate team color representation board members as chosen by the Vice Presidents each calendar year.

Coaching Advisory Committees will review coaching applications and conduct interviews of candidates as the committees see fit. These committees shall review all Year-End Coaching Surveys. Coaching surveys should not be shared publicly, other than within the committee and the applicable coaching applicant.
 7. The Coach Advisory Committee will present its decisions to the Board of Directors. Coaches will be seated after receiving a majority of votes from the Board.
 8. For Football, the appointed Head Coach is expected to select his/her assistant coaches. For Cheer, the Head Coach is expected to work with the Vice President of Cheer to interview and select/interview his/her Assistant Coaches.
 9. All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the Vice President and will be kept confidential, except where a report to legal authorities is deemed necessary. The Vice President will only indicate a status of "acceptable" or "unacceptable" when reporting the results to the Board for coaching selections. No one with a felony conviction, any sex crime, or child abuse, shall be allowed to coach.

Article IX: Coaching Responsibilities

1. A Head Coach shall direct the activities of his/her team as long as those activities do not violate any legal codes, BBFC bylaws or codes of conduct, or violate directives from the Health & Safety Director.
2. The Football Head Coach will identify one individual who will be named as the

Designated Assistant Coach who has the authority to direct the activities of the team in the absence of the Head Coach. This individual will be evaluated the same as a Head Coach as outlined in Article VIII.

3. The Head Coach may at his/her discretion appoint up to six (6) assistant coaches but must abide by KVYFC bylaws, or the rules of the league in which the organization chooses to participate, as to how many may be on the sideline during a game.
4. All Head Coaches will be required to provide a current roster with jersey numbers at every game.
5. The Head Coach is responsible for organizing practice sessions within the scheduling guidelines provided by BBFC.
6. Head Coaches are responsible for educating assistant coaches, players and parents/guardians of all applicable rules, bylaws and codes of conduct.
7. Head Coaches are responsible for team communications.
8. Head Coaches are responsible for keeping detailed attendance records, including keeping a record of late arrivals and early releases, for all practices, games and competitions. They are also responsible for keeping track of plays to make sure they meet the league minimum of six plays per athlete per half (includes regular and post-season).

Article X: Coaching Conduct and Disciplinary Procedures

1. Any coach of BBFC shall display good moral character and shall in no way use profane language, alcohol, tobacco and vaping during practices or games in which they are participating.
2. Head coaches and the BBFC Executive Board will be held responsible for the conduct of all assistant coaches and players for his/her team. Parent conduct during games will be the responsibility of the commissioner for each respective color.
3. Coaches may never degrade a child personally. They must always critique in a positive way.
4. A Coach will not show disrespect to a parent of a participating child, even when a parent has been disrespectful toward a coach.
5. Head Coaches will be expected to handle all parent/player issues on their team. All unresolved complaints shall be elevated to the respective VP of their sport.
6. Profanity and arguing with any game official is not allowed. This does not mean that a Coach cannot disagree with a call; however, it does mean that they cannot act in any way that would bring a penalty or repercussion to BBFC.

7. Any Head Coach ejected from a game will be suspended for a minimum of one game pending reinstatement by the Board of Directors.
8. Any player, parent/guardian or Assistant Coach ejected will be suspended for the next game.
9. Subsequent problems with parents/guardians or Assistant Coaches may result in their child being suspended for the rest of the season with no refund upon majority vote of the Board.
10. In the case of coaching misconduct, a special meeting shall be called upon learning of a coaching misconduct issue. The meeting shall consist of the Vice President of Football and the respective Color Commissioner for football issues. If it is a cheer issue, the meeting shall consist of the Vice President of Cheer and President of BBFC.
11. The Coaching Advisory Committee meeting is to be run by the VP of Football or Cheer. If the respective VP is absent, or in the case that the misconduct issue involves the person that serves as the VP of Football or Cheer, then the meeting is to be run by the President. This meeting shall decide what, if any, disciplinary action is to be taken by a majority vote of the aforementioned.
12. The disciplinary action(s) may include single game suspensions, multi-game suspension, up to lifetime suspension and removal of Coach in Good Standing status. It is the duty of those handing down the punishment that they clearly define the punishment and assign a timeframe which states when the punishment is completed and if and when the Coach in Good Standing status is reassigned.
13. If the disciplined coach would like to appeal the punishment, he/she may do so by appearing at a regularly scheduled Board meeting and stating his/her appeal. The appeal is to be heard and voted on by a simple majority vote by the Board of Directors. However, until such time, the aforementioned coach may not participate in any coaching or program-wide activities.
14. To provide consistency to penalties by current and future members of the special meetings to be conducted in the case of coaching misconduct, discipline will be determined by the President and/or Executive Board.

Article XI: Board of Directors

1. The business, property and operation of this corporation shall be managed by a Board of Directors.
2. The Board of Directors shall be separated into two operational divisions. Divisions shall be Football Operations and Cheer Operations. Football Operations will consist of three (3) members per color plus At Large Position(s), Cheer Operations will consist of two (2) members from each color division and At Large position(s).

3. A vacancy in any office of the Board of Directors shall be filled by appointment by the President, with approval of the respective Operations Team, for the unexpired portion of the current term.
4. The Board of Directors, both Football and Cheer Operations, will elect a President, Vice President Football, Vice President Cheer, Secretary, and Treasurer from within the both respective Operations Teams. These five positions collectively will be referred to as the Executive Board.
5. The Officers of the Board will appoint from the remaining board members the positions include, but are not limited to: Apparel, Game Day, Football Equipment, Fundraising, Yearbook, Vendor Management, Health and Safety, Camp and Clinics, Webmaster, and a Commissioner for each color division of Football with the ability to add or subtract roles, as needed.
6. The Board of Directors shall have the power to appoint such officers or agents as the Board deems necessary for the proper transaction of the business of the Corporation. Any officer or agent so appointed can also be removed by a majority vote of the Board.
7. Any Board member who has two (2) or more unexcused absences from regularly scheduled meetings of the Board of Directors, without having notified and been excused by their respective VP, will automatically be removed as a Board member upon approval by the Board of Directors at a regular meeting.
8. If a Board member's child or children voluntarily leave the program and that Board member no longer has an active child participating in the program, that Board member is automatically removed from the board effective 15 days after that member no longer has a child participating in the program. Voluntarily leaving the program does not include a child not participating in the program due to injury or illness. Exceptions can be made with Board approval.
9. A Board member may have himself/herself removed from the Board by submitting his or her resignation in writing to the President.
10. A Board member may be removed from the Board with a statement of just cause and a majority vote of the Board of Directors when it is deemed to be in the best interests of the organization.
11. Board members shall have voting privileges, except when a potential conflict of interest may exist concerning that board member or within their household, that member will be prohibited from voting on that specific issue, and will not be allowed to participate in or attend the discussion of that issue. If a commissioner is prevented from participation because of a conflict of interest, a representative for that commissioner's color will be appointed to voice the opinion of that color division. Failure to disclose a conflict or potential conflict because of some personal relationship is grounds for dismissal from the Board.

Article XII: Meetings of the Board of Directors

1. At the first meeting of the new calendar year, the newly elected Board of Directors for both football and cheer operations shall meet for the purpose of electing Officers, appointing Directors, identifying candidates for non-voting board positions and conducting League business.
2. The Board of Directors will meet monthly. The Football Operations B.O.D and Cheer Operation B.O.D may meet separately to discuss each entity's business. Meeting times and dates can be adjusted by the President, who will communicate necessary adjustments or changes.
3. A quorum for the transaction of business shall be the presence, in person or by written proxy, of a simple majority of the Board of Directors.
4. A copy of the minutes of each meeting of the Board of Directors will be distributed by the Secretary to the Board members for review prior to the next Board meeting.
5. A special meeting of the Board of Directors may be called by the President or by three (3) Directors stating the time, place, and purpose of said meeting.
6. Meeting minutes will be taken at each board meeting, and be approved by the Board at the following meeting. Said minutes will be available to the membership at their request. **When sensitive personal information is discussed, the Board shall call CLOSED SESSION.** This portion of the minutes taken during said meeting, are not to be heard by, or distributed to the public, for the protection and confidentiality of the members discussed. Minutes of closed sessions will be kept for historical purposes, for Board use only.

Article XIII: Duties of the Executive Officers

The Officers of this corporation will be the President, Vice President of Football Operations, Vice President of Cheer Operations, Secretary, and Treasurer.

1. The duties of the President shall include, but are not limited to, the following:
 - a. Perform overall management of business, legal, financial, and operational aspects of Brighton Bulldogs Football and Cheer.
 - b. Chair and conduct all regular and special meetings of the Board of Directors.
 - c. Review and approve all regular and special meeting agendas.
 - d. Conduct yearly internal audits of the financial records of the League. This action will require assistance and guidance from the Treasurer.
 - e. Act as League Arbitrator with final authority for decisions if the Board of Directors

are unable to reach a decision, or if the Board of Directors cannot be assembled to make a decision.

- f. Conduct all necessary negotiations with the Brighton Area Schools or governing parties on matters of facility availability, condition or repair, and general equipment or facility additions or improvements.
- g. Ensure the duties of all officers of the Board complete their prescribed duties.

2. The duties of the VP of Football shall include, but are not limited to, the following:

- a. Perform overall general management of the football operations of BBFC.
- b. Serve as the football point of contact for parent, player or coaching questions, issues, and problems not resolved by color commissioners.
- c. Address all unresolved issues arising during football practice sessions and games.
- d. Assume the duties and responsibilities of the President in the event that the President is unable or is unavailable to perform said Presidential duties.
- e. Attend, or appoint designee's from the Board to attend KVYFC commissioners' meetings for football.
- f. Manage coaches and coaching development program and Football Commissioners. This includes the coaching application process, managing the coaching selection process, background checks, coaching evaluations, offseason coach development.
- g. Shall run any Football Coaching Misconduct Committee meeting.
- h. Review and collect all certifications/training from coaching staff within the organization.

3. The duties of the VP of Cheer shall include, but are not limited to, the following:

- a. Perform overall general management of the cheer operations of Brighton Bulldogs Football and Cheer.
- b. Provide onfield management and point of contact during all cheer practice sessions for general problem/issue resolution that may be required in response to problems/issues raised by Coaches, Board Directors, Parents, and Players.
- c. Serve as the cheer point of contact for parent/League questions, issues, and problems.
- d. Address all unresolved issues arising during cheer practice sessions and games.
- e. Attend, or appoint designees from the Board, to attend LCACC Commissioners Meetings for cheer.
- f. Manage cheer coaches and coaching development programs. This includes, but is not limited to, the coaching application process, managing the coaching selection process, background checks, coaching evaluations, off-season coaching development.
- g. Work with BHS Cheer & Pom student coaches to coordinate clinics and other coaching duties with BBFC squads, such as choreography.
- h. Work with the Apparel Committee to determine practice and spirit wear for cheerleaders and cheer coaches.
- i. Wherein BBFC is the host community for LCACC Cheerfest, the VP of Cheer will

- serve as the Cheerfest Chairperson and oversee the various Cheerfest committees.
- j. Shall run any Cheer Coaching Misconduct Committee meeting.

4. The duties of the Secretary shall include, but are not limited to, the following:

- a. Perform the overall function for Brighton Bulldogs Football & Cheer of recording general League information, including, but not limited to attendance, meeting minutes, and BYLAWS.
- b. Act as liaison to the BBFC Webmaster.
- c. Update Social Media regularly for BBFC.
- d. Prepare and forward notices for special events to membership, as determined by the Board of Directors.
- e. Take Board of Directors meeting notes, attendance, and record final meeting minutes.
- f. Act as communications liaison from the Board of Directors to the general membership.

5. The duties of the Treasurer include, but are not limited to, the following:

- a. Perform overall functions of disbursement and collection of the Brighton Bulldogs Football and Cheer funds and maintain an accurate and up-to-date financial ledger.
- b. Deposit League funds and record all deposits to the Brighton Bulldogs Football and Cheer ledger accounts.
- c. Disburse funds upon the President's or Board of Directors' approval and record said disbursements to the Brighton Bulldogs Football and Cheer ledger accounts.
- d. Update ledger and bank account cash balance on a regular basis and be prepared to provide the President with such information upon request.
- e. Collect and verify home game day revenues with a second party Board member present.
- f. Complete a year-end audit of the league finances and prepare a year end financial statement in a timely manner.
- g. Prepare and submit by the required deadline all required tax information to the Department of Treasury.
- h. Review an annual budget for the upcoming fiscal year for both Cheer and Football operations.
- i. Acquire and maintain insurance for BBFC and its Board.
- j. File required reports to keep BBFC in good non-profit standing.
- k. Work with and support Cheer Operations, ensuring that all finances are accounted for and within approved budgets.

Article XIV: Duties of the Non-Officer Football Operations Board Members

1. Apparel Lead

Apparel selecting, sourcing and overall coordination of teamwear for players and families.

- a. Determining requirements for all spirit/warrior wear including football, cheer, coaches, commissioners and any other special categories requiring BBFC provided or labeled clothing or non-clothing items.
- b. Conducting the vendor selection process for acquisition of spirit wear
- c. Upon Board approval, purchasing from and/or awarding business to vendors for all spirit wear.
- d. Determining requirements for trophies for distribution at year end e. Conducting the vendor selection process for trophies.
- e. Upon board approval, purchasing the trophies.
- f. Distributing the trophies.

2. BBFC Website, Social Media, Yearbooks and Photos

- a. At Directors' discretion, appoint and lead the BBFC PR.
- b. Plan and execute general marketing of BBFC.
- c. Developing/executing programs to drive new members to BBFC.
- d. Define/execute all external facing advertising, promotion, sponsorship, etc.
- e. Organize annual recruiting campaigns.
- f. Recruit and manage people to support the production of the yearbook.
- g. Coordinate the annual team/individual picture day.
- h. Define/execute the process for acquiring photos from parents for use in the yearbook, website, and/or other marketing material.
- i. Maintain overall strategy for the web.
- j. Define and execute community service projects.
- k. Present to the Board all usage of the BBFC Logo and BBFC name and trademark for review and approval.

3. Game Day Coordinator

Jobs include, but are not limited to: Dog Duties plans and procedures, as well as oversee game day execution by individual color game day coordinators.

- a. Responsible for opening and closing the stadium for all of their respective color home games at Brighton High School and/or Scranton Middle School.
- b. Coordinate attendance from Board members (if necessary) and game day coordinators for each game day.
- c. Provide BHS Band Boosters the home schedule for games played at Brighton High School.
- d. Keep live documents (e.g. sign-up genius) up to date with current status for each color.
- e. Ensure all Dog Duty positions are operating during the games.
- f. Ensure that all members are fulfilling their Dog Duty commitments.

4. Football Equipment Lead

- a. Acquire, maintain and distribute all football equipment and uniforms needed to play football.

- b. Work with the Health & Safety Director to identify new equipment designed to promote safe playing conditions for BBFC members' children.
- c. Define requirements for all football related equipment including uniforms, pads, ball, field lining, pods, blocking sleds, chutes, dummies, etc.
- d. Manage the vendor selection and equipment acquisition process for all football equipment, and, with board approval, purchase equipment.
- e. Ensuring fields get defined/lined each July and that adequate supplies exist for keeping them lined throughout the season.
- f. Ensure goal posts are maintained, stored, assembled, tied down.

5. Football Color Commissioner

Works under guidance of VP of football operations and manages all football operations for the color division he/she represents. There is one commissioner for each color division of football.

- a. Be present at ALL color division games and practices.
- b. Resolve player, coach and parent issues for all color division teams.
- c. Collaborate with opposing team commissioners to resolve disputes during all color division games.
- d. Evaluation of officials per KVFYFC guidelines for all color division games.
- e. Promote coaching development for color division coaches.
- f. Enforce disciplinary actions for coaches or members of color division teams.

6. BBFC Registration Lead(s)

Administration of the registration and paperwork compliance process.

- a. Manage the overall registration process.
- b. Work with the webmaster to ensure a smooth online registration process.
- c. Maintain accurate records reflecting the overall status of registration and completeness of each member's registration and deliver to the Board of Directors upon request.
- d. Acquire and maintain all records pertaining to registration of members including required registration information, proof of grade, player physicals.
- e. Produce required documentation for Commissioners' use on game days.

7. Health and Safety Director

- a. Provide for and promote opportunities for coaches to learn safe stretching and warm-up practices
- b. Ensure Head and Assistant Coach of all teams have annual identification and care training specifically for concussions and head/neck injuries.
- c. Develop and implement an incident reporting process, including tracking and

archiving the concussion forms and Health Care Provider permission to return to play documents. Ensure that the return to play guidelines are followed according to the State of Michigan legislation.

- d. Provide for and promote opportunities for coaches to learn about handling common football injuries.
- e. Ensure all games and practices are staffed with appropriate medical personnel and equipment.
- f. Identify unsafe practice conditions including those caused by weather, including the authority to cancel any practice due to unsafe conditions.
- g. Monitor of practice for safe practices.
- h. Ensure that EMS is on site, competent and properly equipped for all home game days.
- i. Candidates for the Health and Safety Director position should have a medical background. Additional weight will be given to candidates with higher levels of medical training or with sports medicine specific training.
- j. The Health and Safety Director shall also serve as the KYYFC required USA Football Player Safety Coach, unless otherwise voted as an exception by the Board.

8. Camp and Clinics Director

1. Post the date and signup information for MHSAA Coaches Clinic.
 - a. **Deliverables** – link to registration site posted on the BBFC website
2. Work with the current high school head coach to arrange for BHS to pay for attendees.
 - a. **Deliverable** – names of coaches who would like to attend the clinic
3. Post the Glazier Clinics link to clinic locations and times on the website.
 - a. **Deliverable** – Glazier Clinics program link
4. Arrange for BHS to pay for BBFC coaches to attend local clinics.
 - a. **Deliverable** – Glazier tickets for attending coaches
5. The BBFC Board decides if BBFC wants to hold a Speed and Agility Camp.
 - a. **Deliverable** - Decision
6. Design and create instructional materials for the 10-session Speed and Agility Course.
 - a. **Deliverable** – visual description and coaching points for each exercise
7. Create a Signup Genius list of the S&A sessions and solicit coaches to lead the teams during each of the 90-minute sessions.
 - a. **Deliverable** – contact information by session date of each volunteer coach.
8. Arrange through BHS Athletic Director, for the use of the BHS Indoor Facility for each of the sessions.
 - a. **Deliverable** – available facility for each of the 10 sessions.
9. Create in Sports Engine, a registration program with a financial link to the BBFC account.
 - a. **Deliverable** – online registration system with fee collection.
10. Identify, order, and organize all equipment necessary for the athletes to perform the designated exercises.

- a. **Deliverable** – ensure that equipment is available for exercises.
- 11. BBFC Board decides if BBFC wants to hold a New Player Camp
 - a. **Deliverable** – Decision
- 12. Arrange through BHS for the use of an athletic field for the camp.
 - a. **Deliverable** – Field available for the camp
- 13. Develop the curriculum and practice plan for the camp activities.
 - a. **Deliverables** – Practice plan and Camp activities and drill guide
- 14. Solicit and sign up coaches and high school athletes to assist with teaching the activities and running the drills using Sign Up Genius, or equivalent platform.
 - a. **Deliverables** – Coaches who will assist in the 4-hour camp
- 15. Create a registration program.
 - a. **Deliverables** – registration program accessed through the website.
- 16. Identify, collect and position equipment for the camp.
 - a. **Deliverables** – Sufficient equipment for all of the exercises and drills

Article XV: Duties of the Operational Board Members for Cheer

1. BBFC Cheer Board of Directors are responsible for providing leadership and direction for BBFC cheerleaders, including but not limited to:
 - a. Teaching the benefits of sportsmanship and teamwork.
 - b. Providing a wholesome quality experience that is both safe and fun.
 - c. Encouraging cheerleaders to improve their skills and succeed.
 - d. Teaching the fundamentals of Cheerleading and Pom.
 - e. Serving as role models in the form of coaches and BBFC Cheer leadership.
 - f. Encouraging team spirit in sportsmanship and fair play.
 - g. Encouraging cheerleaders to be leaders in the community.
 - h. Empowering cheerleaders to have self esteem and a positive attitude.
 - i. Providing a quality recreational and competitive sport opportunity.
 - j. Evaluating the program for continuous quality improvement.
 - k. Determining eligibility of participants.
 - l. Setting registration fees and dates.
 - m. Determining annual operating budget and to operate within its scope.
 - n. Establishing and enforcing all rules and regulations related to cheer, including safety, participation, and attendance.
 - o. Organizing all Cheer events that include, but are not limited to: Camps/Clinics, Show-Off(s), Dress Rehearsal(s), etc.
 - p. Working collaboratively with the BBFC Football Board to maintain joint operations, equipment, registration, Dog Duties, fundraisers, etc. for the organization as a whole.
2. Registration Coordinator works under the guidance of VP of Cheer to:
 - a. Work with the BBFC Membership Director to develop and maintain cheer rosters.
 - b. Develop advertising materials and recruit cheerleaders for BBFC.

- c. Work with the BBFC PR Director on advertising and recruiting efforts for both cheer and football.
 - d. Help facilitate the draft of new cheerleaders at the May Cheer Board meeting.
 - e. Distribute monthly updated rosters to Head Cheer Coaches beginning in March through August/September.
3. Apparel/Equipment Manager works under the guidance of the VP of Cheer to:
- a. Initiate and explore quotes and vendors for cheer apparel and equipment, based on the previous years profit/loss totals to present at a designated Cheer Board meeting in order to develop an operating budget for the following season.
 - b. Once the budget is approved, obtain samples, either visual prototypes or actual samples, and present them to the Cheer Board.
 - c. Organize cheer equipment handout, set the date/time, obtain volunteers, create the flow of traffic, and organize paperwork needed with the Cheer Secretary.
 - d. Organize inventory prior to equipment handout.
 - e. Organize spiritwear packages included in the BBFC Cheer registration fee for coaches to distribute on the first day of practice.
 - f. Handle any sizing or inventory issues throughout the season.
 - g. Organize Cheer Equipment Hand-in with football, obtain volunteers, create the flow of traffic and organization of turned in equipment.
 - h. Organize the storage of equipment and cheer mats in the BBFC storage facility.
4. VP of Cheer works to:
- a. Make sure that BBFC is teaching safe cheer techniques in accordance with MHSAA.
 - b. Make sure that BBFC is acting in accordance with the BBFC Liability Insurance.
 - c. Report any violations to the President of BBFC.

Article XVI: Committees

Chairpersons or various committees shall be appointed by the Board of Directors to facilitate the operation of the program. All committees will consist of at least three (3) persons, with one (1) member from the Football Operations and one (1) member from the Cheer operations. Committees must meet as needed.

Article XVII: Remuneration

Registration fees will be reduced by 50% for all children of current board members who have met expectations of their board job description. BBFC Board members who have attended a minimum required monthly meetings and have fulfilled their elected committee duties, and have helped at Equipment Hand-Out and/or Turn-In (when/where needed) will be reimbursed 50% of their athlete's registration fee at the end of the season, as determined by the Officers of the Board. Executive Board members will be reimbursed 100% of their athlete(s)' registration fee prior to the start of the season. Board members who have not fulfilled these requirements will not receive registration reimbursement and will not be eligible to serve on the Board the following year.

Persons using personal finances for BBFC approved purchases and benefits shall be reimbursed when appropriate documentation is provided to the treasurer, and is approved by the treasure and one other authorized account signer, Every effort should be made to make purchases using BBFC checks and/or BBFC debit/credit cards.

Staff positions/non-board member positions that require all day game day attendance, year-long participation, or high accountability and that the board deems an exceptional time commitment; *Directors Assistants, and Webmaster*, will receive a 50% refund at equipment turn in if they have fulfilled the expectations of their positions as determined by majority vote of the Executive Board.

Board members, Head Coaches, and their families are also exempt from Dog Duty requirements over and above their Board responsibilities.

Article XVIII: Execution of Instrument

1. All checks, drafts, and money orders will be signed by the Treasurer and/or Officer of the Board. Checks written for over \$1000 shall include signatures by two of the signers on the league bank account. The Officers will have the power of signature on any accounts held by Brighton Bulldogs Football and Cheer.
2. League Debit Card: BBFC Officers who are signers on the checking account (President, VP Football, VP Cheer, Treasurer, Secretary), will facilitate use of the league debit card(s) to be used only for league purchases like concessions supplies, game day needs, stamps, etc. Bills detailing purchases are to be presented to the Board, receipts still required to be turned into the Treasurer at the following board meeting. Billing statements ensure complete transparency. All debit card holders will be subject to a \$500 per day withdrawal limit.
3. All contracts, agreements, conveyances, etc., made on behalf of BBFC must be approved by the Board of Directors prior to executing any contract, agreement, conveyance, etc.
4. Any proposed expenditures over \$500.00 shall have more than one cost estimate from separate vendors. In instances where the business meets the following specific criteria, the need for more than one cost estimate shall be waived:

- a. The business is a small locally owned business.
 - b. The business provides a unique product or service that is difficult to source elsewhere.
 - c. There is a time-critical need to procure the product or service that precludes securing additional quotes.
5. Conflicts of Interest: Board members who have either an indirect or direct financial interest in selection of vendors may make recommendations for vendor selection, but shall recuse themselves from final decisions on vendor selection. Using BBFC for personal financial gain, whether directly or indirectly, is strictly prohibited by Board members and said situation would result in removal from the Board.
6. Hardship Scholarships: BBFC Scholarships can be awarded by board vote to BBFC members. SCHOLARSHIPS REMAIN CONFIDENTIAL. Members, in exchange, may be asked to work additional Dog Duties in support of BBFC. Members are required to complete the scholarship application form and submit it to the Board prior to the start of the season. All Scholarship participants may be subject to an Executive Board Meeting. The amount of scholarships awarded will be a total sum of money agreed upon at the Budgeting Meeting. The total sum will be divided equally amongst all scholarship participants.
7. All use of the BBFC logo and designs must be approved by majority vote at a regularly scheduled board meeting; this includes: T-Shirts, Website, Apparel, etc.

Article XIX: Fiscal Year

The fiscal year of this corporation will commence on January 1 and end on December 31 of each year.

Article XX: Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XXI: Amendment of BBFC BYLAWS

These BYLAWS may be amended by the affirmative vote of the Executive Board Bylaw Committee at any regular or special meeting and an updated document will be posted to the website in a timely fashion.

Article XXII: Member Grievance

The following procedure is outlined in order for the Board of Directors to protect the purposes of BBFC and for the protection of its members and participants.

Members are encouraged to discuss any area of concern with the elected Commissioner, or Coach involved. If a satisfactory resolution cannot be made in this manner, the Coaching Advisory Board must be consulted by submitting the complaint in writing. Anonymous, unsigned complaints will not be addressed unless in the Board's opinion the complaint may involve the violation of law, at which point the matter will be referred to a law enforcement agency.

1. All efforts should be made to resolve any situation in a timely, informal manner.
2. A special meeting of the Coaching Advisory Board will be called to review matters that cannot be resolved in the above manner. After a thorough investigation and consensus of opinion by the Coaching Advisory Board that the concern is a legitimate one, the following action will be taken:
 - a. Each complaint will result in a written warning from the Coaching Advisory Board to the Coach or Board Member.

- b. The Coaching Advisory Board may or may not include additional punishment based on a review of the case in its entirety.
- c. This procedure will be endorsed by the Board of Directors. If parents or players do not follow this procedure, their concern will not be acted on.