

# BYLAWS OF LUTZ CHIEFS YOUTH FOOTBALL & CHEERLEADING INC. (Revised 2021)

## ARTICLE I – NAME AND DEFINITION

### **1.1 NAME**

This organization shall be known as the LUTZ CHIEFS YOUTH FOOTBALL & CHEERLEADING, Inc. (hereafter referred to as LCYFC or simply Organization).

### **1.2 ADDRESS**

The Organization is located in the township of Lutz, Hillsborough County, State of Florida. The mailing address is P.O. Box 1006, Lutz, Florida 33548.

## ARTICLE II - OBJECTIVES

**2.1 PURPOSE.** The purpose for which this corporation is formed is exclusively charitable within the meaning of Section 501 C (3) for the Internal Revenue Code.

- To inspire youth regardless of race, creed, color, religion, sex, or financial status; to develop and practice the ideals of sportsmanship and physical fitness by developing the skills and techniques of football and cheerleading. To bring area youth together through the means of a common interest of sportsmanship, fellowship and athletic competition; to encourage adults to behave in an exemplary manner when supervising youth and to keep the welfare of the youth foremost and free from any adult compulsion for power and glory.
- To promote “safety first” by encouraging strict controls over age, weights, and equipment and identifying skill limits; To acquaint boys and girls with such fundamentals as required to maintain sound physical, mental and moral conditioning.

## ARTICLE III – ORGANIZATION AND MEMBERSHIP

### **3.1 ORGANIZATION**

LCYFC shall be comprised of football teams and cheerleading teams of boys and girls playing within specific age/weight or grade specifications in accordance with the rules and bylaws adapted by the Foundation for Youth Development (FYD) League and Pop Warner Little Scholars (PWLS). LCYFC shall be divided into teams as established by PWLS.

### **3.2 GOVERNING BY-LAWS**

All bylaws of the governing League shall be the basis under which all LCYFC bylaws shall be written. Bylaws can be greater than but not lesser than the current governing League.

### **3.3 ROSTER PRIORITY**

Roster sizes may vary but must always comply with current PWLS rules.

### **3.4 REGISTRATION**

Players who complete the previous year’s season or siblings of the player who completed the previous year seasons are considered returning players and we will have preference to register on a first come, first serve, during a beginning “closed in” returning player registration. Siblings of returning players will be placed on the waiting list on a first come, first served basis. New players will register on a first come, first served basis during “open” registration. Closed registration is for returning football players, returning cheerleaders and siblings. All current LCYFC board members, approved LCYFC head coaches and returning LCYFC assistant coaches may be pre-registered at closed registration.

**3.4.1** The Board of Directors at their January meeting will determine registration times and dates. At this meeting, the fees will also be set for the coming year.

**3.4.2** The Board of Directors is responsible for notifying returning football players and cheerleaders.

**3.4.3** The Secretary, Football Director and Cheer Director will be responsible for publicizing the open registration. The registration information should be sent to all local papers, schools, and social media.

**3.4.4** Any returning player that does not register during closed registration window must register during open registration and will be placed on the waiting list if the team has reached its person maximum.

**3.4.5** The Compliance Director, not a coach, will certify rosters according to the guidelines provided by PWLS and roster size requirements.

**3.4.6** The following documentation is required for returning or new participants

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- Original or certified birth certificate (new players only)
- Medical/Physical Form
- End-of-year Report Card
- Player/Participant Contract

### 3.5 MEMBERS

Members of the LCYFC shall be all football players and cheerleaders on participating teams, coaches, managers, board members, and parents/guardians.

### 3.6 VOTING MEMBERS

All members of the LCYFC above the age of eighteen (18) shall have the right to cast (1) vote per family for elections.

### 3.7 TERMINATION

Membership in the LCYFC may be terminated by resignation or expulsion for cause, as determined by the Board of Directors through quorum majority vote. Initial complaints shall be filed in writing with the Football Director/Cheer Director. The Football Director/Cheer Director shall review and investigate said complaint and may submit the complaint, and all related facts pertaining to the complaint, to the Board of Directors for review, verification, and action, if deemed necessary. The Member filing a complaint that has been forwarded to the Board will be granted a fair opportunity to present their case to the board. Any Board expulsion or disciplinary actions shall be final with no right to appeal.

### 3.8 INSURANCE

It shall be mandatory that the organization have supplemental insurance and board insurance to cover accidents and injuries to players, cheerleaders and other official team members while playing, traveling, or practicing. A copy of this policy shall be on file with the organization and given to each athletic director no later than the August meeting each year.

### 3.9 INCIDENT REPORT

Any member or player/cheerleader who becomes injured, caused harm (including arguments, fighting, harassment, etc.) will be subject to an incident report which will be signed by all involved parties and witnesses by the President, Football Director, and/or Cheerleading Director.

## ARTICLE IV – CORPORATE STRUCTURE

### 4.1 BOARD OF DIRECTORS

#### 4.1.1 BOARD STRUCTURE

The LCYFC shall be governed by a Board of Directors that consists of the following officers: President, Vice President, Secretary, Treasurer, Football Director, Cheer Director, Compliance Director, Scholastic Director, Sponsorship and Fundraising Director, Equipment Director, Field Maintenance Director, and Team Parent Director. The Board of Directors is empowered to conduct all business affairs of the LCYFC, appoint standing committees, and establish such rules and regulations as they deem necessary for the proper conduct of the affairs of the LCYFC (subject to conformity with the FYD and PWLS rules and regulations).

#### 4.1.2 TERMS

The Board of Directors will be comprised of a minimum of ten (10) members each elected to a two (2) year term of office and may be re-elected to serve successive terms.

#### 4.1.3 QUORUM

A quorum of two-thirds voting board members is required to conduct business and or set policy on behalf of the LCYFC.

#### 4.1.4 VOTING

Each board officer is entitled to one vote on motions presented before the board. The President may only vote in a tie.

#### 4.1.5 AGE

A board member must be a minimum of 21 years of age.

#### 4.1.6 DUTIES AND RESPONSIBILITIES OF THE BOARD

4.1.6.1 Manage the property, business, and affairs of LCYFC.

4.1.6.2 Transact all business in accordance with the policies and guidelines as set forth by the bylaws of LCYFC and the FYD policies and guidelines.

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- 4.1.6.3 Receive and approve operating budgets submitted each season by the Football Director, Cheer Director, Concessions Manager, Equipment Director, and Sponsorship and Fundraising Director.
- 4.1.6.4 By majority vote, remove a member, including a board member from the LCYFC.
- 4.1.6.5 Must meet Hillsborough County Parks and Recreation Department, FYD and PWLS requirements for being a volunteer/coach.
- 4.1.6.6 At least one designated adult must be CPR trained at any activity including all practices, games and competitions.

### 4.2 OFFICERS

#### 4.2.1 PRESIDENT

The duties of the President shall include, but are not limited to:

- 4.2.1.1 Preside at all LCYFC board meetings.
- 4.2.1.2 Make designated LCYFC committee appointments subject to approval board.
- 4.2.1.3 Serve on the grievance and budget committees.
- 4.2.1.4 Present periodic reports to the board and membership of the LCYFC and present a special report at the Annual Meeting.
- 4.2.1.5 Represent the LCYFC and promote its interest.
- 4.2.1.6 Represent the LCYFC at FYD board meetings and report back to the LCYFC.
- 4.2.1.7 Chair the By-Laws Committee.
- 4.2.1.8 Serve as a liaison with the Hillsborough County Parks and Recreation Department.
- 4.2.1.9 Appoint candidates to vacant positions, where necessary on the Board of Directors for the remainder of the calendar year with Board approval.
- 4.2.1.10 Remove any member from the LCYFC immediately, if necessary.
- 4.2.1.11 May not hold a coaching position unless the Board of Directors approved through a quorum majority vote, subject to current year only, and must be re-approved if re-elected to serve successive term. If allowed to coach will appoint, subject to board approval, one assistant director who is not part of the same coaching staff to serve in his position during the time of his game.
- 4.2.1.12 Ensure and be able to provide proof that all coaches and/or volunteers meet the Hillsborough County and FYD certification requirements.

#### 4.2.2 VICE PRESIDENT

The duties of the Vice President shall include, but are not limited to:

- 4.2.2.1 The Vice President shall, in the absence of the President, perform all duties and have all the powers of the President. The Vice President shall also have such other powers and perform such other duties as shall be assigned by the Board.

#### 4.2.3 SECRETARY

The duties of the Secretary shall include, but are not limited to:

- 4.2.3.1 Record all minutes of all LCYFC board meetings.
- 4.2.3.2 Prepare the minutes of the meetings within a reasonable time, but no later than the next scheduled board meeting.
- 4.2.3.3 Provide a copy of the minutes to each board member at the next regularly scheduled board meeting and provide a copy of the minutes to absent board members.
- 4.2.3.4 Give notice of all meetings required by Statutes, By-Laws or Resolutions.
- 4.2.3.5 Carry on all official correspondence of LCYFC, as designated by the Board of Directors or the President.
- 4.2.3.6 Assure that LCYFC board members not in attendance of board meetings receive any necessary board direction affecting their position.
- 4.2.3.7 Keep on file all minutes, committee reports, and correspondence in an orderly fashion for ease and review by any other board member.
- 4.2.3.8 Prepare any such report as required by law.
- 4.2.3.9 Perform such other duties as may be assigned by the Board of Directors or the President.
- 4.2.3.10 Assign Webmaster and apprise of all updates.
- 4.2.3.11 Responsible for registration advertising.
- 4.2.3.12 Prepare a monthly (or as needed) LCYFC newsletter.
- 4.2.3.13

#### 4.2.4 TREASURER

The duties of the Treasurer shall include, but are not limited to:

- 4.2.4.1 Serve as custodian, in a fiduciary capacity, of all funds and securities of the Corporation.
- 4.2.4.2 Maintain a record of accounts of the Corporation and provide copy of the report to each Board member at each regular board meeting. Ensure a copy of the bank statement is on file.
- 4.2.4.3 Present a financial report at the annual meeting and special reports when required.
- 4.2.4.4 Facilitate the preparation of any fiscal reports as may be required by law.

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- 4.2.4.5 Ensure the deposit of all monies of the Corporation in a timely manner, in the name of LCYFC, in the bank selected and designated by the Board of Directors, subject to withdrawals or Board approved authorized purchases.
- 4.2.4.6 Maintain accounts and records in an orderly fashion for auditing purposes. Accounts will be externally audited yearly.
- 4.2.4.7 Maintain a system to include case log and or forms so that all incoming funds are verified by a board member before being presented to the treasurer for deposit.
- 4.2.4.8 Maintain the existing Lutz post office box at PO Box 1006, Lutz, FL 33549.
- 4.2.4.9 Chair the budget committee.
- 4.2.4.10 Assist President as needed.

### 4.2.5 FOOTBALL DIRECTOR.

The duties of the Football Director shall include, but are not limited to:

- 4.2.5.1 Primary responsibility is for the development and execution of the LCYFC Football Athletic Program.
- 4.2.5.2 Preside at all LCYFC and FYD board meetings in the absence of the President.
- 4.2.5.3
- 4.2.5.4 Serve as a liaison between all football coaches and players, parents or guardians, and the Board of Directors.
- 4.2.5.5 Investigate all disciplinary actions taken by officials against football coaches and players, and report to the Board of Directors.
- 4.2.5.6 Chair the Football Coaches Committee.
- 4.2.5.7 Represent LCYFC at the FYD meetings along with the President.
- 4.2.5.8 Appoint up to two (2) Assistant Football Directors, subject to board approval.
- 4.2.5.9 Serve on the Grievance, Registration, Budget and By-Laws Committee.
- 4.2.5.10 Assist the President as needed.
- 4.2.5.11 Review all football-related complaints including researching the facts and documentation supporting the allegations and or concerns, and either settle the matter or submit the complaint, including all supporting documentation, to the Board of Directors for their review. This will include completing an incident report and presenting to the President.
- 4.2.5.12 Required to keep files on Head Football Coaches and Assistant Football coaches detailing copies of all incident reports, parent player complaints, letters of reprimand along with the investigation results and the affected coach's response to allegations. The files will be kept with the official Lutz Chiefs files on site. Files will be reviewed by the Board of Directors prior to voting to approve any football or assistant football coach. Files will be retained for a period of not less than 10 years from the coach's entry into the LCYFC.

### 4.2.6 CHEER DIRECTOR.

The duties of the Cheer Director shall include, but are not limited to:

- 4.2.6.1 Primary responsibility is for the development and execution of the LCYFC Cheerleading Athletic Program, including participation in Pop Warner cheerleading competitions and attendance at all cheerleading conference meetings.
- 4.2.6.2 Serve as a liaison between all cheerleading coaches, players, parents or guardians and the Board of Directors.
- 4.2.6.3 Investigate all disciplinary actions taken by officials against cheerleading coaches and cheerleaders and report to the Board of Directors.
- 4.2.6.4 Chair the Cheerleading Coaches Committee.
- 4.2.6.5 Represent LCYFC at the FYD Cheerleading Director's meetings.
- 4.2.6.6 Appoint up to two (2) Assistant Cheerleading Directors, subject to board approval.
- 4.2.6.7 Serve on the Grievance, Registration, Budget, and By-Laws Committees.
- 4.2.6.8 Assist the President as needed.
- 4.2.6.9 Review all cheerleading- related complaints including researching the facts and documentation supporting the allegations and or concerns, and either settle the matter or submit the complaint to the athletic director, including all supporting documentation for review in additional action. This will include completing an incident report and representing the report to the Director.
- 4.2.6.10 Required to keep files on head cheerleading coaches and assistant cheerleading coaches detailing copies of all incident reports, parent/player complaints, letters reprimand along with investigation results and the affected coach's response to allegations. The files will be kept with the official Lutz Chiefs files on site. Files will be reviewed by the Board of Directors prior to voting to approve any head cheerleading or assistant cheerleading coach files will be retained for a period of not less than 10 years from the coach's entry into the LCYFC.

### 4.2.7 FIELD MAINTENANCE DIRECTOR.

The duties of the Field Maintenance Director shall include, but are not limited to:

- 4.2.7.1 Head up grounds and maintenance.
- 4.2.7.2 Serve on the Grievance Committee.
- 4.2.7.3 Assist President as needed and perform all other duties as necessary.
- 4.2.7.4
- 4.2.7.5 Responsible for the care and security of the LCYFC site and buildings, within the guidelines of the current lease.
- 4.2.7.6 Will maintain a correct list of keys issued.

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- 4.2.7.7 Will report maintenance/security needs to the President.
- 4.2.7.8 Responsible for the upkeep and maintenance (i.e. fertilizer, sod, watering, trash pickup, insects, striping, etc.) of the playing field as well as the area within the fenced enclosure.
- 4.2.7.9 Traffic and parking control.
- 4.2.7.10 Assist game-day setup.

### **4.2.8 SPONSORSHIP AND FUNDRAISING DIRECTOR.**

The duties of the Sponsorship and Fundraising Director shall include, but are not limited to:

- 4.2.8.1 Responsible for recruiting sponsors and donations from business and corporations, selling advertisements for the program, signboard advertisements or formulating other methods of donations and sponsorships.
- 4.2.8.2 Ensure all advertisements on signboards are collected. Ensure all signboards are complete and installed by first home game.
- 4.2.8.3 Serve as coordinator for all Fundraising and Sponsor events for the LCYFC organization and submit plans for board approval.
- 4.2.8.4 Assist the President as needed.
- 4.2.8.5 Shall coordinate a minimum of two major fundraising events.
- 4.2.8.6 Transfer all proceeds in a timely manner using guidelines defined by the Treasurer.
- 4.2.8.7 Serve on Budget Committee
- 4.2.8.8 Responsible for ordering football/cheerleader items needed for Fundraising.

### **4.2.9 TEAM PARENT DIRECTOR.**

The duties of the Team Parent Director shall include, but are not limited to:

- 4.2.9.1 Coordinate with football and cheer head coaches a list of team parents and assist, if necessary, in recruiting team parents for each division.
- 4.2.9.2 Prepare a handout listing all visiting athletic fields and distribute to team parents before away games.
- 4.2.9.3 Hold weekly meeting with team parents as necessary to ensure communications are clear and information is being relayed to parents.
- 4.2.9.4 Assist Secretary with the arranging team pictures (help pass out order forms, assist day of event)
- 4.2.9.5 Assist Sponsorship and Fundraising Director with organization and operation of events.
- 4.2.9.6 Assist Football/Cheer Directors as necessary.
- 4.2.9.7 Responsible for the distribution of team coolers and the collection of coolers at the end of the season.

### **4.2.10 EQUIPMENT DIRECTOR.**

The duties of the Equipment Director shall include, but are not limited to:

- 4.2.10.1 Responsible for the care, maintenance and security of all football equipment assigned to the football program.
- 4.2.10.2 Responsible for the distribution and collection of all football equipment.
- 4.2.10.3 Maintain a current inventory of football equipment and submit a status report, including a needs assessment, to the board in March and December.
- 4.2.10.4 Serve as chair on the Football Equipment Committee.
- 4.2.10.5 Responsible for selecting and purchasing LCYFC football equipment.
- 4.2.10.6 Advise coaches and parents on the proper care, maintenance and use of all uniforms and equipment.

### **4.2.11 COMPLIANCE DIRECTOR**

The duties of the Compliance Director shall include, but are not limited to:

- 4.2.11.1 Ensure LCYFC is conducting business under PWLS, Southeast Region Pop Warner and FYD rules and regulations.
- 4.2.11.2 Responsible for managing the registration process, including participant certification and coach/volunteer eligibility. Shall be responsible for certifying rosters with PWLS.
- 4.2.11.3 No participant can practice prior to being released by the Compliance Director.
- 4.2.11.4 Appoint up to two (2) assistants upon approval of the Board.
- 4.2.11.5 Maintain waiting lists for all teams.
- 4.2.11.6 Serve as Chair the Compliance Committee.

### **4.2.12 SCHOLASTIC DIRECTOR**

The duties of the Scholastic Director shall include, but are not limited to:

- 4.2.12.1 Responsible for the collection of all report cards and filling out any forms necessary for the Little Scholars Program. Shall maintain a record of all participant grades.
- 4.2.12.2 Ensure all qualifying participants complete the required documentation for Pop Warner recognition.
- 4.2.12.3 Act as the LCYFC representative for the Little Scholars Program.
- 4.2.12.4 Assist the Compliance Director as required, including assisting with PWLS Team Books.
- 4.2.12.5 Serve on the Compliance Committee.

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### 4.3 FOOTBALL AND CHEER COACHES

Coaching applicants must strive to develop character, sportsmanship, discipline, athletic ability, a spirit of team unity and comradeship within those in their charge. Coaches should always attempt to develop within team members a feeling of respect and trust for the figures of authority, such as themselves, officials, parents, teachers, and all adult members of the community.

The coaching staff must exemplify a high standard of sportsmanlike conduct for the benefit of the boys and girls. The example set by coaches should help to ensure that all team members act in an exemplary manner on the practice field as well at games and other LCYFC or PWLS functions.

#### 4.3.1 MISCONDUCT

The following actions by a coach could result in dismissal from the program:

- 4.3.1.1 Verbally or physically abusing anyone or accepting or tolerating verbal or physical abuse to or from anyone,
- 4.3.1.2 Throwing equipment
- 4.3.1.3 Abusive language or gestures
- 4.3.1.4 Encouraging or accepting any un-sportsmanlike conduct from their team members.
- 4.3.1.5 Under the influence of alcohol or illegal drugs or consumption of alcohol or illegal drugs anytime while in coaching capacity directly responsible for the care and custody of children under their direction.
- 4.3.1.6 Possession of illegal drugs and or alcohol at any time during practice, games, or other functions. All applicants for coaching will be required to complete a background check prior to consideration for approval by the Board of Directors. They will be responsible for all fees involved with obtaining a background check and coaches certification. All applicants can be approved pending a cleared background check. No coach may participate until a background check has been cleared.

#### 4.3.2 HEAD COACHES

- 4.3.2.1 All applicants for head coaching positions must be at least 21 years of age. It is the Board of Directors desire that all applicants for head coaching positions have previous, validated coaching experience in an organized youth program.
- 4.3.2.2 The Football Director/Cheer Director must receive letters of application which must include any prior coaching experience and reason for leaving that position.
- 4.3.2.3 Subsequent letters may be released and accepted to fill remaining open coaching positions.
- 4.3.2.4 Shall be recommended by the Football Director\Cheer Director and approved by a vote of the Board of Directors. In season vacancies will be handled in the same manner.
- 4.3.2.5 Be governed by the bylaws, rules and guidelines as set forth by FYD and the LCYFC.
- 4.3.2.6 Length of service shall be one year.
- 4.3.2.7 Board approved head coaches become a board member beginning the next regular board meeting after approval and are expected to attend all board meetings. Head Coaches are non-voting members of the board but may participate in debate.
- 4.3.2.8 Head coaches are responsible for enforcing the minimum plays per game. Failure to play all eligible players will result in a forfeit. The head coach will be suspended from all LCYFC activities, including practices and games for a minimum of 14 days. A repeat violation may result in permanent dismissal. The head coach will submit the game play count sheet to the Compliance Director at the conclusion of every game.
- 4.3.2.9 Any changes to the practice schedule must be approved by the President or Football/Cheer Director in advance of rescheduling the practice. Failure to do so will not displace any other teams from their designated practice area.
- 4.3.2.10 Every member of the coaching staff will be dressed in the current years coaching attire at every game. Failure to do so will result in removal from sideline.
- 4.3.2.11 Head coaches will be required to attend a coach's meeting once per month.
- 4.3.2.12 Head coaches are responsible to run organized effective practice and to stay within the practice limitations set by PWLS.
- 4.3.2.13 Head coaches are responsible to coordinate equipment handout and equipment turn in with the Equipment Director and to provide documentation that all equipment was received at the conclusion of the season.
- 4.3.2.14 Head coaches are responsible for selecting up to five (5) assistant coaches who met all eligibility requirements. One of the four coaches selected will be designated statistician during games.
- 4.3.2.15 Head coaches are expected to be at all practices. If for any reason, they cannot make a practice, they need to notify the Football/Cheer Director and make arrangements for someone to run an organized, effective practice.

#### 4.3.3 ASSISTANT COACHES

Shall be at least eighteen (18) years old and selected by head coaches who submit names to the Football/Chee Director and who, upon their recommendation, will submit them to the board of directors for approval.

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### 4.4 ADDITIONAL OFFICIAL LCYFC POSITIONS

The President, from a pool of interested parties residing within the LCYFC membership, will appoint the following positions for one-year terms, which may be successive. The board of directors must approve applicants for these positions annually. Unless also serving on the board of directors, these persons shall not be entitled to a vote.

#### 4.4.1 ASSISTANT FOOTBALL DIRECTOR(S)

The duties of an Assistant Football Director shall include, but are not limited to:

- 4.4.1.1 Be completely familiar with the duties and responsibilities of the Football Director and the LCYFC Football Athletic Program.
- 4.4.1.2 Routinely assist the Football Director in carrying the duties as directed.
- 4.4.1.3 Be prepared to assume the duties and responsibilities of the Football Director in his or her absence in an emergency, or at the request of the President.

#### 4.4.2 ASSISTANT CHEER DIRECTOR(S)

The duties of an Assistant Cheer Director shall include, but are not limited to:

- 4.4.2.1 Be completely familiar with the duties and responsibilities of the Cheer Director position and with the LCYFC Cheer Athletic Program.
- 4.4.2.2 Routinely assist the Cheer Director in carrying out the duties as directed.
- 4.4.2.3 Be prepared to assume the duties and responsibilities of the Cheer Director in his/her absence, an emergency, or at the request of the President.
- 4.4.2.4 Responsible for the care and security of all cheerleading uniforms and equipment assigned to the cheerleading program.
- 4.4.2.5 Responsible for the distribution and collection of cheerleading equipment.
- 4.4.2.6 Maintain a correct inventory of cheerleading equipment and submit a status report, including a needs assessment, to the board in May and December.
- 4.4.2.7 Ensure that all cheerleading uniforms and equipment are properly cared for and stored.

#### 4.4.3 CONCESSION MANAGER

The duties of a Concession Manager shall include, but are not limited to:

- 4.4.3.1 Manage all concessions operations at all LCYFC practices, games, and special events.
- 4.4.3.2 Manage concession account and operation budget, and report thereon at the regular board meeting.
- 4.4.3.3 Implement the system set up by the Treasurer for the transfer of all proceeds to the treasure at the close of each practice, game, or special event. Intermittent transfer of funds can be made to the Treasurer throughout the day on game day at their direction.
- 4.4.3.4 Serve on the Special Events Committee requiring concessions support.
- 4.4.3.5 Schedule all staff to work concessions, restroom maintenance and other related duties for practices, games and other special events.
- 4.4.3.6 Conduct a weekly inventory and make product purchases. The board shall approve all unbudgeted concession equipment purchases over \$100.00 before purchase is made.
- 4.4.3.7 This shall be a paid position with salary to be negotiated on a yearly basis.

#### 4.4.4 CONCESSION STAND ASSISTANT

The duties of a Concession Stand Assistant shall include, but are not limited to:

- 4.4.4.1 Assist in the management of all concession operations at all LCYFC practices, games and special events.
- 4.4.4.2 Assist the concession manager in opening and or closing the concession.
- 4.4.4.3 Assist in the management of all concession workers.
- 4.4.4.4 This shall be a paid position with salary to be negotiated on a yearly basis.

#### 4.4.5 CONCESSION STAND WORKERS

The duties of a Concession Stand Worker shall include, but are not limited to:

- 4.4.5.1 Must be a minimum of 15 years of age.
- 4.4.5.2 Follow the guidelines set out by the concession coordinator.
- 4.4.5.3 Report to the concession stand on time for their scheduled shift.

## ARTICLE V – MEETING OF MEMBERS

### 5.1 MEETINGS

The Board of Directors will meet at least once a month during the year. Times, dates, and locations will be set by the President. All elected board members are expected to attend, call or video call to all scheduled meetings.

- 5.1.1 Any board member who is absent from two consecutive scheduled meetings, either excused or unexcused, automatically loses the right to vote at the next scheduled meeting.

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**5.1.2** Three absences (excused or unexcused) from regularly scheduled meetings during the board year will result in possible dismissal from the board, by a majority vote.

**5.1.3** Any head coach who is unable to attend a scheduled meeting will send a board approved assistant coach to take their place. Any team who is not represented for two consecutive meetings will result in the head coach sitting out the first quarter of the next scheduled game. This will also require an incident report submitted to the President.

### **5.2 SPECIAL MEETINGS**

A special meeting shall be called as needed by the President or Vice President in the absence of the of the President, or at the request of five Board Officers. There will be a minimum of 24-hour notice to all board members for any special meeting to be held.

### **5.3 ORDER OF BUSINESS**

Establish Quorum, roll call, reading of minutes from previous meeting, report of the treasurer, reported the President, reports of officers, reports of committees, election of new members as necessary, old business, new business, and adjournment.

### **5.4 QUORUM/VOTING**

All voting board members shall be entitled to one vote. A simple majority (one-half plus one) shall be necessary to carry a vote, except as provided herein.

### **5.5 FINAL DISPOSITION OF MATTERS**

Once a final vote has been accepted, a matter may not be raised and re-voted upon unless prior approval is granted or a 4/5 majority vote. Any subsequent change or addition must be approved by a 4/5 majority vote.

### **5.6 STANDING COMMITTEES**

Standing committees may be formed with the approval of the board of directors.

### **5.7 SPECIAL COMMITTEES**

Special committees may be formed as needed by the President with the Board of Directors approval.

### **5.8 ANNUAL MEETING**

The annual meeting of the LCYFC membership shall be at the end of the season, with the exact date set annually by the Board of Directors. Election of Directors for the ensuing year will be held at the last regular season home game and presented for confirmation at the annual meeting.

**5.8.1** Notice of annual meeting will be provided to the membership at large no less than 30 days prior to the meeting date.

**5.8.2** Individuals interested in running for elected positions must submit their name to the President at least two weeks prior to the last regular season home game. Notice to submit names to the President for running for election to the board of directors will be provided to the membership at large no less than 30 days in advance of the deadline two weeks prior to the last regular home game.

**5.8.3** Ballots will be designated for each officer position as follows: officers will be listed on the ballot in the order they appear in SECTION 4.2. Incumbents will be listed at the top of each position, then candidates in alphabetical order. If there is no incumbent then candidates for each position will be listed in alphabetical order, last name then first name.

### **5.9 ELECTION PROCEEDINGS**

**5.9.1** Election Committee will be formed to solicit members to serve as board members for the next years board.

**5.9.2** Committee members and team parents should consist of at least three people.

**5.9.3** General membership should be notified of the election date 30 days prior to election.

**5.9.4** Nominations for the board should be accepted up to two weeks before the elections are to take place to allow for the preparation of ballots.

**5.9.5** Elections must take place at the last home game of the season.

**5.9.6** Voting will be monitored by the election committee unless they themselves are nominated for a board position. If an alternate must be used to count the votes, then the executive board must come to an agreement to whom the alternate will be.

**5.9.7** Once the election committee has counted the votes, they are to notify the President of the results who must then make the vote public.

**5.9.8** Once the incoming board is verified, the outgoing board will begin to educate the new board on the procedures of the organization and show through example the day-to-day operations of the League.

**5.9.9** Incoming board will be presented at the annual meeting.

## **ARTICLE VI – GRIEVENCE COMMITTEE**

A grievance committee shall be chaired by the Football/Cheer Director with board approval to hear and rule on grievances. The grievance committee shall include the President, Vice President, Football Director, Cheer Director, and team representatives designated by the chairperson.



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If a conflict of interest exists (allegations against a family member, etc.) The affected officer will recuse themselves from the Grievance Committee.

if a complaint is filed against the Football Director or Cheer Director, the grievance committee will be chaired by the President and an independent officer will be appointed to the committee by the chairperson.

### **ARTICLE VII – RULES OF ORDER**

At all meetings Robert's Rules of Order" shall be the parliamentary authority over all matters of procedure not specifically covered by these bylaws.

### **ARTICLE VIII – AMENDMENTS AND CHANGES TO BYLAWS**

Any elected board member may submit for consideration, written amendments, or changes to these bylaws and or the board of directors may appoint a bylaws committee to recommend amendments or changes to these bylaws. Bylaws may be changed by 2/3 majority vote of all voting members of the LCYFC on an emergency basis, or during the annual review by the bylaws committee.

### **ARTICLE IX – FISCAL RESPONSIBILITIES AND DUTIES**

Sound fiscal awareness is the utmost importance to the success of LCYFC. Each board member, and specifically the Treasurer, is expected to use sound fiscal judgment in managing an accounting of all monies received and expended by the LCYFC. The following items are the minimum necessary to ensure sound fiscal management.

#### **9.1 CREATING BUDGET**

All projects and or committees will provide a projected report of income and expenditures for their projects or committees to be submitted to the budget chairperson, no later than March.

#### **9.2 BUDGETED PURCHASES**

All project budgets will be approved by the Board of Directors and require a detailed project report. This report must be submitted to the board, at the project's conclusion, along with a breakdown of expenditures supported by receipts. Each chairperson will be fiscally responsible for monies budgeted to their committee. No purchases or expenditures will be made prior to budget approval.

#### **9.3 PURCHASES**

The following guidelines shall be followed for any purchase made by any member of their organization seeking reimbursement:

- 9.3.1 Any unbudgeted purchase over the amount of \$500 shall have the approval of the full Board of Directors.
- 9.3.2 Any proposed purchase over the amount of \$1000 should be accompanied by three written bids presented for approval of the full board of directors.
- 9.3.3 Any proposed purchase must be presented for approval by the applicable board member who must be in attendance to receive approval of the full Board of Directors.
- 9.3.4 Any purchase that exceeds a prior board approved budget must be approved by a vote of the f board of Directors.
- 9.3.5

#### **9.4 METHODS OF ACCOUNTING**

Generally accepted accounting principles shall be used to maintain the fiscal records. The cash basis method of accounting will be used as the method of accounting all income and expenditures of the LCYFC.

#### **9.5 AUDITS**

- 9.5.1 Internal audits--the treasure will present to the board an audit of the books and records of the LCFBC at least semi-annually for approval.
- 9.5.2 Formal audits--the budget committee will audit the treasure of accounts and records annually. A copy of this audit report will be presented to the board of directors for approval.
- 9.5.3 External audits--an external audit of accounts and records may be conducted by an accounting firm or CPA trained to perform such audits annually, semi-annually or as needed subject to the board of directors or President.

### **ARTICLE X – DISPOSITION OF CORPORATE ASSETS UPON DISSOLUTION**

In the event of dissolution of LCYFC, the residual assets of LCYFC will be turned over to one or more organizations, which themselves are exempt as organizations described in section 501 (3) and 170 (2) of the Internal Revenue Code of 1954, or corresponding sections of any local government for exclusive public purposes.

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### **ARTICLE XI – DISCIPLINARY PROCEDUES**

#### **11.1 FOUNDATION OF DEVELOPMENT**

Promoting each participant's independence and self-esteem is the foundation for development as a person, as well as an athlete. The LCYFC disciplinary policy has been developed with this understanding, and further recognizes a responsibility to promote and facilitate:

- 11.1.1 A feeling of one's value and importance.
- 11.1.2 An understanding of ones right to be respected, to be heard, and the right not to be intentionally injured either physically or emotionally.
- 11.1.3 The development of personal controls and the ability to direct one's actions.
- 11.1.4 An ability to communicate verbally one's needs and wants; and
- 11.1.5 A growing ability to respond appropriately to the needs of others.

#### **11.2 GENERAL MISCONDUCT INCLUDING ALL LCYFC**

Misconduct is considered, but not limited to the following:

- 11.2.1 "Trash-talking" to opponents at any time.
- 11.2.2 Cheering or taunting opponents who make errors.
- 11.2.3 "Showboating" or prancing, on the field of play
- 11.2.4 Screaming in a condescending manner to teammates or coaches.
- 11.2.5 Leaving the field of play before meaningfully shaking an opponent's hand.
- 11.2.6 Demeaning comments to teammates intended to publicly embarrass them.
- 11.2.7 Significant changes in attitude or approach to the game because of defeat.
- 11.2.8 Addressing a coach and or field official in an informal manner (e.g., hey, etc.)
- 11.2.9 Lack of hustle on and off the field
- 11.2.10 Use of excessive gear with no actual purpose.
- 11.2.11 Exhibiting signs of disrespect (e.g., eye rolling, moping, lack of hustle, questioning coaching decisions at inappropriate times)
- 11.2.12 Harassment and/or Bullying of fellow team members, including football players, cheerleading coaches, board members and or parents.
- 11.2.13 Response to an officiating call with angry displays of temper that include rude or obscene gestures or foul language.
- 11.2.14 Extreme displays of emotional immaturity (e. g., tossing one's helmet in response to an error)

#### **11.3 PENALTY MATRIX**

##### **11.3.1 ATHLETE PENALTY MATRIX**

- 11.3.1.1 First Infraction—Counseling
- 11.3.1.2 Second Infraction—assignment of additional conditioning training that must be completed at the end of the official practice session or, if the infraction occurs during a game, at the end of the following practice season.
- 11.3.1.3 Third Infraction--Dismissal from practice, removal from game, or one game suspension at the head coach's discretion.

##### **11.3.2 COACH PENALTY MATRIX**

- 11.3.2.1 First Infraction—One game suspension.
- 11.3.2.2 Second Infraction—Two-game suspension.
- 11.3.2.3 Third Infraction—Team Dismissal

##### **11.3.3 FIGHTING PENALTY MATRIX**

- 11.3.3.1 During practice - Head coach's discretion including one game suspension.
- 11.3.3.2 During a game or while attending a function at a visiting FYD field - Two game suspension
- 11.3.3.3 Entering the field to join an altercation or second fighting offense – one-year suspension (includes coaches and/or players)

#### **11.4 ABSENCES**

Any player who is absent from practice for 10 hours accumulative in the first 2 weeks of practice will be removed from the team and added to the bottom of the waiting list. Any exceptions will be reviewed and decided by the Football or Cheer Director.

### **ARTICLE XII – FYD BYLAWS SHALL GOVERN**

In the event of an alleged discrepancy, the FYD Bylaws shall govern.

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### **ARTICLE XIII – AUTHORIZED PERSONNEL ON PLAYING FIELD**

The Football/Cheer Director will issue up to ten (10) field passes to each head coach (both home and visiting). The only persons allowed on the playing field other than authorized coaches, players, and cheerleaders, shall be the Football/Cheer Director, four (4) designated board members, and those with passes. Unauthorized person encountered on the playing field will be asked to return to the viewing stands. Refusal to follow the directions of an authorized member residing on the playing field will result in removal from the Lutz Chiefs football complex including the adjoining parking and recreation area.