

**ORCUTT YOUTH FOOTBALL**  
**By-Laws**

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Revision History		
Version	Date	Author/Title
OLD	2014	OYFL Secretary
1.00	March 2015	Calley Romero – Events Coordinator
1.10	March 2018	Matt Simkins - VP
2.00	April 20, 2021	Kristen McClintic- Secretary
3.00	April 20, 2022	Justina Martinez - Athletic Director
3.10	August 31, 2022	Megan Dickey- Treasurer
4.00	April 2023	Justina Martinez - Athletic Director

## **ARTICLE I NAME**

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

## **ARTICLE II PURPOSE**

### **SECTION 1 - PURPOSE**

- Provide a tackle football program for the youth of Orcutt in association with Central Coast Youth Football League (CCYFL).
- Operates as a non-profit organization.
- Teach the players the discipline, sportsmanship, and game rules of football.
- 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**

**Chairman of the Board**

**Secretary**

**Game Day Coordinator**

**Treasurer**

**CCYFL Representative**

**Player Agent**

**Player Safety/Insurance Rep**

**Athletic Director/Coaches Rep**

**Events Coordinator**

**Purchasing Agent**

**Equipment Manager**

**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.
- The Board of Directors, by a two thirds (2/3) vote at any duly constituted meeting (quorum of 50% must be present) shall have the authority to suspend any member thereof whose conduct is considered as detrimental to the "League", or violation of the code of ethics of the Orcutt Youth Football League Incorporated.

### **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 an email to a current board member (provided name and position). Self-nominations will be closed on December 1st. 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. Exclusions may apply.

### **SECTION 5-REMOVAL OF OFFICERS**

- Any elected or appointed Official 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. Furthermore, upon removal, end of term and/or transition of board of directors; If a previous board member exits while withholding any OYFL property, passwords, log ins, equipment, material or anything beneficial to the league etc. The previous board member will be unable to be a badged individual for lifetime of Orcutt Youth Football League.

#### **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. Family or members in the same household may only have one vote. Family members may not oversee a position or committees held by another family member (or same household).

#### **SECTION 7-DUTIES**

##### **PRESIDENT:**

- Preside over all meetings.
- Direct the Association and Board of Directors
- Represent the Association to all other agencies.
- Appoint all standing committees and enforce rules, policies, and principles of the Association.
- Arrange for physical examinations as required by CCYFL rules.
- Candidates must have a minimum of one year as a Board Member not necessarily concurrent, to be eligible for election.
- Presidential candidates must serve a minimum of two years.

##### **VICE PRESIDENT:**

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

##### **CHAIRMAN OF THE BOARD:**

- Oversee the decisions of the President and Vice President
- See that bylaws are being properly followed.
- Preside in the absence of the President and Vice President.
- Take on the responsibility and role of the President and or Vice President in the event of their absence to be able to conduct a meeting.

##### **SECRETARY:**

- 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.

- Provide notice to the Board Members of all Association meetings and acquire a meeting place.
- Take attendance at each meeting.
- Record and maintain all records of the league except financial records.

**TREASURER:**

- Account for all funds of the Association and distribute them as authorized by the Board of Directors.
- Keep full and accurate financial records.
- Provide monthly treasury reports to the Board of Directors.
- Arrange for audits of the Association every two years.
- Provide tax return filing and maintain non-profit status filing.
- Provide monthly treasury reports to the Board of Directors and to the CCYFL.
- Treasurer candidates must have one year on the general board and experience in a financial background.
- Treasurer candidates must serve a minimum of two years.

**PLAYER AGENT:**

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

**ATHLETIC DIRECTOR:**

- Schedule football field use.
- Represent OYFL at all CCYFL scheduling of regular season and playoff games.
- Preside over draft proceedings.
- Assist Game Day Coordinator in creating schedules for Jamboree scrimmages.
- Act as Board representative for the Coaches Development
- Maintain Coaches Library
- Keep a Head Coach Contact list, to coordinate film trade, scrimmages. Etc.
- Provide a list of Head Coaches by July 1. For Board of Directors approval.
- Serve as liaison between Coaches and Board of Directors.
- Preside over Coaches meetings.

- Athletic Director candidates must have a minimum of one year as a Coach of Record or Board Member, not necessarily concurrent, to be eligible for election.

**EQUIPMENT MANAGER:**

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

**PURCHASING AGENT:**

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

**TEAM PARENT COORDINATOR:**

- Coordinate Team Parent Meeting.
- Advocate who represents the Orcutt Youth Football League soliciting potential donors/donations for the season
- Operate and maintain the website.
- Direct all public relations efforts of the Association.
- Direct Association sponsorship activities and related public relations, including letters of recognition.
- Communications liaison between the league and Team Parents.
- Picture day: Select and secure vendor for Pictures, coordinate location and schedule.

**CHEER COORDINATOR:**

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

**GAME DAY COORDINATOR:**

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

- Facilitate games scores being published in the local newspaper.
- Posting scores on the site each day by 7pm.
- Emailing the scores of each game day by 7pm to the OYFL president, Athletic Director, CCYFL President and the local media. Updating the website with other information and events as needed.

**CCYFL REPRESENTATIVE:**

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

**PLAYER SAFETY & INSURANCE 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 Tackling<sup>SM</sup>, Heads Up Blocking and other player safety matters. The Player Safety Representative shall perform the following duties:
  - Attends a one-day training clinic with USA Football
  - Holds in-person clinics for head coaches to ensure all coaches are certified.
  - 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.
  - Act as insurance representative and have available the necessary medical forms.

**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:
  - Annual league fundraiser
    - Type of fundraiser
    - Determine venue location and handle all paperwork to secure said venue.
    - Silent Auction
    - Prepare flyer to be distributed.
    - Designate deadlines for items to be turned in.
    - Prepare all silent auction description sheets.

**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.
- Coordinate and secure all vendors.
- Work with St. Joseph's Admin office on details to set up vendor locations.
- Create and send out vendor applications and collect all application fees and turn them over to the Board Treasurer.
- Maintain a good working relationship with all vendors.

**SECTION 8- 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. Members 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- 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 no 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 (unexcused) meetings may result in removal from the board. Report absences to President & Vice President.

**SECTION 2- PLACE OF MEETINGS**

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

**SECTION 3- ANNUAL ELECTION MEETING**

- The election of the officers of the Board of Directors shall be held no later than December 31 of each year, unless otherwise scheduled by the existing Board of Directors.

#### **SECTION 4- 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 5- 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**

- 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**

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

#### **ARTICLE VIII AMENDMENTS TO BY-LAWS**

- 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.
- 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.
- 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**

- 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**

- An 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-Equipment Management**

- By December 31, each active member is required to return to OYFL, through the Equipment Manager, **ALL** equipment issued to the team, including binders.

- **REPLACEMENT PLAN**

- 1) Equipment will be inspected and inventoried each year.
- 2) Necessary and approved equipment will be purchased in order to secure all items before Conditioning Week. Exception: Player Jerseys.
- 3) Cheer Coordinator will follow the same guidelines for cheerleader's equipment.

- **EQUIPMENT ISSUE**

- 1) Equipment will not be issued to participants who owe the League past due funds and/or have not turned in equipment from previous years.

- **STORAGE**

- 1) All equipment shall be stored in the equipment areas (Church of Christ, 795 E. Foster Road, Santa Maria, CA.
- 2) All paperwork and records will be turned in to the President no later than the December Board Meeting and shall be filed and kept by the President during the off-season in the equipment sheds at Church of Christ.
- 3) Paperwork shall be maintained by the appropriate Board Member while the Board of Directors is in active session. a. Player records shall be kept for a period of one (1) year and then properly disposed of (shredded) for the protection of participants.

## **SECTION 7-Financials**

- 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.
- **LEAGUE FINANCIAL DECISIONS**
  - 1) The Board of Directors will decide all matters pertaining to the finances of the League.
- **GENERAL TREASURY**
  - 1) All revenue will accrue to the General Treasury and no team or cheer squad shall maintain a separate treasury or conduct separate fundraising unless approved by the
- **ACCOUNTS**
  - 1) A checking account will be maintained at a local bank for the prompt payment of all League debt.
  - 2) Approved signatures will be any two members of the Board. Typically, the signature card held by the bank shall bear the name of the Vice-President and Secretary. A third signer is allowed on the signature card. The two signers on the account cannot be related, nor may signers issue checks to other members in the same household.
  - 3) All bank records must be presented to a non-signer of the Board at the monthly meeting for audit.
  - 4) The League shall operate on a fiscal year January 1st through December 31st of each year. Annual Tax returns shall be filed by a professional tax company and prepared by the Treasurer.
  - 5) Purchase Requisition (PR) must be completed and submitted to the Treasurer prior to any purchase(s). Billings/Invoices: Treasurer will not issue a check unless the Billing/Invoice is presented to be paid.
  - 6) The treasurer shall require a detailed record of all fundraisers.
  - 7) Authorized Purchases: The Treasurer shall issue one check to a person authorized to purchase items. Further checks will not be issued until receipts are returned to the treasurer, unless authorized by the Board due to circumstances beyond the control of the check recipient.
  - 8) Funds collected for Registration and League Fundraisers must be verified by no less than two Board Members, Treasurer and one other. If the Treasurer is not available, funds may be verified by the President and a General Board Member.
  - 9) If for any reason the Treasurer is unavailable, the Board shall appoint a person to take over the Treasures responsibilities.
  - 10) All checks in excess of \$100.00 require 2 signatures, unless a written approval by the President is received authorizing one signature for each transaction.

## **SECTION 8-Coaches**

- 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.
- Coaches of Record shall be defined as the officially appointed Head Coach for any given team.
- All coaches (Head Coach, Assistant Coaches, and Cheer Coaches) and parental assistants shall be required to follow the CCYFL guidelines for background checks at their own cost. Must have coaches application and ethics signed as well as the USA heads up training.
- All Coaches of Record will be required to attend Player Safety Coaches Clinic put on by the League's Player Safety and Insurance representative prior to the start of the season or be removed from their coaching position.
- ALL coaches must attend the CCYFL rules meeting. Interviews of team coaches are to be done by the President and the Athletic Director and three (3) representatives either from the Board or other experts in the field.
- No person applying for a coaching position, or a family member of a potential coach will be allowed to be on the voting committee for the level in which they are applying. The Board of Directors will be invited to observe these interviews.
- All applicants for Head Coach shall be interviewed before the month of July.
- Head Coaches shall choose their assistants and staff before the first day of conditioning week and must submit a list of coaches and staff prior to the first day of conditioning week. The President and Athletic Director are to present their recommendations to the Board to be voted on and approved at the July Board Meeting.
- Cheer Coaches shall follow the same application process as Football Coaches.

## **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 the 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.

- 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 full refund minus a \$50 administrative fee will be granted to players who quit before equipment was issued.
- A full refund minus a \$50.00 administrative fee, cost of uniform (if purchased and/or ordered) and applicable insurance fees will be granted to players who quit before the Jamboree.
- No refunds will be given after the Jamboree.
- No refunds will be considered unless all other obligations with OYFL have been met, such as all equipment returned.
- The Board will consider special circumstances.
- 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 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**

- 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.
- No signups will be accepted after the start of conditioning week unless it is necessary to fill out a team at the discretion of the Player Agent.
- Teams will be limited to 36 players' maximum. 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 documents completed. 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.
- 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. 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.
- 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 from 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 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.
- All refunds for players quitting the league and requesting a refund will be processed per Article X, Section 13.

### **SECTION 3-TEAM FORMATIONS**

- 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.
- 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.
- With the approval of the CCYFL waiver 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.
- Whenever siblings are involved, parents may request that they be on the same team. The coach's options and brother options must be 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.
- The Player Agent will provide a master list of all eligible players to all coaches prior to the draft.
- In order to be eligible for the draft, a player must show up for a minimum of 6 hours 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.
- Whenever sibling options are involved, selecting one means that in the next subsequent round(s), the other(s) must be selected as well.
- Team expansion, if necessary, will be conducted in accordance with the CCYFL Playing Rules, Article II, Section E, Item 4.
- 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.

**SECTION 4-CHEERLEADERS**

● **CERTIFICATION REQUIREMENTS**

- Cheerleaders are to obtain physical certification in order for them to perform stunts (pyramids or acrobatics) and maintain academic certification in order to participate in the program. Cheerleaders are also considered athletes and have the same requirements.

● **SQUAD PLACEMENT**

- Cheerleaders are placed on team squads based on the following priority:
  - A. Placement of the availability of cheerleaders.
  - B. Team placement of siblings.
  - C. Age of cheerleader corresponding with age and skill level of cheerleader.

**Subject to discretion of the Cheer Coordinator.**

● **PROGRESSION SHEETS (STUNTING)**

- Progression sheets which are signed off by the CCYCA will need to be maintained in order to be eligible for ANY stunts. Cheer practices are to be held at designated practice sites established by the Board of Directors. Each practice site must be covered by OYFL insurance.

**SECTION 5-GAME DAY**

- **GAME ATTIRE** for all divisions will consist of league issued uniforms. Any and all changes must be approved by the Board of Directors. Repercussions will occur, if not given prior approval. All OYFL Board decisions shall be final and binding.
- A maximum of two (2) water boys/girls will be allowed. Minimum age of FIVE and up at the discretion of the Board of Directors. Adults may not be considered water boys/girls.

**APPROVALS**

Approved on 05/16/2023

  
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Megan Dickey, OYFL President

  
\_\_\_\_\_

Justina Martinez, OYFL Athletic Director

**Anything not covered or listed above requires prior Board of Directors approval.**

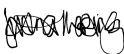
**Certificate Of Completion**

Envelope Id: 92365939554A467D93A253B4B1B278D4	Status: Completed
Subject: Complete with DocuSign: OYFL Bylaws 2023.pdf	
Source Envelope:	
Document Pages: 17	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Megan Dickey
Time Zone: (UTC-06:00) Central Time (US & Canada)	505 N Hwy 169 #900
	Plymouth, 55441
	mdickey@wealthenhancement.com
	IP Address: 204.236.178.163

**Record Tracking**

Status: Original	Holder: Megan Dickey	Location: DocuSign
6/6/2023 2:06:47 PM	mdickey@wealthenhancement.com	

**Signer Events**

Signer Events	Signature	Timestamp
Justina Martinez justinamartinez83@gmail.com Security Level: Email, Account Authentication (None), Authentication		Sent: 6/6/2023 2:09:44 PM Viewed: 6/6/2023 9:56:22 PM Signed: 6/6/2023 10:00:14 PM
	Signature Adoption: Drawn on Device Using IP Address: 174.238.14.200 Signed using mobile	


**Authentication Details**

SMS Auth:  
Transaction: 9bebd1e6-6317-465f-8c3c-bc9d16a98245  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 6/6/2023 9:56:12 PM  
Phone: +1 805-478-5383

SMS Auth:  
Transaction: 5d66522c-56fc-4c51-8008-744512d4f7d5  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 6/6/2023 10:01:10 PM  
Phone: +1 805-478-5383

**Electronic Record and Signature Disclosure:**

Accepted: 6/6/2023 9:56:22 PM  
ID: ba8dca17-625a-4e06-b870-0a8f1d6d8e76

Megan Dickey orcutyouthfootball805@gmail.com Security Level: Email, Account Authentication (None), Authentication		Sent: 6/6/2023 2:09:43 PM Viewed: 6/6/2023 2:10:57 PM Signed: 6/6/2023 2:11:24 PM
	Signature Adoption: Drawn on Device Using IP Address: 174.194.192.131 Signed using mobile	

**Authentication Details**

SMS Auth:  
Transaction: 2345cd8c-d2aa-4af0-8d10-5654aab2c3b7  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 6/6/2023 2:10:51 PM  
Phone: +1 805-863-8701

**Electronic Record and Signature Disclosure:**

Accepted: 6/6/2023 2:10:57 PM  
ID: ad5f70dd-02f2-4395-8c67-048ba6d3d8a7

**In Person Signer Events**

**Signature**

**Timestamp**

<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	6/6/2023 2:09:44 PM
Certified Delivered	Security Checked	6/6/2023 2:10:57 PM
Signing Complete	Security Checked	6/6/2023 2:11:24 PM
Completed	Security Checked	6/6/2023 10:00:14 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC DOCUMENTS AND SIGNATURES**

Wealth Enhancement Group, LLC and its subsidiaries ("we", "us", or "the company") or ("Custodian") may be required to provide to you certain written notices or disclosures as part of the forms and agreements associated with doing business with us or Custodian. We are independent of and not owned, affiliated with or supervised by the Custodian. If the form or agreement presented is our document, such as a disclosure brochure or investment advisory agreement, then this Consent is between you and us. If the form or agreement presented is a Custodian document, such as an account application agreement, then this Consent is between you and the Custodian. We are your agent who chooses which electronic documents to send you for review and electronic signature. This is the case whether those documents are our forms or Custodian forms. You agree to immediately notify us if you receive any electronic document or information that appears to be in error or not intended for you. Described below are the terms and conditions for providing to you such notices and disclosures electronically for your signature through DocuSign, Inc.

Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document. If you want to use electronic documents and signatures, then you must consent and agree to the terms and conditions relating to the system and process that we and the Custodian will use, as set forth below. By checking the "I agree" button below, you will be giving your informed consent and agreement to use the electronic documents and signature system described below to electronically receive, review, and electronically sign paperless documents sent to you in electronic envelopes. You will be agreeing to be bound by any documents you electronically sign the same as if you had received a paper copy of the document and signed it by hand with an ink pen.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you from us or Custodian by contacting us. We may always, in our sole discretion, provide you with any document on paper, even if you have authorized electronic delivery.

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We and the Custodian will ask you for this Consent each time you are given an envelope of electronic documents. Once you give your Consent for an envelope, you cannot withdraw it for that envelope. You can, however, choose not to give your consent in the future when you are presented with subsequent envelopes. If you do this, you will be unable to proceed electronically, and you may be required to use paper documents and signatures. If you give your Consent for an envelope, although you may not withdraw it, you can still choose not to electronically sign any or all electronic documents in that envelope.

Once you electronically sign a particular document, you cannot withdraw the Consent and Agreement for that document, but you can choose to not electronically sign any other documents included in the same envelope. In addition, before you complete an electronic signature of a document, you may cancel and exit the electronic signing process before clicking the 'Confirm Signing' (or other similarly titled button) and closing your browser.

### **How to Update Your Email Address**

Please contact us directly if you need to update your email address where we should send notices and disclosures electronically to you.

### **Minimum required hardware and software**

Operating Systems:

Windows 7, Mac OS X, Mac iOS 11

Browsers for SENDERS:

Internet Explorer 11

Browsers for SIGNERS:

Internet Explorer 11, Google Chrome 65, Safari 11, Firefox Standard 59, Firefox Extended 52

Email:

Access to a valid email account

Screen Resolution:

800 x 600 minimum

1024 x 768 recommended

Enabled Security Settings:

Allow per session cookies

Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC DOCUMENTS AND SIGNATURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- I will not contest the validity or enforceability of any electronic document I receive or electronically sign because the document and my signature are in electronic form; and
- Until or unless I notify my Advisor as described above, I consent to sign exclusively through electronic means and to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me.