

TAVARES YOUTH FOOTBALL LEAGUE, INC
BY-LAWS
(Revised 2015)

PREAMBLE

The sole purpose of the Tavares Youth Football League is to teach young men and women the basic fundamentals of football and cheerleading, to build confidence of all participants, while developing their skills and abilities, to install a sense of fair play and good sportsmanship, to generate restraint over emotions and speech, in victory as well as defeat, through teamwork and by example, to provide even and fair participation for all participants. Tavares Youth Football League, Inc. shall be a non-profit organization, except and only for the furtherance of the league and its' supervised activities.

ARTICLE I – MEMBERSHIP OF THE ORGANIZATION

A. The body of the Tavares Youth Football League organization is made up of the Board of Directors, whose members are the parents of active players, cheerleaders and other persons interested in the furtherance of the Tavares Youth Football League.

B. A General Election shall be held throughout the final game day of the football season of each year to elect the Board of Directors to take office in January of the coming year.

C. By-Laws, policies, and procedures must be voted on by Board Members and a vote of the League. By-Laws, policies, and procedures may only be changed by a League vote.

ARTICLE II – DISSOLUTION OF THE ORGANIZATION

In the event that Tavares Youth Football League, Inc. should dissolve all of the Tavares Youth Football League, Inc. assets will be donated to a non-profit organization.

ARTICLE III – PURPOSE OF THE BOARD OF DIRECTORS

- A. The purpose of the Board of Directors shall be:
1. To perpetuate the organization
 2. To control the organization
 3. To set organizational policy
 4. To take care of all matters dealing with the organization
 5. To set, direct and control all monetary policy
 6. To have the authority necessary to carry out all duties, whether or not specifically enumerated within by-laws, for all organization to function.

ARTICLE IV – ELECTION AND TERM OF THE BOARD OF DIRECTORS

A. The Board of Directors shall be comprised of the following persons elected by the parent of active players, cheerleaders and other persons interested in furtherance of the league.

B. The Executive Board of Directors term of office shall be for (2) years, beginning in January following their election.

C. The Board of Directors is expected to serve full terms and to attend all meetings and organizational functions.

D. The new elected Board of Directors will meet with the active Board of Directors during, the board's regular end of the year meeting.

E. A board member must serve for one (1 year before he/she is eligible to run for President.) In the event the President is unable to finish term and no other officer in succession accepts the position, the position may be filled any current board member regardless of tenure with the board.

F. If a Board Member fails to comply with these conditions, The Board of Directors may have a vote of confidence to remove said Board Member excluding the President. If said vote of confidence is to remove the President and the presiding Board Members show a 51% signed petition, then the acting Vice Presidents of both Football and Cheerleading will present it to all interested parties (I.E. Coaches, Parents and other persons with interest) with in the league for a league vote and a 51% majority vote will prevail.

ARTICLE V- ORGANIZATIONS AND AUTHORITY OF THE BOARD OF DIRECTORS

- A. The Executive Officers of the Board of Directors shall consist of the President, Vice-President of Football, Vice-President of Cheerleading, Secretary, Treasurer and Safety Compliance Officer.
- B. Executive Officers of the Board of Directors cannot serve as an acting coach to limit any perception of favoritism.
- C. The Executive Officers of the Board of Directors can vote on financial decisions without convening a Board Meeting as long as the Expense does not exceed more than \$2,000.00. Any expense more than \$2,000.00 must be presented during an monthly Board Meeting.
- D. The following Board positions shall be elected by the parents of active players, cheerleaders and other persons interested in the furtherance of the Tavares Youth Football League at the General Meeting held in November of each year.
 - 1. PRESIDENT
 - 2. VICE PRESIDENT OF FOOTBALL
 - 3. VICE PRESIDENT OF CHEERLEADING
 - 4. SECRETARY
 - 5. TREASURER
 - 6. FOOTBALL AGE REPS 7-9, 10-11, 12-14
 - 7. CHEERLEADING AGE REPS 7-9, 10-11, 12-14, PER SQUAD
 - 8. FOOTBALL EQUIPMENT MANAGER
 - 9. CHEERLEADING EQUIPMENT MANAGER
 - 10. CONCESSION STAND MANAGER
 - 11. FUND-RAISER MANAGER
 - 12. PUBLIC RELATIONS MANAGER
 - 13. SAFETY COMPLIANCE MANAGER
- E. Board members may serve in only one position.

- F. The president shall chair all Board meetings. The President shall set the agenda for all business to be discussed. The President will maintain orderly procedure.
- G. The President shall have no vote on a motion unless such a vote is required to break a tie.
- H. The President shall serve as the League Representative.
- I. If professional assistance or expertise is required the President may appoint such advisor to serve without fee. If for fee, the Board of Directors must pass a resolution authorizing such payment. Such appointees shall have NO vote.
- J. Special meetings may be called by a majority vote of board members. The Secretary or President will give verbal notice 24 hours prior to such meeting to all board members.
- K. During the regular season the President may present weekly meeting to all interested parties at the beginning of practices so that all interested parties can ask questions and be updated on league activities. These meeting may replace the regular meetings, but only during play season.
- L. The order of succession to the office of the President shall be:
 - a. Vice President of Football or Cheerleading
 - b. Secretary
 - c. Treasurer
 - d. Safety Compliance Officer
- M. The Board of Directors cannot conduct business without 51% of Executive Board Members being present or had 24 hours notification to include all elected members.
- N. A majority vote of those members present at a duly constituted meeting is required to adopt any measure unless specified herein.
- O. All Board Members, other than the President, are eligible to vote on any issue brought before the Board unless the issue directly affects an individual's role within the organization.
- P. Members of the Board may abstain from any vote.
- Q. The Board shall have the authority necessary to carry its stated purpose and responsibilities.
- R. Amendments to the By-Laws must then be approved with a majority vote of the parents of active players, cheerleaders and other persons interested in the furtherance of the Tavares Youth Football League, Inc. at the last regular game of each year.
- S. A week prior to the last game of play the President will present a survey to all interested parties to obtain feedback on Board Members and Coaches. This will be used to maintain the best interest of the league.
- T. Board Members and Head Coaches will receive a fifty percent discount for their children's fees for play. This is in recognition for all their volunteer hours to include board meetings from Jan – July before season starts.
- U. Board Members and Coaches have the right to place their children on perspective teams this does not include assistant coaches.

ARTICE VI – OPERATION AND MANGEMENT BY THE BOARD APPOINTEES

- A. The Board collectively oversees the operational areas necessary to year round functioning of the organization. Board members in charge of an operational area, either elective or appointive, retain primary accountability for the management and detailed implementation of their assigned responsibilities.
- B. Duties and responsibilities of the Board members are as follow:
 - 1. PRESIDENT
 - i. Over sees the interest of the league

- ii. Ensure that the league maintains compliance to all policies and accountability to all interested parties.
 - iii. File field use permits and maintain all organizational contracts.
 - iv. Maintain league Insurance
2. VICE PRESIDENTS of FOOTBALL and CHEERLEADING
- i. Discharge the duties of the President in the event of the President's absence or inability to complete his/her term of office.
 - ii. Assist the President in discharging the duties of his/her office.
 - iii. Serve as alternative League Representative.
 - iv. Monitor and communicate any conference rule changes to those positions that are impacted by these charges.
3. SECRETARY
- i. Maintain current and updated rules and By-Laws.
 - ii. Submit By-Law changes for adoption at the Annual General Meeting.
 - iii. Maintain accurate minutes of all board meetings.
 - iv. Notify Board Members of meeting.
 - v. Monitor and forward voice mail communications and phone calls.
 - vi. Conduct correspondence of practices and games.
 - vii. Maintain organization history and records.
4. TREASURER
- i. Prepare annual financial statement.
 - ii. Prepare monthly financial statement.
 - iii. Prepare annual budget with the Board of Directors.
 - iv. Establish accounts receivable and accounts payable procedures.
 - v. Maintain bank account with authorized signatures.
 - vi. Process accounts receivable and payable.
 - vii. Prepare and file all necessary financial reports.
5. SAFETY COMPLIANCE MANAGER
- i. Maintain league safety.
 - ii. Make sure all coaches are certified with current safety trends.
 - iii. Monitor all league games and practices for safety violations and has the right to stop all play at any time when a violation or concern exists.
6. FOOTBALL and CHEERLEADING EQUIPMENT MANAGERS
- i. Submit equipment purchase recommendations for Board approval.
 - ii. Prepare annual inventory with shortage noted by January following the conclusion of the season.
 - iii. Arrange annual repair and replacement as required.
 - iv. Establish method of issuance and return of equipment.
 - v. Obtain signatures of parents or legal guardian for issued equipment.
 - vi. Furnish head coaches with necessary equipment.
 - vii. Maintain an inventory of all equipment issued and returned, and kept current throughout.
 - viii. Maintains equipment on the sidelines during practice and games.
7. FOOTBALL and CHEERLEADING AGE REPS
- i. Organize parent participation sign-ups for their age groups.
 - ii. Handout and retrieve background forms from Team Parents.
 - iii. Disburse papers in age group as needed.
 - iv. Report any problems or suggestions from Parents and Coaches.
 - v. Keep records of any conflicts between participants, coaches and parents and notify Vice Presidents with concerns

8. CONCESSION STAND MANAGER
 - i. Prepare itemized budget for Board approval.
 - ii. Maintain inventory list of equipment and consumables.
 - iii. Set menu prices.
 - iv. Manage and operate concession on game day.
 - v. Purchase all items needed for concession.
 - vi. Direct parent volunteers in concession.
 - vii. Submits all receipts and money to Treasurer.
 - viii. Maintain records of contracts, suppliers, etc. for future reference..
9. FUNDRAISER MANAGER
 - i. Formulate participant fundraising plan for Board approval.
 - ii. Handle all matters relating to fundraising program.
 - iii. Submit receipts and revenues to Treasurer.
 - iv. Maintain record of contracts, suppliers, etc. for future reference.
10. PUBLIC RELATIONS MANAGER
 - i. Directs contacts with news media
 - ii. Publicizes special events and fund-raisers.

ARTICLE VII BACKGROUND CRIMINAL HISTORY CHECK COMPLIANCE

- A. All Board Members, Coaches and Assistant Coaches will have a background and criminal history check to ensure the safety of any party affiliated with the league.
 - a. General Background will be conducted to ensure the qualified person has the best interest in the league. To ensure that there are areas of concern that might not favor the best interest of the league. If an interest of concern arises then it will be discussed between the qualifying person and the Board of Directors in a private meeting to ensure some privacy of the qualifying individual and then be put to a Board vote for approval or discharging the individual.
 - b. Criminal History Checks that result is disqualification to Board and League service:
 - i. No arrest of any violence in past three years whether convicted or not. Violence consist of any act of child abuse, act of child neglect, act of domestic violence, act of battery, assault, stalking, kidnapping, sexual assault, sexual battery, acts of lewd lascivious, robbery and homicide.
 - ii. No arrest for any reason with in past two years.
 - iii. No arrest with a conviction or withhold of adjudication for any felony involving an act of violence crime, any crime involving any child as a victim or any crime involving a drug trafficking offense.
 - iv. No Felony arrest with conviction with in past five years.
 - v. No Misdemeanor Arrest involving a lewd act to include prostitution or similar crimes.
 - vi. No current probation status under supervision of State or County for any crime.

ARTICLE VIII COACHES CODE OF CONDUCT AND DUTIES

- A.** Code of Ethics is established to ensure that all coaches and assisting coaches are aware of the expectations for their behavior during their time as a representative of TYFL.
- B.** If a coach is unable to follow any of the rules below during a TYFL sponsored event, the following consequences will be enforced.
 - a.** Offenses brought to the attention of any TYFL Board Member will be handled in the following manner:
 - i.** First Offense – Will be documented by a board member and a verbal warning will be issued if found to be true.
 - ii.** Second Offense – Coach will receive a ½ game suspension
 - b.** Offenses witnessed by a TYFL Board Member will be handled in the following manner:
 - i.** First Offense – Will be documented and a verbal warning will be issued
 - ii.** Second Offense – Coach will receive a 1 game suspension
 - c.** The following offense will result in an immediate 1 game suspension:
 - i.** Leaving the sidelines when not approved by the referees or a TYFL Board Member
- C.** Physical confrontations with any players, coaches, referees, TYFL Board Members, parents, or spectators will result in immediate termination from TYFL until it can be brought before the Board of Directors for a vote of Final Termination or suspension.
- D.** All coaches will agree to:
 - a.** To place the emotional and physical well-being of the players ahead of a personal desire to win.
- E.** Coaches will register with USA Football and obtain coaches certification at their expense.
 - a.** Coaches will show proof two weeks prior to start of first game or they will be replaced with new coach
- F.** Tavares Youth Football League Inc. will not assume any responsibility, insurance or otherwise at any time for all unauthorized practices, games, and activities. All teams will practice together at the same given times and place. **NO INDIVIDUAL PRACTICES WILL BE HELD!!**
- G.** All Head Coaches are expected to attend all board meetings, to include the meetings before season starts. If 3 board meetings are missed the coach will be replaced.
- H.** Coaches will play every player on their team at least five downs a game. It is the coaches responsibility to ensure the players play. If a coach fails to play a player at least five downs the first time the coach will be given a verbal warning. The second time a coach fails to play each player a minimum of five downs the coach will be benched the next game for the first two quarters. A third time the coach will receive a full game suspension the next game. A fourth violation the coach will be terminated from the league.
- I.** Each year coaches will attain the Heads Up Certification.

ARTICLE IX PARENTS AND INTERESTED PARTIES CODE OF CONDUCT

- A. Code of Ethics is established to ensure that all parents and interested parties are aware of the expectations for their behavior during their time at a TYFL event.
- B. If a parent and interested parties is unable to follow any of the rules below during a TYFL sponsored event, the following consequences will be enforced.
- C. Offenses brought to the attention or witnessed of any TYFL Board Member will be handled in the following manner:
 - a. First Offense – Will be documented by a board member and a verbal warning will be issued if found to be true.
 - b. Second Offense – The parent or interested party will be asked to leave.
 - c. If the parent or interested party refuses to leave law enforcement will be called and the parent or interested party will be trespassed from all TYFL events and no refund will be given.
- D. No parent will enter the practice field or game field without a Board Member escorting them.
- E. If a parent or interested party has a complaint they will first discuss it with the coach before or after the practices or game in a reasonable manner. If the problem cannot be resolved then they will take their complaint to the Vice President over the program. If still no resolution can be made then they may take their complaint to the President for resolution.
- F. Parents or interested parties will be present while children are participating in TYFL event. If neither party is present nor there is no assigned guardian then the parent or interested party will be contacted and asked to return to the TYFL event or the appropriate officials will be notified.
- G. Parents and interested parties will lead by example in demonstrating fair play and sportsmanship to all my players.
- H. Parents and interested parties will provide a sports environment that is free of drugs, tobacco (chewing and/or smoking), and alcohol and will refrain from their use during TYFL sponsored events.
- I. Parents and interested parties will refrain from using language that is inappropriate during TYFL sponsored events.
- J. Parents and interested parties will refrain from engaging in verbal confrontations with players, coaches, referees, TYFL Board Members, parents, or spectators in front of the kids.

ARTICLE X GENERAL CODE OF CONDUCT

- A. Each participant is required to furnish the required fee of \$150.00 for football and \$135.00 for cheerleading. A certified copy of his/her birth certificate, a physical/medical release form, a signed Code of Conduct and a Participant Contract and Parental Release form.
- B. Possession of a firearm or weapon is not permitted at any Tavares Youth Football League Inc. activity unless authorized by law. Failure to comply will result in automatic dismissal.
- C. The use of profanity or abusive language, tobacco, alcohol or drugs will not be tolerated. There is NO tobacco on school property or on the practice fields.
- D. No bicycles, skates, skateboards or pets are permitted on the practice field or playing field.

- E. If you have any questions during the football season regarding actions that have been taken, contact the Tavares Youth Football league Inc. President or any Tavares Youth Football league Inc. Board Member. We invite your questions and suggestions.
- F. All accidents occurring during practice or game time must be reported no matter how minor within 24 hours from the incident to the Board of Directors of Tavares Youth Football league Inc.
- G. Tavares Youth Football league Inc. reserves the right to assign your child to a football team and reassign as needed.
- H. Participation: the parent or interested party understands that proof of age (the child must be no younger than 5 years of age by start of season and no older than 15 years of age at the start of the season) must be presented by date of certification in order to participate further in Tavares Youth Football League activities. I agree to furnish an authentic certified copy of a birth certificate of the above-named participant to the Tavares Youth Football League Board).
- I. It is also understood that a current year medical release, Participant Contract and Parent Consent must be presented by date of certification in order to participate further in Tavares Youth Football League activities.
- J. Refunds for participants will be given up to seven days after the first practice. In the event a child signs up after the first week of practice refunds will be given for the first seven days after the sign up. There will be a service fee of \$50.00 that will be subtracted from the refund. To obtain a refund the party must submit a dated request to the Treasure requesting the refund within the seven days of the first week of practice or after the late sign up. There are no exception.

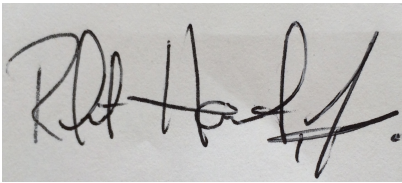
ARTICLE XI PLAYER CODE OF CONDUCT

- A. If a participant is suspended from school during the TYFL season the participant will not be allowed to participative in practices or games as long as the school suspension is active.
- B. If a participant is arrested during the TYFL season the participant will not be allowed to participative in practices or games as long as the criminal charge is pending. The participant must show a certified disposition that the case has been closed. If the charge is a criminal charge of violence the participant will be expelled from the league if there is a disposition of guilt. No refund will be given.
- C. Absences: Any player, without proper excuse, who misses 2 practices in the same week, prior to a game will not be allowed to play or cheer in the following game, at the coaches and/or board of directors discretion.
- D. Practice begins promptly at 6:00 p.m. during the week and 8:00 a.m. on Saturdays. If your child is going to be absent for a practice or game, it is mandatory that you call the Head Coach or the Age Representative PRIOR to the absence.
- E. Any participant, who throws, mistreats or damages TYFL equipment will face immediate discipline.
 - a. First offense the participant will be dismissed from the remainder of the event and receive a one game suspension for the next event. The coach will immediately collect the participant's equipment.
 - b. The second offense the participant will be suspended from the remainder of the season. The coach will immediately collect all TYFL equipment. There will be no refund of any kind.
- F. Un-Sportsmanship behavior will not be tolerated. Inappropriate behavior will be dealt with immediately:

- a. The participant on the first event will be given a verbal reprimand by the coach. The participant will then write a letter of apology to the coach prior to the next TYFL event.
 - b. Second event the participant will receive a one game suspension to include practices and will write a letter of apology to the Board explaining their actions.
 - c. Third event the participant will turn in all TYFL equipment and will be suspended for the remainder of the season and no refund will be issued.
- G.** Participants will use proper manners when addressing all adults.

All By-Laws, Procedures and Policies listed herein represent the interest of Tavares Youth Football Inc. and will be effective as soon as approved and voted on by Board and League.

Approved by Board and all interested parties on January 28, 2016.

A handwritten signature in black ink, appearing to read "R. Hart", written on a light-colored background.

President
Robert (bud) Hart