

# **LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS**

*Revised in Entirety: December 2021*

## **ARTICLE 1: NAME OF THE ORGANIZATION**

This organization was registered on February 14, 2015. The name of the organization as filed with the Internal Revenue Service is: Lassen Youth Football League with an EIN of: 01-0807453. The name of the organization as filed with the California Secretary of State is: Lassen Youth Football and Cheer, Inc. and the entity number is: C2728243. The mailing address is: P.O. Box 270-354 Susanville, CA 96127 in Lassen County.

## **ARTICLE 2: OBJECTIVE / MISSION**

The objective of this organization shall be to promote and support youth football activities in Lassen County. Our mission: Lassen Youth Football League was formed to provide a formal sports program for "ALL" the boys and girls in Lassen County. LYFL is a non-profit, non-commercial, and non-partisan organization driving all funds from registration fees, fundraising projects, and donations from the local business community. It is our mission to teach good sportsmanship, teamwork, leadership skills, and the fundamentals of football and cheerleading. Most importantly, our goal is for our children to have a wonderful and unforgettable experience and to do all of these things with the welfare of the youngsters first and foremost, without adult ambition for personal glory.

## **ARTICLE 3: MEMBERSHIP**

The organization shall be open to all interested in the promotion and advancement of youth football in the Lassen County area without regard to race, religion, color, or creed. Any person interested in actively executing the objective of the LYFL and currently in good standing with LYFL will be allowed to participate.

## **ARTICLE 4: MEETINGS**

1. A general meeting night for the entire LYFL membership shall be selected by the newly elected officers to be held a minimum of one night per month as designated by them.
2. Special meetings may be called by any officer of the LYFL Board. Notice of such meeting's time, place and purpose shall be sent or communicated to all Board Members at least 24 hours before the meeting.
3. At an LYFL Board meeting a quorum shall consist of a majority of the existing Board members.
4. General LYFL Board meetings begin with a 15 minute open forum for the public. Members of the public wishing to address the board will be limited to 3 minutes each. After the 15 minute open forum the LYFL Board will conduct their necessary league business, without any interference from the public.

## **ARTICLE 5: ELIGIBILITY FOR REGISTRATION**

**Section 1: Age:** The eligibility age shall be in accordance with the Sierra Youth Football League (SYFL)/LYFL rules. Eligible ages currently include children that are 5 years old to 14 years old by July 31st for that year. NO 9th graders or above may compete in any LYFL or SYFL event.

**Section 2: Order of Acceptance:** The order of acceptance shall be as follows:

1. Eligible returning participants of the LYFL.

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2. New participants who registered and paid during open registration for the current year.
3. After open registration on a first come first paid in full basis.

**Section 3:** Waiting Lists; A waiting list will be established for each division once the maximum for that division has been met. Additions to the teams will be made from these lists if the addition does not exceed the defined maximum team size, the addition does not occur after league defined dates, and appropriate equipment/uniforms can be obtained to allow participation. No waiting lists will be carried over to the following seasons.

1. Second teams for each division will be created if the number of players registered reaches 42 for Bandits, Mavericks, Freshman, and Junior Varsity; 50 players for Varsity and 52 for Collegiate. Every effort will be made to keep cheerleading squads to a minimum of 6 and a maximum of 24 members.

## **ARTICLE 6: REGISTRATION**

**Section 1:** Parents shall complete an application to register their children. A refund will be given at 100% until June 1st. A 50% refund will be given beginning June 2<sup>nd</sup> and up to the first day of practice. The registration fee will **NOT** be refunded for **ANY** reason after the official league start date of practice.

**Section 2:** Medical certification: A current physical shall be required for each child participating in football or cheer before they can practice in any way. No child will be permitted to practice or play football or cheer without a current physical.

**Section 3:** Registration amount: The registration amounts for football and cheerleading shall be proposed by the LYFL Board each year at the January meeting for the upcoming season and approved by a majority vote of the members present.

**Section 4:** A football and cheer registration reduction shall be granted for each additional sibling enrolled to play football or cheer from the same family. The reduction amount shall also be determined during the January meeting.

**Section 5:** After each sign up, the Registration Coordinator will update and bring a list of players on temporary rosters according to division to the next meeting or sign up day. With the placement of the players at the lowest division players are eligible for.

**Section 6:** Player placement between divisions will be accomplished by the LYFL board who will have the power to limit the number of children on any team.

Bandit	5-6yrs	25 max per team	min.plays-per SYFL
Mavericks	7-8yrs	25 max per team	min.plays-per SYFL
Freshman	9-10yrs	25 max per team	min.plays-per SYFL
Jr. Varsity	11yrs	28 max per team	min.plays-per SYFL
Varsity	12 yrs	30 max per team	min.plays-per SYFL
Collegiate	13-14yrs	35 max per team	min.plays-per SYFL

After the final registration date, the LYFL board will divide players into the appropriate divisions based on age, grade, and experience. Every effort will be made to place players in the most appropriate division. Parent consent must be verified.

**Section 7:** Teams will be formed in order from the oldest division to the youngest division. (Collegiate first-Bandits last).

1. If the need for two teams exists at any level, the head coaches from that division will be involved in a draft. The draft will operate as follows:

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- a.) Two or more LYFL members will preside over the draft and make sure there is an equal disbursement of experienced and non-experienced players.
- b.) Teams will be allowed to begin their roster with their core 12 players.
- c.) The board will make an effort to keep siblings within the same division on the same color team.
- d.) Head coaches will then pick players one at a time of comparable weight and experience until all players are assigned to a team.
- e.) The Board reserves the right to balance any team based on weight, experience and skill.

## **ARTICLE 7: ADMINISTRATION**

**Section 1:** Board Members have the following rights guaranteed under parliamentary law:

1. To be treated fairly and equitably.
2. To receive notice of meetings, attend meetings, make motions, second motions when needed and vote on motions.
3. Nominate people for office, be nominated for office, and elect people for office.
4. Know the meaning of the questions or subjects being debated.
5. To speak on or debate an issue in turn.
6. Object when rules are being violated.
7. Appeal the decision of the chair.
8. Have access to minutes of all meetings.
9. Receive the treasurer's report once a month.
10. Get a copy of the LYFL by-laws.

**Section 2:** Board Members have the following responsibilities and obligations:

1. Attend meetings, be on time, and stay until the end of the meeting.
2. Be ready to talk knowledgeably and intelligently on a topic.
3. Be open minded and attentive.
4. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
5. Follow the rules of debate and obey the rules of the organization.
6. Abide by the final decision of the majority vote.
7. Participate in committees as requested or needed. Respect the chair's opinion and the ruling of the committee.
8. Promote the organization's growth and influence. Enhance the organization's reputation.
9. Participate and vote regularly.
10. Do not use any alcohol or tobacco products while participating in LYFL events.

**Section 3:** Election of officers will be on an alternating year schedule. The positions will be flown the first Monday after Championship weekend for a minimum of 2 weeks. The applicants will then be contacted to attend interviews during the following monthly meeting. The alternating yearly schedule is as follows:

1. Even Years: Commissioner, Treasurer, Equipment Manager, Concession Director, Cheerleading Director, and Fundraiser.
2. Odd Years: Co-Commissioner, Secretary, Coach Coordinator, Field/Referee Coordinator, Co-Concession Director, and Registration Coordinator.

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All Officers shall be elected by a closed ballot vote consisting of a majority (>50%) of the members in good standing and present at the meeting following applicant canvassing. Ballots will be counted by the LYFL Secretary, unless the secretary position is up and then ballots will be counted by the LYFL Co-Commissioner.

**Section 4:** Absentee ballots will be made available upon request by any Board member one week prior to the elections. These ballots will be returned to any board member in a sealed envelope and remain sealed until placed in the ballot box on the night of the election.

**Section 5:** All elected officers must:

1. Read the LYFL By-Laws in their entirety.
2. Attend regularly scheduled meetings. Any member who cannot attend a scheduled meeting shall notify the LYFL Secretary; or Commissioner if the Secretary is unavailable.
3. Execute their duties as described to the fullest.
4. Sign code of conduct/duties description (by-laws).

**Section 6:** Expulsions or terminations of Board members or Committee members

1. If, by the decision of the LYFL Board, an LYFL board member does not fulfill their duties or participate actively in the League, the board may give a written warning. If the board member continues to not fulfill his/her duties to the fullest the LYFL board may make the voting decision (majority vote) to eliminate that person from his/her position at any time. Failure to conform to the description of duties will result in automatic expulsion from the office held, effective on the date that it would not be feasible to meet the required duties.
2. Any officer expelled shall not be eligible to hold a position for 1 full year from the date of expulsion.

**Section 7:** Any officer may resign at any time by giving notice to any Board Member. A vacancy in the Commissioner; however occurring, shall be filled by the Co-Commissioner. A vacancy in other offices shall be filled by election, if any officer-elect resigns before their term of office officially ends, a new election shall be held for that office.

**Section 8:** All elected officers shall enter into the performance of their duties, as described, immediately following the election meeting. Each additional two (2) year term shall be approved by the LYFL Board.

1. The outgoing officer shall transfer all records, files, and materials before the next LYFL meeting.
2. The outgoing officer will communicate all practices and policies to the newly elected officers to ensure a smooth transition of the duties. Personally developed procedures, letters, and records will also be helpful to this process.

**Section 9:** These By-Laws may be amended, changed, or revised by a majority vote of the Board Members in good standing. All proposals must be submitted in writing to the Commissioner, Co-Commissioner or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed by-law or the Commissioner may request that the by-law be presented at one meeting. All amendments go into effect immediately unless the amendment specifies a future date and time.

1. These By-Laws will be reviewed and revised at the February meeting each year.
2. All amendments/changes to the By-Laws must be completed by the secretary and must be provided to all board members for signature during the March meeting.

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**Section 10:** Single unit expenses over \$50.00 dollars will be voted on by the membership present and in good standing, and approval of such expenditures requires a majority vote.

1. All routine expenditures must be approved by the Board and voted upon and reflect a majority of the members of the Board. Routine expenditures are defined as any necessary purchases for the youth football program.

**Section 11:** No director, officer or member of the LYFL shall receive, directly or indirectly; any salary, compensation or emolument from the league for services rendered as director, officer, or member.

## **ARTICLE 8: LYFL BOARD OF DIRECTORS**

**Section 1:** The LYFL Board, subject to resolutions adopted by meeting of the membership, shall administer the policy of the organization.

**Section 2:** The LYFL Board shall have the right to suspend/remove any child if he or she or his or her parent(s) fails to abide by the policies, rules, or regulations of Lassen Youth Football; or is found to be uncooperative.

**Section 3:** Any one person holding more than (1) one voting position, will be entitled to only (1) one vote, in voting matters. The Commissioner will not vote unless a tie-breaker is required.

**Section 4:** The LYFL Board has the authority to approve special requests or emergency purchases based on urgency of the situation with approval of a majority of the board.

**Section 5:** The LYFL Board is responsible for the safe and effective operation of this organization, they shall attend all scheduled meetings and vote on motions.

**Section 6:** The LYFL Board shall perform other duties as prescribed by the Executive Board.

## **ARTICLE 9: DUTIES OF OFFICERS**

**Section 1: Commissioner (even years):**

- 1.) The league Commissioner shall be responsible for the administration, performance, and operation of LYFL according to its By-laws.
- 2.) The Commissioner shall work with the members of the board and supervise the organization and affairs of the league.
- 3.) The Commissioner shall preside over and be responsible for preparing an agenda and planning, implementing and supervising all meetings of the LYFL and its programs.
- 4.) The Commissioner shall represent this organization at all SYFL meetings and shall keep this organization informed as to the activities of the SYFL.
- 5.) The Commissioner shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to the SYFL.
- 6.) The Commissioner shall be considered the chief executive officer of the league, and shall from time to time make recommendations to the league for the purposes of promoting its usefulness and effectiveness to the community.
- 7.) The Commissioner shall be responsible for the conduct of this league in strict accordance with the policies, principles, rules, and regulations of the SYFL.
- 8.) The Commissioner shall represent Lassen Youth Football in the community, except where a delegate has been appointed.
- 9.) The Commissioner shall appoint committee chairperson(s) and assign additional duties to board members as necessary to accomplish the goals of LYFL.

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10.) The Commissioner shall maintain a record of all official documents pertaining to this organization.

## **Section 2: Co-Commissioner (Odd years)**

- 1.) The Co-Commissioner shall handle the league insurance administration.
- 2.) The Co-Commissioner shall preside over all appeal hearings ensuring that the proper process is followed.
- 3.) The Co-Commissioner shall carry out such duties and assignments as may be delegated by the Commissioner.
- 4.) The Co-Commissioner shall preside in the absence of the Commissioner.
- 5.) The Co-Commissioner shall work closely with the Treasurer in meeting financial requirements of the yearly budget or financial goals set by the organization.
- 6.) The Co-Commissioner is responsible for checking that each team has a first aid kit at the beginning of the season.
- 7.) The Co-Commissioner shall chair all-parental complaints with the grievance committee in a timely fashion (not to exceed 1 calendar week) and keep the board updated.
- 8.) The Co-Commissioner shall contact parents with any behavioral situations that the coaches are not able to handle.
- 9.) The Co-Commissioner will report all complaints to the LYFL Board and will assist with any disciplinary decisions.
- 10.) The Co-Commissioner will act as a liaison between the players, parents, and coaches.
- 11.) The Co-Commissioner shall attend SYFL and LYFL scheduled meetings and vote on motions.
- 12.) The Co-Commissioner shall perform other duties as prescribed by the LYFL Board and assign additional duties to board members as necessary to accomplish the goals of LYFL.
- 13.) The Co-Commissioner shall act as the sergeant of arms; meaning, preserve order and execute commands.

## **Section 3: Secretary (odd years)**

- 1.) Shall prepare minutes of all General and Executive Board meetings, and keep an accurate record of members in attendance.
- 2.) Shall give a copy of the minutes to the Commissioner and have copies available at membership meetings.
- 3.) Shall handle all correspondence, to include checking the P.O. Box a minimum of 1 time each calendar week.
- 4.) Shall contact all Board Members with the date, time, and location of meetings within 24 Hours.
- 5.) Shall be responsible for all amendments/changes, as voted on, to the By-laws.
- 6.) Shall provide all new members with a copy of current By-laws, obtain signatures from all board members on a single copy of the by-laws, and keep the signed copy for each year by March.
- 7.) Shall create a calendar of events for each LYFL season. Dates for fundraisers, picture day, fun days, board/coach badge photographs, etc. will be discussed during the February meeting and the calendar published by April.
- 8.) Shall maintain a register of board members with contact information.
- 9.) Shall attend all scheduled meetings and record the minutes of each meeting and vote on

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motions.

10.) Shall maintain a record of all official documents.

## **Section 4: Treasurer (Even years)**

- 1.) Shall be responsible for all moneys and for the payment obligations of the LYFL.
  - a. Shall place all profits or funds acquired into the general fund checking account within 7 working days.
  - b. Any expenditure for approved expenses shall be drawn on the general fund checking account and payment sent within 7 working days of receipt.
  - c. Must keep accurate ledger of deposits/expenses for each division within the organization (example: cheer, registration, snack bar, fundraising, etc.)
  - d. All expenditures drawn from the LYFL general fund by check must be signed by 2 eligible officers of the LYFL Executive Board: Commissioner, Co-Commissioner, Secretary, or Treasurer.
- 2.) Shall maintain the league books and financial recordings to be posted at the monthly business meetings and provide a written financial statement to all board members at monthly meetings. Financial recordings shall be maintained in QuickBooks.
  - a. Must match receipts for all expenses and archive for 7 years with the tax information.
  - b. Provide receipts for all moneys collected.
- 3.) Be responsible for preparing the Annual Budget in consultation with the elected officers at the annual meeting in January.
- 4.) See that proper tax forms are filed each year in March.
- 5.) See that the Statement of Information is filed with the California Secretary of State Office every odd-numbered year beginning 5 months before and ending at the end of February.
- 6.) Shall work with the Fundraiser Coordinator to provide "Thank you letters" with TAX I.D. #'s to any donations received/accepted by league.
- 7.) Bring a checkbook to all board meetings.

## **Section 5: Cheerleading Director (even years)**

- 1.) Shall be responsible to enforce the rules and direct any cheerleading activities that involve the LYFL program.
- 2.) Shall be responsible for communicating all information regarding LYFL activities and schedules to head cheerleading coaches.
- 3.) Shall work with the Registration Coordinator to manage cheerleading registration.
- 4.) The Cheer Director shall preside over all appeal hearings ensuring that the proper process is followed.
- 5.) Shall work with cheerleading coaches and board in setting requirements for team discipline, team size, equipment/uniform standards.
- 6.) Shall be responsible for ordering and maintaining needed cheerleading equipment.
- 7.) Shall represent this organization at all the SYFL Cheer Director's meetings - and keep this organization informed as to the cheerleading activities of the SYFL.
- 8.) Shall supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules and regulations that they are to follow.
- 9.) Shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleading clinic.

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- 10.) Shall present written quotes from at least 2 companies when Board approval is being requested for purchasing.

## **Section 6: Coach Coordinator**

- 1.) Recruit Head Coaches and assistant coaches.
- 2.) Research and present coaches clinics and arrange and attend CPR/First Aid class prior to the beginning of the season.
- 3.) Distribute team binders and ensure all coaches understand all playing rules and regulations for their division. Ensure coaches keep any necessary paperwork with them at all league functions.
- 4.) Supervise and direct the football coaches and enforce the rules and regulations that they are to follow.
- 5.) Follow up and observe coaches for the entire season.
- 6.) Communicate all LYFL activities and schedules to the head football coaches and the cheerleading director.
- 7.) Work closely with Cheer Coordinator to ensure information sharing and collaboration.
- 8.) Prepare questions/questionnaire options for review in March board meeting.
- 9.) Coordinate and lead Coaches meeting in May and schedule any additional meetings necessary to communicate season information.

## **Section 7: Equipment Manager**

- 1.) Appropriate equipment and uniforms will be determined by the LYFL organization.
- 2.) Shall work with football coaches and the board in setting requirements for equipment standards. (Check out equipment one week prior to the official starting day of practice. Return equipment one week after the season is over, unless the team is in the Play-offs, in All-Stars or Playing in a special event or tournament.)
- 3.) The equipment manager, with Board approval, will set up dates to pass out and collect equipment. Equipment collection dates shall be set in November.
- 4.) Make recommendations to the LYFL Board on purchase of new equipment and work closely with the Coach Coordinator.
- 5.) Perform an inventory/inspection of uniforms and equipment at the closing of the football season and provide an inventory report to the board along with a list of items needed by January.
- 6.) Assist in preparing fields for all home games during the season.
- 7.) Be responsible for all the football uniforms and equipment.
- 8.) Locate sources for purchasing quality uniforms and equipment at reasonable prices and present written quotes from at least 2 companies when Board approval is being requested for purchasing.
- 9.) If the helmets need to be certified, the Equipment Manager shall inventory them and send them to the vendor in January.
- 10.) If the uniforms need to be washed, he/she will coordinate a trip to a Laundromat 2 weeks prior to the 1<sup>st</sup> equipment pass out.
- 11.) After the board has approved the budget and the necessary purchases, the Equipment Manager shall order the uniforms and equipment early enough to receive them by the start of the season.



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- 12.) Shall make sure that each Head Football Coach has a coaches box that contains first aid supplies and extra parts for repairing helmets or shoulder pads (i.e. helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has footballs, 2 kicking tees, & a hitting bag.
- 13.) Shall secure the uniforms and equipment in a storage unit.

## **Section 9: Referee/Field Director**

- 1.) Monitor all game ejections of players, coaches, and parents.
- 2.) Report all ejections to the board with recommended disciplinary actions.
- 3.) Visit each game field to check for compliance to SYFL and LYFL By-Laws
- 4.) Shall be responsible to enforce the rules and direct any football activities that involve the LYFL program.
- 5.) Shall advise the Equipment Manager and board of the status of field equipment and necessary purchasing.
- 6.) Shall oversee the maintenance of the LYFL football field, with direction from the board and Lassen High School (LHS).
- 7.) Secure playing fields and back up sites for all practices and home games. This includes planned indoor locations due to unforeseen circumstances such as weather or fire smoke.
- 8.) Will work with the LYFL Treasurer for referee payment.
- 9.) Discuss options for Grizz Camp during April meeting then coordinate with LHS Football.

## **Section 10: Concession Director (Snack Bar)**

- 1.) The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and being open for business at all home games during game times.
- 2.) The Concession Director is responsible for recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand.
- 3.) The Concession Director is responsible for the money collected at the concession stand and shall turn in all moneys received and receipts from expenditures to the Treasurer in an expedient manner.
- 4.) Keep record of money spent and money received and then report the profit or loss of each event to the board
- 5.) Store and transport the trailer to the game during the season.
- 6.) Be responsible for maintaining the cleanliness of the trailer.

## **Section 11: Co-Concession Director (Snack Bar)**

- 1.) The Co-Concession Director is responsible for coordinating the snack bar volunteer schedule.
- 2.) Ensure a board member is always present during operation of the snack bar.
- 3.) Recruit, schedule, and remind all volunteers for the snack bar.
- 4.) Schedule board members to work the gate at home games.
- 5.) Present/share all final schedules with the board at least 24 hours prior to any event.
- 6.) Work closely with Concession Director.

## **Section 12: Fundraiser**

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- 1.) Shall be responsible for establishing and coordinating all fundraising efforts to raise money necessary for the continued finances of the organization.
- 2.) All fundraisers shall be presented to the organization in February for approval and addition to the calendar of events posted by April (to include at least 2 fundraisers during off-season).
- 3.) Responsible for canvassing local business and other sources for the purpose of raising financial and other support, as well as soliciting team sponsors for the League.
- 4.) Follow-up to solicit or collect funds from sponsors identified by other members of the League.
- 5.) Coordinates with the LYFL Treasurer to ensure that recognition is provided to the sponsors.
- 6.) Plan a minimum of four fundraising events each year.
- 7.) Plan an opening season day the Friday before 1<sup>st</sup> home game.
- 8.) Direct a fundraising committee as needed.

## **Section 13: Registration Coordinator**

- 1.) Be responsible for the creation and distribution of all registration materials.
- 2.) Be responsible for setting registration dates in January with board approval.
- 3.) Be responsible for supplying the board with an updated roster.
- 4.) Be responsible for receiving any phone calls regarding football registration.
- 5.) Be responsible for organizing and overseeing all registration and recruiting Board Members to help out at registration.
- 6.) Be responsible for establishing all participants' records (registration forms, emergency forms, birth certificates, and medical records) and getting the necessary paperwork on all coaches.
- 7.) Assist teams with binder set up and management.
- 8.) Deadline for registration sign ups is the ***first week in June for football and the first week of May for cheer.***
- 9.) Team placement will be completed by the ***second week in June for football and the second week of May for cheer.***
- 10.) **Final rosters will be completed by June 15th.**

## **ARTICLE 10: DISSOLUTION**

If dissolution of LYFL is considered necessary by the current Board, it may be accomplished by a 2/3 vote of the Board. After paying all debts of the LYFL, all remaining assets will be donated to a non-profit organization approved by a 2/3 vote of the membership at a regular or special meeting.

## **ARTICLE 11: PROPERTY**

Any property held by the LYFL, which includes all game equipment, cash, or any other property, which may be subsequently acquired, is held by the LYFL in its name only and dispositions of subject will be controlled by LYFL Board of Directors. LYFL will store all property within the league storage unit when not in use. The board will be responsible for completing an inventory of all property annually in February and creating a tracking system for any property loaned out during the season.

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## **ARTICLE 12: COACHES**

**Section 1: Selection process-** All persons interested in coaching football or cheer must adhere to the LYLF coach selection process:

1. Application process
2. Interview process
3. Ranking and selection process
4. Board of Directors ratification
5. Notification
6. Head coaches will be interviewed and approved by April, assuming all coaching positions have been filled.
7. Resolution of coaching selections concerns

### **Section 2: Head Coaches**

1. Head coaches will be appointed by the board and selected by an application and interviewing process. Interviews of all applicants for head coaching positions will be conducted by the board.
2. Head coaches will be responsible for maintaining their team's paperwork and medical release forms.
3. Head football coaches should name both an offensive and defensive coordinator to ensure quality coaching of players not participating in the drills practiced (i.e. while first string offense is running plays against balance of players, the defensive coordinator can instruct those players who are not on offense.)
4. Head coaches can discipline any participant of their team for violation of team rules; however, any action must be reported to the LYFL Coach Coordinator/Cheer Director (as appropriate) and in advance, if possible.
5. Each head coach will work closely with the Equipment Manager and Coaches Coordinator to coordinate the return of all equipment back into inventory.
6. All coaches will be responsible for their fans' actions. If a fan will not leave upon coach's request, the police can be called to remove the person.
7. No coach, assistant or representative will use any alcohol or tobacco products while participating in any LYFL event.
8. The head coach will attend meetings deemed mandatory by the LYFL Board of Directors.
9. All coaches are required to read and abide by all LYFL By-laws and the Coaches Code of Ethics.
10. Each head coach will select 6 assistant coaches for board review. Additional assistants may be considered on a case-by-case basis pending approval by the board.

### **Section 3: Assistant Coaches**

1. Assistant coaches will be approved by the LYFL board.
2. All coaches will be responsible for their fans' actions. If a fan will not leave upon coach's request, the police can be called to remove the person.
3. No coach, assistant, or representative will use any alcohol or tobacco products while participating in LYFL events.
4. All coaches are required to read and abide by all LYFL by-laws and the Coaches Code of Ethics.

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## **ARTICLE 13: GRIEVANCE COMMITTEE**

The LYFL Board shall have the power to establish committees as necessary. All committee chairpersons shall keep records concerning the activities of their respective committees. Make reports at regular meetings when called up to do so and make an annual report which should include recommendations for the coming year. Committee chairpersons shall make recommendations to the board concerning policies, personnel, etc., whenever they may deem it necessary.

### **Section 1: Grievance Committee- Chaired by Co-Commissioner**

The grievance committee will consist of three impartial members. The grievance committee will review all complaints and advise the LYFL Board of their final decision or recommendations.

### **Section 2: Public Relations Committee- Executive Board Members**

- 1.) Responsible for effectively communicating and promoting LYFL with all media outlets; such as, TV, radio, print media and social media.
- 2.) Maintain the official LYFL website and ensure that all registration fees for the website are paid.
- 3.) Maintain a current regular season schedule and calendar of events posted to the LYFL website including post season playoff schedules and results, social activities, etc.
- 4.) Update the LYFL website and media outlets with the win-loss results for each game played during the regular season, playoff games, league standings, cheer competition results, and pictures/video.
- 5.) Must advertise all meetings in social media and on the website.
- 6.) Monitor the LYFL email ([lassenfootball@gmail.com](mailto:lassenfootball@gmail.com)) and social media such as Facebook (Lassen Youth Football and Cheer) and address any and all questions within 1 working day.
- 7.) Represent LYFL in a respectful and professional manner.

## **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF THE BY-LAWS**

Each year the newly elected board will sign the By-laws therefore agreeing to the terms outlined above.

_____ Commissioner	_____ Date	_____ Co-Commissioner	_____ Date
_____ Secretary	_____ Date	_____ Treasurer	_____ Date
_____ Cheer Director	_____ Date	_____ Coach Coordinator	_____ Date
_____ Equipment Manager	_____ Date	_____ Referee/Field Director	_____ Date

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\_\_\_\_\_  
Concession Director                      Date

\_\_\_\_\_  
Co-Concession Director                      Date

\_\_\_\_\_  
Fundraiser                                      Date

\_\_\_\_\_  
Registration Coordinator                      Date