



**YORK-SEAFORD YOUTH FOOTBALL AND CHEERLEADING LEAGUE INC.
(Revised Version August 2018)**

Mission Statement:

The YSYFCL's primary goal is to provide a character-building program for the youth of our area and prepare them for the next level of football and cheerleading in Middle and High School. The success of our program will not be measured by a win – loss record or a competition placement, but by the sportsmanship, teamwork, responsibility and the fun we will experience through working together as a family.

I. Objectives

- A.** To provide an opportunity for the youth of YSYFCL to participate in a rewarding activity requiring physical and mental competitiveness.
- B.** To provide a safe, supervised and fun program of proper instruction for football and cheerleading and associated activities.
- C.** To instill in our youth a desire to show good sportsmanship, to be competitive and to participate as a team member.

II. Organization

The league is a member of the PYFCO and shall consist of a governing Board of Directors and an operational element. YSYFCL is a 501c (3) non-profit organization and must adhere to the guidelines and regulations of the IRS and state of Virginia.

A. Governing board: The governing board shall consist of the following officials elected by the general membership (parents/legal guardians of players and cheerleaders and adult volunteers): President; Vice President; Treasurer; Secretary; Football Coordinator; Team Mom Coordinator; Field Manager; Cheerleading Coordinator; General Concessions Manager; Events Coordinator and Spirit Wear Coordinator. The new board takes over 1 January until 31 December. All files and records must be turned over to the new board within two weeks after the election or by 1 January, which ever date occurs first.

B. Officers:

1. President: The President shall be the administrative head of the league. He/she shall be responsible for calling meetings of the board (normally on the third Sunday of the month). He/she shall be responsible for the orderly conduct of business within the organization. The President should have a good knowledge of football in order to represent the children of YSYFCL at PYFCO meetings/functions. The President shall serve as the liaison with PYFCO and supporting organizations. He/she shall serve on the PYFCO board of directors and attend PYFCO meetings. The President shall be responsible for ensuring that the web site is kept up to date by approving items before they are put on the website. The President shall complete the PYFCO Officials Evaluation Form after each game with input from the coaches and Football Coordinator. He/she holds a card to Sam's Club membership and one of four bank debit cards. President must provide and set a budget for all departments approved by the board at the beginning of each year. He/she shall prepare an annual budget, complete incorporation forms, non-profit forms, tax forms, and maintain the league's employee identification number. The president only votes in the event of a tie.

2. Vice President: The Vice President shall perform specific duties assigned by the president and shall serve as administrative head in the absence of the President. He/she shall be in charge of coordinating all fundraising. He/she shall be responsible for coordinating corporate sponsorship and send thank you letters to all businesses making donations within one week. He/she shall be the first proxy identified by YSYFCL to attend the PYFCO meetings/protests/appeals in the absence of the President. He/she will schedule pictures. He/she shall chair Ethics Committee Meetings. He/she shall be very knowledgeable of all IRS and Virginia guidelines/regulations for non-profit corporations. He/she holds one of four bank debit cards. 1 vote

3. Treasurer: The Treasurer shall maintain fiscal accountability of all funds collected and expenses incurred (Accounts receivable/Accounts payable). He/she shall pay bills, collect/control registration fees and money collected from fundraisers. He/she shall furnish an end of the year budget report to be available at the end of year awards ceremony. He/she shall provide the Concession Stand Management and Spirit Wear Coordinator with a till for practices, games, and special events. He/she shall ensure that two different board members have counted

the money after practices/games/special events/fund raisers before a deposit is made. Deposits should be made within 48 hours. The treasurer will make a monthly budget report to be given to each board member and posted in the concession stand.

A copy of the bank statement is to be given to the board each month. One of four bank debit cards is held by the treasurer. Treasurer shall maintain one of YSYFCL computers. 1 vote

4. Secretary: The Secretary shall record the minutes of all meetings and convey the directives and decisions of the board to the appropriate personnel (Board of Directors and Head Coaches). The Secretary will make separate minutes for any personnel issues and only the President and Secretary will receive copies. The Secretary shall maintain YSYFCL by-laws. The Secretary shall represent YSYFCL at the PYFCO academic all-stars meetings. He/she shall include Board member attendance in meeting minutes. 1 vote

5. Football Coordinator: He/she shall verify USA Football certification for all football coaches. The Coordinator shall provide standards and practices to ensure the safety of all players. The Football Coordinator shall maintain team rosters, find coaches for all teams, attend and conduct registration, ensure head coaches have game day rosters, handle parent's complaints that have been addressed to the coaching staff without resolution and schedule /conduct camps. Notify PYFCO commissioner(s) of game scores and collect PYFCO game day rosters and game day summary sheets to be given to the PYFCO commissioners. He/she is responsible for preparation of the YSYFCL for eligibility days to include preparation of PYFCO Working Rosters. He/she is designated as second proxy in the absence of the President and Vice President to attend PYFCO meetings in the absence of the President. The Football Coordinator is responsible for ordering football awards subject to BOD approval by vote. He/she has the authority to maintain orderly conduct and enforce safety standards with all coaches and volunteers at games and practices. The Football Coordinator will provide the board a coach's manual that will be implemented by the coaches; and will be approved by the board. The Coordinator should provide coaches applicable parts of the registration package that they need to keep with them at practices and games and maintain a file of the coach's roster that they submit to PYFCO, ethics forms and copies of all certifications for football coaches. He/she will complete a game day list for blue hats for every game. The Football Coordinator will maintain accountability of all football equipment and provide the board with inventory by June 1st and December 31st of each year. The Football Coordinator shall inventory all football equipment and number all new items with a 4 number system. The first number will indicate the year purchased ex. 6001 for 2006. He/she is responsible

for the equipment and procurement of new items. He/she is responsible for issuing equipment, repair of equipment and return of equipment by head coaches He/she will oversee scouting and filming for all upcoming opponents and keep costs within budget approved by BOD. 1 vote.

6. Cheerleading Coordinator: He/she shall verify NYSCA certification of all cheerleading coaches. The Cheerleading Coordinator has the authority to maintain orderly conduct with all coaches at games and practices. The Cheerleading Coordinator shall maintain rosters, find coaches, conduct registration, and handle parent's complaints that have been addressed to the coaching staff without resolution and schedule/conduct camps. He/she shall maintain accountability of all cheerleading equipment, repair damaged items and order new equipment. He/she will provide the board with inventory by June 1st and December 31st of each year. He/she shall inventory all cheerleading equipment and number all new items with a 4 number system. The first number will indicate the year purchased, ex. 6001 for 2006. He/she shall organize squads by age per PYFCO bylaws and adhere to all safety standards established by PYFCO. He/she shall adjust the squad membership to account for sizing and other reasonable needs. He/she is responsible for ordering cheerleading awards subject to BOD approval by vote. He/she shall publish cheerleading rules to be approved by the board, ex. wearing of jewelry etc. The coordinator should provide coaches applicable parts of the registration package that they need to keep with them at practices and games and maintain a file of the coach's roster that they submit to PYFCO, ethics forms and copies of all certifications for cheerleading coaches. 1 vote

7. Team Mom Coordinator: The Team Mom Coordinator will ensure that there are team moms for all teams and will ensure that these team moms handle all fundraising events. He/she is responsible for assisting the Assistant Concessions Manager in scheduling an adequate number of workers for the concession stand and other activities (concession clean-up crew). He/she is responsible for assisting the Event Coordinator with Homecoming and the end of the year team banquets and ensuring all teams provide an end of year coaches' gifts. 1 vote

8. Field Manager: The Field Manager is responsible for maintaining the field and field equipment (announcer's stand, PA system, blocking sleds, porta-johns, chains, etc.) He/she is responsible for maintaining safety of the field and equipment. He/she shall be responsible of cleaning and sanitizing all blocking pads at the beginning and end of season with the football coordinator. He/she will be responsible for inventory and will provide it to the board by June 1st and December 31st of each year. The Field Manager will oversee a crew with the setting up and taking down of the field equipment on home game days. He/she is responsible for providing a chain crew for each game. 1 vote

9. General Concessions Manager: He/she is responsible for ordering food, drinks, supplies, and equipment. He/she is responsible for preparation of food, maintaining equipment and concessions. The GCM is responsible for maintaining Concession Stand till provided by the Treasurer. He/she is responsible to provide inventories to the board by June 1st and December 31st for each year. He/ she holds a card to Sam's Club membership and one of four bank debit cards. 1 vote

10. Spirit Wear Coordinator: He/she shall be responsible for researching new spirit wear, getting board approval to procure the spirit wear, controlling the spirit wear, and maintaining a till to keep spirit wear funds separate from all other funding. The Spirit Wear Coordinator shall be responsible for ordering all BOD, Coaches and Team Mom league shirts. He/she shall be responsible for maintaining petty cash received from the Treasurer. He/she is responsible to provide inventories to the board by June 1st and December 31st for each year. Funds should be provided to the treasurer as collected. 1 vote

11. Event Coordinator: He/she shall be responsible for planning and coordinating a fund raising event, family appreciation day, Homecoming and end of year celebrations. He/she will work closely with Team Mom Coordinator for scheduled events. 1 vote

12. Emeritus: If desired, an honorary member, such as President Emeritus (or other officer) may be approved and voted in by the board. These positions may be filled by a former YSYFCL board member who has never been excused or censured by the league. The Emeritus serves at the discretion of the elected Board as a good faith representative of the league in maintaining historical relationships in the community. Emeritus positions are for helping the existing board members. Example: President Emeritus should work with the President on concerns and questions. He/she should direct all operational concerns through the sitting President of the League. Emeritus is a non-voting position and is a lifetime position.

C. Operating Element: Coaches, team moms/dads and their supporting staff.

1. Registrar: He/she shall be responsible for registrations of football and cheerleading. He/she is responsible for updating football and cheerleading rosters as registrations come in and forward to the President, respective coordinator, and respective head coach. The Registrar will also serve as Webmaster and advertise registration as well as any league info or updates on our website and social media.

2. Head coaches: He/she is responsible for selecting assistant coaches and team moms, conducting practice sessions, promoting sportsmanship among his/her team members, establishing a training program, maintaining discipline, and ensuring compliance with PYFCO rules of play and these by-laws. All football head coaches must attend the annual PYFCO rules clinic and retain an adequate supply of PYFCO 3 part forms. Head coaches shall encourage assistant coaches to attend

the annual PYFCO rules clinic. All cheerleading coaches must be certified by NYSCA and all football coaches must be certified by USA Football. Coaches report to the board of directors. Major decision including different practice locations, practice games, uniforms, etc. should be discussed/approved by the board prior to implementation. The board must approve all outside league scrimmages and the president must notify PYFCO. Equipment return: head coaches are responsible for returning all equipment to the equipment manager/cheerleading coordinator before 1 December. Head coaches are responsible for having a first aid kit at the field for every practice and every game. He/she may designate another assistant coach or team mom to bring a first aid kit to each practice and game. Only two assistant coaches are allowed on the sidelines for each cheer team as per PYFCO.

3. Team Moms: The Team Moms will report to the Team Mom Coordinator for a list of duties. The team moms will be responsible for collecting and labeling the report card with the league name and team of each child for the PYFCO academic all-star program. The team moms must attend weekly meetings scheduled by the Team Mom Coordinator. Team Moms work for the Head Coach and assist them during practices and games with water, snacks, and minor first aid etc. Team mom's will be required to send out weekly communications once the season begins to their team. Team moms will run election committee unless running for a position for the BOD.

4. Blue Hats: YSYFCL designees are responsible for representing PYFCO on game days and for conduct of the games and resolution of conflicts. The designees must attend PYFCO Blue Hat training. Blue Hats can be YSYFCL board members and/or coaches and must be up to date with all VHSLA and PYFCO by-laws.

III. Duties of the board:

At the end of each term all board members shall provide the incoming members with all the information, contacts and paper work necessary to perform their job.

A. The board shall decide all matters concerning rules, dates or problems with league or player participation.

B. The board shall review and approve the annual budget.

C. The board shall explore all opportunities to raise funds required to meet league expenses.

D. The board must discuss and approve any change in banks/financial Institutions.

E. The board must approve all purchases not previously approved in the fiscal year budget over \$200. The President may approve purchases under \$200 after discussion with the Treasurer.

F. Board members should obtain at least three written quotes for each purchase of more than \$200.00. The President will be notified of all purchases.

G. Meetings: Board members shall attend all meetings or provide their information or proxy vote to another board member. Meetings will be held monthly on the third Sunday until the season starts. Meetings may need to be rescheduled if PYFCO changes their meeting or if the third Sunday is on a holiday weekend. Meetings will be held IAW Robert's Rules of Order with reading and approval of minutes from the previous meeting, reports by officers or committees, old business, new business and adjournment. Every effort will be made to keep meetings under 2 hours. The President has the authority to call emergency meetings should the need arise. A weekly meeting will be held after the season starts to discuss on going matters concerning league business. Six members of the board, including the President, must be present to conduct league business. If a board member has more than three unexcused absences from board meetings or functions in one year; they can be removed from the board and a new member appointed in their stead.

H. Officers may hold more than one board position, if needed and approved by the board; excluding the President but they only get 1 vote.

I. All board members are responsible to maintain absolute accountability of York-Seaford assets (funds, equipment, supplies etc.)

J. All board members and coaches with participating children are required to participate in all fundraisers.

K. Board members will conduct a mandatory parents meeting each season; to be held during the first week of practice. Coaches are encouraged to hold periodic meetings.

L. The board will vote to approve head coaches. Affiliated coordinator will approve assistant coaches.

M. Audit committee: At the discretion of the president a group of three people will be chosen to review all or part of our internal controls to make sure all assets (funds, equipment and supplies) are properly accounted for and to ensure we are upholding IAW 501c (3) and Virginia regulatory/statutory requirements. The committee will brief the board on their findings and recommendations.

N. Rules and Ethics: All board members, coaches and parents must sign the appropriate PYFCO Code of Ethics Forms. The Vice President will retain all Ethic Forms. The Secretary will retain all BOD forms.

O. The board must approve any MAJOR changes that effect day to day operations of the league (i.e.: menu changes).

P. No less than one week before the end of year awards, the President, Vice President and Treasurer shall meet to review the end of year budget report.

IV: Functions

A. All board members will help take equipment to the field at the beginning of the season, clean the concession stand and return equipment to the storage shed at the end of the season.

B. All board members must be present to set up and take down the concession stand and field prior to and after each home game. All board members should be at the field the majority of all games.

C. All board members will take care of the equipment sheds, including inventory.

D. All board members will provide input for the website and Facebook page.

E. The sitting board must approve candidates for President or Treasurer. In order to be eligible to run for president or treasurer a candidate must have served 2 years on the board. If a candidate does not have the mandatory 2 years of experience, but has at least 1 year of board experience, the board may waive the second year experience with a majority vote.

F. All board members will be responsible for counting funds and certifying Supplies/merchandise/equipment invoices on a rotating schedule. Names, dates, times and signatures will be required for funds and invoices.

G. Election Committee: The standing board of directors cannot participate in the election. Their only involvement should be to make sure the committee has a name for every vacancy. The standing board must publicize the names of the election committee and the election date on the website, Facebook and league email. The election must be publicized for a minimum of 30 days. The election committee shall prepare the ballots, control the ballot box, use rosters to issue one ballot per participating child. Members not on rosters should sign in to receive their ballots. The committee should introduce all candidates at the awards ceremony/election, collect ballots, count the ballots and announce the winners before the end of the awards ceremony. Ballots should be numbered and passed out starting with number 1 to determine the number of voter's present. Proxy designation will be allowed on the approved form (enclosure 1) and mailed to the election committee chair person no later than 7 days prior to the election. Absentee ballots will be forwarded by the election committee and returned to the election committee no later than 7 days prior to the election. The election committee should retain the ballots for 30 days and return them to the President.

H. BOD Eligibility for the Following Season: If a League Member/Board Member withdraws or is removed from the league during the current season, they forgo their eligibility to run for a Board of Director's Position for the following season. Effective for the 2016 season and thereafter.

I. Ethics Committee: The board will determine if an Ethics Committee hearing is necessary. If the board determines that the actions of the party/parties in question are so flagrant to merit immediate intervention, then the President will convene an

Ethics Committee to conduct a hearing with the offending member(s). This committee will be chaired by the Vice President and will include 3 board members. If the Vice President is involved in a dispute the President or his/her designee will chair the committee. The President will have the right to oversee the proceedings. The committee will deal with issues involving:

- Unethical conduct (as deemed by the board)
- Flagrant poor sportsmanship
- Personal misconduct unbecoming the best interests of YSYFCL
- Non-compliance with PYFCO/YSYFCL Bylaws
- Exceeding organizational authority

The Vice President will select one of the members to take minutes that will be provided only to the President and Secretary. The aggrieved person(s) will be allowed to present information to the committee for a maximum of 5 minutes to support their position. The Ethics Committee will ask any questions they feel necessary and then conduct a secret vote. There will be no abstentions allowed by the committee. The Vice President will report the committee's decision immediately to the affected parties. The Ethics Committee can apply any penalty short of expulsion/censure from the league. Suspensions may be for 1 or more games as determined by the committee. Censure may be cause for dismissal from any further participation in YSYFCL. If the committee recommends that a person is expelled or censured from the league that person(s) will be suspended from the league until the next scheduled board meeting, where the final decision will be made.

V: Miscellaneous provisions:

A. Meetings: At least one monthly meeting to conduct YSYFCL business and weekly meetings as needed during the season. A mandatory league parent meeting will be held during the first week of practice each season. The annual awards ceremony shall be held each year at the end of the season to present awards, annual reports, elect officers for the ensuing year, and conduct any business necessary for the orderly closeout of the year. Only awards approved by the board shall be presented at the annual meeting.

B. Vacancies: In the event any officer, coach or team parent cannot fill his/her term, he/she or a board member may nominate someone subject to the approval of the board. If no nomination is made the board will make an appointment.

C. Team size: Team size will be a maximum number of 30 per team. After the rosters are full, the players on the waiting list will be placed on the team in the order they were registered. The board must approve by vote additions to the rosters upon recommendation of the head coach. Practice games should be scheduled to provide additional playing time and experience for team members.

D. Amendments: This set of by-laws may be amended by a quorum of the board of directors; in person or by proxy, under the majority vote rule.

E. Policies: The board shall approve all policies prior to implementation. No policies or major decisions will be made via email. An emergency meeting will be held or a telephone recall of all board members will be initiated.

F. Cheerleading Mascots: All cheerleading mascots must be 5 years old as of July 31st. Mascots are allowed to participate in practice without physical contact. Cheerleading mascots will be dressed and allowed to participate in all pre and post-game activities. Mascot's registration fee is still the same as all other participants. Cheerleading mascots are allowed to go on the field for half time activities, under the coach's supervision but they may not participate in stunts. Mascots are not eligible for the PYFCO academic all-star awards.

G. Refunds: No registration refunds will be refunded later than 1 week before the first day of practice. The cost of any equipment ordered for the child will be deducted from the registration refund. Raffle ticket money is nonrefundable.

H. Adverse weather conditions: Thunder, lighting, heat index, etc. referees are the only persons allowed to cancel a game after it starts. York County Parks & Recreation or Presidents may cancel games before they start. Practices may be canceled by Cheer and Football Coordinators due to adverse weather conditions with the approval of the President. No practices may be held at another location without the President's and respective Coordinator's approval and a BOD member must be on-site. All alternate practice locations must first be approved by PYFCO for insurance purposes.

I. Unethical behavior: In case of this situation, any person affiliated with YSYFCL will receive a verbal warning; on the second offense the individual will receive a written warning on the third offence the individual will receive a formal letter of dismissal from the league. If the YSYFCL board feels a situation is detrimental to the league, then that person can and will be banned from all affiliated PYFCO and YSYFCL functions immediately. Past years warnings will carry over from year to year.

J. All game playing time is mandated by PYFCO and will be upheld in the YSYFCL.

K. Board members are eligible to win the raffle ticket money at the drawing.

L. YSYFCL operates under PYFCO by-laws and National Federation of High Schools rules.

M. Field equipment: No other league will use YSYFCL equipment unless approved by the board.

N. Background checks for volunteers: as a minimum will be checked with the state police sex offender website must be reviewed for all volunteers. The online

registration program used runs background checks on any volunteer who registers. The President will do background checks for all BOD members. The Vice President will do a background check for the President.

O. Shed maintenance: The board and coaches are responsible for maintaining equipment sheds.

P. Returned checks: The board shall execute all legal means granted corporations under Title 13 of the Code of Virginia in an attempt to collect on bad checks; including but not limited to; imposing a fee of no less than \$35.00 but no more than \$100.00 and shall follow the notification/collection procedure outlined in title 18.2-181-181.1 of the Code of VA. Anyone owing the league monies, regardless of reason, cannot register with YSYFCL or any other PYFA organization

Q. Funds accountability: Only board members will handle funds. All concessions and fund raising funds will be double counted by 2 board members. The same board members may not count money 2 times in a row. A rotation schedule will be developed so all board members count funds. During home games money will be periodically removed from the till, counted by both the concessions manager and a member of the board from the rotation schedule. A receipt will be placed in the till that has been signed and annotated with the date and time by both people counting the funds. The cash will then be placed in a lock box in a locked vehicle for safeguarding. At the end of the day the receipts should match the funds in the lock box/till. We encourage the vast majority of transactions by check or credit card. If cash is used written receipts are required. The Treasurer and President must both sign YSYFCL checks. Individuals signing checks cannot be related (i.e. married or otherwise). The Vice President will then sign checks in place of the President. A copy of each bank statement should be provided to each board member at monthly meetings and all items should be reviewed or explained. Any member may inspect all books and accounting records at any time with reasonable notice.

R. Equipment accountability: Serial numbers for Helmets will be annotated on a spreadsheet for each player and a parent must sign the sheet. Shoulder pad and pants will be inventoried according to size. Purchase invoices will help account for when items were bought. Invoices for new items must be verified by another board member based on a rotating schedule. After ensuring all items were received the reviewer should date, sign the invoice and give it to the Treasurer for payment. The football coordinator or cheer coordinator may exchange equipment and record the new serial numbers. All equipment will be inventoried by June 1st and December 31st.

S. Supplies/spirit wear accountability: Only the concessions manager/treasurer/president will be authorized to purchase items with Sam's Club

or Costco cards for league use only. All supplies will be inventoried. Invoices for new items must be verified by another board member based on a rotating schedule. After ensuring all items were received the reviewer should date and sign the invoice and give it to the Treasurer for payment.

T. George K. Teagle Jr. Assistance Fund: YSYFCL has a limited amount of money to assist families that cannot pay for their children. IAW PYFCO Bylaws state the family must pay at least \$25. The Board of Directors will review each request for assistance and vote on each request (enclosure 2) Anyone chosen to receive Teagle Funds will be required to work 2 concessions shifts.

U. These Bylaws: IRS/State of Virginia Code and Regulations and PYFCO Bylaws take precedent over YSYFCL Bylaws. Any shortfalls by either PYFCO or YSYFCL Bylaws will be compensated for by the sound judgment of the Board. Changes to these bylaws must be forwarded to the State of Virginia.

V. A reduction in registration fees is authorized for each Board member for one child, i.e. a family containing two board members will receive the fee reduction for two children if applicable.

VI: Liability of Officers and Directors: Insurance: Legal Needs

A. Liability: Neither Officers nor Directors of the corporation shall be personally liable for negligence of any committee or member of the league.

B. Insurance: The board shall have the power to obtain insurance to cover facilities, equipment and supplies and anything else deemed necessary.

C. Legal Needs: The board shall have the power to obtain legal council should they deem it necessary, for the benefit of the league.

VII: Dissolution of Organization.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(3)of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

THESE YSYFCL BY-LAWS ARE EFFECTIVE ON THE DATE SIGNED.