



**A division of the
Anoka / Ramsey Athletic Association**

By-laws of Anoka Ramsey Football

(Revised March 2026)

Please Note: Anoka Ramsey Football continues to grow and face challenges in keeping up with other organizations in our league. We have implemented this process because we feel it is in the best interest of all players in Anoka Ramsey Football. Anoka Ramsey Football reserves the right to change this document at any time, without notice, as this document is a work in progress. The latest revision of the bylaws can be obtained via request to the Anoka-Ramsey football secretary

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Article I. Definitions

Values

- Values are the governing basis for the existence of the football organization and for any decisions related to formulating or executing the football organization's Mission, Roles, Goals, Policies and Procedures.
- Values identify and clarify how the Organization will behave.

Mission

- The purpose of the Organization.

Programs, Roles, and Organization

- How the Organization is organized.

Goals

- Goals, strategies and tactics - the specific and inspirational accomplishments to be achieved in a specific timeframe.

Policies

- Rules related to various subject areas and circumstances applicable to various Organization constituents such as players, parents, coaches, and board members. Includes "Positive Behavior" checklists.

Procedures

- A set of established methods for conducting the affairs of the organization.

Article II. Mission

Anoka-Ramsey Football is a division of the Anoka Ramsey Athletic Association. ARAA and Anoka-Ramsey Football are nonprofit organizations whose mission is to foster the physical, mental, and emotional growth and development of youth through football at all levels of age and competition. The Organization believes that participation in youth football nurtures personal qualities such as self-esteem, commitment, sportsmanship, and perseverance. These qualities help young people become responsible adults and productive citizens. Our goal is also to make football fun and to instill in young players a lifelong passion for the sport.

The main purpose for the existence of the organization, and a guide for all strategies and activities planned and carried out by the organization, is:

- To provide guidance and equipment for youth to allow them to gain a better understanding of, improve their skills in, and satisfy their desire to compete in the field of amateur sports.
- To provide training in all areas of the sport, including playing, and coaching, as well as increasing the general knowledge of the sport by all participants, including parents.
- To provide a level of competition for players commensurate with their skill level, while

challenging players to develop their abilities to a higher level.

- To promote sportsmanship, health and competitive attitudes in youth, regardless of sex, race, religion, athletic ability or financial status, and in so doing, promote improved social welfare through character development resulting from these efforts.
- To assist governmental bodies and their agents in planning, developing and maintaining parks and recreational facilities to serve in the development of youth sports.

Article III. Values

This is a list of positive attributes describing the organization's values. These values should be interpreted in the positive spirit intended, not as a comprehensive or exclusive list of regulations. These values are the governing basis for the practices and behaviors of this organization, and will be applied to any decisions related to formulating or executing the organization's mission, roles, goals, policies and procedures.

1. FUN

- It's a game, enjoy it!

2. TRUSTWORTHINESS

- Honesty, integrity, promise-keeping, loyalty

3. RESPECT

- Autonomy, privacy, dignity, courtesy, tolerance, acceptance

4. RESPONSIBILITY

- Accountability, obligation, pursuit of excellence, dependability

5. CARING

- Compassion, consideration, giving, sharing, kindness

6. FAIRNESS

- Impartiality, consistency, equity, equality, due process

7. CITIZENSHIP

- Law abiding, community service, protection of the environment
- Obeying the rules of the ARAA and Leagues

8. SPORTSMANSHIP

- Fair play and respect for others
- Wanting to win is acceptable, if it is not confused with winning at any cost.

9. SAFETY

- Assuring the health and safety of all participants

Article IV. Programs

The Anoka Ramsey Football Organization is an organization of volunteer coaches/parents providing a football program for youth in Anoka, Ramsey, and the surrounding communities. There are two organization programs and multiple organizational roles as described below.

Organization Programs (see program descriptions below)

1. Flag Program
K-3rd grade players who play in Anoka, Champlin, Andover League (ACA)
2. Tackle Program
 - Youth Tackle 4-6th grade players who play in Gopher State Football League (GSFL) ran through Minnesota Youth Athletic Services (MYAS)
 - 3. Middle School Tackle 7th-8th grade players who play in Gopher State Football League (GSFL) ran through Minnesota Youth Athletic Services (MYAS)

Article V. Program Descriptions

Flag Program (Kindergarten - 3rd Grade)

- The program's main goals are: having fun, football skills, sportsmanship
- This season runs from mid-August through late October
- Head coaches can select 1 assistant coach
- All games are played in Anoka, Ramsey, Andover or Champlin
- Players will be getting equal playing time during games to the best of the ability
- Every effort is made to form teams with equal distribution of ability
- All players must provide their own mouthguard

Tackle Programs: (4th Grade - 8th Grade)

- The season runs from late July to late October
- Each grade will practice together and split out into teams for game play, teams are made up of roughly 20-25 players.
- Participate in the Minnesota Youth Athletic Services (MYAS) league for game play
 - Parents will need to register players with MYAS
 - Game schedules are created and posted by MYAS and available on their website

Equipment

- Players must provide their own:
 - Cleats
 - Mouthguards
 - Girdles (7th-8th grade Middle School only)
- ARAA Football provides:
 - Helmets - *\$200 fee if not returned by equipment return date*
 - Shoulder pads - *\$120 fee if not returned by equipment return date*
 - Game pants
 - 4th-6th grade Youth Tackle: *\$60 fee if not returned*
 - 7th-8th Middle School Tackle: *\$75 fee if not returned*

Registration & Residency Requirements

Residency:

To be eligible to play within the ARAA football program, players must either:

- Reside within the Anoka or Ramsey city boundaries, or
- Be enrolled in any public, private, charter or magnet school within the Anoka/Ramsey School boundaries (to include Legacy, PACT, Saint Stephens, etc.) as of January 1st of the current playing year.

The Board will **not** provide waivers for players in or out of the program that do not meet these requirements.

Club Participation:

To maintain fair play and a positive experience for all athletes, ARAA Football will not allow participation in our program if players are also participating in a club league.

Article VI. Role Descriptions

Organization Roles

- Commissioner
- President
- Secretary & Communications/Website Director
- Treasurer
- Sponsorship Director
- Sponsorship Coordinator
- Concessions Director
- Concessions Coordinator
- Equipment Director
- In Season Equipment Coordinator
- Youth Program Director
- Middle School Program Director
- Flag Director
- Flag Coordinator
- Volunteer Coordinator
- Uniform Coordinator
- Defensive Coordinator
- Offensive Coordinator
- Program Development Director
- High School Liaison
- At Large Member

Special Committees

- **Events:**
- Anoka Kickoff Classic Committee, Pumpkin Bowl, Kickoff BBQ
- **Home games:**
- Coordination of fields, concessions, EMTs, volunteer needs, field setup, etc.

Commissioner

- Provides overall direction of programs in accordance with organizations mission statement for the football board of directors.
- Administers organization policies consistently and as needed per organization goals.

- Actively involved in recruitment of Director positions.
- Presides over monthly meetings in an organized fashion.
- Works with Communications Director to promote the sport of football in Anoka high school attendance boundary.
- To act as a liaison between the Anoka Ramsey Athletic Association (ARAA) Board of Directors and the football program.
- To be dedicated to the purposes of ARAA and Anoka Ramsey Football.
- To personify the best public image in reflection to the community at large and take an active role in gaining support for their program.
- To ensure that all policies of ARAA are adhered to and enforced.
- To prepare and submit a Commissioner's Report at each monthly ARAA board meeting that includes the activities of their respective sport from the previous month such as events, membership, participation, capital improvements, and financial status, and shall be included in the Secretary's minutes.
- To submit to the ARAA Board for their approval, at least 30 days prior to the first day of registration a seasonal budget and current "Policies and Procedures" manual for their respective sport and, upon approval of the budget, shall be responsible for the proper execution thereof.
- To present to the ARAA Board before the beginning of the playing season the following:
 - Code of Conduct, signed by the Commissioner and all Directors.
 - A roster of all coaches and players.
 - A copy of each Football league's "Rules and Regulations".
- To mediate disputes that cannot be resolved by the football board Directors and, if necessary, elevate to the ARAA Board for issues that cannot be resolved within the program.
- To provide required information to the Communications Director for publication on the website or newsletter, such as, but not limited to: team standing, games, activities, and registration information.
- To assist the respective football directors as needed.
- To perform such other duties as are specifically provided in the articles and By-Laws and as shall be imposed upon him or her by resolution of the Board.

President

- Assume the commissioner's responsibilities if the commissioner cannot perform as the commissioner.
- Head up planning and organization of the special events
- Escalation for concerns or issues not resolved with directors

Secretary & Communications/Website Director

- Records meeting minutes, including action items at the board meetings.
- Maintains and updates the policy and procedures manual.
- Keeps attendance records for meetings to determine good standing for board members.
- Manages all bulletins and flyers for the football program registrations including school flyers, newspaper/social media announcements and city publications.
- Distribute signs and posters throughout the community promoting football registrations and events.

- Help conduct a football program survey with parents / players / coaches to determine areas of success, and areas needing improvement.
- Respond to monthly requests for big board newsletter updates.
- Actively manages football websites, all social media accounts and communicates to parents and players.
- Establish a social media calendar to ensure consistent communication throughout the entire year.
- Participates in communicating registration, events, clinics, or any other events times and locations.
- Post monthly football minutes to the website once approved by the Board.
- Work with other board members to establish a season timeline.
- Leads the Marketing Subcommittee to ensure widespread knowledge of the football program.
- Promote equity and inclusion within the entire Anoka Ramsey Football program.
- Review all policies and regulations to ensure equal opportunity for all youth.
- Ensure Anoka Ramsey Football registration and events are promoted to households least likely to participate.

Treasurer

- Works on budget development in coordination with Football Commissioner/Directors.
- Reports monthly statement of financial activity.
- Tracks cash flow and controls financial activities.
- Tracks actual versus budgeted expenses.
- Provides reimbursement to committee members and others as directed.
- Make all payments for the association.
- Work on refunds and payment cancellations in SportsEngine.

Sponsorship Director

- Develop and maintain a yearly sponsorship strategy, goals, and revenue targets.
- Identify and approach potential sponsors, including local businesses, corporate partners, and community organizations.
- Maintain positive, ongoing relationships with current and prospective sponsors.
- Create and update sponsorship packages, pricing levels, and promotional opportunities (banners, jerseys, events, etc.)
- Track all contributions (financial and in-kind) and ensure accurate reporting to the board and treasurer.
- Ensure compliance with any league, municipal, or nonprofit guidelines related to sponsorships.
- Ensure sponsor logos and branding appear correctly and consistently across program materials.
- Drafts tax letters and thank you cards to send out by Jan 31st after the season is over.
- Fills out and maintains grant applications.
- Plans and coordinates fundraising dinner nights out.
- Ensures fulfillment of ARAA Football to our sponsors.

Sponsorship Coordinator

- Assist the Sponsorship Director in identifying and securing program sponsors.
- Maintain relationships with current and potential sponsors, ensuring commitments are

fulfilled.

- Track sponsorship contributions and provide updates to the Sponsorship Director.
- Promote sponsor banners at events.

Concessions Director

- Ensures that the Square POS systems and IPADs are ready and configured for all events.
- Let the board know about supply needs, equipment issues, or anything important.
- Ensures product is purchased and stocked for the ARAA Football tournaments/events
- Arrange food trucks for ARAA Football events
- Works with the Football Treasurer to ensure the cash drawers are stocked as necessary for all tournaments and performs cash audits as needed.

Concessions Coordinator

- Assist with setting up and closing the concession stand at games.
- Help stock, organize, and restock food, drinks, and supplies.
- Support the Director with ordering or picking up items when needed.
- Help train and guide volunteers during their Dibs shifts.
- Fill in at the stand during busy times, including operating equipment or handling sales.
- Communicate any issues (supplies, equipment, volunteer needs) to the Concessions Director/Volunteer Coordinator

Equipment Director

- Manage all football equipment inventory, including helmets, pads, uniforms, practice gear, and training equipment.
- Ensure equipment is properly maintained, cleaned, and safely stored.
- Track equipment lifecycle and coordinate timely replacement of worn or damaged items.
- Supervise the In-Season Equipment Coordinator and support staff/volunteers.
- Plan equipment distribution before the season and coordinate collection after the season.
- Maintain a system for issuing and returning equipment to players.
- Develop and manage the equipment budget, including purchases, repairs, and replacements.
- Source reliable vendors and negotiate pricing for bulk purchases.
- Serve as the primary point of contact for coaches, parents, and staff regarding equipment matters.

In Season Equipment Coordinator

- Distribute helmets, pads, uniforms, practice gear, and other equipment to players.
- Ensure proper fit and safe usage of all protective gear.
- Maintain accurate records of issued equipment for each player.
- Perform minor repairs or coordinate with the Equipment Director/vendor for replacements.
- Monitor inventory levels throughout the season.
- Assist with end-of-season equipment audits and returns.
- Help the Equipment Director as needed.

Youth Program Director

- Oversee all aspects of the football program for grades 4–6.
- Ensure the program aligns with league rules, safety standards, and organizational policies.
- Serve as the point of contact for parents regarding program information, schedules, and expectations.
- Communicate program updates, changes, and announcements in a timely manner.
- Recruit, train, and support volunteer coaches.
- Provide coaches with resources, practice plans, and guidance to ensure consistent skill development.
- Evaluate program effectiveness and make recommendations for improvement each season.
- Oversee and update google classroom and making sure everyone has access each year

Middle School Program Director

- Oversee all aspects of the middle school football program for 7th and 8th grade teams.
- Ensure the program aligns with school district policies, league rules, and the overall philosophy of the football organization.
- Coordinate with high school coaching staff to maintain continuity in play style, expectations, and player development.
- Evaluate the season and identify opportunities for enhancing the program.
- Oversee and update google classroom and making sure everyone has access each year

Flag Director

- Works with Andover and Champlin to gather teams, schedules and game day locations
- Work to create teams and get coaches
- Work to set up fields when we host
- Work with the Commissioner to make sure the City paints the fields for flag and there are enough fields.
- Make sure coaches bags are put together with the help of the Equipment Director and given to the coaches
- Make sure schedules are sent out to the coaches and teams

Flag Coordinator

- Work with the Flag director for all things dealing with the Flag Football season

Volunteer Coordinator

- Set up and manage all volunteer opportunities in **DIBS** for the season.
- Track volunteer sign-ups, hours, and completed shifts through the system.
- Communicate with families and volunteers about open shifts, expectations, and reminders.
- Work with the Concessions Director and Football Board to determine how many volunteers are needed for each game or event.
- Help answer questions from volunteers about Dibs, shift duties, and program requirements.
- Send updates or alerts if shifts aren't filled or if schedules change.
- Keep records of volunteer hours and report completion or missing hours to the board.
- Ensure volunteers understand basic rules, responsibilities, and check-in/out procedures.
- At the end of the season ensure the list of who needs to be invoiced for not fulfilling is sent to the Treasurer.

Uniform Coordinator

- Work with the Board to plan uniform needs for all teams.
- Assist with ordering new uniforms or replacement pieces when needed (as directed by the Commissioner).
- Coordinate any exchanges for incorrect sizes or damaged items.
- Sort uniforms so distribution is organized and efficient.
- Keep clear records of what each player receives.
- Distribute uniforms.
- Work with vendors and get quotes for jersey needs every XX years?

Defensive Director

- Teach and guide team coaches on how to run the program's defensive system.
- Visit team practices to support coaches, demonstrate drills, and answer questions.
- Make sure all coaches are teaching safe tackling and proper technique.
- Work with HS Liaison and Program Development to keep defensive concepts consistent across all grade levels.
- Promote a positive, safe, and developmental learning environment for all players.

Offensive Director

- Teach and guide team coaches on how to run the program's offensive system.
- Visit team practices to support coaches, demonstrate drills, and answer questions.
- Ensure all coaches are teaching safe blocking techniques and proper fundamentals.
- Work with HS Liaison and Program Development to keep offensive terminology and concepts consistent across all grade levels.
- Offer feedback and guidance to coaches during games if needed.
- Promote a positive, safe, and developmental learning environment focused on teaching fundamentals and building confidence.

Program Development Director

- Work with the HS Liaison and HS staff to maintain consistent systems, terminology, safety standards, and skill development across all levels.
- Maintain shared coaching resources such as drills, playbooks, and practice templates.
- Facilitate seasonal alignment meetings between youth and high school programs.
- Support camps, clinics, evaluations, and off-season development opportunities.
- Coordinate youth participation in high school camps and shared development events.
- Provide training resources and development opportunities for coaches.
- Promote a positive and inclusive environment for players and coaches.
- Support engagement activities such as youth nights, mentorship opportunities, and community events.
- Provide guidance to parents on player development and the youth-to-high school pathway.
- Help coordinate age-appropriate strength, agility, and conditioning opportunities.
- Support coach mentorship and leadership development.
- Promote player retention, recognition, and long-term engagement in the program.

High School Liaison

- Serve as the primary point of contact between the youth program and local high schools.
- Share information about high school tryouts, programs, and opportunities with youth players and families.
- Provide guidance to coaches and families on skills, development, and preparation for high school football.
- Promote positive relationships between the youth program, high schools, and the community.

At Large Director (3 Max)

- Assist the program wherever support is needed.
- Help with preparation and planning for AKC, Pumpkin Bowl, Flag host weekends, and other events.
- Work with the Uniform Coordinator to assist with ordering and distributing jerseys for the season.

Article VII. Voting/non-voting member and Good Standing Definitions

Voting members are in good standing if

- a. They attend 8 of 11 football board meetings each year
- b. All accounts past due are paid in full

Member terms are 2 years, but they may switch positions within the board. Votes will be held during the January/February Board Meetings in their respective years.

Members elected in even years: *Voting members

- Commissioner* This position is voted on at the ARAA Big Board level
- Secretary*
- Sponsorship Director*
- Concessions Coordinator
- Equipment Director*
- Flag Coordinator

- Offensive Director*
- High School Liaison
- Middle School Director* (7th & 8th)
- At-Large Board Members - Voted Yearly

Members elected in odd years:

- President*
- Treasurer*
- Sponsorship Coordinator
- Concessions Director*
- Volunteer Coordinator
- In Season Equipment Coordinator
- Youth Program Director* (4th-6th)
- Program Development Director*
- Flag Director*
- Defensive Director*
- Uniform Coordinator

Voting Members

- A majority of the voting members must be present to form a quorum necessary for a vote.
- Members holding a position on the football board will have a vote, if in good standing.
- Members not returning to the board are not allowed to vote to elect new members.
- Coordinators will not have a vote.

Article VIII. Registration fees

- Football registration generally takes place from April through August.
- All late registrations will be assessed a late fee as set by The Board. Families new to the area may be an exception.

- Families can apply for ARAA Grant In Aid.
- All players not wishing to participate in Anoka Ramsey Football after registration will be assessed a \$25.00 processing fee plus the cost of any purchases (uniform, youth camp, etc).

Article IX. Prohibited Behavior and Discipline

The privilege of participating in Anoka Ramsey Football includes the responsibility of adhering to the Policies and Procedures established by the Organization. It is the intent of Anoka Ramsey Football to ensure satisfaction and benefit to its members. The conduct of players, coaches, parents, and spectators is a direct reflection on Anoka Ramsey Football, ARAA and our community.

Any player, parent, coach, or spectator involved in disruptive, abusive or otherwise “bad” behavior will be disciplined by the appropriate person, be it the coach, or the ARAA Board of Directors, if necessary.

The following are the expectations and disciplinary actions Anoka Ramsey Football will take:

- Inappropriate or disrespectful behavior by or towards players, coaches, parents, or spectators will not be tolerated. Inappropriate or disrespectful behavior includes but is not limited to Assault, Harassment, Racial & Religious Violence, Sexual Harassment, Sexual Violence, Taunting, Showboating, Vandalism, Inappropriate Language as well as Tobacco, Alcohol or Drug Use. Further definition of these terms can be found in the MYAS Rules Manual.
- Prior to the beginning of each season of play, the parent(s) or legal guardian of each participating child will be required to sign a Code of Conduct and Player Parent Conflict Resolution forms. Players will be considered ineligible to participate until completed forms have been turned into the age level Director (youth program director, middle school program director, or the Commissioner).
- Violations of these policies may result in the imposition of any of the following sanctions: verbal or written warning; game(s) suspension; partial or full season suspension; suspension for a defined period of time; temporary or permanent banishment.
- Any individual that has received a sanction from ARAA/Anoka Ramsey Football shall be considered ineligible to participate in any Football related event until he/she has met with the Anoka Ramsey Football board of directors and/or the ARAA board of directors.
- If a player or coach is ejected from a game they will also be suspended for the next game. You will have an option to appeal this ejection with the Football board of directors and the decision will be voted on to either uphold the suspension or void the suspension.
- Hearings and appeals will be handled by the Anoka Ramsey Football board of Directors.

Article X. Playing Time Policy

As a football organization supporting the local area youth, it is our mission to support, develop, and make each player's football experience a positive one. Each coach will strive to accomplish this and to pass on his/her knowledge to develop each player. One area that is particularly difficult for a coach to manage is equal playing time. This organization has communicated to each coach the need to be as fair as possible when determining playing time.

We realize players probably will not be able to attend every practice and game; therefore, we have developed some guidelines on attendance and absences. The following examples of excused and unexcused absences are only meant to be a guide, not a comprehensive list. Therefore, it will be the coach's discretion to determine on a case-by-case basis whether the absence is excused or unexcused.

Article XI. AR Football Volunteer Policy

Volunteer Policy Tackle Football

We require a \$500 volunteer bond per family. If your volunteer hours have not been completed by the end of the football season, the \$500.00 will be added to your registration at that time. You will have the option of "buying out" of the volunteer requirements for \$250 at the time of registration.

Flag participants have no DIBS or volunteer requirement.

DIBS / Volunteer Requirements

All tackle participants are required to register in DIBS and complete 2 volunteer hours per tackle player, with a max of 4 hours per family. DIBS shifts will be posted in the DIBS tab on SportsEngine/ARAA website. Shifts are posted throughout the season as game schedules do change. The only roles that automatically fulfill the volunteer requirement (no DIBS shift needed) are listed below:

4th & 5th Grade

Head coach x 1
Assistant coach x 3

6th - 8th Grade

Head coach x 1
Assistant coach x 5

Two additional positions appointed at the head coach's discretion (such as team manager)

Buyout

With this registration, you have a **one-time option** to buy out of the volunteer requirement for **\$250**, as outlined in the current year’s registration requirements. If you choose this option, the fee will be added to your registration costs at checkout. Please note that this option will **not** be available once registration is complete.

Flag Football

Flag football does not have any volunteer requirements.

**Article XII. ANOKA RAMSEY FOOTBALL VOLUNTEER
REGISTRATION SIGN-UP**

Once registration is complete, an email blast will go out to all families with further instructions on how to access the software known as DIBS to sign up for volunteer positions. Any questions regarding the volunteer policy should be directed to the Volunteer Coordinator.

This manual represents the Mission, Roles, Goals, Policies and Procedures, and guides the Governing Values of the Anoka Ramsey Football.

Anoka-Ramsey Football implements these Policies and Procedures because we feel it is in the best interest of all participants in our organization. This document is a work in progress.

Many policies are MYAS mandated, as well as trying to establish and fulfill our own mission, goals and values.

Anoka-Ramsey Football reserves the right to change this document at any time.

As voting members of the ARAA Football Board, we agree that this is our best effort to define our program as of _____.

–
Commissioner

President

–
Secretary & Communications/Web Director

Treasurer

–
Equipment Director

In Season Equipment Coordinator

–
Sponsorship Director

Sponsorship Coordinator

–
Concessions Director

Concessions Coordinator

–
Youth Program Director

Middle School Program Director

–
Flag Director

Flag Coordinator

–
Volunteer Coordinator

Uniform Coordinator

–
Defensive Coordinator

Offensive Coordinator

–
Program Development Coordinator

High School Liaison

