

# **By-Laws**

## **Loveland Youth Football, Inc.**

Date Organized: October 27, 2003

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# Loveland Youth Football, Inc.

## By-Laws

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### ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization is Loveland Youth Football, Inc.

### ARTICLE II: OBJECTIVE

#### **Section 1. Definition**

Loveland Youth Football, Inc. (hereinafter referred to as "LYF") is an Ohio non-profit corporation and is comprised of any/all Participants, eligible Participants, eligible Members, and its Executive Board participating in the football and/or the cheerleading programs.

#### **Section 2. Objective and Purpose**

The objective of this organization shall be to promote and support amateur youth football and cheerleading activities for those Participants, eligible Participants, Members and eligible Members participating, or eligible and/or desiring to participate in, actively, inactively, directly and/or indirectly in LYF. LYF, through its programs and activities, shall promote both in lesson and by example its core values including, but no limited to, respect, responsibility, integrity and pride.

#### **Section 3. Policy**

LYF shall be a non-profit, non-commercial and non-partisan organization. LYF shall be open to any eligible Participant or Member without regard to race, color, ethnicity, creed, national origin, sex, gender, sexuality, or familiar structure.

### ARTICLE III: MEMBERS & MEMBERSHIP

#### **Section 1. Definition & Eligibility**

- A. Member: Any adult eighteen (18) years of age or older who participates or is eligible to participate actively, inactively, directly and/or indirectly in LYF but has not yet met the requirements to be a Member in Good Standing.
- B. Member in Good Standing: In order to be considered in "Good Standing" within LYF, a Member must be actively or inactively participating in LYF and must have attended, either physically, or virtually, when necessary, **four (4) of the last twelve (12) regular**

**monthly Board Meetings**, (being considered in good-standing upon attendance at the 4th meeting).

- C. Membership: The Membership shall be inclusive of all Members in Good Standing. The number of Members in Good Standing shall not be limited in number and shall be open to all interested in the promotion and advancement of LYF.
- D. Youth Volunteers: Those participating in LYF that are under eighteen years of age but are not Participants as defined below, or are Participants that provide additional volunteer support outside of their Participant role in LYF.

**Section 2. Rights of Members in Good Standing**

A. Rights of Members in Good Standing include, but are not limited to:

- 1. Make Motions to be heard either by the Executive Board only or the Membership as a whole;
- 2. Vote on any pending Motions before the Membership either in person, by absentee vote. *Reference Article V, Section 4.*
- 3. Participate on committees as determined necessary by the Executive Board. *Reference Article VI.*
- 4. Be eligible for nomination to Executive Board positions;

**ARTICLE IV: PARTICIPANTS / PARTICIPATION**

**Section 1. Participants**

A. Participants shall be defined as the youth actively participating in LYF as either a football player or cheerleader who have met the eligibility requirements for the program and have successfully registered and paid for (or met financial requirements for financial assistance) during open registration or as accepted after registration by vote of the entire Executive Board.

**Section 2. Eligibility**

- A. Age: The eligibility age(s) shall be in accordance with the Greater Cincinnati Youth Football League (hereinafter GCYFL) rules.
- B. Residency:
  - 1. Residency requirements shall be in accordance with the GCYFL rules.
  - 2. Loveland City School District (LCSD) Residents: Any eligible Participant residing within the Loveland City School District of Ohio (hereinafter LCSD) shall be admitted to LYF

without further regard to residency provided that all registration requirements as detailed below are completed.

3. Non-LCSD Residents: Eligibility to Participate in LYF for those otherwise eligible but not residing within the LCSD shall be dictated by the GCYFL rules and acceptance into LYF shall be made by the Head Coach of the affected team in conjunction with LYF Executive Board. In addition to the application required to be completed by all Participants, those not residing in LCSD will complete an additional form, as provided by LYF attached hereto as **Appendix A**. Further, LYF will not accept non-residents to enroll as Participants unless a team or squad is determined to be in distress as determined by LYF Executive Board. No team may claim to be in distress and recruit Participants from outside of LCSD unless they have fewer than fifteen (15) players and have received the approval of LYF Executive Board by a majority Executive Board Vote.

### **Section 3. Number of Participants**

#### **A. Football:**

1. The number of Participants as to the football portion of LYF Program shall not be restricted in size.

2. In the event that any football team reaches a number of participants, that the Executive Board or current coaching staff thinks is adequate for splitting the team into two (2) or more teams is appropriate and in the best interests of the Participants of said team. While the current coaching staff's input shall be sought, said coaching staff shall have no official vote when making the determination. In the event that the Executive Board determines that it is appropriate to split said team into multiple teams, how the team will be split shall be determined by the Executive Board on a case-by-case basis. The Executive Board shall request the input of the current coaching staff but said current coaching staff shall have no official vote regarding the determination. The Executive Board make every effort to determine how to split the team that is in the best interest of the Participants and not subject to any personal bias or personal relationships.

3. Teams that are at the fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) grade levels that are voted to be split shall be split into a competitive team and developmental team. This will be determined by a tryout that is evaluated by all current Head Coaches K1-Sixth Grades (6<sup>th</sup>), Football Director, and Assistant Football Director.

4. Players per GCYFL League Rules are only allowed 1 roster move. Teams that have split into even teams before the 5<sup>th</sup> or 6<sup>th</sup> grade level need to continue to play for the same team unless there are not enough players for two teams the following season. This is to allow LYF rules to align with the GCYFL League Rules so that we can split into competitive and developmental teams starting in 5<sup>th</sup> grade.

### **Section 4. Registration**

- A. Application: A Legal Guardian of the eligible Participant will be required to complete the Application for Participation. LYF utilizes an electronic registration process. The electronic registration link can be found by visiting LYF website at <http://www.lovelandyouthfootball.com/>. Should an eligible Participant be unable to complete the electronic registration process, the Legal Guardian should contact the current Second Vice President of the Executive Board for assistance or a physical application.
- B. Open Registration:
1. Open Registration is the period of time specified by LYF in which those eligible can and should register to participate in LYF (“Open Registration”).
  2. The Open Registration period shall be determined by the Executive Board on an annual basis and shall be made available via LYF website as well as notice/reminders given during each Board Meeting once determined and when applicable.
  3. In the event that a participants family moves into the district after LYF registration has closed but before GCYFL’s roster’s due date LYF will accept a certain amount of late registrations with prof of new residency. These players will not get to keep the game jersey used for the season or get to pick their number or have their last name on jersey as these will be from a pool of LYF jerseys that are on hand already.
- C. Payment:
1. Registration Fees Determination: Registration Fees shall be determined by the Executive Board prior to the commencement of open registration and shall be available on LYF registration website.
  2. Registration Fees for Football: Registration fees for football shall be paid at the time of registration by credit card through LYF registration website. If payment is not able to be made at the time of registration but financial assistance is not being applied for, contact should be made with the current Second Vice President to discuss and/or for assistance with completing the registration process.
  3. Registration Fees for Cheer: Registration Fees for Cheer shall be made immediately *upon acceptance as a Participant* in the Program (given limits on squad numbers) by credit card through LYF registration website. If payment is not able to be made at the time of registration but financial assistance is not being applied for, contact should be made with the current Second Vice President to discuss and for assistance with completing the registration process.
- D. Costs Included/Excluded by Registration Fees:
1. Football Inclusions / Exclusions: Registration Fees for football include the costs of participation, game jerseys, all *necessary* pads, game pants, practice pants, and helmets.

Practice jerseys may be provided but will be determined annually based upon budget and availability. Registration fees do not cover socks, cleats, mouth guards, any other equipment or padding not required to Participate, or team fees. *Reference Article IV, Section 5.*

E. Financial Assistance:

1. Financial assistance may be available, as determined yearly by the Executive Board at the commencement of the new calendar year prior to, and included in, the estimated yearly budget.
2. The application for financial assistance shall be included within the electronic registration process as an option to be completed in lieu of upfront payment.
3. Available financial assistance will be granted to those eligible in order of which the applications were received.
4. In order to qualify for financial assistance, Registrants must be on, and provide proof thereof, a free or reduced lunch meal plan through LCSD or the school in which they attend. If a Registrant is not on a free for reduced meal plan but is requesting financial assistance, the Second Vice President of the Board should be contacted to discuss and the matter will be reviewed by the Executive Board on a case-by-case basis.
5. Should the application for financial assistance be denied, LYF shall provide written notification to the email address(s) listed during the registration application process. Payment in full for the registration fee shall be due to LYF within fourteen days (14) of the written notice or the close of Open Registration, whichever is later. Failure to provide timely payment will result in the release of the Participant from LYF.
6. Inclusions / Exclusions
  - a. Football: Financial assistance must be applied for each football season as needed and if granted, will cover the cost of the football registration fee for one season. The costs included/excluded with the registration fee are referenced hereinabove.

F. Refunds

1. Football: Seventy-five percent (75%) of the football registration fee may be refunded when requested on or before June 1<sup>st</sup> of the year of registration. No refunds will be given after June 1<sup>st</sup>.



## **Section 5. Team Fees**

- A. Team Fees are an additional fee outside of Registration Fees which are utilized by each team for the costs of participating in LYF events and traditions, team parties, and other team costs as determined by each individual team as described herein below (“Team Fees”).
- B. Team Fees are determined at the Team level by the Team Parent(s) in conjunction with the coaching staff. The Team Parent(s) shall relay the determined per Participant fee along with the deadline for payment at the commencement of the season and shall be responsible for the collection of the Team Fees and the payment of any expenses incurred by the team which are utilizing Team Fees.
- C. Team Fees are not covered by financial assistance. If the Team Fees cannot be paid for any Participant by its specified deadline, the designated Team Parent should be contacted to make alternate arrangements. If alternate arrangements cannot be made, the Team Parent or Legal Guardian may contact the Treasurer of the Executive Board to discuss other possible arrangements.
- D. The team representative aka team parent, or person in charge of team fees for each team, shall keep an accounting ledger of funds received and paid out throughout the season and shall provide a copy of said ledger to the parents/guardians of the Participants on his/her team at the conclusion of the season. A copy of said ledger shall also be provided to the Treasurer of the Executive Board. A sample accounting ledger is attached hereto as Appendix B, although this specific form is not required.

## **Section 6. Forms Required to Participate**

- 1. All Participants shall be notified and provide any/all forms required at the commencement of each season required by the Federal, State or Local Law, LYF, or the GCYFL required for participation, including, but not limited to birth records, residency records, school records as needed, player contracts, photographs, and physical forms.

## **ARTICLE V: EXECUTIVE BOARD**

### **Section 1. Members of the Board**

The Executive Board shall consist of the elected offices of President, First Vice President, Second Vice President, Secretary, Treasurer, Football Director, Assistant Football Director. Each individual aforementioned shall be referred to as an Executive Board Member.

### **Section 2. Qualifications for Officers**

- A. In order to be elected to an Executive Board office, one must be a Member in Good Standing, devoted to the objectives and core values of LYF, active in present or past activities, willing and able to fulfill the duties both of its position and as an Executive Board Member.

- B. No more than two (2) coaches (head or assistant) or team representative, or any combination thereof, may hold Executive Board positions simultaneously at any given time. A team is defined as a football team or a cheer squad.
- C. No two (2) members of the same household may hold board positions concurrently.
- D. No member of the Executive Board shall have any felony convictions on their record of any nature within the last ten (10) years and no convictions of any nature relating, directly or indirectly, to children at all.

**Section 3. Term of Executive Board Members**

- A. Length of Term: Each Executive Board Member, unless otherwise removed or resigns from their position, will hold office for two (2) calendar years commencing January 1 immediately following their election. Should an Executive Board Member not be reelected to their position, said Executive Board Member will begin transitioning their role and training the subsequently appointed Executive Board Member in regards to their elected position immediately following the election. However, the existing Executive Board Member shall maintain his Executive powers, rights, and duties until January 1<sup>st</sup> when the subsequently elected Executive Board Member begins his/her term.
- B. Election Years: Elections will be held for the offices of the President, Secretary, 2<sup>nd</sup> Vice President, Cheer Director and Assistant Football Director during even numbered years. Elections will be held for the offices of the 1<sup>st</sup> Vice President, Treasurer, Football Director and Assistant Cheer Director during odd numbered years.

**Section 4. Election of Officers**

- A. Pre-Election Procedures
  - 1. Nominating Committee:
    - a. At the September Board Meeting, the President shall appoint a nominating committee inclusive of three (3) Members in Good Standing in addition to one (1) existing Executive Board Member whose position is not up for election during that year. The members of the Nominating Committee along with their e-mail contact information shall be notated in the Board Meeting minutes by the Secretary. Should a member of the Nominating Committee be nominated, and accept said nomination, said member of the Nominating Committee shall resign their position on the Nominating Committee and the President shall appoint a new member to the Nominating Committee to replace him/her. Notice of such shall be distributed by the President to all Members in Good Standing electronically immediately upon the resignation

of the Nominating Committee member and upon appointment of the newly elected Committee member. (“Nominating Committee”).

- b. The Nominating Committee shall be responsible for collecting and recording the names of all those nominated for any Executive Board Member position, who meet the afore-stated requirements to hold an elected office; shall be responsible for the preparation, distribution of voting ballots, and collection of the voting ballots; shall count the ballots for each office/candidate up for each position; and shall announce the results of the Election during the election meeting.

## 2. Nominations

- a. Nominations may be made any time after the appointment of the Nominating Committee and until and including the October Board Meeting.
- b. A Member in Good Standing may nominate any other individual who is a Member in Good Standing for election to any Executive Board Member office that is open for election. Nominees must be in Good Standing prior to the October Board Meeting to be nominated (i.e. He/She became a Member in Good Standing on or before the September Board Meeting).
- c. Nominations made be made orally at the September or October Board Meetings or in writing during the specified time frame to all, or any individual, on the Nominating Committee.
- d. Nominations must specify both the name of the person that is being nominated and the Executive Board office for which they are being nominated. Nominations may only be made for positions that are presently open for election.
- e. Prior to placing any Nominee on the Ballot as a Candidate for election, a member of the Nominating Committee shall first confirm with the Secretary that each Nominee is a Member in Good Standing. For each Nominee that is a Member in Good Standing, the Nominating Committee will contact each Nominee to confirm that he/she/they desire to accept the nomination(s) to run for election to the specified office(s).
  - i. In the event that two (2) Members in Good Standing of the same household are nominated for separate positions, the first to be nominated shall have the first right to accept or decline the nomination. If the first to be nominated accepts his/her nomination, the later nominated individual’s nomination shall be declined by the Nominating Committee and notification shall be sent to both nominees. Should the first to be nominated decline the nomination, the later to be nominated may accept or decline his/her nomination.

- f. An Executive Board Member may run for re-election if he/she chooses to do so without nomination by another Member in Good Standing. Any Executive Board Member who wishes to run for re-election without nomination must announce his/her intention to do so at either the September or October Board Meetings or in writing during the specified time frame to all, or any individual, on the Nominating Committee.

### 3. Ballot Preparation

- a. After the October Board Meeting, the Nominating Committee shall prepare a Ballot form which shall state clearly the election year and the date of the election, each open office, and the candidate for each office. Ballots shall also include specific instructions as to how to appropriately mark the candidate for which a voter would like to choose for each Executive Board office. An example is attached hereto as [Appendix C](#).
- b. The Secretary shall provide the Nominating Committee with a complete list of Members in Good Standing as of the October Board Meeting no less than two (2) weeks prior to the scheduled November Board Meeting.
- c. Ballots shall be prepared no later than two (2) weeks prior to the scheduled November Board Meeting and shall be available electronically for disbursement of Absentee Ballots. *Reference Article V, Section 4, Subsection B.*
- d. Prior to the November Board Meeting, the Nominating Committee will make physical copies of the ballot in order to be distributed at the time of Elections.

## B. Elections

### 1. Absentee Ballots

- a. Beginning two (2) weeks prior to the scheduled November Board Meeting, a Member in Good Standing may request from the Nominating Committee an Absentee Ballot.
- b. Absentee Ballots must be completed and returned to an Executive Board Member or Nominating Committee member prior to the Board Meeting at which elections are scheduled to be held.

### 2. Election Day

- a. Elections shall be held at the November meeting each calendar year for the respective open offices just prior to the conclusion of the meeting.

### 3. Voting

- a. The President shall announce the commencement of the election process.
- b. A member of the Nominating Committee shall announce the list of open positions to those in attendance along with the Candidates for each open office.
- c. Each candidate shall be given an opportunity to speak for up to five (5) minutes on his/her behalf a, not inclusive of time for questions that may arise from the Members in Good Standing,
- d. Once candidates have been given the opportunity to speak on his/her behalf, the Nominating Committee shall open to the floor to those in attendance to ask any questions of any or all of the Candidates. Candidates are asked to keep their responses clear and concise and under one (1) minute whenever possible.
- e. The Secretary shall provide to the nominating Committee with a list of all Members in Good Standing. In order to be eligible to vote, the attendee must have been a Member in Good Standing prior to the November meeting (i.e. He/She came into good standing on or before the October Board Meeting).
- f. The Nominating Committee shall distribute physical ballots to all those eligible to vote and in attendance and read the instructions as to appropriately cast a vote for the candidate for each position.
- g. Each Member in Good Standing eligible to vote shall cast a vote for any or all open office for which he/she desires in accordance with the instructions provided by the Nominating Committee. A Member in Good Standing is not required to vote for any positions for which he/she does not desire to do so. If the Member in Good Standing is a candidate for an open office, he/she may vote in favor of him/herself but is not required to do so.
- h. Upon completion of the ballot, each Member in Good Standing that has chosen to vote shall return his/her Ballot to a Member of the Nominating Committee.

### 4. Determining the Elected Officer

- a. Once all of the ballots have been collected by the Nominating Committee, the Nominating Committee shall retire to a private area to count the Votes for each open position.
- b. The elected officer shall be the candidate for each position that obtains the most votes.

- c. The Nominating Committee will record the number of votes for each Candidate for each office along with the elected official by majority vote.
  - d. The Nominating Committee will deliver the recorded information to the President.
  - e. The President shall announce the name of the elected officer only for each open position.
5. Determining the Elected Official from a Tie Vote
- a. In the event that the election results in a tie vote, the President shall announce that the result of the Election for the position, resulted in a Tie.
  - b. The Nominating Committee shall create a new Ballot for any position that resulted in a tie vote and said ballots will be distributed to the Executive Board Members in attendance. The Executive Board Members shall then complete the ballot as in the previous manner of voting and return the ballots to the Nominating Committee. The Nominating Committee shall then count and record the votes in the same manner as the previously described, and return the results as previously described to the President.
  - c. The President shall then announce the elected official for any open position(s) that had resulted in a tie.
  - d. In the event that the Executive Board vote results in a tie for any open position, a final election process will be held in which only the President (First Vice President if the President is not in Attendance or if the President's position is open for election), Football Director (Assistant Football Director if the Football Director is not in attendance or the Football Director's position is open for election), and Cheer Director (Assistant Cheer Director if the Cheer Director is not attendance or if the Cheer Director's position is open for election) will be able to cast the Vote. This election shall be held in the same manner as the previously two held elections as described hereinabove.

**Section 5. Duties of the Executive Board**

**A. Duties and Powers of the Collective Executive Board**

- 1. All Executive Board Members are required to read LYF By-Laws in their entirety.
- 2. Executive Board Members are required at all time to make every attempt to make decisions based upon fact and logic and without bias including, but not limited to, relationship, personal biases, and/or hearsay.

3. Executive Board Members are required to keep matters concerning LYF confidential and not to share said information unless allowed by the By-Laws written and described herein or unless sharing of said information is an integral part of their Executive Board position.
4. Executive Board Members shall not have ex-parte conversations regarding matters concerning LYF unless such communications are a requirement of the duties of his/her office. Any/all ex parte conversations taking place between individual Executive Board Members must be shared with the remaining Executive Board Members and be made part of the Executive Board records as maintained by the Secretary.
5. All Board Members must attend three fourths (3/4) of the scheduled monthly Board Meetings unless excused by a majority vote of the Executive Board. Failure to conform to the minimum requirement will result in automatic expulsion from the office held effective on the date that it would not be feasible to meet the required attendance. Any officer expelled under this provision shall not be eligible to hold a board position for one (1) full year from the date of expulsion.

Executive Board Members may attend remotely when able and necessary provided the appropriate technology is available. It is the sole responsibility of the Executive Board Member attending remotely to make arrangements for the appropriate technology to be available and utilized. Any Executive Board Member who has agreed to aid another Executive Board Member with remote attendance must make every effort to assist as agreed upon and may never purposefully fail to provide assistance as agreed upon for the purpose of excluding his/her fellow Executive Board Member from attendance.

6. The Executive Board shall be responsible for administration of the By-Laws of the organization and adherence to the By-Laws during Board Meetings and/or Executive Board Meetings.
7. All Executive Board members are required to make available to all members of the Executive Board a working telephone number and email address both of which are able to be and are checked and responded to in a timely manner.
8. The Executive Board shall have the power to establish committees as necessary.
9. The Executive Board shall have the power to remove any Executive Board Member, Appointed Official, Committee Member, or Coach.
10. The Executive Board shall have the power to make decisions on behalf of LYF, or its Participants, either individually or collectively, that concern matters that are a confidential nature for the protection of LYF or its Participants. Said decisions will be made by the majority vote of the Executive Board Members.

11. The Executive Board shall have the power to make decisions on behalf of LYF or its Participants, either individually or collectively, that are time-sensitive in nature and therefore cannot be made through the Motion Practice set forth herein. Said decisions shall be made by majority vote of the Executive Board Members.
12. The Executive Board, within its discretion and with cause, shall have the power to make decisions regarding any item or purpose not otherwise specifically stated herein.

B. Executive Board Votes

1. An Executive Board Member shall only be entitled to one (1) voting position regardless of the number of Executive Board Positions held and regardless of whether the item necessitating a vote is an Executive Board vote or a Membership vote.
2. Executive Board votes may be made by Motion and vote either in person or electronically.
3. Any Executive Board Member calling for a vote must make clear that he/she is making a Motion.
4. Any Motions/decisions made by the Executive Board that do not concern a matter confidential in nature, will be announced at the next scheduled monthly Board Meeting (referenced herein below) to all those in attendance. Only the results of the vote will be announced. Specifics as to how each Executive Board Member voted shall not be provided.
5. Executive Board Decisions in Person
  - a. Executive Board decisions may be made at any private Executive Board Meeting.
  - b. Any member of the Executive Board may call for a private Executive Board Meeting.
  - c. Provided time is not of the essence and it is not advantageous to discuss the subject of the meeting electronically, Executive Board Members must be given forty-eight (48) hours' notice of any Executive Board Meeting. As well, all Executive Board Members will make every effort to hold private Executive Board Meetings at a time and location that is accessible to all Executive Board Members.
  - d. Executive Board Members may attend remotely when able and necessary provided the appropriate technology is available. It is the sole responsibility of the Executive Board Member attending remotely to make arrangements for the appropriate technology to be available and utilized. Any Executive Board



Member who has agreed to aid another Executive Board Member with remote attendance must make every effort to assist as agreed upon and may never purposefully fail to provide assistance as agreed upon for the purpose of excluding his/her fellow Executive Board Member from attendance.

- e. The Secretary shall be responsible for keeping record of the day, time, location, attendance, and discussions during any private Executive Board Meeting along with any voting outcomes.
  - f. In order for the Executive Board to make a decision in person on behalf of LYF or its Participants as referenced above, a Motion must be made (by any Executive Board Member), the Motion opened for discussion, and a vote taken, either orally or in writing by confidential vote. The Secretary shall be responsible for calling for the vote upon completion of the discussions, tallying the vote and confirming the results. If the Secretary is not in attendance, then the responsibilities of the Secretary shall fall to the President, followed by the First Vice President.
  - g. Only those in attendance in person or virtually, having been witness to the discussions, may enter a Vote on the pending Motion.
  - h. In the event of a tie, given an even number of attendees, the Motion will be opened for further discussion and a second vote taken thereafter. Should the vote remain in a tie vote, the Motion shall be tabled, by majority vote of the Executive Board Members in attendance, until such time as the Executive Board in its entirety can meet unless time does not permit. In the event that time is of the essence and an immediate decision is required, then, and only then, the Football Director (or their assistant if he/she is not present), depending upon the subject matter at hand, shall have the authority to make the decision on behalf of the Executive Board.
6. Electronic Executive Board Votes
- a. Executive Board Decisions where time is of the essence or limited discussion is needed, may be made by e-mail.
  - b. Once a Motion is made, communications must be open for a period of no less than twenty-four (24) hours and discussions regarding the matter must be kept in electronic format and made available to all members of the Executive Board.
  - c. A call to vote can be made by the Executive Board Member presenting the Motion any time after the twenty-four (24) hour time period has expired. Once a call to vote has been made, each Executive Board Member will have twentyfour (24) hours to respond in favor or opposed to said Motion. The Secretary will be responsible for recording the discussion, calculating the Votes and determining the outcome, which shall be made official by the Secretary to all members of the Executive Board.

- d. In the rare event that a decision must be made within less than forty-eight (48) hours, this time may be shortened, but the timeframe and the reason for the shortened time-frame must be clearly stated and every attempt must be made by the Executive Board Member making the Motion to contact all Executive Board Members by means other than email.
- e. A Motion can be tabled to an in-person vote by majority vote of the Executive Board.
- f. Only Votes made within the specified time-frames will be calculated. In the event of a tie, the time-limit may be expanded, provided specified, to allow those who have not responded to respond.
- g. Every Executive Board Member must make every effort to respond to Motions made electronically and shall not purposefully not respond to communications for the purpose of avoiding casting a vote.

C. Duties of the Individual Offices of the Executive Board

The duties of the individual offices of the Executive Board are described in [Appendix D](#) attached hereto. The descriptions referenced herein are not exhaustive and may be expanded by volunteer and discussion with the Executive Board.

**Section 6. Appointed Officials**

- A. An Equipment Manager, Assistant Secretary, and Concession Manager may be appointed yearly by the Executive Board.
- B. The Equipment Manager shall be nominated to the Executive Board by the Football Director and shall be appointed by majority Executive Board vote in favor of approval of the appointed person. The Assistant Secretary shall be nominated to the executive board by the Secretary and shall be appointed by majority Executive Board vote in favor of approval to the Executive Board. The Concession Manager shall be nominated to the executive board by the First Vice President and shall be appointed by majority Executive Board vote in favor of approval to the Executive Board. The Football Director, Secretary, and First Vice President shall be responsible for confirming the acceptance of the nomination of any candidate prior to nominating the person(s) to the Executive Board for the respective position.
- C. In order to be appointed to as an Appointed Official, the nominee must be a Member in Good Standing prior to the nomination.
- D. The Football Director, Secretary and First Vice President shall provide the Executive Board with their respective nominations between the scheduled November meeting but before January 1<sup>st</sup> of the following calendar year. The Executive Board shall by Motion and Vote

appoint an official for each appointed office at the Annual Budget Meeting and said appointments shall be announced at the scheduled January Board Meeting.

- E. The term of the Appointed Official shall be from the date of appointment until the scheduled November Board Meeting.
- F. Appointed Officials may provide input as requested by the Executive Board regarding Executive Board matters and motions, but may not vote in any Executive Board votes, however he/she will retain his/her right to vote on Motions before the Membership provided they remain in good standing.
- G. The duties of the Equipment Manager, Assistant Secretary and Concession Manager shall be determined by the Football Director, Secretary, and First Vice President, respectively, upon agreement with the Appointed Official.
- H. The Equipment Manager, Assistant Secretary and/or Concession Manager may be removed from his or her position at any time by majority vote of the Executive Board.

## **Section 7. Removal of an Executive Board Member**

- A. Causes for Removal
  - 1. An Executive Board Member may be removed from his/her position for failure to attend the required monthly meetings without appropriate excusal referenced herein above; derelict of duties; purposefully and willfully creating or promoting hostile or adversarial relationships with or between other members of the Executive Board and/or participating in LYF organization in any manner (e.g. Member, Membership, Volunteer, etc.); purposeful deception or providing of inaccurate information to other Executive Board Members and/or any person participating in LYF organization; purposeful failure to follow the By-Laws as written and described herein; failure to follow the guidelines of any/all codes of conduct set forth by LYF (e.g. Parental Code of Conduct, Coaches Code of Conduct, Participant Code of Conduct, etc.); any other action that is made by an Executive Board Member which has or would contribute to the detriment of the of LYF program; or resignation.
- B. Removal Process
  - 1. Removal by Resignation
    - a. Given that LYF is a strictly volunteer organization as is all of its Executive Board Members, an Executive Board Member may resign from his/her position at any time, for any reason, stated or unstated.
    - b. In the event that an Executive Board Member resigns from his/her board position, he/she will not be eligible to run for the same position or any other position for a period of at least one (1) year from the effective date of his/her resignation.

- c. In the event that an Executive Board Member determines it is in his/her best interest to resign from his/her position, the Executive Board Member shall notify the remainder of the Executive Board Members in writing of his/her resignation along with the effective date of their resignation.
- d. The resigning Executive Board member's voting rights are immediately terminated upon notice of resignation for all matters for Executive Board Vote. He/she may provide input until the effective date of his/her resignation but shall have no official Executive Board voting rights. Provided the Executive Board Member remains a Member in Good Standing, said Executive Board Member shall retain his/her voting rights as a Member in Good Standing as part of the Membership only.
- e. In the event that an Executive Board Member determines that it is in his/her best interest to resign his/her position, the resigning Executive Board Member shall, on or before the effective date of his/her resignation, relinquish all records in his/her possession relating to his/her position as an Executive Board Member to the Secretary, or President if the resigning party is the Secretary, to be held until his/her replacement has been appointed.
- f. In the event that an Executive Board Member determines that it is in his/her best interest to resign his/her position shall relinquish any and all privileged access to any/all accounts associated with his/her Executive Board Position, and any/all checks, credit cards, debit cards, etc. and shall no longer utilize any of the aforementioned upon after the effective date of his/her resignation. The resigning Executive Board Member may only utilize these accounts during the time period between the notice of resignation and the effective date of the resignation with prior Executive Board approval (two-thirds of the Executive Board approval).
- g. Upon appointment of the replacement Executive Board Member, the resigning Executive Board Member shall make a conscientious effort to aid the transition of his/her role to the appointed replacement Executive Board Member.

## 2. Removal by Force

- a. Any Member in Good Standing, Executive Board Member or part of the Membership, may make a Motion to remove any active Executive Board Member.
- b. A Motion may be made orally at a scheduled monthly Board Meeting or in writing to all members of the Disciplinary Committee described herein below. In the event that a Motion is made orally, the Motioning party must also provide the Disciplinary Committee and all Executive Board Members with a copy of the Motion in writing, and said Motion will become part of the record.

- c. A Motion to remove an Executive Board Member must clearly state the Executive Board Member to be removed, his/her title, and the grounds for removal. The Motioning party shall also provide any evidence in support of the grounds for removal to the Disciplinary Committee.
- d. In the event that a Motion is made in writing to the Disciplinary Committee only, the Disciplinary Committee shall immediately notify the Executive Board of the Motion and the Motion shall be announced at the monthly Board Meeting immediately following the Motion.
- e. The Disciplinary Committee shall have thirty (30) days, regardless of the manner or timing of the Motion made, from the date of the Motion to collect evidence relating to the accusations and grounds for removal and shall be solely responsible for gathering evidence regarding said matters, although evidence may be provided to the Disciplinary Committee by any Executive Board Member, including the Executive Board Member who the Motion is in regards to, any other Executive Board Member, and/or any Member in Good Standing, without request, provided that the information is relevant to the cause for removal or situation at hand. Any and all evidence must be factual in nature and may not be the result of hearsay or bias as to any one party.
- f. The Disciplinary Committee shall make every effort to collect all information available and pertinent to the Motion and necessary to making a recommendation that is fair and just.
- g. At the end of the thirty (30) day period, the Disciplinary Committee will make a recommendation, in writing, to the Executive Board, inclusive of the Executive Board Member in question, which includes all of the information and/or evidence gathered by the Disciplinary Committee. The recommendation may include removal, no removal with no further consequences, or no removal but with conditions or other disciplinary actions.
- h. Upon receipt of the recommendation, the Executive Board Member in question shall not receive, nor provide, any further communications regarding the proposed removal and shall be removed from any communications regarding same.
- i. At the monthly meeting immediately following the recommendation by the Disciplinary Committee to the Executive Board, a Member of the Disciplinary Committee shall reiterate the Motion, provide its recommendation all with the basis for its recommendation and present an overview of any evidence in support of its decision to those in attendance.
- j. Once the information has been presented by the Disciplinary Committee, the President, or First Vice President should the Executive Board Member in question be the President, shall open the floor to Members in Good Standing desiring to speak. Each Member in Good Standing desiring to speak shall have

three (3) minutes in which to speak. The Secretary, or Treasurer should the Secretary's position be in question, shall be responsible for tracking speaking time and advising the speaking party when their time is up to ensure fair speaking time for all of Members in Good Standing who desire to do so.

Prior to the meeting, the Secretary shall provide a signup sheet for time to speak and will verify that all those requesting the opportunity to speak are Members in Good Standing as of the date of that meeting. Members in Good Standing will be called to speak in the order of which they are listed on the signup sheet. Executive Board Members desiring to speak shall do so upon the conclusion by those in the Membership desiring to speak and shall be given the same time limits in which to speak.

- k. Once everyone who has requested time to speak as indicated above has been given the opportunity to do so, the President, or Vice President if the member is question is the President, will open the floor to questions by Members in Good Standing to either the Disciplinary Committee, the Executive Board Member whose position is in question, an Executive Board Member, another Member in Good Standing who had chosen to speak, and/or the Executive Board Member whose position is in question.

Questions must be clear, concise (i.e. not taking more than thirty (30) seconds to ask), and state specifically to whom the question is directed. The responder shall have two (2) minutes to which to respond to the question.

Anyone desiring to ask further questions must be a Member in Good Standing and will stand at the indication of the President (or Vice President) that the floor is open to questions. The President (or Vice President) shall specify an order of which people will be called upon to ask a question(s) and shall stick to that order. Questions shall be limited to two (2) per person. Executive Board Members will be given the opportunity to ask questions upon the conclusion by those in the Membership desiring to ask questions and shall be given the same time limits in which to ask questions.

The Secretary, or Treasurer should the Secretary's position be in question, shall be responsible for tracking question and answer time and advising the speaking party when their time is up to ensure fair question and answer time for all of Members in Good Standing who desire to do so.

- l. Upon completion of questions and answers and described hereinabove, the Executive Board Member in question shall have the opportunity to speak on his/her behalf regarding the recommendation provided by the Disciplinary Committee, any evidence and information relating to same. Said Executive Board Member shall have five (5) minutes to speak.

- m. Voting Process

i. Prior to the monthly Board Meeting, the Disciplinary Committee shall prepare written voting ballots sufficient in number for all Executive Board Members, minus the position in question, to receive a ballot.

- If the Disciplinary Committees recommendation is to remove the Executive Board Member in question from office or to not remove them from office with no further consequences, only one ballot form will need to be generated. Said ballot will include the Motion, and an obvious manner in which to vote to remove or not remove the Executive Board Member from office along with instructions for how to mark the chosen response.
- If the Disciplinary Committees recommendation is to not remove the Executive Board Member from office, the Motion must still be voted upon and thus two (2) ballot forms will need to be prepared. The first will be regarding the Motion to remove the Executive Board Member and shall be prepared as described immediately above. The second shall be stating the alternative disciplinary action as recommended and an obvious manner in which to select in favor or against the disciplinary action.

ii. Upon conclusion of the speaking process described above, the Disciplinary Committee shall distribute ballots to all Executive Board Members in attendance, excluding the Executive Board Member whose office is in question.

In the event that two (2) ballot forms are necessary as described above, the ballot form regarding the removal of office shall be distributed first and separately from the remaining ballot. The remaining ballot shall only be distributed should the Motion to remove the Executive Board Member fail.

A ballot for vote for an alternative disciplinary action must state specifically and with explicit detail the alternative disciplinary action that is recommended and state that the Disciplinary Committee, collectively, is making a Motion for the alternative disciplinary action.

iii. Once received, the voting Executive Board Members will cast their vote on the ballot provided, without marking any other information on the ballot, including but not limited to their name, position, or commentary, will fold the ballot in a manner that will conceal his or her response, and return the ballot directly to a member of the Disciplinary Committee.

iv. Once the Disciplinary Committee has received all of the votes, they will retire to a separate room and count the votes as indicated on the ballot.

n. The Results

i. At least two-thirds of the voting Executive Members must vote in favor of removal to remove an Executive Board Member from office.

ii. The Disciplinary Committee shall announce only the outcome of the vote to those in attendance.

iii. In the event that alternative disciplinary actions are recommended, and the motion to remove the Executive Board Member from office is defeated, the Disciplinary Committee shall then distribute the second ballot form to the voting Executive Board Members. The Executive Board Members shall cast their votes and return them to the Disciplinary Committee in the same manner as described and the Disciplinary Committee shall determine the results of the vote in the same manner as described above.

iv. If the alternative disciplinary action is recommended and voted upon, it shall only require only a majority vote for the recommended alternative disciplinary action to be approved. In the event of a tie, the recommendation of the Disciplinary Committee shall be upheld.

v. In the event that a Motion to remove an Executive Board Member fails, the Motion process is deemed complete and the process must be started again in order for further seek removal. A Motion to remove an Executive Board Member from his/her office may not be more than twice for the same offense.

vi. In the event that a Motion to remove fails and the recommendation for alternative disciplinary action is not upheld, if the Disciplinary Committee strongly feels that disciplinary action is warranted, they may choose to amend their recommended action and have the amended recommendation only voted on by the Executive Board at the subsequent monthly Board Meeting. If the Disciplinary Committee determines that it would like to make no further recommendations, no further disciplinary action will be taken against the Executive Board Member in question.

o. Conflicts of Interest

i. In the event that a member of the Disciplinary Committee is making the motion to remove and Executive Board Member, the member of the Disciplinary Committee must resign his rights as a member of the Disciplinary Committee regarding this motion/occurrence only, notify the remainder of the Disciplinary Committee and the entire Executive Board. In this event, the Disciplinary Committee shall appoint a new committee member within seven (7) days for the present Motion at hand only. Said appointed member shall have the same required qualifications as any other member would be required to have in order to serve on the committee. Further, no person of the same household as the Disciplinary Committee



making the Motion shall be able to be appointed to the position and every effort will be made to appoint a temporary Disciplinary Committee member that will lead to a fair, just and impartial recommendation as to Disciplinary action. The Executive Board must be notified of the appointment but unless, serious/detrimental concerns should arise about the appointment, the appointment will stand.

ii. If the Executive Board Member in question is a member of the Disciplinary Committee, the Executive Board Member shall temporarily resign his/her position on the Disciplinary Committee regarding all matters until at least such time as the Motion has been resolved. The Disciplinary Committee shall appoint a non- Executive Board member to serve as a temporary Disciplinary Committee member in place of the Executive Board Member during the pendency of the Motion. Said appointment shall follow the same guidelines and described in section i. under Conflicts of Interest. The Executive Board must be notified of the appointment but unless, serious/detrimental concerns should arise about the appointment, the appointment will stand. Should the Executive Board Member be removed from office, their Disciplinary Committee role shall be terminated and the temporary appointment shall remain on the Disciplinary Committee until such time as a new Disciplinary Committee is appointed.

### 3. Grounds for Automatic Suspension

- a. In order to protect the interest of LYF and all of its participants in any and all capacities, in the event that an incident occurs regarding any Executive Board Member which results directly, or indirectly, from his/her actions that result in an outcome that affected or may affect the safety and well-being of any of its Participants, Members, Membership, Volunteers or event Attendees, or any other person associated with LYF in any way, or resulted or may result in serious legal ramifications against LYF, the Executive Board Member will be automatically suspended by the Executive Board until such time a review, and the Motion to remove the Executive Board Member process if needed, can be completed.
- b. Immediately upon notification of any such incident as described above, the Executive Board Members, less the Executive Board Member in question, will review any information available at the time and within seventy-two (72) hours of notification make and vote upon the suspension of the Executive Board Member. The suspension shall last pending further review of the incident if there is ANY question as to whether there was, or could be, any question of issues of safety, well-being, or serious legal ramifications to LYF program or anyone participating in or with the program, directly or indirectly.

Note: This suspension is not to be taken by anyone as a determination of guilt but suspension is set forth purely for the protection of LYF.

C. Replacement of Removed Officers

1. The term of any replacements of an Executive Board Member by appointment or election shall end at the same time that the term would have otherwise ended for the Executive Board Member which has been removed from office or resigned.
2. During any voids in offices for any reason and for any length of time, until a replacement officer is appointed or elected, the temporary voids shall be filled as follows:
  - a. First Vice President will serve as President during any voids in the President's office.
  - b. President will serve as First Vice President or Second Vice President during a void in either the First Vice President or Second Vice President office.
  - c. The Assistant Football director will serve as Football Director during a void in the Football Director office and vice versa.
  - d. The Secretary will serve in the Treasurer's office during a void in the Treasurer's office.
3. In the event that an Executive Board Member is removed from office or resigns his or her position between the time he/she is elected and March 31<sup>st</sup> of the year his/her term would have ended, a general election will be held in the manner that is the same as would be in effect for any other general election (as described in Article V, Section 4) with an exception being made as to specific timing.
  - a. At the scheduled Board Meeting immediately following any resignation or removal of an Executive Board Member from office, notification will be given, or restated if already given, that the Executive Board Member has resigned or been removed from office and nominations for his her replacement shall be open.
  - b. The Nominating Committee shall be comprised of the same members as the previously held general election. If the resigned or removed Executive Board Member served on that committee, the Secretary shall take the resigned or removed Executive Board Member's position the Committee. If the Secretary is the resigned or removed Executive Board Member, the Treasurer shall take position.
  - c. Nominations shall be open until and through the next scheduled monthly board meeting. Elections will be held at the next scheduled Board Meeting thereafter.
  - d. Voting, including, Absentee Ballots will be conducted in the same manner as any other General Election. *Reference Article V, Section 4.*
  - e. The elected replacement Executive Board Member shall take his/her position with the Executive Board immediately upon election.

4. In the event that an Executive Board Member resigns for is removed from office between April 1<sup>st</sup> of the year his/her term would have ended, the President, or First Vice President in the event of a vacancy in the Presidency, may nominate to the Executive Board a person that meets the qualifications necessary to serve as an Executive Board Member. *Reference Article V, Section 2.* The nomination must be approved by a vote of the Executive Board and be approved by the Executive Board by two-thirds of the voting Executive Board being in approval. The replacement Executive Board Member must be appointed within thirty (30) days of the vacancy of office. In the event that a new Executive Board Member has not been appointed within thirty (30) days, the President, or First Vice President, must show just cause as to why the position has not been filled. Notice must be given of the fulfillment at the next monthly Board Meeting to all those in attendance.

## **ARTICLE VI: COMMITTEES**

### **Section 1. General Committees**

#### **A. Function and Purposes of Committees**

1. The purpose of the Committees shall be to aid LYF and the Executive Board in matters that require specific attention to support the program but may be too time consuming or not appropriate for the Executive Board to handle independently.
2. The specific nature and purpose of each Committee shall be determined upon generation of the Committee and be reviewed annually by the Executive Board to evaluate its function, responsibilities, and need.
3. Each Committee, with the exception of the Nominating Committee (*Reference Article V, Section 4*) and the Disciplinary Committee (*Reference Article VI, Section 2*), shall be responsible for the generation of its own processes and procedures outside of the Executive Board and shall only consult the Executive Board for decisions that cannot be made by the Committee by agreement or for matters as described herein below.

#### **B. Generation of Committees**

1. It may be determined at any time by the Executive Board that a Committee is needed to perform a specific or general function for LYF. The Executive Board will determine the number of Committee Members required for each Committee on an individual basis but generally, a Committee shall have no less than three (3) members and no more than seven (7) and whenever possible should include an odd number of members.
2. Upon determination that a Committee is needed and the specific function of each, at the subsequent scheduled Board Meeting, the desire to create a Committee will be announced to those in attendance and volunteers to join the Committee will be

requested. Volunteers may come forward any time through the next scheduled monthly Board Meeting should sufficient volunteers to form the Committee not be available at the time of initial generation of the Committee. Any volunteers not available at the initial generation of the Committee that would like to take on an active role on the committee should contact the Executive Board to discuss availability and participation.

3. With the exception of the Disciplinary Committee, each Committee must include at least one (1) Executive Board Member or Appointed Official.
4. With the exception of the Disciplinary Committee and Nominating Committee described herein (*Reference Article V, Section 4 and Article VI, Section 2*), one is not required to be a Member in Good Standing to serve as a member of a Committee, however, should the number of volunteers to be members of the Committee exceed the number of available positions for the Committee, Members in Good Standing would be given first consideration to be official members of the Committee.
5. If there are more volunteers than Committee member positions at the time of initial generation, the Executive Board will review each of the volunteers for the Committee prior to the subsequent meeting, make a determination, by vote, if necessary, as to who the Committee members shall be, giving Members in Good Standing first priority, and announce the Committee members at the subsequent meeting.

If there are less volunteers than needed, the Executive Board will accept Volunteers until all positions are filled and the existing Committee members will be immediately notified of each new addition as well as each new addition will be announced at the Board Meeting subsequent to their appointment to the Committee.

Each Committee will be reviewed by the Executive Board prior to the October scheduled Board Meeting. The Executive Board will determine at that time if the Committee is still needed, if more or less Committee members may be needed, and review the processes, progress and determine requested goals and/or suggestions for improvement of the Committee.

The Executive Board Member on the Committee shall notify those in attendance at the scheduled October Board meeting and the Executive Board will again request volunteers to participate as a member of the Committee provided the Executive Board's determination was not that the Committee was no longer needed.

Members of the Committee will be selected by the Executive Board as described above and the Committee members shall be announced at the scheduled November Board Meeting.

#### C. Rights, Responsibilities, and Restrictions of Committees

1. The responsibilities of each Committee shall be determined at generation and reviewed annually as previously described. However, generally, each Committee, will at minimum provide a monthly report at the scheduled monthly Board Meeting which entails what has been completed during the prior month and plans for the future month(s).
2. No Committee, or Committee Member, shall spend LYF funds without first seeking approval from the Executive Board.
3. No Committee, or Committee Member, shall solicit or market on behalf of LYF without prior approval of the Executive Board of all solicitation and/or marketing materials.

## **Section 2. Disciplinary Committee**

### **A. General Function**

1. The purpose of the Disciplinary Committee shall be to aid the Executive Board by reviewing and providing recommendations in matters that require specific attention as to possible disciplinary action of Executive Board Members, Coaches, Team Representatives, Parents, and Participants.

### **B. Generation and Requirements of Members of the Disciplinary Committee.**

1. The Disciplinary Committee shall consist of three (3) Members in Good Standing that are not members of the Executive Board unless an insufficient number of qualified Members in Good Standing accepted nominations to be Members in Good Standing. The Committee may not contain more than one (1) head coach, may not have multiple persons involved within the same team or squad, and may not have multiple persons residing in the same household serving as members.
2. With the exception of the appointment of the initial Disciplinary Committee, the Disciplinary Committee members shall serve a one (1) year term beginning on January 1 after their appointment and ending December 31 of the same year. Should an issue arise that begins during the year of their term but not be resolved prior to December 31, the Disciplinary Committee who first reviewed the issue shall remain in effect for that issue only. The newly appointed Disciplinary Committee shall be responsible for any other issues arising on or after January 1. The initial Disciplinary Committee may be formed by the below process any time after the approval of these By-Laws substituting two (2) consecutive Board Meetings in for the October and November Board Meetings referenced herein below.
3. The Disciplinary Committee shall be appointed by nomination by the Membership and appointment by the Executive Board. Any Member in Good Standing may nominate any other Member in Good Standing to be a Member in Good Standing

to be a member of the Disciplinary Committee as well, any Member in Good Standing may nominate him/herself.

4. Nominations for the Disciplinary Committee may be made any time between the scheduled September and October Board Meetings, including during the meetings. Nominations may be made orally at either meeting or in writing to the Secretary of the Executive Board.
5. The Secretary shall be responsible for recording the nominations for the Disciplinary Committee as well as confirming with the acceptance of nominations with those nominated. Upon acceptance of the nomination, the Secretary shall then request from each nominated person, the information for any team in which they, or any child under their personal care (e.g. step-children, grandchildren, etc.) participate, the manner, if any, that they actively participate with any team(s) (e.g. head coach, assistant coach, team parent, etc.); the names of all adults residing in their household at the time (e.g. spouses, significant others, family members, etc.), and any information and qualifications that he/she feels would make them an ideal person to serve as a member of the Disciplinary Committee.
6. Those nominated shall acknowledge their acceptance and provide all requested information to the Secretary no later than one (1) week after the scheduled October Board Meeting. Those not accepting the nomination or providing the requested information within the specified time-frame shall be removed from the list of nominated candidates.
7. After the aforementioned deadline for return of acceptance and information, the Secretary shall provide all of the nominations and their information to the Executive Board and its entirety. The Executive Board shall prior to the November meeting, review all information, qualifications, and potential conflicts of those nominate and Motion and majority vote of the Executive Board, determine the Disciplinary Committee members. The appointed Disciplinary Committee members will be announced at the scheduled November Board Meeting.

C. Matters to be Referred to the Disciplinary Committee

1. Issues, including but not limited to, violation of GCYFL rules; failure to abide by the policies, procedures, requirements, and/or expectations as provided herein in these By-Laws or any forms, codes of conduct, or other notices set forth by the LYF; any action that may be harmful physically or psychologically to the Participants of the LYF; any conduct unbecoming of a youth organization; and/or any action that may impact the LYF legally or by reputation.
2. While the above referenced actions may be referred to the Disciplinary Committee, Teams, Coaches, Parents, etc. are expected to make every attempt to resolve minor issues and conflicts prior to the involvement of the Disciplinary Committee and/or the Executive Board. However, only the Executive Board in conjunction with the

Disciplinary Committee has the authority to remove or suspend a Head Coach from his/her position and/or impose bans on attendance of LYF events including practices, games, and other LYF events.

D. Process and Procedure

1. Any Member in Good Standing may request that a conduct related issue be reviewed by the Disciplinary Committee and Executive Board either in writing to the entirety of the Disciplinary Committee or orally at any scheduled Board Meeting. A Motion shall be made to refer a person to the Disciplinary Committee regarding a specific incident or action. Said Motion should include the name of the person to who the incident(s) relate, the date of the incident(s), and the recommended disciplinary action being requested.

Example: I am making a Motion for the Disciplinary Committee and Executive Board to review the actions of Jim Smith on January 1, 2013 at approximately 10:00 a.m. at Loveland Youth Football Field in which it is appearing that Jim Smith acted in a manner unbecoming of a LYF Coach by \_\_\_\_\_. This Motion includes a request for Jim Smith to be suspended from all coaching activities for a period of two weeks.

2. Along with the Motion, the motioning party should also provide any evidence of the actions of which they are accusing the accused along with any support for the recommended course of action.
3. A Motion may be made orally at a scheduled monthly Board Meeting or in writing to all members of the Disciplinary Committee described herein below. In the event that a Motion is made orally, the Motioning party must also provide the Disciplinary Committee and all Executive Board Members with a copy of the Motion in writing, and said Motion will become part of the record.
4. In the event that a Motion is made in writing to the Disciplinary Committee only, the Disciplinary Committee shall immediately notify the Executive Board of the Motion and the Motion shall be announced at the monthly Board Meeting immediately following the Motion.
5. A motioning party which provides a Motion in writing to the Disciplinary Committee may request that his/her identity be kept confidential. Under such circumstances, the name of the motioning party shall only be provided to the Executive Board and to the Disciplinary Committee.
6. The Disciplinary Committee shall within seven (7) days from the Motion, provide notification to the accused of the proposed Motion. The Motion only, as provided by the motioning person, shall be provided to the accused and the name of the motioning party shall not be a part of said notification.

7. The Disciplinary Committee shall have thirty (30) days, regardless of the manner or timing of the Motion made, from the date of the Motion to collect evidence relating to the accusations and grounds for removal and shall be solely responsible for gathering evidence regarding said matters, although evidence may be provided to the Disciplinary Committee by any Executive Board Member, and/or any Member in Good Standing, without request, provided that the information is relevant to the cause for removal or situation at hand. Any and all evidence must be factual in nature and may not be the result of hearsay or bias as to any one party.
8. The Disciplinary Committee shall make every effort to collect all information available and pertinent to the Motion and necessary to making a recommendation that is fair and just.
9. At the end of the thirty (30) day period, the Disciplinary Committee will make a recommendation, in writing, to the Executive Board which includes all of the information and/or evidence gathered by the Disciplinary Committee. The recommendation may to uphold the recommended disciplinary action, to deny the recommended disciplinary action with no further consequences, or to deny the recommended disciplinary action but with conditions or other recommended disciplinary actions.
10. At the monthly meeting immediately following the recommendation by the Disciplinary Committee to the Executive Board, a member of the Disciplinary Committee shall reiterate the Motion, provide its recommendation with the basis for its recommendation and present an overview of any evidence in support of its decision to those in attendance.
11. Once the information has been presented by the Disciplinary Committee, the President shall open the floor to Members in Good Standing desiring to speak. Each Member in Good Standing desiring to speak shall have three (3) minutes in which to speak. The Secretary shall be responsible for tracking speaking time and advising the speaking party when their time is up to ensure fair speaking time for all of Members in Good Standing who desire to do so.

Prior to the meeting, the Secretary shall provide a signup sheet for time to speak and will verify that all those requesting the opportunity to speak are Members in Good Standing as of the date of that meeting. Members in Good Standing will be called to speak in the order of which they are listed on the signup sheet.

Executive Board Members desiring to speak shall do so upon the conclusion by those in the Membership desiring to speak and shall be given the same time limits in which to speak.

12. Once everyone who has requested time to speak as indicated above has been given the opportunity to do so, the President will open the floor to questions by Members in Good Standing to either the Disciplinary Committee, the accused, an Executive Board Member, and/or another Member in Good Standing who had chosen to speak.



Questions must be clear, concise (i.e. not taking more than thirty (30) seconds to ask), and state specifically to whom the question is directed. The responder shall have two (2) minutes to which to respond to the question.

Anyone desiring to ask further questions must be a Member in Good Standing and will stand at the indication of the President that the floor is open to questions. The President shall specify an order of which people will be called upon to ask a question(s) and shall stick to that order. Questions shall be limited to two (2) per person. Executive Board Members will be given the opportunity to ask questions upon the conclusion by those in the Membership desiring to ask questions and shall be given the same time limits in which to ask questions.

The Secretary, or Treasurer should the Secretary's position be in question, shall be responsible for tracking question and answer time and advising the speaking party when their time is up to ensure fair question and answer time for all of Members in Good Standing who desire to do so.

13. Upon completion of questions and answers and described hereinabove, the accused shall have the opportunity to speak on his/her behalf regarding the recommendation provided by the Disciplinary Committee, any evidence and information relating to same. The accused shall have five (5) minutes to speak.

14. Voting Process

a. Prior to the monthly Board Meeting, the Disciplinary Committee shall prepare written voting ballots sufficient in number for all Executive Board Members to receive a ballot.

i. If the Disciplinary Committees recommendation is to uphold the recommended disciplinary action or not to uphold the recommended disciplinary action with no further consequences, only one ballot form will need to be generated. Said ballot will include the Motion, and an obvious manner in which to vote to uphold or not to uphold the recommended disciplinary action along with instructions for how to mark the chosen response.

ii. If the Disciplinary Committees recommendation is to not uphold the recommended Disciplinary Action, the Motion must still be voted upon and thus two (2) ballot forms will need to be prepared. The first will be regarding the Motion for the recommended disciplinary action and shall be prepared as described immediately above. The second shall state the alternative disciplinary action as recommended and an obvious manner in which to select in favor or against the disciplinary action.

- iii. Upon conclusion of the speaking process described above, the Disciplinary Committee shall distribute ballots to all Executive Board Members in attendance.

In the event that two (2) ballot forms are necessary as described above, the ballot form regarding the Motion with the accusers recommended action shall be distributed first and separately from the remaining ballot. The remaining ballot shall only be distributed should the Motion for recommended disciplinary action fail.

A ballot for vote for an alternative disciplinary action must state specifically and with explicit detail the alternative disciplinary action that is recommended and must include the that the Disciplinary Committee, collectively, is making a Motion for the alternative disciplinary action.

- iv. Once received, the voting Executive Board Members will cast their vote on the ballot provided, without marking any other information on the ballot, including but not limited to their name, position, or commentary, will fold the ballot in a manner that will conceal his or her response, and return the ballot directly to a member of the Disciplinary Committee.
- v. Once the Disciplinary Committee has received all of the votes, they will retire to a separate room and count the votes as indicated on the ballot.

## 15. The Results

- i. At least two-thirds of the voting Executive Members must vote in favor of removal to remove an Executive Board Member from office.
- vii. The Disciplinary Committee shall announce only the outcome of the vote to those in attendance.
- viii. In the event that alternative disciplinary actions are recommended, and the initial motion which was set forth is defeated, the Disciplinary Committee shall then distribute the second ballot form to the Executive Board Members. The Executive Board Members shall cast their votes and return them to the Disciplinary Committee in the same manner as described and the Disciplinary Committee shall determine the results of the vote in the same manner as described above.
- ix. If the alternative disciplinary action is recommended and voted upon, it shall only require only a majority vote for the recommended alternative disciplinary action to be approved. In the event of a tie, the recommendation of the Disciplinary Committee shall be upheld.

x. In the event that a Motion the original Motion is defeated, the Motion process is deemed complete for that Motion and the process must be started again in order for further seek the same disciplinary action. A Motion may not be more than twice for the same offense.

xi. In the event that the original Motion fails and the recommendation for alternative disciplinary action is not upheld, if the Disciplinary Committee strongly feels that disciplinary action is warranted, they may choose to amend their recommended action and have the amended recommendation only voted on by the Executive Board at the subsequent monthly Board Meeting. If the Disciplinary Committee determines that it would like to make no further recommendations, no further disciplinary action will be taken against the accused. In the alternative, the Executive Board may also choose to recommend and impose a Disciplinary Action however the Disciplinary Action may not be less punitive than as recommended by the Disciplinary Committee. Should the Executive Board choose to impose a Disciplinary Action other than as recommended by the Disciplinary Committee, said decision must be made and conveyed to the Disciplinary Committee and the accused within seven (7) days of the above referenced vote.

## 16. Conflicts of Interest

i. In the event that a member of the Disciplinary Committee is making the Motion for review, the member of the Disciplinary Committee must resign his rights as a member of the Disciplinary Committee regarding this motion/occurrence only, notify the remainder of the Disciplinary Committee and the entire Executive Board. In this event, the Disciplinary Committee shall appoint a new committee member within seven (7) days for the present Motion at hand only. Said appointed member shall have the same required qualifications as any other member would be required to have in order to serve on the committee. Further, no person of the same household as the Disciplinary Committee making the Motion shall be able to be appointed to the position and every effort will be made to appoint a temporary Disciplinary Committee member that will lead to a fair, just and impartial recommendation as to Disciplinary action. The Executive Board must be notified of the appointment but unless, serious/detrimental concerns should arise about the appointment, the appointment will stand.

ii. If the person whose actions are in question is a member of the Disciplinary Committee, that Disciplinary Committee member shall temporarily resign his/her position on the Disciplinary Committee regarding all matters until at least such time as the Motion has been resolved. The Disciplinary Committee shall appoint a new member to serve as a temporary Disciplinary Committee member in place of the resigned party during the pendency of the Motion. Said appointment shall follow the

same guidelines and described in Section i. under Conflicts of Interest. The Executive Board must be notified of the appointment but unless, serious/detrimental concerns should arise about the appointment, the appointment will stand. Should the disciplinary action be taken against the person under review, in addition to the disciplinary action imposed, their Disciplinary Committee role shall be terminated and the temporary appointment shall remain on the Disciplinary Committee until such time as a new Disciplinary Committee is appointed.

4. Grounds for Automatic Suspension

- c. In order to protect the interest of LYF and all of its participants in any and all capacities, in the event that an incident occurs regarding any person that participates directly or indirectly within LYF, which results directly or indirectly, from his/her actions that result in an outcome that affected or may affect the safety and well-being of any of its Participants, Members, Membership, Volunteers or event Attendees, or any other person associated with LYF in any way, or resulted or may result in serious legal ramifications against LYF, the person in question shall be automatically suspended by the Executive Board from any and all LYF activities and will be prohibited from participating in LYF in any manner, directly or indirectly, until such time that a review, and a Motion process for disciplinary action if needed, can be completed.
- d. Immediately upon notification of any such incident as described above, the Executive Board Members, will review any information available at the time and within seventy-two (72) hours of notification make and vote upon the suspension and prohibition of the person in question. The suspension shall last pending further review of the incident if there is ANY question as to whether there was, or could be, any question of issues of safety, well-being, or serious legal ramifications to the LYF program or anyone participating in or with the program, directly or indirectly.

17. Note: This suspension is not to be taken by anyone as a determination of guilt but suspension is set forth purely for the protection of LYF.

## **ARTICLE VII. BOARD MEETINGS**

### **Section 1. Scheduled Meetings**

- A. A regularly scheduled Board Meeting shall be held at least one (1) time per month for at least eleven (11) of the twelve (12) calendar months.
- B. Every effort shall be made by the Executive Board to hold the Board Meeting at approximately the same time each month. The Executive Board shall make every effort

determine prior to the scheduled January meeting the date, time, and location for each Board Meeting for the duration of the year and the Secretary shall announce at the January meeting, and make of record, the date, time and location of the meetings for the duration of the year, at least in general terms (e.g. Board Meetings shall be held the fourth (4<sup>th</sup>) Sunday of each month at 7:00 p.m.)

- C. The scheduled Board Meetings date, time, or location shall be made public via LYF website.
- D. No Board Meeting date, time or location shall be changed unless absolutely necessary or in the event the majority of the Executive Board is unable to attend.
  - 1. In the event that a Board Meeting is rescheduled or moved, *at minimum*, the scheduled date must be updated immediately on LYF website and notification sent to all Members in Good Standing.

## **Section 2. Participation**

- A. Board Meetings shall be open to the public and not restricted in size or number.
- B. Anyone in attendance of the Board Meeting may participate in discussion.
- C. One may be only be restricted from participating or attending the meeting if the person is requested to leave any Board Meeting by an Executive Board Member due to disruption or inappropriate actions as determined by the Executive Board.
  - 1. In the event that a person is requested to leave a Board Meeting, the Disciplinary Committee will be charged with further review and recommendations to the Executive Board as to whether future Board Meeting attendance or participation restrictions are warranted.

## **Section 3. Meeting Format**

- A. The President shall be in charge of maintaining and directing meeting order. In the absence of the President, the First Vice President will carry out his/her responsibilities (Second Vice President in the absence of both; and Secretary in the absence of President and both Vice Presidents).
- B. Except under special circumstances as determined by the Executive Board, the basic order of Board Meetings shall be as follows:
  - 1. Prior to the commencement of the Board Meeting, the Secretary shall make available a sign in sheet for those in attendance to confirm their attendance at the Board Meeting including significant space for names and email addresses.

- a. The Secretary shall announce a reminder during her report to ensure that attendees have signed in but those attending the meetings will be responsible for ensuring that they have appropriately signed in.
  - b. If one attends a Board Meeting but fails to sign in, their attendance at the Board Meeting will not be of record and will not count toward the meetings necessary to be a Member in Good Standing.
2. Meeting shall be opened by the President and a Motion made to accept the prior meetings minutes. The Motion must be seconded by two (2) Members in Good Standing.
3. President's Report
  - a. The President shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any questions for the President regarding matters in his/her report.
  - b. A Motion will then be made to accept the President's report. The Motion must be seconded by two (2) Members in Good Standing.
4. First Vice President's Report
  - a. The First Vice President shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any question for the First Vice President regarding matters in his/her report.
  - b. A Motion will then be made to accept the First Vice President's report. The Motion must be seconded by two (2) Members in Good Standing.
5. Second Vice President's Report
  - a. The Second Vice President shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any questions for the Second Vice President regarding matters in his/her report.
  - b. A Motion will then be made to accept the Second Vice President's report. The Motion must be seconded by two (2) Members in Good Standing.
6. Second Vice President's Report
  - a. The Second Vice President shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any questions for the Second Vice President regarding matters in his/her report.

- b. A Motion will then be made to accept the Second Vice President's report. The Motion must be seconded by two (2) Members in Good Standing.
- 7. Treasurer's Report
  - a. Treasurer shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any questions for the Treasurer regarding matters in his/her report.
  - b. A Motion will then be made to accept the Treasurer's report. The Motion must be seconded by two (2) Members in Good Standing.
- 8. Secretary's Report
  - a. The Secretary shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any questions for the Secretary regarding matters in his/her report.
  - b. A Motion will then be made to accept the Secretary's report. The Motion must be seconded by two (2) Members in Good Standing.
- 9. Football Director's Report
  - a. The Football Director shall deliver his/her report. Subsequent to his/her report, the floor will be opened to any questions for the Football Director regarding matters in his/her report.
  - b. A Motion will then be made to accept the Football Director's report. The Motion must be seconded by two (2) Members in Good Standing.
- 10. Committee Reports and Executive Board Updates
  - a. Committee Reports shall be delivered first. After each Committee Report, the floor will be opened for questions for the Committee.
  - b. Subsequent to Committee Reports, the Executive Board will provide updates regarding any projects or issues being discussed by the Executive Board which have already been previously mentioned. The floor will be open for discussion questions and discussion on any existing matters of business as discussed by the Executive Board.
- 11. Open Business Matters ("Old Business")
  - c. During the Open Business portion of the meetings, any ongoing, or previously discussed topics will be discussed with status updates provided for each.

- d. Any Motion(s) from prior meetings that need to be voted upon shall be called to vote.

12. New Business

- a. During New Business, the Executive Board will first discuss any matters it has determined need to be brought to attention of, or discussed further, outside of the Executive Board that have not been previously discussed. The floor will be open to discussion and questions regarding said matters.
- b. Subsequent to any information and/or topics provided by the Executive Board, the floor will be opened to other topics of new business matters which anyone participating in the meeting would like to discuss or have the Executive Board discuss.
- c. Finally, any Member in Good Standing that would like to make a new motion on any topic, may make such Motion. *Reference Article VII, Section 5.*

13. Motion to Adjourn

- a. To conclude the Meeting, the President shall make a Motion to Adjourn which shall be seconded by two (2) Members in Good Standing. Once, seconded by two (2) Members in Good Standing, the meeting will have officially concluded.

**Section 4. Board Meeting Decorum and Practice**

A. Meeting Minutes

- 1. The Secretary shall keep notes of all discussions and occurrences that take place during the Board Meetings and shall record said occurrences as the Meeting Minutes of record. Said Meeting Minutes shall be sent electronically to all Members in Good Standing who are in good standing as of the date of the associated Board Meeting.

B. Substance Use

- 1. At no time during any Board Meeting will alcohol, illicit drugs, or use of any tobacco, or related items, including, but not limited to e-cigarettes and vaping pens, be permitted.

C. Decorum

- 1. At all times, any and all those participating in a Board Meeting are expected to be respectful to all others participating in the Board Meeting. This includes, but is not limited to, not speaking over another individual, interrupting another individual, not making derogatory or slander type comments to or about another individual, and limiting private conversation during the Board Meeting to a minimum.



2. Cellular phones should be turned to vibrate, silent or off mode to prevent disruption during the Board Meeting. If it is necessary to answer a call during the Board Meeting, it is requested that the call be answered outside of the meeting area and kept to a volume, or distance from the meeting, that the call will not be disruptive of the meeting.
3. Those participating, including the Executive Board Members, shall make every attempt to keep the Board Meeting focused on matters concerning LYF and keep the meeting on topic and focused in order to maintain order and effectiveness of said Board Meeting.
4. Any person failing to maintain proper Board Meeting decorum may be asked to leave the Board Meeting by an Executive Board Member. If asked to leave the Board Meeting, said person shall politely and quietly exit the Board Meeting and the matter shall be referred to the Disciplinary Committee for further review.

## **Section 5. General Motion Practice**

### **A. Purpose of a Motion**

1. This section refers to those Motions outside of Motions made for the standard progression of Board Meetings (e.g. Motions to approve minutes, reports, adjournment, etc.).
2. In general, a Motion can and should be made to change, or amend, any current practice or standard of LYF, either stated herein or as generally practiced by LYF.
3. For the purposes of this section, the Motion practice outlined refers only to Motions made in front at the regularly scheduled monthly Board Meetings and is not inclusive of private votes held by and between the Executive Board as discussed hereinabove under [Article 5, Section 5, Subsection B](#).

### **B. Persons Eligible to Participate in Motion Practice**

1. Any Member in Good Standing, as defined hereinabove, is permitted to make, second, and vote on Motions.
2. In order to vote on a Motion, a Member in Good Standing must be in good standing as of the date the Motion is made. A member may make or second a Motion on the day they become a Member in Good Standing and may vote on any pending Motion on the day they become a Member in Good Standing.
3. A Member in Good Standing must be present to make a Motion or must submit the Motion in writing to the Secretary at least forty-eight (48) hours prior to the scheduled Board Meeting. The Secretary then may make the Motion on behalf of

the person submitting the Motion, noting that it is not the Motion of the Secretary, but only the Secretary reading the Motion on the Motioning party's behalf.

4. A Member in Good Standing must be in attendance of the scheduled monthly Board Meeting to vote on any Motion being called for vote on that day. No absentee ballots will be permitted for general motion practice.

### C. Types of Motions

#### 1. Motions Before the Membership and Motions Before the Executive Board

- a. Motions before the Membership shall be voted upon by all Members in Good Standing, inclusive of the Executive Board, in attendance at the regularly scheduled monthly Board Meeting at which the Motion will be voted upon.
- b. Motions before the Executive Board will be voted upon by the Executive Board Only.

#### 2. Immediate Vote Motions and Standard Motion Timeframe

- a. Immediate Vote Motions shall be called for an immediate vote on the date that the Motion is made. Immediate Vote Motions shall be made only in instances where time is of the essence and the vote is necessary to effectuate processes in the immediate future or on minor issues where limited discussion is needed and there is a general agreed consensus as to how to proceed.
- b. Standard Motion Timeframe will consist of a two (2) meeting process wherein the Motion will be made at one scheduled monthly Board Meeting and voted upon at the subsequent scheduled monthly Board Meeting.

#### 3. Open Vote Motions and Confidential Vote Motions

- a. Open Vote Motions shall be voted upon by the raising of hands.
- b. Confidential Vote Motions shall be voted upon by written ballot.

### D. Making a Motion

1. During the specified time of the scheduled monthly Board Meeting as described herein (*Reference Article VII, Section 3*) a Member in Good Standing may make his/her Motion.
2. A Motion *must* state if the Motion is before the Executive Board or the Membership, if the Motion is for an Immediate Vote or Standard Motion Timeframe, and if the motion is an open or confidential vote. (Note: Confidential votes cannot be called

for an immediate vote.) The Motion should also state with specific detail exactly what is being requested and whenever possible, a written copy should be provided to the Secretary to become a part of the record. If a written copy is not provided, the Secretary shall put the Motion in writing, with the specificity provided so that it may become part of the record.

#### E. Motion Discussion and Voting Process

1. For the purposes of this section, at any time the President is not in attendance or available, his/her role shall be fulfilled by the First Vice President or the Second Vice President in the absence of both the President and the First Vice President. At any time the Secretary is not in attendance or is unavailable, the President shall fulfill his/her role, or the First Vice President if the Secretary and President are both unavailable.
2. Once a Motion has been made, the floor will be opened to questions and discussion regarding the Motion. Those with questions or comments regarding the Motion will be asked to raise his/her hand to be called upon. The President shall be in charge of calling upon person(s) to speak and shall make every effort to do so in an organized and consistent order. Each person speaking is asked to keep their comments to under two (2) minutes in order to allow sufficient time for anyone desiring to speak to do so.
3. Once discussions regarding the pending motion have completed, the President shall ask if there is anyone that would like to second the Motion. A Motion must be seconded in order to proceed to a vote.
4. Motions, other than those made for the expressed purposes of amending these ByLaws, shall require a majority vote in favor of the Motion of the Membership or Executive Board, respectively, in order to pass. Any Motion not receiving a majority vote shall be deemed defeated.
5. Motions for Immediate Vote
  - a. Motions for Immediate Vote shall be called for vote immediately following after the Motion is seconded. The Secretary shall reiterate the Motion and first call for all those in favor to cast their vote by raising of a hand. The Secretary shall then record the number of votes in favor. The Secretary shall then call for all those opposed to cast their vote by raising of a hand and subsequently record the number of votes opposed. This process shall be the same regardless of whether the Motion is before the Membership or the Motion is before the Executive Board.
6. Motions for Standard Timeframe Vote
  - a. Motions to be voted upon in the standard timeframe shall be voted upon at the scheduled monthly Board Meeting immediately following the Board Meeting

at which the Motion was made during the timeframe specified hereinabove.  
*Reference Article VII, Section 3.*

- b. The person making said Motion shall be restate his/her Motion and the floor will once again be opened for discussion and questions in the same manner in which occurred when the Motion was first made.
- c. **Open Vote:** Should the Motion have called for an open vote, the Secretary shall reiterate the Motion and first call for all those in favor to cast their vote by raising of a hand. The Secretary shall then record the number of votes in favor. The Secretary shall then call for all those opposed to cast their vote by raising of a hand and subsequently record the number of votes opposed. The Secretary shall then confirm the result of the Motion vote to those in attendance of the Board Meeting. This process shall be the same regardless of whether the Motion is before the Membership or the Motion is before the Executive Board.
- d. **Confidential Vote:** Should the Motion have called for a confidential vote, prior to the scheduled monthly Board Meeting at which the Motion is to be voted upon, the Secretary shall prepare voting ballots which shall include, the Motion as stated, and a clearly identifiable way of casting a vote in favor or opposed. Immediately following the completion of discussions, the Secretary shall have the ballots distributed to the Membership, or Executive Board, respectively. Each person voting shall complete the voting ballot and return it to the Secretary. The Secretary, shall review and record the votes and confirm the result of the Motion vote to those in attendance of the Board Meeting.

#### F. Amending Motions

1. A Member in Good Standing may amend his/her Motion any time prior to the Motion being called to vote. However, should a person choose to amend his/her Motion, the Amended Motion shall be treated as a new Motion and the original Motion will be nullified upon notice that the Motion is being Amended. Essentially, Amending a Motion is equivalent to withdrawing one's Motion and making a new Motion which must go through the same Motion process as stated hereinabove.
2. If a Motion is defeated, the same Motion cannot be made until the third scheduled monthly meeting after the Motion was called to vote. However, a person may Amend the Motion and make a new or Amended Motion and that Motion may proceed through the Motion process at any time.

#### G. Tabling Motions

1. A Motion may only be tabled by majority vote of the Membership on the date that Motion is to be called for vote. A Member in Good Standing wishing to table a Motion must make a Motion to table the Motion. Said Motion to table the Motion shall always be an immediate, open vote before the Membership.

2. In the event that a motioning Member in Good Standing fails to appear at the scheduled Board Meeting at which his/her Motion is scheduled to be called for vote, the Motion will automatically be tabled until the next scheduled monthly Board Meeting. Should the Motioning Member in Good Standing fail to appear at that subsequent scheduled monthly Board Meeting, the Motion will be considered nullified and a new Motion will need to be made in order to move forward with the Motion process for said Motion.

**Section 6. Motions Pertaining to Amendments of the By-Laws**

A. Amendments to By-Laws

1. Amendments to these By-Laws shall only be made by Motion and open vote of the Membership and shall follow the general motion procedure as described hereinabove with the following exception:
  - a. In order for a Motion to pass regarding an amendment to these By-Laws, the Motion must receive at least two-thirds (2/3) of the Membership votes in favor of the Motion at the scheduled monthly Board Meeting at which it is called to vote.

**1. Section 7. Unspecified Proceedings**

A. Robert's Rule of Order

1. Only when these By-Laws as written herein fail to provide a methodology for the order of proceeding, the Robert's Rule of Order shall govern these proceedings.
2. The President and First Vice President shall be responsible for having knowledge of, and imposing, the Robert's Rule of Order as needed.

**ARTICLE VIII. BUDGET AND FINANCES**

**Section 1. Annual Budget**

A. Generation of the Annual Budget

1. The Executive Board shall meet in January prior to the January scheduled monthly Board Meeting to discuss and establish the Annual Budget for the calendar year.

B. Approval of the Annual Budget

1. The proposed Annual Budget shall be presented at the January scheduled monthly Board Meeting. A Motion to approve the Annual Budget will be made for an immediate, open vote before the Membership to the Members in Good Standing in attendance. Should the Motion pass, the Annual Budget will be set as presented by the Board.

2. Should the Motion be defeated due to concerns about the Budget, the Executive Board shall meet again, prior to the scheduled February monthly Board Meeting to discuss possible amendments to the Budget. The amended Annual Budget shall be presented at the February scheduled monthly Board Meeting and once again, a Motion will be made for an immediate, open vote before the Membership. Should the Motion pass, the amended Annual Budget will be set as presented by the Board. Should the Motion be defeated, the process shall continue each month until Annual Budget is approved.

## **Section 2. Additional Expenditures**

- A. Costs associated with items already accounted for in the Annual Budget may be incurred without further Motion for approval.
- B. Costs over or outside of the Annual Budget under two hundred dollars (\$200.00) may be approved by an Executive Board vote by and between the Executive Board.
- C. Costs over or outside of the Annual Budget exceeding two hundred dollars (\$200.00) must be approved by a Motion before the Membership unless time is of the essence and waiting until the next scheduled monthly board meeting would be detrimental to LYF.
- D. Provided funds are available to do so, LYF shall cover the cost of one (1) local cheer competition per cheer squad up to ten dollars (\$10.00) per Participant. Approval for the cost(s) may be determined by the majority vote of the Executive Board.
- E. Provided funds are available to do so, LYF shall cover the cost of awards (e.g. trophies, rings, etc.) for one (1) award per Participant per team for any team coming in first (1<sup>st</sup>) or second (2<sup>nd</sup>) place in a GCYFL championship game. Approval for the cost(s) may be determined by the majority vote of the Executive Board.

## **Section 3. Access to Spending Accounts**

- A. Only the Treasurer and the First Vice President shall have legal authority to write checks and/or utilize any credit or debit cards on behalf of LYF from any LYF financial account.
  1. The First Vice President shall only write checks and/or utilize any credit or debit cards on behalf of LYF for purchases other than concession supplies unless the Treasurer is unavailable by removal from the Executive Board, death, incapacitation, or extended leave of absences wherein non-payment would be detrimental to LYF.

## **ARTICLE IX. COACHES**

### **Section 1. Qualifications and Requirements for Coaches**

- A. General Coaching Requirements

1. In order to be eligible for any coaching position, one must be devoted to upholding the objectives and core values of LYF.
2. All Coaches must meet any federal, state, local, and GCYFL standards to be eligible to coach in any capacity.
3. Unless otherwise specified by legal or organizational standards, no Coach shall have any felony convictions on their record of any nature within the last ten (10) years and no convictions of any nature relating, directly or indirectly, to children at all.
4. All Coaches are required to submit to a background check as well as read, sign, and follow the Coaches' Code of Conduct and Coaches' Code of Ethics, copies of which are attached hereto as [Appendix E](#), and [Appendix F](#), prior to the commencement of coaching each season.
5. All Coaches must complete any and all required training courses required by federal, state, and local law as well as those required by the GCYFL and LYF.
6. All Coaches are required to read and abide by all LYF By-Laws, league rules and regulations. All coaches shall sign a Confirmation of Review of the By-Laws and League Rules prior to the commencement of coaching each season, a copy of which is attached hereto as [Appendix G](#) and [Appendix H](#).
7. Any person desiring to participate in a coaching capacity of any nature should register to do so during open registration, preferably shortly after the commencement.
8. No coach will use, possess, or be under the influence of any alcoholic beverage or intoxicant of any kind of any drug, non-prescribed medication that is not 'over-the-counter', inhalant or controlled substance, or any illegal substances during any LYF games, practices or LYF sponsored events.
9. No coach shall utilize any substance containing tobacco or related products including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, e-cigarettes and vape pens during LYF games, practices or LYF sponsored events.

**B. Additional Requirements for Head Coach Positions**

1. A Head Coach must be at least twenty-one (21) years of age.

**Section 2. Head Coaches**

**A. Selection of Head Coaches**

1. Any vacancy in a Head Coach position will be filled by appointment by the Executive Board.
  - a. The Football Director as a part of his/her report, shall at the scheduled monthly Board Meeting in May announce any vacancies in a Head Coach position.
  - b. If a vacancy exists for a Head Coach position, any person interested in the position, particularly if he/she has not already registered to do so, should notify the Football Director and Assistant Football Director respectively, of any interest in a Head Coach position.
  - c. Candidates for Head Coach positions shall be interviewed by the Football Director and Assistant Football Director respectively, in addition to one other Executive Board Member.
  - d. Questions directed to candidates must be uniform in nature and not purposefully bias the responses or decisions resulting from said questions. Questions may only deviate from those asked of other coaches if there has been a specific incident or concern brought to Executive Board about the candidates specific ability to coach. Questions should be submitted to the Executive Board for review by the respective Director prior to the commencement of interviews.
  - e. Once all interviews are completed, the respective Director shall report the information obtained during the interviews to the Executive Board along with a Motion to approve the desired candidate as head coach. Approval shall require a majority vote of the Executive Board.

B. Term of Head Coaches

1. Once approved, each coach will be reviewed by the Executive Board annually, and all HC positions will be re-opened each season to ensure that there is not a better qualified candidate for that specific position.

C. Responsibilities and Restrictions of Head Coaches

1. Each Head Coach will be responsible for obtaining their own staff however each Assistant Coach must be approved by, and meet all requirements of the Executive Board, By-Laws, LYF and GCYFL rules.
2. Each Head Coach will be responsible for providing his/her team with all necessary information for the season including, but not limited to, paperwork needed, deadlines, game and practice times and locations, even information, etc.
3. Head Coaches will be responsible for collecting and maintaining their team's paperwork and medical release forms as required.



4. Each Head Coach will be responsible for the collection of equipment at the end of the season and will work closely with the Equipment Manager and Directors to coordinate a time to place equipment back in inventory.
5. Head Coaches are required to attend the scheduled monthly Board Meetings during in season June to October, or appoint a team representative in the event that they are unable to attend.
  - a. First Offense of not attending or appointing a team representative to attend such meetings is a Warning
  - b. Second Offense of not attending or appointing a team representative to such meetings is a Week Suspension from practices
  - c. Third Offense of not attending or appointing a team representative to such meetings is a Game Suspension
  - d. Forth Offense of not attending or appointing a team representative to such meetings is grounds for removal of Head Coaching Duties.
6. Head Coaches are responsible for the disciplinary actions of Participants however, any action affecting participation time must be reported to the Football Director respectively, in advance whenever possible.
  - a. Disciplinary Action may never include punishment which is excessively physically detrimental to any Participant in LYF. Should a Head Coach need advisement regarding age, offense, and Participant appropriate disciplinary actions, he/she should consult with the Football Director
7. Head Coaches are required to ensure appropriate participation time during game time. It is the position of LYF that the purpose of the program is to give every Participant the opportunity to learn and enhance their football and/or cheerleading skills and that participation during games and scrimmages is necessary for the accomplishment of that goal. Participation guidelines are detailed as follows:
  - a. Kindergarten through fourth (4th) Grade: Participants are expected to participate in twenty five percent (25%) of every game roughly 12 plays.
  - b. Fifth (5<sup>th</sup>) Grade – Sixth (6<sup>th</sup>) Grade: Participants are expected to participate in fifteen percent (15%) roughly 2 plays per quarter a game on a single team. If split teams needs to be twenty five percent (25%) roughly 12 plays.
8. Head Coaches are responsible for making every effort to resolve issues with Participants and/or parents prior to the involving the Executive Board.
9. Head Coaches are responsible for ensuring that he/she, as well as his/her Assistant Coaches and/or Team Parent are upholding the expectations and core values of LYF; for making every attempt to defuse any situation that requires immediate

action prior to acceleration; and to report any questionable actions to the Disciplinary Committee and/or appropriate Director as necessary for review.

a. Year-end surveys will be a tool used to help determine qualified applicants for the next seasons Head Coach positions

b. If a coach has a 20% bad review or more rating from year end surveys they may be deemed to not be a qualified candidate for the a HC position the following season. This is the total number of bad reviews divided by the roster number and not just the amount of surveys filled out for that specific team.

c. If a coach is selected to be a HC the following season with a 20% or more bad review rating because of a lack of interest in the HC position for that team they will begin season on a Probation Period. If a mid-season survey comes back with a 20% or higher bad review rating this then becomes grounds for removal of that HC position.

10. Head Coaches may delegate his/her responsibilities to his/her Assistant Coaches or team parent but is ultimately responsible for ensuring that all responsibilities are met and for the actions of his/her Assistant Coaches and/or team parent.

### **Section 3. Assistant Coaches**

#### **A. Selection of Assistant Coaches**

1. Assistant Coaches shall be selected by the Head Coach each season and approval by the Executive Board prior to the commencement of the active football season.
2. The Football Director shall, prior to the commencement of the active season, provide Head Coaches with a deadline for providing the name(s) of any and all Assistant Coaches.
3. Upon selection of his/her assistant coach(es), each Head Coach shall notify the Football Director and Assistant Football Director respectively, of his/her Assistant Coach selections.
4. The Football Director shall subsequently provide a list of all coaching staffs to the Executive Board for approval. Unless serious concerns arise, the Executive Board shall approve the choices of the coaching staff as provided. A majority vote of the Executive Board shall be required to approve the coaching staff for each team or squad.

#### **B. Term of Assistant Coaches**

1. Assistant Coaches will be selected each year prior to the commencement of each active season as described above.

2. An Assistant Coach position is not guaranteed each season but it is recommended that Head Coaches give prior Assistant Coaches first consideration when selecting Assistant Coaches each year and that prior Assistant Coaches are not removed from their coaching position unless serious concerns relating to their coaching abilities arise.

C. Responsibilities of Assistant Coaches

1. It is the responsibility of each Assistant Coach to aid the Head Coach in whatever means necessary for the betterment of the team and LYF program.
2. Duties of Assistant Coaches shall be determined by the Head Coach. The Football Director can, and should be consulted, in the event of any issues.

**Section 4. Removal / Suspension / Discipline of a Coach**

A. Disciplinary Actions of Coaches during active Season

1. A Coach may be removed at any time during an active season by the Executive Board for failure to comply with any standards set forth by LYF or the GCYFL.
  - a. Upon notification of any questionable action(s) of any Head Coach, the Executive Board shall immediately notify the Disciplinary Committee of said actions and request further review of the matter.
  - b. The Disciplinary Committee shall complete an investigation of the matter in the same manner required and in the same timeframe as if reviewing the actions of an Executive Board Member (thirty (30) days) and shall make its recommendation to the Executive Board within thirty (30) days.
  - c. At the monthly meeting immediately following the recommendation by the Disciplinary Committee to the Executive Board, a Member of the Disciplinary Committee shall state accusations, sequence of events, or actions of the Head Coach which are in question, provide its recommendation all with the basis for its recommendation and present an overview of any evidence in support of its decision to those in attendance.
  - d. Subsequent, to the Disciplinary Committee's report regarding the manner, the floor will be open for questions and discussion in the same manner as the process for Executive Board Member removal referenced hereinabove. *Reference Article V, Section 7.*
  - e. The Executive Board shall then have a maximum of fourteen (14) days to determine confirm the Disciplinary Action to be taken against the Head Coach. The Executive Board may impose a more severe Disciplinary Action than recommended by the Disciplinary Committee but may not impose a Disciplinary Action less severe than recommended by the Disciplinary

Committee. Any action to be taken must be approved by an Executive Board vote in favor of said action. If an appropriate action cannot be agreed upon, the Executive Board may refer the matter back to the Disciplinary Committee for further review and recommendations siting any questions or concerns about the recommended action.

- f. Upon determination of the appropriate action, the Football Director, will first notify the affected Head Coach of the disciplinary action, followed by the parents of the team in affected, followed by the Membership.

**B. Automatic Suspensions**

1. Any actions of any coach which may have directly or indirectly impacted the safety of any person participating in LYF in any capacity or any actions which may directly or indirectly result in legal action against LYF will result in the automatic suspension of the coach pending further review and recommendations by the Disciplinary Committee.

**C. Disciplinary Action / Performance Review During the Off Season**

1. The Executive Board shall review the actions and performance of all coaches at the conclusion of each season by reviewing any/all information provided throughout or after the season by any form of communications including, but not limited to verbal, electronic, and survey responses.
2. The Football Director and Assistant Football Director respectively, shall discuss any concerns that have been raised with the coach in question. If the coach in question is an Assistant Coach, the Head Coach will also be invited to participate in said discussion.
3. The respective Directors shall be responsible for gathering all pertinent information available regarding any concerns and provide a report of all information, inclusive of the communications with the coach, to the Executive Board. The Executive Board shall then make a determination by Motion and majority vote, as to whether the coach shall be permitted to continue coaching in future seasons.

**ARTICLE X. DISSOLUTION**

- A. In the event of the dissolution of LYF, the equipment (or proceeds from it sales) and funds shall be used in payment of outstanding debts. All remaining money shall be donated to a non-profit organization approved by the majority vote of the membership at a regular or special meeting.

**ARTICLE XI: FAILURE TO ABIDE**

A. Failure to abide by LYF By-Laws may result in, but not limited to, counseling, termination, or disciplinary action determined by the Executive Board in conjunction with its Disciplinary Committee.



APPENDIX A

LOVELAND YOUTH FOOTBALL (LYF) NON-RESIDENT INFORMATION

Name of Applicant \_\_\_\_\_

School District of Residency \_\_\_\_\_

Is there a youth football program available within your school district? Yes / No

If, yes, please provide the reason(s) for which your child is not participating in the program available within your school district. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What interests you about the Loveland Youth Football Program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you spoken with a member of the LYF Executive Board regarding the rules and regulations for participating in the LYF & GCYFL organizations? Yes / No

Do you have any questions or concerns about the LYF program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should the LYF accept your child as a participant in the program, are you and your child, ready to commit to participating in the LYF Yes / No  
If no, please provide an explanation:  
\_\_\_\_\_



APPENDIX B

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Fee	No. Received	Total Received
Provider / Vendor	Event/Reason	Amount
Hobby Lobby	Homecoming Decorations	\$50.00
Sam's	Food Team Party	\$75.00
LaRosa's	Homecoming Pizza	\$50.00
Etc.	Etc.	Etc.
Etc.	Etc.	Etc.
Etc.	Etc.	Etc.
Etc.	Etc.	Etc.
Etc.	Etc.	Etc.
Etc.	Etc.	Etc.
Etc.	Etc.	Etc.
	Total Spent	
	Total Remaining	

SAMPLE ELECTION BALLOT  
**This is only an Example / Sample**

**VOTING BALLOT**  
**2019 Election –November 24, 2019**



## APPENDIX C

The following Executive Board positions are open for election this 24<sup>th</sup> day of November, 2019:

First Vice President  
Treasurer  
Football Director  
Assistant Football Director

Below you will find the candidates nominated for each open position. Please cast your vote by **circling** the candidate for each category who you desire to hold each office. You may only cast one vote for each open Executive Board position however you are not required to cast a vote for any given open position. Failure to circle a candidate for an open position or circling more than one candidate for any given position will be determined as an election not to cast a vote for said open position.

Please only make your selection and do not provide any further information on this Ballot.

<b>Executive Board Position</b>	<b>Candidates</b>
<b>First Vice President</b>	<ul style="list-style-type: none"><li>• John Smith</li><li>• Jane Carter</li><li>• Peter Simon</li></ul>
<b>Treasurer</b>	<ul style="list-style-type: none"><li>• John Smith</li><li>• Jane Carter</li><li>• Peter Simon</li></ul>
<b>Football Director</b>	<ul style="list-style-type: none"><li>• John Smith</li><li>• Jane Carter</li><li>• Peter Simon</li></ul>
<b>Assistant Football Director</b>	<ul style="list-style-type: none"><li>• John Smith</li><li>• Jane Carter</li><li>• Peter Simon</li></ul>

Please in no way indicate your identity on this ballot. As a reminder, you must be a Member in Good Standing as defined by the By-Laws of Loveland Youth Football in order to participate in this election. If you are not a Member in Good Standing and have received this ballot in error, please return the uncompleted ballot to a member of the Nominating Committee or Executive Board.

## GENERAL DUTIES OF THE EXECUTIVE BOARD MEMBERS





## APPENDIX D

### OF LOVELAND YOUTH FOOTBALL

Note: The following are basic duties of each office that are subject to change pursuant to the By-Laws hereinabove. This list is attached for reference rather than strict adherence. They are in no way exhaustive and may be changed at any time by agreement of the Executive Board to fit the needs of the LYF program without official motion/order to amend the By-Laws. Those desiring to run for an Executive Board position at any time should contact the Executive Board for a full list of current duties for the office.

#### President

- Execute the duties identified within the By-Laws of LYF;
- Preside over scheduled monthly board meetings;
- Be familiar with Robert's Rule of Order and be able to accurately and reasonably explain said procedures to the Executive Board and Membership;
- Attend league meetings and vote on important issues in a manner that represents the values and beliefs of the LYF and the best interests of its Participants;
- Be knowledgeable of League Rules and work with the Football Director regarding the implementation of same;
- Assist with resolving disputes involving players, coaches, and parents as appropriate and necessary for matters not referred to the disciplinary committee;
- Share in responsibilities for maintaining LYF fields and Facilities;
- Share in responsibilities of field manager for LYF home games;
- Collaborate with and assist the Executive Board Members with LYF events, communications, media, marketing, etc.

#### First Vice President

- Execute the duties identified within the By-Laws of LYF;
- Be familiar with Robert's Rule of Order and be able to accurately and reasonably explain said procedures to the Executive Board and Membership;
- Purchase items necessary for maintaining and running the concession stands, including, but not limited to, appliances, food, food maintenance and distribution, cleaning supplies, etc.
- Appoint, with the approval of the Executive Board, a concessions manager, as needed;
- Prepare, distribute, and maintain the schedule for concession stand and gate entry volunteers;
- Maintain current pricing sheets, boards, etc. for concession items and gate entry fees;
- Ensure that money raised from the concession stands and gate entry fees is collected and delivered to the Treasurer.

#### Second Vice President

- Execute the duties identified within the By-Laws of LYF;



- Responsible for the creation and distribution of all registration materials, and setting a registration date with Executive Board approval;
- Prepare and distribute communications, marketing, etc. regarding registration; □ Receive and respond to communications regarding issues with registration.
- Maintain the registration website and sure that it is properly set up and functioning for the purposes of registration and the collection of funds relating to same;
- Collect any funds for amounts due that were not paid at the time of registration;
- Review all applications for financial assistance to ensure that the Participant meets financial assistance guidelines and that any need documentation regarding same has been provided.
- Ensure that all necessary background checks are completed.

### **Secretary**

- Execute the duties identified within the By-Laws of LYF;
- Prepare minutes of all Membership and Executive Board meetings, and keep an accurate record of members in attendance;
- Reserve space and obtain access for all monthly scheduled Board Meetings;
- Prepare minutes of Executive Board Meetings and results of any discussions or Motions;
- Distribute communications on behalf of the Executive Board and discussed and directed by the Executive Board;

### **Treasurers**

- Execute the duties identified within the By-Laws of LYF;
- Maintain all financial records and bank accounts;
- Pay expenses on behalf of the LYF and ensure, to the best of his/her abilities, that all bills and expenses received are accurate and appropriate;
- Ensure that all tax returns and legal documents necessary to keep LYF in good standing, and 5013 Status, are filed;
- Collect and deposit all money earned through concessions, gate entry, and fundraising;

### **Football Director**

- Execute the duties identified within the By-Laws of LYF;
- Attend league meetings and report information obtained to the Executive Board as well as the Membership;
- Enforce league and LYF rules and standards;
- Order and maintain football equipment;
- Coordinate the design, fittings, and ordering of football uniforms and coaches' uniforms;
- Oversee maintenance of LYF field;
- Conduct coach interviews;
- Coordinate coach training and certification requirements as needed;
- Ensure that coaches are updated on league rules and regulations as well as LYF rules and expectations;
- Address escalated coach, player, and parent concerns not referred to the disciplinary committee.



### **Assistant Football Director**

- Execute the duties identified within the By-Laws of LYF;
- Assist Football Director as needed and agreed upon with the Football Director.

## **APPENDIX E**

### **COACH'S CODE OF CONDUCT FOR LOVELAND YOUTH FOOTBALL (LYF)**

#### **FOOTBALL COACHES**

The following have been developed by LYF to ensure that the Coaches conduct themselves and lead their teams in an appropriate, sportsmanlike manner. In order to be selected to Coach a LYF team during the upcoming season, all Coaches must read, understand and acknowledge acceptance of the following:

1. Understand that serving as a volunteer Coach is a privilege, not a right. LYF reserves the right to select or remove any Coach at its sole discretion, at any time, for any reason.
2. Understand that player development of all participants should be the number one focus of all coaching efforts and the LYF is committed to developing and improving the abilities of all of its participants.
3. Coaches must at all times make choices without regard to personal biases in favor or against any participant(s) including biases due to (but not limited to) personal relationships, rumors, race, color, ethnicity, creed, national origin, sex, gender, sexuality, or familiar structure of the participant or his/her family.
4. A "Zero Tolerance Policy" will be in effect regarding displays of unsportsmanlike or abusive behavior by Coaches or participants during games.
5. Know the rules of the game and teach them to your participants. Accomplish this by reading your rule book before the season starts, and always carry your rule book to all games.
6. Always stress the safety aspects of football during games and practice. Coaches must teach proper, safe football and general athletic techniques, and encourage use in a sportsmanlike manner at all times.



7. At all times, Coaches must treat all participants, parents of participants, other coaches and team representatives with dignity and respect, and create an environment free of abusive or hostile behavior. Coaches must be mindful that abusive environments are not limited to inappropriate or disrespectful physical contact or touching, but include emotionally abusive situations as well (*i.e.*, "You're an embarrassment", "You're not worth the uniform you play in", etc.). Physical, sexual or emotional abuse is prohibited and will not be tolerated.
8. Always abide by the rules of the game.
9. Always treat the referee(s) with respect, no matter what the call. Never intimidate referees, opposing participants, coaches or parents. This type of behavior is considered unsportsmanlike and is prohibited. Only the head coach should talk with referees.
10. Exhibit exemplary conduct at both practices and games. The coach's attitude and conduct is reflected in team discipline.
11. Coach clean, skillful, honest and sportsmanlike conduct.
12. The Coaches are responsible for the conduct of your participants at games and practices.
13. If a Coach is ejected from a game and/or subsequently suspended, said Coach shall not be in attendance at, within or adjacent to the football field facility for the remainder of the game and/or games for which they are suspended.
14. Maintain a climate of enjoyment among all the spectators and coaches by discouraging negative remarks and/or harassment of referees, participants, parents and spectators.
15. Never use profanity or vulgar language.
16. Never allow alcoholic beverages within the premises of any youth football field.
17. Do not use or allow use of any tobacco product, including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, and/or vaping devices with the premises of any youth football field or near or around any participants of the organization during the course of games or practices, including warm ups.
18. Coaches may only be on the field while a game is in play as allowed by the Greater Cincinnati Youth Football League rules.



I, \_\_\_\_\_, do hereby acknowledge that I have reviewed the above and do hereby agree to abide by the Code of Conduct as set forth by Loveland Youth Football.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

## **COACH'S CODE OF CONDUCT FOR LOVELAND YOUTH FOOTBALL (LYF)**

### **CHEERLEADING COACHES**

The following have been developed by LYF to ensure that the Coaches conduct themselves and lead their teams in an appropriate, sportsmanlike manner. In order to be selected to Coach a LYF team during the upcoming season, all Coaches must read, understand and acknowledge acceptance of the following:

1. Understand that serving as a volunteer Coach is a privilege, not a right. LYF reserves the right to select or remove any Coach at its sole discretion, at any time, for any reason.
2. Understand that development of all participants should be the number one focus of all coaching efforts and the LYF is committed to developing and improving the abilities of all of its participants.
3. Coaches must at all times make choices without regard to personal biases in favor or against any participant(s) including biases due to (but not limited to) personal relationships, rumors, race, color, ethnicity, creed, national origin, sex, gender, sexuality, or familiar structure of the participant or his/her family.
4. A "Zero Tolerance Policy" will be in effect regarding displays of unsportsmanlike or abusive behavior by Coaches or participants during games.
5. Always stress the safety aspects of cheerleading during games and practice. Coaches must teach proper, safe cheerleading and general athletic techniques, and encourage use in a sportsmanlike manner at all times.
19. At all times, Coaches must treat all participants, parents of participants, other coaches and team representatives with dignity and respect, and create an environment free of abusive or hostile



behavior. Coaches must be mindful that abusive environments are not limited to inappropriate or disrespectful physical contact or touching, but include emotionally abusive situations as well (*i.e.*, "You're an embarrassment", "You're not worth the uniform you play in", etc.). Physical, sexual or emotional abuse is prohibited and will not be tolerated.

6. Always treat the referee(s) with respect, no matter what the call. Never intimidate referees, opposing participants, coaches or parents. This type of behavior is considered unsportsmanlike and is prohibited.
7. Exhibit exemplary conduct at both practices and games. The coach's attitude and conduct is reflected in team discipline.
8. Coach clean, skillful, honest and sportsmanlike conduct.
9. The Coaches are responsible for the conduct of your participants at games and practices.
10. If a Coach is ejected from a game and/or subsequently suspended, said Coach shall not be in attendance at, within or adjacent to the football field facility for the remainder of the game and/or games for which they are suspended.
11. Maintain a climate of enjoyment among all the spectators and coaches by discouraging negative remarks and/or harassment of referees, participants, parents and spectators.
12. Never use profanity or vulgar language.
13. Never allow alcoholic beverages within the premises of any youth football field.
14. Do not use or allow use of any tobacco product, including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, and/or vaping devices with the premises of any youth football field or near or around any participants of the organization during the course of games or practices, including warm ups.

I, \_\_\_\_\_, do hereby acknowledge that I have reviewed the above and do hereby agree to abide by the Code of Conduct as set forth by Loveland Youth Football.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



## APPENDIX F

### COACHES' CODE OF ETHICS FOR LOVELAND YOUTH FOOTBALL (LYF)

I hereby pledge to live up to my certification as a LYF Coach by following the LYF Coaches' Code of Ethics:

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

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Signature  
Printed Name:

Date



**APPENDIX G**

**ACKNOWLEDGMENT OF RECEIPT AND ADHERANCE TO THE BY-LAWS  
OF LOVELAND YOUTH FOOTBALL, INC.**

I, \_\_\_\_\_

, do hereby acknowledge that I have received a copy of Loveland Youth Football, Inc. By-Laws and have read and reviewed all information contained therein. I do hereby agree to abide by the rules and practices as set forth in said By-Laws to the best of my abilities and understand that failure to abide by said ByLaws may result in disciplinary action.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date





APPENDIX H

**ACKNOWLEDGMENT OF RECEIPT AND ADHERANCE TO THE  
LEAGUE RULES OF GREATER CINCINNATI YOUTH FOOTBALL LEAGUE.**

I, \_\_\_\_\_

, do hereby acknowledge that I have received a copy of Greater Cincinnati Youth Football League and have read and reviewed all information contained therein. I do hereby agree to abide by the rules and practices as set forth in said rules to the best of my abilities and understand that failure to abide by said rules may result in disciplinary action.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date