

VIGO YOUTH FOOTBALL LEAGUE: CODE OF BY-LAWS

This document and the verbiage, processes, and statements contained herein regarding Vigo Youth Football League (VYFL) replace any previously written and documented verbiage, processes, and statements.

ARTICLE I - Name

The name of this corporation shall be VYFL. The use of this name, likeness or logo without the expressed permission of the Board of Directors of said League is prohibited.

ARTICLE II - Mission Statement

Mission Statement

It is the mission of Vigo Youth Football to promote the continued development of young athletes as it relates to the fundamentals of football, sportsmanship, and athletic competition. This will be achieved through participation in games and other football related activities and competing at the highest level possible. Coaching each player in reaching their maximum potential and contribution in the game of football and in transforming those skills from the football field to become tomorrow's leaders.

General Purpose

The purpose of the VYFL shall be:

- Develop and maintain a properly supervised contact football league for youth from the first through eighth grades.
- Promote improved community relations by demonstrating an interest in the youth of our area.
- Encourage physical and mental growth through team competition.
- Emphasize good citizenship and scholastic achievement.
- Nurture good sportsmanship and a sense of fair play.

ARTICLE III - Membership

Section 1: Qualification for League Participation

Age - A player should be in the first (1st) grade through eighth (8th) grade and five (5) years old and not fifteen (15) years of age prior to August 1st of that year to be eligible to play tackle football. Any exceptions to these guidelines will be Board approved. Birth certificates are required as proof of age and for league registration.

Liability – the parents or guardians of any child participating in the League must execute and Parent Consent and Release on a form designated by the League before any league participation.

Section 2: Membership Fee

- A. All participants shall be requested to pay a registration fee. The registration fee will be paid in full prior to receipt of any league owned and/or supplied equipment, no exceptions.
- B. The Board shall establish the registration and any equipment fees annually. Refunds do exist minus a twenty-five (dollar) administrative fee per policy. Approvals for refunds will be at the Boards discretion.
- C. League owned and supplied equipment is defined as follows:
 - For Players – One (1) helmet, one (1) shoulder pad, one (1) pant, and one (1) jersey.
 - For Coaches – One (1) new game ball, one (1) Tee, and one (1) Kicking Tee (if grade applicable).
- D. The Board reserves the right to post a late registration fee of \$20.00 per incident.
- E. In the event the League is notified by any financial institution due to players membership fee has been declined due to insufficient funds (i.e., returned checks, counterfeit monies, etc), the parent or guardian of player will be notified that the player will not be allowed to participate in any league practices or scheduled games until membership is fully paid and verified.

ARTICLE IV - Directors

Section 1: The Board of Directors

- A. It is the responsibility of the Board of Directors to govern the functions of the corporation. The governing body of the corporation shall consist of a minimum of eighteen (18) persons and shall be known as the Board of Directors. Specific duties of each position are outlined in the following Section 2. The board may adjust the number of board members (more or less) as deemed necessary with the growth or decline of the league.

Section 2: Officers of the Corporation

Note: Any officer position may remain unfilled at the discretion of the President.

A. President

- Shall preside at all official meetings held by the corporation.
- Shall act as chairperson of the board of Directors.
- Shall be the official spokesperson for the corporation.
- Shall supervise the work of all other officers and shall be an ex-officio member of all committees.
- Shall have the authority to sign checks issued by the corporation along with the Treasurer and or Vice President.
- Shall have the authority to appoint special committees.
- Shall have the authority to remove, with a majority Board approval vote, any Board member who does not represent VYFL in an appropriate manner or who acts in a way that is unbecoming or harmful to the League.
- Shall be responsible for canceling scheduled games in accordance with the Rules of Play.
- Shall assist, along with the Directors of Coaches, the Director of Player Personnel to assign any player who registers after the draft of teams as specified under the Rules of Play adopted by the board.

- Shall appoint an individual to represent the corporation's interest at local community meetings or events that have a bearing on the league.
- Shall assist, along with the Directors of Coaches, the Director of Player Personnel to transfer any player from one team to another with mutual consent between coaches and parent or guardian.
- Shall oversee post-season tournaments.
- Shall oversee the annual review of by-laws, rules of play, and coach's handbook.
- Shall be able to hold a head coach or assistant coaching position in the Corporation with the permission of the board.
- Lead annual business planning efforts to establish annual business objectives and budgets.
- Shall review with Board and then approve a league calendar that will include an end date in which all football related activities will cease
- Shall appoint a Director if any Board position is needed or a vacancy occurs.

B. Vice President

- Shall preside at all VYFL functions if the President is absent.
- In conjunction with the President, shall supervise the work of all other officers. The Vice President shall be an ex-officio member of all committees.
- Shall oversee the opening day activities.
- Shall have the authority to sign checks issued by the Corporation along with the Treasurer and or President.
- Shall be in charge of scheduling the Officer of the Day, announcers and timekeepers for each game and the opening and closing of the fields.
- Shall hire, appoint and pay all officials.
- Shall be responsible for overseeing the operation of the announcer's booth.
- Shall be able to hold a head coaching position or assistant coaching position in the Corporation with permission of the Board.
- Shall serve on the By-Laws and Rules of Play Committee.

C. Director of Administration

- Shall notify all board members of scheduled meetings.
- Shall keep accurate minutes of all official meetings of the corporation.
- Shall be responsible for all correspondence of the Corporation.
- Shall keep and file all historical documents and policies for the Corporation.
- Shall oversee all team Moms and team Dads.
- Shall keep vital statistics during the season and post these weekly.
- Shall maintain the league database for players and equipment.

D. Director of Sales and Fundraising

- Shall diligently seek sponsorships and assignment to teams.
- Shall maintain sponsorship list and coordinate with the Dir. of Administration.
- Shall coordinate appropriate sign recognition.
- Shall be responsible for all league fund raising activities.

E. Director of Operations

- Shall be responsible for operations and maintenance of the buildings and surrounding areas.
- Shall oversee all facility improvements and maintains the operations budget.
- Shall oversee safety and security of the facility.

F. Treasurer

- Shall handle all of the Corporation finances.
- Shall keep a record of all the Corporation's income and expenditures.
- Shall prepare a written monthly financial report for the Board of Directors.
- Shall have the authority to sign checks issued by the Corporation along with the President's and/or Vice President's signature.
- Shall keep the Corporations book and file all necessary reports to the Secretary of State.
- Shall ask for receipts for all bills owed by the Corporation.
- Shall assist in the preparation of all tax and financial reports.
- Shall assist with the registration of players.
- Shall be responsible for obtaining insurance coverage on all league property, liability, and Dishonesty Bond.
- Shall maintain a complete record of all league and player registration
- Shall provide the league with an annual budget at the beginning of the year.
- Shall be a member of the Concession Committee if applicable.

G. Director of Special Events

- Shall be responsible for securing all publicity by any of the news media for the Corporation and all of its functions.
- Shall be responsible to present registration and league information to all VYFL elementary and middle schools for early and summer registration.
- Shall coordinate special functions outside of the normal functions of the VYFL.
- Shall assist Director of Administration with year-end team awards.
- Shall schedule and coordinate picture day(s).

H. Director of Coaches

- Shall be Co-Chairperson of Coaches Committee. Also shall be responsible as Co-Chairperson of the Coaches Committee for all coaching applications.
- Will recommend to the board for their approval, a list of coaches for each team in the Corporation.
- Shall supervise all phases of the method of training by the coaches of all players.
- Shall, along with the President, assist the Director of Player Personnel to assign any player who registers after the draft of teams as specified under the Rules of Play adopted by the board.
- Shall be responsible for any scheduled Coaches meetings.

I. Director of Player Personnel

- Shall be responsible for assuring that all players in the Corporation meet the requirements of participation as defined in the Rules of Play.
- Shall be responsible for the weigh-in of all players.
- Shall oversee the draft of all players.
- Shall have the responsibility, along with the President and Directors of Coaches, to assign any player who registers after the draft as specified under the Rules of Play.
- Shall verify that all players that exceed the ball carrying weight have the appropriate stripes on the front of their helmet.
- Shall be able to hold a coaching position or assistant coaching position in the Corporation with the permission of the board.

J. Director of Equipment

- Shall maintain a written inventory of the entire Corporation's equipment.
- Shall oversee the return of all equipment and non uniform equipment
- Shall oversee the issuance of uniforms and/or jerseys to all players.
- Shall pack and store uniforms and equipment during the off-season.
- Shall be responsible for the dispersal of all league non-uniform and uniform equipment to coaches when applicable – Game Ball, Tees, etc.

- Shall oversee the equipment room(s) and security of inventory housed inside of equipment room(s).
- Shall oversee inspection and reconditioning of equipment, as required, of all VYFL equipment at the end of the physical year.
- Shall maintain the budget and listing of all needed equipment for submittal for Board approval.

K. Director, Field Maintenance

- Shall be responsible for the maintenance of fields; including the purchasing and expending of all needed maintenance supplies associated with the field.
- Shall be a Co-Chairperson of the Field Facility Maintenance Committee.

L. Director of Safety:

- Shall schedule the mandatory safety meeting for all coaches.
- Shall set a standard to help oversee the safety of entire game facility.

M. Director of Program Development

- Shall oversee the officials, game management and rules as it applies to league play.
- Shall be responsible as it pertains to coaching development, in coordination of any related activities as directed by the league.
- Shall be responsible for coordination of League evaluations at end of season.
- Assist Director of Coaches and Player Personnel in the selection process of Coaches.
- Assist Director of Coaches and Player Personnel in the administration of the Draft.

N. Director of Technology

- Shall oversee all technical aspects of the league's operations.
- Shall be responsible for maintenance of the league's online website.
- Shall be responsible for creation of any database or spreadsheet information related to the maintenance of league records.
- Advises the Board on the technology needs based on the most current technologies available.

O. Director of Concessions (If applicable)

- Shall oversee complete and total operation of concessions for the league.
- Shall coordinate collections of daily receipts and submit to the Treasurer on a timely basis.

P. Director of Travel

- Shall oversee travel coordination for the 7th and 8th grade VYFL teams.
- Shall communicate with surrounding Middle School Athletic Directors and schedule home and away games via IHSAA rules and acting contracts.
- Shall oversee maintenance of VYFL owned transportation vehicles.
- Shall oversee the scheduling of drivers and ensuring proper licensing, background checks, and proper insurance of such drivers.

Section 3: Resignation

Any Board member wishing to vacate their position may do so by submitting in writing their resignation to the board.

Section 4: Board Attendance

- A. Any Board Member who cannot attend a scheduled board meeting shall notify the presiding officer as to the reason for their absence. After two (2) missed meetings that are deemed unexcused the member will lose voting rights for the year. The board may remove any members who have missed three (3) unexcused board meetings without a legitimate excuse by majority vote of the board.

At least two-thirds ($2/3^{\text{rd}}$) of the board must be present in order to conduct business and therefore vote on any issue.

Section 5: Vacancies

- A. Any Directorship vacated by resignation or otherwise, will be filled by appointment with a majority vote by the remaining Board of Directors. Said appointed director shall assume the responsibilities of an elected director.

ARTICLE V – Elections

Section 1: Elections

An election for Officers shall be held annually for the following fiscal year by the corporation on a date to be determined by the board but no later than December 1st of each year.

Section 2: Term of Office

- A. Duly elected directors shall take office officially January 1st and shall serve for a period of two (2) years.
- B. After serving their term, they may elect to retain their position with Board approval and a vote of retention on the election ballot.

ARTICLE VI - Committees

Section 1: Standing Committees

A. Registration Committee

This committee shall have as its Chairperson the Director of Administration. It shall be the duty of this committee to:

- Oversee and conduct the registration of all players into the Corporation.
- Maintain current applications of all players in the Corporation.

B. Rules of Play and By-Laws Committee

This committee shall automatically have as its Co-Chairperson the Directors of Coaches and the Director of Player Personnel. It shall be the duty of this committee to:

- Recommend to the Board, for its approval, the Rules of Play, which shall govern all games.
- Recommend to the Board, for its approval, a Code of Conduct which all players, parents, and Coaches will be expected to abide by.

C. Budget / Finance Committee

This committee has as its Co-Chairpersons the President, Vice President, and Treasurer. It shall be the duty of this committee to:

- Prepare the annual budget for approval by the Board
- Recommend expenditures on behalf of the league.
- Provide Budget and Expenses on a monthly basis to the Board for review.

D. Field Maintenance Committee (If applicable)

This committee shall automatically have as its Co-Chairperson the Director of Coaches, Director of Player Personnel, and the Director of Program Development. It shall be the duty of this committee to maintain the following:

- All practice areas, game fields, and buildings for VYFL use.
- All board members are automatically members of this committee.

E. Coaches Committee

This committee shall automatically have its Co-Chairpersons the Director of Coaches, Director of Player Personnel, Director of Program Development, and a minimum of one (1) High School Coach. This committee shall be responsible for:

- Receiving all coaching applications for recommendation to the Board for its approval of coaches and assistant coaches for each team in the Corporation including any post season play.
- The term of each approved coach will be a period of one season.
- Coaches will be selected based on qualifications and must be willing to submit to a background check.
- Only current board members may serve on this committee.
- All applicants are to be interviewed by an appointed Director, recommended to the Board of Directors and a vote conducted, where the majority vote will be observed.

F. Concession Committee (if applicable)

This committee shall be responsible for all business connected with the concession stand. The Director of Concession Operations shall chair this committee. Other committee members will also include the President and the Treasurer of the league.

G. Travel Committee

This committee shall automatically have its Chairperson the Director of Travel. This committee shall be responsible for all travel related activities as well as coordinating food and drinks (if applicable) for away games.

Section 2: Governing Committee Action

It is understood that all committee proposals, whether standing or special, are governed by board approval.

Article VII – Meetings / Voting

Section 1: Regular Meetings

- A. The board shall hold regular monthly business meetings, the time and place to be approved at each previous meeting.
- B. All Board meetings will be closed to the public unless Board approval is given.

Section 2: Special Meetings

- A. The President can call special business meetings. Only pre-designated items of business may be discussed at such meetings.

Section 3: Procedures

- A. A quorum, which consists of two-thirds (2/3rd) of the total Board of Directors must be present to Conduct any business at all board of Director meetings. Unless expressly stated elsewhere in the By-Laws, the Board may only take action on a motion by a majority vote on the Board membership.

Section 4: Email Votes

- A. Email votes can apply when deemed necessary by the President.

Section 5: Fiduciary Vote

- A. Any expenditure outside of approved budget, in excess of \$300 shall be voted upon by every Voting member of the Board, and require 75% approving votes.

Section 6: Annual Report

- A. The President, Vice-President, and Treasurer will submit the Annual Report to the Board at the last Board meeting in the fiscal year.

ARTICLE VIII - Amendments

Section 1 - Process

- A. The Code of By-Laws and/or Rules of Play may be altered, repealed or amended, in whole or in part, and a new Code of By-Laws and/or Rules of Play may be adopted at any regular meeting of the Board of Directors or at a special meeting of the Board of Director. These changes must be voted upon by every voting member of the Board and require 75 percent approving votes.
- B. Notice of any special meeting shall contain notice of such proposed changes.

ARTICLE IX - Fiscal Year

Section 1 - Defined

- A. The fiscal year of the corporation shall begin on the first day of January in each year and end on the last day of December of the same year.

ARTICLE X - Board Approval

This document was created January, 2013. The Board of Directors approved these changes on February 1, 2013.

Signed: _____
Todd Russell – President

Signed: _____
Gus Scank – Vice President