

# **BRANDON COWBOYS FOOTBALL ASSOCIATION, INC.**

3099 Kingsway Road \* Seffner, Florida 33584 \* 813.653.1393

www.brandoncowboys.org

Mailing address: P.O. Box 2038 \* Seffner, Florida 33583

## **BRANDON COWBOYS ORGANIZATIONAL BYLAWS**

### **ARTICLE I ORGANIZATION**

**SECTION 1.** This organization shall be known as the Brandon Cowboys Football Association, Inc. (“Cowboys”).

**SECTION 2.** The physical address of this organization is 3099 Kingsway Road, Seffner, Florida 33584 and the mailing address is P.O. Box 2038, Seffner, FL 33583.

**SECTION 3.** The Brandon Cowboys Youth Football Association is incorporated as a non-profit youth serving organization and operates as a corporation under the laws of the State of Florida. Employer Identification Number is 61-1408152 and Certificate of Exemption Number is 39-00-184987-60C.

**SECTION 4.** The Brandon Cowboys are a member of the Florida Youth Football and Cheerleading Association, Inc. (“FYFCA”)

**SECTION 5.** The fiscal year end shall be established as January 1 to December 31 of each year.

### **ARTICLE II REVISION OF BYLAWS**

**SECTION 1.** Review and revision of the Bylaws shall be conducted on an annual basis or whenever deemed necessary by the Board of Directors. Any amendments shall be reflected in Board meeting Minutes.

**SECTION 2.** It shall take a 2/3 majority of Board members present and voting to either accept or reject the proposed Bylaw changes.

### **ARTICLE III RIGHTS**

**SECTION 1.** In the event the rules and regulations set forth in these Bylaws conflict with the Rules and Regulations set forth by FYFCA, the rights of FYFCA shall prevail.

**SECTION 2.** These Bylaws will conform to the Rules & Regulations set forth in the Participant/Parent Handbook.

### **ARTICLE IV BOARD OF DIRECTORS**

**SECTION 1.** The Board of Directors shall consist of *Thirteen (13)* voting positions plus an Athletic Director, Assistant Concession Manager and Assistant Corporate Sponsorship Manager.

The following positions will be elected for two (2) year terms in EVEN years, as follows:

Athletic Director\*  
Secretary  
Cheer Coordinator\*  
Concession Manager  
Football Equipment Manager  
Corporate Sponsorship Manager  
Treasurer  
Facility Coordinator

The following positions will be elected for two (2) year terms in ODD years, as follows:

Assistant Athletic Director\*  
Football Coordinator\*  
Cheer Equipment Manager  
Team Parent Coordinator  
Fund Raising Coordinator  
Assistant Corporate Sponsorship Manager  
Assistant Concession Manager  
Web Manager

(\* denotes FYFCA Trustee, see ARTICLE V SECTION 2)

**SECTION 2.** Candidates for a position on the Board of Directors shall be held in accordance with ARTICLE V of these Bylaws.

**SECTION 3.** The primary function of the Board of Directors is to represent, lead, recommend, organize and support the Cowboys organization in all efforts, including but not limited to financial and administrative decisions to provide a unified youth sports program with a major emphasis on the fun and enjoyment for all youth interested in playing and developing football and cheerleading skills where youth come first. It shall always be the goal of the Board of Directors to promote:

1. "Safety first" participation;
2. Opportunities for fun and enjoyment through a football and cheerleading program that emphasizes the best interests for the youth of the organization;
3. The development of good sportsmanship and physical fitness;
4. The teaching of skills, techniques, and fundamentals of the sports of football and cheerleading;
5. Only programs with strict controls over age, weight, and equipment of the participants; and
6. Proper conduct of participants, coaches, and spectators.

**SECTION 4.** The Board of Directors shall consist of the following Brandon Cowboy Offices and FYFCA Trustee Representatives:

1. Athletic Director (Non-Voting) (FYFCA Trustee)
2. Assistant Athletic Director (FYFCA trustee)
3. Secretary
4. Treasurer
5. Football Coordinator (FYFCA Trustee)
6. Cheer Coordinator (FYFCA Trustee)
7. Football Equipment Manager
8. Cheer Equipment Manager
9. Team Parent Coordinator
10. Concession Manager

11. Assistant Concession Manager (Non-Voting)
12. Fundraising Coordinator
13. Facility Coordinator
14. Corporate Sponsorship Manager
15. Assistant Corporate Sponsorship Manager (Non-Voting)
16. Web Manager

Alternate FYFCA Trustees, one Cheer and one Football, are to be determined annually by Board vote at a regularly scheduled Cowboy Board meeting. If a trustee is unable to fulfill his or her FYFCA responsibilities, the position will be filled by Board vote at the next regularly scheduled Board meeting. Basic responsibilities of each Board Member shall be defined in ARTICLE IX .

**SECTION 5.** Each Board Member present, excluding the Athletic Director, Assistant Concession Manager and Assistant Corporate Sponsorship Manager shall be entitled to a single vote in any and all matters brought before the Board of Directors. Absentee or proxy votes are not allowed.

**SECTION 6.** All decisions presented to the Board for a vote shall require a simple majority of the Board Members present at the time of the vote unless specified otherwise in the Bylaws.

**SECTION 7.** In the event of a tie, after two tie votes have been cast, the Athletic Director may cast a vote on the 3<sup>rd</sup> vote.

**SECTION 8.** If there are no other qualified applicants for a Head Coaching position, then a Board member may simultaneously hold a Head Coaching position upon 2/3 majority vote of the Board. The Board member involved will be excused from the discussion and voting process. Board members may only hold a coaching position as long as it does not interfere with their Board duties.

**SECTION 9.** There shall be no limits as to how many times a Board member can be re-elected to a position on the Board of Directors.

**SECTION 10.** Board Members terms shall run 2 years starting from January 1st following their election date through December 31st of the 2nd year, with exception of positions filled mid-term. Those positions will be up for election and vacated after the remaining term of office as scheduled.

**SECTION 11.** In the event the Athletic Director is unable to fulfill his/her duties and his/her responsibilities as set forth in the Bylaws or resigns the position, the Assistant Athletic Director shall assume his/her duties until the election of a new Athletic Director can be held as outlined in ARTICLE V SECTION 4.

## **ARTICLE V**

### **ELECTION OF BOARD MEMBERS**

**SECTION 1.** To be eligible for a Board position, the candidate must:

1. Have a child currently registered with the Cowboys.
2. The candidate must be in good financial standing with the Cowboys.
3. Be an active member/candidate within the previous year.
4. Any candidate that does not meet the above criteria is subject to Board approval.
5. All elected candidates must pass a Hillsborough County background check.

**SECTION 2.** Nominations for positions on the Board of Directors shall commence two (2) weeks before the last regular season home game. Any nominees for Athletic Director must currently be serving on the Board of

Directors. Nominees for Football Coordinator and Cheer Coordinator must have served at least one (1) year as a Cowboy coach or Board member. The Athletic Director, Assistant Athletic Director, Football Coordinator, and Cheer Coordinator also will serve as league trustees with FYFCA.

**SECTION 3.** Elections of Board members shall take place at the last regular home game of the season. Elections shall be open to the parents or legal guardians of the child (children) registered and limited to a maximum of two (2) votes per family. Any Board member or coach without a registered child within the organization will be granted one vote. All votes cast shall be by secret ballot. A simple majority vote of those members voting shall determine the winner of the position. In the event of a tie, the Board of Directors shall determine the winner by using the interview process with a simple majority vote by secret ballot, within (7) calendar days. The election shall be open to qualified candidates and each Board position shall have a write-in space with exception of Athletic Director.

**SECTION 4.** If the Athletic Director cannot fulfill his/her duties or resigns the position, the Assistant Athletic Director shall assume the position of Athletic Director until a vote at the next scheduled Board meeting following the resignation. In the event that the Assistant Athletic Director declines or cannot fulfill the position of Athletic Director, the Board may appoint an existing Board member. If all existing Board members decline an appointment to serve as Athletic Director, a special election will be held in accordance with ARTICLE VI SECTION 3 of these Bylaws within thirty (30) days of the resignation.

## **ARTICLE VI**

### **RESIGNATIONS, DISMISSALS AND APPOINTMENTS**

**SECTION 1.** A Board member may resign by submitting a letter of resignation to the Board of Directors.

**SECTION 2.** For a Board member to be dismissed, it shall require two-thirds (2/3) vote of the filled voting positions of the Board of Directors, after the following:

1. The Board member against whom the dismissal action is proposed shall be notified of the proposed action in writing.
2. The proposed vote for dismissal shall be placed before the Board of Directors at a regular or specially called Board meeting where a motion to dismiss shall be made.
3. If the motion is seconded, a secret ballot vote shall be taken. If a Board member is unable to attend, no absentee votes will be allowed.

**SECTION 3.** The Board of Directors shall fill any vacant position on the Board by appointment using the interview process, with a simple majority vote, by secret ballot, of the Board of Directors present at a regularly scheduled Board meeting. If an existing Board member wishes to be appointed to a vacant position on the Board, he/she must resign his/her present position before he/she can be appointed to the vacant position. His/her newly vacant position shall be declared open for appointment at the next regular meeting.

## **ARTICLE VII**

### **BOARD MEETINGS**

**SECTION 1.** The Athletic Director shall be the chairman of all Board meetings. In his/her absence, the Assistant Athletic Director shall chair the meeting. Robert's Rules of Order Revised may guide the proceedings of all Board meetings and its constituents, except as provided in these Bylaws. Regular Board meetings are open to all parents who have a child registered with the Cowboys. Any parent or representative that wishes to address the Board or provide a statement for entry into the minutes of the Board meeting, must submit in writing a request to the Athletic Director the topic and brief description of subject or a copy of any presentation no less than 24 hours prior to the scheduled Board meeting.

**SECTION 2.** Except for emergency situations, regular Board meetings shall be held at least monthly, with date, time, and place to be set by the Board of Directors.

**SECTION 3.** The Athletic Director shall have the authority to call a special meeting of the Board whenever he/she deems necessary and must notify all Board members.

**SECTION 4.** Any Board member who has the support and approval of a simple majority of Board members may request special meetings. All special requests shall be presented in writing to the Athletic Director and shall identify the purpose of the requested meeting. The Athletic Director shall be required to schedule the meeting and inform all interested parties of the date, time, and place of the meeting.

**SECTION 5.** All minutes from meetings must be distributed to the Board of Directors within 7 days of completion of the meeting. Refer to ARTICLE IX SECTION 3.7.

**SECTION 6.** A master notebook to be maintained and kept at Cowboy Field at all times, containing a copy of the current FYFCA Bylaws, the Brandon Cowboy Bylaws, monthly Board of Directors meeting agendas, minutes and financial reports.

## **ARTICLE VIII** **RULES FOR BOARD MEMBERS**

**SECTION 1.** All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to ARTICLE VI SECTION 2.

**SECTION 2.** Board Members shall have the following rights:

1. To be treated fairly and equitably.
2. To receive notice of meetings, attend meetings; make motions and second motions when needed. Vote on motions
3. Nominate people for office. Be nominated for office. Elect people for office.
4. Know the meaning of the questions or subjects being debated.
5. To speak on or debate an issue in turn.
6. Object when rules are being violated.
7. Appeal the decision of the chair.
8. Have access to minutes of all meetings.
9. Receive the Treasurer's report once a month.
10. Get a copy of the Cowboys Bylaws.
11. Not have to suffer personal abuse and attack from any other member(s).

**SECTION 3.** Board Members are expected to:

1. Attend all Board meetings in their entirety.
2. Be ready to talk knowledgeable and intelligently on a topic.
3. Be open-minded and attentive.
4. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
5. Follow the rules of debate and obey the rules of the organization.
6. Attack issues, not people! Respect the rights of others.
7. Abide by the final decision of the majority vote.
8. Support all Board decisions throughout the organization.
9. Bring in or recommend new members.
10. Participate in committees as requested or needed.
11. Promote the organization's growth and influence. Enhance the organization's reputation.

**SECTION 4.** Board members must comply with the Rules and Bylaws established by FYFCA and the Cowboys.

**SECTION 5.** Board members are expected to attend all Board meetings. If a Board member misses two (2) consecutive, regularly scheduled monthly meetings without good and sufficient cause as determined by the Board of Directors, he/she may be removed from the Board, as outlined in ARTICLE VI SECTION 2. If the position is declared vacant, the position shall be filled following the procedures outlined in ARTICLE VI SECTION 3 of these Bylaws. A Board member who wishes to be excused from a Board meeting must contact the Athletic Director at least one (1) hour prior to the scheduled meeting.

**SECTION 6.** All Board members shall be expected to attend all Cowboy functions. Noncompliance with this section may result in dismissal from the Board as outlined in ARTICLE VI SECTION 2.

**SECTION 7.** All Board members shall be expected to uphold the responsibilities of their position as outlined in ARTICLE IX. Noncompliance with this section may result in dismissal from the Board as outlined in ARTICLE VI SECTION 2.

All Board members shall be expected to pass a Hillsborough County background check and hold current coaching certification status with Hillsborough County. Noncompliance with this section may result in dismissal from the Board as outlined in ARTICLE VI SECTION 2.

## **ARTICLE IX**

### **DUTIES & RESPONSIBILITIES OF BOARD POSITIONS**

#### **SECTION 1. ATHLETIC DIRECTOR**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall direct and/or supervise all day to day activities of the Cowboys.
3. He/She shall be a representative for all activities of the organization to the community and to FYFCA.
4. He/She shall be ever mindful that the organization is established for our community youth.
5. He/She shall be a Representative to FYFCA and attend all monthly FYFCA meetings.
6. He/She shall chair all Cowboy Board meetings, except as outlined in ARTICLE VII SECTION 1 of these Bylaws.
7. He/She has the authority to suspend a Board Member, parent, participant or coach of the Cowboys until any questionable action can be resolved through the Disciplinary Committee and/or the Board of Directors.
8. He/She shall make available to FYFCA and the Cowboys Board of Directors, all correspondence, records, Bylaws, and rules established by the Cowboys upon request.
9. He/She shall appoint, direct, and control special committees formed for the purpose of organizing the efficient and economical operation of the Cowboys.
10. He/She shall approve and/or prepare all publicity announcements.
11. He/She shall schedule and chair all parent meetings.
12. All activities of the Cowboys shall be conducted under the supervision of the Athletic Director.
13. He/She shall, in cooperation with the Treasurer, consolidate the annual budget requirements and be financially responsible. He/She shall be responsible for the following specific sections of the annual budget: Participant Income and Organization Operation Expense.
14. The Athletic Director is a non-voting position.

## **SECTION 2. ASSISTANT ATHLETIC DIRECTOR**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall carry out the duties and responsibilities of the Athletic Director in his/her absence.
3. He/She shall be a Representative to FYFCA. He/She shall attend all monthly FYFCA meetings.
4. He/She shall be responsible for collecting background checks on all Board members and turn them into the Secretary.
5. He/She shall be responsible for each Board member becoming coach certified and the Football Coordinator, Cheer Coordinator and one additional Board member to be CPR certified.
6. He/She shall coordinate official weigh-in procedures and make all necessary arrangements.
7. He/She shall assist the Athletic Director in the opening and closing procedures at all fields.
8. He/She shall post all game day schedules and directions to games.
9. He/She shall be responsible for reporting to the Board of Directors on all matters concerning the following events: Picture Day, Homecoming, and End of year Banquet.
10. He/ She shall be responsible for the following specific sections of the annual budget: Expense - Organizational Events

## **SECTION 3. SECRETARY**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall be responsible for all mail outs in regard to registration in coordination with the Concession Manager.
3. He/She shall be responsible for filing all background checks on all Board of Directors, Football Coaches, Cheerleading Coaches, Team Parents, and any other individual directly involved with the children.
4. The Secretary shall coordinate youth registration and assist in maintaining complete files on all participants with coordinators.
5. He/She will assist coordinators with completion of roster books (birth certificate, physical, hard copy, and picture).
6. He/She shall assist Treasurer with all follow up on registration.
7. He/She shall keep a correct record of the proceedings of the Organization. A copy of the minutes shall be distributed to each Board member within seven (7) calendar days of completion of each meeting. If said minutes are approved, shall attach his/her signature and the date of approval.
8. He/She shall be responsible for all changes and/or all updates to Cowboys Bylaws.
9. He/She shall keep a copy of all correspondence pertaining to the Cowboys and send and/or mail all necessary correspondence as deemed necessary by the Athletic Director and/or the Board of Directors.
10. He/She shall call roll at the beginning of each meeting and keep an accurate attendance record of those present and attach it to the minutes in the Field Notebook.
11. He/She shall be responsible for all insurance claim matters pertaining to the Cowboys. This shall include providing claim forms to parents, and assisting those parents requiring assistance in properly filling out and submitting forms. This shall include following through on all claims that have been filed.
12. He/She shall review all procedural guidelines as described in the Bylaws prior to Board action.

## **SECTION 4. TREASURER**

1. He/She shall be responsible for attending all Brandon Cowboy Board of Directors meetings.
2. He/She shall be responsible for all accounts receivable and all accounts payable, deposits of moneys, and a monthly financial report to the Board of Directors.

3. He/She shall be responsible for the filing of all State of Florida financial reports, Federal tax reports, and an Annual Financial Report, which must be presented at the December Board meeting.
4. He/She shall require proper documentation for reimbursement of money to Board members.
5. The Treasurer shall consolidate and present a draft copy of the budget at the April Board of Directors Meeting
6. Any checks issued against the funds of the Cowboys must be signed by the Treasurer and one other authorized signatory. All checks must have two (2) signatures.
7. The Athletic Director will designate the Treasurer and two (2) additional Board members as authorized signatories to sign checks. No checks will be signed or distributed without prior coordination and approval of funds from Treasurer. The Treasurer will sign all checks unless unavailable. Only at that time with his/her approval may the designated signatories sign checks.
8. The Board of Directors will bond the Treasurer in the amount of \$40,000.00 each season.
9. He/She shall be responsible for mail pick up at post office box, once a week.
10. He/She shall be responsible for all follow up on outstanding registration fees.

## **SECTION 5. FOOTBALL COORDINATOR**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall be ever mindful that the organization is established for our community youth.
3. He/She shall be the Football Representative to FYFCA. He/She shall attend all monthly FYFCA meetings.
4. He/She shall coordinate all football head coach candidates for the interview process by the Board of Directors.
5. He/She shall be responsible for collecting background checks on all football coaches and assistant coaches and turn them into the Secretary.
6. He/She shall be responsible for each football coach becoming Hillsborough County coaching certified and each football Head Coach CPR certified.
7. He/She shall help the Secretary coordinate all activities concerning players including registration.
8. He/She shall act as liaison between the Board of Directors and the football players, coaches, and parents of players.
9. He/She shall have the authority to suspend any football coach or player pending disciplinary action by the Disciplinary Committee as provided in these Bylaws.
10. He/She shall have full authority to run all football teams including assignment of players as set forth in the Rules of FYFCA with the help of the Athletic Director.
11. He/She shall coordinate all football coaching activities through coaches meetings.
12. He/She shall be responsible for the enforcement of the Rules and Regulations of FYFCA and those of the Cowboys.
13. He/She shall make arrangements for scrimmage games.
14. He/She shall be responsible for football roster books at home/away games.
15. He/She shall be responsible for completion of football roster books (birth certificate, physical, hard copy, and picture) in coordination with the Assistant Athletic Director and Secretary.
16. Maintain complete files on all football participants and provide rosters to Board of Directors after any changes in coordination with the Assistant Athletic Director and Secretary.
17. He/She shall be responsible for the following specific sections of the annual budget: Expense - Player Operations.

## **SECTION 6. CHEER COORDINATOR**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall be ever mindful that the organization is established for our community youth.
3. He/She shall be the Cheer Representative to FYFCA. He/She shall attend all monthly FYFCA meetings.

4. He/She shall coordinate all cheer head coach candidates for the interview process by the Board of Directors.
5. He/She shall be responsible for collecting background checks on all cheer coaches and assistant coaches and turn them into the Secretary.
6. He/She shall be responsible for each cheer coach becoming Hillsborough County coaching certified and each cheer Head Coach CPR certified.
7. He/She shall help the Secretary coordinate all activities concerning cheerleaders including registration.
8. He/She shall act as liaison between the Board of Directors and the cheerleaders, coaches, and parents of participants.
9. He/She shall have the authority to suspend any cheer coach or cheerleader pending disciplinary action by the Board of Directors as provided in these Bylaws.
10. He/She shall have full authority to run all cheerleading teams including assignment of cheerleaders as set forth in the Rules of FYFCA with the help of the Athletic Director.
11. He/She shall coordinate all cheer coaching activities through coaches meetings.
12. He/She shall be responsible for the enforcement of the Rules and Regulations of FYFCA and those of the Cowboys.
13. He/She shall make arrangements for all cheer competitions.
14. He/She shall be responsible for cheerleader roster books at home/away games.
15. He/She shall be responsible for completion of cheerleader roster books (birth certificate, physical, hard copy, and picture) in coordination with the Assistant Athletic Director and Secretary.
16. Maintain complete files on all cheerleader participants and provide rosters to Board of Directors after any changes in coordination with the Assistant Athletic Director and Secretary.
17. He/She shall be responsible for the following specific sections of the annual budget: Expense - Cheerleader Operations

#### **SECTION 7. FOOTBALL EQUIPMENT MANAGER**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall, at the direction of the Athletic Director and/or the Board of Directors, issue, collect, and inventory and maintain all player equipment.
3. He/She shall take inventory of all player equipment and field equipment at the beginning and end of each season to determine the status of equipment and present, to the Athletic Director or Board, a report on player equipment and recommendations for the purchase or replacement of equipment and supplies.
4. He/She shall maintain complete and accurate records of inventory at all times. An inventory of each player's equipment shall be kept.
5. He/She shall collect any equipment from any player who quits the team for any reason.
6. He/She shall be responsible for collecting all player equipment at the end of each season and ensure that all players return all equipment issued them.
7. He/She shall assist the Football Coordinator with the creation of their specific sections of the annual budget.
8. He/She shall be responsible for assisting the Facility Coordinator and Concession Manager in organizing/transporting away game equipment side line coolers, half time coolers, cups, Gatorade, water bottles, buckets, towels, tables and game snacks).
9. He/She shall be responsible for extra equipment for away games, including helmets, shoulder pads, hip pads, thigh pads, knee pads, tailbone pads, game pants, mouth pieces, chin straps, and helmet snaps/straps, tape and First Aid kit.
10. He/She shall be responsible for striping the football field according to high school rules for each home game, in coordination with the Facility Manager.

#### **SECTION 8. CHEER EQUIPMENT MANAGER**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.

2. He/She shall, at the direction of the Athletic Director and/or the Board of Directors, issue, collect, and inventory and maintain all cheerleader equipment.
3. He/She shall take inventory of all cheerleader equipment at the beginning and end of each season to determine the status of equipment and present, to the Athletic Director or Board of Directors, a report on equipment and recommendations for the purchase of replacement equipment and supplies.
4. He/She shall maintain complete and accurate records of inventory at all times. An inventory of each cheerleader's equipment shall be kept.
5. He/She shall collect any equipment from any cheerleader who quits the team for any reason.
6. He/She shall be responsible for collecting all cheerleader equipment at the end of each season and ensure that all cheerleaders return all equipment issued them.
7. He/She shall assist the Cheer Coordinator with the creation of their specific sections of the annual budget.
8. He/She shall be responsible for assisting the Facility Coordinator and Concession Manager in organizing/transporting away game equipment sideline coolers, half time coolers, cups, Gatorade, water bottles, buckets, towels, tables and game snacks).
9. He/She shall be responsible for extra equipment for away games and competitions, including game tops, skirts, bloomers, crop tops, socks, hair accessories, cheer accessory kit and First Aid kit.

#### **SECTION 9. TEAM PARENT COORDINATOR**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall be responsible for notifying the Board of Directors of all team parents for all teams to as recommended by the Head Coach for each team.
3. He/She shall conduct all activities under the supervision of the Athletic Director and/or the Board of Directors.
4. He/She shall be responsible for collecting background checks on all team parents and turn them into the Secretary.
5. He/She shall be responsible for assisting the Assistant Athletic Director for scheduling all extra hour volunteer requirements for all games and events.
6. He/She shall be responsible for assisting all relevant Board Members and directing team parents on all matters concerning the following events: 4th of July Parade, Carnival and Pep Rally, Picture Day, Homecoming, End of year Banquet, Yearbook and any other Cowboy events.
7. He/She shall coordinate with the Concession Manager all concession duty and other volunteer service hour requirements to be given to team parents to send out reminder notices.
8. He/She shall be responsible for making sure accurate information is distributed to team parents. The Cowboys are not responsible for any information disseminated without Board approval.
9. He/She shall be responsible for holding team parent meetings in order to coordinate Cowboy activities.

#### **SECTION 10. CONCESSION MANAGER**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall operate the concession stand at the request of and under the supervision of the Athletic Director and/or the Board of Directors.
3. He/She shall be responsible for organizing and running the concession at the Brandon Cowboy field.
4. He/She shall be responsible for making recommendations to the Board of Directors as to the items to sell and the pricing of such items at the concession stand.
5. He/She shall be responsible for purchasing all items approved by the Athletic Director and/or Board of Directors for sale in the concession stand.
6. He/She shall be responsible for keeping ample amounts of items to be sold; keeping in mind concession is the main income for the Cowboys.
7. He/She shall be responsible for scheduling volunteers for concession per rules established by the Cowboys.

8. At the end of each function, all money is to be turned over to the Treasurer for deposit in the Cowboy account.
9. He/She shall ensure the proper maintenance and upkeep of all equipment in the Concession Stand in accordance with Hillsborough County Codes.
10. He/She shall maintain accurate records of all scheduled and completed concession hours.
11. He/She shall coordinate with the Secretary on all registration status mail outs prior to registration.
12. He/She shall be responsible for coordinating all half-time and post-game snacks with the Team Parents.
13. He/She shall be responsible for assisting the Facility Coordinator and Equipment Managers in organizing/transporting away game equipment sideline coolers, half time coolers, cups, Gatorade, water bottles, buckets, towels and tables).
14. He/She shall be responsible for directing Assistant Concession Manager in job duties.
15. He/She shall be responsible for proper pre-season cleaning and end-of-season shut down process.
16. He/She shall be responsible for the following specific sections of the annual budget: Concession Stand Income and Expense.

#### **SECTION 11. ASSISTANT CONCESSION MANAGER**

1. The Assistant Concession Manager shall carry out the duties and responsibilities of the concession Manager in his/her absence, including but not limited to, Board meetings
2. He/she shall operate the concession stand at the request of and under the supervision of the Concession Manager and/or the Board of Directors.
3. He/she shall be responsible for making recommendations to the Concession Manager as to the items to sell and the pricing of such items in the concession stand.
4. He/she shall be responsible for assigning concession duties to volunteers and acclimating the volunteers to their assigned duties.
5. He/she shall assist the Concession Manager and help direct the volunteers for cleaning of the concession stand at the end of each practice and game.
6. The assistant Concession Manager is a non-voting position.

#### **SECTION 12. FUNDRAISING COORDINATOR**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. Research fundraising activities and present to the Board for approval.
3. The Fundraising Coordinator shall be responsible for coordinating all non-corporate fundraising activities of the organization.
4. He/She shall be responsible for all corral sales for the Cowboys. He/She shall be responsible for coordinating all activities and working with and advising any participants of pricing or procedures in all such matters. He/She shall conduct all activities under the supervision of the Athletic Director and/or Board of Directors.
5. He/She shall, during periods of time when fundraising activities are underway, give status reports to Board of Directors.
6. He/She shall be responsible for assisting relevant Board members in coordinating Homecoming, End of Year Banquet and other Cowboy events.
7. He/She shall be responsible for the following specific sections of the annual budget: Fundraising Income and Expense.

#### **SECTION 13. FACILITY MANAGER**

1. He/She shall be responsible for attending all Cowboy Board of Director meetings.
2. He/She shall be responsible for the maintenance of the Cowboy complex under the direction and supervision of the Athletic Director and/or the Board of Directors.

3. He/She shall be responsible for setting up the facilities for home games, including items such as setting up the field equipment for game play, inspecting the field for safety (sprinklers heads up or holes), putting up temporary fencing, raising flags, setting up tents, cleaning the facilities (blowing off sidewalks, etc.) and checking the functionality of the scoreboard.
4. He/She shall be responsible for trash pick-up and removal from the facility.
5. He/She shall be responsible for supplies and cleanliness of the facility restrooms.
6. He/She shall be responsible for striping the football field according to high school rules for each home game, in coordination with the Football Equipment Manager and striping the practice fields at the request of the Football/Cheer Coordinator.
7. He/She shall be responsible for organizing/transporting home/away game equipment. (Tents, sideline coolers, half-time coolers, cups, Gatorade, water bottles, tables and snacks). Ice is to be put in coolers several days in advance of game day to assure an ample supply.
8. He/She shall be responsible for supplying and replenishing water coolers and ice coolers for all games and half-times for all Football and Cheer squads.
9. He/She shall be responsible for coordinating the maintenance of the Cowboy complex with the Hillsborough County Parks and Recreation Department including the mowing of fields, both football and practice fields.
10. He/She shall be responsible for tearing down the field and returning all equipment and supplies to storage after game day. (Tear down tents, trash cans emptied retrieval of all field equipment, empty all ice coolers, etc.)
11. He/She shall be responsible for managing all field volunteers and assigning field duties.
12. He/She will be responsible hanging corporate sponsorship banners in coordination with the Corporate Sponsorship Manager.
13. He/She shall be responsible for the following specific sections of the annual budget: Cowboy Complex Operation Expense.

**SECTION 14. CORPORATE SPONSORSHIP MANAGER**

1. He/She will be responsible for attending all meetings of the Board of Directors
2. He/She will also contact current corporate sponsors to see if they are interested in renewing their current sponsorship or possibly upgrading.
3. He/She will also solicit companies to obtain new sponsorships.
4. He/She will work closely with the Fund Raising Coordinator in the production of the corporate sponsorship banners and Booster Club products.
5. He/She will be responsible for passing out sponsor plaques and spirit book to sponsors.
6. He/She will be responsible for maintaining the Booster Club program.
7. He/She will be responsible for coordinating with the Facility Coordinator in the hanging of the sponsor banners.
8. He/She will be responsible for passing on the Sponsorship information to the Web Manager to be updated on our website.
9. He/She will be responsible for providing advice and direction to committees formed to assist in acquiring sponsorship for special projects for Cowboy events.
10. He/She shall be responsible for the following specific sections of the annual budget: Sponsorship Income and Expense.

**SECTION 15. ASSISTANT CORPORATE SPONSORSHIP MANAGER**

1. The Assistant Corporate Sponsorship Manager shall carry out the duties and responsibilities of the Corporate Sponsorship Manager in his/her absence, including but not limited to, Board meetings.
2. He/she shall contact current corporate sponsors to renew or upgrade their current sponsorship under the supervision of the Corporate Sponsorship Manager and/or the Board of Directors.

3. He/she shall assist the Corporate Sponsorship Manager in soliciting companies to obtain new sponsorships.
4. He/she shall be responsible for assisting the Corporate Sponsorship Manager in passing out sponsor plaques and spirit book to current Cowboy sponsors.
5. He/she shall assist the Corporate Sponsorship Manager to ensure that signs are ordered for new sponsors and will also coordinate with the Facility Coordinator in the hanging of the signs.
6. He/she will assist in providing advice and direction to committees formed to assist in acquiring sponsorships for Cowboy events.
7. The Assistant Corporate Sponsorship Manager is a non-voting position.

## **SECTION 16. WEB MANAGER**

1. He/she shall be responsible for attending all Cowboys Board of Directors meetings.
2. He/she shall be responsible for maintaining the Cowboys website at the direction of the Athletic Director and/or the Board of Directors.
3. He/she shall be responsible for maintaining communication with the public through the Cowboys website.
4. He/she shall be responsible for updating the website a minimum of weekly during the football and cheerleading season and a minimum of monthly during off season.
5. He/she shall be responsible for maintaining communication with the coaches and team parents to ensure accurate and current information on each team's web page.
6. He/she shall be responsible for ensuring the domain name registry and web hosting service is paid in coordination with the Treasurer.
7. He/she shall maintain and provide current website usernames and passwords to the Secretary for safekeeping.
8. He/she shall be responsible for posting all registration information and forms, sponsor and booster names, games and practice schedules, weekly game stats and photos from games and events.

## **ARTICLE X PLAYER/CHEERLEADER ELIGIBILITY**

**SECTION 1.** Any child, regardless of sex, color, or creed, shall be eligible to be either a football player or cheerleader within the guidelines set forth by FYFCA.

**SECTION 2.** A child is considered a return player/cheerleader if they remained currently rostered the entire season and is in good financial standing with the Cowboys. Anyone withdrawn for disciplinary action or who owes money or equipment to the Cowboys will be deemed ineligible to register as a returning participant and ineligible to have a waiver granted. If a child still owes money, he/she will not be allowed to register until all past fees have been paid in full. Parents/guardians of participant **MUST** have completed or paid for **ALL** volunteer hours in the previous season to be considered for returning participant status.

**SECTION 3.** These Bylaws will conform to the Rules & Regulations set forth in the Participant/Parent Handbook.

**SECTION 4.** Prior to the first day of practice, any participant who has failed to turn in the required paperwork, registration fees and forms will be excused from their rostered position on the team and the next person on the waiting list will fill the vacancy. No equipment or uniforms will be distributed until:

1. All fees are paid in full or proper arrangements have been made ;
2. A signed Parent Authorization Acknowledgement Form is filled out;
3. A birth certificate is on file ;

4. A notarized roster form has been completed;
5. Physicals completed after May 1<sup>st</sup> and on file on the required yellow FYFCA Physical Form;
6. Folder is complete with required paperwork, registration fees and forms.

No player/cheerleader will be permitted to practice until a completed sport physical examination dated no earlier than May 1<sup>st</sup> of the current year has been turned in, using the required yellow FYFCA Physical Form.

#### **SECTION 5. ORDER OF REGISTRATION**

1. Current Board of Directors children
2. Returning coaches children (if coach is active and present)
3. Returning participants
4. Siblings of returning participants
5. New coaches children (Maximum two coaches and two children per squad)
6. New participants (1st come, 1st served basis)
7. Waiting list children by Board Vote

#### **SECTION 6. SCHOLARSHIPS**

1. The Cowboys shall have a maximum of twelve (12) registration scholarships available to the registered participants of the Cowboys. Applications will be accepted between the first day of registration and closed one week prior to the first day of practice.
2. Limit one (1) scholarship per family. The Scholarship Committee reserves the right to amend the number of scholarships awarded per family.
3. Scholarship applications will be available to all registered participants of the Cowboys with a \$40 nonrefundable application fee.
4. Each scholarship awarded shall only cover the amount of registration. This does not include any extra activities or uniform requirements that may be needed throughout the football and cheerleading season.
5. Each scholarship application will be reviewed by a committee of three (3) Board Members and an alternate Board Member, excluding the Athletic Director, Football Coordinator and Cheer Coordinator. The committee shall be voted on at the regularly scheduled board meeting in January.
6. The committee will meet once a month to review the scholarship applications and notify the applicants of their decision in a timely manner.
7. Each family awarded a scholarship shall agree to additional volunteer hours as set forth in the scholarship application.
8. If additional volunteer hours are not met, the parent/guardian will forfeit the scholarship and will either have to reimburse the Cowboys for the amount of registration or the participant will be removed from the roster.

#### **SECTION 7. TROPHIES**

All participants who complete the entire football/cheerleading season, including post-season events, will receive a participation trophy.

### **ARTICLE XI** **DISCIPLINARY ACTION**

**SECTION 1.** For any complaint to be considered by the Board of Directors, it must be submitted in writing to the Board of Directors.

**SECTION 2.** The Disciplinary Committee shall consist of three (3) Board members and (1) alternate appointed by the Athletic Director, excluding the Football Coordinator, Cheer Coordinator and/or the Team Parent Coordinator. In the case where the complaint involves an above-mentioned Board Member that normally serves on the Disciplinary Committee, the alternate shall act as the substitute.

**SECTION 3.** The Disciplinary Committee shall investigate complaints, which may be brought against any person or persons connected with the Cowboys organization. Upon conclusion of any investigation, the committee shall present a written report to the Board of Directors of its findings and recommendation, normally seventy-two (72) hours after the investigation is complete. The Secretary will prepare written minutes of the Disciplinary Committee meetings. (Unless Section 3 applies to the Secretary.)

#### **SECTION 4. ATTENDANCE/CONDUCT**

1. **Roll** – Practice & Game Attendance is mandatory. Coaches will take and maintain roll for each practice and game and communicate to the athletes and their parents.
2. **Absences** – Excused absences must be called in accordance with the teams head coach’s established procedures. These procedures must be provided to the parents in the coach’s letter or parents meeting at the beginning of the season. Excused absences include illness with doctor’s note, or school function involving the participating football player or cheerleader (must be an academic related function, excluding school-related recreation), pre-coordinated situation approved by head coach. Unexcused absences: (3) Unexcused absence can result in benching of up to 2 quarters in the next game. (4) Unexcused absences can result in full game benching and not being eligible for post-season play or competition. (5) or more unexcused absences may result in loss of competition eligibility and/or dismissal from the team. An athlete benching requires the athlete to attend the game or activity in full uniform and support their team.
3. **Tardiness** – Being punctual is mandatory. Notification to the head coach concerning a tardy should be in accordance with the teams head coach’s established procedures. These procedures must be provided to the parents in the coach’s letter or parents meeting at the beginning of the season. Two (2) unexcused tardies is equivalent to one (1) Unexcused Absence. All Unexcused Absences will be handled in accordance with ARTICLE XI SECTION 4.2.
4. **Practice** – Tardy time starts immediately after 6:30 p.m.
5. **Game** – A participant is tardy if not present at the field (home or away) at the designated time by the head coach.
6. **Rain** – We practice in the rain. We won’t practice when there is lightning in near proximity as indicated by the field meter, but you must still come to the practice field regardless of the weather. Practice will not be called off until 30 minutes after calling participants off the field. Only the Board of Directors can call off a practice due to weather.
7. **Practice Time** – Practice will begin promptly at 6:30 p.m. and end at 8:30 p.m.
8. **Sportsmanship** – All football players, cheerleaders, parents, coaches, and fans are expected to conduct themselves by the highest standards as regards to sportsmanship. Anyone who openly exhibits any unsportsmanlike conduct during any Cowboy function will be subject to disciplinary action and may be banned from future Cowboy functions at the discretion of the Board of Directors.
9. **Language Rule** – No abusive language or derogatory statements shall be directed at anyone, including the officials, opposing teams, fans, coaches, or parents. No booing or unfavorable crowd chanting. We are striving for a positive atmosphere. Anyone abusing this policy will be asked to refrain or leave the premises.
10. **Anger/Violence** – Any football player, cheerleader, coach or Cowboy Official who openly exhibits anger or disgust at any Cowboy function may be subject to disciplinary action. Anyone involved in a fight of any kind may be dismissed from the organization at the Board’s discretion.

11. **Ejections** – If a player, cheerleader, parent, spectator or Cowboy Official is ejected by a Game Official, he/she will be removed from any further participation in that event and suspended for the next event. If a player or cheerleader is dismissed by a Cowboy Coach or Board Member, he/she will be benched for the following game and may be required to meet with the Disciplinary Committee before continued participation with his/her team.

12. **Problem Resolution Hierarchy** –

- (a) Head Coach. Communicate with the Head Coach in accordance with the coach's preferred times for communication not to disrupt practices or games.
- (b) Football or Cheer Coordinator.
- (c) Athletic Director or Assistant Athletic Director.
- (d) A written complaint submitted to the Disciplinary Committee.

13. **Safety** – Players and Cheerleaders will not leave the practice area or game area. At least one parent or guardian shall be present at all times during all Cowboy functions. In case of emergency, parent permission is required for medical treatment.

**SECTION 5.** The Disciplinary Committee is the final authority in resolving any and all complaints.

## **ARTICLE XII**

### **RULES FOR COACHES**

**SECTION 1.** All Head Coaches will be voted on by the Board of Directors after an interview process. The interview process is as follows:

1. The Football and Cheer Coordinator will give anyone interested in a Head Coach position a designated date and time to be interviewed for one specific team by the Board of Directors.
2. Each Board Member will have the opportunity to comment or ask questions of the prospective Head Coach.
3. After all coaching candidates have been interviewed for a specific team, the Board of Directors will discuss each candidate and then conduct a secret ballot vote.
4. If a Board member is not present for an entire interview, he/she must be present at the entire round table discussion in order to cast a vote. No absentee ballots allowed.
5. A simple majority of the vote cast will determine the Head Coach.
6. If there is a tie vote, on the third cast ballot, the Athletic Director may vote to break the tie.
7. The Football and Cheer Coordinator will call and inform all candidates of the Board's decision within 48 hours of the vote.
8. No Board Member shall hold a Head Coach position unless a team does not have a Head Coach, the Football or Cheer Coordinator will act as the Head Coach until a replacement is found.
9. If a coaching candidate has a family member on the Board of Directors, that Board Member must excuse themselves from the all discussion and vote of that specific team.
10. Board members may hold a coaching position as long as it does not interfere with their Board duties. See Article XII SECTION 2.13.

**SECTION 2. HEAD COACH RESPONSIBILITIES**

1. The Head Coach must hold a Hillsborough County Coaching Certification, be CPR certified and must provide proof of such to the Board of Directors prior to the first day of practice.
2. The Head Coach must pass a Hillsborough County background check prior to the first day of practice.
3. The Head Coach shall have control over all activities for their team.

4. He/she is responsible for selecting eligible 5 Assistant Coaches, 1 Team Manager, 1 Statistician and 1 Team Parent (approved by the Board of Directors to be eligible) and is responsible for supervising the selected crew.
5. The Head Coach is responsible for using proper drills and methods to physically condition and develop skills.
6. He/she is responsible for teaching either the game of football or cheerleading.
7. The Head Coach is responsible for knowing and following the Coaching Ethics and Guidelines for the Cowboys and FYFCA.
8. He/she will be held accountable for any participating ineligible players/cheerleaders and ensuring all football players receive a minimum of 7 plays.
9. The Head Coach shall attend all football or cheer coach's clinics required by the Cowboys and FYFCA.
10. The Head Coach is responsible for the safe and effective operation of this organization.
11. Conduct coaches meeting outlining coaches' duties, responsibilities and assignments.
12. Conduct parent meetings explaining his/her rules and philosophies on winning, conduct and individual improvement.
13. If there are no other qualified applicants for a Head Coach position, then a Board member may simultaneously hold a Head Coaching position upon 2/3 majority vote of the Board. The Board member involved will be excused from the discussion and voting process.

### SECTION 3. ASSISTANT COACH RESPONSIBILITIES

1. He/she must be Hillsborough County Coaching Certified and provide proof to the Board of Directors prior to the first day of practice.
2. He/she must pass a Hillsborough County background check prior to the first day of practice.
3. He/she shall assist in the supervision, teaching and mentoring of all participants.
4. He/she shall be ever mindful that they represent the Brandon Cowboys at all events at all times.
5. He/she shall teach the proper skills and knowledge of football or cheerleading.
6. He/she shall carry out the duties of the Head Coach in their absence.
7. He/she is responsible for knowing and following the Coaching Ethics and Guidelines for the Cowboys.
8. He/she shall be ever mindful of the safety of the participants at all times.

### SECTION 4. CONDUCT

1. **Rain** – We practice in the rain. We won't practice when there is lightning in near proximity as indicated by the field meter, but you must still come to the practice field regardless of the weather. Practice will not be called off until 30 minutes after calling participants off the field. Only the Board of Directors can call off a practice due to weather.
2. **Practice Time** – Practice will begin promptly at 6:30 p.m. and end at 8:30 p.m.
3. **Sportsmanship** – All football players, cheerleaders, parents, coaches, and fans are expected to conduct themselves by the highest standards as regards to sportsmanship. Anyone who openly exhibits any unsportsmanlike conduct during any Cowboy function will be subject to disciplinary action and may be banned from future Cowboy functions at the discretion of the Board of Directors.
4. **Language Rule** – No abusive language or derogatory statements shall be directed at anyone, including the officials, opposing teams, fans, coaches, or parents. No booing or unfavorable crowd chanting. We are striving for a positive atmosphere. Anyone abusing this policy will be asked to refrain or leave the premises.

5. **Anger/Violence** – Any football player, cheerleader, coach or Cowboy Official who openly exhibits anger or disgust at any Cowboy function may be subject to disciplinary action. Anyone involved in a fight of any kind may be dismissed from the organization at the Board’s discretion
6. **Ejections** – If a player, cheerleader, parent, spectator or Cowboy Official is ejected by a Game Official, he/she will be removed from any further participation in that event and suspended for the next event. If a player or cheerleader is dismissed by a Cowboy Coach or Board Member, he/she will be benched for the following game and may be required to meet with the Board before continued participation with his/her team.
7. **Problem Resolution Hierarchy** –
  - a. Head Coach. Communicate with the Head Coach in accordance with the coach’s preferred times for communication not to disrupt practices or
  - b. Football or Cheer Coordinator.
  - c. Athletic Director or Assistant Athletic Director.
  - d. A written complaint submitted to the Disciplinary Committee.
8. **Safety** – Players and Cheerleaders will not leave the practice area or game area. At least one parent or guardian shall be present at all times during all Cowboy functions. In case of emergency, parent permission is required for medical treatment.
9. The Disciplinary Committee is the final authority in resolving any and all complaints.

### **ARTICLE XIII**

### **FINANCIAL POLICIES**

**SECTION 1.** If a player/cheerleader has registered with the Cowboys and has not paid all of their fees by the first day of practice without prior financial arrangements approved by the Board of Directors, he/she will not be allowed to practice, will not be issued equipment or uniforms and will lose his/her spot on the team.

**SECTION 2.** Deposits are non-refundable. Refunds other than deposits must be requested in writing and will be reviewed for approval/denial by the Board of Directors at the next scheduled Board meeting. 100 percent of the refundable balance will be returned to any player or cheerleader who quits before the organization’s first practice; 50 percent of the refundable balance will be returned to any player or cheerleader who quits before the organization’s first exhibition game; 25 percent of the refundable balance will be returned to any player or cheerleader who quits before the organization’s second exhibition game. All refunds are subject to board approval at the next scheduled board meeting.

**SECTION 3.** Any selling of items at the Cowboy field, or items involving the Cowboys, shall be sold either thru the Corral on consignment or must have the approval of the Board of Directors. Failure to get approval could result in the vendor being asked to leave the premises. Vendor requests must be in writing to the Athletic Director one week prior to scheduled event.

**SECTION 4.** Videos, DVD’s, and photographs of Cowboy participants and events for the purpose of sale or public usage is not permitted unless prior approval by the Board of Directors. Parents are permitted to create videos, DVD’s, and photographs for personnel usage, but not for sale or profit.

**SECTION 5.** The Athletic Director will designate the Treasurer and two (2) additional Board members as authorized signatories to sign checks. No checks will be signed or distributed without prior coordination and approval of funds from Treasurer. The Treasurer will sign all checks unless unavailable. Only at that time with his/her approval may the designated signatories sign checks.

**ARTICLE XIV**  
**BUDGET POLICIES**

**SECTION 1.** Board members are responsible for providing details about the specific sections of the annual budget as specified in ARTICLE IX . These details shall be provided to the Treasurer in sufficient time to allow the Treasurer to present a draft copy of the annual budget at the April Board meeting. The final budget shall be approved at the May Board meeting.

**SECTION 2.** A Board member or any person connected with the Cowboys must have prior authorization from the Board of Directors to purchase or commit the Cowboys to purchase any and all items. Amounts up to \$300 can be approved by three (3) Board members, two of which must include the Treasurer, and the Athletic or Assistant Athletic Directors.

**SECTION 3.** Board members shall provide receipts to the Treasurer for all expenditures.

**SECTION 4.** If a Board member requires additional funds other than those already allocated in the budget, he/she shall present his/her request in writing at a Board of Directors meeting. It shall take a simple majority vote of those Board members present to approve the budget modification.

**SECTION 5.** If a Board member has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall:

1. Fully disclose the nature of the interest; and
2. Withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Cowboys to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Approved by the Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Assistant Athletic Director