**Hughson Oilers Youth Football and Cheerleading, Inc.**

**BYLAWS**

**Mission Statement**

The Hughson Oilers Youth Football and Cheerleading will encourage our boys and girls to learn the aspects of leadership through youth sports by teaching our young athletes sportsmanship, integrity, family values, self-esteem and determination to be the best they can be on the field and off the field.

**Article One (1): Name**

**1.1 Name:**  This organization shall be known as “Hughson Oilers Youth Football and Cheerleading, Inc.” (Referred to hereafter as “the organization”) located in Hughson, County of Stanislaus, California.

**1.2 Address:** All corresponding mail needs to be sent to Hughson Oilers Youth Football and Cheerleading, Inc., P.O. Box 593, Hughson, CA 95326

**Article Two (2): Purpose**

**2.1 Purpose:** The purpose of this organization is to build honorable characteristics into the lives of each person involved. The boys and girls will be given the opportunity to participate in football and cheerleading activities. Ensuring the organization is exclusively for charitable and educational purposes. All distributions will be made to organizations that qualify as exempt under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal and state tax code.

**Article Three (3): Membership**

**3.1 Parents /Guardians:**

**A**. Parents/Guardians shall become voting members of the organization by signing your child up through our online registration site. This will take affect once the online registration is completed and upon acceptance of registration by the organization as well as payment of your fees for each player.

**B.** Any refunds of player/cheerleader fees will be reviewed by the board at the next board meeting prior to any refund or partial refund. A parent requesting any refund must submit a letter of explanation to the board explaining the reasoning for their request. Letters of explanation is not a guarantee of refund.

**C.** In the event of a conflict or a complaint, the complaining member shall contact the President or Bipartisan Board Member if the complaint is about the President, etc. in writing. All Complaints will be submitted via email or can be a hand-written letter and will address the nature of the complaint and any parties involved

**D.** Parents WILL sign a payment agreement at the time of sign-ups. All player fees must be paid in full by the FIRST day of OFFICIAL PRACTICE.

**E.** Registered Parent of athlete and or legal Guardian will be required to submit a deposit either by check or cashier’s check in the amount of $100.00 dollars per child and not to exceed $200.00 at the time of registration. If the parent or legal guardian have met their (12) hours of volunteer time during the season for the organization than their check will be returned to them at the end of the season. Parents are required to volunteer at home games and or organization events. Volunteering will consist of but not limited to fundraising events, snack bar, clean up, chain gang or play counting. Sign-ups will be available with time slots at the MANDATORY parent meeting, enrollment dates and or snack bar during practices.

**F.** At the beginning of each season the board will vote on how many full and/or partial sponsorships may be available to players and/or cheerleaders and the requirements. Sponsorships are based on current financial abilities of the organization and are not guaranteed, however.

**Article Four (4) Meetings**

**4.1 Meetings**:

A. **New Board Member Meeting:** New board members will be voted on during the end of season banquet. You must be present to vote. Only one vote per registered household.

B. **Orientation Meeting**: A **MANDATORY** player/parent orientation meeting shall be held at a time and place designated by the board preceding each Football/Cheer season. The purpose of this meeting will be to inform the player/parent about the program and the current season.

**C**. **Special Meetings:** A Special Meeting may be held at any time on the call of the President or by a majority of the current board members. Notice shall be given for all special meetings unless circumstances dictate urgency.

**D. Board Meetings:** Board meetings shall be held monthly at a location and time to be determined by the President or the Vice President acting on behalf of the President. The board meeting may be attended by anyone. If anyone wants to place an item on the agenda, notice must be given to the Secretary/President, via e-mail, no later than 48 hours prior to the scheduled meeting. The Board request that child care be arranged by parents if attending a board meeting if possible to minimize distractions.

**4.1 Quorum:** A simple majority (equal to 50% plus 1 voting members) is required to create a quorum.

**4.2 Procedure**: In all questions of parliamentary procedure not covered by these by-laws, “Robert’s Rules of Order” shall govern.

**Article Five (5): Board of Directors**

**5.1 Board of Directors:** The Board of Directors for the organization (referred to hereafter as “the board”) Shall consist of 17 positions. President, Vice President, Secretary, Treasurer, Assistant Treasurer, League Representative, Assistant League Representative, Cheer Representative, Assistant Cheer Representative, Concessions Coordinator, Equipment Manager, Media Relations, Merchandise, Fundraising Coordinator and 3 Members at large.

**5.2 Authority:** The Board has control, authority, and management of all business affairs of this organization. The Board also has the authority to carry out disciplinary action at the practices and game should they witness a grievous infraction of the code of conduct. This includes but is not limited to ejection for a game, suspension from upcoming games and/or practices. In the event, any of the above mentioned are needed, these consequences must be enforced by the head coach and the parent/guardian of the child will be notified immediately.

**5.3 Selection:** All vacant board positions will be made available to any person eighteen (18) or older who chooses to apply. At the end of each Board members “term”, their position will be considered vacant. All upcoming vacancies will be posted on the website and made public no later than November of each year. Applications for vacant positions will be available on the website or from any Board member and are due prior to the end of season banquet date. Election of Board members will be by secret ballot. No write in’s will be allowed on ballots. Applications will be reviewed and ballots produced will be voted on during the end of the season banquet. Results will be made available within 1 calendar week from the date of voting. All Board member terms run from January 1st through December 31st, with duties being transferred as of the 1st meeting of the elected year. Each registered household that chooses to attend the end of season banquet will be given one vote. In the event of a vacancy, or no applicants for a vacant position, the President can appoint someone to that position for the remainder of the term.

**5.4 General Voting:**

**A**. Voting responses shall be aye, nay or abstain.

**B**. In the event of a tie vote, the President will vote as a tie breaker. If the President is not available, then the Vice President shall only vote to break a tie. In the case of a conflict of interest, the Board member will be excluded

**C.** Any voting member as recognized in (Article 3.1 Subsection A) that is involved in the program may vote only if they have attended a previous monthly board meeting and are currently in attendance.

**5.5 Board Decisions:** The act of the majority of the board present at a meeting at which a quorum is reached shall be the act of the entire board.

**5.6 Board Vacancies:** Any mid-term vacancy in the board for the current year shall be appointed by the President and ratified by the board. Any Board Member that wishes to resign their position must submit a letter of resignation to the Board President or their designee.

**5.7 Compensation:** All members of the board shall perform their duties and responsibilities as a volunteer without compensation.

**5.8 Attendance for voting:** All members of the board are expected to attend all meetings to retain their position on the board. If the secretary reports to the board that any member has failed to attend 2 consecutive meetings the member loses their voting right for one (1) meeting. If the member fails to attend three (3) consecutive meetings, the board may declare his/her position vacant.

**5.9 Removal:** Any currently seated board member and or coach may be removed by a decision of the board whenever said board member has not fulfilled the duties of their office or it is determined that it would be in the best interest of the organization.

**Article six (6): Board Officer/Committee Positions and Duties**

The members of the board shall have such powers and perform such duties as outlined below, as well as any other duties and responsibilities which the board may deem necessary and appropriate.

**6.1 President:**

**A**. Preside at all board meetings.

**B.** Maintain the general supervision, direction and control of business and affairs of the organization.

**C**. Sign checks.

**D**. Appoint any vacant board position with approval of the board.

**E**. Outline agendas and forward them to the Secretary for meeting preparation and distribution 48 hours

prior to meetings.

**F.** Cast a vote in the case of a tie of any board motion.

**G.** Help secure a CPA and help prepare tax documents for tax returns in the absence of the Treasurer.

**H.** Facilitate all facility requests with the help of the Vice President.

**I**. Attend all games (home and away) and ensure that the rules of the organization and those of the

TVYFL are being followed during practice and/or game proceedings.

**J**. Will assist in set up and clean up at all home games and other organizational events.

**K.** Attend all practices.

**L**. Maintain all coach’s binders in the absence of the League Rep., Assistant League Rep, Cheer Rep.,

and Assistant Cheer Rep

**M.** Act as a liaison between Hughson High School Football/Cheer coaches and the board and any other

youth athletic program that may contact the organization.

**6.2 Vice-President:**

**A**. Act as assistant to the President and perform such duties as designated by the President and attend

All board meetings.

**B**. Become acting president in the absence of the President.

**C**. Assist in facilitating all facility requests with the help of the President

**D**. Attend all games (home and away) and ensure that the rules of the organization and those of the

TVYFL are being followed during practice and/or game proceedings.

**E**. Sign Checks.

**F**. Oversee all football related operations including, but not limited to, preparation and breakdown of field

for all home games. (i.e., field markers, yardage markers, striping of field, PA system, etc.)

**G.** Act as liaison between Hughson High School Football/Cheer coaches and the board and any other

youth athletic program that may contact the organization.

**H.** Will assist in set up and clean up at all home games and other organizational events.

I. Maintain all coach’s binders in the absence of the League Rep., Assistant League Rep, Cheer Rep.,

and Assistant Cheer Rep

**6.3 Secretary:**

**A**. Keep accurate records of general membership.

**B**. Attend all board meetings and keep accurate minutes of board meetings and insure approval by the

board.

**C**. Maintain a file containing all correspondence that has been approved by the President

or Vice-President.

**D.** Schedule all facility requests with the President and Vice-President.

**E.** Schedule all football and cheer registrations.

**F.** Provide registration materials for all sign-ups.

**G**. Generate and distribute all team communications.

**H**. Compile, reproduce and distribute required number of football and cheerleader files to proper

personnel/agency.

**I**. Let all board members know about all meetings and email the agenda at least 48 hours prior.

**L**. Maintain current rules and bylaws on the field and off the field.

**M**. Work with Bonzi Administrator (League Representative).

**N**. Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**6.4 Treasurer:**

**A**. Keep, disburse and distribute all funds making sure that all bills are paid on time.

**B**. Keep a detailed accounting of all financial transactions.

**C**. Prepare a monthly statement of financial activity to be presented to the board at each regular monthly

meeting.

**D**. Maintain current financial books and records and present them to the board upon request.

**E**. Ensure that all required State and Federal financial paperwork is prepared and filed on time. This

includes but is not limited to annual tax returns, annual fundraising sales information, and corporate

sponsorships; and maintain non-profit paperwork with the state. If needed, the treasurer can, with

board approval, hire a professional tax preparer or CPA to assist in this process with the help of the

President and Vice-President.

**F**. Sign checks.

**G**. Obtain and prepare cash boxes for games, snack bars, merchandise and gate.

**H**. Deposit funds in a timely manner.

**I.** Post monthly financial records to the website within 1 week of them being approved at the monthly

board meeting.

**J.** Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**K**. Update Bonzi player accounts in a timely manner.

**L.** Attend all sign-ups and Fundraisers

M. Maintain current rules and bylaws on the field and off the field.

**6.5 Assistant Treasurer:**

**A**. Keep, disburse and distribute all funds making sure that all bills are paid on time.

**B**. Keep a detailed accounting of all financial transactions.

**C**. Prepare a monthly statement of financial activity to be presented to the board at each regular monthly

meeting.

**D**. Maintain current financial books and records and present them to the board upon request.

**E**. Ensure that all required State and Federal financial paperwork is prepared and filed on time. This includes but is not limited to annual tax returns, annual fundraising sales information, and corporate sponsorships; and maintain non-profit paperwork with the state. If needed, the treasurer can, with board approval, hire a professional tax preparer or CPA to assist in this process with the help of the President and Vice-President.

**F**. Sign checks.

**G**. Obtain and prepare cash boxes for games, snack bars, merchandise and gate.

**H**. Deposit funds in a timely manner.

**I.** Post monthly financial records to the website within 1 week of them being approved at the monthly

board meeting.

**J.** Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**K**. Update Bonzi player accounts in a timely manner.

**L.** Assume treasurer duties in the absence of the treasurer.

**M.** Attend all sign-ups and Fundraisers

**N.** Maintain current rules and bylaws on the field and off the field.

**6.6 League Representative:**

**A.** Attend all TVYFL monthly football meetings and report results to the board.

**B.** Fulfill all TVYFL requirements for Football League Representative.

**C**. Responsible for training of all coaching staff. Keep coaches informed of any rule changes verbally and

or in writing.

**D**. Collect and maintain all paperwork for football participants.

**E.** Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**F.** Attend all board meetings

**G.** Maintain current rules and bylaws on the field and off the field.

**6.7 Assistant League Representative:**

**A.** Attend all TVYFL monthly football meetings and report results to the board.

**B.** Fulfill all TVYFL requirements for Football League Representative.

**C**. Responsible for training of all coaching staff. Keep coaches informed of any rule changes verbally and

or in writing.

**D**. Collect and maintain all paperwork for football participants.

**E.** Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**F.** Attend all board meetings and maintain current rules and bylaws on the field and off the field.

**G.** Maintain current rules and bylaws on the field and off the field

**6.8 Cheer Representative ~ Cheer League Representative:**

**A**. Attend all TVYFL monthly cheer meeting and report results to board.

**B**. Fulfill TVYFL requirements for Cheer League Representatives.

**C**. Responsible for training of all coaching staff. Keep coaches informed of any rule changes either

verbally or in writing.

**D**. Collect and maintain all paperwork for all cheer participants.

**E**. Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**F.** Coordinate uniform fittings with parents

**G**. Attend all Board Meetings and maintain current rules and bylaws on the field and off the field.

**H.** Help with Cheer specific fundraisers

**I.** Attend all league organization or league sponsored cheer camps and competitions

**6.9 Assistant Cheer League Representative:**

**A**. Attend all TVYFL monthly cheer meeting and report results to board in the absence of the Cheer Rep.

**B**. Fulfill TVYFL requirements for Cheer League Representatives.

**C**. Responsible for training of all coaching staff. Keep coaches informed of any rule changes either

verbally or in writing.

**D**. Collect and maintain all paperwork for all cheer participants.

**E**. Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**F.** Coordinate uniform fittings with parents

**G**. Attend all Board Meetings and maintain current rules and bylaws on the field and off the field.

**H.** Help with Cheer specific fundraisers

**I.** Attend all league organization or league sponsored cheer camps and competitions

**6.12 Member at Large:**

**A**. Perform duties that become necessary, which are agreed upon and approved by the board.

**B.** Attend all games (home and away) and practices and will assist in set up and clean up at all home

games and other organizational events.

**C.** Attend all Board Meetings

**D.** Maintain current rules and bylaws on the field and off the field

**E.** Set up schedules and get volunteers to work in the game concession stand, the gate, clean up, etc.

**F.** Keep a log of all parents that have worked/volunteered.

**6.13 Equipment Manager**

**A**. Maintain equipment inventory in proper working order.

**B**. Manage the distribution and collection of equipment to and from players.

**C**. Must be present at all practices and games to repair or replace equipment as needed.

**D**. Will work with each teams’ equipment assistant.

**E**. Submit equipment purchase(s) recommendation to the Board for approval.

**F**. Obtain jersey samples and prices for board approval.

**G.** Attend all board meetings

**H.** Maintain current rules and bylaws on the field and off the field

**I.** Will assist at all home games with set up and clean up prior to and after games.

**6.14 Media Relations:**

**A**. Maintain and renew the team’s web host and team’s domain name.

**B**. Update website and social media outlets with pertinent information.

**C**. Post all information for the following: game schedule, practice schedule, links to maps for away games, registration information, fundraising information, etc.

**D**. Links for coaching applications and any other forms deemed necessary by the governing board.

**E**. Put game and practice photographs on website and obtain parent consent for use of all player photographs.

**F**. Ensure proper information goes to the newspaper or any other media the Board deems necessary.

**G**. Act as liaison on any press releases with Board approval.

**H**. In charge of slide show for end of season banquet.

**I.** Schedule and coordinate individual and team pictures

**J.** Schedule action photographers for all home games

**K.** Attend all board meetings

**L.** Attend all home games and practices

**M.** Maintain current rules and bylaws on the field and off the field.

**N.** Will assist at all home games with set up and clean up prior to and after games.

**6.15 Merchandise**

**A**. Organize and oversee all merchandising activities.

**B**. Prepare list of suggested merchandise to Board for approval for current season.

**C**. Manage and maintain merchandise sold during all events as determined by the Board.

**D**. Directs parent volunteers in merchandise set-up, daily operation and clean up.

**E**. Responsible for all shopping/ordering and inventorying of merchandise, presenting all receipts to the Treasurer immediately.

**F**. Maintains, collects receipts and submits net proceeds of merchandise sales to the Treasurer.

**G**. Attend all sign-up events, games (home and away), and practices.

**H.** Attend all board meetings

**I.** Maintain current rules and bylaws on the field and off the field

**J.** Will assist at all home games with set up and clean up prior to and after games.

**6.16 All Fundraising Coordinators:**

**A**. Develop annual fundraising plan for Board for approval.

**B**. Keep parents informed of all fundraising opportunities.

**C**. Collect and submit all receipts and money to the treasurer immediately.

**D**. Maintain record of contacts, supplies, etc., for future reference on all fundraising event.

**E**. Work with the Media Relations to post all fundraisers on the website.

**F.** Maintain current rules and bylaws on the field and off the field

**G.** Attend all board meetings

**H.** Will assist at all home games with set up and clean up prior to and after games.

**6.17 Concessions Coordinator**

**A**. Organize and oversee all concession activities.

**B**. Supervise staffing of snack bar. (Volunteers must be 14 years old or older.)

**C**. Purchase all food related items as needed to sell in practice and game snack bars.

**D**. Make sure concession stand is setup prior to the start of practice and games.

**H**. Prepare itemized budget for board approval prior to purchases

**I**. Maintains inventory list of snack shack equipment and consumables.

**J**. Prepare for review concessions menu and prices for Board approval.

**K**. Submits all receipts and proceeds to treasurer.

**L.** Maintains records of contacts, suppliers, etc. for future reference.

**M**. Tickets will be sold outside of the concession stand on game day. No money will be exchanged at the concessions stand during games.

**N**. Attend all board meetings

**O.** Maintain current rules and bylaws on the field and off the field

**P.** Will assist at all home games with set up and clean up prior to and after games

**Article Seven (7): Accounting**

**7.1 Incurring Debts:** No member of the Board shall incur any expenses or contract for any expenditure over $50.00 without prior approval (Via meeting or e-mail) of the Board.

**7.2 Accounts Payable:** All accounts payable, including electronic withdrawals, shall be submitted to the Treasurer for payment by check and approved by the board. No debit cards will be issued on any of the organizations financial accounts.

**7.3 Check Writing Practices:** Two (2) signatures are required on all checks issued. The signers on the account shall be: The Treasurer, The Assistant Treasurer, The President, and The Vice President. The second signature may not be the spouse or immediate family member of the primary signer.

**7.4 Financial Accounts:** The treasurer shall maintain all accounting records and have them ready for review and examination by the Board any time they are requested.

**7.5 Final Accounting:** The Treasurer will provide a final accounting to the board at each monthly meeting. Any request to view financial records will be made in writing stating the reasoning for the request.

**7.6 Money Exchange:** No money exchanges or financials will be exchanged with any person other than a board member.

**7.7 Home Games:** The treasurer and 1 other Board Member will make money drops from the cash drawers during designated times. The money will be counted and placed in an envelope with the following: Till start amount, Total Dollar Amount from money drop, Date, and Time of count and signatures of both parties. Documentation of these money drops will be kept for transparency and accountability and will not be discarded without permission of the Board President.

**Article Eight (8): Fiscal and Legal**

**8.1 Fiscal Year:** The fiscal year will be a calendar year from January 1st through December 31st.

**8.2 State Filing:** The organization is intended to operate as a non-profit organization and shall maintain a registration form on file with the Secretary of State.

**8.3 Insurance:** The organization will carry a secondary insurance policy for the players and cheerleaders as required and provided by the TVYFL or the affiliated parent league.

**8.4 League Applications:** The organization shall complete and submit the required documentation required by the TVYFL or the affiliated parent league.

**8.5 Indemnification:** Board members, by reason of holding office, shall not be personally liable for the debts, liabilities or obligations of the organization and the organization shall indemnify each of them to the extent and manner allowed by law.

**8.6 Compliance with 501(c)(3) requirements:** The board will ensure that at all times no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its embers, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Article Nine (9): Conduct**

**9.1 Board/Committee Members:**

**A**. All board members WILL conduct themselves in a professional manner and treat all other board members, athletes, cheerleaders, coaches, league officials and parents with this and all other organizations with respect, honesty, integrity and professionalism. To include any interaction on social media. Any disparaging comments made on social media regarding any board member or the organization will be call for immediate termination of the Board Member.

**B**. All acts and duties of each board member shall be conducted in the best interest of the organization.

**C**. All board members shall have knowledge and understanding of the TVYFL football and cheer regulations and adhere to the requirements of said regulations.

**D**. All Board members shall have knowledge and understanding of the organizations bylaws and adhere to the requirements of said bylaws.

**E**. All contracts, loans, leases or other agreements with the Board members will be negotiated at arm’s length, with the stipulation that the amount charged or paid is no more than the fair market value based on either independent publicly available pricing or additional quotes obtained by the board.

**F**. Board member will excuse themselves from participation in any discussion or vote in which there may exist a conflict of interest related to their individual participation in an activity or award of responsibility or the establishment of any business-related activity for which they stand to gain financially.

**G**. Board members will excuse themselves from participation in and voting on disciplinary actions that directly affect either them or any direct family members except that they may give testimony if requested by the remaining board members.

**H**. Work with their fellow board members in a spirit of harmony and cooperation despite the many differences of opinion, which may arise. Base their personal decisions upon all available facts in each situation; to vote their honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the majority decision of the Board. Board members will act in the best interest of the organization rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the organization. and the use or disposition of its assets, are made solely in terms of the benefits to the organization. They are neither influenced nor appear to be influenced by any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or the organization with which they are affiliated.

**I**. All closed board meeting business is confidential and shall not be discussed with non-board members.

**J**. All board members should not incur any debt to the organization to include snack bar charges.

**9.2 Head Coaches:**

**A**. All head coaches must conduct themselves in a professional manner at all times.

**B**. All head coaches must complete the application and may be subject to an interview process and be approved by the board with a passing DOJ and reference check.

**C**. All head coaches shall have knowledge and understanding of the TVYFL playing and coaching rules and shall adhere to the requirements of said rules.

**D**. All head coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.

**E**. All head coaches shall be knowledgeable in the rules of the sport and shall teach to the players and/or cheerleaders.

**F**. All head coaches will be under the direction of the President, Vice President, League Representative, and the Cheer League Representative.

**G**. Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.

**H**. All coaches serve at the discretion of the Board and can be removed by a vote of the board at any time.

**I**. All head coaches will select their assistant coaching staff; the Assistant Coach must be able to pass a DOJ, reference check and board approval.

**J**. Any fines incurred by a Head Coach because of bad behavior or poor sportsmanship are NOT the responsibility of the organization and shall be paid by the Head Coach.

**K.** Head Coaches will be responsible for creating a practice plan and submitting it to the League Rep. or Cheer Rep. EVERY WEEK.

**L.** Attend all camps, games (home and away), and practices.

**M.** Head Coach for Junior Novice is responsible for staffing volunteers for Novice home games. Novice Head Coach is responsible for staffing volunteers for Junior Novice. Head Coach for JV is responsible for staffing volunteers for Varsity. Varsity is responsible for staffing volunteers for JV.

**N.** All Head Coaches should not incur any debt to the organization.

**O.** Head Coaches are responsible for organizing a Chain Gang and Player counter prior to each game.

**P.** Must sign a contract each year stating that they understand and agree to all the above.

**9.3 Assistant Coaches:**

**A**. All assistant coaches must conduct themselves in a professional manner at all times.

**B.** All assistant coaches must complete the application process and be selected by the Head Coach, pass background, fingerprint, and reference checks and then be approved by the board.

**C.** All assistant coaches shall have knowledge and understanding of the TVYFL playing and coaching rules and shall adhere to the requirements of said rules.

**D.** All assistant coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.

**E.** All assistant coaches shall be knowledgeable in the rules of the sport and shall teach the players and/or cheerleaders.

**F.** All assistant coaches will be under the direct authority and responsibility of the head coach they are assisting.

**G.** Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.

**H.** All coaches serve at the discretion of the Board and can be removed by a vote of the board at any time.

**I.** One assistant football coach per age level will be assigned the roll of assistant equipment manager.

**J**. Any fines incurred by an Assistant Coach because of bad behavior or poor sportsmanship are NOT the responsibility of the organization and shall be paid by the Assistant Coach.

**K.** Attend all camps, games (home and away), and practices.

**L.** All Assistant Coaches should not incur any debt to the organization.

**9.4 Players/Cheerleaders:**

**A**. The players and cheerleaders must conduct themselves in a respectable manner and adhere to the current season’s code of conduct both on and off the field.

**B**. Any head coach or board member, with board approval, has the right to suspend a player or cheerleader for conduct unbecoming to the organization during league activities. The child’s parent or guardian will be notified immediately of the situation.

**C**. Bullying, inappropriate language, and intimidation will not be tolerated and is grounds for suspension and/or removal from the program.

**D**. The board reserves the right to approve additional sponsorships based on current finances.

**E**. Any athlete with (1) unexcused practice absence will sit out the next game a minimum of one quarter. Any athlete with (2) unexcused practice absences will not play in the next game and or cheer in the next game.

**F.** Any player or cheerleader that is tardy by 15 minutes or more will result in the following: (2) times they will sit the first quarter and MORE than (2) times the entire game. If a child is going to be late to practice it is the parent’s responsibility to communicate with the coach.

**Article Ten (10): Amendment of Bylaws**

**10.1 Procedure:** The organization will hold an annual bylaw review meeting in January of every year. The organization reserves the right to call a special Bylaw meeting if needed at any time during the season. A 14-day public notice will be given prior to any special bylaw meeting. These bylaws maybe added to, changed or amended by a quorum by the board in attendance.

**Article Eleven (11): Dissolution of the Organization**

**11.1 Procedure:** The Board of Directors for the organization (referred to hereafter as “the board”) Shall consist of 17 positions. President, Vice President, Secretary, Treasurer, Assistant Treasurer, League Representative, Assistant League Representative, Cheer Representative, Assistant Cheer Representative, Concessions Coordinator, Equipment Manager, Media Relations, Merchandise, Fundraising Coordinator and 3 Members at large.

Upon dissolution of the organization, all remaining assets must be used exclusively for exempt purpose(s). This includes but is not limited to donations to groups such as chartable, religious or groups dedicated to educational purposes.

These bylaws consisting of twelve (14) pages, including the signature page, have been reviewed and approved by the board and shall become effective on the date signed by the board. The Secretary shall maintain these bylaws and make a copy available to all members of the organization.

We hereby certify that the foregoing bylaws, as adopted and approved as the bylaws by the Directors on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the same do now constitute the bylaws of Hughson Oilers Youth Football and Cheerleading, Inc.

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| Austin Harden | Jon Perkins |
| President | Vice President |
| Nadean Perry | Sherry Gonzales |
| Secretary | Treasurer |
| Kyle Bridgford | Paul Gonzales |
| Assistant Treasurer | League Representative |
| Jacob Perry | Wendy Harden |
| Assistant League Representative | Cheer Representative |
| Leslie Branco | Chasiti Greene |
| Assistant Cheer Representative | Concessions Coordinator |
| James Williams | Elizabeth Gonzales |
| Media Relations | Merchandise Coordinator |
| Adam Hale | Randee Villareal Kelly Bridgford |
| Equipment Manager  Patricia Workman | 3-Member at Large |
| Fundraising Coordinator |  |