

**TROJAN YOUTH FOOTBALL & CHEER
BY-LAWS 2018
TABLE of CONTENTS**

ARTICLE I: NAME AND AFFILIATES.....	3
ARTICLE II : PURPOSE	3
Section 1 GENERAL PURPOSE	3
Section 2 IDENTITY	4
b. Trojan Logos:	4
ARTICLE III : GOVERNING BODY AND DEFINITION OF MEMBERS	4
Section 1 The GOVERNING BODY.....	4
Section 2 OFFICERS:	4
Section 4 The GENERAL BOARD	4
Section 8 Request for removal of an Executive Board Officer	5
Section 11 MEMBERS	6
a. VOTING MEMBERS	6
ARTICLE IV: AUTHORITY AND SCOPE OF RESPONSIBILITIES OFFICERS	6
ARTICLE V: NOMINATIONS, ELECTION PROCESS, AND TERMS OF OFFICE	6
Section 1 An ELECTION COMMITTEE.....	7
Section 2 ELIGIBLE VOTING MEMBERS:	7
d. ELECTION DAY	7
Section 4 The term "good standing"	7
Section 10 Term of Office.....	8
Section 11 Fulfilling Open Positions	8
ARTICLE VI: BOARD POSITIONS AND RESPONSIBILITIES.....	9
ARTICLE VII: RULES OF THE ASSOCIATION	16
Section 4 Team Fulfillment:	16
Section 5 FINANCES and RELATED POLICIES:	16
e. BAD CHECK POLICY (BOUNCED CHECKS):	17
i. Solicitation of Funds:	17
j. Money collection	17
l. DONATIONS.....	18
Section 6 FINES and PENALTIES:	18
Section 7 BOARD MEETINGS.....	19
Section 8 A CODE OF CONDUCT	20
Section 9 DRESS CODE:	21
a. BOARD & TEAM STAFF UNIFORM POLICY	21
Section 10 ALCOHOL.....	22
a. Disciplinary Process	23
Section 14 Statement of Grievance Procedure.....	23

Trojan Youth Football & Cheer By-Laws

Section 15	YEAR-END AWARDS CEREMONIES	24
Section 16	OUTSIDE CHEER & DANCE COMPETITIONS	24
ARTICLE VIII: HEAD COACH (FOOTBALL & CHEER) SELECTION PROCESS AND RESPONSIBILITIES		26
Section 8	RECRUITMENT of ATHLETES:.....	28
Section 9	TEAM STAFF:	28
Section 14	DISSOLUTION OF A TEAM	30
ARTICLE IX: TEAM RESPONSIBILITIES.....		30
Section 1	TEAM STAFF SUPPORT TO THE ORGANIZATION:	30
a.	Snack Bar Operations:.....	30
Section 2	TEAM MOM SNACK BAR OPERATION:	30
Section 3	TEAM BUDGETS	31
ARTICLE X: COMMITTEE PARTICIPATION RULES		31
ARTICLE XI: PLAYER-CHEERLEADER ELIGIBILITY & PARTICIPATION REQUIREMENTS		31
Section 5	PLAYER and CHEERLEADER REGISTRATION REQUIREMENTS	32
a.	PARTICIPANT APPLICATION.....	32
b.	PARTICIPANT/REGISTRATION FEE:	32
c.	NON-PAYMENT DEADLINE:	32
Section 9	REQUIRED REGISTRATION DOCUMENTS:.....	33
Section 10	SCHOLASTIC REQUIREMENTS:.....	34
Section 11	REQUIRED FUND-RAISERS:	34
c.	SNACK BAR REQUIREMENT:.....	34
Section 14	PARENT CODE OF CONDUCT	35
ARTICLE XII: SCHOLASTIC/LITTLE SCHOLARS PROGRAM		35
ARTICLE XIII: MEMBERSHIP PROGRAM		36
ARTICLE XIV: AMENDMENTS TO BY-LAWS		37
ARTICLE XV: DISSOLUTION OF ASSOCIATION		37
APPENDIX A: ORGANIZATIONAL CHART—Chain of Communication		39

Trojan Youth Football & Cheer By-Laws

ARTICLE I: NAME AND AFFILIATES

- Section 1** This organization shall be known as: TROJAN YOUTH FOOTBALL & CHEER, a public nonprofit, volunteer-operated association. Trojan Youth Football & Cheer, also referred to, and as written into these By-Laws, as “TYF.”
- Section 2** Trojan Youth Football & Cheer was founded and organized in September of 2015 as an unincorporated association.
- Section 3** In 2015, Trojan Youth Football & Cheer, became a Chapter Member of the ORANGE EMPIRE CONFERENCE OF THE POP WARNER FOOTBALL ASSOCIATION (also known as the OEC) and is governed by the OEC and POP WARNER Rules and By-Laws as established and revised.
- Section 4** Nonprofit Status: The county and state for which the association is to be located in the City of Whittier, County of Los Angeles, State of California. This association is organized under the general nonprofit association laws of the State of California.
- Section 5** State of California Nonprofit Identification Number and Federal Nonprofit Identification Number shall be on file with the TYF secretary and treasurer to be given to sponsors upon receipt of donation.
- Section 6** Trojan Youth Football & Cheer is a City of Whittier affiliated youth sports organization.

ARTICLE II: PURPOSE

- Section 1** GENERAL PURPOSE for which this association is formed: To inspire youth regardless of race, color, creed, or national origin; to practice the ideals of health, citizenship, and character; to bring our youth closer together through the means of a common interest in sportsmanship, fair play, and fellowship; to impart to the game elements of safety, sanity, intelligent supervision, and to keep the welfare of the player first, foremost, and entirely free of adult lust for glory.
- a. PLAYERS: To acquaint the players with the fundamentals of the game of football, its rules, running, kicking, blocking, and tackling. To teach through the game, sportsmanship, love of the game, and the ability to compete in a physical full-contact sport program.
 - b. CHEERLEADERS: To acquaint cheerleaders with the fundamentals of the game of football, cheerleading, and dance. To encourage physical well-being, a healthy attitude, and disciplined guidelines of a team sport activity. To teach through the game, sportsmanship, love of the game, and to respect fellow cheerleaders both within and outside their respective group.
 - c. This association is organized and operated for charitable purposes within the meaning of Section 501[c][3] of the Internal Revenue Code.
 - d. No substantial part of the activities of this association shall consist of carrying on propaganda or otherwise attempting to influence legislation and the association shall not participate or intervene in any political campaign [including the publishing or distribution of statements] on behalf of any candidate for public office.
 - e. The property of this association is irrevocably dedicated to charitable purposes and

Trojan Youth Football & Cheer By-Laws

no part of the net income or assets of this association shall ever inure to the benefit of any director, officers, or member thereof or to the benefit of any private person.

Section 2 IDENTITY

- a. The TYF IDENTITY has adopted the Trojan Mascot, and its colors cardinal, white, and gold as the "official" logo and color of the TYF Program. This to include the helmet sticker as representing the Trojan Organization. No individual Member of its Board, a player-cheerleader or parent/spectator of the TYF Program has the authority to duplicate or manufacture any similar logo as representing this organization.
- b. Trojan Logos: The President and the Executive Board has the authority to adopt other Trojan logos to represent the TYF organization. Once adopted and approved for use, no individual Member of its Board, a player-cheerleader or parent/spectator of the TYF Program has the authority to duplicate or manufacture any similar logo as representing this organization.

ARTICLE III : GOVERNING BODY AND DEFINITION OF MEMBERS

Section 1 The GOVERNING BODY shall be called the "General Board of Directors" and shall consist of a minimum of 7 Executive Officers and all General Board Members as indicated by the total number of head coaches installed at the start of any given season.

Section 2 OFFICERS: The initial core of EXECUTIVE OFFICERS (also known as Executive Board) of the Association shall consist of: President, Vice-President, Secretary, Treasurer, Athletic Director, Cheer Coordinator, Snack Coordinator, Little Scholar/Scholastic Director & Equipment Manager. Also, depending upon the needs of the organization and acquisition of "qualified" candidates the Executive Board may be expanded to include any or all of the following positions: Weigh Master, Media Director, Head Player Safety Agent.

Section 3 Some positions of the Executive Board may serve in a dual capacity (i.e., Secretary/Treasurer). Combining positions is approved only if there are no eligible candidates elected and assuming this individual has agreed to perform both functions of the Executive Board.

Section 4 The GENERAL BOARD shall consist of: Assistant Cheer Coordinator, Assistant Snack Coordinator. On occasion there may be two [2] individuals elected/appointed to share the responsibility of any one of the above positions. In addition to the above General Board Members the following Team Members, also recognized as General Board Members, qualify: all football and cheer head coaches at every level or division as indicated by the OEC and TYF team fulfillments for the season.

Section 5 Not all positions of the General Board may be filled, either by no eligible candidates or by decision of the President and the Executive Board not to fill an open position.

Section 6 The President and its Executive Board of Directors reserve the right to appoint other

Trojan Youth Football & Cheer By-Laws

positions to the Executive and General Board to fulfill a need during a current season/year. However, said position must include a complete description of responsibilities prior to the appointment. Each appointment shall be a one-year term.

- Section 7** The President or other Officer of the Executive Board of Directors, once elected by majority vote of its Members, cannot be forced out of office without "just cause" in violation of these By-Laws or of the OEC POP WARNER. Dismissal of the President or other Executive Officer, with appropriate violation, shall require a four-fifths [4/5] majority vote of the Executive Board.
- Section 8** Request for removal of an Executive Board Officer: Only a member of the existing Board of Directors (Executive Board and General Board) can solicit a request for removal of an Executive Officer. Said request must be submitted in written form to all Board Members giving specific reasons for removal and must also indicate TYF By-Laws and/or OEC and/or POP WARNER violations. Procedures are as follows:
- a. A written letter submitted to all Board Members shall also request a "special meeting" of the Board of Directors. Said letter of request must include the signature of four [4] Executive Board Members and provide the Board with 48-hour notice prior to the call of a special meeting/hearing. Protocol for special meetings shall follow per these By-Laws, Article VII-
 - b. In the case where said request of removal from office is targeted to the President, another Officer of the Executive Board shall preside at this hearing/special meeting.
 - c. Upon hearing the letter of request, the Officer in question shall be recognized to speak before the Board and provide their appeal. This may be followed by questions from the floor.
 - d. Once there are no more questions from the floor, the Member in question, shall be dismissed from the meeting so that the Board can deliberate their decision.
 - e. There must first be a motion from the floor and a second in order for the Board to discuss and/or deliberate. Once the discussion/deliberation has ended, a call for the vote of the motion shall proceed. It shall take a four-fifths [4/5s] majority vote of its members present to enact a dismissal. The final decision shall be verbally provided to the Member in question at the conclusion of this vote.
 - f. For this section, all decisions of the TYF Board of Directors are final and binding. No further appeal accepted.
- Section 9** Other, non-governing positions shall be approved as needed in a "supporting role" for any of the above Board of Director positions and shall be referred to as MANAGER or STAFF. Subject to requirements of the Membership Program and must be voted in by a majority. These positions do not have a vote at regular or special meetings of the Board of Directors.
- Section 10** All elected officials, non-governing appointments (as indicated above) and all appointed and approved team rostered staff/personnel will be required to review, sign and agree to uphold the TYF MEMBER CONTRACT AGREEMENT immediately upon assignment, approval or election (preferably due the same time as Membership Application and paid Member dues at the first planning/meeting session of the new

Trojan Youth Football & Cheer By-Laws

year or subsequent meeting following appointment approval).

- Section 11** MEMBERS: For the purpose of these By-Laws, applications, and memberships, "MEMBERS" of the TYF Program shall consist of the following: Executive and General Board of Directors, Team Staff, Non-Rostered Staff Volunteers, Player-Cheerleader Participants and their Parents.
- a. VOTING MEMBERS: The Executive and General Board positions shall represent the governing body. The Board and "approved" Team Rostered Staff and one representative/parent from each player family shall represent the "voting" Members of the TYF Association for the purpose of nominations and elections. Each family in "good standing" with the TYF organization gets one [1] vote, regardless of the number of participants (players/cheerleaders).
 - b. Non-voting members include: players and cheerleaders, also referred to as "member-participants."

ARTICLE IV: AUTHORITY AND SCOPE OF RESPONSIBILITIES OFFICERS

- Section 1** The EXECUTIVE OFFICER staff, and by virtue of their position, shall be the "nucleus" of its governing body, also referred to as eBoard, Officers, or Executive Board of Directors.
- Section 2** The Executive Officer staff shall meet in-between regular meetings beginning January of each New Year to assess/evaluate, recommend/formulate and institute/initiate all business-related functions, processes, and programs of the association. Said meetings shall also include the review and approval of all financial transactions of the association to be reported at the regularly scheduled Board meetings.
- Section 3** The GENERAL BOARD shall have the authority to recommend, discuss, and ratify the business of the association, as it is prepared and presented by the President and Executive Officer staff, at its regular business meetings as scheduled.
- Section 4** All decisions of the TYF governing body (the Executive Officer staff or its General Board) are final & binding as it relates to "all" Members described in Article III-above. NO APPEALS ACCEPTED.
- Section 5** The TYF and OEC POP WARNER rules, By-Laws, and policies, existing and as they are appropriately amended, are applicable to all members beginning with January 1st of each New Year through December 31st.
- Section 6** Any and all directives, rulings, interpretations, and policy-decisions made by the President, and as agreed and approved by the Executive Officer staff, as duly recorded, shall have the same force and effect as these TYF By-Laws and official rules and policies.

ARTICLE V: NOMINATIONS, ELECTION PROCESS, AND

Trojan Youth Football & Cheer By-Laws

TERMS OF OFFICE

- Section 1** An ELECTION COMMITTEE shall be appointed by the President on or before OCTOBER 1. Said committee shall consist of no less than two [2] and no more than three [3] Members of the existing Board whose name is not on the ballot.
- Section 2** ELIGIBLE VOTING MEMBERS: As previously outlined in these By-Laws, the voting membership of the TYF Program, for the purpose of this Article, is as follows: the President and its Executive Officer Staff, the General Board of Directors, all team-rostered staff, one member from each participant family. Altogether these Members represent the voting adult membership. Voting Members must have an active, current status and must be a Member in "good standing."
- Section 3** The duties and responsibilities of the ELECTION COMMITTEE shall include, but not necessarily limited to the following:
- a. Shall communicate to ALL eligible Members notice of nominations and pending election.
 - b. Shall receive letters of nomination of candidates who are members in -good standing" and who accept to be elected for a Board of Director position in the coming year. MEMBER in "good standing" is a current Member who has paid their dues and on active status, has not quit or dismissed from the Program, and has paid all owed fees and player registration due to the organization.
 - c. At the October Board of Director Meeting, the Election Committee shall report the list of nominations, as received. The Committee shall ask for each candidate's approval of said nomination and request any other floor nominations. Candidates shall also be asked to present themselves at this meeting with a brief "Q & A" session of its existing Board Members. Nominations shall be declared closed at the NOVEMBER meeting.
 - d. ELECTION DAY: Elections shall take place at a location determined by the Executive Board. Ballots shall be made available on this date, and the Election Committee and Secretary shall preside over the Election Day processes and stay to verify results to be reported directly to the Secretary. Eligible voting Members must be present on Election Day to cast their ballot; no proxies accepted.
- Section 4** The term "good standing" refers to a MEMBER having paid his/her dues and all fees and registration for the current year, subject to the guidelines as outlined in these By-Laws, Article XIII, Membership Program.
- Section 5** Any Member in "good standing" and who is 21-years of age or older may run for a GENERAL BOARD position.
- Section 6** Any Member in "good standing" and who is 21-years of age or older is eligible to run for EXECUTIVE OFFICE. However, the candidate must be a current General Board member or has served at least one [1] year as an active team-rostered staff member prior to applying for candidacy.
- Section 7** No more than two [2] members of the immediate family may hold an Executive Office

Trojan Youth Football & Cheer By-Laws

position during the same term.

- Section 8** Statement of "uncontested" candidacy. In the case where there is only ONE candidate nominated for an Executive Board or General Board position, technically it is their position to declare through acclamation. However, for the record, there must be a vote cast by the Members and a final tally delivered.
- Section 9** Only those eligible candidates who were presented at the October Board of Director Meeting, and who accepted their nomination, shall be the only candidates on the ballot. No write-ins allowed.
- Section 10** Term of Office for the newly elected Executive Board shall be for two [2] continuous years. The General Board of Directors shall be for one [1] continuous year. All positions commencing January 1st and ending December 31st of the coming year. Executive Board positions shall not be held by one person for more than three [3] consecutive terms in the same position.
- Section 11** Fulfilling Open Positions: Following the conclusion of the Election Process, as stated above, and in the event of open positions of the Executive and/or General Board due to no candidacy, removal or resignation, it shall therefore be the responsibility of the newly elected President to appoint (within reasonable time) qualified individuals, as determined by the President and its Executive Officer Staff. Candidates are to be presented to the newly elected Board of Directors and can only be accepted by a majority vote.
- Section 12** In the case of absence due to illness, death, personal conflict, resignation, or dismissal of the PRESIDENT, these duties shall automatically defer to the following Officers, in this order, assuming they accept it the position: 1) Vice President, 2) Secretary, 3) Treasurer. Should the above candidates decline the position, the Vice President shall remain the Interim President until such time as a suitable candidate can be elected per the guidelines as previously outlined in this Article.
- Section 13** The TYF Executive Board/General Board will not accept any leave of absence longer than two [2] General Board Meetings.
- Section 14** Every year, the TYF president shall initiate the election process as described above. The organization shall conduct fair elections annually unless all Executive Board positions are filled by elected officers who are only entering their second term year.

Trojan Youth Football & Cheer By-Laws

ARTICLE VI: BOARD POSITIONS AND RESPONSIBILITIES

- Section 1** **PRESIDENT.** Executive Officer, an elected position.
Shall be the Chief Executive Officer of the association. Shall preside at ALL meetings, conduct the affairs of football and cheer and its related programs and shall execute the policies established by these By-Laws and approved by the Executive Board of Directors. Will be given certain discretionary powers to permit carrying out of said policies expeditiously with the knowledge and the approval of the Executive Officer Staff. Will supervise the functions of various committees. Will execute all contracts and in general see that rules, policies, principles of the TYF and OEC POP WARNER program are observed, as well as other obligations as authorized by the Board of Directors. Shall ensure all finances, debts, and taxes are up-to-date and properly processed. Must pass the OEC POP WARNER approved background check.
- Section 2** **VICE PRESIDENT.** Executive Officer, an elected position.
Shall in the absence, disability, or resignation/dismissal of the President, perform all of the duties of the President. This individual shall work closely with the President, as an assistant, to assist in all administrative tasks and responsibilities of running the organization, supervising subordinates, and ensuring communications between all levels are brought to the attention of the President. Shall also supervise the Little Scholars/Scholastic Director to ensure the integrity of the Scholastic Program and collection of all official school report cards. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay Member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.
- Section 3** **ATHLETIC DIRECTOR.** Executive Officer, an elected position.
Shall report directly to the President. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors. Shall obtain association goals and objectives as it relates to football and cheer team administration and the requirements of OEC POP WARNER. Shall have direct responsibility for the training and compliance of all team (football & cheer) administrative tasks and other association responsibilities. Shall have complete control and responsibility for data input and printing of OEC POP WARNER required player/cheerleader contracts and team rosters and official Team Books. Shall work to ensure complete compliance of these OEC POP WARNER team requirements. In the absence of a qualifying candidate, this position shall also represent the Trojan Youth Football Chapter as the official Player Safety Agent and shall attend all required training sessions and meetings as required by OEC POP WARNER and provide cooperation and assistance to OEC POP WARNER Head Conference Player Agent and his/her agents. Shall coordinate and supervise the administration and training of all football Team Managers/Player Safety Agents, including ensuring all Team Managers/Player Safety Agents sign the Team Manager

Trojan Youth Football & Cheer By-Laws

Contract Agreement, which shall be filed with the Secretary. Shall institute a monthly Team Manager/Player Safety Agent training and preparation program during June through October or until the end of the official season. Shall continue ongoing communications with all Team Manager/Player Safety Agent leadership and their assistant staff to ensure support of the TYF goals and objectives.

Section 4

SECRETARY. Executive Officer, an elected position.

Shall in the absence, disability, or resignation/dismissal of the President, perform all of the duties of the President, if the Vice President is unavailable or declines the interim position. This individual shall work closely with the President, as an assistant, to assist in all administrative tasks and responsibilities of running the organization, supervising subordinates, and ensuring communications between all levels are brought to the attention of the President. Shall report directly to the President. Shall assist with all administrative activities of the association, including official recorder of association meetings, maintenance and upkeep of association membership records including individual player/cheerleader registration, provide communications to all Executive and General Board Members. Shall supervise the Media Director and coordinate all updates of social media and TYF website with the Media Director. Shall also provide assistance to, not exclusively, or limited to the areas requested by the TYF President. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall report directly to the President and continue to report on a regular basis on all activities of the association and all administrative areas as described above, including but not limited to potential problems areas. Shall sign and agree to all TYF Contract Agreements, pay Member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 5

TREASURER. Executive Officer, an elected position.

Shall keep accurate and complete records of all financial transactions of the association. Shall create, in collaboration with the Executive Board, an annual organization budget for General Board approval by the March board meeting. Will be responsible for the collection of all monies paid to or fund-raised through various activities and/or events by the association and shall deposit all monies into the association bank account. Shall assist the President and make all disbursement of funds as directed by the President and the Executive Board of Directors. Shall maintain records of accounts receivables (open invoices) and accounts payables (bills to pay). Shall assist the President in record-keeping, reports, and other financial data and shall provide financial reports to the Executive Board for monthly review and approval. Shall maintain and submit all annual state and federal tax filings to maintain the organization's non-profit status. Shall report directly to the President and continue to report on a regular basis on all activities of the organization, including but not limited to potential problem areas. Shall supervise the Snack Coordinator and assist with financial and organizational needs of the TYF Snack Bar. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must

Trojan Youth Football & Cheer By-Laws

pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 6 **CHEER COORDINATOR.** Executive Board, an elected position. Shall represent the cheerleader program at the TYF and OEC POP WARNER General Board Meetings. Shall coordinate and supervise the administration of all activities of the Cheerleader Program, its leadership, coaching, and training staff, cheerleaders and their parents. Shall institute a monthly Cheer Coach training and preparation program during the pre-season months. Shall continue ongoing communications with all cheer leadership and their trainers to insure support of the TYF goals and objectives. Shall report directly to the President and continue to report on a regular basis on all activities of the cheer program, including but not limited to potential problem areas. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay Member fees as required and support to the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 7 **LITTLE SCHOLARS/SCHOLASTIC DIRECTOR.** Executive Officer, an elected position. Shall report directly to the Vice President. Shall encourage each and every player and cheerleader to maintain a sound scholastic record. Shall collect GPA/report card data from participants in pre-season or by the first week of the season. Shall work on behalf of the TYF program to be a liaison with local school administrators/teachers to ensure the proper tabulation of academic records/scores as needed by OEC POP WARNER. Must have own computer, printer, and internet to complete online OEC requirements. Shall sign and agree to all TYF Contract Agreements, pay Member fees as required and support the rules and policies established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 8 **EQUIPMENT MANAGER.** Executive Board, an elected position. Shall report directly to the President in day-to-day activities. Shall be responsible for the care, maintenance, and inventory of all TYF uniforms and equipment prior to, during, and after the playing season. Shall set up a written inventory control system, maintain a clean and organized equipment room. Shall supervise and train all Team Equipment Managers. Shall maintain records of individual player uniform and equipment disbursements. Shall supervise all individual team equipment issues, coordinate Equipment Day activities from beginning to end, and coordinate return of all team and player uniforms and equipment at the conclusion of the season. Shall provide written procedures for overall equipment program and present it for approval to the President and Executive Board. Shall assume complete responsibility for overall activity, including disbursements and returns of all TYF uniform and equipment inventory, as well as assist in the review and recommendation of new purchases as required. Shall coordinate any and all equipment room activity with Head Coach and Team Equipment Mangers in order to perform necessary tasks of the program. Shall continue to report on a regular basis on all activities of the equipment room and its contents, including but not limited to potential problem areas. Shall support the actions of the Executive Board

Trojan Youth Football & Cheer By-Laws

to protect the interests of the association/organization and its By-Laws. Shall supervise the appointed Weigh Master to ensure the smooth functioning of Certification Day, and all home games and weigh-in processes, which may include coordinating volunteer sign-up schedules with the Snack Coordinator and Treasurer. Must have own transportation that accommodates moving football equipment in and out of TYF storage facility. Shall sign and agree to all TYF Contract Agreements, pay Member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors

Section 9 **SNACK BAR DIRECTOR.** Executive Board, an elected position. Shall report directly to the Treasurer. Shall have responsibility and authority to operate all snack bar activities, including purchases, stocking, set up, and coordination of volunteer groups. In order to obtain "true" profit potential, must work closely with TYF Treasurer to secure any and all donations. Shall supervise and coordinate with all Team Mom/Dads to schedule volunteer sign-ups. In the absence of a qualified Snack Bar Coordinator, all such duties shall defer to the Team Mom of all TYF teams to help and assist in required activities and functions of the snack bar operations. Must have own transportation and refrigeration to store and transport Snack Bar food, supplies, and equipment. Shall report on a regular basis all activities of the snack bar program, including but not limited to potential problem areas. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 10 **TEAM MANAGER/PLAYER SAFETY AGENT.** General Board, appointed position. This position is an appointed position subject to the guidelines as it is written in these By-Laws. This candidate is someone who shall be presented by the Head Coach to the President and its Executive Officer Staff for approval. This candidate must also be willing to support the vision and philosophy of its Head Coach and as it upholds the goals and objectives of this organization as it is written into these By-Laws and Contract Agreements. Other than their respective Head Coach, this position shall report directly to the Athletic Director, whereby this candidate shall agree to receive guidance and training for all team administrative duties and responsibilities as required in these By-Laws, Contract Agreements and OEC POP WARNER. Shall agree to keep communications open and direct to the Athletic Director and that all concerns and problems are addressed immediately. Shall work closely with their respective Head Coach to ensure they obtain a supportive team staff and communications shall be ongoing to their players and their parents throughout the year. Shall be well organized, willing to learn and capable of taking the initiative as needed. Shall also support the disciplines of FOOTBALL and to ensure "teamwork" from all leadership staff of his or her team. Shall sign and agree to all TYF Contract Agreements, including the individual TEAM MANAGER CONTRACT AGREEMENT, which must be signed and filed with the Association Secretary prior to the individual assuming the Team Manager position. Must pay Member Fees as required and support the rules and policies as established in said

Trojan Youth Football & Cheer By-Laws

contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 11 **HEAD CHEER COACH.** General Board, appointed position.

This position is an appointed position; it is incredibly important and vital and carries with it significant responsibilities and personal accountability. This individual has a substantial role to play as a leader in this Program and as a leader of her/his team. Shall also recognize that without football the cheer program does not exist, and will support the goals and objectives of the football teams and players as established and requested. Shall abide by all TYF and OEC POP WARNER rules and code of conduct. Shall be responsible to the TYF organization in creating and developing a team staff that provides positive support and dedication to the Program, to the team and its cheerleaders. Shall report directly to the Cheer Coordinator and ensure communications between them is continued throughout the year and that all concerns and problems are addressed immediately. Shall work closely with the Cheer Coordinator to ensure they obtain a supportive team staff. Shall be well organized, willing to learn and capable of taking the initiative as needed. To support the disciplines of CHEERLEADING and to ensure that its leadership staff provide positive "teamwork." Shall be responsible for ongoing supportive training and education of its parent group to keep them well informed of parental expectations and obligations to the Program. Shall encourage its parent group to assist and volunteer when needed. Shall coordinate parent, volunteer, duty as required for the snack bar operations. Shall receive training and assistance to ensure compliance with OEC POP WARNER team administration responsibilities. MUST ATTEND ALL BOARD MEETINGS AND/OR SPECIAL MEETINGS OF THE TYF ORGANIZATION AS SCHEDULED AND ANNOUNCED. CANNOT BE ASKED TO BE EXCUSED FOR ANY REASON AND MUST HAVE AN APPROPRIATE REPRESENTATIVE IN THEIR "APPROVED" ABSENCE (an "approved" absence can only be obtained within 24-hours of a scheduled meeting from the President and the Executive Board). Missing more than two [2] Board Meetings will be grounds for dismissal. Shall sign and agree to all TYF Contract Agreements, including the individual CHEER COACH CONTRACT AGREEMENT, which must be signed and filed with the Association Secretary prior to the individual assuming the Cheer Coach position. Must pay Member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 12 **TRAINERS.** Non-Board, appointed position.

An eligible candidate must be under age 18 and must have prior coaching experience. A Trainer shall be appointed and approved for this position by the Head Coach and presented to the Board for approval by majority vote. The Trainer shall assist in their training and communication skills to prepare them for the new season to develop a cohesive and effective practice schedule to include warm-ups and training as well as universal disciplinary rules. Shall report directly to the Head Coach. Shall sign and agree to all TYF Contract Agreements, pay Member Fees as required and support the rules and policies as established in said contracts that support these By-Laws. In addition, shall perform any and all other such duties as authorized by the President/Board of

Trojan Youth Football & Cheer By-Laws

Directors.

Section 13 HEAD FOOTBALL COACH. General Board, appointed position.

This position is an "appointed" position; it is incredibly important and vital and carries with it significant responsibilities and personal accountability. This individual has a substantial role to play as a leader in this Program and as a leader of his team. Shall abide by all TYF and OEC POP WARNER rules and code of conduct. Shall be responsible to the TYF organization in creating and developing a team staff that provides positive support and dedication to the Program, to the team and its' players. Shall provide a Team Manager candidate to the Board for approval as required in these By-Laws. Shall report directly to the Head Player Safety Agent and/or Athletic Director and ensure communications is continued throughout the year and that all concerns and problems are addressed immediately. Shall develop a good working relationship with his approved and appointed Team Manager and involve the Team Manager in all aspects of managing the team. Shall manage his team in the "spirit" of OEC POP WARNER and its statement of principles and objectives. Shall actively communicate with the team players and their parents in keeping them informed at all times of all activities and direction of TYF. Shall agree to support the direction of the TYF Program. Shall agree and understand that this is a Program for children and agree to develop the best training and educational program for their particular age group with the help and assistance of the organization's PLAN as it is written in these By-Laws. MUST ATTEND ALL TYF BOARD MEETINGS, SPECIAL MEETINGS, OEC POP WARNER MANDATORY HEAD COACH TRAINING AS SCHEDULED AND ANNOUNCED. CANNOT BE ASKED TO BE EXCUSED FOR ANY REASON AND MUST HAVE AN APPROPRIATE REPRESENTATIVE IN THEIR "APPROVED" ABSENCE (an "approved" absence can only be obtained within 24-hours of a scheduled meeting from the President and the Executive Board). Missing more than two [2] TYF Board Meetings will be grounds for dismissal. Shall sign and agree to all TYF Contract Agreements, including the individual HEAD COACH CONTRACT AGREEMENT, which must be signed and filed with the Association Secretary prior to the individual assuming the Head Coach position. Must pay Member Fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 14 PLAYER SAFETY AGENT. Executive Board, an appointed position.

Shall report directly to the President and Athletic Director. Shall have responsibility and authority to operate all Head Coach trainings and Heads Up clinics, including printing and managing the Heads Up certificates for official Team Books. Must work closely with TYF Head Coaches to ensure proper safety protocols and procedures while coaching and training football players to tackle. In the absence of a qualified head Player Safety Agent, all such duties shall defer to the Athletic Director and the Head Coaches and Team Managers of all TYF teams to help and assist in required activities and functions of Heads Up training required by OEC POP WARNER. Shall report potential problem areas with training and coaching procedures. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and

Trojan Youth Football & Cheer By-Laws

agree to all TYF Contract Agreements, pay member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 15 **MEDIA DIRECTOR.** Executive Board, an appointed position. Shall report directly to the Secretary. Shall have responsibility and authority to operate all social media and online sources, including maintaining the TYF website and domain name. In order to obtain a streamlined website and updated materials and forms, the Media Director must work closely with TYF Secretary to secure any and all TYF documents, forms, and links. In the absence of a qualified Media Director, the duties and maintenance of the website and social media shall defer to the Secretary or President or other Executive Board Member assigned by the President. The Media Director will also work closely with the Team Photographers/Videographers to obtain photos and videos of TYF games and activities. Must have own computer, internet, and camera. Shall report potential problems or needs to the President or Secretary as necessary. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay member fees as required, and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 16 **WEIGH MASTER.** Executive Board, an appointed position. Shall report directly to the Equipment Manager. Shall have responsibility and authority to operate all home game days with field set up and coordination of volunteer groups and coaching staffs. May need to coordinate with Snack Coordinator to ensure smooth game day procedures and sufficient volunteers. In the absence of a qualified Weigh Master, all such duties shall defer to the Equipment Manager or other Executive Board member(s) appointed by the President. Shall report any potential problem areas or issues to the Executive Board Member scheduled for each home game. Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay member fees as required and support the rules and policies as established in said contracts that support these By-Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

Section 17 **SPIRIT WEAR COORFINATOR.** Executive Board, an appointed position. Shall report to President and Treasurer. Shall have the responsibility to generate the sales of all parent and fan spirit wear activities within a Board approved budget. To obtain “true” profit potential, must work closely with Treasurer to secure proper vendors. Spirit Wear Coordinator will also coordinate and facilitate the sourcing and securing of a reputable vendor for the ordering of football and cheer uniforms; to include game jersey and pants, cheer uniforms, bags, etc... Shall support the actions of the Executive Board to protect the interests of the association/organization and its By-Laws. Shall sign and agree to all TYF Contract Agreements, pay member fees as required and support the rules and policies as established in said contracts that support these By-

Trojan Youth Football & Cheer By-Laws

Laws. Must pass the OEC POP WARNER approved background check. In addition, shall perform any and all other such duties as authorized by the President/Board of Directors.

ARTICLE VII: RULES OF THE ASSOCIATION

- Section 1** All Board of Directors shall abide to the rules and regulations of the Orange Empire Conference of Pop Warner (OEC POP WARNER) and the TYF By-Laws and all signed Contract-Agreements. As a Board Member, first responsibility is to the TYF organization and its affiliates in positive support of the governing body in any and all activities, events, and decisions transacted. The Board of Directors shall work together as a "team" to insure the organization goals and objectives are obtained.
- Section 2** All teams will be required to carry insurance, as provided by OEC POP WARNER.
- Section 3** All Officers, Members, volunteers, and participants of this organization and its member teams will act without pay.
- Section 4** Team Fulfillment: Whether or not the organization shall fulfill all division teams is contingent upon the acquisition of a qualified HEAD COACH, as outlined in Article VIII of these By-Laws. There may also be other factors, as determined by the President and Executive Board of Directors, which may decide on the feasibility of fulfilling all teams, partial teams, or double teams.
- Section 5** FINANCES and RELATED POLICIES:
- a. Financial Disbursements: All payment of debts of the TYF organization, as authorized by Executive Officers shall be made on TYF checks requiring the signature of the President and the Treasurer.
 - b. Financial Review and Budget Planning: The Treasurer shall coordinate a meeting or special meeting of the Executive Board of Directors to review/audit previous and current financials and to establish a Budget for approval at the March Board Meeting. This Financial Review/Audit and Budget Planning Meeting shall take place sometime in the month of February or March, prior to the scheduled March Board Meeting.
 - c. All financial records of the TYF Association are recorded and maintained in a computer-based accounting program, as required by OEC POP WARNER. The Executive Officers shall review and audit these records each month and provide a report to its Members at the General Board meeting.
 - d. ACCOUNTS RECEIVABLE AND INVOICING: There are situations and circumstance that require the TYF organization to issue invoices for various reimbursements owed to the association, such as but not limited to fundraising, board-staff uniforms, cheerleader supplemental, lost uniform/equipment, product purchases, fines, registration, bounced checks and other. All debts owed to the association, in some form or another, are initiated and tracked through this invoicing process. All open invoices that are not cleared by the end of the current calendar year, said individual, including any immediate family member, cannot continue to participate in this Program in the following year until this debt is cleared. Any debt not paid and carried into the following year, and is in excess of \$50, may be filed in Small Claims

Trojan Youth Football & Cheer By-Laws

Court for restitution, they will also be placed on probation and listed as a member not in good standing. Debts owed to the association from former individuals will be carried on the books as "bad debts" and a hard copy shall be printed and retained for future reference and/or collection processes.

- e. **BAD CHECK POLICY (BOUNCED CHECKS):** The organization shall accept personal and business checks for payment of fees required by the Program. If a check is returned due to insufficient funds, for any reason, a \$25 Bounced Check Fee shall apply. A player/cheerleader will be suspended from continued participation until this has been paid. Usual procedures require an invoice generated from TYF and payment is expected immediately upon receipt. Payment following a bounced/returned check must be made by cash only and paid promptly as stated on the invoice.
- f. It shall be the responsibility of the Association Treasurer to follow through and to ensure that all participants in the program have met all required financial obligations as established by the organization and shall maintain up-to-date status of its Membership. The Association Treasurer shall ensure that ALL participants and/or Board and Staff Members are eligible to participate in the program by meeting their financial obligations, and if not, shall be appropriately suspended from continued participation until the debt is cleared per these By-Laws. This shall be enforced by the Association Treasurer and with the assistance of the Association Secretary, Vice President, the Head Coach, and the Cheer Coach. See also ARTICLE VIII of these By-Laws.
- g. **Receipts:** Payment of participant fees shall be recorded and a receipt shall be generated in duplicate hard copy or electronically (for payment of player or cheerleader related fees). Only an Executive Board Member, Head Coach, Team Manager, or Team Mom shall be allowed to accept payment of funds to the organization and all receipts shall be verified by at least two [2] members of the Executive Board to submit for deposit.
- h. **Acts of Good Faith:** Members or individuals with a substantial debt to the organization must demonstrate an "act of good faith" to the organization. The "act of good faith" shall include, but not necessary limited to the following: an agreed upon final payment date, time payment plan, or other arrangement as accepted and agreed upon by the TYF Treasurer and the Executive Officers. Said agreement must be put into writing and signed by the debtor. Said "act of good faith" shall void any further action, as stated above, to collect this open debt. The Treasurer shall secure all such agreements in writing and submit them for filing with the Secretary. Acts of Good Faith will only be accepted before season or until June 1; thereafter, all fees and debts must be paid in full to avoid player/cheerleader suspension.
- i. **SOLICITATION OF FUNDS:** Only the President, its Executive Officer Staff or other authorized Board Member can solicit or market for funds and assets on behalf of the organization. Said funds or assets received must go directly into the organization's account for "general" distribution. No one is authorized to solicit or market for "personal gain" or to benefit any one team, its players, cheerleaders, or staff, unless the TYF Executive Board decides otherwise by a majority vote.
- j. **MONEY COLLECTION** must be coordinated with the Treasurer and must be submitted immediately to the organization upon collection. No Member shall

Trojan Youth Football & Cheer By-Laws

carry these assets for any length of time. Once collected the Member must contact the Treasurer or other Executive Officer to verify the collection and a receipt of said funds shall be issued.

- k. Any Member of the TYF organization who has been found wilt of "misappropriation" of organization funds or inventory, NO MATTER WHAT THE EXCUSE, shall be accountable for its reimbursement. The Executive Officers shall determine the course of action to be taken, including but not limited to "legal" restitution, and/or immediate suspension/dismissal of the Member involved and may include any immediate family members who also participate in the Program. Upon this determination, said Member shall have all rights and privileges as a "Member in good standing" revoked immediately, per Membership guidelines written into these By-Laws.
- l. DONATIONS: The TYF Sponsorship Letter shall serve as the official form for all members to request donations from sponsors for the TYF organization. The TYF Board shall determine the allocation of funds when received. The organization will not accept donations as payment for player/cheerleader registration.

Section 6

FINES and PENALTIES:

- a. TYF TEAM FINES shall be assessed in the amount of \$25 for the first violation in non-representation of mandatory "team" participation of TYF sponsored events, functions, snack bar, home field duty, and other activities or fund-raisers. A "team fine" is assessed to the Head Coach or Cheer Coach, depending upon which member of the team--football or cheer--was noncompliant. All TYF team fines shall be levied by the President or Treasurer and supported by the Executive Board of Directors. Payment of this fine must be paid no later than the next regularly scheduled Board Meeting. A second team infraction will result in a \$50 team fine. A third team infraction will result in a \$100 team fine. Any subsequent violation will result in disciplinary action by the Board of Directors in accordance with these By-Laws.
- b. Definition of a "Team" for the purpose of this Section and other as described in these By-Laws is referred as both football and cheer of a particular division. A "Team Fine" is assessed to the Head Coach and/or Head Cheer Coach either as a whole or separately depending upon which member--football or cheer--was noncompliant. A "team fine" will occur when there is less than 50% of the team's member staff "actively" participating in scheduled events and activities of the TYF Program as described above.
- c. RESTITUTION: Once a TEAM FINE has been assessed (and an invoice has been generated), payment must be received. Payment on an open invoice must be received by the Treasurer or other Executive Officer for proper handling.
- d. The Head Coach or Head Cheer Coach shall be responsible to reimburse the TYF Association for any and all team fines assessed by the TYF or the OEC POP WARNER for violation of rules and or By-Laws. Said fine to include, but not limited to, improper and unsportsmanlike conduct by a Head Coach, Head Cheer Coach or any member of their team; player, cheerleader, parent/spectator, or team rostered staff or other team representative on the field, forfeiture of a game for "any" reason, missing mandatory training meetings. (Please also refer to Article VII of these By-Laws.)
- e. OEC POP WARNER FINES AND PENALTIES: It shall be the responsibility of the Head

Trojan Youth Football & Cheer By-Laws

Coach/Head Cheer Coach to compensate the organization for any and all OEC POP WARNER fines assessed for team-related violations as it is written in the OEC POP WARNER Rule Book and as the OEC POP WARNER Commissioner cites. This shall include forfeiture of games for any reason--See also By-Law Article XI: Player/Cheerleader Eligibility & Participation Requirements. Reimbursement of said fine must be paid by the Head Coach or Head Cheer Coach to the organization within 5-calendar days from the date of the OEC POP WARNER invoice. If not paid within this time frame, a minimum of \$25 PER WEEK will be assessed as a "late fee" and depending upon OEC POP WARNER's assessment for late payment.

- f. FOR THE RECORD: The history of those individuals who have been "DISBARED" from participation in the TYF organization or historically owe money or fines and not in good standing with the Program/Organization will be held in record with the Association Treasurer and Association Secretary.

Section 7

BOARD MEETINGS:

- a. Meetings of the Board of Directors shall be conducted on a regular basis commencing March of the New Year. Thereafter, meetings shall be held once each month through November on a date, place, and time approved by the Executive Officers and recorded on the association calendar. All meetings shall be conducted per these By-Laws and in accordance with "Robert's Rules of Order, Revised."
- b. Due to association calendar constraints or other unforeseen conflict, the President, with the approval of its Executive Officer Staff, can defer an upcoming Board Meeting to the next regularly scheduled meeting. It shall be the responsibility of the Secretary to give appropriate notice to Board Members within 24-hours of scheduled meeting. Likewise, an "accelerated agenda" can be claimed by the President and supported by the Executive Officer Staff when time is limited in the preparation and/or time allowed for designated Board Meeting.
- c. The months January and February shall be designated as "planning" months for the Executive Board Members. This may include several meetings within a single month to accomplish preliminary planning for the New Year. New Board Members for consideration can be introduced at this time to fulfill vacant positions on the Board (with the exception of Head Coach, Team Mom, Team Manager and Head Cheer Coach for which procedures and processes of this appointment is written into these By-Laws, Article VIII and Article IX).
- d. All decisions of the Board of Directors are "final & binding" on all members and participants of the TYF organization.
- e. A "MEETING" (regular or special) requires the attendance of the President, the association "presiding officer"([or other designated Executive Officer alternate as appointed by the President), in order to declare said meeting as a "true and valid" business meeting of the association/organization. No business enacted from an illegal meeting will not be accepted.
- f. Any Board Member who has two [2] "unexcused" absences from the Board Meetings, unless prevented from attending by reason of illness or other reasons beyond their control, shall have their position declared vacant. Said position shall be filled in accordance with Article V.
- g. Board Meetings and or Special Meetings are to be attended by all Board Members. If a team Member (Head Coach, or Head Cheer Coach) is unable to attend a scheduled meeting, an "approved" absence must be acquired within 24-hours of

Trojan Youth Football & Cheer By-Laws

said meeting, and a representative shall be appointed by them to attend in their absence. This representative must be a member of their certified team roster staff as well as a TYF Member in good standing. It shall be the responsibility of the Head Coach or Head Cheer Coach to notify the Secretary or President of an intended absence or tardiness prior to and no later than 24-hours before the scheduled meeting to acquire an "approved" absence from the Executive Board, and give notice of the name of their representative attending in their absence. The representative attending will have voting privileges. This procedure cannot be used more than twice in a calendar year, and not consecutively. Failure to give appropriate notice will result in an "unexcused" absence and a \$25.00 "non-representative" fine to be paid immediately upon receipt of invoice. No payment will result in a suspension.

- h. A \$10.00 Late Penalty will be assessed for any Member who is late for a scheduled meeting, event, or activity of the organization.
- i. Board Members are held "accountable" in their position to the organization through the end of the current calendar year (December 31st). Specifically, if a Board Member does not attend the last scheduled meeting in NOVEMBER in order to complete the business of the year and to participate in the elections. Said member cannot be allowed to return to the Program in the following year, which may also include any immediate family members.
- j. Special Meetings may be called by the President or upon written request of not less than four [4] members of the Executive Board.
- k. In the case of Special Meetings, all members of the Board of Directors shall be notified no less than 24-hours in advance of special meeting. 48-notice in the case where Board Members are requesting the removal of an Executive Officer (See By-Laws Article III). No business other than that for which a special meeting is called may be discussed. The President can also provide its Members with updates and notices of impending events and/or activities as a closure to the Special Meeting.
- l. All meetings, regular and special, shall require a two-thirds (2/3s) majority of its directors in attendance in order to proceed with the meeting. This is referred to as a "quorum."
- m. No Member shall leave during a meeting without proper recognition and request to be excused by the President or other presiding Officer. Members must honor the "code of conduct" and give respect to the governing body members and for the position they hold.
- n. General Notice, Update, and Emergency Meetings: The President shall have the authority to summon an emergency meeting of the Board of Directors waiving all notification requirements as outlined in this Section. This is not a special meeting as outlined above, and its purpose shall be to disseminate important information and/or determine a course of action and/or for emergency criterion only.
- o. No proxies will be accepted as a vote in any meeting.
- p. All Board Meetings shall run following PARLIAMENTARY PROCEDURES (as described in Robert's Rules of Order Revised) and COMMON SENSE as the essence of parliamentary rules; FAIR PLAY is the guiding principle; REASONABLE DISCUSSION followed by PROMPT ACTION is what the parliamentary procedures are designed to achieve.

Section 8 A CODE OF CONDUCT is expected of TYF Members and participants as it is written into

Trojan Youth Football & Cheer By-Laws

the Player-Cheerleader Application and OEC POP WARNER Rules, while in the attendance of any and all TYF and OEC POP WARNER sanctioned practices, games, fundraisers, and other sponsored events and activities:

- a. For the purpose of this section "member" is defined as: player-cheerleader participant, parent/spectator, team-rostered staff and board members.
- b. No Member shall bring or be under the influence of alcohol or alcoholic beverages, controlled substance [drugs], or other mind/mood altering substances---unless prescribed by a physician. In the event a Member is under a physician's care, he/she shall maintain their behavior and not allow the taking of a prescription to be an excuse for inappropriate behavior. We shall demand a drug, alcohol and tobacco-free environment for its player-cheerleader participants and Members shall agree to refrain from their use at all events and activities of the TYF and the OEC POP WARNER.
- c. No Member shall use profanity or abusive language.
- d. No Member shall "coach from the sidelines" or incite or aggravate the officials, coaches, or any person acting in an official capacity.
- e. Members will insure all comments will be positive and will not ridicule, abuse, jeer, or utter any negative words, comments, gestures, sounds, or other displays while in the attendance of a TYF or OEC POP WARNER sanctioned event or activity. Verbal threats of bodily harm will be grounds for immediate dismissal from the Program including the related player or cheerleader participant.
- f. All Members shall encourage "good sportsmanship" by demonstrating positive support for Members and the Program/Organization. Any acts to incite unrest or melee shall also be grounds for immediate dismissal from the Program including the related player or cheerleader participant.

Section 9

DRESS CODE:

All board, team rostered staff, players, cheerleaders, parents and spectators of the Program/Organization shall abide by a proper and acceptable dress code while in the attendance of a TYF or OEC POP WARNER sanctioned event or activity. This dress code to exclude the wearing of "gang-related" paraphernalia, such as but not limited to excessive baggy pants/shorts, head scarves or bandanas of any color, excessive facial pierced jewelry, and all other perceived gang-related apparel.

- a. BOARD & TEAM STAFF UNIFORM POLICY: All Board Members and all members representing a "team" (see also Article XIII of these By-Laws for further definition), shall be required to purchase a Board-Staff Polo Shirt (uniform) for the current season. The TYF uniform (polo shirt) must be worn at all games, events, and activities while representing TYF (See also Article VIII of these By-Laws). A team may only purchase additional Trojan-wear as available through the Program. No team is allowed to purchase or acquire additional Trojan-wear--clothing, uniforms or equipment--that is not authorized by the Program and approved by the President and its Executive Board of Directors. The Program requires a "universal" look for all teams and their staff who represent it.
- b. A Player or Cheerleader who attends a TYF or OEC POP WARNER event wearing improper attire as indicated above, and who does not cooperate in correcting this attire shall be dismissed from the event. It is the authority of the Head Coach or Head Cheer Coach and all other Board of Directors to insure this code is enforced.

Trojan Youth Football & Cheer By-Laws

- Section 10** ALCOHOL: No Member shall use or be under the influence of alcohol or alcoholic beverage while in attendance of a TYF or OEC POP WARNER sanctioned event or activity. This to include, but not limited to: practices, games, team parties, team banquets, fundraising events/activities, post-game celebrations, etc.
- a. Players, cheerleaders and their parents are NOT to be exposed to any Board Member or Team Staff drinking alcohol/alcoholic beverages during a TYF or OEC POP WARNER event, activity, or pre or post game gatherings.
 - b. TEAM PARTIES: A WORD OF CAUTION! After game BBQs/Pizza Parties that include players and/or cheerleaders need to use DISCRETION as to the adult behavior, language, and conduct not appropriate to children.
 - c. The President and the Executive Officers shall immediately dismiss members who violate this directive from the event or activity pending further action.
 - d. This policy shall also apply to any person or persons--members, participants, parents or spectators--with "alcohol on their breath" and/or possession of alcohol/alcoholic beverages while in attendance of a TYF or OEC POP WARNER sanctioned event or activity.
 - e. Exception to the Rule: When the Board and its team staff members (adults only) without the presence of any player/cheerleader are gathered outside of, at the conclusion of, or at another home following a TYF or OEC POP WARNER sanctioned event or activity. Or, when the organization hosts an "adult only" fundraising event or activity where the sale of alcohol/alcoholic beverages is used as a means of raising funds.
 - f. It shall be the authority of the President and/or the Executive Officer Staff who can at anytime, anywhere, automatically and immediately suspend any member, participant, parent, or spectator for violation of these By-Laws, as described in this Section.

- Section 11** RACIAL and/or GENDER COMMENTS or GESTURES
Any person or persons--members, participants, parents, or spectators--who have been identified and witnessed in performing any of the following acts shall immediately be suspended for one [1] week, or asked to leave the premises of said individual is not affiliated with the TYF Program:
- a. Use of racial and/or gender comments or gestures of a derogatory nature, directed towards any person or group of individuals.
 - b. Use of derogatory racial and/or gender comments or gestures while in general discussion with others and not directed towards any one individual.
 - c. For the purpose of this By-Law, the term "racial" shall imply any defamatory spoken word or gesture to describe or criticize the color or national origin of any one individual or a group of people.
 - d. For the purpose of this By-Law, the term "gender comments" shall imply any defamatory spoken word or gesture to describe or criticize the sex (male or female) or sexual characteristic of any one individual or a group of people. Gender offensive comments may also be construed as sexual harassment.

- Section 12** ACTS of SUSPENSION or DISMISSAL (Disbarment):
A Member of the TYF Program--Board Member, player-cheerleader participant, parent or relative/acquaintance of the parent-spectator--may be suspended or dismissed for violations as indicated below in these By-Laws. These violations are also indicated in the

Trojan Youth Football & Cheer By-Laws

Member Contract Agreement and the Parent Code of Conduct Agreement of the Player-Cheerleader Application for both TYF and OEC POP WARNER. Although some of these may be vague in its description, this does not mean that suspension or dismissal is exclusive to the specific wording below. Any and all such related acts as indicated below can be brought before the Executive Officers and/or the Board of Directors for corrective action, and can be presented with or without the member in question. Such violation must be substantiated by direct Board Member observation and documentation of said event for presentation to the Board.

- a. Disciplinary Process: Depending upon the violation incurred, a Member shall normally receive: 1) a VERBAL WARNING followed by, 2) a final WRITTEN WARNING with notice that further continued acts of violation of these By-Laws or Member Contracts will be grounds for immediate suspension/dismissal or disbarment. In the case of disbarment, this is a "permanent suspension" from the Program; this shall also affect the member's related player or cheerleader participant(s) as well as other immediate family members involved in the Program. In the case where said violation is a "detriment to the welfare" of the Program/Organization and as determined by the Board of Directors, shall necessitate immediate suspension, dismissal or disbarment action, the aforementioned procedure of verbal warning followed by a written warning is waived. Said action can only be approved and applied by a two-thirds [2/3s] majority vote of the Board of Directors. This Section of the By-Laws, however, does not take away the authority of the President and its Executive Officer staff from taking action as described and authorized in Article IV of these By-Laws.
- b. Once a Member is suspended, dismissed or disbarred there is no refund of fees or fundraisers paid and the Member forfeits all rights and privileges as a member in 'good standing' and any all assets owed to the organization/association must be returned/paid immediately.

Section 13 Special Team Rules: Rules of the team may be established by each individual Head Coach or Head Cheer Coach so long as these rules do not take precedent over existing rules and policies of the TYF and OEC POP WARNER Program. Team rules are usually included in the Football Player and Cheerleader Handbook and most will apply universally throughout all teams. However, if a Head Coach or Head Cheer Coach does establish additional team-related rules, said rules must be put into writing and require the signature of the player-cheerleader participant and their parents, with a copy to be filed with the Secretary. All rules must be in place and distributed to player-cheerleader participants and their parents on or before the first scheduled day of regular season practice. The consequence for violation of these rules shall be determined universally and used throughout all teams.

Section 14 Statement of Grievance Procedure: For the purpose of filing complaints and/or other areas of grievance, the association and its Board of Directors act in accordance with proper channels of communication through the "chain of command." (Please refer to the "organization chart" in the appendix of these By-Laws).

EXAMPLE: Player, cheerleader and parent complaints must first be filed with the Head Coach or Head Cheer Coach of their respective team. If no satisfaction is received, the complaint is referred to the Head Player Safety Agent or Athletic Director for football player/parent complaints and to the Cheer Coordinator for cheerleader/parent complaints respectively. Final resolution to these complaints

Trojan Youth Football & Cheer By-Laws

shall be brought to the President and the Executive Officer Staff.

- Section 15** YEAR-END AWARDS CEREMONIES: It shall be the policy of the TYF organization that each individual team (to include football and cheer of the same division) must coordinate a year-end ceremony (dinner is optional and at the cost of the individual team).
- a. Only "eligible" Player-Cheerleader participants in "good standing" shall be awarded year-end participation trophies or scholastic recognition.
 - b. The term "good standing" refers to an "active" Player or Cheerleader who is listed on a certified team roster and who has met all "conditions of participation" as outlined in these By-Laws, Article XI, and the Player-Cheerleader Application.
 - c. Players or Cheerleaders, in good standing, who fail to participate in the Year-End Awards Ceremony, FOR ANY REASON, will forfeit any gift of year-end trophy awards to include attendance or scholastic awards or trophies.
 - d. Per OEC POP WARNER Rules, no team may present special or individual awards to any player or cheerleader.
 - e. Alcohol or alcoholic beverages are prohibited at this event.
 - f. There cannot be any solicitation of funds by any member of this organization for exclusive use of one individual, or one team for the purpose of funding additional team trophies or awards. No one can use the name of Trojan Youth Football & Cheer, or any other form of team name, colors and/or logos as a means to solicit said funds. (See also By-Law Article VII.)

- Section 16** OUTSIDE CHEER & DANCE COMPETITIONS
(Optional for the Cheer Program)
- Outside cheer & dance competitions can only be participated in if it is sanctioned by the OEC POP WARNER. Further, participation of any TYF Cheer team must receive the approval and authorization from the TYF President and its Executive Board of Directors. Thereafter the following guidelines apply:
- a. Only "eligible" cheerleaders in "good standing" can continue participation in outside competition (regional and nationals). A cheerleader in "good standing" must complete all required payment of fees, including their cost of the cheerleader uniform, and fulfilled their snack bar volunteerism as schedule during the season.
 - b. Cheerleader-participants of a team have the "Option" to choose to continue in outside competition also dependent upon their parental approval. It must also be understood that each cheerleader-participant shall be financially responsible for any fees related to outside competitions, and the parent must agree to sign a waiver of medical and liability as provided by the OEC POP WARNER or TYF. TYF will provide the parent with an information and agreement document describing these responsibilities and participation rules once they decide to continue to participate in outside competition.
 - c. The Head Cheer Coach/Head Cheer Trainer/Cheer Trainer DOES NOT have the authority to arbitrarily dismiss or disqualify a cheerleader from participation in outside competitions. The Head Cheer Coach must discuss any performance issues with each individual parent in order to clarify responsibilities of going into outside competition.
 - d. Currently there are 2-levels of outside competition: A "Regional" and a "National." A cheerleader who agrees to go into outside competition must also commit to "both"

Trojan Youth Football & Cheer By-Laws

levels of competition. You cannot go into Nationals unless you have competed with the team at the Regional competition.

- e. A cheer team must have a minimum of 50% participation of at least six [6] cheerleaders in order to qualify for outside competition. Any team with less than 6 cheerleaders is will not be allowed to continue.
- f. If a Head Cheer Coach or a Trainer is unable to continue with their team in outside competition for ANY reason, it shall be up to the President and the Executive Board of Directors, to determine whether or not to continue with this team. Although the President and the Executive Board of Directors will do their best to uphold the objective of this Program, if their decision is NOT to continue with a team, there is no explanation owed. Simply the current team leadership failed to support the team in continued competition. However, if it is decided to continue the team, a Member of the existing Executive Board must assume interim Head Cheer Coach responsibility, other than the Cheer Coordinator, or a replacement Head Cheer Coach is appointed. All training issues and the appointment of a new trainer if necessary shall be determined by the interim or appointed Cheer Coach replacement.
- g. There shall be no additional TYF funding to accommodate competition related fees. A written statement of fees required for competition will be provided to the parents of participating cheerleaders. Payment for all related fees of competition must be submitted to TYF, whereby a single check from the organization shall be written for payment of required fees. Payment to the organization must be received in cash or money order only.
- h. No team can make any alteration or addition to their TYF cheerleading uniform, including shoes, pom-poms, socks, briefs, or bows (THIS INCLUDES NO HAND GLOVES!) without prior approval of the Cheer Coordinator or President.
- i. Because there is a lapse of insurance coverage for "excess medical" and liability as previously provided by the OEC POP WARNER, the parent of the participating cheerleader must sign a waiver. Without a signed waiver, the cheerleader cannot participate, including practice sessions.
- j. The cheerleader and their parents must provide own transportation to and from any outside competition.

ARTICLE VIII: HEAD COACH (FOOTBALL & CHEER) SELECTION PROCESS AND RESPONSIBILITIES

- Section 1** All Head Coach and Head Cheer Coach positions shall be selected on a date not to exceed the end of March of each New Year. The President and Executive Officer Staff shall determine date, time and location of the Head Coach and Head Cheer Coach interviews.
- Section 2** If there is no candidate for a particular team by the time of the above selected interview date, it shall be the responsibility of the President and the Executive Officers to appoint and approve a "qualified" individual to this position no later than April 15. This shall also apply when no candidate has been selected following the interview date.
- Section 3** Returning candidates cannot be considered if there is an outstanding financial and/or uniform-equipment debts owed to the organization. All open invoices and debts must be cleared before an application can be accepted, unless otherwise decided by the Executive Board with a majority vote.
- Section 4** Each candidate must submit a written application provided by the organization. Each candidate must be present at the interview date in order to be considered for the position.
- Section 5** All candidates shall be notified within 24-hours following the interview date as to the status of their application.
- Section 6** A candidate for Head Coach or Head Cheer Coach must meet the following criteria in order to be considered:
- a. Must be age 21-years old or older.
 - b. Must have one [1] year previous youth football/cheer coach experience, or have been a former Head Coach or Head Cheer Coach.
 - c. Has a valid driver's license and own transportation.
 - d. Work hours or out-of-town vacations do not conflict with timeframe of the Program.
 - e. Able to meet the expectations of the program as outlined.
 - f. Pass an OEC POP WARNER approved background check.
 - g. Must be CPR certified.
 - h. Must be certified by Heads Up (football only) or YCADA (cheer only).
- Section 7** HEAD COACH AND HEAD CHEER COACH RESPONSIBILITIES & EXPECTATIONS: The role of Head Coach or Head Cheer Coach is incredibly important and vital and carries with it significant responsibilities and personal accountability. The role is demanding, multi-dimensional, time-consuming and consequently very complex. Any potential coach needs to reflect seriously on whether he or she is ready for the degree of involvement and leadership required. The selected Head Coach and Head Cheer Coach Candidate must agree to meet the expectations of the Program and the organization as outlined below and the remaining Sections of these By-Laws:
- a. The Head Coach / Head Cheer Coach must be a person with a high moral base

Trojan Youth Football & Cheer By-Laws

who is expected to display proper ethical conduct, regardless of the training or game/event situation. Personal character is everything in promoting the pursuit of excellence in sport and as an example to youth.

- b. The Head Coach/Head Cheer Coach shall be expected to develop a coaching philosophy that corresponds to the goals and objectives of the TYF Program/Organization. The Program seeks to provide its youth participants a multi-dimensional method of teaching and educating the young athletes. This shall require a coaching program that facilitates:
 - 1. Development of physical skills through proper training techniques.
 - 2. Provide knowledge and new information about the sport.
 - 3. Encourage social-psychological, emotional aspects.
 - 4. Provide fun and motivation.
 - 5. Enhance communication and social skills.
 - 6. Help the athlete's ability to make independent decisions.
 - 7. Encourage moral reasoning and the assumption of responsibility for one's decisions and actions.
- c. The Head Coach/Head Cheer Coach shall acknowledge that athletes come from various economic, social, ethnic, racial, educational and religious backgrounds. They may come from a single parent or two-parent family setting. They want to be treated with respect and dignity. They also wish to be coached by competent coaches who care about them as unique individuals with different needs.
- d. The selected Head Coach and Head Cheer Coach shall understand this is a Board of Director position with profound accountability to the Organization. The selected Head Coach and Head Cheer Coach shall agree to commit to their role and to the organization from beginning to end, March through December of the current year as it is written into these By-Laws Article V: Term of Office.
- e. The selected Head Coach and Head Cheer Coach shall acknowledge their role as being first and foremost a "Board Member" with responsibility and accountability to the organization and its Program. This shall also require the new member to review, sign the acknowledgement and agree to the By-Laws, Member Contract Agreement, Head Coach/Head Cheer Coach Contract Agreement and Board Member Confidentiality Agreement of the Trojan youth Football Organization/Program. This is also referred to as "conditions of participation." To also include any fees owed for Membership and Equipment Liability Agreement/deposit, TYF attire/uniform, or other as directed by the President and Executive Board of Directors.
- f. Once appointed, the Head Coach and Head Cheer Coach shall be required to act in full compliance of these By-Laws and other Contract Agreements. The Head Coach and Head Cheer Coach shall be officially installed at the March Board of Directors meeting as scheduled on the association calendar.
- g. Excessive absenteeism or tardiness (without notice to the appropriate TYF Executive Board and with "excessive" insignificant excuses for lack of participation. Excessive absenteeism due to uncontrolled circumstance due to a personal conflict that continues may necessitate the replacement of this person in the position of Head Coach or Head Cheer Coach. (This shall be enacted by the President and its Executive Board.)
- h. HOME GAMES and OTHER HOST EVENTS: It is the responsibility of the Head

Trojan Youth Football & Cheer By-Laws

Coach/Head Cheer Coach to help and assist the home field during scheduled home games and other host events of the TYF organization. A work schedule shall be produced as soon as the OEC POP WARNER schedule has been approved, or other as appropriately scheduled. It shall be the responsibility of the Head Coach and Head Cheer Coach to help and assist the organization at its home field either prior to or after their own scheduled game event. There are no exceptions or substitutions applicable. The organization shall require the exclusive participation of the Head Coach/Head Cheer Coach for the purpose of added leadership to the event. Failure to comply will result in immediate suspension and a fine due upon receipt of invoice.

Section 8

RECRUITMENT of ATHLETES:

- a. Statement Regarding Issues of High School Recruitment: In support of the TYF Purpose its Officers, Directors, and Coaching Staffs (to include the parents/relatives of TYF participants) shall not infiltrate this organization for the purpose of recruitment to outside public or private high schools affecting the "flow" of Whittier residents/participants and its qualified player/cheerleader candidates. Violators of such "recruitment-type" action, who engage in verbal conversation, make telephone calls, or send letters or other written forms of communication to the player-cheerleader participants and/or their parents shall be subject to immediate suspension or dismissal/disbarment from the Program. A Board Member who gives or sells roster data to an outside person, institute or other also violates this rule. Any and all other forms of "recruitment" action as deemed by the President and its Executive Board of Directors shall also be subject to suspension or dismissal/disbarment.
- b. For the purpose of recruitment, it is the INTENT of the TYF Program to recognize the right of every individual player/cheerleader to attend the high school of his or her choice and that of the parent's decision. TYF does not openly or actively recruit its player/cheerleader participants to enter any particular high school.
- c. TYF TEAM RECRUITMENT: It is the position of the TYF Program that the Head Coach and Head Cheer Coach shall be responsible for the recruitment of players and cheerleaders to fill his/her team before the start of the season. All teams must be 90% complete on or before the first day of regular season practice with at least 20 players (10 cheerleaders). Failure to meet this goal could result in dismissal of the team and/or Head Coach or Head Cheer Coach. It is the desire of the organization that we field "competitive" teams that include young athletes who want and have the desire to learn and play the sport of contact football, or cheerleading. Not taking an active part in the recruitment of team players or cheerleaders indicates a lack of leadership and responsibility to this Program.

Section 9

TEAM STAFF: The Head Coach and Head Cheer Coach shall recruit, by the July Board Meeting, dedicated and committed assistant coaches, and other required staffing members, who will support the goals and objectives of the TYF "coaching program" (as it is written into these By-Laws and the Member Contract Agreement), and, who shall agree to collaborate and uphold the leadership direction of the Head Coach/Head Cheer Coach. **MAXIMUM NUMBER OF FOOTBALL ROSTERED TEAM STAFF = 10 VOLUNTEERS**, including the following required positions: head coach, team manager, equipment manager. The following volunteers meet the additional optional staff

Trojan Youth Football & Cheer By-Laws

positions: team mom, assistant coaches, trainer (under 18 years of age).

- a. Each FOOTBALL TEAM shall be required to provide additional adult-volunteers to fulfill the following needs of the team and the organization in support of the OEC POP WARNER rules:

#	TITLE/POSITION
1-2	CPR CERTIFICATED COACH--Head Coach must have a current CPR card
5-6	Must Play Reporters (must have 2 volunteers at every game)
1-2	Team Photographers or Videographers
1-2	Team Waterboys/Watergirls (between the ages of 5-14)
3-4	Chain Crew (Must have 2 volunteers at every home game; 1 volunteer at every away game)
2-3	Timekeeper (must have 1 volunteer at every home game)

Note: All volunteers indicated above are also "Members" of the TYF organization and may be subject to all requirements of the "Membership" program (See Article XIII).

Section 10 STAFF PRESENTATION. At the July Board of Directors meeting, the Head Coach and Head Cheer Coach shall make an official presentation of their respective and potential "team staff" members (assistant coaches and trainers). These potential members must obtain approval by a "majority" vote of the Board of Directors prior to the acceptance of their assignment. Once approved, these members shall be required to complete all "Membership" obligations of the Program as written into these By-Laws, Article XIII. (This shall also include immediate payment of Member dues at this meeting). It is the objective of the TYF Program that the Head Coach and Head Cheer Coach shall complete 80% of their rostered staff not to include Head Cheer Coach on or before the JULY BOARD MEETING.

Section 11 The Head Coach and Head Cheer Coach shall agree to attend any and all mandatory TYF and OEC POP WARNER training clinics or meetings. Failure to meet this obligation usually results in a fine, and said fine shall be due and payable by the Head Coach or Head Cheer Coach immediately upon receipt of invoice.

Section 12 SUSPENSION. DISMISSAL OR DISBARMENT: A Head Coach or Head Cheer Coach can be suspended, dismissed, or eventually disbarred for reasons in violation of these TYF By-Laws, OEC Rules or By-Laws, or Pop Warner Rules or By-Laws as revised and current.

Section 13 REPLACEMENTS: If, for any reason, a Head Coach or Head Cheer Coach is suspended or dismissed/disbarred from the program, or quits, it shall be the responsibility of the President and the Executive Officers to appoint a replacement. This may also include an Executive Officer assuming this role in the interim. Once a Head Coach or a Head Cheer Coach has been suspended or dismissed/disbarred, the "former" member shall not involve themselves in the business of, including any event or activity of the TYF organization and its Program. If said member involve themselves in any act or acts to do harm to or against the TYF organization, its Program and its leadership, to also include the involvement of the team, its players and their parents, TYF may seek legal support and file suit against said member for breach of contract agreement.

Trojan Youth Football & Cheer By-Laws

Section 14 DISSOLUTION OF A TEAM: It is the authority of the Executive Board of Directors, by majority vote, to sanction the viability of a team's existence. In the case where a Head Coach or Head Cheer Coach is replaced by the processes of these By-Laws, the Program/Organization shall continue to move forward with the team in a positive manner. It shall be determined solely on the basis of player and parent participation whether or not the team is retained or dissolved. If a team is dissolved; all uniforms and equipment must be collected immediately, and there is NO REFUND of any fees or payment of fund-raiser or other to the Program.

ARTICLE IX: TEAM RESPONSIBILITIES

Section 1 TEAM STAFF SUPPORT TO THE ORGANIZATION: The Head Coach and Head Cheer Coach is responsible for providing the organization with dedicated team staff personnel who will provide positive support and who shall assist the Head Coach or Head Cheer Coach in fulfilling team obligations, such as but not necessarily limited to fund-raising activities, OEC POP WARNER host events, pre-game set-up & post game breakdown at the home field, equipment room projects, snack bar projects or other as assigned or directed.

- a. Snack Bar Operations: It shall be acknowledged and understood by all Members that the Snack Bar operation is a vital and essential function to the TYF organization and generates necessary funds required to complete the TYF Budget. Not all financial obligations are met solely through the payment of player/cheerleader fees and fund-raising monies. The Head Coach, the Team Mom, and the Head Cheer Coach MUST be available and participating at their scheduled work shift. Those that do not comply shall be fined in accordance with these By-Laws, Article VII. In the absence of fulfilling the minimum number of required parent-volunteers of a team's work shift, it shall be the responsibility of the Head Coach, Team Mom, Cheer Coach, and their respective team rostered staff to provide the manpower necessary to complete their required volunteers. The Head Coach, Team Mom, and Head Cheer Coach shall be required to work in a "supervisory" capacity during snack bar venues assisting the Executive Officer staff to insure a successful event/activity.
- b. In some instances, the organization shall require support and "teamwork" of all "Members" (football and cheer) to work together in order to get things done. This can be a scheduled event or a spontaneous need to be filled. The organization shall expect complete support and assistance from all Board Members and their rostered team staff as needed. Members of a rostered staff who fail to provide this support can be fined, suspended, or dismissed.

Section 2 TEAM MOM SNACK BAR OPERATION: In the absence of an appointed or elected Snack Bar Manager, the Team Mom shall assume all responsibility for the operations of the snack bar (as scheduled) during their "designated" work shift. The Team Mom shall work cooperatively with their respective Head Coaches to schedule and coordinate parent volunteers to fulfill their required snack bar volunteer hours throughout the season/year. Responsibilities may also include, but not necessarily limited to the following snack bar tasks and duties: purchase product, deliver product, stock product, clean & prepare snack bar facility or other as directed. The Team Mom shall receive training and assistance from the Snack Bar Director or designated Executive Officer. The Head Team Mom may also be responsible for handling cash transactions at the snack

Trojan Youth Football & Cheer By-Laws

bar venue and held accountable for its intake.

- a. It is a direct violation of these By-Laws and as a non-profit organization for any Board Member, to include the Head Coach, Cheer Coach or Team Mom or Team Manager, to take money from a parent in lieu of working the snack bar operations. No Board Member can work for the absence of a parent unless approved by the President and Executive Officers.

Section 3 TEAM BUDGETS: A formal team budget with line item descriptions, quantities, and costs must be submitted to the TYF treasurer to receive Board approval prior to any fundraising and/or purchasing of team items (e.g., sweatshirts, socks, banquet expenditures, etc.).

ARTICLE X: COMMITTEE PARTICIPATION RULES

Section 1 Committees of the organization shall be established in order to conduct the business, host events, fundraising campaigns and activities of the association. This also provides a fair and equitable distribution of the workload behind the scenes of football and cheerleading, working for the organization to ensure successful budget planning has been achieved.

Section 2 The TYF President shall appoint all organization committees and chairpersons by the MAY Board Meeting. There can, however, be additional committees required if the business and activity of the organization increases after the May Meeting.

Section 3 The President shall serve as "ex-officio" of all standing and/or special committees as appointed.

Section 4 It shall be the responsibility of each assigned committee to handle all preliminary work in the preparation and organization of the scheduled business, host event or fundraising campaign or event of the association.

Section 5 The COMMITTEE and COMMITTEE CHAIRPERSON shall be assigned only to the General Board of Directors. All Board Members will share equally in the number of committees they are assigned to, or as close to being equal as possible. However, this can be subject to change depending upon availability, circumstance or late appointment of Board Members.

Section 6 Board Members shall provide positive support and participation in their assigned committees.

ARTICLE XI: PLAYER-CHEERLEADER ELIGIBILITY & PARTICIPATION REQUIREMENTS

Section 1 Eligibility for PLAYER participation must follow the age and weight specifications of the current OEC POP WARNER Rule Book.

Section 2 Eligibility for CHEERLEADER or MASCOT participation must follow the rules as specified in the current OEC POP WARNER Rule Book, with the exception of the Cheerleader "age-specific" placement as indicated below.

Trojan Youth Football & Cheer By-Laws

Section 3 Team placements of PLAYERS shall be in accordance with OEC POP WARNER Rules and shall be placed at the "lowest" division for which the player qualifies in age and weight. A Player whose weight is within the 10% of the maximum weight for any division shall remain with this division unless it is determined by the Organization the President & Athletic Director & the Head Coach in the team in question that the player in question is unable to lose the weight required in order to meet the maximum weight limit in a division. In other words, a player will not be held within a division who does not have the body fat to substantiate any weight loss in order to meet the maximum weight in a division. The President, Athletic Director & Head Coach shall determine the final decision in the placement of a player. The last day of determination shall be either Physical Day or the Saturday before the first day of regular season practice. The Head Coach shall support any and all decisions affecting the placement of player-participants. The decision to move a player from one team to another must include discussion with the Head Coach and the parent.

Section 4 Team placements of CHEERLEADERS shall be determined by age, to remain within the same age group as with the football team, thus keeping cheer squads "age specific." There is no sibling option (i.e., keeping sister on the same team as brother, or sisters together) if ages are not within acceptable levels. The organization shall place cheerleaders first in accordance with their age and by other factors such as maturity, socio-developmental level and skills. The Cheer Coordinator or President shall determine all final decisions, and the Head Cheer Coach shall support this. The decisions to move a cheerleader from one team to another must include discussion with the Head Cheer Coach and the parent.

Section 5 PLAYER and CHEERLEADER REGISTRATION REQUIREMENTS: Payment of fees and fundraiser, as required by the association/organization, provide the player or cheerleader participant the opportunity and the privilege to participate in the TYF Program. Each player/cheerleader who registers for participation must submit to the following:

- a. PARTICIPANT APPLICATION: The application includes rules of participation and Parental Code of Conduct. The Parent/Guardian must review all pages of the application and sign/initial where applicable. Completion of an application does not necessarily automatically enroll the player/cheerleader into the program. Registration is limited and usually the team is filled on a first come basis. We do not reserve positions or open slots on a team roster for potential players or cheerleaders. We do not hold applications on a waiting list.
- b. PARTICIPANT/REGISTRATION FEE: The Player/Cheerleader Participant/Registration Fee must be paid in full on or before the designated deadline, or no later than the Saturday before the first day of regular season practice. There is NO REFUND if a player or cheerleader quits or drops for ANY reason either in the pre-season, in-season, or post-season months. This also includes any fund-raising money collected. In the case where a player/cheerleader quits, all fees paid are forfeited. Also, no portion of this paid fee can transfer to a sibling or other player/cheerleader in this program.
- c. NON-PAYMENT DEADLINE: If the player/cheerleader registration/program fees are not paid in full by the designated registration deadline or the

Trojan Youth Football & Cheer By-Laws

Saturday before the first day of regular season practice, the player/cheerleader will not be allowed to participate until the account is brought current and paid in full.

- Section 6** All Participant Registration Fees shall be determined by the Executive Board of Directors in pre-season, planning months of each year and officially decided by the General Board at the March Board meeting and based on the accepted season budget.
- a. Participant/Registration Fee shall include all Pop Warner/OEC fees, TYF association player costs, and the following:
CHEERLEADERS: Jamz/OEC Camp
FLAG PLAYERS: Uniform Loan (Game Pant)
TACKLE PLAYERS: Equipment & Uniform Loan (Helmet, Shoulder Pads, Practice Pant, Game Pant, Belts, 7-piece Pad Set)
 - b. No charge for player/cheerleader participant "basic" picture package or trophies.
- Section 7** INELIGIBLE RETURNING PLAYER/CHEERLEADER PARTICIPANTS: A returning player/cheerleader with any of the following CANNOT return to the program: 1) outstanding unpaid balance to the organization (to include all required financial responsibilities as a participant), 2) incomplete or missing return of uniform and/or equipment, 3) outstanding fund-raising merchandise or money, 4) discipline incident from previous year and/or inclusion on OEC Pop Warner infraction/suspension list. Once all debts are cleared and/or uniforms, equipment, or fund-raiser has been received, the player/cheerleader may return to participation in the program. A suspended player may return as indicated in OEC Pop Warner rules.
- Section 8** TEAM FORFEITURE REFUND: Prior to the first scheduled practice of the season, and just before the Chapter is to officially register their teams with the Conference (usually 1st week of May), and if a Head Coach has failed to recruit and register a minimum of 20 players for the each of the divisions by the deadline as indicated in the Head Coach Contract Agreement, and it is determined by the Board of Directors, by majority vote, that the Head Coach has not met his obligations, may result in the "forfeiture" of the team. (This may also include a prior dismissal of the Head Coach for failure to meet these and other obligations of the Program). A REFUND of registration fee, determined by the Board, shall be returned to the player/cheerleader if the association/organization has forfeited a team. However, in all such cases, where there may be the threat of team forfeiture, the association/organization shall make every effort to retain the team and seek other adult leadership to complete the team. The organization shall also make every effort to move all players and cheerleaders of the affected team should a forfeit result in the end, to the team below or above their current team if applicable. Otherwise, the player/cheerleader shall be awarded 50% refund of registration paid. There is no refund of fund-raiser.
- Section 9** REQUIRED REGISTRATION DOCUMENTS:
- a. ALL PLAYERS & CHEERLEADERS: Must provide an original birth certificate on or about the time of registration, along with a photocopy of the original birth

Trojan Youth Football & Cheer By-Laws

certificate for the purpose of certifying the player/cheerleader. OEC POP WARNER will require an "original" when the Contracts are Pre-Certified by an OEC POP WARNER Agent, usually the Certification Day.

- b. Failure to provide required documentation, per above, will not allow the player or cheerleader to certify, and thus will not be allowed to participate with the team on the field of practice. These are the requirements of OEC POP WARNER.

Section 10 SCHOLASTIC REQUIREMENTS: All Players and Cheerleaders must provide a copy of their last report card at the time of registration. It is the policy of this Program that all participants are to maintain a 2.0 grade point average (GPA) throughout their season. Players and Cheerleaders who fail to meet this requirement shall require an Academic Waiver signed by the parent for the OEC POP WARNER conference. The monitoring and follow-up of this shall be the responsibility of the Scholastic Director/Team Manager/Head Cheer Coach. Failure to keep a minimum 2.0 GPA will also "suspend" the player or cheerleader from continued participation.

Section 11 REQUIRED FUND-RAISERS: The TYF organization does not meet its financials needs solely through the receipt of player/cheerleader participation/registration fees. Required fundraisers are designed to supplement the cost of uniforms/equipment, facility, insurance, team administration/equipment supplies, supplies for snack bar, the equipment storage, payment of team fees, and other organizational needs as established in its budget. (A budget is a financial plan of the organization approved by the Board of Directors in March). The amount of fundraisers required is determined by the President and its Executive Board to correlate with the needs of the budget.

Section 12 CONDITIONS OF PARTICIPATION: Once registered and the player/cheerleader have met the above requirements, each player and cheerleader must submit to the following criterion in order to be eligible to receive: year-end trophies, scholastic awards, pre-paid picture package, and/or to receive and keep any portion of their game day uniform/jersey for the football player.

- a. Fulfill registration requirements.
- b. Meet all mandatory Program Fundraisers as indicated in the player/cheerleader registration form/packet as approved by the Board of Directors for the current season/year. Any and all fundraising assets are to be submitted to the organization as requested. Failure to do so will also suspend the participation of the affected player or cheerleader. All monies and/or merchandise received from a TYF fundraiser or sponsorship/donation is the sole property of the TYF association and neither the player/cheerleader and/or their parent/guardian shall claim any right of ownership in any regard.
- c. SNACK BAR REQUIREMENT: Each player and cheerleader shall be scheduled SNACK BAR HOURS which must be worked by a parent or other adult (age 18 years or older). Each Player and Cheerleader must complete a total of four [4] hours snack bar volunteer service by his or her parent or other adult throughout the months of August through December, and as scheduled by his or her respective Team Manager football or Head Cheer Coach. The snack bar service must be performed, and a parent/guardian cannot pay any Member of TYF to work in lieu of their child. No other team volunteer activity can take the place of working the snack bar.

Trojan Youth Football & Cheer By-Laws

- d. All equipment and uniforms on loan to the football player must be returned to the organization in "good condition" per the terms of the Equipment Liability Agreement. The EQUIPMENT LIABILITY AGREEMENT FORM must be signed by the parent/guardian on or before the scheduled Equipment Day. Uniforms and equipment must be returned no later than the Tuesday evening following the last game played, to include playoffs and Bowl games.
- e. Any and all outstanding debts or assets owed--including mandatory fund-raisers--must be paid in order for the player or cheerleader to receive any year-end rewards and awards, including the release of their individual pre-paid picture package.

Section 13 PLAYER-CHEERLEADER PARTICIPANT BEHAVIOR, ATTENDANCE, AND CODE OF CONDUCT:

- a. The Program is not a "babysitting" service, and parents are reminded to insure their child is brought to practices and games, and picked-up from practices and games on time! Tardiness and absences must be reported to the appropriate team official--the Team Manager or the Head Cheer Coach. Tardiness and/or absences from practices, for any excuse, will affect their participation level on game day. (Please refer to the Player or Cheerleader OEC POP WARNER Rules and the Team Rules as supplied by the Head Coach or Head Cheer Coach).
- b. There are three (3) levels of "corrective" measures that the football and cheerleading program put into effect before a player or cheerleader is suspended and/or dismissed. Where situations and behavior of the player-cheerleader participant must be corrected, the Head Coach/Head Cheer Coach shall initiate the following: 1) VERBAL, 2) MEETING WITH PARENT/GUARDIAN, 3) WRITTEN DOCUMENTATION TO THE EXECUTIVE BOARD.
- c. A FOOTBALL Team who has to forfeit a game due to a lack of players and subsequently FINED by the OEC POP WARNER, will affect all players who were absent from this game day event, for any reason, and caused the forfeit. The parent/guardian of these absent players will share the responsibility of paying the OEC POP WARNER Forfeiture Fine and must be paid on or before the established deadline of the OEC POP WARNER invoice.
- d. A Player, Cheerleader and/or Team of the TYF Program can be dismissed from participation under the processes of these By-Laws. Misconduct or other violations of "conduct and behavior" as it is written in these By-Laws and OEC and POP WARNER rules and By-Laws, shall be the determining factor.

Section 14 PARENT CODE OF CONDUCT: Each player and cheerleader participant must have a parent/guardian sign and initial where indicated on the PARENT CODE OF CONDUCT & RESPONSIBILITY. A parent shall sign and agree to uphold these policies of conduct and shall insure that other members of their family or friends who attend TYF and OEC POP WARNER events and activities shall also comply. Failure to comply with the code will suspend or dismiss a parent or other family member spectator. The act of being dismissed may also affect the continued participation of their child.

ARTICLE XII: SCHOLASTIC/LITTLE SCHOLARS PROGRAM

Section 1 The TYF organization is committed to the student-athlete and the promotion of

Trojan Youth Football & Cheer By-Laws

academic achievement. As required by OEC POP WARNER, TYF participates in the Little Scholars/Scholastic Program. This program shall be supervised by a Scholastic Director, an elected position of the Board of Directors, or other Member of the Board in the absence of a Scholastic Director, as assigned by the President.

Section 2 The goal and objective of this Program is to provide encouragement for academics and to keep the student-athlete (players and cheerleaders) interested and successful in school. Academic Medals will be issued by OEC POP WARNER at the conclusion of the season.

Section 3 All registered players and cheerleaders shall maintain a minimum GPA of 2.0. This shall be verified through report card data collected from the participants. A player, however, may submit a POP WARNER SCHOLASTIC ELIGIBILITY FORM until a school record making the player eligible can be collected.

Section 4 REPORT CARD DATA. Only official School or District issued report cards are acceptable. No "progress report" or interim reports that do not show actual grade level achievement will be accepted.

ARTICLE XIII: MEMBERSHIP PROGRAM

Section 1 The Membership Program is required of all "working" individuals of the Board of Directors and Team Rostered Staff.

Section 2 Other "MEMBERS" as referenced in these By-Laws also refers to its player-cheerleader participants and their parents not subject to the rules and fees of this Membership Program as described in this Article.

Section 3 "Eligible Association Members" must be at least eighteen [18] years of age (with the exception of the football and cheerleader trainer) and pass the required Background Check.

Section 4 Required Membership Fee: \$30-Board for Team Rostered Staff & other "qualifying" non-rostered Team Staff volunteers. This fee includes the Staff shirt/polo and Field Pass.

Section 5 All Member fees must accompany the completion of a Membership Application that is filed with the Secretary.

Section 6 Other Membership Requirements: All eligible Membership must submit and agree to the signed TYF Member Contract Agreement to be filed with the Secretary.

Section 7 Other TYF Members, those other than Board of Director Members, are eligible to attend and participate in general board meetings as scheduled on the association calendar. Said Members shall be allowed speaking privileges, subject to code of conduct with no voting rights. Members shall also be eligible to participate in the election process to "vote" for Executive Board position for the coming year (see Article V for voting rights).

Trojan Youth Football & Cheer By-Laws

- Section 8** All Members shall receive an "official" copy of the current TYF By-Laws upon completion of membership requirements.
- Section 9** TYF UNIFORM POLO and HAT POLICY: It has been a mission of this association to institute a "disciplined" and "universal" uniform look of its Board Members and its Team Staffs. It is mandated through this By-Law that all Members are required to purchase their individual Uniform Polo prior to the first regular game and no later than July 31st of the current season/year. Failure to pay for their Uniform Polo shall also "suspend" said Member's participation in the program during games only. It is recommended that a HAT be worn by the football staff that is approved and provided for by the organization. The Hat design and color combination shall be selected by the Head Coach and all team Members shall be required to purchase one [1] as a supplement to their uniform look.
- Section 10** Any Member who quits or is suspended, dismissed or disbarred from the Program/Organization--including the OEC POP WARNER--shall also automatically forfeit any and all rights and privileges as indicated in this Article and is not considered a member in good standing for the remainder of the current season/year, or longer depending upon the terms of their suspension or if the member has been dismissed/disbarred. In addition, all monies paid to the organization shall be forfeited.

ARTICLE XIV: AMENDMENTS TO BY-LAWS

- Section 1** These By-Laws were adopted in September 2015 by its Board of Directors.
- Section 2** The power and authority to adopt, amend, or repeal any of these By-Laws rests solely with the Board of Directors on an "annual" basis as described in Section 3 below.
- Section 3** Procedure to Amend: A recommended change to these By-Laws shall be presented in writing and submitted to the Secretary for a "first reading" and discussion by the existing Executive Board of Directors at a designated meeting sometime in the months of January, February, or March, and prior to the first official Board Meeting scheduled in March of the current season/year. Action on the proposed change may take place only after its "second reading" at the following regular or special meeting of the current Board of Directors. An affirmative vote of two-thirds [2/3s] majority shall be necessary for adoption of the amendment/changes.
- Section 4** Record of amendment/change: Whenever an amendment, change, or new By-Law is adopted, it shall be duly recorded and dated.

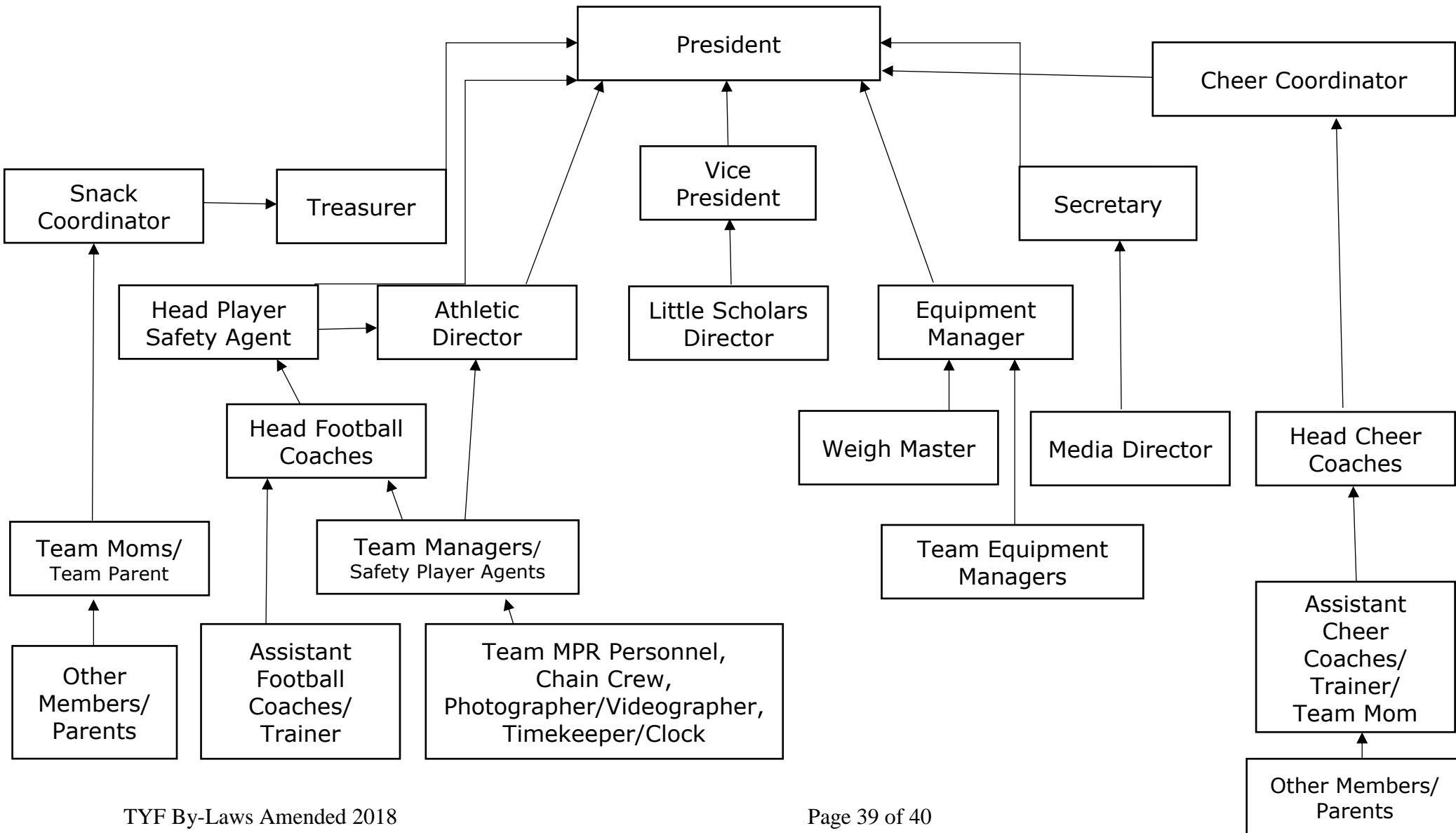
ARTICLE XV: DISSOLUTION OF ASSOCIATION

- Section 1** Should this association be dissolved for whatever reason, all monies existing in the treasury, equipment, storing facilities, etc. shall be donated to a nonprofit youth organization as directed by the Board of Directors.
- Section 2** Upon the dissolution of the association, its assets remaining after payment or provision for payment of all debts and liabilities of this association shall be distributed to a

Trojan Youth Football & Cheer By-Laws

nonprofit fund, foundation, or association which is organized and operated exclusively for charitable purposes and which has established its tax status under Section 501[c][3] of the Internal Revenue Code.

APPENDIX A: ORGANIZATIONAL CHART—Chain of Communication



Trojan Youth Football & Cheer By-Laws

Historical Record of Amendments and Updates:

These TYF By-Laws were discussed, reviewed twice, and adopted as amended on February 18, 2016.

These TYF By-Laws were discussed, reviewed twice, and adopted as amended on March 16, 2017.

These TYF By-Laws were discussed, reviewed twice, and adopted as amended on March 14, 2018.

Recorded and signed by

Kristyl McCray
TYF Secretary 2018