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Lake Stevens Youth Football Bylaws

I. PURPOSE

A. Mission Statement

The mission of Lake Stevens Youth Football is to facilitate the development of strength and character in every child and to provide a safe and positive environment that enables each participant to learn and apply the principles of teamwork, discipline, dedication, and sportsmanship.

II. PARTICIPATION

A. Lake Stevens Youth Football Definition

Lake Stevens Youth Football (hereafter referred to as LSYF) offers tackle football for youth boys & girls ages 5-14 regardless of weight, size and/or ability. LSYF teams play sanctioned games in the North Sound Junior Football League and will adhere to the rules and regulations set forth by the North Sound Junior Football League. LSYF will also participate in 7v7, 5v5 and Girls Flag under the rules and regulations set forth by WYFC Farm League.

1. Participation Eligibility

In order to participate in LSYF, you must:

- a. Be in K-8th Grade.
- b. Teams must abide by the NSJFL bylaws regarding team borders and player eligibility, including having to request additional waivers from NSJFL for any out of district player over the two that are allowed.
- c. All teams, players and coaches must register and be fully verified through National Sports I.D. (NSID) or Zorts Sports prior to the Jamboree each season. Failure to complete verification will result in the team not being allowed to play until verification is obtained.

2. League Age

Starting in 2022 season, league Age will be defined by Grade in which season will take place.

3. Play Down Eligibility

Starting in 2015, there is no longer an option to "Play Down" a division at any age.

4. Out of District Waivers

Out of district waivers are available but are limited to two waivers per team. Out of district waivers are on a first come first serve basis.

5. League Year Definition

The season year will be defined as January 1 of each year to December 31 of the same year.

B. Divisions Definition

- **PeeWee Division:** K – 2nd grade
- **89'er Division:** 3rd – 4th grade
- **Junior Division:** 5th – 6th grade
- **Bantam Division:** 7th grade
- **Senior Division:** 8th grade

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III. RULES

A. Sanctioning Rules Definition

Sanctioned games will be played in accordance with The National Federation of High School rules and the North Sound Junior Football League rules and regulations.

IV. FEES AND FUNDING

A. Registration Fees

The registration fee for each player will be determined annually by the board and is subject to change season to season before the opening of registration.

1. Volunteer Fee

Volunteer Fee has been removed as of Fall 2022.

B. Payments

Payment for all registered players must be received before equipment is disbursed. There will be no refunds paid to anyone after July 15th, based on the cost associated with insuring the registered participants, payments made to referees, and equipment purchased.

1. Scholarships

All children shall be allowed to participate regardless of financial status. If a parent/guardian cannot afford the registration fee they may fill out a financial assistance form for the board to review. Financial assistance forms will be available at all sign-ups, online, or may be requested by writing to LSYF, P.O. Box 322, Lake Stevens, WA 98258, or by emailing the secretary to the email address found on LSYF website. All scholarship recipients will be required to perform 15 hours of community service to the LSYF. Hours shall be logged and approved by a board member or a board approved representative, see Appendix D.

2. Gear Rental

Gear will be rented to non-LSYF teams at a rate of \$50.00 per set and \$150.00 deposit (to be returned when the gear is received back by LSYF Equipment Manager) in which includes helmet, shoulder pads, 7-piece pad set, practice and game pants and a practice jersey. All of which shall be returned in the same condition as it was received, or the borrower will be charged for any and all lost or damaged gear that they received.

3. Fundraisers

Every participant in LSYF shall be required to take part in that year's league fundraiser. A "buy-out" option will be made available during registration; the amount of the buyout will be determined annually by the board. The League fundraiser helps subsidize registration fees; it does not go toward each team's sponsorship.

4. Sponsorship

Each team in every division will be required to acquire a sponsorship of \$750.00 that will be put into the LSYF general fund for sanctioning fees, which will pay for referees, field rentals, equipment, etc. All sponsorship funds must be paid to the Treasurer of LSYF. If any sponsorship fees exceed the minimum amount, then said funds may be used by the sponsored team as necessary. In order to receive excess sponsorship moneys, teams must request or itemize all expenditures for re-imbursement from the LSYF Treasurer. The required \$750.00 for sponsorship must be submitted to the LSYF Treasurer before the day of the Jamboree. Teams not submitting sponsorship money by the Jamboree may face sanctioning by the Board.

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5. Corporate Sponsorship

10% of all corporate sponsorship funds received will be retained in the LSYF general account for use towards league expenditures. The remaining 90% will be allocated to the team which requested the sponsorship. Individual player sponsorships will be exempt from the 10% fee.

6. Community Volunteer Opportunities

For community opportunities presented to LSYF, such as the Aqua Fest Kiwanis Beer Garden and Cleanup activities, the Seniors team(s) will be given the first opportunity to participate. If funds are provided due to participation, a maximum amount of \$1,500 will be allocated to the Senior team(s), and the remaining portion will go to LSYF. Any adjustments to the previous arrangements will be made by the Executive Board, as needed.

V. BUDGET

A. Budget Process Definition

A budget shall be prepared each year prior to the season and will be approved by the LSYF voting body before any payments or purchases can be processed for the upcoming season. The Budget shall include all (forecasted) income and expenditures. It is the responsibility of the LSYF Elected Officers to balance the budget and not overspend. The LSYF Treasurer will audit charge accounts against authorized purchase orders monthly. All expenditures that are not included in or exceed the approved budget amount must be voted on and approved by the LSYF voting body. For all expenditures over \$1,500.00, an itemization of the expenditure must be approved by the voting body, even if the amount does not exceed the budgeted amount.

1. Special Budget Instructions

- a. A current, written, Treasurer statement will be given at each meeting.
- b. Treasurer will meet with President, Secretary, and tax accountant (as he/she requests) on at least a quarterly basis to give a thorough breakdown of league and team funds relating to the approved budget.
- c. Checking account(s) for football will have two (2) signatures. Two officers will be required to sign each check (President, Treasurer or other designated person). Only elected officers have the authority to sign checks on behalf of the league.
- d. No business will be done by any person or group unless prior approval of the voting body. All business will be done as "LSYF" and will be clearly stated as such.
- e. LSYF will provide insurance coverage for use of fields and protection of the coaches for liability.
- f. All moneys collected by individual teams, including, but not limited to, Gameday Fundraising, Car Washes, Sponsorships, Donations, etc., must be deposited through the LSYF treasurer to be posted into the individual team accounts. Failure to do so will be subject to disciplinary action.
- g. Head Coaches may draw from their team accounts and be reimbursed for their expenses. LSYF Treasurer will bring all questionable expense requests to the LSYF Board for approval. (Example: Using team funds to sponsor or support organizations other than LSYF). Team accounts can only be drawn from when funds are available (currently in your account). No exceptions will be made by the treasurer.
- h. Teams are permitted to carry over up to \$1500 from one season to the next season in team funds as long as that team is coming back the following season. If a head coach is moving up to a new division the following season, then the first \$750 in left over funds stays with the existing team and the next \$1500 can follow the coach to the new team. If the team the head coach is moving to already has \$750, then the coach will be able to carry an additional \$750 to the team. (For example, 89er White has \$2500 left in their account after the season and the coach is moving up to Juniors the following season. The first \$750 stays with the 89er team, \$1500 follows the coach as long as the team he/she is taking over has no funds, and the remaining \$250 would go back to Lake Stevens Youth Football.

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- i. All team funds must be used or requested prior to the end of the league season (December 31). Any requests after that will not be approved and remaining money will be deposited into the LSYF general fund.

VI. PARTICIPATION AND PLAYER SELECTION

A. Registration and Team Assignment

The LSYF Secretary, or single board member if the Secretary position is vacant, will be the sole person responsible for accepting applications from players. The Secretary will track all incoming applications and assign returning players to their respective teams. PeeWee teams will have a targeted maximum of 22 players, 89er teams will have a targeted maximum of 24 players, Junior teams will have a targeted maximum of 26 players, Bantam and Senior teams will have a targeted maximum number of 30 players. These numbers are targets and can be adjusted with both Head Coach and Board approval. The Secretary will establish cutoff points for applicants and will place excess applicants on a waiting list in order of receipt of the applications, notifying the players of the wait status at time of registration. The draft and wait lists will be shared continuously throughout the registration process with the Head Coaches for the division in which they are coaching. Once the available positions for a division are filled, a wait list will be started. If the number of players on the wait list allows for a new team while maintaining a minimum of 20 players for a peewee team and 22 for all other teams, the Secretary will call an emergency meeting of the board to decide on the addition of the new team and related issues (team name, coach, etc.). The decision to add more teams must be made prior to the first tryout. If a team is added, the Secretary will place the waiting list players on the draft list. All wait list players must be notified of their change of status. If a team roster drops below a minimum of 16 players after the draft but before Jamboree, players will need to be added to the team or the team will be split up and the players assigned to other teams in their division. If enough new players cannot be brought into the league to satisfy the minimum requirement, the Secretary and Player Parent Rep will determine which players will be moved based on the player draft order. These moves can be either from other existing teams to the team needing players or from the team needing players to other existing teams. This will be based on the roster sizes of the other existing teams. Only players taken in the draft will be eligible for re-assignment to a team needing players.

B. Player Code of Conduct & Medical Waiver

All players must fill out and complete the LSYF registration, Medical Waiver, and Code of Conduct forms and pay all fees as required by section IV "Fees and Funding". Signatures of these waivers are collected during the electronic registration process. The distribution of team rosters includes this information. It is the responsibility of each team's Head Coach and/or Team Manager to verify this information. Players who do not turn in the Medical Waiver and Code of Conduct forms or do not pay the registration fees are not covered by insurance. Coaches are responsible for checking the records for each player and making sure all paperwork is complete or the player cannot engage in contact practices. If a player practices without the proper paperwork turned in, the coach may face disciplinary action from the LSYF board. Players must abide by the NSJFL concussion protocol for any player suspected of having a head injury, including the return to play protocol.

C. Parent/Guardian Code of Conduct

All parents/guardians of the participant must sign a Code of Conduct during registration. A copy of the Code of Conduct for Parent and Players will be kept on file with the league and will be a part of the document that is sent to each head coach and team manager. The distribution of team rosters includes this information for each team to verify.

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D. Registration Options

1. Stay with Team

Players have the right to stay with their Team from one season to the next. The “Team” may or may not include coaches. The “Team” is players only.

2. Go Back into the Draft

Players have the right to enter back into the draft pool during registration and not return to their Team/Coaching Staff from the previous season. However, if there is only 1 other team in the division, there is no guarantee the player will be placed on the “other” team. The player may be placed with their previous team depending on the outcome of the draft. Returning players selecting the draft option will relinquish their “returning player” priority status. Any player choosing to return to the draft pool cannot be selected by the Team/Head Coach they played for the previous season until all other teams in the same division have completed the draft and there are no other draft choices available.

3. Follow Head or Head Assistant Coach

If a Head Coach or Designate Coach leaves a team, any players that are eligible to return to that team can choose to return, choose to move with the Head or Designate Coach, or choose to enter the draft pool. Players can only follow the Head Coach or Designate Coach.

E. School Programs

No player can drop out of the school program and enroll in the LSYF program. No player can play both in LSYF and for a school program during the same season.

F. Late Sign-Ups

No late signups (after Draft) are allowed unless special exception is made at the monthly meetings by the Board.

G. Tryouts

At least one (1) tryout shall be held prior to drafting players. More tryouts can be held as deemed necessary by the board. Each player shall go through at least one tryout unless the player is returning to an existing team or had a recruit referral or a freeze from submitted by the head coach prior to the start of the tryout. Special tryouts may be held for players that are not able to tryout at the scheduled times, but all coaches in the tryout division must be present or represented for the tryout to take place. All players that do not tryout will be picked out of the hat and will not be picked as part of the draft.

H. Parent/Guardian Volunteer Hour Requirements

All player families in LSYF are required to work at least four (4) hours of volunteer time per player (15 hours if on scholarship) during the home season. This volunteer time includes the following positions during, before and/or after games: food truck, crowd control, parking lot attendant, gate monitor and chain crew. Hours will be documented by team managers, and any family that does not meet their requirement for the season or misses their assigned/required volunteer time will be subject to having their player sit out at least one game.

VII. TEAMS & DRAFT RULES

A. Draft Parameters

The Draft is to take place within two days of the last tryout. The Draft is to be conducted by members of the active Board. The Head Coach (or assigned team representative) from each

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team must be present. If a Head Coach (or his representative) is on the board, he is to be considered a coach during his division's draft.

B. Draft Order

The divisions will draft in order of age, youngest to oldest, starting with the PeeWees, then 89ers, then Juniors, then Bantams, then Seniors. Each coach will have 60 seconds to make their selection in each round (to be timed by a Board member running the draft).

C. Trades

Trades may be negotiated by teams up to 24 hours after the draft is complete. All trades will be reported to the Secretary by the next day. No trades can violate the rules regarding the number of play-downs, out of district waivers, or parent's option to not return to their previous team/coach (in writing on the registration form).

D. Freeze Forms

Each team can "Freeze" 4 players from the draft pool prior to the draft. Each freeze must be agreed upon between both parents/players and coach/team. A form signed by both parties is required prior to the start of the draft. Once a form is received by the LSYF secretary, thus rostering the player, parents and coaches cannot rescind on the submitted form.

E. Recruit Referral Forms

Each team receives 4 "Recruit Referrals" to use on players that did not previously play for another LSYF team in the previous year. Recruit Referrals must be agreed upon between both parents/players and coach/team. A form signed by both parties is required prior to the start of the draft. Once a form is received by the LSYF secretary, thus rostering the player, parents and coaches cannot rescind on the submitted form.

F. Pre-draft Roster Size

When a team, through merge or number of returning players, reaches a roster size equal to the calculated pre-draft roster size determined by the league secretary and defined in subject "VI" section "A" and based on the registration pool, that team can no longer use any of its Freeze Options or Recruit Referral allocations for that season. The pre-draft roster size will be calculated at the close of registration and published by the secretary. A coach can only use his Freeze Options and Recruit Referrals to get up to the calculated pre-draft roster size, but not over.

G. Form Transferability

Freeze Option and Recruit Referrals are non-transferable. They cannot be traded/transferred to another team nor carried to the following season.

H. Team Definition

A 'Team' is defined as a Division and Color in where a division has more than one team. Team colors within a division are determined based on the Head Coaches' seniority within the division. Head Coaches returning to a division have seniority over Head Coaches moving into the division. If two Head Coaches have the same seniority and team colors cannot be agreed to between the coaches, then team color will be decided by a coin toss. If a coach assumes a 'team without a coach', then he also assumes the seniority of that assumed team. Teams must wear the jersey color that matches their team color or have approval from the LSYF Board to deviate. Any division in which there is a single team, that team will not have a color designation and only be defined as the Division.

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I. Team Merges

Two teams returning to the same division can decide to merge players/coaches before the draft takes place. This merged team will receive the total Freeze Options and Recruit Referrals allowed for one team. A merge is between two Head Coaches, or Head Assistants if there is no Head Coach. Any team merger must be approved by the LSYF Board. Any merge request must be brought to the LSYF Secretary for Board consideration at least one week prior to the draft. Merging teams must include all players from both rosters who choose to return to their team or follow a coach and cannot exceed the pre-draft roster size subject "VI" section "a".

J. Teams without Coaches

Any team of players without a returning Head Coach is still considered a team if two or more players opt to return to their team at registration.

1. If a coach wants to take over a team currently without a coach, that coach will need to apply for it and get approval from the LSYF Board. If approved, the coach can elect to assume the team's color and the team's record from the previous year, if desired.
2. If more than one coach applies to take over the same 'team without a coach', then the Board will decide which coach gets the team based on team size and what is best for the players.
3. If no coaches apply to take over a 'team without a coach', the players from that team will be placed back into the draft.
4. In any of the cases listed above, the rules governing the pre-draft roster size, recruit referrals, and freeze forms apply.
5. All teams without coaches must either have a Head Coach take them over or be assigned to another team prior to draft.

K. Draft Order

Draft order will be in reverse order of the previous season's record. However, if one team's returning roster, including freezes and recruit referrals, is less than another team then the smaller roster will select players until the teams equal the same number of players. Once this has taken place then previous season's record applies. Any expansion team (in any division) will automatically receive the first pick in the draft. If there is more than one expansion team, order will be drawn out of a hat.

VIII. OFFICERS AND COACHES

A. Executive Board Positions

All executive board positions are awarded a scholarship for one eligible player in the season they are acting in the capacity of a board position. All executive board members have voting rights.

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1. President

Chairs all meetings, manages all school related issues, including but not limited to field scheduling, distribution of fliers, etc.; Oversees all other Board member responsibilities and activities; sign checks as required; and carries out any disciplinary action against Coaches or Board members as decided on by the Board. Attend all LSYF and NSJFL meetings and report out at LSYF board and coach's meetings. Make sure that LSYF obeys all NSJFL rules and regulations.

2. Vice President

Assumes all responsibilities of the President if the president is absent. Responsible for all communication and documentation with any organizations who provide league sponsorship, including grants and any league-level fundraising. Meet quarterly with treasurer to go over league funds.

3. Secretary / Webmaster

Records minutes of all meetings; coordinates all advertising and other correspondence; manages all LSYF files; attends all LSYF Board and Coaches meetings or requests another Board member to attend in his/her place. Handles the league registration process. Maintains the league website to include all sponsors advertising on the website.

4. Treasurer

Keeps track of all finances and gives written monthly reports to LSYF. Keeps a check register, prepares each year's monthly accounting statement for the annual February audit and signs checks as needed. See section IV Fees and Funding. Meets quarterly with President, Secretary, and/or Vice President and tax accountant (as he/she requests) on at least a quarterly basis to give a thorough breakdown of league and team funds relating to the approved budget.

5. Equipment Manager

Coordinates the purchase, inventory, disbursement, and return of all necessary league provided equipment. See Appendix B for league provided equipment. The equipment manager can have up to four assistants help them with the checking in and out of the gear, one of which can be designated as the Equipment Assistant Manager. The assistants are eligible to receive full scholarships upon the discretion of the Equipment Manager approving them of it.

- PeeWee Division
- 89er Division
- Junior Division
- Bantam/Senior Division

6. Concessions Manager

In charge of everything related to the operating, cleaning, stocking, scheduling, and maintaining of the league food truck. The Concessions Manager is responsible to create the food truck menu and pricing. The Concessions Manager can have up to four assistants in helping them run the concessions truck, one of which can be designated as the Concessions Assistant Manager. The assistants are eligible to receive full scholarships upon the discretion of the Concessions Manager approving them of it except for the person designated to clean it as that is a paid position.

- Purchasing and Inventory: buys and stocks all items the food truck needs to operate, to include food, drink, supplies, condiments, cleaning supplies, etc.
- Stocking and Food Prep: makes sure that the food truck gets the supplies purchased and keeps the food truck ready to operate each weekend during the season.

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- Scheduling and Personnel: setting up the schedule each weekend the food truck is used during the season. This includes the teams when they are to be scheduled and for what times they need to be there.
- Transportation of the food trailer to and from LSYF events
- Cleaning (this is a paid position determined by the budget)

7. Player/Parent/Safety Representative

Represent players and parents on any issues they may have regarding LSYF and their participation in the league. Work with the board on any issues that need to be addressed. Sensitive and/or confidential issues can be brought to the President for advice before including the Board. Work with the board on allotting money to scholarship recipients. Assign and keep track of required volunteer hours for scholarship recipients. Work with USA Football to ensure all coaches are USA Football Heads Up Tackle Certified. Set up the yearly First Aid / Concussion awareness training required of all head coaches. Acts of mother nature control coordinator.

8. Director of Operations for 7v7, 5v5 and Girls Flag

The Director is a member of the Executive Board, reporting to the President and will have voting rights. Responsible for coordinating the operations of all Winter/Spring practices, games and tournaments for participation within the Farm League. Will lead a group of Associate Board members and work with the appropriate Executive Board members when needed.

B. Executive Officer Eligibility

Executive officers shall be elected from the body of Coaches, Past Officers, and Team Parents/Managers with at least two years of service in LSYF over the past four years and who's primary residence in within the LSSD boundaries. Variance from the required years of service is attainable only through unanimous concurrence by all Board Members.

C. Executive Officer Elections

1. Officer Nominations

- a. Anyone can nominate an eligible person for any position on the board.
- b. Nominations must be received before the November Coach's meeting. Any nominations received after the voting takes place will not be accepted.
- c. All nominees will be notified within a period greater than one week prior to the voting meeting unless they submitted within the week prior to the voting meeting.
- d. Nominees must be present at the November voting meeting.
- e. Nominees have the right to decline any nomination and if declining, must do so within before the November vote.
- f. Anyone eligible can be nominated for more than one position but can only accept one nomination.

2. Officer Election Process

- a. Only the Head Coaches of each team, or their proxies identified to the board prior to the meeting, are eligible to vote.
- b. Each current board member has a vote, except the president, who will only vote in the event of a tie.
- c. Eligible voters can abstain from all voting.
- d. Voting is done by anonymous ballot at the November coach's meeting.
- e. Results shall be immediately tabulated by the Secretary and Vice President and shared prior to any new business.

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- f. The results of the vote are final, and the new board takes effect December 1st.
- g. In the event of a tie, the president's vote shall break that tie

D. Executive Board Position Term Definition

Elections are held every two years in the month of November. The exchange of control to newly elected officers shall commence on December 1st.

President, Concessions Manager, and Player/Parent/Safety Rep are voted on during even years.

Vice President, Secretary, Treasurer, and Equipment Manager are voted in during odd year.

E. Associate Board Positions

All associate board positions are awarded a scholarship for one eligible player in the season they are acting in the capacity of a board position. No associate board members have voting rights. Associate board members are encouraged to attend monthly board meetings but will not be present at special board meetings (i.e. disciplinary action meetings).

1. Team Manager Liaison

Responsible for the management of communications, questions and issues between the Team Managers and the Executive Board. Will facilitate training and knowledge sharing sessions for all Team Managers. Reports primarily to the Vice President.

2. Field Supervisor

Up to 4 field supervisors will be utilized each season and will be responsible for fulfilling at least 15 hours/season of field duty. Must attend mandatory training on the first home game of the season to go over duties with the President and LSSD field facilitator. Will not be permitted to sign up for field supervisor during their own child's game. Can have more than one facilitator working at a time. Responsible for ensuring that all team volunteer spots are filled for each game. Will complete and send a picture of the league score sheet to the President after the last game of the day. Ensure that the initials of each coach are obtained, along with the head referee after each game. Ensure that the scoreboard is turned on and directions are given to the volunteer for the scoreboard each game. Ensure that all rules are followed per LSSD. Reports primarily to the President.

3. Assistant Equipment Manager

Up to 4 assistants will be utilized each season and will be responsible for fulfilling at least 15 hours per season of duties in support of the Equipment Manager. Will assist in all activities related to the inventory, disbursement, and return of all necessary league provided equipment.

4. Assistant Concessions Manager

Up to 4 assistants will be utilized each season and will be responsible for fulfilling at least 15 hours per season of duties in support of the Concessions Manager. Will assist in all activities related to the operating, cleaning, stocking, scheduling, and maintaining of the league food truck.

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F. Associate Board Eligibility

Requests from persons wanting to fulfill an associate board position will be reviewed, discussed, and appointed by the executive board members. Service in an associate board member capacity will count towards the minimum requirements for those who wish to pursue an executive board position in the future. All associate board positions are a one (1) year term.

G. Board Disciplinary Procedure

Any discipline of a board member by the league, for any actions deemed inappropriate for a league representative, including the inability to perform their required duties, will be reviewed and a decision rendered by vote of the board. The Board member being reviewed will not be a part of the review or decision. The board member under review will have the right to address the board with any character witnesses he chooses to explain his circumstances. After the review, the subject must leave the meeting. A vote by the remaining Board members, with a majority of the body present, will commence. If the Board chooses to take action against the board member in question, the board will refer to the table of disciplinary action for their options. See Appendix A for table of disciplinary action. If a board member is dismissed from his or her position, a special officer election [see the Officer Elections section of this document] will be held to fill the open board position. A board member removed from his/her position for disciplinary actions will no longer be eligible for any further board positions without a unanimous approval vote from all head coaches and board members.

H. Coach Definition

The word "Coach" describes any Board Member, Head Coach, Assistant Coach, Team Parent or whoever is in charge at a given team function/event. (i.e. game, practice, party, etc.). Coaches shall be responsible men and women of the community, must be USA Heads Up certified, and be 18 years of age or older. All Head, Head Assistant, and Assistant coaches must pass a standard background check and register with USA Football.

I. Coach Responsibilities

1. Practice Conclusion

It is the responsibility of the Head Coach to ensure that all practices end on time, allowing the parents sufficient time to pick up their children. In the event that a parent/parents have not arrived at the conclusion of a game or a practice to pick up their children, it is the responsibility of the Head Coach or a designated coach on the staff to remain until all children have been picked up.

2. Conduct

It is the responsibility of the league and all individuals participating to provide a proper environment for the players. At no time will adult participants swear, drink alcohol, use chewing tobacco, take drugs or smoke while participating with the children. In addition, no adult shall belittle or bad mouth players or physically abuse any player in the league. As adult participants in the league it is our responsibility to ensure that players of the league not only learn the basic fundamentals of the game, but that they have a fun time in doing so. (refer to code of conduct)

3. Disciplinary Action

Any discipline of a coach or individual by the league, for any actions deemed inappropriate for a league representative, will be reviewed and a decision rendered by vote of the board. The Coach or individual under review will have the right to address the board with any character witnesses he chooses to explain his circumstances. After the review, the subject

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must leave the meeting. A vote by the Board members, with a majority of the body present, will commence. If the Board chooses to take action against the person in question, the board will refer to the table of disciplinary action for their options. See Appendix A for table of disciplinary action.

4. Attendance

All Head Coaches are required to ensure that their team has at least one representative present at all fundraisers and monthly meetings. Attendance will be taken, and repetitive absences may be cause for disciplinary action.

Any team that misses two meetings during that current season, defined as a period of one year (12 monthly meetings), will forfeit their voting rights and could potentially be subject to disciplinary actions including being removed as the head coach of their team.

5. Coach Selection

Any community member wanting to be a head coach with LSYF shall apply to the LSYF Board between January 1st and the last day of official registration each year. This process is done with an interview of the candidate by the board members. There must be at least 4 board members present to conduct the interview. The Head Coach and their potential Head Assistant are both required to be at the interview. A closed meeting of the LSYF Board shall review all candidates and the candidates will be given an interview score by the panel based upon the Head Coach's plan for the upcoming season. Candidates will be appointed to the open coaching positions in order of their ranking. The number of coaches assigned in each division will be based solely on the number of kids registered for that division. In the event that a Head Coach steps down from his position as Head Coach, the Board reserves the right to assess the qualifications of the Head Assistant (or other candidate if Head Assistant refuses the position of Head Coach) before appointing the new Head Coach to the team. Based on the Board's assessment, the Board can assign a new Head Coach of its choosing. All Head Coaches must take First Aid / Concussion awareness training or already have this certification that will be valid throughout the entire football season. First Aid / Concussion awareness training will be provided by LSYF. All Head Coaches in LSYF WILL BE USA Certified, no exceptions.

6. Assistant Coach Selection

Selection of assistant coaches is entirely at the discretion of the head coach and one assistant coach must be identified to the league as the "Head Assistant" and if in the PeeWee, 89er, or Junior divisions a coach must be declared as the team designate to be able to maintain team unity. All Assistant Coaches must be USA Certified. One or more other coaches must take First Aid / Concussion awareness training or already have this certification that will be valid throughout the entire football season. First Aid / Concussion awareness training will be provided by LSYF.

- Head Assistant Coach

Is defined as the person in charge of the team if the head coach is not present. They are also the person willing and able to take of the team if the head coach steps down, is removed for disciplinary actions, or something happens that makes the head coach unable to continue to maintain this position.

- Team Designate Coach

Is defined as the coach on the staff that is the one that is moving up or staying down in a division (only eligible for the PeeWee, 89er, and Junior divisions) to help keep and maintain unity of a

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team of players. This coach will be the one that will either apply the next year for a head coaching position or merge in with another coach that is either moving up or staying in their division. This coach is assigned prior to the start of the season by the head coach and given to the Player/Parent/Safety Rep. Examples below:

- i. A team with a head coach staying in their division (PW, 89, Jr) has two ages of players. The older set of players moving up to the next division the next year has a coach appointed to move them, as a team, to that next division. That designated coach may or may not apply for a head coaching position and may or may not be appointed head coach if they apply. If they choose not to apply, they can merge with another team already in the division they are moving to. This decision is up to the designated coach and them alone.
- ii. A team with a head coach moving up a division with players of two age groups (PW, 89, Jr), will leave the younger set of players behind and assign a coach to maintain this team unity. That designated coach may or may not apply for a head coaching position and may or may not be appointed head coach if they apply. If they choose not to apply, they can merge with another team already in the division they are moving to. This decision is up to the designated coach and them alone.

7. Sideline Roster

A roster generated through NSID of all assistant coaches, team parents, and any other persons that will be allowed on the sidelines during games must be turned into the Secretary, President, or Vice President prior to the first game function of the year (Jamboree). Everyone included on the roster must pass a background check (see section H). An example of a Sideline Roster is found in Appendix C. After it has been turned in and approved, individuals may only be added to the Sideline Roster with the approval of three board members and anyone added must also pass a background check. Head Coaches are responsible for conduct of the members of their Sideline Roster during any team function.

8. Background Checks

Criminal background investigations shall be conducted every year on any person that will have contact with players, to include Coaches, Assistant Coaches, Team Parents and Board Members. The board shall review negative results from the criminal background investigation based on the following:

- a. Registered Sex Offenders will be excluded as candidates for participation.
- b. The following will be reviewed by the board on a case-by-case basis:
 1. Convicted Felons
 2. Domestic Violence
 3. Restraining Orders
 4. Major moving violations (DUI, Reckless driving)
 5. History of substance abuse
 6. Repeated criminal behavior of any kind

The board may consider mitigating factors of offenses (age at time of offense, nasty divorces, etc.), but shall err on the side of protecting the children of the league. All reviews must be documented and kept confidential. The board may decide to exclude a candidate at any time for any reason it deems sufficient.

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IX. MEETINGS

A. Board Meetings

The LSYF Board will hold closed board meetings at least once a month, usually on the second Sunday of each month, to discuss league issues. For a meeting to be considered an official Board Meeting, a quorum of at least four board members must be present.

B. Board Meeting Voting

Board voting will be by majority vote. Advanced voting for board members is allowed.

C. Coaches Meetings

The LSYF board will hold open Coaches Meetings at least once a month, usually on the second Sunday of each month, in order to discuss and vote on league issues. Each board position will do a position report to the league. Anyone can attend the Coaches meetings, but attendance is mandatory for each Head or Head Assistant Coach. For a meeting to be considered an official Coaches Meeting, a quorum of at least four board members and sixty percent [60%] of the Head Coaches (or their proxies) must be present. Attendance will be taken at each meeting via sign in sheet and minutes will be kept and distributed to all board members, coaches, and other meeting attendees. The league secretary will create the meeting agenda prior to each meeting. Anyone can add new business items to the agenda by contacting the league secretary prior to the meeting. Coaches who miss two meetings in a season will lose voting rights for the season, and that action will be taken into account the following season during coach's interviews.

D. Coaches Meeting Voting

At the monthly Coaches Meetings, all board members, except the league President, and all Head Coaches have a vote. The President will only vote in the event of a tie. Coaches can assign a proxy to vote in their absence, but the proxy must be identified to the league Secretary prior to the meeting. Any Head Coach who is also a Board Member may vote as a Board Member or a Head Coach, but not both. He can assign a proxy to vote for his team's head coaching position or forfeit his team vote. A motion to vote on a meeting discussion item can be called for at any time by any eligible voting party and must be seconded by a different eligible voting party. Motions to vote must state clearly what the vote will be and phrased in a way that creates only "Yes or No" options.

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Appendix A: Disciplinary Action

Disciplinary action against individuals that violate the “Code of Conduct” and actions deemed “inappropriate” will be reviewed on a case-by-case basis and will be considered by the board. Any actions the board considers will be voted on and passed with a majority. The actions may be but are not limited to: Verbal Warning (signed by the individual), suspension (length of time to be determined by the board), removal (eligibility to return will be reviewed at the end of each season).

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Appendix B: Equipment Management for Players and Head Coaches

Football gear (helmet, shoulder pads, practice jersey, game/practice pants, game belt (as required), and 1 mouthpiece) will only be signed out to registered players/parents by the Equipment Manager. Gear will not be made available to players/parents until verification that all league fees have been paid in full. Players/Parents will be required to sign a form itemizing the equipment they are receiving from the league and promising to return it at the end of their season.

Football gear will be returned by the players/parents directly to the Equipment Manager. Return dates will be determined by the Equipment Manager based on when teams end their individual seasons.

1. In the event that a player will participate in an All-Star event, gear 'turn-in' will follow the end of the All-Star season. Players/parents must inform the Equipment Manager of this decision and document that said football gear will be returned at a later date than the individual team they were on. Players/parents will be informed of their return dates and times by the Equipment Manager.
2. Failure to turn in all football gear will result in suspension and fines. Gear not returned to LSYF will be billed 1 month following the last published gear hand-in date for the current season. Parents are responsible to contact the equipment manager at the email list on the LSYF website to make arrangements if they are unable to make the designated dates. Failure to return gear will result in suspension the following season. Any fines must be approved by the LSYF Board.

Football Equipment consist of coach's bag, tackle rings, hitting bags, step-over pads, (2) agility ladders, (4) game footballs, (4) practice footballs, (1) kicking tee (for 89er and up), (1) kicking block (for 89er and up), (1) wrist coach for each player rostered, (1) replacement mouthguard for each player rostered, (10) icepacks, (1) first aid kit and any other gear requested and approved by the LSYF board. Football equipment will be handed out to each Head Coach before the start of the season. Pads (based on check out), kicking tee (1), kicking block (1), balls (8), wrist coaches (1 per rostered kid), and bag (1) will be returned at the "turn-in". Equipment "turn-in" will be scheduled by the Equipment Manager based on when teams/coaches end their season. Failure to turn in coaches gear will result in fines and possible suspension.

1. If a Head Coach or Assistant Head Coach will be participating in an "all-star" event, any needed football equipment will be made available after divisions and coaches have been determined.
2. All damage or loss to issued football equipment must immediately be reported to the Equipment Manager. Failure to turn in all football equipment or failure to report any damage/loss to issued equipment to the Equipment Manager may result in fees levied to the team and may affect the Head Coach's ability to return to LSYF as a coach. Any penalties must be approved by the LSYF Board.

Appendix C: Example of a Sideline Roster Form

LSYF Sideline Roster

Team Name: LSYF 89th Purple

Season/Year: 2013

Team Position	Name (Last, First)	Current Background Check has been completed and is on file with LSYF
Head Coach	Schmo, Joe	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Example

