

# **PASCO YOUTH FOOTBALL**

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## **BY-LAWS FOR 2006 SEASON**

### **1.0 IDENTIFICATION**

The identification of this organization shall be the Pasco Youth Football, Incorporated, hereinafter referred to as the Association. This group is a member of, and supports the rules of, the Columbia Basin Youth Football Association. The group also provides a program for 7 and 8 year-old players to participate in 6-man tackle football.

### **2.0 PURPOSE**

The purpose of the Association

- a) To teach, govern, and promote the sport of football.
- b) To encourage courtesy, proper conduct, and respect for authority.
- c) To promote a sense of fairness, self-confidence, and the development of leadership.
- d) To develop physical fitness, mental alertness, self-discipline, good sportsmanship, teamwork, and responsibility.
- e) To build character, teach good citizenship, and promote community involvement.

### **3.0 MEMBERS**

The members of the Association shall consist of:

- a) Properly registered (includes all fees paid) football players, and their parents and/or legal guardian
- b) Head Coaches and Assistant Coaches.
- c) Members of the Executive Board and Team Parents.
- d) Appointed coordinators and committee members.
- e) Adult volunteers.

The members shall come under the jurisdiction of the Association, and subscribe to the purpose of the Association, and agree to abide by the by-laws and guidelines of the Association. Each member, except Football Players, shall have one (1) vote at the annual business meeting for electing Executive Board Members.

### **4.0 AUTHORITY**

The authority of the Association shall be vested in the Board of Directors of the Association. The membership will exercise its authority at the annual business meetings by electing members of the Executive Board, and by ratifying a set of by-law changes.

### **5.0 BOARD OF DIRECTORS**

The association of Board of Directors will consist of the Executive Board and one (1) representative from each squad. Squad representative must be a member of the squad's coaching staff (coach or team parent). Each representative must be identified at the start of each meeting.

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## 6.0 MEETINGS

All formal meetings shall be open to the public, and governed by the current edition of Robert's Rules of Order. A schedule of meetings during the football season shall be published by the Secretary at the beginning of the season.

- a) During the football season, the Executive Board shall be required to meet at least once a month in either a formal or workshop session, and during the remainder of the year as needed for fund raising, staffing, advertising, etc.
- b) During the football season the Board of Directors will meet to ratify the by-laws.
- c) Any member may call a special meeting. There will be a regular meeting of the membership in November for the annual business meeting for the purpose of electing Executive Board Members and ratifying by-law changes. The agenda for the annual business meeting shall include:
  - Overview of past year
  - Awards banquet
  - Election of Executive Board Members
  - Adjournment

## 7.0 FISCAL YEAR

The fiscal year of the Association shall begin and end with the successive annual business meeting in November. All rules, regulations, and policies of the Association are in effect during the twelve (12) months of the fiscal year.

## 8.0 AUDIT

The audit of accounts shall be accomplished through monthly financial reports to the Executive Board and an annual report at the annual business meeting in November. A full audit may be called for at any time by majority vote of the Executive Board.

## 9.0 EXECUTIVE BOARD

### 9.1 RESPONSIBILITY

The Executive Board has the authority and responsibility to conduct all Association business functions, enforce by-laws as ratified by the Association members, represent the Association in all matters, and govern the activities of the Association. The Executive Board shall develop written guidelines and procedures for the conduct of Association business and enforcement of the policies. All guidelines and procedures must be approved by a majority of Board of Directors present at the time of presentation.

### 9.2 MEMBERS OF THE EXECUTIVE BOARD

The Executive Board shall consist of the Registered Agent and no more than ten (10) elected officers:

- |                   |                              |                                 |
|-------------------|------------------------------|---------------------------------|
| 1) President      | 4) Treasurer                 | 7) Football Coordinator         |
| 2) Vice President | 5) 2 Concession Coordinators | 8) Sponsorship Coordinator      |
| 3) Secretary      | 6) Pop Sales Coordinator     | 9) General Assistant (optional) |

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When a member of the Executive Board resigns, is removed, or is otherwise unable to complete his/her term of office, the Executive Board shall be empowered to fill the vacancy until the next election of that office. A majority vote of the Executive Board is required to approve a candidate.

### **9.3 HONORARY NON-VOTING MEMBERS**

Any past Executive Board Member may attend, at the discretion of the Executive Board, all Executive Board sessions on a voluntary basis to act as advisor to his/her successor for at least one (1) year after leaving office.

### **9.4 TERMS OF OFFICE/ELECTION TIMING**

The Executive Board shall be elected at the annual business meeting by the general membership by a majority vote at the annual meeting. At the annual meeting of both the 6-man team members and of CBYF team members, 4 or 5 members will be elected to the Executive Board. Executive Board members will select the officers at its first meeting. All Executive Board offices shall be for a two (2) year term. It is recommended that the officers serve on a staggered basis as follows:

- 1) Even years:
  - President
  - Secretary
  - 2 Concession Coordinators
  - Sponsorship Coordinator
- 2) Odd years:
  - Vice President
  - Treasurer
  - Football Coordinator
  - Pop Sales Coordinator
  - General Assistant

### **9.5 VOTING AUTHORITY**

Each member of the Board of Directors shall have one (2) vote in all Association matters requiring a vote. The presence of a quorum of sitting Executive Board members shall be required to conduct business requiring a vote, and a majority vote is required to pass a motion.

### **9.6 ATTENDANCE**

Any Executive Board member absenting self, without cause, from three (3) consecutive meetings or willingly neglecting his/her duties to the Association shall be deemed to have forfeited his/her position. A two-thirds (2/3) vote of the Executive Board shall be required to declare a position forfeited.

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## 9.7 DUTIES AND RESPONSIBILITIES

### 1) President

- a) Represent the Association on the board of the Columbia Basin Youth Football Association.
- b) Make arrangements with the Pasco School District during business hours for use of District facilities.
- c) Arrange advertising.
- d) Solicit donation.
- e) Act as spokesperson for the Association.
- f) Make contact with Association lawyer.
- g) Nominate special coordinators.
- h) Appoint committees as needed.
- i) Notify other associations of game schedule changes for Pasco games.
- j) Order all equipment.
- k) Arrange for meeting places.
- l) Make arrangements for visitors,
- m) Complete such paperwork as IRS, Washington State Non-Profit, and State Gambling Commission.
- n) Handle all complaints.
- o) Take first step in disciplinary actions.
- p) Schedule and conduct meetings.
- q) Make sure everything is properly insured.
- r) Arrange registration.

### 2) Vice President

- a) Fill in for President when absent.
- b) Assist President in all his/her duties.
- c) Keep order at all meetings/events.
- d) Assist other Executive Board members in their duties.
- e) Solicit donations.
- f) Contact media to promote Pasco Youth Football.

### 3) SECRETARY

- a) Attend to all correspondence and typing.
- b) Record the minutes of all meetings.
- c) Be custodian of all Association correspondence and files of the Association.
- d) Maintain official rosters, by-laws, and membership listings.
- e) Give notice of all meetings.
- f) Report game scores to the CBYFA secretary
- g) Assist other Executive Board members in their duties.

### 4) TREASURER

- a) Responsible for all monies of the Association through accounts maintained at a chartered bank.
- b) Ensure that at least three Executive Board members (as designated by President) are on signature file at the selected bank(s) since all checks issued by the Association requires signatures of two (2) Executive Board members.

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- c) Ensure that all bills such as equipment invoices, rental fees, and insurance premiums are paid in a timely manner.
  - d) Shall present to the Executive Board at least monthly reports of all financial transactions to allow for continual audit and budgetary control by the Executive Board.
  - e) Shall present to the general membership at the annual business meeting in November an Annual Report summarizing all receipts and disbursements by the Association for that fiscal year.
  - f) Shall present budget recommendations to the Executive Board by January 15 of the coming year.
  - g) Collect monies from registration.
  - h) Coordinate with Concession and Pop Sales Coordinators for deposit of all monies.
- 5) CONCESSION COORDINATORS (2)
- a) Responsible to coordinate with Team Parents.
  - b) Order all supplies for concession stand.
  - c) Coordinate merchandise handed out and monies/merchandise returned.
  - d) Collect monies from concessions.
  - e) Keep accurate and detailed account of all monies and merchandise.
  - f) Coordinate with Treasurer for deposit of all Concession monies.
  - g) Line up additional storage for concession supplies if needed.
- 6) POP SALES COORDINATOR
- a) Responsible to coordinate with Team Parents
  - b) Distribute pop order forms to Team Parents
  - c) Receive orders and money from Pop Orders
  - d) Keep accurate and detailed account of all monies and sales
  - e) Coordinate with Treasurer for deposit of all monies.
  - f) Order pop and arrange for delivery location.
  - g) Line up storage for pop if necessary.
  - h) Arrange for distribution of pop by coordinating with Team Parents.
- 7) FOOTBALL COORDINATOR
- a) Responsible for providing the Executive Board with a list of football team parents and coaches.
  - b) Coordinate football camps.
  - c) Oversee the Head Coaches, Football Assistants, and Team Parents.
  - d) Shall be required to be certified through the National Youth Sports Coaches Association (NYSCA).
  - e) Shall ensure that all football coaches are certified through the NYSCA to qualify for coaching positions.
  - f) Otherwise coordinate the football program.
- 8) SPONSORSHIP COORDINATOR
- a) Develop and maintain a list of possible team sponsors
  - b) Contact or coordinate contacts with possible sponsors
  - c) Develop sponsorship literature, approved by the Executive Board
  - d) Report regularly to the Executive Board the status of sponsorships

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## 9) GENERAL ASSISTANT

- a) Give assistance to the elected Coordinators when called upon.

## 10.0 Appointed Positions

### 10.1 SPECIAL EVENTS COORDINATOR

This position reports directly to the President of the Association. Responsibilities include but are not limited to:

- a) Organize year-end awards banquet with Team Parents.
- b) Any other duties as directed by the Executive Board.

### 10.2 HEAD COACHES

Candidates will be recommended by the Football Coordinator for approval by the Executive Board.

#### 10.2.1 NUMBER OF COACHES

There will be one (1) Head Coach for each football team on the "A" and "B" squads. Head Coaches will report directly to the Football Coordinator. All Head Coaches shall be no less than 18 years of age. Candidates for a Head Coach position shall submit a written application to the Executive Board outlining experience, qualifications, and background and may be called upon for an oral interview. The Football Coordinator shall appoint a Head Coach for each "A" and "B" squad after submitting recommendations for the position to the Executive Board approval. Selection of the Head Coaches will be based on:

- 1) Leadership qualities
- 2) Character
- 3) Level of interest
- 4) Personal conduct

#### 10.2.2 TERM

The term of a Head Coach appointment shall be for one (1) year from January 1 to December 31, and must be renewed annually. A Head Coach who wishes to be considered for the following year shall submit a letter of intent or verbal commitment each year by January 1 to be assured first consideration for the Head Coach positions. Any position that becomes vacant during the year will be filled by appointment by the Executive Board of Directors.

#### 10.2.3 RESPONSIBILITIES/BEHAVIOR

The volunteer efforts put forth by the coaching staff for the enrichment of our young people is a tribute to their caring natures. We welcome you and thank you for your time.

We would like to take this opportunity to outline for you the goals of Pasco Youth Football and some of the responsibilities which go with the tasks you have undertaken:

1. The purpose of the Pasco Youth Football is to provide to young people in the Pasco, North Franklin and Burbank areas the opportunity to learn good sportsmanship, discipline, responsibility, teamwork, leadership, respect for authority, proper conduct, courtesy, mental alertness as well as the basics of football.
2. The use of alcohol or illegal drugs before or during any Youth Football activity, in which players are involved, will not be permitted.

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3. Coaches shall refrain from smoking within the immediate vicinity of the practice or playing field.
4. Within in reason, coaches shall not criticize his/her players in front of spectators or other members of the team. Constructive criticism should be reserved for private or team discussions.
5. Coaches shall emphasize that good athletes are good students and are both physically and mentally alert.
6. Coaches shall not make critical or derogatory remarks towards the opposing team or the opposing team's fans.
7. Coaches shall not use abusive language, cursing, negative or personal derogatory remarks against the children, nor name calling.
8. Coaches shall set a good example in personal appearance and conduct.
9. Coaches should make the child's involvement serve as a training ground for life, and as a basis for good mental and physical health.
10. Coaches shall lodge any complaints to the football coordinator in writing
11. Each Head Coach shall be responsible for ensuring his/her team's participation in field clean-up at all home games.
12. Each Head Coach shall be responsible to select Team Parent/s.
13. All coaches shall be required to participate in fund raising and other events that take place during the year as directed by the Executive Board.
14. All coaches must receive annual certification through the NYSCA each year.
15. The Football Coordinator shall give to the Secretary of the Association a complete team roster, including the player's name, uniform number, and weight as well as the names and telephone numbers of each Head Coach, Assistant Coach, and Team Parent.
16. At the end of the season, the Equipment Manager shall make arrangements with the Head Coaches for a date and time for organized return of all equipment.
17. Football Head Coaches shall:
  - a) Accept the decisions of the officials on the field as being fair and called to the best of their ability. Any protest of calls or games shall be made in writing to the Football Coordinator who shall forward it to the President for presentation to the CBYFA.
  - b) Not permit the use of "sweating down" tactics in order to make a player get down to team weight.
  - c) Not permit a player to re-enter a game once he/she is badly bruised or injured to such an extent that further play would jeopardize his/her health.
  - d) Notify the Executive Board of any requested schedule changes. Schedule changes must be approved by the CBYFA.
  - e) Attend all meetings and fundraising activities or may face disciplinary actions by the Executive Board.
18. Each Head Coach will be totally responsible for all activities that involve his/her team (fund raising, clean-up, concessions, setting up field, Team Parent)
19. The Head Coach may suspend a player from practice and games for disciplinary reasons. All suspensions must be brought to the attention of the Executive Board and appropriate Coordinator within a 48-hour period of the incident or prior to the next regular game, whichever comes first. Parents are to be notified by the Coordinator that this action has taken place.
20. Emphasize that good athletes are good students and are both physically and mentally alert.

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21. Practice sessions shall be limited to a maximum of four (4) each week and shall not be more than two (2) hours in duration. (See 13.0)
22. Coaches shall take complaints to the Football Coordinator.
23. Head Coaches and Assistants shall be expected to keep in close contact with other Association members to coordinate the activities of the Association.

### 10.3 EQUIPMENT MANAGER

The Equipment Manager shall be appointed by the Executive Board for a one (1) year term and shall report directly to the President of the Association. He/she shall have the right to appoint assistants. The Equipment Manager shall be in charge of equipment storage, inventory, making repairs to equipment, and making recommendations to the President and Executive Board for equipment purchases. He/she shall be responsible for issuing and receiving equipment. He/she shall prepare an annual year-end inventory and present it to the President and Executive Board along with purchase recommendations.

### 10.4 FIELD MANAGEMENT

The Head Coach, Team Parent/s, and staff of the team playing the first game of each home game shall be in charge of setting up the field for all games played that day. Those duties will include but are not limited to lining the field, etc.

The Head Coach, Team Parent/s, and staff of the last team to play on the home field for the day shall be in charge of putting away all equipment and cleaning up the area.

### 10.5 TEAM PARENT

Each squad shall have a Team Parent/Parents. The Team Parent/s shall be appointed by the Head Coach of each squad. The Team Parent/s shall report to the Head Coach. The Team Parent/s shall be responsible for coordinating fund raising involvement among the squad members, clean-up, setting up field, putting away equipment, concessions, banquet and awards, and working with the Football Coordinator.

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## 11.0 ELIGIBILITY

### 11.1 ELIGIBILITY GUIDELINE

#### FOOTBALL PLAYERS

Players must meet eligibility requirements as established by the CBYFA in Section 7.4 of their by-laws.

### 11.2 RESPONSIBILITIES/BEHAVIOR

- 1) Each player must participate in each weekly scheduled practice session of his/her squad in order to participate at weekly games, unless excused.
- 2) The Head Coach must be notified prior to practice for an absence to be considered excused.
- 3) All players must be actively attending school.
- 4) All players are expected to keep their schoolwork on a passing basis (parents are responsible to notify the appropriate coach of a child's academic failing). Child will be suspended from all activity in the Association until such time the parent notifies the Coordinator of academic improvement.
- 5) Any player who is suspended from school shall not be eligible for practice or game until the following week after suspension.
- 6) Players are to stay out of gangs and are not to wear gang-related clothing to games or any other Pasco Youth Football functions.
- 7) At any time a child does not show that he/she has a desire to learn, participate, cooperate, or creates a disruption or dissension either by words or action, his/her Head Coach may dismiss the child from further activity with his/her team after obtaining approval of the Executive Board.
- 8) Players are responsible for returning the equipment and uniforms issued to them in good condition less reasonable wear and tear, otherwise they shall be responsible for paying replacement cost for such items.
- 9) Fighting among players at any Pasco Youth Football activities shall result in suspension at the discretion of the Executive Board.
- 10) Football Coordinator will notify parents of a player's suspension from games.

### 11.3 GRIEVANCE PROCEDURES

Parents/guardians have the right (obligation) to protest treatment of their child with regard to playing time, infraction of rules, etc. However they must follow the guidelines established below:

- a) A letter must be mailed or hand delivered to the appropriate Coordinator stating the concern of the parent/guardian.
- b) The Coordinator, upon receiving the letter, shall set a meeting within 48 hours involving the coordinator, coaching personnel, and parent/guardian.
- c) If the problem cannot be solved to the satisfaction of the participants, the parent/guardian may request that the letter be submitted to the local league Executive Board for final action.

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- d) All steps by the parent/guardian must be completed within ten days. Local league board members are required to schedule the meetings in a timely manner to allow the parent/guardian to comply with the given time frame.

### **12.0 RULES OF COMPETITION**

The Association shall adopt and follow CBYFA Rules of Competition. Any amendments must first recognize CBYFA rules. At any time the Association may interpret the rules or render decisions on matters not covered by the rules. Such decisions/interpretations shall be binding on all teams for that season. The Secretary shall mail to the Head Coaches, Executive Board Members, and CBYFA a copy of the decision/interpretation. No cheers shall be in any way insulting, derogatory, or unsportsmanlike. **THE ONLY PEOPLE ALLOWED ON THE PLAYING FIELD, SIDELINE, OR TRACK WILL BE LIMITED TO THE FOLLOWING:**

Football Players (in uniform and on team playing), Head Coaches, Assistant Coaches, and game assistants (during the game).

**ALL SPECTATORS WILL REMAIN AT LEAST 15 FEET FROM SIDELINES OR BEHIND ROPE BARRIERS!!!** Violation of this rule could result in a delay of game if necessary to regain control of the crowd so deemed by the Executive Board members present at the time of violation.

### **13.0 PRACTICE SESSIONS/ATTENDANCE**

Each squad shall conduct a minimum of two (2) practices per week and a maximum of four (4) per week on school nights. Duration of practice sessions shall be no longer than two (2) hours. One unexcused absence from practice shall mean no participation by the player during the first half of the next game; two (2) unexcused absences during the same week shall result in no participation for the entire next game.

A member of the coaching staff must be with the team at all functions until the parents arrive to pick them up or they start walking home if they live close enough. **AT NO TIME SHALL A CHILD BE LEFT UNATTENDED BY ADULT SUPERVISION.**

### **14.0 EQUIPMENT**

1. Pasco Youth Football shall issue to each football player the following:
  - Helmet & Game Jersey
  - Pants – practice and game
  - Shoulder Pads & Pants Pads

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2. Parents/Guardians will provide the following:
  - Mouthpiece
  - Shoes (No metal or removable cleats)
  - Practice jersey/shirt
  - Any other items deemed appropriate
3. Parents/Guardians may purchase for their own child any equipment they wish with the understanding that all equipment must be approved by Pasco Youth Football.
4. Any equipment purchased for a team or squad by funds (either from parents, individuals or companies) obtained using the Pasco Youth Football name become the sole property of Pasco Youth Football and must be turned in at the end of the year. This equipment will be identified for exclusive use by the identified team/squad until such time as that team/squad might be disbanded or eliminated for the program. If the equipment is not turned over to Pasco Youth Football, the Board of Directors may ban their use. Equipment affected by this rule are as follows but not limited to:

For football players: Helmets, Game Jerseys, Pants, Shoulder Pads, Pants Pads, Practice equipment (i.e., practice dummies, sleds, etc.)

### 15.0 REGISTRATION PROCEDURES

Adequate registration sessions shall be held by a committee appointed by the president. The first session will consist of a two (2) day registration. If eligible returning players want to be on the same team as the previous year, they must register during this two-day period to be eligible to stay with that team. Names of all other participants will go into the draft. Dates of registrations shall be set by the Executive Board and advertised via local newspaper, radio, and television announcements. Registration forms will include the following information:

Participant's name, address, telephone number, date of birth, parental consent, medical release, emergency care information, and previous team if applicable.

New participants must furnish an original proof of age at the time of registration, a copy of which shall become a part of the participant's permanent file.

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## **16.0 REGISTRATION FEES**

The Executive Board will set the registration fees for the year based upon budget needs.

**\*\*\*NO EQUIPMENT WILL BE ISSUED UNTIL ALL REGISTRATION MONEY IS PAID IN FULL—No extended credit!!!** If money is still owed from the previous season, that amount will be paid in addition to the new year at the time of registration.

The Executive Board shall review on an individual basis any hardship and may authorize the registration fee to be subsidized or waived at its discretion.