

FIRST AMENDMENT TO
CHAPTER RULES AND BY LAWS

for

A NON-PROFIT ORGANIZATION
FILLMORE, CALIFORNIA

FILLMORE YOUTH FOOTBALL
ASSOCIATION

ADOPTED MAY 1ST, 1993
REVISED APRIL 28TH, 2010

MASCOT: RAIDERS

SECTION I

NAME/ADDRESS/STRUCTURE

- Name: The name adopted of this organization is the Fillmore Youth Football & Cheer Organization, under its own chapter Sanctioned under Gold Coast Youth Football League (G.C.Y.F.L.) Rules and Bylaws.
- Address: P. O. Box 34, Fillmore, California, 93016
Meetings will be held once a month at a pre-designated location determined by the Board of Directors.
- Structure: In accordance with Section 501 (C) (3) of the Federal Internal Revenue Code, Fillmore Youth Football and Cheer shall operate exclusively as a non-profit organization with a volunteer Board of Directors, which will manage the program and set up policies in accordance with these Bylaws.

SECTION II

PURPOSE AND OBJECTIVES

The Fillmore Youth Football and Cheer Organization is dedicated to promoting sportsmanship, the value of individual and team play, aiding in the wholesome well being and healthful social interaction under proper adult leadership. We are committed to teaching our youth self-discipline, team spirit and fitness through individual effort and sacrifice.

SPECIFIC PURPOSES

- 1.) To acquaint the participants with general knowledge, rules and fundamentals of the game of football and sport of cheerleading.
- 2.) To acknowledge scholastic achievements and good conduct as a community member.
- 3.) To promote and encourage safe play in all athletic events and enforce participation within appropriate age and weight divisions. All safety regulations must be observed.
- 4.) To prevent rough play, poor sportsmanship and encourage team participation at all times, regardless of individual ability or differences.
- 5.) To put the welfare of the participants first and promote parent participation and positive support.

SECTION III

BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the following:
- 1.) President
 - 2.) Vice-President/Public Relations Director
 - 3.) Secretary
 - 4.) Treasurer
 - 5.) General Manager/Team Parent Director – (1)
 - 6.) Conference representative(s) – (2) G.C.Y.F.L
 - 7.) Equipment Manager(s) – (2)
 - 8.) Snack Bar Manager(s) – (2)
 - 9.) Cheer Director(s) – (2)
 - 10.) Ways & Means Director
 - 11.) Field & Safety Director
 - 12.) Members-At-Large/Sergeant-of-Arms/Head Coaches
- B. The Executive Board shall consist of the President, Vice President, Secretary and Treasurer. Members of the Executive Board shall not be married, related or in a committed relationship.

SECTION IV

DEFINITION AND DUTIES OF OFFICERS

The Board of Directors shall conduct the affairs of this organization. This includes taking charge, controlling and managing all property belonging to the organization, as well as conducting business on behalf of the organization.

In the event board members are unable to attend regular or special meetings, they shall contact an Executive Board member no less than 24 hours in advance to warrant an excused absence.

All board members, except head coaches, will be allowed three unexcused absences during their term. Head coaches will be allowed one unexcused absence during their term. Excessive unexcused absences may be grounds for removal from Fillmore Youth Football and Cheer.

PRESIDENT

The President shall have the general supervision, direction and control of the business and affairs of the organization and the Board of Directors. They shall preside at all meetings of the organization and have the general powers and duties usually vested in the office of the President, except where such powers and duties are specifically vested in another office herein.

VICE- PRESIDENT/PUBLIC RELATIONS DIRECTOR

The Vice-President/Public Relations Director shall perform the duties of the President in their absence. They are in charge of overseeing the website and reporting weekly scores and highlights to local newspaper. They are responsible for making sure that all Head Coaches have reported scores to G.C.Y.F.L. They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

SECRETARY

The Secretary is responsible for posting an agenda for general board meetings no less than 48 hours in advance. They shall provide minutes on all meetings to each board member via email or at next scheduled meeting. They shall be the custodian of the By-Laws of this organization, which will be available at all meetings where chapter business is being held. They shall keep a binder of all agendas, meeting minutes and attendance records. They shall also retain copies of all publicity and events. They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

TREASURER

The Treasurer shall keep and maintain an adequate and correct accounting of the properties and business transactions of this organization. They shall keep a current accounting of all fundraising events for football and cheerleading. They will file all necessary financial reports for the State and Federal governments, including tax returns. They will prepare monthly reports and provide such reports at each board meeting. Said reports shall include all credit/debit activity, current football and cheer assets, liabilities, receipts, disbursements, gains, losses, capital and income of any sort derived by the organization from any of its activities. Year-end reports will be provided no later than the February monthly board meeting. They shall keep a record of all participants in this organization and any outstanding participant balance information. All fundraising events shall maintain primary receipt books to be provided by the Treasurer. Those receipt books shall be returned to Treasurer with all monies at the appointed time and place as designated by the Board of Directors. Upon request of the President, the Treasurer shall provide proof of all accounts and their records in a timely manner. The Treasurer shall promptly deposit all monies in the name of, and to the credit of, this organization into such depositories as designated by the Board of Directors. The Treasurer shall disburse the funds of this organization in such a manner as may be ordered by the Board of Directors. They shall render to the President of the Board, an account of all transactions and financial condition of this organization. For any monetary transactions involving fundraising, the Treasurer must receive proper receipt information for monies turned in for deposit. The Treasurer must be in good standings with the Board of Directors (i.e. no bounced checks with the organization or monies owed to the organization from prior years). The Treasurer shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

GENERAL MANAGER/TEAM PARENT DIRECTOR

The General Manager shall be knowledgeable of G.C.Y.F.L. rules, regulations and procedures regarding the practice and playing of youth sports. They shall act as consultant to the Board of Directors in these matters. They shall not serve in the capacity of a coach. They shall be responsible in reporting to the Board of Directors the actions of Head Coach, Assistant Coaches, Parent Helpers and other team members. They shall distribute to all head coaches a copy of conference playing and conduct regulations. They shall inform coaches and participants of their rights and privileges in accordance with G.C.Y.F.L. Bylaws and Fillmore

Youth Football and Cheer Bylaws and policies. They shall be responsible for coordinating with each team parent and head coach to ensure that all paperwork is properly completed in their "Team Certification Binder". They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

CONFERENCE REPRESENTATIVE (2)

The Conference Representative(s) shall attend all G.C.Y.F. L. meetings and vote in accordance with what was discussed and voted on at general board meetings. They shall report back to the Board of Directors all league meeting information. They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

EQUIPMENT MANAGER (2)

The Equipment Manager(s) will communicate with The Board of Directors via email or at general meeting, all equipment purchases and repairs. The Board of Directors shall approve any equipment purchases and repairs. They shall be responsible for the distribution, collection and accounting of all league equipment. They shall be responsible for the safe storage of field equipment between games and seasons. They shall be responsible to ensure all equipment has been turned in no later than two weeks after the last game of the season. They shall report to the board any equipment requiring replacement. They shall have other powers and perform other duties as may be deemed by appropriate the Board of Directors.

SNACK BAR MANAGER (2)

The Snack Bar Manager(s) shall have the sole responsibility for coordinating with each team parent to ensure staffing needs for the snack bar are met. They shall be responsible for purchases, stocking and staffing snack bar at all home games. Upon completion of last home game, snack bar manager shall turn in all monies for that day to the treasurer. They shall provide a weekly report of income and expenses for the snack bar operation. They are responsible for coordinating with the Fillmore High School Athletic Boosters a schedule in regards to the snack bar, policies, procedures and requirements relating to their snack bar. They are required to maintain current food handling certificate issued by Ventura County Environmental Health. They shall have other powers and perform such other duties as may be deemed appropriate by the Board of Directors.

CHEER DIRECTOR (2)

The Cheer Director(s) will be responsible for managing all cheer personnel. They shall set practice times and locations. They will provide updated cheer report, including the status of all activities and fundraisers to the Board of Directors at general meetings. They will be responsible for cheerleading accounting and banking, if so deemed appropriate by the Board of Directors. If so deemed, they shall submit a monthly report to the treasurer of all income and expenses. They shall turn in all receipts from any purchases pertaining to Cheerleading to the Treasurer in a timely manner. They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

WAYS AND MEANS DIRECTOR

The Ways & Means Director shall report to the Board of Directors the status of all fundraising activities. They shall organize all approved fundraising activities. They shall submit a monthly report to the Treasurer of all income and expenses. Annually, upon close of season they shall submit a report to the Board verifying inventory of the "Raiders Store". They must turn in all receipts from any purchases pertaining to fundraising to the Treasurer in a timely manner.

They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

FIELD AND SAFETY DIRECTOR

The Field and Safety Director shall be responsible for ensuring the field is prepared before all home games. They shall be responsible for getting the water boy set up on the field before each home game. Preparation of the field should be in place at least one hour before game time. They shall be responsible for arranging a schedule of all field duties as follows: announcer, scorekeeper, gate keeper, district employee, board member for the snack bar and designation of team for weekly field clean up. This schedule should be communicated to all board members, head coaches and assistant coaches for home games. Any necessary training for these duties is the responsibility of the Field and Safety Director. They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

MEMBERS-AT-LARGE/SERGEANT-OF-ARMS/HEAD COACHES

All board positions must be filled before any members at large are elected. A maximum of four members at large will be elected. They shall help in whatever capacity is deemed necessary by the Board the Directors. They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

It is suggested that at least one Member-At-Large officer be appointed by the deliberative body to be Sergeant of Arms. The Sergeant of Arms is required to keep order during meetings. In addition to the four elected members at large, a head coach may also have the option to become a member at large. A head coach that chooses to take a member at large position will only be granted one unexcused absence from meetings.

SECTION V

ELECTIONS

PROCEDURES

The Secretary shall provide a readily available list of applicants prior to the election meeting.

APPLICANTS

In the event another applicant wins the position the applicant applied for, they have the right to apply for another position. Applications for office shall be submitted to the secretary no later than 48 hours prior to the election meeting. A list of applicants for the elected positions shall be submitted to the Board of Directors prior to the election meeting.

REQUIREMENTS FOR APPLICANTS

An applicant can be any person that has an interest in Fillmore Youth Football and Cheer. A Board member application must be completed and submitted to the Secretary no less than 48 hours prior to election meeting. The applicant must be present at the election meeting. The applicant will be required to devote the time necessary to fulfill their obligation to the board and must be willing to follow the rules and regulations of Fillmore Youth Football & Cheer and G.C.Y.F.L. All elected board members will be required to have and must pass a

background check. This requirement applies to board members, football coaches, assistant football coaches, cheerleading coaches and assistant cheerleading coaches.

ELECTION

The Secretary shall notify all board members of the time, place and purpose of the election meeting no less than two weeks prior to meeting date.

Election of all officers and coaching staff shall be by secret ballot. Only those members present may vote. Voting by proxy is prohibited. A majority of the Board of Directors (51%) must be present at any regular or special meeting. This majority (51%) would constitute a quorum for the transaction of business. Newly elected officers shall be installed immediately following election meeting, pending background approval process. All meetings will have an agenda and will be conducted under Robert's Rule of Order.

VOTING

Each member of the Board of Directors will have one (1) vote on all rules, policies, elections and decisions. The President shall only vote in the event of a tie.

A majority of the Board of Directors (51%) must be present at any regular or special meeting. This majority (51%) would constitute a quorum for the transaction of business. Every act done or decision made by a majority of the board where a quorum, as defined herein, is present shall be regarded as the act or decision of the Board of Directors and shall be binding.

The Board of Directors shall approve, by vote, all head coaches and assistant coaches. The candidate with the highest vote total will be elected to the position.

TERM OF OFFICE

The Board of Directors shall hold office for the term of one year. Any member of the Board of Directors may be removed from office by any of the following methods:

- 1) By written resignation.
- 2) By a recall vote of not less than two thirds of the Board of Directors at any general or special board meeting.
- 3) A member of the board of directors shall automatically be removed from office when they have accumulated three unexcused absences.

VACANCIES

In the event of any vacancy the board shall adjust the number of voting members. The remaining members of the board shall constitute said board, and shall be empowered to fill any vacancy by appointment.

SECTION VI

MEETINGS

REGULAR MEETINGS

The Board of Directors shall meet not less than once a month.

The Secretary shall notify all members of the date, time and place of the general meeting with no less than one weeks notice.

Each committee, either standing or special, shall hold meetings as deemed necessary to complete their required business.

The Board of Directors shall approve every committee.

The Board may hold special or closed-door meetings at its discretion.

SPECIAL MEETINGS

A Special meeting may be requested by any member of the board, provided the request is channeled through three members of the Board of Directors. Special meetings will only take place if the matter is of such importance that it cannot wait for a regularly scheduled meeting.

The Secretary shall notify all members of the time, place and purpose of the special meeting.

Only the subject, of which the special meeting has been called, may be discussed at said special meeting.

The President of the organization shall preside and conduct all special meetings.

SECTION VII

COMMITTEES

SCHOLASTIC COMMITTEE-TEAM PARENT DIRECTOR

Committee designed to encourage scholastic excellence. This Committee shall be responsible for acquiring the necessary papers for scholastic awards and present to the trophy chairperson, the list of recipients two (2) weeks prior to the awards ceremony.

TROPHY COMMITTEE - PRESIDENT

The Trophy Committee shall be responsible for obtaining an accurate listing of all recipients for ordering all awards and for their distribution at the banquet.

No individual team shall purchase with private or league funds, any trophy not designated by the Board of Directors.

HOMECOMING COMMITTEE – CHEER DIRECTOR

The Cheer Director(s) will elect a homecoming committee (if needed) and shall be responsible for homecoming.

SPECIAL COMMITTEE

The Board of Directors shall authorize the formation of any necessary special committee.

The President may also, at their discretion, form a special committee to investigate or to formulate policy on controversial matters and designate a chairperson. The President may call for any nominations to this committee, but committee is subject to approval by the Board of Directors.

SECTION VIII

CHAPTER POLICY

HEAD COACH

The head coach for football teams and cheer squads will abide by C.I.F., G.C.Y.F.L. and Fillmore Youth Football and Cheer rules, regulations and bylaws.

- 1) Any person selected to be a head coach must have served at least one year as a Fillmore Youth Football assistant coach.
- 2) The head coach will set a proper example for personal conduct at all times. They will not criticize players in front of spectators, but reserve constructive criticism for private conversation or in the presence of the team. They will not use any type of racial, abusive or profane language towards players or spectators.
- 3) Every head coach from each team will be required to be First Aid and CPR certified. The President will require proof of certification from all head coaches.
- 4) They will be responsible for daily practices and weekly games as well as all associated equipment.
- 5) They will not be on the playing field under the influence or using alcohol or drugs.
- 6) A head coach may have the option to become a member at large. A head coach that chooses to take the Member-At-Large position will only be granted one unexcused absence.
- 7) All head coaches will be required to pass a Live Scan background check.

They shall have other powers and perform other duties as may be deemed appropriate by the Board of Directors.

ASSISTANT COACH

The assistant coach for football teams and cheer squads will abide by C.I.F., G.C.Y.F.L. and Fillmore Youth Football and Cheer rules, regulations and bylaws.

- 1) The assistant coach will set a proper example for personal conduct at all times. They will not criticize players in front of spectators, but reserve constructive criticism for private conversation or in the presence of the team. They will not use any type of racial, abusive or profane language towards players or spectators.
- 2) A minimum of two assistant coaches from each team will be required to be First Aid and

CPR certified. The President will require proof of certification from assistant coaches.

- 3) They will assist head coaches during daily practices and weekly games.
- 4) They will not be on the playing field under the influence or using alcohol or drugs.
- 5) All assistant coaches will be required to pass a Live Scan background check.

TEAM COMPOSITION

Team composition will be determined by a first come, first serve basis. This will be determined by the date and time of player's application. The team limit is 25. A waiting list may be formed based upon date and time of submitted application. Participants may be required to change teams or division based upon weight, age or due to unforeseen reasons. Fillmore Youth Football and Cheer will field teams within the scope of resources available.

DRAFTING PROCEDURES

Fillmore Youth Football and Cheer will be held in accordance with these drafting procedures as well as Article III, Section 8; Drafting Guidelines of the G.C.Y.F.L. Official Rules.

- 1) Draft will be held at a central location. The Board of Directors will determine the time and location.
- 2) An Executive Board member will monitor each level of the draft. The Executive Board member cannot be a Coach at the level being monitored.
- 3) The drafts will be held after the conclusion of Raiders camp, and at least 2 days prior to the first day of practice, as determined by the G.C.Y.F.L., or by such other date as determined by the Board of Directors.
- 4) Head coaches have the right to keep their players from the previous year. Teams losing their head coach may stay together in the same division as the previous year. A head coach moving up from a lower division will have the choice of bringing his players with him or inheriting the returning team, if such a team has no head coach.
- 5) The team with the fewest returning players will have first pick in the draft.
- 6) Teams will be limited to three coaches options, with these options to be taken in the 3rd, 4th and 5th round. Options must be declared prior to the draft and will be from the pool of players that are not part of a returning team. Head Coaches and Assistant Coaches sons will be declared as returning players whether or not they have previously played.
- 7) In the 6th round of the draft the team with fewest returning players will pick 2 for 1 until the teams have an even number of players. Once an even number is achieved the order of team picks will be reversed each round until all players have been taken.

- 8) Once all players are taken, ten minutes will be allowed to make any trades. Once ten minutes has passed the trades are considered complete, the draft is complete and considered official.
- 9) Once the draft is official there will be no trades between teams.
- 10) Additional post draft sign-ups will be assigned on a first come, first serve basis and will be assigned to a team where the draft left off.
- 11) Additional sign-ups over the maximum number will be placed on a waiting list until vacancies occur. Registration fees must be paid in full and applications will be taken on a first come, first serve basis.
- 12) A returning player wanting to transfer to another team shall have their parent or legal guardian make a written request to the Board of Directors. The written request should state reasons as to why request should be granted. Such request shall be submitted to the executive board no less than 24 hours in advance of the draft date. If the transfer is approved, the transferring player will count as one of the three coaches options. No returning player may transfer from the player's previous team/head coach to another team/head coach without the prior written consent of the Fillmore Youth Football and Cheer Executive Board.

MEDICAL TREATMENT

Each medical situation should be treated seriously until determined otherwise. Each team will designate one coach to evaluate the injury. Paramedics will be called if the injury requires medical attention. The parent and or guardian will then be notified if they are not present. If the participant is going to need medical attention, they can be released to their parent or guardian at the paramedic's discretion.

- 1) First Aid and CPR Certification will be a requirement for all coaching staff. It is the responsibility of the President to make sure certifications are current and on file.
- 2) In accordance with G.C.Y.F.L., the "Team Certification Book" must be available at all team functions (scrimmages, practices, games, etc.).

REFUNDS

Any participant who withdraws from football or cheer prior to the equipment order or uniform issuing date will be issued a refund, less expenses incurred by the organization. Expenses may include cost of spirit packs and jerseys, insurance, field use fees and any supplemental costs. Equipment (spirit packs, uniforms and jerseys) purchased will be available for pick up once the organization receives delivery of those items.

Any participant who withdraws from the program between equipment issue dates, uniform ordering and certification will not receive a refund except by the Board of Directors approval on a case by case situation, less expenses incurred by the organization. Expenses will include all expenses listed above in addition to helmet recertification costs, pictures and uniform cleaning fees. Equipment (spirit packs, uniforms and jerseys) purchased will be available for pickup once the organization receives delivery of those items.

REGISTRATION FEES

Registration fees will be at the discretion of the Board of Directors.

COMPLAINT PROCEDURE

All complaints should first be addressed with the head coach, secondly with the General Manager. If still unsatisfied, they should submit the complaint in writing to the league president and the situation will be brought to the next board meeting for discussion or possible action.

VOLUNTEERS

This is an all-volunteer organization. All volunteers will treat each other with respect and will work cooperatively with each other. All volunteers are considered role models for our participants and will act accordingly. Coaches, board members and donors children will not be given priorities or benefits because of their support of our program. Participants will be coached on ability and dedication only.

FUNDRAISING REQUIREMENTS

All participants will be required to participate in our leagues fundraising. In lieu of fundraiser participation a parent or guardian may choose to pay the fundraising amount set by the board.

CHECKS, DRAFTS AND FUNDS

All checks, drafts or other order for payment shall be signed or endorsed by any of the following officers: President, Vice-President, Secretary and Treasurer. In the event the board nominates the Cheer Director to oversee the cheer account, this shall also include the Cheer Director. No spouse or member of the same family may co-sign checks. All checks and withdrawals shall require a minimum of two signatures. Without pre approval, executive board members may make or approve purchases not to exceed \$200. Those expenses must be presented for approval at next scheduled board meeting.

DENIAL OF RIGHT, TITLE OR INTEREST IN PROPERTIES

Membership in this organization shall not vest in or give any individual or member any right, title or interest of any nature in or to any asset or property of this organization, whether real or personal.

The Board of Directors may, at its discretion, bill a participant's parent or legal guardian for the costs of equipment replacement or repair because of damage or loss.

DISCIPLINARY ISSUES

The Head Coach can take immediate disciplinary action in relation to participants and assistant coaches, up to, but not including suspension. The Head Coach must immediately inform the President, Vice-President or General Manager of any actions taken.

The Head Coach may request the board take action against a participant or coach. The Board has the authority to suspend or dismiss a participant or coach if their actions are deemed serious enough to warrant such action.

Discipline may include verbal reprimand, written reprimand, probation or suspension, up to and including, termination from the program. Discipline is a means of correcting inappropriate behavior and shall be implemented in a progressive manner.

Any person against whom a major disciplinary action has been taken has the right to appeal to the Board of Directors.

CODE OF CONDUCT

Fillmore Youth Football & Cheer Organization is a youth-serving, community-based organization dedicated to promoting sportsmanship and the value of individual and team play. Participation in the organization's program is subject to the observance of the organization's rules and procedures. *The activities outlined below are strictly prohibited.* Any participant, coach or board member who violates this code is subject to discipline, up to and including removal from the program.

- Abusive language towards a board member, volunteer or another participant.
- Possession or use of alcoholic beverages or illegal drugs on Fillmore Unified School District's property or reporting to the program while under the influence of drugs or alcohol.
- Dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items shall not be brought onto Fillmore Unified School District's property.
- Discourtesy or rudeness towards a board member, volunteer or another participant.
- Verbal, physical or visual harassment towards a board member, volunteer or another participant.
- Actual or threatened violence towards a board member, volunteer or another participant.
- Conduct endangering the life, safety, health or well being of others.
- Failure to follow rules and guidelines in accordance with any agencies policies and/or procedures.

SECTION IX

AMENDMENTS OF BY-LAWS

- 1) The power and authority to adopt, amend, or repeal any of these By-laws rests solely with the general assembly of Fillmore Youth Football and Cheer Organization.
- 2) The President shall appoint a By-laws Committee and it shall function throughout the year to receive, recommend, and formulate formal proposals for the general assembly.
- 3) **Procedure to Amend:** A recommended change to these By-laws shall be presented in writing to the Board of Directors at any regular or special meeting. A 2/3 vote of the quorum shall be necessary for adoption of the amendment.
- 4) **Record of Amendment:** Whenever an amendment or new By-law is adopted, it shall be duly recorded and dated.

