



KELSEYVILLE CHIEFS YOUTH FOOTBALL LEAGUE

2018 BY-LAWS

KELSEYVILLE CHIEFS YOUTH FOOTBALL LEAGUE

P.O. BOX 1281

KELSEYVILLE, CA 95451

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Article 1: Association

Section 1: Name

This Organization shall be known as the Kelseyville Youth Football League (KYFL) and shall be governed by these By-laws.

Section 2: KYFL Status

This shall be a non-profit Organization with tax-exempt status, registered annually.

Section 3: Dissolution Clause

Upon dissolution of the KYFL Organization, the Board of Directors shall, after paying or making provision for payment of all liabilities of the Organization, including the costs and expenses of such dissolution, dispose of all the assets of the Corporation exclusively for the exempt purposes of the Organization or distributed to an Organization described in Section 501(c)(3) or 170 (c)(2) of the Internal Revenue Code, 1986 or the corresponding provisions of any future federal law, as shall be selected by the last Executive Board. All of the assets to be disposed of shall be by, and in the manner designated by, the state court having jurisdiction over the manner.

Article II: Purpose and Objectives

Section 1: Purpose

This KYFL is exclusively for charitable, educational, or scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

Section 2: Objectives

The main purpose of this KYFL shall be to provide supervised football and cheerleading programs that are enjoyable, educational, and challenging to the youth of our community. In support of these objectives, our Organization shall teach and promote the ideals of good sportsmanship, personal integrity, and team cooperation through participation and instruction in the game of football and cheerleading.

Section 3: Secondary Statement

The attainment of exceptional athletic skill and winning of games shall be secondary to the main objectives.

Article III: Membership

Section 1: Membership

General membership in the KYFL shall be open to any parent or legal guardian of a registered and participating child or any volunteer approved by the Executive Board. All families/households/volunteers granted membership will be eligible to cast votes for each Executive Board and positions, provided:

1. The KYFL Executive Board has received completed and signed copies of all applicable application forms, registration forms, and code of conduct forms from the family/household membership.
2. The participants registration fee to KYFL is paid in full.
3. The Executive Board has approved, by majority vote, the membership of a volunteer.

Section 2: Term of Membership

General membership of the KYFL is valid for one calendar year. Membership to the KYFL Organization must be renewed each football season with the registration of a child or application for volunteering.

Section 3: Limitations

Membership in the KYFL Organization is limited to a maximum of two parents or legal guardians per household.

Section 4: Votes

When a participant is registered to join KYFL, either by hard copy registration form OR registration via website at www.kelseyvillechiefs.com, parents/guardians are listed. Each parent/guardian will have equal voting rights, one per parent. Each volunteer participant shall have a vote each, as long as, all applicable application forms, registration forms, code of conduct forms have been submitted to KYFL Executive Board.

Section 5: Withdrawal of Membership

The withdrawal of all registered participants by a parent/guardian from the KYFL Organization will constitute automatic resignation of membership to the KYFL Organization. For volunteers who received Executive Board approval, cessation of volunteer activities for a period of more than two weeks shall constitute automatic resignation of membership to the KYFL Organization. Exceptions require approval by the Executive Board.

Section 6: Revocation of Membership

Any member of the KYFL may have his/her membership revoked by the Executive Board for conduct that is in opposition to the stated objectives of the KYFL Organization, for violating any of the applicable “codes of conduct,” or for violating the by-laws of the KYFL. The Board will not restrict a child’s participation in the KYFL Organization because of revocation of a parent/guardian’s membership. (See Addendum 1 – KYFL Code of Conduct)

Article IV: Governing Body

Section 1: Executive Board

The Executive Board is elected by the general membership of the KYFL and is the governing body of the KYFL Organization. The Executive Board shall transact all business, enforce all rules and codes of conduct for the KYFL, and shall have the power to settle all disputes and protests. All decisions of the Executive Board are final.

Section 2: Executive Board Positions

- | | |
|-------------------|---|
| a. President | e. Director of Football Operations |
| b. Vice President | e. Director of Football Cheerleading Operations |
| c. Treasurer | f. Director of Volunteer Operations |
| d. Secretary | |

Section 3: Term

- a. The KYFL Executive Board shall be elected for one-year term.
- b. A term will begin in November of each Calendar year and end in November of the next Calendar year.
- c. There will be no limitation to the number of terms a KYFL Executive Board member may serve.
- d. No more than one per household/family may serve on the KYFL Executive Board at any given time.
- e. No Head Coach or spouse of any Head Coach will be eligible to server on the KYFL Executive Board.
- f. If there is a shortage of coaches, a board member may be eligible to be a head coach at the discretion of the KYFL Executive Board, with the exception of the President being ineligible to fill the role of head coach for any KYFL team.

Section 4: Procedures

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the KYFL Organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and/or Mendo-Lake Empire Junior Football League.

Section 5: Board Meetings

- a. The Board will conduct regularly scheduled meetings that are open to the general membership. The general membership will be informed of such dates and times through public announcements. The purpose of these meetings is to conduct normal KYFL business and to settle any unresolved disputes and protests.
- b. Meetings may be called into “closed sessions” at any time by the President. During a closed session only the Executive Board members may be present
- c. The Board shall hold “specially called” meetings at the request of the President, or upon written request from at least five general members.
- d. All meetings shall be conducted by following a previously prepared agenda. The President shall have the responsibility of conducting the meeting according to the prepared agenda and will provide the agenda at the onset of each meeting.
- e. Meeting minutes will be recorded and made available to the general membership by posting them on the Website. If any individual member requests a copy of the minutes, one will be provided by the Secretary in a timely manner.
- f. At the commencement of each meeting, the prior meeting minutes must be approved.

Section 6: Quorum

A quorum shall consist of 2/3 of the KYFL Executive Board, one of who must be either the President or the Vice President, unless otherwise stipulated in these by-laws.

Section 7: Executive Board Voting

Each Executive Board member shall have one vote. An Executive Board member must abstain from voting when a family member is involved. Proxy votes will be accepted only if the assignment of each proxy is submitted in writing to the absent Executive Board member. In the event of a deadlock vote, the President shall make the absolute decision.

Section 8: Polling

In order to minimize the number of Board Meetings, the President of the KYFL may poll Board members via phone, email, or other, to reach decisions regarding specific questions. The President must report the polling results to the Board in a timely manner. The results reported by the president must include how each member’s vote was cast. The secretary will record the reported results and provide them as minutes at the next scheduled meeting.

Section 9: Forced Abstention

Any contract or other transaction between the KYFL Organization and any corporation, firm, or individual in which any of the Board are directly or indirectly interested, will be considered appropriate and shall be recognized as valid, provided that the Board member with interest abstains from voting when the decision regarding the contract or transaction is made.

Section 10: By-Law Changes

- a. The KYFLs’ By-Laws may be altered, amended, or repealed by the Executive Board. Changes to the By-Laws will require at least two-thirds of the Executive Board members present at a specially held By-Laws meeting. The two-third requirement will be calculated by taking the total number of members/voters, dividing by three, and then multiplying by two. If the number is not a whole number, the resulting calculation will be truncated to determine the two-thirds vote.
- b. Proxy votes will not be allowed to By-Law changes. Executive Board members must be present at the By-Laws meeting to cast a vote.
- c. By-Law changes shall be presented and voted on no more than once per season.
- d. All changes approved by Executive Board shall take effect immediately.
- e. By-Laws will be made public through posting on the website. Individual members may request a copy. The Secretary will provide a copy to the members in a timely manner.

Section 11: Resignation

Any KYFL Executive Board member or staff may resign his/her position by written resignation to the Board. Such resignation shall take effect at the time specified therein, or immediately if no time is specified. The acceptance of such resignation shall not be necessary to make it effective.

Section 12: Removal

- a. Any Board member who is absent from two or more Board meetings, having been notified 24 hours prior to each meeting, may have his/her position declared vacant, unless the absences have been excused by the President of the KYFL Board.
- b. Any KYFL Executive Board member or staff member who willingly neglects his/her duties to the detriment of the KYFL or who has conduct unbecoming may be brought to a hearing and a vote may be called for his/her removal.
- c. A vote or removal by the Executive Board may only be executed if at least two-thirds majority of the Executive Board members is present. The Board or staff member whose position is being questioned will not be counted as part of the total present. That member may not cast a vote.

Section 13: Vacancies

Any vacancy on the KYFL Executive Board will be advertised to all general members. A special election will be held for the vacated position at the next general Board meeting. The elected person shall fill the position for the remainder of the term.

Section 14: Compensation

All Board members and other general members of the KYFL Organization shall be volunteers receiving no compensation for the performances of their duties. No officer or director of the KYFL Organization shall willingly use his/her position for personal gain or to obtain any benefits that are not available to the entire membership. An exception may occur at the discretion of the KYFL in regards to coaches thank you gifts.

Section 15: Chain of Command

When a conflict arises with a KYFL member, certain steps must be taken before the KYFL Executive Board will become involved.

- a. The member should try to resolve the conflict personally with the Coach, KYFL Member, Parent, or opposing party. Approaching a Coach during practice or game time is prohibited per Code of Conduct form. Contact with opposing party must be done in person before or after a game or practice.
- b. If the member is not satisfied with direct contact with the opposing party, contact shall be made with the Director of Football Operations or Director of Cheerleading Operations before or after a game or practice.
- c. If the member is still not satisfied with the outcome of the dispute, a written letter explaining the situation can be made to the KYFL Executive Board. A closed meeting with the board will be scheduled.

Article V: Officers

Section 1: President

- a. Shall oversee all KYFL Organization activities.
- b. Shall preside over the schedule of all KYFL meetings, assign duties to Board members, appoint committees, and countersign any orders.
- c. Shall be give authority to take prudent and reasonable action in circumstances not covered within the By-Laws.
- d. Shall attend the Mendo-Lake Youth Football League board meetings and represent KYFL.
- e. Shall secure practice facilities and games facility for all.

Section 2: Vice President

- a. Shall succeed the powers of the KYFL President in the President's absence.

- b. Shall organize and conduct registration activities for the KYFL Organization.
- c. Shall assume the duties of any Board position that is vacant.
- d. Shall assume the duties of any Board member who is unable to perform his/her duties.
- e. Shall attend the Mendo-Lake Youth Football League board meetings representing KYFL if the President is unable to attend.

Section 3: Treasurer

- a. Shall manage all KYFL Organization's money, maintain necessary bank accounts, record and pay all bills, maintain accurate and current records of the KYFL's finances.
- b. Shall retain all purchase orders, invoices, and receipts.
- c. Shall collect any monies due to the KYFL.
- d. Shall present, at all regularly schedule meetings, a current, written financial report to the Board.

Section 4: Secretary

- a. Shall record the minutes of all meetings and distribute those minutes at the onset to all Board members and post a copy to the website within 48 hours following the Board meeting.
- b. Shall attend to all KYFL correspondence.
- c. Shall keep members aware of upcoming events by printing information flyers.
- d. Shall provide any member, upon request, a copy of the minutes in a timely manner.
- e. Shall be responsible for proper maintenance of social media including the Facebook page and the KYFL website at www.kelseyvillechiefs.com.

Section 5: Director of Football Operations

- a. Shall oversee staff and coaches
- b. Shall maintain appropriate files and players binder
- c. Shall coordinate game day field preparation
- d. Shall assist in the distribution of even flyers
- e. Shall assist set-up of gear fittings and distribution
- f. Shall provide a copy of league rules to all head coaches

Section 6: Director of Cheerleading Operations

- a. Shall oversee staff and coaches
- b. Shall maintain appropriate files and players binder
- c. Shall assist in the distribution of event flyers
- d. Shall set-up uniform fittings, start and end cutoff dates
- e. Shall assist planning and preparations for competitions
- f. Shall coordinate any camps and clinics and administer coaches meeting and training
- g. Shall make final determination for competition cheerleading team eligibility.

Section 7: Volunteer Coordinator

- a. Shall coordinate volunteers for each home game
 - a. Volunteers include snack bar, chain gang, gates, clean-up, etc.
- b. Shall oversee promotional items ordering with Executive Board approval of items
- c. Shall oversee Snack bar operations including purchasing, stocking, setting up, staffing, and cleanup of snack bar and surrounding areas.

Article VI: Executive Board Elections

Section 1: Executive Board Candidates

- a. Candidates for any position may come from the existing Board Members, the general membership, or any community volunteer, which the Executive Board has approved and received volunteer application.
- b. Nominations for all positions must be submitted to the Executive Board in October, one month prior to elections.
- c. Nominations must be made available to the general membership.

Section 2: Elections

- a. The elections shall be conducted at a November meeting or meetings for which the general membership has been appropriately notified and invited
- b. Ballots shall clearly indicate when a candidate is an incumbent for the position listed.
- c. If a position has a single nominee, the ballot must clearly indicate the candidate is running unopposed.
- d. Each parent/guardian in attendance that is listed on the KYFL participant's registration form shall be given one ballot clearly listing all positions and candidates.
- e. Each parent/guardian member given a ballot must sign a verification sheet indicating the receipt of the ballot and that they have read all items pertaining to the election and voting found in the KYFL By-Laws.
- f. To ensure the privacy of each ballot, there will be partitioned tables available if the voter so chooses.
- g. Proxy votes are not allowed. Members must be present to cast a vote.
- h. All voting will be completed within a 90 minute timeframe, beginning 30 minutes prior to the start of the meeting, and ending 60 minutes in. The time remaining in that 90 minutes will be announced at 45, 30, 15, and 5 minutes remaining.
- i. The votes shall be tallied by the Secretary and verified by the President. The Secretary shall provide written results to the Executive Board.
- j. Elections results shall be made available to the general membership.

Article VII: Coaching

Section 1: Board Responsibilities

The board recognizes that coaches are vital to the existence of the KYFL: however, coaching in the KYFL is a granted privilege. The Board further recognizes that individuals aspiring to coach in the KYFL will have an opportunity to mold the impressions of the young participants, which is a responsibility to be taken seriously. Because of the importance of coaching positions, the Board has an obligation to the membership and the participants to carefully screen individuals applying for the positions as coaches.

Section 2: Background Checks

All coaching candidates will be subject to screening. The review of criminal background checks will be overseen by the Executive Board and kept confidential, except where a report to legal authorities is deemed necessary. If there are questions regarding the findings, a closed Executive Board meeting will be called.

Section 3: Coaching Candidates

Any individual may apply to become a coach in the KYFL. In order to be considered for any coaching position (head or assistant) an individual must provide the following:

- a. Completed and signed KYFL coaching application form and Code of Conduct Form.
- b. Signed release to allow the KYFL to conduct any and all background checks as deemed necessary.

Section 4: Coaching Selections

Returning coaches, from prior season, will be considered first for coaching positions. All potential candidates, returning and new, must fill out the necessary forms. Forms will be submitted to the Executive Board for coaching selections. The Executive Board will hold a closed meeting to conduct voting for coaching positions.

Section 5: Coaching Responsibilities

- a. A head coach is given the authority to direct the activities of his/her team as long as those activities do not violate any legal codes, the KYFLs By-Laws, or any KYFLs stated codes of conduct.
- b. The head coach will identify assistant coaches. Each coach is limited to no more than four assistant coaches. Assistant coaches are required to provide information outlined in Article VII, Section 3 of these By-Laws. The head coaches will submit a list of assistant coaches to the Board.
- c. Head coaches will be responsible for the conduct of all assistant coaches for his/her team and has the authority to remove an assistant coach from his/her position. A removal of an assistant coach must be submitted in writing to the Executive Board.
- d. Head coaches are responsible for educating assistant coaches, player representatives, and parents/guardians of all applicable rules and codes of conduct.
- e. The Executive Board may remove any head coach or assistant coach for a flagrant and deliberate violation of these By-Laws or code of conduct. A Coach in this position will be allowed to defend his/her self at a closed Board meeting. Decisions of the Executive Board are final in such situations.
- f. Head coaches will be required to become certified in their respective sport and encourage their staff to do so.
- g. All coaches and Executive Board Members must have a 'heads up' concussion protocol certificate renewed yearly. Certification is at Executive Board discretion. Currently being used as Certification is a class online at <https://headsup.cdc.gov>.
- h. All head cheer coaches will participate in an online coaches training at the discretion of the Director of Cheerleading Operations, to be reimbursed by KYFL.

Article VIII: Miscellaneous

Section 1: Registration

- a. The Board shall determine registration dates and prices on an annual basis.
- b. All participants must be registered according to the guidelines set forth by this KYFL Organization.
 - a. All participants must have a Sports Physical form signed by a health professional on file with KYFL.
 - b. All participants must submit a copy of the participant's birth certificate for age verification.
 - c. All participants must submit a copy of the participant's health insurance card.
 - d. All participants must meet age and weight requirements as listed below.
 - e. All participants must have their registration fee paid in full before the first game. Special circumstances can be made with KYFL Executive Board approval.

Section 2: Age/Weight Requirements

The KYFL will comply with the League age/weight requirements for all age groups. All Cheerleader placements shall be based on a combination of age and skill at the discretion of the Director of Cheerleading Operations.

Football

Pee Wee

Grades 2-4

Cheerleading

Pee Wee

Grades 1-4

Max Weight of 90 lbs

Age 7 (By Aug 1)

Minimum Age 7 by Aug 1

Max Age 10 (on or before last scheduled game)

Junior Varsity

Grades 2-6

Max Weight of 120 lbs

Max Age 12 (on or before last scheduled game)

(no Minimum Age)

Junior Varsity

Grades 4-6

Varsity

Grades 6-8

Max Weight of 155 lbs

Max Age 14 (on or before last scheduled game)

Varsity

Grades 6-8

Section 3: Practices

Coaches shall conduct practices in accordance with the following guidelines:

- a. No practices shall exceed two hours.
- b. The Executive Board will inform KYFL members (by email and flyer) and post the Practice Schedule on the website.
- c. In the event a practice is cancelled, it is the responsibility of the coach to inform the President, no substitute practice shall or can be held.
- d. Practices will be held on a regular basis at the Board approved designated facility.
- e. No practice sessions will be held on Sundays or game days. No practice with pads, hitting, strenuous activity shall be held day before a game. Classroom or 'Walk Through' practice can be held day before a game with Executive Board approval.
- f. No closed practices will be held.
- g. A minimum of 10 hours of conditioning with the team shall be held before participants practice in pads.
- h. A minimum of 10 hours of practices with the team in pads must be held before the first game.
- i. Beginning the day after Labor Day, practices will be limited to three per calendar week and will not exceed two hours per session.

Section 4: Uniform Requirements

All participants are required to wear the Board approved uniforms appropriately to all league events. No change in uniforms may take place without the consent of the Executive Board. Appropriate practice gear is required for all participants.

Section 5: Medical Consent

- a. A participant must provide a doctor's approval for participation by way of a physical before participating in any KYFL sanctioned event.
- b. It is the responsibility of parents/guardians to make the KYFL aware of any known medical conditions of registered participants.
- c. All participants with known medical conditions shall furnish a written doctor's statement authorizing the child to participate in KYFL sanctioned events (games, practices, etc.).
- d. All participants must provide the KYFL with proof of medical insurance prior to participating in any KYFL sanctioned events.
- e. All participants who become injured must provide a medical release prior to participating in any KYFL sanctioned events.
- f. The KYFL Organization participates in the USA Football Heads up Program and abides by the concussion procedure recommended by USA Football.

Section 6: Spectators' Area

Parents and all other spectators will remain in the stands and far removed from benches and playing field at all times during the game. They will also refrain from yelling at the players. The referees should be made aware of these rules and, if necessary, stop the game until everyone has returned to the stands or moved away from the sidelines.

Section 7: Sidelines

Each team will be limited to only approved personnel on the sidelines during the game at the Coach's and/or Executive Board's discretion. Players or coaching staff shall remain in the designated area on the sidelines. No player or coach shall be within the 25 yard line on each side of the field. All approved personnel are required to display their KYFL issued ID to be allowed on the sidelines or in any restricted areas.

Section 8: Social Media Policy

This Social Media Policy applies to all members of the KYFL including the Executive Board, Players, Parents, Coaches, and anyone associated with KYFL that are posting on KYFL official sites and/or when they otherwise speak as an authorized representative of KYFL. Social media channels can include but not limited to: blogs, wikis, Facebook, Twitter, YouTube, Instagram, SnapChat, Tumblr, LinkedIn and other media yet to be developed. Content to any Social Media account released shall be committed to improving communication between KYFL and its members.

- a. Any Social Media account representing any Kelseyville Youth Football League's members, teams, board, etc. must be approved by the Executive Board. Any User ID's and passwords will be documented and kept confidentially with the Secretary of KYFL.
- b. Any Social media content posted on behalf of KYFL must be managed responsibly. No Confidential, proprietary, financial and KYFL business shall be posted on social media without the prior consent of the Executive Board of KYFL.
- c. Since the KYFL participants are minors, no pictures, content, and discussion on any participant of KYFL or other League's members shall be posted without written consent of the parent/guardian.
- d. In keeping with KYFL non-profit status, social media should not be used for any private KYFL business or financial activities.
- e. Official social media accounts under KYFL must follow the Terms of Service set forth by that social media company.

- f. Any KYFL member posting to the KYFL or other League social media account shall do so in a positive and encouraging manner. Any member posting negative or inappropriate content to any League's Social Media shall be evaluated by the Executive Board for dismissal of membership to KYFL.

Section 9: Scholarships

The KYFL will award at least two monetary scholarships (one for cheer and one for football) to a graduating Kelseyville High School Senior. The amount of the scholarship will be determined on a yearly basis by the Board. The President will appoint a committee to review all applications. The committee will be responsible for determining the merit for each application. Those applicants with the most time with the KYFL will be given priority. The committee will submit their recommendation to the Executive Board for approval. All applicants must meet the following requirements:

- a. An applicant must be a graduating senior of Kelseyville Unified School District.
- b. An applicant must be a former Kelseyville Chiefs player, member or cheerleader.
- c. To receive the scholarship, a recipient must provide proof of enrollment to a college or trade school

Article IX: Conflict of Interest

Section 1:

It is expected that no Executive Board member or staff shall use his or her position, or knowledge gained there from, in such a manner that a conflict arises between the interest of Kelseyville Youth Football League and any of its affiliates and his/her or professional interest. Each Executive Board member or staff has the duty to place the interest of the KYFL foremost in any dealings on behalf of the KYFL, and has a continuing responsibility to comply with this policy. In order to comply with this policy, it is expected that: an Executive Board member or staff has an interest in a proposed transaction with KYFL in the form of a significant personal or KYFLal financial interest in the transaction or holds a position as President, parent, staff, or member in such an KYFL, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. Any Executive Board member or staff who has potential conflict of interest with respect to any matter coming before the Board or the committee shall not participate in any discussion of or vote in connection with the matter unless invited to respond to questions or provide actual information by the Board or committee chair. Any Board or committee member who gains privileged information by virtue of his/her role as a Board member or committee member shall not use that privileged information for personal or professional gain. This policy shall be distributed annually to Board members and advisory committee members. A signature designation space at the bottom of these By-Laws will indicate the Board or advisory's agreement to abide by this policy to the best of his/her ability.

Article X: Conduct Statement

Section 1: Statement

The KYFL recognizes that the conduct of its members reflects on the entire KYFL and has significant impact on the attitudes and experience of the children participating. Therefore, if any Board member, coach, or other KYFL member is guilty of misconduct, such as abusive language, fighting, tobacco use, alcohol use, or any other unbecoming behavior which proves to be a detriment to the KYFL or its objectives at games, game sites, practice sessions, practice locations, or KYFL meetings, disciplinary action may be taken, up to and including the revocation of membership by the Executive Board. The Executive Board is required to review the

membership of individuals guilty of this type of behavior. The revocation of membership in the KYFL will not result in a participant losing his/her team membership. However, it may result in the banning of the individual from any or all KYFL sanctioned events, to be determined by the Executive Board.

Article XI: Cheerleading By-Laws

Section 1: Cheerleading Division Regulations

- a. All KYFL cheerleaders and their coaches fall under the rules and regulations of KYFL and of MLYFL, in addition to those stated in these following cheerleading by-laws. No cheerleading by-laws shall supersede any by-laws set forth by MLYFL.
- b. This cheerleading program shall provide a framework in which a program of competitive and recreational cheerleading is offered and the ideals of good sportsmanship, teamwork, leadership, a positive self-image, and a healthy lifestyle are taught. The rules set forth will reflect the goals of this program.

Section 2: Rosters and Eligibility

- a. All cheerleaders must be registered with KYFL no later than August 1st of that year, in order for all gear to be ordered on time.
- b. Squad placement will be determined by skill then by grade, as stated earlier in the by-laws. Intersquad movement will be at the discretion of the Director of Cheerleading Operations (DoCO) and coaching staff.
- c. The Director of Cheerleading Operations will have the final determination of cheerleader placements within squads.
- d. Any parent/guardian requesting to place their child on a different squad than determined by the DoCO must submit a formal request in writing to the KYFL Executive Board.
- e. If a cheerleader participates in any other cheerleading program that is in the same competition as their KYFL squad, he/she must adhere to the requirements for that competition.
- f. Cheerleaders may be dismissed from their squads at any time for violating KYFL code of conduct or social media policies.

Section 3: Guidelines for Cheerleading Coaches

- a. All KYFL coaches must complete a Volunteer Coaches Registration form and consent to a background check.
- b. A maximum of four coaches per squad will be allowed on each roster. Each squad will have one head coach and no more than three assistant coaches. Head Coaches must be at least eighteen years of age by August 1 of the current calendar year.
- c. ALL coaches that will be supervising at game day OR practices must be listed on the squad's roster; any other adult not on the coaches roster will not be permitted in approved cheerleading areas. Volunteers under the age of eighteen will be Junior Coaches and will be there to help the head coach, but will not have any legal responsibility for the cheerleaders
- d. All coaches are prohibited from using any form of tobacco, alcohol, drugs, or profanity at any time while in contact with children representing KYFL.
- e. Coaches are to be familiar with cheerleading techniques and responsible to confer with the DoCO to ensure they are meeting safety guidelines set forth by AACCA, YCADA, and competition standards.

- f. Coaches will be on time and set forth a positive example to their squad and community at all times according to KYFL standards. They shall remain in control of themselves and their squad at all times and adhere to team dress codes.
- g. Cheerleading coaches will treat all cheerleaders fairly and make them feel a part of the squad.
- h. Coaches not adhering to KYFL rules and regulations can be subject to disciplinary action.
- i. A cheer coach who is also a parent of a cheerleader is subject to the parent's code of conduct as well as the regulations set forth by KYFL.
- j. Coaches must be willing to commit to pre, regular, and post season activities. If they are unable to fulfill their obligation they must work closely with the DoCO to help find an alternative in order to be considered for a staff position the following year.
- k. Any coach who quits for an illegitimate reason after the start of the season may not be allowed to coach the following season.
- l. DoCO will submit a coach's roster to the board. Any changes to that roster must be submitted in writing to the Executive Board.
- m. Any returning coach has priority over any new prospective coach wishing to volunteer.
- n. It is the Head coach's decision who will be on their coaching staff, upon Board approval.
- o. All cheer coaches will attend all mandatory functions unless prior approval has been issued by the DoCO.

Section 4: Practice Regulations

- a. Season will begin on August 1st or on the Monday of the week containing August 1st of that calendar year. Pre-Labor day practice shall run Monday through Thursday. Post Labor Day practices shall run Tuesday through Thursday. All changes must be pre-approved by the DoCO.
- b. Practices will last no longer than 2 hours.
- c. There will be no practices held on Sundays or game days. This does not include game day warm up.
- d. There must be at least one rostered coach at all practices for each squad.
- e. ALL stunts and tumbling will be done on a mat or flat grassy area adhering to the AACA/YCADA guidelines.
- f. Coaches are responsible for inspecting the practice area for hazards prior to the beginning of practice.
- g. Attendance will be taken at every practice. Consequences can be administered for poor attendance; more than three unexcused absences can result in reduced participation.
- h. Practice attire shall adhere to AACA/YCADA safety standards, and be reflective of KYFL propriety standards.
- i. If a cheerleader is too sick or injured to come to practice more than 3 days in a row, a physician's note will be required in order to be released back to practice. A cheerleader **MUST** be able to participate in order to return to practice with reasonable limitations. All limitations must have a start and end date as instructed and signed off by the physician.

Section 5: Game Day Protocol

- a. Each squad's on the field half time performance will be limited to no more than 2 ½ minutes.
- b. The visiting squad shall perform first.
- c. At the end of each game, all cheerleaders and coaches will line up behind the football team and shake hands with the opposing team, unless otherwise directed by DoCO and/or KYFL President.
- d. Regardless of team affiliation, if a football player becomes injured during a game, the cheerleaders are to stop cheering, take a knee, or stand quietly until the injured player is up or removed from the playing field. The cheerleaders are to applaud the player as he/she leaves or is removed from the playing field.

- e. All performances, cheers, chants, and music shall be free from vulgar words, derogatory phrases, and suggestive motions. All halftime routines will be pre-approved by the DoCO and/or KYFL President.
- f. Coaches are to keep their squad off the playing field and in designated sideline boundaries, except at halftime. Any changes to cheering location must be approved by the DoCO and/or KYFL President.
- g. Each squad is required to have at least one rostered coach with them at all times. They may not enter the field without one.
- h. All cheerleaders must be in full game day attire as defined by the coach, regardless if they are cheering or not. The entire squad MUST look alike. Cheerleaders excused from participation per doctor's orders are still required to come to the game in their complete game day uniform as directed by their head coach and stay with their squad for the entire duration of the warm up session and game time, unless specified by their doctor that they may not attend at all.
- i. All cheerleading uniforms must fit according to KYFL standards.
- j. All cheerleaders must wear their cheer shoes at games and practices. Cheerleaders not wearing the appropriate cheer shoes (as determined by DoCO) will be required to sit out from practice.
- k. Cheerleaders must come to EVERY game with ALL their pieces of uniform. All pieces of the uniform must be maintained in a designated cheer bag.
- l. Cheerleaders are expected to attend all games. Consequences will be administered for poor game day attendance; including but not limited to reduced participation.
- m. Cheerleaders will cheer rain or shine.
- n. Coaches, or their designated personnel, will submit a squad roster and their performance music to the announcer before the start of the game.

Section 6: Competition Rules and Regulations

- a. The DoCO will determine post season competition squads. Post season competition squads may be different than their regular game season squad.
- b. Post season competition is by invitation only. Cheerleaders will be evaluated throughout the regular game season on attendance, dedication, effort, and sportsmanship; cheerleading skill is not the determining factor.
- c. The post season competition squad practices will follow the KUSD calendar. There will be no more than three practices scheduled per week.
- d. A cheerleader MUST have cheered for the regular game season to be considered for the post season competition squad.
- e. The DoCO will determine which competitions the squads are to compete in.
- f. Each competition squad shall consist of no fewer than six and no more than thirty-six cheerleaders.
- g. Post season cheerleaders are required to attend all post season practices. Attendance shall be tracked by the squad's head cheer coach. Disciplinary action may be taken for poor attendance, including removal from the squad.
- h. Cheerleaders who make a commitment to the post season competition squad and subsequently fail to uphold their commitment may not be invited to join the competition squad the following year.
- i. Post season competition shall run from after the last game played of the regular season through the end of the National Competition (approximately mid-November through the first weekend in March).
- j. A cheerleader's failure to comply with KYFL behavioral standards will be removed from the competition squad due to misconduct. This includes but is not limited to vulgar, defiant, and disrespectful behavior.

- k. Invitation to a competition squad is evaluated on a yearly basis. It has not bearing on eligibility for the next regular season.

Season 7: Cost and Fees

- a. There will be no additional registration fees paid to KYFL for the post season competition season.
- b. Any additional expenses for post season competition are the sole responsibility of the cheerleader's parents or legal guardians.
- c. Fundraisers may be offered to help offset the costs of cheerleading. It is the parent/legal guardian's responsibility to participate in these fundraisers.
- d. All fundraising shall be conducted under the name KYFL. The monies will be tracked by a member of KYFL and may be used toward board-approved cheer related expenses.
- e. All cheerleading specific fundraisers will directly benefit the cheerleading program and participants.
- f. KYFL will provide all cheerleaders with a uniform consisting of a skirt, shell, midriff, and briefs. This uniform is borrowed and must be returned cleaned and undamaged to KYFL by the date given by the DoCO.
- g. All monies must be paid in full by the start of the first practice or the cheerleader will not be allowed to participate, unless an arrangement has been made with the DoCO and/or KYFL President. In addition, all other required items must be paid for by the deadline set by the DoCO (warm-up jacket, bag, bow), or ordered individually by the parent and received by the deadline set by the DoCO (warm-up pants, shoes, socks, pom-poms).
- h. KYFL will provide end of season awards for all participants.

Written Consent of Executive Board Adopting By-Laws

We, the undersigned, are all members of the Executive Board of Kelseyville Chiefs Youth Football, pursuant to the authority granted to us in these by-laws to take action to amend and institute the foregoing by-laws, and do hereby adopt the foregoing by-laws, consisting of these pages as the by-laws of this KYFL.

Date Signed: _____

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Director of Football Operations: _____

Director of Cheerleading Operations: _____

Director of Volunteer Activities: _____

Witness: _____