

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



The policies and procedures within this document govern the structure and management of the Tanque Verde Cowboys, referred to as the “Association.” If Association policy conflicts with the policies of American Youth Football, Inc. or American Youth Cheer, collectively referred to as “AYF,” AYF policies take precedence. Association policies may be more restrictive than AYF policies, but not less.

### 1 Board Structure and Responsibilities

#### 1.1 Board Structure

**1.1.1** The General Board shall not be less than three but no more than 30 Members.

- a. Head Coaches are automatically elected as General Board Members but do not have to hold any “specified” position on the Board; however, they must attend all Board meetings.
- b. Head Coaches may assign a representative to satisfy their Board responsibilities. The representative shall be a volunteer from their team who attends all Board meetings.
- c. General Board Members (see Addendum 8.1 for all qualifying General Board Member positions) who are not Head Coaches or their representatives must lead or actively support at least one Board initiative and attend all Board meetings.
- d. All General Board Members are voted in for a one-year term.

**1.1.2** The Executive Board shall not be less than three but no more than 10 Members.

- a. Executive Board Members may hold only one Executive Board position but may concurrently hold a General Board position, except the Treasurer.
- b. Executive Board Members may serve as Coaches or team Business Managers.
- c. The Executive Board shall consist of at least the following positions:

President	Treasurer	Athletic Director (AD)
Vice President (VP)	General Manager (GM)	Cheer Director
Secretary	Concessions Director	Equipment Director

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



- d. All Executive Board Members are voted in for a two-year term. If they run unchallenged after that, the Executive Board can reappoint Members in one-year increments.

### 1.2 Executive Board Roles and Responsibilities

**1.2.1 President:** The President will supervise and control all business and affairs of the Association and its Members. The President will see that all monetary dues and obligations are fulfilled. The President shall preside over all meetings of the Association and its Boards and shall be an ex-officio Member of all committees. The President shall appoint all standing and special committees with appropriate Board approval. The President is authorized to make decisions and take actions that promote the advancement of the Association without requiring prior approval from the Executive Board. However, if the Executive Board determines that the President's actions or decisions are not aligned with the Association's values or do not contribute to its progress, the Executive Board reserves the right to hold a vote to overturn those actions or decisions. The President shall perform such duties as the Association requires and as outlined herein.

**1.2.2 Vice President:** The Vice President (VP) shall perform all Presidential functions in the President's absence. The VP is responsible for coordinating and functioning events or activities with the respective chairpersons and for all equipment entrusted to the custody or control of the Association. If vacated, the VP will only assume the President's position for the remainder of that calendar year. The VP shall carry out these and any other appropriate duties as the President or Executive Board may prescribe.

**1.2.3 Secretary/Sergeant at Arms:** The Secretary is responsible for recording (written or electronic) meeting minutes, sending all meeting notices, and maintaining all official Association minutes, records, roster of membership, and other documents from all Board meetings. All meeting minutes should be sent to the appropriate Board Members within seven days of each meeting. The Sergeant at Arms is responsible for taking roll, recognizing guests, keeping meetings on point, ensuring a copy of Robert's Rules of Order is present at each Board meeting, monitoring the length of discussions, and following Robert's Rules of Order. The Secretary will coordinate and solicit Association Members for any event requiring-

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



volunteers. They will work with the Event and Volunteer Coordinator(s) to ensure volunteers are in place for each practice, game, event, etc. They will work with the GM and team Business Managers to ensure team responsibilities are met throughout the season. The Secretary shall carry these and any other appropriate duties as the President or Executive Board may prescribe.

**1.2.4 Treasurer:** The Treasurer is the preferred point of contact for all Association financial matters, as detailed in the Financial-related sections. If an existing Board Member assumes the Treasurer position by appointment or ascension, another Board Member must fill their prior position, or the position will remain vacant until someone fills it. The Treasurer shall carry out these and any other appropriate duties as the President or Executive Board may prescribe. The Treasurer shall also have the following key responsibilities:

- a. Establish and maintain a financial management system for Board Members to understand finances accurately;
- b. Ensure bills are paid promptly;
- c. Outline financial concerns for the Association to the President and during Board meetings or via other media as necessary;
- d. Present financial reports monthly at Board meetings, including bank statements that show current account balances;
- e. Require and review a “Business Case” for all events, merchandise purchases, and other optional expenditures to ensure expenses are reasonable. “Business Case” planning entails showing that planned revenues are expected to exceed costs and provide financial benefit to the Association or at least breakeven;
- f. Maintain payment records of all Association Members and the Association itself. This includes invoices and bills paid by the Association. All invoices filed shall note a check number or a dated Visa transaction traceable to a bank record. All checks written should have the invoice number noted in the memo line or the reason for the expenditure (event name, equipment purchased, etc.);

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



- g. Prepare Association tax paperwork for the year served. Taxes for the year served are to be filed before the following May deadline as set by the IRS for non-profit income taxes;
- h. Provide funding to other Board Members as required, e.g., snack bar purchases, change for snack bar, merchandise sales, and equipment;
- i. Institute and assist in managing a financial assistance program to enable participants to express the need to participate in football or cheer; and
- j. Present an annual end-of-year summary financial report for the Association at the close-of-season Board meeting.

**1.2.5 General Manager:** The General Manager (GM) shall report to the President. The GM shall ensure that all football Association Members or anyone assisting in team management follow Association and AYF rules and regulations. The GM will supervise football registrations and team assignments. The GM shall organize volunteers and be prepared for football paperwork certification. The GM shall handle any football complaints directly or indirectly arising from Association policy. The GM shall work with the AD to resolve Association issues specific to football administration. The GM shall coordinate and supervise the activities of the football team Business Managers. With Executive Board approval, the GM shall have the right to disapprove (with explanation) of any football team Business Manager's appointment. The GM shall maintain complete and current Association rosters for football in cooperation with the AD, Secretary, and Treasurer. The GM will also attend all Scholarship meetings to represent and flow out requirements for football participants. They will work with football team Business Managers to ensure each football participant maintains the required GPA for participation in the Association and that each participant has all 4 quarters of the previous season on file for football team certification. They will ensure all tracking or participant forms are in place for each football team weekly with the Association. The GM shall supervise the complete, accurate, and timely completion of all football team Business Manager reports, participant injury reports, and all other documents required by the Association. The GM shall carry out these and any other appropriate duties as the President or Executive Board may prescribe.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**1.2.6 Concessions Director:** The Concessions Director is responsible for planning, organizing, and overseeing all concession stand operations at home games and events. This role ensures a safe, efficient, and welcoming gameday experience while generating vital fundraising revenue to support the Association. Key duties include managing concession setup, staffing, inventory, purchasing, and compliance with food safety standards; recruiting, scheduling, and coordinating volunteers; maintaining financial accountability through established cash-handling procedures and reporting to the Treasurer; and communicating schedules, needs, and expectations with Board Members, coaches, and families. The Concessions Director must demonstrate strong organizational and communication skills, the ability to manage volunteers in a fast-paced environment. This position requires active participation during game days, with limited pre-season preparation and post-season wrap-up, and plays a critical role in sustaining affordable registration costs, supporting athletes, and enhancing the overall family experience.

**1.2.7 Athletic Director:** The Athletic Director (AD) shall report to the VP. The AD shall work with the GM to prepare football teams for certification and season play. He or she shall plan and coordinate methods of coaching and conditioning for all football Association participants. The AD will mentor football teams with newer coaches or those who require assistance. The AD shall ensure Association Operating Procedures and any updates from the Board are known and adhered to, as well as supervise and be responsible for the team's compliance with the requirements of the Association. The AD shall obtain and present candidates for football Head Coaches to the Board. All actions and appointments shall be subject to approval by the Board. The AD will handle and bring, before the President or Board, for board action any complaints directly or indirectly regarding football coaching methods or purported policy infractions. The AD shall keep the Board apprised of progress and problems and take disciplinary action against football coaches as directed by the Association. The AD is responsible for running all football camps and continuous training for all football coaches, including attendance at all mandatory clinics. The AD will attend all Association weekly problem-resolution meetings, as required. The AD shall carry out these and any other appropriate duties as the President or Executive Board may prescribe.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**1.2.8 Cheer Director:** The Cheer Director reports to the VP. Concerning Association cheer, dance teams, and their coaches, the Cheer Director has the same duties as the GM and AD. The Cheer Director shall carry out these and any other appropriate duties as the President or Executive Board may prescribe.

**1.2.9 Equipment Director:** The Equipment Director reports to the VP. The Equipment Director is responsible for maintaining all football and cheer-related Association equipment. He or she will inventory all equipment at the beginning and end of the season. The Equipment Director will ensure each team has a first aid kit, equipment bag, and any equipment required for conditioning and coaching football and cheer participants during the season. They are responsible for working with all football and cheer Head Coaches to ensure all participants have properly fitted equipment and uniforms. The Equipment Director will work directly with the Treasurer to ensure all equipment forms are correctly filled out and on file with a valid payment method and that all equipment is accounted for at the beginning and end of the season.

The Equipment Director will present the Executive Board with any equipment or uniform purchases necessary for the upcoming season. The Equipment Director shall carry out these and any other appropriate duties as the President or Executive Board may prescribe.

### 1.3 Additional Responsibilities of the Executive Board

**1.3.1** The Executive Board is also responsible for the following activities:

- a. AYF/AYC and SDAYF representation;
- b. Maintaining the budget, bylaws, and operating procedures for the Association;
- c. Leading efforts to raise funds to support the Association (including fundraising, financial assistance, snack bar, spirit store, etc.);
- d. Communicating with Association Members through email, website, and social media; and
- e. Providing safe equipment and practice locations for all Association Members.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 1.4 General and Executive Board Membership Qualification

- 1.4.1** Board Members shall consist of men and women of good name in the community, having no felony record, and having completed applicable AYF coaching requirements.
- 1.4.2** Board Members are expected to be financially responsible and abide by the law.
- 1.4.3** Only the President and Treasurer have the authority to authorize debt contracts or approve financial transactions on behalf of the Association. If the President is related and/or resides in the same household as the Treasurer, the President is barred from signing off on incoming or outgoing monies but would still be involved in the overall budgeting and approval of expenses. The VP would then assume the authority to sign off on funds instead of the President.

### 1.5 Election and Removal of General Board Members

#### 1.5.1 Nominations

- a. Candidates for the General Board must meet the qualification requirements in section 1.4 and be in good standing with the Association and AYF.
- b. Qualified candidates may request consideration for General Board membership at any General Board meeting if a vacancy is available.

#### 1.5.2 Voting

- a. A standing item to vote for new General Board Members will be included in the new business section of the General Board agenda.
- b. Following the introduction of the qualified candidates, all present General and Executive Board Members will vote.

#### 1.5.3 Vacancy

- a. If a General Board position vacancy occurs, the Board shall have the authority and responsibility to fill it as soon as possible. The Board shall ensure that the functions of this vacancy are met and maintained until the position is filled.



# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 1.5.4 Removal

- a. General Board Members may be removed for cause by a majority vote of the General and Executive Boards.
- b. A General Board Member may resign anytime upon written notification to the Executive Board.

### 1.6 Election and Removal of Executive Board Members

#### 1.6.1 Nominations

- a. Candidates for the Executive Board must meet the qualification requirements in section 1.4 and be in good standing with the Association and AYF.
- b. During the first General Board meeting of the season, General Board Members will nominate qualified candidates for open Executive Board positions.

#### 1.6.2 Voting

- a. Following the introduction of the qualified candidates, all present General and Executive Board Members will vote.

#### 1.6.3 Vacancy

- a. If an Executive Board position vacancy occurs, the Board shall have the authority and responsibility to fill it as soon as possible. The Executive Board shall ensure that the functions of this vacancy are met and maintained until the position is filled.

#### 1.6.4 Removal

- a. Executive Board Members may be removed for cause by a majority vote of the General and Executive Boards.
- b. An Executive Board Member may resign anytime upon written notification to the Executive Board.



# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 1.7 General and Executive Board Meetings

**1.7.1** All General Board Members are required to attend all General Board meetings.

**1.7.2** All Executive Board Members are required to attend all General and Executive Board meetings.

**1.7.3** Association Members may attend General Board meetings but do not have a vote.

#### 1.7.4 Meeting Times

- a. Each Board will meet at least once per month at a time set by the Secretary, with a minimum of seven days advance notice on the date and location.
- b. Special meetings may be called by the President, VP, Secretary, Treasurer, or any two other Executive Board Members. A minimum of two days' advance notice of the date, time, and meeting place, but not necessarily the purpose, is required.

**1.7.5** Robert's Rule of Order shall govern meetings. All Board meeting attendees shall be allowed to respectfully voice their opinions in an orderly manner so that everyone can hear and be heard.

**1.7.6** Quorum at any Board meeting is one-half plus one of the respective Members.

- a. Each Board Member has one vote except the President, who will only vote in case of a tie.
- b. Transaction of business will be decided based on a majority vote.
- c. No proxy votes will be accepted.

## 2 Election and Removal of Coaching Staff

### 2.1 Football Staff

**2.1.1** The AD will chair a committee to appoint Head Coaches and team Business Managers for all football teams.

**2.1.2** The committee will consist of the President, GM, and AD.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**2.1.3** All nominees will be brought before the General Board for approval.

**2.1.4** The Board will vote if there are two nominees for a single position.

### **2.2 Cheer Staff**

**2.2.1** The Cheer Director will chair a committee to appoint Head Coaches and team Business Managers for all cheer teams.

**2.2.2** The committee will consist of the President, GM, and Cheer Director.

**2.2.3** All nominees will be brought before the General Board for approval.

**2.2.4** The Board will vote if there are two nominees for a single position.

### **2.3 Removal of Coaching Staff**

**2.3.1** The Executive Board may remove any Coach or team Business Manager for cause by majority vote.

### **2.4 Responsibilities of Staff**

**2.4.1** All football and cheer staff must abide by AYF rules and the Association Operating Procedures.

**2.4.2** Head Coaches work at the direction of the Boards. The AD and Cheer Director will supervise their respective Head Coaches. Head Coaches are required to abide by all Association rules, policies, procedures, and bylaws. Head coaches are required to volunteer or provide a volunteer to assist Board Members whenever possible at Board functions, including but not limited to registration, home games, fundraising, camps, and equipment handouts. They must be proactive in soliciting sponsorship and fundraising when requested. The Head Coach will convey any issues or concerns to the AD or Cheer Director so that these concerns are represented to the Association Board. Head Coaches are responsible for communicating any information from the Association to their guardians.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**2.4.3** Additional participant and guardian contracts for Cheer and Football are not allowed without Executive Board approval. Contracts at the team level are strictly prohibited. All written guardian agreements must be at the Association level.

### 3 Registration Policies

#### 3.1 Registration Fees and Deposits

**3.1.1** The registration fees and deposits consist of the following:

- a. Equipment rental fee (see equipment policies)
- b. AYF fees
- c. Uniform use fee (if applicable)
- d. Equipment security deposit (tackle football participants)
  1. A deposit will be collected for each registered tackle football participant's equipment.
  2. The deposit will be accompanied by an equipment rental agreement form (see Addendum 8.2 for form):
    - Return of Equipment: The deposit will be returned once the participant turns in the equipment in satisfactory condition. Normal wear and tear are anticipated and will not be grounds for the Association to keep the deposit.
    - Non-Return of Equipment: If equipment is not returned, the Association will absorb the deposit.
- e. Volunteer deposit fee (all participants) (see Addendum 8.3 for form)
  1. Volunteer Examples: One guardian of each participant is required to volunteer at least 10 hours of their time throughout the season, including post-season activities, if applicable. Volunteer time will be kept by team Business Managers. Examples of volunteer time include Coaching (must be rostered), team Business Manager, Field Marshall, Chain Gang, snack bar shifts, DJ/announcing events (music and announcing during games and events as

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



approved and directed by the President), Association fundraising activities, field clean-up/collecting trash during and after home games.

2. A volunteer deposit form will be collected for each registered participant by the team Business Manager at the first guardian/coach meeting with two choices.
  - Choice 1: I don't want to volunteer. I understand I will pay a \$150 fee per participant to buy out of this commitment (due upfront during registration).
  - Choice 2: I will volunteer for a minimum of 10 hours per participant during practices, games, or special events where volunteers are needed. I've attached a \$150 deposit per participant. I understand that I have until August 15<sup>th</sup> to sign up for my volunteer commitment. If I don't sign up, the Association will absorb the deposit.

**3.1.2** Executive Board Members and rostered Coaches are not required to submit volunteer deposits.

**3.1.3** Team Business Managers are eligible for a volunteer deposit refund without further volunteerism. Their paperwork must be completed and accepted by the Executive Board. Deposits will be stored in a secure location and returned when the official roster is completed.

**3.1.4** Each football and cheer team is responsible for supplying volunteers on a weekly basis as requested by the Association. For example, the snack bar will be run as follows: week 1 – Flag Football, week 2 – 6U Cheer, week 3 – 8U Cheer, etc.

**3.1.5** All fees must be paid and deposits collected in full for a participant to hold their spot on the roster.

**3.1.6** No payment plans for deposits are available.

**3.1.7** Financial assistance may be available (see financial assistance policy) to offset a portion of the registration fees.

**3.1.8** Although there are no Association boundary restrictions, proof of address is required to register.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 3.2 Registration Cancellation and Refund Policy

**3.2.1** Any participant wishing to cancel their registration must complete a cancellation request form (see Addendum 8.4 for form) and turn it into their team's Business Manager, who will forward it to the GM. All equipment and uniforms must be collected at that time.

**3.2.2** The GM must approve all cancellations.

**3.2.3** Once approved, the GM will forward it to the Treasurer for completion.

#### 3.2.4 Cancellation Deadlines and Refund Amounts

- a. Before the first day of practice = full refund, less any uniform/equipment charges.
- b. Between the first day of practice and final roster certification = 50% refund, less uniform/equipment charges. If equipment is not returned, replacement costs will be deducted from the refund.
- c. After final roster certification = no refunds.
- d. Code of conduct violations = no refunds.

### 3.3 Financial Assistance

**3.3.1** Financial assistance is need-based; decisions are not based on talent or achievement of the participant. Each year, the Executive Board will vote on the current year's budgeted amount of financial assistance.

**3.3.2** Applications are accepted one month before the first registration date and until the last registration date. If funds are available, they are available on a first-come, first-served basis.

#### 3.3.3 Eligibility

- a. The USDA Food and Nutrition Income Eligibility Chart and a letter of hardship will be used to determine eligibility to apply for assistance with registration fees.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 3.3.4 Application Process:

- a. The application must be completed and returned to the President before registering for the season. It includes two pages and a letter of hardship (see Addendum 8.5 for forms). Equipment deposits are still required.
- b. The financial assistance committee, Treasurer, and President will meet as needed to evaluate the applications.
- c. Applicants will be notified of a decision by email.

## 4 Financial

### 4.1 Income

#### 4.1.1 Fundraising and Sponsorship

- a. All fundraisers must be pre-approved by the Board, which will also verify that the dates do not conflict with any other Association events.
- b. All funds must be turned in to the Treasurer within three days after the event.
- c. Cash must be turned in if it is collected. Collecting cash and writing a personal or business check to the Association is not permitted.
- d. All sponsorships are subject to Board approval.
- e. A sponsorship form must accompany the funds when turned in, or they will be considered donations. (see Addendum 8.6 for form – specify receiving team)
- f. The board will determine sponsorship levels and goals each year.

### 4.2 Budget and Funds

#### 4.2.1 General Funds

- a. General funds are primarily raised through annual participant registration.
- b. General funds must be spent on Executive Board-approved budgetary items and should be used for the Association's needs.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



- c. An annual budget must be voted in before the first registration.
- d. Additional expenses (outside the approved budget) must be voted on and approved by the Executive Board.
- e. General funds cannot be used to pay for alcohol.
- f. See section 4.4 for the Association's purchasing policy.

### 4.2.2 Team Funds

- a. Teams will have a fundraising/sponsorship goal each year that is not related to team specific travel, parties, or apparel/accessories. The Executive Board will determine the goal. Participation in Association goals/programs is mandatory.
- b. Coaches and team Business Managers will be responsible for soliciting participation from guardians and participants.
- c. These funds will be used to cover the cost of operating as a unified Association. This includes, but is not limited to, new uniforms, equipment, Association-wide parties/events, and overhead (e.g., practice and game fields, referees, competition fees, etc.).
- d. The Treasurer keeps only one set of books for the Association. A separate set of books that outline individual participant balances is prohibited.

### 4.3 Payment and Reimbursement Policy

**4.3.1** All purchases are for the purpose of conducting business for the Association.

**4.3.2** All purchases must be approved in the annual budget and by the President.

**4.3.3** An Association Member representing the committee or area where the approved expense is being incurred shall submit an expense reimbursement request form (see Addendum 8.7 for form) to the Treasurer. The expense reimbursement request form must be filled out and attached to the associated invoice, quote, etc. No expense reimbursement request form shall be submitted without appropriate documentation. Electronic copies are permitted and preferred.



# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**4.3.4** All expense reimbursement request forms are to be documented expenses in the annual budget or approved by the President with a signature.

**4.3.5** Expense reimbursement checks will be issued as needed with a minimum of three-day notice to the Treasurer.

**4.3.6** A special Executive Board meeting may be held to approve expenditures.

**4.3.7** All expenses must be turned in by the end of the season and no later than December 15<sup>th</sup> of the current year. Expense reimbursement requests will not be accepted after December 15<sup>th</sup> and will be considered an Association donation.

### 4.4 Purchasing

**4.4.1** All new purchases exceeding \$500 (excluding previously approved recurring expenses) require at least two proposals/bids and Executive Board approval.

**4.4.2** A request for purchase form (see Addendum 8.8 for form) shall be completed and submitted with all proposals/bids to the Executive Board to be voted on. Decisions will be based on the best value for the Association. Bids will not be based on impartial judgment to companies affiliated with the Association's Members or Board Members.

**4.4.3** All expected purchases will go out to bid at the beginning of the season so the Association can take advantage of cost savings by ordering early and/or in bulk.

**4.4.4** All purchases must be approved by the Executive Board if not outlined in the approved annual budget.

## 5 Season Travel

### 5.1 Allowable Travel

**5.1.1** All teams are eligible to travel if the team Coaches and the participant's guardian(s) are supportive and agree with the request. The team will be responsible for covering all travel-related expenses.

**5.1.2** If a team intends to travel, it must notify the AD or Cheer Director, who will bring the travel request to the Executive Board for approval at least 30 days in advance.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**5.1.3** For out of state travel, teams shall travel together whenever possible, including in a single vehicle (bus), caravan of private vehicles, or single airline.

### **5.2 Travel Fundraising and Sponsorships**

**5.2.1** Teams that plan to travel for competitions or games outside of Tucson will set their own fundraising goals to cover related expenses.

**5.2.2** Teams that are traveling, when possible, should request room blocks to have the teams stay in the same hotel.

**5.2.3** Cheer will participate in City and Regional competitions at a minimum. Any other cheer competitions must be preapproved by the Executive Board.

**5.2.4** All fundraisers must be done with Board pre-approval. All funds must be turned in to the Treasurer within three days of collection.

**5.2.5** Except as noted in section 4.2, all funds raised for team travel should be designated as such and will be used by the team, with advance approval, during the current season. They cannot go toward an individual participant. This includes all money designated for travel fundraisers and sponsorships.

### **5.3 Travel Code of Conduct**

**5.3.1** Each participant and their guardian must sign a travel code of conduct before leaving for the trip.

**5.3.2** Any participant violating the code of conduct or other established rules will be sent home at the guardian's expense. This participant will be suspended from participating in any remaining events during the current season.

**5.3.3** Any adult who is responsible for participants as a chaperone, shall not consume any alcohol during the entirety of the trip/event.

## **6 Equipment and Uniforms**

### **6.1 Uniform Guidelines**

**6.1.1** All shirts and uniforms must have the "Cowboys" name or logo on them.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**6.1.2** The President must approve all shirts and uniforms.

**6.1.3** The Association's purchasing policy must be followed when purchasing shirts and uniforms in bulk.

### **6.2 Tackle Football Equipment**

**6.2.1** Before the first contact practice, participants who have paid their registration fees and deposits in full will be issued:

- a. Helmet and chin strap
- b. Shoulder pads

**6.2.2** Prior to the first game, one pair of game pants and two personalized game jerseys will be ordered and issued to the participant. The participant may keep the pants and jerseys.

**6.2.3** Guardians will sign an equipment contract (see Addendum 8.2 for forms) stating the guardian's responsibility for the replacement cost of the equipment in case of loss or damage.

**6.2.4** At the end of each season, all equipment will be turned in to the Association Equipment Manager.

**6.2.5** The guardian will sign that they have returned the participant's equipment.

**6.2.6** The deposit will be returned if the equipment is not damaged beyond normal wear and tear.

**6.2.7** If equipment is damaged or not returned, the deposit for the equipment will not be returned to the guardian.

### **6.3 Flag Football Uniforms**

**6.3.3** The flag fees include one pair of shorts and up to two personalized game jerseys, which will be provided before the first game. The participant may keep the shorts and jerseys.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 6.4 Cheer Uniforms

**6.4.3** Participants who have paid their registration fees and deposits in full will be issued the following items before the first game:

- a. Shoes
- b. Sideline Uniform (shell, skirt, bloomers, and bow)
- c. Competition Uniform (uniform, socks, and bow) (before competition)

**6.4.4** Guardians will sign a uniform contract (see Addendum 8.9 for form) stating they are responsible for the replacement cost of the sideline uniform (shell, skirt, and bloomers) should they become lost or damaged and an understanding that they will pay for shoes once they have been worn (even in the case of registration cancellation).

**6.4.5** At the end of each season, all sideline uniforms will be turned into the team's Head Coach. Participants may keep competition uniforms if desired.

**6.4.6** The guardian will sign that they have turned in their participant's sideline uniform.

**6.4.7** The deposit will be returned if the sideline uniform is not damaged beyond normal wear and tear.

**6.4.8** If equipment is damaged or not returned, the deposit for the equipment will be absorbed by the Association.

### 6.5 Cheer Dress Code

**6.5.3** Participants shall reference the "Cheer Constitution" for dress code expectations at Association functions.

### 6.6 Equipment and Uniform Inventory

#### 6.6.1 Football

- a. Upon completion of the equipment return, the Equipment Director will inspect all equipment and discard or recondition/recertify any broken, worn, or out of date.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



- b. This inventory will be recorded on an inventory form.
- c. A copy of the inventory form will be turned in to the Treasurer for year-end financials.
- d. The inventory will guide the following year's equipment and uniform budget.

### 6.6.2 Cheer

- a. Upon completion of sideline uniform return, the Cheer Director will inspect all uniforms and discard anything worn out.
- b. This inventory will be recorded on an inventory form.
- c. A copy of the inventory form will be turned in to the Treasurer for year-end financials.
- d. The inventory will guide the following year's equipment and uniform budget.

## 7 Minimum Play Rules and Practice Guidelines for Play Eligibility

### 7.1 Minimum Play Rules

**7.1.1** All participants MUST play an active role in each game, including playing a minimum number of plays "Mandatory Play Rule" (see below), unless noted before the start of the game by absence, injury, or failure to make pre-game practice hours.

- 31 - 36 Players = 4 Plays
- 26 - 30 Players = 6 Plays
- 16 - 25 Players = 8 Plays

**7.1.2** Each team will supply two adults, 18 or older, to monitor the Mandatory Play Rule. Failure to provide two adults as described will be considered a violation of the Mandatory Play Rule and may result in the forfeiture of the game.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



**7.1.3** Any person assigned to be a Mandatory Play Monitor must be instructed to be respectful while on the opponent's sideline or working with the opponent's volunteer. There is to be no excessive cheering, cell phone use, or coaching of any kind. At any time, the opponent, for any reason, may ask that the volunteer be replaced. This request must be complied with immediately without question. Failure to Comply will be considered a violation of the Mandatory Play Rule and may result in the forfeiture of the game.

**7.1.4** Additionally, when playing a home game, each team must supply three adults, 18 or older, to run the chain set and down marker.

### **7.2 Practice Guidelines for Play Eligibility**

**7.2.1** For a football participant to be eligible for participation in any pre-season scrimmage or any regular or post-season game, he/she must complete 10 hours of conditioning and 10 hours of contact practice. Additionally, to be eligible to participate in the weekly regular season or post-season games, he/she must complete and actively participate in a minimum of five hours of practice during the week preceding the scheduled game.

**7.2.2** For a cheer participant to be eligible for participation in a pre-season scrimmage, exhibition, or a regular season/post-season game/event or competition and stunting, he/she must complete twenty (20) hours of conditioning and actively participate in a minimum of five hours of practice during the week preceding the scheduled scrimmage, exhibition, game, event, or competition.

**7.2.3** Any exceptions to the practice guidelines for play eligibility are at the discretion of the Athletic/Cheer Director and/or President. Requests for exceptions are only approved in very special circumstances and must be made through the team Head Coach to the Athletic/Cheer Director and/or President.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8 Addendums

#### 8.1 Board Positions – General and Executive

Board Positions (as of January 1, 2026)		
Executive Board (2-year terms):		
Title	Members	Role Overview/Description
PRESIDENT	Jesse Rich	See President role description
VICE PRESIDENT (VP)	Pieter Kousen	See VP role description
SECRETARY	Erin Kousen	See Secretary role description
TREASURER	Cassie Fraley	See Treasurer role description
GENERAL MANAGER (GM)	Matt Rademacher	See GM role description
ATHLETIC DIRECTOR (AD)	Kevin Espinoza	See AD role description
CHEER DIRECTOR	Cindi Breikreitz	See Cheer Director role description
EQUIPMENT DIRECTOR	Dakota Gebhart	See Equipment Manager role description
CONCESSIONS DIRECTOR	Debbie Walkovich	See Concessions Director role description
General Board (1-year terms):		
ASSISTANT GM	Vacant	(assists GM with various duties)
ASSISTANT AD	Vacant	(assists AD with various duties)
ASSISTANT CHEER DIRECTOR	Vacant	(assists Cheer Director with various duties)
FIELD MARSHALL TACKLE	Vacant	(oversees tackle games and obtains volunteers for field duties on game days)
FIELD MARSHALL FLAG	Vacant	(oversees flag games onsite when hosting)
TECHNOLOGY DIRECTOR	Vacant	(website admin, facebook admin)
SOCIAL MEDIA MANAGER	Vacant	(social media posts & public communications)
MARKETING MANAGER	Vacant	(creates print ads for Association announcements)
FUNDRAISING/SPONSORSHIP DIRECTOR	Vacant	(heads up fundraising/sponsorships committee of 10-15 volunteers)
FUNDRAISING MANAGER - FOOTBALL	Vacant	(assists with fundraising committee of 10-15 volunteers)
FUNDRAISING MANAGER - CHEER	Vacant	(assists with fundraising committee of 10-15 volunteers)
MERCHANDISE MANAGER	Vacant	(orders & handles merchandise to sell)



# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.2 Equipment Rental Agreement Form – Two Pages

#### TANQUE VERDE COWBOYS Equipment (Sign-out & Sign-In) Checklist

PLAYER'S NAME: \_\_\_\_\_

TEAM: \_\_\_\_\_ JERSEY#: \_\_\_\_\_

#### **ORGANIZATION ISSUED**

	SIZE ISSUED	ISSUE DATE	GAURDIAN INITIAL	RETURN DATE	BOARD REP INITIAL
Helmet					
Shoulder Pads					
Other: _____					

#### **PARENT ITEMS PROVIDED**

	CHECK FOR YES	GAURDIAN INITIAL
CLEATS		
LIP GUARD MOUTHPIECE		

#### **Equipment Rental Agreement**

I have received the equipment listed above and understand that it is my responsibility to personally return the equipment at the end of the season by the deadline. I also understand that I will be financially liable for any missing, damaged, or destroyed items.

I will do my best to take care of all issued equipment/uniforms and have received a copy of the care instructions.

Parent/Guardian Name Printed: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

\*Check number: \_\_\_\_\_ Date on Check: \_\_\_\_\_

#### **OR:**

\*Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State/ Zip: \_\_\_\_\_

**By signing this document, you understand and agree to allow The Tanque Verde Cowboys to keep your credit card information on file. Your credit card will not be charged UNLESS we do not receive your rented equipment at the end of the season, which will result in a \$500 charge. The turn-in date will be provided to you by the head coach of your child's team. Failure to return rented equipment will also result in suspension from SDAYF until returned or deposit is collected.**

Parent/Guardian Signature: \_\_\_\_\_

BOARD REP SIGNATURE AT ISSUE: \_\_\_\_\_

BOARD REP SIGNATURE AT RETURN: \_\_\_\_\_

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### TANQUE VERDE COWBOYS

#### Equipment Requirements & Care Instructions

The Tanque Verde Cowboys take pride in our organization. Our goal is to provide the safest and best performing equipment and uniforms that we possibly can for our participants. We ask that our parents/guardians/players take care of their issued items to the best of their abilities. Showing up to games/practices looking and feeling our best and taking pride in ourselves is of utmost importance.

Please make sure to read and understand the following care guidelines for uniforms and equipment while they are in your care.

Thank you and **GO COWBOYS!!!!**

#### **EQUIPMENT CARE:**

HELMETS should be sanitized after every practice and game. Please wipe down your helmets on the inside and outside and try to keep free and clear of dirt and debris the best you can. Do NOT use bleach on helmets! Please let us know if your shield needs replacing.

SHOULDER PADS should be sanitized after every practice and game. Please wipe down your shoulder pads on the inside and outside the best you can. Do NOT use bleach on your shoulder pads!

If your lip guard MOUTHPIECE is in poor condition (chewed, broken, etc), replace it immediately!!! It is best to keep a backup on hand at all practices and games.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.3 Volunteer Deposit Fee Form – One Page



#### Tanque Verde Cowboys Football & Cheer Organization Volunteer Commitment Form

##### Volunteer Information

Full Name:

Phone Number:

Email Address:

##### Volunteer Commitment Areas

- Business Manager  
 Game Day Operations  
 Concessions  
 Fundraising / Sponsorships

##### Volunteer Deposit

Deposit Amount: \$

Check  Credit Card

##### Credit Card Information (if applicable)

Name on Card:

Card Number:

Expiration (MM/YY):  CVV:

##### Credit Card Protection Disclaimer:

The Tanque Verde Cowboys Football & Cheer Organization takes reasonable steps to protect credit card information. Credit card details are used solely for authorized deposit processing and are not stored beyond necessary processing.

Volunteer Signature:

Date:

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.4 Cancellation Request Form – One Page



**Tanque Verde Cowboys Football & Cheer  
Registration Cancellation Form**

**Participant Information**  
 Refund Amount (if applicable): \$ \_\_\_\_\_  
 Participant Full Name: \_\_\_\_\_  
 Refund Method: Check Credit Other: \_\_\_\_\_  
 Sport: Football Cheer  
 Team / Division / Age Group: \_\_\_\_\_  
 Jersey Number (if assigned): \_\_\_\_\_

**Parent / Guardian Information**  
 Parent / Guardian Full Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Cancellation Details**  
 Reason for Cancellation (optional): \_\_\_\_\_  
 \_\_\_\_\_  
 Effective Date of Cancellation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Refund Policy Acknowledgment**  
 I understand that registration fees, uniforms, equipment, and other costs may be subject to the Tanque Verde Cowboys Football & Cheer refund policy. Submitting this form does not guarantee a refund.  
 Initials: \_\_\_\_\_

**Release & Confirmation**  
 By signing below, I confirm that I am the legal parent or guardian of the participant listed above and request cancellation of their registration.  
 Parent / Guardian Signature: \_\_\_\_\_  
 Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Organization Use Only**  
 Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Received by : \_\_\_\_\_

Refund Amount (if applicable) : \_\_\_\_\_  
 Refund Method: Check Credit Other: \_\_\_\_\_

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.5 Financial Assistance (Scholarship) Request Form – Two Pages

#### **Cowboys Football and Spirit Scholarship Application**

- Be sure to fill out this application in its entirety. Applications missing information, including requested letters, will be returned to be completed.
- Applications are accepted starting one month before the first registration and are awarded on a first come, first served basis. Scholarship Applications are not accepted after the final registration.
- Scholarships are not available for everyone. Scholarships are primarily need-based; decisions are not based on talent or achievement of the player. The more specific you can be about your financial situation and/or need for financial aid, the quicker the scholarship committee will be able to evaluate your application. If you or your child have made efforts to save or earn money for the season, mention it in your letters. Your letter should discuss his or her love of the sport and how the applicant believes this will help him/her to achieve his goals.
- Limited funds are available. Scholarships are awarded in various amounts; not all aid is equivalent to full registration and fees.
- Our scholarship committee is made up of executive board members. They meet regularly to review applications and make award decisions. You will be notified via email if an award is made in your child's name.
- Scholarships cannot be combined with any other offer or discount.

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### Cowboys Football and Spirit Scholarship Application

*All Information provided will be held strictly confidential and will not be used for any other purpose.  
False information will result in your being disqualified for a scholarship.*

#### Player Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Citizenship: \_\_\_\_\_

High School In Area: \_\_\_\_\_ Years involved in Football/Cheer: \_\_\_\_\_

Current Grade in School: \_\_\_\_\_ GPA: \_\_\_\_\_

Other sports/activities/clubs with which you are involved: \_\_\_\_\_

Has this player played with Cowboys before? YES NO

Has this player received a scholarship from COWBOYS in the past? Yes; years \_\_\_\_\_ No \_\_\_\_\_

Does this child qualify for free/reduced lunch? Yes No

#### Parent Information

**Parent 1** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Parent 2** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

If a partial scholarship were available, how much can you afford to pay? \_\_\_\_\_

Please attach a letter of hardship describing why a scholarship is needed.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.6 Sponsorship Election Form – One Page

#### Cowboys Football and Cheer - Sponsorship Election Form

Please complete this form and return it in person or by email to the following:



**Tanque Verde Cowboys** - Attn: Treasurer

email: treasurer@tvcowboys.org

Questions? Feel free to email with any questions or concerns.

Level 1 - \$2500

Level 3 - \$500

Participant Sponsor\*  
(Covers Registration Fees)

Level 2 - \$1000

Level 4 - \$250

**Child's Name(s):**

Other Amount: \_\_\_\_\_

*Thank you for your support!*

**Business Information**

Company Contact Name:	Title / Position:
Business Name:	Contact Phone:
Email Address:	Mailing Address/City/State/Zip Code:
URL of Website:	
Are you on Facebook?	

**Payment Method** (please check a box and follow the instructions)

<input type="checkbox"/>	<b>Zelle:</b> Treasurer@tvcowboys.org
<input type="checkbox"/>	<b>Pay by Check:</b> Please make check payable to Tanque Verde Cowboys and attach to this form. Check # _____
<input type="checkbox"/>	<b>Credit Card:</b> We will send a payment link from QuickBooks within 24 hours. Email: _____
Signature: _____	
Date: _____	

**OFFICE USE ONLY**

- Check one:
- General Funds
  - Travel Funds for specific TEAM:
  - Registration Fees for Participant:
  - Travel/Competition

Cowboys Rep: \_\_\_\_\_





# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.8 Request for Purchase Form – One Page



## Tanque Verde Cowboys

### Purchase Request Form

Date:		Requested By:	
Role/Title:		Program (Football/Cheer):	
Team / Age Division:		Urgency / Date Needed:	
Vendor Name:		Vendor Contact:	
Item Description / Purpose:			
Quantity:		Total Estimated Cost:	
Budget Category:		Budgeted Expense? (Y/N):	
Reimbursement Method:			

Program Director:	Signature:	Date:
Treasurer:	Signature:	Date:
President:	Signature:	Date:

# Tanque Verde Cowboys

## Operating Procedures

Last Update: February 1, 2026



### 8.9 Cheer Uniform Contract Form – One Page



#### Cheer Uniform Contract Form

Season/Year: \_\_\_\_\_

#### Athlete Information

Athlete Name: \_\_\_\_\_ Age Division: \_\_\_\_\_

Head Coach: \_\_\_\_\_

#### Parent / Guardian Information

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Uniform Issuance

Shell / Top Skirt Poms Other \_\_\_\_\_

Date Issued: \_\_\_\_\_

#### Care and Responsibility Agreement

The uniform must be properly cared for, not altered, and worn only for official activities. Loss or damage beyond normal wear is the responsibility of the parent/guardian.

#### Return Policy

Uniforms must be returned clean and in good condition by the designated date. Fees may apply for late, missing, or damaged items.

Return Deadline: \_\_\_\_\_

#### Replacement Fees (if applicable)

Shell/Top \$ \_\_\_\_\_ Skirt \$ \_\_\_\_\_ Poms \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

#### Acknowledgment

I understand and agree to the terms of this Cheer Uniform Contract.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_