

Central Texas Youth Football League (CTYFL)

Bylaws

I. Purpose

- A. The articles contained in this document establish guidelines for managing the business operations and financial resources of CTYFL and the rules governing the members.
- B. The objective of CTYFL is to provide for the youth of their areas a safe, healthy and enjoyable environment in which to learn football and cheerleader basic fundamentals, sportsmanship, self-pride, discipline and team spirit. Coaches will be expected to accomplish this objective with their best efforts in training and maximizing playing time for all team members.
- C. These Bylaws will outline the organizational structure, goals, objectives and basic requirements of CTYFL. The CTYFL Procedures Manual and the CTYFL Coaches Handbook will provide detailed information on rules, requirements and procedures.
- D. The CTYFL bylaws are in place to facilitate the achievement of A & B above. As such, CTYFL reserves the right to overrule any attempt to circumvent the intention of these Bylaws, the Procedures Manual or Coaches Handbook, through semantics or any alternative interpretation of the written word of these Bylaws.

II. Organization and Membership

- A. CTYFL is an organization of separate Associations each with the same goals for youth sports.
- B. CTYFL will consist of a Board of Directors (BOD) made up of one (1) member from each CTYFL Association and an Executive Board (EB) comprised of the CTYFL elected officers.
- C. All CTYFL Associations will be designated as either a Probationary Association or a Permanent Association. All newly admitted Associations are designated as Probationary until they have completed at least one (1) season with CTYFL, met all CTYFL requirements and been approved for Permanent Association status. **Admission status for new Associations will be revisited at our regular BOD meeting in July of the year they are admitted. Failure to have reached a minimal and satisfactory level of preparedness for the upcoming season by that time is grounds for expulsion from CTYFL.**
- D. Associations requesting admission to CTYFL must apply on or before February 28 and be accepted before July 1 (unless waived by the Executive Board) of the year they wish to be admitted to be eligible to participate in the upcoming season. Membership requires all Associations to adhere to the CTYFL bylaws and make timely payment of all league fees.
- E. All CTYFL Associations must be nonprofit organizations either with their own 501(c)(3) or under the umbrella of a parent organization (Optimist Club, etc.). No Association run for profit by any individual(s) or organization(s) will be allowed to maintain membership within CTYFL or participate in any CTYFL sponsored event.
- F. The CTYFL Board of Directors reserves the right to exert authority over the Board of Directors of any CTYFL Association. This authority includes, but is not limited to, the authority to remove and/or ban any member of the offending association, including members of the Board of Directors of the Association, parents or guardians of participants, coaches, participants and any other individuals associated with the Association, from any and all CTYFL or Association specific functions. CTYFL reserves this right to take corrective action only to maintain the standards of behavior expected of all CTYFL participants and will exert such authority only when any association fails to maintain internal order or to prevent the failure of the offending association.
- G. Permanent Associations may be re-designated as Probationary Associations or removed entirely from CTYFL membership by a vote of the CTYFL Eligible Voters.

- H. Associations will accept all participants. No participant will be cut or prohibited from participation for any reason other than discipline, health or safety.

III. Meetings and Voting

- A. CTYFL will meet monthly throughout the year with the exception of December. Regularly scheduled meetings will be held at a time and location to be determined and generally on the third (3rd) Sunday of each month. Timely and sufficient reminders of all meetings will be sent to all CTYFL Associations and Officers. These meetings may be cancelled or rescheduled by the CTYFL Executive Board if the meeting date falls during a Holiday or other special weekend.
- B. CTYFL Eligible Voters consist of ALL Permanent members of the CTYFL Board of Directors. In the event there is an even number of Permanent Association representatives present and a vote is split evenly between them, the deciding vote will be determined by the CTYFL Executive Board. In that case, each Executive Board member present at the meeting will cast one vote each, unless there is an even number of Executive Board Officers present and that vote is split evenly between them. In that case, the CTYFL President or other Executive Board Officer conducting the meeting will not cast a vote. A simple majority, either for or against, will then count as the deciding vote, either for or against the issue.
- C. CTYFL Executive Board Officers each have the authority to prevent any new issue from being voted on by requesting it be tabled until the next regular scheduled CTYFL Board meeting. The issue being tabled must be up for its initial vote and may not have been tabled previously anytime during that calendar year. Any issue that is tabled must be voted upon or removed from further consideration (during that calendar year) at the next regular scheduled CTYFL Board meeting.
- D. Proxies: Any member may give their proxy on any voting issue to any other member in writing before any vote. Written proxies also include Email and Text messages to all Executive Board Members. A Proxy must be obtained for each specific issue to be voted upon at a specific meeting and will be confirmed by the Executive Board prior to any vote.
- E. Association Presidents may appoint another member of that Association's Board of Directors to represent their Association at any CTYFL scheduled or special meeting.
- F. All CTYFL Associations must be represented at every regular CTYFL Board meeting. Missing 3 or more meetings will result in the loss of voting rights for that Association for a period equal to the number of meetings missed (3 missed meetings = loss of voting rights for the next 3 meetings attended, etc.) . Continued failure to meet the attendance requirement is grounds for immediate expulsion from CTYFL membership.
- G. The CTYFL Executive Board may at any time during the season call a Special Meeting to discuss issues it deems too involved or sensitive for an email vote or too urgent to wait for a regular vote at the next scheduled CTYFL Board meeting. These meetings will take place no later than Wednesday night of the week immediately following the incident(s), issue(s), etc. involved.
- H. All issues other than changes to CTYFL bylaws, officer elections, special issues and League membership may be resolved by an email vote of the CTYFL Eligible Voters with vote to be certified by the CTYFL Executive Board. This requires that a working email address be available for either Executive Board or Board of Directors membership. These email addresses will be available and published to all CTYFL Board of Directors and Executive Board members.
- I. Admission Day for Probationary Associations will fall on the Third (3rd) Sunday of January of every year in which there are eligible Probationary Associations within CTYFL. This day will coincide with the first regularly scheduled CTYFL Board Meeting of the year. Probationary Associations that have fulfilled all CTYFL requirements may petition for Permanent Membership at this meeting. This date will be confirmed at the final regular season Board Meeting of the preceding season and reminders sent prior to the January meeting.
- J. Any CTYFL Eligible Voter absent, or without Proxy, from any meeting in which a new or full membership is being voted upon, will be automatically counted as an affirmative vote for the admittance of the new Probationary Association/Permanent Member.

- K. Election Day for Executive Board Officers will be on the date of the final regularly scheduled CTYFL Board Meeting of each year. This final meeting of the year will generally occur on the 3rd Sunday of November each year, but must be conducted before closing out CTYFL business for any year.
- L. A nomination cut-off date will be set prior to Election Day, but nominations may be put forward from the floor on Election Day as long as the person being nominated is present at that meeting. All nominations sent prior to the cut-off date will go to the entire Election Committee which will consist of as many members as directed, but will include the Executive Vice President and the Secretary at a minimum.
- M. Voting for Executive Board Officers will be by Secret Ballot. All other votes at CTYFL Board Meetings will be by oral proclamation unless too close to call and will then be by show of hands.
- N. The CTYFL Board of Directors will approve a ballot format and provide a copy of the ballot, pre-filled with the name of the candidate(s) being voted upon, to every CTYFL Eligible Voter prior to Election Day. Each Eligible Voter will also receive one (1) ballot for each confirmed Proxy they hold.
- O. Each member present for any Secret Ballot vote will be given one (1) ballot for themselves and one (1) additional ballot for each confirmed proxy they hold.
- P. The Election Committee will count all secret ballots which tally will then be ratified by the CTYFL Executive Board. However, any member may request the validation of the vote tally by the CTYFL Board of Directors if they question the results for any reason.
- Q. No quorum will be necessary for any vote to take place at any Regular Scheduled CTYFL Board meeting. All issues require a simple majority of those members present at the meeting plus all certified proxies.

IV. Executive Board Officers and Duties

- A. The CTYFL Executive Board will consist of:

<ul style="list-style-type: none"> 1) President 2) Executive Vice President 3) Vice-President (Football) 4) Vice-President (Cheerleaders) 5) Secretary 	<ul style="list-style-type: none"> 6) Treasurer (may be a paid, Non-Executive Board position) 7) Flag Commissioner 8) MPR Commissioner 9) Certification Commissioner
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- B. Executive Board Officers will be elected for two-year terms. No member of the Executive Board may hold more than 1 position on the Executive Board. An Executive Board Officer may be removed from the Executive Board as established in the vote requirements.
- C. Within the constraints set by the CTYFL Board of Directors, the CTYFL Executive Board shall have administrative authority to conduct the affairs of CTYFL, issue and receive funds and enforce all CTYFL policies, rules and goals.
- D. The President, Vice-President (Football), Secretary and Certification Commissioner positions will begin their terms during Even numbered years. The Executive Vice President, Vice-President (Cheerleaders), Treasurer, Flag Commissioner and MPR Commissioner will begin their terms during Odd numbered years. Elections will be held at the Final scheduled meeting of the preceding season.
- E. No member of the CTYFL Executive Board, except the Secretary and Treasurer, may participate in any capacity with any football or Cheer Competition team on any association within CTYFL.
- F. The Executive Vice President must be an Unattached Officer as defined in Section III-B above regarding Eligible Voters.

G. Duties of the President:

- 1) Chair all meetings and appoint members-at-large to standing and special committees.
- 2) Coordinate all CTYFL interaction with outside media and/or legal affairs.
- 3) Assume the additional duties of any Executive Board Officer absent from any CTYFL meeting.
- 4) Supervise and assist with, if necessary, the duties of all other CTYFL Executive Board Officers.

H. Duties of the Executive Vice President:

- 1) Assume the additional responsibilities of the President in his/her absence from any CTYFL meeting.
- 2) Develop, maintain and update the CTYFL Bylaws, Procedures Manual and other CTYFL forms and documents at the direction of the CTYFL Board of Directors.
- 3) Chair the Membership Committee and be the initial point of contact for all new Association applicants.
- 4) Chair the Election Committee.
- 5) Issue binding decisions on any questions pertaining to CTYFL bylaws arising during any CTYFL competition.
 - a) Determinations made by the Executive Vice President will be final unless overturned by the CTYFL Board of Directors at its next regular or emergency meeting.
- 6) Direct Field Director training.
- 7) Create all game schedules for Pre-Season, Regular Season, BCS, Post-Season and Spring League games.
- 8) Purchase and distribute BCS medals and entry stamps to BCS Hosting Associations as well as coordinate T-shirt sales and other fund-raising efforts for BCS.
- 9) Perform the duties as Head of Officiating for CTYFL.
- 10) May assign duties, to be performed during an absence, to another member of the Executive Board.

I. Duties of the Vice-President (Football):

- 1) Assume the additional responsibilities of the President and Executive Vice President in their absence from any CTYFL meeting.
- 2) Issue binding decisions on any questions pertaining to CTYFL football rules arising during any CTYFL competition.
 - a) May overrule decisions issued by the Flag Commissioner if there is a compelling reason to do so.
 - b) Determinations made by the Vice-President (Football) will be final unless overturned by the CTYFL Board of Directors at its next regular or emergency meeting.
 - c) The Vice-President (Football) may not overrule an official on any NCAA football rule/UIIL exception made on the field during a game.
- 3) Supervise, assist and direct as necessary the duties of the Flag Commissioner.
- 4) Perform the duties of the Spring League Commissioner in the absence of an elected SL Commissioner.
- 5) Direct PeeWee weight certification as detailed in the CTYFL Procedures Manual.
- 6) Perform the duties as Head of Coaching for CTYFL.
- 7) May assign duties, to be performed during an absence, to another member of the Executive Board.

J. Duties of the Vice-President (Cheerleaders):

- 1) Administer the cheerleader program, organize and administer cheerleader competition.
- 2) Issue binding decisions on any questions pertaining to CTYFL Cheer Rules or Bylaws arising during any CTYFL Cheer competition.
 - a) Determinations made by the Vice-President (Cheerleaders) will be final unless overturned by the CTYFL Board of Directors at its next regular or emergency meeting.
- 3) May assign duties, to be performed during an absence, to another member of the Executive Board.

K. Duties of the Secretary:

- 1) Record, maintain and disseminate (in a timely manner) minutes of all CTYFL regular and special meetings.
- 2) Maintain and disseminate an up-to-date contact list for all CTYFL members and officers.
- 3) Coordinate maintenance of the CTYFL website keeping all online information accurate, legal and current.

- 4) Compile input from all CTYFL members to create an agenda for each upcoming regular and special meeting.
- 5) Compile all approved changes to the CTYFL Bylaws and Procedures Manual and forward all to the Executive Vice President for updating of these and other documents.
- 6) Coordinate and communicate all final, approved versions of CTYFL Bylaws, Procedures Manual, forms, documents and schedules to all CTYFL members and to the CTYFL website as applicable.
- 7) Sit as permanent member of the Election Committee.
- 8) May assign duties, to be performed during an absence, to another member of the Executive Board.

L. Duties of the Treasurer:

- 1) Develop an annual CTYFL budget for approval of the CTYFL Board of Directors.
- 2) Maintain all CTYFL insurance policies.
- 3) Manage the approved CTYFL budget.
- 4) Present the CTYFL financial report and status at each regular board meeting.
- 5) Ensure that all CTYFL bills are paid and revenues collected in a timely manner.
- 6) May assign duties, to be performed during an absence, to another member of the Executive Board.

M. Duties of the Flag Commissioner:

- 1) Initiate updates to the CTYFL Flag Football Rules and applicable sections of the Procedures Manual.
- 2) Issue binding decisions on any questions pertaining to CTYFL Flag football rules arising during any CTYFL Flag Football competition.
 - a) Determinations made by the Flag Commissioner will be final unless overruled by the Vice-President (Football) for compelling reason or overturned by the CTYFL Board of Directors at its next regular or emergency meeting.
 - b) The Flag Commissioner may not overrule an official on any NCAA football rule/UIIL exception made on the field during a game.
- 3) Assist the Vice-President (Football) in his duties as Head of Coaching.
- 4) Secure and enforce the use of all special equipment required for Flag Football..
- 5) May assign duties, to be performed during an absence, to another member of the Executive Board.

N. Duties of the Spring League Commissioner:

- 1) Develop a marketing strategy to encourage the growth of CTYFL Spring League.
- 2) Ensure organizations outside of CTYFL are familiar with and have accepted CTYFL rules and procedures.
- 3) Confirm team numbers and field availabilities to assist in the creation of the Spring League game schedule.
- 4) Coordinate with the Secretary to develop a contact list for all Spring League participating teams.
- 5) Coordinate with the Secretary to disseminate the approved Spring League schedule and any applicable changes (if they arise) to all participating teams and/or associations.
- 6) Coordinate with the Secretary to post game scores on our website and maintain standings for play-offs.
- 7) Coordinate with the Treasurer to ensure Spring League expenses are paid and revenues collected.
- 8) May assign duties, to be performed during an absence, to another member of the Executive Board.

O. Duties of the MPR Commissioner:

- 1) Review MPR procedures and recommend improvements.
- 2) Review completed MPR sheets weekly during the season.
- 3) Recommend necessary sanctions for violations of MPR procedures or improperly completed forms.

P. Duties of the Certification Commissioner:

- 1) Establish effective Certification procedures for all Associations.
- 2) Conduct training in all aspects of Certification forms and procedures.
- 3) Ensure compliance with the CTYFL Certification process.
- 4) Ensure all CTYFL players and teams are properly Certified before the annual deadline.

V. Insurance

- A. CTYFL will provide excess medical, liability and executive board insurance coverage for all participants.

VI. Coaches / Sideline Personnel

- A. All coaches must be certified each year as well as submit to and pass a background check. Upon successful completion of the certification course and acceptable background check, each coach will receive, through their Association, an approved Coach ID badge. It is the responsibility of each coach to find out from their organizations the time and place for their fall coach certification training.
- B. The number of coaches allowed on the sideline, per team, is limited as follows:
 - 1) TackleMaximum of 6 coaches, including the Head Coach and MPR Coach (MPRC)
 - 2) FlagMaximum of 4 coaches, including the Head Coach and MPR Coach (MPRC)
 - 3) Cheerleaders2 coaches for squads of 2-12 cheerleaders / 3 coaches for squads of 13 or more
- C. Coaches will adhere to both the NCAA Coaches Code of Conduct as well as the CTYFL Coaches Code of Conduct. Head Coaches are responsible for the conduct of his team's spectators and assistant coaches. An unsportsmanlike conduct penalty against those spectators or coaches also counts as against that team and Head Coach.
- D. No Person will be on the sideline without a CTYFL issued badge. All sideline personnel must have their badges clearly visible while they are participating in a game.
- E. No electronic or other communications devices (except radios used by field directors/officials) shall be allowed on either sideline for any purpose. These shall include, but are not limited to, 2-way radios, walkie-talkies, cell phones or any other such device intended for or capable of transmissions or communications from one point to another.

VII. Player Eligibility / Recruiting / Registration

- A. Players may be both males and females between the ages of 4 to 12 years old (for football) or 4 to 13 years old (for cheerleading) – based upon age on July 31 of the current season.
- B. There is no weight limit on participants except in the Pee-Wee Division.
- C. CTYFL associations must accept **all** children who attempt to register before the registration cut-off date, as long as they are able to make required payments, provide CTYFL required documents and meet all other CTYFL eligibility requirements. In order to accomplish this, all associations must provide the CTYFL Executive Board with proof of their efforts to reach out to all the children in their area. Requirements are detailed in the CTYFL Procedures Manual.
- D. Early and Final registration cut-off dates will be established by the CTYFL Board of Directors prior to the start of each season, but in no case may registration be closed by any Association before Official Draft Day.
- E. Theft of services or equipment from any CTYFL Association or outstanding financial obligations to any CTYFL Association will not be allowed by CTYFL. No player may participate at any CTYFL association if he/she or his/her parent(s)/legal guardian(s) have any outstanding financial obligation to any CTYFL Association or have unresolved allegations of stolen property or services from any CTYFL Association.
- F. Each association will certify their participants. Cheerleaders will be certified at the same time as football players.
- G. Players who sign up with one Association and then want to go to another Association after August 1 of that season must ask for a release. The intent is to allow the losing Association to determine if there is a problem that they need to take care of and after meeting with the parents, release should be granted.

VIII. Team Make-Up

- A. Each Association with two or more teams in any age group will place all players within that age group into a draft pool. Requirements and procedures for the Draft are detailed in the CTYFL Procedures Manual and Coaches Handbook.
- B. CTYFL reserves the right to overturn any Draft if there is compelling evidence the directors and/or coaches of an Association conspired to create a stacked team at the expense of the other team(s) of that Association. Potential remedies are detailed in the CTYFL Procedures Manual section on Drafting.
- C. Maximum team sizes are established in the CTYFL Procedures Manual and Coaches Handbook. The goal of CTYFL is to teach the sport of football to ALL children and can be achieved only by developing all players in practice and getting them on the field during games as much as possible. Smaller teams are encouraged and coaches who prioritize winning over playing all their players are encouraged to coach in a different league.
- D. All teams are restricted to a maximum combination of practices and games of 4 per week.

IX. Mandatory Play Rule (MPR)

- A. The purpose of the Mandatory Play Rule (MPR) is to ensure the development and training of each player registered within the CTYFL.
- B. Mandatory play will be in the form of minimum plays for Tackle and minimum touches for Flag and is detailed in the Procedures Manual and Coaches Handbook.
- C. The MPR Coach (MPRC) for each team must be certified as any other coach and will count as one of that team's allowed coaches on the sideline. They will track each player during the course of the game by using only the approved Mandatory Play Sheet (MPS). Procedures, exceptions and requirements for the MPR are detailed in the CTYFL Procedures Manual along with the approved MPS template.
- D. The first violation of the MPR either by not getting players their mandatory plays/touches without acceptable cause or filling out the MPS incorrectly shall result in the suspension of the Head Coach for one game. Second and subsequent violations are cause for indefinite suspension.

X. Rules

- A. CTYFL will use the current year NCAA Football rules (with UIL exceptions) for all tackle football games. Any exceptions must be youth oriented, must be approved by the CTYFL Board and must be established in the CTYFL Procedures Manual and Coaches Handbook.
- B. Flag football will be governed by the Flag rules in the CTYFL Procedures Manual and Coaches Handbook.
- C. Cheerleaders will be governed by all applicable CTYFL Bylaws and the rules detailed in the Cheerleader sections of the CTYFL Procedures Manual and Coaches Handbook.

XI. Conduct

- A. Each Association is responsible for providing a safe, pleasant and trouble free environment for visitors and teams.
- B. It may become necessary to take appropriate action if people violate rules, common sense or the law. CTYFL reserves the right to ban any person or persons who endanger the safety of others participating in the program, or anyone that participates in behavior that is deemed otherwise inappropriate or detrimental to any CTYFL association.

- C. Any person guilty of assault is subject to automatic, immediate and indefinite suspension.
- D. CTYFL has the authority to request assistance of law enforcement organizations or the courts, if necessary, to promote a safe environment.
- E. In order to ensure participant safety, any team receiving two (2) USC penalties on their spectators will immediately forfeit that game. Continued unsportsmanlike conduct by those spectators may result in further actions including sanctions against that team by CTYFL.
- F. Two (2) ejections, upheld on appeal, in a season by a player, coach or spectator will result in the suspension of that player, coach or spectator for the remainder of the season. Further action may also be taken at the discretion of the CTYFL Board of Directors.
- G. CTYFL may not have the authority to require a person to leave some facilities such as a public park or school, but failure of a coach or spectator to leave the facility when directed to do so by a Field Director will be considered a flagrant violation of CTYFL rules and will be grounds for permanent suspension from all future CTYFL participation at the discretion of the CTYFL Board of Directors.
- H. Appeals will be handled as detailed in the CTYFL Procedures Manual and Coaches Handbook.

XII. Scheduling

- A. Each Association will provide CTYFL with dates and times of field availability. In the case of any associations which do not directly control or own their field(s), a written commitment from the party or parties that do control or own the field(s) will be required to satisfy this provision. This commitment must be provided to CTYFL no later than July 1 each year. Failure to provide this commitment may result in no home games being scheduled for that association unless there are extenuating circumstances.
- B. CTYFL will provide a fair and equitable schedule and will attempt to schedule equal home and away games for all teams. Associations receiving fewer home games due to an odd number of regular season games in any year, will be given priority for receiving the extra home games the next year there are an odd number of scheduled, regular season games.
- C. Only an Unattached Executive Board officer may hold the position of Scheduler to avoid any conflict of interest.

XIII. Game Officials

- A. All Game Officials must be members (in good standing) of the Texas Association of Sports Officials (TASO).
- B. The minimum numbers of officials required to begin and officiate a game are as follows:

(1) Flag..... 1	(2) PeeWee Tackle2	(3) Rookie, Junior & Senior Tackle 3
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- C. No current coach or board member of any CTYFL Association may officiate CTYFL tackle football games. Only the CTYFL Head of Officiating will assign officials for CTYFL games. No substitutes may be used unless assigned by the CTYFL Head of Officiating.
- D. All Game Officials will adhere to the CTYFL Codes of Conduct for Officials.
- E. The ruling of officials regarding any NCAA/UIL rule on the field may not be overturned for any reason. CTYFL Officials will enforce NCAA/UIL and CTYFL conduct rules within the Field Area.
- F. The chain crew and timer will be under the direction of the officiating crew.

- G. Officials will work with the Field Director at each field to ensure the safety of the participants/spectators.

XIV. Field Directors

- A. All hosting Associations will provide two (2) Field Director for each field that is in play. At least one Field Director will be in their allotted areas on each sideline.
- B. Field Directors will adhere to the CTYFL Codes of Conduct for Field Directors.
- C. Field Directors are responsible for ensuring a safe and sportsmanlike atmosphere is maintained in the entire area of the Facility outside the Limit Lines defining the Field Area. Facility, Field Area and Limit Lines are defined in the Definitions section of the CTYFL Procedures Manual.
- D. Field Directors will not interfere with the normal conduct of any game, as that is solely within the jurisdiction of the Officiating Crew, except as authorized above and to ensure no unauthorized personnel are on the sidelines.
- E. Specific duties and authority of Field Directors are detailed in the CTYFL Procedures Manual.