

By-Laws of the Macomb Youth Football Club As Amended March 19, 2008

Article I – Team Name

The Macomb Youth Football Club, a member franchise of the Eastern Suburban Football League and the Home Town Football League, which currently has practice and game fields located in Macomb Township, Michigan, shall be named the “Macomb Mustangs”.

Article II – Purpose

The Macomb Youth Football Club’s (hereafter referred to as the Macomb Mustangs in this document) purpose is to provide the youth of this area, regardless of race, creed, or national origin, the opportunity to participate in controlled athletic competition; to familiarize boys and girls with the fundamentals of football and cheerleading; to provide the opportunity to play games in a supervised, organized and safety-oriented manner; to keep the welfare of the participants free of any adult ambition and personal glory; and to emphasize self-discipline, teamwork, fun and sportsmanship.

Article III – Commitment

The Macomb Mustangs are committed to providing a competent and trained coaching staff, practice and game facilities, as well as safe and approved equipment for participation in its activities in order to protect the health and welfare of the youths involved. We will strive to maintain a balance of competitiveness and instruction. Our goal is to promote open communication between all board members, staff, players, and families. All board meetings are open to all members of the Macomb Mustangs. Members of the Macomb Mustangs are defined as all board members, staff, players, cheerleaders, and their parent(s) and/or legal guardian(s). However, players and cheerleaders shall not vote in board elections at the annual meeting.

Article IV – Authority of By-Laws

These By-Laws are consistent with, but otherwise superceded where applicable, by those rules and by-laws of the Eastern Suburban Football League (hereafter referred to as the ESFL) and the Home Town Football League (hereinafter referred to as the HTFL). If there is a contradiction, the ESFL and HTFL Rules and/or By-Laws take precedence.

Article V – Officers of the Club

<u>Executive Board</u>	<u>General Board</u>	<u>Coaching Board</u>
<ul style="list-style-type: none"> • President • 1st Vice-President • 2nd Vice-President • Secretary • Treasurer 	<ul style="list-style-type: none"> • Sponsorship Director • Fundraising Coordinator • Communications Director • Concessions Manager • Merchandise Coordinator • Safety Director • Commitment Director • Equipment Manager • Deputy Equipment Manager • Banquet Coordinator • Web Information Director 	<ul style="list-style-type: none"> • Flag/Freshman General Manager • Junior Varsity/Varsity General Manager • Home Town FL General Manager • Varsity Football Head Coach • Junior Varsity Football Head Coach • Home Town FL Varsity Football Head Coach • Freshman Football Head Coach • Home Town FL JV Football Head Coach • Flag Head Coaches • Cheerleading Coordinator
<p><u>Consulting Board</u></p> <ul style="list-style-type: none"> • Past President • Historian 		

- 1) The period for nominations for all Executive Board and General Board offices shall begin at the end of the football season and shall run until November 30th of each year. All nominations for Executive Board and General Board positions shall be submitted in writing to the Secretary of the Macomb Mustangs or made at the November Board of Directors Meeting. The Secretary of the Macomb Mustangs shall cause a list of candidates to be published and a ballot of all nominees prepared for use in the election. At the December Board of Directors Meeting, nominations from the floor shall not be allowed unless no individual has been nominated for a particular position or unless the Board of Directors approves a motion to re-open nominations by a 2/3 majority of those directors present and voting at the annual meeting.
- 2) The election of the Executive Board and the General Board shall be held at the December Board of Directors Meeting and conducted by written ballot as prepared by the Secretary of the Macomb Mustangs. Any positions remaining open (no nominations or elected members) after the December board meeting will be held open until a person is nominated, after which an election for that open position will take place at the next scheduled board meeting.
- 3) Executive Board terms are 2 years in duration, and coincide with the fiscal year (from January 1st of the first year thru December 31st of the second year).
 - a. Election for these board members will be divided into alternating years. The President and Secretary will be elected in the odd years and the 1st and 2nd Vice-Presidents and Treasurer will be elected in the even years. A person may run for re-election upon completion of his/her term (there are no limits on the number of terms a person may run for and be elected).
 - i. Candidates for the position of President and Vice-President must have prior board experience either with the Macomb Mustangs or another team in the ESFL, whenever such nominated candidates exist. If no person with prior board experience self-nominates or is nominated by the December board meeting election, then a person without prior board experience may be nominated, if nominations are re-opened by the Board of Directors, and elected.
 - ii. Candidates for the position of Treasurer may have a background in the area of finance and/or accounting. If no candidates for Treasurer with financial or accounting background are nominated, then candidates without a financial or accounting background may be nominated.
- 4) General Board terms are for 1 year in duration, and coincide with the fiscal year (from January 1st thru December 31st).
 - a. A person may run for re-election upon completion of his/her term (there are no limits on the number of terms a person may run for and be elected to).
 - b. The offices of the Executive and General boards shall be decided by the votes cast by the membership of the Macomb Mustangs in attendance at the December, and any subsequent board meetings, if necessary.
 - c. Candidates are required to be present or give a letter of acceptance of their candidacy prior to the election being held to the Secretary of the Macomb Mustangs.
 - d. Proxy ballots will not be accepted.
- 5) The period for nominations for all Coaching Board positions shall begin at the end of the football season and shall run until January 8th of each year. All Coaching positions shall be submitted in writing to the President of the Macomb Mustangs or made at the November or December Board of Directors Meeting. At the January Board of Directors Meeting, nominations from the floor shall not be allowed unless no individual has been nominated for a particular position or unless the Board of Directors approves a motion to re-open nominations by a 2/3 majority of those directors present and voting at the annual meeting.
- 6) The election of the Coaching Board positions will be held at the January Board of Directors Meeting. Any positions remaining open (no nominations or elected members) after the January Board of Directors Meeting shall be held open until a person is nominated. After which, an election for that open position will take place at the next scheduled board meeting.
 - a. The term for the Coaching Board positions is for 1 year or until their successors are elected.
 - b. The offices of the Coaching Board members will be decided by the votes cast by the Executive Board, General Board and Coaching Board members in attendance.
 - c. Proxy ballots will not be accepted.
- 7) The members of the Executive Board, General Board and Coaching Board shall have an equal vote in all Macomb Mustang business presented at all Macomb Mustang Board of Directors Meetings.
- 8) If a position becomes vacant on either the General or the Coaching Board during the term, all remaining General, Coaching, and Executive board members shall appoint a successor. If a position becomes vacant on the Executive Board during the term, the remaining members of the Executive Board only, shall appoint a successor. If this position

is the vacancy of the President, then the 1st Vice-President will assume the position of President and the position of the 1st Vice-President will be appointed.

- 9) The member(s) of the Consulting Board shall have no vote in Macomb Mustang business.
- 10) The Executive Board may coordinate and appoint subcommittees and delegate authority for them to act on behalf of the Macomb Mustangs.
- 11) All out-going members of any board must deliver to their successors all official materials in their possession by the January Board of Directors Meeting, or the next subsequent board meeting after the election of a replacement board member.
- 12) The Coaching, General and Executive Boards shall approve all budgets for the fiscal year (January 1st to December 31st).
- 13) It shall be the responsibility of all board members to attend scheduled and emergency board meetings.

Article VI – Duties of Officers

Executive Board

1) President:

- a. Shall preside at all meetings of the Macomb Mustangs and act as the chief executive officer of the organization.
- b. Shall cast no vote except in the event of a tie, or may waive the right to do so.
- c. Shall call or schedule all Macomb Mustang board meetings.
- d. Establish and maintain policies in the best interest of the Macomb Mustangs, to ensure that the By-Laws and Rules & Regulations of the Macomb Mustangs, ESFL and HTFL are being enforced by the officers and staff members of the Macomb Mustangs.
- e. Shall work along with the Secretary and the Treasurer on all financial and business transactions.

2) 1st and 2nd Vice-Presidents:

- a. The 1st Vice-President shall preside at all meetings that the President is unable to attend.
- b. The 2nd Vice-President shall preside at all meetings that the President and 1st Vice-President are unable to attend.
- c. Shall be responsible for developing, in cooperation with ESFL and HTFL officials, a yearly playing schedule for the Macomb Mustangs as assigned by the President.
- d. Work with the Treasurer to oversee all insurance claims as assigned by the President.
- e. Shall act as representative and liaison for the Macomb Mustangs at league meetings.
- f. The 1st Vice-President shall perform the duties of the President in his/her absence.
- g. Shall oversee the activities of the General Board as assigned by the President.
- h. Shall assist with game day activities as assigned by the President.
- i. Shall work with the Commitment Director for acquiring needed volunteers for game day operations (i.e.: Time Clock Operator, Announcers, Chain Gang, Set-up, Tear-down and Clean up of game facilities).
- j. Shall be responsible for any 50/50 fundraising raffles conducted at home games.
- k. Shall be responsible for dividing and turning over any 50/50 raffle monies collected at home games to the Treasurer and the raffle winner(s).

3) Treasurer:

- a. Shall collect and maintain all fees and monies due to the Macomb Mustangs. All cash will be counted and documented by the Treasurer and one other board member.
 - i. A cash receipt will be issued for all transactions involving cash, and will be initialed by the Treasurer and the other board member present upon completion of cash counting.
 - ii. All checks collected by the Macomb Mustangs may serve as their own receipts.
- b. All monies turned in to the Treasurer shall be accompanied by a Deposit Receipt Form.
 - i. Form will be filled out in duplicate with one copy to be returned to the depositor as proof of deposit.
- c. All requests for reimbursements shall be accompanied by a Reimbursement/Payment Request Form.
 - i. Form will be filled out in duplicate with one copy to be returned with payment to the requestor.

- ii. No reimbursements will be allowed without the request form.
 - iii. No reimbursements will be allowed without a receipt or receipts. If receipts are lost or missing, the reimbursement must be approved by the Executive Board.
- d. Shall pay all bills of the Macomb Mustangs that are properly voted on and approved by the officers of the Macomb Mustangs.
- e. Shall keep a detailed account of all income and expenditures and shall submit a report at every Macomb Mustang board meeting unless otherwise waived.
- f. Shall submit a full financial report for the previous fiscal year at the January board meeting.
- g. Is authorized to maintain all necessary bank accounts for the Macomb Mustangs. The signatures of the President and Treasurer will be on these accounts at all times.
- h. Shall submit a proposed budget for the current fiscal year at the February meeting to be voted on at the March meeting. Budget may be amended at any regular meeting with a 2/3 majority of the board.
- i. Shall make available at all times, any financial statements, receipts and bank statements to any Board Member who requests them.
- j. Shall work with the Secretary to help create a list of any members that do not attain "Returning Player" status for the following season due to family not complying with all financial obligations (i.e. registration fees).

4) Secretary:

- a. Shall record the minutes of all meetings and read them at each subsequent meeting unless otherwise waived.
- b. Shall maintain attendance records at all meetings.
- c. Shall attend to all correspondence regarding Macomb Mustang matters and records with appropriated consideration to the President and staff of the Macomb Mustangs.
- d. Shall be responsible for obtaining and maintaining complete files on players and cheerleaders, rosters and transmissions of this information to the league, coaches, Board and general membership as necessary.
- e. Shall act as Registrar for the Macomb Mustangs.
 - i. Register all new and returning players per Macomb Mustang and ESFL rules.
 - ii. Shall verify all required documentation at registration.
 - iii. Shall create and update a registration database.
 - iv. Shall provide rosters and contact information to all Head Coaches and General Managers.
 - v. Shall provide address information to the Communications Director.
 - vi. Shall provide address and contact information to the Commitment Director.
 - vii. Shall work with the Treasurer, Equipment Manager and Commitment Director to create a list of any members that do not attain "Returning Player" status for the following season due to family not completing at least 3 volunteer commitments, not returning fundraising materials in a timely manner, or not turning in equipment in a clean and timely manner.

Consulting Board

1) Past President:

- a. Shall provide guidance to the Executive Board and help maintain continuity from year to year.

2) Other Members:

- a. The Executive Board can nominate anyone to serve on the Consulting Board (i.e.: Historian).

General Board

- A. General Board members may, with the approval of the Executive Board, choose to assign a portion of their listed responsibilities to an assistant or assistants as approved by the Executive Board. The elected General Board member however, retains all responsibility for completion of said duties listed in these By-Laws. Approved assistants must adhere to these By-Laws in carrying out their appointed duties.

1) Fundraising Coordinator:

- a. Shall be responsible for proposing fund raising events to the board.
- b. Shall be responsible for scheduling, insurance, set-up, tear down and clean up of all fundraising events.
- c. Shall work with the Communication Director to ensure proper notification of all scheduled events.
- d. Shall be responsible for any inventory required for this position.
- e. Shall work with the Commitment Director for acquiring needed volunteers.
- f. Shall work with the Treasurer and budget funds required for any activities and be responsible for turning over any monies from these events to the Treasurer (Sweepstakes Tickets, Bowling, Pie Contests, etc...).
- g. Shall propose a budget to the Executive Board for approval.
- h. Shall work with the Secretary to help create a list of any members that do not attain "Returning Player" status for the following season due to family not turning in all fundraising materials in a timely manner.

2) Communication Director:

- a. Shall be responsible for all written communication to members of the Macomb Mustangs. All communication should be approved by the board and must be approved by the President or Vice-President.
- b. Shall be responsible for design, printing and distribution of game programs.
- c. Shall be responsible for design, printing and distribution of the yearbook.
- d. Shall assist the Web Information Director in the design, printing and maintenance of the Macomb Mustangs website (www.macombmustangs.com).
- e. Shall be responsible for any inventory required for this position.
- f. Shall work with the Commitment Director for acquiring needed volunteers.
- g. Shall work with the Treasurer and budget funds as required.
- h. Shall propose a budget to the Executive Board for approval.

3) Concession Manager:

- a. Shall be responsible for the set-up, tear down, and clean up of concession area for each home game.
- b. Shall be responsible for any inventory required for this position.
- c. Shall work with the Commitment Director for acquiring needed volunteers.
- d. Shall work with the Treasurer and budget funds required.
- e. Shall be responsible for turning over any monies to the Treasurer.
- f. Shall propose a budget to the Executive Board for approval.

4) Merchandise Coordinator:

- a. Shall be responsible for procurement and sales of merchandise.
- b. Shall be responsible for set-up, tear down, and clean up at all home games, fundraising events, registrations, and at least one practice night per week.
- c. Shall be responsible for any inventory required for this position.
- d. Shall work with the Commitment Director for acquiring needed volunteers.
- e. Shall work with the Communication Director and Webmaster to ensure proper notification of all merchandise availability, sales and events.
- f. Shall work with the Treasurer and budget funds required.
- g. Shall be responsible for turning over any monies to the Treasurer.
- h. Shall propose a budget to the Executive Board for approval.

5) Safety Director:

- a. Shall be responsible for the filling out and maintaining of all incident reports (Coaches may fill out reports and turn them in to the Safety Director the day of the incident).
- b. Shall be responsible for turning in copies of all ESFL or HTFL required incident reports to the Secretary for filing with the ESFL or HTFL.
- c. Shall be responsible for maintaining all safety equipment.
- d. Shall work with the Commitment Director for acquiring needed volunteers.
- e. Shall work with the Communication Director to ensure proper notification of all safety issues to the members.
- f. Shall work with the Treasurer and budget funds required.
- g. Shall propose a budget to the Executive Board for approval

6) Commitment Director:

- a. Shall work with all Directors to provide the required volunteers requested.
- b. Shall all assign all member parent(s) or guardian(s) to at least four (4) activities per player/cheerleader.
- c. Shall work with all member parent(s) or guardian(s) to verify their participation in assigned activities.
- d. Shall verify all member parent(s) or guardian(s) assigned service as required for "returning player" status.
- e. Shall work with the Communication Director to ensure proper notification of all Commitment issues.
- f. Shall work with the Treasurer and budget funds required.
- g. Shall propose a budget to the Executive Board for approval
- h. Shall work with the Secretary to help create a list of any members that do not attain "Returning Player" status for the following season due to family not completing at least four (4) volunteer commitments per player/cheerleader.

7) Equipment Manager and Deputy Equipment Manager:

- a. The Equipment Manager and Deputy Equipment Manager shall work in concert to insure that the goals of this section are accomplished.
- b. Shall be responsible for seeking out and obtaining, after approval, quality, effective equipment and uniforms necessary to ensure the safety of the children associated with the Macomb Mustangs.
- c. Shall work with the coaching staffs to insure that the equipment and uniform needs of the players, cheerleaders and coaches are met.
- d. Shall be responsible for the maintenance, distribution, collection and storage of the Macomb Mustang equipment and uniforms.
- e. Shall be responsible for obtaining the necessary storage space for Macomb Mustang equipment and other Macomb Mustang assets.
 - i. Shall be responsible for the distribution and collection of keys for this storage space.
- f. Shall work with the Treasurer and budget funds required.
- g. Shall propose a budget to the Executive Board for approval.
- h. Shall work with the Secretary to help create a list of any members that do not attain "Returning Player" status for the following season due to not turning in equipment in a clean and timely manner.

8) Banquet Coordinator:

- a. Shall be responsible for procurement of suitable banquet hall for end-of-season banquet.
- b. Shall be responsible for set-up, tear down and clean up of all banquet decorations and entertainment.
- c. Shall be responsible for procurement of suitable player and cheerleader trophies.
- d. Shall be responsible for selling banquet attendance tickets and maintaining a database of guests, including player's and cheerleader's names, number of adult guests, number of child (discounted price) guests, number of player/cheerleader guests, total amounts paid, dates purchased and methods of payment.
- e. Shall work with the Treasurer and budget funds required.
- f. Shall propose a budget to the Executive Board for approval.
- g. Shall be responsible for turning over any monies to the Treasurer.

9) Web Information Director:

- a. Shall be responsible for the design, printing and maintenance of the Macomb Mustang website (www.macombmustangs.com).
- b. Shall be responsible for all internet communication to members of the Macomb Mustangs. All communication should be approved by the board and must be approved by the President or Vice-President.
- c. Shall be responsible for any inventory required for this position.
- d. Shall work with the Commitment Director for acquiring needed manpower resources.
- e. Shall work with the Treasurer and budget funds as required.
- f. Shall propose a budget to the Executive Board for approval.

10) Sponsorship Director:

- a. Shall be responsible for proposing and implementation of an annual sponsorship funding program for the benefit of the Macomb Mustangs.
- b. Shall be responsible for any inventory required for this position, if any.
- c. Shall work with the Commitment Director for acquiring needed volunteers.
- d. Shall work with the Treasurer and budget funds required for any activities and be responsible for turning over any monies from these events to the Treasurer.
- e. Shall propose a budget to the Executive Board for approval.

Coaching Board

1) General Managers (Flag/Freshman; JV/Varsity; and HTFL JV/Varsity):

- a. Shall oversee the division of players and cheerleaders to the teams in accordance to the By-Laws and the rules and regulations of the Macomb Mustangs, the ESFL and the HTFL.
- b. Shall act as liaison between player, cheerleaders, families, coaches, referees and officers of the Macomb Mustangs, at all times enforcing the By-Laws and Rules and Regulations of the Macomb Mustangs, the ESFL and the HTFL.
- c. Shall work with the Vice Presidents and the Commitment Director on game day operations and to acquire needed volunteers for game day operations (i.e.: Time Clock Operator, Announcers, Chain Gang, Set-up, Tear-down and Clean up of game facilities).
- d. More than one person may hold these positions.
- e. In the event of a personal conflict with a General Manager's child, then another General Manager or the Vice-President shall act as the liaison for this dispute.

2) Head Coaches/Cheerleading Coordinator:

- a. An appointment to a Head Coach position, if accepted, negates that individual's previously elected office in the Macomb Mustangs.
- b. All Head Coaches and Cheerleading Coordinator are to conduct themselves and their teams in the best interest of the children placed in their care and in accordance to the By-Laws and Rules and Regulations of the Macomb Mustangs, the ESFL and the HTFL.
- c. All Head Coaches and Cheerleading Coordinator shall work with the Executive Committee and the General Managers in the distribution of the registered players, in accordance with the Rules and Regulation of the Macomb Mustangs, the ESFL, and the HTFL.
- d. The Cheerleading Coordinator shall be responsible for the maintenance, distribution and collection of the cheerleader's equipment and uniforms which will be returned to the Equipment Director for the proper storage.
- e. All Head Coaches and Cheerleading Coordinator shall submit an Assistant Coaches Staff roster to the Executive Board at least 1 week prior to the first day of practice.

- f. The Cheerleading Coordinator shall work with the Treasurer and budget funds as required.
- g. The Cheerleading Coordinator shall propose a budget to the Executive Board for approval.

ARTICLE VII – NON-BOARD STAFF MEMBERS:

1) Assistant Coaches:

- a. Head Football Coaches may appoint assistant coaches in a number set for their team by the Executive Board.
- b. Head Cheerleading Coaches may appoint not more than one assistant coach for every 7 cheerleaders on their squad, rounded up to the nearest multiple of 7 (i.e.: if there are 13 cheerleaders on the team, the total number of assistants may not exceed 2).
- c. All Assistant Football and Cheerleading Coaches are to conduct themselves in the best interest of the children placed in their care and in accordance to the By-Laws and Rules and Regulations of the Macomb Mustangs, the ESFL and the HTFL.
- d. Completing the season as an Assistant Coach fulfills that person's commitment requirement.

2) Team Trainers/Medics:

- a. Shall be certified in First Aid and CPR, and be licensed/certified in a medical field such as a nurse, doctor, emergency medical technician, or paramedic.
- b. More than one person may be appointed to hold these positions by the Executive Board.
- c. Shall be present for all league games and/or competitions to apply their knowledge and experience in the proper medical care and/or decisions made at the time of a football player's and/or cheerleader's injury.
- d. Shall conduct themselves in the best interest of the children placed in their care and in accordance to the By-Laws and Rules and Regulations of the Macomb Mustangs, the ESFL, and the HTFL.
- e. Team Trainers/Medics are compensated positions.

3) Team Mom/Dad:

- a. Shall work with the Communication Director, Commitment Director, Coaching Staff, and any other necessary Board members to keep team players/cheerleaders and their parent(s) and/or guardian(s) informed of all pertinent organization related information.
- b. Shall ensure that communications are delivered to at least 1 parent and/or guardian of team players/cheerleaders.
- c. Shall conduct themselves in accordance to the By-Laws and Rules and Regulations of both the Macomb Mustangs, the ESFL, and the HTFL.
- d. Completing the season as a Team Mom/Dad fulfills that person's commitment requirement.

ARTICLE VIII - FISCAL YEAR

The fiscal year shall be from January 1st to December 31st.

ARTICLE IX - EXECUTION OF INSTRUMENTS

All expenditures not covered under an established budget shall require a vote by the board. All payments of money that have not been previously budgeted, and exceeding the amount of \$500.00 shall require the approval of the Executive Board.

ARTICLE X - MEETINGS

Macomb Mustang meetings will be scheduled at least once per month (during the season meetings may be scheduled Bi-weekly). All board members are required to attend scheduled board meetings. If they cannot attend due to a vacation,

work conflict, sickness, or special personal event, etc..., they must notify an Executive Board member prior to the meeting. Each meeting date will be set at the end of the previous meeting. Notice of this meeting is not required unless the day or site is changed; in which case, notification must be given to the necessary parties within 24 hours prior to the adjusted meeting.

Macomb Mustang meeting discussion shall be conducted using Roberts Rules of Order:

1. Roll Call
2. Minutes of previous meeting
3. ESFL News/ Meeting Report
4. Treasurer's report
5. Old Business
6. New Business
7. Executive, General, Consulting & Coaching Board Roundtable
8. Adjournment

A 3/5 majority of Executive Board members (the President or a Vice-President must be in attendance), must be present to constitute a quorum for the transaction of business at any regular or special Macomb Mustang Board of Directors meeting. If a quorum is present at any regular or special meeting, then a simple majority of votes is sufficient for the adoption of any motion or resolution, except amendments to the By-Laws, which must pass by a 2/3 vote of all board members present and voting. Votes may be taken by voice, show of hands or by secret ballot as those present may determine.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended, altered, changed, added to or repealed by the affirmative vote of a 2/3 majority of the members present (in quorum) at any Macomb Mustang meeting providing that written notice of a proposed change shall be provided to each Board Member of the Macomb Mustangs at least one meeting prior to the date of the meeting at which such proposed changes shall be submitted for vote.

ARTICLE XII – REGISTRATION

- 1) Policies related to the time, place, and manner of the registration process shall be set by the Board of Directors.
- 2) Returning players are required to be at returning player registration for weigh-in or prior arrangements must be made through the Secretary of the Macomb Mustangs within two (2) weeks before open registration.
 - A) Returning players are defined as those players on the previous season's roster that have no outstanding debt, or unreturned equipment, uniforms or fundraising materials, and whose parent(s)/guardian(s) fulfilled their volunteer commitments to the organization (thereby becoming eligible to receive commitment fee refunds at the end of that season, if any), and their siblings.
 - B) A returning player may also be a player transferring from another ESFL or HTFL team roster from the previous season. The Mustangs will honor this policy if that player's family has changed residence (moved closer to Macomb Township) within the past 12 months (proof of the move will be required). Notification of the transfer will be made by the Macomb Mustang President to the other member ESFL or HTFL franchise.
- 3) Returning players must register by the end of the announced Returning Player Registration session, or they will waive their returning player status.
- 4) A New Player Registration session will be held following the Returning Player Registration to fill any vacancies on team rosters. New players shall be required to be present at new player registration.
- 5) There will be no registrations accepted in the time period between Returning Player and New Player Registration sessions.
- 6) Families moving into the area due to employment/military service, after new player registration, may be given special consideration upon board approval.
- 7) If a player qualifies for two (2) teams, they will be assigned to the lower division team unless that team is full.
- 8) Up to 4 scholarships may be given each year, if approved by the Board of Directors.
 - A) All cheerleading and football squads are eligible to receive scholarship members but none are guaranteed a minimum number (i.e.: there are 4 cheer and 4 football squads, while only 4 scholarships in total – placement will be based on individual circumstance and need).

- B) The scholarship player will be in addition to the set team sizes.
 - C) A Scholarship Form must be completed and submitted to the secretary of the Macomb Mustangs prior to the first game of the season.
- 9) Registration and commitment fees will be set each year by the Board of Directors. A registration fee discount will be given to families with multiple players.
 - 10) When a child is registered he/she must have the following items or he/she may not be able to register:
 - A) New players/cheerleaders must provide a copy of an original birth certificate for age verification (to be kept on file with the ESFL or HTFL).
 - B) Registration fees in total.
 - C) Current child's photo (submitted to league – cannot be returned).
 - D) Completed Registration Form with contact name and phone number of parent(s)/guardian(s).
 - 11) Before a football player or cheerleader can participate in any practices, an emergency contact form, a current physical/physician's release form completed in the current calendar year, and all waivers and code of conduct forms must be submitted to the Secretary.

ARTICLE XIII -TEAM LIMITS

- 1) There are two Flag teams, the Gold Mustangs and the Blue Mustangs, each Flag team has a roster limit set at 18 players. This limit may be exceeded at the discretion of the Executive Board, but each team may not exceed 24 players in accordance with the rules of the ESFL or HTFL.
- 2) Tackle team limits are set at a roster size of 30 players at registration (excluding any scholarships awarded or special consideration). This will not apply if the number of returning players exceeds the set team size. This limit may be exceeded at the discretion of the Executive Board, but each team may not exceed 45 players in accordance with the rules of the ESFL and 35 players in accordance with the rules of the HTFL.
- 3) Based on coach's recommendations and agreements, tackle team sizes may be adjusted by transferring/alternating players based on physical abilities or safety concerns.
- 4) Cheer team limit is set at a roster size of 20 for all tackle teams and 14 for the flag team. This limit may be exceeded at the discretion of the Executive Board, but each team may not exceed the total number allowed by the ESFL or HTFL.

ARTICLE XIV - TEAM PARTICIPATION

- 1) Team participation for all players shall be based on league specified minimums as expressed in the individual league bylaws or rules.
- 2) Player game time participation may be reduced or impacted based on attendance during the previous week of practices, or if the player is placed on disciplinary action by coaching staff or his/her parents/guardians. This must be accomplished in accordance with rule number 1 in Article XIV – Team Participation above.
- 3) Players not participating in a game due to injury will be encouraged (if able) to be with the team on game day without pads and wearing player jersey.

ARTICLE XV - GRIEVANCES

1) Grievance procedure:

- A) Any grievance by any member of the Macomb Mustangs will be dealt with by the following procedure:
 - i) Step I – General Manager (all grievances will start at this step)
 - a) If grievance is about one of the General Managers then the grievance can be brought to another General Manager or go directly to the Macomb Mustang Board.
 - b) If the grievance pertains to Board matters (i.e.: By-Laws, Board members, Etc.) then the grievance will go directly to the Macomb Mustang Board.
 - c) If the grievance pertains to a Head Coach or his/her assistants then the grievance will first go to the General Manager and then to the board if necessary.
 - d) If the grievance pertains to a non-board or non-staff member then the grievance will first go to the General Manager and then to the board if necessary.

- e) If the grievance cannot be resolved between the General Manager and the complainant then the grievance will be sent to the Macomb Mustang Board.
 - ii) Step II – Macomb Mustang Board (if necessary)
 - a) The board will appoint a Grievance Committee to oversee any grievance.
 - Grievance Committee must have at least one member from each board (executive, General, Coaching and Consulting). The Consulting Board member will be appointed as a consultant only and have no vote. The committee will be selected by a drawing of names of persons not involved with the grievance.
 - When the Grievance Committee has concluded with the grievance, the Committee recommendations will be sent to the entire Board for approval and action.
 - The appointed Committee may be involved in more than one (1) grievance at a time.
 - iii) Step III – Macomb Mustang Executive Board (if necessary)
 - a) If the grievance is solved between any of these steps, then it need not progress any further unless there are multiple grievances on the same subject, then it must be brought to the attention of the entire Board.
 - b) The entire Board will have final decision in any grievance.
 - c) If the grievance is brought against an Executive Board member, then that member shall be removed from the grievance procedure and replaced by the Past President. The Past President shall have the right to vote in this case.
- B) A grievance can be written or oral.
 - i) If the grievance is to go to the Board, then the grievance must be in writing.
 - C) A response requiring Board review will be given to the complainant within 2 days after the next scheduled board meeting.
 - D) Any breach of the Macomb Mustang By-Laws will become an automatic grievance before the Board.

2) Grievance Actions:

- A) Results of Grievances may include Guidance, Instruction, and Clarification of Rules & Regulations, Warning, Suspension or Removal.
- B) Any person being named in a grievance will have the chance to rebut the grievance at a Grievance Committee hearing before a recommendation has been submitted to the entire Board for approval.
- C) After a rebuttal at a Grievance Committee hearing, the Grievance Committee will submit a recommendation to the entire Board for final approval and action.
 - i) Failure to comply with the decision of the Grievance Committee will result in a “show cause” hearing in front of the same Grievance Committee, where you will be given an opportunity to explain the failure. The Grievance Committee will then make another recommendation, up to suspension or expulsion, to the entire Board for approval.
 - ii) The decision of the entire Board will be final.