



Standard Operating Procedures(SOPs)

2025 Season



URBANA YOUTH FOOTBALL PROGRAM

Revision History				
#	Date	By	Description	Approval Date
	12/28/2024	Jason Cross	- Added new board members - Updated to team level structure and minimum play - Added Team Manager updates - Volunteer Requirements	1/6/2025



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Article I. Purpose

Section 1

The purpose of these Standard Operating Procedures (“SOPs”) is to define baseline procedures by which the Urbana Youth Football Program (“UYFP”) shall be governed. These SOPs are intended to establish baseline standards for UYFP operations and to ensure predictability, accountability, and continuity of UYFP operations from season to season. All UYFP members must abide by the terms set forth herein, unless otherwise authorized by the Commissioner. UYFP operates as an extension of the Urbana Recreation Council (“URC”), therefore all UYFP operations shall comply with the URC Constitution and Bylaws. Additionally, UYFP must act in accordance with the governing regulations of the league to which we belong (currently “MVYFL”).

Article II. UYFP Mission Statement

Section 1

Mission. The mission of the UYFP is to:

1. Promote, direct, and control all activities pertaining to Urbana youth football;
2. Establish, maintain, and enforce such rules as may be necessary to ensure all activities contribute to the growth of all participants, and especially youth athletes;
3. Coordinate closely with Urbana High School (“UHS”), Urbana Recreation Council (“URC”), Frederick County Parks and Recreation (“FCP&R”), any league to which UYFP belongs (currently Mountain Valley Youth Football League, or “League”), and the greater Urbana community, for the betterment of the program;
4. Safeguard the physical, mental, and moral welfare of all participants, and especially children;
5. Promote and teach all participants the skills and fundamentals of football, while instilling strong attitudes of hard work, healthy competition, good sportsmanship, teamwork, leadership, and community pride;



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6. Coordinate with the Urbana Youth Cheer (“Cheer”) and Urbana Youth Poms (“Poms”) programs in order to ensure their full integration and a mutually supporting relationship between each of these programs.

Article III. Football Executive Committee

Section 1

General. The Football Executive Committee (“Executive Committee”) shall consist of (7) voting members: (1) Commissioner, (1) Deputy Commissioner, (1) Program Administrator, (1) Performance Director, (1) Communications Director, (1) Fundraising & Event Director, and (1) Middle School Girl’s Flag Director (MSGF). The Executive Committee shall be the governing body of UYFP and will have sole voting rights on all matters where the Commissioner deems such a vote is necessary, except for Executive Committee member selection (see Article X) and as provided in Articles X-XI, all votes presented by the Commissioner to the Executive Committee shall be determined by a simple majority vote. In the event, an Executive Committee members are from the same household they relinquish voting rights and the voting shall consist of (5) voting members, however, they can participate and influence the discussion. Executive Committee members may not serve as an individual Program Coordinators.

Section 2

Commissioner. The Commissioner shall preside over all meetings, and shall set the agenda in conjunction with the other Executive Committee members and Program Coordinators. The Commissioner shall be a voting member of the Executive Committee, and shall attend all scheduled external meetings (MVYFL, URC), or direct the Deputy Commissioner to do so in his/her absence. The Commissioner shall have general and active charge of all affairs of the UYFP, to be delegated as set forth in these SOPs, or he/she otherwise deems necessary from time to time. The duties of the Commissioner shall also include procuring fields for practices and games, scheduling games and practices, and coordinating with local schools, URC, FCP&R, the League, and the greater Urbana community. The Commissioner will be solely responsible for adjudicating any issue that arises with any organization external to



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UYFP, and shall ensure that all rules and regulations applicable to UYFP are followed by all members at all times.

The Commissioner may refer any matter as he/she deems appropriate to the Executive Committee for a vote.

Section 3

Deputy Commissioner. The Deputy Commissioner shall be a voting member of the Executive Committee. The Deputy Commissioner shall assist the Commissioner in the performance of his/her duties, and be prepared to perform the duties of the Commissioner in his/her absence. Regular duties of the Deputy Commissioner shall include assisting the Commissioner with day to day operations, and shall work closely with Program Coordinators to ensure overall UYFP game day readiness. The Deputy Commissioner shall also work closely with the Volunteer Coordinator to ensure all registration-related and other required forms are completed and managed, either online or in hard copy format, as necessary. The Deputy Commissioner shall also work to promote UYFP within the community and perform any other duties and tasks as the Commissioner may direct.

Section 4

Program Administrator. The Program Administrator shall be a voting member of the Executive Committee. The Program Administrator shall work with the Commissioner to schedule monthly UYFP meetings, and shall assist in selecting the venue. The Program Administrator shall work with the Commissioner to plan and execute UYFP registration activities. He/she shall also be responsible for recording and posting written minutes from each meeting on the program's website, as well as performing any other tasks as the Commissioner may direct. The Program Administrator shall assist in managing online (preferred) and hard copy documentation, when necessary, so that critical information, such as emergency medical information and all waivers, are readily accessible and available when needed.



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Section 5

Performance Director

The Performance Director shall be a voting member of the Executive Committee. The Performance Director shall work with the Commissioner to oversee the assessment, design, and implementation of age-appropriate football skill, strength and conditioning programs, as well as coaching development programs. This role will lead and impose the development of program-wide standard for participating coaches, teams and players requirements agreed upon by UYFP executive board.

Section 6

Treasurer. The Treasurer is not a voting member of the Committee. He/she shall maintain accurate and current financial records pertaining to UYFP's subaccount with URC throughout the year. This subaccount will continue to be owned by URC and will continue to reflect balances, income, and expenditures pertaining to Urbana Youth Football, as well as both Cheer and Poms. The Treasurer will ensure that his/her name is listed as the custodian for both checks and debit cards used under the UYFP subaccount. Only the Treasurer name shall be assigned to the account, to ensure proper checks and balances. He/she will ensure that all major expenditures, or those greater than \$1,000, receive prior approval from the Commissioner, and that any expenditures made from the UYFP subaccount are accounted for. He/she will also ensure that all cash and/or checks received from apparel, concessions, fundraising, or other sources, are accounted for, and are timely deposited directly into the same. The Treasurer will present necessary financial statements as requested by the Commissioner. Only general statements shall be made as to the overall financial condition of UYFP to the general membership. Detailed reports, such as cash flow statements and account balances, shall be made available to the Committee, when requested by the Commissioner. The Treasurer shall also complete all required tax and financial reporting in conjunction with the URC Treasurer, and shall work closely in conjunction therewith to ensure proper reconciliation of the UYFP subaccount and accurate reporting as required by URC. Anything that generates revenue for the Urbana Youth Football program



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i.e.; apparel, concessions, gate fee's and fundraising monies will be collected and accounted for by the Treasurer. In the event a new Treasurer is appointed/elected, a full, detailed financial report shall be presented to the inbound Treasurer as soon as possible following his/her appointment/selection.

Section 7

Middle School Girls Flag Director. The Middle School Girls Flag Director shall be a voting member. He/She will be responsible for the day to day operations of the middle school girls flag program. This person will attend (when necessary) MFYFL meetings, will participate in coordinating practice fields, organization of volunteer commitments, game day operations etc. The Middle School Girls Flag Director will work with the Commissioner and Deputy Commissioner when selecting coaches, team moms, and committee members (when necessary).

Section 8

Fundraising and Events Director. The Fundraising and Events Director shall be a voting member. He/She will report directly to the Commissioner and or Deputy Commissioner when necessary. The Fundraising and Events Director will be responsible for overseeing Urbana Youth Football fundraising initiatives as well as event planning, i.e. End of year banquet, 8th grade recognition, golf tournament (with UHS) etc. The Fundraising and Events Director will be responsible for leading fundraising initiatives and will work in coordination with the Communications Director to ensure all sponsors receive weekly newsletters, shout outs on social media, announcements at the games, addition to sponsorship banner etc. All new fundraising events will be voted on by the board and needs a simple majority vote to pass.

Section 9

Communications Director. The Communications Director shall be a voting member. He/She will report to the Commissioner and will be responsible for all Urbana Youth Football communications platforms to include; weekly newsletters, social media platforms, and email. The Communications Director will run any communication by the Commissioner and Deputy Commissioner prior to sending, this includes game and practice schedules, events, equipment handout/turn-in, and informative emails.



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Section 10

Conflicts of Interest. Any claims of a potential conflict of interest which could impact the integrity of voting or specific operating decisions of UYFP should be reported to the Commissioner who, after consulting with the Executive Committee, will determine appropriate actions for managing such conflict in UYFP's best interest.

Article IV. Program Coordinators and Volunteers

Section 1

Program Coordinators. Program Coordinators will be responsible for overseeing specific critical function areas. They shall work closely with the Volunteer Coordinator to ensure they have sufficient volunteers to perform their functions. Any potential conflict of interest shall be reported immediately to the Commissioner, who will handle as described above. Participants wishing to be considered for Program Coordinator roles can apply by emailing the Commissioner directly. Program Coordinator positions will consist of the Game Day Coordinator, Concessions Coordinator, Equipment Coordinator, Team Mom Coordinator, Volunteer Coordinator, Apparel Coordinator, Coaches Coordinator, and Executive Committee members may perform these roles in addition to their Executive Committee roles, with the Commissioner's approval.

Section 2

Additional Volunteers. UYFP activities rely heavily on volunteer participation to be successful. Volunteers from within UYFP will be required throughout the season to assist each Program Coordinator with his/her functional area (i.e. concessions, apparel, Team Moms, etc.). The Volunteer Coordinator will be responsible for coordinating volunteers for the other Program Coordinators, as they may require.

To ensure that UYFP has sufficient volunteers to operate during the season, each registrant will be required to submit a separate undated check as a deposit, to be received at the time of equipment issue and retained by UYFP until the end of the season. The amount of this volunteer check deposit, and the specific requirements for each



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family, will be determined by the Committee prior to the start of each season. Families with more than (1) child registered in UYFP will not incur additional volunteer requirements. They will not be expected to serve more than required amount determined at the start of each season (i.e. families with (3) players will still only be expected to fill more volunteer spots). If each family's volunteer requirements are met, the undated deposit check will be safely shredded and discarded at the end of the season, absent a timely and specific request to return the uncashed check. However, if these requirements are not met, the check will be dated and the deposit forfeited to UYFP. Lastly, only service detailed in signup genius will count towards fulfillment of each family's volunteer requirement.

Section 3

Game Day Coordinator. The Game Day Coordinator shall be responsible for ensuring readiness for all on- and off-field game day activities, including: 1) procurement of officials; 2) communications equipment for coaching staffs; 3) volunteers from each team to operate chains, markers, and any other on-field requirements; 4) volunteers to videotape games, and to upload them into Hudl; 5) announcer and press box; 6) gate admissions; 7) athletic trainers; or 8) such other requirements as directed by the Committee. The Game Day Coordinator shall also be responsible for coordinating with Urbana Youth Cheer and Poms programs to ensure adequate coordination and scheduling for all games and halftime shows, while ensuring game schedules are not disrupted. The Game Day Coordinator shall work with the Volunteer Coordinator to solicit additional volunteers to fulfill his/her responsibilities. The Game Day Coordinator shall report continuously and/or as needed to the Commissioner and Deputy Commissioners throughout the season in order to ensure UYFP readiness for and timely execution of all game day activities.

Section 4

Concessions Coordinator. The Concessions Coordinator shall be responsible for managing any vendor relationships, coordinating with the UHS concessions coordinator, and procuring all supplies relating to game day and other concessions. He/she will also be responsible for accounting for all receipts and for coordinating with the Commissioner and/or Financial Coordinator to ensure all funds raised through concessions activities are timely posted to the UYFP account. The Concessions Coordinator shall work with the Volunteer Coordinator to solicit



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additional volunteers from within UYFP to fulfill these responsibilities, and will report all volunteer manning shortfalls to the Commissioner if they arise. The Concessions Coordinator will provide updates to the Commissioner on all matters pertaining to concessions at or prior to all monthly meetings, or as needed.

Section 5

Equipment Coordinator. The Equipment Coordinator shall be responsible for maintaining accountability and serviceability for all UYFP gear, equipment, and other supplies. This will include management of all applicable vendors, and maintaining accurate inventories, ensuring cleanliness, safety compliance, and overall serviceability of these items, as well as any other duties and responsibilities the Committee shall direct. The Equipment Coordinator shall work with the Volunteer Coordinator to solicit additional volunteers from within UYFP to fulfill these responsibilities. The Equipment Coordinator will also be responsible for presenting updates to the Committee on all matters pertaining to gear and equipment at or prior to each monthly meeting. The Equipment Coordinator will provide updates on equipment matters to the Commissioner prior to each monthly meeting, or as needed.

Section 6

Team Moms/Volunteer Coordinator. The Volunteer Coordinator shall be responsible for coordinating volunteer support for the other Program Coordinators, i.e. apparel, concessions, and game day operations. The Volunteer Coordinator shall also coordinate with the Commissioner and Deputy Commissioners to verify completion of all signed Codes of Conduct, concussion forms, and acknowledgment forms (i.e. COVID, if applicable), emergency contact and medical information, team rosters, and any other requirements which may arise. The Volunteer Coordinator will provide updates to the Commissioner on any volunteer shortfalls, or any other matter at or prior to each monthly meeting, or as needed.

Section 7

Apparel Coordinator. The Apparel Coordinator shall be responsible for managing vendor relationships relating to the procurement of uniforms and any other apparel, subject to approved by the Commissioner. The Apparel



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Coordinator will ensure a variety of apparel options are available at different pricing levels, whether through online stores or through in person sales. In order to maximize cohesion between teams, the Apparel Coordinator shall select game day uniforms and will ensure that all UYFP tackle football teams have the same game day uniforms, to include socks. Socks shall be plain navy blue with no additional logos or lettering. The only uniform items that will be required for purchase shall be game jerseys, game pants, and socks, the costs of which shall be included in the registration fee for each season. Players and families may not be required to purchase any other special uniform or apparel items without the approval of the Commissioner. The Apparel Coordinator shall work with the Volunteer Coordinator to solicit additional volunteers to fulfill these responsibilities in accordance with Section 2. The Apparel Coordinator must provide monthly updates to the Commissioner on all activities relating to apparel, at or prior to each monthly meeting, or as needed.

Section 8

Coaches Coordinator. The Coaches Coordinator shall be responsible for ensuring the complete horizontal and vertical integration of all coaching staffs within UYFP, as well as with UHS, and for ensuring that all coaches have copies of the current NFHS Football Rule Book. The Coaches Coordinator shall ensure that all coaches are trained in and utilizing Hudl for reviewing and exchanging films, are using an acceptable platform, site, or application to develop and distribute playbooks to all of their players, and that these playbooks incorporate common terminology and graphics as much as practical to ensure the full integration of UYFP, as well as UHS, were practical. The Coaches Coordinator shall also be responsible for overseeing and managing all complaints involving coaches' behavior, and shall report to the Commissioner concerning all disputes and make recommendations concerning potential punishment of coaches. The Coaches Coordinator shall also be responsible for developing continuing education for coaches, and shall provide updates and recommendations to the Commissioner on all coaching-related matters at or prior to each monthly meeting, or as needed.

Section 9



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Background Checks REQUIRED for Coaches and Team Moms. All UYFP coaches and team moms who are regularly in contact with players on/off field, must complete a satisfactory background check in accordance with FCPR regulations, and sign the Parents' Code of Conduct, along with any other forms and/or applications as the Commissioner may require.

Article V. Coaches

Section 1

Head Coaches. Head Coaches will be interviewed and selected by a majority vote of the Coaches Committee, and must ultimately be approved by the Commissioner. All Head Coaches must timely complete a written application, and pass a successful background check prior to performing any in-person coaching activities with their players. The Coaches Committee will review all written applications and conduct interviews with all applicants prior to making their selections. All coaching positions will be for (1) year, meaning all coaches wishing to coach again the following year must reapply. Furthermore, while they may serve as an Assistant Coach, anyone serving as a school football coach shall not serve as a Head Coach in UYFP.

Section 2

Assistant Coaches and DII Head Coaches. Once assigned to their roles Head Coaches, in consultation with the Coaches Committee, will begin the process of selecting their Assistant Coaches. All Assistant Coaches must also successfully pass a background check. DII Coaching Staffs will be assigned/selected once UYFP realizes the need to field a DII team(s) at each level.

Section 3

Relationship Between DI and DII. Urbana Youth Football's teams will be determined by their grade. If there are enough players for a D2 and D1 team, the break down will be as follows:

Mini-Pony D2 - 1st or 2nd grade.

Mini Pony D1 - 3rd grade.



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Pony D2 - 4th grade.

Pony D1 - 5th grade.

JVD2 - 6th grade

JVD1 - 7th grade.

Varsity - 8th grade.

Players on the D2 team have the ability to “flex” between the D2 and D1 team at the player/parent discretion. No player/parent is required to move up to “complete” rosters. If a D1 team does not have enough players (16 or less) at the time of registration, there will be 1 team at that level, unless players/parents decide to move their player up to the D1 level to get to 17 players. It is highly encouraged that the D1 and D2 Head Coaches should coordinate with each other throughout the season to have joint practices, simulated scrimmages or individual periods to further aid in the collective development of the players.

Section 4

Possible Need for and Player Selections for Multiple DII Teams. If there are 40 or more players at the D2 level, there may be the need to break the team into 2 different D2 teams. The teams will practice together and will break up into their individual teams on game day. This break up of teams will be determined by the Head Coach of the team in coordination with the UYF Performance Director and program Commissioner.

Section 5

Annual Background Checks. All Head Coaches and Assistant Coaches must complete a satisfactory annual background check, per FCP&R guidelines, prior to having any on-field interaction with players. This background check will be effective for (1) year from the date it is returned complete. Coaches who have already completed a background check within the past twelve months with another URC program do not need to complete an additional check, and need only refer UYFP to that program for confirmation of having completed this requirement.

Section 6



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Head Coach Vacancies. In the event that a Head Coach vacates his/her position, whether voluntarily or involuntarily, an Interim Head Coach shall be appointed by the Committee for the remainder of the season. The Interim Head Coach must meet all of the same criteria to be a Head Coach.

Section 7

Involuntary Removal of Head Coaches. Any coach may be involuntarily removed by the Coaches Committee for any reason, at any time. If this occurs, that coach will not be allowed to hold any coaching position for the remainder of the current season, and possibly longer, at the sole discretion of Commissioner in consultation with the Coaches Committee.

Section 8

Minimum Play Time Requirements. UYFP will have minimum play time requirements. Additionally, nothing in this paragraph shall be construed as guaranteeing a player will play at any particular position, as position assignments will be solely at the discretion of the coaching staff. UYFP will strive, however, to guarantee all players a reasonable opportunity to demonstrate their ability to play at various positions.

Minimum play time requirements have been established based on the following guiding principles: 1) Mini Pony and Flag divisions of MVYFL are considered developmental; they exist first and foremost for the kids to have fun while learning the basics of the game of football, and are therefore less competitive; 2) as players age and develop, the level of competitiveness of UYFP, as with all other successful football programs, will increase; UYFP must progressively prepare our participants for high school football, where there are no such minimum playtime requirements, and all play time is EARNED. With these considerations in mind, UYFP's minimum playtime requirements are as follows:

<u>2025 UYFP Minimum Play Time Requirements</u>	
<u>Division</u>	<u># Plays/Game</u>



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Flag	All players receive as close to equal playing time as possible.
MPD2	4 plays
MPD1	4 plays
PonyD2	4 plays
PonyD1	4 plays
JVD2	4 plays
JVD1	4 plays
Varsity	0 plays

Section 9

Coach Duties and Responsibilities. Duties and responsibilities of all coaches shall be as follows:

1. Know the rules of the game (including the Coaches Code of Conduct and minimum play time requirements referenced herein), play by those rules, and respect the judgment of the officials;
2. Have a working knowledge of football coaching tactics, techniques, offensive, defensive, and special teams strategies, and the applicable league rules;
3. Develop a good rapport between his/her players, coaches, officials, volunteers, and family members;
4. Promote and teach all participants the basic skill and understanding of football, as well as good sportsmanship and teamwork;
5. Conduct continuing education and training as reasonably



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necessary to ensure all players are receiving the best and most current football instruction possible;

6. Maintain awareness and show genuine concern for the safety, physical, mental, and moral welfare of all youth players, and balance those with their need for challenging, and productive football instruction;
7. Demonstrate such traits as patience, understanding, kindness, courage, energy, and enthusiasm, and in doing so, serve as a positive role model for all participants;
8. Establish and timely communicate dates, times, and locations for all games, practices, and other events and activities in conjunction with the Committee and with the League;
9. Ensure that all players are equipped and accountable for cleanliness and serviceability of all assigned gear and equipment;
10. Ensure accessibility of emergency contact and medical information for all players at practices and games;
11. Ensure timely proper first aid in response to all injuries at games and practices, and file a timely written report to the Commissioner on all such incidents; and,
12. Manage all discrepancies and disciplinary procedures with athletes, coaches, and parents that pertain to his/her team. Be prepared to report all such actions to the Coaches Coordinator.

Section 10

Process for Parent Complaints. All parent complaints must be raised directly to the coaching staff either by contacting the coach directly, or indirectly through the team moms. If the grievance is not resolved, parents must notify a coach or team mom that they wish to discuss their concerns with the Performance Director. If the issue is still not resolved to the satisfaction of the parents involved, only then should they contact the Commissioner. It is



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strongly encouraged and requested that all complaints or concerns regarding coaching decisions be raised no less than 24 hours after the events/incident in question.

Article VI. Team Managers

Section 1

Team Manager Position Description: The Team Manager (TM) works closely with the Head Coach to support the needs of the team. The TM is responsible for the overall administration and organization functions of the team. Each team will have two TMs. One Lead TM who will be in direct communication with the Head Coach and serve as the primary contact for parents; and one Assistant TM. Each TM must meet any required UYF background check and volunteer training requirement to serve in the position.

Administrative and Organization Functions Include:

- Setting up/managing TeamSnap: this includes inputting and updating all required information for the season, including: the team roster (player names, jersey numbers, parent contact info), and practice/game schedules (uniform color, field locations, arrival times, etc); this also includes communicating to the team via TeamSnap regarding any updates or changes for events.
- Communication: TMs must keep the team informed of all information/updates and communicate via TeamSnap. Examples of information/updates include: practice/game cancellations or location changes; inclement weather updates, or any updates the Head Coach wants pushed out to the team. Timeliness is imperative when pushing out



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information to the team. When the Team Manager Coordinator provides information to TMs that information MUST be pushed out to the team within 4 hours of receiving it, at the latest. The goal is that all teams receive information as soon as possible and all teams receive information simultaneously. Program-wide communications that apply to all teams will be managed and distributed by the program leadership.

- Equipment Handout: TMs will ensure all players on their team attend an equipment handout date and obtain required game pants, shoulder pads and helmets; TMs will support equipment handout by attending, if available. TMs (and coaches) are responsible for ensuring all players have properly fitting equipment and TMs will assist players with any equipment exchanges.
- Practice Duties: TMs will support the team practices by attending as required by the Head Coach. Ideally, one TM for each team will be present at every practice to ensure practices run smoothly, handle questions by parents, and ensure needs of players and coaches are met.

Section 2

Game Day Duties: TMs must attend all games for their team, or ensure another TM covers the game in their absence. Games will generally be on Saturday but there may be some games on Sunday. Each week information for the upcoming weekend game will be pushed out by UYF and TMs must communicate that field information to their team via TeamSnap. TMs should also send out a weekly reminder via TeamSnap with all game information for the upcoming weekend. TMs should create sign ups in TeamSnap for drinks/snacks for all games, with their Head Coach approval, and ensure that volunteers have signed up for drinks/snacks for each game. TMs must also:

- Be present on the sidelines of each game to assist players and coaches



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- Arrive at the designated warm up location on time to assist players with jerseys, warm ups, etc
- Arrive at games with UYF provided water bottles filled with ice and water for hydration during warm ups
- Refill water bottles on the sideline with UYF provided ice and water as needed
- Maintain accountability of all players during warm ups and games
- Maintain sideline organization and discipline
- Clean up the sideline after the game: remove all team equipment, water bottles, coach gear, and pick up any trash
- Ensure chain gang, score keeper and clock keeper volunteer roles are filled for each game

Section 3

Hawk Nest First Aid/Medic/Hydration Tent: UYF will have the tents setup on the

practice fields for each practice. These tents will be centrally located on practice fields with one tent at UMS and one at the HS. TMs are responsible for staffing these tents on a rotating schedule, which will be run by a sign up system created by the TM Coordinator. TMs working in these tents should be prepared to assist the players and coaches on the field. If you cannot make your scheduled time you are responsible for finding your replacement. TMs are responsible for getting the tent from the equipment trailer (at the MS or HS), setting up the tent on the field, and taking down the tent and returning it to the equipment trailer. All TMs should be prepared to treat players at these tents with basic first aid techniques such as putting on band aids or providing ice packs or cool towels. Medic bags will remain at the fields with the tents and will be stocked at all times. If you find the inventory running low in the medical bags please inform the TM Coordinator for a resupply. The UYF Program will provide both water and an electrolyte drink, as well as ice, for both practices and games.

Team Manager Bags: Each TM will be provided with one UYF team bag containing the items below.



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The TM should bring the bag to each practice and game, maintain accountability of it during the season, and return it clean at the end of the season. While the tents will be available this season, the team manager bag is intended to supplement any quick medical needs of a team.

The bag will contain:

- First Aid Kit
- Gloves
- Mouth pieces
- 1 Roll Athletic Tape

Section 4

Additional TM Responsibilities:

- Check with their Head Coaches on how to additionally support the team
- Ensure all parents have TeamSnap downloaded and alerts/notifications on
- Collect any paperwork from parents as requested by UYF
- Weekly Treats: Head Coaches decide whether “Friday treats” before game weekends are permitted. If permitted, TMs have the option to provide those treats at their own/coaches expense
- End of Season Banquet: TMs will support the UYF End of Season Banquet as requested by UYF
- End of Season Player/Coach Gifts: The UYF Program will provide end of season coach gifts and player gifts. There is no need to solicit team parents for funding for additional coach or player gifts. Team Managers are not permitted to request or collect money from parents or guardians without prior approval from Urbana Youth Football leadership.
- Parent Volunteers: TMs will communicate all needs for volunteers in their TeamSnap as requested by UYF and the Team Manager and Volunteer Coordinator



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Article VII. Membership and Voting Criteria

Section 1

Eligibility for UYFP Membership. To be considered an eligible and active member of the UYFP, you must presently intend to become, or have been in the previous (12) months, (1) of the following, and have no outstanding debts to the UYFP, URC, or any other affiliated program:

1. UYFP Coach or Assistant Coach;
2. UYFP parent/guardian of a player within the previous 12 months;
3. UYFP volunteer or Standing Committee member within the previous 12 months.

Section 2

Voting on General Matters. Only those matters deemed by the Commissioner to require a vote shall be subject to a majority vote of the Committee. Matters requiring a vote should be limited to certain, specific matters affecting the entire program. Examples of matters which might require a majority vote by the Committee would be changes to our league membership or our program offerings. Committee selections, however, will be based on a majority vote of all UYFP members present, in good standing, and who have been present for (3) consecutive meetings immediately prior to the month during which selections will be held.

Section 3

Absentee Voting. Absentee votes will only be accepted with prior approval by the Commissioner.

Article VIII. Standing Committees

Section 1

General Information. The Committee shall designate Standing Committees for specific purposes as it deems necessary from time to time. Unless otherwise provided, each Standing Committee shall consist of the respective Program Coordinator, as well as any volunteers they deem necessary. The following list comprises the initial UYFP Standing Committees:



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- Game Day Committee
- Concessions Committee
- Equipment Committee
- Apparel Committee
- Fundraising Committee
- Coaches Committee

Section 2

Game Day Committee. The Game Day Committee shall consist of the Game Day Coordinator and such other volunteers as may be necessary. The Game Day Committee shall be responsible for ensuring complete game day readiness for all on- and off-field activities, including announcers and press box, officials, coaches' radios, half time shows, gate admissions, concessions, apparel, etc.

Section 3

Concessions Committee. The Concessions Committee shall consist of the Concessions Coordinator and such other volunteers as may be necessary. The Concessions Committee shall be responsible for ensuring that concessions are available for purchase at all games, as well as practices and any other events and activities as may be appropriate.

Section 4

Equipment Committee. The Equipment Committee shall consist of the Equipment Coordinator and such other volunteers as may be necessary. The Equipment Committee shall coordinate all equipment issues, accountability, and service maintenance.

Section 5

Apparel Committee. The Apparel Committee shall consist of the Apparel Coordinator and such other volunteers as may be necessary. The Apparel Committee shall be responsible for establishing relationships with vendors for the procurement of uniforms, as well as other apparel for sale to UYFP members and to the general public. The



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Apparel Committee will also be responsible for procuring (1) apparel item per coach, and (1) per Team Mom, at the beginning of each season.

Section 7

Fundraising Committee. The Fundraising Committee shall consist of the Fundraising Coordinator and such other volunteers as may be necessary. The Fundraising Committee shall be responsible for developing and executing all fundraising activities, and shall report regularly on all such activities to the Committee at monthly meetings.

Section 8

Coaches Committee. The Coaches Committee shall consist of the Coaches Coordinator, a Deputy Commissioner, and (1) other person, who will be determined by the Commissioner. The Coaches Committee will be responsible for selectin Head Coaches. They will ensure full integration of all UYFP coaching efforts, and will be responsible for managing and resolving disputes involving coaches, including those between coaches and parents or players, coaches from the same team, or coaches from different teams.

Article IX. Registration

Section 1

Date of Registration. Football registration will occur at a date each spring, as determined by the Commissioner.

Section 2

Registration Fees. Registration fees will be determined by the Commissioner, in consultation with the Committee, and shall be communicated to all eligible participants prior to beginning registration.

Section 3

Teams. UYFP will field (1) DI tackle football team for Varsity, Junior Varsity, Pony, and Mini-Pony, in compliance with the age requirements of MFYVL, as well as at least (1) team for flag football. The need for DII teams will be based on expected or actual registration numbers, as determined by the Commissioner. In the event of a change in



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league affiliation, the provisions of this Section, and any other related provisions, will be amended to reflect the rules of the newly affiliated league.

Section 4

Minimum Registration Required for DII. The minimum number of players required to field a DII team at each level will be (28), unless approved otherwise by the Commissioner.

Section 5

Assignment to DI and DII. In the event that both DI and DII teams are required at each level, players will be assigned to those teams according to their grade.

Section 6

4 Year Old Participation in Flag Prohibited. Children participating in flag football must reach 5 years of age by the controlling date. No child turning 5 years old after that date will be allowed to participate without the permission of the Commissioner. This provision is in the interest of safety and for the welfare of all flag participants.

Section 7

Equipment Issue and Deposits. Prior to the start of the season, the Equipment Coordinator will determine the date and location for the issuance of equipment and sizing of uniforms. Upon issuance of equipment, each UYFP parent/guardian will be required to submit an undated check as an equipment/volunteer obligation deposit. Upon returning all assigned equipment clean and undamaged (besides normal wear and tear) at the end of the season, and confirmation that the family has met its volunteer obligation, this check will be returned. If the equipment is returned unclean or unserviceable, the UYFP member will have an opportunity to clean and/or repair the equipment. Failure to do so at that time will result in the check deposit being dated and forfeited to UYFP. The amount of this equipment/volunteer deposit will be determined by the Commissioner, in consultation with the Committee, prior to the start of each season.



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Article X. Meetings

Section 1

Monthly Meetings. The organization shall hold a monthly meeting, unless the Commissioner chooses not to hold one during any given month. The date and time of meetings will be determined by the Commissioner, in consultation with the Secretary. Any member of UYFP (see Article VI, Section 1) will be allowed to attend meetings. All voting rights will rest with the Executive Committee, with the exception of Executive Committee member selections, during which any UYFP member present who has acquired selection voting rights will be allowed to vote.

Section 2

Special Meetings. As necessary, the Commissioner may schedule a special meeting to discuss any matter. These special meetings may be open or closed, as the Commissioner deems necessary.

Section 3. Quorum. A quorum shall consist of (4) Executive Committee members, (1) Commissioner (1) Deputy Commissioner and (2) Executive Committee member with presence required either physically, or virtually (if required).

Section 4

Member Conduct at Meetings. If an individual at a meeting becomes unruly or acts in a disruptive manner, they will be asked to leave the meeting. If the individual refuses to leave, they will be subject to other appropriate punishment as determined by the Commissioner, including possible expulsion from the program.



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Article XI. Selections

Section 1

Committee selections (General). The Commissioner shall govern all Committee selection activities, as described in these SOPs. All Committee members shall be selected by a simple majority of UYFP members who have acquired voting rights and are present at the Annual Meeting in January. There are no term limits for elected members as they serve at the purview of the Commissioner. Selections will be held in the event that the current member resigns or is relieved of their duties. In the event a position becomes vacant, the vacated position will be announced and a new member will be selected. All new members shall be placed on a one-year probationary period. Upon the completion of the one year probationary period, the new member's position shall become established in the program. Any member of the Committee may be removed by a 2/3 majority vote of the Executive Committee, with all 7 of the other Executive Committee members required to be in attendance.

Section 2

Committee Member Selections. A simple majority vote of all UYFP members who have acquired election voting rights and are in attendance for the January election meeting shall determine these positions.

Article XII. Amendments

Section 1

General. These SOPs shall be amended annually by the Commissioner, only after consulting with the Executive Committee members. Proposed amendments shall be presented in writing at any time and presented to the Commissioner for consideration. Minor changes may be implemented at any time as the Commissioner deems necessary. However, it is strongly preferred that major changes be made only after the conclusion of each season, to allow for proper feedback mechanisms and informed decision-making where there may be a greater impact on the program.

Section 2



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Integration of Urbana Youth Cheer and Poms into UYFP. Notwithstanding their use of the same URC subaccount for financial purposes, the Cheer and Poms programs will continue to operate as separate entities. UYFP shall continue to work closely with Cheer and Poms to coordinate the activities of all three programs, for the benefit of each, and for the Urbana community.

Article XIII. Codes of Conduct

Section 1

Requirements for Signed Codes of Conduct. All coaches, parents, and players, shall be required to sign Codes of Conduct prior to their engaging in their respective UYFP activities (i.e. coaching, volunteering, playing, spectating, etc.). All Codes of Conduct will be retained by UYFP, either virtually, or in hard copy format. A member who violates a Code of Conduct will be subject to appropriate punishment, determined by the Commissioner, including possible expulsion from the program. (For Committee members, see Article X, Section 1). There shall be a zero tolerance policy towards fighting, threats of violence, or extreme and persistent uses of profanity from all participants, particularly as it relates to the conduct of adults, including coaches, family members, or other spectators.

*These SOPs will be effective immediately upon signature of the Commissioner and distribution to program participants. Subsequent additions, subtractions, and modifications will be made pursuant to the Amendment provisions described in Article XI above.

Commissioner

Date