



GOLDBACKS YOUTH **FOOTBALL LEAGUE Inc.**

Article I: Organization Name

The organization shall be known as Goldbacks Youth Football League, Inc. (referred to as GYFL)

Article II: Governing Rules

Meetings of GYFL shall be governed by latest edition of *Roberts Rules of Order*.

Article III: Mission Statement

Section 1: Primary Mission

The primary mission of GYFL is to encourage the youth of Newburgh Enlarged City School District to strive for academic excellence throughout the school year; to practice ideals of Teamwork, Sportsmanship and Physical Fitness; to develop friendships through a common interest in athletic competition and to learn to accept discipline and direction through adult supervision.

Section 2: Secondary Mission

The secondary mission is to develop and improve football and cheer skills of our youth and enable them to participate in their respective competitions.

Article IV: Calendar Year

The calendar year shall run from January 1st through December 31st of the same year.

Article V: GYFL Governing Foundation

GYFL shall be governed by a Board of Directors (referred to as “the Board”) which consists of Executive Officers, Committee Directors and General Board members.

The Board of Directors shall have the following positions.

- Executive Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Safety Director

- Committee Directors

Cheerleading Director
Equipment Director
Fundraising Director
Recruitment Director

- General Board Members

Article VI: Duties of Board of Directors

President (even)

The President shall:

1. Protect the interest of all participating youth and otherwise tend to matters which are in the best interest of GYFL, Inc.
2. Enforce provisions of the Bylaws and the Rules and Regulations as written.
3. Supervise the actions of the Executive and General Board Officers.
4. Direct strategic growth of GYFL.
5. Represent GYFL's interests at Conferences, NECSD and all other organizations in which GYFL might participate.
6. Delegate assignments as necessary to carry on the business of GYFL.
7. Determine game cancellations.
8. President must preside at all meetings.
9. Attend and support fundraisers and events.

Vice President (odd)

1. In the absence or disability of the President, the Vice President shall perform the duties of the President. While so acting, he shall have the power and authority of the Office of the President.
2. Responsible for maintaining the Bylaws and for recording any and all suggestions for changes and amendments to said Bylaws.
3. The Vice President shall coordinate with and receive reports from the Fundraising Director.
4. Coordinate the referees for all home games and playoffs.
5. Attend and support fundraisers and events.

Treasurer (even)

1. Responsible for deposits and distribution of GYFL funds.
Incoming Cash
 - a) Treasurer and one other Executive Officer will verify cash, check and charge amounts that come from fundraisers, registration or any other sources of income.
 - b) Receipt will be given to the income source officer, i.e.; Fundraising Director and a copy of the receipt slip will be retained by the Treasurer.

Outgoing Cash

- a) Executive Board will approve/disapprove all expenditures based on majority vote.
 - b) Memo section of every GYFL check will notate purpose and invoice number. (invoice # when available)
 - c) Treasurer will make every attempt to write checks directly to vendor rather than the individual making the purchases for reimbursement. Some exceptions may apply. Receipts are required for any and all reimbursement and are to include purpose for accurate documentation and must be submitted immediately or payment will not be approved.
 - d) Treasurer and one other Executive Officer will review and confirm the accuracy of all invoices before payment is made.
2. A Treasurer Report is required at each regular monthly meeting which is to include a verbal monthly report of current operations as well as a written copy of the monthly financial report dated as December 31st.
 3. Coordinate with the outside public accountant for the completion of the annual Federal Tax return filing.

TAX RETURNS TO BE FILED IN A TIMELY MANNER

(Failure to do so could result in interest and penalties applied to GYFL.)

- a) Federal Form 990-EZ will be filed each year by the Treasurer and outside public accountant no later than April 15th.
- b) An inventory of assets will be completed each year by January 31st.

Sales Tax Exempt Status / IRS Letter Status

- a) Treasurer shall utilize the sales tax exempt number (letter) when making purchases to avoid paying sales tax on items purchased for BYF&C. (food, prizes...etc.)
 - b) Tax Exempt Permit will be held in possession of the Treasurer and made readily available for business donations, grants and individual contributions.
4. Retrieve mail on a weekly basis.
 5. Attend and support fundraisers and league events.

Secretary (odd)

1. Record minutes of all meetings and handle all correspondence.
2. Meeting minutes must be sent to Board Members 2 days prior to monthly meeting so that all Board Members have time to review them.
3. Agenda items must be collected from Board Members 7 days prior to the monthly meeting.
4. Agenda must be sent out 2 days prior to monthly meeting.
5. Secretary shall notify the Board of Directors of regular monthly meetings and any special meetings called and or changes to meeting schedule.
6. Maintain a roster of Board Members and Head Coaches or designee in attendance.
7. Assist President or Vice President of any additional duties.
8. Responsible for coordinating team representatives regarding all registration paperwork.

9. Receive registration on all tackle players and cheerleaders and review information with the Executive Board.
10. Receive, compile, input and prepare all individual team rosters as soon as information is available for both tackle and cheer.
11. Attend all paperwork and book certification meetings.
12. Assist the coaches game day books which include emergency contact numbers.
13. Save meeting minutes for 5-years
14. Attend and support fundraisers and league events.

Safety Director

1. Complete Level 1 Coach Certification or Recertification.
2. Complete and pass a background check with USA Football's background screening provider (NCSI).
3. Attend USA Football Player Safety Coach training clinic.
4. Ensure all coaches have completed USA Football certification.
5. Conduct player safety clinic for all parents and players.
6. Observe practices and as needed provide guidance to coaches relative to Heads-up Football's best practices.
7. Serve as the organization's expert and point of contact for player health and safety recommendations, particularly from USA Football and the CDC.
8. Ensure that weather regulations are adhered to for practices and games.
9. Attend and support fundraisers and league events.

Cheer Director

1. Select coaches and helpers responsible for coordinating the day-to-day activities of each of the Cheer squads.
2. Selecting and ordering all components of the Cheerleading Outfit, including the uniform, shoes, socks, turtleneck, briefs, hair scrunchies, jackets, pants and t-shirts. Coordinate and manager the uniform fitting, uniform pick-up and uniform return process.
3. Coordinate and manage the practice and game schedule. Schedule and coordinate special appearance at outside events that many include but are not limited to Pep Rally and Cheerfest.
4. Attend monthly board and select OCYFL meetings and events.
5. Ensure communications of all pertinent information is reaching Cheer Coaches and families.
6. Attend and support fundraisers and league events.

Equipment Director

1. Maintain accurate inventory of equipment.
2. Maintain an accurate record of equipment assignment after distribution to individual teams/players with the aid of respective head coaches and assistants.

3. Submit to the Executive Board an inventory and repair/replacement list as soon as the need arises; report the status of equipment and equipment shed to the Board of Directors at the monthly meeting.
4. Expedite the purchase of equipment and supplies for GYFL at the best price and quality as approved and directed by the Executive Board.
5. Determine date for equipment distribution and return and advise respective head coaches of time slot related to their team.
6. Coordinate the sizing of jerseys and assigning and enforcing the league number policy. (see league rules for policy details)
7. Responsible for the entire game jersey ordering process.
8. Responsible for collection of all equipment and maintain accurate records of return with the aid of head coaches and assistants at the end of the season.
9. Attend and support fundraisers and league events.

Fundraising Director

1. Contact and gather all information pertinent to fundraising activities.
2. Responsible for soliciting of funds for charitable donations, grants and sponsors.
3. Oversee ordering and distribution of the proceeds from fundraising activities.
4. Organize any other activity deemed necessary by the Board of Directors.
5. Responsible for reporting updates at board meetings.
6. Attend and support fundraisers and league events.

Recruitment Director

1. Responsible for advertising registration dates on social media.
2. Setting up recruitment events at local venues, ie. Community day, little league fields and walk-in events.
3. Setup league events that introduce potential players to the sport of football and cheer.
4. Contacting parents and past players to gauge interest in playing for the following season.
5. Attend and support fundraisers and league events.

General Board Members

1. Responsible for advancing the mission of the GYFL.
2. Responsible for helping with fundraising for the league which included but is not limited to using personal and professional networks to help grown the league financially.
3. Attend and support fundraisers and league events.

Article VII: Voting Powers

- The Board of Directors have voting power in the matters of policy making, direction setting and financial affairs. This includes but is not limited to voting in of Head Coaches and Board Members. In the event of a tie, the President has the final deciding vote. Any Board of Director must recuse themselves from voting if the issue pertains to them personally or their immediate family.

Article VIII: Disciplinary Action

The Voluntary position of any officer on the Board of Directors can be terminated by a majority vote.

1. The removal or disciplinary suspension of a Board of Directors member.

Any action causing dismissal or suspension shall consist of but are not limited to the following:

- a) Any action deemed to be detrimental to GYFL, Inc.
- b) Failure to fulfill assigned duties after a verbal and written warning.
- c) Any behavior that violates the Codes of Conduct, including the Board of Directors Code of Conduct, Parents Code of Conduct and Coaches Code of Conduct.
- d) Any Board Member missing 4 (four) regular meetings or 3 (three) consecutive monthly meetings in 1 (one) calendar year shall be removed from his or her position with GYFL immediately. The only exceptions are excused absences. Each board member is responsible for notifying a member of the Executive Board if they cannot attend the meeting.

Article VIII: Vacancies

The Board of Directors must screen all person/s interested in filling a vacant position.

The final approval for the individual for the position will be confirmed by majority vote of the Board of Directors.

Article X: Election of Board of Directors

The Board of Directors positions will be elected at an open meeting to be held prior to December 31st of the current year. Any interested person may request to be voted to the GYFL Board of Directors position within the following guidelines:

1. The office of the President, Vice President, Treasurer, Secretary can only be held by an individual who has been involved as a Head Coach or General Board Officer with GYFL for a period of 2 (two) or more years. Direct participation within GYFL for a season constitutes involvement or participation for one year.
2. The Board of Directors may approve an exception to this requirement by a two-thirds majority vote.
3. Candidates for office must be a member in a good standing within the OCYFL. GYFL shall notify the OCYFL Executive Board of the removal or

resignation of a member of the Board of Directors or Coaching Staff. Any person who has been removed from another league association is NOT entitled to serve on the GYFL Board of Directors.

Article XI: Terms of Office

The term of Office for the Executive Board members is a 2-year period renewable in December of the specified year or until resignation or removal by the majority vote of the Board of Directors. General Board members shall be elected yearly, renewable in December or until resignation or removal by majority vote of the Board of Directors.

Article XII: Terms of Commitment

Prior to January 1st of the upcoming year the Board of Directors shall elect officers.

Executive Officers shall be elected per the commitment of 2 (two) years for the following offices:

Even Years

- President
- Treasurer

Odd Years

- Vice President
- Secretary
- Safety Director

In the event that an individual resigns from their current position prior to fulfilling the commitment time period, the Executive Board will submit a nomination that will fulfil the remainder of any term of any Board member except President or Vice President. When a viable candidate applies, that candidate may be elected into position until the commitment period is fulfilled. Then they may be re-elected to the position for a full term.

Resigning members will have to wait for the next calendar year to re-apply. If a member resigns a second time they will not be eligible to re-apply.

The following Committee Directors are up for election every year:

- Cheerleading Director
- Equipment Director
- Fundraising Director
- Recruitment Director

Article XIII: Meetings

Section 1: Annual Meetings

The annual meeting shall be held no later than December 31st of the GYFL fiscal year to elect vacant Board of Director offices. The date will be set by the President and publicized at least two weeks prior to the meeting.

Section 2: Regular Meetings

The regular meeting shall be held monthly on the second Tuesday of the month. Board members shall inform the Secretary if they need time to talk during the meeting. GYFL teams will have a representative present at the Board meetings. The representative from the GYFL team may be the Head Coach, any Assistant Coaches and will be considered a guest of the Board of Directors. During discussion, the representatives from the GYFL teams or guests shall have no voting rights but may make statements, concerns or opinions. The Board of Directors will assign the guest a specific time for presentation. All Board members are required to have their reports to the Secretary 7 days prior to the regular meeting.

Section 3: Special Meetings

Any member of the Board of Directors may request a meeting with a specific date and time. The final approval and confirmation will come from the President and Vice President.

Section 4: Executive Board Meetings

The Executive Board may meet as necessary to address issues that require immediate attention. During these meetings any decision must be passed by majority and the decision will be treated as is passed by the full board.

Section 4: Quorums

For any general (regular) board meeting to take place there must be a minimum of 50% of the board present. In order to have a quorum there must be two-thirds of the Board of Directors present for a vote and the majority vote passes.

Article XIV: Coaches and Assistant Coaches

Section 1: Selection of Head Coaches

The interviewing panel shall be nominated by the Board of Directors. The interviewing panel shall nominate a candidate to be elected by a majority vote of the Board of Directors. Selections shall be made as early in the fiscal year as possible. Any new Head Coach must submit information for a background check to be done by the league. Any returning Head Coach is not required to submit to an interview. A Head Coach that is willing to return to the same division, is running unopposed and is voted unanimously by the Board of Directors will be awarded the head coaching position.

Section 2: Assistant Coaches

The Head Coach selects all Assistant Coaches. All Assistant Coaches must submit information for a background check to be done by the league. No team is to have more than 6 Assistant Coaches and one team trainer.

Section 3: Reviews

At the conclusion of each year, the Board can review the performance of all coaches in accordance with the GYFLs Coaches Code of Conduct. The Coaches whose performance was not in the best interest of GYFL may not be invited back to coach

again. All decisions are to be confirmed by majority vote of the Board of Directors and said coaches shall be so advised in writing.

Section 4: Duties of Coaches (Head & Assistant)

- a. Know, understand and follow the USA Football Rules and Regulations, OCYFL Rules and Regulations and the GYFL league Rules and Regulations.
- b. Be present at all games, practice and events.
- c. At least one member of each coaching staff must be CPR certified.
- d. Attend Board meetings as a representative to contribute.
- e. Assist the Equipment Director in distribution and collection of team uniforms and equipment.
- f. Assist Secretary-in collection of all forms necessary to participate in GYFL.
- g. Assist Treasurer in-collection of all player/cheerleader registration to participate in GYFL.
- h. Assign volunteers to record mandatory plays and setup and breakdown of game field.
- i. Police bench area after all games and practices
- j. Oversee pre-game weigh-ins.
- k. Turn in mandatory play sheets to the head coach at the end of each game.
- l. Abide by all points of the Coaches Code of Conduct and Parent Code of Conduct.

Section 5: Disciplinary Actions

Any Head Coach, Assistant Coach or team affiliate failing to comply with the duties of the coaches may be suspended from the participation in any or all GYFLs activities; or placed on probation by majority vote of the Board of Directors. The Board of Directors will set terms of probation. Failure to comply with probation shall result in immediate suspension for the remainder of the season.

Article XV: Adult Behavior

1. At any GYFL event, practice or competition; any adult who verbally abuses, attempt to intimidate, is flagrantly rude or cannot control their language or actions with an official, coach or GYFL volunteer will be ejected from the GYFL event. He/she will receive a written warning concerning their behavior. His/her child(ren) may be immediately removed from the GYFL event as well.
2. Any adult that commits a second similar offense will be banned from GYFL events for the remainder of that season and their child(ren) may be removed from GYFL for the remainder of the season.
3. Any adult who physically assaults an official, coach or GYFL volunteer before, during, or following a GYFL event will be banned permanently from GYFL and their child will be removed from the GYFL program for one year from the date of the offense. Their child(ren) will not be allowed to participate in any GYFL event during the sanctioned period. After one year, the parent may apply to the Board of Directors for reinstatement of their child.

Article XVI: Committees

The President and or/Board of Directors may establish temporary or standing committees from time to time; as it appears necessary or desirable for the orderly conduct of GYFL's business.

A Bylaw Committee shall be established every year to review Bylaws and make recommendations to Board of Directors for consideration of change.

Article XVII: Affiliates

Sections 1: Solicitations

No member of the group shall solicit funds on behalf of or in the name of GYFL without the consent of GYFL and any funds collected shall be immediately turned over to the Treasurer.

Section 2: Use of Name

The use of "USA Football" name is granted by the National Committee to chartered affiliates and may not be extended to any other organization.

Section 3: Affiliates

No member of the group may use the name of, nor operate on behalf of GYFL without prior consent of the Board.

Article XVIII: Amendments

These Bylaws may be amended only after a Bylaw committee submits written revisions to the board in advance of the next scheduled meeting. All amendments will require majority affirmative vote of the Board of Directors.

Article XIX: Maintaining Key Control

In order to maintain "Key Control", codes to the shed will be limited. The President, Vice President, Equipment Director and head coaches shall each have code access to the equipment shed. Should other codes need to be distributed, that will be voted on and documented. The President, Secretary and Equipment Director will have keys to the concession stand. Should other keys need to be distributed that will be voted on and documented.

Article XX: Game Day Responsibilities

All board members will equally share in game day setup and cleanup of Academy field. A schedule will be provided prior to the season for each home game by the equipment Director.