

**NORTH
GWINNETT
FOOTBALL ASSOCIATION**



**Handbook 2018
Football & Cheerleading**

North Gwinnett Bulldogs

Dear North Gwinnett Parents,

The members of the NGFA Board would like to welcome you to the North Gwinnett Football Community and the 2018 season. This handbook is intended to provide you with all the information you'll need regarding our program, including important dates and contact information for the NGFA Board. As always, the NGFA Board members are available to address any questions/concerns you may have during the season.

North Gwinnett would not have the success we experience without the many volunteers who help make our association one of the best in the country. We would like to thank all the Coaches, Assistant Coaches, Team Managers, Volunteers, Players, and Parents who commit their time and energy to maintain our success and create a fun and rewarding environment for our children.

We are continuing our theme for the Association in 2018: **"It's about the Kids"**. Our efforts to put the children first are of utmost importance to the success of our Association. We ask that you assist us in putting the children first so our children can learn, make life long friendships, and enjoy their experience in a safe environment.

We are fortunate to have the opportunity to partner with North Gwinnett High School, a successful High School program that also puts time and effort into helping our Association prosper. The High School program offers a free mini camp for the players, an updated coaches' clinics to help our coaches implement the successful High School formations, terminology, and philosophies, a GFL night during the High School season with free admission and recognition for the players and cheerleaders to a game, use of the HS facilities, and an open door policy for our coaches to utilize the knowledge of the High School staff. We are grateful that the High School offers so much support to our Association.

As members of The Gwinnett Football League (GFL) we have the opportunity to compete in one of the top Youth programs in the US. The GFL has many rules in place to provide a safe and fun environment for all participants. The GFL has a minimum play policy which requires each participant to play or cheer in every game. The GFL also has high standards to hold coaches and parents accountable, and an experienced governing body to ensure each Association plays by the standards set by the GFL. Games will be held at various parks across the county, with George Pierce Park in Suwanee designated as the home field for NGFA.

NGFA will continue to offer an option for on-line registration in 2018. We will still require jersey fitting during one of the scheduled walk-up registrations. It is the responsibility of each participant's parents or guardians to provide proper equipment for their child. Football players are required to wear a Black football helmet, proper shoulder pads, and a mouthpiece (Note: mouthpiece must be attached to facemask and cannot be clear or white). Maintaining proper equipment is the sole responsibility of the parent/guardian/child and the NGFA does not assume any liability associated with the maintenance and upkeep of the participant's equipment. If you have questions regarding equipment you may contact a NGFA Board Member for more information. The coaches, NGFA Board, GFL representatives, and/or referees have the option of disallowing a registrant from participating in practice or games if they believe the equipment could potentially jeopardize the safety of the participant.

The 2018 registration fees for football include a game jersey, game pants, mini camp and fundraising fees. Cheerleading registration fees include campwear (shirt and shorts), cheer bag, hair bow, stunt clinic, cheer camp, cheer off and fundraising fees. A majority of the fundraising fees will go directly to your child's team/squad to help cover the costs of expenses such as banquets, team functions, trophies, etc. We encourage you to acquire sponsorships to help fund more team expenses to help make this a memorable season for your children. NGFA is a volunteer organization, and many volunteers are always needed from each team/squad during the season to help run the gates and spirit wear building.

Thank you for registering your child to participate in the 2018 season. This handbook, as well as NGFA Board Member contact information, is available through our web site at NGFA.com. Please check the website regularly throughout the season for important information and updates. We look forward to another great year at North Gwinnett Football.

Go Bulldogs!

NGFA Board

TABLE OF CONTENTS

NGFA BOARD OF DIRECTORS LIST	4
FOOTBALL IMPORTANT DATES TO REMEMBER	5
CHEERLEADING IMPORTANT DATES TO REMEMBER	6
PARENT'S CODE OF ETHICS	7
COACH'S CODE OF ETHICS	7
NATIONAL STANDARD FOR YOUTH SPORTS	8
PREAMBLE	9
ARTICLE I - PURPOSE	9
ARTICLE II - COACHING	10
ARTICLE III - CONDUCT	10
ARTICLE IV - PRACTICES	11
ARTICLE V - GAMES	12
ARTICLE VI - EQUIPMENT	13
ARTICLE VII - SPORTSMANSHIP	13
ARTICLE VIII - MASCOTS	13
ARTICLE IX - ELECTION OF OFFICERS	14
ARTICLE X - OFFICERS' RESPONSIBILITIES	15
ARTICLE XI - GENERAL RULES	20
ARTICLE XII - LIABILITY	21
REFUND POLICY	21
SPECIAL NOTES	22

2018 North Gwinnett Football Association Board

Name	Position	Email
Richard Hood	* President	president@ngfa.com
Scott Dovel	* Vice President	vicepresident@ngfa.com
Annette Hood	* Secretary	secretary@ngfa.com
Annie Dean	* Treasurer	treasurer@ngfa.com
Derek Dean	* Football Director	footballdirector@ngfa.com
Tiffany Sharp	* Cheer Director	cheerleading@ngfa.com
Jeremy Brock	Communications	communications@ngfa.com
Bridgett Robinson	Sponsorship	ngfasponsorship@gmail.com
Alex Balmes	Football Rep	
Jeremey Brock	Football Rep	
Jawon Craig	Football Rep	
George Frazier	Football Rep	
Robert Walker	Football Rep	
Tracey Agnew	Cheer Rep	
Jill Balmes	Cheer Rep	
Rogena Lao	Cheer Rep	
Jamie Wood	Cheer Rep	

NOTE: * denotes Executive Board members

Please access our website at www.ngfa.com for up-to-date information and to correspond with our Board.

GFL Website: www.gflsports.com

Parent's Code of Ethics

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this CODE OF ETHICS.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports events.*
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.*
- I will insist that my child plays in a safe and healthy environment.*
- I will support the coaches and officials working with my child to provide a positive, enjoyable experience for all.*
- I will demand a drug-free, alcohol-free and tobacco-free sports environment for my child and agree to refrain from their use at all youth sports events.*
- I will remember that the game is for children and not for adults.*
- I will do my very best to make youth sports fun for my child.*
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.*
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.*
- I will require that my child's coach be trained in the responsibilities of being a Youth Sports Coach and that the coach agrees to the Youth Sports Coaches' Code Of Ethics.*
- I will read the NYSCA National Standards for youth sports and do everything within my power to assist all youth sports organizations to implement and enforce them.*

Coaches' Code of Ethics

I hereby pledge to live up to my certification as an NYSCA Coach by following The NYSCA Code of Ethics.

- I will place the emotional and physical well-being of my players ahead of any personal desire to win.*
- I will remember to treat each player as an individual remembering the large spread of emotional and physical development for the same age group.*
- I will do my very best to provide a safe play situation for my players.*
- I will promise to review and practice the necessary first aid principles needed to treat the injuries of my players.*
- I will do my best to organize practices that are fun and challenging for all my players.*
- I will lead by example in demonstrating fair play and sportsmanship to all my players.*
- I will ensure that I am knowledgeable in the rules of each sport that I coach and that I will teach these rules to my players.*
- I will use those coaching techniques appropriate for each of the skills that I teach.*
- I will remember that I am a youth coach and that the game is for children not adults.*

National Standard for Youth Sports

These standards are endorsed and supported by over 60 national agencies and organizations.

- **PROPER SPORTS ENVIRONMENT**
 - Parents must consider and carefully choose the proper sports environment for their child, including the appropriate age and development for participation, the rules of the sport, the age range of the participants, and the proper level of physical and emotional stress.
- **PROGRAMS BASED ON THE WELL-BEING OF CHILDREN**
 - Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.
- **DRUG AND ALCOHOL-FREE ENVIRONMENT**
 - Parents must encourage a drug and alcohol-free environment for their children.
- **PART OF A CHILD'S LIFE**
 - Parents must recognize that youth sports are only a part of a child's life.
- **TRAINING**
 - Parents must insist that coaches are trained and certified.
- **PARENTS' ACTIVE ROLE**
 - Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator, and/or caring parent.
- **POSITIVE ROLE MODELS**
 - Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home, while also giving positive reinforcement to their child and support to their child's coaches.
- **PARENTAL COMMITMENT**
 - Parents must demonstrate their commitment to their child's youth sports experience by annually signing a Parental Code of Ethics.
- **SAFE PLAYING SITUATIONS**
 - Parents must insist upon safe playing facilities, healthy playing situations, and proper first-aid applications, should the need arise.
- **EQUAL PLAY OPPORTUNITY**
 - Parents, coaches, and league administrators must provide equal sports play opportunity for all youth, regardless of race, creed, sex, economic status or ability.
- **DRUG AND ALCOHOL-FREE ADULTS**
 - Parents must be drug and alcohol-free at all youth league sporting events.

NORTH GWINNETT FOOTBALL ASSOCIATION BY-LAWS

PREAMBLE

It is the primary purpose of this association to promote, encourage, direct and operate football and cheerleading teams, programs for the children and youth of the North Gwinnett Area, Gwinnett County, Georgia, in order to promote the growth of physical, mental, social, educational and spiritual welfare of the participants in the program, and to promote the ideals of good citizenship and good sportsmanship through an organized sport program.

ARTICLE I - PURPOSE

1. All Football Team and Cheerleading Squad Members (hereafter referred to as “Member” or “Members”) and parents must display good citizenship, good sportsmanship and positive behavior at all times.
2. All members who live within the Gwinnett County School District are eligible to register. Registrants who reside outside Gwinnett County are allowed to register, however the following GFL rule applies: Non-Resident Fees - All program participants who reside outside Gwinnett County will be assessed with a non-resident fee of an additional \$90 per person per sport per season. The definition of a non-resident participant is a person that does not live in Gwinnett County. This fee is to be above and beyond the normal registration fee.
3. Football registrations shall be governed by GFL Rules. Cheerleading Team registration shall be governed by NGFA Board of Directors’ decisions determining squad sizes, tryouts, etc.
4. Football Team sizes will be mandated by GFL Rules. Teams may be split to a lower number of players than mandated by GFL Rules if the NGFA Board of Directors feels that splitting the team will be in the best interest of the team members. Splitting of a team in any age group may be accomplished by a simple vote of the Board of Directors.
5. All Football participants will participate by age group as mandated by the GFL Rules (based on an age cutoff date of Sept. 1). Cheerleaders will be required to cheer / perform for their grade level regardless of age (except for mascots).

CHEER / FOOTBALL		CHEER / FOOTBALL	
1st	/ 6-year-olds	5th	/ 10-year-olds
2nd	/ 7-year-olds	6th	/ 11-year-olds
3rd	/ 8-year-olds	7th	/ 12-year-olds
4th	/ 9-year-olds	8th	/ 13-15-year-olds

6. The Head Football Coach and Cheerleading Head Coach of each team shall appoint a parent volunteer to serve as Team Manager. The Team Manager shall assist the Head Coach by handling communication with the team parents, drink schedules, gate duty schedule, fund raising, banquets, etc. Team Managers for Football and Cheerleading should work together and coordinate Pep rallies after conferring with their head coaches.

ARTICLE II - COACHING

1. Size of Coaching Staffs shall conform to GFL Rules.
2. It is in the best interest of the youth in our community to have Head Coaches and Assistants of the highest character and qualifications. Anyone wishing to coach in the NGFA shall apply by completing a Coaches Application on the NGFA website (www.ngfa.com). Head Coaches are nominated by a committee of Board members assigned to interview all applicants. Head coaches are nominated by the committee and must be approved by the majority vote on the Board.
3. The Head Coach of each team may recruit or choose his or her own Assistants and Trainer. All selections for Assistant Coaches and Trainers must be submitted for approval by the Board. All coaches are required by the NGFA board to submit an application for a background check. These background checks are performed by a private service. All information obtained from background checks is held private and confidential with assigned executive board members.
4. Head Coaches or Assistants are forbidden by GFL Rules from recruiting players or Coaches from other areas or associations.
5. Football Coaches and Cheerleading Team Managers should have a parents' meeting within the first five (5) days of practice to get acquainted, answer parents' questions, and establish parameters for disciplinary actions. Coaches and Team Managers can establish, within reason, their own rules for missing practices and games, use of profanity, fighting, disrespect, failure to follow instructions, etc.
6. Coaches, Trainers or Team Managers shall not use profane or disrespectful language toward players, parents or one another when working with the teams on the practice field or during games on the playing field. The use of any form of tobacco is prohibited on the practice and playing fields. All Board Members are responsible for monitoring and reporting to the GFL Board any offenders. Violation of these rules may result in suspension of the guilty person for the remainder of the season.
7. Head Coaches shall be responsible for all phases of the operation of his or her team. The Cheerleading Teams are a part of the program and should be included in all functions of the Football Team, including banquets, fund raisers, etc.
8. Parents will be advised with at least one warning if their child is creating a problem. If the problem persists, the Coach can ask the participant to withdraw from the program. The NGFA President must be notified when the first warning is issued, and the Board must be notified and issue approval before a participant is asked to withdraw.
9. Suitable conduct is expected at all GFL/NGFA functions. Coaches, Trainers, Team Managers, Players, and Parents should not smoke, consume alcoholic beverages, use profane language or illegal drugs at any time during practice or a game. Each Member is expected to follow all NGFA Rules.
10. Problems arising as a result of violations of sections 1 through 9 of this Article shall be dealt with by the Head Coach and Team Manager, and if the problem is not resolved it shall be brought before the NGFA Board.

ARTICLE III - CONDUCT *(See Code of Ethics)*

ARTICLE IV - PRACTICES

1. All members must attend all practices. Permission to miss a practice must be obtained in advance from the Head Coach or Team Manager except in the case of illness.
2. Members must be on time for all practice sessions and attend the entire practice. Head Coaches or Team Managers may set their own individual team rules/guidelines for missing practices. All practice times will be scheduled within the practice rules set by the GFL. Members and Parents should be informed of the rules at the beginning of the season at the Parents' meeting.
3. Parents are always urged to attend practices and give their child encouragement. ***Children should not be left unattended at practice.*** If a child must be dropped off at practice, it is ***mandatory*** that the Head Coach or Team Manager is made aware that the child's parent is not present, and emergency contact information must be given to the Head Coach or Team Manager. Children dropped off at practice are to be picked up promptly after practice.
4. Parents/family members attending practice sessions are not to interfere with practice activities and are not allowed inside the fenced practice areas unless their child is injured.
5. Coaches and Team Managers will communicate guidelines for team members missing practice sessions. Any member that misses practices must notify their Head Coach or Team Manager prior to a scheduled practice. It will be up to the Head Coach whether or not a child will be able to participate in the scheduled game.
6. Coaches and Team Managers must follow GFL Rules on practice hours and number of days per week.
7. Football Team Members are required to furnish their own helmet, shoulder pads, practice pants/pads, shoes, mouthpiece, and practice jerseys. Cheerleading Team Members must wear proper attire at each practice.
8. Refer to Gwinnett Football League Rule Book requirements rule 9(c).
9. Children who suffer injuries during the season must provide a doctor's permission before they can resume practice or game play.

ARTICLE V - GAMES

1. Each Member should attend all games. If a Member is unable to attend a game the member must advise the Head Coach or Team Manager in advance if they will miss a game.
2. Members should always arrive at the designated game location and at the designated time set by the team's Head Coach.
3. Parents are responsible for ensuring that their child arrives at the game site with the required equipment including helmet, mouthpiece, shoulder pads, proper uniform, etc.
4. Parents are urged to attend games and support the team. The Head Coach or Team Manager is totally responsible for the activities of the Team during the game while on the field. Parents must not interfere with the activities during the game and should control the activities of their children while they are spectators of other games or functions.
5. Specific minimum play rules apply per the GFL rules and regulations:
 - **6 year old division through 12 year old division:**
 - i. 20 participants or less - twelve (12) plays minimum.
 - ii. 21 - 25 participants - ten (10) plays minimum.
 - iii. 26 and up - eight (8) plays minimum. (a dead ball does not constitute a play)
 - **8th Grade Division(s):**
 - i. Division I: Each participant must play in each game
 - ii. Division II: Each participant is required to play a minimum of two plays in each game
6. If a parent has a concern regarding the coach not meeting the minimum play requirements for each child, the parent should first notify the coach of the discrepancy. If the issue persists, parents are requested to notify a Board Member. Coaches who do not meet the minimum play requirements will be monitored by the Board, and they can be disciplined by the Board by majority vote. Disciplinary action could range from a verbal warning to suspension.
7. During home games, the home team is responsible for providing the Chain Gang and Announcer for each game. The Announcer is required to announce the game without taunting or demeaning the opponents.
8. Music is allowed during pregame, between quarters, and during breaks. Music must not contain profanity or lyrics which would not represent good sportsmanship.

ARTICLE VI - EQUIPMENT

1. Members are expected to provide all of their football equipment needs including a helmet with an approved face guard, shoulder pads, practice/game pants/pads, practice jersey, socks, shoes and a mouthpiece that must be attached to the helmet (NO clear or white mouthpieces will be allowed). Shoes with screw-in cleats are permitted provided there is no exposed metal on the cleat.
2. NGFA will provide a game jersey and game pants to each member. Members may wear their game jerseys to school, on the day of, or prior to each game and to North Gwinnett High School football games. Game jerseys are the property of the player once the season is over.
3. Members are not allowed to wear jewelry during practice or games, with the exception of a Medical ID, which will be taped to the body.
4. Football Head Coaches are provided with practice equipment (i.e. tackling dummies, footballs, etc.) at the beginning of each season. All equipment must be returned to the equipment room at the designated time when the season is complete. Failure to return equipment will result in the invoicing of the Head Coach for the replacement costs of the equipment.
5. Proper uniforms must be worn to each game. Uniforms should be clean. Socks and shoelaces are required. Cheerleaders' hair should be off the face and look neat (no hair painting will be allowed). If make-up is worn it should be used lightly and in good taste. Do not wear heavy jewelry.

ARTICLE VII - SPORTSMANSHIP

1. Good sportsmanship must be displayed by all Members of the Association at all times.
2. All members, upon completion of NGFA member registration, agree to the NGFA Code of Ethics Pledge. Any member in violation of the Code of Ethics will be subject to disciplinary action from the NGFA board and or suspension/expulsion from the NGFA. **Each Member is expected to follow all GFL & NGFA Rules.**
3. Participants will show proper respect to all NGFA and GFL participants. Fighting or use of profane language within a game or off the playing field as a spectator will not be tolerated and will be cause for disciplinary action and possible expulsion from the NGFA.
4. Cheering to support the team is a cheerleader's major job. These cheers will be positive and appropriate to the team. Booing is prohibited! Negative or "put down" cheers will not be allowed.
5. Parents will be advised with at least one warning if their child is creating a problem. If the problem persists, the Team or Squad Member may be asked to withdraw from the program. The NGFA President will be notified of the first warning and the Board must be notified and issue approval before a participant is asked to withdraw. Members who continually create disunity may be asked to withdraw.
6. Acceptable conduct is expected at all NGFA Football, Cheerleading functions. Members should not smoke, use e-cigarettes, consume alcoholic beverages, illegal drugs, or use profane language at any time.
7. Problems arising as a result of violations of sections 1 through 6 of this Article shall be handled by the Head Coach and/or Team Manager, and if the problem is not resolved it shall be brought before the NGFA Board.

ARTICLE VIII - MASCOTS

1. Each Cheerleading Squad may have a mascot upon approval of the Cheerleading Director.
2. A mascot must be a kindergarten student.
3. Waiver of Association insurance is required.
4. Mascots are the sole responsibility of the parent. A parent or guardian must be present at all practices and games.

ARTICLE IX - ELECTION OF OFFICERS

1. The election of New Officers shall be completed in December of each Calendar Year. New Officers shall assume responsibilities of office on January 1 of the following year. All Terms of Officers shall be for one calendar year. Not all board listed position may be available from year to year, as they may be performed by another position (ie: Team Coordinator is performed by the Secretary)
2. The President shall arrange for a meeting place with the capacity to hold the expected (or average) crowd. The Secretary will provide the ballot listing only the names nominated for each office. Only current years' Member's parents and Officers - in good standings with NGFA - are permitted to vote or hold an elected office. The Secretary will check off the names of parents as they enter the meeting and hand out ballots. The number of votes counted shall not exceed the number of ballots handed out. Extra lines shall be provided on the ballot so nominations may be made from the floor.

General Rules or Order:

- a. The President shall bring the meeting to order, If no Election Chairperson is available then the President shall conduct the meeting. The Chairperson or President will conduct the Election of Officers in the following manner.
 - b. Starting with the office of President, give the name or names of the nominees. Any nominations from the floor will be written in by the ballot holders on the line provided. If only one name is offered for an office, voting shall be by a show of hands and recorded. If more than one nominee, then voting shall be by secret ballot. The name of the elected officer shall be announced upon completion of the counting of the ballots and recorded. This will be done after office has been voted on. Officer's names will not be withheld until the end of the election.
3. After all Officers have been elected, the Election Chairperson or President shall turn the meeting over to the current President who will address any new business. The secretary should obtain the telephone numbers and addresses of all new officers so they can be notified of the next meeting date. A motion shall be made to allow the adjournment of the meeting.
 4. Newly elected Officers shall attend the next Board Meeting to acquaint themselves with the procedures. Outgoing Board Members shall finish all outstanding business prior to December 31 of current year. Replacement Board Members should be brought up to date on any unfinished business so new Members can carry on with the minimum of transitional problems. Newly elected Board Members shall have no voting right until they assume office on January 1 of the following year.
 5. Anyone running or nominated for the position of President, Vice-President, Secretary, Treasurer, Football or Cheer Director is required to have served at least two years on the NGFA Board prior to holding one of these positions. Nominations are not taken from the floor for the executive position. All

ARTICLE X - OFFICER RESPONSIBILITIES

1. **PRESIDENT** - The President shall oversee all functions of the North Gwinnett Football Association. Responsibilities include the smooth functioning of everything from Board Meetings, to sign-ups, to handling conflicts.
 - a. Provide all necessary contracts on facilities for registrations (March, May and June) and activities during the season.
 - b. Preside over all Board Meetings. The President shall not vote on matters brought before the Board except in the case of a tie vote. The President must then vote as a tie breaker.
 - c. Support and enforce the By-Laws and Rules of the GFL at all functions of the NGFA.
 - d. Oversee both Football and Cheerleading registrations and try-outs.
 - e. Serve as a NGFA representative at GFL meetings.
 - f. Receive mid-season and end of season evaluations and distribute evaluation to the Vice President, Football Director and Cheerleading Director.
 - g. The President may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.
2. **VICE PRESIDENT** - The Vice President is responsible for the smooth functioning of all NGFA activities and will perform in the same capacity as the President in the absence of the President at any function of the NGFA.
 - a. Nominate a NGFA Board committee to acquire a Head Coach for each age group with the assistance of the Football and Cheerleading Directors. NOTE: The Head Coach may select his own assistants and trainer, however, each must be approved by the Board.
 - b. Coordinate efforts with the Football and Cheerleading Directors to ensure NGFA operates efficiently.
 - c. Work with the Football Director, Cheerleading Director and Representatives to handle any complaints or problems from parents or children. The President shall always be advised immediately of any physical fighting that has occurred (i.e., Coaches, Parents, and Children).
 - d. Coordinate pre season coaches and trainers clinics with the Football Director
 - e. Serve as a NGFA representative at GFL meetings.
 - f. Submit Split teams to GFL on time.
 - g. Serve as the role of President in his/her absence.
 - h. The Vice President of Football may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.
3. **SECRETARY** - The Secretary shall be responsible for the minutes, record keeping and all publications of the NGFA.
 - a. Record minutes of all Board Meetings. Distribute minutes for the Board's approval prior to the beginning of the next meeting.
 - b. Maintain all pertinent documents concerning the NGFA (i.e., current season information on registrants, head coaches, assistants, and team manager, contracts, insurance policies, by-laws, etc.). Release this information to interested parties only if a receipt is placed in the file showing who, what, why and when the item was released.
 - c. Responsible for planning and conducting Team Manager meeting prior to the start of the season.
 - d. Oversee the Communication Director and Webmaster.
 - e. Oversee the maintaining of Black Book information and GFL certification.
 - f. Ensure that all GFL Certification Books are correct and submitted on time.

- g. Develop schedule of NGFA Board members for GFL/NGFA responsibilities for home games
 - h. Webmaster will be a NGFA Board appointed position.
 - i. Responsible for contacting all Board Members to advise of meeting times and dates.
 - j. Facilitate communication of football and cheerleading information to the Webmaster to update the NGFA website as needed.
 - k. The Secretary may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.
4. **TREASURER** - The Treasurer is responsible for all Financial Records of the NGFA.
- a. Deposit all cash and checks from registration, gate, concession, etc.
 - b. Provide status of checking account activities to all Board Meetings.
 - c. Balance checking account.
 - d. Provide details of Board expenditures at the Annual General Meeting.
 - e. Disburse funds as directed by the President for expenses such as referees, police officers, football and cheerleading equipment purchases and concession stand supplies.
 - f. All checks require the signature of the President, Vice President or Treasurer for release of funds.
 - g. Maintain sufficient records of all expenditures and income that will withstand scrutiny by independent auditors.
 - h. The Treasurer will supply an annual audit.
 - i. Oversee and manage all individual team funds. Maintain team financial reports.
 - j. Coordinate distribution of NGFA Sponsorship form and handle monies provided by the Team Manager Coordinator.
 - k. Supervise management of concession stand with the Concession Manager.
 - l. Concession Manager is a NGFA Board appointed position.
 - m. Ensure all fundraising and spirit fees are collected and recorded for each team/squad.
 - n. Supervise spirit wear sales and inventory.
 - o. The Treasurer may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.
5. **COMMUNICATION DIRECTOR** - The Communications Director shall be responsible for supplying information and literature to all Board Members, Parents and Team Members.
- a. Organize and publish a handbook for all members of the Association with general information concerning all members.
 - b. Maintain email database of all coaches, players and parents to facilitate ongoing communication.
 - c. Prepare and distribute communications as needed via email.
 - d. Forward any communication from coaches or parents to Football Director or Cheerleading Director to handle.
 - e. Assist the Secretary in all areas of responsibility to help ensure smooth operation of all NGFA functions.
 - f. The Communications Director may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.

6. **FOOTBALL DIRECTOR** - The Football Director is responsible for the smooth functioning of all football activities.
- a. Oversee and approve selection of each Head Coach with the assistance of the Football Representatives. NOTE: The Head Coach may select his own assistants and trainer, however, each must be approved by the Board.
 - b. Handle complaints or problems from football parents and children. The President and Vice President will be notified immediately of any physical fighting that has occurs (i.e. coaches, parents, children)
 - c. Keep all Head Coaches informed as to practice dates, fields, and game schedules, etc. with the assistance of the Communications Director.
 - d. Assist Coaches with any problems that may occur with parents, players, etc.
 - e. Assist Team Manager Coordinator with any problems the Team Managers may encounter for whatever reason.
 - f. Serve as NGFA representative and GFL meetings when the President and Vice President can not attend.
 - g. Preside at all football coaches meetings.
 - h. Coordinate with the Team Manager Coordinator with the selection of a uniform vendor and presentation of any uniform changes to the Board.
 - i. Coordinate and delegate duties to Football Representatives and ensure that all Football Representatives understand their roles and duties.
 - j. Conduct regular meetings with Football Representatives to handle any football business or cover issues that need to be presented to the board.
 - k. Ordering of necessary equipment required to keep the programs functioning. Obtain, at the end of the season, from each Head Coach, all football equipment assigned to the team trainer's kits, special equipment, etc.
 - l. Shall maintain a complete inventory of all equipment.
 - m. Maintain first aid kits and supplies for each team.
 - n. Maintain equipment and equipment storage room in a serviceable condition.
 - o. Setup and conduct field cleanup day and assigned duties to field reps and coaches (head and assistant) to beautify the football game and practice fields, for the upcoming football season.
 - p. Assure game field is lined, yard markers are in place, corners are marked and the field is ready to play.
 - q. Have a current knowledge of all NGFA and GFL rules and activities.
 - r. Represent the NGFA Board at the GFL meetings and promptly report to the President and the Board. Personal likes and dislikes will not be presented at GFL meetings, but rather the presentation of only the consensus vote of the Board Members.
7. **CHEERLEADING DIRECTOR** - The Cheerleading Director shall be responsible for the smooth functioning of all cheerleading activities.
- a. Selection and Ordering of necessary Cheerleading equipment (i.e., uniforms, pompoms, warm-up suits, etc.). (Uniform must have approval by the board.)
 - b. Organize and conduct try-outs, registration, camps, etc.
 - c. Oversee and approve selection of head coach of each squad. Note: The Head Coach may select his/her own Assistant Coaches; however, each must also be approved by the Board.
 - d. Set up and conduct pre season coach's clinic
 - e. Handle any complaints or problems received from cheerleading team members or parents.

- f. Assist the Team Manager Coordinator with the organization and conducting of team manager meeting
 - g. Assist Team Manager Coordinator with any problems the Team Managers may encounter for whatever reason.
 - h. Attend all GFL cheer Director Meetings to obtain information and promptly report to the President and the Board.
 - i. Coordinate NGFA cheer participants for GFL cheer off.
 - j. Have a current knowledge of all NGFA and GFL Rules and Activities.
 - k. Organize and order supplies for the spirit wear hut. Coordinate the selection of merchandise with the Treasurer.
 - l. Conduct regular meetings with cheer representatives to handle any cheer business or other issues that need to be presented to the Board.
 - m. Review coached evaluations.
 - n. The Director of Cheerleading may hold the position of Head Coach or Team Manager during his/her term in office if so desired.
 - o. Coordinate and delegate duties to the Cheerleading Representatives.
8. **CHEERLEADING REPRESENTATIVES** - The Cheerleading Representatives will assist the Cheerleading Director and shall act in the same capacity as the Cheerleading Director in the absence of the Cheerleading Director at any NGFA function.
- a. Assistance with Cheerleading Registration and fitting all Cheerleaders with the necessary uniforms.
 - b. Assist with uniform distribution.
 - c. Organize and oversee Cheer-Off.
 - d. Representative will act as a liaison between parents and Cheer Coach should an issue arise during the course of the season for their appointed age group(s). All problems will first be handled by the Representatives for the respective age groups and reports to the Cheer Director or Vice President, if deemed necessary.
 - e. Oversee use of the press box during home games.
 - f. The Cheer Representatives may hold a Cheer Coach or Assistant Coach position during his/her term in office, if so desired.
 - g. Attend any GFL Cheer Director meetings if the Director is unable to attend.
 - h. The Cheerleading Representatives may hold a Head Coach or Team Manager position during his/her term in office if so desired.

9. **FOOTBALL REPRESENTATIVES** - The Football Representatives will assist the Football Director and shall act in the same capacity as the Football Director in the absence of the Football Director at all GFL Meetings and NGFA functions.
- a. Shall attend all GFL Meetings in order to function in the absence of the Football Commissioner, if listed as GFL Representative
 - b. Assist the Vice President and Football Director in all areas of responsibility to help ensure smooth operation of all NGFA functions.
 - c. Knowledge of all GFL rules and regulations as per the GFL rule book.
 - d. Each Representative will be assigned an age group or group(s). Representatives cannot facilitate an age group that his/her child is playing and/or coaching. Representatives are responsible for making the initial contact with the coaching staff and parents then maintaining an open line of communication.
 - e. Representative will act as a liaison between parents and Head Coach should an issue arise during the course of the season for their appointed age group(s). (ie: playing time, coaches issues, etc...) All problems will first be handled by the Representatives for the respective age groups and reports to the Football Director or Vice President, if deemed necessary.
 - f. Representatives will ensure all background checks - for their respective age group(s) - is performed and will notify the Secretary
 - g. Football Director will assign weekly field painting to Representatives. Representatives will work with the Head Coaches to have field painted prior to home games.
 - h. Game day: Maintain order and security of all events in and surrounding GFL sponsored events such as games, practice, and jamborees. Arrange for an announcer and spotter for every home game. Oversee use of the press box during home games. Arrange for and monitor chain gangs for all home games. Report any incidents or infractions during games to the Football Director and record them in the log located at the NGFA/GFL tent. Ensure the proper set-up and break down of fields and securing proper storage of equipment on game day. Serve as the liaison between Head Coaches and referees before, during, and after games.
 - i. The Football Representatives may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.
10. **TEAM MANAGER COORDINATOR** - Currently a role being performed by the **SECRETARY**: The Team Manager Coordinator is responsible for ensuring team managers understand the scope of their responsibilities and execute those responsibilities accordingly.
- a. Responsible for planning and conducting Team Manager meeting prior to the start of the season.
 - b. Assist Treasurer, Secretary or Sponsorship with the distribution of sponsorship forms and any other materials needed by the team managers.
 - c. Organize and manage GFL Certification Books and submit them on time.
 - d. Assist the Secretary with ensuring all GFL Certification Books are correct and submitted on time.
 - e. At the beginning of the NGFA season, develop the team gate work schedule for all home games.
 - f. Ensure that all fundraiser and spirit fees are collected from all teams and submitted to the Treasurer for entry into the team ledger.
 - g. Act as the first point of contact for parents who have team manager related issues that they cannot resolve with the Team Manger.
 - h. Assist Football Director with the selection of a uniform vendor and presentation of any uniform changes to the board.

- i. Distribution of uniforms and helmet decals for each football player.
- j. Assist Football Director with any and all uniform related issues that may arise.
- k. Selection of picture vendor and presentation to the board.
- l. Coordination of picture day scheduling with teams.
- m. The Team Manager Coordinator may hold a Head Coaching, Assistant Coach or Trainer position during his/her term in office if so desired.

11. The **EXECUTIVE BOARD** consists of the President, Vice President ,Secretary, Treasurer, Football Director and Cheerleading Director.

ARTICLE XI - GENERAL BOARD RULES

1. MEETINGS

- a. The Executive Board may meet prior to any scheduled NGFA board meetings when necessary.
- b. Board Meetings shall be held at least once at the earliest possible date of the New Year to plan for the upcoming season. At least one meeting shall be conducted prior to early registration to organize a plan for handling registrations. Board Meetings shall be held once a month to ensure the smooth operation and success of the program. Other Board Meetings during the year will be called, as necessary, by the President. Board meetings are closed to the general population; however, if participant or parent/guardian would like to present information to the Board, party should contact Secretary to be added to agenda.
- c. An Officer who is absent for three consecutive Official Board Meetings may be suspended and/or removed from office by a majority vote of the other Board Members. A replacement may be nominated and installed by a majority vote of the remaining Board Members.
- d. All Board Members are required to work assigned duties throughout the season. A Board Member who fails to show for assigned duties two consecutive times during the football season and fails to inform an Executive Board member of absence at least 24 hours prior to date and time of duty may be suspended and/or removed from office by a majority vote of the other Board Members and required to pay registration fee for each child participating with NGFA.

2. VACANCIES

- a. Any vacancy created by resignation, moving, change of job, expulsion, withdrawal, etc., may be filled by appointment from the President. A majority vote of the Board is required to confirm a nomination.
- b. Vacancies on the Board that are not filled at the General Election, for whatever reason, may be filled by appointment by the President with confirmation by a majority vote of the Board Members.

3. APPOINTMENTS

- a. The position of Concession Manager may be appointed by the President in order to share responsibilities and working time, a Concession Supervisor may also be appointed.
- b. The President shall have the authority to appoint Committees or Individuals from either the Board of General Membership to handle services or perform functions that are of benefit to, or for, the NGFA.
- c. Any Board Members shall have the authority to seek assistants from the General Membership to help with the Board Members assigned responsibilities. However, the Board Member still carries the major responsibility of his or her position within the NGFA.

4. CHANGES

- a. Changes, additions or deletions to the By-Laws of NGFA must be submitted to the President for presentation to the Board. Action must be taken at the next regularly scheduled Board Meeting. The person requesting the changes in the By-Laws shall be promptly notified by the President as to the outcome of the request.
 - b. Changes, additions or deletions may also be presented at the annual Parents' Meeting. The new Board will be responsible for acting on the request by either voting or tabling it at the first scheduled Board Meeting of the New Year after the request is received.
5. **MISCELLANEOUS** - All Board Members serve at the pleasure of the General Membership for a period of one year. As the NGFA grows with the general growth of the area, more and more donated personal time is required of Board Members to ensure the success of the Association. Parents can help ease the load on the Board Members by volunteering to help with the gate or concession stand, serving on committees, working the chain gang or helping as an announcer or spotter in the press box. The NGFA can only be as good as the Membership wants it to be. The talent is here, the facilities are here, so let's all work together to make the NGFA the finest Association in the County.

ARTICLE XII - LIABILITY

6. The NGFA Board of Directors, Representatives, Coaches, Trainers, and Officials of other supervisory or participating personnel are not responsible for personal injuries or damage to property at any GFL or NGFA sanctioned event.
7. All participating individuals such as football players, cheerleaders, coaches, trainers, officials, parents, spectators, etc., participates at their own risk and shall not hold NGFA or any of its members responsible for any personal injury or damage to property.

Refund Policy

It is the policy of the North Gwinnett Football Association that NO REFUNDS will be given. If you feel that you have an extenuating circumstance that warrants consideration, a written request must be received by the first game of the season. These requests will be judged on a case-by-case basis. To send in a request for consideration, you will need to submit a letter stating the reason for the refund, along with proof of payment. If you paid online, please provide a copy of your online confirmation. If you paid by check, please include a copy of the cancelled check. A \$50.00 processing fee shall be deducted from refunds that are granted by the Board of Directors to cover costs already incurred.

All requests must be made in writing or via email. Phone calls will not be accepted for consideration in any situation.

All refund requests should be mailed to:

North Gwinnett Football Association

Post Office Box 283

Suwanee, GA 30024

Or via email to: treasurer@ngfa.com

Special Notes

All GFL Representatives at any GFL sanctioned event shall act in such a manner as to represent the GFL, not just the association they are affiliated with.

Notes: