



CCYFL BY-LAWS

Revised April 2023

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BY-LAWS OF THE CENTRAL COAST YOUTH FOOTBALL LEAGUE (CCYFL)

ARTICLE I ORGANIZATION

SECTION 1 – NAME

- A. The name of this organization shall be The Central Coast Youth Football League Inc.
- B. The organization may change its name by a majority vote of its membership.

ARTICLE II PURPOSE

SECTION 1 – OBJECTIVES

- A. The objective of this program is to: Inspire youth, regardless of race, religion, color, creed, national origin, or gender. Bring them closer together through the means of a common interest in football, by practicing the principles of healthy living, maintaining high moral and ethical standards, a sense of fair play, good sportsmanship, and teamwork. Impart the game elements in a safe and intelligent manner; keep the well-being of the player first and foremost, entirely free of any adult lust for glory and self-promotion.

SECTION 2 – SPECIFIC PURPOSE

- A. Teach the players, within the rules of the game, the fundamentals of passing, running, kicking, blocking, and tackling.
- B. Teach, through the game, good sportsmanship and teamwork, appreciation and enjoyment of the game and encourage them to play to the best of their ability, knowing that football is a contact sport.

ARTICLE III MEMBERSHIP

SECTION 1 – MEMBERSHIP

- A. The CCYFL consists of voting members and affiliate Chapters. In order to be a voting member, a Prospective Chapter must field a minimum of one (1) team and have their membership application approved by a majority vote of the executive council. Each Chapter must be a member of USA Football. Each Chapter is a separate, independent entity with responsibility for managing their own internal affairs. The only stipulation is they must agree to abide by all CCYFL rules and the decisions of the Executive Council. (See Rules, Article I Section D)

SECTION 2 – ASSOCIATIONS

- A. Associations that are formed under the CCYFL guidelines, by-laws, Chapter by-laws, and use CCYFL as a source of activity, must conform to the following restrictions:
 - 1. The area Chapter in which this new organization is founded will place that new organization on probation period from the date the new organization was formed or from a date the Chapter selects as an appropriate start date. The purpose of this probation period is to be sure that this new organization does not use the CCYFL and its affiliates for personal gain and to confirm that this organization can meet its financial responsibilities to the CCYFL and outside interests.
 - 2. The new organization may form its own Board of Directors; however, one Chapter member must be on this board. During the probation period, the new board may make recommendations to the Chapter board for its approval. The Chapter board has the final say as to the new organization requests.
 - 3. The Chapter where the new organization is formed will establish guidelines for the new organization to work within. These guidelines will include, but not be limited to: Board of Directors being elected, adoption of all CCYFL rules and by-laws, financial status, expenditures of funds, fundraising events, bank accounts, and the use of any CCYFL facility.

SECTION 3 – MEMBERSHIP SUSPENSION OR DISMISSAL

- A. Any member of the CCYFL, any player, adult, city Chapter, or Board Member is subject to suspension or dismissal from the program by the Executive Council, if in its opinion, their failure to comply with the bylaws or Rules of the CCYFL is detrimental to the program and the CCYFL.
- B. Evidence of misconduct or failure to comply with the by-laws or Rules shall be presented in writing to the President of the Executive Council and will outline, in detail, the charge being preferred. At the next regular meeting, or a special meeting if deemed necessary, the complaint will be heard by the Executive Council and a decision will be handed down.
- C. Suspension or dismissal will require a two-thirds majority vote of the Executive Council, with a quorum consisting of a majority of the members being present.

SECTION 4 – INCOMING CHAPTERS

- A. Each incoming Chapter will have one vote after satisfying right to vote criteria (Article VII, Section 1)
- B. Each incoming Chapter must submit to the CCYFL Executive Council the minutes from their Board Meeting and Treasurers reports from the previous and current year, last year's team rosters, and their most current chapter rules and by-laws.
- C. Incoming Chapters must have a representative at every CCYFL meeting. Fines will be enforced for missed meetings.
- D. Representatives from incoming chapters cannot hold an elected CCYFL office until their second year of membership in the CCYFL. A representative from an incoming Chapter cannot run for CCYFL President or Vice President until the third year of membership and must meet all other CCYFL requirements to run for the CCYFL President or CCYFL Vice President's position.
- E. Each incoming Chapter will have their draft hosted by a CCYFL Executive Council member or representative.
- F. At the July CCYFL meeting, incoming Chapters must present a roster of that Chapter's draft committee.
- G. At the August CCYFL meeting, incoming Chapters must present a roster of coaches and their teams. The incoming Chapter's Board of Directors must have approved the coaches.

ARTICLE IV CHAPTER RESPONSIBILITIES

SECTION 1 – CHAPTER BOARD RESPONSIBILITIES TO THE CCYFL

- A. Each Member Chapter Board is responsible for the following items for the CCYFL:
 - 1. Follow the CCYFL By-laws, rules, guidelines, procedures and CCYFL Executive Council/Board decisions. No member chapter or association may have a by-law, rule, guideline, procedure, or decision that is opposite or counter to a CCYFL doctrine unless it has been approved by the CCYFL Board.
 - 2. Maintain a functioning board at the local level.
 - a. Player Safety Coach board position must be occupied.
 - 3. Forward all Chapter meeting minutes and a financial report each month to the CCYFL Secretary.
 - 4. Provide at least one representative to sit on the CCYFL Board.
 - 5. Pay all fees and fines in a timely manner.
 - 6. Maintain rosters for the following:
 - a. Board Members

- b. Coaches/Team Parents
 - c. Football Players
 - d. Cheerleaders
 - e. Anyone else associated with the local chapter may use CCYFL Insurance.
 - f. It is the chapter's responsibility to notify CCYFL when there is a change in a roster.
- 7. Disseminate CCYFL information to chapter members.
 - 8. Handle chapter problems within the chapter.
 - 9. Provide all necessary paperwork to the CCYFL.
 - 10. Ensure each team has a qualified coach.
 - 11. Each participant/field is properly and safely equipped.
- B. On Game Day and the chapter is hosting games, each chapter is responsible for:
- 1. A safe environment for games.
 - 2. A trained Game Field Commissioner.
 - 3. An EMT.
 - 4. Crowd control.
 - 5. Turn in all necessary paperwork to the CCYFL.

SECTION 2 – FAILURE TO COMPLY WITH CHAPTER RESPONSIBILITIES

- A. Failure for a chapter or association to comply with the chapter responsibilities may result in one or more of the following:
- 1. Chapter or Association dismissal from the CCYFL.
 - 2. Suspension.
 - 3. Probation.
 - 4. Fines.
 - 5. Forfeiture of games.
 - 6. Any other penalty the CCYFL Board deems necessary.
- B. Decisions of the CCYFL Board will be made using the protest/grievance procedure.

ARTICLE V
CCYFL BOARD AND EXECUTIVE COUNCIL

SECTION 1 – MEMBERSHIP

A. CCYFL Board

1. Shall consist of the following League Officers:
 - a. President
 - b. Vice President (two (2) positions, one (1) each: North and South)
 - c. Secretary
 - d. Treasurer
 - e. Cheerleader Director
 - f. Insurance Director
 - g. Public Relations
 - h. Athletic Director
 - i. EMT Coordinator
 - j. Referee Director
 - k. Player Safety Director
 - l. Chapter Representatives (at least one)
 - m. DOJ Custodian of Records
2. Chapter Representatives will be selected and designated by each member Chapter in accordance with each member Chapter's individual By-Laws.
3. The following League Officer positions are elected by the CCYFL Executive Council:
 - a. President
 - b. Vice Presidents
 - c. Secretary
 - d. Treasurer
 - e. Insurance Director
 - f. Public Relations Director
 - g. DOJ Custodian of Records
4. The CCYFL President will assign un-elected League Official positions to each designated Chapter Representative 1. The assigned League Official positions will include the following:
 - a. Athletic Director

- b. EMT Coordinator
 - c. Referee Director
 - d. Player Safety Director
5. The CCYFL President may create an un-elected League Official position and assign to the CCYFL Board as necessary.
 - a. The newly created position must be filled with a designated Chapter Representative
6. Persons on the CCYFL Board shall be considered League Officials.
7. All CCYFL Board Members have the right to be a Head or Assistant Coach.

B. The CCYFL Executive Council

1. Shall consist of the following League Officers:
 - a. President
 - b. Vice President (North/South)
 - c. Secretary
 - d. Treasurer
 - e. Insurance Director
 - f. Public Relations Director
 - g. DOJ Custodian of Records
2. Persons running for an elected position must meet the criteria for the position set forth under Article VII Section 3 – CCYFL Elections.
3. Elected League Officers do not count toward a chapter designated representatives.
4. Persons on the Executive Council shall be considered League Officials.
5. The Executive Council is the default membership for all committees.
6. The CCYFL President can designate any combination of Executive Council members, CCYFL Board members or other persons for committee membership.
7. The Executive Council can meet independently of the CCYFL Board.
8. Each member of the CCYFL Executive Council, except the President, shall have one (1) vote. The President only votes in case of a tie.
 - a. Each member of the Executive Council must have satisfied right to vote criteria (Article VII, Section 1) before voting.
9. If a designated Chapter Representative 1 from a member Chapter cannot attend a meeting, designated Chapter Representative 1 or member Chapter President may name an alternate.
 - a. Alternate may not vote unless alternate has satisfied right to vote criteria (Article VII, Section)
 - b. CCYFL League Officials may not name an alternate.

- c. Designated Chapter Representative or member Chapter President must notify CCYFL President prior to meeting.

ARTICLE VI LEAGUE OFFICER DUTIES

Section 1 – Elected LEAGUE OFFICER DUTIES AND TERMS

A. PRESIDENT

Will preside over all Executive Council meetings and will appoint all committees; will administer the by-laws and Rules of the CCYFL as set forth; will be given certain discretionary powers to permit carrying out the policies of the Executive Council expeditiously; he may suspend anyone for at least (1) game if he feels that an infraction has been committed pending a full investigation, will be an Ex Official member of all committees and will report directly to the Executive Council.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

B. VICE PRESIDENT

Will assist the President in performing his/her duties. The Vice Presidents will preside over meetings if the President is not available. The Vice Presidents will chair any boards or committees the President assigns. The Vice Presidents shall be the central point of contact for rule interpretations.

The two (2) Vice Presidents will be selected: one (1) from North and one (1) from South.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

C. SECRETARY

Will assist the President in the recording of minutes and any other matters pertaining to distribution of all information to the staff and The Executive Council. The Secretary will handle the typing, clerical and general correspondence duties associated with CCYFL administration.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

D. TREASURER

Will maintain the financial security of the CCYFL/CCYCA. Duties include the payment of all bills incurred by the CCYFL/CCYCA Executive Council and the collection of all fees; and fines related to the daily operation of the CCYFL/CCYCA. The treasurer will provide The Executive Council with an accurate report of the CCYFL/CCYCA finances at each meeting. The treasurer will be responsible for maintaining the CCYFL' s status as a non-profit organization and any other tax related items as necessary.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

E. INSURANCE DIRECTOR

Will be responsible for the insurance program; will issue forms pertaining to insurance business and conduct training sessions with Chapter on proper procedures for all insurance business and conduct training sessions with Chapters on proper procedures for all insurance matters; will report to The Executive Council as necessary.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

F. PUBLIC RELATIONS DIRECTOR

Will be responsible for all CCYFL/CCYCA publicity matters. Publicity matters include the distribution of game results, stories, and events on the CCYFL/CCYCA to the media. Duties will include preparation and review of publications for both external and internal audiences, media releases and correspondence, researching revenue sources, developing or revising training, assisting CCYFL board members with correspondence. Public Relations will also serve as the liaison between CCYFL and the chapters.

The term for this office is for two (2) years beginning on the 1st of January that immediately follows the election.

G. DOJ CUSTODIAN OF RECORDS

Will be responsible for maintaining DOJ records for CCYFL/CCYCA.

Conducting any meetings needed with the DOJ committee.

Will notify a chapter when needed concerning any DOJ concerns.

The term for this office is for five (5) years beginning on the 1st of January that immediately follows the election.

SECTION 2 – NON-ELECTED LEAGUE OFFICER DUTIES AND TERMS

A. CHEERLEADER PRESIDENT

Will be elected by the CCYCA and act as the CCYCA Board of Directors President. The Cheerleader President will preside over all CCYCA Board of Directors meetings and have all the duties as defined in the CCYCA Rules. The CCYCA President will appoint the positions of North and South Cheerleader Vice Presidents if the CCYCA does not elect them. The Cheerleader President will be responsible for reporting the activities of the CCYCA to CCYFL Board at each regular meeting. The Cheerleader President must submit the minutes of all CCYCA meetings to the CCYFL Secretary for inclusion to the CCYFL minutes.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

B. ATHLETIC DIRECTORS

Will be responsible for league structure, league rosters, weigh ins, will post and distribute scores of games and standings upon notification from Chapter presidents and/or send them to person designated to post.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

C. EMT COORDINATOR

Will contact the EMT'S or EMT rep from each chapter before each week of play to confirm that the correct number EMT'S are at each game site. They will be responsible for each game site and game. They will also attend any meetings with the EMT'S.

D. REFEREE DIRECTOR

Will contact the referees before each week of play to confirm that the right number of refs are at each game. They will be responsible for each game site and each game. The Referee Rep will attend all meetings with referees.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

E. PLAYER SAFETY DIRECTOR

Will collect and administer to Chapter Player Safety Coaches (PSC) all safety related information for CCYFL (for example: USA Football; federal, state, and local laws) Will review any chapters request for safety concerns and relay information back to the executive board.

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

F. Chapter Representative

Will be selected by individual member Chapters in accordance with each individual member Chapter's By-Laws

Will be a direct liaison between CCYFL and member Chapter.

Responsible for relaying all information from official CCYFL meetings to the member Chapter - Will be assigned an un-elected League Official position at the discretion of the President (Article V, Section 1, A, 4)

The term for this office is for one (1) year beginning on the 1st of January that immediately follows the election.

SECTION 3 – OTHER CCYFL OFFICIALS

A. CCYFL HEAD OFFICIALS

Will serve as the chief advisor to The Executive Council on all officiating issues. They will assist the Athletic Directors in the preparation of Official's season schedules, including all play-off games. Receive and review all complaints and protests pertaining to officials and officiating throughout the Conference. Serve as a liaison between the Officials Association and the CCYFL. Review and distribute information pertaining to new rule changes and how they affect play in the CCYFL.

B. GAME FIELD COMMISSIONERS (GFC)

Will be appointed by each individual Chapter and approved by the CCYFL Board. The GFC will be the CCYFL host at that field for that day, and the point contact for all teams. GFC responsibilities will include but not be limited to; pre-protest reports; game field, EMTs, number of coaches, etc. GFC will be a representative of the Executive Council. The GFC is responsible for their actions to the Executive Council as defined by the Game Field Commissioners CCYFL. Executive Council Directive (Appendix A).

ARTICLE VII MEETINGS AND VOTING

SECTION 1 – RIGHT TO VOTE

- A. Only Executive Council members have voting privileges (Article V, Section 1, B, 8)
- B. For new incoming member Chapters, to receive CCYFL voting privileges the following criteria must be satisfied:
 - 1. Executive Council members representing the new incoming Chapter must have attended no less than six (6) of officially called CCYFL meetings in the previous 12-month period. Officially called CCYFL meetings include, in any combination:
 - a. Monthly general CCYFL Board meetings
 - b. Emergency CCYFL Executive Council meetings
 - c. Rules Committee meeting
 - d. Any CCYFL Executive Council meeting called by CCYFL President
- C. In order to cast a vote during CCYFL Board meetings and Executive Council meetings, excluding CCYFL Executive Council elections, all of the following criteria must be satisfied:
 - 1. Hold a CCYFL Executive Council position.
- D. In order to cast a vote during CCYFL Executive Council elections, all of the following criteria must be satisfied:
 - 1. Hold a CCYFL Executive Council position.
 - 2. Executive Council members must have attended no less than 50% of officially called CCYFL meetings in the previous 12-month period. Officially called CCYFL meetings include, in any combination:
 - a. Monthly general CCYFL Board meetings
 - b. Emergency CCYFL Executive Council meetings
 - c. Rules Committee meeting
 - d. Any CCYFL Executive Council meeting called by CCYFL President

SECTION 2 – MEETINGS

- A. General meetings of the CCYFL Board will be held on the first Tuesday of each month.
 - 1. The date can be changed by the CCYFL President to accommodate special occasions.
- B. Extra meetings can be called as required.
- C. Special meetings can be called as required.

- D. All meetings will be conducted by “Robert's Rules of Order, Revised”.
- E. A quorum shall consist of more than 50% of voting officers and at least 50% of the Chapters.
- F. Chapter attendance at properly called meetings is mandatory. Failure to send at least one official CCYFL Representative to a meeting will result in the Chapter assessed a \$50.00 fine. Failure to pay the fine in a timely manner or two consecutive failures to attend will result in automatic Council consideration for dismissal.
- G. Alcoholic beverages are not allowed at any CCYFL meeting.
- H. All decisions of the CCYFL Board and or Executive Council are binding on all Chapters, teams, and individuals.
- I. Player requests, rules and by-laws changes require a 2/3-majority vote to pass, all other business to be conducted by a simple majority vote.
- J. No proxy votes will be accepted.
- K. In case of special meetings, those concerned shall be notified no less than forty-eight (48) hours in advance by telephone or in writing as to the date, time, place, and purpose. The 48-hour rule may be waived if 2/3 of the Executive Council requests a special meeting during a regular meeting.
- L. No business other than that for which a special meeting is called may be discussed.

SECTION 3 – CCYFL LEAGUE OFFICIAL ELECTIONS

- A. Elections for the elected League Official members shall take place at the December regular meeting.
- B. Only currently serving Executive Council members may vote in League Official elections 1. Each member of the Executive Council must have satisfied right to vote criteria before voting (Article VII, Section 1)
- C. All League Official elections will be decided with a simple majority vote.
 - 1. Currently serving CCYFL President will vote in the event of a tie.
- D. Eligibility to run for specific CCYFL League Official positions is as follows:
 - 1. President
 - a. Must have served as CCYFL Executive Council member (Article V, Section 1, B) for the past two (2) years.
 - b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12-month period.
 - c. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

2. Secretary

- a. Must have served as CCYFL Executive Council member (Article V, Section 1, B) for the past one (1) year.
- b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12-month period.
- c. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

3. Treasurer

- a. Must have served as CCYFL Executive Council member (Article V, Section 1, B) for the past one (1) year.
- b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12-month period.
- c. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

4. Cheerleader President

- a. To be elected by CCYCA in accordance with the CCYCA governing By-Laws
- b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12 – month period.

5. Insurance Director

- a. Must have served as CCYFL Executive Council member (Article V, Section 1, B) for the past one (1) year.
- b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12-month period.
- c. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

6. Public Relations Director

- a. Must have served as CCYFL Executive Council member (Article V, Section 1, B) for the past one (1) year.
- b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12-month period.
- c. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

7. DOJ Custodian of Records

- a. Must have served as CCYFL Executive Council member (Article V, Section 1, B) for the past one (1) year.
- b. Must have attended no less than 75% of officially called CCYFL meetings in the previous 12-month period.
- c. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

In order to hold any other CCYFL Board position:

- 8. Must have attended no less than 50% of officially called CCYFL meetings in the previous 12-month period.
 - a. Officially called meetings include, in any combination:
 - i. Monthly general CCYFL Board meetings
 - ii. Emergency CCYFL Executive Council Meetings
 - iii. Rules Committee meeting
 - iv. Any CCYFL Executive Council meeting called by CCYFL President

E. In order to cast a vote during CCYFL Executive Council elections, voter must have satisfied right to vote criteria (Article VII, Section A)

F. If a chapter appoints someone to be a League Official that does not meet the above requirements that person will be put-on six-month probation and/or if the person that the chapter appoints misses two consecutive meetings or fails to perform their duties as a League Official, they can be removed by the

President if it is for the betterment of the League. At that time the chapter will be required to replace this person before the next CCYFL meeting. Chapter Replacement Representatives are bound by the same requirements as New Chapter Representatives and will be placed on probation if the new representative does not meet the requirements.

ARTICLE VIII ELECTION IN CITY CHAPTERS

SECTION 1 – CHAPTER ELECTION

Chapters will elect their officers and directors no later than 31 of December and will notify the CCYFL in writing of their officers and directors by the first meeting in January.

ARTICLE IX PROTEST/INFRACTIONS COMMITTEE

SECTION 1 – PURPOSE

- A. The purpose of this committee is to review all protests, infractions, and complaints and to make any recommendations to The Executive Council of the CCYFL. This board will streamline the processing of complaints at general CCYFL meetings.

SECTION 2 – COMMITTEE MEMBERSHIP

- A. A Protest/Infractions Committee will be selected from the CCYFL Executive Council if needed.
- B. The committee will consist of:
 - 1. At least one (1) representative from each Chapter.
 - 2. The CCYFL President will appoint a chairperson to the committee. The Chairperson will only vote in the event of a tie.
 - 3. A CIF certified game official in an advisory capacity, only if deemed necessary.
- C. The Committee term will expire on 31 December of each year.
- D. Alcoholic beverages are not allowed during Protest/Infraction Committee meetings.

SECTION 3 – PROTESTS

- A. Protests are infractions that affect the playing or the outcome of a game.
- B. A protest on any item other than an official's judgment must be filed, in writing and in the CCYFL President's possession not later than seventy-two (72) hours after the alleged infraction has taken place, accompanied by a check, cash, money order, or certified check in the amount of fifty dollars (\$50.00). No protest will be heard considering an official's judgment call. The CCYFL President will investigate all Protest/Infraction or assign someone on the board to investigate them before going to committee.
- C. A hearing will be held within (72) hours following receipt of the protest in writing.
- D. The team being protested against will be notified immediately of the protest and will be permitted to have a representative, along with the protesting Chapter, at the hearing.
- E. All decisions of the Protest/Infractions Committee are (final and binding) and its decisions will be verbally communicated to The Presidents of the Chapters involved within twenty-four (24) hours of the hearing. Written documentation of the decision will follow within eight (8) to ten (10) days.
- F. The \$50.00 protest will be refunded if the protest is allowed and deposited in the CCYFL treasury if denied.

SECTION 4 – INFRACTION AND GRIEVANCES

- A. Infractions and grievances cover anything that does not affect the playing or the outcome of a game or complaints against any person associated with the CCYFL.
- B. All infractions or grievances must be submitted in writing with any support material to the CCYFL President for review. The CCYFL President will investigate all Protest/Infraction or assign someone on the board to investigate them before going to committee. The Executive Committee will determine if or what further action is necessary.
- C. The Executive Council may decide to issue a letter of compliance or reprimand. A copy of any such letter must be forwarded to the President of the member Chapter and Secretary of the CCYFL. The letter may be included in the minutes of the next CCYFL Executive Council meeting.
 - a. If compliance is not achieved; The Executive Council will pursue further action on how to resolve the matter.
- D. If the President or Executive Council determines that a hearing is necessary, the committee will set the time and the place of the hearing at the earliest possible convenience of the parties involved. If a hearing has been set and a party does not attend, they may forfeit their right to be heard. The committee may allow for extenuating circumstances. If the Executive Council wants a hearing it may do so even if the President does not.

ARTICLE X

CUSTODIAN OF RECORDS COMMITTEE

SECTION 1 - COMMITTEE

- A. CCYFL will appoint a 5-person committee to oversee the Department of Justice Live Scan process for all CCYFL adult volunteers.
 - 1. The committee will be appointed at the January CCYFL Board Meeting.
 - 2. These committee members will be charged with receiving Criminal Offender Record Information (CORI), which by law is CONFIDENTIAL.
 - 3. Members of this committee must be specifically fingerprinted and cleared for access to CORI. Additionally, they must sign the Employee Statement Form, acknowledging an understanding of laws prohibiting its misuse.
 - 4. If an individual with law enforcement knowledge and/or background is available, they shall assist the committee and serve as a custodian of records for all things DOJ related.
- B. The committee will appoint one chairperson.
 - 1. The chairperson will work directly to
 - a. Ensure that every volunteer has been fingerprinted.
 - b. Receive correspondence / notification from CCIS when results come back.
 - c. Ensure badges are issued for all eligible volunteers.
 - 2. The chairperson will, upon notification of Criminal Offender Record for a CCYFL volunteer, convene a meeting of the committee within 72 hours.
 - a. Meetings may be in person, via Skype or via conference call.
- C. The Custodian of Records Committee will follow the guidelines outlined in the CCYFL rulebook to determine eligibility of the volunteer.
 - 1. A majority vote will be considered the final ruling.
- D. All decisions of this committee will be final and considered in the best interest of CCYFL.

ARTICLE XI

RULES OF THE CCYFL

SECTION 1 – PLAYING RULES

- A. The official playing rules for the CCYFL will consist of the CCYFL Rules, NFHS football rulebook, and amendments thereto. Rules will take precedence in the order listed.
- B. Interpretations of any Article of the by-laws or Section thereof, or any Rule of this program or organization, shall rest with The Executive Council.

SECTION 2 – RULE CHANGES

- A. A Rules Committee will be appointed annually by the President for the purpose of studying any new Rules submitted by the Chapters.
- B. All proposed rule changes must be submitted to the Rules Committee no later than the first meeting in January. No proposed rule changes will be accepted from the chapters after the first meeting in January.
- C. Proposed rule changes must be presented on the CCYFL Rule Change Form. Additional pages can be attached.
- D. The Rules Committee can propose a rule change up to and including the Rule Change Meeting.
- E. Rule Change Meeting must be held prior to the February general CCYFL Board meeting.
- F. The Rules Committee must perform the following at the Rule Change Meeting:
 - 1. Read all submitted rule changes by Chapters.
 - 2. Determine disposition individual rule change submission. Disposition will be by majority vote of Rules Committee:
 - a. To pass rule change submission onto Chapters for Chapter vote
 - b. Rule change submission is kept within the Executive Council for vote.
 - c. Rule change submission is a by-law change.
 - d. Rule change submission is rejected.
- G. The Rules Committee may rewrite a proposed rule change for enhancement and clarity. Both versions of the proposed rule change must be submitted to the chapters for review.
- H. All rule changes submitted will be presented to The Executive Council for a first reading at the first CCYFL Board meeting in February. The disposition of rule change submissions by the Rules Committee will be announced at this meeting.
- I. All rule change submissions determined by Rules Committee to be voted on by Chapters will receive second reading at the first CCYFL Board meeting in March. Each rule change submission will be voted on immediately following the reading of the rule change submission without discussion. Each Chapter

is allowed one (1) vote and each Executive Council member is allowed one (1) vote. A two-thirds majority is needed to pass a rule change, with a quorum present. The representative of a member Chapter that announces Chapter's vote is not held to right to vote requirements (Article VII, Section 1). New incoming member Chapters are required to satisfy right to vote requirements (Article VII, Section 1, B)

- J. All coaches and Chapter Board Members will sign a document at the Board and Coaches mandatory training sessions prior to the first week of the playing season, stating that they have read all the rules and acknowledge they will abide by them. Any Chapter whose coaches do not sign the CCYFL acknowledgement of the Rules will be subject to their Chapters games being forfeited until signed.
- K. Any proposed rule changes to Article XII in the CCYFL by-laws will be voted on first and the changes will take place immediately.
- L. The Executive Council can submit an emergency rule change at any time. The rule change must go back to the chapters for discussion. The emergency rule change must pass the chapters by a majority vote to become a new rule.

ARTICLE XII AMENDMENTS OF BY-LAWS

SECTION 1 – AMENDMENTS TO THE BY-LAWS

- A. The power and authority to adopt, amend, or repeal any of these by-law's rests solely with The Executive Council of the CCYFL
- B. Procedure to amend: A recommended change to these by-laws shall be presented in writing to the President then to the by-laws committee for a first reading at a regular or special meeting of The Executive Council; but action on the proposed change may take place only after its second reading at the following said meeting shall be necessary for adoption of the amendment.
- C. Record of Amendment: Whatever an amendment or new by-law is adopted, it shall be duly recorded and dated.

ARTICLE XIII BOUNDARY WAIVERS

SECTION 1 – BOUNDARY WAIVERS

- A. No waiver will be considered for players to play outside of the boundaries of the Chapter in which they reside unless:
 - 1. Their Chapter doesn't field a team for which he qualified.

2. The sending Chapter cuts boys down to a full roster and the receiving Chapter does not have a full roster.
 3. The player attends school in a different school district than their primary residence.
 4. Split guardianship.
 5. A special circumstance that requires attention by the CCYFL Executive Council.
- B. No waiver will be granted due to the personal desire of a Coach, Parent, or player to play elsewhere.
- C. Boundaries for each chapter are as designated in the CCYFL Chapter Boundaries 2004.
- D. A boundary waiver must:
1. Be on the official CCYFL Boundary Waiver Form.
 2. Have an approval signature of both Chapter Presidents (Leaving and Receiving) on the CCYFL Boundary Waiver Form.
 3. Be accompanied by a letter of request by a valid guardian. Coaches, Chapter Board Members, or CCYFL Board Members are not allowed. If there is a special circumstance, the chapter Presidents from the leaving and receiving chapters must present the case to the CCYFL Executive Council.
- E. No waiver will be granted due to the personal desire of a Coach, Parent, or player to play elsewhere.
- F. Any waiver will be valid only during the playing season for which the waiver was granted.
- G. The CCYFL President will conduct a Boundary Waiver Committee Meeting on Tuesday the night before the Chapter Drafts begins or another designated day.
1. Chapter Presidents will present their Boundary Waiver Requests at the Waiver Meeting.
 2. All paperwork must be properly submitted.
 3. All Boundary Waiver requests will be disapproved/approved by the Waiver Committee.
 4. Any special circumstances will be presented at this time.
 5. Copies of the submitted Boundary Waiver paperwork will go to each of the Chapter Presidents and the CCYFL Secretary.
- H. No Boundary Waivers will be accepted after the Boundary Waiver Meeting unless it is a special circumstance and is presented and approved by the CCYFL Executive Council. The late special circumstance must meet all Boundary Waiver criteria as defined in paragraph D.
- I. A copy of the Boundary Waiver form with all approving signatures/stamps must be in the coaches' binder.
- J. In the event a new chapter joins the CCYFL, whose chapter boundaries would conflict with an existing chapter, the participants in the existing chapter who live within the new chapters boundaries, have the option to be grandfathered into the existing chapter for as long as they participate in the CCYFL/CCYCA.

ARTICLE XIV CHAPTER FEES

SECTION 1 - FEES

- A. The yearly player/cheerleader registration fee shall be set each year at the yearly budget meeting, taking into account Referees, EMT'S, Insurance and Administrative fees.
- B. All yearly registration fees are due by the October CCYFL meeting and are delinquent by October 15.

SECTION 2 – PENALTY FOR FAILURE TO COMPLY

- A. Failure to comply with Article VIII, Section A shall result in a ten percent (10%) late penalty charge of the fee and loss of voting rights if not hand delivered or postmarked on or before the date due. All returned checks will be considered a late payment and a ten percent (10%) penalty charge applied.
- B. Because of financial difficulties, a Chapter may request the 10% late penalty charge be waived by requesting in writing and submitting the Chapter's financial books to The President who will evaluate the Chapter's status and present the recommendations to The Executive Council for vote.
- C. Failure to pay all fees by October 15th will result in suspension from postseason play.

ARTICLE XV BUDGET

SECTION 1 – BUDGET

- A. During the February Board meeting, the Treasure will present a proposed budget for the upcoming year. Final discussion and approval of the budget will occur at the next meeting.
- B. Any expenditure outside the budget will require a 2/3-majority vote of The Executive Council.
- C. The CCYFL will operate for a fiscal year beginning 01 January and ending 31 December. This will apply both to financial matters and office positions.

**ARTICLE XVI
BANKING - ENDING BALANCE**

SECTION 1 – BANKING

- A. Any Chapter that is not in good standing with the league and has outstanding league debts will have to pay their league debts prior to receiving any refund or get league approval to use a portion of the refund to pay their debts.
 - 1. Any Chapter that has not paid their league debts according to the rules and in a timely manner are subject to penalties of ten percent (10%) of the amount due.

**ARTICLE XVII
FINANCIAL DISBURSEMENTS**

SECTION 1 – DISBURSEMENTS

- A. All payments of debts of the CCYFL so authorized by The Executive Council shall be made on CCYFL checks requiring two (2) signatures, with one signature being that of the Treasure, and the other being of an authorized officer.
- B. No disbursements will be made, other than approved budgeted items, for more than one hundred fifty dollars (\$150.00) without Executive Council approval. (Article IX, Paragraph 2)
- C. All payments will be made in a timely manner.

**ARTICLE XVIII
AWARDS**

SECTION 1 - AWARDS

- A. The CCYFL will provide plaques or trophies to the Super Bowl Champion and runner up.

ARTICLE XIX
DISBANDMENT OF THE CCYFL

SECTION 1 - DISSOLUTION OF THE CCYFL

- A. Dissolution of the CCYFL will be by a vote of the CCYFL Executive Council.
- B. In the event of the dissolution of the CCYFL, the assets of the CCYFL will be distributed as follows:
 - 1. All equipment owned by CCYFL will be sold to the highest bidder.
 - 2. All money received will be distributed evenly among the individual Chapters.
 - 3. If the individual Chapters no longer exist, the money will be distributed to a non-profit organization(s) of the CCYFL Executive Council choosing.
- C. Letter will notify all necessary agencies.
- D. If circumstances dictate, the CCYFL Executive Council may deviate from the above guidelines.
- E.

APPENDIX A
CCYFL – EXECUTIVE COUNCIL DIRECTIVE
GAME FIELD COMMISSIONERS

AUTHORITY:

- A. Enforce the CCYFL Rules.
- B. Joint empowerment with the host Chapter to remove any individual (coach, spectator, or player) from the field or stands and eject them from the stadium for misconduct that disrupts the flow of the game.

Clarifications:

- A. When there is misconduct either on the field or in the stands by coaches, spectators, or players such that the misconduct interrupts, delays or in any way interferes with the game, the host Chapters designated game day representative(s) will confer with the Game Field Commissioners. They have joint empowerment to remove any individuals as stated. If the game field commissioners and game day representatives do not agree as to a course of action the Game Day Field Commissioners have the final authority. All other instances that do not delay or disrupt the game will be the sole responsibility and authority of the host Chapter Game Day representatives.
- B. The decision is final.
- C. Any individual who argues with the Game Field Commissioner or disrupts a previous week's call will automatically receive a \$50.00 fine. The fine will be levied against the respective Chapter.
- D. When a protest has been filed regarding rule violations the Game Field Commissioner will be a standing member of the protest/infraction committee.
- E. On game day the only persons who may approach the Game Field Commissioners are Head Coaches, Chapter Presidents, Game Day Representatives or Field Referees.
- F. All communication to the CCYFL Game Field Commissioners is through The Executive Council.
- G. All field incidents will be reported in writing, by mail immediately following game day completion, and to The Executive Council at the next regular scheduled board meeting. Game Field Commissioners will maintain a weekly log.
- H. Game Field Commissioners will remain neutral until an infraction or violation has been brought to his/her attention, only as it relates to (in the game) that is in progress.
- I. Game Field Commissioners will be provided with a shirt or hat as directed by The Executive Council for identification purposes on game day.
- J. All coaches will receive a copy of this directive as part of the coach's rule packets.