



ORCUTT YOUTH FOOTBALL

By-Laws

Version 1.10

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ARTICLE I NAME

SECTION 1 This organization shall be known as the Orcutt Youth Football League, hereafter referred to as the Association or OYFL.

ARTICLE II PURPOSE

SECTION 1 The purpose of the Association is as follows:

- A. Provide a tackle football program for the youth of Orcutt in association with Central Coast Youth Football League (CCYFL).
- B. Operate as a non-profit organization.
- C. Teach the players the discipline, sportsmanship and game rules of football.
- D. Inspire youth to practice the ideals of health, citizenship, and character by bringing youth together through the means of a common interest.

SECTION 2 PRECEDENCE – The rules, regulations and procedures set forth in these by-laws shall be in accordance with the rules and regulations of the CCYFL. If a conflict arises, the CCYFL rules shall take precedence.

ARTICLE III MEMBERSHIP

SECTION 1 Members shall be limited to two classifications: Active and Affiliate. Active and affiliate members shall be entitled to the same rights and privileges as outlined herein.

SECTION 2 An active member shall be defined as any parent or guardian having a player in the program who meets all player/cheerleader requirements as specified in the rules and regulations of the CCYFL. The parent(s)/guardian(s) shall be established by those whose legal signatures appear on the contract. Contracts are not valid until all dues are paid. Membership dues must be paid at the time of signature of the contract and shall remain in force for the duration of the current contract year. A new contract must be signed at the beginning of each football season as long as the player maintains eligibility under CCYFL rules.

SECTION 3 An affiliate member shall be defined as any adult (18 years or over) who does not have a player in the program and contributes to the operation of OYFL.



ARTICLE IV OFFICERS

SECTION 1 OFFICERS - The officers of the Association shall be the Board of Directors as follows, if necessary, one member may hold more than one position: (Additional members may be added as required to fulfill the duties described in Section 7)

President	Team Parent Coordinator
Vice President	Cheer Coordinator
Secretary	Game Day Coordinator
Treasurer	CCYFL Representative
Player Agent	Player Safety Rep
Athletic Director	Events Coordinator
Equipment Manager	Coaches Representative
Purchasing Agent	Insurance Representative
Publicity Agent	Snack Bar Coordinator

SECTION 2 ELIGIBILITY OF OFFICERS - Any paid up association member shall be eligible for nomination to the Board of Directors. All Board Members, Members at Large, Coaches and Team Parents will be required to submit to a “Live Scan” background check, at the commencement of service.

SECTION 3 ELECTION OF BOARD OF DIRECTORS - The Board of Directors shall be elected by December 31. Nominations can be made throughout the year using the Nomination Box that will be present at home games or an email to a current board member. A nomination board will be present at the League Fundraiser/Parents Night Out event for further nominations. Nominations will be closed on the day of Superbowl. New prospective board members must be at the December meeting in order to run for office. The current Board will vote on all Nominations at the December meeting and all new elected members will be determined. The term of office shall begin no later than January 1.

SECTION 4 VACANCIES - Vacancies on the Board of Directors may be filled at any time by a majority vote of the remaining officers or by a majority vote of a quorum of members following formal resignation or removal.



SECTION 5 REMOVAL OF OFFICERS – Any elected or appointed Officials may be removed by a majority vote of the Board of Directors or of the members of the Association for any conduct which, in the judgment of the Board of Directors or Membership, is improper or detrimental to the Association. Any member or member-elect having a misdemeanor or a felony conviction that is not allowed by the CCYFL by-laws will be removed from office immediately.

SECTION 6 POWERS OF THE BOARD OF DIRECTORS - Subject to the limitations of the official rules of the CCYFL and the Association, all powers of the Association shall be exercised by and under the authority of the Board of Directors.

SECTION 7 DUTIES

A. PRESIDENT - The President shall perform the following duties:

1. Preside at all meetings.
2. Direct the Association and Board of Directors and represent the Association to all other agencies.
3. Appoint all standing committees and enforce the rules, policies, and principles of the Association.
4. Arrange for physical examinations as required by CCYFL rules.

B. VICE PRESIDENT – The Vice President shall perform the following duties:

1. Preside in the absence of the President.
2. Oversee all special committees and be an ex-officio member of all committees.
3. Will be responsible for checking the Live Scan database on a monthly basis.
4. Arrange for and verify that EMT's will be available to support home games.

C. SECRETARY - The Secretary shall perform the following duties:

1. Maintain the minutes of all Association meetings which shall also include a roster of those present at meetings. Copies of meeting minutes shall be sent to the CCYFL.
2. Provide notice to the Board Members of all Association meetings and acquire a meeting place.

D. TREASURER - The Treasurer shall perform the following duties:

1. Account for all funds of the Association and distribute them as authorized by the Board of Directors.
2. Keep full and accurate financial records.



3. Provide monthly treasury reports to the Board of Directors.
4. Arrange for audits of the Association every two years.
5. Provide tax return filing and maintaining non-profit status filing.
6. Provide monthly treasury reports to the Board of Directors and to the CCYFL.

E. PLAYER AGENT - The Player Agent shall perform the following duties:

1. Coordinate player sign-ups. Maintain records of current active players and who have paid/not paid.
2. Handle all player paper work required by the Association and CCYFL, such as player contracts, team rosters, and team registrations.
3. Organize teams in accordance with Association and CCYFL rules.
4. Verify player's age and eligibility.
5. Coordinate player and team certification.
6. Supervise draft proceedings.
7. The Player Agents may not concurrently serve as a head coach or assistant coach.
8. Be responsible for the collection of players' Birth Certificates, physical exam forms.

F. ATHLETIC DIRECTOR - The Athletic Director shall perform the following duties:

1. Schedule football field use.
2. Represent OYFL at all CCYFL scheduling of regular season and playoff games.
3. Preside over draft proceedings.

G. EQUIPMENT MANAGER - The Equipment Manager shall perform the following duties:

1. Supervise the storage, distribution, maintenance, inventory, and control of all Association equipment.
2. Identify new and replacement equipment required.

H. PURCHASING AGENT - The Purchasing Agent shall perform the following duties:

1. Locate, purchase, and account for all materials, supplies, and equipment approved for purchase by the Board of Directors.
2. Report all purchases to the Treasurer within seven (7) days.
3. Receive Board approval for all purchases over \$100.00.

I. PUBLICITY AGENT - The Publicity Agent shall perform the following duties:

1. Direct all public relations efforts of the Association.
2. Facilitate games scores being published in the local newspaper.



3. Direct Association sponsorship activities and related public relations, including letters of recognition.
4. Operate and maintain the website
5. Posting scores on the site each day by 7pm.
6. Emailing the scores of each game day by 7pm to the OYFL president, Game Field Coordinator, Athletic Director, CCYFL President and the local media. Updating the website with other information and events as needed.

J. TEAM PARENT COORDINATOR – The Team Parent Coordinator shall perform the following duties:

1. Coordinate Team Parent Meeting.
2. Communications liaison between league and Team Parents.

K. CHEER COORDINATOR - The Cheer Coordinator shall perform the following duties:

1. Coordinate all cheer associated activities in accordance with CCYFL rules.
2. Coordinate cheer sign-ups and collect dues at registration. Maintain records of active cheerleaders and who has paid/not paid.
3. Handle all paperwork required by the Association and CCYFL, such as participant contracts, rosters, and squad registrations.
4. Organize squads in accordance with Association and CCYFL rules.
5. Establish Auxiliaries for necessary support.

L. GAME DAY COORDINATOR - The Game Day Coordinator shall perform the following duties:

1. Coordinate set up and take down of all required equipment on game days.
2. Coordinate the scheduling of Game Field Commissioners and score board operators.
3. Provide a list of Game Field Commissioners, Clock Operators and Announcers for each game to the Vice President by the Friday before game days.
4. Facilitate a Game Day Coordination meeting no later than the Thursday before game days.
5. Collect all audit sheets from Game Field Commissioners and send to CCYFL each week.

M. CCYFL REPRESENTATIVE - Shall be an appointed position, nominated by the President and voted on by the board to represent OYFL on the CCYFL Executive Board, attend meetings and report results to the OYFL Board.



N. PLAYER SAFETY REPRESENTATIVE - The Player Safety Representative is responsible for overseeing the organization's implementation of Heads Up Football®. It is recommended that the PSR does not have team coaching responsibility. This position melds the roles of coaching mentor and parent liaison, specifically for Heads Up TacklingSM, Heads Up Blocking and other player safety matters. The Player Safety Representative shall perform the following duties:

1. Attends a one-day training clinic with USA Football
2. Holds in-person clinics for head coaches to ensure all coaches are certified
3. Attends practices and games and serves as the organization's expert and point of contact for player health and safety. The PSR shall "drop in" at some practices to ensure proper techniques are being taught.

O. EVENTS COORDINATOR - The Event Coordinator is to coordinate and secure all aspects of the following events. This position is flexible and shall coordinate any additional events that may arise during the year that would benefit OYFL. The Event Coordinator shall perform the following duties:

1. Annual league fundraiser
 - a. Type of fundraiser
 - b. Determine venue location and handle all paperwork to secure said venue
 - c. Silent Auction
 - d. Prepare flyer to be distributed
 - e. Designate deadlines for items to be turned in
 - f. Prepare all silent auction description sheets
2. Jamboree
 - a. Create schedule for event
 - b. Coordinate and secure all vendors
 - c. Work with St. Joseph's Admin office on details to set up vendor locations
 - d. Create and send out vendor applications and collect all application fees and turn over to Board Treasurer
 - e. Maintain a good working relationship with all vendors
 - f. Assist Game Day Coordinator on creating schedule for all scrimmages
3. Picture day



- a. Select and secure vendor for pictures
- b. Coordinate location and schedule for picture day

P. COACHES REPRESENTATIVE – The Coaches Coordinator shall perform the following duties:

1. Act as a board representative for the coaches
2. Host a coach’s clinic before the start of every season. The clinic will include the basics of youth football, such as safety, equipment return, practices and other rules that are specific to youth football. 1st year head coaches, mandatory attendance.
3. Develop/maintain a coach’s library
4. Keep a Head coaches contact list, to coordinate film trade, scrimmage, etc.
5. Provide a list of Head Coaches by 1 April, for Board of Directors approval. Serve as a liaison between coaches and Board of Directors
6. Preside at coaches meetings

Q. INSURANCE REPRESENTATIVE - Act as insurance representative for the Association and have available the necessary medical forms.

R. SNACK BAR COORDINATOR - The Snack Bar Coordinator shall be responsible for snack bar operation, including operations of food selection, preparation and purchasing. The Snack Bar Coordinator is also responsible for the accounting of funds received.

SECTION 8 BOARD OF DIRECTOR'S MEETINGS - The Board of Directors shall meet on a monthly basis. Special meetings of the Board of Directors for any purpose may be called at any time by the President or by any two officers. Notice of time and place of special meetings shall be given to all officers not less than two (2) days prior to the meeting. Notice of any meeting of the Board of Directors may be waived if such waiver is in writing and signed by the absent directors. If a majority of the Board of Directors are present at a meeting for which proper notice was not given, it shall be considered an official meeting. Any member of the Association may attend a regularly scheduled or special meeting of the Board of Directors upon verbal or written request made to a Board Member. Board Members are expected to attend all regularly scheduled board meetings. Failure to attend 2 or more meetings may result in removal from the board.



SECTION 9 QUORUM - A majority of the Board of Directors as fixed by Article IV, Section I of these By-Laws shall be necessary to constitute a quorum for the transaction of business. A majority vote of the quorum shall govern.

SECTION 10 MEMBERS AT LARGE – The Board of Directors may, at its discretion, appoint Members at Large to assist with the duties and responsibilities of the Board. Member at Large are non-voting members of the Board and shall serve on the Board as long as the Board deems necessary.

ARTICLE V MEETINGS OF THE MEMBERSHIP

SECTION 1 PLACE OF MEETINGS - All meetings shall be held in Orcutt, California or such place designated by the Board of Directors.

SECTION 2 ANNUAL ELECTION MEETING - Election of the officers of the Board of Directors shall be held no later than January 31 of each year, unless otherwise scheduled by the existing Board of Directors.

SECTION 3 SPECIAL MEETINGS - Special meetings of the membership may be called at any time by the President or by two or more officers upon written notice specifying the purpose of the meeting to the Secretary, who shall issue proper notice.

SECTION 4 QUORUM - A majority of the Board of Directors as fixed by Article IV, Section I of these By-Laws present at a special or general meeting shall be necessary to constitute a quorum for the transaction of business. A majority vote of the quorum shall govern. The presiding officer shall vote only to break a tie.

ARTICLE VI STANDING COMMITTEES

SECTION 1 APPOINTMENT AND ORGANIZATION - All standing committees shall be appointed by the President and shall work under the coordination and supervision of the Vice President or his delegate.



ARTICLE VII PARLIAMENTARY AUTHORITY

SECTION 1 The official parliamentary authority of the Association shall be Robert's Rules of Order, latest edition.

ARTICLE VIII AMENDMENTS TO BY-LAWS

SECTION 1 The Board of Directors shall meet to review and consider any changes in the By-Laws each year and shall approve recommendations as required no later than March 31.

SECTION 2 The By-Laws of the Association may be amended at a meeting of the Board of Directors by a majority vote, provided notice of such amendments has been given to all Board Members a minimum of fourteen (14) days in advance.

SECTION 3 Upon adoption of any amendment to the By-Laws, the Secretary shall prepare and distribute the revised By-Laws to all Board Members and the CCYFL.

ARTICLE IX DISSOLUTION

SECTION 1 In the event of dissolution of the Association, the property of the Association shall be given to a non-profit, charitable organization as designated by the Articles of Incorporation.

ARTICLE X RULES

SECTION 1 A active team shall agree to abide by all rules and regulations of the CCYFL and OYFL.

SECTION 2 The Board of Directors shall appoint Head Coaches. Coaching vacancies will be filled by the Board of Directors. Head Coaches must meet the eligibility requirements contained in the CCYFL Rules and Regulations, Article III, Sec A.

SECTION 3 Each Head Coach shall submit to the Board of Directors for approval the names of Assistant Coaches prior to the first day of conditioning. A list of Team Parents and other appointed positions that are deemed necessary shall be provided to the Board prior to Jamboree Day.

SECTION 4 Only those players officially listed with this Association shall be permitted to play.

SECTION 5 All officers, members, and participants of this Association shall act without pay.



SECTION 6 By December 31, each active member is required to return to OYFL, through the Equipment Manager, all of the equipment issued to the team, including team jerseys.

SECTION 7 All Board Members should provide an anticipated budget to the board pertaining to their area of responsibility at the beginning of each season (as soon as it is feasible to do so). The Board of Directors approval is required for all purchases over \$100.

SECTION 8 A Head Coach candidate shall have served as an Assistant Coach for a minimum of one year unless otherwise approved by the Board of Directors.

SECTION 9 Players shall be assigned to teams in accordance with the Team Assignment Policy in Appendix A.

SECTION 10 For each home game, each team shall supply (2) Game Field Commissions to the Game Day Coordinator for the following game. The Head Coach is responsible for providing personnel for these duties.

SECTION 11 The home team for the last game of the day is responsible for field cleanup and equipment teardown.

SECTION 12 GRIEVANCE PROCEDURE - All grievances brought before the Board will be resolved in accordance with the following:

- A. The initial attempt to resolve conflict shall be between the parties involved.
- B. All complaints must be submitted in writing to the Board within 48 hours of the occurrence.
- C. No complaint shall be considered if it is filed outside of the time limit.
- D. The accused will be notified within 48 hours and provided a copy of the complaint.
- E. The accused may submit in writing a rebuttal to the league president within 48 hours of complaint notification.
- F. The OYFL Board shall act as the Grievance Committee.
- G. If an OYFL Board Member is involved in the dispute, then he/she will be ineligible to act as a committee member.
- H. The Board shall meet to consider the complaint within 14 days of receiving the complaint.



- I. Violations reported and found to be valid by the Board will result in disciplinary action up to and including dismissal.
- J. All involved parties shall be notified in writing of the Board decision within 48 hours of the ruling.
- K. All OYFL Board decisions shall be final and binding.

SECTION 13 REFUND POLICY - Refunds will be considered when accompanied by a written request. All refunds requested of the association will be resolved in accordance with the following:

- A. A full refund minus a \$10.00 administrative fee will be granted to players who quit before equipment is issued.
- B. A full refund minus a \$10.00 administrative fee and applicable insurance fees will be granted to players who quit before Jamboree.
- C. No refunds will be given after the Jamboree.
- D. No refunds will be considered unless all other obligations with OYFL have been met, such as all equipment returned.
- E. The Board will consider special circumstances.
- F. All Board decisions are final.

SECTION 14 RETURNED CHECK POLICY – All returned checks for non-sufficient funds, will be charged a service fee in the amount of \$25.00 plus the amount of the check. All fees must be paid prior to registration by cash or certified bank check.



APPENDIX A TEAM ASSIGNMENT POLICY

SECTION 1 PURPOSE - It is the intention of OYFL to make the sport of tackle football available to as many youngsters as is possible. The limiting restrictions are based on the financial ability of OYFL to provide adequate equipment and coaches for the protection of the participants. All rules herein shall be in accordance with the CCYFL Playing Rules. If any conflict arises, the CCYFL Playing Rules shall take precedence.

SECTION 2 SIGN UP PROCESS

- A. All sign-ups will be placed in a division according to CCYFL rules and regulations, on a first come, first served basis. The date and number of their registration will be recorded on their player contract at the time fees are paid. A player is not considered registered until the fees are paid
- B. No sign ups will be accepted after the start of conditioning week, unless it is necessary to fill out a team to the minimum (16 players) at the discretion of the Player Agent.
- C. Teams will be limited to 25 player's maximum (28 for the Senior Division). During sign-ups, an additional 5 potential participants per division will be placed on a waiting list to fill any vacancies that may occur on teams. Wait List players need required fees and players documents completed and received in order to be issued equipment and participate in conditioning. . Team rosters will be frozen after the second week of team practice, except as necessary for the Player Agent to accommodate player weight changes after weight certification.
- D. All fees not paid from the previous year must be paid and the current year's registration fees must be paid in order for a potential participant to be placed on a team. If a potential participant is placed on the waiting list, there is no guarantee that a place will be available for the child even if all required fees are paid, regardless of the date and time originally signed up. Entry into the league will be based on availability of positions on existing teams. Financial hardships will be considered on a case-by-case basis and payment arrangements will be approved by a majority vote of the Board of Directors.
- E. Any potential participant not completing the required paperwork, supplying a birth certificate (or other proof of age) or not obtaining a signed health certificate will not be issued



equipment. If these conditions are not met by the first day of conditioning, the potential participant may not enter the practice field. Under no circumstances shall any player participate in any conditioning or practice until a signed health certificate is obtained. Any coach allowing a player to participate without a signed health certificate will be immediately removed as coach of the league. If a potential participant is placed on the waiting list, there is no guarantee that a place will be available for the child even if the all required paperwork is completed, regardless of the date and time originally signed up. Entry into the league will be based on availability of positions on existing teams.

- F. All refunds for players quitting the league and requesting a refund will be processed per Article X, Section 13.

SECTION 3 TEAM FORMATIONS

- A. Teams shall be formed in accordance with Article II, Section E of the CCYFL Rules and Regulations. All players must meet the eligibility requirements and shall be certified in accordance with Article II of the CCYFL Rules and Regulations.
- B. The Athletic Director shall preside over the Draft. The draft will be held under the supervision of the OYFL President, Vice President and Player Agent(s). The Draft will be monitored by a CCYFL official or their designee.
- C. With the approval of the CCYFL waver committee, The Board of Directors is empowered to deviate from rules governing the CCYFL player assignment policy with respect to age, weight and ability if it would be in the best interest of the concerned player(s) and the league as a whole.
- D. Whenever siblings are involved, parents may request that they be on the same team. Coach's options and brother options must identified and be submitted to the Player Agent in writing by the coaches. All such requests must be approved by the Player Agent and the Athletic Director in order to be valid in the following draft. Special requests will not alter Draft procedures or determine team placement.
- E. The Player Agent will provide a master list of all eligible players to all coaches prior to the draft.



- F. In order to be eligible for the draft, a player must show up for the first week of conditioning in order to provide the coaches a chance to evaluate the players prior to the draft. Ineligible players may be assigned to a team by the Player Agent if space is available.
- G. Whenever sibling options are involved, selecting one means that on the next subsequent round(s), the other(s) must selected as well.
- H. Team expansion, if necessary, will be conducted in accordance with the CCYFL Playing Rules, Article II, Section E, Item 4.
- I. A head coach must include their child as one of their four protected players, unless the child is already a “returner” to that same division. If a sibling is also in the same division, the sibling will be taken in the third round of the draft.

APPROVALS

Approved on _____

Christina Oliveres, OYFL President

Becky Cornwall, OYFL Secretary