



Fernley Youth Football and Cheer League, Inc.

P.O. Box 461  
 Fernley, NV 89408

**BY-LAWS**

By-law S.O.P. Committee

- Roman Sisneros (President) Signature \_\_\_\_\_
- Oscar Mora (1<sup>st</sup> Vice President – Football Operations.) Signature \_\_\_\_\_
- Jordyn Abrams (2<sup>nd</sup> Vice President – Cheer Operations) Signature \_\_\_\_\_
- Amanda Scannell (3<sup>rd</sup> Vice President – Admin Ops) Signature \_\_\_\_\_
- Jamie Sisneros (Secretary) Signature \_\_\_\_\_
- Sierra Keathley-McCassie (Football Treasurer) Signature \_\_\_\_\_
- Tiffany Moros (Financial Advisor) Signature \_\_\_\_\_

Amended February 2026  
 FYFL Executive Board

**ARTICLE I – IDENTIFICATION**

**Section 1. Name:**

The name of the corporation is the Fernley Youth Football League Inc. also known as FYFL

and Fernley Youth Cheer League, also known as FYCL Serving as a non-profit youth organization for our local community.

**Section 2. Dates of operation:**

The Corporation's fiscal year shall begin upon the 1<sup>st</sup> day of January of each year and end on the 31<sup>st</sup> day of December of each year.

**ARTICLE II – PREAMBLE**

**Section 1. Preamble:**

It shall be the sole purpose of the association to provide the youth of this area with a sports program to teach proper football and cheer technique, encourage physical fitness, strengthen character in the face of victory or defeat, and enjoy the pleasures of its competition.

**ARTICLE III – DEFINITIONS**

**Section 1. Definitions** as used in these By-Laws and are a part of Fernley Youth Football League Football be defined as follows:

**Section 2. Articles:** **Articles** mean the Articles of Incorporation executed and acknowledged by Fernley Youth Football League to be appended and filed with the Secretary of the State of Nevada defining how business within the organization is conducted.

**Section 3. By-Laws:** By-Laws mean the document prescribing the operational boundaries, scope, and governing rules of the organization.

**Section 4. League:** League also known as HLA means the Highest League Authority. This is the local governing body for Sagebrush Empire Football League of which Fernley Youth Football League is a part.

**Section 5. Association:** Association means Fernley Youth Football League.

**Section 6. Membership:** Membership means an individual involved in Fernley Youth Football League including all volunteers, coaches, player/participants and/or board members.

**Section 7. Quorum:** Quorum means that a minimum of 51% of acting board members must be present to vote concerning Association business.

**Section 8. SOP:** SOP means Standard Operating Procedures. These procedures act as the operating guide for the day-to-day business of Fernley Youth Football League. The SOP's may be amended from time-to-time.

**ARTICLE IV – PARLIAMENTARY PROCEDURE**

**Section 1. Description:** Parliamentary procedure is designed to protect the rights of **membership** in joining together to accomplish common goals in an organization. It also allows and enables the debate of issues in a fair manner with the least amount of controversy.

**Section 2. Guideline:** The association may choose to use Robert’s Rules of Order as a *guideline* to proper parliamentary procedure. If the association chooses to use this as its guideline, it is imperative that all members become fully invested in its contents and knowledgeable of their rights and limitations within its boundaries.

## **ARTICLE V – GOVERNMENT**

**Section 1. Association Management:** The management of Fernley Youth Football League shall be vested in its board of directors exclusively.

**Section 2. Qualifications:** FYFL/FYCL will not tolerate or condone discrimination with its participants, coaches, board members or parents. We are all equal regardless of race, ethnicity, religion, color, gender, education, etc. To participate as a member of the board of directors, candidates must meet the following requirements.

- a. Must be 21 years of age.
- b. Must be a Nevada resident.
- c. Must complete a board member application.
- d. Must complete volunteer form.
- e. Must pass the association background check.
- f. Be Present to 75% of League Activities in a rolling year (Sign-ups, board meetings, home games, fundraising events, etc.) Board Member Discount will be calculated and deducted off of the following years registration.
- g. **Section 3. Restrictions:** To meet the regulations provided by the League and National organization, coaches liaisons (head or otherwise) sitting on the board may not vote in matters of league policy (i.e., voting on matters that concern the membership or government of the association). Furthermore, because a quorum is required to vote on matters of the association, two *elected* coaches’ liaisons (head coach or otherwise) may vote so long as a quorum can still exist on the board of directors without violating the creation of league policy rule.

**Section 4. Board of Directors Bodies:** The board of directors shall be comprised of two bodies, the executive officers, and the non-executive directors. All Board Members will abide by a code of conduct, outlined in the SOPs. Having more than one family member on the E-board is permissible through sagebrush Pop Warners policy.

**Section 5. Board of Directors Positions:** The following positions comprise the board of directors.

- a. Executive Officers
  - i. President
  - ii. 1<sup>st</sup> Vice President – Football Operations
  - iii. 2<sup>nd</sup> Vice President – Cheer Operations

- iv. 3<sup>rd</sup> Vice President – Administrative Operations
- v. Secretary
- vi. Financial Advisor
- vii. Football Treasurer

b. Non-executive Directors (in no order)

- i. Comp Coordinator
- ii. Football Coach Coordinator
- iii. Cheer Coach Coordinator
- iv. Athlete Liaisons (2)
- v. Cheer Fundraising Coordinator
- vi. Equipment Manager
- vii. Football Scholastic Coordinator
- viii. Cheer Scholastics Coordinator
- ix. Concession Manager
- x. Concession Asst. Manager
- xi. Football Fund Raising Coordinator
- xii. Cheer Assistant Operations Coordinator
- xiii. Interim Cheer treasurer/Trainee
- xiv. Assistant Treasurer

**Section 6. Length of Terms:** All terms for E Board shall be for a period of Three years. Terms for General Board shall be for a period of 2 years. Terms of office shall begin at the close of the January annual meeting.

**Section 7. Elections:** Elections For E Board will take place at the December Board Meeting. The passing of the position will be at the January annual meeting. All nominations for the positions up for election will be taken starting November 1<sup>st</sup>, up until the Last meeting of the year.

**Section 8. Election Voting:** Voting procedure will go as follows.

- a. Each member of the Board of Directors will have one live vote for each position and be given at the Last Board Meeting of the year
- b. Voting will take place in person or by proxy in a sealed envelope delivered by a non-partisan member and presented to the board for approval at the January annual meeting.

**Section 9. Vacancies:** A vacancy among the E-Board of Director positions, other than that of president, shall be filled by the President by appointment until the next annual election. A vacancy in the office of president is to be filled by the 1<sup>st</sup> Vice President. Any Vacant Non-E-Board position will be open for nominations, and the E board will Vote on the position the next month, unless vacated in season, then the president will appoint a successor till the end of the active year.

**Section 10. Conflict of Interest:** A conflict of interest is determined to exist when the interests or concerns of any member of the board of directors, or any member of her or his family, or any party, group, or organization/business venture in which the individual is actively involved, may be seen as competing with the interest of or violating the ethical integrity of Fernley Youth Football League, Sagebrush Empire, Pacific Northwest or National

Pop Warner. Any party can testify as witness but cannot vote on outcome of board decision.

### **Section 11. Attendance of In Person Meetings, and League Sponsored Events:**

All Board Members are required to be physically present at 75% of Board Meetings for a rolling 12 months. Unless meetings are not scheduled i.e December break. Three missed Board meetings will be taken as you have vacated your position from the board. As a courtesy, Notification of missed events must be made to the President prior to event.

A Schedule of Dates that requires volunteers will be added to the calendar of each specific Band page and attendance sheets will be completed by each volunteer in person.

Home games will have a schedule for volunteers; schedule of volunteers will be based on home game teams.

Executive Board Members and General Board Members are required to make it to all home games to help either before or after your game, whichever time is greater. And spend at least 75% of the day onsite, helping (i.e., Homecoming may require a 17hr day, you must be present no less than 12 hrs. and 45 min). A standard schedule will be created around your athletes' games. Two missed home games will be taken as you have vacated your position from the board. As a courtesy, Notification of missed events must be made to the President prior to event. Times will vary for each member. Help is needed before the games and after the games.

If there is a lack of Volunteers the president and Secretary will assign volunteers to fill the spots.

If you are assigned a spot, and cannot make it, you are responsible for finding someone to fill it.

Failure to abide by set rules could result in removal from the board and position vacated.

## **ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS**

**Section 1. Overview:** This article is designed to give a broad overview of the responsibilities of the Executive Officer. More details on the day-to-day responsibilities of all members of the Board of Directors can be found in the SOP's.

**Section 2. President:** The president shall be the chief corporate officer of the Association and be responsible for:

### **President-Year-Round position**

- Lead the organization.
- Ensure compliance with National and Local rules and regulations.
- Responsible for executing the policies established by the Board.
- Leads all Board and General meetings.
- Attend monthly Sage Brush regional meetings and Reports Meeting Notes to the Board
- Non-voting Board member, except in case of tie vote
- Investigate complaints raised to the Board.
- Work with Treasurer to create annual budget.
- Manage content and flow of the league's website pages and information.
- Media Representation.
- Coordinates Football Practice and Game Locations with Schools and City

- Preside and maintain order at the regular and annual meetings of the Board of Directors.

**Section 3. 1<sup>st</sup> Vice President:** In the temporary absence or disability of the President, the 1<sup>st</sup> Vice President shall preside at the meetings of the Board of Directors and other duties as may be defined by the SOP's. Responsible for Day-to-Day Football Operations.

**VP of Football Coordinator- Year-Round Position**

- Understand policy, philosophy, and national Pop Warner and local high school Football rules.
- In charge of day-to-day operations Football
- Assist President with Manager/Coach selections.
- Coordinate and run Mandatory Coaches meeting.
- Act as liaison between Board Coaches/Managers
- Provide communication to Coaches as needed.
- Sends mandatory league reports (football) to Sage Brush
- Works alongside and reports to President.
- Arranges for fanwear order distribution to families.
- Works with the Equipment Manager to distribute and Collection of all gear.
- Investigate all complaints.
- Works with VP Of Admin on handling Grievances & complaints

**Section 4. 2<sup>nd</sup> Vice President:** In the temporary absence or disability of both the President and 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall take on the duties of the 1<sup>st</sup> Vice President. Responsible for Responsible for Day-to-Day Cheer Operations.

**VP of Cheer Coordinator- Year-Round Position**

- Understand policy, philosophy, and national Pop Warner and local cheer rules.
- In charge of day-to-day operations Cheer
- Assist President with Manager/Coach selections.
- Coordinate and run Mandatory Coaches meeting.
- Act as liaison between Board Coaches/Managers
- Provide communication to Coaches as needed.
- ~~Sends mandatory league reports (football) to Sage Brush~~
- Coordinates Cheer practice locations
- Works alongside and reports to President.
- Work with uniform & Spirit pack vendor and bring the design to the board for approval
- Organize uniforms by team and distribute them to teams prior to start of season.
- Arrange for distribution and Collection of Cheer Mats
- Arranges for fanwear order distribution to families.
- Investigate all complaints.
- Works alongside and reports to President.
- Works with VP Of Admin on handling Grievances & complaints

**Section 5. 3<sup>rd</sup> Vice President:** In the temporary absence or disability of both the President and 1<sup>st</sup> Vice President and/or the 2<sup>nd</sup> Vice President the 3<sup>rd</sup> Vice President shall take on the duties of the 1<sup>st</sup> Vice President and/or the 2<sup>nd</sup> Vice President Responsible Administrative Operations

**VP Admin coordinator- Year-Round Position**

- Manage administrative access within website/data portal for teams.
- Inputs team data into Sports connect.
- Manages and coordinates Scholastics.
- Investigate all complaints.
- Works alongside and reports to President.
- Works with Athlete Liaisons and Coach Coordinators with handling of Grievances & complaints as a Liaison between them and the board

**Section 6. Secretary:** Work with President to build meeting agendas, write up minutes from meetings so that everything is captured for records.

**Secretary- Year-Round Position**

- Performs background checks for Managers/Coaches
- Manage content and flow of the league's website pages and information.
- Arranges for sanitary receptacles for both practice and game locations.
- Schedule location to hold Board and Annual meetings.
- Order End of Season medals
- Investigate all complaints.
- Coordinates Regular Season Picture Day with photographers.
- Distributes pictures to Team Managers when they are ready.
- Works alongside and reports to President.
- Prepares and minutes from monthly Board meetings.
- Reserves fields and facilities
- Ensures all state documents, insurance and any other league contracts are up to date.

**Section 7. Financial Advisor- Year-Round Position**

- Aids Football and Cheer Treasurers with Day-to-Day Banking.
- Assists with Audit of both Football and Cheer Books and Funds

**Section 8. Treasurer**

**Treasurer- Year-Round Position**

This role is critical to the league.

- Receive all cash/checks for payment and deposit in bank; Reconcile all credit card payments.
- Write checks.
- Maintain accounting "books."
- Prepare and distribute financial reports prior to monthly Board meetings and whenever asked.
- Update inventory of assets owned by the league.
- Prepare tax return.
- Monitor and Audit team funds.
- Investigate all complaints.
- Works alongside and reports to President.

**Section 9. General Board Members: General Board Members communicate any needs or issues to members of the Executive Board. General Board works with the Executive Board.**

**Coach/Comp Coordinator:** Communicates with Coaches, Team Managers Football will send a weekly report to the VP of FOOTBALL. Cheer will Assist coaches with competition rules and programs.

**Assistant Cheer Coach Coordinator**- works with the Coach/Comp Coordinator to assist coaches.

**Equipment Manager**: Maintains all Equipment used for practice and games - Maintains list of Items needed.

**Concessions Manager**: Coordinates The Operations of Concession Stand - including setting prices, inventory, and replenishing supplies.

**Concessions Asst Mgr.**: Assists Concession Stand Manager with operations.

**Fundraising Coord.**: Coordinates Fundraising Programs for FYFL/FYCL

**Athlete Liaisons**: Mediates Issues between the player and the Coach if They Can't find a resolution amongst themselves. Reports to the VP of Administration with detailed documentation on all correspondence with parents, players and coaches. This is to ensure that all issues are handled and resolved according to league SOPs and Standards of Conduct.

**Scholastics**: Handles all Scholastics Paperwork, ensuring all Athletes are Eligible for the season, and Scholastics awards for FYFL/FYCL.

#### **ARTICLE VII – APPOINTED POSITIONS**

**Section 1. Definition of Appointments**: Over the course of a season, the President and or Executive Board of Directors may find it necessary to appoint people to positions in terms of skill, ability or desire to help the association. These positions include, but are not limited to, committee chairpersons, League Youth representatives and other tasks that may be deemed necessary by the Executive Board of Directors. Specifics and default assignment of these positions may be found in the SOPs.

#### **ARTICLE VIII – MEETINGS**

**Section 1. Regular Meetings**: Regular open meetings will be held each month by the Board of Directors for membership of the association. Or more as see fit for the sole purpose of the League.

**Section 2. Annual Meeting**: The annual open meeting will take place in January. The Board of Directors' elections shall take place at this meeting.

**Section 3. Special Meetings**: The president or other members given such privileges as defined by the SOPs may call special meetings restricted to associated matters. These meetings might be used to discuss sensitive membership business and can be restricted to only the Board of Directors if the calling member deems it appropriate.

#### **ARTICLE IX– BY LAW AMENDMENTS**

**Section 1. Power to Change**: The power to alter, amend or repeal these By-laws or to adopt new By-laws is vested in the Executive Board of Directors.

**Section 2. Amending the By-Laws**: Proposed changes to the by-laws must be made in an official typewritten document and presented to the Executive Board of Directors. The proposed changes must then pass by a majority vote to be considered for amendment. At

the next meeting, the proposed changes, as presented at the previous meeting, must then pass by two thirds vote by the E-Board to become official changes.

### ARTICLE X– GRIEVANCES

#### SECTION 1. GRIEVANCES AGAINST BOARD MEMBERS, COACHES, MANAGERS, VOLUNTEERS, OR PARENTS:

All spoken grievances to board members must be directed to use the grievance form found on the FYFL website, ([Fernleyyouthfootballleague.com](http://Fernleyyouthfootballleague.com) and emailed to the contact listed on the website) This goes for Football and Cheer. The Identity of the grievance will remain anonymous.

A documented Grievance will be handled as follows: Reach out to a player liaison who will document grievance. Inform the coach coordinator, admin VP and Respective VP. Coach coordinator and player liaison will mitigate issue. If no reasonable resolution is achieved, then Involve E board. All decisions made are final.

