

## PLANO YOUTH TACKLE FOOTBALL LEAGUE BY-LAWS 2009

### Purpose and Aims:

The objectives of Plano Youth Tackle Football League are as follows:

1. To teach and instruct youth the basic skills of the game of football
2. To teach and instruct youth in the art of cheerleading.
3. To inspire youth to practice the ideals of teamwork and sportsmanship
4. To develop physical fitness in a safe environment
5. To accept adversity without complaint
6. To respect authority
7. To respect teammates and opponents
8. To develop self-confidence and a feeling of accomplishment

Participation is open to all youth between the ages of 6 and 14, regardless of race or religious belief.

### Board of Directors:

An eleven member Board of Directors shall govern the Plano Youth Tackle Football League (PTYF). The Board is elected annually at the November meeting, as described in Election of Board of Directors (below). General meetings are held the second Wednesday of each month at a designated location. The fiscal year is December 1 to November 30 of the following year. This board will consist of the following officers:

**President**  
**Vic President/Athletic Director**  
**Secretary**  
**Treasurer**  
**Equipment Manager SL/LW**  
**Equipment Manager JV/VR**

**Associate Athletic Director (Boys)**  
**Associate Athletic Director /Equipment Manager (Girls)**  
**Senior Parent Representative**  
**Public Relations Director**  
**Concessions/Spirit Director**

### Election of Board of Directors:

The following guidelines will be used for nominating and electing new board members.

1. Nominations for open board positions will be taken during the October and November meeting and are open to residents living within the boundaries of Plano C.S.D. #88 first but if there is no candidate to fill a vacant position, then a candidate from outside Plano CSD #88 may be considered with Board approval. Election of new board members shall be held each year at the November regular meeting.
2. Nominations can be made by anyone who has child in PTYF or is participating in the league as a coach or a Board Member. This person may either nominate themselves or another individual. The nominee must be willing and present to accept position.
3. Current board members may nominate themselves or be nominated for the same board position for subsequent years.
4. A President and Treasurer cannot be elected if they live in the same household.
5. If there are two or more candidates for a particular office, voting shall be by ballot. A majority vote is needed to be elected.
6. Any family or individual actively participating in PTYF will be allowed to cast a vote in the election of the PTYF Board. Each family or individual will be given one (1) vote and must be present to cast it.
7. The term of office for all positions is two (2) years. The sequence of the election is based on the upcoming year number (i.e. in an even year (2002) you would elect your odd year (2003) directors. The order of elections is as follows:

#### even years directors

President  
Secretary  
Associate Athletic Director (Boys)  
Senior Parent Representative  
Public Relations  
Equipment Manager JV/VR

#### odd years directors

Vic President/Athletic Director  
Treasurer  
Associate Athletic Director /Equipment Mgr. (Girls)  
Equipment Manager SL/LW  
Concessions Spirit Director

### Board Rules:

The following rules are a guideline in governing the Board.

1. A quorum of 51% of Board Members (6) must be present to hold a meeting and vote on issues. If a Board Member misses three meetings in a year, they may be dismissed from the Board
2. Each Board Member carries one vote at a meeting except the President who only votes in case of a tie vote. A majority vote is required for passage of any issue.
3. The President may call special meetings with 24-hour notice. The purpose of the meeting must be stated and no other issue is to be discussed. The President may also take a phone vote in case of urgency. A majority vote is required for passage.
4. Any monetary expenditure over \$100 requires Board approval by vote at a regular or special meeting or phone vote. The President and Treasurer may authorize expenses of \$100 or less without Board approval.
5. All internal matters involving PTYF will be kept within PTYF. If a matter is needed to be discussed at a Tri-County meeting, a designated member of the PTYF Board will present. Failure to keep issues within PTYF will result in dismissal from the Board.
6. All Board Members are asked to be at all home games from setup to cleanup.

## **DESCRIPTION OF RESPONSIBILITIES:**

### **President:**

1. Provide for all leadership and oversee organizational affairs and activities.
2. Appoint persons to head any special committees deemed necessary by the board with board approval
3. Responsible for filling any vacant Board offices (with Board approval).
4. Vote in case of a tie only
5. Responsible to have player and cheerleading rosters for all games
6. To act as a liaison between PYTF and Plano Schools, School Board and High School coaching staff. This includes but not limited to talking to administration, attending meetings, and getting permission to use school facilities.

### **Vic President/Athletic Director**

1. Assume the President's duties in their absence
2. Direct all matters relating to insurance
3. Responsible for supervising weigh-ins
4. Set up Chalk Talk
5. Attend Tri-County League meeting
6. Act as liaison with the President between PYTF, Tri-County, the high school and its coaches and staff.
7. Supervise the selection of PYTF coaches by providing a list for Board approval
8. Supervise PYTF coaches conduct.

### **Secretary**

1. Keep record of all meetings and members of the league
2. Organize and direct the registration and weigh-in at the beginning of each season
3. Coordinate with Public Relations Director picture taking of teams and cheerleaders
4. Responsible for having birth certificates, pictures and medical information at all games

### **Treasurer**

1. Keep records of league money, including an account of all receipts and disbursements
2. Manage financial aspects of league fund-raising drives
3. Prepare yearly budget for league and obtain board approval by year-end
4. Pay all expenditures incurred by league from funds of the treasury
5. Prepare monthly reports of deposits, expenses and current balances
6. Responsible with Concessions Director to oversee concession funds
7. Responsible to get mail from PO box on a weekly basis
8. Arrange for getting and having Port-A-Potties for practice fields

### **Equipment Manager – Football SL/LW**

1. Responsible for all football equipment connected with the league. Includes the following:
  - a. Issuing and collecting football equipment at the start and end of a season or at departure from league
  - b. Advising the board of items needing repair or replacement and get approval for any cost over \$50
  - c. Cleaning or arranging repair of damaged equipment
  - d. Supervision or arranging repair of damaged equipment
  - e. Procure equipment after board approval and submit invoice to treasurer of the league for payment
  - f. Submit a complete inventory of equipment, in conjunction with the other equipment manager, to the board by the February meeting

### **Equipment Manager – Football JV/VR**

1. Responsible for all football equipment connected with the league. Includes the following:
  - a. Issuing and collecting football equipment at the start and end of a season or at departure from league
  - b. Advising the board of items needing repair or replacement and get approval for any cost over \$50
  - c. Cleaning or arranging repair of damaged equipment
  - d. Supervision or arranging repair of damaged equipment
  - e. Procure equipment after board approval and submit invoice to treasurer of the league for payment
  - f. Submit a complete inventory of equipment, in conjunction with the other equipment manager, to the board by the February meeting

### **Associate Athletic Director (Boys)**

1. Assist the Athletic Director
2. Supervise the selection and conduct of PYTF Football coaches with the VP/AD.
3. Assume the Athletic Director's duties in their absence
4. Stripe the practice fields
5. Get fields ready for home games

### **Associate Athletic Director (Girls)/ Equipment Manager Cheerleading**

1. Assist the Athletic Director
2. Supervise the selection and conduct of PYTF Cheerleading coaches with the VP/AD.
3. Issue and collect cheerleading equipment at the start and end of season, or departing the league
4. Submit a complete inventory of equipment to the board by the February meeting
5. Attend Tri-County League meetings

### **Senior Parent Representative**

1. Act as liaison between league and parents
2. Assist special committees
3. Choose parent representatives for each level for both football and cheerleader
4. Maintain attendance for all volunteer positions including 50/50, chain gang, announcer, timekeeper, and spotter setup and clean up

### **Public Relations Director**

1. Make all publicity notices and releases
2. Assist special committees
3. Responsible for designing and distributing Ad Book
4. Responsible for ordering of promotional materials (jackets, t-shirts, sweatshirts)
5. Responsible to coordinate picture taking with Secretary
6. Arrange for EMT personal for all home games

### **Concessions/Spirit Director**

1. Responsible for purchasing all materials need to operate concession stand at home events
2. Responsible for managing concession stand operation including setup & cleanup at home events
3. Responsible for managing funds with the Treasurer
4. To oversee Spirit wear sales
5. To communicate concerns, needs and/or ideas to Board

### Registration and Weigh-in

1. Registration is open to any youth living within the boundaries of school district #88 or surrounding communities who otherwise qualifies to participate.
2. Teams will be divided as stipulated in the rules set forth by Tri-County Football League.
3. The date, time and place for registration will be set by the Board. Parents will also provide a copy of the player's birth certificate, a recent photo, sign the appropriate permission waivers and pay any fees required. No player will be prohibited from play based on ability to pay. Special needs will be brought to the board's attention for appropriate action.
4. Participation is open to all youth in the following order:
  - a. Returning football players and cheerleaders (provided they met the pre-registration date set by the Board).
  - b. Siblings of returning players and cheerleaders (Living within the boundaries and attending PCSD #88)
    1. The sibling in question is younger than sibling participating
    2. Siblings older than current participant will be allowed to participate based on roster space
    3. Siblings are considered immediate brother or sister not cousin or people living at the same address
  - c. New players and cheerleaders who live within Plano District #88 boundaries and attend District #88.
  - d. Siblings of returning players and cheerleaders (who do not attend PCSD #88)
  - e. New participants who live within Plano District #88 boundaries but attend school outside of District #88.
  - f. New players and cheerleaders from surrounding communities
5. All football and cheerleading rosters will be limited to (32) at the Superlight and Lightweight levels and (35) at the Junior Varsity and Varsity levels. Other football players and cheerleaders who wish to sign up will be placed on a non-pay reserve list. If an opening occurs a week or more before the first scheduled game, the first name on the non-pay reserve list would be contacted according to an a-e order above. If the child wishes to play at that time, all forms must be completed, sign up fees paid, and then the child would be added to the team roster.
6. All new participants must provide school of attendance information and two forms of proof of residency.

### Practices and Rules of Play will be governed by the Tri-County League Charter and By-Laws.

To insure complete participation and instructional attitudes the PTYF Board has adopted an amendment to rule 15 of the TCL rules of play, which states:

#### All players must play a minimum of five (5) plays per game.

### Coaches

1. All Potential coaches will be screened by the A.D. and approved by the board
2. All Potential coaches must be registered with the board and agree to abide by the decisions of league officials.
3. Each team must have one person who will be designated by the A.D. as "Head Coach". This person is responsible for all matters concerning their team, its players, fans and equipment.
4. No team shall have more than four assistant coaches. One coach will be designated to see that all players enter the game for the required amount of plays.
5. All coaches will be held to coaches conduct standard and must refrain from the following actions:
  - a. Scold players in a loud and boisterous manner
  - b. Baiting officials and disputing their calls
  - c. Using profane language or gestures at any time while in the presence of their players
  - d. Smoking or consuming alcoholic drinks at any time while player are present
6. The AD has the authority to remove any coach from his position who, in the AD's opinion, is causing injury to a player. Injury may be physical, such as slapping a player, or emotional, such as berating or belittling a player during practice or game. The AD has the authority to remove a coach immediately; the coach may appeal the AD's decision to the board. At such an appeal the AD shall have NO voting rights. In order to overturn the AD's decision; the board must have a two-thirds majority vote against the AD. Once a coach is removed he/she may not coach again.
7. All coaches are required to sign rules of conduct form obtained from the AD
8. The coach must notify the equipment manager of any player who leaves the team for purpose of equipment return.
9. The Head Coach from each weight division both football and cheerleading are required to attend or send a representative to attend the April-November board meetings without voting privileges.

### General Rules

1. No individual awards shall be given any player for their participation in the league games. All awards will be given on a team basis only.
2. The only post-season activities that are acceptable to the league are those that are of a group nature
3. It is very important that every adult who is connected with the league remembers that the league is for the participants. It is not a place for coaches and other adults to fulfill their fantasies. We are only here to teach and help the participants.
4. League officers will refrain from using profane language or gestures at any time while in the presence of young people.
5. League officers will refrain from smoking or consuming alcoholic beverages at any time around participants.
6. Parents are required to sign their child/children in prior to the start of their game and at halftime of their game. A child will not be allowed to play until they have signed in with their respective parent rep.
  - 6a. Parent substitution forms must be signed and turned in by the last practice before a game.
  - 6b. In the case of an emergency (on game day) a Board Member must approve parent substitution form.
7. Only complaints that are presented in writing or in person to the board will be recognized. Every situation/problem has it's own set of circumstances, thus each will be considered on a case-by-case basis.
8. The consequences that the board may consider for not following the rules could be any of the following:
  - a. Warning
  - b. Suspension for one week of practice and one game
  - c. Suspension for two weeks of practice and two games
  - d. Termination of position.

The board will make the final decision.

**(Proper chain of command needs to be followed: If a parent has a concern it should be first discussed with the teams Head Coach. If there no resolution then the parent would discuss the issue with the AD and if there is still no resolution then the matter should be brought to the attention of the Board to be discussed. The discussion would include parent, coach and PYTF Board.)**

### Fees and Insurance

1. All players, board members and coaches must sign insurance waivers that will exempt the league and its officers from responsibility for injuries. Failure to do so will result in the person being removed from association with the league.
2. At the time of registration, each player will pay a users fee. This money will be used to offset the cost of equipment and it eventual replacement. Any player who is unable to pay this fee will be brought to the attention of the board and appropriate action will be taken as set forth under rule #3 of the registration and weigh- in section of these by-laws.
3. At the time of registration, each player/cheerleader is required to sell a predetermined amount of candy or pay a thirty dollar (\$30) buy out fee per child or a total fee of sixty dollars (\$60) for a family of two or more. Hardship cases will be brought to the attention of the board and appropriate action taken.
4. Income for the organization is derived from the registration fees and fund-raisers authorized by the board.
5. A family withdrawing child/or children from PYTF program will only be eligible for a refund of the registration fee minus the raffle under extenuating circumstances as voted upon by the board. A family is also eligible for a refund of the fundraiser fee as long as it is before the fundraiser has begun, and again under extenuating circumstances and voted upon by the board. No refund will be considered after equipment has been handed out.

**Amendments**

These by-laws may be amended by a 2/3 vote of the board present (must be a quorum) at any regular or special meeting provided notice of the proposed amendment has been communicated to each member.

**Special Consideration**

The jersey number 38 has been retired from use by PYTF in the memory of T.J. Holt.

**Rules of Order**

"Robert's Rules of Order" (revised) shall govern this organization in all points not provided by these by-laws.

<b>President</b>	<b>Brian Peruski</b>	<b>Associate A.D. Boys</b>	<b>Cas Gonzalez</b>
	<i>Brian Peruski</i>		<i>Cas Gonzalez</i>
<b>VP/AD</b>	<b>Tim Campbell</b>	<b>Associate A.D. Girls</b>	<b>Estela Martinez</b>
	<i>Tim Campbell</i>		<i>Estela Martinez</i>
<b>Secretary</b>	<b>Kim Tisberger</b>	<b>Senior Parent Rep</b>	<b>Jennifer Schane</b>
	<i>Kimberly isberger</i>		<i>Jennifer Ann Schane</i>
<b>Treasurer</b>	<b>Tammi Campbell</b>	<b>Public Relations Dir.</b>	<b>David Lee</b>
	<i>Tammi Campbell</i>		<i>David Lee</i>
<b>Equipment Mgr. <u>SL/LW</u></b>	<b>Rob Ambrose</b>	<b>Concessions/Spirit Dir.</b>	<b>Cristina Landrum</b>
	<i>Robert E Ambrose</i>		<i>Cristina Landrum</i>
<b>Equipment Mgr JV/VR</b>	<b>JJ Albarran</b>		
	<i>JJ Albarran</i>		

The preceding By-Laws were approved by a vote of ( 8 ) yes votes and ( 0 ) no votes ( 3 ) absent on March 11, 2009.