

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

*Revised in Entirety: March 1, 2024*

## **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: 2728243. The California State Charity registration number is: CT136058. 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, cheer, and all athletic activities in Lassen and Plumas County. Our mission: Lassen Youth Football and Cheer League was formed to provide a formal sports program for "ALL" the youth in Lassen and Plumas County. Lassen Youth Football and Cheer League is a non-profit, non-commercial, and non-partisan organization deriving all funds from registration fees, fundraising projects, and donations from the local businesses and community members. It is our mission to instill good sportsmanship, teamwork, leadership skills, as well as the fundamentals of football and cheerleading. Most importantly, our goal is for the youth of both Lassen and Plumas County to have a wonderful and unforgettable experience and to do all of these things with the welfare of the youth 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 and Plumas County areas without regard to race, religion, color, or creed. Any person interested in actively executing the objective of the Lassen Youth Football and Cheer League and currently in good standing with Lassen Youth Football and Cheer League will be allowed to participate, pending a successful DOJ Background Check reviewed by the board.

## **ARTICLE 4: MEETINGS**

1. A general meeting date for the entire Lassen Youth Football and Cheer League membership shall be selected by the newly elected officers to be held a minimum of one night per month as designated by the board.
2. Special meetings may be called by any officer of the Lassen Youth Football and Cheer League 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 is to be conducted.
3. At an Lassen Youth Football and Cheer League Board meeting a quorum shall consist of a majority of the existing Board members.
4. General Lassen Youth Football and Cheer League 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

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

minutes each. After the 15 minute open forum the Lassen Youth Foot and Cheer League 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 Pop Warner Nation League rules. Eligible ages currently include children that are 5 years old to 14 years old by July 31st for that season. NO 9th graders (Freshman/High School) or above may compete in any Lassen Youth Football and Cheer League or Pop Warner National League event. There is an exception for 4U Cheerleaders called Tiny Tikes and will include 3 and 4 year old cheerleaders.

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

1. Participants of the Lassen Youth Football and Cheer League current season.
2. After open registration on a first come and paid in full, including late season registration fee basis.

**Section 3:** Waiting Lists: A waiting list will be established for each division once the maximum roster size per division has been met. After a division has met the maximum roster size, the board and head coaches will conduct a meeting to evenly split and place players into 2 separate teams of the same division using the following criteria:

- A) Player experience.
- B) Player sibling/family relations. Consideration for transportation to Lassen Youth Football and Cheer League events.
- C) Player current grade.

Lassen Youth Football and Cheer League will hear all parent and head coaches opinions and take this into consideration when building these rosters.

## **ARTICLE 6: REGISTRATION**

**Section 1:** Parents shall complete an application to register their children. A refund will be given at 100% until July 1st. A 50% refund will be given beginning July 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: Lassen Youth Football and Cheer League require a sports physical for every player and cheerleader.

**Section 3:** Registration amount: The registration amounts for football and cheerleading shall be proposed by the Lassen Youth Football and Cheer League 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 registered to play football or cheer from the same family. The reduction amount shall also be determined during the January meeting.

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

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

**Section 6:** Player placement between divisions will be accomplished by the Lassen Youth Football and Cheer League board who will have the power to limit the number of children on any team.

Level Name	Age	Maximum Players	Rules to Follow
6U	5 or 6	35	Tiny Mites
7U	6 or 7	35	Tiny Mites
8U	7 or 8	35	Mitey Mites
9U	7, 8 ,9	35	Mitey Mites
10U	8, 9, 10	35	Jr PeeWee
11U	9, 10, 11	35	PeeWee
12U	10, 11, 12	35	Jr. Varsity
13U	11, 12, 13	35	Jr. Varsity
14U	12, 13, 14	35	Varsity

After the final registration date, the Lassen Youth Football and Cheer League 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:** If the need for 2 teams exists at any level the head coaches from that division will be involved in the section of players, as noted in **Article 5 Section 3**.

## **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 Lassen Youth Football and Cheer League 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.

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

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 Lassen Youth Football and Cheer League 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.

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 Lassen Youth Football and Cheer League Secretary, unless the secretary position is up and then ballots will be counted by the Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League By-Laws in their entirety.
2. Attend regularly scheduled meetings. Any member who cannot attend a scheduled meeting shall notify the Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League Board, an Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League 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

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

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 Lassen Youth Football and Cheer League Board.

1. The outgoing officer shall transfer all records, files, and materials before the next Lassen Youth Football and Cheer League 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.

**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 Lassen Youth Football and Cheer League shall receive (directly or indirectly) any salary, compensation or emolument from the Lassen Youth Football and Cheer League for services rendered as director, officer, or member.

## **ARTICLE 8: Lassen Youth Football and Cheer League Executive Board**

The Executive Board is composed of the following 5 Lassen Youth Football and Cheer League whose purpose, including their duties listed, is to assist with the grievance committee with the discipline process for a board member or coach.

1. Commissioner
2. Co-Commissioner
3. Secretary
4. Cheer Coordinator
5. Coach Coordinator

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

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

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

- 1.) The Commissioner shall be responsible for the administration, performance, and operation of Lassen Youth Football and Cheer League according to its By-laws.
- 2.) The Commissioner shall work with all 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 Lassen Youth Football and Cheer League and its programs.
- 4.) The Commissioner shall represent this organization at all Pop Warner meetings and shall keep this organization informed as to the activities of Pop Warner.
- 5.) The Commissioner shall be responsible for coordinating or over-seeing the coordination of all activities where this organization has a responsibility to Pop Warner.
- 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 Pop Warner.
- 8.) The Commissioner shall represent Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League .
- 10.) The Commissioner shall maintain a record of all official documents pertaining to this organization.
- 11.) The Commissioner shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

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

- 1.) The Co-Commissioner shall handle the league insurance administration to include practice/gane fields, practice gyms/indoor locations, and league/player.
- 2.) The Co-Commissioner shall preside over all appeal and discipline 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 shall chair all-parental complaints with the grievance committee in a timely fashion (not to exceed 1 calendar week) and keep the board updated.
- 7.) The Co-Commissioner shall contact parents with any behavioral situations that the coaches are not able to control.

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

- 8.) The Co-Commissioner will report all complaints to the Lassen Youth Football and Cheer League Board and will assist with any disciplinary decisions.
- 9.) The Co-Commissioner will act as a liaison between the players, parents, and coaches.
- 10.) The Co-Commissioner shall attend Pop Warner and Lassen Youth Football and Cheer League scheduled meetings and vote on motions.
- 11.) The Co-Commissioner shall perform other duties as prescribed by the Lassen Youth Football and Cheer League Board and assign additional duties to board members as necessary to accomplish the goals of Lassen Youth Football and Cheer League.
- 12.) The Co-Commissioner shall act as the sergeant at arms to maintain order and execute commands during meetings, games, practices, and all other Lassen Youth Football and Cheer League events.
- 13.) The Co-Commissioner shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach

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

- 1.) The Secretary shall prepare minutes of all General and Executive Board meetings, and keep an accurate record of members in attendance including members of the public.
- 2.) The Secretary shall provide a copy of the Lassen Youth Football and Cheer League board meeting minutes to the Commissioner and have copies available at all Lassen Youth Football and Cheer League board meetings.
- 3.) The Secretary shall handle all correspondence, to include checking the P.O. Box a minimum of 1 time each calendar week (if the secretary does not live within city limits, they may make arrangements with another board member to check P.O. Box).
- 4.) The Secretary shall contact all Board Members with the date, time, and location of meetings within 24 Hours.
- 5.) The Secretary shall be responsible for all amendments/changes, as voted on, to the Lassen Youth Football and Cheer League By-laws.
- 6.) The Secretary 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.) The Secretary shall create a calendar of events for each Lassen Youth Football and Cheer League 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.) The Secretary shall maintain a current and accurate list of board members with contact information.
- 9.) The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on motions.
- 10.) The Secretary shall maintain a record of all official documents.
- 11.) The Secretary will be in charge of scheduling board members to work the gate at all home games.
- 12.) The Secretary shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach

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

- 1.) The Treasurer shall be responsible for all funds and for the payment obligations of the Lassen Youth Football and Cheer League.
  - a. Shall place all profits or funds acquired into the general fund checking account within 7 working

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

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 Lassen Youth Football and Cheer League general fund by check must be signed by 2 eligible officers of the Lassen Youth Football and Cheer League Commissioner and Treasurer.

- 2.) The Treasurer 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 funds collected.
- 3.) The Treasurer shall be responsible for preparing the Annual Budget in consultation with the elected officers at the annual meeting in January.
- 4.) The Treasurer shall see that proper tax forms are filed each year in March.
- 5.) The Treasurer shall 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.) The Treasurer shall work with the Fundraiser Coordinator to provide "Thank you letters" with TAX I.D. #'s to any donations received/accepted by the league.
- 7.) The Treasurer will be responsible to bring a checkbook to all board meetings.
- 8.) The Treasurer shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach

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

- 1.) The Cheerleading Coordinator shall be responsible to enforce the rules and direct any cheerleading activities that involve the Lassen Youth Football and Cheer League.
- 2.) The Cheerleading Coordinator shall be responsible for communicating all information regarding Lassen Youth Football and Cheer League activities and schedules to head cheerleading coaches.
- 3.) The Cheerleading Coordinator shall work with the Registration Coordinator to manage cheerleading registration.
- 4.) The Cheer Coordinator shall preside over all appeal hearings ensuring that the proper process is followed.
- 5.) The Cheerleading Coordinator shall work with cheerleading coaches and board in setting requirements for team discipline, team size, equipment/uniform standards.
- 6.) The Cheerleading Coordinator shall be responsible for ordering and maintaining needed cheerleading equipment.
- 7.) The Cheerleading Coordinator shall represent this organization at all the Pop Warner Cheer Director's meetings - and keep this organization informed as to the cheerleading activities of the Pop Warner.



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

- 8.) The Cheerleading Coordinator 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.) The Cheerleading Coordinator shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleading clinic.
- 10.) The Cheerleading Coordinator shall present written quotes from at least 2 companies when Board approval is being requested for purchasing.
- 11.) The Cheer Coordinator is responsible for coordinating with Head Coaches for the snack bar volunteer schedule with the Co-Snack Bar Coordinator and Coach Coordinator to be given to coaches at the start of the season. Schedule will reflect volunteering by parents as follows:
  - a. Varsity - 8am
  - b. Tiny Mites- 10am
  - c. Mitey Mites- 12pm
  - d. Jr. PeeWee- 2pm
  - e. PeeWee- 4pm
  - f. Jr. Varsity- 6pm

## **THIS SCHEDULE SUBJECT TO CHANGE BASED ON GAME TIMES**

- 12.) The Cheer Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

### **Section 6: Co-Cheerleading Coordinator**

- 1.) The Co-Cheerleading Coordinator shall work closely with Cheerleading Coordinator.
- 2.) The Co-Cheerleading Coordinator shall work with the Cheerleading Coordinator, coaches and board in setting requirements for team discipline, team size, equipment/uniform standards.
- 3.) The Co-Cheerleading Coordinator shall be responsible to work with Fundraising Coordinator to ensure cheer squads participate in all fundraising events.
- 4.) The Co-Cheerleading Coordinator shall work with Lassen High School Cheerleading to conduct a cheerleading grizz camp to coincide with Football Grizz Camp.
- 5.) The Co-Cheerleading Coordinator shall supervise and direct activities for cheerleaders to participate in during Lassen Youth Football and Cheer League Fun Days.
- 6.) The Co-Cheerleading Coordinator shall organize 1 Lassen Youth Football and Cheer League cheer day event.
- 7.) The Co-Cheerleading Coordinator shall assist Cheerleading Coordinator at all fitting/sizing events.
- 8.) The Co-Cheer Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

### **Section 7: Coach Coordinator**

- 1.) The Coach Coordinator shall recruit Head Coaches and assistant coaches.
- 2.) The Coach Coordinator shall research and present coaches clinics and arrange and attend CPR/First Aid class and AED class prior to the beginning of the season.
- 3.) The Coach Coordinator is responsible for ensuring that each team has a Lassen Youth Football and Cheer League approved First Aid Kit before the first practice.

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

- 4.) The Coach Coordinator shall 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.
- 5.) The Coach Coordinator is responsible for coordinating with Head Coaches for the snack bar volunteer schedule with the Co-Snack Bar Coordinator and Cheer Coordinator to be given to coaches at the start of the season. Schedule will reflect volunteering by parents as follows:
  - g. Varsity - 8am
  - h. Tiny Mites- 10am
  - i. Mitey Mites- 12pm
  - j. Jr. PeeWee- 2pm
  - k. PeeWee- 4pm
  - l. Jr. Varsity- 6pm

## **THIS SCHEDULE SUBJECT TO CHANGE BASED ON GAME TIMES**

- 6.) The Coach Coordinator shall supervise and direct the football coaches and enforce the rules and regulations that they are to follow.
- 7.) The Coach Coordinator is responsible to follow up and observe coaches for the entire season.
- 8.) The Coach Coordinator shall communicate all Lassen Youth Football and Cheer League activities and schedules to the head football coaches and the cheerleading director.
- 9.) The Coach Coordinator shall work closely with Cheer Coordinator to ensure information sharing and collaboration.
- 10.) The Coach Coordinator shall prepare questions/questionnaire options for review in March board meeting.
- 11.) The Coach Coordinator shall coordinate and lead Coaches meeting in May and schedule any additional meetings necessary to communicate season information.
- 12.) The Coach Coordinator will be responsible for providing a schedule of coaches to announce the next game at every home game, to follow the same game time guidelines as the snack bar volunteer schedule.
- 13.) The Coach Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

## **Section 8: Equipment Manager**

- 1.) The Equipment Manager shall ensure appropriate equipment and uniforms will be determined by the Lassen Youth Football and Cheer League.
- 2.) The Equipment Manager 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, Championship game, or special tournaments.)
- 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.) The Equipment Manager shall make recommendations to the Lassen Youth Football and Cheer League Board on purchase of new equipment and work closely with the Coach and Cheer Coordinator.

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

- 5.) The Equipment Manager shall 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.) The Equipment Manager shall assist in preparing fields for all home games during the season.
- 7.) The Equipment Manager shall be responsible for all the football uniforms and equipment.
- 8.) The Equipment Manager shall relocate 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.) The Equipment Manager shall ensure the helmets need to be certified, the Equipment Manager shall inventory them and send them to the vendor in January.
- 10.) The Equipment Manager shall ensure 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.
- 12.) The Equipment Manager shall make sure that each Head Football Coach has a coaches box that contains 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.) The Equipment Manager shall secure the uniforms and equipment in a storage unit.
- 14.) The Field Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

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

- 1.) The Referee/Field Coordinator shall monitor all game ejections of players, coaches, and parents.
- 2.) The Referee/Field Coordinator shall report all ejections to the board with recommended disciplinary actions.
- 3.) The Referee/Field Coordinator shall visit each game field to check for compliance to Pop Warner and Lassen Youth Football and Cheer League By-Laws
- 4.) The Referee/Field Coordinator shall be responsible to enforce the rules and direct any football activities that involve the Lassen Youth Football and Cheer League.
- 5.) The Referee/Field Coordinator shall advise the Equipment Manager and board of the status of field equipment and necessary purchasing.
- 6.) The Referee/Field Coordinator shall oversee the maintenance of the Lassen Youth Football and Cheer League football field, with direction from the board and Lassen High School (LHS).
- 7.) The Referee/Field Coordinator shall 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.) The Referee/Field Coordinator shall work with the Lassen Youth Football and Cheer League Treasurer for referee payment.
- 9.) The Referee/Field Coordinator shall discuss options for Grizz Camp during the April meeting then coordinate with LHS Football.
- 10.) The Referee/Field Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

# LASSEN YOUTH FOOTBALL LEAGUE BY-LAWS

## **Section 10: Concessions Coordinator**

- 1.) The Concessions Coordinator is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and being open for business 30 minutes prior to the start of all home games, during game times.
- 2.) The Concessions Coordinator is responsible for closing the snack bar at the end of half-time of the final game.
- 3.) The Concessions coordinator is responsible for storing and maintaining AED.
- 4.) The Concessions Coordinator is responsible for the money collected at the concession stand and shall turn in all funds received and receipts from expenditures to the Treasurer in an expedient manner.
- 5.) The ConcessionsCoordinator will keep record of money spent and money received and then report the profit or loss of each event to the board. Copies can be given to any board member at their request.
- 6.) The Concessions Coordinator will store and transport the trailer to the game during the season. Trailer must be at Lassen Youth Football and Cheer League Field 1 hour prior to start first game.
- 7.) The Concessions Coordinator will be responsible for maintaining the cleanliness of the trailer.
- 8.) The Concessions Coordinator is responsible for money drops at the end of each game. Drops will be signed by both Concessions Coordinator and Co-Concessions Coordinator.
- 9.) The Concessions Coordinator is to be in the snack trailer working for 3 games during home games, responsible for radio during this time. Games can be worked out with Concessions Coordinator.
- 10.) The Concessions Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

## **Section 11: Co-Concessions Coordinator**

- 2.) The Co-Concessions Coordinator is responsible for coordinating the snack bar volunteer schedule with the Coach Coordinator and Cheer Coordinator to be given to coaches at the start of the season. Schedule will reflect volunteering by parents as follows:
  - a. Varsity - 8am
  - b. Tiny Mites- 10am
  - c. Mitey Mites- 12pm
  - d. Jr. PeeWee- 2pm
  - e. PeeWee- 4pm
  - f. Jr. Varsity- 6pm

### **THIS SCHEDULE SUBJECT TO CHANGE BASED ON GAME TIMES**

- 3.) The Co- Concessions Coordinator shall ensure 1 additional board member is always present during operation of the snack bar.
- 4.) The Co-Concessions Coordinator is to be in the snack trailer working for 3 games during home games, responsible for radio during these games. Games can be worked out with the Snack Bar Coordinator.

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

- 5.) The Co-Concessions Coordinator is responsible for getting fuel/propane for the trailer and grills for all home games.
- 6.) The Co-Concessions Coordinator will assist the Concessions Coordinator with menu planning, cleaning/stocking the snack trailer, and maintaining the snack trailer.
- 7.) The Co-Concessions Coordinator is responsible for money drops at the end of each game. Drops will be signed by both Concessions Coordinator and Co-Concessions Coordinator.
- 8.) The Co-Concessions Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

## **Section 12: Fundraising Coordinator**

- 1.) The Fundraising Coordinator shall be responsible for establishing and coordinating all fundraising efforts to raise money necessary for the continued finances of the organization.
- 2.) The Fundraising Coordinator shall be responsible for fundraisers, and present 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.) The Fundraising Coordinator shall be 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.) The Fundraising Coordinator shall follow-up to solicit or collect funds from sponsors identified by other members of the League.
- 5.) The Fundraising Coordinator will coordinate with the Lassen Youth Football and Cheer League Treasurer to ensure that recognition is provided to the sponsors.
- 6.) The Fundraising Coordinator shall plan a minimum of four fundraising events each year.
- 7.) The Fundraising Coordinator shall plan an opening season day the Friday before 1<sup>st</sup> home game.
- 8.) The Fundraising Coordinator shall direct a fundraising committee as needed.
- 9.) The Fundraising Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

## **Section 13: Registration Coordinator**

- 1.) The Registration Coordinator shall be responsible for the creation and distribution of all registration materials.
- 2.) The Registration Coordinator shall be responsible for setting registration dates in January with board approval.
- 3.) The Registration Coordinator shall be responsible for supplying the board with an updated roster.
- 4.) The Registration Coordinator shall be responsible for receiving any phone calls regarding football registration.
- 5.) The Registration Coordinator shall be responsible for organizing and overseeing all registration and recruiting Board Members to help out at registration.
- 6.) The Registration Coordinator shall 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.) The Registration Coordinator shall assist teams with binder set up and management.
- 8.) Deadline for registration sign ups is the **first week in July for football and for cheer**.
- 9.) Team placement will be completed by the **second week in July for football and for cheer**.

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

10.) **Final rosters will be completed by July 26th.**

11.) The Registration Coordinator shall be available at **ALL** home games for a minimum of 5 hours **NOT TO INCLUDE** coaching time if a head coach.

## **ARTICLE 10: DISSOLUTION**

If dissolution of Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League, 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 Lassen Youth Football and Cheer League, which includes all game equipment, cash, or any other property, which may be subsequently acquired, is held by the Lassen Youth Football and Cheer League in its name only and dispositions of subject will be controlled by Lassen Youth Football and Cheer League Board of Directors. Lassen Youth Football and Cheer League 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.

## **ARTICLE 12: COACHES**

**Section 1: Selection process-** All persons interested in coaching football or cheer must adhere to the Lassen Youth Football and Cheer League 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 June 1st, 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

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

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 Lassen Youth Football and Cheer League 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 the 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 Lassen Youth Football and Cheer League, which includes games, practices, or any events held where the use of alcohol or tobacco is prohibited, to include the use of e-cigarettes and vape pens.
8. The head coach will attend meetings deemed mandatory by the Lassen Youth Football and Cheer League Board of Directors.
9. All coaches are required to read and abide by all Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League board.
2. All coaches will be responsible for their fans' actions. If a fan will not leave upon the 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 any Lassen Youth Football and Cheer League, which includes games, practices, or any events held where the use of alcohol or tobacco is prohibited, to include the use of e-cigarettes and vape pens.
4. All coaches are required to read and abide by all Lassen Youth Football and Cheer League by-laws and the Coaches Code of Ethics.

## **Section 4: Parents**

1. All parents will sign and abide by the parental code of conduct. Parents shall conduct themselves with dignity as a citizen of the community, and will represent Lassen Youth Football and Cheer League morally and ethically.
2. Violations of the parents code of the conduct to include the failure to

Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.

Place the emotional and physical well-being of their Athlete and the other Athletes ahead of a personal desire to win.

Support efforts to create and maintain a safe and healthy environment.

Support coaches and officials working with their Athlete, in order to encourage a positive and enjoyable experience for all.

Demand a sports environment that is free of drugs, tobacco and alcohol and refrain from their use at all youth sports events

Encourage their Athlete to treat other players, coaches, spectators, officials and others with respect regardless of race, sex, creed or ability

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

Promise to help their Athlete enjoy the youth sports experience in whatever way possible, such as being a respectable fan, or providing transportation.

Be accountable for guests' behavior they bring to a game, practice or other youth sports event.

Be honest and have the courage to do the right thing.

Demonstrate loyalty to the programs and participants.

Avoid offensive language and taunting.

Use self-control and self-discipline.

Be accountable for all choices and actions.

Demonstrate reliability by ensuring their Athlete is on time for all practices, games and events.

Adhere to all rules, policies and guidelines.

Respect authority and demonstrate cooperation.

Properly care for all equipment, uniforms, facilities and playing fields.

Agree to utilize the Lassen Youth Football and Cheer League grievance procedure provided.

Be supportive and honest of placing academics above all and encourage your child(ren) to participate in homework sessions by the Lassen Youth Football and Cheer League when available. Will result in prenatal discipline.

3. Any parent who violates the parent code of conduct will be served with a parent notice of infraction continued violation will result in parental and player suspension for up to 1 year to indefinitely. This will be determined by the grievance committee and voted on by the executive board.

## **ARTICLE 13: GRIEVANCE COMMITTEE**

The Lassen Youth Football and Cheer League 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 Lassen Youth Football and Cheer League Board of their final decision or recommendations.

### **Section 2: Public Relations Committee- Chaired by Fundraising Coordinator and Registration Coordinator**

- 1.) Responsible for effectively communicating and promoting Lassen Youth Football and Cheer League with all media outlets; such as, TV, radio, print media and social media.
- 2.) Maintain the official Lassen Youth Football and Cheer League website and ensure that all registration fees for the website are paid.



