

By-Laws of Locust Fork Youth Football and Cheerleading Member of Blount County Youth Football Association

Article I – Board Members and Officers

- A. Anyone wishing to join the board for LFYFC needs to be present at the board meeting and have a motion made and carried (per majority vote) to be appointed to a board member position.
- B. Board members should be active not only during the season but also in the off season. Active includes working concessions, gate, chains, clean up, and whatever is deemed necessary for the benefit of LFYFC. Any board member that is not active can lose voting rights and board member status, per board vote.
- C. Board members are expected to attend scheduled meetings on a regular basis. Excessive absences from meetings can result in the loss of voting rights and board member status, per board vote.
- D. Any board member that is brought before the board due to an issue that could result in them being voted out and removed from the board needs to be brought to the attention of the President. Once the said issue has been discussed and voted on by the board, the issue and vote carries.
- E. LFYFC will handle all issues pertaining to the players, parents, coaches, etc. registered under said organization. Blount County Youth Football board will only be consulted for advice when needed and/or if the LFYFC board and officers need an arbitrator.
- F. There will be 4 officer positions for the LFYFC board, President, Vice President, Cheerleading President, and Secretary. Each position is responsible for duties expected and any other duties deemed necessary. Each officer position will be held for 12 months, from January 1 to December 31 of the year elected.
- G. President – Presides at all meetings, appoints committees when required, approves any spending by approving checks that may be needed, attends county level meetings, does not cast a vote but will make the final decision in the event of a tie in any kind of board vote, and any other jobs that pertain to the office of the President. The President is elected per a majority vote of board members.
- H. Vice President – Carries out the duties of the President in his/her absence, responsible for any jobs or duties the President may assign. The Vice President is elected per a majority vote of board members.
- I. Cheerleading President – Responsible for organizing and ordering cheerleader supplies and uniforms for all cheer squads, handling any issues or complaints with cheerleaders, parents, coaches, etc. (may escalate to board if needed), and any other duty or responsibility deemed necessary by the board. Cheerleading President is elected per a majority vote of board members.
- J. Secretary – Attends and keeps minutes at any and all board meetings, reads minutes from previous meeting, make records from all meetings publicly accessible, attend registration and keep all forms organized and available, and any other duties and responsibilities deemed necessary by the President and/or board. The Secretary will be elected by a majority vote of board members.

Article II – Elections

- A. Elections for new officers and coaches will be held at the end of the season, the winners will be decided per majority vote of all active board members in attendance.
- B. Board members must have been voted on to the board at least 2 months before the elections, and must be actively involved in all duties and responsibilities of board members, including attendance for any/all meetings and events. Voting rights may be revoked for failure to adhere to these responsibilities.
- C. Anyone wishing to run for an officer or coaching position must submit their name to the board by designated date, set forth each season by the existing board.
- D. Voting for officer and coaching positions is done by secret ballot. The President, along with another officer, will tally the votes. If the President is running for re-election then the next in command will tally the votes.
- E. In the event of a tie the President will be the tie breaker, unless it is that position that is in a tie. Then the next in command will break the tie.
- F. Any board member that will be leaving the board, or not be involved, in the next season will not be allowed a vote for officers or coaches for the upcoming season.

Article III – Meetings

- A. Meeting dates and times will be decided by the President and agreed upon by the board.
- B. Board members, officers, and coaches are expected to attend any/and all meetings. Excessive absences can result in the loss of current position held in the organization.
- C. **Robert's Rules of Order** shall govern meetings, with exceptions made when necessary by the bylaws or special circumstances or rules.
- D. The President shall preside over all meetings. In the absence of the President the Vice President will preside.

Article IV – Committees and Other Positions

- A. The President can and will appoint committees and other positions as he/she sees necessary.
- B. Fundraising Committee – This committee is responsible for bringing fundraising ideas before the board for approval. Once approved, the committee will be responsible for the organization and handling of all aspects of the fundraiser.
- C. Equipment Manager – This person(s) will assist the coaches with distribution, maintenance, and acquisition of all equipment before, during, and after the football season.
- D. Registrar – This person will assist the Secretary with registration and any other responsibilities assigned by the President or board.

- E. Volunteer Coordinator(s) – This position will be held by one to three people who will get volunteers, including board members and parents, to sign up for jobs that need to be carried out according to the jobs list. These jobs will include concession workers, chain crews, gate workers, announcers, clean up crew, etc.

Article V – Registration and Insurance

- A. Registration dates, location, and fees will be set by the President and board members.
- B. Completed registration forms and payment **MUST** be made before a player will be added to the team roster. Exceptions for payment must be approved by the President and/or board.
- C. Registration fees for football players will include the cost of their uniforms. Cheerleaders will only pay registration fees at the time of registration and will pay for uniforms when they are ordered at a date set by the Cheerleading President. Registration also includes a \$20 concession fee. When a parent/guardian works the concession, the fee will be refunded.
- D. All players covered by a primary insurance will be covered under LFYFC insurance only as a secondary form of insurance. Any player who does not have a primary insurance will be covered under LFYFC as their primary insurance for accidents or injuries pertaining to activities during LFYFC events.
- E. A copy of the LFYFC bylaws and rules will be given to every athlete and/or participant during registration.

Article VI – Coaches

- A. Coaches will be elected per majority vote by board members.
- B. All coaches will sign a release form allowing LFYFC to inquire about any past misconduct that might be detrimental to the participants, parents, and any other persons involved in LFYFC. This will be done with the aid of local law enforcement via public record. If needed, a criminal inquiry will be made for past and present situations. Persons being inquired about will be notified before inquiry is made.
- C. All coaches must take a concussion training course and keep a copy of their certificate with them at all LFYFC events.
- D. Head football coaches will be allowed no more than 5 assistants, for a total of 6 coaches per team. Cheerleading coaches will be allowed no more than 2 assistants, for a total of 3 coaches per team. More coaches may be requested and approved at the board and President's discretion.
- E. All assistant coaches must be named and submitted to the board for approval before August 1 of the current season. Exceptions to this deadline are at the President's discretion.
- F. Head coaches must be a minimum of 21 years of age. Assistant coaches must be a minimum of 18 years of age.

- G. Coaches will hold practices at LF Community Park/Locust Fork High School unless another location has been pre-approved by the President.
- H. Coaches are NOT required to provide a minimum playing time for each player on their team. Playing time is at the coach's discretion and will be earned through attendance, practice participation, performance, and dedication.
- I. Coaches are asked to have uniforms fitted during the first week of practice. Sizes and other information should be given to the President as soon as this is completed.

LFYFC Coaches' Rules, Responsibilities, and Expectations

- Consider it an honor and privilege to coach the young people of our community
- Be reliable and on time for all practices and games
- Be responsible for distributing practice/game schedules prior to the beginning of the season – Ensure players' parent/guardian are informed of any change to the game or practice schedule
- Have with you, at all practices and games, Emergency Contact Information and Concussion Forms for each child on the team
- Be responsible for making sure first aid kits are available at every practice. LFYFC will provide EMT service for games
- Be responsible for securing a Chain Gang for all your team's home games; Person must be at least 16 yrs old
- Be responsible for communicating LFYFC playing time policy as well as their own philosophy prior to the start of the season
- Keep in mind at all times that I am a youth sports coach and that the recreational experience is for the children not for the adults
- Model sportsmanship at all times during practices and games; Teach the principles of fair play and sportsmanship to all players
- Use positive coaching methods to make the experience enjoyable for all players, increase their self-esteem and foster in them a true sense of enjoyment of the sport; Strive to make each player feel as if he/she is a valuable member of the team
- Treat parents, officials, and opposing coaches/players with respect and dignity, and instruct my players and their parents to do the same
- Model grace, dignity, and composure regardless of the outcome of the game; Have all players and team coaches shake hands after the completion of the game
- Strive to learn the rules of the game and teach those rules to all players and their parents
- Encourage safe play at all times and report any unsafe playing conditions
- Ensure that players are not wearing any type of jewelry during practices or games
- Never play an injured or bleeding player; Contact parent/guardian if a player is injured and seek medical attention if needed
- Refrain from all forms of personal abuse, whether verbal, physical, or emotional
- Refrain from the use of any and all illegal substances including tobacco products in the presence of my players or on park property
- Coaches/players are the only people allowed on the field during practices/games. If a coach needs another person/parent to help during practices or games on a permanent basis, prior approval must be obtained by the board. Upon approval,

this person must conduct themselves in the same manner as the coaches and follow all rules set forth by the LFYFC program

- Ensure all equipment is maintained in usable condition and is accounted for/returned

LFYFC Parent's Rules, Responsibilities, and Expectations

- Register for the program as instructed and pay ALL necessary fees; Post-dated checks are accepted; I understand that my child will not be placed on the team until these fees are paid – Bad checks are reported by the Town of Locust Fork to the Blount Co D.A. Bad Check division – All fines and fees are the sole responsibility of the parent
- Bring child to practices and games on time; Notify coach if child will be late, absent, or leaving early – If you must leave while your child is at practice/game, correct and current contact information **MUST** be left with the coach and you **MUST** return by the time practice/game is over; If an injury occurs while you are absent, the coaches will use their best judgment as to care for your child
- I understand coaches are in charge of all players during practices and games; I will refrain from interfering or harassing the coaches and coaching team members unless supported by the team coach – Misconduct will result in removal from practice and/or game
- Any harassment, including verbal, to a coach, player, parent, or official can result in a misdemeanor charge being filed; If the harassment continues and/or escalates, felony charges can be filed.
- I understand that football is a competitive sport and that the coach may raise his/her voice at times due to the excitement/circumstances of the game
- If a parent wishes to speak with a coach for any reason, they are asked to do so before or after practice at coaches' discretion; During practice and Saturdays are inappropriate times
- Coaches and players are the only people allowed on the field during practices and games. If a coach needs another person/parent to help during practices or games on a permanent basis, prior approval must be obtained by the board. Upon approval, this person must conduct themselves in the same manner as the coaches and follow all rules set forth by the LFYFC program
- Vulgarity will not be tolerated at any time and will result in immediate removal from practice/game
- Coaches are **NOT** required to provide a minimum playing time for each player; Playing time is at the coaches' discretion and is earned through attendance, practice participation, performance, and dedication
- I understand my rights/concerns as a parent of an injured player but will allow the EMT of LFYFC on scene at all home games to administer first aid as needed (other teams/schools provide their own for their home games); I will not jeopardize the safety of my child in the event of an injury – Even the smallest injury can result in major trauma if not treated safely and correctly
- I will remember that youth sports are played for fun!

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every practice and game
- I will insist that my child play in a safe and healthy environment
- I will demand a drug, alcohol, and tobacco free environment for my child and agree to assist by refraining from their use at all youth sports events
- I will ask my child to treat other players, coaches, fans, and officials with respect at all times and I will demonstrate the same good sportsmanship
- I will be an encouragement to all players
- I will provide support to my child's team and coach by assisting in whatever way I am capable – *This should include working the chain gang, concession stand, cleaning up after games, etc*
- I will promise to help my child enjoy the youth sports experience by placing their emotional and physical desires before my own
- Return all equipment/uniform that were issued to my child at the completion of the season, as instructed by the coach; Participant is responsible for replacement of any lost or damaged equipment/uniform

LFYFC Players'/Cheerleaders Rules, Responsibilities, and Expectations

Parents: Please read this section with your child

- I will encourage good sportsmanship from fellow team members, coaches, and parents at every game and practice
- I will attend every practice and game that is reasonably possible and notify my coach if I cannot
- I will do my very best to listen and learn from my coach
- I will treat my coaches, other team members/coaches, and officials with respect at all times
- I deserve to have fun during my sports experience
- I deserve to play in an alcohol, tobacco, and drug free environment and expect all adults to respect that wish
- I will encourage my parents to be involved with my team as much as possible because it's important to me
- I will do my very best in school
- I will remember that sports are an opportunity to learn and have fun!
- I understand that severe/inappropriate misconduct may result in my removal from the team; Misconduct is brought to the Board and decisions are made based on the severity of the misconduct

Parent and Player Acknowledgement

- Please sign and return to your coach at first scheduled practice

I acknowledge that I have read and understand the youth sport player/cheerleader responsibilities in the By-laws of the LFYFC and will abide by them.

Participant Signature

Date

I acknowledge that I have read and understand the parent/guardian responsibilities in the By-laws of the LFYFC and will abide by them.

Parent/Guardian #1 Signature

Date

Parent/Guardian #2 Signature

Date