

MARTINEZ YOUTH FOOTBALL AND CHEER ASSOCIATION

BYLAWS

Updated December 2025 – Board Approved December 15, 2025

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ARTICLE 1: NAME, BOUNDARIES & COLORS

A-1-1 - Name

The organization shall be known as Martinez Youth Football and Cheer Association, a non-profit youth organization of Central Contra Costa County, California. The initials MYF, as well as the names Martinez Youth Football and Martinez Bulldogs, shall also be accepted as proper substitutes for the Association. MYF is governed by the rules as stated annually by the East Bay Youth Football and Cheer (EBYFC) Rules and Regulations.

A-1-2 - Boundaries

The Boundaries of MYF are generally the city of Martinez limits. However, players from other conference cities who have not previously played in those cities are eligible to play for MYF. Existing players within MYF must obtain a release to play for other cities within the EBYFC.

A-1-3 - Colors

The representative colors of this Association shall be Navy Blue, Gold, and White.

A-1-4- Purpose

The Martinez Youth Football & Cheer Association (also known as Martinez Bulldogs, and MYF) is organized and shall be operated exclusively for the charitable and educational purposes contemplated by Section 501(c)(3) of the Internal Revenue Code.

A-1-5- Dissolution of Assets

Upon the dissolution of the Martinez Youth Football & Cheer Association (also known as Martinez Bulldogs, and MYF), its remaining assets shall be used exclusively for the exempt purposes set forth in Section 501(c)(3) of the Internal Revenue Code, including but not limited to charitable, religious, educational, and/or scientific purposes. Said assets shall be distributed to one or more organizations that are themselves exempt under Section 501(c)(3) of the Internal Revenue Code, as the Board of Directors shall determine.

A-1-6- Conflict of Interest

The Martinez Youth Football & Cheer Association (also known as Martinez Bulldogs, and MYF) is committed to operating with the highest ethical standards. The Board of Directors shall maintain a policy to address conflicts of interest, ensuring that the interests of the organization and its participants are given the utmost priority in all decisions.

ARTICLE 2: OBJECTIVES

It is the objective of this Association to provide a wholesome, safe atmosphere wherein adults and youth can work together through sports activities to:

- Instill the principles of good sportsmanship and fair play.
- Teach the fundamentals of football and cheerleading.
- Provide learning and fun through participation.
- Help our youth become good citizens.

Enjoyment of the game by participants is the basic goal of the Association. Winning through competitive spirit and sportsmanship is important. However, emphasis on winning shall not be paramount. All efforts will be directed toward having each member on the team roster participate. All team members will be ensured a minimum amount of playtime based on conference team-size rules

ARTICLE 3: MEMBERSHIP

Membership in this Association shall be of two classes: Adult General Voting and Player.

A-3-1- Adult Membership

Adult General Voting. All parents/legal Guardians upon registering their children become members under this Article. Fees for such membership shall be included as a part of the player's registration fee. There shall be no more than two adult members per player family. Parents of junior coaches, coaches, board members and other persons performing duties for MYF shall be part of the voting population. To exercise voting privileges, members must attend three consecutive board meetings prior to voting.

A-3-2 - Player Membership

Any properly registered boy or girl participating on a Martinez Youth Football team or Cheer Squad, who meets the following criteria:

- a) Such membership shall be open to any person of such age as may be prescribed by the MYF Board of Directors and by the Rules and Regulations set forth by the EBYFC.
- b) All players must obtain written consent from their parent/legal guardian on a prescribed EBYFC form or other required document. In case of a legal guardian, proof of such guardianship must be presented upon request.
- c) Player membership shall be limited to the total numbers which the Association shall be able to reasonably accommodate, considering available playing fields, facilities, supervision and finances.

A-3-3 – In Good Standing

Full Payment: Full payment of all required fees is required for membership in good standing. Payment plans or fee waivers may be considered as outlined in Article A-15-1. Outstanding Obligations: All outstanding fees, uniforms, and equipment must be cleared before registration for the new season will be accepted. Uniform Return: Members with outstanding balances must return all issued uniforms at the end of the season.

A-3-4 – Member Privacy

It is the policy of this organization not to disseminate the names, addresses, or phone numbers of its members to any individuals outside of MYF. An exception to this can be made by the MYF Board of Directors if, in their opinion, it would be to the benefit of the members and/or the Association.

ARTICLE 4: DISCIPLINE AND TERMINATION OF MEMBERSHIP

A-4-1 - Resignation

Any Association Official, Head Football Coach/Head Cheer Coach, or Assistant Coach to ensure their remaining in good standing upon resigning from office, or from the Association, shall on a timely basis, present to the Association president in writing, their intent to resign.

A-4-2 - Removal of an Association Official

- a) Recall of any elected official within the MYF may be achieved by a vote of three quarters (3/4) of the membership eligible to elect the official. The petition to place the recall on the ballot must have no less than 25 percent of signatures of the members eligible to elect the official. Petitioner shall give notice to the MYF Board of Directors of his/her intent to initiate recall procedures and shall have 90 days from the date of such notice to acquire the required signatures. The MYF Board of Directors, excluding the elected official in question, will have reasonable time to validate the signatures on the petition.
- b) If in the opinion of a Committee or the Board of Directors' Chairperson, an appointed member of their respective Committee or Board of Directors has failed to provide the degree of diligence necessary for the fulfillment of their position, then the Board of Directors may remove that person from their Committee or Board of Directors position upon a majority vote of remaining Board Members.
- c) The person, thusly removed, may appeal the dismissal to the Board of Directors. This appeal may be accomplished by contacting the President, or in his/her absence, the Vice President within seventy-two (72) hours after the dismissal. A special meeting of the MYF Board of Directors will be called within seventy-two (72) hours after the appeal was made in order to give a full hearing to the parties involved. The MYF Board of Directors may vote to sustain or overrule the dismissal.
- d) Breach of confidentiality, including the unauthorized sharing of internal board matters, member information, or sensitive Association discussions, shall constitute grounds for immediate removal from the Board of Directors.

A-4-3 – Barred from Association

Any member, player, parent, or family representative of a member, spectator, Head Football Coach/Head Cheer Coach, Assistant Coach, or Association Official may be barred from participating in the Association, who, in the opinion of the Association demonstrates:

- a) The inability or unwillingness to cooperate with his/her team, MYF Coaches/Advisors or Association officials, or reluctance to meet his/her assigned responsibilities.
- b) Persistent acts of poor sportsmanship.
- c) Acts of vandalism, violence, commission of crimes, or other deeds which cause damage to the reputation of MYF and its membership.
- d) Other conduct which is contrary to the objectives of MYF as stated herein. No player shall be dropped under this section until they and their parent/legal guardian have been notified that such objectionable conduct has resulted in dismissal or suspension.

- e) Any person receiving fines from the Conference shall be responsible for payment of said fines and shall also be barred from participation in the Association and not considered as a member in good standing until said fines are paid.

Decisions to dismiss or suspend an offensive party, parent or player, require a majority vote of the MYF Board of Directors.

A-4- 4 – Code of Conduct

The MYF Board of Directors is free to develop a code of conduct applicable to all players.

- a) If a participant consistently fails to show up for practices or games, the Head Coach/Adult Cheer Advisor may bench the participant providing the participant does not have a good excuse. The participant may be benched only one game at a time. However, he or she must be in attendance in order to be benched.
- b) If a participant uses abusive language and/or will not cooperate with the Head Coach/Adult Cheer Advisor, the participant may be benched for one game. However, he or she must be in attendance in order to be benched.
- c) In all cases of benching, the Head Coach/Adult Cheer Advisor must talk to the participant and the parents/legal guardian before benching the participant and explain the reason for benching to them. If the parent/legal guardian cannot be reached, the President, Vice President, Coach Commissioner or Cheer Coordinator must be contacted before benching said participant.
- d) The Head Coach benching the participant must, within twenty four (24) hours prior to the discipline, notify the participant's Coach Commissioner or Cheer Coordinator that the participant is to be benched and why. The Coach Commissioner and Cheer Coordinator must keep a record of such discipline for their respective participants and must notify the Board of Directors as soon as he/she becomes aware of the incident.
- e) If the violations are repeated, or if poor conduct continues, the participant's Coach Commissioner or Cheer Coordinator must schedule a meeting before the Board of Directors to discuss the problem. All concerned parties must attend this hearing: the participant, the parents/legal guardian, the Head Coach/Adult Cheer Advisor or Assistant Coach, and the Coach Commissioner or Cheer Coordinator. The participant may be suspended for a set length of time or from further participation in the Association after the meeting and upon a vote of the Board of Directors.

A-4-5 – Disciplining of Participants and Adults

Disciplining participants and adults by referees or Association officials while participating in games and practices:

- a) An MYF Board Member may request that any player, Head Coach/Adult Cheer Advisor or Assistant Coach, spectator, or Association official be either removed from participation in a game, practice, and/or requested to leave the premises, who in the opinion of the Board Member demonstrates poor sportsmanship or who violates one of the following policies. If a person/player is removed from a game for such violation, a notation must be made on the participation records of the game. The respective Coaches

Commissioner or Cheer Coordinator must be notified by the Board Member removing the person from the game or practice. The violator could be suspended from the Association. Examples of poor conduct include but are not limited to:

- i. Harassing players, managers, or coaches, on either team or referees.
 - ii. Spectators making unsportsmanlike comments to other spectators or to participants in the game.
 - iii. Playing members, managers, coaches, or Association officials making unsportsmanlike comments to spectators or team participants.
 - iv. Playing members on the bench harassing other teams or officials.
 - v. Fighting or throwing objects on the field.
 - vi. Making an effort to distract members of either team by calling them by name or making derogatory remarks.
 - vii. Abusive or foul language, drinking of alcoholic beverages, or taking or using controlled substances.
- b) Violation of the following carries an automatic penalty. Continued violation could result in suspension from the Association:
- i. Players, managers and coaches guilty of profanity either by word or sign, shall be removed from the game, plus an additional one (1) game suspension.
 - ii. Players, managers and coaches guilty of making threatening gestures before, during or after games or practices shall be removed from the game or practice, plus an additional one (1) game suspension.
 - iii. Players and/or coaches guilty of fighting before, during or after games or practices shall be removed from the game or practice, plus an additional one (1) game suspension.
 - iv. Any adult member, manager or coach guilty of pushing or striking any manager, coach, player, referee, Association official, or any other adult will receive a one (1) year automatic suspension from the Association.
 - v. Managers, coaches, association officials, or any other adult who makes threatening gestures, uses profanity (verbally or in sign language), engages in fighting on school grounds or game fields before, during, or after games or practices, or uses threatening language toward players or other adults will be disciplined as follows:
 - a. 1st Offense: A letter shall be sent by the Association President to the offender and such offender will be placed on probation.
 - b. 2nd Offense: The offender shall be suspended for (1) year
 - c. 3rd Offense: The offender shall be suspended for life
 - vi. Players guilty of violent conduct or serious foul play shall, at the discretion of a Board Member or Coach, be removed from the game, plus receive an additional one (1) game suspension. Players ejected from games by a referee will also receive an automatic one (1) game suspension.
- c) Upon suspending an MYF member or implementing the provisions under this Article (A-4-5), the person recommending the suspension must complete a suspension form and have the suspended party sign it. If such party refuses to sign the form, such party

will be suspended for one (1) year. This form will then be turned over to the president for action.

A-4-6 – Game Participation

Any player member who is unable to participate in four (4) or more games shall be subject to suspension as outlined in the EBYFC rules. This rule is subject to annual review based on EBYFC updates.

A-4-7 – Falsification of Records

Falsification of records shall be grounds for suspension from future participation and/or membership in the association.

A-4-8 – Mandatory Adherence to Association and EBYFC Rules

All Association officials and coaches must adhere to all Association bylaws, policies, and playing rules, as well as those of the EBYFC. Such bylaws, policies, and playing rules may not be mutually waived or changed unless provided for in these bylaws. Violation of this Article could result in suspension from any position in the Association.

A-4-9 – Plea of Ignorance

A plea of ignorance by any player, parent, coach, or Association official to these bylaws and individual policies of this Association is not sufficient and violators may expect appropriate action in accordance with this Article (A-4-8).

ARTICLE 5: DIRECTORS

The Board of Directors shall consist of the President, Vice President, Treasurer, Secretary, General Manager, Coaches Commissioner, Cheer Coordinator, Equipment Manager, Volunteer Coordinator, and Merchandise Coordinator as voting members.

The Executive Board of Directors shall comprise the Vice President, Treasurer, General Manager, Secretary, and Coach Commissioner. The President shall preside over the Executive Board and shall have the authority to break any deadlocks.

It is not mandatory to fill all Board of Directors positions. The Board of Directors must ensure the smooth and effective operation of the program. The Board of Directors shall have a minimum of 30 days from the date of election to deliberate on any member in good standing who has expressed interest in a Board role.

Board-nominated positions may be filled immediately through a vote.

The filling of vacant positions shall be handled as follows:

- a) In the event the position of President becomes vacant, the Vice President shall assume the Presidency, until the next scheduled MYF Board of Directors Election, serving the

balance of the past President's term or for the complete one (1) year term, whichever is applicable.

- b) In the event the position of Vice President becomes vacant, the MYF Board of Directors shall appoint a replacement to serve until the next scheduled MYF Board of Directors Election, serving the balance of the Vice President's term or for the complete one (1) year term, whichever is applicable.
- c) If any other MYF Board of Directors position becomes vacant, the vacated position may be filled by the MYF Board of Directors by appointment to serve for the duration of the term or eliminated as the Board of Directors sees fit.

A-5-1 - Outgoing President

The outgoing President shall preside at the subsequent Board meetings after the General Election and until replaced as provided in Article A-7.

A-5-2 – Board of Directors' Authority

The MYF Board of Directors shall have ultimate control and management of the Association's activities, determine Association policy, and approve Association by-laws. The MYF Board of Directors will have the final authority in disciplining members. The Board of Directors will generally oversee the affairs of the Association, including management and disbursement of funds, through its established committees.

A-5-3 – Required Board Meetings and Special Sessions

The Board of Directors shall meet at least monthly throughout the year, with the exception of the Month of December and such other times and places as the President deems necessary upon twenty-four (24) hour notice. A special meeting may be called by any four (4) members of the MYF Board of Directors.

A-5-4 - Robert's Rule of Order

Robert's Rule of Order shall govern procedures at all meetings. Robert's Rules of Order is a set of guidelines for conducting meetings in an orderly and efficient manner. It establishes procedures for:

- a) Motion Making: How to propose ideas and decisions.
- b) Debate: How to discuss and debate proposals.
- c) Voting: How to conduct fair and orderly voting.
- d) Order of Business: How to structure a meeting agenda.

A-5-5 - Quorum Requirement

Two thirds (2/3) a majority of the voting Board of Directors membership shall constitute a quorum.

A-5-6 - Ensuring Adequate Board Membership

The Association shall maintain a Board of Directors composed of no fewer than **seven** voting MYF members.

- **Vacancy Procedures:**
 - If the number of voting Board Members falls below seven, a new Director-at-Large shall be elected by the Adult General Voting Membership.
 - If a Director resigns prior to the next scheduled election, the President shall appoint a replacement with approval from the remaining Board of Directors.

A-5-7 - Consequences of Director Absenteeism

Any Director who, without a legitimate reason, misses three (3) consecutive meetings may be removed as a director by a vote of a majority of the voting Directors in attendance at the third meeting. (To be excused, the Board Member must contact the Association President, Vice President or General Manager and the Board of Directors will decide if excused). The Board will then determine the most suitable course of action to ensure program continuity, such as appointing an interim member or delegating responsibilities to remaining Board members.

ARTICLE 6: OFFICERS

The officers of the association shall be elected annually. While the following positions are outlined, the Board of Directors may determine which specific roles are necessary to fulfill the association's operational needs for a given year. The goal is to ensure all responsibilities are covered to facilitate a smooth season.

To be considered for a position on the MYF Board of Directors, an individual must have actively demonstrated commitment to the organization through consistent volunteering and participation in MYF events throughout the year prior to being considered.

First-year parents or guardians are not eligible for Board positions unless unanimously approved by the current Board of Directors, based on demonstrated exceptional involvement and alignment with the mission of MYF.

Board-nominated positions may be filled immediately through a vote.

Board positions require significant year-round commitment. This includes:

- **Game Day Support:** Active participation from game setup to teardown.
- **Event Support:** Active participation in the planning and execution of all MYF events.

The President: Shall be nominated by any member described in Article A-3-2A and be elected by a simple majority of the Adult General Voting membership as described in Article A- 7. The term of office shall be one (1) year, or until a successor is duly elected or appointed as provided in the by-laws. The president shall serve as the executive officer of the Association, preside at all meetings of the Board of Directors, be an ex-officio member of all Board of Directors and committees, exercise general supervision over affairs of the Association, and is authorized to sign/cosign Association checks. No member shall hold the position of president without having served one (1) full year as a Board Member.

The Vice President: Shall be nominated by any member described in Article A-III-2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A-7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Vice President is authorized to cosign/sign Association checks. The Vice President serves as an assistant to the President and is successor to the President in the event he/she is unable to complete their elected term of office.

The Treasurer: Shall be nominated by any member described in Article A.3.2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A.7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Treasurer shall have ultimate responsibility for financial policies, records, internal controls, budgets and reports. The Treasurer shall:

- a) Establish and maintain internal controls as to reasonably ensure the safe keeping of the Association assets.
- b) Maintain all financial records of the Association.
- c) Prepare such financial reports to the Board of Directors and the Association membership as considered necessary and prepare or cause to be prepared such tax returns and other governmental reports as are necessary.
- d) Review the Board of Directors' and various committee budgets and prepare the combined Association budget for presentation to and approval of the Board of Directors.
- e) Verify all expenditure requests for propriety.
- f) The Treasurer shall adhere to the Financial Policy detailed below:
 - i. The Treasurer will ensure that two (2) signatures are present on all checks, the Treasurer's and any other approved MYF Board Member. In the absence of the Treasurer, two authorized Board Members may sign.
 - ii. The MYF outgoing Treasurer will reconcile and the MYF Board of Directors will agree on the Association checking and savings balances forwarded to the new Treasurer. A final reconciliation of the Bank and other accounts will be prepared.
 - iii. Blank checks issued with knowledge of MYF Board of Directors must have receipts returned to the Treasurer within forty-eight (48) hours.
 - iv. No checks will be issued without a statement or invoice unless specifically approved by the President and Treasurer.
 - v. Receipts will be issued for all money received.
 - vi. All money received by the Treasurer will be verified by another adult and a receipt issued to the depositing member.
 - vii. The Treasurer is responsible for the following reports:

a. Balance Sheet and other Financial Statements.

b. Special reports upon request.

c. Reconciliation of the Bank Account

viii. The Treasurer will control all deposits.

ix. Bank's statements are to be reconciled by the Treasurer.

x. The President is entitled to a discretionary expenditure limit of \$500 for which no prior approval is required. The Treasurer must be notified of such expenditures within seventy-two (72) hours.

The Secretary: Shall be nominated by any member described in Article A-III-2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A- 7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Secretary shall keep minutes of and provide to the Board of Directors records of proceedings of all Board of Directors meetings and of such other meetings as the Board of Directors may direct. The Secretary shall also prepare such correspondence as may be required by the President and Board of Directors. The Secretary shall:

- a) Maintain an accurate record of all Board meetings available for review by the General Membership.
- b) Prepare the transcript of meeting records for review and approval by the Board of Directors at each subsequent scheduled meeting.
- c) Notify all Board Members of the date, time, and location of the next meeting.
- d) Curate maps and programs for game day.

The General Manager: Shall be nominated by any member described in Article A.3.2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A. 7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these bylaws. In the event of a vacant Treasurer position, the General Manager shall assume the role of Treasurer.

The General Manager assists the President and Vice President in the day-to-day operations of the organization. Key responsibilities include:

- a) Program Oversight: Oversee program activities, coordinate events, and ensure smooth program execution.
- b) Board Support: Assist in filling board roles temporarily if needed.
- c) Fundraising & Sponsorship: Coordinate fundraising events and actively seek out potential sponsorships to support program activities.
- d) Communications: Manage and maintain the organization's website and social media pages.

Safety Director: Shall be nominated by any member described in Article A.3.2a and be elected by a simple majority of the Adult General Voting Membership as described in Article A- 7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Safety Director shall:

- a) As needed, establish and chair a General Operations Committee, a Field Operations Committee, and other special project committees related to the Association's general operations.
- b) Coordinate and ultimately supervise all new developments and ultimately be responsible for the maintenance, repair and upkeep of MYF practice and sports fields.
- c) Secure all facilities used for all MYF activities.
- d) Coordinate all meetings related to facility use.
- e) Ensure all scales used as part of MYF sporting events are certified by Contra Costa County.

Game Day Coordinator: Shall be nominated by any member described in Article A-III-2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A-VII. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Game Day Coordinator shall exercise general supervision over the affairs of the game day operations. All items and prices will be Board of Directors approved. The Game Day Coordinator shall:

- a) Purchase snack shack supplies for home games.
- b) Stock the snack shack as needed and supervise parent volunteers in the running of the MYF Snack Shack.
- c) Maintain a system of internal controls of the monetary and food assets of the snack shack.
- d) Ensure snack shack food is stored in a secure location until the next home game.
- e) Supply food and drink for other MYF events such as dances and awards.

Cheer Coordinator: Shall be nominated by any member described in Article A-III-2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A-VII. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Cheer Coordinator shall advise Adult Cheer Coaches and their staff in all facets of coaching procedures. The Cheer Coordinator's Responsibilities are to:

- a) Recruit and submit a list of Adult Cheer Coach candidates with his/her recommendations for each position by the second regularly scheduled Board meeting following the General Elections meeting described in Article A-7.
- b) Chairperson for cheer registrations.
- c) Specific Cheer Coordinator duties are to:
 - i. Set up a cheer clinic to coordinate all staff to similar techniques. The clinic must have in attendance a minimum of two (2) members of the Board of Directors. This clinic will cover the following:
 - ii. Some basic cheers.
 - iii. Some basic uniforms and shoes for cheerleaders and mascots if applicable.

- iv. Some disciplinary rules and actions will be applied to all squads and mascots if applicable.
- v. Select the squads after they have been independently judged.
- vi. Meet with Cheer Coaches after sign ups and completion of the cheer clinic for preliminary selection of squad rosters. If there is a disagreement concerning the squad placement of cheerleaders, the Cheer Coordinator's decision is final. In the selection process of squad rosters, the Cheer Coordinator's decision is final.
- vii. Work with the MYF Board of Directors on selecting and ordering equipment.
- viii. Develop a code of conduct applicable to all cheerleaders, as appropriate and in conjunction with all MYF Board Members.
- ix. Advise Head Cheer Coaches and their staff as to their responsibilities.
- x. Be at all games. The Cheer Coordinator is required to be present at all games (JPW - Varsity). If the Cheer Coordinator is unable to attend a game, or must arrive late/leave early, they must ensure adequate coverage for coaches. In such instances, the Cheer Coordinator must inform the President, Vice President, or General Manager of their absence.
- xi. See that all squads and coaches are in uniform at game time.
- xii. Bring any unresolved disagreement between the Cheer Coaches and Cheer Coordinator to the MYF Board of Directors for decision.
- xiii. Review the performance of all Head Cheer Coaches and their staffs at the end of the season and present the Board of Directors recommendations as to those suitable or unsuitable for future coaching positions.

Coach Commissioner: Shall be nominated by any member described in Article A-III-2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A-VII. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Coaches Commissioner shall advise Head Football Coaches and their staffs in all facets of coaching procedures. The Coach Commissioner's responsibilities are to:

- a) Recruit and submit a list of head coach candidates with his/her recommendations for each position by the second regularly scheduled meeting following the General Elections meeting.
- b) Be Chairperson for football registrations.
- c) Specific Coach Commissioner duties are to:
 - i. Bring disagreements with coaches concerning the team placement of football players or any other unresolved disagreements between the Head Coaches and the Coach Commissioner to the MYF Board of Directors for a final decision.
 - ii. Advise Head Coaches and their staff as to their responsibilities.
 - iii. Be at all games. The Commissioner is required to be present at all games (JPW - Varsity). If the Coach Commissioner is unable to attend a game, or must arrive late/leave early, they must ensure adequate coverage for coaches. In such instances, the Coach Commissioner must inform the President, Vice President, or General Manager of their absence.

- iv. Review the performance of all Head Coaches and their staffs at the end of the season and present to the Board of Directors recommendations as to those suitable or unsuitable for future coaching positions.

Equipment Manager: Shall be nominated by any member described in Article A-3-2A and be elected by a simple majority of the Adult General Voting Membership as described in Article A-7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Equipment Manager shall be responsible for keeping an equipment inventory and co-signing all purchase orders for equipment. The Equipment Manager must know football equipment. The Equipment Manager's responsibilities are to:

- a) Maintain a current and accurate inventory of all equipment.
- b) Issue equipment to all teams and keep records of the issuance of all uniforms and equipment for football players.
- c) With each Head Coach's assistance, designate one person from each team to work under the Equipment Manager.
- d) Work closely with the MYF Board of Directors on the ordering of equipment.
- e) Ensure all equipment is returned, and properly stored. And repaired when necessary.
- f) Serve on the budget committee
- g) Ensure all helmets and equipment are certified when required.

Board Member at Large: Shall be nominated by any member described in Article A- 3-2a and be elected by a simple majority of the Adult General Voting Membership as described in Article A-7. The term of office shall be one (1) year, to parallel the President's or until a successor is duly elected or appointed as provided in these by-laws. The Director at Large shall perform any Association functions as directed by the President or Vice President.

Volunteer Coordinator: The Volunteer Coordinator is responsible for fulfilling the Association's volunteer needs. They are nominated by a member (Article A-3-2A) and elected by a simple majority of the Adult General Voting Membership (Article A-7). The term is one year, concurrent with the President's, or until a successor is elected or appointed.

The Volunteer Coordinator ensures all volunteer positions are filled before game days, checking volunteers in at the start of each shift and out at the end. They also collaborate closely with team parents as needed.

Additionally, the Volunteer Coordinator will organize and oversee the Homecoming Committee, acting as their liaison to the Board of Directors.

The Merchandise Coordinator is responsible for managing all aspects of merchandise inventory, sales, and operations. This includes product sourcing, pricing, inventory control, and sales forecasting. The ideal candidate will have a strong understanding of retail operations and a keen eye for trends. They are nominated by a member (Article A-3-2A) and elected by a simple majority of the Adult General Voting Membership (Article A-7). The term is one year, concurrent with the President's, or until a successor is elected or appointed

Responsibilities:

Inventory Management:

- Maintain accurate inventory records.
- Conduct regular inventory counts and reconcile discrepancies.
- Manage stock levels to avoid overstock and understock situations.
- Implement efficient inventory control systems.

Product Sourcing and Procurement:

- Research and identify new product lines and vendors.
- Negotiate favorable terms with suppliers.
- Place purchase orders and track shipments.
- Ensure timely delivery of merchandise.

Pricing and Promotions:

- Develop and implement pricing strategies.
- Create promotional campaigns and discounts.

Merchandising and Visual Merchandising:

- Plan and execute merchandise displays and promotions.
- Ensure proper signage and labeling of products.

A-6-1- General Board Requirements

The requirements of the General Board of Directors are as follows:

- a) All Board Members will arrive at the home field two (2) hours before the first game and assist in field preparation and setting up the snack shack. After the last game, the breakdown process will occur.
- b) During home games, two Board Members, including the President, Vice President, or General Manager, will collect cash from the Gate and Snack Shack at halftime. One Board Member will count the money collected at the Gate in front of the volunteer on duty, seal it in a bag with the total amount, and have both the volunteer and board members initial the bag. This process will be repeated at the Snack Shack.
- c) At the end of each game day, the Board of Directors will collectively count the total profits, including any digital payments received through Square Pay, Apple Pay, Cash App, Venmo, or other methods.
- d) The Board of Directors will also approve all recommendations for Assistant Coaches and Cheer Junior Advisors.

A-6-2- Residency Requirements

All candidates for Executive Board positions must be legal residents of the city of Martinez to ensure local representation and commitment to the Martinez Bulldog community.

ARTICLE 7: ELECTION PROCEDURE AND GENERAL MEMBERSHIP MEETINGS

In the event of multiple candidates for Board of Directors positions, the following election procedures will apply:

- **Election Method:** All members of the Board of Directors shall be elected by a majority vote of the Adult General Voting membership.
- **Vacancy Procedures:**
 - If a Director resigns prior to the next scheduled election, the President shall appoint a replacement with approval from the remaining Board of Directors.
 - The Board of Directors may also decide to leave a position vacant if they determine there is no suitable candidate or if the responsibilities of the position can be distributed among existing board members. In such cases, the Board acts in good faith to ensure the decision aligns with the best interests of the organization as a whole.

A-7-1 – Election Procedures

The election procedure shall be as follows:

- a) **Nomination Meeting:** A nomination meeting for Board of Directors candidates will be held in conjunction with the Annual Awards Ceremony, preceding the first Board Meeting of the year. Following the nomination meeting, a numbered ballot will be emailed to all Adult Voting Members in good standing using a secure tracking method. Prior to emailing, the Board of Directors will confirm each member's eligibility to receive a ballot.
- b) The outgoing Board of Directors, a non-partisan committee selected by the President will count and certify the election results and then notify the incoming Board of Directors prior to the first meeting.
- c) All members of the MYF Board of Directors are eligible for re-election.

A-7-2 - Contesting the Election

The only ground for contesting an election is a violation of the MYF By-laws or policies.

- a) Any member may contest the election of any office within seventy-two (72) hours of an election by notifying the Secretary if there are grounds, as outlined above.
- b) The MYF Secretary will call for a special meeting of the existing members of the MYF Board of Directors within five (5) days of such notification, The Board of Directors will either rule the election valid or invalid. If ruled invalid, the MYF Board of Directors must schedule a new election within four (4) weeks and notify the general membership as outlined previously.

A-7-3- Commencement of Term for New Board Members

Newly elected Board Members shall take office at the first regularly scheduled Board Meeting following the General Elections meeting.

ARTICLE 8: GENERAL

A-8-1- Dedications or naming of fields or other facilities are under the direct control of the MYF Board of Directors.

A-8-2 - It is the policy of the Association not to rent or lease any of the Association's equipment. However, exceptions may be made. Each request for use of the Association equipment must be processed through the MYF Board of Directors. Such requests will be considered on an individual basis. Uniform rental rates will be established on those items which the Board of Directors determines the Association will rent. The person responsible for storing the Association equipment is not to release any equipment unless advised to do so, in writing, by the MYF Board of Directors. So that the Association may conform to this agreement, and, in addition, so as not to compete with our donors, the above policy must be followed. Those MYF members violating this policy will be held financially responsible and subject to disciplinary action as described in Article A-IV-3 and Article A-4-7.

A-8-3 - By-laws shall be reviewed annually by a committee set forth by the Board of Directors. The committee will recommend revisions, and a majority of the Board of Directors will vote on these revisions (see Article A-16-1). The by-laws may be changed as deemed necessary throughout the year.

A-8-4 - Nothing may be sold to the public or directly to the MYF teams without the approval of the MYF Board of Directors. All proceeds from any such approved sale will be for the good and welfare of the Association.

A-8-5 - No pets, animals, birds or reptiles of any kind are allowed at the MYF sports fields, including football and cheer practice fields.

A-8-6 - No alcoholic beverages of any kind or controlled substances are allowed at the MYF games, practices, or at other locations that do not permit such consumption, except as approved by the MYF Board of Directors.

A-8-7 - No motorcycles or bicycles are allowed on the playing fields of the MYF Sports Fields, the snack shack area or lawn areas. Any bicycles brought to any area occupied by MYF shall be walked, at all times.

A-8-8 - All parking and traffic policies and rules plus posted signs must be adhered to. Violations of said policies, rules or posted signs may result in:

- a) Vehicle being removed from the sports field or other MYF location at owner's expense, and/or,
- b) Violator being suspended from the Association.

A-8-9 - The Association discourages any husband and wife from holding office on the same Board of Directors simultaneously. Approval of the MYF Board of Directors will be required in those cases where it is felt that an exception should be made.

A-8-10 - The fiscal year of the Association shall be January 1 to December 31.

A-8-11 - The approved copies of the Martinez Youth Football Constitution, the Association By-Laws and any other written policies will be kept by the Association President.

A-8-12 - It is the policy of the Association not to give anything free. This includes admission to events, snack shack items, etc. Any exceptions to this policy require Board of Directors approval and must be documented.

A-8-13 - All activities to be held as a MYF function must have MYF Board of Directors' approval prior to those activities being initiated.

ARTICLE 9: INSURANCE

It shall be the duty of the MYF Board of Directors to see that all Association activities are properly supervised and that liability insurance is maintained to protect the Association and Association officials from claims or suits arising from bodily injury or property damage.

A-9-1- Mandatory Insurance Policies for MYF

The following types of insurance shall be carried by MYF or EBYFC on behalf of MYF

- a) Player Medical
- b) Manager, Coach, Referee or Umpire Medical
- c) General Liability
- d) Fidelity Bond

A-9-2 - Accident Procedures.

The following procedures shall be followed in the event of any accident:

1. **ADMINISTER FIRST AID** and make the injured person as comfortable as possible until professional medical help arrives.
2. **NOTIFY THE PARENTS/LEGAL GUARDIANS IMMEDIATELY.**
3. If you are unable to locate the parents/legal guardians and emergency medical attention is required, **CONTACT THE FAMILY PHYSICIAN.**
4. If the parents/legal guardians and the family physician both cannot be reached, then **CALL THE MARTINEZ POLICE DEPARTMENT OR THE COUNTY SHERIFF'S DEPARTMENT** and use their communication facilities to locate the injured parties' parents/legal guardians and/or the physician.
5. Call the telephone operator and he/she will dispatch emergency ambulance service to the County Hospital.
6. Should medical expenses be incurred, the insurance carrier's forms for coverage may be secured from the MYF insurance representative.
7. The MYF accident/incident report form shall be prepared by responsible MYF officials with knowledge of the accident/incident within forty-eight (48) hours of such occurrence.

Should the MYF insurance representative receive a request for the carrier's insurance form, he/she should:

1. Check the MYF accident/incident report form file for the write-up on the incident/accident.
2. If the report is present, the carrier's forms may be issued.
3. If a report has not been filed with the MYF insurance representative, he/she should immediately contact the Head Coach or Adult Cheer Advisor involved.
4. If the Head Coach or Adult Cheer Advisor is aware of the accident/incident a carrier form may be issued.
5. If the Head Coach or Adult Cheer Advisor is not aware of the accident/incident, a carrier form will not be issued.

Claims disallowed by the MYF insurance representative may be appealed to the MYF Board of Directors. All decisions of the MYF Board of Directors shall be directed to the carrier who is solely responsible for its decisions.

ARTICLE 10: APPOINTMENT OF COACHES AND ADVISORS

The Coach Commissioner, in conjunction with the Cheer Coordinator, shall interview and evaluate volunteers for the positions of Head Coach and Adult Cheer Advisor. The Coach Commissioner shall then submit their recommendations to the Board of Directors, who shall appoint the selected individuals by a two-thirds majority vote. Appointments shall commence on February 1st and conclude on March 31st of the following year. Removal from these positions shall require a two-thirds majority vote of the Board of Directors.

A-10-1 - Appointment of Assistant Coaches

Each Head Coach will select his/her assistants before June for approval at the following Board of Directors meeting. The Board of Directors will review all selections and vote on each. A two-thirds (2/3) majority of the Board of Directors is necessary approval of all assistants.

A-10-2 - Causes for Dismissal of Coaches and Advisors

Grounds for removal shall include not meeting the goals of Articles A-IV and A-XI of these By-Laws, EBYFC Coaches Code of Conduct, or the inability to meet said goals. The conduct of the Head Coaches and Adult Cheer Advisors and his/her staff shall be accountable to the Board of Directors and shall follow the Association rules. Any abuse of these rules shall be grounds for dismissal and any violation shall be brought to the next Board meeting. (This shall be documented by letter or verbal contact to the party).

A-10-3 - Process for Replacing Coaches and Advisors

In the event a Head Coach or Adult Cheer Advisor resigns or is removed, consideration shall be given to the present coaching staff. In the event the position is not filled from within the organization, the following procedures are to be followed:

- a) The Coach Commissioner or Cheer Coordinator will actively seek coaching applicants through various channels, including: Social Media, Flyers, Community Boards (both in-person and online).
- b) The election of Head Coaches or adult Cheer Coordinators will be conducted separately.

- c) All candidates will be asked to present an oral presentation of his/her coaching qualifications to the Coaches Commissioner. They must at this time state their order of preference.

ARTICLE 11: CODE OF CONDUCT FOR COACHES AND ADVISORS

A-11-1 – Maintaining Professionalism as an MYF Representative

The Head Coach and Adult Cheer Advisors and their staffs are responsible for maintaining the high standard and public image of MYF and stressing good citizenship, recreation, and sportsmanship for all participants. Team Head Coaches and Adult Cheer Advisors must be at least twenty-one (21) years of age.

A-11-2 - Exclusive Commitment to One Team

No person may be an official coach or advisor on more than one youth team at the same time, within the Association or outside the Association.

A-11-3 - Mandatory Compliance with Association Guidelines

The Association will not permit any person to manage or coach a MYF team if he/she is in opposition to the basic objectives of this organization (see Article A-II-1). Head Coaches and Adult Cheer Advisors and their staff must follow all Association by-laws, policies, and rules of the Association. If Head Coaches and Adult Cheer Advisors and their staff fail to comply with this Article, they are subject to removal from their MYF position. All Head Coaches and Adult Cheer Advisors will receive a copy of the MYF by-laws coaches and players' code of conduct annually.

A-11-4 - Mandatory Participation in Games and Cheers

Head Coaches and Adult Cheer Advisors may not at any time pull their team from the field and refuse to play or cheer unless approved by a Board Member. Violation of this policy shall result in dismissal as Head Coach or Adult Cheer Advisors.

A-11-5 - Procedure for Addressing Potential Violations

In the event a possible violation of Association By-Laws, policies, rules, etc. has occurred that could result in a protest or forfeit, the Head Coaches must continue the game and Adult Cheer Advisors will continue to lead their teams. Violation of this Article could result in suspension as Head Coach or Adult Cheer Advisor. Note: the possible violation must be handled according to prescribed policies (see Article A-IV-3)

A-11-6 - Game Monitors

Head Coaches and Adult Cheer Advisors will appoint team monitors for each game who will ensure compliance with the rules.

A-11-7 - Mandatory Coaches Meetings Attendance

All Head Coaches, Assistant Coaches, and Adult Cheer Advisors are required to attend scheduled coaches' meetings unless prior notice and approval is given by the Coach Commissioner, Cheer Coordinator, or a member of the Executive Board.

Failure to attend three (3) scheduled coaches' meetings without approved notice may result in removal from the coaching staff, subject to review and approval by the Board of Directors.

ARTICLE 12: PARENTS/LEGAL GUARDIANS

1. The parents/legal guardians must arrange for transportation of their child to and from all events.
2. Adults are never permitted to play a game as a substitute for a regulated child.
3. It is recommended that the parents/legal guardians participate in MYF program elections.
4. Parents/Legal Guardians are responsible for maintaining player uniforms in good condition and returning them in the same condition at the end of the season (if the uniform is not purchased outright).
5. Members must cooperate with Association officials. Poor cooperation could result in suspension from the Association in accordance with Article A-IV and possible refusal of further participation of their child in the Association.
6. All members will conduct themselves in a manner that results in a good opinion of MYF.

ARTICLE 13: PARTICIPATION AND PLAYERS

Association policy is that every child who signs up and is placed on a team will participate unless over-registration has occurred and reductions are necessary to comply with EBYFC policy regarding the number of football and cheer participants per team.

- a) EBYFC will designate a minimum playing time.
- b) Monitors appointed by the MYF coaches or EBYFC will monitor each game to ensure all players receive at least the minimum number of plays.

A-13-1 - The names of all participants must be submitted to the MYF Board of Directors for approval on an annual basis.

A-13-2 - The Board of Directors must clearly define player, financial, safety, and attendance conditions and these will be communicated to adult members and players at the time of registration.

A-13-3 - Rosters must be kept current, and any changes must be submitted to the Coaches Commissioner or Cheer Coordinator, then to the Board of Directors. It will be the Head Coaches' and Adult Cheer Advisors' responsibility to keep rosters current.

A-13-4 - All children within the prescribed age group will be allowed to sign up regardless of their playing ability.

A-13-5 - If a child signs up to play for MYF and he/she plays on an organized team outside of MYF for the same sport, he/she forfeits the right to play for MYF that season. Should there be a slight overlapping of seasons within the same sport, an appeal may be made to the MYF Board of Directors for the purpose of granting an exception.

A-13-6 - All players must always wear their uniform properly. Violation of this Article may result in the participant being removed from the game. Such removal may be done by the Referee, President, Vice President, Coaches Commissioner, or Cheer Coordinator.

A-13-7 - Players, Head Coaches, Adult Cheer Advisors and their staff may not smoke while participating in programs, while in uniform, either at the practice field, sports fields, or while participating away. Players may be suspended from the Association for violation of this policy.

A-13-8 - If a player quits or is dropped from a team, he/she may not be placed on the same team or another team in the same sport for the remainder of the season. If, in the opinion of the Board of Directors, such player quitting was neither in the best interest of the player, the team, or the Association, such player may be refused registration in MYF the following year.

ARTICLE 14: SPONSORS

A-14-1 - Sponsors may not specify as to what use the sponsor's donation will be applied, i.e., hardship cases, jackets, equipment, etc. The Board of Directors must ensure the entire MYF benefits from the generosity of Association sponsors.

A-14-2 - Generally, the allocation of sponsors' donations will be determined by the MYF Board of Directors.

A-14-3 - No party may advertise through any MYF team without the approval of the MYF Board of Directors. Any money received other than registration fees, must be processed through the Association in the form of a sponsorship or other means as outlined by the MYF Board of Directors.

ARTICLE 15: FEES AND REFUNDS

The following paragraphs represent the Association's policy regarding fees, dues, and donations:

- a) All fees, dues, or donations for members of the Association or outside scheduled events shall be determined by the MYF Board of Directors. The Board, as it deems necessary, shall authorize all fundraising events on an Association basis. The Board shall fix sponsor fees, registration, membership fees, etc. for all programs and sports within MYF.
- b) The MYF Board may waive payment of any membership or registration fee if in its opinion a financial hardship exists, and participation would not be possible unless such waiver was granted.
- c) The procedure for a family with a lack of funds to participate in MYF programs is:
 1. ALL MATTERS WILL BE CONSIDERED CONFIDENTIAL.
 2. The interested party should contact the President, Vice President, or General Manager. The official can secure a complimentary registration form and give approval for waiving the registration fee.

3. At the next meeting of the MYF Board, the officer giving said approval shall indicate to the Board their action. The names involved will not be mentioned.

A-15-1 - Refunds

All requests for refunds, for whatever reason, will be brought to the Board of Directors for approval. All circumstances surrounding the request will be heard. A majority vote of Board Members present is required for refund approval.

A-15-2 - Sponsorships

1. The MYF Board will award five (5) full sponsorships per combined level each season. Candidates for these sponsorships will be discussed and voted upon by the Board to ensure a fair and equal opportunity for all applicants.
2. Families requesting partial sponsorships will be required to volunteer two (2) hours for every \$100 waived from their fees and will be placed on a structured payment plan for the remaining balance.
3. Volunteers fulfilling sponsorship obligations will be given priority consideration when additional volunteer needs arise. These individuals will be discreetly reminded and encouraged to assist in situations where the organization lacks volunteers.

ARTICLE 16: AMENDMENTS

A-16-1 - Any amendment (changes, additions, or deletions) to these MYF By-Laws must be submitted in writing to the MYF President during the year. Amendments may be submitted by any MYF Board Member, or any MYF member in good standing as defined in Article A-3-2. The Association President must compile any amendments immediately and furnish each MYF Board Member with a copy. Each MYF Board Member must be given a ten (10) day notice of such review.

A-16-2 - Any MYF member in good standing who submitted an amendment in writing shall be notified by the Association President when such amendment will be reviewed and shall have the opportunity to attend the meeting and present the amendment.

A-16-3 - Any amendment to the MYF By-Laws must be adopted by a two-thirds (2/3) majority of the MYF Board of Directors before the football/cheer season starts.

A-16-4 - Amendments to the By-Laws will only take place after a thorough investigation by the MYF Board of Directors. Two-thirds (2/3) of the MYF Board Members present at the meeting must approve of any change. The only exception granted under this Article would be for changes:

- a) Required by Law
- b) Required by any program that MYF is affiliated with
- c) A member's health or safety is affected

- d) An Article, Policy, Rule, or Regulation threatens to make a travesty of the game or program or is unworkable

NOTE: This Article does not affect “pre” or “post” season play.

ARTICLE 17: CHEERLEADERS

The following represents the policy regarding the cheerleading activities of the Association

- a) The cheerleaders are an integral part of this organization.
- b) The age of the cheerleaders must be the same as the youth of the division in which the cheerleaders are participating.
- c) There shall be no more than twenty (20) cheerleaders and two (2) mascots per team, twenty-two (22) total, amount to be determined by the Cheer Coordinator and Adult Cheer Advisors. In all cases, MYF will comply with the EBYFC Rules.
- d) The cheer Coordinator and Adult Cheer Advisors will determine uniforms and submit them to the Board of Directors for final approval. The cost of uniforms will be separate from the registration fees required to enroll in MYF, and the participants will own the uniforms. The Cheer Coordinator will also approve the uniform content.
- e) A maximum of two mascots, seven years old or younger, may be selected per squad. This decision is at the discretion of the Cheer Coordinator or as mandated by EBYFC guidelines.
 - 1. Should a mascot be selected, parental attendance at all practices and games is mandatory.
 - 2. Every child involved in this organization (including ball boys/girls) will be required to have an up-to-date physical exam before they participate in any Association event.
- f) Procedures for dismissal of an Adult Cheer Advisor will be justified by not meeting goals or Articles A-4 and A-11 of these By-Laws or the EBYFC Coaches Code of Conduct.

ARTICLE 18: CHEERLEADER RULES

A-18-1 - A separate Cheerleader Code of Conduct, drafted by the Cheer Coordinator and ratified by the Board of Directors, shall be presented to and signed by all Cheer Program participants and their parents/legal guardians (see Article A-6-1-a).

A-18-2 - The Cheer Coordinator may develop and provide to Cheer Participants and their parents/legal guardians, such rules required:

- a) for the orderly conduct of Cheer Program activities, or
- b) to acknowledge and agree to abide by EBYFC rules and regulations

ARTICLE 19: EQUIPMENT

A-19-1 - All equipment issued to team members must be returned to MYF in good condition.

Timeline: Immediately following the last game of the season (including playoffs), No later than two (2) weeks after the close of the season, No later than two (2) weeks after the coach/advisor resigns or leaves the team.

Responsibilities: The Head Coach/Adult Cheer Advisor is responsible for ensuring all equipment is returned as outlined above.

Consequences of Non-Compliance: Failure to return equipment may result in Forfeiture of the Volunteer Refund, Ineligibility to participate in future MYF seasons, Potential legal action.

A-19-2 - A formal contractual agreement, the specific format of which shall be determined by the Board of Directors, must be executed by the parent/legal guardian at registration and the MYF participant to regulate the issuance and return of equipment.

A-19-3 - The Board of Directors shall be responsible for the storage of the equipment.

Acceptance and Approval of these Bylaws

These Bylaws of the Martinez Youth Football & Cheer Association (also known as Martinez Bulldogs, and MYF) were accepted and approved by the Association as of the date signed below by the duly authorized President and Secretary of the Martinez Bulldogs.



Cecil Reid, MYF President



Catherine Landgren, MYF Secretary

Date: January 3, 2026