



DeForest Area Youth Football League

By- Laws

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ARTICLE I ORGANIZATION

- A. DeForest Area Youth Football League (DAYFL) is registered with the state of Wisconsin as a Non-Stock Corporation.
- B. This registration was established on November 23, 2010.
- C. The DAYFL was originally organized in August 1983.

ARTICLE II BOARD OF DIRECTORS

- A. The DAYFL Board of Directors shall consist of Program Director, Associate Director, Secretary, Treasurer, Player Safety Coach, and up to one Director from each DAYFL Grade 4th thru 8th.
- B. The Executive Board (Officers) shall consist of Program Director, Associate Director, Secretary, and Treasurer.
- C. Election of Board Members
 - 1) The Executive Board
 - a) The Program Director and Treasurer will be elected in the even number years.
 - b) The Associate Director and Secretary will be elected in the odd number years.
 - c) The Executive Board members will each serve a two year term.
 - d) The Executive Board members can be elected to multiple / consecutive terms.
 - e) The Executive Board will be elected by the board after November 1st and prior to January 1st.
 - 2) Grade Directors
 - a) Grade Directors will be elected by participating families of their grade via website voting or paper ballot.
 - b) Grade Directors will hold a one year term.
 - c) Grade Directors may be elected to multiple / consecutive terms by their participant families.
 - d) The Grade Directors will be elected immediately following the end of season and prior to January 1st.
 - e) The 4th Grade Director will be elected by participant families prior to September 1st.
 - 3) Player Safety Coach
 - a) The Player Safety Coach will be elected by the Board after November 1st and prior to January 1st.
 - b) The Player Safety Coach will hold a one year term.
 - c) The Players Safety Coach can be elected to multiple / consecutive terms.
 - d) The Players Safety Coach is a voting member of the Board.
 - 4) Equipment Manager
 - a) The Equipment Manager will be elected by the Board after November 1st and prior to January 1st.
 - b) The Equipment Manager will hold a one year term.
 - c) The Equipment Manager can be elected to multiple / consecutive terms.
 - d) The Equipment Manager is a voting member of the Board.
 - 5) If for any reason an Executive Board Member cannot fulfill his / her term, a new officer will be elected to fulfill that term.

- a) Nominations for the vacant position will be accepted and presented at the next scheduled meeting (minimum of 30 days).
 - b) Nominations for the vacant position will be accepted and presented to the Board at the next board meeting.
 - c) Election for the vacant position shall be held at the board meeting following the presentation of nominees.
- 6) All Board members must provide information for a background check to be completed bi-annually. Any Board member who does not pass the background check must resign his / her position.
- D. Voting
- 1) A quorum shall consist of five (5) members of the Board of Directors.
 - 2) DAYFL voting may not occur without a quorum.
 - 3) Voting may be taken by email if deemed necessary by the Program Director.
- E. The Board of Directors shall decide upon all rules and by-laws pertaining to the DAYFL program administration.
- F. The Board shall oversee the coaching activities to ensure the compliance to the Coaches Rules as set forth in the DAYFL Coaches Manual and the Governing League's By-Laws.
- G. The Board shall organize and administrate all committees necessary for program operations.
- H. The Grievance Committee shall consist of the Executive Board and shall handle all formal grievances as stated in Article XX.

ARTICLE III
BOARD MEETINGS

- A. Regular monthly meetings shall be held.
- B. Special meetings of DAYFL Board may be called by a member of the Executive Board as the need arises. (I.e. Coaching or players issues, grievances, etc.)
- C. The Program Director or Associate Director must be in attendance to preside over the meeting.
- D. The Board may go into closed session during a meeting to discuss grievances, overdue fees, scholarship applications, and / or any other topic deemed to be in violation of privacy issues of any participant and / or their family.

ARTICLE IV
GENERAL PLAYING RULES

- A. General playing rules shall be in accordance with the Governing League's By-Laws.

ARTICLE V
PLAYER REQUIREMENTS

- A. Player requirements shall be in accordance with the Governing League's By-Laws.

ARTICLE VI
REGISTRATRION

- A. Registration shall open during the spring of each year prior to the upcoming fall season.

- B. Additional in-person sign-up will be made available as the Board sees fit.
- C. Registration fees are reviewed on an annual basis and any changes must be approved by the DAYFL board.
- D. Early registration discount will be offered to all families who complete registration and payment prior to July 1st of each year.
- E. Registration closes after the Governing League's official weigh in date. After this date, applications for registration will be taken into consideration on an individual basis and additional fees may apply.
- F. Registration with the Governing League shall be in accordance with the Governing League's By-Laws.

ARTICLES VII
COMPETITIVE STRUCTURE

- A. Competitive structure for Teams / Divisions shall be in accordance with the Governing League's By-Laws.
- B. Criteria for splitting DAYFL teams shall be in accordance with the Governing League's By-Laws.

ARTICLE IX
LEAGUE SCHEDULES AND TOURNAMENT COMPETITION

- A. League Schedules and Tournament Competition shall be in accordance with the Governing League's By-Laws.

ARTICLE X
PRACTICES

- A. Practices and scrimmages shall be in accordance with the Governing League's By-Laws.

ARTICLE XI
COACHES

- A. All DAYFL coaches shall perform in accordance with the Governing League's By-Laws and Code of Conduct as well as abide by all standards set forth by USA Football.
- B. Selection of coaches
 - 1) Interested coaches shall register their intent via the DAYFL website.
 - 2) Assessments are scheduled with each candidate with members of the DAYFL Board.
 - 3) A list of registered and assessed coaches will be presented to the board for approval.
- C. Background Checks
 - 1) All background checks will be conducted by a third party agency. All head and assistant coaches are required to submit information for a background check bi-annually.
 - 2) Any head or assistant coach who does not pass the background check must resign from their position immediately.
 - 3) An approved head or assistant coach with a completed background check must be present at all team events.
- D. Coaches Manual

- 1) All DAYFL coaches shall abide by the DAYFL Coaches Manual which will be provided to each coach and available on the DAYFL website.
 - 2) The Coaches Manual will be provided to each head and assistant coach prior to the beginning of each season.
 - 3) The Coaches Manual will be returned by each head and assistant coach at equipment hand-in at the end of each season.
 - 4) The Coaches Manual will be reviewed by the DAYFL Program Director and Player Safety Coach at the end of each season for updates and / or changes as needed. The changes will be presented to the DAYFL Board for approval.
- E. All head and assistant coaches are required to complete USA Football certification. Additionally, all head and assistant coaches are required to attend the annual Player Safety Coaches meeting.
- F. Code of Conduct
- 1) All coaches in the DAYFL program are required to sign and abide by the Coach's Code of Conduct.
 - 2) The DAYFL Board will determine the appropriate disciplinary action to any violation of the DAYFL Coach's Code of Conduct.
 - 3) All reported incidents and disciplinary actions will be logged into the Incident Log by the Program Director or Associate Director.
 - 4) All written documentation will become a permanent record in the coach's file.

ARTICLE XII
PLAYING FIELD

- A. Playing fields shall be in accordance with the Governing League's By-Laws.

ARTICLE XIII
GAME RULES

- A. Game rules shall be in accordance with the Governing League's By-Laws.

ARTICLE XIV
OFFICIALS

- A. Officials shall be in accordance with the Governing League's By-Laws.

ARTICLE XV
EQUIPMENT

- A. Equipment shall be in accordance with the Governing League's By-Laws.
- B. All DAYFL helmets will be reconditioned as following manufacturer's recommendations but no more than every three years per helmet.
- C. Any purchases beyond required annual needs must be approved by the Board before the order is placed (i.e. helmets).
- D. All basic uniform pieces (i.e. helmets, pants, pads, jersey, shoulder pads, and belts) will be issued by the DAYFL program to each and every participating member.
- E. An equipment assignment form must be signed by each player's parent / guardian.
- F. Equipment will not be assigned unless all registration / equipment fees for the current or previous year(s) are paid in full.

- G. Uniforms cannot be altered in any way (i.e. stickers, patches, etc.) unless approved by the DAYFL Board. One inch jersey number decals for each player are purchased each year and included as part of the uniform.
- H. All individual uniforms should look the same from team to team and teammate to teammate (i.e. black socks on game days).
- I. All equipment must be returned at the designated hand-in date. Alternate dates and times must be coordinated with the Equipment Manager.
- J. If any equipment is not returned or returned in poor condition, a bill for replacement will be issued to the parent / guardian.
- K. Personal purchased equipment is the responsibility of the player's parent / guardian and must meet the equipment requirements of DAYFL. Proof of helmet reconditioning must be provided by the parent / guardian prior to the start of the season when applicable.

ARTICLE XVI
POSTPONEMENTS

- A. Postponements shall be in accordance with the Governing League's By-Laws.

ARTICLE XVII
TIME

- A. Time shall be in accordance with the Governing League's By-Laws.

ARTICLE XVIII
FOURTH AND FIFTH GRADE DIVISION SPECIAL LIMITATIONS

- A. Fourth and Fifth Grade Division Special Limitations shall be in accordance with the Governing League's By-Laws and rules.

ARTICLE XIX
CODE OF CONDUCT

- A. The DAYFL Code of Conduct will be reviewed on an annual basis for changes and additions.
- B. The DAYFL Code of Conduct will be posted on the DAYFL website upon approval and included in the registration documents.
- C. All coaches, players, and parents / guardians in the DAYFL program understand that they are accepting the DAYFL Code of Conduct during registration process prior to the beginning of each season.
- D. All coaches, players, and parents / guardians in the DAYFL program understand that by signing the Governing League's Registration Form that they are agreeing to the Player's Code of Conduct and the Parent's Code of Conduct.

ARTICLE XX
GRIEVANCE PROCEDURES

- A. After a 24 hour cool down period, a discussion should take place between the parties in a Good Faith attempt to resolve the issue.
- B. If the parties are unable to resolve the issue, the Head Coach should be engaged to help mediate a resolution.
- C. If resolution is still not reached the Grade Director should be engaged to help mediate a resolution.
- D. If the issue is still not resolved to both parties satisfaction; one or both of the parties involved should proceed to the DAYFL website and submit a Grievance Form which can be found on the Board Tab.
- E. The person submitting the Grievance Form will be contacted by a member of the Grievance Committee within five (5) working business days of submission to acknowledge receipt of the grievance and discuss next steps.
- F. The Grievance Committee within a timely period shall:
 - 1) Provide accused party with a copy of the Grievance and allow sufficient time to provide a written response to the Grievance.
 - 2) Meet separately with both parties and any witnesses to gather all relevant information.
 - 3) Complete investigation and determine appropriate resolution.
 - 4) Provide written resolution to both parties involved.

ARTICLE XXI
FUNDRAISING

- A. Fundraising for DAYFL will be done by Board pre-approved events and sponsored events only.
- B. Any additional event(s) must be presented to the DAYFL Board for approval. Possible fundraising ideas can be presented by any parent / member of DAYFL.

ARTICLE XXII
GOVERNING LEAGUE

- A. The Governing League of DAYFL is the Dane County Area Youth Football League.
- B. If at any time the DAYFL By-Laws become in conflict with the Governing League's By-Laws, DAYFL program participants, parents, coaches, and board members will defer to the Governing League's By-Laws.

DEFOREST AREA YOUTH FOOTBALL

The Deforest Area Youth Football League promotes a drug, alcohol, and tobacco-free environment that offer children the opportunity to build and improve football skills, maintain physical fitness, experience competition, learn sportsmanship, and most importantly HAVE FUN!