

**BY-LAWS
OF
CROSBY YOUTH FOOTBALL LEAGUE TACKLE
FOOTBALL AND CHEERLEADING**

ARTICLE I- Names and Organizations

Section 1: We are a community non-profit organization, established in the year 2000. The name of our organization is the Crosby Youth Football league. Our primary mission is the continued promotion and growth of the sport of Football and Cheerleading in our community.

Section 2: The location of this organization shall be the town of Crosby, Texas.

Section 3: Upon the dissolution of the Corporation the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all the assets of the Corporation by donation to a charitable organization, and nothing will be kept for personal gain.

ARTICLE II- Objective

Section 1: The objective of this organization is to instill in youth, principles of good citizenship, good sportsmanship and teamwork, through knowledge of and association with the competitive sport of football and cheerleading, achieve the active support and teaching of football and cheerleading within the town at all age levels.

ARTICLE III- Board of Directors

Section 1: The Executive Board of Directors shall be composed as follows:

- (1) President
- (2) Vice President
- (3) Treasurer
- (4) Secretary
- (5) League Representative Supervisor

Section 2: The General Board of Directors shall be composed as follows;

- (1) Fund Raiser Coordinator
- (2) Fund Raiser Coordinator Assistant (amended 01/2007)**
- (3) Senior League Representative
- (4) Junior League Representative
- (5) Sophomore League Representative
- (6) Freshman League Representative
- (7) Team Mom Coordinator
- (8) Cheerleader Coordinator
- (9) Concession Stand Coordinator
- (10) Concession Stand Coordinator Assistant (amended 01/2007)**
- (11) Field Maintenance
- (12) Field Maintenance Assistant
- (13) Advertising Coordinator (amended 01/2007)**

Revised January 5, 2007

ARTICLE III (Continued) - Board of Directors

Section 3: The Board of Directors shall be responsible for the policies of the league, the team organization and the playing rules. A quorum for the transaction of business by the Board of Directors shall consist of at least 1/3 of all members of the Board.

Section 4: The Board of Directors will determine disciplinary actions against players and participants, such as suspension expulsion and the duration of the same. The Board will determine league fees, and the disbursement of profits, which should primarily be directed at the further development of the sport, the maintenance of existing facilities and the development of additional facilities through-out our region. Ideally the Board should meet twice a month in-season and once a month during off-season Any one person not able or unwilling to volunteer the necessary time needed to accomplish these directives or does not meet any or all of the criteria outlined in Article IV can be voted out and should be discounted at the behest of the leagues participants.

Section 5: A quorum for the transaction of business by the Board of Directors shall consist of at least 1/3 of the members of the Board. The Board may act at all times by a simple majority vote of the quorum.

ARTICLE IV- Duties and Requirements of Officers

Section 1: The duties and requirements of the Officers shall be as follows:

(1) President- The President shall call and conduct all meetings according to the bylaws. President is the Officer in charge of carrying out policies approved by the Board of Directors. President shall be in charge of all public relations and publicity including such matters as awards, presentations, notifies all incoming and outgoing members, and opening day ceremonies if any. President shall be the spokesperson of the league to communicate between all traveling league representatives, in developing, promoting, and coordination football programs. President shall communicate to all league supervisors of any cancellation of games, or rescheduling of any games.

(2) Vice President- The Vice-President shall assist the President as directed and has full power to act in all matter in the absence of the President. Vice-President directs the activities of the Registration, Purchasing and Facilities Development Committees. Vice president will be responsible for increasing parental involvement in the league through the development of a viable parent's auxiliary and serve as liaison between the league and the auxiliary. Vice President will be responsible for the establishment and operation of the league drafts to equitably stack teams with new players.

(3) League Representative Supervisor- The League Representative Supervisor shall be responsible for all communication between the Board of Directors and the League Representative and for taking and distribution of league statistics and scoring to the Lone Star Alliance. The League Representative Supervisor shall have authority over all League Representatives. In the absence of the League Representative Supervisor, or the inability of the League Representative Supervisor to reach a decision, the League Representative Supervisor will defer to the Board of Directors. The League Representative Supervisor will forward all rosters to the Secretary. League Representative Supervisor is to notify all League Reps, Cheerleader Coordinator and Team Mom of any rescheduling or cancellation of games.

ARTICLE IV (Continued) - Duties and Requirements of Officers

(4) League Representative- The League Representative will have full responsibility for activities in their respective divisions. They or their designated representative shall act as the responsible league officials at fields where games are played and shall be responsible for calling off games in the event of foul weather or dangerous playing conditions. They shall report on the activities of their divisions as necessary at each meeting of the Board of Directors. Provide a roster of each team in their division, to the League Representative Supervisor. The League Representative will act as absentee referee **only during intra-league games. (amended 01/07)**

(5) Treasurer- The Treasurer shall be in charge of the deposit and distribution of the league funds. The Treasurer shall make an annual report and be prepared to render other reports as requested by the President. Be responsible for the collection of all accounts receivable and the prompt payment of all accounts payable. Keep accurate accounts of all receipts and disbursement. Disburse all funds of this league in accordance with the budget as approved by the Board of Directors. Give financial reports at each meeting to the Board of Directors. Treasure may not be related to anyone on the **Executive** board. **(amended 02/07)**

(6) Secretary- The Secretary shall record and distribute minutes of all meetings to all Board of Directors. Shall announce all meeting as required in the bylaws. Secretary provides the interface with CYFL, particularly in matters of insurance and membership. Shall handle all league correspondence. Custodian of all records except those assigned to others and performs such other related duties as the President may direct. Responsible for making and sending out flyers to schools for registration sign ups. Responsible for advertising in the local community newspapers during the year on all events.

(7) Cheerleader Coordinator- The Cheerleader Coordinator shall be responsible for registration of all cheerleader sign ups. Shall be responsible for ordering and distributing all uniforms to cheerleader moms. Cheerleader Coordinator shall be responsible for choosing Cheerleader Moms to lead the squads. Responsible for getting bids from vendors on pricing of uniforms and present these to the Board of Directors for final approval. Cheerleader Coordinator shall assign cheerleaders to teams. Responsible for distributing information to all Cheerleader Moms of any cancellations of games and other vital information from the Board of Directors on league activities. Furnish Cheerleader Moms with a roster of each of the team members. Cheerleader Coordinator shall assist Fundraiser Coordinator on all League fundraisers. Cheerleader Coordinator will submit to the Board of Directors a list of Cheerleader Mom's Applicants for approval.

(8) Fundraiser Coordinator- The Fundraiser Coordinator shall be responsible for finding ways to have fundraiser projects to support the income of the league. Responsible for finding sponsorship's to continue the growth in our program. The Fundraiser Coordinator shall be responsible for collection of all Fundraiser money and delivery of funds and balance sheet to the Treasurer.

ARTICLE IV (Continued) - Duties and Requirements of Officers

(9) **Concession Stand Coordinator-** The Concession Stand Coordinator shall be responsible for setting schedules for team to have at least 4 people working the concession stand at all home games. Responsible for making a list of items needed for the concession stand and picking up the items. Responsible for having the concession stand set up 30 minutes before game time. Keep a list of profit and inventory of what was bought, sold, submit a report for each meeting to the Board of Directors. Keep a list of who worked for each game. All monies will be delivered to the Treasurer at the end of each day. If the Treasurer is not present monies will be delivered to the next Executive Board Member in line of Rank.

(10) **Team Mom Coordinator-** The Team Mom Coordinator shall be responsible for choosing Team Moms for each team. Corresponding with them on any and all Information from the Board of Directors on league activities. Responsible for getting uniforms sizes, numbers, colors, and team name from Team Moms. Responsible for giving out schedules of games, concession stands duties, workdays, the taking and distribution of team pictures and any other vital information from the Board of Director's on league activities. They shall report on the activities of their Team Mom's as necessary at each meeting of the Board of Directors. Shall assist Fundraiser Coordinator on all League fundraisers. All monies will be delivered to the Treasurer at the end of each day. If the Treasurer is not present monies will be delivered to the next Executive Board Member in Line.

(11) **Field Maintenance-** Field Maintenance shall be responsible for organizing all fieldwork days. Field Maintenance shall be responsible for coordination field setup for game days and clean up at conclusion of game day. Responsible for maintenance of all league equipment. Field Maintenance will present all needs to Board of Directors for approval before any purchases are to be made.

(12) **Field Maintenance Assistant-** Field Maintenance Assistant will assist Field Maintenance in all his duties and fill in when Field Maintenance is not there.

(13) **Fundraiser Coordinator Assistant-** Fundraiser Coordinator Assistant will assist the Fundraiser Coordinator in all duties and shall act in their place when not present.

(14) **Concession Stand Coordinator Assistant-** Concession Stand Coordinator Assistant will assist the Concession Stand Coordinator in all duties and shall act in their place when not present.

(15) **Advertising Coordinator-** Advertising Coordinator will assist Executive Board with all advertising for all events of CYFL. Primary duty is further improvement of communication of the league.

ARTICLE V- Elections of Officers and Directors

Section 1: The Board of Directors shall be elected annually at the Annual meeting of the General membership by the end of November and shall assume their duties with the start to the New Year.

Section 2: Officers of the League shall be elected by a majority vote of the General membership of CYFL.

ARTICLE V (Continued) - Elections of Officers and Directors

Section 3: The General body will consist off all Board members, coaches, or legal guardians of children registered with CYFL.

Section 4: Each candidate eligible must be a member in good standing and in attendance or have submitted a signed statement indicating their willingness to serve if elected.

Section 5: No proxy or mail ballots will be accepted.

Section 6: To be elected, a candidate must receive a majority of the votes cast in the annual election.

Section 7: In the event any elected member of the Board of Directors should vacate or be removed from office, the Board of Directors may appoint a replacement to complete the term of office.

Section 8: Votes shall be counted in the presence of the Board of Directors.

Section 9: In the event of a tie, the Board of Directors shall conduct a runoff election. Only the outgoing Board of Directors will be eligible to vote.

Section 10: Upon the start of new fiscal year, the outgoing President shall assume the Position of advisor to the President.

Section 11: If there is not a complete slate of candidates, nomination shall be accepted from the floor. Such nominees must be in attendance, or have submitted a signed Statement indicating their willingness to serve if elected.

Section 12: In order to run for League **Executive Board** you must serve on the CYFL Board for One consecutive year. **(Amended 01/2007)**

ARTICLE VI- Meetings

Section 1: The annual meeting of the Board of Directors shall be held at the call of the President at the end of each fiscal year.

Section 2: Meetings of the Board of Directors may be called by the President or upon written, telephone call, or e-mail request.

Section 3: Each Team shall be represented by at least one coach minimum of meetings called by the League Representative during the course of the year. It is the responsibility of the head coach to see that this requirement is met. In the event that a team does not meet this requirement during a given year, the Board may replace the coach and or coaching staff for that team for the following year. The Secretary will maintain the attendance record for teams and officers.

Section 4: This League shall conduct general membership meetings monthly during the seasons and any additional meetings at a time and place as determined by the Board of Directors. All Board members will only be allowed to miss three (3) meetings during the term you serve or (2) during the season, if missed more than that it will be voted on for dismissal of duties.

ARTICLE VI (Continued) - Meetings

Section 5: At all regular meetings of the general membership of Board of Directors, a quorum must be present to conduct business. A quorum shall be one third (1/3) of the total memberships. No proxy votes will be accepted.

Section 6: At all Executive Board Meetings, all members must be present to conduct business. Board members must be contacted 24 hours prior to meeting. No proxy votes will be accepted. Telecommunication via speakerphone is acceptable in emergency cases.

ARTICLE VII- League Membership

Section 1: Players- Any youth will be eligible to play in the League who meets the following requirements:

- (1) Who parents or guardian has signed all required forms.
- (2) Meets the age requirements as stated under the Rules in Article VIII of the bylaws for rec. participation,
- (3) Conforms to any other rules, which the Board may see fit to establish regarding eligibility.

Section 2: Coaches- All coaching personnel as described in Article IX of these bylaws.

Section 3: The Board of Directors shall have the authority, by vote of the majority, to suspend any member whose conduct is considered detrimental to the best interests of the program as outlined in Article II.

Section 4: The Board of Directors shall have the authority to act in cases of serious misconduct of any youngster. It has the authority to suspend or suitably deal with any Violation of the spirit of these bylaws as outlined in Article III.

ARTICLE VIII- Organization

Section 1: The League shall be organized as follows:

- (1) The recreational portion will involve inter-town play and traveling games. CYFL shall consist of 4 divisions defined as follows:

- (a) Freshman Division- youngsters age 4, 5, and 6 as of the appropriate CYFL year. (Must not be age 7 before August 1st of current year)(amended 01/2007)
- (b) Sophomore Division- youngsters age 7 & 8 as of the appropriate CYFL year. (Must not be age 9 before August 1st of current year) (amended 01/2007)
- (c) Junior Division- youngsters age 9 & 10 as of the appropriate CYFL year. (Must not be age 11 before August 1st of current year) (amended 01/2007)
- (d) Senior Division- youngsters age 11 & 12 as of the appropriate CYFL year. (Must not be age 13 before August 1st of current year) (amended 01/2007)

ARTICLE VIII (Continued) - Organization

Section 2: The football year runs from August 1st through December of the calendar year. All age calculations are made as of August 1st of the appropriate football year.

Section 3: The Board of Directors will resolve problems, questions, and interpretation of these requirements.

ARTICLE IX- Coaching / Cheerleading Mom / Team Mom-Responsibilities

Section 1: All Coaches, Team Moms and Cheerleading Moms are subject to a background check.

Section 2: Each Team shall be supervised by one head coach and no more than three designated assistant coaches for purposes of eligibility under Article VIII. The Board of Directors shall appoint the head coach. Each head coach shall select his or her assistants. Such coaching personnel shall be selected on the basis of the following qualities.

- (1) Their good character.
- (2) Their ability to work with youngsters.
- (3) A reasonable knowledge of the game of football.
- (4) Their willingness to conform to these bylaws.
- (5) Past performance with the program.
- (6) Participation and involvement with the program.

Section 3: Coaches, Cheer Moms, and Team Moms will be held accountable for the conduct of all staff members, players, cheerleaders, and spectators associated with their team.

Section 4: Any infraction of the rules by any member of a team will result in immediate suspension. Only the Board will grant reinstatement.

Section 5: Coaches, Cheer Moms, and Team Moms will be responsible to attend or send representatives to participate in every scheduled fundraiser, and field workday.

Section 6: Team moms and coaches will be responsible for concession set-up, staffing, and clean up of field, stands, and concession stand area for home games.

Section 7: The Board of Directors will have the power by vote to dismiss or suspend any coach whose actions are detrimental to League goals as outlined in Article III. Such suspended persons shall have the right to appeal the suspension by requesting in writing to the League President a reconsideration of the suspension and a revote.

ARTICLE X- Parent Responsibilities

Section 1: CYFL is totally a voluntary ran organization. Concession time is required and scheduled by the Concession Coordinator.

Section 2: Depending on the financial needs of the program each participant will be required to participate in a minimum of (1) one fundraiser. Depending on the type of items being sold, funds may be collected when items are distributed.

ARTICLE X (Continued) - Parent Responsibilities

Section 3: Parents are spectators and the use of alcoholic beverages, profanity, and negative conduct towards any coaches, players or officials will result in the suspension of the parent from games and practices.

Section 4: The coaches are not baby-sitters. Please arrive at practice on time and arrive on time to receive your child and any updated information.

Section 5: Practices and games are mandatory. Your child's lateness and/or absence greatly affect the team and will reflect your child's playing time. Coaches must be contacted prior to practice or game start if your child is unable to attend.

Section 6: In case of inclement weather unless notified by a coach, all players and cheerleaders will report to practices and games. (Games are not cancelled due to rain).

Section 7: Please do not address coaches during practice and games. All issues are to be discussed prior to or after practice and games. Confrontations should never occur in the presence of players or cheerleaders.

Section 8: Please address all concerns regarding your child with your head coach. League Representative can be addressed if the issue is unresolved or about the coaching staff.

ARTICLE XI- Player/Cheerleader Responsibilities

Section 1: Football players and cheerleaders will conduct themselves properly at all times, as they are official representatives of CYFL and the community. Good sportsmanship is a must, including proper language. A positive attitude and a willingness to work hard are essential.

Section 2: Any player or cheerleader will fully damaging CYFL property will be suspended from all activities until the damage had been compensated for or repaired. Reinstatement will be subject to CYFL Board approval.

Section 3: Any player or cheerleader found to be disrespectful before, during, or after a handshake at any CYFL event will be immediately dismissed from the program.

Section 4: In addition to the above rules players or cheerleaders must:

- (1) Remember your commitment to the Team/Squad.
- (2) Remember your actions on and off the field greatly affect the Team/Squad.
- (3) Remember not to wear jewelry to games or practices.
- (4) Remember not to use profanity.
- (5) Remember not to talk back to coaches and staff members.
- (6) Remember not to leave a game or practice without notifying coach.
- (7) Remember not to show disrespect or poor sportsmanship.

ARTICLE XII- Amendments

Section 1: The bylaws or any section thereof will not be amended or repealed during the football season. All changes to the bylaws will be discussed and or changed at the end of the football season by the new CYFL Board of Directors and will only be revised by one half vote of the quorum at a meeting of the Board of Directors.

ARTICLE XIII- Refund Policy

Section 1: Refunds before first practice will only be issued by vote of the board.
There will be no refunds after the first date of allowed practice. (Amended 01/2007)

CYFL By-Laws ARTICLE XIV- League Rules

Section 1: CYFL follows the rules of the Lone Star Youth Football Alliance. At such time that CYFL is no longer affiliated with the Lone Star Youth Football Alliance, the Board of Directors shall either create playing rules or adopt the playing rules of another suitable organization.