

South Lyon Panthers, Inc. Bylaws

Approved by the Panther Board of Directors on November 9, 2009.

TABLE OF CONTENTS ARTICLE PAGE

1) Title.....	3
2) Office.....	3
3) Purpose.....	3
4) Membership.....	3
5) Annual Meeting of Members.....	3-4
6) Special Meetings of the General Membership.....	4
7) Election of Board of Directors.....	4
8) Board of Directors (roles and responsibilities).....	4-5
9) Meetings of the Board of Directors.....	5
10) Special Meetings of the Board of Directors.....	5
11) Committee Meetings.....	5-6
12) Duties of the Officers of the Board of Directors.....	6-9
13) Remuneration.....	9
14) Execution of instrument.....	9-10
15) Fiscal year.....	10
16) Amendment of Bylaws.....	10
17) Code of Conduct.....	10-12
18) Team Color Placement	12
19) Football Teams Placement.....	12
20) Auxiliary Board.....	12-14
21) Football Coaches.....	14-15
22) Cheer/Pom Coaches.....	15-16
23) Football Unit directors.....	16
24) Cheer/Pom Unit Directors.....	16
25) Parent/Guardian volunteer obligation.....	16-17
26) Refund Policy.....	17
27) Complaint Process.....	17-18
28) Medical Services.....	18-19
29) Background Check.....	19
30) Scrimmage of Another Community.....	19
31) Communication Policy.....	19
32) Football Jersey Names and Numbers.....	20
Appendices.....	21-26

South Lyon Panthers, Inc. is a nonprofit corporation, organized under the laws of the State of Michigan, and shall remain nonprofit forever.

Article 1: Title

The name by which this corporation shall be known is South Lyon Panthers, Inc. throughout this document and the organization may also be referred to as the Panthers.

Article 2: Office

The principle office will be located at the residence of the President and/or Secretary. The registered office (agent) may be located with any long-term participating family that is designated as such by the President or a postal box maintained at the South Lyon post office.

Article 3: Purpose

- 1) To promote citizenship, sportsmanship, fellowship and physical development among the children of the South Lyon Community. This is accomplished through sporting events that include: the football teams, cheer and pom pom teams developed for children eligible to play in the Livingston County Area Junior Football League or any similar football league which may be formed.**
- 2) To purchase and own athletic equipment and facilities necessary to the sponsorship of these sports; including the purchase and ownership of real estate to be used as athletic fields or gymnasiums.**

Article 4: Membership

- 1) General membership will consist of Board of Directors members, Auxiliary Board members, coaches, unit directors, parents or legal guardians of athletes for the current season and in good standing.**
- 2) In order to be a member in good standing, all dues must be paid in full (unless sponsored), all equipment must be turned in, and all volunteer duties must have been completed throughout the current season (as of December 1 of that season). In addition, any person who is seated as a Committee member (per Article 11, even if they do not currently have a child participant), will be entitled to participate as a member in “good standing”.**
- 3) The secretary will compile and maintain a roster of members, with addresses, in good standing one month prior to the Board of Directors meeting, at which time the roster will be available for examination by any member in good standing upon 2 days notice to the secretary.**

Article 5: Annual Meeting of Members

- 1) The annual meeting of members will be held during the month of December, place will be within the South Lyon community as the Board of Directors may direct.**
- 2) One purpose of said meeting will be the election of the Board of Directors for the next calendar year.**
- 3) Notice of said meeting will be published on the website (30 days prior to the defined meeting date), or in handouts for those members that do not have electronic access, to be given to all participants prior to the end of the season provided by South Lyon Panthers, Inc. Reminders can be sent to general members through email and or mailed notice.**
- 4) A quorum necessary for the conducting of business will be a simple majority of those members present at the meeting.**
- 5) The order of business at the annual General Membership Meeting will be as follows: a) Call to order, b) Proof of Notice, c) Call to public d) Reports e) Old Business f) New Business g) Election of the Board of Directors h) Adjournment**
- 6) The minutes, any amendments, revisions, etc. of the annual meeting or any special membership meetings, will be available to the membership through the secretary after approval at the next meeting of the Board of Directors.**

Article 6: Special Meetings of the General Membership

- 1) A special meeting of members may be called any time by the president, a majority of the Board of Directors or upon a written petition of at least 25% of the members in good standing. All Board of Director members, and General Members must be given 1 week's notice that said meeting is going to take place. This may be accomplished through information published on the website.
- 2) Should it be deemed necessary by the Board of Directors to call a special meeting of the General Membership without 1 week written notice, that notice will be waived in writing by a simple majority of the General Membership prior to the call to order of said meeting.
- 3) The location of the meeting will be determined by the president and will be within the South Lyon area and large enough to accommodate all members in attendance.
- 4) These meetings will follow the same procedures & protocol as a General Membership board meeting.

Article 7: Election of Board of Directors

- 1) The Board of Directors will be elected by the General Membership at the annual meeting of the General Membership in the Month of December.
- 2) At a meeting of the Board of Directors, at least 30 days prior to the annual General Membership meeting, the Board of Directors will accept nominations on and from General Members in good standing and who meet all requirements set forth in these bylaws to serve as the next Board of Directors.
- 3) The slate of nominees to the Board of Directors will be posted on the website at least 2 weeks prior to the annual meeting of members.
- 4) The secretary will record the names of all nominees to the Board of Directors.
- 5) When the General Members sign in, they will receive their ballot once it is verified that they are a member in good standing with the organization. This process will be used as a cross-reference, to ensure an accurate recording of member-to-vote count.
- 6) The president will conduct the election of the new Board of Directors by ballot. The president will appoint 3 members (who are not running for office, nor related to any candidate) to count the ballots and inform the president of the results of the election. The president, in turn, will announce the results to the General Membership after the ballots have been counted.
- 7) Members in good standing may submit proxy votes, but they must be submitted (in writing) to the secretary prior to the start of the annual meeting.
- 8) No email votes will be accepted as proxy, nor will they be accepted if submitted on someone's behalf.
- 9) Transition Meeting: The final responsibility of the exiting Board of Directors will be to have all board members present for a transition meeting. This meeting will be conducted no-later than two weeks post-election. At this meeting, ALL organization property, information, contracts, documents, etc. will be turned over to the newly elected board President.

Article 8: Board of Directors (Roles & Responsibilities)

- 1) The business, property and all affairs of this corporation will be managed by the Board of Directors composed of 13 members
- 2) The Board of Directors will be elected at the annual meeting of members for a term of one year, or in the event a Board of Director resigns, until their successors have been elected and qualified.
- 3) Appointments will be made by the existing Board of Directors to fill vacancies in the Board of Directors. Said appointees will remain a Director(s).
- 4) The Board of Directors will hold voting rights at all Board of Director Meetings.
- 5) Any Board of Director wishing to hold an office for more than one year may run again only after being elected to the Board at the annual General Membership Meeting just prior to the second term.

- 6) The Board of Directors will be comprised of the following positions: a) President b) Vice-President of Football c) Vice-President of Cheer/Pom d) Secretary e) Treasurer f) Head Commissioner of Football g) Head Commissioner of Cheer/Pom h) Registration Manager i) Equipment Manager of Football j) Equipment Manager of Cheer/Pom k) Community Events Manager l) Volunteer Manager m) Concessions Manager.
- 7) The Board of Directors will have the power to appoint such other officers or agents as the Board of Directors deems necessary for the proper transaction business of the corporation. Any officer or agent so appointed will also be removed by a majority vote of the Board when the function of their task is deemed complete by the Board.
- 8) Any Board of Director absent from two regularly scheduled meetings of the Board of Director without having notified the President will automatically be removed as a Director upon approval by the remaining Board of Directors at a regular meeting. This action must be the last item of business at such a meeting.
- 9) A Director may have him/herself removed from the Board by submitting his/her resignation in writing to the President.
- 10) A Director may be removed from their position on the Board upon a statement of “just cause” and a majority vote of the members of the Board of Directors when it is deemed to be in the best interests of the organization or when it is deemed by the Board of Directors that the Director is incapable of performing his/her duties. (“just cause” is as defined within the context of behaviour per both the LCAJFL and Panthers Codes of Conduct).
- 11) Directors are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, Bylaws, and Rules and Regulations.

Article 9: Meetings of the Board of Directors.

- 1) The Board of Directors will meet on a monthly basis. (The Board of Directors will determine this.) The date, time and place of these meetings will be posted on the website. The Board of Directors will meet at least once a month during the calendar year, or as often as the Board of Directors deem necessary, provided the General Membership is provided notice of said meetings as set forth in these Bylaws.
- 2) The presence in person of a majority of the Board of Directors will be necessary to constitute a quorum for the transaction of business at any meeting of the Board of Directors, whether regular or special meeting. The affirmative vote of a majority of the Board of Directors present will be required to carry any motion or resolution except as provided below.
- 3) A copy of the minutes of each meeting of the Board of Directors will be available through the Secretary for inspection by any Board of Director.

Article 10: Special Meetings of the Board of Directors.

- 1) A special meeting of the Board of Directors may be called by the President or at least 3 Directors upon notice posted on the Panther website, stating the time, place and purpose of said special meeting, which notice will be given at least one week prior to the date set for the meeting, unless said notice is waived by the method set forth in Article 6, Section 2 of these Bylaws.
- 2) At times, circumstances may dictate that the Board of Directors address an issue immediately (i.e.: the matter can not be held-over for review until the next / normal monthly Board meeting).

Article 11: Committee Meetings

- 1) The Board of Directors may establish committee(s) to deal with various issues that pertain to the Panthers.
 - a) Bylaws committee
 - b) Website committee

- c) Any other committee that the Board of Directors deem necessary.
- 2) Committee(s) will meet on their own time at least once a month and report to the Board of Directors on their status at the monthly Board meetings.
- 3) The Board of Directors may disband the committee(s) once its obligation has been fulfilled or are no longer required.
- 4) Members of the committee(s) may consist of Board of Director Members, Auxiliary Board Members, coaches, unit directors and/or General Membership.
- 5) These committees do not establish policy. They make recommendations or suggestions to the Board of Directors. They have no policy making authority.

Article 12: Duties of the Officers of the Board of Directors.

- 1) The duties of the President will be as follows:
 - a) A requirement of 2 years of active participation in the Panther Organization including having held a previous Board of Director position.
 - b) Perform overall management, that is, legal, financial and operations of the South Lyon Panthers, Inc. Specific functions to include... Chair and conduct all regular and special meetings of the board. Prepare all regular and special meeting agendas. Oversee yearly internal audits of the financial records of the league.
 - c) Act as final arbitrator for issues/problems in the case where the Board of Directors are deadlocked.
 - d) Final authority during all practice sessions and game days for general problem/issue resolution that may be required in response to issues/problems raised by coaches, unit directors, board members, parents and/or players.
 - e) Conduct all necessary negotiations (with Board of Directors' approval) with the South Lyon School System or governing parties on matters of facility availability, condition or repair, and general equipment or facility additions or improvements.
 - f) Conduct all necessary negotiations with Medical staff and referees.
 - g) The President must receive approval of the Board of Directors prior to arranging for negotiations of any kind to take place.
- 2) The duties of the Vice-President of Football will be as follows:
 - a) A requirement of 2 years football coaching or football commissioner, or a combination thereof, experience in the Panther's Organization or other football organization.
 - b) Perform overall logistical operations of the South Lyon Panther's Inc. (i.e. coaches clinics, coaching issues that may arise, working with the High School football coaching staff).
 - c) Serve as a point of contact after the Head Commissioner of Football in response to issues/problems raised by Coaches, Unit Directors, Board members, parents and/or players.
 - d) Assume the duties of the President in the event that the President is unable or unavailable to perform the Presidential duties.
- 3) The duties of the Vice-President of Cheer/Pom will be as follows:
 - a) A requirement of 2 years as a Cheer/Pom Unit Director or Cheer/Pom Commissioner in the Panther's Organization.
 - b) Provide on-field management during all cheer/pom practice sessions for general problem/issue resolution that may be necessary in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents or participants.
 - c) Serve as a point of contact after the Head Cheer/Pom Commissioner in response to issues/problems raised by Coaches, Unit Directors, Board members, parents and/or participants.
 - d) Assist in assignment of squads, select coaches and Unit Directors and color commissioners.
- 4) The duties of the Secretary will be as follows:

- a) Should have previous experience on Exe or Aux Board or UD
 - b) To record general League information, including, but not limited to, rosters (after completion by registration manager), minutes and bylaws
 - c) Prepare and distribute, by approved means, notices for special events as determined by the Board of Directors.
 - d) Take any Board of Director meeting notes and provide these notes to the ~~President for his/her~~ Board of Directors compilation and final approval.
 - e) Consolidate the President and Secretary's notes into official meeting minutes.
 - f) Record meeting minutes after finalization and approval.
 - g) Prepare and e-mail Board members meeting notices.
 - h) Prepare publications for the League through the Head Commissioner of Football.
 - i) Provide meeting minutes to the Board members at the next regularly scheduled Board meeting for approval.
 - j) Retain copies of the South Lyon Panther's history including but not limited to amendments to bylaws and meeting minutes. This information will be passed on to the elected Secretary year after year at the January transition meeting/Board meeting.
- 5) The duties of the Treasurer will be as follows:
- a) Should have Exe or Aux Board experience.
 - b) Perform overall functions of disbursement and collection of South Lyon Panther's Inc. Funds and maintain accurate and up-to-date financial ledger and League bank account book.
 - c) Secure necessary liability insurance to the league.
 - d) Deposit league funds and record all deposits to the appropriate ledger accounts.
 - e) Disburse funds upon the president or Board of Director's approval and record the said disbursements to the appropriate ledger accounts.
 - f) Update ledger and bank account cash balance on a weekly basis and is prepared to provide president with such information upon request.
 - g) Balance the league bank account on a monthly basis.
 - h) Oversee, and conduct game day financial wrap up with the assistant treasurer (by color) for concessions, 50/50, gate, spirit wear, and any special fundraiser receipts and or bills.
 - i) Select the preparation of required federal and state tax requirements and forms.
 - j) Oversees the competitive bidding process, which will require at least 2 independent quotes from vendors for purchases over \$1,000.00.
 - k) Provide overall management and supervision of all South Lyon Panther Inc. revenue-generating activities.
 - l) Provide ongoing results of any and all revenue-generating activities to the President and Executive Board.
- 6) The duties of the Head Commissioner of Football will be as follows:
- a) At least one year of active participation in the Panther Organization.
 - b) Act as a liaison at the scheduled meetings of the Livingston County Area Junior Football League, representing the South Lyon Panthers, Inc. Board.
 - c) The Head Commissioner will hold no color, but act as a representative of all colors in the organization.
 - d) The Commissioner (or a designee) will also be present at all contest(s) of the organization and will represent the rules and intentions of the Panther's Organization in any conflict that might arise.
 - e) Hold the final authority of decisions on the game field in any matter not regulated by the paid officials present.
 - f) Serve as a point of contact after the Color Commissioners and head coaches in response to issues/problems raised by Coaches, Unit Directors, Board members, parents and/or players.

- g) **Oversee Color Commissioners and provide them with league information.**
- 7) **The duties of the Head Commissioner of Cheer/Pom will be as follows:**
- a) **At least one year of active participation in the Panther Organization.**
 - b) **Act as a liaison at the scheduled meetings of the Livingston County Area Junior Football League, representing the South Lyon Panthers, Inc. Board when present.**
 - c) **The head commissioner will hold no color but act as a representative of all colors in the organization.**
 - d) **Serve as a point of contact after the commissioners and head coaches in response to issues/problems raised by Coaches, Unit Directors, Board members, parents and/or players.**
 - e) **The head commissioner will be required to be present at designated practices and contest(s) of this organization and will represent the Panther organization in any conflicts that may arise in regards to the cheer/pom participants.**
 - f) **Distribute any necessary information to the website manager.**
 - g) **Oversee other commissioners and provide them with league information.**
 - h) **Head commissioner must attend at least four league meetings per year.**
- 8) **The duties of the registration manager will be as follows:**
- a) **A requirement of 2-year active participation in the Panther program, one of these years as a board member.**
 - b) **Prepare and mail postcards and or letters with registration information to returning veteran participants, and if there is an existing waiting list, to those persons.**
 - c) **Maintain a waiting list of prospective football candidates.**
 - d) **Set-up, prepare and run the veteran and open registrations for football and cheer/pom.**
 - e) **Prepare initial football and cheer/pom rosters at least 2 weeks prior to the start of practice.**
 - f) **Provide initial team rosters to coaches, unit directors and commissioners.**
 - g) **Prepare and maintain player “team books” including...**
 - i) **Team rosters, which are to include mailing address and telephone numbers of each participant.**
 - ii) **Birth certificate copies.**
 - iii) **Physical exam copies.**
 - iv) **Report Card copies.**
 - v) **Include emails for each family as provided by parents.**
 - vi) **Distribute one copy to each unit director prior to the start of the first practice of the season.**
 - h) **Communize registration forms for siblings and families to stay on same color teams.**
- 9) **The duties of the equipment manager of football will be as follows:**
- a) **Handout and fit football equipment to registered players of the football league.**
 - b) **Collect and store all football equipment after the season**
 - c) **Handout coach’s equipment bag for the season and collect equipment bag at the end of the season. Maintain the existing field equipment**
 - d) **Order the football equipment as required and per requirements defined in Article 13, par 2.**
 - e) **Compile a list at the end of the season comprised of those that have not returned their equipment.**
- 10) **The duties of the equipment manager of cheer/pom will be as follows:**
- a) **Handout and fit cheer/pom equipment to registered players of the league.**
 - b) **Collect and store all cheer/pom equipment after the season.**
 - c) **Order cheer/pom equipment as required and per requirements defined in Article 13, par 2.**
 - d) **Compile a list at the end of the season comprised of those that have not returned their equipment.**
- 11) **The duties of the Community Events Manager will be as follows:**

- a) **Provide overall management and supervision of all South Lyon Panther Inc. activities. These activities will include but not limited to:**
 - **The Panther Golf Outing**
 - **Participation in each of the High Schools Homecoming Parades.**
 - **Other potential events**
 - **Movie in the park**
 - **Pizza Night**
 - **Road Rally**
 - **Casino Night**
 - **Winter Sledding**
 - **Open Gym for Panther's**
 - b) **Recommend Activities that will draw the Panther members from all colors together for fun and recreation that will develop sound relationships and a spree décor within the Panther organization.**
 - c) **Present recommendations to the board in advance of any activities to include any costs associated with the event.**
 - d) **Provide results of any activities to the President and Executive Board. If any event should result in a profit, those funds will be directed to the Panther Scholarship funds.**
 - e) **Should fundraising need to be reinstated, this position will be responsible for fund raising activities as approved by the Executive Board.**
- 12) The duties of the volunteer manager will be as follows:**
- a) **Overall function: to coordinate and assign volunteer personnel to various South Lyon Panther, Inc. work groups.**
 - b) **Prepare and maintain volunteer sign up sheets that specify the tasks required for volunteer assistance.**
 - c) **Once registration is complete, compile a master volunteer work sign-up list and assign individual volunteers to specific tasks, ensuring that all participants' families volunteer.**
 - d) **On an ongoing basis, ensure that work assignments meet requirements.**
 - e) **Adjust assignments when necessary.**
 - f) **Serve as a point of contact to assist in resolving volunteer related problems, needs, etc.**
 - g) **If an outside organization is used for the event, make sure that all positions are covered and that the terms of the contract are fulfilled prior to payment.**
 - h) **Compile a list at the end of the season of those that have not completed their volunteer requirements.**
- 13) The duties of the concessions manager will be as follows:**
- a) **Must have at least one year experience as an auxiliary concessions manager**
 - b) **Establishing contacts will all related retailers. Renew memberships to local warehouse clubs if necessary.**
 - c) **Establish contact with the athletic director and or assistant athletic director at the high school(s).**
 - d) **Make all purchases for items consumed and used with direct affiliation to concessions.**
 - e) **Oversee all set-ups and cleanup related to game days, while working with the auxiliary concessions manager(s) for the appropriate color team(s).**
 - f) **Maintain contact with volunteer coordinator on game days**
 - g) **Report to treasurer or assistant treasurer on purchases made and monies collected on game days**
 - h) **Make sure storage area remains free of food and is kept in an orderly fashion**
 - i) **Responsible for issues related to the high school concession area/room/storage**

Article 13: Remuneration

- 1) No Director, officer, or member will receive remuneration, monetary or otherwise, for services rendered to the Panthers.
- 2) Any Director or officer soliciting services or goods in excess of \$1000, must solicit a minimum of 2 bids that will be then submitted as sealed bids, only to be opened in front of the Board of Directors.
- 3) If any Board member(s) has a personal relationship with the bidding company, that Board member(s) must abstain from the discussion and voting process of the bid.

Article 14: Execution of Instrument

- 1) All checks, drafts, money orders to pay will be signed by the treasurer, the president, or one of 2 designees approved by the Board of Directors. Two signatures will be required to make these binding. Such signatures will become effective at the time of their election as executive officers in this organization.
- 2) In the event of the dissolution of the Panthers, the Board of Directors will turn over all remaining funds and/or equipment to the local government. This is in accordance with the laws of the State of Michigan.

Article 15: Fiscal Year

The fiscal year of the Panthers will commence on January 1 and end on December 31 of each year.

Article 16: Amendment of Bylaws

- 1) These bylaws may be amended by the affirmative vote of majority of the Board of Directors at any regular or special meeting of the Board of Directors, provided that notice of said meeting would include a specification of proposed amendment, addition or repeal in a suitable form.
- 2) Procedure on how to change the bylaws
 - a) Committee of members in good standing will be appointed to review the bylaws.
 - b) The committee will make suggestions for changes.
 - c) Voted on and approved by a majority of the Board of Directors before implementation.

Article 17: Code of Conduct

Parents/Spectators Code of Conduct Livingston County Area Junior Football League

One of the goals of the Livingston County Area Junior Football League (LCAJFL) is to provide a safe, fun learning environment for the youth of our community. We strive to create an opportunity for kids to work together as a team toward common goals. We emphasize sportsmanship, teamwork and respect for authority figures (League Officials, Coaches and Game Officials), players and other spectators.

The LCAJFL Code of Conduct

LCAJFL will not tolerate verbal or physical abuse of its volunteer coaches, referees, or players from any Parent, Player, or Spectator. Parents and spectators, just as players and coaches, are expected to abide by the code of conduct described here at all LCAJFL events. While most of the adults and children in the program will abide by this code without being instructed, it is being published to protect the children, the integrity of our program, and emphasize the values of LCAJFL.

Parents/Spectators Code of Conduct

- 1) As a parent or spectator, I will:
 - a) Support the coaches, players, and/or cheerleaders and help teach the value of commitment to the team, sportsmanship, ethical conduct, and fair play.
 - b) Support my child's team and help my child and LCAJFL make athletic contests a positive

educational experience.

- c) Direct constructive criticism of my child's team program to the head coach and/or association officials at an appropriate time. I will work toward a positive result for all concerned.
 - d) Accept decisions of the game officials (including coaches) on the field as being fair and called to the best ability of said officials. The officials are in charge of all games; their decisions are final.
 - e) Exhibit exemplary sportsmanship at all times.
 - f) Emphasize that good athletes strive to be good students that are physically and mentally alert.
 - g) Strive to make every football/cheerleading activity serve as a training ground for life, and a basis for good mental and physical health by being present to support the children.
 - h) Abstain from being under the influence of or in possession of and/or drinking alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
 - i) Stay behind the designated spectator line during a game.
 - j) Be responsible for the actions and conduct of any guests that I bring to any LCAJFL event.
- 2) As a parent or spectator, I will not:
- a) Interfere/interrupt the coaching staff during games or practices.
 - b) Criticize officials or coaches, direct abuse or profane language toward them, or otherwise subvert their authority.
 - c) Criticize an opposing team, its players, coaches, or spectators by word of mouth, by gesture, or by deliberately inciting un-sportsmanlike behavior.
 - d) In any way at any LCAJFL game or practice or any LCAJFL event conduct me in a manner that fails to demonstrate good sportsmanship and compliance with the spirit of this code of conduct.

Consequences of Behavior

- 1) At any LCAJFL event, practice, or competition, any adult who verbally abuses, attempts to intimidate, is flagrantly rude to, or does not control their language or actions with a player, official, coach, spectator, or LCAJFL official will be asked to leave the event. If the spectator fails to leave upon request, law enforcement authorities may be called to remove the spectator.
- 2) Any adult that conducts his or herself in a manner not consistent with the spirit of this code of conduct may be banned from LCAJFL events for the remainder of that season and any future season.
- 3) Any adult who physically assaults an official, coach, LCAJFL official, player, participant or another spectator will be banned from LCAJFL. After one year, the parent may apply for re-instatement. LCAJFL may, at its discretion, lift the ban. The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.
- 4) By signing my name below I acknowledge that I have read and understand the terms of this code of conduct and agree to abide by this code of conduct and accept the consequences should I violate this code of conduct.

As a part of the LCAJFL, the South Lyon Panthers, Inc. will abide by & enforce all LCAJFL Codes of Conduct. In addition to those standards, the Panthers will also apply the following Codes to every member/director/participant of the South Lyon Panther organization:

Panthers have the right to impose one or more of the following sanctions toward any parent(s), legal guardian(s) or any individual(s), including board members, participants, spectators, or volunteers, who become verbally abusive or physically violent.

- 1) At any Panther related event, practice or competition, anyone who 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude; 4) cannot control their language or actions or in any way exhibits

behavior that is deemed detrimental or endangering towards an official, coach or Panther volunteer will be asked to leave the event. They will receive a written warning regarding their actions.

- 2) *A second such offense will cause that person to be banned from Panther related events for the remainder of that season, and participants may be removed from the team for the remainder of the season. (The decision to remove the participant will be made following an investigation by the Executive Board.) Any removal will be done without refund.*
- 3) *Anyone who physically assaults an official, coach, Panther volunteer, Panther participant or any individual attending any Panther related event will be banned from ALL PANTHER RELATED EVENTS for one year from the date of the offense. If a parent or legal guardian makes the assault, the participant may be included in this ban. This will be decided after the Executive Board makes an investigation. The participant(s) may not participate in another LCAJFL team during the suspension period. After one year, they may apply for re-instatement into the Panther Program. Anyone who commits a second offense will be removed from the Panther organization PERMANENTLY, as well as the rest of his or her family. This will be a Panther Family Lifetime, meaning no one from the family can or will be able to participate in South Lyon Panthers, Inc. at any time in the future. ** The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.*

Article 18: Team Color Placement

1) **Once a participant is placed on a certain color team, the participant will always remain that color. "Once a color always a color". A participant that returns after an absence will be placed back onto the participant's original color. If there is no room on that color team the participant will go onto a waitlist for that color.**

2) **A sibling (and only a sibling) of a participant will be placed on the same color as the participant only if the participant is still in the Panther organization at the time the sibling registers for the Panther organization, otherwise the sibling will be placed on a color team in accordance with the blind draft procedure set forth in Article 19 below.**

2) **In the event that there is a lack of participants involving the Cheer/Pom squads, color placement will supersede as stated.**

3) **The only exception relating to football placement is when a participant is moving up to the next level team, and their color does not host a team at such level, (i.e. participant moving from JV to Varsity). They are then placed into a preferred pool at the blind draft, maintaining their veteran status.**

4) **Any other circumstance must be submitted in writing to the Board of Directors to authorize the Head Commissioner to seek approval from the LCAJFL.**

Article 19: Football Team Placement

1) **Players will be selected at a blind draw to be held within 7 days of registration. Representatives from South Lyon Panthers, Inc. and LCAJFL will be present at this time. Preference to team placement will be given to previous year's players (veteran players), and to the children of Board Members and Head Coaches.**

2) **They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.**

3) **Players must return all equipment clean and on time to return with veteran status the following year.**

4) **Football teams will have a limit of 28 players.**

a) **Teams may have more than 28 players due to returning players from a team and players moving up to that team because of age.**

b) **Only exceptions are by a vote of the Board of Directors or a change in LCAJFL rules that affect team placement.**

5) **Players are placed on the wait list by the LCAJFL representative at the open draw.**

- a) **Registration Manager will hold the list and notify the players of their status on the wait list.**
- b) **If wait list players are placed on a team in another league, then they are removed from our wait list.**
- c) **They will be given the opportunity to play for Panthers the following year if a spot opens up.**
- d) **A date will be established by the Board of Directors as to when no more players will be placed for the current season.**

Article 20: Auxiliary Board. These positions are non-voting Board positions and cannot vote as a Board of Director.

1) Positions and descriptions.

a) Color Football Commissioners (one per color)

- i) **Description: This auxiliary board position is to oversee all football operations for all teams associated with a color.**
- ii) **They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.**

iii) Responsibilities:

(1) Off Field

(a) Attend meetings:

- (i) LCAJFL meetings**
- (ii) South Lyon Panthers meetings**

(b) Get to know and keep in touch with all head coaches and unit directors for all teams of your color

(c) make sure all of your teams have everything they need for practices and games.

(2) Game Day

(a) Both Away and Home Games

(i) Must be present for all games of your color.

(ii) Need to meet the referees and opposing commissioner before the games. Let them know you are the head color commissioner.

(iii) During the game you need to oversee the entire game and take care of any issues or problems that may occur on or off the field in the absence of the Head Commissioner.

(iv) Must be present at all weigh-ins.

- 1. Weigh-ins should occur approximately 1/2 hour before game time. Players can be re-weighed at halftime. Anyone over the weight limit cannot play and must remove their shoulder pads.**

(v) Ensure video camera and coaches headsets are set up and working.

- 1. Secure video camera and headsets after the game.**

(vi) If you are the first game of the day it is very important to start the game on time. It takes about 15 minutes to get in all of the pregame announcements, etc.

(vii) Turn in scores for all games and the names of the referees to the Head Football Commissioner within 24 hours of the last game that day.

(b) Home Games

(i) If you are the first game of the day you will have to open the field. It takes a little over an hour to open the field (that means you need to be at the field at least two hours before game time). The field needs to be open to the public on 1 1/2 hour before game time.

- 1. unlock gates, press box, restrooms, concessions, and equipment rooms**
- 2. make sure PA works**
- 3. put up the American flag**

4. set up all yard/down markers, goal post pads, end-zone pylons, and scale
 5. Immediately prior to the start of the game, you need to make sure the score board/time clock person knows how to run the clock. Make sure he/she knows when to start and stop the clock.
 - (ii) It is your responsibility to over see the running of the clock.
 - (iii) Commissioner should be on site.
 - (iv) If you are the last game of the day you must close down the field.
 1. Make sure field, press box, and stands are clean of all debris.
 2. Put away yard/down markers, goal post pads, pylons, scale, flag, etc.
 3. Make sure everything is turned off and locked up.
- (c) Away Games
- (i) Commissioner should be on the sidelines during all games.
- b) Cheer/pom Commissioners (one per color)
- c) Assistant Treasurers (one per color)
- i) Must attend all home games for your respective color for all three levels.
 - ii) Responsible for the collection of money from concessions, gate and 50/50
 - iii) Remove excess money from gate/concessions and record monies in an envelope with a second individual also counting the money and signing the envelope.
 - iv) All proceeds, receipts, and change must be turned into the Treasurer following the conclusion of the games.
 - v) Morning games need to arrive at the field 1 hour 1/2 minutes before the first game begins to ensure gate is open and running.
- d) Assistant Concession Managers (one per color)
- i) Assist in concession set-up on Friday evening.
 - ii) Work game day in concession for your respective color for all three levels.
 - iii) Assist with clean up and closing of concession area if your respective color is the final games of the day.
- e) Spirit wear Manager(s)
- f) Web site manager(s)
- i) Responsible for the overall flow of information via the website.
 - ii) Must accomplish the following tasks.
 - (1) Monitor domain registration
 - (2) Email forwarding setup
 - (3) Password protection and updates
 - (4) Information updates supplied from the board
 - (5) Monitor site hosting
 - (6) Overall flow and continuity of the website
 - (7) Annually look at upgrades that will allow for easier information flow
- 2) Must attend a minimum of 4 board meetings
 - 3) Nominated in Jan. and Elected in Feb. Election may be moved to following month by vote of the executive board.
 - 4) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.

Article 21: Football Coaches

- 1) Head Coach
 - a) Description:
 - i) This person is primarily responsible for creating an environment that is conducive to teaching the fundamentals of football.

- ii) To include, but not limited to, the defined skills, sportsmanship, and citizenship which align with the organization's objectives & Code of Conduct.
- iii) Specific tasks include:
 - (1) Responsible for selecting assistant coaches and team Unit Directors and providing the names & appropriate information of these persons to the Board of Directors.
 - (2) Developing , organizing practice schedules, game plans, game day rotations
 - (3) Responsible for the conduct and behavior of the staff and players immediately before, during, and after practices and games.
 - (4) Accountable for the team equipment (bag, items) are in place at each game and practice.
 - (5) Establishing clear channels of communication between the staff, players, parents, Unit Director, and the Board of Directors.
 - (6) Responsible for contacting players within two weeks of recite of final roster.
 - (7) Verify the accuracy of player information, i.e. jersey size, emergency contact, jersey numbers, etc., as dictated by the head football commissioner or registration. In the event of any inaccuracy, notify the registration manager immediately.
- b) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
- c) A file will be kept on all coaches for their Panther lifetime.
- d) Coaches are selected by the Board of Directors after being nominated by a General Member and seconded by a Board of Director. Coaches shall be nominated and elected at a meeting, or meetings, designated by the Board of Directors, to be held no later than March of each year.
- e) There will be no more than 5 Assistants per staff (3-4 assistant coaches depending on the number of UD).
- f) Each will be required to submit to a criminal background check
- 2) Assistant coaches
 - a) To aid the head coach in the teaching and instruction of the Panthers players in the game of football.
 - b) They must agree to the same level of time commitment as the head coach to practices and game day participation.
 - c) Convey teachings/instruction/coaching practices that are consistent with what has been defined by the teams head coach, the Panthers organization, and the LCAJFL Code of Conduct.
 - d) Their specific focus area's (i.e.: offensive coordinator, etc) is assigned by the Head Coach.
 - e) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
 - f) Each will be required to submit to a background check.
 - g) A File will be kept on each assistant coach for his or her Panther "lifetime".
- 3) Auxiliary Coach
 - a) In addition to the head and assistant coaches, a head coach may also enlist the help of parents who aids in the coaching of the team at practices.
 - b) They do not qualify for the \$50.00 coaching refund
 - c) They are not permitted on the sideline on game days (unless they are designated as one of the 6 staff members).
 - d) They are not exempt from volunteering responsibilities.
 - e) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
 - f) Each will be required to submit to a criminal background check
- 4) Discipline
 - a) Can be probation, one week removal, one season removal, or permanent removal.
 - b) The reasons for disciplining could be:

- i) Coaches and unit directors can be disciplined for failure to sign the 'code of conduct' and 'background check' form.
- ii) Coaches and unit directors can be disciplined for violating the Panther and LCAJFL code of conduct, bylaws, and rules and regulations.
- iii) Coaches can be disciplined for failure to promote "fair play".

Article 22: Cheer/Pom Coaches

1) Description:

- a) This person is primarily responsible for creating an environment that is conducive to teaching the fundamentals of cheer/pom.
 - b) To include, but not limited to the defined skills, sportsmanship, and citizenship which align with the organizations objectives & Code of Conduct.
 - c) Specific tasks include: Teaching the appropriate cheer/ pom routines to be used at football games. Preparing the children for the invitational that takes place yearly.
- 2) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.

Article 23: Football Unit Directors

1) Description and responsibilities

- a) Liaison between coaches and parents, distribute information, answer questions, give direction, ensure volunteer positions are covered, and most importantly-take care of the needs of the children (i.e. injury, illness, overall well being, equipment needs).
- b) Responsible for maintaining all necessary documentation per each participant (i.e.: birth certificates, emergency forms, etc).
- c) During Practice: Take team attendance, communicate (to coaches) any concerns or issues related to them by parents. Be available on the field "sidelines" at all times. Will maintain accessibility with the board, via the two-way radio system. If inclement weather occurs, coordinate any change with the practice as procedure defines and directed by the Board President.
- d) During games, the UD will confirm all volunteers are in place, ensure that the rosters are given to the announcers and opposing coaches, count player plays, watch for injuries and help take care of injured players on the sideline.
- e) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
- f) A file will be kept for the Panther lifetime.
- g) Request that you attend minimum of four board meetings, if unavailable a suitable representative from that color should attend.
- h) Assist in organizing the end of the year banquet, assist during team pictures, and distribute information for fund raisers/upcoming events.
- i) Each will be required to submit to a criminal background check.

Article 24: Cheer/Pom Unit Directors

- 1) Act as a liaison between coaches and parents, distribute information, answer questions, give direction, ensure volunteer positions are covered, and most importantly-take care of the needs of the children (i.e. injury, illness, overall well being, equipment needs).
- a) Responsible for maintaining all necessary documentation per each participant (i.e.: birth certificates, emergency forms, etc).
 - b) During Practice: Take team attendance, communicate (to coaches) any concerns or issues related to them by parents. Be available on the field "sidelines" at all times. Must maintain accessibility

with the board. If inclement weather occurs, coordinate any change with the practice as procedure defines and directed by the president.

- c) During games, they UD will confirm all volunteers are in place, ensure that the rosters are given to the announcers and opposing coaches.
- d) They are held accountable to the LCAJFL and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
- e) Request that you attend minimum of four board meetings, if unavailable a suitable representative from that color should attend.

Article 25: Parent/Guardian Volunteer Obligations:

- 1) South Lyon Panthers, Inc. is a volunteer run organization. Without volunteers, the Panthers would not function.
- 2) All families will be responsible for volunteering for 3 games.
 - a) Volunteering will count for home games only.
 - b) The amount of volunteer times maybe be changed during the season with a vote of the Board of Directors.
 - c) Volunteer times may be increased or decreased based on amount of home games and cheer/pom festival.
- 3) If a family does not complete their volunteer requirements then their child(s) will lose their veteran status for the next season.
- 4) Members that are excluded from volunteering i.e. board members, both executive and auxiliary, coaches, asst. coaches, unit directors.(with a max of 6 per team)

Article 26: Refund Policy

- 1) Football Policy
 - a) \$15.00 Administrative fee will be assessed for any player that drops once the registration process is complete and prior to the first practice.
 - b) There will be no refund issued after the first practice for any player that chooses to drop out of the Panther program.
- 2) Cheer/Pom policy
 - a) \$15.00 Administrative fee will be assessed for any player that drops once the registration process is complete and prior to the first practice.
 - b) There will be no refund issued after the first practice for any participant that chooses to drop out of the panther program.
- 3) Completion of the registration process is once paperwork and payment have been made.
- 4) Refund policy of \$50 for coaches, asst. coaches, unit directors, and Board of Directors.

Article 27: Complaint Process For Complaints Against Coaches/UD's/and any Board Member.

- 1) All complaints must be in writing and directed through the defined "chain of command" as set forth in No. 2 in this section within forty-eight (48) hours of the event giving rise to the complaint (Note: if the complaint is about a person listed in the chain of command, skip that person and go to the next level)
- 2) A Problem arises...
 - a) Direct said complaint to the unit director then the head coach
 - b) If no resolution or there is still a problem, take the problem to the commissioner of your color.
 - c) If still unresolved, take the problem to the Head Commissioner of your respective sport (cheer/pom or football) or Vice President.
 - d) Your final step is to bring the complaint to the Board of Directors.

3) Process of review with the Board of Directors.

- a) Contact the secretary or president one-week prior to the meeting. This will allow for the Board of Directors to get all of the concerned parties at the meeting. The secretary or an approved representative of the board will contact all parties involved by email, person, or certified mail. If there are documents that need to be reviewed, they must be turned into the secretary so that he/she can make copies for the board to read prior to the meeting. This also needs to be done one week prior to the meeting.**
- b) If a complaint is brought straight to the Board of Directors without notice and it does not involved physical or criminal action, that complaint may be tabled to the next meeting.**
- c) If a complaint is brought to the board involving a physical or criminal nature, a special meeting will be called within 3-5 days of the complaint being received and all parties involved will be required to attend. A party's absence from this meeting will be that person's admission of guilt. The party that is at fault will be suspended till the investigation, meeting, and decision of the board has been conducted.**

4) Decision of the Board

- a) After formal review of all available/relevant information, the board will enact one or more of the following consequences.**
 - (1) Verbal warning.**
 - (a) This will be written down and put in their permanent file for their Panther lifetime.**
 - (2) Written warning.**
 - (a) Will be put in writing and the person will sign the warning**
 - (b) Will go into the person's file for their Panther lifetime**
 - (3) Probation**
 - (a) If someone is placed on probation, they will be under the supervision of the Head Coach, and/or Head Commissioner of their sport.**
 - (b) Someone can be placed on probation for one game, the season, the following season, or a length of time as deemed necessary by the board.**
 - (c) If another complaint is filed, the person will may be immediately suspended until the investigation and decision of the board is reached.**
 - (d) All reports and complaints will be kept in their file for the Panther lifetime.**
 - (4) Suspension**
 - (a) Someone can be suspended for one game, the season, the following season, or a length of time as deemed necessary by the board.**
 - (5) Removal**
 - (a) If someone is removed from his/her position, they will be removed for the Panther lifetime and their file will be kept by the organization.**

5) Process for appeal of reversal to Board decision.

- a) If someone is brought before the board and they feel the complaint is unjust or untruthful, they can follow these steps.**
 - (1) Document and submit his/her version of the incident in question directly to the Board of Directors.**
 - (2) Attend the next board meeting to present his/her position.**
 - (3) Bring any witnesses to the incident to the meeting or have them write their version down and sign it.**
- b) Once a decision of the board is made the person will have an opportunity to state his/her side once more. The board can choose to uphold the decision or to alter the decision depending on the incident.**
 - (1) All parties will be notified of this decision in writing**
 - (2) The parties will be given a time period in which they can contest the decision**

(3) If no one contests the decision, then it will stand as written and become a part of the permanent file of the South Lyon Panthers, Inc.

6) Notification

a) All parties involved will be notified via email, certified mail, or in person. by either the Secretary or President that a complaint has been filed and when the meeting is to be held.

(1) The secretary or president will make every effort to make sure that the person does know of the situation.

(2) Another representative from the board may be appointed to do the notification in the event that the secretary and president will not be able to do it in a timely matter.

7) If party(s) involved feels justification is warranted, they may appeal to the LCAJFL.

Article 28: medical services

1) South Lyon Panthers will contract for medical services for both games and practices.

2) Requirements

a) Game day there will be at least one person with the following level of licensure EMT basic or higher licensure

b) Practices there will be 1 to 2 people with the following level of licensure MFR or higher.

c) Staff- 2 people per location for football, 1 person per location for cheer/pom.

3) Must maintain valid/current licensure and provide copies to panther secretary. Must have current CPR card.

4) Must be valid/current license for the months that the panthers are practicing or have games.

Article 29: Background Checks

1) All coaches (head, assistant, auxiliary), unit directors, treasurer, assistant treasurer, fundraiser manager, commissioners (head and color), concession manager, and assistant concession managers are required to give their permission, in writing, for the Panthers to conduct a background check.

2) Background checks will only be done for individuals that are at the age of 18 or older.

3) Failure to provide written permission in a timely matter will be grounds for immediate removal.

4) The background check will be coordinated and administered by the president, vice president and head commissioner for their respective sport.

5) A third party may be contracted to conduct the investigation.

6) The results of the background check will only be seen by the president, vice president and head commissioner (based on sport) under strict confidentiality.

7) The Panther Board will have the right to relieve anyone including but not limited to coaches (head, assistant, auxiliary), board members (executive, auxiliary), unit directors, commissioners from their duties and possible removal from the Panthers if the results of the background check reveal immoral criminal or sexual misconduct.

Article 30: Scrimmage of Another Community

1) If you wish to schedule a practice and/or scrimmage with another community, the head coach must receive approval by the VP of Football or the Head Football Commissioner.

2) Request must be submitted via an email or in written form to the VP of Football or Head Football Commissioner 48 hours prior to the event.

3) Within that request

a) Must state the time, location, date,

b) Opposing team, opposing team's head coach's name and contact information;

c) how the team will be transported to that location - if it is away

d) Verification that the SL Panther players will have certified medics on site at that event.

- 4) **The head coach must make the football commissioner of his color aware of the scrimmage prior to conducting the scrimmage - preferably 48 hours before.**

Article 31: Communication Policy

If a coach or unit director is scheduling a team event outside of the normal practice, game, or Sunday film review schedule (e.g. pizza parties, film reviews other than Sunday, bowling parties, beach parties, etc.) the board should be notified of the event. The Executive Board needs to know about all activities involving panther football players. The Executive Board doesn't need to approve them but they do need to know what all colors are up to and when. The coach should also let the football commissioner of their color know about the event in advance.

Article 32: Football Jersey Names and Numbers

Only a player's last name and number, the Panther logo and the word "Panthers" shall be placed on a player's game jersey. Only a player's name and number shall be placed on a practice jersey. Nicknames are not allowed. The only exception to this is if a player's name contains too many letters to fit on the jersey. In that case, the player's last name may be abbreviated.

APPENDIX A

Registration form, physical form, and emergency form, please see the South Lyon Panthers, Inc. website for the most current forms. Website address is www.southlyonpanthers.org

APPENDIX B

Rules and Regulations
STILL TO COME

APPENDIX C

Livingston County Area Junior football League Rules see website at www.lcajfl.com for current version of rules.

APPENDIX D

Retired numbers and reason for retirement

0

00

1

11

33

80 David Wybra, Former gold football team member, deceased. Jersey number retired 2007.

APPENDIX E

Livingston County Area Cheer/Pom pon guidelines see website at www.southlyonpanthers.org

APPENDIX F

South Lyon Panthers Background Check Form

Please fill out completely. Applicant's signature is required. Note: Failure to complete all of the information will make you ineligible to be a volunteer in the South Lyon Panthers program.

Full Name (please print): _____

Address: _____
(street address)

_____ _____ _____
(city) (state) (zip)

Primary Phone Number: _____ - _____ - _____

Alternate Phone Number: _____ - _____ - _____

Team: _____
(level: e.g. freshman) (color) (activity: e.g. football, cheer, or pom)

Date of Birth: _____

Sex: M or F

Race: _____

Driver's License Number: _____

The information requested above is required by the background check system.

I, the undersigned, do hereby certify that the above information is correct. I have been advised that as a volunteer in the South Lyon Panthers program, the organization will conduct a criminal history background check. Once the background check has been completed, this form will be destroyed. I hereby authorize the South Lyon Panther Organization and its Executive Board to perform the background check. Information obtained from the background check will be made available to only the President, VPs, and Head Commissioners.

Date: _____

Signature: _____

APPENDIX G

South Lyon Panther's Code of Conduct For All Coaches and Unit Directors

“An opportunity to make a difference.”

- I will be responsible for all the kids on my team.
- I will do my best to ensure that all the kids have fun playing the sport.
- I will treat all kids with respect and avoid negative criticism.
- I will teach all kids the skills of the game, the values of teamwork and the meaning of good sportsmanship.
- I will lead by example and always demonstrate good sportsmanship during games.
- I will see that “all kids play” regardless of skill level.
- I will provide only encouragement and positive direction to players.
- I will know the rules and always play by the rules.
- I will respect the officials and their authority during games.
- I will communicate with the parents on my team and inform them of all team rules, practices, and games.
- I will respect all facilities and equipment made available for my team to practice and play games.
- I will never use profanity, abusive language or threatening behavior towards any player, parent, coach, or official.
- All Panther events (practices and games) are Drug Free Zones. I will refrain from smoking and drinking at these events. I will not attend a Panther event where children are present if I have been drinking or am under the influence.
- I understand that if I break any of the rules or guidelines specified above, that I would be subjected to disciplinary action as deemed appropriate by the Panther Executive Board. Depending on the offense, suspension or permanent expulsion from the Program could be in order.

Team: _____
(level: e.g. freshman) (color) (activity: e.g. football, cheer, or pom)

Date: _____

Name (printed): _____

Signed: _____

APPENDIX H

Problem Resolution

It is inevitable that with an organization the size of the Panthers, problems and issues are going to arise. When someone has a problem or issue it is always best for that person to speak directly to the person that is the cause of their angst. Most problems and issues can be resolved quickly by direct conversation between the two parties involved. When they can't, then the following procedure should be followed.

The basic chain of command for problem or issue reporting.

parent → unit director → head coach → football color commissioner → head football commissioner → vp football → president

Notes:

A parent's first line of communication should always be the unit director.

If the next person in the chain of command is the perceived problem, then that level can be skipped if the party raising the issue is not comfortable speaking directly to that person.

Examples:

If a parent has an issue with a unit director they could go directly to the head coach.

If a unit director has an issue with the head coach they could go directly to the color commissioner.

If a color commissioner has an issue with the head football commissioner they could go directly to the vp football.

If a parent has an issue with both the unit director and the coach they could go directly to the color commissioner.

etc.

At any time, the chain can be broken if the problem is resolved.

Example:

A parent raises an issue about the coach to the unit director. The unit director should bring the issue to the coach. The coach, unit director, and parent should then discuss the issue. If a resolution is met, the issue is considered closed and done. No one further up the chain needs to know about the issue.

APPENDIX I

South Lyon Panthers
Equipment Pick-Up and Return Agreement

NAME: _____ TEAM: F __ JV __ V __ COLOR: B __ G __ S __ BL __ W __

Registration and Volunteer categories must be approved by a Panther Board Member before receiving equipment

_____ Registration- Turn in all required forms

_____ Volunteering- Sign up for required positions for the season

If you are a new player, someone will help you collect your equipment.
Please check-off after taking each piece of equipment, if missing mark zero.
(Replacement Cost each)

_____ Equipment Bag (\$8) - One per player, don't drag it around, it will wear

_____ Mouth Guard (\$1) - One per player, keep at the end of the season

If you are not familiar with forming the mouth guard to your teeth, ask your coach

_____ Hip Pads (\$3) - Two per player, replace if damaged during the season

_____ Tail bone Pad (\$2) - One per player, replace if damaged during the season

_____ Thigh Pads (\$4) - Two per player, replace if damaged during the season

_____ Knee Pads (\$3) - Two per player, replace if damaged during the season

_____ Rib Protector (\$18) - One per player, keep track of this piece, it is commonly lost
Air out between practices

_____ Practice Pant (\$20), size _____ and _____ White Belt (\$1) - One per player

Cold water wash and hang dry weekly, Mend if required

Cut belts to suite, do not cut too short, and keep belts at the end of the season

_____ Game Pant (\$30), size _____ and _____ Color Belt (\$1) - One per player

Cold water wash and hang dry weekly, Mend if required

Cut belts to suite, do not cut too short, and keep belts at the end of the season

_____ Shoulder Pad Set (\$50), size _____ One per player

Adjust arm straps to fit snug and air out between practices

_____ Helmet Complete (\$80), size _____ and _____ Chin Strap (\$4) - One per player

Tighten face mask screws and chin strap snaps weekly, return clean and without stickers

Game Jerseys will be handed out before the first game, practice jerseys can be purchased separately.

I, the undersigned, acknowledge that I have received the equipment listed above as checked. I agree to return the equipment at the end of the season (the Saturday following the last game of the season), or if I leave the Panther Program at any time.

I will not alter or mark the equipment in any way and that I will reimburse the South Lyon Panthers Inc. for any equipment that I have lost or damaged beyond normal wear. I understand that the agreement will be returned to me as proof that I have returned the equipment in good condition to the South Lyon Panthers.

Signature _____ Phone _____ Date _____

APPENDIX J

Cheer and Pom Pom equipment form add in form