

MAMMOTH YOUTH FOOTBALL LEAGUE
BY-LAWS
ADOPTED MARCH 1999
REVISED JANUARY 2000

ARTICLE I

SECTION 1. NAME

The name of the organization shall be known as the Mammoth Youth Football League, hereinafter referred to as MYFL. In order to create unity with Mammoth High School, the name of Jr. Huskies will be adopted with team colors of red and gold.

These by-laws have been approved 2/3 majority vote of Board of Directors. Any recommended changes to these by-laws must be presented in writing to the Board. Recommended changes will be reviewed at the first regularly scheduled Board Meeting following receipt of recommended changes. Approval of 2/3 of the Board is necessary to adopt the recommended changes.

SECTION 2. PURPOSE

The purpose of the MYFL is to provide a safe, supervised, competitive sport program for the youth of Mammoth Lakes and surrounding areas.

- A. To teach the concepts of teamwork, sportsmanship, pride, loyalty, honesty and courage.
- B. To build healthy bodies and minds.
- C. To develop skill and proficiency in football and football related activities (cheerleading), for every participant, regardless of ability.
- D. To stimulate community interest in youth sports.
- E. To achieve each goal and intent with the welfare of the youngsters being first and foremost. Attainment of exceptional athletic skill or the winnings of games are to be held secondary to the development of future citizens.

SECTION 4. GOVERNMENT

- A. The government of the MYFL shall be under the direct supervision of the Officers of the Board of Directors.

MYFL BY-LAWS

- B. The Board of Directors shall include the President(s), Vice President(s), Secretary, Treasurer, Coaching Director(s), Cheer Director(s), Equipment Manager(s), Town Liaison, Player Agent, Sergeant at Arms, Director of Concessions, Director of Registrar, Division Representatives (Freshman, Sophomore, Junior and Senior), Fund Raising Director(s), Publicity Director, and Field Director. One or more positions may be combined at the discretion of the Board. Executive Board Directors include the offices of 1)President, 2)Vice President, 3)Secretary, 4)Treasurer, 5)Coaching Director, 6)Cheer Director, 7)Equipment Manager, 8)Sergeant of Arms, 9)Fund Raising Director, 10)Director of Concessions, 11)Director of Registrar, 12)Publicity Director and 13)Booster Liaison. Executive Board Directors shall have voting authority.
- C. Robert's Rule of Order shall govern the proceeding of all meetings provided there are no conflicts with the by-laws of the MYFL.
- D. All matters of policy shall be decided by a 2/3 vote of a quorum by the Executive Board of Directors. A majority of the Executive Board of Directors shall constitute a quorum.
- E. The board shall conduct meetings (time and location pending) in a consistent manner. Following appointment (first year of establishment) and election each year thereafter, the Board shall develop a schedule of regular meetings and tentative activity schedules (see attached example).
- F. Each member of the Executive Board is expected to attend all board meetings with all other Board members attending as applicable to activities pending or as agenda directs.
- G. All meetings shall be presided over by the President(s) or an officer of the Board. In the absence of the President(s), the Vice-president(s) shall assume his duties. In the absence of the President(s) and Vice President(s), delegation of authority goes to the Treasurer and Secretary in succession.
- H. A quorum is necessary for the purpose of conducting business.

MYFL BY-LAWS

- I. The following may form part of the order of business and procedure at regular board meetings:
 1. Call to order
 2. Reading/approval of minutes of previous meetings.
 3. Treasurers report.
 4. Reading of communications.
 5. committee reports
 6. Old business.
 7. New business. *
 8. Close of meeting.
- * League members wishing to discuss items not included on the agenda, must submit written request to the President(s) at least one week prior to the next regularly scheduled Board meeting.
- J. Special Business Meetings shall be convened as follows: by vote of the League at a regular business meeting; by direction of the President(s), by the President(s) upon written request of seven League members. Said request must state the objective of the meeting. Due notice of specially called business meetings and their purpose shall be given to each member and no other business shall be transacted at any such meeting.
- K. The following shall be order of business and procedure at Special Business Meetings:
 1. Call to order
 2. Roll call of Board
 3. Special order of business
 4. Close meeting
- L. It shall be the duty of all executive officers to attend each meeting of the League and for all other officers and/or committee heads to attend according to agenda matters scheduled. In case of inability of any officer to attend a meeting, due notice shall be given to the President(s) and arrangements made to have all necessary books and papers in the possession of a substitute at the meeting.
- M. If any meeting shall fall on a legal holiday, said meeting shall be held the following day unless the Board, by vote at a previous meeting, annuls such meeting and reschedules.

SECTION 5. ELECTIONS

- A. Election of officers will be held during the December Board meeting or other assembly such as the end of year banquet. Elected officers shall hold office for a period of one year and are eligible for reelection each ensuing year.

MYFL BY-LAWS

- B. Any member (see Article III, Section 1) of the MYFL is eligible to run for office. Any member wishing to run for office must submit a League application and be nominated by two or more Board Members.
- C. The election of officers shall be by ballot of all Board and league members attending the December Board meeting or assembly.
- D. The newly elected officers shall assume their positions during the first commenced Board meeting following the December elections.
- E. All Board positions shall be appointed for the first year of establishment with elections held for Board positions each year thereafter.

ARTICLE II

SECTION 1. PRINCIPAL OFFICE

The principal office of this organization must be in the County of Mono and, unless otherwise ordered by the Board of Directors, shall be at the physical address of the president. The League shall purchase and use a post office box at Mammoth Lakes Post Office for the purpose of receiving correspondences.

ARTICLE III

SECTION 1. MEMBERSHIP

- A. Any person responsible for an active youth in the MYFL is eligible to become a League Member. This includes parents, guardians, coaches, and volunteers who have no outstanding fees from current or prior years.
- B. At least three of the Board members prior to their vote for final approval or disapproval of applicant shall review all Board member applications. Coaching volunteer's applications, regardless of the volunteer's previous participation, will be reviewed and voted on annually by a committee of at least three members, whose membership will consist of the President(s), Vice President(s), Coaching Director(s), and Cheer Director(s) or another Board Member (excluding a head coach). The successful volunteer candidate's application will be submitted to the Board of Directors for final approval by majority vote.
- C. Officers of the Board of Directors shall have the authority to suspend, discharge, or otherwise reprimand any elected or appointed official, member, player, league member, or other person whose conduct is considered detrimental to the best interest of MYFL. Request for appeals for disciplinary action must be submitted in writing to the President(s) at least one week prior to the next regularly scheduled Board Meeting.

MYFL BY-LAWS

ARTICLE IV

SECTION 1. DUTIES OF THE PRESIDENT(S)

- A. The President(s) shall be the chief executive of the League and shall, subject to the control of the Board, have general supervision, direction and control of the business and affairs of the League and shall acquaint themselves with the activities of all officers and committees. The President(s) shall preside at all meetings of the Board. The President(s) shall have the authority to appoint such committees, as deemed necessary, subject to approval of the Board.
- B. The President(s) (or other approved Board member) shall attend all conference meetings, and enforce all conference rules and regulations and abide by all decisions made by the conference.
- C. The President(s) is a member of the Executive Board with voting privileges and may countersign checks.

SECTION 2. DUTIES OF THE VICE PRESIDENT(S)

- A. In the absence of the President(s), the Vice President(s) shall assume the duties of an authority thereof. Vice President(s) shall have such other powers and perform such other duties as directed by the President of the Board. The Vice President(s) shall maintain the League Reports and Procedures Notebook. (See ARTICLE VII)
- B. The Vice President(s) is a member of the Executive Board with voting privileges and may countersign checks.

SECTION 3. DUTIES OF THE TREASURER

- A. The treasurer shall maintain or cause to be maintained accurate accounts of the properties and business transactions of the League. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income derived by the League from any of its activities.
- B. Upon written request from a League Member, the treasurer shall provide within 30 days of said written request, a chart of accounts for inspection.

MYFL BY-LAWS

- C. The treasurer shall promptly deposit all monies and other valuables, in the name of, and to the credit of, the League with such depositories as shall be designated by the Board. He/she shall disburse the funds of the League in such a manner as may be ordered by the Board and shall render to the President(s) or to the Board whenever they request it, an account of all transactions as treasurer and of, the financial condition of this organization. A monthly treasurer report containing all financial activity shall be presented at each Board Meeting. All reports will be filed in the treasurer's notebook to be passed on from year to year.
- D. The treasurer shall have such powers and perform such other duties as may be prescribed by the Board or the by-laws.
- E. The treasurer is a member of the Executive Board with voting privileges and may countersign checks.

SECTION 4. DUTIES OF THE SECRETARY

- A. The secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Board, that shall be passed on from year to year. A copy of said minutes must be provided to the President(s).
- B. The secretary shall be the custodian of the by-laws of the League and shall have said by-laws at all meetings.
- C. The secretary shall conduct the correspondence of the League. Upon receipt of any correspondence, communications or other materials, the Secretary shall expeditiously route same to person having cognizance knowledge thereof.
- D. The secretary shall have such other powers and perform such other duties, including press releases, as may be directed by the President(s), Board or these by-laws.
- E. The secretary is a member of the Executive Board with voting privileges and may countersign checks.

SECTION 5. DUTIES OF THE CHEER DIRECTOR

- A. The Cheer Director shall obtain applications for Cheer Coaches and submit them to the Executive Board for approval by the April meeting.
- B. The Cheer Director must attend conference meetings to represent our league and cheerleaders at conference meetings. The Director will relay all information from conference meetings to cheer coaches and team moms.

MYFL BY-LAWS

- C. Duties of the Cheer Directors include and are not limited to:
1. Establishing the budget for cheer uniforms and submit it to the Executive Board for approval.
 2. Assist Cheer Coaches in any Homecoming activities.
 3. Provide information, recommendations or assistance to Cheer Coaches when requested.
 4. Provide, when requested by Cheer Coaches, assistance in maintaining proper conduct and behavior of cheerleading squads at all events.
 5. Investigate complaints against a cheerleader, Cheer Coach or any other cheer related volunteer, and submit findings to the Executive Board for resolution.
 6. The Cheer Director shall be responsible for obtaining the appropriate number of cheer exchange gifts, will provide them to the Cheer Coaches prior to each game, must keep league cost to a \$1.00 plus tax limit per cheerleader, and may submit receipt for reimbursement at any time.
- D. The Executive Board shall have final authority over any and all issues regarding all aspects of the cheerleading portion of this program.
- E. The Cheer Director is a member of the Executive Board with voting privileges.

SECTION 6. DUTIES OF THE COACHING DIRECTOR

- A. To provide a type of quality assurance for the players to receive quality coaching on a progressive level throughout their year(s) with the MYFL. It is not the intention of the Coaching Director's position to rule on a particular coaches' fitness to coach per se, but to bring the material taught up to current safe standards.
- B. Other responsibilities of the Coaching Director include and are limited to:
1. To serve on the Executive Board appointed coach selection committee and submit recommendations to the Executive Board for approval.
 2. Ensuring coaches have adequate understanding of basic football principles of technique (e.g., safe form tackling, etc.)
 3. Hold coaches' meetings/clinics to pass on information, teach latest and safest methods, and discuss coaching concerns.
 4. Define a certification process of MYFL Head Coaches and key assistants (e.g., OC/DC.)
 5. Develop and implement off-season players coaching clinic to teach skills to veteran players and raise money.
 6. Standardize the terminology used between MYFL teams so as to provide a continuous means of common communication, thus eliminating confusion (playbook, etc.)
 7. Urge coaches to attend professionally run clinics in the off-season.

MYFL BY-LAWS

8. Plan and coordinate “gut week” training.
 9. Provide information, recommendations or assistance to football Coaches when requested.
 10. Provide, when requested by football Coaches, assistance in maintaining proper conduct and behavior of football teams at all events.
 11. Investigate complaints against a football player, football Coach or any other football related volunteer, and submit findings to the Executive Board for resolution.
- C. The Executive Board shall have final authority over any and all issues regarding all aspects of the football portion of this program.
- D. The Coaching Director is a member of the Executive Board with voting privileges.

SECTION 7. DUTIES OF THE HEAD COACHES- Cheerleading and Football

- A. The Head Coaches of all football teams and cheerleading squads shall be responsible for complete supervision of the team and squads under their jurisdiction. Head Coaches shall have the authority to plan all practice activities, will arrange practice scheduling, in accordance with the league rules, and shall have such other powers and perform such other duties as may be prescribed by the Board or these by-laws. Practice locations must be approved by the Board. Each Head Coach shall have the responsibility of maintaining, or causing to be maintained, proper conduct and behavior of the team or squad under their jurisdiction as outlined in the conference rules and regulations.
- B. Each Head Coach of football will have the responsibility to inform the Equipment Director of any equipment or uniform needs. Each Head Coach will have the responsibility to collect all equipment and uniforms from each player on their team at the end of the season and turn it in to the Equipment Director.
- C. Each Head Coach of cheerleading will have the responsibility to inform the Cheer Director of any cheer uniform needs. If requested by the Cheer Director, each Head Coach of cheerleading will assist in the collection of uniforms at the end of the season
- D. Football Coaches must be sure the field is prepared prior to the first game of all home games. Field must be lined and markers placed. Chains must be available on the field. After the last game of all home games, Coaches and/or players will be responsible for cleanup.
- E. Any unresolved issues arising between football Coaches and the Coaching Director will be presented to the Executive Board for resolution.

MYFL BY-LAWS

- F. Any unresolved issues arising between cheer Coaches and the Cheer Director will be presented to the Executive Board for resolution.
- G. Head Coaches are responsible for ensuring that each player has been trained in proper tackling and blocking form and that each player has demonstrated proper form in non-contact practice. Each individual player should be observed demonstrating proper safe technique prior to allowing contact with pads. This training should emphasize the safe positioning of the head and the proper use of the shoulders, back and legs. Additionally, at a minimum the players should be instructed in and trained not to use the following illegal techniques.
 - 1. Clipping(legal in certain situations)
 - 2. Chop blocks
 - 3. Blocking below waist(legal in certain situations)
 - 4. Butt blocking
 - 5. Spearing
 - 6. Touching the face guard
 - 7. Leading with helmet
 - 8. Tripping
- H. Head Coaches will slowly bring players up to full speed contact over several practice sessions at slow speed, half speed etc. This allows the head coaches to verify proper technique utilization and allows the players conditioning for full speed contact.
- I. Head Coaches will ensure that players demonstrate the proper attitude towards full speed contact i.e., unnecessary roughness, “punishing” of players through excessive contact, body slams and unnecessary contact away from the play are all to be condemned.

SECTION 8. DUTIES OF THE CONCESSION DIRECTOR

- A. Responsibilities of the Concession Director include, but are not limited to:
- B. Working with team parents to coordinate adult workers in snack shack.
- C. Maintain or cause to be maintained a log of all money transactions concerning the snack bar.
- D. Maintain or cause to be maintained a log of supplies needed and used in the snack bar.
- E. Keep supplies in stock and snack bar in a clean, orderly and operative status.

MYFL BY-LAWS

- F. The Concession Director is a member of the Executive Board with voting privileges.

SECTION 9. DUTIES OF THE EQUIPMENT MANAGER

- A. Maintain all equipment and issued said equipment.
- B. Maintain a current inventory of all equipment.
- C. Provide a proposed order of equipment to the Board at the beginning of each year.
- D. The Equipment Manager is a member of the Executive Board with voting privileges.

SECTION 10. DUTIES OF THE PUBLICITY DIRECTOR

- A. Prepare all information to be released to the public through any type of medium (radio, television, newspaper, flyer and word of mouth).
- B. Contacts the coaches after each game to gather details or written reports on the previous game to be released to the media. All releases to the public need approval of the President(s) or his designee.
- C. The Publicity Director is a member of the Executive Board with voting privileges.

SECTION 11. DUTIES OF THE FUNDRAISING DIRECTOR

- A. Provide recommendations to the Board for current season's fundraising activities.
- B. Work with team parents to distribute information on fundraising events.
- C. Maintain a log of all transactions, money collected, etc. Any monies collected must be turned over promptly to the treasurer.
- D. The Fundraising Director is a member of the Executive Board with voting privileges.

SECTION 12. DUTIES OF THE REGISTRAR DIRECTOR

- A. Provide recommendations to the Board for current season's registration and sign-ups.

MYFL BY-LAWS

- B. Maintain log of all transactions, money collected, etc. Any monies collected must be turned over promptly to the treasurer.
- C. Prepare sponsor package and present for Board approval. Any monies collected must be promptly turned in to the Treasurer.
- D. The Registrar Director is a member of the Executive Board with voting privileges.

SECTION 13. DUTIES OF THE PLAYER AGENT

- A. Develops rosters as per the exponent system.
- B. Handles all player complaints and reports to the Board any problems regarding players.
- C. Is the Liaison between MYFL and the schools.

SECTION 14. DUTIES OF THE SERGEANT AT ARMS

- A. To maintain order at all Board meetings and wherever else is needed.
- B. The Sergeant at Arms is a member of the Executive Board with voting privileges.

SECTION 15. DUTIES OF THE DIVISION REPRESENTATIVES(Team parents)

- A. To keep divisions informed of notices.
- B. Coordinate with Fundraising Director on Fundraising events.

SECTION 16. DUTIES OF THE FIELD DIRECTOR

- A. Coordinate with Mammoth High School the set-up of the football field prior to the games.
- B. Make sure chains are there and lines are marked.
- C. Coordinate with referees.
- D. Set up or make sure P.A. system is set up.

MYFL BY-LAWS

SECTION 17. DUTIES OF THE TOWN LIAISON

- A. To act as liaison between MYFL and Town of Mammoth Lakes/Parks and Recreation Department.
- B. Coordinate with Town of Mammoth lakes regarding field usage and reservation for team practices.

SECTION 18. DUTIES OF THE BOOSTER LIAISON

- A. To act as liaison between MYFL and the of Mammoth High School Boosters.
- B. Coordinate with the boosters regarding concession booth and equipment use.
- C. To look for ways the objectives of both organizations can be reached through cooperation and sharing of resources.

ARTICLE V

SECTION 1. COMMITTEES

Except as herein provided, the President(s) shall appoint all committee chairpersons. The Chairpersons of each committee shall appoint the members of said committee with the approval of the officers. Standing committee shall serve for the current year or until successors have been appointed. A majority of the committee shall constitute a quorum for the transaction of business.

A. Coaches Committee

With the President(s) as General Chairperson and coordinator, the Committee provides for reviewing and selecting applicants for Head Coaches and Assistant Coaches.

B. Registration Committee

With the President(s) as General Chairperson and coordinator, the Committee provides for registration of all players and cheerleaders.

C. Rules and Alignment Committee

With the President(s) as General Chairperson and coordinator, The Committee is responsible for reviewing all league and conference rules, procedures and guidelines. The Committee will provide the President(s) with recommended changes to conference rules and will provide recommendations to the Board on League rules.

MYFL BY-LAWS

D. Public Relations/Publicity Committee

With the Vice President(s) and General Chairperson and coordinator, the Committee will provide for public address announcements at all home games and other events authorized by the league. The Committee will also provide for all publicity for events sanctioned by the League including but not limited to providing programs.

E. Fundraising Committee

With the treasurer as General Chairperson and coordinator, the Committee will coordinate and provide the means by which the League raises money for its operation.

ARTICLE VI

SECTION 1. COACHES

- A. All coaches will submit an application to the MYFL Board for background check every year, before being interviewed and selected or rejected by the Board.
- B. Head Coaches and assistant coaches are to be selection and approved by the Board at the April meeting. Head coaches from an existing division will have tenure with that team. If a Head Coach vacates that division, other coaches with tenure will have first choice to fill that position. If two coaches with tenure want the same position, it will be up the Board to select the new Head Coach.
- C. Assistant coaches, upon recommendation of the Head Coach from the previous season and with the Board's approval, will take over a Head Coach once all tenured Head Coaches have been selected and approved for divisions.

ARTICLE VII

SECTION 1. REPORTS AND PROCEDURE NOTEBOOK

Upon exit or resignation of office, completion of duty, conclusion of project, or completion of any event, the appropriate Board Officer, Committee Chairperson, Coaches, Team Parents or any such person in charge of any action or event, shall complete a written report to be turned into the Vice President(s) to be filed in the League Reports and Procedure Notebook for historical purposes and future reference. The Vice President(s) shall be responsible for collecting requesting and collecting such reports and maintaining the Notebook.

MYFL BY-LAWS

SCHEDULE EXAMPLE

January

- A. Adoption of by-laws
- B. Committee Selections
- C. Budget reports
- D. Tax Returns

February

- A. Policies and procedures
- B. Recommendations on MYFL issues
- C. MYFL by-laws
- D. Draft budgets
- E. Activities and fund-raisers
- F. Football clinic
- G. Registrations

March

- A. Committee Recommendations
- B. Budget Approval

April

- A. Registrations
- B. Field schedules and permits
- C. Finalize fundraising
- D. Coaches Selection
- E. Football clinic
- F. Registration and fees
 - 1. Advertisement
 - 2. Location

May

- A. Registrations
- B. Budgets
- C. Coaches clinic
- D. Football clinic
- E. Fundraising

June

- A. Registration
- B. Coaches clinic and certification
- C. Football clinic
- D. Practice schedules
- E. Pictures and programs

July

- A. Registration
- B. Coaches clinic

- C. Coaches picnic

August

- A. Budget reports
- B. Committee reports
- C. Picnic
- D. Home game schedules
 - 1. Chain gangs
 - 2. Announcers
 - 3. Snack bar
 - 4. Crowd control

September

- A. Budget review
- B. Committee reports (as needed)
- C. Home game schedules
 - 1. Chain gangs
 - 2. Announcers
 - 3. Snack bar
 - 4. Crowd control

October

- A. Committee reports
- B. Pictures
- C. Current year Board of Directors
 - 1. Selection of nomination committee
 - 2. Recommendations

November

- A. Playoffs
- B. Committee reports
- C. Upcoming year officer nominations
- D. Banquets

December

- E. Banquets
- F. Registration and fees for next year
- G. Budget reports
- H. Elections
- I. Schedule for next year