



POST FALLS JUNIOR TACKLE & CHEER

BYLAWS

Revised February 14, 2017

CONTENTS

ARTICLE 1. NAME 6
1.1 Name 6

ARTICLE 2. PURPOSE..... 6
2.1 Purpose..... 6

ARTICLE 3. OBJECTIVE..... 6
3.1 Objective 6

ARTICLE 4. MEMBERSHIP 6
4.1 Membership 6
4.2 Membership Classes 6
4.3 Suspension or Termination 7

ARTICLE 5. GOVERNMENT 7
5.1 Governing Body..... 7
5.2 Power 7
5.3 Elections..... 8

ARTICLE 6. MANAGEMENT 8
6.1 Voting 8
6.2 Team Management..... 8
6.3 Game Day 9

ARTICLE 7. MEETINGS 9
7.1 Attendance 9

ARTICLE 8. FINANCIAL AND ADMINISTRATIVE YEAR..... 9
8.1 Budget 9
8.2 Expenses and Reimbursements 9
8.3 Fundraising Funds..... 10

ARTICLE 9. EQUIPMENT 10
9.1 Storage 10
9.2 Equipment 11
9.3 Check-In / Check-Out 11

ARTICLE 10. RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS 11
10.1 Rights 11
10.2 Responsibilities 12

ARTICLE 11. COACHING ETHICS, GUIDELINES, AND RESPONSIBILITIES..... 12
11.1 General Expectations 12

	11.2	The PFJT&C Season.....	13
	11.3	Practices	14
	11.4	Skills Development.....	14
	11.5	Training.....	15
ARTICLE 12.		DUTIES OF OFFICERS AND MEMBERS	15
	12.1	President.....	15
	12.2	Vice President	16
	12.3	Secretary	16
	12.4	Treasurer	16
	12.5	Director of Coaching.....	16
	12.6	Player Agent.....	17
	12.7	Cheer Director.....	17
	12.8	Equipment Manager.....	17
	12.9	Field Maintenance.....	18
	12.10	Fundraising Coordinator	18
	12.11	Marketing Coordinator.....	18
	12.12	Concessions Manager	18
	12.13	Webmaster	19
	12.14	Head Coach.....	19
	12.15	Team Manager	19
	12.16	Assistant Coach.....	20
ARTICLE 13.		TEAM FORMATION	20
	13.1	To be written during 2017.....	20
ARTICLE 14.		GREIVENCES	20
	14.1	To be written during 2017.....	20
ARTICLE 15.		DISSOLUTION.....	20
	15.1	Dissolution	20
ARTICLE 16.		AMENDMENTS	20
	16.1	Amendments	20

CONTENTS (continued)

ATTACHMENTS

Position Agreement: President
Position Agreement: Vice President
Position Agreement: Secretary
Position Agreement: Treasurer
Position Agreement: Director of Coaching
Position Agreement: Player Agent
Position Agreement: Cheer Director
Position Agreement: Equipment Manager
Position Agreement: Field Maintenance
Position Agreement: Fundraising Coordinator
Position Agreement: Marketing Coordinator
Position Agreement: Concessions Manager
Position Agreement: Webmaster
Position Agreement: Head Coach
Position Agreement: Team Manager
Position Agreement: Assistant Coach

ARTICLE 1. NAME

1.1 Name

- A. The name of this organization shall be the Post Falls Junior Tackle & Cheer Association. Hereinafter referred to as “PFJT&C” shall operate exclusively as a non-profit organization.

ARTICLE 2. PURPOSE

2.1 Purpose

- A. The purpose of the Association is to provide safe, supervised sport activities for the youth of Post Falls and the surrounding area.

ARTICLE 3. OBJECTIVE

3.1 Objective

- A. The objective of PFJT&C shall be the following:
 - 1. To build healthy bodies and minds.
 - 2. To develop skill and proficiency in football or cheerleading and related activities.
 - 3. To teach concepts of teamwork, sportsmanship, loyalty, honesty and pride.
 - 4. To stimulate community interest in sports.
 - 5. To have fun.
 - 6. To do all of these things with the welfare of the youngsters first and foremost, without adult ambition for personal glory.

ARTICLE 4. MEMBERSHIP

4.1 Membership

- A. Any person sincerely interested in active participation to effect the objective of PFJT&C and currently in good standing with PFJT&C, The Conference, other leagues within the Conference, and/or any other youth organizations. Application for membership may be denied by 2/3 vote of the Executive Board.

4.2 Membership Classes

- A. There shall be the following two classes of members:
 - 1. Player Member: Any youth meeting the requirements of PFJT&C, The Conference, and residing within the authorized boundaries of the league shall be eligible for participation.
 - 2. Regular Member: Any adult who is the parent and/or legal guardian of a player member, or is interested in furthering the objectives of this league may become a

regular member. All Board members, coaches, team managers, and any other elected or appointed official must be an active regular member in good standing.

4.3 Suspension or Termination

- A. Membership may be terminated by resignation or by the action of the Executive Board Members, by a two-thirds (2/3) vote of those officers present at the duly constituted meeting. The following Executive Board Members shall have the authority to discipline, eject, or suspend the membership of any member on the spot when the conduct of such person is considered detrimental to the best interest of the players and the organization: President, Vice President, Director of Coaching, and Cheer Director (Cheer Program only).
- B. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of twenty-four hours notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.
- C. In the case of a player/cheerleader member, the Exec. Board shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (21 years of age or older) shall appear in the capacity of the advisor with the player before the Executive Board. A minimum of 24 hours notice shall be given to all concerned parties. If the player/cheerleader member does not attend the meeting, it will still be held. A vote may take place and membership may still be terminated.

ARTICLE 5. GOVERNMENT

5.1 Governing Body

- A. The governing body of this league shall be the Board of Directors. The Board of Directors shall consist of an Executive Board and an Auxiliary Board.
 - 1. **Executive Board** shall consist of the following positions: President, Vice President, Secretary, Treasurer, Director of Coaching, Player Agent, and Cheer Director.
 - 2. **General Board** shall consist of the following positions: Fundraising Coordinator, Marketing Coordinator, Equipment Manager, and Concessions Manager, Webmaster.
 - 3. **Cheer Board** shall consist of the following positions: Cheer Director.
 - 4. **Coaches Board** shall consist of appointed coaches for football and head coaches and other football coaches or advisors that are not members.

5.2 Power

- A. The Executive Board shall manage the property and affairs of the organization. The Executive Board shall, upon election, enter into the performance of their duties described in Article 12 as of January 1 of the new season and shall continue in office

for a total term of two (2) years ending December 31 of the 2nd year. Each additional two- (2) year term shall be approved the Executive Board.

1. The outgoing officer shall transfer all records, files, and materials.
 2. Communicate all practices and policies to the newly elected officers to insure a smooth transition of the duties. Personally developed procedures, letters and records will also be helpful to this process.
- B. The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them, as they deem advisable. The Executive Board shall have the power to fill any vacancy, which may occur in any office.
- C. The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of the league, as it deems proper.

5.3 Elections

- A. Nominations for Executive Board positions shall be made in November each year. A nominee shall be voted into their position in December for the following year.
- B. The current Executive Board shall vote the Executive Board for the upcoming year in December 30. If there are no candidates by November 30, the new Executive Board shall vote on candidates for any remaining vacancies.
1. Even Years: The following positions will be up for election: President, Director of Coaching, Player Agent, and Cheer Director.
 2. Odd Years: The following positions will be up for election: Vice President, Secretary, and Treasurer.
- C. The Head Coaches for the upcoming season shall be voted in by the current year Executive Board before May 31. The new Executive Board will vote in any vacancies before July 31.

ARTICLE 6. MANAGEMENT

6.1 Voting

- A. Robert's Rules of Order or the ability to vote by proxy shall govern all meetings of the Board unless suspended by the Executive Board for that meeting. A quorum will be a minimum of 50% + 1 of all Executive Board members. If there is a tie, the President will be the tie breaker. Once a quorum is formed, members leaving the meeting cannot break it. Any Board Member may resign or be removed from office.

6.2 Team Management

- A. All Football teams will be required to have a Team Manager appointed by the Head Coach. If a team does not have a Team Manager by one week before the first game, the President or Director of Coaching shall appoint one.

6.3 Game Day

- A. All Executive and General Board Members will wear their PFJT&C uniform shirt on game days. We are a team and shall dress as a team. All teams need to have jerseys and shirts be approved by the Executive Board.

ARTICLE 7. MEETINGS

7.1 Attendance

- A. The Executive Board shall meet no less than once a month from February to November. The Coaches Board shall meet no less than once a month from February to November. Regular meeting dates will be scheduled by the President at the first meeting commencing with the month of January.
 - 1. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Executive Board.
 - 2. Attendance at the regularly scheduled meetings is mandatory for all Board Members. Any member who cannot attend a scheduled meeting shall notify the President or Secretary.
 - 3. Attend meetings, be on time, and stay until the end of the meeting. Members are required to attend a certain number of meetings to stay in good standing and able to vote on topics.
 - a. Executive Board members are required to attend 10 of 12 meetings.
 - b. General Board members are required to attend 8 of 12 meetings.

ARTICLE 8. FINANCIAL AND ADMINISTRATIVE YEAR

8.1 Budget

- A. This Association shall operate both financially and administratively on a yearly basis, beginning January 1. The financial records shall be closed December 31.
 - 1. The fiscal report will be given at the November meeting of the Executive Board and may contain estimates for the rest of the operating year.
 - 2. The books for PFJT&C shall be turned over to a Certified Public Accountant, or any other person appointed by the Executive Board as it deems necessary.
 - 3. A budget will be posted for all members to view at the December Board Meeting.

8.2 Expenses and Reimbursements

- A. The Executive Board shall decide all matters pertaining to the finances of PFJT&C and shall place all income in a common league treasury. Directing the expenditures of such will give no individual or team an advantage over those in competition with such individual or team.

- B. No director, officer or member of PFJT&C shall receive directly or indirectly any salary, compensation or emolument from the league for services rendered as director, officer, or member.
- C. Collections
 - a. All monies received shall be turned in to the Treasurer in a timely manner for proper recording.
 - b. All checks received shall be deposited into a designated local banking facility in a timely manner.
 - c. Receipts shall be exchanged immediately.
- D. Expenses and Reimbursements
 - 1. All expenditures need to be routed to the Treasurer through the PFJT&C PO Box.
 - 2. All disbursements shall be made by check and the President and Treasurer are responsible to sign all checks. Two authorized signors must sign all checks. Expense approval levels are as follows:
 - a. < \$250, the Treasurer can approve.
 - b. \$250-\$500, the Treasurer AND President must approve.
 - c. > \$500, the expense must be approved by the Executive Board via Email, Text, or Meeting.
 - 3. Any expense incurred by a member to be reimbursed, must be approved and submitted with PFJT&C reimbursement form within 30 days of the expenditure.

8.3 Fundraising Funds

- A. The Board shall not permit the solicitation of funds in the name of PFJT&C unless all of the funds so raised are placed in the local treasury except as noted below.
 - 1. League
 - 2. Specific Team – A separate account can be opened with the Treasurer and authorized by the Treasurer.
 - 3. Sponsorships
 - 4. The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league running smoothly and properly.

ARTICLE 9. EQUIPMENT

9.1 Storage

- A. All equipment owned by PFJT&C shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Executive Board.

- B. The following Board Members shall have access to equipment at all times – President, Vice President, Athletic Director, and Equipment Manager.

9.2 Equipment

- A. All equipment shall be inventoried at the beginning of each year and properly numbered for accountability.
- B. Depending on PFJT&C funds, the league will replace up to 1/4 of its helmet inventory each year so that helmets are no older than 3 years old.
- C. Depending on league funds, the league will replace shoulder pads as needed.
- D. Jersey colors must be a combination of black, orange, white, and gray or as approved by the Executive Board. These colors are based on representing the local high school.

9.3 Check-In / Check-Out

- A. Head coach and staff are responsible for their teams' equipment check-in and check-out as well as the coaches' bag that is issued to them.
- B. Parents will be responsible for any equipment not returned.
- C. A late fee (\$10) will be charged if a scheduled check-in/check-out is missed.
- D. Any parent who chooses to equip their own player with their own equipment, will need to present that equipment at a league check-out and sign a waiver releasing PFJT&C liability. PFJT&C will inspect shoulder pads and helmet dates and can deny the use of the equipment if it does not meet league standards.

ARTICLE 10. RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS

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 4, Section 3.

10.1 Rights

- A. Board Members have the following rights guaranteed under parliamentary law:
 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 PFJT&C bylaws.

11. Not have to suffer personal abuse and attack from any other member(s).
12. Any other rights guaranteed under parliamentary law.

10.2 Responsibilities

- A. Board Members have the following responsibilities and obligations as well.
 1. Attend meetings, be on time, and stay until the end of the meeting. Members are required to attend a certain number of meetings to stay in good standing and able to vote on topics.
 - a. Executive Board members are required to attend 10 of 12 meetings.
 - b. General Board members are required to attend 8 of 12 meetings.
 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. Bring in or recommend new members.
 9. Participate in committees as requested or needed. Respect the chair's opinion and rulings of the committee.
 10. Promote the organization's growth and influence. Enhance the organization's reputation.

ARTICLE 11. COACHING ETHICS, GUIDELINES, AND RESPONSIBILITIES

11.1 General Expectations

- A. Coaches are to exude good conduct, pride, integrity, and sportsmanship. They are to be role models for their players. This covers conduct both on and off the field year round.
 1. Acceptable conduct includes:
 - a. Positive coaching methods (i.e., reinforce good things).
 - b. Model appropriate behavior and good sportsmanship towards your team, parents, officials, other team members and staff.
 - c. Promote Team unity and a competitive atmosphere.
 2. Unacceptable conduct includes (but not limited to):
 - a. **Use of drugs, alcohol, or tobacco (including e-cigarettes) during any PFJT&C or team function (practice, meeting, game, etc).**
 - b. Yelling at or berating players, officials, or parents.

- c. Throwing clipboards or signs of frustration and anger that a child could take as directed at them.
 - d. Not allowing players to try-out for a position because a coach's kid are in that position.
- B. PFJT&C is an extension of the Post Falls High School football program and as such:
- 1. Attendance at meetings with the PFHS varsity coaches is "MANDATORY".
 - 2. Running the PFHS varsity offenses and defenses along with the associated terminology is recommended. PFHS plays must be run as a primary or secondary system, but all players must be exposed to the existing PFHS program.
- C. Failure to comply with the General Expectations shall be cause for suspension or termination according to Article 5, Section 5.3.

11.2 The PFJT&C Season

- A. Coaches must complete the mandatory USA Football "Heads up on Concussions" online certification course and print out the certificate to be held on file with the PFJRT.
- B. Coaches will follow all approved PFJT&C policies, procedures, and rules. In addition, coaches will strive to become familiar with the State of Idaho High School Football Regulations and teach these rules to all the players on the team.
- C. Coaches "must" be available and in attendance for our yearly equipment check-out/check-in dates.
- D. Coaches "must" attend all PFJT&C coaches and team meetings.
- E. Coaches are to use their best communications skills with their players and the player's families.
- F. Coaches are required to compete in every game, with the exception of weather related cancellations. Forfeits are not acceptable and coaches will be suspended or removed for a forfeit not approved by the PFJT&C Board.
- G. Coaches are to make sure every player eligible to play in a game reaches the league minimum participation level (see Mandatory Play Rule Policy). Coaches will support the Team Manager who will be tracking participation at each game, communicate any deficiencies to the Coach, and maintain the records in the Team Book so they are available to PFJT&C upon request. **All pages in the team books are property of PFJT&C. With the exception of the sports physicals that can be given back to the parents at the end of the season.**
- H. Coaches will be held accountable for their team's player retention numbers. PFJT&C expects that "ALL" coaches will have an 80% or higher player retention rate each and every year. Player retention rate calculations will exclude the following:
 - 1. Players that move out of the area
 - 2. Players that do not return due to injury

- I. Coaches are expected to attend most of the practices and games associated with their individual teams.
- J. Coaches are to appoint a Team Manager to help in daily activities, fundraising, and maintenance of the Team Book (See Team Manager Position Description).

11.3 Practices

- A. Unauthorized Practices. No member, team, or coach may begin practices prior to the official start date set by PFJT&C. Any instructing of three or more players is considered an organized practice and subject to reprimand under the Accountability section of this contract.
- B. Player Eligibility. A completed parent/participant contract and PASSING sports physical is required to be submitted to the Team Manger before the player can step onto the field (including non-padded practices). The Head Coach will be suspended if this is not followed.
- C. Practices are not to start any earlier than 4:30 pm and end no later than 7:45 pm or dark.
 - 1. Pre-Season Practices (before school starts): Regular practices are to be no more than five (5) – 2 hour practices OR 10 hours maximum per week. Minimum pre-conditioning requirements for each player are as follows.
 - a. Helmets shall be worn the first day of practice.
 - b. A minimum of six (6) hours of conditioning in helmets prior to full contact, shoulder pads, etc. (tackle dummies are permitted).
 - 2. In-Season Practices (after school starts): Regular practices are to be no more than three (3) – 2 hour practices and one (1) – 1 hour no-contact walk through per week OR nor more than 8 hours per week.

11.4 Skills Development

- A. It is PFJT&C and PFHS coaches' expectation that all the players at the end of each season will have learned the following skills. Each grade level builds upon the previous grades skills (e.g., 5th Grade players should know the 3rd/4th and 5th Grade skills.)
 - 1. 3rd/4th Grade
 - a. Three point Stance
 - b. Proper Hitting technique
 - c. Sportsmanship
 - d. Understanding of Sportsmanship and Trojan-ship (e.g., play with integrity, within the rules of the game, to win, and with understanding that each player represents PFJT&C, Post Falls Trojans, and the City of Post Falls.)
 - 2. 5th Grade
 - a. Hole Recognition

- b. Basic Play Terminology
 - c. Positional Fundamentals
 - d. Understanding of Sportsmanship and Trojan-ship (e.g., play with integrity, within the rules of the game, to win, and with understanding that each player represents PFJT&C, Post Falls Trojans, and the City of Post Falls.)
3. 6th Grade
- a. Route Tree
 - b. Basic Concepts of the PFHS terminology
 - c. Understanding of Sportsmanship and Trojan-ship (e.g., play with integrity, within the rules of the game, to win, and with understanding that each player represents PFJT&C, Post Falls Trojans, and the City of Post Falls.)
4. 7th Grade
- a. Basic Game Concepts
 - b. Basic Nutrition and Hydration Concepts
 - c. Basic Concepts of the PFHS terminology
 - d. Advanced Play Recognition and Audible Ability
 - e. Understanding of Sportsmanship and Trojan-ship (e.g., play with integrity, within the rules of the game, to win, and with understanding that each player represents PFJT&C, Post Falls Trojans, and the City of Post Falls.)
5. 8th Grade
- a. Understanding of the PFHS terminology
 - b. Understanding of Basic Nutrition and Hydration Principles for Practice and Game Days
 - c. Understanding of Sportsmanship and Trojan-ship (e.g., play with integrity, within the rules of the game, to win, and with understanding that each player represents PFJT&C, Post Falls Trojans, and the City of Post Falls.)

11.5 Training

- A. PFJT&C will pay for all coaches CPR courses that are provided by the league. Coaches will incur the cost if they attend a non-PFJT&C sponsored training.

ARTICLE 12. DUTIES OF OFFICERS AND MEMBERS

All officers and members are responsible for the safe and effective operation of this organization.

12.1 President

- A. The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference. He/she shall

appoint three (3) alternates to attend the meetings in his/her absence. The President shall preside at the league meetings and assume full responsibility for the operation of PFJT&C according to its Bylaws. He/she shall be responsible for the conduct of this league in strict accordance to the policies, principles, rules and regulations of the Conference. The President shall supervise the function of the various committees. The President shall attend all scheduled meetings. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization. The President shall make sure that the uniforms and Equipment are ordered early enough in the season to receive them by the start of the season. The President is responsible for making sure all uniforms and equipment are stored in a secure location and for keeping records of all uniforms and equipment distributed. The President is responsible for making sure that each team has a first aid kit at the beginning of the season. The President is responsible for either filling any Board vacancies that occur mid season or that have not been filled by January 31 or for completing or delegating the duties of that Executive Board position.

12.2 Vice President

- A. The Vice President shall preside in the absence of the President and shall work with other officers and committee members. The Vice President shall carry out such duties and assignments as may be delegated by the President. The Vice President shall attend all meetings and vote on motions. The Vice President shall have other powers and perform other duties as prescribed by the Executive Board.

12.3 Secretary

- A. The Secretary shall maintain a register of members and Board of Directors. The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on motions. The Secretary shall provide the Board Members with a copy of the minutes. The Secretary shall maintain a record of all official documents. The Secretary shall perform other duties as prescribed by the Executive Board.

12.4 Treasurer

- A. The Treasurer shall maintain the league books and financial recordings. The Treasurer shall provide a status report once a month to the Executive Board at the Executive Board only meeting. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than February 20. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final Budget for the year and distribute it at a March meeting. The Treasurer will supervise all finances and pay all approved purchases or expenses. The Treasurer will provide receipts for all monies collected. The Treasurer shall attend all scheduled meetings and vote on motions. The Treasurer shall perform other duties as prescribed by the Executive Board.

12.5 Director of Coaching

- A. The Director of Coaching will assist the President in checking eligibility of the football players throughout the season. He/she will check addresses, age, and weight at the beginning of the season and report cards in the middle & at the end of the season. The Vice President shall be the Executive of the Coaches Board and arrange a

Coaches class, a Team Managers' class, and a CPR/First Aid Class. The Director of Coaching shall

1. Act as a liaison between the players, parents, and Coaches and Team Managers.
2. Supervise and direct the Football Coaches and Team Managers and enforce the rules and regulations that they are to follow.
3. Arrange and attend a Coaches class and a Team Managers class prior to the beginning of the season.
4. Attend the Conference Coach's Clinic.
5. Review the game stats for Ten Play violations.
6. Attend all scheduled meetings and vote on motions.
7. Perform other duties as prescribed by the Executive Board.

12.6 Player Agent

- A. The Player Agent is responsible for coordinating all the Team Managers... to be updated during 2017.

12.7 Cheer Director

- A. The Cheer Director shall represent this organization at all the Conference Cheer Director's meetings and keep this organization informed as to the cheerleading activities of the Conference. The Cheer Director shall supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules and regulations that they are to follow. The Cheer Director shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleader clinic. The Cheer Director is responsible for planning the Homecoming Dance with the Cheer Coaches and reporting the progress of such to the Executive Board. The Cheer Director shall attend all scheduled meetings and vote on motions. The Cheer Director shall perform other duties as prescribed by the Executive Board.

12.8 Equipment Manager

- A. The Equipment Manager is responsible for all the football uniforms and equipment. The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The Equipment Manager shall inspect and inventory all uniforms and equipment before February 15 and provide an inventory report to the Executive Board along with a list of items needed. If the helmets need to be certified, the Equipment Manager shall inventory them and send them to the vendor in January. If uniforms need to be washed, he/she will coordinate a trip to a Laundromat along with other Board Members. After the Executive Board has approved the budget and the necessary purchases, the Equipment Manager shall order the uniforms and equipment early enough to receive them by the start of the season. The Equipment Manager shall make sure that each Head Football Coach has a Coaches Bag that contains a basic first aid kit and extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, helmet air pump and grease, shoulder pad straps and fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has 5 footballs, 2 kicking tees, 12 cones, and an agility ladder. The Equipment Manager is responsible

for arranging a site for equipment distribution, which will be scheduled by the Board during the February meeting. He/she will coordinate the equipment distribution with the Coaches and Board Members. The Equipment Manager is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members. The Equipment Manager shall secure the uniforms and equipment in a storage unit. The Equipment Manager shall attend all scheduled meetings and vote on motions. The Equipment Manager shall perform other duties as prescribed by the Executive Board.

12.9 Field Maintenance

- A. Field Maintenance is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games. Field Maintenance is responsible for all the field equipment. Field Maintenance shall adequately prepare the facility for each home game by arriving at the site at least 30-60 minutes prior to the first game and setting up field markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment. Field Maintenance is responsible for making sure there is first aid supplies on the field. Field Maintenance shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game. Field Maintenance shall attend all scheduled meetings and vote on motions. Field Maintenance shall perform other duties as prescribed by the Executive Board.

12.10 Fundraising Coordinator

- A. The Fundraising Coordinator is responsible for locating sources for fundraising events. The Fundraising Coordinator shall submit information on the most reasonable and profitable events to the Executive Board for approval. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner. He/she will work closely with the Treasurer and the Executive Board in order to produce the funds needed to meet the goals and needs of the organization. The Fundraising Coordinator shall attend all scheduled meetings and vote on motions. The Fundraising Coordinator shall perform other duties as prescribed by the Executive Board.

12.11 Marketing Coordinator

- A. To be written during 2017.

12.12 Concessions Manager

- A. The Concession Manager is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times. The Concession Manager shall:
 - 1. Recruit parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand.
 - 2. Be responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner.

3. Keep a record of money spent and money received and then report the profit or loss of each event to the Executive Board.
4. Attend all scheduled meetings and vote on motions.
5. Perform other duties as prescribed by the Executive Board.

12.13 Webmaster

- A. To be written during 2017.

12.14 Head Coach

- A. The Head Coach shall have control over all activities for their team. He/she is responsible for selecting eligible Assistant Coaches and Team Managers (Assistant Coaches and Team Managers must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew. The Head Coach is responsible for using proper drills and methods to physically condition and develop skills. He/she is responsible for teaching either the game of football or cheerleading. The Head Coach is responsible for knowing and following the Coaching Ethics and Guidelines for PFJT&C and for the Conference. He/she will be held accountable for any participating ineligible players/cheerleaders. The Head Coach shall attend all football or cheer coach's clinics required by PFJT&C or the Conference. The Head Coach must be First Aid & CPR certified and must provide proof of such to the Executive Board and to the Conference. The Head Coach shall attend all scheduled meetings and vote on motions relating directly to football or cheerleading as presented by the Executive Board. The Head Coach shall perform other duties as prescribed by the Executive Board.

12.15 Team Manager

- A. The Team Manager is responsible for all of the administrative duties for an individual team and reports directly to the Head Coach and the Player Agent. He/she is responsible for proper completion of all forms for certification. The Team Manager shall have the player contracts and physical forms on the field during all practices and games. He/she shall take attendance at each practice and game and maintain attendance records for all players. The Team Manager will assist the Fundraising Coordinator in distributing materials to the team or collecting money or materials. The Team Manager shall keep stats during the games and keep the Head Coach informed as to the status of players receiving their required ten plays. He/she will make every attempt possible to ensure each player receives his or her ten plays without interfering with the coaching of the game. The Team Manager shall report to the Player Agent, immediately following the game, the names of any players that did not receive their ten plays. The Team Manager shall be prepared to show stats at any time during or after a game if requested by a Conference Board Member or PFJT&C Board Member. The Team Manager shall maintain all necessary records on their team. The Team Manager shall attend the Team Manager's clinic and any other scheduled meetings. The Team Manager shall perform any other duties as prescribed by the Head Coach or by the Executive Board.

12.16 Assistant Coach

- A. The Assistant Coach will assist the Head Coach with all activities for their team. The Assistant Coach shall abide by the decisions made by the Head Coach. The Assistant Coach is responsible for knowing and following the Coaching Ethics and Guidelines for PFJT&C and for the Conference. The Assistant Coach shall attend all football or cheer coaches clinics required by PFJT&C or the Conference. The Assistant Coach shall perform any other duties as prescribed by the Head Coach or by the Executive Board.

ARTICLE 13. TEAM FORMATION

13.1 To be written during 2017.

ARTICLE 14. GREIVENCES

14.1 To be written during 2017.

ARTICLE 15. DISSOLUTION

15.1 Dissolution

- A. If at any time it becomes necessary or advisable to dissolve this organization, all funds and assets shall be divided among the existing teams with like purposes. Dissolution would require a two-thirds (2/3) vote of the Executive Board.

ARTICLE 16. AMENDMENTS

16.1 Amendments

- A. These Bylaws may be amended by two-thirds (2/3) vote of the Executive Board.
 1. All proposals must be submitted in writing to the President, Vice President, or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed bylaw or the President may request that the bylaw be presented at one meeting and not voted on until the next meeting.
 2. Approved amendments will be incorporated and changes documented on the revisions list for the PFJT&C bylaws.
 3. All amendments go into effect immediately unless the amendment specifies a future date and time.



Position Agreement: President

The duties of the President are as follows:

1. The President shall represent this organization at all meetings of the Conference and shall keep this organization informed as to the activities of the Conference.
2. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the Conference.
3. He/she shall appoint three (3) alternates to attend the meetings in his/her absence.
4. The President shall preside at the league meetings and assume full responsibility for the operation of PFJT&C according to its Bylaws.
5. He/she shall be responsible for the conduct of this league in strict accordance to the policies, principles, rules and regulations of the Conference.
6. The President shall supervise the function of the various committees.
7. The President shall vote only to break a tie.
8. The President shall attend all scheduled meetings.
9. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization.
10. The President shall make sure that the uniforms and Equipment are ordered early enough in the season to receive them by the start of the season.
11. The President is responsible for making sure all uniforms and equipment are stored in a secure location and for keeping records of all uniforms and equipment distributed.
12. The President is responsible for making sure that each team has a first aid kit.
13. The President is responsible for either filling any Board vacancies that occur mid-season or that have not been filled by January 31 or for completing or delegating the duties of that Executive Board position.
14. The President is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of President. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------



Position Agreement: President

The duties of the Vice President are as follows:

1. The Vice President shall preside in the absence of the President and shall work with other officers and committee members.
2. The Vice President shall work closely with the President to enforce the PFJT&C By-laws and the Conference By-laws.
3. The Vice President shall carry out such duties and assignments as may be delegated by the President.
4. The Vice President shall attend all meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
5. The Vice President shall have other powers and perform other duties as prescribed by the Executive Board.
6. The Vice President is responsible for the safe and effective operation of this organization.
7. The Vice President is responsible for assisting with crowd control, field setup, and any other duties deemed necessary.

I have read and understand the duties for holding the position of Vice President. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name

Signature

Date

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name

Signature

Date



Position Agreement: Secretary

The duties of the Secretary are as follows:

1. The Secretary shall maintain a register of members and Board of Directors.
2. The Secretary shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Vice President and arrange for someone to record the minutes of the meeting.
3. The Secretary shall record the minutes of each meeting.
4. The Secretary shall provide the Board Members with a copy of the minutes in a timely manner.
5. The Secretary shall maintain a record of all official documents pertaining to this organization.
6. The Secretary shall perform other duties as prescribed by the Executive Board.
7. The Secretary is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Secretary. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------



Position Agreement: Director of Coaching

The duties of the Director of Coaching are as follows:

1. The Director of Coaching will assist the President in checking eligibility of the football players throughout the season.
2. The Vice President shall arrange a Coaches class, a Team Managers' class, and a CPR/First Aid Class
3. The Director of Coaching shall act as a liaison between the Coaches and the Executive Board.
4. The Director of Coaching shall supervise and direct the Football Coaches and Team Managers and enforce the rules and regulations that they are to follow.
5. The Director of Coaching shall arrange and attend a Coaches class prior to the beginning of the season.
6. The Director of Coaching shall also attend the Conference Coach's Clinic.
7. The Director of Coaching shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
8. The Director of Coaching shall perform other duties as prescribed by the Executive Board.
9. The Director of Coaching is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Director of Coaching. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------



Position Agreement: Player Agent

The duties of the Player Agent are as follows:

1. The Player Agent shall act as a liaison between the players, parents, and Coaches and Team Managers.
2. The Player Agent shall manage the PFJT&C Team Managers and their Team Books (see Team Book Policy).
3. The Player Agent shall arrange and attend a Team Managers meeting prior to the beginning of the season.
4. The Player Agent shall collect and review the Mandatory Play Rule tracking sheets each week for violations.
5. The Player Agent shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
6. The Player Agent shall perform other duties as prescribed by the Executive Board.
7. The Player Agent is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Player Agent. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name

Signature

Date

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name

Signature

Date



Position Agreement: Cheer Director

The duties of the Cheer Director are as follows:

1. The Cheer Director shall represent this organization at all the Conference Cheer Director's meetings and keep this organization informed as to the cheerleading activities of the Conference.
2. The Cheer Director shall supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules & regulations that they are to follow.
3. The Cheer Director shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleader clinic.
4. The Cheer Director shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
5. The Cheer Director shall perform other duties as prescribed by the Executive Board.
6. The Cheer Director is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Cheer Director. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name

Signature

Date

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name

Signature

Date



Position Agreement: Equipment Manager

The duties of the Equipment Manager are as follows:

1. The Equipment Manager is responsible for all the football uniforms and equipment.
2. The Equipment Manager shall inspect and inventory all uniforms and equipment before February 15 and provide an inventory report to the Executive Board along with a list of items needed.
3. The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. After the Executive Board has approved the budget and the necessary purchases, the Equipment Manager shall order the uniforms and equipment early enough to receive them by the start of the season.
4. If uniforms need to be washed, he/she will coordinate a trip to a Laundromat along with other Board Members or with a parent volunteer that offers to wash the uniforms.
5. The Equipment Manager is responsible for arranging a site for equipment distribution, which be scheduled by the Board during the February meeting. He/she will coordinate the equipment distribution with the Coaches and Board Members.
6. The Equipment Manager shall make sure that each Head Football Coach has a Coaches Bag that contains a basic first aid kit and extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, helmet air pad pump and grease, shoulder pad straps and fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has 5 footballs, 2 kicking tees, 12 cones, and an agility ladder.
7. The Equipment Manager is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members.
8. The Equipment Manager shall secure the uniforms and equipment in a storage unit.
9. The Equipment Manager shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
10. The Equipment Manager shall perform other duties as prescribed by the Executive Board.
11. The Equipment Manager is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Equipment Manager. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name

Signature

Date

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name

Signature

Date



Position Agreement: Equipment Manager

The duties of Field Maintenance are as follows:

1. Field Maintenance is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games.
2. Field Maintenance is responsible for all the field equipment.
3. Field Maintenance is responsible for striping each home field no more than every two weeks during the scheduled practice and game season (~mid-August through late October).
4. Field Maintenance shall adequately prepare the facility for each home game by arriving at the site at least 30-60 minutes prior to the first game and setting up field markers, goal post pads, score board controller, roped off areas, and any other necessary field equipment. Field setup efforts shall be coordinated with the home team of the first game.
5. Field Maintenance shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game. Field take down efforts shall be coordinated with the home team of the last game.
6. Field Maintenance shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
7. Field Maintenance shall perform other duties as prescribed by the Executive Board.
8. Field Maintenance is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Field Maintenance. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------



Position Agreement: Fundraising Coordinator

The duties of the Fundraising Coordinator are as follows:

1. The Fundraising Coordinator is responsible for locating sources for fundraising events.
2. The Fundraising Coordinator shall submit information on the most reasonable and profitable events to the Board of Directors for approval.
3. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records.
4. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner.
5. He/she will work closely with the Treasurer and the Executive Board in order to produce the funds needed to meet the goals and needs of the organization.
6. The Fundraising Coordinator shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
7. The Fundraising Coordinator shall perform other duties as prescribed by the Executive Board.
8. The Fundraising Coordinator is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Fundraising Coordinator. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name	Signature	Date



Position Agreement: Fundraising Coordinator

The duties of the Marketing Coordinator are as follows:

1. To be updated during 2017.
2. The Marketing Coordinator shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
3. The Marketing Coordinator shall perform other duties as prescribed by the Executive Board.
4. The Marketing Coordinator is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Marketing Coordinator. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name

Signature

Date

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name

Signature

Date



Position Agreement: Concessions Manager

The duties of the Concessions Manager are as follows:

1. The Concessions Manager is responsible for
 - a. Planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times.
 - b. Recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand.
 - c. The money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner.
 - d. Providing all receipts of purchases to the Treasurer in an expedient manner.
 - e. Keeping a record of money spent and money received and then report the profit or loss of each event to the Executive Board.
2. The Concessions Manager shall attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
3. The Concessions Manager shall perform other duties as prescribed by the Executive Board.
4. The Concessions Manager is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Concessions Manager. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Term: January 1, _____ through December 31, _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------



Position Agreement: Head Coach

The duties of the Head Coach are as follows:

1. The Head Coach shall be USA Football certified before s/he sets foot on the practice or game field.
2. The Head Coach shall have control over all activities for their team.
3. He/she is responsible for selecting eligible Assistant Coaches and Team Managers (Assistant Coaches and Team Managers must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew.
4. The Head Coach is responsible for using proper drills and methods to physically condition and develop skills.
5. He/she is responsible for teaching either the game of football or cheerleading.
6. The Head Coach is responsible for knowing and following the Coaching Ethics, Guidelines and Responsibilities for PFJT&C (Article 11 of the PFJT&C Bylaws) and for the Conference.
7. He/she will be held accountable for any participating ineligible players/cheerleaders.
8. The Head Coach shall attend all football or cheer coaches' clinics required by PFJT&C or the Conference.
9. The Head Coach must be First Aid and CPR certified and must provide proof of such to the Team Manager to be included in the Team Book.
10. The Head Coach shall attend all scheduled meetings and vote on motions relating directly to football or cheerleading as presented by the Executive Board.
11. The Head Coach shall perform other duties as prescribed by the Executive Board.
12. The Head Coach is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Head Coach. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name

Signature

Date

Team: _____ Grade: _____ Season (Year): _____

Witnessed By:

Print Name

Signature

Date



Position Agreement: Team Manager

Purpose of Position: The purpose of the Team Manager is to be responsible for the Team Book, assisting with team activities (fundraising, team money handling, attendance records, etc), tracking the Mandatory Play Rule (for football team managers), attending required PFJT&C Board and Team Manager meetings, and the liaison between the team and PFJT&C personnel.

Responsibilities will include, but are not limited to:

1. Be at least 18 years of age or older and be an organized individual with time to commit to the team, coaching staff, families, and the PFJT&C organization.
2. Have access to email on a regular basis for communicating with players, parents, coaching staff, and PFJT&C personnel. Also, have the ability to print and scan necessary items.
3. Required to attend all Team Manager meetings and the May, June, July, August, September, October, and November PFJT&C Board meetings.
4. Responsible for collecting and verifying all participant, coach, and other paperwork/forms required for the Team Book (refer to the Team Book Policy).
5. The ability to handle confidential information about the team, coaching staff, and families.
6. The ability to handle and resolve conflicts that may arise with players, parents, coaching staff, and PFJT&C personnel.
7. The ability to delegate and assign tasks, as needed.
8. Be present at practice and games or ensure a person of contact is noted for manager responsibility when not able to be present to ensure the Team Book is on the sidelines at every practice and game.
9. Assist coaching staff with attendance tracking (records are to be kept in the Team Book).
10. Manage the tracking and reporting of the Mandatory Play Rule Policy.
11. Manage team fundraising activities and funds. This includes submitting the required paperwork to the PFJT&C Treasurer.

I have read and understand the duties for holding the position of Team Manager. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Team: _____ Grade: _____ Season (Year): _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------



Position Agreement: Assistant Coach

The duties of the Assistant Coach are as follows:

1. The Assistant Coach shall be USA Football certified before s/he sets foot on the practice or game field.
2. The Assistant Coach will assist the Head Coach with all activities for their team.
3. The Assistant Coach shall abide by the decisions made by the Head Coach.
4. The Assistant Coach is responsible for knowing and following the Coaching Ethics, Guidelines and Responsibilities for PFJT&C (Article 11 of the PFJT&C Bylaws) and for the Conference.
5. The Assistant Coach shall attend all football or cheer coaches clinics required by PFJT&C or the Conference.
6. The Assistant Coach shall perform any other duties as prescribed by the Head Coach or by the Executive Board.
7. The Assistant Coach is responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Assistant Coach. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in PFJT&C By-laws.

Print Name	Signature	Date
------------	-----------	------

Team: _____ Grade: _____ Season (Year): _____

Witnessed By:

Print Name	Signature	Date
------------	-----------	------