

PECAN GROVE HURRICANES
A DIVISION OF THE PECAN GROVE YOUTH SPORTS ASSOCIATION
IN AFFILIATION WITH THE FORT BEND YOUTH FOOTBALL LEAGUE

**BYLAWS,
RULES & REGULATIONS**



Approved by the Pecan Grove Hurricanes Board of Directors September 4, 2018.

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BYLAWS

Article 1

Name

- 1.1** The name of the organization shall be Pecan Grove Hurricanes. The Pecan Grove Hurricanes are a division of the Pecan Grove Youth Sports Association (“PGYSA”).
- 1.2** The Pecan Grove Youth Sports Association is in itself a non-profit, State recognized 503(c) organization.
- 1.3** The Pecan Grove Hurricanes shall hereafter be referred to as The Hurricanes.
- 1.4** The Hurricanes shall be in compliance with the State of Texas Non-Profit Act of 1962.
- 1.5** The Hurricanes are a franchise participating in the Fort Bend Youth Football League (“FBYFL”) a non-profit unincorporated 503(c) organization.

Article 2

Objective

- 2.1** To ensure that each member understands, complies with, and accepts the overall responsibility of upholding The Hurricanes bylaws, rules and regulations.
- 2.2** To provide support for and coordinate all activities of the members that comprise The Hurricanes.
- 2.3** To provide a basis for parent and child relationships through athletic, social, and community projects.
- 2.4** To teach the basic fundamentals of football and cheerleading for the purpose of having a better understanding of each sport.
- 2.5** To instill character, responsibility, and respect for fellow players, coaches, and the community.
- 2.6** These bylaws are intended to supplement the rules and regulations of the PGYSA and FBYFL. The rules of the FBYFL shall have overall control and shall supersede any Section of these bylaws.

Pecan Grove Hurricanes Mission Statement

The Pecan Grove Hurricanes mission is to mentor, build character and prepare the community youth for future life endeavors through a quality, competitive, moral and safe football and cheer program that teaches the fundamentals of each sport.

Pecan Grove Hurricanes Motto

The Pecan Grove Hurricanes Motto is "Passion, Discipline, and Commitment. Faith & Family First, and we NEVER Give Up - The Hurricane Way."

Article 3

Structure

- 3.1 The Hurricanes are a division of the Pecan Grove Youth Sports Association, a non-profit organization, and a member of the Fort Bend Youth Football League, and thus shall be organized and operated in accordance with FBYFL's bylaws.
- 3.2 The overall governing body is comprised of The Hurricanes Board of Directors ("BOD"). The Hurricanes BOD is responsible for establishing rules and regulations, expanding the program, and/or preserving the uniformity and ideals of The Hurricanes organization.
- 3.3 The Hurricanes shall be comprised of those participating members who are elected by the members of the organization or appointed by The Hurricanes BOD.
- 3.4 The Hurricanes BOD shall be comprised of all elected or appointed voting members.
- 3.5 The Hurricanes elected and appointed member positions shall be as follows:

Elected, Voting Member Positions:

- President
- Vice President
- Secretary
- Treasurer
- Athletic Director
- Asst. Athletic Director
- Athletic Director – Cheer
- Asst. Athletic Director - Cheer
- Fundraising Director
- Sponsorship Director
- Merchandise Director
- Concession Director
- Special Events Coordinator

Appointed, Voting Member Positions

- Team Mom Director
- Head Coach Director

Appointed Non-Voting Member Positions

- Senior Football Head Coach (Nominated by Athletic Director/Approved by Board)
- Junior Football Head Coach (Nominated by Athletic Director/Approved by Board)
- Sophomore Football Head Coach (Nominated by Athletic Director/Approved by Board)
- Freshman Football Head Coach (Nominated by Athletic Director/Approved by Board)
- Flag Football Head Coach (Nominated by Athletic Directors/Approved by the Board)
- Football Coaching Staff (Nominated by respective Head Coach/Approved by AD)
- Senior Cheer Head Coach (Nominated by Cheer AD/Approved by Board)*
- Junior Cheer Head Coach (Nominated by Cheer AD/Approved by Board)*
- Sophomore Cheer Head Coach (Nominated by Cheer AD/Approved by Board)*
- Freshman Cheer Head Coach (Nominated by Cheer AD/Approved by Board)*

Pom Cheer Head Coach (Nominated by Cheer AD/Approved by Board)
Cheer Coaching Staff (Nominated by respective Head Coach/Approved by AD)
Team Moms (Nominated by Board/Approved by Head Coach)

Any member position that is elected or appointed after the time of the ratification of these By-Laws shall conform to the rules set forth by these By-Laws.

- 3.5 Spouses/immediate household family members elected or appointed to The Hurricanes BOD may not hold more than one voting member board position.

Article 4 **Membership**

- 4.1 Organization membership shall be open to the public.
- 4.2 A minimum of one (1) year of your child participating entitles an individual to be eligible for nomination and election of any elected or appointed position, unless a special election is granted to fill an unoccupied position, then this election shall be open to the public. A minimum of one (1) year Board Membership entitles a person to be eligible for nomination and election for the following positions: President and Vice Present.
- 4.3 Organization membership entitles an individual to hold any office or to participate on any committee at the Pecan Grove Youth Sports Association or Fort Bend Youth Football League level.
- 4.4 Membership meetings shall be held not less than once a month in the off-season and not less than twice per month during the season unless otherwise specified by the BOD. All Voting Board Members are expected to attend 75% of the off-season meetings (December-July) and 75% of the season meetings (August – November). Any individual not attending regularly scheduled meetings in accordance with the above stated standard is subject to removal from office. No attendance requirements will be set for non-voting members; however, attendance is encouraged. Attendance records will be maintained by the Secretary and reviewed by the President or Vice President. Attendance results will be presented to the BOD quarterly.
- 4.5 Membership meetings are open to all members and any person affiliated with The Hurricanes organization unless otherwise specified. Affiliates must wait until recognized by the President or meeting chairperson before commenting at any meeting. Such opportunity will be given at each membership meeting.
- 4.6 Members shall maintain a good financial standing with The Hurricanes, pay all bills, satisfy all obligations when they become due, maintain and provide financial records on any organization related transaction if required, and return equipment loaned by The Hurricanes in a timely manner.
- 4.7 Members shall be responsible for maintaining accurate notes and records as they pertain to the BOD, their individual functional responsibilities, and decisions made at BOD meetings. These notes and records shall be collected on or before the date of the final BOD meeting. These notes and records shall be redistributed to the new BOD at the Annual Meeting in January.

- 4.8** Background checks will be completed for sexual assault and child molestation on all individuals holding an official voting or non-voting position with The Hurricanes organization. When necessary, additional checks will be performed for criminal records. The Hurricanes BOD will submit an official roster and application of all volunteers/coaches to the FBYFL EX BOD by the final scheduled BOD Meeting in the month of July of each year. Only FBYFL EX BOD approval will permit an individual to perform in an official capacity with The Hurricanes. Returning applicants will be checked by zip codes for current violations.

Article 5

Government

- 5.1** The Hurricanes shall be governed by the BOD comprised of the Member positions listed in Article 3.5.
- 5.2** At the end of the regular Football season, nominations shall be accepted in writing for open BOD positions. If possible, requests for nominations will be announced prior to the last regular game of the season. When more than one nomination is received for any one position, elections shall be held before the final Board meeting of the year for the upcoming year, typically at Banquet. All new BOD members should attend the final BOD meeting for the outgoing BOD.
- 5.3** All elected BOD members shall hold office for a term of two (2) complete years and may be eligible for re-election. Any BOD member returning for the second year of their term shall have the option to fill any upcoming vacant position with BOD approval prior to the announcement of vacancies. Any BOD member eligible for re-election shall have the discretion of self-nominating for any upcoming vacant position with BOD approval prior to the announcement of vacancies. Returning BOD members shall be announced as candidates during the announcement of vacancies.
- 5.4** Any elected BOD member position that is not filled or that becomes available during the season may be filled immediately by appointment by the BOD. All members appointed in this manner shall be subject to re-election at the end of the year.
- 5.5** All appointed inductees shall be subject to re-election at the end of each year. Appointments require 2/3 approval vote by the quorum.
- 5.6** The BOD reserves the right to review and select all appointed positions.
- 5.7** The Fort Bend Youth Football League reserves the right to approve all individual BOD members each year.
- 5.8** A quorum of 51% of the BOD must be present to call a meeting of the BOD to order.
- 5.9** Approval by a majority of the quorum shall be required for any vote of the BOD. Any member holding more than one position shall only have one vote. In the case of a tie vote, the President shall have the right to vote and shall have only one vote.

- 5.10 The Annual Meeting for New Member induction and voting for appointed positions will be held during the second week in January. The calendar for regular meetings will be established at the Annual Meeting. Emergency Meetings can be called by the President with 48 hours notice and must have a quorum present to call the meeting to order.
- 5.11 Every meeting shall include, but not be limited to the following: Roll call, approval of the prior meeting minutes, treasurers report, report of each committee/operational group, unfinished business, new business, disciplinary actions (if needed), discussion from the floor, adjournment. Each report shall be limited to 5 minutes of floor presentation time during a BOD meeting with up to 5 minutes of question/answer time prior to a vote. If additional time is required prior to a vote, the President should direct the formation of a special committee.
- 5.12 Each appointed committee shall be created under the direction of a BOD member. The responsible BOD member in conjunction with committee members shall update the BOD on the progress of the committee at each BOD meeting.
- 5.13 The Robert's Rules of Conduct shall govern all proceedings not covered by these bylaws. Voting procedures are as follows: A motion to vote must be made by any BOD member. Another BOD member must second that motion for voting to proceed. The President shall announce and direct the vote. The vote will be conducted by hand or ballot tally. The Vice President and Treasurer (or duly appointed substitutes) shall tally the vote and agree upon the tally. The President shall announce the results. The Secretary shall record the results.

5.14 Responsibilities of the Voting Board of Directors:

President: President shall act as Chairman at all membership meetings; and shall maintain overall responsibility of all activities, operations and/or tasks related to The Hurricanes organization and key community partnerships/relationships. General duties shall include representing the Franchise with respect to the meetings and proceedings of the Pecan Grove Youth Sports Association and Fort Bend Youth Football League. Reporting the decisions and discussions of the FBYFL at BOD meetings. Preparing and coordinating BOD meeting agendas. The President shall be responsible for coordinating registration dates and special events dates with the Gators and with the HOA when events/games are to be held at Belin Park. The President shall communicate with the PGYSA for the coordinated reservation of Pecan Grove Park on Pitts Road. In coordination with the Secretary, the President shall maintain accurate notes and records as they pertain to the BOD and the responsibilities of the President to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD at the Annual Meeting in January.

Vice President: Vice President shall assist the President with overall responsibilities related to The Hurricanes organization and assume the duties of the president in his/her absence in all capacities. General duties shall include representing the Franchise with respect to the meetings and proceedings of the Pecan Grove Youth Sports Association and Fort Bend Youth Football League. Reporting the decisions and discussions of the PGYSA at BOD meetings. Reviewing BOD member participation in meetings. Other general duties shall include overseeing

the management of all operations and concessions contracts. Together with the Secretary and Head Coach Director, the Vice President shall be responsible for organizing Registration Day. In coordination with the Secretary, the Vice President shall maintain accurate notes and records as they pertain to the BOD and the responsibilities of the Vice President to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD Vice President at the Annual Meeting in January.

Secretary: Secretary shall be responsible for recording all communications between any formal entity and The Hurricanes and also, record any communications within the organization. General duties include recording and preparing minutes of meetings, letters, informational bulletins, and website & social media maintenance. The Secretary shall be responsible for coordinating Picture Day. Together with the President and Treasurer, the Secretary shall be responsible for organizing online and physical Registration Days. Together with the Athletic Directors, the Secretary shall be responsible for assembling, collecting, organizing, submitting and monitoring the AD books with the FBYFL. The Secretary shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the Secretary to be turned into the BOD on or before the date of the final meeting and redistributed to the new Board Secretary at the Annual Meeting in January.

Treasurer: Treasurer shall be the custodian of all organization and financial related activities. The Treasurer shall keep complete financial records and present the records at each BOD Meeting. The Treasurer shall coordinate and oversee the accounting and records for all events and activities that require separate budgeting authority. The Treasurer shall be ultimately responsible for maintaining a log of all budgets. All funds in excess of \$1,000 payable shall have two (2) signatures: the President and/or the Vice President and/or the Secretary. All other receivables and payables shall have the signature of at least one of the three appointed signors. General duties shall encompass all bank account bookkeeping, recording all transactions and developing a periodic financial statement, regular financial reporting to the BOD. The Treasurer shall prepare a general budget statement to be published for all members. This budget shall include large categorizations of receiveables and expenses for the previous Season. This budget can be reported in percentages and/or approximate dollar amounts. This budget shall be made available to all members. The Treasurer shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the Treasurer to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD Treasurer at the Annual Meeting in January.

Athletic Director(s)

(AD): Athletic Director(s) shall supervise all football or cheer operations within assigned teams of The Hurricanes organization and is

responsible for all actions on the practice and playing field. The Hurricanes may elect four Athletic Directors. One to oversee all Cheer, with one assistant for Cheer, one to oversee Flag/Freshman football teams, one to oversee Sophomore/Junior football teams, and one to oversee Senior football teams. Together, the Football ADs will coordinate coverage for all five divisions to ensure at least one AD is present at each division game from beginning to end. Directors must attend at least one league required coaching clinic per year. General responsibilities shall consist of the following, but not limited to, playing field acquisition & set-up (in consultation with the President and PGYSA), equipment & supplies, monitoring and enforcement of timely background checks and required coaching certifications, and all organizational issues on the practice and playing field. Nominating Head Football Coaching staff. Maintaining accurate and complete records for review by the FBYFL. Together with the Secretary, the Athletic Directors shall be responsible for collecting, organizing, submitting and monitoring the AD books with the FBYFL. For each game, football AD's are responsible for AD books, monitor sheets, clipboards, pens, plastic covers in case of rain, securing assigned monitors for the games at their level, game balls, pump, and helmet repair kit. Athletic Directors are also responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the AD to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD AD(s) at the Annual Meeting in January.

Head Coach
Director (HCD):

Head Coach Director shall assist the President with overall responsibilities related to The Hurricanes organization with a specific focus on the operations of football and cheer teams and players. General duties include coordinating the overall development and training of all coaching staff (football and cheer) as it pertains to the rules of the FBYFL and the needs of the franchise. Attend FBYFL coaching and safety meetings. Together with the President, the HCD shall organize a Hurricane parent meeting to take place prior to the first week of regular season practice and two Head Coach meetings, one to take place prior to first season game and one to take place after week 4 of the regular season. Other general duties shall include overseeing the management of all athletics functions including players/cheerleaders camps and clinics. Together with the Secretary and Vice President, the HCD shall be responsible for organizing Registration Day. The HCD shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the HCD to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD HCD at the Annual Meeting in January.

Team Mom
Director(TMD):

Team Mom Director shall facilitate all parental communication & organization dealing with all off the field activities for football and cheer. Head Coaches shall nominate and the BOD shall accept &

approve Team Moms. Team Mom Director is responsible for coordinating the need for and delegating to the teams, parental volunteerism. Team Mom Director is also responsible for collecting accurate team records/team rosters from all team moms and maintaining updated franchise records through-out the season. The TMD shall organize a Hurricanes moms meeting to take place prior to the first week of regular season practice in order to coordinate team moms and advise them of season expectations, and to cover other important topics with general Hurricanes moms. TMD is also responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the TMD to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD TMD at the Annual Meeting in January.

Fundraising

Director (FRD):

Fundraising Director shall be responsible for the organization and coordination of all Fundraising events. General duties shall consist of recommending fundraising events, preparing and maintaining budgets for all fundraising events and activities, organizing fundraising events and searching for and applying for grants. The FRD shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the FRD to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD FRD at the Annual Meeting in January.

Sponsorship

Director (SPD):

Sponsorship Director shall be responsible for mapping out a marketing strategy to employ to secure new sponsors and maintain relationships with existing sponsors of The Hurricanes organization, including management of the upkeep, renewal and replacement of Belin advertisement banners.—The SPD shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the SPD to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD SPD at the Annual Meeting in January.

Merchandise

Director (MD):

Merchandise Director shall be responsible for the organization and sales of all Hurricanes merchandise. The MD shall also maintain inventory of Hurricane merchandise and coordinate volunteerism for merchandise sales. General duties shall consist of recommending merchandise items, preparing budgets, and organizing volunteers for merchandise sales at games and other events. The MD shall recommend items to BOD for approval prior to purchase, and maintain budgets for all merchandizing. The MD shall coordinate orders, set up payment options, and organize delivery of merchandise, including but not limited to summer camp, BOD and coaches merchandizing orders. The MD shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the MD to be turned into the BOD on or before the date of the final meeting

and redistributed to the new BOD MD at the Annual Meeting in January.

Equipment Director
(ED):

Recommend and order team uniforms, distribute and track equipment owned by the Hurricanes, maintain list of recommended brands and vendors for additional equipment that will need to be purchased individually by players. Monitor and maintain equipment and repair needs for Franchise. Recommend and appoint Equipment Committee members representing at least one member from each division to assist with equipment distribution. The ED shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the ED to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD ED at the Annual Meeting in January.

Concession
Director (CD):

Concession Director shall be responsible for the organization and coordination of Belin concessions. General duties shall consist of recommending and maintaining concession items, preparing budgets, purchasing, and stocking. Coordinating opening/setup and closing/cleanup of concession at home games, including any playoffs. CD shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the CD to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD CD at the Annual Meeting in January.

Special Events
Coordinator (SEC):

Special Events Coordinator shall be responsible for the organization and coordination of all special franchise events. General duties shall consist of organizing franchise related on or off the field activities and/or events such as Homecoming, Banquet, Pep-rallies, season kickoff events, cookouts, and/or Powder Puff games. Preparing budgets for events. Recommend and appoint committees for major events such as Homecoming and Banquet. The SEC shall also be responsible for maintaining accurate notes and records as they pertain to the BOD and the responsibilities of the SEC to be turned into the BOD on or before the date of the final meeting and redistributed to the new BOD SEC at the Annual Meeting in January.

Responsibilities of Non-Voting Members:

Head Football
Coaches:

Head Coaches shall be nominated by the Athletic Director(s) for each team level and shall be responsible for all players and assistant coaches actions on the practice and playing field. Head Coaches must attend at least one league required coaching clinic per year. Head Coaches shall approve a Team Mom in coordination with the Team

Mom Director. General duties shall consist of building a cohesive group of players; teaching safe and fundamental football practices. Recommend and appoint coaching staff. Develop practical football schemes for players and assist the Athletic Director with organizing supplies, equipment and uniforms. Recommend and appoint assistant coaching staff. For away games, coaches are responsible for ensuring water jugs, ice, squirt water bottles, and first aid kits are available. Coaches are responsible for returning water bottles, jugs, ice and/or first aid kits owned by The Hurricanes, and helping the Equipment Director to ensure equipment is returned by all players at the end of the season. In addition, each coaching staff is responsible for all other game day needs including towels, extra mouth pieces, spare chin straps, coaches field passes, etc.

Head Cheer

Coach:

Head Cheer Coach shall be nominated by the Cheer Director. General duties shall consist of building a cohesive group of cheerleaders, teaching safe and fundamental cheer practices. Teach/develop practical and appropriate cheer routines to be used during games, pep rallies and at Cheer Extravaganza. Recommend and appoint coaching staff. Assist the Cheer Director with organizing supplies, equipment and uniforms. Recommend and appoint assistant coaching staff. Approve Team Mom(s) in Coordination with the Team Mom Director.

Assistant Coaches:

Assistant Coaches shall be appointed by the Head Coaches to assist the Head Coach in all aspects of athletic and team development.

Team Moms:

Assist Team Mom Director in coordinating communications with all parents and players. Assist Coach with registration. Coordinate preassigned volunteer duties and other volunteer requests from the BOD. Coordinate team entry through Hurricanes blow up or team banner at the beginning of each game.

Article 6

Disciplinary Action

- 6.1** Any elected member may be removed from office by a 2/3 quorum of the BOD.
- 6.2** Any appointed member may be removed from office by the BOD member who appointed the position with the 2/3 approval of the BOD.
- 6.3** Disciplinary sanctions may be administered by the President or Vice President with the approval of the BOD in accordance with The Hurricanes Disciplinary Guidelines stated in the Rules & Regulations on any member that violates the FBYFL, Pecan Grove Youth Sports Association, or The Hurricanes' Bylaws, rules & regulations.
- 6.4** Any decision or recommendation in reference to disciplinary action pertaining to any member shall be brought to the attention of the stated violator both verbally and in writing, not later than five (5) days after said incident.

- 6.5** All members have the right to appeal any disciplinary action set forth by the BOD within seven (7) days.
- 6.6** The BOD shall hear all appeals and a 3/4 quorum shall be required to overturn any disciplinary decision or recommendation. In the case of a BOD removal decision, a special committee consisting of two (2) BOD members and the FBYFL's Board of Directors shall hear the appeal.
- 6.7** Any disciplinary appeal pertaining to an individual member or members shall be heard and a decision shall be rendered within ten (10) days of the disciplinary sanction imposed date. Any member appealing disciplinary actions or recommendation shall be suspended from all organizational activities until the appeal is resolved.

Article 7

Amendments

- 7.1** The Sections of The Hurricanes' Bylaws, Rules & Regulations may at any time be amended and replaced by a 2/3 approval vote by a quorum of the Board of Directors. Any amendment proposal must be sponsored by a BOD Member and have been presented for discussion at a prior BOD meeting. Any amendment proposals or proceedings must be published on the meeting agenda no later than 10 days prior to the voting meeting.
- 7.2** Rules discussion shall begin at the first meeting in October and conclude during or prior to the last meeting of the year. Any changes that are approved will take effect for the subsequent year. At the final BOD meeting of each year, the BOD shall approve the Bylaws that will pass to the next year's BOD. No changes will be made to the Bylaws at other times unless mandated by the PGYSA or FBYFL Boards.

RULES & REGULATIONS

Section 1

General Rules & Regulations

- 1.1** The Hurricanes BOD shall have discretionary authority over any subject not specifically or generally included in the rules & regulations.
- 1.2** No elected member or members shall be empowered to waive any of the rules and regulations except as specifically authorized therein.
- 1.3** Complaints regarding any aspects of The Hurricanes organization should be submitted in writing to the BOD, with a copy directed to a member of the PGYSA and FBYFL Board of Directors.
- 1.4** If PGYSA or FBYFL's rules and regulations conflict with any of The Hurricanes' bylaws, rules & regulations or adopted procedures, such Hurricane's bylaws, rules & regulations or

adopted procedures shall be automatically nullified to the extent required to eliminate the conflict as long as The Hurricanes remain in the PGYSA and FBYFL.

- 1.5 Profane or abusive language will not be tolerated.
- 1.6 The Hurricanes shall have a minimum of one meeting per month during the off season and a minimum of two meetings per month during the football season (August through November). The time and place of these meetings must be advertised to the general membership. Meeting agendas shall be posted no later than one week prior to meeting in the off season and three days prior to meetings during football season. Lacking a posted agenda, the agenda outlined in Paragraph 5.11 shall supercede. A copy of the minutes of the meeting, signed by the Secretary shall make it official. No official business can be conducted in any other manner unless special circumstances require an alteration in procedure. Only business that is recorded in the minutes is official. Insurance covers only official meetings, decisions and functions of The Hurricanes. Any official, person or persons operating outside the framework of these rules and regulations does not represent The Hurricanes.

Monthly off-season meetings are generally held in December, January, February, March, April, May, June, and July usually in the second week of December and the second week thereafter. During the season, meetings will generally be held no less than bi-monthly, usually in the first and third weeks.

- 1.7 No member shall solicit or receive funds in the name of The Hurricanes without written consent of The Hurricanes governing body. Accordingly, all contributions accepted on behalf of the Hurricanes will be accepted with the approval of the BOD.
- 1.8 All members are encouraged to wear the selected staff uniform or identification during all games and special events. The BOD shall decide upon and order the selected staff uniform or identification prior to the regular season.
- 1.9 No member shall condone actions unbecoming to good sportsmanship or to children's activities.
- 1.10 All vacant and/or appointed positions shall be elected or appointed during the January Annual Meeting. If at that time no qualified individuals are selected, a special nominating committee shall be appointed to recruit qualified individuals for immediate election or appointment to the above vacant positions.

Section 2

Member Participation

- 2.1 It is the responsibility of all members to provide a continuous safe and productive atmosphere for each participant in The Hurricanes' organization.
- 2.2 It is the responsibility of all members to help and assist in all registration / recruiting functions required to fill all participant levels.

- 2.3** It is the responsibility of all members to help and assist in all fundraising activities necessary to provide adequate funds for organization operations.
- 2.4** Elected and appointed members are expected to attend all regular scheduled meetings throughout the year; attendance to at least 75% of all regular scheduled meetings is required.
- 2.5** An elected or appointed member may hold two separate elected or appointed positions if the current BOD deems it necessary to staff said positions due to lack of qualified participation. Said member shall be efficient in both positions without neglecting either position's responsibilities or duties. Said member shall only have one (1) vote in all decision matters of the BOD.
- 2.6** Each elected and appointed member must fulfill all requirements of their appointed or elected position to the best of their ability.
- 2.7** Lack of the above member participation guidelines by elected and/or appointed members shall be considered a class 1 or class 2 offense and shall be addressed accordingly, see Section 5 - Disciplinary Guidelines.

Section 3

Coaches and Directors

- 3.1** Coaches may hold up to two coaching position if approved by the BOD. Coaches may only be Head Coach for one football level and Assistant Coach of a second football level if approved by the BOD.
- 3.2** Coaches, Directors, and Assistants must at all times comply with the following Coaches Rules of Conduct:
 - A. Coaches, Directors, and Assistants must display good conduct at all times in the presence of boys and girls. They must never argue among themselves or with other officials in the presence of any boy, girl or parent.
 - B. Coaches, Directors, and Assistants should not push or hit any child under their supervision unless a fundamental stance or play is being taught.
 - C. Coaches, Directors, and Assistants should not use derogatory remarks toward any boy or girl under their supervision. The use of profanity is strictly forbidden at all times.
 - D. Coaches, Directors, and Assistants should not badger, ridicule or harass any official, nor allow any team member to do so.
 - E. Coaches, Directors, and Assistants may not punish a player in any way for inadvertently incurring a penalty.
 - F. Coaches, Directors, and Assistants should instill in the players the spirit to win, but good sportsmanship must be taught above all.

- G. Head Coaches and Directors must attend at least one league or franchise required coaching clinic per year.
 - H. Coaches, Directors, and Assistants should not purposely teach unethical practices to any boy or girl under his/her care.
- 3.3** The Athletic Director(s) shall be the overall authority in all-coaching matters and shall have full authority and responsibility to pursue disciplinary actions against any coach or director with the approval of the BOD. The Athletic Director(s) shall monitor and enforce the Coaches' Rules of Conduct.
- 3.4** All coaches, directors and trainers must be approved by The Hurricanes BOD and by the FBYFL Board each year.
- 3.5** Any coach or director who is guilty of improper field decorum to the extent that his or her team is penalized for his or her actions, or he or she is ejected from the game by a game official, is subject to disciplinary sanctions and fines.
- 3.6** On the sidelines during the game there shall be a maximum of eight coaches, three trainers, the athletic director, two photographers, and two other BOD members. (According to FBYFL, the thirty to thirty yard line rule continues to be in effect for all coaches, players, and trainers.)
- 3.7** All coaches are to be certified during their first year of coaching and then recertified by USA Football or any other future governing youth football association as directed by The Pecan Grove Hurricanes and FBYFL every following year. Certification includes attendance at Coaching Clinics as determined by the BOD.

Section 4

Equipment

- 4.1** Player safety shall not be compromised in the purchase of equipment.
- 4.2** Football Equipment and uniforms issued by The Hurricanes shall be the property of The Hurricanes. Equipment shall conform to the following specifications:

Purchased by The Hurricanes:

Helmet: Should include a facemask or double bar type pace guard. Facemask must be made of unbreakable, molded plastic with rounded edges or of rubber-covered wire. Single bar or tubular face guards are prohibited. Approved helmets may be individually purchased from a franchise approved vendor. The flag level is required to wear a soft shell helmet at practice and games as issued by the Pecan Grove Hurricanes.

Padding: Should include soft kneepads at least one half (1/2) inch thick, hip pads, thigh pads, shoulder pads, and spine pads.

Jersey: Block style numbers should be worn on the front and back. Numbers should be of a single color in sharp contrast to that of the jersey and should be four (4) to six (6) inches in

height (front and back); and approximately one (1) inch in width. New jerseys shall be purchased each year and shall become the property of the players at the end of the Season.

Ball: The standardized game ball for the flag, freshman and sophomore level is -K-2, and for the junior, and senior level is -TDJ, or its equal.

First Aid Kit: Each division should have a fully equipped first aid kit or trainer kit. Each kit must have the appropriate slings and splints.

Purchased by the participants:

Footwear: Rubber-molded cleats may be worn with athletic socks. Metal cleats are prohibited.

Practice jersey and pants: mesh practice jersey must conform to the team color. The Pecan Grove Hurricanes will provide an option for parents to purchase practice jerseys directly from the Pecan Grove Hurricanes. Flag Practice jerseys may be mesh or a different appropriate material as selected by the Pecan Grove Hurricanes.

Mouth Pieces: Must be worn by all players during practice and games.

Chin strap: must have plastic snaps.

Wristband: May be worn by all pass receivers so the game officials may easily identify them.

4.3 Cheer equipment and uniforms issued by The Hurricanes shall conform to the following specifications:

Purchased by The Hurricanes:

Cheer uniform: Changes in cheer uniform design shall be approved by the BOD. New uniforms shall be purchased as needed and will include only: top and skirt/shorts. The cost of the uniform shall be included in the registration fee, and shall become the property of the participant at the end of the Season.

Pop-poms: Shall be purchased each year and will become the property of the participant at the end of the Season.

Purchased by the participants:

Accessories: The purchase of coordinating socks, shoes, hair bows, and other accessories may be conducted by each Head Coach and/or Team Mom.

Practice Uniform: The purchase of practice uniforms will be coordinated at the discretion of each head coach/team mom.

Section 5

Disciplinary Guidelines

- 5.1** The Disciplinary Guideline System (DGS) is solely in place to protect the integrity of The Hurricanes and all participants within.
- 5.2** All members shall uphold all disciplinary sanctions and fines in accordance with The Hurricanes' Bylaws, Rules & Regulations. Failure to comply will result in removal from membership.
- 5.3** Each offense against The Hurricanes Bylaws, Rules & Regulations shall be assigned a disciplinary classification, see section 5.6 for predetermined offensive classifications. For all other offenses, not listed in section 5.6, a committee of The Hurricanes BOD shall determine disciplinary classification. The committee shall consist of a minimum of three (3) BOD, two BOD to serve as impartial witnesses and the President, or the Vice President under special circumstances.
- 5.4** The Disciplinary Guideline System shall consist of the following disciplinary classifications;
Class 1 - *Severe offense against the association bylaws, rules & regulations.*
Class 2 - *Standard offense against the association bylaws, rules & regulations.*
Class 3 - *Mild offense against the association bylaws, rules & regulations.*

Each classification shall hold a maximum and minimum disciplinary sanction for offenses against the bylaws, rules & regulations. The following sanction standards will be upheld when issuing disciplinary sanctions, see Table 5.1, Sanction Guidelines.

	Minimum	Maximum
Class 1: Severe	one (1) week suspension	removal from membership
Class 2: Standard	\$10.00 fine	one (1) week suspension
Class 3: Mild	written warning	\$10.00 fine
Coaches ULC		\$50.00 for each offense

Table 5.1: Sanction Guidelines

- 5.5** Sanctions determined within a classification shall be decided on a case by case basis by a committee of The Hurricanes BOD. The committee shall consist of a minimum of three (3) BOD, two BOD to serve as impartial witnesses and the President, or the Vice President under special circumstances.
- 5.6** Several offenses have been identified and a predetermined classification has been assigned. The following list contains these offenses and the classification for each.

Class 1 – Severe Offenses

Theft

Intoxication on field

Fighting

Physical abuse of a child
Verbal abuse to a child
Grave disrespect to League Official, FBYFL Board member or Hurricanes BOD member
Fraud (utilizing The Hurricanes name for non-association business)
Three (3) separate incidents of class 2 offenses
Five (5) separate incidents of class 1 offenses

Class 2 – Standard Offenses

Bad Language
Disrespect to fellow members
Disrespect to a parent(s)
Unfair treatment to a player(s)
Neglecting position responsibilities
Arguing in the presence of participants

Class 3 - Offenses

Displaying derogatory conduct
Lack of participation in association functions
Occurring a penalty during a game due to misconduct

Section 6

Participant Registration

- 6.1** Registration dates shall be determined by The Hurricanes BOD each year.
- 6.2** Each level of tackle football participants shall have a maximum of thirty (30) players and a minimum of seventeen (17). Flag football shall have a minimum of thirteen (13) players and a maximum of twenty (20). If feasible, each level of cheer shall have a minimum of four (4) participants. Once a minimum count on each cheer squad is fulfilled, additional members may be added to any squad to a maximum of 16 on any squad.
- 6.3.** All football participants shall be assigned to teams based on the rules and regulations set forth by the FBYFL. All cheer participants shall be assigned to squads based on the age guidelines for football with the following exceptions: 1) a cheerleader may cheer on level up or down from their appropriate FBYFL level. 2) a younger sibling cheerleader may cheer on/for the sibling's squad given that the level adjustment is no more than two levels up from the regularly assigned squad.
- 6.4** No participant may be enrolled in any other football program during regular Hurricanes football season while participating with The Hurricanes. Violation of this regulation is cause for a mandatory suspension of the individual from further competition for the remainder of the current season.
- 6.5** Participants must be ranging in age from five (5) years old to twelve (12) years of age on or before September 1.
- 6.6** Player eligibility subject to age, grade level, and weight limitations and such limitations shall be determined each season by the FBYFL.

- 6.7** The Hurricanes shall have five (5) football teams: flag, freshman, sophomore, junior, and senior. Players shall be assigned by age, grade, and weight according to the FBYFL current team structure. Players will be assigned to a team first and foremost in strict accordance with the age and weight guidelines set forth by the FBYFL. Players may be reassigned by the FBYFL at the League weigh-in and records evaluation.
- 6.8** The Hurricanes shall have as many as five separate cheerleader groups, one for each level of play. Cheer is non-competitive during the Season and follows the ByLaws of the FBYFL. Hurricanes cheerleaders will participate in the League sponsored Cheer Extravaganza at least at the minimum levels required by the FBYFL Board. It will be the discretion of the Cheer Director to assign cheerleaders to teams.
- 6.9** There will not be any waivers to any participant that does not meet the criteria for participation in the FBYFL. Violation of this rule is grounds for automatic game forfeiture and distribution of disciplinary sanctions to all members involved.

6.10 Participant Registration *Definitions*

- a. **Participants/Hurricanes:** all children registered with The Pecan Grove Hurricanes during the season and completing the season in good standing.
- b. **Good Standing:** All fees have been paid on time and all equipment returned on time. Furthermore, the participant has solid participation in practices/games and has demonstrated good sportsmanship.
- c. **Returning:** Returning participants are those that played tackle or flag Football or cheered the previous year in The Hurricanes organization. They must have completed the previous season unless prevented from doing so due to injury or other extenuating circumstances. The Family must be in good standing with The Hurricanes organization. Returning Hurricanes must complete an application for the upcoming season on or before the date to be determined by the BOD.
- d. **Legacy:** To be considered a Legacy player the player in questions shall be the following criteria:
 - i. Be a younger sibling of an older sibling who played tackle Football the previous year OR the younger sibling of an older sibling who cheered or played flag football during the previous 2 years. The older sibling must also be a returning player or have participated through their Senior Level of cheer or tackle football. Exceptions will be considered for documented injuries/illnesses.
 - ii. Siblings may be sibling, step-sibling or half-sibling.
 - iii. The Family must also be in good standing with The Hurricanes organization.
 - iv. Legacy players must complete an application for the upcoming season on or before the date to be determined and published by the BOD prior to March 1 of that year to secure their position.
- e. **New:** any participant that is not categorized as “returning” or “legacy” by the above definitions, including the registration deadline caveat.

6.11 Registration Priority: Teams will be filled in the following order:

- a. **1st Priority: Returning**
 - i. Tackle football players to tackle football teams. Flag players to flag team. Cheer to cheer squads.

- ii. No returning status will be guaranteed between the three sporting activities listed above
 - iii. 7year old Freshman - 6yr old Flag players returning for a position on the Freshman Football team shall be given a spot on the Freshman team unless the child is considered to be a safety risk at the joint discretion of the Head Coach and Athletic Director. If these two can not agree the franchise president shall vote for the tie breaker. If the president holds one of these positions the VP shall break the tie.
- b. **2nd priority: Legacy**
- i. Cheer – all younger siblings of older sibling Hurricanes will be granted positions on a squad as assigned by the Cheer Director.
 - ii. Flag football – all 5 and 6yr olds will be granted position on Flag team unless team already has 20 players due to returning players. 6yr old's will be given priority over 5yrs olds if more than 20 apply for positions. All legacy players (5 & 6 year olds) must be placed on team prior to any new players being added.
 - iii. For Football legacy status to apply, player must begin play at first year of eligibility which is age 5. 7 year old Freshmen/Sophomores/Junior/Senior football – positions granted will be at the discretion of the Coach and Athletic Director. If these two can not agree the franchise president shall vote for the tie breaker. If the president holds one of these positions the VP shall break the tie.
- c. **3rd priority: New**
- i. All Legacy and returning status shall be forfeited for anyone who has not completed and submitted an official FBYFL application for the upcoming season on or before the date to be determined by the BOD to secure their position. All participants that have forfeited their status must register as new.
 - ii. Coaches and BOD members may collect applications for new participants (non-legacy and non-returning) prior to the open registration date which will be determined and published by the BOD by March 1.
 - iii. Coaches and BOD members may accept/register new participants the day after open registration.

6.12 Player Removal from Team

- a. If the AD and the Headcoach determine that it is an issue for a child to participate or continue to participate in flag or tackle football or cheer for any reason, the AD and Headcoach may jointly recommend removing the child from the team. They must present this to the BOD for discussion and approval prior the removal of the child. Prior to the BOD meeting where the vote shall occur, the following requirements shall be met: the Head Coach and AD shall have addressed the concerns with the parents prior to bringing the issue to the BOD, including informing them of the recommendation to remove the child and offer them the chance to address the BOD directly, the removal proposal shall be presented on the meeting agenda no less than 72 hours prior to the meeting, the Head Coach and AD shall present the issue at the BOD meeting. A vote on this recommendation shall require a minimum of 75% of the BOD to be present for a motion to vote, and the motion must have 75% approval of the members present to pass. Removal of a player shall be handled with the utmost discretion to keep the best interest of the child in mind.
- b. If a player has habitual absences they may be subject to removal from the team at the discretion of the head coach and athletic director with BOD approval.

6.13 Other Notes

- a. Gators and Hurricanes should rotate who goes 1st each year for open registrations. The organizations should discuss in January/February to align on dates.
- b. It is recommended to hold open registration in March timeframe. A \$50 deposit should be due at returning player and open registration and all money should be due before the first day of practice. After fittings and fees, no money is refundable and it is recommended to collect at least 25% of the total amount due at fittings and fees and thereafter for new registrants. Collecting a deposit during pre-registration has been determined to be good practice.
- c. As part of the PGYSA, The Hurricanes should follow the PGYSA guidelines regarding registration of players and cheerleaders from the designated service area, if any such guidelines are available.

Section 7

Season Play and Operations

- 7.1** Practice start date for the season shall be determined each year by FBYFL.
- 7.2** A practice session is defined as any occasion when three (3) or more players and at least one (1) coach assembles for scrimmage, lectures, or instruction.
- 7.3** To be eligible to play in any contest, a player must have participated in at least two (2) practice sessions of that week. The Head Coach and Athletic Director may waive this penalty under mutual agreement.
- 7.4** All players must participate in each contest according to the FBYFL's, "Minimum Play Rule".
- 7.5** Any player who is ejected from a game by a game official for bad sportsmanship or any other reason must be reported to the BOD and is expected to attend games to support his or her team during the suspension period.
- 7.6** The decision to suspend or cancel scheduled games due to hazardous weather, field or other conditions shall be made mutually by opposing team's presidents. Failing agreement, the decision shall be made by the head game official. Rescheduling of such games shall be by mutual agreement of the team presidents. Failing agreement, the matter shall be handled by FBYFL Board of Directors.
- 7.7** The playing rules shall be the same as those enumerated in the FBYFL's bylaws.
- 7.8** All players and cheerleader members must be enrolled in the insurance program adopted by FBYFL.
- 7.9** No participant may partake in any game or practice session until such time as insurance coverage is effective.

Section 8

CONFLICT OF INTEREST POLICY

8.1 Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

8.2 Definitions

1. *Interested Person.* Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. *Financial Interest.* A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

8.3 Procedures

1. *Duty to Disclose.* In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

a. An interested person may make a presentation at the governing board or committee - meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy.

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

8.4 Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8.5 Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

8.6 Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

8.7 Periodic Reviews

PECAN GROVE HURRICANES

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

8.8 Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Section 9

Amendment Procedures

- 8.1** Sections or subsections of these rules and regulation may be modified, added or deleted provided the following procedures are observed.
- 8.2** The proposed change must have at least two (2) BOD sponsoring change.
- 8.3** The sponsoring members must submit typed copies of the proposed amendment to all voting members while a quorum is assembled at a team meeting that was called at least with one (1) week's notice that the proposed change will be an agenda item.
- 8.4** In the event that all voting members are not present, the sponsoring member must deliver, either personally or by email, copies of the proposed change to the absent members.
- 8.5** At another meeting at least two (2) weeks after the last voting member received a copy of the proposed change, such change may be adopted by a 2/3 quorum of the appointed members.
- 8.6** Following adoption of the proposed changes, it will be the responsibility of the Secretary to distribute to all voting members updated copies of the bylaws, rules, and regulations with the appropriate amendment number and date of adoption noted.
- 8.7** Changes to the bylaws can only be made at the last BOD meeting of each year.

ATTACHMENT 1

BYLAWS, RULES & REGULATIONS MEMBER SIGNATURE FORM

I have received a copy of the Pecan Grove Hurricanes Bylaws, Rules & Regulations booklet. The booklet contains an explanation of Association policies and regulations, which apply to my membership. I have been told that it is my responsibility to familiarize myself with these bylaws, rules & regulations including **THE POLICIES AND PROCEDURE HANDBOOK, PARENT CODE OF ETHICS**, and the **CHILD CODE OF ETHICS** (located with Registration Form). I agree to read the handbook and follow it during my affiliation with The Hurricanes. I further understand it may be amended at any time. In that case, changes will be communicated to me.

Member Signature

Member Name (Printed)

Witness Signature

Witness Name (Printed)

Date