



Elk Grove Youth Football & Cheer Operational Guidelines

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I. Preamble

The youth football and cheer leagues are operated by the Elk Grove Park District. The Board of Commissioners of the Elk Grove Park District appoint volunteer AdvisoryBoard members to assist with operational decisions and tasks for these leagues and programs, in accordance with the Letter of Understanding set forth by the Elk Grove Park District.

II. Business Status Information

The Elk Grove Park District is a municipal organization within the Elk Grove Village boundaries and acts in accordance to the recreational pursuits of the community and other members to which it serves. To further distinguish the business status, neither the Advisory Boards nor the Elk Grove Park District is a registered 501c3 (tax exempt, nonprofit organization). The Elk Grove Parks Foundation, which is affiliated with but separate from the Elk Grove Park District, does carry this status. Any donations that require this status may be able to process funds received through this Foundation for the purpose of enhancing parks and recreational pursuits that are not typically supported by property taxes received by the Elk Grove Park District. In order to do this, you must contact the District liaison and the Superintendent of Recreation before soliciting the donation or promptly after being informed of this requirement.

III. Letter of Understanding - Appendix A

Park District desires to define the working relationship with the Elk Grove Youth Football & Cheer Advisory Board. With this Letter of Understanding (the "Understanding") the parties will define the working relationship, mutual expectations, and individual responsibilities.

IV. Mission Statement

Elk Grove Youth Football & Cheer, hereafter referred to as EGYF, will provide instructional football and cheer for youth participants from the ages of 5 through 14 to teach fundamental skills of the game in a positive environment, while stressing sportsmanship and above all safety. EGYF will strive to continue to teach a competitive brand of football and cheer utilizing facilities, great training and safety equipment, and a commitment to give our kids an enjoyable, memorable team experience and skills to serve them at the next level.

V. Membership

A. Organization

1. The general body of the league will be made up of Current Season Members:
 - a. Parents of paid participants.
 - b. Coaches (minimum age of 18)
 - c. Board Members
 - d. Committee Members
2. Upon majority vote of the Advisory Board, any non-board member may have their privileges and/or membership revoked for justifiable cause. Any Appeal will be handled by the Elk Grove Park District.

B. Governing Body

1. If two members of any household serve on the Advisory Board at one time, they will split one vote.
2. No one person may hold two board positions at the same time.
3. The order of succession to the President will be Vice President, Secretary, Treasurer, League Coordinator. Should none of the above be able to assume the Presidency, the Board will appoint a new President to serve until the next general election.
4. Board members will have the power to conduct ordinary business, provided such business does not conflict with EGPD policies and procedures.
5. The enforcement and interpretation of all rules set forth in these Operational Guidelines is the responsibility of the elected advisory board.

C. Registration and Refund Policy:

1. All monies are due prior to the season starting. This includes all registration, uniform costs, and volunteer fees. All participants must be registered which includes fees paid and waiver signed.
 - a. If a player has their program registration paid for by a “sponsor” or 3rd party, the player is still responsible for - volunteer fee or volunteering time to be refunded for the volunteer fee.
 - b. Payment Plans are available. Full payment is due prior to the start of the season.
2. If a participant cancels their registration prior to the registration deadline, they will be eligible for a full refund. Any refund requests up to August 15, are eligible for a 50% refund. After August 15, no refunds will be given. The Advisory board reserves the right to hear all cases on an individual basis and may rule otherwise. All refund requests should be made to the EGPD.
3. Equipment Return Policy - if equipment is not returned by December 1, the park district may to “freeze” the family account, preventing the family from registering for any EGPD program until equipment is returned.

D. Code of Conduct - Appendix B

1. All participants, coaches, parents, spectators must abide by the CODE OF CONDUCT set forth by the EGPD. The EGYF board will have the authority to enforce this code of conduct.
2. EGYF will not tolerate written, verbal or physical abuse of any member of EGYF &/or it's participating league including but not limited to officials, coaches & players from any other member of the community including but not limited to spectators, parents, coaches and players. Everyone in the EGYF Community is expected to abide by the Code of Conduct at all EGYF activities. Any parent, player, or coach that breaks Code of Conduct may be subject to suspension removal or dismissal from facility or program.

3. Social media is an important tool to help promote our program and create interest as well as community throughout our season. Its critical mission is to promote a positive image and brand. It is our expectation that our members follow our Code of Conduct while representing our league in any capacity. Postings and comments about EGYF shall be ethical and appropriate. Any posting deemed inappropriate and/or unethical in association with EGYF and/or its participating league will result in a Code of Conduct violation and be reviewed by the Advisory Board for action. This includes player to player contact on social media.

VI. Volunteer Advisory Board

A. Composition

The EGYF volunteer advisory board is made up of the following positions, with full voting privileges:

- President*
- Vice President
- Secretary
- Treasurer
- League Coordinator*
- Field Manager
- Ways and Means Manager
- Ways and Means Coordinator
- Equipment Manager*
- Cheerleading Director
- Cheerleading Coordinator
- Sideline Cheer Coordinator
- Flag Football Coordinator

*Head coaches are not eligible for positions marked with an **

All newly elected Board Members must complete an Elk Grove Park District Youth Athletics Advisory Board Application, mandatory background check and complete board member orientation through EGPD.

B. Responsibilities

1. The EGYF Advisory Board will administer the objectives of these operational guidelines and delegate authority as described herein.
2. The Board shall set forth all policy for proper operation of the program unless otherwise stated in these operational guidelines. The Board shall acknowledge all duties and obligations and exercise all power given and set forth in the Letter of Understanding and EGPD Volunteer Board Manual in order to fulfill the objectives and purpose of EGYF.
3. Business of EGYF shall be transacted by the voting members of the EGYF Advisory Board. Six (6) members of the Advisory Board shall constitute a quorum at any meeting, and a majority vote of those presents shall carry a motion. In case of a tie the Park District Liaison shall present the deciding vote. "Majority Rule" – The nominee or issue receiving the most votes will stand.

4. Payment of all bills/invoices:
 - a. All invoices must be emailed to the Treasurer and EGPD staff. All purchases must be approved by Treasurer.
 - b. Person(s) requesting a reimbursement must present proof of purchase.
 - c. Board members cannot provide goods or services to the program, unless approved by the Advisory Board and EGPD.

C. Qualifications

1. Eligibility requirements for election to the board
 - a. A minimum of 21 years of age.
 - b. It is recommended, but NOT MANDATORY, that the candidate has:
 - Served on an EGYF Advisory Board Committee
 - Held a similar position on an EGPD Youth Sports Advisory Board
 - Recently served a similar position for a youth sports board outside EGPD. *However, said candidate may not concurrently hold a board position in another youth football or cheer organization.*

D. Positions & Duties

1. President – *Current Head Coaches not eligible*
 - a. Conduct monthly meeting and specially called meetings
 - b. Participate on/with all committees
 - c. Act as the primary liaison between EGYF and the Elk Grove Park District (EGPD)
 - d. Report all communications concerning EGYF
 - e. Act as league representative of EGYF or appoint a representative to attend any meeting held by an outside league in which the EGYF will participate
 - f. Responsible for interviewing all prospective coaches, formulating the coaching staff and ensuring the continuing education of coaches
 - g. Attend Presidents meetings held by the EGPD
 - h. Provide sponsorship/scholarship forms to families upon request
 - i. Provide football program descriptions to Park District for inclusion in seasonal programs, catalogs and other marketing materials
 - j. Have final approval of football uniforms and any variations, including but not limited to socks

2. Vice-President

- a. Preside at all meetings in the absence of the President
- b. Accept the responsibilities of the Presidency for the remainder of the President's term in case of the President's resignation, removal or official departure from office
- c. Oversee all committees
- d. Chairperson of the Operational Guidelines committee
- e. Responsible for Registration – forms, announcements, advertising etc.
- f. Scheduling, vendor selection, and communication for Picture Day.
- g. Accept Letters of Intention from prospective board members and preside over elections of new advisory board members
- h. VP, or other Board Delegate as approved by the VP, shall be admin with full access and rights on all league social media accounts

3. Secretary

- a. Keep the minutes of all meetings and distribute to the board and EGPD via email. Minutes will be approved at the beginning of the next general meeting
- b. Prepare and distribute the agenda to the board and EGPD for review and post same to EGYF website
- c. Keep and update yearly League timeline, distribute to Board Members and ensure timeline items are added to Agenda as necessary
- d. Keep a register of the address, phone numbers and email for all participants and board members
- e. Keep a record of participants and/or Board Members removed from the program and must pass this record down to the next secretary and notify the current President
- f. Responsible for maintaining code of conduct records signed by parents and athletes
- g. Responsible for attending and taking minutes/notes at Budget Committee Meeting
- h. Responsible for attending and taking minutes/notes at Guidelines Committee Meeting
- i. Responsible for keeping digital word version of Operational Guidelines; creating redline draft for presentation to Advisory Board; presenting Final version to Advisory Board and Elk Grove Park District and posting same on EGYF website

4. Treasurer
 - a. Approve and track all expenses incurred by the EGYF Football Budget
 - b. Present a financial report, including a monthly ledger, to the general body at each general meeting
 - c. Coordinate and prepare all the football budget required by the EGYF with the budget committee and present to the board at the September meeting
 - d. Serve as Chair of the Budget committee
 - e. Serve as Chair of the Banquet Committee
 - f. Select and order football trophies
5. League Coordinator – *Current Head Coaches are not eligible for this position*
 - a. Responsible for the coordination of the functions of all teams
 - b. Formulate tackle teams by age and division
 - c. Act as league representative of EGYF or appoint a representative to attend any meeting held by an outside league in which the EGYF will participate
 - d. Supply to the EGYF a copy of all league rules in which our teams participate
 - e. Responsible for registering all tackle football players into the league
 - f. Responsible for interviewing all prospective coaches, formulating the coaching staff and ensuring the continuing education of coaches
 - g. Responsible for certification as deemed by the league, of player's weights and ages
 - h. Keep a record and file all birth certificates and consent forms
 - i. Serve as the Chairperson of the Safety committee, devise safety plan for CAF on game days and present to Advisory Board last meeting before practices begin for fall season
 - j. Responsible for acquiring and ensuring coaches are trained on IHSA football rules
 - k. Responsible for communicating notices from outside league officials regarding rules, warnings, expected behavior
 - l. Provide notification to the EGYF Advisory Board, football / cheer coaches and Trainer of any cancellations of games or practices, and communicate rescheduling of same
 - m. Communicate with EGYF athletic staff in coordinating any cancelled/rescheduled games. Availability and booking of facilities/fields must go through EGYF athletic staff BEFORE finalizing with league/teams
 - n. Communicate and coordinate with the league on rescheduling games due to weather

- o. Responsible for annual league and membership payments for all football teams in the league
- p. Responsible for hiring and scheduling Trainer for home games
- q. Coordinate Spring 7 on 7 league with EGHS

6. Field Manager

- a. Prepare the fields for all practices and home games including opening gates, on field equipment and all other field prep per league guidelines
- b. Close and secure all fields after practices and home games including appropriate storage for on field equipment, locking gates and pods
- c. Inspect and report on safety of field equipment, including scoreboards and tower conditions
- d. Assist with park district in recruiting, hiring, and training staff and volunteers (scorekeepers, officials, and announcers)
- e. Change garage code
- f. Keep all field equipment in working order in an organized shed.
- g. Coordinate Gator Cart training with EGPD athletic staff
- h. Work with EGPD athletic staff on determining field conditions for practices & games
- i. Assign field locations for practices for football and cheer teams
- j. Work with EGPD staff on organizing mosquito abatement
- k. Organize booth for EGPD Play Party Picnic event

7. Ways and Means Coordinator

- a. Provide, sell and maintain merchandise and Concession stand
- b. Provide, sell and maintain spirit wear
- c. Provide to the EGPD an updated inventory of spirit wear at the end of the season
- d. Coordinate with EGPD sales codes for POS system in concession stand for concession and spirit wear items
- e. Remit all funds to the safe to be picked up by EGPD staff
- f. Manage POS system in concessions and merchandise sales and provide end of day reports to EGPD
- g. Supervise and recruit volunteers for concessions during home games and evening practice sessions
- h. Run daily X report for deposits and monthly Z report for EGPD
- i. Reserve all dates that require permits with the EGPD for use of their facilities, including grill permits
- j. Provide and coordinate with EGPD staff a bank for sales transactions at concessions and/or merchandise sales
- k. Track parent volunteer hours and report to EGPD for volunteer fee reimbursement.
- l. Close out register at end of day, fill out the cash receipt and get signature from an additional board member
- m. Chair Tailgate/Homecoming Committee

- n. Coordinate Annual Bingo Fundraiser
 - o. Coordinate League communications with Football Team Moms and Cheer Coaches
8. Equipment Manager – *Current Head Coaches are not eligible for this position*
- a. Recommend the purchase of football player equipment to the Board
 - b. Responsible for year-end inventory of player football equipment, including collection of player/coach equipment
 - c. Responsible for coordinating at least 2 uniform sizing events
 - d. Work with League Coordinator to maintain a spreadsheet with names, weights, uniform sizes and numbers and ensuring no two youth on the same team have the same number
 - e. Responsible for maintaining equipment check-out sheets in coordination with the equipment manager
 - f. Responsible for sharing said spreadsheet with the League Coordinator prior to the deadline for the league
 - g. Responsible for ordering and distributing uniforms
 - h. Have knowledge of how to properly fit a youth with a helmet and shoulder pads and repairs of player equipment
 - i. Responsible for working with vendors for the repair, reconditioning, and replacement of player equipment after the season ends
 - j. Responsible for equipping each coach bag with a set of tools for repairs, water bottles, helmet pumps, kicking tees, shoulder pad straps, blocks
 - k. Secure appropriate amount of price quotes for uniforms and present to the board at the February meeting for a vote. See Purchasing Policy (in Advisory Board Manual) for exact details
 - l. Provide first aid and ice packs to all teams (football and cheer)
9. Cheerleading Director
- a. Provide a safe and instructional cheer program by staying current with all IHSA and ICA Rules, approving all cheers and routines, and supervising all cheer practices and games (or find alternative adult supervision)
 - b. Responsible for the coordination and function of all tackle and flag cheer squads; maintain rosters, appoint Adult Coaches and Junior Coaches
 - c. Provide cheer program descriptions to Park District for inclusion in seasonal program catalogs and other marketing materials
 - d. With Cheer Coordinator, create competition practice schedule and book indoor space with park district
 - e. Attend quarterly ICA Board meetings and keep open communication with ICA regarding rules, regulations and competitions
 - f. With Cheer Coordinator, act as co-managers for squads

- competing in ICA Competitions
- g. Approve and track all expenses incurred by the EGYF Cheer Budget
- h. Coordinate and prepare the cheer budget required by the EGYF and present to the EGYF Advisory Board at the September meeting
- i. Upon approval of Elk Grove Parks Foundation and EGYF Advisory Board, coordinate any and all fundraising activities for State Competition Registration Costs
- j. Coordinate with uniform vendor(s) and schedule at least two (2) cheer uniforms fittings and maintain records to ensure all girls have been properly fitted and/or have uniforms by the start of the cheer season

10. Cheer Coordinator

- a. Provide a safe and instructional cheer program by staying current with all IHSA and ICA Rules, approving all cheers and routines and supervising at all cheer practices and games (or find alternative adult supervision)
- b. Provide support to the Cheer Director in the coordination and function of all cheer squads
- c. Responsible for cheer communications with the league board.
- d. Attend quarterly ICA Board meetings and keep open communication with ICA regarding rules, regulations and competitions
- e. With Cheer Director, act as co-managers for squads competing in ICA Competitions
- f. Coordinate rosters and registrations for all ICA competitions.
- g. With Cheer Director, identify budgetary needs and costs for cheer program to determine cheer registration fees
- h. Assist Cheer Director in coordinating State Registration fundraising activities
- i. Coordinate Hometown Parade participation

11. Sideline Cheer Coordinator

- a. Provide a safe and instructional cheer program by staying current with all IHSA and ICA Rules.
- b. Work with Cheer Director and Cheer Coordinator to create list of updated sideline cheers, and determine Coach Expectations.
- c. Organize and schedule preseason Coach Training for Junior Coaches.
- d. Keep Coach Band updated with videos of sideline cheers, provide coaches with updated list of cheers
- e. Communicate with Flag Football Coordinator and League Coordinator to obtain football schedules in order to create game schedule for all cheer squads. Provide Adult Coaches and Junior Coaches with football schedules for teams they are assigned to, communicate all schedule changes and cancellations to all coaches.
- f. Assign Cheer Squads to football teams.

- g. Assign junior coaches to sideline only cheer squads
- h. With Cheer Director and Cheer Coordinator determine preseason competition squad sideline practice schedule and fall season sideline only (noncompetitive) squad practice schedule.
- i. Organize, manage and attend all sideline only squad practices throughout the season.
- j. Member of the Homecoming Committee
- k. Coordinate homecoming activities with Adult Coaches.
- l. Order Cheerleading Trophies

12. Flag Football Coordinator

- a. Responsible for the coordination of the functions of flag football teams
- b. Formulate the teams by a draft system
- c. Formulate and establish league rules subject to the approval of the board
- d. Coordinate any special communications with the flag football parents
- e. Provide appropriate training for game referees including a rule book. Schedule and coordinate with EGPD staff for game referees, per league rules
- f. Responsible for returning end of season equipment to board.
- g. Distribute copies of all team rosters and contact information to the league board of directors
- h. Responsible for set up and clean-up of flag fields
- i. Responsible for coordinating trophy order with the Treasurer at the end of season

VII. Board Vacancies

A. Nominations

Those individuals showing interest in running for a board position, which is considered open by term limits, must submit a letter of intent to the Vice President before the November board meeting. Individuals can only be considered for one position. Upon review of all requests, those applicants meeting the requirements as defined in these guidelines will then be nominated by the Vice President at the December board meeting.

B. Election

If an election becomes necessary, sitting board members will vote at the beginning of the January board meeting. The EGYF Advisory Board is responsible for holding a fair election. The Election chairperson will be the Vice President. The President will preside if the Vice President position is up for election.

All newly elected Board Members must complete an Elk Grove Park District Youth Athletics Advisory Board Application, mandatory background check and complete board member orientation through EGPD.

C. Terms of Office

Positions available are based on the Even/Odd calendar. A term in office is defined as two years and all newly elected officers will begin their two-year term in February. The fiscal year will be from February 1st to January 31st. All Board members must declare their intent to remain in their position before the October board meeting.

Term beginning Odd Years

President
League Coordinator
Field Manager
Flag Football Coordinator
Cheerleading Coordinator
Secretary

Term beginning Even Years

Vice President
Cheerleading Director
Equipment Manager
Ways and Means
Treasurer

D. Removal from Office

Should board member(s) not properly fulfill his/her duties, he/she will be subject to removal from the Board by a majority vote of the Board. This removal constitutes a complete removal from serving the program. To re-enter the program, he/she must petition the board of directors after one full calendar year of their removal. Once removed from board position by majority vote, that individual will not be allowed to hold any board position again.

E. Vacated Positions - Mid Term

If a member should vacate a position prior to the end of their term and they would like to return to the board at some point, it will be subject for board approval.

In the event of a board vacancy, except for the President, where the Vice President succeeds, the Board will appoint by majority vote a successor to serve out the term, of said vacancy.

VIII. Meetings

A. Monthly Meetings

The Board of Directors will hold regular monthly meetings for the general body in order to conduct all business pertaining to EGYF. Quorum of six board members needed to hold the meeting.

B. Special Meetings

Special meetings may be called by the President or upon written request to the President with a minimum of three board members. Notices of all special meetings shall be given to all board members within a reasonable period of time (48 hours) prior to the scheduled date.

C. Presidents Meetings

The Park District will host President's meetings. The meetings are open meetings and are intended to foster good communication between the Park District and the Youth Leagues. However, it is strongly recommended that each Youth League be represented by their President only. This is to keep the discussions and overall meeting length to a reasonable amount of time. If the President is unable to attend, the President should notify the meeting organizer as quickly as possible and attempt to find a representative from his or her Youth League to attend in the President's place.

IX. Committees

The Committees will be appointed, as needed, each year by the Advisory Board.

A. Safety Committee:

1. The League Coordinator is the chairperson.
2. Members of this committee are the Advisory Board. League Coordinator heads the committee and makes suggestions with final approval from the board.
3. Will appoint a safety coach to work with league coordinator on USA certification.
4. Must attend all required clinics to maintain USA certification.

B. Budget Committee:

1. Treasurer is the chairperson.
2. Members of the committee are the VP, President, League Coordinator, Secretary, Equipment Coordinator and Ways and Means
3. Purpose of the committee is to determine the operating budget for the following year and determine registration fees
4. The Treasurer shall schedule the first Budget meeting no later than January
5. Treasurer shall have budget completed and prepared to turn in to Park District no later than September 1st.
6. Track and monitor cost per player
7. Define upcoming Capital Expense Request for presentation to Park District Board.

C. Fundraising Committee:

1. Vice President and Ways and Means Manager are the Co-Chairs.
2. Members of the committee are open to the chairperson's discretion and board approval including an EGPD representative.
3. Purpose of the committee is to identify specific program needs and raise funds to offset costs of program needs.
4. To ensure donations are appropriately used for football and cheer programs only.
5. The Committee shall present any fundraising plans to the Advisory Board for Approval.
6. Work with EGPD staff to receive approval for fundraising events from Parks Foundation. Must put in requests in 1-2 weeks prior to the start of event for approval.

D. By Law/Operation Guidelines Committee

1. President and Vice President are Co-Chairs.
2. Members of the Committee shall consist of President, Vice President, Secretary, League Coordinator, Cheer Director or Cheer Coordinator, and any other sitting Advisory Board members as deemed necessary by the co-chairs.
3. Purpose of the Committee is to review EGYF Operational Guidelines on a yearly basis and amend as necessary.
4. The Committee shall present a draft to the Advisory Board for approval no later than the February Advisory Board meeting.
5. After Advisory Board approval a final version shall be submitted to the Elk Grove Park District.

X. Tackle Rules of Play

A. General

1. All tackle football players will be weighed in after registration is completed and placed at the appropriate level.
2. If a participant is absent from practice(s) or exhibits unsportsmanlike conduct, it may result in he/she not being allowed to participate in the next game/event.
3. It is the responsibility of the participants to inform the board of any medical conditions that may affect their play at practice or games.
4. If a player was held out of practice due to a Doctor's note, they will not be able to return to practice until they provide a Doctor's release to return. Releases should be given to the League Coordinator.
5. Participants will not be allowed to participate in any practices or games if they are missing any part of the mandatory equipment or uniform. Uniforms are expected to be clean for all games.
6. Equipment must be clean when turned in at the end of the season (including all decals removed from the helmet). This is the participant's responsibility. All equipment must be turned in by the designated date unless otherwise receiving board permission.
7. A player must guard against loss of any equipment. See Equipment Return Policy.

B. League Play and Info

1. All practices will begin no earlier than August 1st or week including the start of August 1st. The league coordinator will determine all practice times. Participants are divided according to age and weight and may be placed at the appropriate level. Once placed at the right level they also will be separated according to their skill level, competitive or non-competitive.
2. Ensure that any other organization or team selected to scrimmage or play games with teams in EGYF adhere to the objectives, philosophies and ideals as stated herein. Any violation of these rules will be subject to Board action. All opponents need board approval.

3. Teams shall consist of: football coaches, team manager, cheerleading coaches, football players and cheerleaders.
4. The players, coaches, cheerleaders, participants, managers and parents are bound to play under their respective league rules.
5. All teams that the EGYF teams play in league competition must be weighed prior to the game.
6. IHSA playing rules will apply in all leagues and divisions.
7. No offsite practices are permitted without board approval.
8. All rules are subject to change in accordance with governing league rules.

C. Football Coaches

1. Adheres by the Code of Conduct policy.
2. All coaches working with participants must complete a background check, a minimum of 10 days prior to the first day of practice.
3. Head Coach, or their designee, is responsible for providing all records and forms for their team to League Coordinator.
4. Head Coach will follow up on player injuries and report to the EGYF Safety Coordinator. Must complete PDRMA Accident Report and turn in to EGYF immediately following the incident.
5. To maintain good standings as a league coach; a person must abide by the EGYF Policies and Procedures along with the league bylaws.
6. Head Coaches must attend scheduled meetings, practices and games.
7. Coaches will stress sound scholastic standings, sportsmanship, and conduct and try to provide character building experience for the players.
8. Coaches will stress proper and safe tackling, blocking and playing procedures for the player's person safety and the safety of others. Specific emphasis should be made on not permitting spearing or helmet tackling and teach fundamentals of HEADS UP football.
9. Coaches or any individual's misconduct or insubordination will be subject to disciplinary action up to and including removal from the program. The head coach must report this misconduct to the League Coordinator or Advisory board in writing immediately.
10. All information containing personal information of our participants is to be kept in the strictest of confidence. Personal information must not be copied or shared with anyone outside of the league and immediate coaches and board members.

XI. Cheerleading

A. General

1. All team coaches must abide by the code of conduct set forth by the EGYF & participating league, the EGYF board will have the authority to enforce the code of conduct.
2. All cheer coaches working with participants must complete a background check a minimum 10 days prior to the first day of practice.
3. All participants must abide by the EGYF and League policies and procedures, including but not limited to Eagles Cheer Attendance Policy

4. All Cheer Coaches will stress sound scholastic standings, sportsmanship, conduct, and try to provide character building experience for all cheerleaders.
5. All information containing personal information of our participants is to be kept in the strictest of confidence. Personal information must not be shared with anyone outside of the league and immediate coaches and board members.
6. The Adult Team Coaches will follow up on player injuries and report to the Cheer Director or Cheer Coordinator who will then report to the EGPD Safety Coordinator, if necessary.
7. If a cheerleader was held out of practice due to a Doctor's note, they will not be able to return to practice until they provide a Doctor's release to return. Releases should be given to the Cheer Coordinator.

B. Objectives

1. To provide an opportunity for all children age 5-14 (No high school students are to be on a team) to participate in an organized cheerleading program.
2. To teach fundamentals of cheerleading.
3. To encourage good sportsmanship
4. To follow IHSA and ICA rules for safety

C. Organization

1. The cheerleading participants will be assigned to squads by grade level (up to 3 consecutive grade levels may be combined) by the Cheerleading Director and Cheerleading Coordinator.
2. Cheerleading participants and teen coaches follow basic rules of conduct and are subject to disciplinary action, which may limit their cheerleading/coaching time as determined by the Cheer Coordinator or Sideline Cheer Coordinator and approved by the Cheer Director.
3. The Cheerleading Director or Coordinator shall approve practice times.
4. Adult Coaches are the liaison between teen cheer coaches and parents and/or football coaches.

XII. Flag Football

A. Objectives:

1. To provide an opportunity for all children ages 5 to 7 (based on league weight restrictions), to participate in an organized flag football team.
2. To learn the fundamentals of football.
3. To encourage good sportsmanship.
4. To follow league rules for safety.

B. Organization:

1. The flag football player will be assigned to teams by the flag coordinator as approved by the board.
2. Flag participants and coaches follow basic rules of conduct and are subject to disciplinary actions.
3. A game jersey and helmet are supplied within league fee. All equipment provided must be worn at each game.

XIII. Equipment

All equipment (flag, tackle and cheer) should be in accordance with league rules.

XIV. Amendments

- A. Operational Guidelines changes must be approved by the Advisory board at the March meeting.
- B. The Operational Guidelines may be amended by a majority vote of the membership present and eligible to vote.
- C. The Operational Guidelines will be reviewed on a yearly basis by committee.
- D. EGYF and Cheer agrees to abide by the Bylaws of its participating league or association.

XV. Dissolution

In the event of the dissolution of the EGYF program, the Elk Grove Park District shall determine the distribution of physical and monetary assets.

Letter of Understanding

Elk Grove Park District/ Elk Grove Youth Football & Cheer

Purpose of Agreement

The Elk Grove Park District and the Advisory Board of programs purposes are to serve and enhance recreational opportunities for a specific sport and group. These Programs are not separate and independent from the Park District, and yet they have some privileges of operating with guidelines specific to their program. Each Advisory Board will be strictly accountable to the District for the conduct of its activities and programs, so that the District can adequately discharge its duty of accountability to its residents; and because the Advisory Board's sole purpose is to support and augment the District's facilities or programs, the District's Board of Commissioners shall have final authority and control over the Advisory Board and its activities, as is true of all Park District programming.

The Park District recognizes it is in the best interest of the community that the Park District work with the Advisory Boards in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships and joint efforts, all parties can contribute to greater public service.

To this end, the Park District desires to define the working relationship with the Elk Grove Youth Football & Cheer Advisory Board. With this Letter of Understanding (the "Understanding") the parties will define the working relationship, mutual expectations, and individual responsibilities. This Understanding cannot be considered absolute; but shall serve as a minimum standard. Standards outlined herein insure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the freedom to promote the program and support the players, families, and coaches at practices, games, and other related events.

I. Criteria and Conditions

- A. The Advisory Board President and the Park District Athletics Coordinator will set meeting times and dates in advance for the whole year. The meetings cannot be changed without approval from the Park District.**
- B. There cannot be an Advisory Board Meetings without a Park District representative or without Park District knowledge of the meeting. Refer to the Volunteer Board Manual regarding special meetings for more detail.**
- C. The Athletics Coordinator will have input into the monthly agenda so the Park District may be able to review and prepare for and/or add important topics. The agenda must be sent 48 hours in advance to the Advisory Board, the Park District Athletics Coordinator, Superintendent of Recreation and the Athletics Committee of the Park Board. Minutes must be taken at each meeting and sent to the Advisory Board, Park District Athletics Coordinator, Superintendent of Recreation and Athletics Committee of the Park Board within 10 business days of the meeting.**
- D. The Park District Athletics Coordinator will direct the Advisory Board on matters that affect the District. This may be at the monthly Advisory Board meetings or in response to inquiries.**
- E. The Advisory Board must provide a copy of their Operational Guidelines to the Park District 60 days in advance of the start of each season, and any revision should be sent within 10 business days of the approval of such revision. The Operational Guidelines may not conflict with the Letter of Understanding or the Volunteer Board Manual. The Letter of Understanding is the overseeing document, followed by the Volunteer Board Manual, and then the Operational Guidelines in the order of priority.**
- F. The Advisory Board and Park District staff will recommend the appointment of new advisory members. The Park District Board of Commissioners will approve Advisory Board members.**
- G. If there is an Advisory Board Member who proves to be unworthy of his/her duties, who has violated a Park District Control Ordinance, the Letter of Understanding, Volunteer Board Manual or the Affiliate's Operational Guidelines, the Park District staff or the Advisory Board may make a recommendation for removal of that Advisory Board Member. The Park District Board of Commissioners will approve removals of Advisory Board Members.**
- H. Advisory Board Members will follow the Volunteer Board Manual of Processes and Procedures. The Volunteer Board Manual will be reviewed annually by staff. New Advisory Board members shall sign off on receiving and reading the Volunteer Board Manual within**

one month of being appointed on the Board. In addition, new Advisory Board members shall sign off on receiving and reading a copy of the Letter of Understanding.

- I. The Advisory Board members will attend any Volunteer Board training that is facilitated specifically for the Advisory Board through the Park District. An orientation training must be completed prior to being appointed to the Advisory Board.**
- J. The program will utilize the Park District approved refund policy. These policies will be detailed in the Volunteer Board Manual. These policies will be available to the public via the Park District Brochure and website. The program must follow the Park District procedure for travel sports tryouts and selection. This procedure ensures that all tryout participants register to tryout, sign a waiver, and are selected through a specified criteria. The program must adhere to the Park Board Residency Policy. All travel tryout rosters and selected team members must be sent to the Park District's Athletics Coordinator and Superintendent of Recreation prior to notifying the selected team members of acceptance to the team.**
- K. Based on the budget timeline each year, the Advisory Board and Athletics Coordinator must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures. In addition, the Advisory Board and Athletics Coordinator must provide a statement of anticipated use for surplus dollars. The Park District will provide a template for the budget. The Advisory Board may submit requests to the Athletics Coordinator for any requested expenditures which were not approved as part of the annual budgetary process, and the Athletics Coordinator will have sole discretion for approving or denying such request, within his/her authority. Any requests above his purchasing authority must be approved by the authorized staff.**
- L. All potential capital projects must be submitted to the Athletics Coordinator on or before the date provided within the annual budget timeline.**
- M. The Advisory Board is not allowed to use an outside bank account or fund to collect any revenue or for anticipated expenditures. All financial transactions will run through the Park District accounts set up specifically for each program. If a reimbursement is used for a transaction, the reimbursement must follow the procedures set by the District. This includes a submitting an official check request with an invoice or valid receipt documenting the expenditure. All purchases must follow the Park District's purchasing policy.**
- N. The Park District will be available to assist in budgeting, purchasing, and providing proper financial forms. As new Advisory Board members are appointed the District will provide financial training.**
- O. The Advisory Board and the Park District must work together to set annual timelines for critical information. The deadline by which all critical information must be submitted for each program will be set and documented by the Park District with input from the Advisory Board. All information must be given in the requested format and be submitted no later than the agreed upon deadline. Many of these items are required in order to utilize any**

computer software program properly. Failure to follow this policy may result in denial of use of Park District facilities. The critical information includes, but is not limited to:

- a. All coaches, managers, assistant managers, and parents contact information,
 - b. All teams and team names,
 - c. All requested detailed practice times, and requested detailed game times.
 - d. Criminal background check forms will be completed for all volunteers eighteen years of age or older who directly supervise individuals under the age of eighteen (18) years of age. This must be completed before the coaches, managers, or assistants are allowed to have information or have contact with the participants. The District is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- P. The Park District will provide the insurance coverage for the program through our Park District Risk Management Agency (known as PDRMA).
- Q. The Advisory Board shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or PDRMA.
- R. Activities, programs, and events sponsored by the Advisory Board shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
- S. The Advisory Board and the Park District together will adhere to the Americans with Disabilities Act ("ADA") and shall make reasonable accommodation for all individuals with disabilities. Park District staff, with the assistance of the Northwest Special Recreation Association, will work with the Advisory Board in order to comply with ADA requirements.
- T. The Advisory Board and the Park District shall comply with all other applicable codes, laws, ordinances and regulations of the Village of Elk Grove Village, Cook County, the State of Illinois, and Federal Government.

II. Facility Use

- A. The Advisory Board shall make all requests to use Park District fields / rinks/ courts or other facilities as part of the annual timeline. Similar to other Park District programs the Park District shall use its best efforts to accommodate internal requests. Park District programs

and leagues shall have priority scheduling for use of any Park District fields and facilities over Affiliate organizations.

- B. The Park District will work with the local school districts for any special facility or field usage. The Park District does have intergovernmental relationships with the local school districts; therefore, those requests will go through the District.**
- C. The District will provide meeting space and storage. All Advisory Board meetings will be scheduled at a Park District facility which is open to the public.
- D. The District is responsible for providing utilities to facilities as may be deemed required by the District.
- E. The Park District will determine if the current weather conditions and/or field conditions permit use of Athletics Fields and Local School Athletics Fields during the week (Monday-Friday) and will make reasonable efforts to contact the Advisory Board by 3:30pm, and 8:00am on weekends. The Park District's computer software program will be updated as necessary. The Affiliate Advisory Board will use the software program system for updated availability. The turnaround time for rescheduling games will be within 48 Hours.**
- F. The Advisory Board, coaches, or Park District staff shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe conditions (holes in sports fields, broken equipment, etc.) to the Park District's Athletics Coordinator and Superintendent of Recreation. The Park District shall promptly respond to any request of or notification of any unsafe condition or repair that is required to any facility, field or improvement thereon (e.g., soccer goals, spectator seating, etc.).**
- G. The Advisory Board is responsible for providing adult supervision for any and all activities. If additional supervision or security is needed, the Advisory Board should notify the Park District's Athletics Coordinator and Superintendent of Recreation in advance. If there is a cost for extra supervision or security, that cost will be the responsibility of the program.**
- H. While using Park District and school facilities, the Advisory Board, coaches and Park District staff is responsible for following the Park District's severe weather protocol. This is outlined in the Volunteer Board and Coaches' Manuals.**

III. Fees

- A. The park district will collect fees for the program and will pay expenses related to the program from those fees.

IV. **Advertisement**

- A. The Advisory Board is responsible for providing the Park District with detail information for publication in the Park District brochure in accordance with the Park District timeline. (Timeline will be determined by the Park District on an annual basis).
- B. The Park District will provide a page on the Park District's website for the program.
- C. The Park District will assist with publicity through brochure descriptions, distribution, seasonal catalogs, flyers, and email blasts. The Advisory Board will request advertising on park signs and LED signs through the Athletics Coordinator who will work with the Marketing Department.
- D. Mass mailings to be distributed by the Advisory Board shall have first been approved by the Athletics Coordinator and Marketing Department. This is also described in the Volunteer Board Manual.

APPENDIX B - CODE OF CONDUCT



ELK GROVE PARK DISTRICT ATHLETIC ASSOCIATION CHARACTER COUNTS! Sm CODE OF CONDUCT

Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring

Parents

- Treat players, other parents, coaches, and referees with the utmost respect at all times.
- Do not force your children to play sports, but support their desire to play their chosen sport. Children are involved in organized sports for THEIR enjoyment. Always make it FUN.
- Be a positive role model. Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Use positive encouragement to increase confidence and build self-esteem in your children and foster a respect and appreciation for the sport. Stress the importance of the team play over personal statistics and recognition. Encourage your children to develop good practice and game habits in an effort to continually improve their skills.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Encourage your children to learn the rules of their sport and abide by them at all times.
- Recognize the effort put in by volunteer coaches. Communicate with and support them in any way that you can.
- Be responsible for guests you bring.
- Respect the facilities. Without them, there would not be a place to play.

I have read and understand the above Character Counts Code of Conduct and understand that it is my responsibility to provide positive support, care, and encouragement for my child. I also understand that violation of this code of conduct could result in my being forbidden from attending games or practices.

Parent Signature

Date

Parent Signature

Date



ELK GROVE PARK DISTRICT ATHLETIC ASSOCIATION

CHARACTER COUNTS! Sm

CODE OF CONDUCT

Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring

Participants

- Treat players, other parents, coaches, and referees with the utmost respect at all times.
- Play for the Fun and enjoyment of the sport.
- Exhibit the qualities of good sportsmanship at all times. Be gracious in victory and dignified in defeat. Respect the sport that you are playing.
- Develop good practice and game habits in an effort to enhance your skills and maximize your abilities. Be on time and prepared for all practices and games.
- Think and play as a member of a team and encourage other players to put team success above personal statistics and recognition.
- Demonstrate a concern for others. Never intentionally injure any other player. Promote a positive team environment through positive encouragement of your teammates. Help your teammates become better players by sharing your knowledge and assisting them in improving their skills.
- Learn and abide by the rules of your sport at all times.
- Respect the facilities. Without them there would not be a place to play.

I will practice the above Character Counts Code of Conduct and always display good citizenship by respecting my teammates, coaches, officials, and opposing players. I also understand that violation of this code of conduct could result in my being forbidden from attending games or practices.

Participant Signature

Date



ELK GROVE PARK DISTRICT ATHLETIC ASSOCIATION

CHARACTER COUNTS! Sm

CODE OF CONDUCT

Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring

Coaches

- Treat players, other parents, coaches, and referees with the utmost respect at all times.
- Be a positive role model. Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Use positive encouragement to increase confidence and build self-esteem in your children and foster a respect and appreciation for the sport. Stress the importance of the team play over personal statistics and recognition. Encourage your children to develop good practice and game habits in an effort to continually improve their skills.
- Let your words and actions demonstrate a high regard for loyalty to your association and players.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Familiarize yourself with the rules of your sport and teach those rules to your players. Organize fun yet challenging practices.
- Always put the safety and well being of your players above the desire to win. Care more about your players than winning the game.
- Respect the facilities. Without them there would not be a place to play.

I have read and understand the above Character Counts Code of Conduct and will abide by it at all times. I understand that coaching is a privilege and that I may lose this privilege if I violate the conduct requirements above.

Coach Signature

Date