

**Kelseyville Chiefs**  
**Youth Football and Cheerleading**  
**2022 By-Laws**



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## Article I: Association

### Section 1: Name

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

### Section 2: Organization Status

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

### Section 3: Dissolution Clause

Upon dissolution of the 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 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 will be disposed of shall be by, and in the manner designated by, the court having jurisdiction over the manner.

## Article II: Purpose and Objectives

### Section 1: Purpose

This organization 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 organization 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 the winning of games shall be secondary to the main objectives.

## Article III: Membership

### Section 1: Membership

General membership in the organization shall be open to any parent or legal guardian of a registered and participation child or, any volunteer approved by the Executive Board. All families/households granted membership will be eligible to cast one vote for each Executive Board 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 members.
2. The participants registration fee of KYFL organization must be renewed each football season with registration of a child or application for volunteering.
3. The Executive Board has approved, by majority vote, the membership of a volunteer.

## Section 2: Term of Membership

General membership of the organization 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 organization is limited to 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 via website [www.thekelseyvillechiefs.com](http://www.thekelseyvillechiefs.com), parents/guardians are listed. Each household of registered players will have equal voting rights, which is one per household. The one per household will be the parent/guardian that is on the participants registration form or volunteer form that is submitted to the 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 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 organization. Exceptions require approval by the Executive Board.

## Section 6: Revocation of Membership

Any member of the KYFL organization may have his/her membership revoked by the Executive Board for conduct that is in opposition to the stated objectives of the organization, for violating any of the applicable “codes of conduct”, or for violating the By-Laws of the organization. The board will not restrict a child’s participation in the 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 organization. The board is the governing body of the organization. The board shall transact all business, enforce all rules and codes of conduct for the organization 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
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Director of Football Operations
- f. Director of Cheerleading Operations
- g. Director of Volunteer Operations

### Section 3: Term

- a. The Executive Board shall be elected for a one-year term
- b. A term will begin December 1<sup>st</sup> of each calendar year and end November 30<sup>th</sup> of the next calendar year
- c. There will be no limitation to the number of terms an Executive Board may serve
- d. No more than one per household/family may serve on the Executive Board at any given time unless no other applicants are available
- e. A board member may be eligible to be a head coach at the discussion of the KYFL Executive Board, with the exception of the President being ineligible to fill the role of head coach for any team

### Section 4: Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the 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 organization business and to settle any unresolved disputes or 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 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 an 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 Executive Board, one of who must be either 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 assignment of proxy is submitted in writing by 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 organization may poll board members via phone, email, or other, to reach decisions regarding specific questions. The President must report the polling results to the Executive Board in writing. The results reported by the President must include how each members 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 organization and any corporation, firm, or individual in which any of the board members 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 KYFL's By-Laws may be altered, amended, or repealed by the Executive Board. Changes to the By-Laws will require at least 2/3 of the Executive Board Members present at a specially held By-Laws meeting. The 2/3 requirement will be calculated by taking the total number of members/voters, dividing by 3, and then multiplying by 2. If the number is not a whole number, the resulting calculation will be truncated to determine the 2/3 vote
- b. Proxy votes will not be allowed for By-Law changes. Executive Board Members must be present at the By-Law 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 the Executive Board shall take effect immediately
- e. By-Laws will be made public through posting at games. 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 Executive Board Member or staff who willingly neglects his/her duties to the detriment of the organization or who has conducted unbecoming maybe be brought to a hearing and a vote may be called for his/her removal
- c. A vote of removal by the Executive Board may only be executed if at least 2/3 of the Executive Board are present at the hearing and the vote to remove a member must pass by 2/3 majority of the present Executive Board Members. The board member whose position is being questioned will not be counted as part of the total members or members present. That member may not cast a vote

### Section 13: Vacancies

Any vacancy on the 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 remaining 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 performances of their duties. No officer or director of the 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 regard 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 Executive Board will become involved.

- a. The member should make an attempt to resolve the conflict personally with the coach, member, parent, or opposing party, if safe. Approaching a coach during practice or game time is prohibited per Code of Conduct form. Contact with the 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/Cheerleading Operations before 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 will be scheduled in a timely manner

## Article V: Officers

### Section 1: President

- a. Shall oversee all organization activities
- b. Shall preside over and schedule all organization meetings, assign duties to board members, appoint committees, and countersign any orders
- c. Shall be given authority to take prudent and reasonable action in circumstances not covered in within these By-Laws
- d. Shall oversee the organizations representative league
- e. Shall hold a set of master keys to all facilities
- f. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and all applicable documents/paperwork according to board position

### Section 2: Vice President

- a. Shall succeed to the powers of the President in the Presidents absence
- b. Shall organize and conduct registration activities for the organization
- c. Shall assume the duties of any board position that is vacant and/or board member who is unable to perform his/her duties
- d. Shall attend the Mendo-Lake Youth Football League Board meetings, representing KYFL if the President is unavailable



- e. Shall provide Football and Cheer with appropriate documentation/paperwork and binders
- f. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and applicable documents/paperwork according to board position
- g. Shall hold a set of keys to all facilities

### Section 3: Treasurer

- a. Shall manage all organization money, maintain necessary bank accounts, record and pay all bills, file KYFL tax status, maintain accurate and current records of the organization's finances
- b. Shall retain all purchase orders, invoices, and receipts
- c. Shall collect all monies due to the KYFL organization
- d. Shall present, at all regularly scheduled meetings, a current, written financial report to the Executive Board
- e. Shall check the Post Office Box at least once weekly
- f. Shall pre-approve all snack bar purchases
- g. Shall assist with registration and manage payment plans
- h. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and all applicable documents/paperwork according to board position
- i. Shall hold a set of keys to all facilities

### Section 4: Secretary

- a. Shall record the minutes of all meetings and distribute those minutes at the onset to all board members, and post to the KYFL website within 48 hours following approval of minutes
- b. Shall record all agenda items for future meetings
- c. Shall attend to all KYFL organization correspondence
- d. Shall keep members aware of upcoming events by printing informational fliers
- e. Shall provide any member, upon request, a copy of the minutes in a timely manner
- f. Shall be responsible for proper maintenance of social media including Facebook and KYFL website
- g. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and all applicable documents/paperwork according to board position

### Section 5: Director of Football Operations

- a. Shall oversee staff and coaches, training and certifications, including but not limited compliance with The Youth Football Act. Shall distribute KYFL By-Laws to all coaches
- b. Shall maintain appropriate files/documentation and players binder, including and verifying record of players conditioning hours
- c. Shall coordinate game day field preparation, including securing a weigh master for each game and having first aid kits available to all coaches
- d. Shall assist in the distribution of event/informational flyers
- e. Shall coordinate gear distribution and inventory of football equipment in storage shed
- f. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and all applicable documents/paperwork according to board position
- g. Shall hold a set of keys to all facilities

## Section 6: Director of Cheerleading Operations

- a. Shall oversee staff and coaches, training and certifications, including but not limited compliance with The Youth Football Act. Shall distribute By-Laws to all coaches
- b. Shall maintain appropriate files/documentation and players binder, including verifying record of players conditioning hours
- c. Shall assist in the distribution of event/informational flyers
- d. Shall coordinate uniform ordering, distribution, and collection
- e. Shall maintain organization and inventory of Cheer equipment in storage shed
- f. Shall assist in planning/preparations for competitions
- g. Shall coordinate any camps and clinics and administer coaches' meetings and trainings as applicable
- h. Shall make final determination for competition cheerleading eligibility
- i. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and all applicable documents/paperwork according to board position
- j. Shall hold a set of keys to all facilities

## Section 7: Director of Volunteer Operations

- a. Shall seek and coordinate volunteers for each home game. Volunteer positions include snack bar, BBQ, chain gang, gates, clean up, etc.
- b. Shall oversee promotional items. All ordering will need KYFL Executive Board approval
- c. Shall oversee snack bar operations, including purchasing, stocking, set up/clean up, staffing, and safety protocol
- d. Will maintain a binder containing but not limited to: Board seat description, By-Laws, and all applicable documents/paperwork according to board position
- e. Shall hold a set of keys to all facilities

## Article VI: Executive Board Election

### Section 1: Executive Board Candidates

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

### Section 2: Elections

- a. The elections shall be conducted at a November meeting or meeting 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. One ballot will be distributed to each registered family, regardless of the number of children in the league. Ballots will be issued to the adult listed on the registration
- 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 elections and voting in the KYFL By-Laws

- f. To ensure the privacy of each ballot, there will be partitioned tables available of the voter requests
- g. Proxy votes are not allowed, members must be present to vote
- h. The votes shall be tallied by the Secretary and a general member, verified by the President. The Secretary will provide written results to the Executive Board
- i. Election results shall be made available to the general membership

## Article VII: Coaching Guidelines for Football

### Section 1: Board Responsibilities

The board recognizes that coaches are vital to the existence of the organization. However, coaching in the organization is a granted privilege. The board further recognizes that individuals aspiring to coach in the organization will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken seriously. Due to 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 any questions regarding the findings, an Executive Board meeting will be called.

### Section 3: Coaching Candidates

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

- a. Completed and signed organization coaching application form
- b. Signed release to allow KYFL to conduct any and all background checks as deemed necessary
- c. Head coaches must be 18-years or older

### 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 organizations By-Laws, or any of the organizations 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 outlines 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 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/herself at a closed board meeting. Decisions of the Executive Board are final in such situations.
- f. All head coaches' assistants must be in compliance with The Youth Football Act by the first day of practice
- g. A football coach who is also a parent of a player is subject to the parent code of conduct, coaches code of conduct, as well as the regulations set forth by KYFL
- h. All football coaches will attend all mandatory functions unless prior approval has been issued by the Director of Football Operations
- i. Any unexcused absences from practices and/or games, can result in removal pending an Executive Board vote

## Article VIII: Miscellaneous

### Section 1: Registration

- a. The board shall determine registration dates and registration prices on an annual basis
- b. All participants must be registered according to the guidelines set forth by this organization

### Section 2: Age/Weight Requirements (pertaining to football)

The organization will comply with the league age/weight requirements for all age groups

#### PeeWee

Grades 2<sup>nd</sup>-4<sup>th</sup>

Maximum weight of 95 lbs.

Minimum age of 7 (by first day of practice)

Maximum age of 10 (on or before the last scheduled game)

#### Junior Varsity

Grades 5<sup>th</sup>&6<sup>th</sup>

4<sup>th</sup> graders may play on Junior Varsity upon board approval

Maximum weight of 125 lbs.

Max age of 12 (on or before the last scheduled game)

#### Varsity

Grades 7<sup>th</sup>&8<sup>th</sup>

6<sup>th</sup> graders may play on Varsity upon board approval

Maximum weight of 160 lbs.

Maximum age of 14 (can't turn 15 before December 1<sup>st</sup>)

### Section 3: Practices

Coaches shall conduct practices in accordance with following guidelines:

- a. No practice shall exceed 2 hours

- b. The Executive Board will inform KYFL members (by email or flyer) and post the practice schedule on the website
- c. All coaches will submit a practice schedule to the Executive Board
- d. Practices will be held on a regular basis at the board approved designated facility
- e. No practices will be held on Sundays or game days
- f. No practice with pads, hitting, or strenuous activity shall be held on game day
- g. Walk through practice can be held with Executive Board approval the day before a game with no pads or contact, helmets are allowed
- h. No closed practices are to be held
- i. A minimum of 10 hours of conditioning with the team shall be held before participants can practice in pads
- j. A minimum of 10 hours of practices with the team in pads must be held before the first game
- k. Practices will be limited to 3 calendar weekdays and will not exceed 2 hours per session once Kelseyville Schools return to session, with sue exception of a walk-through practice

#### 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.

- a. Appropriate practice gear is required for all participants
- b. Parents/guardians will be responsible for any lost, missing, or damaged uniforms and/or equipment if occurred out of play time
- c. Any equipment purchased by parents/guardians must be certified and approved by the Executive Board and meet the certification requirements

#### Section 5: Game Day Protocol

All players must participate in clean-up of the field and facility during and after home games.

#### Section 6: Medical Consent

- a. A participant must provide doctors approval for participation by way of a physical before participating in any organization sanctioned event
- b. It is the responsibility of parents/guardians to make the organization 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 organization sanctioned events (games, practice sessions, etc.)
- d. All participants must provide the organization with proof of medical insurance prior to participating in any KYFL sanctioned events
- e. All injured participants who became injured must provide a medical release prior to participating in any KYFL sanctioned events
- f. The KYFL organization participates in the USA Heads Up Program and abides by the concussion procedure recommended by The Football Act.

#### Section 7: Spectators Area

Parents and all other spectators will remain in the stands and far removed from the 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 8: Sidelines

Each team will be limited to only approved personnel on the sidelines during the game at the coaches 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 25-yard line on each side of the field. All approved personnel are required to display their KYFL ID while on the sidelines or in any restricted area.

## Section 9: Social Media

This social media applies to all members of the KYFL, including the Executive Board, players, parents/guardians, coaches, and/or anyone associated with the KYFL that are posting on any 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, Instagram, twitter, youtube, snapchat, and any other media, yet to be developed. Content to any social media account released shall be committed to improving communication between KYFL and its members or community.

- a. Any social media account representing any KYFL members, teams, board, etc. must be approved by the Executive Board. Any usernames and passwords will be documented and kept confidential with the Secretary of KYFL
- b. Any social media content posted on behalf of KYFL, must be managed responsibly. No confidential, propriety, financial, and KYFL business shall not be posted on social media without prior consent of the Executive Board or KYFL
- c. Since the KYFL participants are minors, no pictures, content, and discussion on any participant of KYFL or other league members shall not be posted without consent of the parents/guardians
- d. In keeping KYFL's 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. Ant members posting negative or inappropriate content to any KYFL social media shall be evaluated by the Executive Board for dismissal of membership to KYFL

## Section 10: Scholarships

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

## Article IX: Cheerleading

### Section 1: Cheerleading Division Regulations

- a. All KYFL cheerleaders and their coaches, fall under the rules and regulations of KYFL and MYFL, in addition to those stated in the following Article

- b. This cheerleading program shall provide a framework in which a program of competitive and recreational cheerleading is offered and the ideas 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: Roster and Eligibility

- a. Cheerleaders are eligible to sign up with KYFL from 2<sup>nd</sup> grade to 8<sup>th</sup> grade
- b. All cheerleaders must be registered with KYFL prior to July 1<sup>st</sup> of the calendar year, in order for all gear to be ordered in time
- c. 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 and coaching staff
- d. The Director of Cheerleading Operations will have the final determination of cheerleader placement within squads
- e. A parent/guardian requesting to place their child on a different squad than determined by the Director, must submit a formal written request to the Executive Board, who will review and contact parent for a follow up
- f. 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
- g. 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 coaches that will be supervising at game day or at 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 18 will be junior coaches and will be there to help the head coach, but will not have any legal responsibility for the cheerleaders
- b. Coaches are to be familiar with cheerleading techniques and responsibilities to confer with the Director to ensure they are meeting safety guidelines set forth by AACCA, YCADA, and competition standards
- c. A cheer coach who is also a parent of a cheerleader is subject to the parent's code of conduct, coaches code of conduct, as well as the regulations set forth by KYFL
- d. Coaches must be willing to commit to pre, regular, and postseason activities. If they are unable to fulfill their obligation, they must closely work with the Director to help find an alternative, in order to be considered for a staff position the following year
- e. Any coach who quits or is excused of their duties for an illegitimate reason after the start of the season, may not be allowed to coach the immediate following season
- f. The Director will submit a coach's roster to the board. Any changes to that roster must be submitted in writing to the Executive Board
- g. 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.
- h. All cheer coaches will attend all mandatory functions unless prior approval has been issued by the Director.
- i. Any unexcused absences from practices and/or games, can result in removal pending an Executive Board vote

#### Section 4: Practice Regulations

- a. No practices shall exceed 2 hours
- b. The Executive Board will inform KYFL members (by email or flyer) and post the practice schedule on the website
- c. All coaches will submit a practice schedule to the Executive Board
- d. Practices will be held on a regular basis at the board approved designated facility
- e. There will be no practices held on Sundays or game days. This does not include game day warm up
- f. There must be at least one rostered coach at all practices for each squad
- g. All stunts and tumbling will be done on a mat or flat grassy area, adhering to YCADA
- h. Coaches are responsible for inspecting the practice area for hazards prior to the beginning of practices
- i. Attendance will be taken at every practice. Consequences can be administered for poor attendance, more than 3 unexcused absences can result in reduced participation
- j. 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 on the field for the halftime performance will be limited to no more than 2.5 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 instructed by Director or KYFL President
- d. Regardless of team affiliation, if a football player becomes injured during a game, the cheerleaders are to stop cheering and 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, cheer, chants, and music shall be free from vulgar words, derogatory phrases, and suggestive motions. All halftime routines will be pre-approved by the Director and/or KYFL President
- f. Coaches are to keep their squads off the playing field and in designated sideline boundaries, except at half time. Any changes to cheering locations must be approved by the Director or KYFL President
- g. Each squad is required to have at least one rostered coach with them at all times period they must not enter the field without one
- h. All cheerleaders must be in full game attire as defined by the coach, regardless if they are cheering or not. The entire squad **MUST** look alike. Cheerleaders excused from participating 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 duration of the warmup 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 appropriate cheer shoes (as determined by the Director) 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 Director will determine postseason competition squads. Postseason competition squads may be different than their regular game seasons
- b. Postseason 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 competition squad practice will follow the KVUSD calendar period there will be no more than three scheduled practices per week
- d. A cheerleader must have cheered for the regular game season to be considered for the postseason competition squad
- e. The Director will determine which competitions the squads are to participate in
- f. Each competition squad shall consist of no fewer than 6 and no more than 36 cheerleaders
- g. Postseason cheerleaders are required to attend all postseason 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 postseason competition squad and subsequently fail to uphold their commitment may not be invited to join the competition squad the following year
- i. Postseason competition shall run from after the last game played of the regular season through the end of the national competition schedule (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, defiance, and disrespectful behavior
- k. An invitation to a competition squad is evaluated on a yearly basis, it has no bearing on eligibility for the next regular season

## Section 7: Cost and Fees

- a. There will be no additional registration fees paid to KYFL for the postseason competition season
- b. Any additional expenses for postseason competition are the sole responsibility of the cheerleader's parents/guardians
- c. Fundraisers may be offered to help offset the cost of cheerleading. It is the parents/guardian's responsibility to participate in these fundraisers
- d. All fund raising shall be conducted under the name Kelseyville Youth Football League. The monies will be documented and tracked by the KYFL Treasurer and may be used toward board approved cheer related expenses
- e. All cheerleading specific fundraisers will directly benefit the cheerleading program and participants
- f. All participants will be required to purchase complete uniform and gear set forth by the Executive Board prior to July 1<sup>st</sup> of the calendar year
- g. For returning cheerleaders the Director of Cheerleading Operations will need to determine if uniform fits appropriately and can be reused
- h. All monies must be paid and 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 Director and KYFL President. In addition, all other required items must be paid for by the deadline set forth by the Director (warm-up jacket, bag, bow), or ordered individually by the parents/guardians and received by the deadline set by the Director (warm-up pants, shoes, socks, and pom-pom).

## Article X: Conflict of Interest

### Section 1: Conflict of Interest

It is expected that no executive board member or staff shall use his/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 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 the KYFL in the form of a significant personal or KYFL financial interest in the transaction it holds position as president, parent, staff, or member in such a KYFL, he or she must make full disclosure of such interest before any discussions or negotiations 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 member or committee member who gains privileged information by virtue of his or 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 XI: Conduct Statement

### Section 1: Conduct Statement

The organization recognizes that the conduct of its members reflects on the entire organization and has a significant impact on the attitudes and experience of the children participating. Therefore, if any board member, coach, or other organization member is guilty of misconduct such as abusive language, fighting, tobacco, alcohol use, or any other unbecoming behavior which proves to be a detriment to the organization or its objectives at games, game site, practice sessions, practice locations, or organization 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 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.