



**DOVER YOUTH SPORTS &
ACTIVITIES, INC.
(DYSA)
BYLAWS**

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Article I – Name of Organization

1. This organization shall be known as Dover Youth Sports & Activities Inc. (DYSA), otherwise known as Dover Patriots Football & Cheerleading.
2. The physical address of this organization is 1330 Sydney Dover Rd., Dover, Florida 33527, a recreational park leased from the Hillsborough County Parks and Recreation Department.
3. This organization is incorporated as a non-profit organization established in Hillsborough County in 1983. The Federal Employer Identification number is 59-2388052, and Certificate of Exemption number is 39-8012096202-2.
4. The name of this organization or the name of any member in conjunction with DYSA shall not be used in any way and/or for any purpose not appropriately related to promoting the purpose of the organization is strictly forbidden.

Article II – Purpose of DYSA

1. The purpose of this organization is to give the youth of the surrounding community to learn the skills of football and cheerleading and/or other sports.
2. Offering the ability to play youth sports without regards to race, color, nationality, sex or religion.
3. Provide a safe opportunity for youth to develop good sportsmanship and physical fitness.
4. Members of DYSA, (participants, parents, and/or volunteers) shall be held to the highest moral principles: no profanity, tobacco use, alcohol or any other intoxicants shall be allowed within the park area.

Article III – Membership

1. Members of Dover Youth Sports Activities Inc, shall include:
 - A) Parents/legal guardians gain membership by registration their children either as a player or cheerleader. They must also be in good standing.
 - B) Team Member: Team members shall include head Coaches and Assistant Coaches. These also have completed a Coaches certification class and submitted a Hillsborough County background check and must have a badge with picture supplied by DYSA.
 - C) Supporting Member – A member by supporting DYSA either through their financial or volunteer service.

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- D) To be considered as a member in good standing, one must have fulfilled all volunteer and financial obligations determined by DYSA Board of Directors.

Article IV – Board of Directors

1. The Board of Directors shall consist of up to twenty-four elected members: Eight Executive Officers, Eleven Operating Officers and Five board positions. Candidates for positions on the Board of Directors shall be held as in Article VI
2. The Executive Officers in order shall be President, Vice President, Treasurer, Athletic Director Assistant Athletic Director, Cheer Director, Assistant Cheer Director and Secretary.
3. The Operating Officers shall be Football Equipment Manager, Assistant Football Equipment Manager, Cheer Equipment Manager, Assistant Cheer Equipment Manager, Concession Manager, Assistant Concession Manager, Parent Liaison, Field Site Coordinator, Assistant Field Site Coordinator, Registration Coordinator, Assistant Registration Coordinator .
4. All Executive and Operating board positions shall be a two-year position. Positions will be on a rotating every other year. During odd number years the President, Cheer Director, Assistant Athletic Director, Secretary, Football Equipment Manager, Assistant Concession Manager, Parent Liaison, Field Site Coordinator, Assistant Registration Coordinator, Assistant Cheer Equipment shall be voted in. During even numbered years the Vice President, Assistant Cheer Director, Athletic Director, Treasurer, Cheer Equipment Manager, Concession Manager, Registration Coordinator, Assistant Field Site Coordinator and Assistance Football Equipment Manager shall be voted in for the following year.
5. The Board of Directors shall include the positions of Tri-County trustees. There shall be a minimum of six trustees. The positions for Tri-County TRUSTEES shall be as follows: President, Vice President, Football Athletic Director, Cheer Director and two alternates.
6. The primary function of the Board of Directors is to function as the governing body of this organization. This includes but is not limited to the financial and administrative decisions pertaining to DYSA.
7. Each board member present, *excluding the President*, shall have one vote in any and all matters being brought before the Board. Absentee votes are not allowed unless they have been submitted in a sealed envelope with Board Members initials over the flap. If the matter involves a current Board Member, that member shall be excluded from the voting process.
8. Board Member positions shall begin on the first day of the new season of the current year and run through the end of the regular season of the same current year.

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9. Open Board Members will have a term of one year.
 1. Media
 2. Spirt Store
 3. Game Day Announcer
 4. Assistant Game Day Announcer
 5. Fundraiser Coordinator
10. A person holding a board position shall be permitted to Head coach a team as long as it does not interfere with the responsibilities of the board position held. It is highly recommended the President, Vice President and Cheer Director do not hold Head Coaching position.
11. There shall not be a limit as to the number of times a Board Member may be re-elected to a position.
12. Board Members that miss 2 unexcused consecutive meetings in a row without notice they will be given a verbal warning by the President. Excused is defined as text, call, email, or by letting an Executive Board member know. On the 3rd unexcused meeting will be an automatic dismissal.

Article V – Board Meetings

1. The President shall be the chairman at all board meetings. In his/her absence, the Vice President shall head the meetings.
2. All regular scheduled board meetings shall be governed by Robert's Rules of Order.
3. All members of DYSA shall be permitted to attend regular scheduled meetings. They shall however only be heard during the open forum at regular scheduled meetings and must give 24 hours' notice to the President.
4. Regular scheduled board meetings shall be held at a minimum of once a month at a set time and date as determined by the new board of directors each January.
5. All minutes from the prior meeting will be distributed to the Executive Board of Directors via email one week prior to the next board meeting. All other board members will receive a copy of the minutes at the scheduled Board meeting. After Minutes have been approved, approved copies of minutes need to be sent out via email to all Board Members within 48 hours.

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6. The President has the authority to call a special meeting whenever deemed necessary with at least 24 hours' notice to all member in good standing.
7. All decisions shall be made with a simple majority vote as long as there is 51% of the members in good standing are present. The President shall vote to break a tie.
8. All votes are final after adjourned time.
9. A master notebook of all meeting minutes will be kept in the board room which will contain a copy of DYSA Bylaws, Tri-County Bylaws, monthly agenda, minutes and financial reports of board meetings.
10. Any board member may request a special board meeting with the simple majority of the board in agreement.

Article VI – Election of Board of Directors

1. To be eligible to run for a position on the executive board the candidate must have held affiliation with DYSA for a minimum of two year and be in good standing. One year in an Open board position; One year in a operating board position. They also must have an interview with the current board of Directors prior to the date of elections.
2. To be eligible to run for a position on the operating board the candidate must have held affiliation with DYSA for a minimum of one year and be in good standing. They also must have an interview with the current board of Directors prior to the date of
3. To be eligible to run for a open position the candidate must be a current member of DYSA in good standing.
4. Candidates shall only submit for one position at a time. More than one submission for a board position will be rejected.
5. Nominations for open positions on the Board of Directors shall take place beginning two weeks prior to the last home game of the regular season.
6. Nominations should be submitted with the individuals name, address, phone number and position desired. *An individual may nominate himself. A picture with Bio will be displayed will two weeks prior to final vote.*
7. All votes shall be cast by secret ballot.
8. A simple majority vote shall determine the winner of the position.

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9. Vacancies on the Board of Directors shall be filled by a majority vote of the current during the first opportunity with the approval of the Executive Board.
10. Vacancies on Board of Directors that occur between elections will be by a simple majority vote of the current Board of Directors.

Article VII – Resignation or Dismissal of Board Members

1. A board member may resign by submitting a letter of resignation to the Board of Directors.
2. For board member to be dismissed, it shall require a formal letter of complaint to the Board of Directors. The board member involved shall be notified of a meeting to discuss the proposed dismissal, suspension, or other action to be taken against said board member.
3. Any action, discussed in Article VII (2), to be taken shall take a majority vote of the current Board of Directors.
4. The President shall recommend members to vacancies left by resignations or dismissals, to be voted on by the Board of Directors.

Article VIII – Disciplinary Policies

1. Any violation of DYSA Bylaws, TCYFCC Bylaws, park rules, by any member of DYSA may be subject to disciplinary action by the DYSA Board of Directors.
2. Any action by a parent, family member, or member of DYSA deemed inappropriate, not in the best interest of the organization may be subject to disciplinary action by the DYSA Board of Directors.
3. For a complaint to be considered by the Board of Directors it must be submitted in writing to the President or Vice President within forty-eight hours.
4. The President may appoint a disciplinary committee of no more than three board members. The committee will report in writing of their findings and recommendations within seventy-two hours of complaint. The Board of Directors will upon a majority vote determine the disciplinary action to be taken. Disciplinary actions include but not limited to probation, suspension or expulsion for the remainder of the season of the participants.

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Article IX – Player/Cheerleader Eligibility

1. All players/cheerleaders shall submit a non-refundable deposit in order to be placed on the registration roster. Every player shall complete a registration packet and paid in full prior to being placed on a roster.
 2. No registration will be accepted to those that have outstanding debts to DYSA unless approved by majority vote through the Board of Directors. Cases of financial hardship need to be addressed to the Board of Directors in writing prior to the child being placed on a roster. The Board of Directors will make a decision in regard to the petition within 30 days.
 3. Any child, regardless of sex or color shall be eligible to be either a player or cheerleader with DYSA.
 4. A child finishing the prior season in good standing with DYSA is a veteran and eligible to re-register during the first registration date.
 5. For a child to be considered a returning veteran participant, the volunteer and concession hours must have been completed during the previous season.
- *Volunteer Hours are described as follows:*
 - *Buy-Out offered is available – To be determined by executive board members.*
 - *Each Football Player / Cheerleader's family will be responsible for completing two- two-hour shifts.*
 - *Concession Stand on Practice Nights, two-two hour shifts in the Concession Stand on Home Game Days, and two additional hours, for a total of 10 Hours. The Penalties for not completing.*
 - *Volunteer Hours will be as follows. If no hours have been completed by the First Regular Scheduled Home Game the child will forfeit participation until the family has met the Volunteer obligations. If half of the Volunteer Hours are not completed by the Fourth Regular Scheduled*
 - *Home Game, the child will forfeit participation until the family has met the Volunteer obligations.*
 - *If hours are not completed by the last Regular Scheduled Home Game, the child will forfeit participation in Play Offs, Super Bowl and All Stars.*
 - *Team Parent / Coaches will be exempt from the above but are required to complete Game Day two-hour Concessions Stand Shift and or Front gate.*

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- *Mandatory Duties for Each Team after completion of their home game will be as follows:*
 - *Mighty Might, Trash Pick-Up*
 - *Pee Wees, Trash Pick-Up*
 - *Midgets, Trash Pick-Up, Dump Garbage Cans*
 - *Junior Varsity, Trash under bleachers Pick-Up*
 - *Varsity, Trash under bleachers Pick-Up*
 - *Coaches Responsibility to have completed before they leave.*

6. Every player/cheerleader shall be responsible for turning in required paperwork, birth certificates, physical forms and fees prior to the equipment or gear being given to the player/cheerleader.

The order of registration shall be:

- a) Current Board of Directors children.
- b) Returning Coaches' children
- c) Returning players/cheerleaders
- d) Siblings of returning players/cheerleaders.
- e) New Coaches' children
- f) New players/cheerleaders.

Article X – Liability, Insurance and Certification

1. The Dover Youth Sports Activities Board of Directors assumes no responsibility for injuries to participants or representatives, nor damage to property utilized in its activities.
2. All players, cheerleaders, coaches, officials, parents, spectators, and others, all of whom participate or attend at their own risk.
3. Accident Insurance must be carried on each player and cheerleader through the TCYFCC. The deductible or co-pay shall be the responsibility of the parent or guardian. Any other insurance carried by the parent or guardian shall be the primary insurance therefore leaving the TCYFCC insurance as the secondary insurance.

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4. All Board of Directors, Coaches, Team Parents, Water Personnel shall be required to submit a background check.
5. All Coaches, Team Parents, Water Personnel over the age of 18, Board Members shall be certified by attending the classes held by Hillsborough County Parks and Recreation (In person and/or online courses).
6. Each Board Member shall be CPR certified and All coaches.

Article XI – Financial Policies

1. All monies collected shall be counted by the person turning in the funds and the Treasurer or an Executive Board Member if the treasurer is not available.
2. A receipt shall be signed by both parties and given to the person turning in the money with the purpose of the money, and where it was collected.
3. All monies collected and distributed shall be recorded and kept in an orderly bookkeeping system.
4. All reimbursements or refunds must be submitted in writing to the Treasurer. Refunds must be approved by the Board of Directors.
5. All requests for scholarships must be submitted in writing to the President or Treasurer. All requests will be taken on a first come, first serve basis.

Article XII – Amendments and Revisions to the Bylaws

1. Review and revision shall be conducted on a bi-yearly basis by the Executive Board of Directors prior to the regularity scheduled January meeting.
2. All proposed changes will be submitted to the Board of Directors during January for review.
3. All proposed changes shall require a 2/3 majority vote during the February meeting and be finalized and adopted for the next two years.

Article XIII – Dissolution

1. No part of the unrestricted retained earnings of the organization or profit shall be distributed to its members upon dissolution of the organization.

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2. All assets after payments of all debts shall revert to the TCYFCC for distribution in equal percentages to other organizations within the conference.

Article XIV – Election of Head Coaches

1. All Head Coaching positions shall only be for one season.
2. Head Coaches positions shall be voted in no later than a month prior to the start of the regular season and run through the last day of post season play depending on the current season results.
3. Head Coaches Nominations shall be submitted with the individuals name, address, phone number and position desired. An individual may nominate themselves. A picture with Bio will be submitted within two weeks of the final vote.
4. The Executive Officers shall vote on all Head Coaching positions.
5. Dismissal of any Coach (Head or Assistant) shall be voted by the Executive Officers.

Article XV - Succession Plan

In the even that any Executive Officer position becomes vacant or are unable to fulfill their responsibilities due to; long term absence, resignation or termination/removal by 2/3 (two thirds) vote of the current Board of Directors, the following plan shall be followed.

In the event the President is unable to fulfill his/her duties, the Vice President or next in line based on hierarchy outlined in Article IV of the Dover Patriots' bylaws, shall assume the responsibility as President until a special election is held to vote for Interim President. In the event the entire Executive Board is unable to fulfill their duties, the next in line based on hierarchy outlined in Article IV, Section 3 of the Dover Patriots' bylaws, shall assume the responsibility as President until a special election is held to vote for the Interim executive positions.

The Board of Directors shall nominate and elect all interim Executive Officer positions through a special election to be called within 30 days. For this event only, any current board member wishing to run for an interim position may retain their current position during the interim election process. Prior to accepting the interim role said member must resign their current position. The election of an interim Executive Officer will be considered a special board meeting. This meeting will only be open to the current Board of Directors. A majority vote is required in order for an interim Executive Officer member to serve. (A majority vote is defined as "more than ½ of the entire Board of Directors present.") There

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will be no voting by proxy or email. The new interim Executive Officer members must meet the requirements of an “Executive Officer Candidate in good standing” as listed in Article IV, Section 1 of the Dover Patriots’ bylaws. The new interim Executive Officer members will remain in position for the duration of the current season. At the conclusion of the current season the positions of interim Executive Officer would then become vacant.

- 1. President
- 2. Vice President
- 3. Athletic Director
- 4. Cheer Director
- 5. Assistant Athletic Director
- 6. Assistant Cheer Director
- 7. Treasurer
- 8. Secretary

Article XVI – Adoption

We, the undersigned Board Members of DYSA, do agree to the conditions set forth in these Bylaws. The terms and conditions stated in the above document shall serve as the basis for the governing of our programs now and in the future. It is our goal to work towards equitability and fairness in both of our sports, football and cheerleading. We will act in such a manner to further the ideals set forth by DYSA, we will do this while remaining unbiased and impartial toward all our programs. We have voted to adopt these Bylaws this day March 01,2021.

Revised March 2021
Revised March 2018
Revised July 2016
Revised January 2010
Revised March 2008
Revised January 2007

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Article XVI – Code of Conduct

Coaches, Managers, Players and Spectators **SHALL NOT**:

RULE 1 *Use foul, abusive, derogatory, or offensive language.*

**No exact standard exists nor will the association attempt to list every word or phrase that would be considered a violation of this provision. The DYSA Board Members and Disciplinary Committee reserve complete discretion in determining a violation of this provision as the elective members of the Board/ The Board Members and Disciplinary Committee will consider the context and circumstances in the violating words or phrases that are used relative to any disciplinary action, if any.*

RULE 2 *Taunt, verbally harasses, threaten, or degrade any other player, coach, manager, spectator or any official, umpire or referee.*

**The DYSA Board Members and Disciplinary Committee reserve complete discretion in determining a violation of this provision.*

RULE 3 *Hit, strike, kick, assault, or offensively touch any other player, coach, manager, spectator official, umpire, or referee, regardless of the intent to injure. Players would be considered in violation of the provision if the contact were considered outside the normal contact of the game.*

**Due to unforeseen circumstances and the context of the contact, the DYSA Board and Disciplinary Committee reserve complete discretion in determining if the contact is in violation of this provision.*

RULE 4 *Engage in any conduct that would be considered unbecoming, unsportsmanlike, or offensive including, but limited to, spitting, throwing equipment or other object, offensive and /or threatening gestures, kicking dirt, and “getting into the face” of another person.*

** The DYSA Board and Disciplinary Committee cannot contemplate every scenario or act that would be considered in violation of this provision. Therefore, the Board and Disciplinary Committee reserve complete discretion in determining any violation.*

RULE 5 *The use or possession of alcohol, drugs, weapons (guns or any other designed device that could cause bodily harm) or being under the influence of drugs or alcohol at any DYSA event or function by any member or person is strictly prohibited by the Board and Tri-County. DYSA has adopted a “ZERO TOLERANCE” policy toward any member or person who violates this provision which will result in an automatic suspension from the association.*

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*Upon completion of the game, the umpire/official/referee shall submit a written Code of Conduct Violation report to the Tri-County Board of Trustees and describe any rule violation (**RULES 1-5**) by any player, coach, manager, or spectator. Further action if any, will be decided by the DYSA Disciplinary Committee.*

RULE 6 *The game umpire/official/ referee is given complete control of the game and the field or area of the game from the time the players and coaches leave the area of the game following the end of the event. It is suggested that an umpire/official/referee give one warning prior to ejection when necessary but must adhere to the best interest of the Tri-County League.*

*The umpire/official/referee has complete control to eject any player, coach, manager or spectator from the area of the game and surrounding area in his/her discretion if the player, coach, manager, or spectator is in violation of (**Rules 1-5**) of this CODE with or without any prior warning.*

If any coach, manager, player, or spectator of any given team refuses to leave the facilities after being ejected and told to leave the area of the game and surrounding area, then his/her team will forfeit the game and the umpire/official/referee will immediately leave the game without further discussion.

RULE 7 *Tri-County President and game day appointed Board Members shall have complete control in resolving conflicts (same as umpire/official/referee) that may need immediate attention or assistance.*

Any violation of this CODE can be reported by anyone with information of any violation of this CODE in writing to any of the President or Vice President. The respective Disciplinary Committee shall diligently investigate any complaints and determine if any action should be taken, if any against the respective player, coach, manager, or spectator or umpire/official/referee.

*The DYSA Disciplinary Committee will be responsible for written notification of any violation of a Code of Conduct Violation report submitted by the umpire/official/referee or member regarding the violation of the Code of Conduct. This report includes: **information describing the incident, any witnesses to the violation, any action taken, the date, and time, and the nature of the violation.** The Disciplinary Committee shall forward this Report to the DYSA President upon completion. Any alleged violation of the Code of Conduct should be reported to the DYSA President or Vice President along with any incident report for evaluation and further action, if necessary by the President and Disciplinary Committee.*