

# YOUTH SPORTS PROGRAM



**2023**  
**ESCALON YOUTH COUGAR**  
**FOOTBALL & CHEER**  
**BY-LAWS**

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**By-Laws of the Escalon Youth Cougars Youth Football/Cheer Organization**

**Tax Id #77-0053277**

We, the undersigned, together constituting and being all the members and directors of the Escalon Youth Cougars Youth Football/Cheer Organization; a nonprofit and charitable corporation without capital stock and not conducted for profit, do hereby adopt the following code of by-laws.

**ARTICLE I**

**PURPOSE**

The purpose of the Escalon Youth Cougars Youth Football/Cheer Organization shall be to teach youth the fundamentals of football and cheerleading and the requisites of good sportsmanship and scholarship.

**ARTICLE II**

**BOARD OF DIRECTORS**

1. The officers of the Escalon Youth Cougars Youth Football/Cheer Organization shall be a President, a Vice-President, a Secretary, a Treasurer and other positions may be added as the board sees fit.
2. The board of directors shall consist of a minimum of five (5) members and a majority of the directors, five (5), shall constitute a quorum at any directors' meeting. The number of members of the board of directors shall automatically increase or decrease as new member positions are assigned or retracted and there will be no further need to amend this article to reflect changes in number as long as the basic rules of simple majority to establish a quorum is observed.
3. The directors shall be elected at the annual meeting and shall serve for one (1) year, (unless noted in their board description below) until their successor is elected. The President and Treasurer Nominees must have served for one year on the Escalon Youth Cougars Board of Directors before obtaining one of these two positions. The directors remaining in office shall fill any vacancies and such member so appointed shall hold office until his/her successor is elected. At the annual meeting, nominees will be listed for each position on the board; and passed into a new year of service, or vetoed. New members will receive a binder with position instructions and any paperwork giving them information to perform their duties to the best of their abilities.
4. A regular meeting of the board of directors shall be held immediately following the annual elections. At this meeting the board of directors shall go over duties and new business.
5. The affairs of the Escalon Youth Cougars Youth Football/Cheer Organization shall be managed by the board of directors. Content of meetings will remain confidential.

Meeting content is open to the public at designated times (see Article III; Meetings, item #6) Financial information under non-profit status shall be shared with the general public according to California Law.

6. None of the adults affiliated with the Escalon Youth Cougars Youth Football/Cheer Organization are to be compensated by the Escalon Youth Cougars. *All adults involved are on a strictly volunteer basis due to the non-profit terms of corporation.*
7. Any board member who misses 3 board meetings within a 12 month period without pre-notifying the President or Secretary of this absence will be asked to resign from his/her board position.
8. The board of directors has the authority to remove any one of these persons from office, if in their opinion said person is not capable of the duties that are required of them. There shall be no recourse from the board of directors' decision. This event shall be accomplished by a vote from the board of directors at a special meeting (see item #3 under "meetings" above). Said person must be notified of such a meeting and given the opportunity to participate.
9. All board members that are asking for an issue to be voted upon must bring this matter to the President's attention to receive prior-approval before addressing the board. The President must be the designated person to present this issue to be discussed and voted upon.
10. The president may use discretion upon matters that will be voted upon through board emails or at designated board meetings. All board members must keep informed of these emails and participate when possible with all email required votes. The president will notify board members of pending email votes and once a majority has voted and a decision has been made the board will be notified by the president. The secretary will keep track of all votes executed through email and will document such items.
11. The Board of Directors will make decisions and act in accordance with the league rules that the Escalon Youth Cougars are in contracted with.
12. At the first yearly meeting (usually held in January) all board members must sign a current copy of the Board of Directors Code of Conduct. See "Board of Directors Code of Conduct" below.
13. If there is more than one family member on the board they will only get 1 vote when making decisions.

### **Board of Directors Code of Conduct:**

1. All Board members must follow the *parent's code of conduct* contract. They are under the same rules and will have the same repercussions as parents under this contract. Board members who DO NOT have a child in the program are still held under the parent's code of conduct. All board members fall under this contract regardless if they have signed it or not. In addition, all board members must uphold a high standard of behavior and realize they are role models for the members of the entire organization.

2. Additional board member code of conduct stipulations are as follows:
  - A. Board members are to never misrepresent themselves by quoting the entire board without confirming the board's stance on particular items. All items should be voted on and/or confirmed with the majority of the current board before one board member approaches a group to enforce a rule or regulation. \* If this rule/regulation is something that has been recently discussed or is clearly stated in the bylaws it is appropriate and acceptable for the board member to state the information and enforce it as they see deemed fit.
  - B. Board members will not ever reprimand, yell, make demands upon any coaches, other board members and parents or abruptly interrupt a football or cheer practice.
  - C. Board members will not hold a meeting with head cheer or assistant cheer coaches without the approval of the Cheer Coordinator. All means of communication with cheer coaches (via text, email or face to face) should be discussed with the cheer coordinator ahead of time and should be the responsibility of the cheer coordinator. A board member may assist or communicate certain information in place of the cheer coordinator when asked to "fill in" for the cheer coordinator and or when it has been discussed or pre-arranged.
  - D. Board members will not hold meetings with football coaches without the approval of the President or League Representative or the majority of board members. All means of communication with football coaches should be discussed with the President or League Rep ahead of time and should be the responsibility of the President and/or League Rep. A board member may assist or communicate certain information in place of president or league rep when asked to "fill in" for them or when it has been discussed or pre-arranged.
  - E. It is the responsibility of all board members to comply with socially acceptable behaviors and realize that as a board member you represent the Outlaw organization and must model respectable behaviors and appropriate ways of communication around all children and parents of the entire organization
  - F. All board members must maintain confidentiality and discretion while speaking about the organization. All complaints and areas of concern that a board member may have should only be shared with other board members at appropriate times. The practice field or during games in the bleachers/football field is not deemed an appropriate place unless there is a reasonable area in which a meeting can take place.
  - G. A board member's duties must be top priority throughout the season. If a board member feels that another board member is not completing their duties they may contact the president to discuss the issue. At no point in time should one board member try to do another board member's job without the request of that board member and without first communicating with that board member and the President.

At no point in time should one board member be an additional source of stress, contention or obstruction to another board member on the practice or playing field.

3. **Protocol for board members to follow:** If a board member has not followed the parents code of conduct or the additional board stipulations listed above then it is the responsibility of other board members to address the issue quickly and according to certain protocol. Steps to be taken are as follows. *If the first step does not stop the misconduct then the next steps should be taken until the matter has been addressed and repaired to the satisfaction of the board members involved.*
  1. A conversation with the non-compliant board member with at least one other board member present.
  2. A meeting with the President and the board members involved.
  3. President will notify all board members via email of this problem asking for solutions via email.
  4. All board members will meet at an emergency board meeting or a regular meeting if the date is soon.
  5. If the matter still continues to occur then another meeting will be held in which a possible vote on whether this board member should continue to serve on the board.

### **ARTICLE III** **MEETINGS**

1. The following shall serve as a guide for the procedures to be used during all meetings of the Escalon Youth Cougars Youth Football and Cheer Organization:
  - A. Call to order
  - B. Roll call by a sign-in sheet of Board Members
  - C. Approval of minutes
  - D. President's report
  - E. Vice-president's report
  - F. Treasurer's report
  - G. League report
  - H. Cheer report
  - I. All other board positions give their reports as needed
  - J. New Business
  - K. Special requests to be heard. See below; item #6.
  - L. Election of President and new board members. (December or the first half of January)
  - M. Schedule next meeting with board members

## N. Adjournment

2. The Board of Directors shall hold a meeting once monthly. The time and place will be set by the Board of Directors at the previously held meeting before its adjournment. The schedule of events listed above shall be entertained at each meeting when applicable.
3. Special meetings may be called by the President or on the written request of three (3) Board Members. All special meetings if called by the President or the written petition of the members shall be set by the President. The special meetings must be set no sooner than three (3) days or no later than one (1) week following the receipt of the request. The agenda set forth above shall govern such a meeting. This agenda will be communicated to the secretary and itemized for such a meeting.
4. Unless otherwise specified in the by-laws a majority vote of the quorum is required for the adoption of any motion or resolution or favorable action upon any and all deliberation.
5. The annual meeting shall be held at a place designated by the Board of Directors in December or the first half of January. Two-week notification shall be given prior to the annual meeting. Purpose of the annual meeting shall be to elect the new Board of Directors and President and an annual report of the past season. Said report shall include a complete financial report by the Treasurer.
6. After “new business” has been discussed all board meetings will open to the public (non-board members). At this time the board will be open to grievances, people who wish to express ideas and give input, vendors who wish to participate in the program and all other non-board members who wish to address the board for various reasons. If the board needs to address a parent or participant with disciplinary action as related to the code of conduct this too will be the designated time within said meeting. If possible the secretary will be pre-notified of any items during this portion of the meeting in order to include these items on the meeting agenda. Once presented; all non-board members will be excused from the meeting. It will be left up to board discretion on what time a non board member can address their concerns whether it be before or after the meeting is adjourned.

## ARTICLE IV

### DUTIES OF BOARD OF DIRECTORS

#### THE PRESIDENT –

1. The President shall provide over all meetings of the board of directors, as well as the general membership of football and cheer squads.
2. The President shall have the responsibility of carrying out the policies set down in the by-laws and by the board of directors.

3. The President shall have the general powers and duties of management usually invested in the office.
  4. The President is solely responsible for the prompt decimation of all memos, circulars, letters, by-laws, rules and regulations, amendments, alterations, financial statements, budgets, minutes and information received from any league in which they currently play.
  5. The President shall be responsible to provide the by-laws of said corporation to any league in which they are currently playing.
  6. The President shall be responsible to see that all rules and regulations of any league in which they are currently playing are followed in accordance to the leagues by laws.
  7. The President shall procure and fulfill the contract between Escalon Outlaws Youth Football/Cheer Organization and the site on which their games are to be played, when playing as the home team.
  8. The President with the approval of the board of directors shall handle the procurement of coaches, managers; weigh masters, player agents and committee chairpersons.
  9. The President shall arrange for payment of league dues, insurance fees, league fees, playing field costs, etc., from the proceeds of the player and cheerleader registration fees.
  10. The President shall be responsible for finding someone to open the snack bar, press box, gates and gym and close each at the end of each home game.
  11. The President along with the board of directors shall be responsible for keeping this corporation intact and in the manner in which it was and is originally organized for.
  12. The President shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.
  13. The President must retrieve, open & review all mail addressed to Escalon Outlaws and then deliver to the Treasurer. If the President is unable to complete this task he/she will ask the Secretary to do so.
- \*\* 13. a) Current Board is stipulating that there will always be some form of accountability with this process. This rule should not be changed in the future. This is an important safeguard for the program and all Board Members.

### THE VICE PRESIDENT –

1. The Vice-President shall assume the office of the President in the absence of, or disability of, the President and shall hold said office until the election of the new President at the next annual meeting.
2. The Vice President shall arrange the player sign-ups, updated registration packet, and physicals with the approval of the board of directors.



3. The Vice-President shall be responsible to retrieve all books at the end of the season from the personnel who received said books and dispose of them in a manner of discreet and privacy to protect players and individuals involved in the Escalon Outlaws Organization from fraud.
4. The Vice-President shall be responsible for the “official” player registration books for all four (4) squads. He/She shall make the copies of said rosters for the coaches of the teams, as well as the President.
5. The Vice President shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

### EQUIPMENT MANAGER –

1. The Equipment Manager shall oversee the equipment managers for all four (4)-football squads which the head coaches of each squad will appoint, with the approval of the board of directors.
2. The Equipment Manager shall be responsible for the purchase of any and all equipment as needed after consulting with the board of directors. He/She shall seek out a just and equitable price and/or good quality for said equipment using prudent judgment.
3. The Equipment Manager shall see that all equipment is issued to and returned from the coaches of all levels.
4. The Equipment Manager shall be responsible for a complete and accurate inventory of all equipment. This record will and shall be open for inspection of all board of directors if requested. This inventory will include and consist of a beginning and ending inventory of all equipment.
5. Equipment Manager is responsible for transporting or delegating transportation of all water jugs to all home and away games.
6. The Equipment Manager shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

### THE SECRETARY –

1. The Secretary shall keep a full record of the complete proceedings of the board of directors and the meetings of the members. He/She shall be custodian of all records.
2. The Secretary shall keep, or cause to be kept, a permanent book of minutes of all meetings of the Board of Directors, specifying the date, time and place and whether the meeting was a regular meeting or special meeting, the names of those board members present and not present, and the proceedings thereof.

3. The Secretary shall keep an up to date list of all active board members with their current address and telephone numbers.
4. The Secretary shall give notice at least two (2) days prior to all the board of directors thru email or phone call.
5. The Secretary shall keep a copy of all pertinent correspondence that is sent to or received by this corporation. This correspondence is to be passed along with the permanent book of minutes.
6. The Secretary shall, under the direction of the President, prepare an agenda of business to be discussed at the board meetings.
7. The Secretary shall prepare the weekly flier for all participants during the season.
8. The Secretary shall secure meeting locations and times for the board of directors monthly meetings and/or special meetings throughout the year.
9. The Secretary may be asked to retrieve, open & review the mail if asked to do so by the President. The mail will then be delivered to the Treasurer.
10. The Secretary shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

### THE TREASURER –

1. The Treasurer shall have custody of all funds and securities of the Escalon Outlaws Youth Football and Cheer Organization. He/She shall keep such funds in a bank designated by the board of directors. He/She shall present, upon demand of the President and at all board of directors meetings a complete report on the financial status of said account. Funds that are paid by check will be signed by the two (2) of the following officers: President and Treasurer. All Debit Card purchases must be approved by the Treasurer and President. The Debit card will be monitored by the Treasurer when any Board Member utilizes it for pre-approved purchases. Debit Card and transaction receipts must be promptly returned to the Treasurer.
2. The Treasurer shall provide the Board with an up to date accounting of any and all funds in the possession of this corporation.
3. The Treasurer shall deposit all money and pay all accounts “after” the board of directors approves purchases. Only accounts that are accompanied by receipt shall be paid.
4. Per board of directors all pre-approved receipts must be turned in within 30 days of purchase to treasurer for reimbursement or you forfeit your refund.
5. The Treasurer shall provide the President with an accounting of all funds at the end of the year. The accounting shall include all monies earned, disbursed and any funds remaining or still owed. It shall be the Treasurers’ responsibility to monitor

the bank account to ensure there are sufficient funds to start up, per the current non-profit state tax laws, the following season.

6. The Treasurer along with the President will see to the filing of any and all tax requirements as per state law and laws governing this organization.
7. At any given time another Board Member shall audit the Treasurer's Books and report back to the Board at the next meeting.
8. Registration, Home games and large income days separate people from the Board should take in money with separate count boxes and keys.
9. The Treasurer shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

#### THE LEAGUE REPRESENTATIVE-

1. The League Rep shall be responsible for keeping the head football coaches informed of all rules and updates provided by the league.
2. The League Rep shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

#### THE CONCESSIONS (Snack-Bar) CHAIRPERSON –

1. The Concessions Chair shall provide and see that supplies are so ordered to insure the Snack Bar is operated in a businesslike manner. All purchases for the snack bar must have "prior approval" by the board of directors.
2. The Concessions Chair shall make recommendations as to the prices and the policies for the Snack Bar, and then see that said prices and policies are posted and followed. All prices and policies as well as the items in the concessions stand must meet with the approval of the Board.
3. The concessions Chair may have one co-chair person to assist him/her with all duties. This person must stay with Concessions Chairperson at all home games until Concessions has completely closed.
4. The Concessions Chair shall be responsible for a complete and accurate inventory of all the materials used in the concessions stand. This record shall be open to the inspection of any and all board members. This record shall include a beginning and ending inventory of all supplies after each season.
5. The Concessions Chair shall be responsible for determining what improvements are needed; make recommendations to the board, and call to make arrangements for the necessary improvements upon the approval of the board of directors.
6. The Concessions Chair shall be responsible for a work schedule adequate to see the stand is fully staffed with volunteers during the season.

7. The Concessions Chair shall call upon the board members as needed for help in keeping the concession stand suitable for the needs of the teams, parents, fans and spectators.
8. The Concessions Chair shall arrange for the adequate cleaning of the inside of the stand following each use.
9. The Concessions Chair shall make sure that all volunteers are high-school age or older. Volunteers that work in snack bar will do so by pre-approval and at the discretion of the Concession Chairperson.
10. All game officials and coaches receive a coupon for a free meal at the snack bar at all Outlaw home games.
11. Co-Concessions or a Board Member shall stay with the Concessions Chair until closing and lock up of the facility.
12. The Concessions Chair shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

### THE PUBLIC RELATIONS CHAIRPERSON –

1. The PR Chair shall interact with the local newspaper: The Escalon Times for advertising and results of the games, etc.
2. The PR Chair shall coordinate with the Vice President on the dates and places of sign ups.
3. The PR Chair shall be responsible for all advertising within the community, i.e. flyers, posters, banners, newspapers, etc.
4. The PR Chair will be responsible for taking stats at all home and away games.
5. The PR Chair will be responsible for the Escalon Outlaws website. Making sure the site has all updated information and news during the season.
6. The PR Chair shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.
7. The PR Chair will be in charge of updating all social media accounts, website and Football App with important information regarding the upcoming and current seasons. The PR Chair will have their preference of choice for the App to use for Football parents.

### THE FIELD MARSHALL COMMISSIONER –

1. The Field Marshall shall be responsible for setting up the playing field prior to all home games.

2. The Field Marshall shall be responsible for the procurement of parents, or adult volunteers to maintain the time clock and “chain gang”. Field Marshall shall be responsible for scheduling the chain gang before each home game.
3. The Field Marshall shall, with the assistant of the weigh-masters, make arrangements for the use of scales for the weigh-ins before each home game.
4. The Field Marshall shall be responsible for maintaining a safe and healthy area for games and practices.
5. The Field Marshall shall make sure during the games that there is no person or persons on the field that is not authorized.
6. The Field Marshall shall be responsible for the designation of clean-up requirements after each home game. He/She will also be responsible for the clean up after each Cougar game prior to a Youth Cougar game.
7. The Field Marshall shall be responsible to call on the board of directors for help with the maintaining of the field and playing conditions that will suit the needs of the team, parents, fans and spectators.
8. Field Marshall is responsible for picking up and taking back the scoreboard from the high school after each home game.
9. The Field Marshall shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

#### THE GATE COMMISSIONER CHAIRPERSON –

1. The Gate Chair shall be responsible for making any/all signs that are posted on or around the gate area that will include prices, policies, acceptable passes and other information persons may desire about the day’s events.
2. The Gate Chair shall be responsible for a work schedule adequate to see the ticket booth is staffed during the season with parents, volunteers or board members.
3. The Gate Chair shall be responsible for the enforcement of all the policies as set down by the Escalon Youth Cougar Youth Football and Cheer Organization or the league in which they are currently playing.
4. The Gate Chair shall be responsible for making sure the medical personnel has access to the field on home games.
5. The Gate Chair shall be responsible to call on the Board of Directors for help in keeping with the conditions that will suit the needs of the team, parents, fans and spectators.
6. The Gate Chair shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

## THE CHEERLEADING COORDINATOR –

1. The Cheerleading Coordinator will oversee the cheer program and manage all of the cheerleading coaches as they provide training of routines to the cheerleaders of the (1) Varsity Team, (2) the Junior Varsity Team, (3) the Novice Team and (4) the Jr. Novice Team and Mascots of all squads.
2. The Cheerleading Coordinator shall be responsible for setting dates and arrangements for cheer registration.
3. The Cheerleading Coordinator shall be responsible for adequate training of all cheerleaders.
4. The Cheerleading Coordinator shall keep a record of income and expenses and submit said records to the Treasurer.
5. The Cheerleading Coordinator shall arrange for the participants to purchase cheer uniforms.
6. The Cheerleading Coordinator shall keep each coach certified in safety training.
7. The Cheer coordinator shall be responsible for keeping the cheer coaches informed of all rules and updates provided by the league.
8. The Cheerleading Coordinator shall select coaches to assist her and will be voted upon by the board.
9. The Cheerleading Coordinator shall attend all league meetings and report back to Escalon Youth Cougar board.
10. The Cheerleading Coordinator shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

## THE WAYS AND MEANS CHAIRPERSON –

1. The Ways and Means Chair shall be responsible for arranging for the awards and trophies to be given at the end of the season for all players and cheer personnel, as well as all coaches too.
2. The Ways and Means Chair shall be responsible for the purchase and selling of the game programs, as well as for the parent t-shirts, hats, visors, sweatshirts, etc. all mentioned with the prior approval from the board of directors as well as which items may be sold.
3. The Ways and Means Chair shall coordinate with the Events Coordinator Chairperson/s the annual awards banquet held at the end of the season. All preparations are to be done with the prior approval from the board of directors.
4. The Ways and Means Chair shall be responsible to call on the board of directors for assistance in keeping with a program that will suit the team and the means, which will help us, remain at a level of excellence.

5. The Ways and Means Chair shall provide a detailed binder about their job, its duties, and the important information that a new person would need in order to take over the job and board position in case a replacement is needed.

### VOLUNTEER COORDINATOR

1. The Volunteer Coordinator shall collect a list of volunteer hours required to operate the concessions stand, field, and gate from the appropriate chairpersons.
2. The Volunteer Coordinator shall plan and facilitate a time for volunteers to sign up for pre-scheduled 2-hour volunteer time slots.
3. The Volunteer Coordinator shall ensure all volunteers are high-school age or older.
4. The Volunteer Coordinator shall make contact with volunteers who did not arrive at their scheduled time, and attempt to fill vacant time slots with a list of backup volunteers
5. The Volunteer Coordinator shall maintain a detailed log of volunteer time slot commitments, and track each volunteer's hours through completion
6. The Volunteer Coordinator shall tabulate total hours served for each volunteer, and determine which players shall receive volunteer credit.
7. The Volunteer Coordinator shall report to the Board Of Supervisors at the end of the season which volunteers completed the expected number of volunteer hours.
8. The Volunteer Coordinator shall provide a detailed binder outlining the scope of the Volunteer Coordinator position, the standard duties expected to be performed, an overview of each volunteer position, and other important information a new member would require in order to take over the role in the event a replacement is needed.

### FUNDRAISER CHAIRPERSON

1. The Fundraising Coordinator shall be responsible for all fundraisers of the corporation. He/She shall be responsible for the physical set up and work schedules for all promotional as well as special events.
2. The Fundraising Coordinator shall update the donation letter each year and provide a copy to the Board of Supervisors.
3. The Fundraising Coordinator shall be responsible for the functions necessary in the processing of the team program/year book with the approval of the board of directors.
4. The Fundraising Coordinator shall present all new fundraisers to the Board of Supervisors for approval
5. The Fundraising Coordinator shall oversee all operational aspects of each fundraiser, ensuring successful execution
6. The Fundraising Coordinator shall establish and present a budget for each fundraiser to the Board of Supervisors for approval
7. The Fundraising Coordinator shall establish a date and secure a vendor for team photos; present proposal to the board of supervisors for approval.

8. The Fundraising Coordinator shall secure and manage any vendor participation at games; familiarize vendors with all rules and expectations.
9. The Fundraising Coordinator shall schedule all needed volunteers for each fundraiser.
10. The Fundraising Coordinator shall provide a detailed binder outlining the scope of the Fundraising Chairperson position, the standard duties expected to be performed, an established list of preferred vendors, and other important information a new member would require in order to take over the role in the event a replacement is needed.

## **ARTICLE V**

### **VOLUNTEERS**

#### **1. ALL NEW COACHES —**

- A. Any adult wanting to coach a head position for football or cheer is required to be 21 years or older. Any adult wanting to assistant coach for football or cheer is required to be 18 years or older. All head coaching positions are **REQUIRED** to file an application and interview with the Board of Directors.
- B. All new coaches are required to submit their personal record and turn in a board approved background check.
- C. All levels of Football and Cheer are required to have an onsite league safety coordinator.
- D. All coaches must complete all required certification and league mandatory training.
- E. The amount of Coaches for football and Cheer will be decided on by the Board of Directors. Each level shall not exceed 8 coaches.
- F. All head coaches for football at each level will be required to: **PLAY COUNT**. It is the responsibility of the **HEAD COACH** to enforce minimum play rules at their level. If a coach fails to play count, disciplinary action (such as suspension from next game) could result at the discretion of the Board and coordinating head coach.
- G. All coaches must follow the 'league we are affiliated with' rules and regulations.
- H. Any coach may be asked to resign by the Board of Directors for the following:
  1. Drinking alcoholic or being intoxicated while coaching
  2. Smoking while coaching
  3. Using demeaning language directed at any particular child while coaching.
- I. Coaches may not engage in any live scrimmage or other violent contact with the players.
- J. Coaches shall reserve criticisms for private moments with the boys/girls or in the presence of the team if the balance of the team might benefit therefore. Criticism must **ALWAYS BE CONSTRUCTIVE**.
- K. A head coach, with prior approval of the Board of Directors, may request a parent or guardian to remove his/her boy(s)/girl(s) from the team. This action is to be taken **ONLY** when such disciplinary action is absolutely essential to the welfare of the team and only in a discreet manner in which the player and parent shall not be embarrassed or singled out in any way.
- L. All coaches and assistants will receive a copy of the Escalon Outlaws By-Laws and be required to sign a statement form saying they have read and understand the Rules as well as all information enclosed in the by-laws.

#### **2. JR. COACH INSTRUCTORS-**

- A. Allowed to demonstrate techniques for football or cheer.



- B. 2 years older than the oldest child on roster.
- C. Supervised by the head coach at ALL TIMES!
- D. Shall not discipline.
- E. No one on one alone with participants.
- F. Not older than 17 yrs (18 must apply as coach)

## 1. ADULTS- CODE OF CONDUCT

- A. Adults as referred to in this article are to include coaches, managers, assistants, scouts and volunteers of any kind, as well as parents and guardians of players as well as any and all board members.
- B. Adults affiliated with the Escalon Youth Cougar Youth Football and Cheer Organization will always set a good example to the children. They will not consume alcohol while at practice or games.
- C. Adults affiliated with the Escalon Youth Cougar Youth Football and Cheer Organization shall not criticize the opposing team, coaches, or fans by improper comments or gestures. They will not incite unsportsmanlike-like conduct, will not strike or threaten to strike a coach, manager, game official, officer or director of any other conference, league, association booster club parent, guardian or spectator.
- D. An adult affiliated with Escalon Youth Cougars whose actions are found to be detrimental to the activities of the Escalon Youth Cougar Youth Football and Cheer Organization, may be requested to remove themselves from the program, at this point the child would be allowed to remain, if however; the parent refuses to leave the only action left would be to remove the participating child from the program. This individual may be suspended upon order of the Board of Directors, for the balance of the current season and the immediate following season.
- E. Adults who go on Social Media outlets and speak slanderously toward any member of the organization may face disciplinary action based on the discretion of the board.
- F. Violations to the code of ethics will not be tolerated. If a rule is violated a fine will be imposed on the violator payable to the MVFL. This will need to be paid to the league within 14 days of the violation. In addition, violators may be ejected from the game and/or the next game. This will be determined by the organization board league representative and MVFL board. **Violations will be a 3 strike rule. 1st offense \$100, 2nd offense \$150, 3rd offense permanently banned from MVFL events. MVFL may increase the citation due to severity of violation.**
- G. Volunteers affiliated with the Escalon Youth Cougars that sign up to work gate/concessions/banquet and no show without a call may forfeit their volunteer deposit right then and there.

- H. All persons involved in the Escalon Youth Cougar Youth/Football & Cheer Organization who express a desire to be kept informed as to any and all information pertaining to the OPERATION may do so.

## **ARTICLE VI** **REGISTRATIONS**

### 1. ALL PARTICIPANTS –

In order for a player to be registered/certified to a team roster, the following requirements must be met prior:

- A. All participants must furnish the team with written parent consent from provided by the Escalon Youth Cougar Youth Football and Cheer Organization.  
This form must be completely filled out and signed by the parent/guardian. If consent is revoked, said boy/girl would immediately be ineligible.
- B. Participants must furnish the Escalon Youth Cougar Youth Football and Cheer Organization with a completed physician's physical form. This form must completely release said boy/girl to play football and also note any physical limitations. If a physician should determine that the boy/girl is no longer physically fit to play a physical sport, said boy/girl is ineligible. Any limitations are subject to refusal to participate in the football program for the safety of the applicant.
- C. All participants must furnish the Escalon Youth Cougar Youth Football and Cheer Organization with a copy (not original) of his/her birth certificate as well as fees required upon submission of information requested.
- D. At the time the team registers its players with the league in which it is currently playing, a player must weigh-in as required by said leagues by-laws.
- E. All participants must furnish the Escalon Youth Cougar Youth Football and Cheer Organization with a copy of his/her parent's health insurance card. This insurance information must cover said player.
- F. Volunteer deposit, Rules, and Fundraising apply to all participants.
- G. All participation fees must be paid by the Orientation of that year, or they Be in danger of losing a spot on the team.
- H. Football Players will weigh-in as required by the league that the Escalon Youth Cougars are currently in contract with at the time.

## **ARTICLE VII** **DIVISIONS**

1. The Escalon Youth Cougar Youth Football Program is made up of Four (4) divisions. These divisions function within the basis of minimum/maximum age and limits listed as the following:

**FOOTBALL: All ages/weights will be followed according to the league in which Escalon Youth Cougars is affiliated.**

**Varsity**

- Grades 7th and 8th, consist of 12, 13 and 14 years old
  - Exception will need to be granted if 11 years old can play down must not turn 12 during season.
  - Cannot be 15 years old to play in league during season.
  - Athletes are eligible to move up. Refer to Eligibility of Athletes.
- NO Max Weight Limit
- Players over 175 lbs. will be marked as X-Men
  - X-Men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes

**Junior Varsity**

- Grades 5th and 6th, consist of 10, and 11 years old
  - Exception will need to be granted if 9 years old can play down, must not turn 10 during season.
  - Cannot be 12 years old during the season.
- NO Max Weight Limit
- Players over 140 lbs. will be marked as X-Men
  - X-men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes

**Novice**

- Grades 3rd and 4th, consist of 8, and 9 years old
  - Exception will need to be granted if 7 years old can play down, must not turn 8 during season
  - Cannot be 10 years old during the season.
- NO Max Weight Limit
- Players over 115 lbs. will be marked as X-Men
  - X-men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes

**Jr. Novice**

- Grades 1st and 2nd consist of 6, and 7 years old

- o 6 Years old if they turn 6 by August 1st.
- o Cannot be 8 years old during the season.
- NO Max Weight Limit
- Players Over 90 lbs. will be marked as X-Men
  - o X-men play on the offensive or defensive line and are not allowed to carry the ball. This is for safety purposes

**CHEER:**

**Varsity Cheer Squad** – Varsity squads shall consist of 7th and 8th graders, ages 12 - 14 year olds.

**Junior Varsity Cheer Squad** – Jr. Varsity squads shall consist of 5th and 6th graders, ages 10 and 11 year olds.

**Novice** – Novice squad shall consist of 3rd and 4th graders, ages 8 and 9 year olds.

**Jr. Novice** – Jr. Novice squads shall consist of 1st and 2nd graders, ages 6 and 7 year olds.

**ARTICLE VIII**  
**PRE-GAME WEIGH-INS**

A. Shall be in accordance with the rules and regulations of the league in which we are currently playing. (For guidance about this issue please refer to the league handbook.)

B. The team representative shall preside at the weigh-ins. The representative shall know their duties as outlined in the Rules and Regulations and the by-laws in the league in which we are currently playing.

C. The weighmaster duties shall fall under the supervision of the head coach of the team designated for the Escalon Youth Cougars.

D. The Field Marshall shall confirm the existence of scales for use during the weigh-ins and that they are in working order prior to scheduled weigh-ins.

**ARTICLE IV**  
**SCHEDULES, PRACTICES AND GAMES**

- 1.** The scheduling of all games played by all levels of the Escalon Youth Cougar Football and Cheer squads shall be done in accordance with the league in which we are currently participating in.

2. Any and all practice scrimmage games that the coaching staff wishes to set up must be done with the prior approval from the Board of Directors.
3. The Escalon Youth Cougars League Representative must attend the league scheduling meeting to offer input as to the game dates and times we prefer. At this meeting he/she must also place a request if so desired by the Board of Directors for the right to hold the “Round Robin” games in our facilities.
4. All football players must complete ten (10) hours of no pads practice/conditioning before participating in contact play. **All participants who sign up late must fulfill this requirement.** No practice shall last more than two (2) hours and will conclude not less than one (1) hour before darkness unless the member team has arranged for an adequately lit practice field but in no case shall practice last for more than two (2) hours.
  - A. At all practice sessions involving physical contact, players are required to wear full protective equipment as the current National Alliance Edition Football Rules Book of the National Federation of the High School Athletic Associations required.
  - B. All practice sessions must be run in accordance with the current rules and regulations of the league in which we are currently playing.
5. The following will apply when the Escalon Youth Cougars are the **Home team**:
  - A. All regulations for the league in which we are currently playing must be met.
  - B. The home team must provide the services of the referees for the games to be played that day.
  - C. All games must be played in accordance with city and state ordinances and laws
  - D. No outside coolers or food will be allowed inside the facilities where we are playing the games.
6. Consequences for attendance issues are at the Coaches’ discretion and are confidential between player and coach. Unexcused or excessive absences may result in loss of playing time in games.

**ARTICLE X**  
**PLAYING RULES**

All Escalon Youth Cougar Participants (This includes coaches, board members, parents, etc.) will abide by all rules and regulations of the League they are currently associated with.

**ARTICLE XI**  
**DISCIPLINARY ACTIONS, APPEALS AND GRIEVANCES**

1. All Escalon Youth Cougar board members, participants and adults affiliated with the program will abide by all rules/regulations and will follow any disciplinary actions or the appeals process of the league they are currently associated with. Refer to the code of conduct in the Escalon Outlaws player’s registration packet for additional information. If

disciplinary action or an appeal is necessary by participants and adults they may be called into a board meeting to discuss this issue. (See #6 under “meetings” portion of by-laws)

2. All board members who receive a grievance from a parent/participant must ask for this grievance to be put into writing. The board member will then bring this grievance to the President’s attention. (If a grievance is between board members a certain protocol must be followed; see Item #3 under “board of directors code of conduct; protocol” section). If this grievance includes a board member, coach, parent or participant it is up to the discretion of the president whether to attempt a resolution with all parties involved with or without notice to the board of directors. If resolution is not possible or if the president or other parties involved in the dispute feel this should be brought to the entire board; the board must be notified immediately. Once this has been decided; all parties will be asked to attend the next scheduled board meeting or a special meeting will be called by the President. (See #6 under the “meeting” portion of by-laws.)

## **ARTICLE XII**

### **RULE BOOKS**

1. Each year the President and/or Secretary of the Escalon Youth Cougar shall distribute a new set of by-laws to all Board Members, as well as coaches of each level of play/cheer.
2. The President upon request shall present to the public a copy of our Articles of Incorporation as well as our by-laws to the extent that on hand stock will permit.

## **ARTICLE XIII**

### **AMENDMENTS**

1. Proposed amendments to the by-laws must be given to the President at a Youth Cougar Board of Directors meeting to be voted on as well as discussed. They must be written and enough copies to distribute to all Board members.
2. Alterations may only be brought up by existing members of the Board, and only during January through May to allow ample time for voting and alterations to existing by-laws. A quorum must be reached to allow change to be passed as new.
3. The Escalon Youth Cougar will give out a badge for a lifetime legacy to anyone that volunteers their time as a coach or board member for 10 years. They will have lifetime free entrance to home games.
4. Each family that registers their child to be involved in the Escalon Youth Cougar Organization will have one mandatory fundraiser per year, where they will have to sell a certain amount or buy it themselves.

NO AMENDMENT MAY CHANGE THE PURPOSE OF THIS CORPORATION OR  
DEVOTE ANY OF ITS FUNDS TO PURPOSES OTHER THAN CHARITABLE,  
EDUCATIONAL AND NON-PROFIT.