

Mill Creek Athletic Association
at Bogan Park

Mill Creek Football Operational Guidelines

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Section 1: Organizational Overview

1.0 Mission: Mill Creek Football will strive to develop the football skills of our youth and teach them the spirit of teamwork and good sportsmanship. We will encourage healthy competition by providing a fun, safe, learning-oriented environment.

2.0 Organization: Mill Creek Football is the football organization of Mill Creek Athletic Association at Bogan Park (MCAA) and will be governed by the MCAA By-laws. These operational guidelines are intended to provide direction for the football organization. Should there be any discrepancy between the by-laws of MCAA and the operational guidelines of Mill Creek Football, the laws of MCAA shall prevail.

3.0 Age Groups: Mill Creek Football will have 7 age groups as set forth by the Gwinnett Football League (GFL).

- 6-7 yr old
- 8 yr old
- 9 yr old
- 10 yr old
- 11 yr old
- 12 yr old
- 8th Grade

Ages will be determined by the child's age as of September 1 of the season to be played. (ie: A child turning 10 on or before Sept 1, 2005 will play in the 10 yr old age group for the 2005 season. A child turning 10 after Sept 1, 2005 will play in the 9 yr old age group for the 2005 season.) These guidelines are set by the GFL and no exceptions can be made by Mill Creek Football.

4.0 Season: The season will begin with the Jamboree in August and end with playoffs and championship games in November. The game schedules and locations are set by the GFL. MCAA or the Mill Creek Football Board has no authority to change or alter the game schedules or locations.

5.0 Revision of Operational Guidelines: Per the by-laws of MCAA, annual elections for the Football Board shall occur in October for the following calendar year. Upon being elected, the Mill Creek Football Board shall review the Operational Guidelines and revise them as necessary. These changes shall be reviewed and voted on by the Football Board, and then submitted to the MCAA Executive Board by the Football Director. Changes shall only go into effect after being approved by the Executive Board.

6.0 Money Management:

- 6.1 Non-Profit Organization:** Mill Creek Football is a not-for-profit organization. All monies received from registration fees, fund raisers, sponsorships, etc. shall be placed into a Mill Creek Football account at the same banking institution as MCAA. Any expenses required to run the day to day operations will be funded through this account, and require the signature of the Football Director (or Assistant Football Director) and the Football Treasurer. At the end of each season, any remaining profits shall remain in the account to be used to cover further football related expenses and improvements.
- 6.2 Expense Approval:** All checks signed by anyone on behalf of Mill Creek Football must have two (2) signatures. Any of the following will be considered acceptable: Football Director or Assistant Director, Football Treasurer, President of MCAA, Treasurer of MCAA.
- 6.3 Sponsorships:**
- 6.3.1** Any sponsorship money solicited and received by Mill Creek Football will be considered a park sponsorship and may be used for football related expenses and improvements at the discretion of the Mill Creek Football Board.
- 6.3.2** Any sponsorship money solicited and received by individual teams will be considered a team sponsorship and may be used for team related expenses at the discretion of the Head Coach and Team Mom. Costs of sponsor plaques or other tokens of appreciation will be the responsibility of the team. If the sponsorship is \$300 or more, the sponsor is entitled to a banner on the football field. If the sponsor would like a banner, \$50 of the sponsorship money will revert back to Mill Creek Football. The cost of the banner is the responsibility of the team.
- 6.3.3** All park and team sponsor payments shall be made payable to MCAA. These funds will be deposited in the Mill Creek Football account. Upon receipt, Mill Creek Football will provide the sponsor with a tax id number for tax purposes. Should a parent, friend, family member, or coach choose to sponsor a specific item or event for the team and pay for it directly, this shall not be considered a sponsorship but simply a good deed and as such will not need to go through the MC Football account. In this case, no tax id number will be provided.
- 6.4 Team Money:**
- 6.4.1** All team monies will be deposited into the Mill Creek Football account. Teams will be reimbursed upon submission of receipts for team related expenses. Receipts should be turned in by the Team Mom to the Football Treasurer. A ledger for each individual team will be kept by the Football Treasurer. Team Moms must also keep a record of deposits and expenditures. No reimbursements will be

made without a receipt. A team's financial information shall be available to parents on request. Any monies left over in a team account will be forfeited to Mill Creek Football as of December 31st of each year.

6.4.2 Team Budgets: Prior to the beginning of the season, the Team Mom must create and distribute a projected budget for anticipated team expenses. This budget should be distributed to all parents and to the Team Mom Coordinator. The budget will remain on file for the duration of the season. All budgets must include money for end of season banquet, player gifts, and trophies. All other anticipated expenses shall also be reflected in the team budget. All budgets must include both anticipated income and anticipated expenses. Team income may be generated by Spirit Fees, Sponsorships, Team Fundraisers, etc. Budgets are only estimates. Actual expenses may have to be revised depending on actual sponsorships and/or fundraising money collected.

6.4.3 Spirit Fees: Spirit Fees will be collected from all players/parents at the beginning of the season. Team Moms are responsible for tracking and collecting all Spirit Fees. In order to ensure the team's basic expenses are equally shouldered by all parents/players, this information shall also be provided to the Team Mom Coordinator. The amount of the Spirit Fees will be determined by each individual team based on the number of players on the team and the team's projected budget. The average Spirit Fee is usually \$50-\$70 per player. Spirit Fees should be enough to cover the cost of the end of season banquet, player gifts, and trophies so that parents aren't asked for additional money at the end of the season to cover these basic expenses.

6.5 Fundraisers:

6.5.1 Each season, a profit generating fundraiser will be held. All profits will go to Mill Creek Football and used for football related expenses and improvements at the discretion of the Football Board.

6.5.2 All players/parents will be required to participate equally in the fundraiser. Team Moms will be required to track participation and collect fundraiser money from their team. Money will be turned in to Football Treasurer. All money must be turned in prior to uniforms being distributed. The fundraiser is mandatory. Any individual who does not turn in fundraiser money will not be issued a uniform until that money is received.

6.5.3 Should a team choose to have an independent fundraiser to help offset team related expenses, these funds will be collected and deposited with the Football Treasurer and made available for use by the team for team related expenses. As with all other team deposits, receipts are necessary for reimbursement of team related expenses.

Section 2: Football Board

1.0 Board Structure: The Football Board of Directors shall consist of the following:

- 1.1** Director of Football
- 1.2** Assistant Director of Football
- 1.3** Football Secretary
- 1.4** Football Treasurer
- 1.5** Team Mom Coordinator
- 1.6** Uniform Manager
- 1.7** Communications Manager
- 1.8** Fundraising Manager
- 1.9** Spirit-Wear Manager
- 1.10** GFL Representative Coordinator
- 1.11** Equipment Manager

2.0 Roles & Responsibilities: Each member of the board shall be responsible for ensuring that Mill Creek Football is run as safely, smoothly, and effectively as possible. Board members should make every effort to attend all meetings and Mill Creek Football functions. Each member shall have specific responsibilities that include but are not limited to the following:

2.1 Football Director: This is an elected position. This position shall govern all activities related to Mill Creek Football. Responsibilities include:

- Overall coordination of the football calendar.
- Oversight of the player registration process.
- Oversight of the coaching selection process.
- Representation of Mill Creek Football at any organizational events (ie: GFL meetings and functions) unless delegated to another Football Board member.
- Oversight of the management of the Mill Creek Football finances.
- Cultivating and maintaining relationships with MCHS Football and the GFL.
- Voting member of the MCAA Executive Board.

2.2 Assistant Football Director: This is an elected position. This position shall be the back-up to the Football Director and shall assume responsibilities for portions of the football program that the Football Director deems necessary. The primary responsibility will be to support the execution of each football season, ensuring that all elements of the program are supported appropriately.

2.3 Football Secretary: This is an elected position. This position will be the recording arm of Mill Creek Football. Responsibilities include:

- Taking minutes at all meetings of the Football Board.

- Distributing minutes following each meeting in order to facilitate communication and ensure all people understand their follow-up items and responsibilities.
- Preparing and distributing flyers and any other forms necessary for registration or other events as needed.
- Planning any meetings, banquets or other events hosted by the Mill Creek Football Board.
- Assisting the Football Director with any non-financial administrative items that may arise.

2.4 Football Treasurer: This is an elected position. The Treasurer shall oversee all financial related matters associated with Mill Creek Football. Responsibilities include:

- Maintaining the MC Football checking account.
- Ensuring timely payment for all vendors servicing MC Football.
- Developing a budget for the season and ensure we are generating enough revenue to support our spending needs.
- Proactively raising any issues associated with the financial management of Mill Creek Football.
- Oversee and manage all activities associated with park fundraisers.
- Oversee and manage all individual team funds. Maintain financial reports and present them at each board meeting and upon request.
- Collecting on bad debt.

2.5 Team Mom Coordinator: This is an elected position. The Team Mom Coordinator is responsible for ensuring team moms understand the scope of their responsibilities and execute those responsibilities accordingly. Responsibilities include:

- Planning and conducting Team Mom meeting prior to the start of the season.
- Developing and distributing Team Mom Handbook.
- Distributing sponsorship forms, money turn in sheets and any other materials needed by the team moms.
- Ensuring all GFL Certification Books are correct and submitted on time.
- Developing a list of vendors, banquet facilities, etc. to be used as a resource by team moms in order to help them meet the needs of their individual teams.
- Ensuring that all fundraiser and spirit fees are collected from all teams.
- Acting as the first point of contact for parents who have team mom related issues that they cannot resolve with the Team Mom or Head Coach.

2.6 Uniform Manager: This is an appointed position and will work closely with the Football Director. Responsibilities include:

- Selection of Uniform Vendor and presentation of any uniform changes to the board.
- Distribution of uniforms including practice jerseys and subsequent collection of pants at the end of the season for those that did not purchase pants.
- Securing and distribution of helmet decals for each child.
- Timely delivery of uniforms in order to distribute before picture day.
- Any and all uniform related issues that may arise.

2.7 Communication Manager: This is an appointed position and will work closely with the Assistant Football Director. Responsibilities include:

- Maintain email database of all coaches, players and parents to facilitate ongoing communication.
- Prepare and distribute weekly newsletter and all other communication as needed via email.
- Ensure that football information is updated and current on the MCAA website.

2.8 Fundraising Manager: This is an appointed position and will work closely with the Treasurer. Responsibilities include:

- Securing, distribution, and collection of annual fundraiser.
- Securing photography vendor and picture day date.
- Securing, distribution, and collection of photography fundraiser.
- Any and all other fundraising opportunities.

2.9 Spirit-Wear Manager: This is an appointed position. Responsibilities include:

- Secure and maintain inventory of all spirit-wear items.
- Marketing and selling of all spirit-wear.
- Secure any opportunities to present spirit-wear to the membership at any Mill Creek Football events.
- Maintain profitable balance between inventory and sales.

2.10 GFL Coordinator: This is an appointed position and will work closely with the Assistant Football Director. Responsibilities include:

- Securing candidates for GFL Representatives to present to the Mill Creek Football Board for approval.
- Training, Scheduling, and oversight of all GFL representatives to ensure proper representation at all Mill Creek Football games and events.

- **Equipment Manager:** This is an appointed position. Responsibilities include:

Maintain sufficient inventory of football equipment to outfit all teams at Mill Creek.

Distribute all equipment to Head Coaches and secure \$250.00 deposit.

Collect and inventory all equipment at the end of the season.

Prepare list of items needed for replenishment of inventory as requested from the Football Board.

2.11 Additional Positions: These positions are not voting members of the Football Board but will act in an advisory manner to the board.

2.11.1 GFL Representatives: Responsibilities include: Knowledge of all GFL rules and regulations as per the GFL rule book. Maintain order and security of all events in and surrounding GFL sponsored events such as games, practice, and jamborees. Report any incidents or infractions during games to the Director or Assistant Director and record them in the log at the gate. Proper set-up and break down of fields and securing proper storage of equipment on game day. Liaison between coaches and referees before, during, and after games.

2.11.2 Age Commissioners: Responsibilities include: Knowledge of all GFL rules and regulations as per the GFL rule book. Act as Liaison between parents and Head Coach should an issue arise during the course of the season for their appointed age group. Report to the Football Board any questions or complaints that cannot be resolved at the commissioner level. Ensure adherence to the minimum play rules as set forth in the current GFL rule book. Report to the Football Board any coach that is not in compliance with so stated rule.

3.0 Elections & Appointments:

3.1 Elections shall be held in accordance with MCAA by-laws and shall run 1 calendar year.

3.2 Should any board member decide to resign during the course of the season, the remaining members of the Football Board have unilateral authority to appoint a replacement to that position, with the concurrence of the President and Vice President of the MCAA Executive Board.

3.3 Any current Mill Creek Football board member or members of the MCAA Executive Board are eligible to run for Football Director. All other elected positions are open to any member of the Mill Creek Athletic Association. A paid registration through MCAA in the last calendar year constitutes membership.

4.0 Meetings and Events

- 4.1** The Football Board shall meet regularly on the second Sunday of each month in order to ensure all matters associated with Mill Creek Football are being addressed in a timely manner.
- 4.2** Mill Creek Football shall be represented at all MCAA events by a member of the Football Board.

5.0 Voting Rights: Each elected and appointed member of the Mill Creek Football board shall have 1 vote with regard to all matters relating to these Operational Guidelines and any other issue that may require oversight by the Football Board. The Football Director shall mediate in case of disagreement and will facilitate all voting discussions and will cast the tie-breaking vote if voting results in a tie.

6.0 Privileges: All elected members of the football board shall have their registration fees for football waived in appreciation for their volunteered time. These members are still responsible for all other football related expenses such as Spirit Fees and mandatory park fundraisers.

Section 3: Football Annual Calendar

December

- Select Uniform Coordinator
- Set date for informational meeting
- Make and approve any changes to Operational Guidelines
- Set registration fees

January

- Select uniform vendor
- Place initial uniform order
- Prepare and distribute flyers for annual Football Informational Meeting
- Email blast to Football Database regarding informational meeting
- Hold annual Football Informational Meeting
- Set dates for coaches interviews
- Email blast to Football Database regarding coaches interviews

February

- Conduct coaches interviews
- Set registration dates
- Email blast to football database regarding registration dates
- Prepare and distribute flyers regarding registration
- Choose Photography Vendor

March

- Notify coaches
- Hold first walkup registration date
- Open online registration

April

-
-
-

May

- Hold second walkup registration date
-
-

June

- Hold last walkup registration date
- Close online registration
- Determine final number of teams and confirm coaches

July

- Hold Coaches Clinic

- Hold Football Camp
- Tryouts
- Draft
- Kickoff Bar-B-Q
- Practice begins
- Team Mom meeting

August

- Jamboree
- Games begin
- Pictures
- Uniform Distribution

September

-
-
-

October

- Elections
-
-

November

- Playoffs
- Championship
- Elections
- Collect pants

Section 4: Player Registration

1.0 Registration Fees

- 1.1** Registration fees shall be set in accordance with MCAA guidelines as a non-profit organization.
- 1.2** Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to for ongoing football related expenses, replenish the equipment inventory, or to support Park Partnership projects.
- 1.3** All non-county residents will pay an "out of county" fee to be determined by Gwinnett County Parks and Recreation

2.0 Registration Dates: There will be three walk up registration dates. Online registration will also be available. Online registration will open on the date of the first walk up registration and close on the date of the last walk up registration.

3.0 Registration Process: Announcement of Registration dates shall occur at least 14 days prior to registration. Announcement methods may include school mailings, newspaper announcements, web page messages, and/or email blasts.

4.0 Payment Method

- 4.1** On-Line registration shall accept major credit cards
- 4.2** Walk-up registration shall accept cash and check only.

5.0 Refunds

- 5.1** Refunds shall only be allowed for Medical purposes, and a letter from a registered physician shall be required for verification purposes.
- 5.2** Any other refunds may be made prior to the start of the season at the discretion of the Football Director.

Section 5: Coach Selection & Responsibilities

1.0 Application Process

- 1.1** All persons interested in being a Head Coach shall express interest by contacting the Mill Creek Football Director.
- 1.2** All Head Coaching candidates shall be required to fill out an application form.
- 1.3** Applications shall be made available online and at the Annual Football Informational Meeting.
- 1.4** Applications shall be submitted to the Football Director per the required timelines to be considered as a Head Coach.

2.0 Selection Process

- 2.1** All applications shall be reviewed by the Football Director for consideration
- 2.2** All Head Coaching Candidates will be interviewed by the Coaches Selection Committee.
- 2.3** The Coaches Selection Committee may consist of all Football Board members, members of the MCAA Executive Board as well as members of the MCHS coaching staff. Any member of the committee sitting in on interviews must sit in on all interviews of any given age group in order to make a recommendation regarding coach selection in that age group. The Coaches Selection Committee will vote on each Head Coach and their recommendations will be forwarded to the Mill Creek Football Board. The Mill Creek Football Board will make the final coaching selections.
- 2.4** Although previous Mill Creek Football coaches are not guaranteed a coaching position the following season, previous Mill Creek Football coaching experience and performance will be taken into consideration and weigh heavily in the selection process.

3.0 Assistant Coaches

- 3.1** It is the responsibility of each Head Coach to select his assistant coaching staff.
- 3.2** Final approval of all assistant coaching staff selections are the responsibility of the Mill Creek Football Board. In the event an assistant coach has served in that capacity in a previous season of Mill Creek Football, evaluations concerning such assistant coaches will be taken into consideration. The Football Board reserves the right to reject any assistant coach selection. This right must be exercised by a vote of the Football Board.

4.0 Team Moms

- 4.1** It is the responsibility of each Head Coach to select his team mom.
- 4.2** Final approval of the team mom selection is the responsibility of the Mill Creek Football Board. In the event a team mom has served in that capacity in a previous season of Mill Creek Football, evaluations concerning such team mom will be taken into consideration. The Football

Board reserves the right to reject any team mom selection. This right must be exercised by a vote of the Football Board.

- 4.3 Each team must have a representative to attend the Team Mom Meeting prior to the start of the season.
- 4.4 All items and deadlines set forth in the Team Mom Handbook must be adhered to.

5.0 **Background Checks**

- 5.1 All coaches, including Assistants and Team Moms shall be subject to background checks per the MCAA background check policy.
- 5.2 Should background checks reveal any information that may be considered an issue, the Football Board reserves the right to reject coaching applications

6.0 **Code of Conduct**

- 6.1 All coaches shall sign a Code of Conduct that clearly states behavioral expectations.
- 6.2 Signing of the Code of Conduct shall be an indication that they understand coaching is a privilege and not a right, and that Mill Creek Football reserves the right to revoke those privileges at any time if behavioral issues arise and persist.

7.0 **Year-End evaluations**

- 7.1 All coaches and Team Moms may be subject to a year end evaluation that may include input from any and/or all of the following:
 - 7.1.1 Survey of players/parents
 - 7.1.2 Review of team record
 - 7.1.3 On and off field behavior witnessed by members of the Football Board.
 - 7.1.4 Input from coaching peers.

8.0 **Responsibilities**

- 8.1 Teach players the fundamentals of football in accordance with the Mill Creek Football mission and the rules set forth by the Gwinnett Football League.
- 8.2 Manage the behavior of all coaches and parents during games and practices.
- 8.3 Adhere to all GFL rules and regulations.
- 8.4 **GFL Fines:** Fines may be levied against coaches, teams, and/or parents by the GFL for a variety of infractions. The amount of a fine is determined by the GFL and cannot be waived by Mill Creek Football. All fines are the responsibility of the team and may be deducted from team money on deposit with MC Football. In the event there are not sufficient funds in the team account to cover the fine, the fine will become the personal responsibility of the Head Coach. In the event the fine is not collected prior to the end of the season the Head Coach will not be eligible for a coaching position the following season until such fine is paid in full.

- 8.5** Meet all deadlines set forth by the Mill Creek Football Board. Deadlines will be communicated via email and in weekly newsletters. It is the responsibility of the Head Coach to be aware of all deadlines and make sure those deadlines are met.
- 8.6** Adhere to all aspects of these Operational Guidelines.
- 8.7** **Other Fines:** Fines may also be levied against teams for failure to comply with Mill Creek Football Operational Guidelines, failure to meet deadlines, and/or failure to comply with items set forth in the Team Mom Handbook. This is to ensure all guidelines set forth by Mill Creek Football are followed equally by all teams, Head Coaches, Assistant Coaches, and Team Moms and to alleviate any undue burden on board members or volunteers resulting in a failure to comply with these guidelines. Fines are determined by the Mill Creek Football Board. Fines are non-negotiable. All fines are the responsibility of the team and may be deducted from team money on deposit with Mill Creek Football. In the event there are not sufficient funds in the team account to cover the fine, the fine will become the personal responsibility of the Head Coach. In the event the fine is not collected prior to the end of the season, the Head Coach will not be eligible for a coaching position the following season until such fine is paid in full.
- 8.8** Provide support for a Mill Creek Football workday to perform field and/or equipment maintenance as necessary.

Section 6: Player Selection Process

The rules regarding the player selection process, including reserving players prior to the draft, tryouts, and the draft itself, are mandated by the Gwinnett Football League. Please consult the GFL Handbook.

Section 7: Rules and Regulations

All rules and regulations are mandated by the Gwinnett Football League. Please consult the GFL Handbook.