# Chelsea Youth Football

By-Laws

**Article 1: Name**

Section 1: The name of this organization shall be the Chelsea Youth Football Program. Hereinafter referred to as "C.Y.F." Chelsea Youth Football shall operate exclusively as a non-profit organization.

**Article 2: Purpose**

Section 1: To teach and/or stress the fundamentals of the game of football while developing good sportsmanship, teamwork and fair play.

**Article 3: Government**

Section 1: The administration of the CYF program shall be conducted by the CYF board which shall be comprised of the following officers: President, Vice-President, Secretary, Treasurer, Equipment Manager and Commissioner.
(The past president will also serve on the CYF board for a period of 1 year.)

The CYF board will operate under the direction and control of the CYC executive board as outlined in the CYC by-laws.

**Article 4: Duties**

Section 1: President – The president shall preside over all meeting of the CYF Board. If the president is absent the Vice-President will preside and shall be responsible for the execution of the decision of the board and the enforcement of all by-laws. The president shall serve as a ex-officio member of all standing committees. The president shall call meetings of the CYF board and shall have the authority to act on behalf of the board on matters that require immediate attention that the CYF board does not have time to act upon. However the president will follow the guidelines for all financial matters as outlined in the CYC by-laws. The president will serve as the board representative for all league matters.

Section 2: Vice President – The vice president shall during the absence of the president assume the duties of the president pro tempore and shall perform other duties as assigned by the president and the CYF board.

Section 3: Secretary– The secretary shall keep the minutes of all meetings of the CYF board. The secretary shall provide all CYF board meeting minutes as requested by the CYF board. The secretary shall perform other duties as assigned by the president and the CYF board.

Section 4: Equipment Manager – The equipment manager shall develop a plan for acquisition of equipment, secure timely and appropriate maintenance of equipment and medical kits; oversee and coordinate distribution and collection of equipment; supervise storage and inventory equipment; check and prepare fields for home games; set out field markers, arrange for game timekeepers; schedule and supervise volunteer chain gangs for home games, press box volunteers and clean-up crew volunteers. The

equipment manager shall also be responsible to stow equipment and police the field after last home game of the day. The equipment manager is responsible for all the football uniforms and equipment. The equipment manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The equipment manager shall order the uniforms and equipment early enough to receive them by the start of the season. The equipment manager shall make sure that each head coach has first aid supplies and extra parts for repairing helmets or shoulder pads (i.e helmet screws, should pad straps, fasteners, chin straps, etc.)The equipment manager shall also perform other duties as assigned by the CYF board.

The following board members shall have access to equipment at all times- president, vice president and equipment managers. No other individuals shall have access to the CYF equipment.

All equipment owned by CYF shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have approval of the CYF board. All equipment shall be inventoried by the equipment manager at the beginning and ending of each season. All equipment should be properly numbered for accountability and inventory reports shall be provided to the CYF board as requested.

Section 5: Commissioner – The commissioner shall develop ideas and plans to support and improve the CYF program as it relates to player and coach development. The commissioner shall provide leadership for coaching clinics and the player evaluation process (Draft) Help to ensure all by-laws are followed and suggest amendments as necessary. Other duties as assigned by the CYF board. Shall from time to time attend league meetings and assist CYF with securing and maintaining facilities for practice and play.

Section 6: Treasurer –The treasurer shall maintain a record of all CYF board documents and serve as registrar during the football registration period. The treasurer shall provide all CYF board documents and registration documents as requested by the CYF board. The treasurer shall receive all purchase invoices and monies due to the CYF program. The treasurer shall distribute all purchase invoices and monies paid to the CYC treasurer. The treasurer shall coordinate CYF board members to handle gate/apparel sales and handle all funds securely, making timely deposits. The treasurer shall keep an accurate record of all financial transactions of the CYF program and shall be responsible to report on all matters pertaining to finance to the CYF board as requested. The treasurer shall coordinate and manage all fundraising activities for the CYF program in conjunction with guidelines established by the CYC by-laws. No one on the CYF board can charge expenses to the CYF program unless authorized by the CYF board president and in accordance with the CYC by-laws.

**Article 5: Membership**

Section 1: Rights of board members – all board members have the following rights:

A. To be treated fairly and equitably.
B. To receive notice of meetings, attend meetings, make motions and second motions when needed. Vote on motions.
C. Nominate people for office. Be nominated for office. Elect people for office in conjunction with the guidelines established in the CYC by-laws.
D. To speak on or debate an issue in turn.
E. Know the meaning of the questions or subjects being debated.
F. Object when rules are violated.
G. Appeal the decision of the chair.
H. Have access to minutes of all meetings.
I. Receive the treasurer's report once a month.
J. Get a copy of the CYF by-laws.
K. Not have to suffer personal abuse and attack from any other member(s).

Section 2: Responsibilities of board members – all board members have the following responsibilities:

A. Attend meetings, be on time and stay until the end of the meeting.
B. Be ready to talk knowledgeable and intelligently on a topic.
C. Be open-minded and attentive.
D. Treat everyone with courtesy and respect. No negative yelling at or belittling of the other board members.
E. Follow the rules of debate and obey the rules of the organization.
F. Attack issues, not people. Respect the rights of others.
G. Abide by the final decision of the majority vote and display unity as a board member.
H. Bring in or recommend new members.
I. Respect the chair's opinion and rulings.

Section 3: Terms of office – all CYF board members shall serve a one (1) year term as noted in the CYC by-laws.

Section 4: Termination – CYF board membership may be terminated by resignation. If a resignation is accepted the CYF board president will contact the CYC executive board to identify a new board member as outlined in the CYC by-laws. A CYF board member may also be subject to termination by his/her action should it be deemed detrimental to the best interest of the CYF program as a whole. Possible board removal would require a meeting and 2/3 CYF board vote along with a 2/3 vote of the CYC executive board as outline in the CYC by-laws.

If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and by-laws violated, and given an opportunity to answer such charges. A minimum of 24 hours notice shall be given to the member involved.

If a CYF board member misses three (3) consecutive meetings, they will be notified by the CYC and removed from the board as outlined in the CYC by-laws.

Section 5: Adding new members – The CYF board is allowed to add new board members as necessary to keep up with the youth population in Chelsea. The addition of a new board member requires a majority vote and must be approved by the CYC executive board per CYC by-laws.

Section 6: Elections – The nomination and election process will be handled as outlined in the CYC by-laws.

Section 7: Meetings – The CYF will make every attempt to meet monthly during the months of January –July and weekly during the months of August-November. Special meetings can be called by the president or vice president in order to conduct business.

Section 8: Quorum – To conduct business a quorum must consist of the following:

- Majority of membership

**Article 6: Parliamentary Procedure**

Section 1: Interpretation of By-Laws – all questions of interpretation of the by-laws shall be decided by the CYF board in conjunction with the CYC executive board.

Section 2: Amendments – The by-laws of the CYF Board may be amended by the following procedures:

A. A proposed amendment shall be presented to the board at a regular or special business meeting. The adoption of the amendment shall require 2/3 vote. If approved by the CYF board the amendment shall be presented to the CYC executive board for their approval as outlined in the CYC by-laws.

B. The secretary/treasurer shall insure the approved amendments are incorporated into the by-laws of the CYF board.

**Article 7: Guidelines and Rules**

Section 1: Registration – Each football participant shall pay a registration fee in the amount deemed necessary by the CYF and approved by the CYC executive prior to participation in the current season. The CYF board will recommend a full refund of the registration fee for any football participant who withdraws from the program prior to the ordering of team uniforms. After that date, no refund of registration fees will be granted unless otherwise deemed appropriate by the CYF board. All final decisions regarding registration fee refunds reside with the CYC executive board. All fees are due before any equipment shall be issued.

Section 2: Leagues – with respect to age, weight, playing rules etc, we follow the guidelines of the current league in which we participate unless otherwise stated in our CYF by-laws.

Section 3: Park Rules

A. Every coach should make an effort to limit practice time to no more than 2 hours or less. No mandatory practices can be scheduled for Sunday before 1:00 p.m.
B. Home scrimmage games must be approved by the CYF president or commissioner if the opposing team is not within our current league.
C. The use of tobacco products by coaches and players is prohibited in the proximity of the practice or playing fields.
D. No uniform or equipment will be replaced unless the damaged item is returned.
E. No uniform or equipment will be issued to an individual until all fees/dues from a previous sport have been paid. This issue must be brought to the attention of the CYF board president before any action is taken.
F. After the completion of a game, our team will congratulate the other team and show good sportsmanship by forming a line at mid-field to shake hands.
G. Only the authorized coach (1), assistant coaches (5), CYF board members or trainers may occupy the player's bench, in addition to the uniformed players during the progress of the game.
H. A coach, player, or team follower shall not:
    a. disrespectfully address an official
    b. attempt to influence the official's decision
    c. use profanity
    d. disrespectfully address or bait an opponent
    e. incite undesirable crowd reactions
    f. enter the playing area or practice field unless by permission of a head coach to attend an injured player
I. Coaches, players, team assistants, parents or followers shall not coach or address any players from the opponent's side of the field.
J. All coaches must complete a coaching application and be subject to a background check.
K. A team split will follow a one to one draft with head coaching seniority determining the coach with the 1st pick. In the event of a seniority tie, a coin toss will determine the coach with the 1st pick.
L. All coaching positions are automatically terminated at the close of each season and all coaches must reapply every year.
M. Coaches should notify the CYF board president as soon as an injury occurs.
N. Coaches should never criticize the opposing team, it's coaches or fans.

O. Coaches should only use appropriate methods and drills designed to develop good physical conditioning and skills.
P. All coaches should be on alert for any signs that would indicate possible health hazards for the players.
Q. All coaches must complete the safety training course offered by the CYF program.
R. The CYF board supports participation by all players in each league game or other designated function. Any deviation from this rule due to missed practices or non-participation in scheduled practices must be brought to the attention of the CYF board by the head coach prior to any final decision concerning participation.
S. Mandatory play rules will be as follows:
    a. Teams with 29 or fewer players – 4 plays per half
    b. Teams with 30 or more players – 3 plays per half
    c. Any player who misses one (1) or more games or practices in a given week does not necessarily qualify for the mandatory play rules. The head coach must notify the CYF board for final approval prior if he/she plans not to apply the minimum play rule for the before mentioned player.

- Minimum play rules do not apply to playoff or championship games.
- Any head coach non-abiding by the minimum play rules will be automatically suspended for 1 game; a second violation will result in an indefinite suspension.
- A player must be at least 5 years of age prior to Aug. 1st in order to be eligible to play within the CYF program.
- No player may play up in age without the approval of the CYF board.

**Article 8: Selection of coaches and sponsors**

Section 1: Selection of coaches -head coaches and assistant coaches will be voted on and approved by the CYF board prior to the start of the 1st day of practice.

Section 2: Selection of team sponsors – all team sponsors must be approved by the CYF and CYC board prior to participation.

**Article 9: Management – Rules of Order**

All business of the CYF board shall be conducted in accordance with the procedures outlined in Robert's Rules of Order. The CYF board may adopt such rules and regulations for the conduct of its meetings and the management of the football program, as it deems proper. All rules and regulations will be submitted to the CYC executive board for approval as outlined in the CYC by-laws.