

Burbank Titan Youth Football & Cheerleading Association



Association By-Laws

2025

ARTICLE I: PURPOSE

Section A: The Association is a non-for-profit organization whose objective is to provide organized football & cheerleading for children meeting the age and weight requirements of the League, and ICA ; teaching those children the values of fair play and good sportsmanship and always striving for excellence with the best interest of our Youth in mind.

Section B: The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section C: No part of the net earnings of the organization shall inure to the benefit of, or distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of the future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section D: Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II: NAME OF THE ORGANIZATION

Section A: Proper Name

The organization shall be known as the “Burbank Titans Youth Football and Cheerleading Association”, hereafter referred to as the “Association”.

Section B: Southwest Midget Football League

The Association is a member of the Southwest Midget Football League, (hereafter known as the “League” or “SWMFL”), by whose By-Laws and Amendments the Association has agreed to abide.

Section C: Illinois Cheerleading Association

The Association is a member of the Illinois Cheerleading Association, hereafter known as “ICA”, by whose By-Laws and Amendments the Association has agreed to abide by, including the safety guidelines set forth by the American Association of Cheerleading Coaches and Administration (AACCA).

Section D: Charter

As the Association is chartered as a Non for Profit 501 (c) (3) with the State of Illinois and has been granted a tax-exempt status.

ARTICLE III: RULES OF ORDER

1. Robert’s Rules of Order shall govern the proceedings of all meetings, except as noted in the Association By-Laws.

ARTICLE IV: FINANCIAL & PROPERTY CONTROLS**Section A: Money Transactions**

1. All cash payments pertaining to registration, fees, ect. must be paid only at the Burbank Titans concession stand.
2. Receipts must be written for all money transactions or received electronically. Remittance of funds received for Association activities must be done in a timely manner. If the Treasurer does not receive the remittance within fifteen days after the date set by the Board, the Board shall issue a certified letter requesting the immediate payment. If payment is not received, the Board will consider appropriate civil remedies.

Section B: Receipts

Receipts of purchases made for the Association must be submitted to the Treasurer within 72 hours of actual purchases made. Receipts will be accepted in paper or email form

Section C: Collecting Association Property

The Board will send a letter or email to anyone who owes Titan’s property and/or monies owed to the Association; immediately after the last scheduled football equipment/cheerleading uniform return date.

Section D: Disposal of Association property

Requests of any/all property belonging to the Association must be approved by the Board prior to item(s) being disposed of, donated, etc. Disposal requests shall be in writing or email. Any individual found to be disposing of Association property without Board approval will be financially responsible for the replacement of disposed property.

Section E: Financial Bid

\$500.00 or more will require 3 bids to be brought before the board for approval. \$100.00 to \$499.00 to be brought before the board for approval. \$99.00 and under need board notification.

ARTICLE V: OFFICERS

Section A: President

1. Shall preside at all Association meetings.
2. Shall serve as ex-officio member of all committees, except the Nomination Committee.
3. May delegate ex-officio responsibilities to the Vice President as needed.
4. Shall perform any and all duties pertaining to the office, including but not limited to, representation of the Association to the:
 - a. Burbank Park District and/or any other organization (matters of field/facilities use and maintenance, and/or any other pertinent Association business),
 - b. Insurance Carriers (policy renewal and inquiries),
 - c. Governmental agencies - Illinois Secretary of State, Illinois Attorney General's Office, IRS and/or any other agency (Registered Agent of Domestic Corporation, submission of annual report to the Illinois Secretary of State's Office & Illinois Attorney General's Office). Annual filing of 990 tax forms to the IRS. Renewal of Illinois sales tax exempt letter
5. May appoint the standing, administrative and activities committees and ensure that all cooperated toward their intended goal(s).
6. The President and the Treasurer shall be the two individuals that are the signers with the bank for the Association's checking account. There shall be two (2) signatures on any/all checks issued by the Association. The Treasurer or President shall be the primary signers and another Board member shall be the second signer.
7. Must be at all Titan events from start to finish.
8. Shall be part of the executive committee with a vote to break a tie only.

Section B: Vice-President

1. Shall preside in the absence of the President.
2. Shall serve as ex-officio member of all committees, except the nominating committees, as directed by the President.

3. Shall be chairperson of all spirit wear committees, including but not limited to, design, purchase, and inventory for leagues and levels.
4. Must be at all Titans events from start to finish.
5. Shall be part of the Executive committee and shall have one vote.

Section C: Secretary

1. Shall be responsible for all minutes and notification of scheduled and emergency meetings requiring attendance of Board members.
2. All letters for fund-raising purposes and forms required by the Board to administer the Association are the responsibility of the Secretary to copy and distribute, either through handouts or by electronic communication, at the discretion of the Board.
3. Shall be responsible for presenting documents.
4. Shall be the association register for all leagues and levels.
5. Shall be part of the Executive committee and shall have one vote.
6. Shall distribute all handouts to Team Parents.
7. Oversee all Team Parents and shall set a date and a meeting place for the annual start-of-season meeting for Team Parents. Team Parents are to be at least eighteen (18) years of age by the first day of practice of the current season. The Secretary will assume the duties of a division's Team Parent until one can be found and assigned.
8. May remove any team parent at any time for dereliction of duties.
9. All Committees (must attend 100% of meetings and/or functions to qualify for PPH credit).
10. Shall ensure all members' volunteer time has been completed,
11. Must be at all Titan events from start to finish.

Section D: Treasurer

1. Shall have custody and maintain all books pertaining to the business and finances of the Association.
2. All Association monies should be deposited into the bank account once received by the Treasurer within 72 hours. Treasurer and the Board member that originally received the monies shall count the monies separately and an Executive board member or board member chosen by an Executive board member shall witness the count. All three persons shall sign off on the amount received prior to leaving the event(s).
3. Shall reimburse Board members, at a Titan event, on presentation of vendor invoice or cash receipt, for expenditures authorized by Board vote at Treasurer's earliest convenience.
4. Shall keep an accurate record of expenditures of the Association funds by category.
5. Shall prepare an annual operating budget, from the minutes of the February board meeting for presentation at the March parent meeting.
6. Shall make available a detailed printed report of every category balance and deposit at every Board meeting.
7. The President and the Treasurer shall be the two individuals that are the signers with the bank for the Association's checking account. There shall be two (2) signatures on any/all

checks issued by the Association. The Treasurer or President shall be the primary signers and another Board member shall be the second signer.

8. Shall be responsible for notification to AD and DOC of ineligible players (including delinquent accounts).
9. Shall be part of the Executive committee and shall have one vote.

Must be at all Titan events from start to finish.

Section E: Field Maintenance Co-Managers (3)

1. Shall instruct a volunteer crew to set up the field per League requirements, i.e., yard markers, goal post pads and crowd control rope.
2. Shall instruct a volunteer crew to clean up the field after the last game, on each home weekend.
3. Shall report to the Board any field maintenance issues.
4. Shall take care of the announcement booth.
5. Shall report to the Board any field equipment that needs to be maintained and/or replaced.
6. Must be at all Titan events from start to finish.

Section F: Assistant Director of Cheerleading (Assistant DOC)

1. Shall purchase equipment authorized by the Board.
2. Shall maintain provisions for the storage of equipment.
3. Shall keep equipment for contingencies (breakage, forgotten) at the field (home or away) on game day or competition day for all divisions.
4. Shall be responsible for the transportation of cheer equipment (including cheer mats) to and from practice outside of the Titans field.
5. Shall maintain an accurate inventory of the available equipment.
6. Shall present a final itemized report on the condition and amount of the equipment at the January Board meeting for the purpose of facilitating the budget and purchase of replacement equipment.
7. Shall present 3 bid proposals from suppliers to the Board approval.
8. Shall distribute and maintain a list of names of a person responsible for equipment issued, lost, and/or replaced (fee may apply).
9. Shall be responsible for maintaining one first aid kit per division.
10. Shall be responsible for obtaining/maintaining ice packs for cheerleaders.
11. Must be at all Titans Events from start to finish.

Section G: Assistant Athletic Director (Assistant AD)

1. Shall purchase equipment authorized by the Board.
2. Shall maintain provisions for the storage of equipment.
3. Shall keep equipment for contingencies (breakage, forgotten) at the field (home or away) on game day for all divisions.

4. Shall maintain an accurate inventory of the available equipment.
5. Shall present a final itemized report on the condition and amount of the equipment at the January Board meeting for the purpose of facilitating the budget and purchase of replacement equipment.
6. Shall present 3 bid proposals from suppliers to the Board approval.
7. Shall distribute and maintain a list of names of a person responsible for equipment issued, lost, and/or replaced (fee may apply).
8. Shall keep a record of manufacturer's expiration dates of all football helmets. Shall arrange for any/all expired helmets to be tested by a reputable reconditioning company per manufacturer's recommendations. No helmet shall be issued that has passed the expired date.
9. Shall be responsible for maintaining one first aid kit per division.
10. Inventory shall be conducted in November; during and/or after equipment returns.
11. Shall be responsible for obtaining/maintaining ice packs for football players.
12. Must be at all Titans Events from start to finish.

Section H: Athletic Director

1. Shall ensure all paperwork is completed and in compliance with League and Association rules. Currently the League requires an original birth certificate (first year only players), two copies and two identical photographs from each player at player weigh-in. Due to the strict nature of the League's pursuit of their requirement, it is recommended that the AD complete this task two weeks prior to the League's weigh-in date, which is generally in the second week of September.
2. Shall coordinate with the Treasurer to compile rosters and be responsible for notification of ineligible players (including delinquent accounts) to Head Coaches with a copy of list to the President.
3. Shall maintain a complete list of player's names, telephone numbers, and emergency contact information. A copy will also be given to the Head Coach of each level. The AD will coordinate and supervise weigh-ins for the organization.
4. Shall prepare for weigh-ins a binder with player's cards.
5. Shall oversee football players and coaches.
6. In their absence they must designate a Board member as their representative at all events.
7. Shall not be serving as AD while actively coaching a game. Must appoint a board member to act on his/her behalf during the game that he/she will be coaching
8. Shall Attend League meetings. Shall attend all association meetings. Shall be in attendance for the entire time for all games that are scheduled by the League and/or the association. If unable to attend or if an AD must leave during a meeting or event, he or she must contact the President immediately and notify the President of the replacement representative.
9. Communicate all League actions to the Board of Directors.

10. Will be responsible for having all the referees sign the SWMFL rule document before the (1st) game they are officiating. This document must be submitted to the treasurer for record keeping.
11. Shall be a part of the Executive committee and shall have one vote.
12. Responsible for all game day, on field action. This includes on field, sidelines, announcement booth, ect. regardless of location.
13. Must be at all Titan events from start to finish.

Section I: Director of Cheerleading

1. Shall attend ICA events, association meetings, and all competitions and games that are scheduled by the Association. If unable to attend or must leave during a meeting or event he/she must contact the president immediately and notify them of a replacement representative.
2. Communicate all ICA actions to the board of directors.
3. Shall compile rosters and be responsible for notification of ineligible cheerleaders (those with delinquent accounts) to Head Coaches with a copy of list to the President.
4. Shall maintain a complete list of cheerleader's names and telephone numbers and emergency contact information. One copy to be given to the Head Coach of each level.
5. Shall collect a copy of the cheerleader's birth certificate for competition cheerleaders only.
6. Shall oversee cheerleaders and coaches.
7. In their absence they must designate a board member as their representative at all events.
8. Shall not be serving as DOC while actively coaching during a game. Must appoint a board member to act on his/her behalf during the game that he/she will be coaching.
9. Shall be responsible for coordinating and scheduling cheerleading competitions that are approved by the Board.
10. Shall be the only Association representative relating to the business of cheerleading competitions.
11. Shall be part of the Executive committee and shall have one vote.
12. Must be at all Titan events from start to finish.

Section J: Concession Co-Managers (4)

1. Shall supervise the set up and take down of the concession stand.
2. Shall select and make purchases of items for the stand and maintain reasonable supplies and keep accurate inventory for the same.
3. Shall be given funds for initial sticking, amount to be determined by the Board.
4. Shall request additional funds as needed, to be approved by the Executive Committee, pending inventory.
5. Shall conduct an accurate inventory prior to each home game.
6. Shall keep records of income and expenses and return all cash remittance to the Treasurer immediately after each home game.

7. One Concession Co-Manager or Board Member must be Food Certified.
8. Must be at all Titan events from start to finish.

ARTICLE VI: BOARD OF DIRECTORS

Section A: Board of Directors

The Association shall be under the direct supervision of the Board of Directors, hereafter referred to as the “Board”, and all Board decisions are final and binding.

Section B: Board Composition

The Board shall be composed of a maximum of fifteen (15) members.

Section C: Term

1. Term length shall be two (2) years and no member may hold more than one (1) office concurrently.

Section D: Eligibility

1. Shall have been a member of the Association for a minimum of one season.
2. Shall have been a member of the Association in the calendar year immediately preceding the election. For the 2025 election the nominee must have been a member in the 2024 year.
3. Shall be restricted to members in good standing who have not been impeached/removed from office in the past two years.
4. A seated officer seeking election to another seat must resign from their current seat prior to election.
5. Any director cannot serve if convicted by any court of any misdemeanor involving the misuse or misappropriation of funds or any felony.
6. All newly and/or re-elected board members must pass a background check. Board members who have served 2 terms or more do not have to do a background check. Failed background checks may be brought before the board for review and final determination.
7. Any member running for an Executive Board position must serve 1 term as a Board member before running for an Executive position. Any Executive position that has no letter of intent received, shall be open to the organization. With minimum requirements of two years and in good standing with the organization.

Section E: Elections of Offices

All elected officers will have a one year probationary period on the Board. Thereafter, the elected may keep their position on the Board until the position becomes vacant by the terms of resignation or removal.

Section F: Officers Elect

New officers will take office at the first board meeting in January. Officers Elect are responsible for attending Board Meeting and all Titan events from start to finish

Section G: Impeachment/Removal

1. Resignation: Any Board member resigning must indicate their resignation in writing to the Executive Committee. All resignations must be accepted by the Executive Committee within 24 hours.
2. Dismissal: In the event that Board member is absent from three meetings during his/her current term, without a valid excuse or there proof of gross negligence of position duties, conduct unbecoming a board member, as set forth by the Association By Laws, that position may be considered vacant, pending the vote for dismissal of simple majority Association Board members present at either the third missed or any subsequent meeting or at which time proof is brought to the board for review.
3. Impeachment/Removal Proceedings may be brought forward by any member in good standing to be judged and voted on any regular meeting.

Section H: Replacement

In the event of a vacated position on the board, the board shall solicit the membership for letters of intent for the open position. Interviews will be held with all eligible members and a selection made by the board to fill the open position for the remainder of its term.

Section I: Meeting Attendance

1. All Board members are required to attend Board, Association and special meetings called to rule on matters pertaining to the Association.
2. The President or Secretary must be notified in advance of absences. If a Board Member does not notify the President or Secretary of an absence, it will be deemed as an unexcused absence.

Section J: Indemnification

Unless the Board of Directors shall determine otherwise, the Association shall indemnify, to the full extent permitted by law, any person who was or is, or who is threatened to be made, a party to an action, suit or proceeding (and any appeal therein), whether civil, criminal, administrative, investigative or arbitative, by reason of the fact that he, his testator or intestate, is or was a director of the Association, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding. Such indemnification may, in the discretion of the Board, include advances of a director's expenses prior to final disposition of such action, suit or proceeding. The right of indemnification shall not exclude any rights to which such persons may otherwise be entitled by contract or as a matter of law. The Board shall take all such action as may be necessary and appropriate to authorize the Association to pay the indemnification required by this By-Law, including, without limitation, making a determination that indemnification is permissible in the circumstances and a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him. The Board may appoint a committee to make such determination and evaluation.

Section K: Voting Rights of the Board

In a meeting, each Board Member has one vote except the presiding officer. The presiding officer is the President. In the event the President is not present in a meeting, either due to absence or due to conflict of interest and has to leave the boardroom for a vote; the Vice-President will be the presiding officer. The presiding officer can vote either to break or to cause a tie. Exception: The chair will vote only to break a tie for appointments. In a meeting, each Board Member has one vote, except the presiding officer. If the issue proposed is for the benefit of the concession stand, only one concession vote will be counted due to the size of their department, as to not swing the vote in favor of concessions. This vote shall come from the Concession Manager. In the absence of the Concession Manager, one of the Co-Concession Managers may place the vote.

Section L: Conflict of Interest

All Board Members are required to complete and sign the Conflict of Interest Policy at the beginning of the fiscal year.

Section M: Service Discounts

1. Board Members only; discount of years of service as follows:
 - a. Starting their 3rd year, the Board member shall pay the balance of only the following per athlete; Football package not to exceed one hundred and fifty dollars (\$150) and/or the cheer/competition package not to exceed six hundred and fifty-five dollars (\$655) Board members must also must pay for the cost of the award, and end of year celebration ticket. All other fees will be waived
 - b. Price is subject to change.
2. These must be consecutive years of service. If you resign, are impeached or are not re-elected this discount no longer applies.
3. If 2 members hold positions on the board concurrently, with common child (ren), then the member whom has served longer is awarded the discount percentage. Combining terms of service between two members will not be allowed.

ARTICLE VII: STANDING COMMITTEES

Section A: Committees

Committees, defined by Board vote, may be of any number of members who shall report as requested to the Board, except for standing committees. A simple majority of committee members need only to be present.

Section B: The Executive Committee

1. Shall consist of the President, Vice President, Secretary, Treasurer, A.D.. and D.O.C.
2. Shall report its activities at the regular meetings.
3. Shall act in special matters pertaining to the Association, as specified and limited by these by-laws, and fill any vacancies documenting on the Board.
4. There shall not be any siblings, couples, married couples or domestic partners serving on the executive committee.

Section C: The By-Law Committee

1. Shall consist of three Board members and three Association members.
2. Non-Board appointments will be recruited at the February parent meeting to review and make recommendations.
3. The By-Law Committee shall meet at least once a year and submit any and all By-Law proposals to the board for approval no later than the March parent meeting.
4. Final voting on recommended amendments will be at the April parent meeting and said report shall be submitted to the Secretary for record-keeping.

Section D: The Auditing Committee

1. Shall consist of two Board members and two members of the Association.
2. The President and Treasurer will be available for the audit meeting, but are not part of the Committee.
3. Shall present a report at the April parent meeting.

Section E: The Awards Committee

1. Shall consist of three Board members.
2. Shall report to the board with recommendations at the board meeting prior to the end of year celebration.
3. All players and cheerleaders who quit prior to the scheduled season end will not be eligible for an award or end of year celebration tickets. It will be to the head coach's discretion in any gray areas of playoff or competition season of whether that player is eligible, to then be approved by the board.

Section F: Team Parents

1. The Secretary will be chair of the Parent Participation Committee.
2. Any board member or parent can be nominated.
3. Team Parents must be established and reported to the executive committee fourteen calendar days after the first day of practice.
4. Shall meet as necessary, must attend all homecoming meetings and activities.

Section G: Homecoming Committee

1. Shall consist of Board members and Association members.
2. Chairperson is appointed by the board from those that show an interest in the position.
3. Organize and be present at all Homecoming events such as, but not limited to Game Day, Parade, and homecoming week activities..
4. Shall present 3 themed proposals to the Board for approval.
5. Committee must be established and report to the Executive Committee at the earliest time convenient/possible.
6. Committee chair is to put in a letter of intent at the end of the previous season.

Section H: End of Year Celebration Committee

1. Shall consist of Board members and Association members.
2. Chairperson is appointed by the board from those that show interest in the position.
3. Organize and be present at all end of year celebration events such as, but not limited to, committee meetings and day of event.

4. Shall present 3 proposals to the Board for approval.
5. Responsibilities include securing a venue, securing donations, menu selection approved by the board, split the pot and/or split the deck, raffle prizes, preparing and selling of raffle tickets, door prizes, centerpieces for tables and venue decorations/setup on the day of the banquet.
6. Committee chair is to put in a letter of intent immediately after homecoming or no later than October board meeting, whichever comes first.

ARTICLE VIII: REPORTS

All committee reports shall be in writing or email and turned over to the Secretary for Board approval.

ARTICLE IX: MEMBERSHIP AND DUES

Section A: Eligibility

Any child meeting the requirements of the League and ICA as to age, weight and grade shall be eligible to be an athlete providing he/she is not or has not been a member of any other league football team during the current season in our League. If said athlete has been a member of another organization in the League, a release must be obtained from that organization before said athlete could become a member of the Association.

1. Athletes will be at coach discretion with the board consent after registration is closed.

Section B: Football Participation/ Playing Time

1. Each athlete may be given the opportunity to participate in every regular season game. For football players- participation time will be a minimum of (4) four plays. The Head coach of that division will notify the AD before the game, in writing, of why the athlete(s) will not be playing the minimum number of plays.
2. The Head Coach determines the number of plays, which a player is put in the game. Questions regarding playing time are to be asked fifteen minutes before practice. Disputes regarding the number of plays are to be raised with the AD. Parents are NOT to address coaches about playing time issues during game day.

Section C: Cheerleading Participation

1. Each cheerleader may be given the opportunity to participate in every regular season game. If your cheerleader misses two (2) consecutive practices during the week, they will be asked to sit out from the half time routine for that week.

Section D: Participation Grievances

1. Any complaints with respect to playing time/participation will be directed, at the discretion of the AD/DOC, to The Board. The complaint must be filed with the AD/DOC no less than twenty-four (24) hours, but no more than seventy-two hours of last game played. Any complaint after the seventy two (72)-hour deadline will not be honored that week and will have to be re-filed after the next scheduled game.
2. Reasons for limited/no field time or participation:

- a. The Board of coaches shall consist of a total of four coaches from either the Football or Cheerleading staff; from the three divisions without complaint (two from each division).
3. The person having the complaint and the coach in question shall present their case to the Board of coaches. Note: Complaints pertaining to football will be directed to the football coaching staff and complaints pertaining to cheerleading will be directed to the cheerleading staff.

Reasons for limited/no field time:

- a. Safety of the individual,
- b. Disciplinary action,
- c. Performance in practice or game situations.
- d. Attendance (unexcused absences)

Section E: Cheer Practices

All practices are mandatory. Three (3) or more unexcused absences will result in your child(ren) being removed from the Organization. Please see the cheerleading code of conduct and the attendance policy

Section F: Division Size

1. The association follows all SWMFL division size and age regulations.
2. Cheerleaders: The division determined by the individual's grade in the upcoming school year. Registration for cheerleading will run concurrent with the football players. Any exceptions to the following rules shall be made at the discretion of the Executive Committee and the Cheerleader Head coaching staff or board discretion. The maximum number of players per division will be thirty(30).
 - A. The Mighty Mites cheer division will consist of 4 and 5 year olds. The Mighty Mite Football team; cannot turn 8 years old before September 1st. Age 5 –90lbs. Age 6 -85lbs, Age 7 -80lbs. Striper 92lbs max for all ages. The Max number of cheerleaders/ players will be determined by the board and head coach.
 - B. Widget division will consist of Cheer – 1st and 2nd graders. Football; cannot turn 10 years old before September 1st. 9 yr old 95 lb Max, 8 yr old 100 lb Max, 7 yr old 105 lb max...Striper up to 107 lb All Ages...No Slide Down
 - C. Peewee division will consist of Cheer 3rd and 4th graders. Football; Cannot turn 12 years old before September 1st. 11 year old 95 lb Max, 10 year old 120 lb Max, 9 year old 125 lb Max, 8 year old 130 lb Max. No Striper Rule.
 - D. LightWeight (JV) Division will consist of Cheer 5th and 6th graders. Football; cannot turn 13 years old before September 1st, unless certified as a slide down. No Stripers at this level. 13 year old 100 lb Max, 12 yr old 130 lb Max, 11 yr old 140 lb Max, 10 yr old 150 lb Max. 9 yr old 155lb max
 - E. Varsity Division will consist of Cheer 7th & 8th graders. Football; Cannot turn 15 years old before December 1st. 13 and 14 yr old 175 lb Max, 12 yr old 185 lb Max, 11 yr old 190 lb Max...Striper up to 220lbs.
3. Waiting List
 - a. In the case of full rosters, children will be placed on a waiting list and picked by “first in/first out” orders from that list.
 - b. AD/DOC must be notified of carryovers from the waiting list.

- c. No fee will be assessed for simple placement on the waiting list.
- d. No show/No call for one (1) week may result in forfeit of spot on team with no refund.

Section G: Membership Rulings

The Executive Committee shall rule on membership cases and will base their decision on League, IHSA, ICA, and Association rules and regulations. Offenses to the League, IHSA, ICA, and/or the Association will be served as follows:

1. First offense: If a Member is ejected from a game or competition he/she will be suspended, by the Association, for the following game/competition.
2. Second offense: The member will be required to appear before the entire board for review. Any decisions are at the Board's discretion.
3. Any impeachments or dismissals will be decided by a two-thirds majority of the board. That individual that has been removed may appeal to be decided upon the organization trial.

Section H: Fees

1. Any registrant after registration day will be given fourteen days from the 1st date of practice to receive funds, minus a sixty-five dollar (\$65) fee for paperwork per athlete. Once a game jersey/ cheer package is ordered, the registrant will be issued a refund less one hundred and fifty (\$150) for football, and six hundred and forty (\$640) for cheer. This is per athlete to cover the cost of paperwork and the jersey/cheer package. Any athlete who is on the roster at our first scheduled game is not eligible for a refund.
2. All fees must be paid in full prior to the first scheduled game.
3. No Refunds will be issued until equipment is returned
4. Parents/Guardian will be responsible for their athlete's imposed fines by the League at weigh-ins (i.e. no jersey, wearing equipment, wrong shoes, etc.).
5. Sponsorships that are being utilized for the benefit of reduced registration fees must be of monetary.
6. A fee of \$10 will be charged to any athlete that misses a game barring any injury or emergency. This fee will be due at the start of the next scheduled practice.
7. Any and all credit card charge backs and/or disputes initiated by the member must be paid by the responsible party plus an additional 5%.
8. Cheerleading State Fees- Once your team receives a qualifying bid to the ICA state championship no refunds for state fees will be given.

Section I: Requirement for Members

1. A member in good standing shall be any parent, or legal guardian or a child that is registered for and that actively participates in an Association program of any adult coach or volunteer. The member must attend a minimum of three parent meetings from March 1st through the last day in February one of which must include the mandatory parent meeting for your sport if applicable.
2. A member in good standing must participate in fund-raising activities.
3. All members are required to abide with Association By-Laws and guidelines.
4. Only members in good standing are eligible to vote at meetings.

5. For membership purposes the Titan year is considered to run from January 1st to December 31st.
6. All families are required to donate at least eight (8) hours of their time. Hours must be completed by an adult 18 and over that is part of your immediate family
7. The PPH fee of two hundred dollars (\$200) for non-participation attendance for said discussed hours will be forfeited.
8. The Board may use its authority to suspend or remove any member whose conduct is considered detrimental to the best interest of the Association.
9. All of the above requirements must be met in order to be eligible to vote.

Section J: Hardship

1. The Board shall evaluate hardship issues on a “case-by-case” basis. The outcome of their decision shall be based on the specific circumstance. . All hardships must be submitted in writing to any board member no later than the 14th day of League practice.
2. Members can only receive Hardships for a max two (2) seasons per family.

Section K: Chain of Command

Membership who exhausted the chain of command, for example, their child’s Head Coach, then their DOC/AD, may submit a written complaint to the Board. No anonymous letters will be entertained. For playing time grievances, see article 9, Section D.

Section L: Parent Participation Hours (PPH) and Requirements

1. All families are required to donate at least eight (8) hours of their time. Hours must be completed by an adult who is eighteen (18) years of age or older that is part of your immediate family. .
2. A PPH fee of two hundred dollars (\$200) for non-participation attendance for said discussed hours will be forfeited.
3. Once a member/immediate family member (18 and over) has completed 8 hours of service and necessary forms have been submitted you will be eligible for PPH refund.
4. All refunds must be turned in and issued by December 1st of that year or refund will be forfeited.

ARTICLE X: MEETINGS

Section A: Majority Vote

A simple majority of all Board members (eight of fourteen, including either the President or Vice President) must be present to perform any Association business. The court shall be referred to as a quorum. No Directors may participate in and act in any board, special, emergency or parent meeting through the use of a conference telephone or other communications equipment.

Section B: Board Meeting

1. Shall be held monthly with the exception of May and June. Subject to change.
2. Shall be conducted in a closed session and not shared with anyone including spouses.

3. The annual meeting shall be held in March.

Section C: Parent Meetings

1. Shall be held monthly with the exception of May and June. Subject to change.
2. Shall be open to all Association members.
3. The annual meeting shall be held in November.

Section D: Special Meetings

Special meetings may be called by the President and/or a majority of Head Coaches and/or a majority of Board members with a forty-eight hour advance notice and requested to be held within seventy-two hours. Requestor will be the first to be given the floor.

Section E: Ethics and Standards meeting

1. The purpose of this meeting is to establish standards of conduct and sportsmanship.
2. A yearly meeting concerning standard conduct will be held immediately following registration and equipment issues.
3. This meeting is a mandatory meeting for all Head Coaches, Assistant Coaches and Board members.

ARTICLE XI: APPOINTMENTS

Section A: Term

All appointments for all committees will be announced at the following parent meeting and will serve for the current year only.

- a. November Parent Meeting
 - i. The Awards Committee
- b. January Parent Meeting
 - i. The By-Law Committee
- c. The Auditing Committee
 - i. 14 calendar days after the 1st day of practice
- d. Team Parent meeting
 - i. Homecoming Committee

Section B: Coaches

1. Head coaches will be appointed by the board.
2. In the event of a vacancy of a Head Coach position, any Assistant Coach from that division will be eligible for the position of Head Coach for the remainder of the entire football/cheerleading season. The Board will interview each candidate and appoint a replacement immediately.
3. All head coaching positions will stay in effect for a 1 year term.
4. Responsibilities
 - a. Any coach shall submit a letter of intent to the AD/DOC by the January board meeting to be accepted/rejected by the Board vote. A letter of intent does not guarantee acceptance. No Assistant Coach shall be guaranteed a returning

position. A letter of intent will only be accepted for a Head Coach position from a coach who has just completed an entire season with the Association. Exception: No coach has submitted a letter of intent.

- b. Each Head Coach shall select a qualified coaching staff and maintain it as follows:
 - i. Fall football and Cheerleading: a maximum of five (5) assistants.
 - c. Each new Assistant Coach and Jr. coach shall have a probationary period of four weeks at which time the Head Coach will make a decision to retain or release him/her.
- 5. All Coaches and Jr. coaches are responsible for putting away practice equipment.
 - 6. All head coaches and/or assistant coaches, that are part of the official staff, must be 18 years of age by the first day of practice.
 - 7. Jr. coaches are considered any high school age person(s) appointed by the Head Coach of that division. Their purpose is to give clear demonstrations of cheerleading routines or football plays. Freshman Jr. coaches at the Varsity level may only be permitted on a case by case basis. Sophomore and older students can demo at all levels.
 - a. All Jr. coaches shall sign a code of conduct.
 - 8. Shall assist equipment managers in all equipment hangouts and returns.
 - 9. Assistant coaches including Jr. coaches can only register for a single team.
 - 10. All head coaches and assistant coaches must submit to and pass a background check before any contact with athletes.
 - a. The Executive Board may use discretion in regards to a failure of background check based on the totality of the circumstances if such a person appeals to the Executive committee who will then have the final say.

Section C: Team Parent Responsibilities

- 1. Assist the secretary as requested.
 - 2. All Team Parents of all divisions must attend mandatory team parent meeting and all homecoming meetings.
 - 3. Solicit parent participation for volunteer work during home games.
 - 4. To provide water to the players/cheerleaders during games and half time.
 - 5. To assist in player/cheerleader miscellaneous activities (such as bathroom breaks, etc.)
 - 6. To assist in supervision of the players/cheerleaders during practices and schedule game day times.
 - 7. To assist in distributing handouts or flyers during practices or game schedules.
 - 8. Will coordinate with head coach on float decorations,
 - 9. Will make and deliver homecoming posters to homes on homecoming eve.
- 10. All Team Parents must submit to and pass a background check before any contact with the athletes.
 - a. The Executive Board may use discretion in regards to a failure of background check based on the totality of the circumstances if such person appeals to the Executive Committee who will then have the final say.

ARTICLE XII: End of the Year Celebration for Football & Cheerleading

1. Coaches, Jr. Coaches, Board members, and Team Parents are to receive their own complimentary End of the Year Celebration ticket.
2. Each player/cheerleader receives their own complimentary End of the Year Celebration tickets after all financial responsibilities have been met, mandatory fundraiser has been completed, their uniform, and/or all equipment has been returned.. No exceptions. No uniforms and/or equipment will be accepted for return at the End of the Year Celebration. An adult must accompany all players/cheerleaders.
3. Any additional End of the Year Celebration tickets must be purchased in advance, and are non-refundable.
4. Complimentary tickets are non-transferable and have no monetary value. No refunds for complimentary tickets will be issued.

ARTICLE XIII: UNIFORMS AND EQUIPMENT

Section A: Football Players

1. Will be supplied with helmet, shoulder pads, game pants, practice pants (optional), rib pads, belt, socks, and game day jersey. Jersey and socks are for the players to keep. All other equipment must be returned and cleaned. (subject to change)
 - a. All players who use their own equipment shoulder pads, helmet ect. must sign a liability waiver, and has to be approved by the Athletic Director.
2. Parents are responsible for the protective support, molded rubber spikes (no metal screw-in spikes) and any other protective equipment required as needed including girdle and seven (7) pant pads (subject to change).
 - a. Replacement of any equipment during the season requires a replacement fee at time of request.
 - b. Do not dry any part of the uniform in the dryer.
 - c. A fee of \$15.00 will be assessed for any helmet returned with unauthorized decals that require removal. Price subject to change.

Section B: Cheerleaders

1. Athletes and parents are responsible for the purchase and care of all uniforms and other items included in the cheer package. (These items are all included in athlete registration)

Section C: Uniform/Equipment Return

1. There will be no complimentary end of year celebration or awards given to an individual until that person turns in their uniform.
2. Parents are responsible for the return of cleaned Football uniform/equipment on the day scheduled for return or they will lose their equipment deposit. A fine of \$25.00 will be assessed for any unclean equipment.

3. Parents are financially responsible for any and all lost or misused, or damaged uniform/equipment.
4. Excessive damage to the uniform will result in full payment for damaged pieces. Refer to the code of conduct for proper wear and use of uniform.

ARTICLE XIV: FITNESS FOR PLAYING FOOTBALL and CHEERLEADING

Football and cheerleading are physical activities, which involve the risk of physical injury during, but not limited to, practices, games, tournaments, and competitions. Assumption of this risk is the parent's responsibility alone. No liability shall fall on the Titan Organization. In the event of injury, a report should be made to the Board within 24 hours of the injury occurring. No liability shall fall on the Titan Organization.

ARTICLE XV: PARK DISTRICT/HIGH SCHOOL(S) AFFILIATION

In cooperation with the Association, the Burbank Park District/High School(s) is responsible for major field maintenance and the football field. All members of the Association must abide by Park District /High School(s) rules and regulations.

ARTICLE XVI: INSURANCE

The League shall provide secondary medical insurance coverage for all its players/cheerleaders during all designated activities while players/cheerleaders are engaged in Association activities. Any injuries must be reported to the head coach the same day of the incident. The head coach then must notify the board immediately.

The individual's insurance is primary; the League's insurance is only valid at Association activities.

ARTICLE XVII: BY-LAW REGULATIONS AND ACCESS

Section A: Amendments

Amendments to these By-Laws may be submitted to the By-Law Chair, in writing, two weeks prior to the March parent meeting. Only 1/3 of the by-law changes may be presented by the March parent meeting.

Section B: Presenting Changes

Any changes to the By-laws that were approved by the board shall be presented to the members of the Association for discussion at the March parent meeting. No by-law proposals shall be presented or accepted at the March parent meeting. Exception: if the March meeting is canceled. The voting will take place at the first scheduled parent meeting following the canceled March meeting.

Section C: Voting on Amendments

Voting on said amendments will take place at the April parent meeting only. No By-laws proposals will be voted on at any other parent meeting with the Except that the April meeting was canceled. The voting will take place at the first scheduled parent meeting following the canceled April meeting.

Section D: Passing Amendments

A simple majority is required for any amendments to pass.

Section E: Membership Access

Each member of the Board of Directors and each Head Coach shall maintain a copy of these By-Laws and all members of the Association shall have access to them.

Section F: Forms

The Association shall provide secondary medical insurance coverage for all its players/cheerleaders during all designated activities while players/cheerleaders are engaged in Association activities. Any injuries must be reported to the head coach the same day of the incident. The head coach then must notify the board immediately.

ARTICLE XVIII: CODE OF CONDUCT AND DISCIPLINE**Section A: Player Infractions**

The Executive Committee shall rule on membership cases and will base their decision on League, IHSA, ICA, and Association rules and regulations. Offenses to the League, IHSA, ICA, and/or the Association will be served as follows:

1. First offense: If a Member is ejected from any Titan activities he/she will be suspended, by the association, and reviewed by the Board within 72 hours.
2. Second offense: Members will be required to appear before the entire board for review. Any decisions are at the Board's discretion.
3. All Titan activities: Zero (0) tolerance fighting/bullying policy is: immediate suspension and/or removal until reviewed by the Board within 72 hours.

Section B: Attendee Infraction

1. Any person attending any Association function that displays physical anger toward another person will be the subject of a course of action that will be determined by the Board based upon the severity of the infraction. Discipline may include, but not limited to, verbal or written warning, suspension and/or expulsion from the Association and from its properties for which it holds a permit.
2. Any person attending an Association function including, but not limited to, practices, games, and competitions, under the influence of any substance will be subject to a course of action to be determined by the Board based upon the severity of the incident. Discipline may include, but not limited to, verbal or

written warning, suspension and/or expulsion from the Association and from its properties for which it holds a permit.

3. Please review all Code of Conducts, Rules and Regulations, and Policies for full detailed explanations. All of the aforementioned can be found in the Appendix of the By-Laws and are available for download on the website.

This page was left blank intentionally.

Appendix A: Policy on Alcohol & Controlled Substances

POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES

Absolutely no alcohol or controlled substances will be allowed at ANY Burbank Titan event. Any and all locations, including away games, have a zero tolerance policy. If any person is seen with, suspected of having, or being under the influence of alcohol or any controlled substance, will be subjected to report. Proper authorities will be contacted and the person will be upheld to the fullest extent of the law.

It is the responsibility of all Burbank Titan members to protect all others from harm and to uphold regulations put in place by the Burbank Titans as well as the laws by which we are all governed.

While we recognize the impossibility of preventing injuries, we can ensure our members that we are taking every precaution to avoid serious injury and damage to health, that is directly related to the use of alcohol and/or drugs.

By reading the policies listed above, you agree to:

1. ANY PARENT WHO BRINGS AND/OR CONSUMES ALCOHOL AND/OR DRUGS AT ANY TITAN EVENT, WHERE EXPRESSLY PROHIBITED, WILL RESULT IN THE IMMEDIATE SUSPENSION AND POSSIBLE EXPULSION OF THEIR CHILD, IN ADDITION TO RUNNING THE RISK OF ARREST. FRIENDS OF THE PARENTS OR CHILD POSSESSING AND/OR CONSUMING ALCOHOL AND/OR DRUGS WILL BE ASKED TO LEAVE AND THE PROPER AUTHORITIES WILL BE NOTIFIED.
2. ANY TITAN ATHLETE CAUGHT WITH ALCOHOL, DRUGS, AND/OR TOBACCO/VAPING WILL BE IMMEDIATELY EXPELLED FROM THE ORGANIZATION AND THE PROPER AUTHORITIES WILL BE NOTIFIED.

I, _____ (parent/guardian) of _____ (child)

have read and fully understand the Policy on Alcohol and Drug use.

Parent/Guardian Signature

Date

Appendix B: Parent Code of Conduct

PARENT CODE OF CONDUCT

1. I hereby pledge to provide positive support, care and encouragement for my child(ren) as they participate in youth sports by following this *Parent Code of Conduct*.
2. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other event.
3. I will place the emotional and physical well-being of my child ahead of my personal desire to win and I will remember that the game is for youth, not adults.
4. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all and will do my best to make youth sports fun for my child.
5. I will demand a sports environment for my child that is free from all drugs, tobacco and alcohol, and will refrain from their use at all events as outlined in the Alcohol and Controlled Substances Policy.
6. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
7. I will insist that my child play in a safe and healthy environment by upholding the following expectations of behavior:
 - a. No member of the Burbank Titans Organization including participants, parents, coaches, and board members may commit a violent act, or have/use a weapon at any location related to Burbank Titan events.
 - b. Violent acts include but are not limited to: striking anyone with hands or any weapon in a manner that goes beyond what would normally be expected in the game of football.
 - c. Anyone who violates this policy may be removed from the organization. Action will be taken whether or not a formal complaint is filed and presented to the Board of Directors.

I, _____ (parent/guardian) of _____ (child)

have read and fully understand the Parent Code of Conduct.

Parent/Guardian Signature

Date

Appendix C: Rules and Regulations

RULES AND REGULATIONS

1. Each member and guest must abide by Park District rules.
2. Parents are responsible for the behavior of their children before and after games and practices.
3. Parents are required to arrive 15 minutes before the end of a practice or game to pick up their children.
4. Any damage to property or equipment other than game/practice activity is the liability of the parents of the offender.
5. Each level is assigned a practice area to ensure the highest caliber of field conditions.
6. If a child intends to play football or other activities between games, the complete uniform must be removed.
7. The Executive Committee must approve all scrimmage games.
8. Profanity, physical abuse, or noncompliance with the Burbank Titans or Park District rules and regulations will not be tolerated. Any spectators interfering with referees or coaching staff shall be removed from the premises.
9. Each Head Coach is responsible for advising his/her staff, squad and parents of rules and information pertaining to the Titans. Each Head Coach is responsible for their team's equipment.
10. Each level shall have a mandatory parent meeting. Written notice as to the date and time of this meeting must be turned into the President. A board member, other than the coach, must be present. This meeting shall be held within the first two weeks of practice.
11. Burbank Titans offer various items for sale throughout the season. Selling unauthorized items is prohibited in the by-laws. Suggestions for different items are welcome.
12. Head Coaches must be at least 18 years old. Assistant Coaches must be at least 18 years old. Any high school aged coach will be considered a demo or helper coach.
13. If a player is injured, only coaching staff, the President and qualified medical personnel are allowed on the field. The parent or legal guardian of the injured child may only be on the field when called, but should not interfere with the first-aid process.
14. Unless invited, only the level currently playing may be on the sidelines during the games. This includes coaches from other levels.
15. All Head Coaches must attend all parent meetings in order to be aware of events, which may affect all squads
16. Any infractions of these rules will result in a written warning and placement on probation, pending an executive committee decision, regardless of the inflations.

I, _____ (parent/guardian) of _____ (child)

have read and fully understand these Rules and Regulations.

Parent/Guardian Signature

Date

Appendix D: Policy on Refunds

REFUND, MONIES OWED, NSF CHECK, AND PPH FEE POLICY

1. For any child that decides not to participate within fourteen (14) days of beginning practice, a refund will be given minus a \$25 paperwork charge per athlete.
2. After the game jersey and cheer package is ordered, the registrant will be issued a refund minus an additional \$80 per athlete to cover the cost of game jersey and/or cheer package.
3. No refunds will be given after the first scheduled game. Refunds after the first scheduled game will only be given due to unfortunate injury, not making weight at weigh-ins, or upon approval of the Titan Board.
4. All fees must be paid **in full prior to the first scheduled game.**
5. Members with outstanding fees will not be allowed to participate in practice, games or competitions until ALL fees are paid unless an extension on payment has been approved by the Executive Committee.
6. Any check that is returned to the Organization by the bank, will incur a fee of \$20 in addition to the outstanding balance.
7. The Organization reserves the right to refuse future payments with personal checks from any member that bounces a check.
8. Members will be refunded their Parent Participation Fee at the end of the season provided that the minimum twelve (12) hours of parent participation time has been served, all fees are paid in full (including, but not limited to, registration fees and mandatory fundraiser), and all equipment/uniforms are returned.

I, _____ (parent/guardian) of _____ (child)

have read and fully understand the Policy on Refunds, Monies Owed, & PPH Fees.

Parent/Guardian Signature

Date

Appendix E: Cheerleading Parent Code of Conduct

CHEERLEADING PARENTS CODE OF CONDUCT

Listed below is a series of policies that must be abided by at all times. Failure to abide by any of these policies will result in disciplinary action outlined below and decided upon by the Burbank Titans board.

1. It is my responsibility to attend all parent meetings for the Burbank Titans organization as a whole as well as any cheerleading specific meetings.
2. I understand that I am required to pay a \$125.00 Parent Participation Hours (PPH) fee for the 2022 season. This Fee will be returned once I have successfully completed my 12 parent participation hours. In order to be considered complete, my PPH log has to be turned in to the PPH coordinator (Kristina Ramos). I understand that PPH opportunities include: Head Coach, Assistant Coach, Team Parent, Field Set-up, Concession, Spirit Wear, Split the Pot, Announcer, Time-Score Keeper, Spotter, Chains, Bathroom, and Field Break-down.
3. I understand that I am required to participate in a mandatory fundraiser. If the mandatory fundraiser is not picked up or is over I agree to pay a buy-out fee.
4. I understand that practices will be Monday-Friday from 6:00 p.m. to 8:00 p.m. at the Titan game field. Starting August 29th, 2022, practices will reduce to three days a week (Tuesday, Wednesday, and Thursday).
5. I understand that location for practice will change when indoor practices commence. I understand that indoor practices are **closed** practices and parents are not allowed to attend unless invited in by the coach for the sole purpose of watching the routine.
6. I understand that if my child would like to compete in any competitions the Burbank Titans Organization will need a copy of the athlete's birth certificate.
7. I understand it is my responsibility to ask my child daily if there were any hand-outs, as these have important information about upcoming events.
8. I agree to abstain from the drinking and/or possession of alcoholic beverages and the possession and/or use of any illegal substance at any Titan event as outlined in the Alcohol and Controlled Substances Policy.
9. I understand it is my responsibility to ensure that my child attends all practices and games on time. Failure to report on time may result in disciplinary action.
10. It is my responsibility to ensure that my cheerleader is present for the entire game or practice. Unless the Head Coach otherwise specifies, participants must arrive 1 hour before game time and 15 minutes before practices.
11. I understand I must arrive 15 minutes before any practice or game ends to pick up my child.
12. I understand that I need to be respectful to all coaches and parents. If any issue arises, I will inform the Head Coach immediately. If there is an issue with the Head Coach I will then report to the Director of Cheerleading (Gianna Formica).
13. I understand that there is a **ZERO** Tolerance policy for bullying of any kind, including cyberbullying. I understand that this can result in **automatic dismissal** of my athlete from their team.
14. It is my responsibility to provide transportation for my child to all practices, games and competitions.
15. **I understand that uniforms are NOT to be worn at the park.**

16. It is my responsibility to notify the Head Coach as soon as possible if a participant must miss a game or practice. **Notification does not necessarily excuse the absence.**
17. **ALL competition practices are MANDATORY.** Two or more unexcused absences will result in your child being removed from the competition team.
18. I understand that there will be NO REFUND if my child quits or is removed from their squad.
19. I understand my athlete must complete the season to be eligible for end-of-season awards.
20. I agree to be financially responsible for the organization provided uniforms issued to my child, other than normal wear during games and competition. Furthermore, I agree to reimburse the organization for the loss and/or damage to said uniform. Uniform must be returned at the end of the season.
21. I understand that there is a Credit Card Guarantee for my athletes Uniform. This Guarantee authorizes the Burbank Titans to charge my credit card if my child's uniform is not returned.
22. My child will be given a cheer package which is theirs to keep. Cheer package contents vary based on level.
23. I understand I will need to purchase the following from the Titans:
 - a. Cheer shoes are required for competition.
 - b. Cheer sideline jacket.
24. Cheerleaders **MUST** attend ALL games...**HOME AND AWAY.**
25. Cheerleaders **MUST** remain on the sidelines for the entire game.
26. Cheerleaders are not allowed to eat while on the sidelines. Water and/or sport beverages, such as Gatorade, ONLY.

I have read and agree to abide by the Parents Code of Conduct and agree to sign this form, which acknowledges these guidelines.

Cheerleaders Name (please print)

Division

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Appendix F: Football Parent Code of Conduct

FOOTBALL PARENTS CODE OF CONDUCT

Listed below is a series of policies that must be abided by at all times. Failure to abide by any of these policies will result in disciplinary action outlined below and decided upon by the Burbank Titans board.

1. It is my responsibility to attend all parent meetings for the Burbank Titans organization as a whole as well as any cheerleading specific meetings.
2. I understand that I am required to pay a \$125.00 Parent Participation Hours (PPH) fee for the 2022 season. This Fee will be returned once I have successfully completed my 12 parent participation hours. In order to be considered complete, my PPH log has to be turned in to the PPH coordinator (Kristina Ramos). I understand that PPH opportunities include: Head Coach, Assistant Coach, Team Parent, Field Set-up, Concession, Spirit Wear, Split the Pot, Announcer, Time-Score Keeper, Spotter, Chains, Bathroom, and Field Break-down.
3. I understand that I am required to participate in a mandatory fundraiser. If the mandatory fundraiser is not picked up or is over I agree to pay a buy-out fee.
4. I understand that practices will be Monday-Friday from 6:00 p.m. to 8:00 p.m. at the Titan game field. Starting August 29th, 2022, practices will reduce to three days a week (Tuesday, Wednesday, and Thursday).
5. I understand that if my child would like to play in any games the Burbank Titans Organization will need a copy of the athlete's birth certificate.
6. I understand it is my responsibility to ask my child daily if there were any hand-outs, as these have important information about upcoming events.
7. I agree to abstain from the drinking and/or possession of alcoholic beverages and the possession and/or use of any illegal substance at any Titan event as outlined in the Alcohol and Controlled Substances Policy.
8. I understand it is my responsibility to ensure that my child attends all practices and games on time. Failure to report on time may result in disciplinary action.
9. It is my responsibility to ensure that my cheerleader is present for the entire game or practice. Unless the Head Coach otherwise specifies, participants must arrive 1 hour before game time and 15 minutes before practices.
10. I understand I must arrive 15 minutes before any practice or game ends to pick up my child.
11. I understand that I need to be respectful to all coaches and parents. If any issue arises, I will inform the Head Coach immediately. If there is an issue with the Head Coach I will then report to the Athletic Director (Rob Malone).
12. I understand that there is a **ZERO** Tolerance policy for bullying of any kind, including cyberbullying. I understand that this can result in **automatic dismissal** of my athlete from their team.
13. It is my responsibility to provide transportation for my child to all practices, games and competitions.
14. **I understand that game uniforms are NOT to be worn at the park.**
15. It is my responsibility to notify the Head Coach as soon as possible if a participant must miss a game or practice. **Notification does not necessarily excuse the absence.**

16. I understand that there will be NO REFUND if my child quits or is removed from their squad.
17. I understand my athlete must complete the season to be eligible for end-of-season awards.
18. I agree to be financially responsible for the organization provided uniforms issued to my child, other than normal wear during games and competition. Furthermore, I agree to reimburse the organization for the loss and/or damage to said uniform. Uniform must be returned at the end of the season.
19. I understand that there is a Credit Card Guarantee for my athletes Uniform. This Guarantee authorizes the Burbank Titans to charge my credit card if my child's uniform is not returned.
20. My child will be given a helmet with jaw pads, shoulder pads, rib pads, belt, game pants and practice pants which will be returned at the end of the season. Contents vary based on level.
21. My child will be given a game jersey and socks which are theirs to keep.
22. I understand I will need to independently purchase other equipment including a mouthpiece, spikes, etc.
23. Players **MUST** attend ALL games...**HOME AND AWAY**.
24. Football players should come to the game fully dressed and ready to play, unless otherwise directed by the Head Coach.
25. Under no circumstance will I address a Game Official.

I have read and agree to abide by the Parents Code of Conduct and agree to sign this form, which acknowledges these guidelines.

Player's Name (please print)

Division

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Appendix G: Social Media Policy

SOCIAL MEDIA POLICY

The Burbank Titans recognizes the importance of the Internet and social media in shaping the public's perception of our organization. Titans also recognize the importance of all our Board members, coaches, parents, immediate family, athletes, and volunteers in leading and setting the tone of social media interactions in a manner that advances Titans reputation.

This Social Media Policy (Snapchat, TikTok, Twitter, Instagram, and Facebook, etc.) applies to all board members, coaches, parents, immediate family, athletes, and volunteers.

Policies:

1. Be positive and respectful. When disagreeing with others' opinions, remain appropriate and polite.
2. Do not post content that would harm the Titans or damage the Titan's reputation. Remember that even while you are on your own personal time, you are a representative of Titan, and people may interpret your online postings or social interactions as though they were official Titan statements.
3. Use good judgment when posting comments on any official Titan sites.
4. Be smart about what you publish. Once something is posted, it exists online forever.
5. Absolutely NO bullying of any kind including picture taking, text messages, Snapchats, tweets, videos, and posts of any kind.

Violations of the Social Media Policy:

The Burbank Titan Board has the authority to monitor and enforce this Social Media Policy, remove any inappropriate or offensive comments from official Titan sites, and to block any individual or organization from posting on any official Titan social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of Titans.

The failure of any Titan Member to adhere to this Social Media Policy shall be considered a violation of the Titan Code of Conducts and any Titan Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in the Burbank Titans.

Athlete's Name (PRINT)

Division

Athlete's Signature

Date

Parent/Guardian Signature

Date

Appendix H: Athlete Code of Conduct

ATHLETE CODE OF CONDUCT

The following rules and regulations apply to all Burbank Titan Athletes.

1. As official members and representatives of the Burbank Titans Football and Cheerleading Association, athletes should, at all times, conduct themselves in a proper manner.
2. Athletes will display good sportsmanship at all times, on and off the field.
3. During practice, games, and competitions, athletes should refrain from displays of undesirable outbursts of emotion such as talking back, hand gestures, and/or foul language. Disrespect or disobedience is not allowed.
4. Athletes will learn the rules of the sport and abide by the rules, guidelines, and policies of the league.
5. Athletes understand that their behavior and actions during the season may affect their participation.
6. Athletes will not engage in any kind of unsportsmanlike conduct with any official, coach, parent, and participant. Athletes will show a positive attitude at all times.
7. Athletes will not swear or use abusive language or obscene gestures toward any cheerleader, football player, official, coach, parent or spectator.
8. Athletes will never threaten, verbally abuse, or endanger the safety of any other player, coach, parent, official, or spectator.
9. Athletes will refrain from fighting and focus on supporting their teammates.
10. Any verbal or physical fights at any time during the season, whether at an organization event or not, can result in the athletes automatic dismissal from the team.
11. Athletes will respect the officials and their authority during all events including competitions and games.
12. **There is a zero tolerance for bullying and athletes understand that this can result in their automatic dismissal from the team. Athletes will not initiate any slanderous or hurtful gossip.**
13. Athletes will refrain from posting any negative comments and or pictures on Snapchat, Facebook, Twitter, Instagram, TikTok or any other form of social media.
14. Athletes will show respect for their teammates on all levels, all coaches, opponents, officials, judges, and spectators at all times both in and out of Titan activities and events.
15. Athletes understand that they may be asked to sit-out for having a negative attitude and repeated infractions may result in being benched.
16. Athletes will not use their phone or any other electronic device during practice, games, or competitions.
17. Athletes understand that there is a zero tolerance policy in regards to drinking, smoking, drug use, and lewd behavior as outlined in the Alcohol and Controlled Substances Policy.
18. Athletes must be on time to all practices and games. Unexcused absences will result in disciplinary action.
19. Parents are asked to call the coaches to let them know of absences so the coach can plan accordingly.
20. Social functions (birthday parties, mixers, hair appt. etc) will **never** constitute an excused absence. If athletes choose to attend social functions and miss practice and/or a game this can result in being benched or removed from routines and plays.

21. If an athlete is more than 30 minutes late to practice, on 3 occasions, it will be handled as an unexcused absence.
22. Athletes understand that if they are not present for the before game warm-up/run-through, they will not be allowed to participate in specific elements of the game for safety reasons.
23. Proper clothing is required to practice. Restrictive clothing should be avoided.
24. Athletes understand that they must be wearing appropriate clothing during all events. Inappropriate dress may result in sitting out of practice for their own safety.
 - a. Athletes understand that there is absolutely no jeans, crop tops, tank tops with spaghetti straps, short shorts, flip flops or sandals allowed at practice.
25. NO GUM CHEWING IS ALLOWED IN OR OUT OF UNIFORM AT ALL PRACTICES AND GAMES!
26. Athletes understand that they are not allowed to wear jewelry.
 - a. Included, but not limited to: rings, necklaces, bracelets, or body piercings of any kind.
27. **Athletes will clean up after themselves when games and practices are over. If this is not done the team will have a consequence at the next practice.**
28. Cheerleading only:
 - a. Nails should be neat and not longer than the tips of your fingers for safety reasons. This includes fake nails and press on nails.
 - b. I understand my hair is to be neat at all times. Shoulder length hair or longer must be tied back for all practices, games and competition.

My signature means that I have read the above Code of Conduct and that my coach has discussed each item with the team while I was present. Furthermore, I understand and will obey all the rules and policies stated above. I also understand that if I do not follow the rules and policies that the above stated, disciplinary action will be imposed. I understand that I must share this information with my parents/guardian.

By signing this code of conduct you are agreeing to the terms and discipline outlined. I understand that I cannot participate until this paper is signed and returned.

Athlete's Name (PRINT)

Division

Athlete's Signature

Date

Parent/Guardian Signature

Date