

**SCAPPOOSE YOUTH FOOTBALL ASSOCIATION
SUPPLEMENTAL BY-LAWS**

Adopted May 21, 2000

Revised, April 2, 2002

Revised, June 15, 2007

Article 1 – Objective/Purpose

- 1.1 The following bylaws are adopted as the formal bylaws of the Scappoose Youth Football Association (SYFA).
- 1.2 The Scappoose Youth Football Association will be subject to these bylaws and to the Tualatin Valley Youth Football League Bylaws. The Scappoose Youth Football Association bylaws will take precedence over the Tualatin Valley Youth Football League Bylaws.
- 1.3 The Scappoose Youth Football Association is a non-profit volunteer run organization registered with the Oregon State Corporation Division.
- 1.4 The Scappoose Youth Football Association is an independent member of the Tualatin Valley Youth Football League. SYFA neither promotes, endorses, or is affiliated with any public or privately run camps or clinics outside of the normal season as defined in the TVYFL by-laws. Members of SYFA take part as their own individual and not as a representative of SYFA.
- 1.5 The objective and purpose of this association is to promote, foster, develop, and maintain athletic football teams. To foster among the members of said teams the IDEALS OF TEAMWORK, GOOD SPORTSMANSHIP, GOOD CITIZENSHIP, AND CHARACTER, WITH THE BENEFICIAL OPPORTUNITIES TOWARD BECOMING POSITIVE EXAMPLES TO OTHERS

Article 2 – Administration

- 2.1 The Board of Directors shall consist of the following positions: President, Vice President/President Elect, Secretary, Treasurer, Registrar, Equipment Manager, Field Maintenance, Fundraiser, Cheerleader Representative, and Six (6) At-Large Members. For transactions of league business, a simple majority of the members in attendance will constitute a quorum. However, in no case will this be less than four (4) members. Special case transactions can be done by proxy vote if necessary.
- 2.2 The Board of Directors will have the full authority to direct the property, affairs and activities of this Association.

- 2.3 The Board of Directors shall also have full jurisdiction over rules, policies, and protests. The Board will be in charge of all investigations into rule violations as deemed necessary.
- 2.4 Board Members are to be nominated and elected by the current board. Elections will be held by January 31st to fill Board positions for the next football season.
- 2.5 **President Responsibilities:** Attends all Tualatin Valley Youth Football League meetings. Presides over Scappoose Youth Football Association meetings; prepares budget based on the needs of the Scappoose Youth Football Association, with the Board of Director's approval and recommendations. Provides Scappoose Youth Football Association Board with information about dates of meetings and upcoming events. Develops and approves all Association schedules. Assures that all league fees are paid in a timely manner. Oversees scholarship designation, (both high school and youth football). Assists in equalizing team selections. Monitors all deadlines of the Tualatin Valley Youth Football League. Works with the Registrar to accomplish smooth registrations. Both Co-Presidents will serve as Field-Control Person at all home games and will have access to a telephone. This Co-President will have general charge of the business of the Association and is a co-authorized check signer. According to Tualatin Valley Youth Football, this person will carry the title of Association President.
- 2.6 **Vice-President Responsibilities:** Assists the SYFA President and assumes the position of President in their absence. This position is the liaison between the Board of Directors and the coaches and will act as official representative of the Association for coach/player/parent issues during the season. Coach-related issues such as performing criminal-background checks, setting up interviews, verifying first-aid certification, etc. will be the full responsibility of this position. Both President and Vice President will be Field-Control Person during home games and have access to a telephone. Other responsibilities include assisting in equalizing team selections and overseeing scholarship designation, (both high school and youth football). This position is a co-authorized check signer. This position will normally assume the President position. This position may not be required to fulfill a two- (2) year term commitment.
- 2.7 **Secretary Responsibilities:** Notifies all members of all regular and special meetings. Records minutes of meetings and supplies Board Members with minutes of previous meetings. Maintains files of all necessary and current documents, including insurance, by-laws, coaching applications, meeting schedules, etc. Maintains documents pertaining to Oregon non-profit status and is responsible for all mailings.
- 2.8 **Treasurer Responsibilities:** Maintains savings and checking accounts. Is responsible for all deposits, withdrawals, transfers of funds, and payment of all association bills. Provides board with financial report at each meeting. Co-authorized check signer.
- 2.9 **Equipment Manager Responsibilities:** Coordinates and oversees Youth Football equipment handout and return. Maintains records of equipment issued, for safety and accountability purposes. Prepares year-end report detailing equipment needs, costs, and ordering deadlines. Organizes and maintains equipment storage areas.

- 2.10 **Field Maintenance Responsibilities:** Acts as liaison between the school district maintenance employees and Scappoose Youth Football Association regarding the mowing of fields. Maintains field painter and paint. Coordinates and oversees operation of scoreboard. Decorates and dismantles the field for all Youth Football home games. Orders and cancels portable bathrooms. This person will inform the Equipment Manager of any special needs for the fields.
- 2.11 **Fundraiser Responsibilities:** Works with budget committee to identify financial needs not covered by registration fees. Creates a plan to fulfill these needs. Coordinates and oversees all fundraising events and collects funds for the treasury.
- 2.12 **Registrar Responsibilities:** Advertises and oversees all Youth football registrations. Compiles team books with all the necessary forms for league verification. Attends verification night with Tualatin Valley Youth Football League Representative. Collects registration fees for the treasury.
- 2.13 **Cheerleading Representative Responsibilities:** Coordinates the coaching staffs and cheerleaders for the Youth Football registrations. Secures separate insurance for the Cheerleading program and communicates with Board Secretary regarding insurance responsibilities.
- 2.14 **Members At Large Responsibilities:** (Six Positions) Acts as support system for the rest of the Board positions. Must be active and participate where needed within the Association (i.e. helping with registration, field maintenance, etc.).
- 2.15 **Advisory Board Responsibilities:** These are non-active members of the Board. Provide advice on questions pertaining to football. Address any and all concerns of the Association. Act as the guiding force of the program as a whole. These are appointed positions, which will consist of high school coaches and past Board Members.
- 2.16 **Term Limits:** All terms will be two-year appointments. Terms to be appointed in even years are as follows: President, Equipment Manager, Registrar, Cheerleading Representative, Members At Large Positions D, E, and F. Terms to be appointed in odd years are as follows: Vice-President, Secretary, Treasurer, Field Maintenance, Fund-Raiser, Members At Large Positions A, B, and C.

Article 3 – Procedures

- 3.1 Registration fees and returns will be as followed.
 - 3.1.1 The Scappoose Youth Football Association Registration football fees are \$150.00, which is broken into \$110.00 for football registration and \$40.00 for the fundraiser. Cheerleading fees are \$60.00, which \$20.00 is for registration and \$40.00 is for the fundraiser. A late fee of \$10.00 will be assessed for registrations after the scheduled sign-ups. (See Article 5 – Fundraising.)

- 3.1.2 **Family Discount:** A family discount will be applied to families of more than one participant in either football or cheerleading. The discount will be \$90.00 per football player and \$10.00 per cheerleader.

Examples: A family of two football players would be assessed fees of \$90.00 for each child instead of \$150.00. A family of one football player and one cheerleader would be assessed fees of \$150.00 and \$50.00.

- 3.1.3 Exempt from fundraising participation are as follows: Board Members which includes President, Vice President, Secretary, Treasurer, Equipment Manager, Field Maintenance, Fundraiser, Registrar, Cheerleader Representative, all Members At Large, and all Coaches. Exemption extends only to those immediate family members who participate in football/cheerleading. (i.e. children, stepchildren, grandchildren, and legal guardianship of...)

- 3.1.4 Registration and unsold fundraiser product money will be returned for a player who quits, up to One (1) full week after practice begins. No money will be returned after the first full week of practice. Parents will be required to sign an acknowledgement form on this policy. Checks will not be returned without having the player's equipment and/or uniforms returned and verified complete. The parent or guardian will be required to submit a request in writing for this return of money, with an explanation of the circumstances for which the players are quitting.

- 3.2 Two registration days are held in the month of May. One shall be held on a Wednesday and the other on a Saturday ten days later. These registration days are held this way in order to give parents a fair chance to register their children. Registration is done online per TVYFL.

- 3.2.1 All forms must be completed and fees paid at the time of registration to be considered a registered player.

- 3.2.2 The only exception to Section 3.2A will be the physical form, which must be filled out by an attending physician. If the player is not able to schedule his/her physical before registration, the physical form will only be accepted via the Post Office Box no later than July 1st. Any registrations that are incomplete can be removed from the roster on July 15th at the discretion of the SYFA Board of Directors.

- 3.2.3 Registrations are received on a first-come, first-served basis.

- 3.2.4 Equipment will be fitted and bagged but not released to the player until all forms are completed and turned in to the Association. **A PARENT OR LEGAL GUARDIAN MUST SIGN FOR EQUIPMENT BEFORE IT WILL BE RELEASED TO THE PLAYER.**

- 3.2.5 All equipment and/or uniforms will be turned in no later than one week after the announced date of collection. If the equipment and/or uniforms are not returned an invoice in the amount of \$285.00 for football equipment or \$55.00 for cheerleading uniforms will be issued by certified mail to the parent or guardian. If the equipment is not returned or money is not paid with-in 30 days, the bill will be turned over to a collection agency.
- 3.3 Participants in the Scappoose Youth Football Association will normally be those either enrolled in or home schooled within the Scappoose School District.
 - 3.3.1 Out of district applicants will only be considered for districts that are participants of the Tualatin Valley Youth Football League that border Scappoose School District.
 - 3.3.2 Out of district applicants will be required to follow the guidance of waivers as defined in the TVYFL by-laws.
 - 3.3.3 Out of district applicants will be placed on the waiting list directly behind SHS district players at the close of the second day of registration. The applicants will be given preference to a team over any late applicants of the Scappoose School District.

Article 4 – Team Rosters

- 4.1 Team sizes for youth football is limited to a maximum team size of 30 players per team with a minimum team size of 20 players per team. At the time registration is complete, waiting lists will be formed for excess players.
- 4.2 Team Sizes for cheerleading is limited to 15 per youth team. Excess applicants will be placed on a waiting list at the time of registration. Applicants may be moved to teams outside their grade level to line up with siblings playing football as determined by the Cheerleading Coordinator. The right to increase team sizes needs to be presented by the Cheerleading Coordinator to the SYFA Board to be decided by vote per Article 2.1.
- 4.3 Play Rule – All players must participate in a minimum of ten CONTACT PLAYS per game other than kickoffs, punts, and extra point plays.
- 4.4 Coaches – There will be a maximum of six coaches per team and a minimum of two full time coaches per team.
- 4.5 Team Parent – There will be one team parent per team, selected by the head coach, who is in charge of organizing three people for the chain gang and a timekeeper for each home game.

- 4.6 Weigh Master – There will be one weigh master per team, selected by the head coach, who will be in charge of all weigh-ins for the team at all home and away games.
- 4.7 Team Selection – The primary goal is to have equally talented players on each team when two or more teams exist at the same level. Teams will be divided at the conclusion of two full weeks of practice by way of a draft as outlined in the TVYFL by-laws. The Vice-President (coach of coaches) will decide coaching staffs, and the draft will be coordinated under his/her direction and authority. The coach of coaches will have the final authority to any disputes. Coaches' children are normally placed on their own teams. Parents requesting their child to be on a friend's team are not to be considered. A request to be on teams because of carpooling to practices is not an issue because all team practices are at the same time and place.

Article 5 – Fund Raising

- 5.1 Fundraising – Currently SYFA will hold at least one major fundraiser each year that every player will be required to participate in. This participation will require a minimum purchase and commitment to resell a product or service.

Article 6 – Finance

- 6.1 Financial Status – Due to the cost of equipment and growing participation, a secure financial status needs to be maintained. A minimum of \$8000.00 must be kept in a combination of saving and checking accounts. (This money can be used in emergency situations, if needed.) Anything over the \$8000.00 amount is considered expenditure budget money.
- 6.2 All accounts will be two signature accounts. All checks must be signed jointly by the, President of the Scappoose Youth Football Association, OR Vice President of Scappoose Youth Football Association, AND the Board Treasurer.
- 6.3 All money received will be on cash or check basis. All expenditures will be reimbursed when receipts are submitted. The Board of Directors must approve any amount over \$200.00. Coaches are not allowed to purchase equipment.

Article 7 – Miscellaneous

- 7.1 Coaching Applications – All new coaching applications will be received at registration time. Coaches must fill out an application, a criminal background check release form, and submit to an interview. The interview process will be in front of an interview panel that is selected by the Board of Directors before the start of the season.

- 7.2 Parental Help – All parental participation is encouraged with the exception of direct on field and sideline coaching. For liability and insurance purposes, all coaches and Board Members are registered through the Tualatin Valley Youth Football League.
- 7.3 Football and cheerleaders names and personal information will not be disseminated or used without written consent of the parent or guardian. As example, a player picture with personal information will not be displayed on the Internet.
- 7.4 The SYFA is responsible to recruit officials for the Tualatin Valley Officials Association (TVOA) for officiating at the 3rd/4th and 5th/6th-grade level.
 - 7.4.1 SYFA will be responsible for placing ads and working with the High School coaching staff for those potential applicants.
 - 7.4.2 SYFA is required to pay the TVOA for uniforms and gear for officials that come from within the Scappoose district.
 - 7.4.3 SYFA will pay a \$100.00 bonus to those applicants that complete the TVOA training and commit to the upcoming season. This bonus in essence covers the time and travel expense of the applicant to attend the required training program.
- 7.5 Transportation to the youth games is the responsibility of the players parents. Coaches are not accountable for this.

Article 8 – Community Contribution

- 8.1 Scholarship Fund – The Scappoose Youth Football Academic Scholarship award is awarded to two high school graduating seniors who played football one high school graduating senior who was an active cheerleader. These scholarships are \$250.00 each. The criteria for the scholarships are as follows:
 - 8.1.1 Participant must have played Varsity Football or Varsity Cheerleading at Scappoose High School his/her senior year.
 - 8.1.2 Participant must have a minimum of a four-year accumulation of 3.0 grade point average. Scappoose High School will give the GPA to Co-Presidents.
 - 8.1.3 Participant must have plans to continue his/her education.
 - 8.1.4 Participant must achieve one of the two highest accumulated GPA's of their senior counterparts.
 - 8.1.5 Upon proof of admissions, a check will be submitted to the Student Accounts Office of the college or university selected by the student.

Note: If football or cheerleading participants do not qualify, there will be no scholarship awarded. If one qualifies, the one \$250.00 scholarship will be awarded. In case of a tie, the scholarship selection will come from the recommendation of the high school coaches.

- 8.2 Registration Scholarship – The registration scholarship is designed to assist families who cannot afford the registration fee. This is an unadvertised registration fee waiver. However, all recipients must participate in the Fundraiser in either of two ways; pay \$40.00 up front for the Fundraiser, or receive the Fundraiser product and pay the \$40.00 when the product is sold.

Article 9 – Disposition of Assets

- 9.1 The Scappoose Youth Football Association is not organized and shall not be operated for the financial benefit of any individual or group of individuals. In the event of dissolution, physical assets would be and monetary assets will be decided by a final dissolution meeting by available SYFA Board members. It will be the responsibility of the President and the SYFA Board Members to oversee this disposition.