

MERCED YOUTH
FOOTBALL – COUGARS & CHEER, INC.

2014 BY-LAWS

*Amended 2/13/12

Underlined in bold indicates changes approved.

MERCED YOUTH FOOTBALL – COUGARS & CHEER, INC.

2014 Board of Directors

President:	Jeff Pavey
Vice President / Cen Cal Rep:	Tyson Perry
Treasurer:	Rosa Pavey
Secretary:	Amy Wilson
Athletic Director:	Leroy Vance
Player Agent:	Elizabeth Perry
Equipment Manager:	Mike Wilson
Booster Agent:	Josephine Garza

2014 Committee Members

Yearbook Coordinator:	April Morales
Cheer President:	Breanna Gasper

Article 1 – Name

This organization shall be known as the Merced Youth Football – Cougars **and Cheer**, Inc. a franchise of Cen-Cal Youth Football.

A franchise consists of a set of teams (Varsity, Jr. Varsity, Pee-Wee and Rookie). One representative to Cen-Cal Youth Football Board represents each franchise.

Article 2 – Purpose

The purpose of this organization shall be to promote and administer to the Junior Football League and to provide the opportunity for qualified boys and girls to participate in the game of football.

Article 3 – Ethics

Poor sportsmanship and profane language on the part of players, coaches or parents will not be tolerated. Anyone found to be in violation of this would be subject to disciplinary action by the Local Board of Directors.

Article 4 – Meetings

The Local Board of Directors shall hold monthly meetings on the 2nd Thursday of each month. The President shall designate place and time of the meeting. (*Subject to change without notice*)

All business shall be decided by a simple majority vote.

Special meetings may be called by the President or by three Board Members provided notice was given to each Board Member prior to the special meeting. No business may be conducted during any special without a quorum present. (*A quorum = 5 Board Members*)

The Local Board of Directors without a meeting may take action if all members individually or collectively consent to the action. Such consent shall be included in the minutes of the next Local Board of Directors meeting.

Article 5 – Local Board of Directors, Elections and Terms, Attendance

The Local Board of Directors of this Franchise shall consist of a President, Vice President, Treasurer, Secretary, Player Agent, Equipment Manager, Athletic Director, Booster Agent, Yearbook Coordinator and **Cheer Coordinator**.

5.02 Elections

Elections for the Local Board of Directors position shall be held during the December Board Meeting each year. Candidates for positions of office within the Local Board of Directors must attend **a minimum of two** board meetings prior to nomination and shall be decided upon by a simple majority vote by the Local Board of Directors.

5.03 Terms

All officers within the Local Board of Directors shall be elected for a two-year term that will begin during the January Board meeting following the election. Terms will end after the January Board meeting, two years later following the election of any new officers to the Local Board of Directors. This will be done as to allow both existing and new officers the opportunity to participate in the elections for the Head Coach positions. Additional terms of service are subject to the approval of the Local Board of Directors by a simple majority vote. The Local Board of Directors with a $2/3$ majority vote may remove officers of the Local Board of Directors from their office. *President every even year and Vice President thereafter odd year.* Voting old/new board members.

5.04 Vacancies

A vacancy in any office during any term shall be open 1st to current Board Members who wish to fill the position for the duration of the term in which he person vacating the position was elected. Any subsequent vacancies shall then be opened to the public by posting an announcement on the Cougar Website for a period of no less than one week. The Local Board of Directors shall then appoint any person who is qualified for such stated position by holding an election where in a **2/3 vote** shall be used to elect the new Board Member for the duration of the term of office being filled (*duration of the term is defined by the existing Board Members elected term of office*)

5.05 Compensation

The office of the Local Board of Directors shall receive no compensation for their time and service for the franchise.

\$0.50 per mile shall be paid for Board business if person want to claim it.

\$20 per game plus entrance fee will be paid to designated person/company to video tape upcoming football game. (Game must be ready no later than the Sunday following the Saturday game.)

5.06 Board Member Attendance at Regularly Scheduled Monthly Meetings

Attendance by Board Members is mandatory (*depending on circumstances*) for regularly scheduled monthly meetings (*held on the 2nd Thursday of each month*). *The Board of Directors reserves the right to terminate current position held.*

Article 6 – Duties of the Local Board of Directors

6.01 The President shall:

- A. Preside at Local Board of Directors Meeting.
- B. Act as ex-office member at all committees.
- C. Have general supervision, direction, and control of the business and affairs of the franchise.
- D. Administer all disciplinary action.
- E. Counter-sign all minutes and co-sign checks with the Treasurer.
- F. Administer all business voted on by the Local Board of Directors.
- G. Back-up Cen-Cal representative to the Cen-Cal Board of Directors.
- H. **Responsible for issuing and levying all fines (VP responsible in absence or designated by President).**

6.02 The Vice President shall:

- A. Act as an assistant to the President and perform such duties as designated by the President.
- B. Assume the duties and responsibilities of the President should the Office of the President become vacant or in the President's absence.
- C. Act as the Cen-Cal Rep and attend Cen-Cal Board meetings.
- D. **Make sure all Head coach and Assistant coaches, Weigh Master have completed background checks required by Cen-Cal League.**

6.03 The Treasurer shall:

- A. Receive, keep and distribute all funds for the Merced Youth Football – Cougars and Cheer, Inc.
- B. Keep an account of financial transactions and prepare monthly financial statement.
- C. Present books at the Local Board of Directors meetings when requested by any league member.
- D. Prepare and file annual financial statements and have all papers ready for the accountant to do our yearly taxes.

6.04 The Secretary shall:

- A. Keep minutes of all Board meetings. Minutes shall show the time and place of meeting whether regular or special, names of Board members and parents.
- B. Ensure that all minutes of each meeting are approved and signed by the President.
- C. Keep accurate records and files on all Merced Youth Football – Cougars and Cheer, Inc. activities and coach's applications.
- D. **Maintain** screenings on all **Board Members**, Head and Assistant Coaches, **Team Moms and Weigh Masters**.
- E. **Record correspondences' in and out.**

6.05 The Player Agent shall:

- A. Be responsible for all player registration including birth certificates, report cards, physical forms, etc. as collected, but not limited to mandatory fundraising and player physicals.
- B. Maintain and update Cougar phone line.
- C. Keep weigh master books current and collect the book at the end of the season from all coaches.
- D. Be responsible for player rosters (includes pictures of players and their jersey number) that is turned in to Cen-Cal prior to the beginning of each season.

6.06 The Booster Agent shall:

- A. Be responsible for all shopping and selling of food and drink products at the concessions stand during all home games.
- B. Be responsible for admission fees collected at the front gate during home games with the help of the Treasurer or **appointed person**.
- C. Maintain inventory control.
- D. Be responsible for the coordination of volunteers for concessions, set up and clean-up before and after all home games.

6.07 The Equipment Manager shall:

- A. Maintain all equipment stored in the Cougar's storage sheds.
- B. Be responsible for issuing equipment to all players.
- C. Be responsible for collection and inventory of all equipment from players at the end of the season.
- D. Replace broken, worn or lost equipment as needed throughout the season.
- E. Establish a written method of issuance and return of issued equipment.

6.08 The Athletic Director shall:

- A. Be responsible for all field coordination and keeping people off the sidelines during games.
- B. Monitor coaches, players and parents conduct
- C. **Make sure all teams are running the same play at all levels** (*monitor coaching*).
- D. **Act as the Coaches Rep to Local Board of Directors.**

6.09 The Yearbook Coordinator shall:

- A. Maintain the Cougar Organization's camera.
- B. Maintain a laptop including, but not limited to the software programs.
- C. Compile, create and distribute the annual Cougar Yearbook/Game programs.
- D. **Coordinate with Web Designer.**

E. Set-up annual team pictures.

6.10 The Cheer Coordinator shall:

A. Coordinate all cheer activities, which includes, registrations, recruiting and fundraising.

B. Be present at all Cougar functions.

C. Practice three times a week. (If coach is not available Cheer Coordinator needs to be present or arrange for a coach to be present).

Article 7 – Head Coaches/Coaches

7.01 – Positions:

Head coaches are responsible for their assistant to sign the code of ethics. There are Head Coach and Assistant Coach positions for the following teams: Varsity, Jr. Varsity, Pee Wee and Rookie.

A. There is to be one Head Coach and a maximum of nine Assistant Coaches for each team.

B. It is mandatory to attend monthly board meetings. If the Head Coach is not able to attend he must send one of his Assistant Coaches. The Head Coach is responsible to relate info.

C. Must attend mandatory coaches meetings.

D. Head and Assistant Coaches must wear Cougar issued shirt and khaki shorts or pants to all games.

7.02 – Eligibility:

All coaches must have applications on file with the Local Board of Directors. When the screening is completed the President will then sign off on the applications and the Secretary will keep them on record for the organization.

A. The Local Board of Directors will approve the assistant coach by simple majority vote.

7.03 – Responsibilities:

All head coaches and assistant coaches shall sign a copy of the Code of Conduct. It will be the responsibility of the head coach to ensure that the conduct of his coaching staff and players are above reproach at all practices and games.

Varsity head coach will be in charge of conducting GV High School/MYF business regarding coaches and presenting info to meeting

If at any time the MYFC & C, Inc, Local Board of Directors is shown good cause and feels a coach is not adhering to his/her responsibilities or is not meeting the standard requirements as a coach the MYFC & C Board of Directors may take appropriate disciplinary action including suspension and expulsions.

All team binders will be kept by the head coach and must be present at all practices and games. At the end of the season the head coach is responsible for turning the team binder over to the Player Agent.

If a coach is ejected from a game by a referee that coach will appear before the Local Board of Directors and the Cen-Cal Board of Directors at a special meeting called by the President. The Local Board of Directors representing the ejected coach will notify Cen-Cal Commissioner within 48 hours so appropriate action can be taken. Article 4 and Article 7 of the Cen-Cal Executive Board will meet at a date to be determined by the Commissioner before the next scheduled game when an appeal is made by the President.

7.04 – Compensation:

The positions of head coach and assistant coach shall receive no compensation for their services.

7.05 – Elections:

Applications for head coaching positions are due by the December board meeting for the following season. Applications received after the December board meeting is subject to the approval of the Local Board of Directors.

Board members applying for a head coach position cannot vote for themselves

Candidates for the head coach positions are to be interviewed by the Local Board of Directors with a 2/3 majority vote. Head coaches will be voted on during the January board meeting including the President of the franchise who shall be empowered to vote the candidates for head coach.

Voting on the head coaches will be done by new/old board members only.

The Local Board of Directors reserves the right to expel a head coach or assistant coach from the franchise with a 2/3 majority vote by the Local Board of Directors.

7.06 – Terms:

All head coaches shall be elected for a period of two years effective 2012 year. Term begins at the end of the January board meeting and ends after the December board meeting. **Board reserves the right to remove a coach.**

Article 8 – Quorum

50% plus 1 shall constitute a quorum at any Local Board of Directors meeting. No business shall be conducted unless a quorum is present. (A quorum = 5 members)

Article 9 – Books, Records & Property

9.01 – Funds:

All money received will be deposited into the **MYFC & C** checking account. The President, Vice President and Treasurer are empowered to sign all checks dispensing franchise funds at any time they see fit to ensure all franchise debts are paid in a timely manner. A minimum of two signatures, one which must be the Treasurer.

Article 10 – Player Registration

Cash, credit card (with additional fee) or money order for registration fees.

Mandatory fundraising will be determined by the Local Board of Directors (subject to change without notice).

Article 11 – Refunds

A full refund will be allowed if the child leaves the team before first day of practice. If the child participates in any practice during the first week they will only be entitled to **75%** of their registration fee being reduced; After the Friday of the first week of practice. There will be no refunds whether the child participates or not.

Any other refunds subject to board approval.

Article 12 – Player Applications, Eligibility, Team Assignments

12.01 – Applications

All players must have an application, current report card, government paperwork, proof of age and a physical on file with the MYFC & C Board before they will be allowed to take part in team practice or games.

12.02 – Team Assignments

A franchise may have up to 150 players (excluding the Rookie team) distributed among the three teams of Varsity, Jr. Varsity and Pee Wee. However, there must be a minimum of 18 players on each roster of which 15 players must be suited up and playable or the game will be forfeited.

12.03 – Proof of Age

Medi-Cal cards or a current school record with the date of birth shall be accepted as proof of age.

12.04 - Eligibility

Varsity

Varsity squads will consist of players 11-14 years of age. Players may not be older than 14 years old by August 1st. Varsity players must not weigh more than 200 pounds playing weight. All players in the 8th grade must play Varsity regardless of age and weight. No Repeat 8th Graders or High School players allowed. Players weighing 200-220 will be designated X-Man based upon weigh-ins at the annual Round Robin. Once designated an X-man player, the player will remain an X-man until the completion of the entire season. If during the course of the season player exceeds the 200 regular player limit, he/she will be designated an X-man for the remainder of the season, including post season play.

Junior Varsity

Junior Varsity squads will consist of players 9-12 years of age by August 1st. A maximum of 140 pounds playing weight are allowed. *All 8th grade players must play Varsity regardless of age and weight.*

Pee Wee

Pee Wee squads will consist of players 8-10 years of age by August 1st. The maximum weight for a Pee Wee player will be 120 pounds playing weight.

Rookies

Rookie squads consist of players 7&8 years of age by August 1st. The maximum weight for Rookies is 110 pounds. Any 8 year old that moves up to the Pee Wee squad at anytime in the season will not be permitted to move back down to the Rookie Squad.

12.05 – League City Rule

Players who played and finished the season last year with the Cougars Franchise will be required to register and play with the Cougars again for the current season. Players who quit the Cougars (not because of injury) prior to the end of the season will be allowed to register and play for the Merced Bears Franchise as if they were new players in the league for the current season.

MYFC & C, Inc. will not release any player who played the previous season with the Cougars to another youth football team without a one (1) year waiting (sit out) period. After (1) year waiting period, Merced Youth Football Cougars & Cheer, Inc will release the player to another youth football team.

Board reserves the right to approve release when appropriate.

Article 13 – Fines, Suspensions, Disciplinary Actions and Appeals

13.01 – Fines

Local Board of Directors, Team Managers, Coaches, Players and Parents found to be in violation of Cen-Cal League Rules or the Cougar Franchise By-Laws, Regulations or Coaching ethics as defined in the Merced Youth Football Cougars and Cheer Inc. By-Laws and the Cen-Cal Junior Football League Articles will be subject to a \$50 fine.

Local Board of Directors, Team Managers, Coaches, Players and Parents will not be allowed to participate or be involved with the Cougar Franchise until the fine is paid (including not being allowed at home and away games).

13.02 – Suspensions

Any coach, player or parent who is ejected or removed from a game will be suspended from the next regularly scheduled game and be subjected to a fine. Third violations may result in an immediate expulsion. ***Subject to board discretion and may be terminated at any time.***

13.03 – Disciplinary Action

The President of the franchise shall levy disciplinary action.

13.04 – Appeals

The Local Board of Directors shall hear appeals. All decisions are final. Any Board Member, Coach, Team Manager, Player or Parent requesting an appeal must do so within 48 hours of the action to be appealed or they will lose their right to appeal.

Article 14 – Amendments

The By-Laws, which govern the **Merced Youth Football Cougars and Cheer, Inc.**, shall be opened each year for discussion and change during the February Board of Directors meeting. Amendments and changes must be completed by the close of business during the March Local Board of Directors meeting. After the close of business during March Local Board of Directors Meeting the By-Laws will be closed for discussion until the next February Local Board of Directors Meeting.

By-Laws may be re-opened for discussion after the March Local Board of Directors meeting with a 100% unanimous vote of the Local Board of Directors to re-open the By-Laws for discussion. The Local Board of Directors with a 2/3 majority vote must approve any changes that are made once the By-Laws are successfully re-opened.

Article 15 - Scholarships

College scholarships up to \$300 per player will be offered to varsity players.