

NGFFL Toolkit Module: Board & Internal Management	Original Issue Date: 2012	Most Recent Version Issue Date: 03/15/2018
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National Gay Flag Football League (NGFFL)



Local League Toolkit **Module II: Board & Internal Management**



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1.0 Overview and Purpose

The National Gay Flag Football League (“**NGFFL**”) is committed to proudly fostering community, comradery and inclusivity by providing opportunities to engage in competition through flag football. As part of this vision, the NGFFL has a supporting agenda which includes driving local membership growth and development.

The purpose of the Local League Toolkit (“**Toolkit**”) is to provide lessons learned and resources that can help start or strengthen a local flag football league. Each city and league will be different, but there are common elements that will make this Toolkit useful to local leaders and other stakeholders who organize and run local leagues. This Toolkit is meant to share best practices, examples and lessons learned, all in an attempt to make organization and execution as efficient and as high of quality as possible.

The purpose of this module is to discuss recommended strategies for leadership structure and management of local leagues.

2.0 Creation of a Local League Board

It is recommended that the fastest way to create stability and reliability for a local league is to create a board—the group of individuals ultimately responsible for the management and execution of local league activities.

A board typically includes the following:

- Commissioner - Someone designated as the main coordinator of the local league with clearly defined responsibilities
- Treasurer – The individual responsible for all the financial elements of league activities, including budgeting, accounts receivable/accounts payable and have access to the local league’s bank account.
- Other Individuals – Others with defined roles and responsibilities that address the demands that local league have, such as fundraising, logistics, communications, etc.

The ultimate size of your board will be dependent upon the size of your local league and the scale of the work involved.

Board members should be selected for their expertise, reliability and their willingness to dedicate time and energy to the local league’s success. During some busy times, **board members could be expected to spend up to 10 hours or more per week to league activities**. It is expected that larger local leagues will hold elections for Board positions, with

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terms to be determined by the bylaws (*See Section 3.0 below*); emerging local leagues may determine board members without a formalized election.

The Board should set the tone and tenor of the local league; included in that determination are some factors to decide:

- Do you want your local league to be open to all level of players?
 - If so, are you willing to create an environment where players new to the sport feel welcome?
- Do you want your local league to be co-ed?
 - If so, are you planning on reaching out to the lesbian community in your city during recruitment?
- Is the local league going to focus on football only, or will there be a significant social effort made?
 - What about any community giving or charitable objectives?
- What will be the local league’s relationship to the team that represents the city in the NGFFL’s Gay Bowl or other national tournaments?
- Will your local league use NGFFL rules or will there be modifications necessary to better fit your program?
- How will you name your local league and advertise the brand i.e. will you specifically identify as a gay league or use a more generic name?

Once you address these questions and form your board, you will want to schedule regular meetings. Meetings vary in length and frequency but average about 90 minutes every two weeks – something that can be aided by an agenda and a clear understanding of roles, responsibilities, and assigned tasks at the end of each meeting. Minutes can be used to track major decisions, division of work, and, if made public, communicate about the board’s activities.

An example of Board Agenda can be found in Appendix A.

An example of Board Minutes can be found in Appendix B.

3.0 Board Bylaws

Bylaws are your local league’s operating manual. Bylaws set out the rules that govern the internal management of your organization. The initial board should prepare and adopt bylaws. While you are not required to file your bylaws with the state as part of your registration as a legal entity, you must submit them with your Form 1023 for tax-exempt status. (*See Toolkit Module III: Tax and Legal Implications*).

Your bylaws should be kept in a public place accessible for all participants to view and review. A copy of your bylaws should be submitted to the NGFFL as well.

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Elements of bylaws should include the following:

- Mandated size of the board (number of individuals)
- How will board members be selected and replaced (both at end of term or mid-term)
- Determine the roles and duties of selected individuals
- Decide the frequency and location of meetings
- Provide specific policies on topics relevant to the local league
- State process for amendment of bylaws

For an example of bylaws, consult the NGFFL Bylaws found on the website: www.ngffl.com

4.0 Board Insurance

It is recommended that the local league obtain insurance not only for activities, but also for their management. Directors Insurance (commonly referred to as “D&O insurance”) provides coverage for individual board members regarding off the field incidents.

5.0 Revision History

Version	Version Issue Date	Description of Changes:
1	2012	Initial version
2	03/15/201	Restructured Toolkit into module format and made required edits to content to account for new format; added updated examples

6.0 Appendices

Appendix A – Sample Board Agenda

Appendix B – Sample Board Minutes

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9.1 Appendix A

Wednesday, February 15, 2018 Flag Football Board Meeting Agenda

- I. Supplemental Draft
- II. Calendar
 - a. Sponsor Events
 - i. Bar X
 - ii. Club Moxy
 - iii. Others?
 - b. Captains Dinner
 - c. Fan Appreciation Day
 - d. Community Service Day
 - e. Local Board Elections
- III. Budget
 - a. Fields
 - b. Scholarship
 - c. Accounts Payable
 - d. Status of Sponsor Collections
 - e. Player Fees (waivers?)
- IV. Website
- V. Refs
 - a. Captains' Feedback
- VI. Playoffs
 - a. Seeding OK? Tie Breakers OK?

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9.2 Appendix B

NATIONAL GAY FLAG FOOTBALL LEAGUE MEETING OF THE BOARD OF DIRECTORS – MINUTES

A meeting of the Board of Directors (“Board”) of the National Gay Flag Football League (“NGFFL”) was held at 7:30pm EST on June 15, 2017, by conference call:

Members:	Present	Absent
Thurman Williams Commissioner	X	
Sam Lehman Treasurer	X	
Brandon Waggoner Director of Operations	X	
Shigeo Iwamiya Gay Bowl Liaison		X
Ryan Peel Director of Outreach and Membership	X	
Rory Ray Director of Corporate Partnership	X	
Lance Borage Director of Officials	X	
Azur Rollins Women’s Division Liaison	X	
[vacant position] Director of Communications		

Mr. Williams presided at the meeting while Mr. Peel took minutes.

COMMISSIONER REPORT BUSINESS MATTERS

Mr. Williams asked if there were any questions or comments about the proposed minutes from the May Board meeting. Without objection, the minutes of the May 18, 2017 Board meeting were approved.



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TRANSGENDER POLICY

Mr. Williams reminded the Board of the discussion from the May Board meeting around needing a formal policy for transgender athletes. Ms. Rollins and Mr. Peel briefed the Board on their research and provided their recommended policy language.

Mr. Williams opined that receiving input from Molly Lenore may be prudent as she is a key stakeholder in this area.

Mr. Ray agreed with the recommendation but thought input from Ms. Lenore would be appropriate.

Mr. Burance also voiced support for the recommendation but stated his concern about possible abuse. Ms. Rollins noted Mr. Burance’s concern and suggested revisiting the policy in a year or two to see if there were any perceived abuses.

Mr. Williams suggested, and the Board agreed, to table this topic until the July Board meeting, at which Ms. Lenore would be invited to attend and provide feedback on the topic.

SPONSORSHIP UPDATE

Mr. Williams then spoke about possible sponsorship opportunities, including leveraging website updates. Mr. Williams noted that the NGFFL had been approached by a media production company about a possible project.

The Board discussed several concerns and questions about the project; Mr. Williams noted that the production company would return with any interest in pursuing the project so any concerns or questions should be addressed at that time.

**BOARD MATTERS
CORPORATE SPONSORSHIPS**

Mr. Ray discussed the app that would be used in Boston for Gay Bowl and noted that a decision was needed at this point.

Mr. Williams asked if there were any implications if the NGFFL were to switch apps from what has been used. Mr. Ray responded not in terms of the app he is working on.

Mr. Burance noted that the new app, Sports Engine, has a lot of potential; he also asked if it is worth combining efforts for what Pride Bowl is using.

**BOARD MATTERS
OFFICIATING**

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Mr. Burance discussed at length the rulebook changes, and highlighted the process of asking for a rule change. Mr. Burance then asked the Board to review each rule change proposal, discuss the implications, and decide whether it should be passed along to the City Leaders to vote. Mr. Burance also noted his recommendations and thoughts on each proposal.

The Board discussed each proposal and determined which proposals would be escalated to the City Leaders for discussion and ultimate decision.

Mr. Burance noted that he will schedule calls in mid-July with City Leaders to review the proposals.

REST OF AGENDA

Ms. Rollins noted her continued work on the Women’s Division survey.

Mr. Waggoner stated that an update from him will be circulated via email.

Having no further discussion, the meeting was adjourned at 8:35pm ET.