



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF PENSACOLA
AND
YOUTH SPORTS PROVIDER: Northeast Pensacola Wildcats Football Inc.**

The City of Pensacola ("City") through its Parks and Recreation Department wishes to encourage the development of youth and to facilitate participation of Pensacola youth in sports activities. The City enters into this Memorandum of Understanding ("MOU") with the Youth Sports Provider listed above ("YSP") to establish the responsibilities of both parties and to establish clear terms as to the use of City owned facilities by the YSP.

DEFINITIONS

A. "Youth Sports Provider" for purposes of this MOU is defined as a non-profit or not-for-profit organization dedicated to youth development in the City of Pensacola through team participation in organized sport activities.

B. "Primary Facilities" for purposes of this MOU are as follows:

Legion Field
Magee Field
Roger Scott Park
Malcolm Yonge
Hitzman Park
Terry Wayne East Park
Bill Gregory Park
Lions Park
Vickrey Resource Center
Cobb Resource Center
Fricker Resource Center
Woodland Heights Resource Center
Theophalls May Resource Center
Gull Point Resource Center

YOUTH SPORTS PROVIDER

Youth Sports Provider agrees:

- I. To provide the following documents to the City via the Parks and Recreation Athletics Superintendent:
 - A) A current list of all staff, volunteers, board members and coaches prior to the start of the program. Changes must be provided to the City in an updated list throughout the term of his Agreement.
 - B) A complete schedule showing specific dates, times, and field locations for each practice and league games prior to the start of any team practices or league play.
 - C) A copy of the Youth Service Provider's By-Laws, Constitution, Standard Operation Procedures, and Disciplinary Guidelines.
 - D) Proof of commercial general liability insurance with a minimum liability limit of \$1,000,000 per occurrence and in the aggregate. The City of Pensacola must also be listed as an "additional insured" on the policy. Certificate holder shall read -- City of Pensacola, c/o Parks and Recreation Department, P.O. Box 12910, Pensacola, Fl. 32521.
 - E) A list of board members with phone numbers, e-mail addresses, and physical addresses to the Parks and Recreation Department, within 14 days of the occurrence of such board meetings.
 - F) A copy of an annual audit upon request.

- II. The YSP must notify the Parks and Recreation Department via the Parks and Recreation Athletics Superintendent of all of the following within the time frames specified:
 - A) Immediately upon a change in leadership within the Youth Sports Provider organization. This will require a new MOU be executed by the new President and Vice President.
 - B) All Board Meetings at least 48 hours in advance of scheduled board meetings.
 - C) Any accidents/incidents that require medical attention or when public safety personnel were called to assist with a situation no later than 12 pm of the next business day. The notification must include the specific location, date and time of the incident; the name of the persons involved; and a description of the incident.
 - D) Damaged or unsafe City property must be reported immediately. This includes fields, buildings, bleachers, press boxes, parking lots, fences, goals, goal posts, dugouts, scoreboards, bases, benches, sidewalks, restrooms, concession equipment, trees, etc.
 - E) Additional use of facilities/program space requests must be in writing a minimum of 10 working days prior and additional fees will apply.

- F) Request in writing, through the Parks and Recreation Department, Attention: Athletic Superintendent and obtain permission of the City prior to bringing a mobile concession or merchandise vendor into a City park, facility, or sports complex.

III. The Youth Sports Provider shall ensure that:

- A) All equipment necessary to conduct a quality program is provided.
- B) After each use of a facility, all trash from the grounds is placed in a City provided receptacle.
- C) Restrooms are monitored and basic cleaning and restocking throughout the day, occurs as needed.
- D) It adheres to all facility operating hours and closures during severe weather, due to repairs, renovations or holidays.
- E) It has conducted all background checks and other requirements in accordance with Florida Statutes, in particular FS 943.0438, and that all requirements have been timely and properly enforced. In addition, while engaging in activities upon City property and City owned facilities, the YSP shall not employ or utilize the volunteer services of any person who has been convicted of or pled guilty or nolo contendere to or has had an adjudication withheld of any of the following charges: A sexual offense, child abuse, contributing to delinquency of a minor, or abuse of an elderly or vulnerable person.
- F) Policies are in place and are enforced to ensure there is no discrimination to YSP youth participants, their families, caretakers, guardians or observers based upon race, creed, religion, national origin, disability or sex.
- G) The City of Pensacola is named as a partner at all its events, contests, programs, etc., and includes the City of Pensacola Parks and Recreation Department logo on all publications, flyers, and promotional materials. This information must be received for review by the City of Pensacola Parks and Recreation Athletic Supervisor no less than sixty (60) days prior to the start of the program. Any additional requests for informative advertisements must be approved in advance and in writing by the City.
- H) A fee of 25% of all moneys collected from additional fee-based tournaments, clinics, events, etc. outside of the normal sport season, must be submitted to the City of Pensacola's Parks and Recreation Department no later than ten (10) days after the tournament, clinic, event, etc.
- I) A fee of \$10.00, if fees are collected, for every registered child is paid to the City prior to City facility use.
- J) It pays for any requested facility maintenance, which occurs outside the normal weekday operating hours for City custodial staff or ballfield maintenance staff.
- K) It contracts for all outside labor needed to conduct the youth sports activity, including game officials, clinicians, concessionaires, etc.
- L) A pre-season inspection of all City owned assets, including fields, buildings, bleachers, press boxes, parking lots, fences, goals, goal posts, dugouts, scoreboards, bases, benches, sidewalks, restrooms, concession equipment, trees, etc. is conducted with the Parks and Recreation Department Athletic Superintendent.

- M) It provides its own concessionaire and that the Youth Sports Provider/Concessionaire will be responsible for all cleaning, inspections, permitting, licensing, and taxes.
- N) Utilities are turned off after each session at each location. Failure to do so more than twice in one season may require the Youth Sports Provider to pay for a staff person to make nightly rounds to provide such service.
- O) It is responsible for obtaining and paying for portable restrooms at other locations if desired at any City locations, and that all locations, especially practice locations, may not have restroom facilities.
- P) It will add the City of Pensacola to its Hold Harmless Agreement included as part of the league registration and provide to the City upon request.
- Q) The Youth Sports Provider shall keep accurate records and accounts in accordance with the terms and conditions of this Agreement and upon request by the City shall provide those records for an audit to be made related to the calculation of the amounts payable to the City.

CITY OF PENSACOLA

The City of Pensacola agrees:

- I. To provide the following to the Youth Sports Provider:
 - A) Field space to adequately manage the youth sport being offered. However, as continuous growth may impact the City's ability to offer additional space, therefore, growth must be managed and coordinated with the City.
 - B) Clean, stocked restrooms at the start of each day that activities are scheduled. All locations, especially practice locations, may not have restroom facilities. The Youth Sports Program will be responsible for obtaining and paying for portable restrooms at other locations if desired.
 - C) Provide sports field lining for all scheduled games. Practice fields may be lined by the Youth Sports Provider; however, this needs to be coordinated with the Parks and Recreation Department Athletic Superintendent in advance to avoid potential conflicts.
 - D) Turf and pest management for all game playing surfaces and pest management on practice surfaces.
 - E) Mowing for all practice locations.
 - F) Inspect all City owned assets prior to each season.
 - G) Concession space at the primary game location. All locations, especially practice locations, may not have concession facilities.
 - H) Routine maintenance to all City owned assets.
 - I) Make repairs in a timely manner as needed to all City owned assets.
 - J) Water, trash pickup, and utilities for the primary facility.
 - K) Practice facilities will only receive trash pickup.

POINTS OF CONTACT

A. Primary Youth Sports Provider

Point of Contact: Anthony Porterfield, President

Address: 3143 Albert Ct.

Pensacola, Florida

Cell phone: 850-554-3462

Email: marzette.porterfield@ascension.org

Secondary Youth Sports Provider

Point of Contact: Scot Brazell, Vice President

Address: Howe St.

Pensacola, Florida

Cell phone: 850-291-2353

Email: scotbrazell@gmail.com

B. City of Pensacola Parks and Recreation Department

Superintendent _____

222 W. Main Street

Pensacola, Florida 32502

(850) 436-5670

HOLD HARMLESS

- A. The "Responsible Party" agrees to fully indemnify, defend and save harmless, the City of Pensacola, its officers, agents, employees and volunteers from and against all actions, damages, costs, liabilities, claims, losses, judgments, penalties fees, and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by the City of Pensacola caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of the City of Pensacola Facility. This shall be a continuing release and shall remain in effect until revoked in writing.
- B. Youth Sports Provider will add the City of Pensacola to its Hold Harmless Agreement included as part of the league registration and provide to the City upon request.

CANCELLATION

This agreement may be cancelled upon thirty (30) days written notice by either party upon delivery to the other party. This MOU can be canceled immediately upon notice in writing to the YSP by the City based upon, but not limited to the following: fraud, lack of compliance with applicable rules, regulations, an ordinance, failure to remit proper payment, and failure to perform in a timely manner any provision of this agreement.


EFFECTIVE DATE

This agreement shall take effect upon date of signing and shall remain in full force and effect until the end of calendar year 2022.

CITY OF PENSACOLA

By: 
Mayor

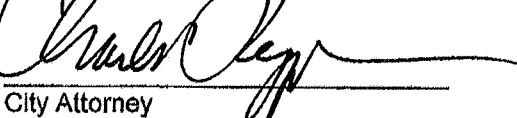
Attest:


City Clerk (Seal)

Approved as to content:


Parks and Recreation Director


Approved as to form and execution:


City Attorney

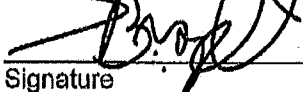
YSP
NEP Wildcats Football Inc.

By: Anthony Porterfield, President
(title)

Witnesses:


Signature

Anthony Porterfield, President
Print


Signature

Scot Brazell, Vice President
Print

Sadler Sports: AYF Insurance Plan
American Youth Football / American Youth Cheer Online Application
Verification of Coverage

Application Receipt Date / Time: 08/29/2021 11:40:12 AM - entered by Customer

I. GENERAL INFORMATION

Application ID: 325940
 Application Status: Complete
 Sports Organization Name: NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC
 Type of Organization: league
 Name of Association:
 Name of Conference: NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC
 I understand that if applying as a multi team Association and/ or Conference, General Liability coverage for my Association and/ or Conference as an entity, and respective directors and officers, may be voided unless insurance is reported and paid on behalf of ALL teams under such Association and/ or Conference, whether they will participate in regional or national championships or not. Also, if applying as a conference, I will submit a list of all Association names as a part of this enrollment. RLL
 Legal Name of All Member Associations:
 Client type: renewal
 Contact's Name: Robin Larrieu
 Primary Location Address: PO Box 10414
 Address 2:
 City: Pensacola
 State: FL
 County:
 Postal / Zip Code: 32524
 Primary Phone: (850) 629-9236
 Secondary Phone: (850) 529-9236
 Fax:
 Email Address: nepwildcatstreasurer@gmail.com
 Website:
 Alternate Contact Name: Robin Larrieu
 Alternate Phone:
 Alternate Email:
 If renewing, which type of communication that you received best prompted you to renew your coverage:
 How did you find out about Sadler & Company: Already doing business with Sadler
 Do your Facility Owners Require a Certificate Of Insurance? Yes
 Have you ever had a sexual abuse / molestation claim? No
 If yes, please provide details on the approximate date the claim was reported to the insurance carrier, the approximate amount paid by the insurance carrier for expenses/ settlement/ jury verdict, a brief description of the circumstances of the claim, and what steps have been taken to reduce the chances of another similar claim: No
 Have you had a General Liability claim of any type greater than \$25,000 over the past three years? No
 If yes, please provide details on the approximate date the claim was reported to the insurance carrier, the approximate amount paid by the insurance carrier for expenses/ settlement/ jury verdict, a brief description of the circumstances of the claim, and what steps have been taken to reduce the chances of another similar claim: No
 Total number of football players in organization: 280
 Total number of cheerleaders in organization: 50
 I understand that I must purchase membership through AYF for all teams and squads for which I have purchased insurance. RLL
 I understand that if additional teams are formed, that I will report and pay additional charges to both AYF and Sadler Sports Insurance under Add/ Delete form. RLL
 Online Agreement and Warranty Statement accepted? Yes

II. MEDICAL EXPENSE / GENERAL LIABILITY INSURANCE

State National Insurance Company, Inc.
 Accident Policy Number ZPX0000055377600
 Zurich American Insurance Company
 General Policy Number OVR-0000002-00
 Zurich American Insurance Company
 Non- Owned / Hired Auto Liability OVR-0000002-00
 Effective Date 12:01AM ET 06/30/2021
 Expiration Date 12:01AM ET 06/30/2022

Limits	\$100,000 Accident / \$2,000,000 General Liability
Accident Insurance Deductible	\$500
Accident Insurance Plan	Full Excess

Team Selection

I understand, when calculating the number of teams within the organization, I MUST purchase coverage for every team in each age division within the organization. Intentional under reporting may void coverage and prevent claims from being paid. A single team may not exceed 36 players. The # of teams/ squads reported will be cross- referenced with AYF membership registrations and with your websites: RLL
EXAMPLES (for your reference, but apply to your own situation)
CONFERENCE - If you have 5 Associations with 5 teams within each association = 25 teams to be reported.
ASSOCIATION - If your association has 5 teams that are separated based on age, division, etc. and 36 or fewer players. (EX: 6/7/8, 9/10, 11/12, 13/14, Flag) = 5 teams to be reported.
TEAM - You are only one (1) team if all of your players are in the same age, division, etc and 36 or fewer players on the team. Otherwise, you must report more than one team.

Sadler Sports: AYF Insurance Plan

Division	# of Teams	Total
Tackle Football - 7u Division	1	\$297.08 (\$297.08 per team/squad)
Tackle Football - 8u Division	1	\$297.08 (\$297.08 per team/squad)
Tackle Football - 9u Division	1	\$297.08 (\$297.08 per team/squad)
Tackle Football - 10u Division	1	\$339.91 (\$339.91 per team/squad)
Tackle Football - 11u Division	1	\$339.91 (\$339.91 per team/squad)
Tackle Football - 12u Division	1	\$339.91 (\$339.91 per team/squad)
Tackle Football - 13u Division	0	\$0.00 (\$457.45 per team/squad)
Tackle Football - 14u Division	1	\$457.45 (\$457.45 per team/squad)
Tackle Football - 16u Division	0	\$0.00 (\$457.45 per team/squad)
Tackle Football (girls) - 17u Division	0	\$0.00 (\$562.30 per team/squad)
Flag Football - Ages 5-17	0	\$0.00 (\$108.87 per team/squad)
7v7 Passing Team (ages 5-17)	0	\$0.00 (\$108.87 per team/squad)
Flag/ Touch Plus (limited contact with hands only)	0	\$0.00 (\$185.13 per team/squad)
Cheer / Dance / Step / Majorette Squads / Inspiration - Class 1 (no charge) Cheer/ Dance/ Step/ Majorette Squads Affiliated with Your Football Teams (Must Enter Squads Although No Charge) (Ages 5-18). NOTE: Only Available when purchasing football teams (Inspiration up to age 22)	1	\$0.00 (\$0.00 per team/squad)
Cheer / Dance / Step / Majorette Squads / Inspiration - Class 2 Cheer/ Dance/ Step/ Majorette Squads Affiliated with Your Football Teams that will also participate in competitions other than local league or official AYF Regional or National Championships (NOTE: Class 2 squads must also be Class 1 and show the # of squads for each, (Ages 5-18) (Inspiration up to age 22)	0	\$0.00 (\$76.35 per team/squad)
Cheer / Dance / Step Squads / Inspiration - Class 3 Cheer/ Dance/ Step Squads Not Affiliated with your football teams (Independent Cheer/ Dance/ Step Squads), (Ages 5-18) (Inspiration up to age 22)	0	\$0.00 (\$124.07 per team/squad)
Inspiration Flag Football (Handicapped) - Ages 5-22 All Teams	0	\$0.00 (\$108.87 per team/squad)
Totals		\$2,366.42

Sadler Sports: AYF Insurance Plan

Limite		Charges
Option 2	\$100,000 Accident / \$2,000,000 General Liability (\$500 Accident Deductible)	\$2,988.42
\$1,000,000	Additional Coverage: Directors & Officers Liability	\$315.00
	State Surplus Lines Tax/ Surcharge	\$0.00
\$25,000	Additional Coverage: Crime	\$200.00
	State Surplus Lines Tax/ Surcharge	\$0.00
\$0	Additional Coverage: Equipment	Not Covered
	State Surplus Lines Tax/ Surcharge	\$0.00
TOTAL CHARGES:		\$2,888.42

III. CERTIFICATES OF INSURANCE

The certificate holder is added as an additional Insured, but only with respect to the liability arising out of the operations of the Insured above.

LIST OF PREVIOUSLY ADDED FACILITY OWNERS AND SPONSORS	Action
City of Pensacola - Property Owner/ Lessor (endorsements: KRGL56) 222 W Main St - - Pensacola, FL 32502 approval status: Approved	-
Escambia County School District Booker T Washington - Property Owner/ Lessor (endorsements: KRGL56) 800 College Pkwy - - Pensacola, FL 32504 approval status: Approved	-

IV. ADDITIONAL COVERAGES

Additional Coverages are effective only upon final underwriting and acceptance by the carrier. If effective, all Additional Coverages expire one year after effective date.

Directors & Officers Liability (\$1,000,000 limit, \$1,000 deductible)

Policy Number: 6B DNO 75596
Effective Date: 07/24/2021
Carrier: Nationwide Mutual Insurance Company

Cyber Privacy & Client Identity Theft: Network Remediation - \$5,000 / loss or theft of client personal information - \$2,500 per person with \$25,000 aggregate

Annual Revenue: 50000

Number of Employees: 0

Number of Volunteers: 20

Did your sports organization purchase a D & O Policy LAST YEAR from an insurance agency OTHER THAN Sadler & Company? No

Has there been any claim made, or is there any now pending, against any corporation or persons proposed for this insurance? No
details:

Has any claim that would fall within the scope of the proposed insurance been made against any person or entity proposed for this insurance (including without limitation any claim against such person or entity for any employment practice, as described in the proposed insurance, or any complaint against any such person or entity before the Equal Employment Opportunity Commission or any similar state or local authority), except as follows (include the loss payment and defense cost)? If so, give details: No
details:

Has any person or entity proposed for this insurance be cognizant of any fact, circumstance or situation (including without limitation any suspected or threatened claim against any such person or entity for any employment practice, as described in the proposed insurance, or any suspected or threatened complaint against any such person or entity before the Equal Employment Opportunity Commission or any similar state or local authority) which might afford grounds for any claim that would fall within the scope of the proposed insurance? If so, give details: No
details:

Premium Accepted: \$315.00
Cyber Privacy & Client Identity Theft:
NSLPA Membership Fee: \$5.00
Notes:

Crime Insurance (\$25,000 limit, \$500 deductible)

Policy Number: 6BIM000008709800
Effective Date: 07/24/2021
Carrier: Allied Property and Casualty Insurance Company

In the past six (6) years, has the league discovered losses in dishonesty, burglary, robbery, disappearance, destruction or forgery? No
details:

Premium Accepted: \$200.00
Taxes: \$0.00
Notes:

Equipment Coverage - NOT APPLIED FOR

Summary of Declined Additional

Sadler Sports: AYF Insurance Plan

V. POLICY PERIOD CHANGES

Date	Approved	Effective Date	Change
08/23/2021 01:26 PM	Yes	08/23/2021 08:26 PM	Add COI: Escambia County School District Booker T Washington - Property Owner/ Lessor - 600 Colloge Pkwy - Pensacola, FL 32504 - Approval Status: Approved

Sadler & Company, Inc. * P.O. Box 5866 * Columbia, SC 29260-5866
Phone: 1-800-622-7370 * Fax: (803) 266-4017 * Email: syl@sadlersports.com



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

NEP BYLAWS ADOPTED ON MAY 06, 2014

Amended: Feb 19, 2020

ARTICLE 1: NAME AND LOCATION

Section 1: NAME

The name of this organization shall be Northeast Pensacola Wildcats Football, Inc. referred to herein as NEP or the "Association."

Section 2: LOCATION

The mailing address for all official correspondence will be Post Office Box 10414, Pensacola, FL 32524.

Section 3: AFFILIATION

The Association shall be affiliated with the USA Youth Football League, also known as Heads Up Football, for the 2014 season and all following seasons unless the NEP Executive Board makes the decision to change its affiliation at the completion of a season. The NEP Cheer program will be affiliated with GCYSA or its successor unless the NEP Executive Board makes the decision to change its affiliation at the completion of a season.

ARTICLE 2: GOALS

Section 1: SPECIFIC GOALS

The purpose of NEP is to provide recreational athletic opportunities to youth in the Pensacola, Escambia County Florida area. The purpose and goal of the NEP football and cheerleading program is to promote a safe and competitive environment that teaches the fundamentals of football and cheerleading, while stressing the importance of teamwork, mental and physical conditioning, athletic training and education. NEP also emphasizes its coaches and players exhibit, at all times, a respectful disposition, good sportsmanship, citizenship, and high moral character.

Section 2: NON-PROFIT STATUS

This corporation is organized exclusively for charitable, scientific and educational purposes, in relation to youth sports and athletic programs, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE 3: BASIC POLICIES

The following are the basic policies of NEP:

- a) The Board of Directors will have charge of all athletic activities sponsored by the Association. The Board of Directors shall develop and publish rules and regulations to govern all athletic endeavors including, but not limited to, the qualifications and conduct of coaches, volunteers, parents, players, participants, and all those present during NEP games, events, or activities.
- b) The Board of Directors rules and regulation shall be consistent with the Corporation's Articles of Incorporation and shall be interpreted and enforced as an addendum to these bylaws.
- c) No person(s), except for the Executive Board, shall be authorized to make any statements, whether written or oral, purporting to represent the official policy, position, or opinion of NEP, the Association, or the football and cheerleading programs without first having obtained the expressed written approval of the NEP Executive Board.
- d) No person(s), except the Executive Board, shall be authorized to solicit funds or services in the name of NEP, the Association, or the football and cheerleading programs without first having obtained the expressed written approval of the NEP Executive Board.
- e) Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of 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



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

purpose. Any such assets not disposed of by the District Court 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

- f) The Team Colors of the NEP Wildcats shall be Royal Blue and Gold, Helmets will be Gold.
- g) The Association, the Board of Directors, and all those affiliated in any way with NEP, the Association, or the football and cheerleading programs, shall comply with Memorandum of Understanding from the City of Pensacola Neighborhood Services Department.
- h) Any proposal of an expense over \$100.00 shall require approval of the Executive Board by majority vote. Any proposal of an expense presented to the Executive Board shall be accompanied by a minimum of three (3) bids and should be discussed at the next board meeting.

ARTICLE 4: BOARD OF DIRECTORS AND THEIR ELECTION

Section 1: NOMINATIONS AND ELECTIONS

- a) Only those persons who are eligible and who have acknowledged their consent to serve, if elected, shall be nominated for and appointed to serve on the Board of Directors. The candidates should be in good standing in the community, willing to submit to a background check, and fully committed to fulfill the duties and responsibilities of his or her position on the Board of Directors.
- b) Notification of willingness to serve must be presented in writing or via e-mail to the current Executive Board during the month of October. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of NEP and will not be permitted to serve as a member of the Board of Directors.
- c) Elected Board Members may serve as a Head Coach or Assistant Coach provided that the respective position responsibilities do not interfere with their duties of their position on the Board of Directors.
- d) The election for open seats on the Board of Directors will take place at the annual election meeting in November at a location designated by the current Executive Board. The Board of Directors shall be elected by a simple majority vote of all members who have paid the full balance of all fees due and owing, and who are in good standing with NEP and the Association. All paid members must vote in person at the election meeting.

Section 2: BOARD OF DIRECTOR POSITIONS AND THEIR TERM OF OFFICE

- a) The Park President shall serve a two (2) year term.
- b) The Vice President, Secretary, Treasurer, Cheer Coordinator, Football Commissioner, and Player Safety Coordinator shall hold office for a period of one (1) year, but may succeed himself/herself at the discretion of the current Board of Directors.
- c) Each Member at Large shall hold office for a period of one(1) year, but may succeed himself/herself at the discretion of the current Board of Directors.
- d) No one person may hold more than one elected Board of Directors position.
- e) Terms shall commence on January 1st and end on December 31st.
- f) A vacancy occurring in any office shall be filled for the unexpired term by a person appointed with a simple majority vote of the Executive Board of NEP.
- g) The Board of Directors will be responsible for administering all football and cheerleading activities.

ARTICLE 5: DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1: The Executive Board shall consist of the Park President, Vice President, Secretary, Treasurer, Cheer Coordinator, Football Commissioner, and Player Safety Coordinator. The Executive Board shall be comprised of the seven (7) members of the Board of Directors, which shall have voting privileges. The two (2) Member at Large positions are not members of the Executive Board, and thus shall not record official votes on park matters. All voting powers of an Executive Board member shall be consistent with and the same as any other member of the Executive Board. The Board shall keep cash reserves totaling \$5,000.00 in a reserve account at all times. The Executive Board reserves the right to appoint any other non-voting positions and/or committees which it deems



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

necessary to carry out the duties and responsibilities of the Board of Directors and to serve the best interest of NEP and the Association.

Section 2: PRESIDENT

His or her duties shall include but are not limited to:

- a) Be the official representative of NEP, the Association, and the Football and Cheerleading programs in all matters involving the USA Youth Football League or its successors.
- b) Be responsible for scheduling all Board of Directors meetings.
- c) Liaise between NEP and the City of Pensacola Neighborhood Services Department and coordinate all program activities in which City of Pensacola parks and facilities are utilized by the program.
- d) When necessary, appoint a replacement for open positions on the Board. The Executive Board will approve these appointments.
- e) Investigate the circumstances involved in the removal of a coach, player, parent, or member that has displayed improper conduct as described by the governing policies.
- f) Develop and maintain sponsor relations.
- g) Oversee the ordering of all football equipment and uniforms.
- h) Sign all written contracts approved by the Executive Board of NEP and the Association.
- i) Coordinate the work of the Executive Board Members in order that the purposes of the organization may be promoted.
- j) Have overall responsibility and coordination for all financial programs including registration, sponsorships, concessions, etc. as well as expenditures.
- k) Report directly to the Board of Directors as to all communications between the Program and the City of Pensacola Neighborhood Services Department and/or the USA Youth Football League or its successor.
- l) Perform any other duties as assigned/agreed upon by the Board.
- m) Vote on all Board matters.

Section 3: VICE PRESIDENT

His or her duties shall include but are not limited to:

- a) Preside over all regular and special meetings in the absence of the President.
- b) Succeed the President for the remainder of his/her term of office in the event he/she is unable or unwilling to continue in said office.
- c) Shall serve at all times and act in the capacity as the Park President in his absence.
- d) Be responsible for initiating all football/cheerleading registration activities including sufficient advertising of dates and times.
- e) Assist in the registration of Players and Cheerleaders.
- f) Perform any other duties as assigned/agreed upon by the Board of Directors.
- g) Vote on all Board matters.

Section 4: SECRETARY

His or her duties include but are not limited to:

- a) Keep an accurate record of the proceedings of all meetings of the Board of Directors and the Executive Board.
- b) Record all voting in the minutes.
- c) Prepare and disseminate minutes of the meetings to the appropriate board members at the following meeting of the Executive Board.
- d) Keep a copy of the current bylaws.
- e) Be responsible for the preparation and counting of any necessary ballots.
- f) Maintain a current and complete roster of all players and cheerleaders of NEP.
- g) Maintain rosters of all coaches and players on all teams and prepare copies of these to be given to the coaches for their use during the season.



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

- h) Assist in submitting required rosters with all necessary information to any governing body prior to games. Work with the Football Commissioner, Cheerleading Coordinator and Head Coaches to ensure this is done.
- i) Update NEP's website and social networks throughout his/her term. Ensure all website and social networks are updated with correct information in a timely manner.
- j) Assist in the registration of Players and Cheerleaders.
- k) Perform any other duties as assigned/agreed upon by the Board.

Section 5: TREASURER

His or her duties include but are not limited to:

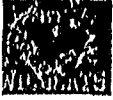
- a) Receive monies of NEP, keeping an accurate record thereof and shall deposit them in the name of NEP in a bank or credit union approved by the Executive Board.
- b) Pay all bills as authorized by the Board.
- c) Maintain signing authority of all NEP accounts. The primary authorized signers on the accounts will be the Treasurer and President. The Secretary is authorized to sign in the President's absence.
- d) All checks must be signed by the Treasurer and one other authorized signor to ensure financial integrity of purchases.
- e) Present a statement of accounting at every meeting and when otherwise requested by a board member.
- f) Make sure that the Executive Board maintains a reserve account with cash reserve totaling at least \$5,000.00 at all times.
- g) File or cause to be filed such annual reports with the IRS, the State of Florida and local agencies as required by law.
- h) Submit annual financial report in December to the Executive Board which includes gross receipts and disbursements for the previous year.
- i) Serve as Administrator for the online registration site and track all players/cheerleaders outstanding account balances. Provide reports of registrants to the Executive Board as requested.
- j) Assist in the registration of Players and Cheerleaders.
- k) Perform any other duties as assigned/agreed upon by the Board.

Section 6: Football Commissioner -- his or her duties include but are not limited to:

- a) Assist the President and Vice President with all park concerns, to include football rosters, weigh-ins, schedules, practices, background checks, coaches training, equipment, etc.
- b) Responsible for the distribution of football equipment/uniforms. Inventory of all equipment must be taken prior to distribution and a log must be kept showing what the commissioner has received.
- c) Coordinate with Head Coaches to turn in all NEP football equipment at the end of the season.
- d) Communicate from the Executive Board to Head Coaches of football and vice versus.
- e) Assist the Treasurer in creating and maintaining the football budget per season by collecting competitive bids from quality vendors and accounting for all expenses related to the football program.
- f) Report to the Executive Board about the condition of the grounds and necessary equipment maintenance and repairs.
- g) Be responsible for managing weight scale.
- h) Be responsible for resolving football coaches, parents and/or fan disputes.
- i) Assist in the registration of Players and Cheerleaders.
- j) Perform any other duties as assigned by the President or Board of Directors.

Section 7: Player Safety Coordinator -- his or her duties include but are not limited to:

- a) Ensure the weather conditions are suitable for activity and recommend suspension of activity when appropriate and as mandated by the League. This includes severe rain, lightning, temperature (heat index/wet bulb), and field conditions.
- b) Monitor players for symptoms of head injury; evaluate, and remove from play when necessary (decision may supersede coaches' or parents' decision for instances of removal from play)



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- c) Responsible for coordinating emergency response in case first responders are called to an event, such as instances of significant player/spectator injury, or disturbance of peace.
- d) If applicable, responsible for educating Board/coaches on the location and use of the park AED
- e) Perform any other duties as assigned by the President or the Board of Directors.

Section 8: Cheerleading Coordinator -- his or her duties include but are not limited to:

- a) Aid and assist the Cheerleader coaches in the promulgation of the cheerleader program or any designated events including practices and camps.
- b) Will direct, schedule and assist Cheerleader coaches in the fitting and issuing of uniforms.
- c) Assist the Treasurer in creating and maintaining the cheerleading budget per season by collecting competitive bids from quality vendors and accounting for all expenses related to the cheer program.
- d) Give report on any cheer issues, praises, progress, etc.
- e) Schedule dates, times and gathering materials for cheer registration.
- f) Assist in the registration of Cheerleaders and Players.
- g) Perform any other duties as assigned by the President or the Board of Directors.

Section 9: Members at Large

There shall be two (2) Members at Large who are elected to the Board of Directors. The Members at Large are non-voting members of the Board of Directors and are not members of the Executive Board. Their duties include but are not limited to:

- a) Assist the Executive Board members with their duties as needed
- b) Perform any other duties as assigned by the President or Executive Board.
- c) Provide input, suggestions, information and guidance on matters related to NEP, the Association, and the Football and Cheerleading Programs.

ARTICLE 6: POSITIONS AND COMMITTEES

Section 1: HEAD COACHES, ASSISTANT COACHES AND COMMITTEES

The Executive Board will determine the number of coaches for each team not to exceed USA Youth Football requirements. Assistant Coaches will be appointed by the Head Coach and approved by the Board. It is the responsibility of the Executive Board to ensure that all coaches meet the requirements and standards of NEP and USA Youth Football League.

Section 2: HEAD COACHES

His or her duties include but are not limited to:

- a) Being responsible for the overall management of his/her coaching staff and team (*Coaching Staff must also submit to annual background checks. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice President of NEP.*)
- b) Be the primary point of contact between the team and parents.
- c) Must attend the League's coach's clinic, complete any required certification courses and have a valid league ID card.
- d) Work jointly with applicable program director on the distribution of uniforms and/or equipment to his/her coaching staff and team.
- e) Assist in the collection and returning of all equipment that was issued to his/her coaching staff and team.
- f) Actively participate at NEP registration events during the off season.
- g) Assist with facilities upkeep before and after games and practices as required.



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- h) Must display good sportsmanship, follow the rules of competition and follow the league coaches Code of Conduct.
- i) Responsible for the discipline of all players/cheerleaders on his/her team and will ensure players who cause friction on the team are reported to their parents for their actions. Any disciplinary action resulting in a coach removing a player/cheerleader from the team must be brought before the Board of Directors.
- j) No coach shall degrade a child for any reason.
- k) Under no circumstance is a coach allowed to use physical contact to discipline a child on his or her team.
- l) Must be able to attend the majority of practices, games and coaches meetings.
- m) Football coaches should attempt to allow every player to participate in games. Parents should be informed that all players are NOT guaranteed participation in every game due to many factors, including but not limited to, safety concerns. Every player is required to participate in assigned practices.
- n) Responsible for knowing Article 11, Section 3, coaches Code of Conduct.
- o) Assist in the registration of Players and Cheerleaders.
- p) Must have prior approval from the Executive Board to coach on two different teams.
- q) Must clearly communicate practice schedules, game schedules, practice cancellations due to inclement weather or other circumstances. Communication should also include a letter, or meeting, for the parents at the beginning of the season outlining practice schedules, contact information, player safety, player and parent conduct, expectations and goals for the team, and other relevant information.
- r) Perform any other duties as assigned by the President of the Board of Directors.

Section 3: ASSISTANT COACHES

His or her duties include but are not limited to:

- a) Act as aide to Head Coaches.
- b) Serve at the pleasure of the Head Coach and may be removed by the Head Coach
- c) Must have a respectful disposition, display good sportsmanship, and follow the rules of competition.
- d) Responsible for knowing Article 11, Section 3, coaches Code of Conduct.
- e) Submit to annual background checks. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice President of NEP.
- f) Recommended to attend the League's coach's clinic, complete any required certification courses and have a valid league ID card.
- g) Under no circumstance is an assistant coach allowed to use physical contact to discipline a child.
- h) Must have prior approval from the Executive Board to coach on two different teams.

Section 4: COMMITTEES

The Executive Board, by simple majority vote of those in attendance, may designate one or more committees.

a. Types of committees include but are not limited to:

- 1) Jamboree
- 2) Homecoming
- 3) Equipment
- 4) Fundraising

b. Any such committee will have no power or authority to amend the bylaws, obtain property or assets of NEP, enter into contracts on behalf of NEP, or fundraise on behalf of NEP without the expressed written consent of the Executive Board.



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

ARTICLE 7: MEETINGS

Section 1: REGULAR MEETINGS

NEP Executive Board members will hold regular monthly meetings during the off-season and meetings during the regular season as the President or Board deems necessary. All regular meetings are open to the public and location and time must be posted on the website at least ten (10) days prior to the meeting.

Section 2: SPECIAL MEETINGS

Special meetings can be called at the request of the President of NEP. These meetings may or may not be open to the public.

Section 3: ANNUAL ELECTION MEETING

The annual election meeting shall be held in November and shall be open to the public at a location designated by the current Executive Board of Directors.

Section 4: PARTICIPATION

- a) The privilege of voting shall be limited to paid members (i.e. accounts paid in full) and members who are in good standing with the Association.
- b) Any member who is in good standing, and who is paid in full, may present at a meeting of the NEP Board of Directors and shall be allowed to address the Board of Directors regarding pertinent items.
- c) There must be at least a quorum of Executive Board members present to vote on any matter brought before the Board of Directors at regular or special meetings. A quorum shall consist of four (4) of the seven (7) Executive Board members.

Section 5: SPECIAL ACTION

For situations requiring an Executive Board action where there is not time to hold a special meeting, the President may call for a vote via email on an issue. In this instance, a majority of the Executive Board must vote affirmatively for the action to be declared passed.

ARTICLE 8: REGISTRATION

Section 1: FEES

- a) Registration fees for each player will be set prior to registration by the Executive Board.
- b) Registration fees for football players shall include the use of NEP equipment, including a helmet and shoulder pads, which shall be returned to NEP at the end of the football season.
- c) The registration fee for football players will also include a game jersey, game pants, and game socks, which the player may keep at the end of the season.
- d) Registration fees for new cheerleaders includes a full uniform, pep rally uniform, pomps, shoes and bows.
- e) All fees will be collected by the Treasurer or his/her designee.
- f) Total amount of fees must be paid in full by deadlines set by the Executive Board.

Section 2: DATES

Registration dates for all players will be set each year by the Executive Board.

Section 3: REFUNDS

- a) All football fees are refundable until uniforms have been ordered, at which point the uniform fee becomes non-refundable. Exceptions will be made in extreme circumstances as decided by the Executive Board.
- b) No refunds will be given for Cheerleading after the registration deadline.
- c) Any disputed refund request will be brought to the Executive Board's attention in a regular meeting and will be voted on by simple majority vote.

Section 4: OUTSTANDING BALANCES



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

- a) Any returning player with a prior year balance for registration fees, equipment, uniforms, etc. shall not be allowed to register for the current year until such times as the prior year's balance is paid and all amounts due for the current year are paid in advance.
- b) Debts will be communicated to the league in instances of park transfer requests (Formerly the transfer form)

ARTICLE 9: TEAMS

Section 1: Number of Teams

The number of teams that will be fielded in a given season will be decided by the Executive Board. The Executive Board reserves the right to set a maximum or minimum for the number of players on a team, in compliance with league rules.

Section 2: Team Fundraising

Teams are not required to organize separate fundraising activities or events; however, teams are permitted to work in conjunction with the Board of Directors to organize fundraising activities or events. All fundraising activities or events shall be approved by the Executive Board and such activities must follow any rules or regulations adopted by the Executive Board. Funds raised on behalf of an NEP team shall be used for said team, in alignment with the activity/activities that were approved by the Board of Directors. Any surplus from such fundraising activities or events shall be distributed back to the park for the general fund to be used to support NEP, the Association or the football and cheerleading programs. Any individual who collects money on behalf of NEP as a result of fundraising activities and intentionally withholds such funds from NEP, or converts such funds for their own personal use, will be reported to law enforcement for criminal prosecution.

ARTICLE 10: NEP GENERAL RULES

- 1) Every effort of good sportsmanship should be exhibited during and after the game for all players, coaches and fans. Issues or complaints should first be addressed to the team's Head Coach or appropriate Director. If the issue/complaint is unresolved at that level, it should be submitted to the Executive Board in writing.
- 2) The program will provide all registered football players, whose account is paid in full, with a helmet and shoulder pads (i.e. equipment). This equipment is the property of NEP and shall be returned to the team's Head Coach at the end of the season. Failure to return NEP equipment will result in your player forfeiting his or her right to register and participate in future NEP or associated league athletic activities or events until equipment is returned or replaced.
- 3) All equipment issued by NEP shall be signed for, by the coach and player's parent/guardian, upon issue and when returned at the end of each season. The equipment is expected to be returned in the same condition it was issued barring normal wear and tear.
- 4) There will be no fee waivers or scholarships given to any player.
- 5) Any individual involved in an active litigation against NEP, to include coaches, players or Board of Directors will immediately forfeit participation with NEP.
- 6) Head Coaches must be at least 21 years of age and Assistant Coaches must be a minimum of 18 years of age.
- 7) Players must play within their assigned age group. Players are not permitted to play up in age group except in extremely unique circumstances (as decided by the Board) that must be documented with all parties before being brought before the Executive Board and will require a unanimous vote.

Section 1: PLAYERS

- a) All players will conduct themselves within the rules of the game and fair play.
- b) The use of drugs, tobacco and/or alcohol will lead to immediate dismissal from the program.
- c) Foul language at any time will not be tolerated.
- d) Player conduct determined by the Head Coach to be detrimental to the unity and development of the team may result in disciplinary action, including but not limited to, dismissal from the team, subject to the review by the Executive Board.



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- e) All players are required to suit out in their assigned uniforms during all game events.

Section 2: PARENTS

The football and cheerleading programs are run by volunteers and NEP depends on parent involvement. The Executive Board encourages parents to be involved with your child's team (Team Mom, fundraising opportunities etc.).

- a) Derogatory remarks made by parents, family, friends, or guests of a player or participant in reference to coaches, players, or board members will not be tolerated and may result in the players/participants expulsion from the program.
- b) No fighting, profanity, alcohol, drugs, smoking or weapons in the park or around children, players or participants.
- c) No parent shall degrade a child for any reason.
- d) All registration fees must be paid in full by prescribed deadlines in order for players to receive equipment.
- e) Parents shall address the Head Coach of any concerns prior to notifying the Executive Board. All concerns should be addressed either before or after practices and games and conducted in a professional manner.

Section 3: COACHES

The term "Coach" shall include Head Coach and Assistant Coach, or any person in a team leadership role.

- a) All coaches shall adhere to all league rules and policies.
- b) Under no circumstance does a coach have the authority to decide not to play a scheduled game. Not showing up for a game without contacting the appropriate program director or another member of the Executive Board with justifiable explanation, will be grounds for immediate removal and terminates any rights to coach within NEP.
- c) Head Coaches are responsible for the behavior of assistant coaches, players and parents.
- d) All coaches must behave in such a manner that the principles, integrity and dignity of the sport are maintained and serve as a role model to parents and players.
- e) All coaches are required to dress in the assigned coach's shirt during all scheduled games and events designated which require uniforms of NEP players.
- f) Head Coaches are responsible for effectively communicating practice schedules, game schedules, changes to practice or game schedules and any other league news that directly impact the players or the team.
- g) No coach shall speak on behalf of the park without prior approval from the Executive Board.

ARTICLE 11: PROBLEM SOLVING GUIDELINES

The NEP football and cheerleading programs are considered our family and like any family from time to time there will be misunderstandings and disagreements. We rely on our Executive Board members, coaches, players and parents to be civil toward each other and try to work out problems without intervention. However, if that cannot be accomplished, the following procedures should be utilized.

- a) Players having problems with another player should report the matter immediately to any of his/her team's coaches. The assistant coach shall attempt to resolve the matter. If the assistant coach cannot resolve the situation then it must be reported to the head coach who shall resolve the matter between the players and consult with the player's parents if necessary. The decision of the head coach shall be final.
- b) Coaches on the same team having problems will be resolved immediately by the head coach of that team. The decision of the head coach shall be final.
- c) Coaches on different teams or head coaches having a problem will immediately bring the matter to the attention of the Executive Board.



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- d) The Executive Board shall hear both sides and resolve the matter immediately, if possible. The decision of the Executive Board shall be final.
- e) Parents having problems with a coach or coaches should report the matter to the head coach who shall resolve the matter. If the problem is with a head coach, the Executive Board shall handle the matter. In the case of parent complaints, the Executive Board shall hear both sides and make a decision. The decision of the Executive Board is final.
- f) In situations involving violations of these rules, the penalty imposed, if any, is within the sole discretion of the Executive Board, and depending on the circumstances, a lesser or greater penalty may be applied, including but not limited to, expulsion from the program.
- g) The Executive Board for NEP reserves the right to have any person(s) removed from the premises, which may result in NEP filing formal charges for trespassing, if he or she is found to be disturbing the peace or acting in a manner that endangers the health, safety, or welfare of parents, players, or participants of NEP athletic events.

ARTICLE 12: PLAYER SAFETY PROTOCOLS

Section 1: During any sport, players may occasionally incur injuries. These cover a vast range of symptoms and etiologies. Minor injuries such as scrapes, bruises, etc. may be treated with first aid as deemed appropriate and agreeable to the coach and parent (Player Safety Coordinator may also be consulted). More serious injuries may be subject to evaluation/triage by the Player Safety Coordinator. The Player Safety Coordinator may remove a child from play and recommend consulting a physician. Ultimately it is up to the parent to follow up on these recommendations. The Player Safety Coordinator reserves the right to prohibit a player from return-to-play until a note/documentation is received from a healthcare provider that the player may do so.

Section 2: In the event of emergency, the Player Safety Coordinator will ensure the emergency response is activated, along with assistance from any Board members, coaches, and parents as deemed necessary by the Player Safety Coordinator. This includes but is not limited to: calling for emergency responders (ambulance, police, etc.), requesting retrieval of emergency equipment such as an AED or ice bath, crowd control, and direct instructions on managing the patient until said emergency services arrive.

Section 3: Weather Protocols:

In the event of general inclement weather/conditions, the Player Safety Coordinator may deem the environment unfit for activity. In such situations, the Board will discuss and decide on cancelling/suspending activity until such conditions improve.

- a. **Lightning:** per league and FHSAA guidelines, if lightning is detected within a 10 mile radius of the area, activity will be immediately suspended and people will be encouraged to seek shelter until there has been no lightning detected within a 10 mile radius for a period of at least 30 minutes. After these conditions have been satisfied, activity may resume unless otherwise contraindicated.
- b. **Heat:** per league and FHSAA guidelines, activity will be suspended if the heat index value reaches >110 degrees fahrenheit. Activity may not resume until conditions fall below that threshold.
- c. If Heat Index is below 110 degrees fahrenheit at practice, Wet Bulb Globe Temperature guidelines may be followed, provided you have access to WBGT data--
- d) WBGT is between 87-90 degrees fahrenheit: players are restricted to shells (helmet/shoulder pads and shorts) and must receive at least four (4) breaks per hour, each at least 5 minutes in duration. Activity may be



NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

no longer than two (2) hours in total and any conditioning must be performed without equipment on.

ii) WBGT is between 90-92 degrees fahrenheit; players are not permitted to wear any equipment and must receive at least four (4) breaks per hour, each at least 5 minutes in duration. Activity may be no longer than one (1) hour in total and NO conditioning may be conducted. (walk-through practices are strongly encouraged in this event)

iii) WBGT > 92 degrees fahrenheit; No activity may be conducted

Section 4: Concussion Protocol:

NEP Wildcats Football Inc. adheres to the standard concussion protocol as written by USA Football. Any player thought to have sustained a concussion should be referred to the Player Safety Coordinator for evaluation. If the Player Safety Coordinator feels there is any reasonable suspicion of concussion, the player will be removed from activity and referred to a healthcare professional for evaluation. The player will not be permitted to return to activity until a note/documentation has been received by NEP that the player may do so, at which point the standard return to play for concussions will be followed:

- Day 1- Player may participate in solo drills/conditioning. No equipment shall be worn on day 1. If the player does not experience any symptoms, they may advance to (Day 2)
- Day 2- Player may participate in non-contact drills in a helmet only. Player may condition. If the player does not experience any symptoms, they may advance to (Day 3). **If the player experiences symptoms, they must restart the process at Day 1.
- Day 3- Player may wear shells (helmet and shoulder pads with shorts) Player may participate in limited, controlled contact drills and conditioning. Player may not participate in full team contact drills. If the player does not experience any symptoms, they may advance to (Day 4). **If the player experiences symptoms, they must restart the process at Day 1.
- Day 4- Player may dress in full gear and participate in a full practice (not cleared for competition until they have completed this full practice). If the player completes a full practice and is symptom-free, they are cleared for full return to competition. **If the player experiences symptoms, they must restart the process at Day 1.

At any point, the Player Safety Coordinator, coach, or parent reserves the right to withhold a player from activity if they feel there is a safety concern.

ARTICLE 13: INDEMNIFICATION

The Association may indemnify and insure its officers, directors, employees, agents, coaches and volunteers to the fullest extent permitted by law.

ARTICLE 14: AMENDMENTS

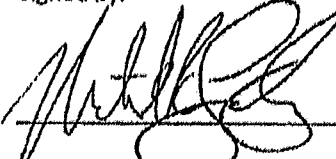


NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC. BYLAWS

- 1) These Bylaws may be altered, amended, rescinded or repealed at any annual or special meeting of the Executive Board by the affirmative vote of at least four (4) members, provided that notice thereof is given in accordance with these Bylaws and is otherwise required by law.
- 2) Bylaw changes will be posted for 30 days on the NEP website after they have been approved by a simple majority vote of the members of the Executive Board. Once the 30 day period has expired, the amended bylaw will immediately supersede the original by law it is replacing.

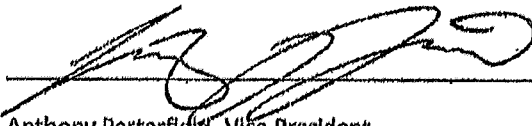
These bylaws have been reviewed and accepted by the NEP Executive Board on Feb. 19, 2020.

Signed by:



Mike Frantz, President

2/19/20
Date



Anthony Porterfield, Vice President

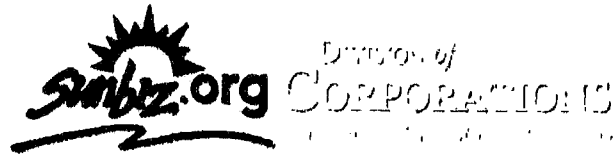
2/19/2020
Date

Name	Title	Phone	Email	Address
Anthony Porterfield	President	850-564-3462	ant13g@yahoo.com	3143 Albert Ct., Pensacola, 32504
Scot Brazell	Vice President	850-291-2353	ScotBrazell@gmail.com	4710 Howe St., Pensacola, 32504
Robln Larrieu	Treasurer	850-529-9236	robln@coastalinspections.com	1602 E Yonge St., Pensacola, 32503
Jamie Brazell	Secretary	850-291-2351	JamieL.Brazell@gmail.com	4710 Howe St., Pensacola, 32504
Jillian Keefe	Cheer Coordinator	850-460-0182	Jillian.Keefe@yahoo.com	1400 Langley Ave., APT A, Pensacola, 32504
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Jim Allen	Safety Coordinator	850-723-8664	jimbosa85@aol.com	7830 Stallworth Ln., Pensacola, 32526
Alonda Jones	Member-at-Large	850-464-7314	alonda.jones@gmail.com	2959 Meredith Dr., Pensacola, 32504
Tori Woods	Member-at-Large	850-294-5547	Tori.Woods00@gmail.com	10449 Senegal Dr., Pensacola, 32534

Date	Event	Facility Needs	Comments
3/1/2022	Registration (returning players)	NA	online reg
3/15/2022	Registration (returning players)	NA	online reg
6/4/2022 ; 6/11/2022	Uniform Fittings	Equipment Room	we typically handle/staff this so no additional needs from the city; we will be at the equipment room and families will come to the facility to get fitted for uniforms/equipment
7/1/2022 - 7/22/2022	Conditioning Workouts	Roger Scott	usually 1 baseball field and 1 rec field works for this
7/26/2022 - 11/18/2022	In Season Practice/Competition	Roger Scott	Practices daily except Sunday/Wednesdays...Games on Saturdays (8 teams at facility with around 30 kids each)

MONEY IN	
TOTAL SPONSORS	\$10,700
CONCESSIONS/SPIRIT TABLE	\$35172.88
FOOTBALL REGISTRATION	\$48720.00
CHEER REGISTRATION	\$19920.00
GROSS INCOME	\$114512.88
LESS COLLECTION LOSSES	-\$2290.26
LESS SIBLING DISCOUNT	-\$400
LESS EQUIPMENT DISCOUNT	-\$500.00
TOTAL DISCOUNTS & LOSSES	-\$3190.26
NET INCOME	\$111322.62

EXPENSES	
League Dues-Includes City fees, NWFYSA, ECCA, AYF	\$7,000
Sadler Insurance	\$3,340
Park equipment (storage, first aid, etc)	\$300
Sponsor signs	\$250
PO Box Rental	\$70
SunBiz -FL Corp Filing	\$62
Game Security	\$1,300
Coaches screening (coaches pay)	\$900
Trophies based on \$10 per player	\$2,500
Coaches Shirts based on 30 new shirts	\$1,200
TOTAL OVERHEAD EXPENSES	\$16,922
Football Uniforms	\$21,248
Cheer Expenses (see separate detailed budget)	\$10,000
Football Equipment(\$2500) & Reconditioning (\$1320)	\$4,000
Helmet Decals	\$800
BCA Gear for FB (Cheer included above)	\$1125.00
Cheer Routine Music (Included above)	\$0
Homecoming	\$2,000
Total expenses	-\$56,095
ANTICIPATED NET	\$17585.57



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Detail by Entity Name

Florida Not For Profit Corporation

NORTHEAST PENSACOLA WILDCATS FOOTBALL, INC.

Filing Information

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Principal Address

2130 Summit Blvd
Pensacola, FL 32503

Changed: 05/05/2021

Mailing Address

P O Box 10414
PENSACOLA, FL 32524

Changed: 04/30/2013

Registered Agent Name & Address

Larrieu, Robin
1602 E Yonge St
PENSACOLA, FL 32503

Name Changed: 07/31/2020

Address Changed: 07/31/2020

Officer/Director Detail

Name & Address

Title President

Frantz, Michael
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Pensacola, FL 32503

Title Treasurer

Larrieu, Robin
1602 E Yonge St
Pensacola, FL 32503

Title Secretary

Siefert, Megan
P O Box 10414
PENSACOLA, FL 32524

Title VP

Porterfield, Marzette
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Annual Reports

Report Year	Filed Date
2019	04/07/2019
2020	07/31/2020
2021	05/05/2021

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Entity

Entity Name

Northeast Pennsylvania Wildcats Football, Inc

Unique Entity ID

CAGE + NCAGE

Location

Entity Status

- Active
- Inactive
- Suspended

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MEMORANDUM

TO: Grover Robinson, IV, Mayor
FROM: Adrian Stills, Interim Parks and Recreation Director
SUBJECT: Northeast Pensacola Wildcats Football, Inc
DATE: March 18, 2022

The City would like to renew our Memorandum of Understanding with Northeast Pensacola Wildcats Football, Inc. to provide social and physical programs through sports. Northeast Pensacola Wildcats Football, Inc will pay the City \$10.00 per child and 25% of fees collected from tournaments, clinics, etc. The City will provide field maintenance, clean restrooms, water, trash pickup, and utilities. The MOU expires on January 1, 2023.

CONTRACTS/AGREEMENTS REQUIRING MAYORAL SIGNATURE
FINAL DOCUMENT REVIEW FORM
(blue form page 1)

DEPARTMENT

Document Title: MJC - Northeast Pensacola Wildcats Football, Inc

Project Contract Lease Other (Check One)

Brief Description: Renewal of MJC with Northeast Pensacola Wildcats Football, Inc. to provide social and physical programs through sports. MJC expires January 1, 2023 (14 City Parks)

Contract Cost: \$ _____ Department: Parks & Recreation

Approved by Mayor: / / OR Department Contact Person: A Stills/Kearney

Approved By Council: / / Sent to Contract Admin. (Purchasing) APR 19 2022

CONTRACT ADMINISTRATOR (PURCHASING)

Date Received / /

N/A Debarment Check

Pending (See comments below): _____ Sent to Department / /
(Signature)

Approved: [Signature] Sent to Budget Review 4/20/22
(Signature)

Comments: _____

BUDGET REVIEW

Date Received 4/22/22

Pending (See comments below): _____ Sent to Department / /
(Signature)

Approved: [Signature] Sent to Risk Manager 4/22/22
(Signature)

Comments: _____

RISK MANAGER

Date Received 4/22/22

Pending (See comments below): _____ Sent to Department / /
(Signature)

Approved: [Signature] Sent to City Attorney 4/22/22
(Signature)

Comments: _____

CONTRACTS/AGREEMENTS REQUIRING MAYORAL SIGNATURE
FINAL DOCUMENT REVIEW FORM
(blue form page 2)

CITY ATTORNEY

Date Received 4/22/22

____ Pending (See comments below): _____
 Approved: Charles V. [Signature] (Signature)

Sent to Department / /
Sent to Mayor 4/22/22

Comments: _____

MAYOR'S OFFICE (CITY ADMINISTRATOR)

Date Received 4/22/22

____ Pending (See comments below): _____
 Approved: [Signature] (Signature)

Sent to Department 4/25/22
Sent to City Clerk 4/25/22

Comments: _____

CITY CLERK

Date Received 4/25/22

____ Pending (See comments below): _____
 Approved: Tricka L. Burnett (Signature)

Sent to Dept/ Admin/ Legal / /
Retained original/copy in Maxxvault / /

Comments: _____

Returned original(s) to Department / /

Initials: ELB

2021 INCOME AND EXPENSES NEP

MONEY IN	
TOTAL SPONSORS	10,700.00
CONCESSIONS/SPIRIT TABLE	35,172.88
FOOTBALL REGISTRATION	48,720.00
CHEER REGISTRATION	19,920.00
GROSS INCOMI	\$ 114,512.88
LESS COLLECTION LOSSES	(2,290.26)
LESS SIBLING DISCOUNT	(400.00)
LESS EQUIPMENT DISCOUNT	(500.00)
TOTAL DISCOUNTS & LOSSES	(3,190.26)
NET INCOMI	\$ 111,322.62

EXPENSES	
League Dues-includes City fees, NWFYSA, ECCA, AYF	7,000.00
Sadler Insurance	3,340.00
Park equipment (storage, first aid, etc)	300.00
Sponsor signs	250.00
PO Box Rental	70.00
SunBiz -FL Corp Filing	62.00
Game Security	1,300.00
Coaches screening (coaches pay)	900.00
Trophies based on \$10 per player	2,500.00
City of Pensacola Fees	2,000.00
Coaches Shirts based on 30 new shirts	1,200.00
TOTAL OVERHEAD EXPENSE	\$ 18,922.00
Football Uniforms	21,247.78
Cheer Expenses (see separate detailed budget)	10,000.00
Football Equipment(\$2500) & Reconditioning (\$1320)	4,000.00
Helmet Decals	800.00
BCA Gear for FB (Cheer included above)	1,125.00
Cheer Routine Music (included above)	-
Homecoming	2,000.00
Total expenses	\$ (58,094.78)
NET	\$ 15,585.57