

# Northern Cincinnati Youth Football League Bylaws





**Name**

The League will be known as the Northern Cincinnati Youth Football League. (Hereafter referred to as NCYFL).

**Mission Statement**

The Northern Cincinnati Youth Football League is dedicated to providing a safe and positive environment for young athletes to develop their skills, teamwork, and sportsmanship. Our mission is to inspire and empower youth to learn and love the game of football, while instilling important values that will serve them both on and off the field. We believe that football is more than just a game – it’s an opportunity to build lifelong friendships, develop leadership skills, and cultivate a passion for teamwork and competition. Our goal is to provide a positive and enriching experience that will inspire our young athletes to become the best versions of themselves, both on and off the field.



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## SECTION ONE: LEAGUE MEMBERSHIP

### Article 1: MEMBERSHIP

#### I. LEAGUE MEMBERS

**A. Permanent Members:** Any organization which has attained permanent membership status in the NCYFL. Permanent Members of the NCYFL shall be entitled to all said rights, duties, and privileges. Once a League Member has been approved as a Permanent Member, they will have voting privileges at all League meetings.

1. **Founding Member:** These are the members of the NCYFL responsible for the creation of the League.

- a. Fairfield Youth Athletic Association
- b. Lakota Tomahawks Youth Football Association Inc.
- c. Mason Youth Football
- d. Winton Woods Youth Football

2. **New Member:** These are members who have joined the league after the inaugural year and served the requisite probationary term unless exempted as outlined below.

a. The NCYFL understands that the time frame of its' inception makes it difficult for some Organizations to make the move in the inaugural year. Recognizing this, and the interest that some Organizations have to join the NCYFL in 2024, the NCYFL will waive the Probationary Status of an Organization who meets the following criteria:

- i. Signs a letter of intent to join the NCYFL in 2024. This will not be published and will remain with the Secretary of the NCYFL.
- ii. Appoints a League Rep and Alternate League Rep, one of which will attend every regular meeting of the NCYFL. Attendance at emergency meetings is not required but encouraged.
- iii. Meets any other criteria the Board determines relevant and issues in writing via email to the President of the Organization.
- iv. It Was voted in at the December 2023 meeting of the NCYFL. All votes for New Members under this provision in December 2023 will only be conducted by Permanent members of the 2023 season.

**B. Probationary Members:**

1. These are members who join the league after the inaugural year and will serve a term to acclimate themselves to the customs of the NCYFL without having a detrimental impact on its' operations.
2. The following process will be used to accept Probationary Members.



- a. The applicant must submit a letter of intent requesting to join the NCYFL along with the following:
  - v. A Copy of the insurance document, or insurance binder.
  - vi. Unmodified copies of all prior year football rosters, except for newly created Organizations.
- b. The NCYFL Board shall screen the applicant and present their recommendations to the NCYFL Members. Any misrepresentation by the applicant to the NCYFL shall cause the immediate termination of the screening process and the elimination of that applicant from consideration.
- c. Conditions of membership include strict adherence to these Bylaws.
- d. The applicant shall be excluded from the meeting during all discussions and voting on its application.
- e. Permanent Members shall vote on the application, and a yes vote by 2/3 of eligible voting members shall be required for admittance as a Probationary Member to the League.
- f. Following a yes vote for Probationary Membership, the NCYFL Board shall assign a Permanent member to sponsor the Probationary Member.
- g. All Probationary Members will serve one (1) season probation. As a Probationary Member, the Probationary Member will not have a vote in any matter until accepted as a Permanent Member and no member or representative of the Probationary Member may hold a seat on the Board or any Committee.
- h. Following the first season of probation, a vote for Permanent Member status will occur at the first League meeting in January. If a 2/3 vote of Permanent Members accepts the Probationary Member as a Permanent Member, then the Organization will be accepted as a Permanent Member. If the Probationary Member does not attain the required 2/3 vote to obtain Permanent Member status, the relationship between the NCYFL and Organization shall cease.
- i. All League Members are required to submit to the League their Organization's official name and address. The Secretary will keep this information as part of the League documents.

### **C. Expansion**

1. Each year in December the board will discuss and vote upon whether the NCYFL will accept expansion applications for the upcoming season and set a limit on the number of teams that may be added. Setting a limit does not obligate the league to accept that many teams, it simply sets a maximum on the number that may be accepted.
2. The preferred method of expansion is by invitation of the league to a prospective club.



- D. Duties of Sponsoring Members:** It shall be the duty and responsibility of a sponsoring Permanent Member to assist and advise the Probationary Member in any administrative area and during the weigh-in process for the first year. The Permanent Member is responsible for the accuracy and completeness of these documents and must ensure that they meet NCYFL standards throughout the entire season.
- E. Membership Fees**
1. The NCYFL Board will determine before the League meeting in February the League fees to be paid by each Member.
  2. Each League Member shall pay membership fees before the April League meeting along with all outstanding fines, penalties, and assessments, unless special arrangements have been made with the NCYFL Board.
- F. League member security deposit** - each League Member must provide a security deposit of \$250 when it has been approved for membership of the NCYFL. Upon a League Member's resignation, the deposit will be returned to the League Member minus any outstanding fines, or assessments the Organization owes the NCYFL.

## **ARTICLE 2: LEAGUE MEMBER RULES**

- I. It is a privilege to play in the NCYFL**, not a right. No League Member, team, coach, or player has any right to participate in any NCYFL sponsored games, in the same manner as, the NCYFL cannot force any League Member, team, coach, or player to participate.
- II. All League Members are required to maintain and submit proof to the NCYFL Board of outside insurance.** The Secretary shall maintain proof of Insurance. The Secretary will be responsible for verifying the renewal of insurance. There may be a fine for non-compliance, and no practice will be allowed until proof is submitted.
- III. ASSESSMENTS AND FINES**
  - A.** All League Members may be subject to, and agree to pay, any special assessments and/or fines levied by the NCYFL Board. All fines are due and payable within 7 days of notification of fines.
  - B.** For each 7-day period following notification that fines remain unpaid, the delinquent Organization may be assessed an additional 25% of the unpaid balance.
  - C.** If the fine remains unpaid for 21 days after notification of fines, the delinquent Organization may lose all home game privileges until all fines are paid in full. If fines remain unpaid after 21 days, all games of the involved entity will be forfeited. If the Board determines it to be a team related fine, the team will solely be held responsible. If the Board determines the Organization to be in violation, all teams of the Organization will be held responsible. Fines must be paid by the prior Wednesday to reinstate the game(s), i.e., game may not be restored by a delinquent fine payment on the Friday night before the game. Any games not played because of this section, shall be considered a forfeit. The delinquent Organization shall be responsible for referee fees for any singular scheduled, forfeited game.



- II. **The NCYFL season shall officially start no earlier than the third Saturday of August** and end once the team is eliminated from the Playoffs.
- III. **The NCYFL Board will set season commencement dates for practice**, with pads. Any League Member, its coaches or players that violate this rule will be fined \$100.00 per day, per team for each occurrence. Teams may conduct organized or informal practices, without pads.

### **ARTICLE 3: BACKGROUND SCREENING POLICY**

- I. The NCFYL operates a youth tackle football program through several member Organizations. The NCYFL wishes to protect the youth who are participating in the NCYFL. Each Organization must conduct an annual background screening of all their coaches for each grade level.

### **ARTICLE 4: INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

- I. **By virtue of its membership** in the NCYFL, any League Member agrees to indemnify and hold harmless the NCYFL's Board Members against any claims, disputes, causes of action, judgments or decrees for actions carried out in accordance with the bylaws.
- II. **Said indemnification and hold harmless agreement shall include**, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expenses; together with any monetary judgment expense or awards that the court might enter; as well as any cost or expense associated with the running of any game, exhibition, or contest including any stadium rental, referees fees, food, or any cost or expense associated therein.

### **ARTICLE 6: LEAGUE MEMBER RESIGNATION**

- I. A League Member may resign its association and withdraw from the NCFYL by submitting a Letter of Resignation to the President and Treasurer.

## **SECTION TWO: LEAGUE OFFICERS**

### **ARTICLE 1: ELECTED OFFICERS**

- I. **EXECUTIVE OFFICERS**
  - A. The Executive Board is made up of five Executive Officers of the NCYFL: President, Vice President, Treasurer, Secretary, and Website & Social Media Manager.
  - B. Executive Officers of the League cannot hold a League Rep or Alternate League Rep position.



## **II. ELIGIBILITY**

- A.** Any Executive Officer of the NCYFL Board must be a current member of a Permanent Member's Board.
- B.** If a current NCYFL Executive Officer is removed from their Organization's Board, then the Organization will appoint a new Executive Officer from the Organization's Board to serve out the remainder of the Executive Officer's term.
- C.** If the Organization does not select a replacement Executive Officer within 30 days of the vacancy, the NCYFL Board shall appoint a replacement by majority vote of the remaining NCYFL Board.
- D.** Excluding new officers selected during the inaugural year of the NCYFL, an individual must have been an Executive Officer, Appointed Officer, Permanent League Member Representative or Alternate of the NCYFL, for a minimum of 9 consecutive months within the last 2 years prior to being nominated.

## **III. ELECTIONS**

- A.** Nominations for Board positions will be submitted at the regular League meeting in November.
- B.** Formal elections shall be held at the regular League meeting in December.
- C.** Board elections shall be held by closed ballot.
- D.** The President shall appoint a Judge, Teller, and Recorder at the November Meeting. The Judge of the Election shall be responsible for the fair and accurate conduct of such election. The Teller will distribute and collect the ballots. The Recorder will count and record the ballots. The Judge, Teller and Recorder shall not be any person nominated for the Board or current member of the Board.
- E.** When the count is completed, the Judge of the Election shall announce the results which shall be recorded by the Secretary. Should the election result in a tie vote being cast for any office, the Judge of the Election shall declare a second round of voting consisting of the highest two vote getters in round 1. In the event of a second tie between the candidates, there shall be a coin flip. The Teller will assign heads and tails to each candidate. The Judge shall flip and call the result. The Recorder will record the result. All results will be forwarded to the Secretary for inclusion in the meeting minutes.

## **IV. TERM OF OFFICE**

- A.** The term of the NCYFL Executive Officers shall commence on January 1 and last two years, expiring on December 31.
- B.** The President, and Secretary will be voted in odd number years. The Vice-President, Treasurer, and Website & Social Media Manager will be voted in even number years.

## **V. NO CONFIDENCE**

- A.** At any point during an Elected Officer's term, the NCYFL Board may issue a "Vote of No Confidence" to remove the Officer from his/her responsibilities with a vote of 2/3 of ALL Permanent Members.





- B. The Organization the Executive Officer was from will appoint a new Executive Officer from the Organization's Board to serve out the remainder of the Executive Officer's term.
- C. If the Organization does not select a replacement Executive Officer within 30 days of the vacancy, the NCYFL Board shall appoint a replacement by majority vote of the remaining NCYFL Board.
- D. A "Vote of No Confidence" may only be called for once each year of a Board Officer's term, unless new information arises from a separate incident requiring review.

## ARTICLE 2: DUTIES OF OFFICERS

- I. **PRESIDENT:** The duties of the President shall be those normally associated with this office and include his/her acting as the principal executive officer of the League. They shall preside at all League meetings. It is the President's duty to administer the League, and to run the League meetings in accordance with the Bylaws. The President will hear all other points of view before voicing an opinion during an Incident Hearing. The President will vote only to break a tie on any issue voted on by the League. They may sign all legal documents with the Treasurer, and/or Secretary. They shall perform all the duties pursuant to the office of President. The President will recommend individuals for appointment to all committees, as well as any new committees they deem necessary to efficiently carry out the goals of the League. The President shall recommend an individual to fill a vacated position, subject to the approval of the NCYFL Board. The President's primary duty is to work to improve the NCYFL. They are responsible for the development goals of the League. They must provide the vision and direction for the League, and always be looking throughout the country for innovative ways to enhance the NCYFL, both on and off the field of play.
- II. **VICE PRESIDENT:** The duties of the Vice President shall be those normally associated with his/her office and include being the presiding Executive Officer over all incident hearings, ensuring that the proper process is followed as stated in the Bylaws. They shall be responsible for the scheduling and overseeing of the annual league Weigh-in Process & Book Checks and ensuring all required forms have been created or provided to the League Members. The Vice President will work with the NCYFL Treasurer to select and purchase Super Bowl Trophies and Medals. They shall also have such duties as are assigned to him/her by the President and shall preside in the absence of the President.
- III. **TREASURER:** The duties of the Treasurer shall be those normally associated with his/her office and include his/her having charge of all moneys and receipts of the League and depositing the same in the name of the League in a depository agreed to by the NCYFL Board. They shall disburse said funds as is necessary and is ordered or authorized by the NCYFL Board. They shall keep accurate records and collect all charges due from League Members and shall keep a regular account of receipts and disbursements. They shall submit such records when requested and give a financial statement of the same at all Board meetings. They shall cause to be prepared all checks and withdrawal slips on behalf of the League for any of its bank accounts, of which shall be honored on by his/her or the President's signatures. The Treasurer will have



available at each League meeting a list of those League Members that owe monies, to keep current an eligible voting list. The Treasurer will provide a written report of all deposits and expenditures at every regular League meeting. The report will be read into the record and voted on for acceptance by the Board. The report will then be given to the Secretary to be included with the minutes and files, and an electronic copy with the NCYFL account numbers removed or blacked out, will be forwarded to the NCYFL Website & Social Media Manager, and placed in the member's area of the NCYFL website within 48 hours of the meeting. The Treasurer shall select a PO Box for the NCFYL's use. The Treasurer shall file all required tax documents annually. The Treasurer will work with the NCYFL President to select and purchase Super Bowl Trophies and Medals.

**IV. SECRETARY:** The Secretary shall be responsible for those duties normally associated with this office to include the keeping of minutes at all League meetings. The Secretary shall perform such duties as may be required of him/her by the President. The Secretary shall keep a record of each League Member and their representative's attendance at all League meetings. The Secretary shall keep an updated list of all League Members' voting status. Minutes of the previous League meeting will be approved by the NCYFL Board at the beginning of each League meeting. An electronic copy of the minutes will be forwarded to the NCYFL webmaster and placed in the member's area of the NCYFL website within 48 hours of the meeting. The Secretary will electronically secure all documents, contracts, and copies of League files for safekeeping. Below is a summary list of what will be kept:

- A. All past years Bylaws.
- B. All past years Rules.
- C. Filed minutes from all previous league meetings.
- D. List of all past and current League Members Presidents and League Representatives.
- E. All past and current league coaches, cheerleading, and team rosters.
- F. Filed Treasurer reports from all previous League meetings.
- G. Tax documents for the NCYFL.
- H. NCYFL official logo.
- I. Each League Members official logo
- J. A complete list of all League Members including email addresses, phone numbers and current mailing address.
- K. NCYFL stamp requirements and order forms for replacements used for weigh-in and book checks.
- L. Annual Treasurer's Report.
- M. A copy of each League Members Insurance.
- N. The written spec sheets for the following:
  - 1. Trophies
  - 2. Medals
  - 3. Footballs

**V. WEBSITE & SOCIAL MEDIA MANAGER:** The Website & Social Media Manager shall act as a Content Creator; your role will require you to write and create different sorts of pieces for our



league's digital media. This will include writing social media posts as well as content for our website. The role of the Website & Social Media Manager is to deliver the message of the Board, not to create the message.

- A. Provide website management and updates based on request of the NCYFL Board.
- B. Assist in creating and implementing social media content on popular social media websites such as Instagram, Twitter, and Facebook.
- C. Create and manage the league website to include sections for league schedule, forms, playoffs, and important league related information.
- D. Confirm that the league domain is renewed at least annually.
  - 1. The league shall retain ownership of the league domain(s) in the event the Website & Social Media manager is removed or leaves on their own from the board position.
- E. Interact with followers by communicating and answering questions.

### **ARTICLE 3: APPOINTED COMMITTEES**

- I. To efficiently conduct the business of the NCYFL, the Executive Board may, at their sole discretion, create Committees to address the needs of the League.
  - A. There shall be three ongoing committees.
    - 1. Rules & Bylaws Committee
    - 2. Competition Committee
    - 3. Appeals Committee
  - B. Temporary Committees shall be established by the Board and report to the President or their designee.
  - C. Committee make up, exclusive of Rules & Bylaws Committee, Competition Committee and Appeals Committee.
    - 1. Each Committee will have either three or five members as determined by the President.
    - 2. The President shall appoint the majority of members.
    - 3. The Vice President shall appoint the minority of members.
    - 4. If either the President or Vice President are involved in the Committee, they shall count themselves as one of their appointed members.
    - 5. A Chairperson shall be named to each Committee by the President.

#### **II. RULES & BYLAWS COMMITTEE**

- A. The committee will consist of the NCYFL Vice President, who shall serve as the Chairperson, and they will select and include two (2) League Member Representatives, and two (2) League Member Representatives to be appointed by the President prior to the January League meeting.
- B. The purpose of the RBC is to review the Bylaws and Rules. From time to time the Bylaws and Rules may need to be revised to address the trends in youth football, unforeseen



circumstances that arise, to alter an OHSAA rule that better aligns with the level of play in youth football, etc.

- C. All Bylaw Amendments shall be presented to the Leagues Member Representatives no later than April 1 of each year. The bylaws will be voted on no later than May of each year and may only be amended by a vote of 2/3 of all Permanent Members.
- D. The rules may be amended up to the first regular season game for the NCYFL. The Rules may only be amended by a vote of 2/3 of Permanent Members present at the time of the vote. No rule change may be voted during the same meeting it was presented as new business.
- E. Should an instance arise requiring an immediate rule change once the first regular season game has been played, it may only be changed after being brought to the floor by the Board. A 2/3 majority vote of all Permanent Members is needed for passage.

### III. COMPETITION COMMITTEE

- A. The Competition Committee will consist of the league President, who shall serve as the Chairperson, and includes two (2) League Member Representatives to be appointed by the President, and two (2) League Members appointed by the Vice President by the February League meeting.
- B. The purpose of the Competition Committee is to create a schedule which includes matchups, locations and start times. If necessary due to the size of the league, they may make recommendations for Divisions.
  - 1. If a decision is recommended for divisions a two-thirds majority vote is required of all current league members to approve the divisions.

### IV. APPEALS COMMITTEE

- A. The Appeals committee is the collection of all permanent Organizations that make up the NCYFL.

## ARTICLE 4: LEAGUE MEMBER REPRESENTATIVE

- I. **Each League Member will have at least one (1)** Representative to represent the League Member at all NCYFL Board meetings and at events that require a League Member Representative. NCYFL Board Members may act on behalf of their organization in an event where no other league representative is present.
- II. **Each League Member may designate two (2)** Alternate Representatives to represent the League Member at all NCYFL Board meetings and events that require a League Member Representative.
- III. **To be a League Member Representative** an individual must meet the following requirements:
  - A. Receive majority approval by the NCYFL Board to be seated and recognized as a League Representative or Alternate.
  - B. Should a change of a League Member's Representative(s) be made, it must be submitted in writing, prior to or at the next League meeting, for the new Representative(s) to be eligible to participate as a League Member Representative or Alternate.

### IV. DUTIES

- A. Uphold these Bylaws.



- B. Attending all regularly scheduled and emergency League meetings and NCYFL events.
- C. Supply detailed location information for playing location directions.
- D. Along with an organization's president ensure that all coaches are League certified.
- E. Ensure that all team books are ready and complete weigh-ins and team book checks.
- F. Attend and provide a minimum of five (5) assistants to assist with their sites scheduled weigh-ins and team book checks. Attend and provide two (2) assistants to assist with one other Organization scheduled weigh-ins and team book checks.

**V. LEAGUE MEETINGS**

- A. NCYFL Board Meetings are closed to the public unless otherwise stated by the NCYFL Board.
- B. Any NCYFL Board Member desiring to have a special presentation or guest at a League meeting, will make it known to the Secretary for inclusion in the agenda at least two (2) days prior to any regular League meeting.
- C. Permanent Members must be physically present to vote on any NCYFL matter for which a vote is called.
- D. The Secretary will produce an agenda, which will be strictly adhered to during all regular League meetings. Any additions to the agenda must be submitted by email to the Secretary by 8 pm, two (2) days prior to the meeting to guarantee inclusion. All approved outside speakers must be listed on the agenda.
- E. No motions shall be entertained other than those arising from discussion of agenda business.
- F. If, in the opinion of the NCYFL President, a motion not arising from an agenda item is a true emergency that MUST be dealt with immediately, they may at their discretion allow a vote on the motion. Such emergencies must be communicated to the President for determination prior to the start of the meeting.
- G. Any outbursts or disrespectful behavior during a League meeting will result in the party or parties being immediately removed at the request of the NCYFL Board, from the League meeting for the duration of the meeting. Any member not leaving after requested to do so shall be fined \$25.00 for every five minutes from the time asked to leave.
- H. Motion/Discussion Process: When the board is going to discuss an issue that may require a motion, the following process will be used:
  - 1. A League Member Representative will make a motion.
  - 2. The motion then must be seconded by another League Member Representative.
  - 3. The discussion phase will be conducted in the following format:
    - a) Each League Rep will be granted an opportunity to speak to the issue in order by utilizing the voting roll call order and then a second time using the same order so that each League Member Representative may respond to comments offered during the first round of discussion. At the discretion of the NCYFL Board, the second round of discussion may be limited to only those members with additional statements to make.



- b) Only one League Rep or Alternate Rep will participate in discussion on behalf of any League Member.

## **VI. VOTING**

- A. All League Members with voting privileges will have one vote.
- B. A bylaw change requires a 2/3 majority vote of all permanent members of the NCYFL.
- C. A rule change requires a 2/3 majority vote of all permanent members present.
- D. Any other motion requires a majority vote of all permanent members present.
- E. Any vote that does not attain the requisite votes, shall not pass. In the case of a majority vote, a tie does not obtain the majority vote and the motion is considered failed.
- F. No Officers shall vote as a representative of their Organization unless the League Member Representative or an Alternate League Member Representative are not present.
- G. Voting will be conducted by floor vote. The Secretary will count all votes and report the results to the NCYFL Board and then to the League Members.
- H. Floor votes will be tallied by a show of hands. Each designated League Member Representative will cast a vote or abstain. The secretary may call for a floor vote if necessary, during the show of hands if necessary to tally the results.
- I. At NO time will an Executive Officer, League Member Representative, or Alternate be removed from a League meeting during an incident or appeals hearing. All League Member Representatives have the right to hear all discussions regarding any complaint or appeal.

## **VII. BYLAWS**

- A. The NCYFL will be governed by the NCYFL Bylaws.
- B. If a specific matter is not directly addressed by the NCYFL Bylaws, then the Robert's Rules of Order which is America's foremost guide to parliamentary procedure shall be followed.
- C. The NCYFL Bylaws may be amended once annually. Any league member desiring an addition to, deletion from or change to the bylaws is eligible to request the change, provided they adhere to the following procedure:
  - 1. Proposed changes must be submitted via email to the Board no later than January 1st.
  - 2. The proposed change at a minimum will include the following:
    - a. The specific subsection of the bylaws where the change should be made.
    - b. Proposed wording for the change.
    - c. An explanation of the intent of the change.
    - d. A list of any related bylaw sections that might be impacted should the change be adopted.
  - 3. Proposed changes submitted improperly, late, or without all the required information may not be considered by the RBCC.



4. No new Bylaw changes may be submitted from the floor. All Bylaw changes will be submitted to and reviewed by the Rules & Bylaws Committee.
  5. The Committee members may address a Bylaw change they feel necessary outside the procedure outlined above.
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- D. The submitting league members will be notified at least 48 hours in advance of the date and time that the bylaw committee will be discussing the proposed change. The league member submitting the change is strongly encouraged to attend that bylaw committee meeting to discuss the proposed change and to answer any additional questions that the bylaw committee may have regarding the proposed change.
  - E. Starting no later than the first week in February, meetings of the NCYFL Bylaws and Rules Committee will be held as necessary to review all proposed bylaw changes.
  - F. Draft bylaws containing all proposed changes shall be made available to all league members through email a minimum of five days prior to the next NCYFL meeting to ensure that each member has adequate time to review the proposed changes prior to the meeting.
  - G. It is the obligation of each league member to review the proposed changes prior to the meetings. Votes will not be delayed because a league member has not reviewed the proposed bylaws prior to the meeting.
  - H. Each proposed change shall individually be taken to the floor for discussion.
  - I. A vote may be motioned to accept the Bylaw as proposed by the Committee, without modification. However, no vote shall occur in the same meeting as a Bylaw is initially presented by the Committee.
  - J. The only possible votes are a 'YES' vote to adopt the change, a 'NO' vote to reject the change.
  - K. If accepted, it is adopted as a new Bylaw and may not be revisited until the following year.
  - L. If rejected, a measure will be sent back to the Committee with specific instructions regarding the modifications to be made.
  - M. Careful rewording and resubmission of a rejected change resulting in a Bylaw that is substantially the same as the proposal that was rejected is not permitted.
  - N. Upon revision by the Committee, procedures F. through K, will occur. However, if the Bylaw proposal is again rejected, the Bylaw proposal shall not be considered again in the current year. It may be reviewed by the Rules and Bylaws Committee in the following year.
  - O. As many weekly meetings as are necessary to ensure that each proposed change is brought to a final vote shall be permitted, but in any event the entire bylaw revision and adoption process shall be completed by the end of the May NCYFL meeting.



## **SECTION THREE: LEAGUE AUTHORITY AND DISCIPLINE PROCESS**

### **ARTICLE 1: LEAGUE AUTHORITY**

#### **I. LEAGUE AUTHORITY**

- A.** The NCYFL Board exercises disciplinary authority, including issuing fines, suspensions, expulsion, or any other appropriate punishment over all persons engaged in NCYFL activities, which is not limited to just practices and games. This does not prohibit an Organization from acting against its own members.
- B.** Any League Member, its personnel, Representatives, coaches, players, parents, relatives, or fans, found by the NCYFL Board, to knowingly give false information and/or misrepresent by word or deed to an NCYFL representative may be disciplined.
- C.** Any League Member, its personnel, Representatives, coaches, players, parents, relatives or fans, found by the NCYFL Board to violate any Bylaw and/or who acts in any manner deemed by the NCYFL Board to be grossly disrespectful to a team or another person, or who engages in a fight and/or other major unsportsmanlike conduct, and/or conducts themselves in manner found disrespectful to an NCYFL Representative may be disciplined.
- D.** Any coach, player or fan ejected from a game by the game officials will automatically be suspended for the following game. This suspension may not be mitigated, postponed, and/or waived under hardship. The suspension shall begin immediately upon ejection regardless of any pending or intended appeal. Any coach or fan ejected from a game must immediately leave the facility. Failure to do so may result in additional disciplinary actions against the individual(s).
- E.** The NCYFL Board may discipline any League Member; its personnel, Representatives, coaches, players, parents, relatives, or fans as defined in these Bylaws.
- F.** Except for an NCYFL Bylaw infraction, any attempt to interfere with and/or influence an on-field official will result in an Unsportsmanlike Conduct foul and/or timeout charged against the team that is the subject of this behavior. A Referee Representative may file a complaint with a member of the Board, which shall be investigated and may subject the League Member to disciplinary action(s).

### **ARTICLE 2: PENALTIES**

#### **I. MONITORING AND DISCIPLINE**

- A.** Any member engaging in activities not expressly prohibited by these bylaws, but in the opinion of the Board of Directors to be significantly contrary to the best interests of the NCYFL may be disciplined as deemed appropriate by the board by a majority vote of the Board.





- II. For a violation of any Bylaw** herein set forth, or in addition to any penalty herein set forth, or for any conduct deemed undesirable, or for any complaint found to be valid, the NCYFL Board may impose any or all the following penalties to the accused party, parties, or League Member:
- A. Probation** of Any coach, player, parent, League Rep, or Alt League Rep may be placed on a probationary status. The probation period can be for any time frame determined appropriate by the Board not to exceed 365 days.
  - B. Suspension**, as determined by the NCYFL Board, during which the party may not participate in NCYFL activities and functions.
    - 1. Coach Suspension:** A coach who is suspended may not have ANY contact with his team, on or off the field, during the period of suspension. This includes participating in or attending practices, meetings, or any other team function. Violation of the conditions of suspension WILL result in an additional three weeks of suspension with no waiver to attend games. A second violation will result in being banned from the NCYFL.
    - 2. Player Suspension:** A player who is suspended shall be permitted to practice with his team during the period of suspension but shall not be permitted to
  - C. Expulsion** from the League. from the NCYFL is defined as permanently being removed from the NCYFL with no opportunity for reinstatement. The Board must have a 4/5 majority of voting members to approve a person being expelled.
  - D.** Loss of home game privileges for a League Member.
  - E.** Loss of postseason play for a League Member.
  - F.** Loss of voting privileges for a League Member with a unanimous Board vote of all Board Members.
  - G.** Fine on a League Member not to exceed \$250 for an individual or \$1000 per League Member.
  - H. Removal from the NCYFL Board**, with a 2/3 majority of all Permanent Members, may relieve any Member League Representative, or Alternate League Rep of their League authority and responsibility, and require the Rep's club to replace them, if it is determined while an Investigation or Hearing that the Rep has demonstrated a continuing pattern of actions detrimental to the well-being of the NCYFL.
- III. Appeal**
- A.** Any League Member may appeal the discipline to the League Members at a regularly scheduled meeting. The Board shall be notified prior to the next board meeting to place it on the agenda. Timeline restrictions mentioned herein regarding agenda items are waived for appeals. Any notification received after the agenda dissemination will be made to all League Members without delay. The League Member may bring additional person(s) to explain their position if they inform the Board of the attendees at the time of the appeal notification. The Board may limit the additions as they see fit and the attendees will depart when the matter is concluded.
  - B. Process**
    - 1.** The Board will present the discipline imposed and reasoning, along with any relevant information they feel necessary, to the League Members.



2. The League Member will present their reasoning for overturning the ruling or discipline.
3. The floor will be open for discussion and questions.
4. The President may close the discussion when it either ends naturally or becomes redundant.
5. The Board will have 5 minutes to make a closing statement.
6. The League Member will have 5 minutes to make a closing statement.
7. The President will call for a vote. A majority vote of members present in favor of the appealing party is necessary to overturn the discipline. If overturned, the matter is considered closed and may not be revisited.

## **SECTION FOUR: LEAGUE STRUCTURING, SCHEDULING, AND PLAYER ELIGIBILITY**

### **ARTICLE 1: PLAYER ELIGIBILITY**

#### **I. Player Grade Level:**

- A. Teams competing within the NCYFL shall be Grade Level based and shall be solely composed of players entering scholastic grades K1, 2nd, 3rd, 4th, 5th, or 6th. However, a player may be rostered on the next grade up. Such rostering does not preclude a player from playing for his normal grade the following year.
- B. In consideration of an Organization moving from an age-based league, the Board may recommend a variance to the Grade Level Rule in order to make the transition. Such variance may be taken into consideration when voting to make the Organization a Probationary or Permanent Member. Under no circumstance shall the variance extend to K1 teams.

#### **II. Residency:**

- A. All players must meet one of the two following criteria to play for an Organization
  1. Reside within the official residential boundaries of a School District for which they are registering to play, or
  2. Attend a school, public or private, located within the Organization's District.
- B. Any other player shall be considered an Exempted Player and must submit a Player Exemption Form to the NCYFL Board.
- C. If a player meets the above criteria in section A. while playing for an organization, and in a succeeding year no longer meets the criteria, such player shall be considered an Exemption.
- D. Exempted players may be permitted by rule to play in the NCYFL. However, the rule shall allow for no more than 15% of a team, or three players per team, whichever is less.

### **ARTICLE 2: REGULAR SEASON SCHEDULING**

- A. All scheduling will be done by the Competition Committee.



- B. Scheduling shall be done by Pod, where feasible. Five or six teams in different grades, K1 through 6<sup>th</sup> Grade, shall be considered a Pod.
- C. Scheduling shall be done in the fairest manner possible.
- D. All League Members must be scheduled to play every other League Member, NCYFL where feasible.
- E. Should the NCYFL be separated into divisions, each League Member or Pod within will play every other League Member or Pod at a minimum of every other year. The only exception to this may be League Members who have multiple Pods.
- F. Scheduling will be done, if possible, in such a manner that all League Members will have a balance of home games as away games.
- G. All League games will normally be scheduled on Saturday or Sunday, with the NCYFL Board determining starting times prior to the season. With NCYFL Board approval, the league as a whole or individual organizations may rotate daily schedules or play specific games on weeknights to allow younger teams the opportunity to play a night game.

### **ARTICLE 3: PLAYOFFS**

#### **I. Seeding**

- A. A team's place will be decided by its overall win/loss record. If two or more teams end the regular season with identical win/lost records, ties shall be resolved based on their regular season head-to-head results. If the tie cannot be resolved with head-to-head results, the next tiebreaker will be strength of wins (10 points for defeating #1 team, 9 points for #2 teams, etc.). If the tie still can't be resolved, then the winner shall be selected by coin flip.
- B. There will be two playoffs consisting of teams ranked 1-4 and teams ranked 5-8. Teams ranging 9 or greater will play each other by pairing 9 and 10. 11 and 12, etc. In the case of three teams, one of the three bottom teams may opt out or each of the three teams will play one half against the other teams in an order determined by the Board.

#### **II. Site Requirements**

- A. All playoff and championship games shall be played on a turf field with permanently mounted lights. Games for seeds greater than 8, may be played on grass fields.
- B. In keeping with the special nature of the playoffs, any Organization hosting a playoff contest will be required to provide full operating concessions, announcements, and a fully functional scoreboard for all playoff games.
- C. Any game hosted for teams 9 or greater may be hosted on grass fields with full operating concessions, announcements, and a fully functional scoreboard for all games.

#### **III. Site Selection**

- A. Primary and alternate playoff venues shall be determined no later than the start of the regular season.
- B. NCYFL Championship Games will be awarded in the following alphabetical order by each league member's name.



1. Founding Members
  2. New Members by order of acceptance as a Permanent Member.
  3. If the NCYFL will be hosting multiple Championship Games, then the host sites will be awarded in the following manner. The games with teams seeded 1-4 will be hosted by the next team in the rotation. The games for teams seeded 5-8 will be hosted by the following team in the rotation. Upon mutual agreement by the two host sites, the League Members may switch the entire series of K1-6<sup>th</sup> grade games they are hosting.
  4. This shall set the rotation for subsequent years however, switching games series will not affect the rotation.
- C. If a league member declines to host a Championship Game, then they must wait until it is their opportunity to host again before being selected. League members may not delay hosting a Championship Game for any reason.



IN WITNESS WHEREOF, the parties endorsing hereto hereby agree to each of the following affirmations:

1. The endorser is authorized, on behalf of his/her organization, to contractually commit such organization to these bylaws and to the NCYFL.
2. The endorser affirms that his/her organization will participate and compete within the GCYFL.
3. Endorser affirms that his/her organization can enter one or more Pods of teams, to compete within the NCYFL.
4. Endorser affirms that his/her organization can satisfy all minimum standards and requirements of a NCYFL Organization, in accordance with these bylaws.

Signatures of Approval and Acceptance of the above Bylaws:

FOUNDING LEAGUE MEMBERS

SIGNATURE / DATE

FAIRFIELD

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LAKOTA

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MASON

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WINTON WOODS

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