

RIVER VALLEY YOUTH FOOTBALL PROGRAM

River Valley Youth Football Program by – Laws

January 16, 2006

Revision:

02/09/2016

**Article 1: Name and Purpose:**

Section 1.11 The name of the organization shall be River Valley Youth Football Program, a non - profit, 501C3organization, hereafter referred to as RVYFB.

Section 1.12 RVYFB is not a part of the River Valley Schools athletic program.

Section 1.13 The purpose of RVYFB is to teach fundamentals of football and cheerleading, increase self-esteem, have fun and encourage participation without regard to winning or losing with the goal of enhancing the River Valley school football/cheerleading program.

**Article 2: RVYFB Guidelines and Meetings:**

Section 2.10 Guidelines:

Section 2.11 The RVYFB program's operational year shall be January 1, through December 31.

Section 2.12 Election of officers

\* Nominations and voting take place in December. (Secret ballot, majority vote)

\* All terms are one year starting in January.

\* An officer can be re-nominated for the next year.

\* Any officer can serve consecutive years if he/she is re-elected.

Section2.13 Special decisions can be made over the telephone or email in which the President or Vice President contacts all voting members and there is a majority or a majority has been reached if not all members are available.

Section 2.14 Revision to the RVYFB by - Laws

Revisions to the by - Laws may be made at any time with a motion, a 2nd and a majority vote.

Section 2.20 Meetings

Section 2.21 The board shall meet six or more times a year starting in January. There may be a need for more meetings during certain months to prepare for the season. Meetings will be held at a pre-determined location unless it is voted to change specific meeting or to hold a special meeting. Meeting times will be posted in various medias and are open to the public

Section 2.22 The board must have a majority of members including the President or Vice President present to do business.

Section 2.23 Board members including officers must attend at least 75% of monthly scheduled meetings.

Section 2.24 Meetings are to follow this format and not exceed 2 hours :( President or Vice - President to run meeting)

\* Meetings are open to the public. A non-voting member with an issue must be on the agenda and has 15 minute time limit.

\* Secretary reads the previous meeting minutes.

\* Treasure to review the financial report.

\* Updates given from each officer.

\* Discussion of any old business.

\* Discussion of any new business.

\* Review next meeting date and adjourn.

**Article 3: RVYFB Board Positions and Responsibilities:**

Section 3.10 RVBFY Board Roles and Responsibilities:

Section 3.11 \* Supply equipment, facilities, uniforms, league schedules, responsible coaches, and any other items deemed necessary for a team to compete in league play.

\* Uniforms shall consist of proper safety equipment including mouthpieces. Parents are responsible to purchase the majority of the uniform. The RVYFB program shall keep practice pants and jerseys.

Section 3.12 Conduct a sign up period, develop fundraising activities, and schedule games.

Section 3.13 The board shall follow up on any concern or problems from any coach, parent official, or another school organization at the next scheduled board meeting

- Section 3.14 Conduct a season follow up meeting in April for all parents to be given the opportunity to participate in a swap meet whereby they may be able to buy, sell or trade equipment.
- Section 3.15 Prepare a budget for the upcoming season. (by April)
- Section 3.16 Have current financial statements available for public display at all meetings.
- Section 3.17 Fiscal year shall be from January 1 to December 31 for each year.
- Section 3.18 Each officer shall submit an estimated budget for board approval for items they are responsible for.
- Section 3.19 Audit from previous year must be complete by March 1st.
- Section 3.20 Audit committee shall consist of:
- \* President
  - \* Vice-President
  - \* Treasure
  - \* One other board member
- Section 3.21 Annual budget must be approved by April 1st.
- Section 3.22 No member shall make purchases beyond there amount budgeted unless approved by the board.
- Section 3.23 The board shall maintain adequate liability and medical insurance.
- Section 3.30 Coaches Selection:
- Section 3.31 Coaches are volunteers and must be approved by the RYFB board and are subject to criminal background checks.
- Section 3.32 Previous year's coaches are given priority to coach unless the board finds just cause not to approve them.
- Section 3.33 all Assistant coaches must be approved by the Head Coach before submitted to the RYFB board for approval and background checks.
- Section 3.40 Executive Board
- Section 3.41 The executive board shall consist of:
- \* President
  - \* Vice-President

- \* Treasure

- \* Secretary

- \* 1 at large member

Section 3.50 Board Positions

Section 3.51 The board shall consist of at least 8 voting positions:

- \* Vice-President

- \* Treasure

- \* Secretary

- \* No more than 9 at large members

New board members shall be nominated and confirmed by a majority vote. One at large member shall represent the cheerleading program. The president only votes in case of a tie.

Section 3.61 Responsibilities of each Board member:

Section 3.61 President:

- \* Chief executive officer for the entire organization.

- \* Hold regular meetings and call special meetings. (If needed)

- \* Set agenda for meeting.

- \* Tiebreaker vote on any business.

- \* Shall act as the spokesman liaison between the board, R.V. school district including the athletic director, and the community.

- \* Shall participate in all activities of the board.

- \* Shall serve on scholarship committee

- \* Set game schedule for all 4th grade games

- \* Set scrimmage schedule for all three teams upon approval by head coach

Section 3.62 Vice – President:

- \* Work side by side with the president.

- \* Fill in for President in case of absence.

- \* Oversee all sign ups and late sign ups.
- \* Supply complete set of rosters to the board members
- \* Give updates in the meetings
- \* Control all registration sheets.

Section 3.63 Treasurer:

- \* Have prepared treasure's report and review for each meeting.
- \* Financial spreadsheet format shall be approved by the board and should contain several categories for both debits and credits along with the beginning and ending balances.
- \* Must file a return annually and review any necessary paperwork.
- \* Track registration fee on a ledger sheet.
- \* Track officiating checks that are distributed to officials.
- \* Annual financial report, audited by the executive board.

Section 3.64 Secretary:

- \* Record minutes.
- \* Record attendance for each meeting.
- \* Prepare and review minutes in all meetings.
- \* E - Mail minutes out to board members.

Section 3.65 Field Manager:

- \* Board member.
- \* Oversee fields for practices and games including clean up.
- \* Set up officials for all originally scheduled games.
- \* Liaison with athletic director for the use of fields.
- \* Master game schedule
- \* Be the contact for scheduling all fields including make ups.
- \* Give updates in the meetings.

Section 3.66 Concession Manager:

- \* Board member.
- \* Must be a member of the River Valley Athletic Booster Club
- \* Set up workers schedule.
- \* Give updates in the meetings.

Section 3.67 Fund Raising Manager:

- \* Board member.
- \* Manage all fund raising projects to fund the day to day operations.
- \* Give updates in monthly meetings.

Section 3.68 Equipment Manager:

- \* Board member.
- \* Order all equipment with approval of board.
- \* Gives updates in meetings.

Section 3.69 Corporate Advertising Manager:

- \* Board member.
- \* Manage all corporate sponsorship programs
- \* Responsible for getting all advertising to league program by deadline

Section 3.70 Apparel Manager:

- \* Board member.
- \* Responsible for getting and distributing all apparel sales flyers
- \* Responsible for collecting apparel sales, placing order, and distributing to participants

Section 3.71 Football Coaching Manager:

- \* Board member.
- \* Responsible for all football coaches and parent helpers
- \* Responsible for football player eligibility requirements

Section 3.72 Misc. Chairperson Positions

- \* Board member.
- \* Liberty Elementary representative- responsible for distributing hand out's to all participants at that school
- \* Heritage Elementary representative- responsible for distributing hand out's to all participants at that school
- \* RV Middle School representative- responsible for distributing hand out's to all participants at that school
- \* Media Relations- responsible for advertising all necessary information to newspaper, public web sites, etc.
- \* Shed Manager- responsible for all shed activities during practice including equipment, water coolers, etc.

Section 3.73 Cheerleading Coaching Manager:

- \* Board Member
- \* Responsible for all cheerleading coaches and parent helpers
- \* Responsible for cheerleader eligibility requirements

Section 3.80 Scholarship Chairperson

- \* Board member.
- \* Responsible to sit on Scholarship Committee
- \* Responsible to call committee meeting
- \* Responsible to collect Scholarship Applicant Papers
- \* Responsible to uphold the Scholarship by-laws as set below:

**Youth Football Scholarship**

River Valley Youth Football (RVYFB), by-laws section 3.80

Beginning in May of 2011, the RVYFB will offer two (2) scholarships to graduating seniors who have participated in the RVYFB organization.

These scholarships will be \$500 each and one (1) will be given to a football player and one (1) given to a cheerleader.

The scholarships may be split in half and \$250 given to two football players or cheerleaders if so decided by the scholarship committee that year.

All scholarship funds will be controlled by the RYVFB board.

Scholarship Stipulations:

1. Applicants must have participated in ALL eligible years of youth football or cheerleading
2. Scholarship NOT determined by student's GPA
3. Scholarship to be paid upon verification of college related paid receipt submitted
4. Applicant must submit written paper containing:
  - a. Paragraph regarding what football meant to you
  - b. Paragraph regarding what our organization (RYVFB) meant to you
  - c. Paragraph regarding how you are going to use that information
  - d. Paper must be two (2) pages maximum
  - e. Paper must be double-spaced
  - f. Paper must be submitted to scholarship committee by May 1st of awarding year
  - g. Scholarship to be awarded at Senior Breakfast
5. Scholarship Committee to be consisted of the current scholarship chairperson on the RYVFB board, the current President of the RYVFB board, and one past President of the RYVFB board.

**Article 4: River Valley Youth Football Registration:**

Section 4.10 Registration Outline:

The RYVFB website may be used to register for football and cheerleading.

Section 4.11 Sign Ups:

\* Signups will take place in early March with a deadline to be determined each year.

\* Three or four dates should be chosen for the registration with at least one of them being Saturday

\* Sign ups dates should be published in various medias along with registration forms being passed out at all elementary schools and the middle school as well being posted on the website.

\* Parents must sign registration form and complete medical release form.

\* A physical shall be required prior to a youth participating in full contact practice as well as the submission of a copy of the youth's birth certificate.

Section 4.12 Informational Sheet:

\* An informational sheet is to be given to each child that has sign up information, dates, for uniform fitting, fund raising information, any clinics that might be given, participation fee, or any other information that is necessary to communicate to the parents.

Section 4.13 A participation fee will be determined by the board prior to sign up. This may be in addition to uniform and equipment fees. No youth will be denied the opportunity to participate, therefore, hardship cases will be decided by the board.

Section 4.14 Late sign-ups will be assessed a fee to be determined by the board yearly. Deadline will be determined yearly.

Section 4.15 A child must be enrolled in the River Valley School district to play in the RYVFB program unless it is approved by the RYVFB board.

Section 4.16 Each participant and parent (or guardian) must sign the "Zero Tolerance Policy"

**Article 5: Team Make Up**

Section 5.10 \* The RYVFB board shall determine the league that we'll participate in.

\* There shall be a varsity, Junior Varsity team and 4th grade team (if participation numbers allow)

\* Varsity shall consist of all 6th graders and any player affected by league rules (weight, age)

\* Junior Varsity shall consist of only 5th graders not affected by league age or weight restrictions

\* 4th grade team shall consist of only 4th grade participants

\* The league will determine weight limits and age limits.

\* A youth will either participate in Varsity or Junior Varsity each week.

- \* At least one board member shall represent RVYFB at league meetings.

#### Section 5.11 Playing time protocol for ALL teams

Our job as an organization, is to take 3rd grade players (where everyone plays equally with no regard to winning or losing) and transform them over three years to be ready for the 7th grade (where playing time is competitive and not guaranteed and winning is the top priority. Our success as an organization depends on being able to perform this transition effectively. To do this, we must:

##### 4th Grade team:

- \* all players must play both sides of the ball each game, offense and defense
- \* all players get close to the same amount of playing time
- \* most players change positions on offense and defense during the season
- \* emphasis on winning, but not at all cost

##### 5th grade team:

- \* most players play both sides of the ball each game (maybe 1st team on one side and 2nd team on the other)
- \* playing time is slightly edged towards the better players
- \* some players begin to settle in on a position best suited for them
- \* emphasis on winning, but not at all cost (except for playoff's or youth bowl where winning is everything)
- \* attendance at practice is somewhat enforced

##### 6th grade team:

- \* most players settle on a position on one side of the ball
- \* playing time is edged towards the players who have worked in the off-season and/or are better players
- \* each player gets playing time each game, but may be only a few plays depending on their effort & abilities
- \* emphasis on winning, but not at all cost (except for playoff's or youth bowl where winning is everything)
- \* attendance at practice is greatly enforced

ALL teams:

- \* NEVER give up on a player as it is impossible to determine the speed, strength, size, and effort that player will provide at any time before they graduate in 12th grade.(some of our best HS players were small & timid in youth)
- \* Each player must learn before they leave for 7th grade, that sports from then on is competitive playing time and that hard work and effort determines ALL playing time in the levels to come.
- \* ALL players get equal playing time in practice, equal opportunity to better themselves.
- \* Our organization must build DEPTH and sending as many quality players to 7th grade as possible.

**Article 6: Cheerleading:**

Section 6.10 Participation:

- \* One at large board member shall represent the cheerleading program
- \* There shall be a varsity and Junior Varsity Squad (and 4th grade squad if participation numbers allow)
- \* The cheerleading coach shall be determined by the RYFB board and is subject to a background check.
- \* There shall be an account established for the cheerleading program, the treasurer will oversee this account.
- \* There will be a cost associated with this program to be determined by the RYFB board.

**Article 7: Coaches and Parents:**

Section 7.10 Coaches code of ethics:

- \* One at large board member shall represent the football program
- \* No foul/abusive language towards officials or players.
- \* No tobacco.
- \* No drugs and or alcohol on premises.
- \* Observe league and RYFB rules.

- \* Any coach getting ejected must submit a report to the board for review. The board will rule on any disciplinary action if needed.

- \* Any parent that is helping in anyway shall abide by these rules.

- \* Any violation of rules will be subject to disciplinary action by the board.

Section 7.2 Coaches Responsibilities:

- \* Make sure all the kids get a practice and game schedule.

- \* Show up on time for games and practice. (1/2 hour before game time)

- \* Make sure all players have been picked up before leaving.

- \* Set the ground rules for the kids to learn good sportsmanship and how to be disciplined ball players. (i.e. throwing helmet, abusive language, etc.)

- \* Each violation of team rules and or school policies by the youth shall result in the loss of at least 1 quarter of playing time.

- \* Try to play all scheduled games.

- \* Must adhere to playing time protocol in section 5.11