

# Bylaws for the Rochester Youth Football Association

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The Rochester Youth Football Association (R.Y.F.A.) will be governed through a Board of Directors whose charge will be to ensure the successful implementation of the organization, fair participation, and the safest possible environment for youth athletes in Rochester, MN and its surrounding communities.

## **Section I: R.Y.F.A. Board of Directors**

### **IA. Membership/Assignment:**

The R.Y.F.A. Board of Directors will be comprised of the following twenty-two (22) positions:

#### **a. President:**

The President is charged with coordinating all functions to ensure the successful operation of R.Y.F.A.

Primary functions: Preside over monthly and special board meetings, coordinate advertising/public affairs programs, coordinate fund-raising activities, and will be a member of all league committees. The President shall also be an ex-official member of the Board of Directors for one year after the end of his/her term.

#### **b. Vice-President:**

Primary functions: Preside over monthly and special R.Y.F.A. Board meetings when the President is unable to do so, coordinate initial and late registered player assignments with League Directors, coordinate training of coaches, and maintain and coordinate the updating of league rules. The Vice- President shall also be an ex-official member of the Board of Directors for one year after the end of his/her term.

#### **c. Secretary:**

Primary functions: Keep an accurate record of all R.Y.F.A. Board/League activities and decisions, coordinate all league meetings, and assure meeting minutes and notices are emailed to all Board Members in a timely fashion.

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## **d. Treasurer:**

Primary functions: Keep accurate records of all R.Y.F.A. finances and financial transactions, provide an updated financial report at each monthly Board Meeting, coordinate and assure proper tax reports are filed with the IRS, provide an annual financial report to the Board at the end of each fiscal year, and to provide a proposed annual budget for the upcoming year before the current fiscal year has terminated.

## **e. Safety Officer:**

Primary functions: Ensure a safe playing environment for all players, coaches, and spectators. Coordinate proper training for coaches, including certification, regarding all aspects of player safety. Provide access to additional safety training, per coach request, on all measures of player safety. Work with community health institutions to ensure access to medical personnel in the instance of injury during games. Remove any participant, coach, or spectator who threatens the safety of others on game fields.

## **f. Equipment Director:**

Primary functions: To chair the Equipment Committee which is charged with keeping an accurate inventory of all equipment owned by R.Y.F.A., to solicit bids for all equipment to be purchased by the league, to coordinate maintenance and storage of all league equipment, and to coordinate the distribution and recovery of all league equipment.

## **g. Communications Director:**

Primary functions: To maintain all public communication portals for R.Y.F.A., including a website ([www.ryfa.org](http://www.ryfa.org)), and to communicate necessary league information to all registrants.

## **h. Director of Officials:**

Primary functions: Secure and train officials for R.Y.F.A., and schedule officials for each game. Chair the Rules Committee. It will also be the responsibility of the Director of Officials to assure that each field is ready for play 30 minutes before scheduled game start time.

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## **i-n. Grade Level Commissioners:**

Each grade level will have a Grade Level Commissioner.

Primary functions: Assist in the initial assignment of players and teams, coordinate the assigning of late registrations with the Vice-President, recruit a head coach for each team in their grade level and assist each head coach in finding assistant coaches, establish a game schedule in their league and keep track of each game's outcome. Assist with the distribution and recovery of all R.Y.F.A. equipment, and each Saturday coordinate the setting up and tearing down of the playing field assigned to their league.

## **o-v. At Large R.Y.F.A. Board Members:**

Eight positions will be filled as At Large R.Y.F.A. Board members. Duties of these individuals will be assigned at the discretion and need of the R.Y.F.A. Board.

## **IB. R.Y.F.A. Board of Directors:**

The outlined primary functions only designate primary responsibilities. All members of the Board of Directors will assist with all areas of league operations.

**a.** The R.Y.F.A. Board of Directors may make special assignments to the Board for a specific program concerning the R.Y.F.A. These special assignment positions are to be non-voting positions of the Board.

**b.** Each regular member of the-Board of Directors will have one vote in all Board matters.

## **IC. Board of Elections/Terms of Office:**

**a.** The term of each Board position shall be two years.

**b.** Each current head coach and/or Board member in the R.Y.F.A. shall be given one vote in the election of Board members.

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**c.** The Secretary and Vice-President shall be responsible for the counting of votes and the installation of new Board members.

**d.** The Board may fill any vacated position by special R.Y.F.A. Board assignment. This assignment will terminate at the next R.Y.F.A. annual meeting, when a position shall be filled using the regular election process. The terms of the President and Vice-President shall always be staggered, so as to be sure that both positions are not open in the same election cycle.

## **Section II: R.Y.F.A. Board of Directors Meetings**

### **IIA. Board Meeting Expectations:**

**a.** The R.Y.F.A. Board of Directors shall hold monthly meetings to be scheduled by the President prior to the meeting. Attendance of these meetings shall be mandatory for all Board members.

**b.** A quorum of eight (8) voting Board members shall be required to conduct business.

**c.** A portion of all R.Y.F.A. Board meetings shall be open to the public. Anyone wishing to address the Board directly may do so by notifying the President prior to the meeting. Part of all R.Y.F.A. Board meetings shall be private, to ensure the privacy and safety of all players, coaches, and R.Y.F.A. participants.

**d.** Failure of any Board member to fulfill their duties and/or responsibilities in the judgment of the Board of Directors, by a 2/3 vote of said Board of Directors, shall result in the removal of that Board member.

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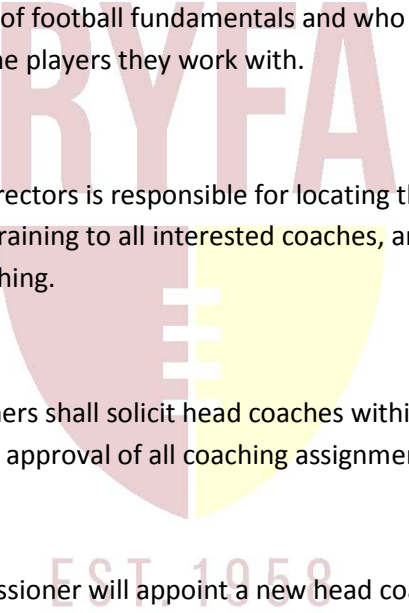
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## **Section III: R.Y.F.A. Game Rules**

The Board of Directors shall establish the rules and conditions by which all R.Y.F.A. games and leagues shall operate. These rules are to be reviewed yearly by the Board. A copy of the rules shall be provided to each team at the time of equipment pick-up, and provided on the R.Y.F.A. website.

## **Section IV: Coaches**

### **IVA. Coach Assignment and Expectations:**

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- a.** The R.Y.F.A. program shall have, as its foundation, a strong group of volunteer coaches who have a working knowledge of football fundamentals and who are schooled in developmentally appropriate practices for the players they work with.
- b.** The R.Y.F.A. Board of Directors is responsible for locating these individuals, providing adequate and continuous training to all interested coaches, and, providing the necessary equipment for proper coaching.
- c.** Grade Level Commissioners shall solicit head coaches within their assigned grade. The Board of Directors shall have final approval of all coaching assignments.
- d.** The Grade Level Commissioner will appoint a new head coach to any position vacated during the current season.
- e.** The appointment of assistant coaches is solely the responsibility of the head coach. Assistant coaches are expected to abide by the same standard that are applied to head coaches, and are subject to the same disciplinary process. The R.Y.F.A. Board has the privilege of limiting the number of assistant coaches a team may have.
- f.** R.Y.F.A. coaches are the foundation of our program and should be shown all possible considerations. Deviations from the coaches process stated above require both a written and

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oral explanation from the Board to all parties involved. All requests from a coach shall be handled in a timely manner by the Board of Directors.

**g.** If a coach has violated his or her responsibilities, or has compromised the safety of the participants under his or her care, he or she may be removed from coaching by a 2/3 vote of the Board of Directors. Any individual removed from coaching for improper conduct may be asked to not be present at the R.Y.F.A. fields, as well as the practice field of that team, at the discretion of the R.Y.F.A. Board of Directors.

## **Section V: Players**

### **VA. Player Assignment and Expectations:**

**a.** The assignment of players to R.Y.F.A. teams shall be at the sole discretion of the Board of Directors.

**b.** The placement of players on teams should reflect a consideration of fair numbers of players on each team within the leagues.

**c.** It is the intent of R.Y.F.A. not to deny any player acceptance into the program. The Board of Directors will establish scholarship procedures and eligibility guidelines to attempt to ensure all interested children will be able to participate.

## **Section VI: Inter-League Play**

The Board of Directors must approve all participation on the part of R.Y.F.A. players and coaches in inter-league activities.

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## **Section VII: Amendments**

### **VIIA. Amendment Voting and Proposed Changes:**

**a.** Any changes in the league rules (Section III) must be approved by a 2/3 majority vote of the voting R.Y.F.A. Board members present.

**b.** Voting on a proposed change to a league rule shall take place at the next scheduled R.Y.F.A. Board meeting following the meeting in which the change was proposed.

**c.** Additions or deletions in Sections I, II, IV, V, VI, or VII of this document must be ratified by 2/3 vote of the Board of Directors and 2/3 vote of the coaches present at the annual meeting. This vote is to follow the process set forth in Section IC.

