



Crestview Area Youth Association

CONSTITUTION AND BY-LAWS

Revised January 27, 2024

Revised February 26, 2025

ARTICLE I: ORGANIZATION NAME

The name of this organization is the Crestview Area Youth Association (CAYA).

ARTICLE II: PURPOSE

1. This association was formed for the non-profit purpose of promoting recreation and youth programs in Crestview, Florida vicinity.
2. To provide a sports program available to all local area youth in accordance with the league affiliation rules and regulations.

ARTICLE III: CALENDAR YEAR

1. Year: This term as used within this document implies the calendar year of January 1st. through December 31st.

ARTICLE IV: MEMBERSHIP

1. Membership in the association shall be structured and defined in the following definitions:
 - a. Membership starts February 1 and ends December 31st of that year.
 - b. Membership is available to any parent / guardian of a child participating in the program for that year and once valid dues are collected.
 - c. The members of the association will strive to provide a wholesome atmosphere for the youth of the Crestview area to thrive. Members will also be required to participate minimally to remain active.
 - d. All General Members will be required to volunteer 4 hours per year. Volunteer opportunities will be available as described in the membership guidelines. *Reference Guidelines Handbook*.
 - e. Exceptions are on a case-by-case basis.
 - f. General Members must be in good standing from the prior year to vote on Executive Board Members and / or By Law changes. *Reference Guidelines Handbook*.
 - g. General Members must adhere to the CAYA Code of Conduct. *Reference Guidelines Handbook*.
 - h. General Members cannot be involved in any rival organizations that participate in leagues that CAYA is affiliated with or organizations outside of Panhandle Youth Football Association (PYFA) without special exemption from the Executive Board.

ARTICLE V: EXECUTIVE BOARD

1. The General members shall nominate and vote on applicants for the Executive Board during the first December Meeting. Nominees must be members in good standing. *Reference Guidelines Handbook*. The Executive Board of Directors shall consist of the following officers:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Director of Football (Tackle)
 - f. Assistant Director of Football (Tackle)
 - g. Director of Football (Flag)
 - h. Assistant Director of Football (Flag)

- i. Director of Cheer
 - j. Assistant Director of Cheer
 - k. Director of Fundraising
 - l. Assistant Director of Fundraising
 - m. Director of Concessions
 - n. Assistant Director of Concessions
 - o. Director of Public Relations
 - p. Assistant of Public Relations
 - q. Field Maintenance Director
 - r. Event Coordinator
 - s. Assistant Event Coordinator
 - t. Additional Directors of other competitive sports not listed above.
2. Each member of the Executive Board will cast one vote.

ARTICLE VI: MEETINGS

1. General Membership Meetings:

- a. The Board shall meet each month at the discretion of the President, the Vice President or by majority poll of the Executive Board. The time and place of the general meeting is to be set by the President.
- b. The Board shall meet as deemed necessary by the President or a majority poll of the Executive Board.
- c. General membership meetings are open to all interested.
- d. Robert's Rules of Etiquette shall be observed in all general meetings.

2. Executive Board of Directors Meetings:

- a. A meeting of the Executive Board shall be called at the request of the President or Vice President.
- b. Time and place of the Executive Board meeting shall be determined by the President.
- c. Executive Board Meetings are open to all general members.
- d. The Executive Board shall be responsible for maintaining a standard of policies, rules and regulations to appease its overall membership (including the CAYA Code of Conduct). They must also abide by all rules and regulations of their affiliated league and maintain membership of said league in good standing.
- e. Robert's Rules of Etiquette shall be observed in all Executive Board meetings.

3. Disciplinary Meetings:

- a. Disciplinary Board members will be selected and approved by the executive board at the first meeting of the new year.
- b. A meeting of the Disciplinary Board shall be called at the request of the President or Vice President.
- c. Time and place of the meeting shall be determined by the President.
- d. Closed to Disciplinary Committee Members only.
- e. The Disciplinary Board shall be responsible for maintaining a standard of policies, rules and regulations to appease its overall membership, including the CAYA Code of Conduct and for the safety of members and youth participants. They must also

abide by all rules and regulations of their affiliated league and maintain membership of said league in good standing.

- f. Robert's Rules of Etiquette shall be observed in all Disciplinary meetings.

ARTICLE VII: OFFICERS (DUTIES AND TERMS)

1. President

- a. The President shall be the executive head of the association.
- b. The President shall preside at all meetings. The President shall be the presiding officer for all committees unless otherwise appointed by the President.
- c. The President shall have the authority to nominate committees and assign duties as required throughout the course of the year (e.g., Awards Banquet, Special Projects & Special Activities, etc.). The President shall preside over such committees or appoint board members as the designated representative.
- d. The President shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
- e. The President must adhere to the guidelines in accordance with the Guidelines Handbook.
- f. The President shall be the voting representative for all associations and leagues unless otherwise appointed by the President.
- g. The President shall cast a vote **ONLY** if the board is deadlocked or to break a Tie. The President has no other voting privileges.
- h. The President and Vice President are responsible for determining dates and venue for registration.
- i. Term: One (1) year.

2. Vice President

- a. The Vice President shall assist the President in all his / her duties.
- b. The Vice President shall assume all powers and duties of the President under the President's direction.
- c. The Vice President shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
- d. A vacancy in the office of the Vice President shall be filled by appointment of the President with approval by the Executive Board.
- e. The Vice President shall act as a liaison between the President and any committee.
- f. Term: One (1) year.

3. Secretary

- a. The Secretary shall have the responsibility to maintain and safeguard all records of the association.
- b. The Secretary shall keep an accurate record of all meetings.
- c. The Secretary shall create and distribute election ballots at meetings where elections are held (as needed).
- d. The Secretary shall distribute all Executive Board and Association meeting minutes to the Executive Board within 14 business days of their conclusion.
- e. The Secretary shall maintain records of dues payments and members in good standing who are eligible for voting. (Same as Treasurer)

- f. The Secretary shall maintain an up-to-date e-mail distribution / contact list for the Executive Board, current active membership and registered players / parents.
- g. The Secretary shall coordinate with Program Directors to update and distribute the Parent and Coaches handbook, Athlete / Parent / Board Member Contracts, By-Laws and Code of Conduct.
- h. The Secretary will be responsible for one of two keys to the USPS PO Box and will collect and distribute all mail as required.
- i. A vacancy in this office will be filled by appointment of the President and approval by the Board.
- j. Term: One (1) year.

4. Treasurer

- a. The Treasurer shall be the custodian of all funds of the association.
- b. The Treasurer shall oversee the deposit of all funds.
- c. The Treasurer shall keep accurate records of all accounts and update changes of address as required.
- d. The Treasurer shall prepare a financial report to be given at the monthly meetings.
- e. The Treasurer shall submit a year-end written report at the January Board Meeting. This report will include the status of all accounts for the previous calendar year.
- f. The Treasurer shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
- g. The Treasurer will be responsible for one of two keys to the USPS PO Box and will collect and distribute all mail as required.
- h. The Treasurer will maintain copies of all Program Budgets.
- i. The Treasurer will manage and update information on Sunbiz.
- j. A vacancy in this office will be filled by appointment of the President and approval of the Executive Board.
- k. Term: One (1) year.

5. Director of Football (Tackle)

- a. The Director of Football will ensure all Head Football Coaches are informed of all meetings.
- b. The Director of Football is responsible for the organization and operation of all football activities, including league records.
- c. The Director of Football shall be responsible for annual player recruitment and registration including, but not limited to collecting registration packets, registration fees, copies of birth certificates, physical examination forms and medical forms.
- d. The Director of Football shall be responsible for assigning football players by age and weight to the proper football teams in accordance with PYFA rules and regulations. The President will decide any conflict or questions on the placement of a player, after consulting with all parties involved (Director of Football and involved coaches).
- e. The Director of Football shall be responsible for the certification of all Association members and coaches who are required to be certified by league rules and regulations.
- f. The Director of Football will have final responsibility on field use or postponement of scheduled games or activities, after consulting with the President, Vice President, Director of Cheer and coaches.
- g. The Director of Football will be responsible for the issue of all practice / game equipment and will be responsible for turn-in of all equipment. The Director will continually track and

give updates to the board on a quarterly basis.

- h. The Director of Football will be responsible for the research, procurement and replacement of aging equipment and any new practice equipment.
- i. The Director of Football shall submit an annual budget to the Executive Board at the February meeting.
- j. The Director of Football shall have access to budgeted Operating funds as directed by the Executive Board's annual budgeting process.
- k. A vacancy in this office will be filled by the Assistant Director of Football.
- l. Term: One (1) year.

6. Assistant Football Director (Tackle)

- a. The Assistant Football Director shall assume all responsibilities of the Director of Football when the Director is not present.
- b. The Assistant Football Director shall assist the Director as needed with all operational aspects of the football program, including but not limited to registration, budget, uniform and equipment purchasing / management, player development, game day preparation/execution, organization and league rules, compliance and other football support areas.
- c. Term: One (1) year.

7. Director of Football (Flag)

- a. The Director of Flag Football will ensure all Head Football Coaches are informed of all meetings.
- b. The Director of Flag Football shall be responsible for the organization and operation of all Flag Football activities, including league records.
- c. The Director of Flag Football shall be responsible for annual player recruitment and registration including, but not limited to collecting registration packets, registration fees, copies of birth certificates, physical examination forms and medical forms.
- d. The Director of Flag Football shall be responsible for assigning football players by age and weight to the proper football teams in accordance with PYFA rules and regulations. The President will decide any conflict or questions on the placement of a player, after consulting with all parties involved (Director of Flag Football and involved coaches).
- e. The Director of Flag Football shall be responsible for the certification of all Association members and coaches who are required to be certified by league rules and regulations.
- f. The Director of Flag Football will have final responsibility on field use or postponement of scheduled games or activities, after consulting with the President, Vice President and coaches.
- g. The Director of Flag Football will be responsible for the issue of all practice / game equipment and will be responsible for turn-in of all equipment. The Director will continually track and give updates to the Board on a quarterly basis.
- h. The Director of Flag Football will be responsible for the research and procurement of aging equipment, also any new practice equipment for all teams to use.
- i. The Director of Flag Football shall submit an annual budget to the Executive Board at the February meeting.
- j. The Director of Flag Football shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.

k. A vacancy in this office will be filled by the Assistant Director of Football.

l. Term: One (1) year.

8. Assistant Football Director (Flag)

a. The Assistant Flag Football Director shall assume all responsibilities of the Director when the Director is not present.

b. The Assistant Flag Football Director shall assist the Director as needed with all operational aspects of the Flag Football program, including but not limited to registration, budget, uniform and equipment purchasing / management, player development, game day preparation / execution, organization and league rules, compliance and other football support areas.

c. Term: One (1) year.

9. Director of Cheer

a. The Director of Cheer will ensure all Cheer Head Coaches are informed of all meetings.

b. The Director of Cheer shall be responsible for the organization and operation of all cheer activities, after registration deadline, including league records.

c. The Director of Cheer shall be responsible for annual cheer recruitment and registration, including, but not limited to collecting registration packets, registration fees, copies of birth certificates, physical examination forms and medical forms.

d. The Director of Cheer will be responsible for the certification of all association members and coaches pertaining to cheer, who are required to be certified by rules and regulations and will also coordinate all Cheer Coaches training activities.

e. The Director of Cheer will share responsibility with the Director of Football for field use during practice and games.

f. The Director of Cheer shall submit an annual budget to the Executive Board at the February meeting.

g. The Director of Cheer shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.

h. A vacancy in this office will be filled by the Assistant Director of Cheer.

i. Term: One (1) year.

10. Assistant Director of Cheer

a. The Assistant Director of Cheer shall assume all responsibilities of the Director of Cheer when the Director is not present.

b. The Assistant Director of Cheer shall assist the Director as needed with all operational aspects of the Cheer program, including but not limited to registration, budget, uniform and equipment purchasing / management, cheerleader development, game day preparation / execution, organization and league rules compliance, and other cheer support areas.

c. Term: One (1) year

11. Director of Fundraising

a. The Director of Fundraising shall be custodian and overseer of all fundraising activities of the association.

b. The Director of Fundraising shall present the funds and all necessary paperwork for deposit to the Treasurer.

- c. The Director of Fundraising shall keep accurate records of all Fundraising accounts and transactions.
- d. The Director of Fundraising shall prepare a financial report to be given at the monthly meetings.
- e. The Director of Fundraising shall submit a year-end written report and budget to the Executive Board at the February meeting.
- f. Term: One (1) year.

12. Assistant Director of Fundraising

- a. The Assistant Director of Fundraising shall assume all responsibilities of the Director of Fundraising when the Director is not present.
- b. The Assistant Director of Fundraising shall assist the Director as needed.
- c. Term: One (1) year.

13. Director of Concessions

- a. The Director of Concessions shall be custodian of Concession funds and oversee all concessions activities.
- b. The Director of Concessions shall be responsible for all Gate Duties. These responsibilities include: Gate opening and closing, gate fee entry collection or designation of appointed members / volunteers.
- c. The Director of Concessions shall present the funds and all necessary paperwork for deposit to the Treasurer.
- d. The Director of Concessions shall keep accurate records of all transactions and receipts.
- e. The Director of Concessions shall submit an annual budget to the Executive Board at the February meeting.
- f. The Director of Concessions shall have access to budgeted Concessions operating funds as directed by the Executive Board's annual budgeting process.
- g. A vacancy in this office will be filled by the Assistant Director of Concessions.
- h. Term: One (1) year.

14. Assistant Director of Concessions

- a. The Assistant Director of Concessions shall assume all responsibilities of the Director of Concessions when the Director is not present.
- b. The Assistant Director of Concessions shall assist the Director as needed.
- c. Term: One (1) year.

15. Director of Public Relations

- a. The Director of Public Relations shall support the Executive Board with identifying and mitigating risks to ensure the integrity of the organization's reputation and image within the community.
- b. The Director of Public Relations is responsible for all advertising for the organization.
- c. The Public Relations Director shall keep accurate records of all Public Relations transactions and receipts.
- d. The Director of Public Relations shall initiate contact and serve as liaison with local media outlets and the community.

- e. The Director of Public Relations is responsible for all social media platform announcements, posts and advertisements.
- f. The Director of Public Relations shall report all social media insights to the Executive Board.
- g. A vacancy in this office will be filled by the Assistant Director of Public Relations.
- h. Term: One (1) year.

16. Assistant Director of Public Relations

- a. The Assistant Director of Public Relations shall assume all responsibilities of the Director of Public Relations when the Director is not present.
- b. The Assistant Director of Public Relations shall assist the Director as needed.
- c. Term: One (1) year.

17. Field Maintenance Director

- a. The Field Maintenance Director shall be the custodian of funds and oversee all grounds maintenance activities (mowing, weeding/seeding, pest control, lighting, repair and construction coordination).
- b. The Field Maintenance Director shall submit an annual budget to the Executive Board at the February meeting.
- c. The Field Maintenance Director shall keep accurate records of all maintenance transactions and receipts.
- d. The Field Maintenance Director shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
- e. The Field Maintenance Director shall be responsible for all practice field Gate Duties.
- f. These responsibilities include: Gate opening / closing or designation of appointed members / volunteers.
- g. A vacancy in this office will be filled by appoint of the President and the Executive Board
- h. Term: One (1) year.

18. Event Coordinator

- a. The of Event Coordinator will be responsible for coordinating all CAYA events, this includes set-up and tear-down of all home football games, flag football and large fundraising events.
- b. The Event Coordinator is responsible for the coordination of all volunteers from the local high school or any other volunteers.
- c. The Event Coordinator is responsible for ensuring the gate and Concessions are always manned and running smoothly.
- d. A vacancy in this office will be filled by appoint of the President and the Executive Board
- e. Term: One (1) year.

19. Assistant Event Coordinator

- a. The Assistant Event Coordinator shall assume all responsibilities of the Event Coordinator when the Event Coordinator is not present.
- b. The Assistant Event Coordinator shall assist the Director Event Coordinator as needed.
- c. Term: One (1) year.

- 20. All Executive Board members are required to contribute time at all CAYA home games and / or events. All positions that include an assistant will split the events, Treasurer and Field Maintenance will split the events. Failure of board members to volunteer will be grounds for dismissal from the executive board.

ARTICLE VIII: COACHES and other NON-Board members

1. Head Football Coaches (Non-board position)

- a. Head Football Coaches shall be elected by the Executive Board.
- b. Head Football Coaches shall be responsible for managing, directing and recruiting assistant coaches and team parents for the football teams.
- c. Head Football Coaches shall assist the Director of Football with and attend, player registration and sizing.
- d. Head Football Coaches must conform to all rules, regulations and requirements according to the official league rules, regulations and policies (including the CAYA Code of Conduct).
- e. Head Football Coaches shall be responsible for maintaining and collecting all equipment for their respective teams immediately after the last scheduled event of the season. Failure to do so will result in being banned from a head coaching position in the future.
- f. A vacancy in this position will be filled by appointment of the President and approved by the Executive Board.
- g. Head Football Coaches and Assistants must be general members in good standing.
- h. Term: 9 Months (April-December).

2. Head Cheerleading Coaches (Non-board position)

- a. Head Cheerleading Coaches shall be elected by the Executive Board.
- b. Head Cheerleading Coaches shall be responsible for managing, directing and recruiting assistant coaches and team parents for the cheer squads.
- c. Head Cheerleading Coaches must conform to all rules, regulations and requirements according to the official league rules, regulations and policies (including the CAYA Code of Conduct).
- d. Head Cheerleading Coaches shall be responsible for maintaining and collecting all equipment for their respective teams no later than three weeks after the last scheduled event of the season. Failure to do so will result in being banned from a head coaching position in the future.
- e. A vacancy in this office will be filled by appointment of the President and approved by the Executive Board of Directors.
- f. Head Cheerleading Coaches and assistant coaches must be general members in good standing.
- g. Term: 9 Months (April -December)

ARTICLE IX: VOTING

1. Voting for Meetings

- a. Voting is to proceed with the majority of the Executive Board present at any meeting.
- b. At the meeting means, physically at the meeting location or via Facetime, Facebook Messenger or any other virtual video platform.
- c. In order to vote by proxy, the Executive Board or General Member has to email a signed copy of their vote to the designated CAYA email.
- d. General members vote to establish the Executive Board and Constitution / By-laws.

2. **Constitution and By-Laws**

- a. Constitution and By-Laws articles may be repealed, altered or amended by a majority vote of the total membership present by October's Board Meeting.

ARTICLE X: ELECTIONS

1. **Elections**

- a. The election will occur in December and the standing Executive Board will direct all elections.
- b. In all cases, where more than one candidate is nominated for the same office, the election shall be by secret ballot of the General Membership.
- c. Election of each office shall be held individually during the meeting and voted in the order stated
- d. in Article V, Section 1 of the By-Laws.
- e. If no candidate is nominated, the standing Executive Board may nominate and vote to fill the void.
- f. All election protests must be made prior to the adjournment of the election meeting. The standing President will deem all results of the election final upon adjournment.

ARTICLE XI: TERMINATION OF OFFICE OR MEMBERSHIP

1. **Resignation of Office**

- a. All resignations shall be submitted in writing to the Executive Board of Directors and read by the Secretary at the Following Association meeting.

2. **Removal from Office or Revocation of Membership**

- a. Revocation of office, membership or disciplinary procedures of a member or Executive Board officer. *Reference Guidelines Handbook*
- b. The President shall have authority to suspend duties or membership of those individuals in question until the matter is settled. Charges to be presented in writing to the Executive Board.
- c. The member or officer in question is to be notified in writing of all charges and any meeting information 24 hours prior to any action taking place.
- d. An initial hearing of the Executive Board will be held in private to address the charges and determine further action.
- e. Removal or disciplinary action shall require a minimum 2/3 vote of the standing Executive Board.
- f. Executive Board decisions are final; there shall be **NO** revisiting of issues.
- g. General Members **CANNOT** overrule the decision of the Executive Board.
- h. Executive Board members that have a pending charge must notify the President within 24 hours of being notified of the charge.
- i. Executive Board members with a felony CHARGE will be placed under suspension of all executive board responsibilities until the charge has been adjudicated.

3. **Banned Members:** Terry Jackson

4. **Founding Members:** Joe Ritchie, Rob Vance, Jeff Caldwell, Jeff Fowler, Tim Mathews, Brian Thames, Charity Parker and Al Aguire.

5. **Dawg Pound Hall of Fame:** Kypp Wetmore, Joe Ritchie, Rob Vance, Jeff Caldwell, Jeff Fowler, Tim Mathews, Brian Thames, Charity Parker, Al Aguire and Summer Kirkpatrick.

ARTICLE XII: MEMBERSHIP DUES

1. General Membership shall be \$20 with open enrollment from February 1st thru the first game of Tackle Football.
2. Membership fees are non-refundable.
3. Exceptions will be considered on a case-by-case basis with Executive Board Approval.

ARTICLE XIII: DISSOLUTION OF THE ASSOCIATION

1. Dissolution of the Association must be approved by $\frac{3}{4}$ majority of the general members.
2. Dissolution of the Association is approved if voted by the $\frac{3}{4}$ majority. The standing Executive Board shall disperse all existing funds and assets upon approval of that vote. All proceeds after dissolution shall be allocated in accordance with all Federal and State laws.

David Welch

David Welch
President, CAYA

Football and Cheerleading Guidelines Handbook

Philosophy

The football and cheerleading programs the Crestview Area Youth Association (CAYA) envisions will provide a high level of competition while also furnishing the developmental instruction for athletes who want to hone their skills for junior and senior high school programs. To achieve this, we strive to find the best competition, coaches, players and facilities. The preceding article is a guideline to accomplishing this goal. Any item not covered in this handbook or other governing articles shall be addressed as needed in accordance with the articles of the By-laws.

Code of Conduct

1. All parents, guardians, participants and coaches must sign the registration packet (approved by the Executive Board) prior to the start of individual team practices. Signed forms and subsequent fees are to be turned into CAYA for each player prior to participation. If any form is not agreed to, unsigned or fees not paid, participation in the program will not be allowed.
2. The Director of Football and / or Director of Cheerleading will investigate allegations of Code of Conduct violations and impose interim sanctions until the Executive Board is notified. The President will convene a meeting of the Executive Board and has the authority to impose appropriate penalties or sanctions.
3. Anyone, including coaches and spectators, ejected from a game by a league official, board member or referee must leave the park or school premises immediately without further discussion, comment or outburst and will serve as an automatic one game suspension from participation while the matter is further investigated.
4. Anyone, including coaches and spectators, ejected from a game by a league official, board member or referee a second time will be banned from league participation pending Executive Board review.
5. When games are held at a stadium, spectators will remain in the bleachers. At no time should spectators stand on or cross the track. A spectator is defined as anyone other than coaches approved by the board (with badges), players, cheerleaders, officials, sideline down markers and board members.
6. For games held at facilities other than the School Stadium, where bleachers are not present, spectators must maintain a distance of at least 10 yards from the playing field sideline unless otherwise instructed.
7. Profanity from coaches, family members, cheerleaders or players will not be tolerated. Violations will be reviewed by the Executive Board.

8. Verbal or physical abuse by any spectator will result in eviction from the premises.

Registration

1. A child cannot begin practice with a team until he or she has completed the registration process. To register he or she must complete and sign a standard CAYA registration form. The registration fee must be collected at this time. The player or cheerleader must also furnish the following:
 1. **REGISTRATION FORM WITH PARENTAL / GUARDIAN CONSENT:** A consent form must be signed by a parent or legal guardian. The form also guarantees financial responsibility for equipment.
 2. **MEDICAL EMERGENCY CONTACT INFORMATION AND MEDICAL INFORMATION:** An emergency contact form listing emergency contacts and any pertinent medical information. The form will be reviewed to ensure there are no disqualifying medical conditions.
 3. **MEDICAL CONSENT AND RELEASE OF LIABILITY:** A medical consent form is required in the event an emergency should arise and the parent / guardian cannot be located. It also absolves CAYA of liability.
 4. **CODE OF CONDUCT - PARENT AND PLAYER:** A contract between the player or cheerleader, parent and CAYA that outlines preferred behavior guidelines to participate.
 5. **PROOF OF AGE:** A copy of the birth certificate must be on file bearing the seal of the issuing office of the state of birth. Passports, Military ID cards, certified adoption papers, certified wallet certificates issued by a state or commonwealth are acceptable.
2. The forms shall be kept by a designated board member / Head Coach. The information will be available during all CAYA events.

Coaches

1. Deadline for Head Coach applications will be the first meeting of April. An extended application deadline will be considered for teams without applicants. Head Coaches will be voted on at the April Board Meeting.
2. Head Coaches must be at least 21 years of age. Assistant Coaches must be at least 18 years of age. Junior Assistants (under 18) will be permitted on a case-by-case basis with Executive Board and parental approval.

3. All coaches and Assistants will be required to complete a training program conducted by the Director of Football / Director of Cheer.
4. A team's coaching staff is in charge of the team whenever it is together on the practice or playing field, traveling as a group to and from practice sessions and / or games or together for any team function (such as a banquet, fundraiser etc.) The coaching staff is under the direction of the teams Head Coach.
5. A team may have a maximum of 8 coaches as set by Panhandle Youth Football Association rules. Only under guidance of the Head Coach and during a practice, a coach can designate a parent to aid in drills at practices.
6. While there is no association rule about minimum playing time per player, the Director of Football may question any coach that continually fails to make a reasonable effort to give all players reasonable playing time and can be brought before the board to explain themselves on this issue. Every player must participate in every game provided he / she attends all required practice sessions that week.
7. Coaches must follow all rules and values established by CAYA and enforcement is the responsibility of the Director of Football / Director of Cheer. The Director of Football / Director of Cheer has the authority to reprimand or suspend duties of coaches until the Executive Board is convened.
8. Coaches are to be selected by methods approved by the CAYA rules and By-laws for one season and are automatically terminated at the end of that season.
9. To coach the following year, the same CAYA approval is required.
10. The Disciplinary Board will hear any violation of the rules committed by a coach and set forth penalties as deemed necessary.
11. It is mandatory that all Head coaches be USA Football, Heads Up Certified by August 1st.
12. Coaches are required to file a release for a criminal background check prior to participating in a CAYA Program.

Participant Eligibility and Playing Requirements

1. Any youth who meets the eligibility requirements set forth by the Panhandle Youth Football Association (PYFA) and the Crestview Area Youth Association (CAYA) is eligible for registration and participation.
2. Each parent will be required to submit copy of the child's birth certificate at equipment issue.
3. A student must have passing grades in all areas to be eligible to participate in a CAYA Program.
4. No CAYA player will be allowed to be a member of a football team outside of the CAYA Program during the season without coordination.

5. Players will be placed on a team on a first come first serve basis. Second teams are not guaranteed and are at the discretion of the Executive Board. Any player that is not able to fill a spot on a current roster will be placed on a waitlist. If teams are split within an age group they will be split by age, player movement within an age group will be permitted with the approval of both Head Coaches and the Football Director. Players will not move up or down outside an age group.
6. Weight limits are established by PYFA.
7. CAYA reserves the right to refuse participation to any player or cheerleader prior to the start of the regular season. Once the season starts, the Director of Football or Director of Cheer shall have dismissal discretion and the Executive Board will be notified of any removals.

Equipment

CAYA will provide the following:

Cheer

- Uniform and briefs.
- Pom poms
- Hair bow
- Backpack

The Parent / Guardian shall be responsible for providing the following equipment for use during practice / games and other events:

- Practice clothes: Camp shirt or t-shirt and red cheer shorts or any cotton shorts
 - Tennis shoes. **NO SANDALS OR CROCS**
 - Black Cheer shoes
1. Cheer participants must wear **ONLY** the required uniform and shoes during games.
 2. No jewelry or watches may be worn during practice or games.
 3. Any alterations or additional items worn by cheerleaders or used by coaching staff must be approved by the Director of Cheer.

Football

- Helmet: Only helmets bearing the NOCSAE Seal of Certification may be worn. All helmets must bear the current NOCSAE approved "Warning label" in a visible position on the outside of the helmet. This "Warning Label" is the same label that is furnished by all helmet manufactures and quality reconditioning companies. The helmet must include an approved facemask.
- Shoulder Pads

- Game Jersey
- Game Pants
- Game socks

The Parent / Guardian shall be responsible for providing the following equipment for use during practice / games and other events:

- Non-metal cleats (must be worn with socks)
 - Personal Protection Equipment: mouthguard with strap, chin strap, athletic supporters (as needed), etc.
 - Practice clothing (non-game jersey, undershirt and pants)
1. Football participants must be equipped with a serviceable mouthpiece / strap,
 2. which will be in the player's mouth when the ball is in play. Players arriving without
 3. mouthguard and / or required clothing will not practice / play.
 4. Football participants must wear their team jerseys and game pants during games.
 5. No jewelry or watches may be worn during a practice / game.
 6. If eyeglasses are worn, they shall be of approved athletic construction with non-shattering safety glass or contact lenses.
 7. Any alterations or additional equipment worn by players or used by coaching staff must be approved by the Director of Football.

Minimum Playing / Competition Requirements

1. Players / Cheerleaders must notify their Head Coach or designated representative if they are unable to attend a scheduled practice, game or event. Missed practices may result in loss of playing / performance (competition) time at Coaches Discretion.
2. There are no minimum play requirements for Football.

Practices

1. Practice may not begin until CAYA releases the team to do so. This does not include CAYA sanctioned conditioning events.
2. Practices before the start of the regular season, shall not exceed 4 sessions a week. After the start of the regular season, PYFA rules are to be followed.
3. The first week of Football practice will be helmets only. The second week of practice is full pads.
4. Practices where person to person contact takes place, players must wear full gear.

5. Parents are not allowed on the practice field unless asked by a coach and are not to interfere with practice. If there is a problem, they are to talk with the coach away from the children on the team. Unless there is an emergency, this conference should be at the end of practice.
6. No player or team is permitted at any time to engage in a controlled scrimmage or any form of contact drills involving a player, players or team from a different age / weight division of play.
7. Bull rings are prohibited.
8. At least one coach must accompany players waiting to be picked up after practice; it is the duty of the head coach to enforce this rule.

Game Day

1. All PYFA rules shall be complied with by all CAYA members, directors, coaches and representatives.
2. Transportation to all games and CAYA functions is the responsibility of the parent / guardian.
3. Weigh-ins shall be the responsibility of the Head Coach for each team and under the supervision of the Director of Football or designated representative.

Volunteers

1. Volunteers shall be under the supervision of a CAYA Board Member.
2. A schedule for needed volunteers shall be arranged by a CAYA Board Member or coach as needed for CAYA events. This includes on-field duties (chain gang), concessions, ticket sales or fundraising.
3. Every effort will be made to minimize time for each volunteer to serve while still providing adequate service for the organization to succeed.
4. Lack of service may affect participation in the CAYA program.

David Welch

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President, CAYA