

# RANCHOS YOUTH FOOTBALL

BY-LAWS  
2023

## ARTICLE 1: NAME

Section 1.1 The name of the Organization shall be known as Ranchos Youth Football ("RYF").

## ARTICLE 2: PURPOSES

Section 2.1 The purposes of RYF shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, and courage, so that they may be well-adjusted, strong, and happy, and may grow to be good, healthy, and trustworthy citizens.

Section 2.2 The purposes will be achieved by teaching football and cheerleading skills, and providing supervised related activities. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and that the molding of future citizens is of prime importance.

## ARTICLE 3: GOVERNMENT

Section 3.1 Ranchos Youth Football shall adopt and abide by the constitution of Tri County Youth Football League (TCYFL). Any change of the RYF membership shall be made by a two-thirds majority vote of the RYF Board of Directors at a duly constituted meeting.

Section 3.2 RYF's fiscal year shall consist of twelve months (or one year) which shall run from January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 3.3 Meetings shall take place monthly or as deemed necessary. Meetings shall be open to the public and may be held at any place. The President may call special Board meetings. The Secretary shall give notice of all meetings at least three working days in advance thereof to all Board members.

Section 3.4 All matters concerning policy of RYF shall be decided by a majority vote of the Board present at a duly constituted meeting of the Board. Matters that must be addressed between meetings shall be voted on in the group chat currently being utilized by all board members. If a majority vote cannot be met in a timely manner, the motion must be handled at the following scheduled board meeting.

Section 3.5 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting and the majority affirmative vote of those present shall govern, except when otherwise provided. In case of a tie vote, the presiding officer of the Board shall be the tie breaker. The presiding officer is determined by the descending order of the President, Vice Presidents, Secretary, etc.

Section 3.6 The board shall decide on an air quality app by the June meeting that can be used to determine Air Quality Index (AQI). The app decided on will be used by all coaches to determine if practices should be canceled or modified in respect to the AQI. TCYFL guidelines will be followed to meet player safety standards. TCYFL will determine if games should be canceled.

Section 3.7 Robert's Rules of Order shall govern the proceedings of all meetings.

#### ARTICLE 4: OFFICERS AND ELECTIONS

Section 4.1 General Powers. The business and affairs of RYF shall be managed under the direction of its Board of Directors. The officers of the Board of Directors shall in all cases act as a Board, and they may adopt such rules and regulations for the conduct of their meetings and the management of RYF as they may deem proper, so long as the rules and regulations adopted by the board are not inconsistent with these By-Laws.

Section 4.2 The Board shall include the President, Vice President, Registrar, Secretary, Treasurer, Field Coordinator, Equipment Coordinators, Cheer Coordinator, League Representative/Player Safety Coordinator, Snack Bar Coordinator, Sponsorship/Merch Coordinator, and two At-Large members with voting privileges. To be eligible to run for executive positions (President, Vice President, and Treasurer) you must have served a minimum of 2 years on the board.

Section 4.3 These officers of the Board of Directors shall be elected annually for a term of one fiscal year. It is expressly provided that any or all of the incumbent officers may run for re-election from year to year. A list of board positions shall be made available to the general public prior to nominations. At the November meeting of the Board, a list of nominations shall be offered for consideration by the membership, which includes the Board and all interested citizens. Board member elections shall be held in January.

#### Section 4.4 Officer's Duties:

##### President:

- Attend all scheduled meetings
- Supervise the function of the various committees
- Vote only to break a tie
- Arrange a Coaches class, and a CPR/First aid class
- Responsible for either filling any Board vacancies that occur mid-season or that have not been filled by January 31st or for completing or delegating the duties of that Executive Board position.
- Responsible for the safe and effective operation of this organization
- Check eligibility of the football players throughout the season

##### Vice President/Player Agent:

- Attend all meetings and vote on motions
- Preside in the absence of the President and shall work with other officers and committee members
- Carry out such duties and assignments as needed by the Executive Board
- Act as a liaison between the players, parents, and Coaches and enforce the rules and regulations that they are to follow
- Advises Board of player accident insurance and processes all claims
- In conjunction with the League Representative/Player Safety Coordinator, the VP1 is responsible for the safe and effective operation of this organization

##### Registrar/Football Director/Alternate League Rep:

- Attend all meetings and vote on motions
- Assist the President in checking eligibility of the football players throughout the season
- Review addresses, ages, and weights at the beginning of the season and report cards in the middle and at the end of the season
- Prepare registration forms, including scholarship applications and collect registration fees
- In general, performs all of the duties incident to the office of the Football Director and such other duties as from time to time may be assigned by the President.
- Manage all social media and online accounts.

Secretary:

- Attend all meetings and vote on motions
- Prepare minutes of all meetings and will distribute minutes to all board members no later than two weeks prior to next upcoming meeting, and maintain RYF minutes book
- Responsible for obtaining use permits from district for meetings, as needed
- Notifies Board members of meeting dates, times and places
- Handles all correspondence and sees that all notices are duly given in accordance with the provisions of these By-Laws or as required
- Generally performs all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the President
- Maintain RYF records and By-Laws
- Maintain social media and email accounts

Treasurer:

- Attend all meetings and vote on motions
- Provide the Board with a financial report at each meeting and detailed specific reports on all activities
- Draw checks on the RYF account after approval by the Board
- Provide an annual report for January meeting
- Treasurer shall have charge and custody of and be responsible for all funds of RYF; receive and give receipts for monies in the name of RYF in such bank or other depositories as may from time to time be designated by the Board; and in general perform all of the duties incident to the office of Treasurer and such other duties from time to time may be required by the Executive Board
- The Treasurer shall be the contracting officer for the bank account(s)
- Assist Registrar in collection of registration fees
- Prepare cash boxes for gate and snack bar for every home game
- File annual non-profit tax returns with IRS and Franchise Tax Board

#### Field Coordinator:

- Attend all meetings and vote on motions
- Insures field is ready for each game including:
  - Chain crew
  - Scoreboard operator
  - Announcer
  - PA system
  - Emergency Services
  - Security and traffic assistance as necessary
- Generally performs all duties incident to the office of Field coordinator and such other duties as is required from time to time. Responsible for obtaining use permits with school district for practice and game fields.

#### Equipment Coordinator:

- Attend all meetings and vote on motions
- Responsible for all the football uniforms and equipment.
- Locate sources for purchasing quality uniforms and equipment at reasonable prices.
- Ensure uniforms and equipment are ordered early enough in the season to receive them by the start of the season
- Ensure all uniforms and equipment are stored in a secure location and for keeping records of all uniforms and equipment distributed
- Ensure each team has a first-aid kit at the beginning of the season
- Inspect and inventory all uniforms and equipment; and provide an inventory report to the Executive Board along with a list of items needed
  - If the helmets need to be certified, the Equipment Coordinator shall inventory them and send them to the vendor in January. If uniforms need to be washed, he/she will coordinate a trip to the Laundromat along with other Board Members
- After the Executive Board has approved the budget and the necessary purchases, the Equipment Coordinator shall order the uniforms and equipment early enough to receive them by the start of the season
- Ensures that each Head Football Coach has a Coaches Box that contains first-aid supplies and extra parts for repairing helmets or shoulder pads (i.e. helmet screws, shoulder pad straps and fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has 4 practice footballs, 2 game footballs, and 2 kicking tees
- Coordinate the collection of the uniforms at the end of the season along with Coaches and Board Members
- Perform other duties as prescribed by the Executive Board

#### Cheer Coordinator:

- Attend all meetings and vote on motions
- Represents the RYF cheer program on the Tri-County Cheer Committee and adheres to the Tri-County Cheer Committee rules and procedures.
- In charge of all aspects of the RYF cheer program. Hires cheer coaches and advisors and acts as liaison between parents and coaches.
- Enforcement of cheer policies and code of conduct for all participants in RYF cheer.
- Oversees RYF cheer tryouts and registration process. If there is no treasurer, the Cheer Coordinator will take over financial responsibilities for the cheer program.
- Oversees fundraising opportunities for cheer program.
- Negotiates uniform and supply costs for program, places orders and distributes uniforms to squads.
- Generally performs all duties incident to the office of the Cheer Coordinator and such other duties as from time to time may be assigned by the President
- If the Cheer Coordinator cannot be present at Board meetings, he/she may have a cheer advisor stand in for his/her place and have one vote

#### League Representative/Player Safety Coordinator:

- Attend all meetings and vote on motions
- Represent this organization at all meetings of Tri County Youth Football League (TRYFL)
- Keep the Executive Board informed as to the activities of TRYFL
- Responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to TRYFL
- Preside at RYF meetings and assume full responsibility for the operation of RYF according to its By-Laws
- Responsible for the conduct of the RYF in strict accordance to the policies, principles, rules and regulations of TRYFL
- Must attend all safety meetings required by TRYFL
- Work with all RYF Head Coaches to ensure practices, drills, and activities are in-line with specified "best practice" methods of player safety

#### Snack Bar Coordinator:

- Attend all meetings and vote on motions.
- Plan a menu.
- Purchase the necessary supplies for a fully stocked snack bar.
- Ensure snack bar and concessions are open for business at all home games during game times.
- Responsible for recruiting parents and/or other workers to work in the snack bar.
- Must turn in all monies received to the Treasurer in an expedient manner (typically this occurs following the conclusion of the last game of the day).
- Keep a record on money spent and money received and then report the profit or loss of each event to the Executive Board.
- Perform other duties as prescribed by the Executive Board.

#### Sponsorship/Merch Coordinator:

- Attend all meetings and vote on motions
- Responsible for locating sources for fundraising events and sponsors.
- The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner.
- He/she will work closely with the Treasurer and the Executive Board in order to produce the funds needed to meet the goals and needs of the organization.
- Plan and implement all spirit wear and other fundraising activities.
- The Fundraising Coordinator shall perform other duties as prescribed by the Executive Board.

#### At-Large Members (2):

- Attend all meetings and vote on motions
- Carry out such duties and assignments as needed by the Executive Board
- Support Equipment Coordinator with handing out and return of all equipment
- Assist Equipment Coordinator with organization and maintenance of equipment
- Assist the board with any general activities required to meet all football program and community obligations.

Section 4.5 Failure of any officer to attend any 8 regular meetings of the Board of Directors or a total of seventy-five percent (75%) of such meetings during any twelve-month period shall be cause for that officer's removal, at the discretion of the Board. At the time of removal, the Board may take action to elect a new officer by an affirmative vote of a majority of the officers remaining in office and that officer shall hold office until the next annual meeting at which officers are elected.

Section 4.6 Vacancies: Newly opened Board positions resulting in the vacancies occurring in the Board for any reason may be filled by a majority of the officers then in office, and if the officers remaining in office constitute less than a quorum of the Board, they may fill the vacancy by the affirmative vote of a majority of the officers remaining in office. An officer elected to fill a vacancy caused by resignation, removal, disqualification, or otherwise, shall be elected to hold office until the next annual meeting at which officers are elected. A vacancy that will occur at a specific later date, by reason of resignation effective at a later date, may be filled before the vacancy occurs, but the new officer may not take office until the vacancy occurs.

Section 4.7 Resignation: An officer may resign at any time by giving written notice to the President or the Secretary of RYF. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective. If an officer resigns, prior to the 1 year commitment, shall not be eligible to return to the board for a term of 2 years!



## ARTICLE 5: COACHES

### Section 5.1 Head Coach:

The head coach shall have control over all activities for their team. He/she is responsible for:

- Selecting eligible Assistant Coaches (Assistant Coaches must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew.
- Must use proper drills and methods for physically conditioning and developing skills.
- Responsible for knowing and following the Code of Conduct for RYF.
- He/She will be held accountable for any participating ineligible players/cheerleaders.
- Attend all football clinics required by RYF.
- Must be First Aid & CPR certified and must provide proof of such to the Executive Board or have a coach on staff that meet such requirements.
- Required to pay any game-related penalties resulting from the Tri County Board.
- A background check will be required for all Coaches and Advisors. This is to be done through Live Scan (or equivalent) and RYF will reimburse any costs upon request.
- Head Coaches for each participating team shall submit their applications during registration and shall be annually selected and approved by the Board and the July meeting. Responsible for the selection of his/her team and their actions on the field.
- A member of the coaching staff, appointed by the Head Coach, acting as a team representative will be required to attend all monthly meetings between August 1<sup>st</sup> and December 1<sup>st</sup>.
- All Head Coaches will be at least 21 years of age.
- All equipment signed out by the Head Coach shall be the sole responsibility of the Head Coach. Any damaged equipment, other than normal wear and tear, as a result of negligence will be billed to the Head Coach. Any equipment not returned will be the Head Coaches financial responsibility. Equipment not returned will be billed to the Head Coach and must be paid for by February 28<sup>th</sup>. Coaches who fail to pay for the missing equipment will not be eligible for return of the following seasons.

Section 5.2 A maximum of six certified Assistant Coaches need to be approved by the Board before participating with the team. An assistant coach must be at least 18 years of age. One assistant coach from each team shall be responsible for the team's equipment. In the absence of the Head Coach, the assistant coaches shall be responsible for the actions of the team. In the event that the Head Coach is absent or ejected from a game, RYF must have at least one assistant coach that is 21 years of age or the game is forfeited, per Tri-County rules and regulations.

Section 5.3 The RYF Board reserves the right to deny any person the opportunity to coach, at any time, at the RYF Board's sole discretion. Coaches should hold regular practices each week per Tri-County regulations. Games are in addition to practices. All head and assistant coaches shall wear a RYF provided uniform at all games. Each team is allowed to have one designated team photographer/game recorder on the sidelines at all times so long as he or she does not interfere in any way with the game. If you are not an official player, coach, manager, or designated team photographer, you will not be permitted on the field or sidelines.

#### ARTICLE 6: CHEER COACHES

- Selecting eligible Head Advisor (assistant Advisor must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew.
- All Advisors must become YCADA Certified and must use proper drills and methods for physical conditioning and developing skills.
- Responsible for knowing and following the Code of Conduct for RYF.
- He/She will be held accountable for any participating ineligible cheerleaders.
- Attend all cheer coaches clinics required by RYF.
- Attend all scheduled meeting and shall perform other duties as prescribed by the Executive Board.
- A background check will be required for all Advisors. This is to be done through Live Scan (or equivalent) and RYF will reimburse any cost upon request.
- Head Coaches and Advisors, for each participating team, shall submit their applications during registration and shall be annually selected and approved by the Executive Board by the June meeting.
- RYF Cheer Handbook and TCYFL Cheer By Laws will be provided for future information.
- All Advisors will be at least 21 years of age.

#### ARTICLE 7: TEAM MEMBERSHIP

Section 7.1 Any evidence of misconduct by any team member, including coaches, or any rumor of discontent among team members, parents, or fans shall be reported forthwith to the Board President who shall discuss the complaint with the Board. Upon receipt of a formal written complaint, the President shall call a special Board meeting which, with majority vote, has the power to suspend, revoke, or curtail the participation offending team member, spectator or coach in future RYF games or activities.

Section 7.2 A Code of Conduct shall be established by the Board, attached hereto, and distributed among team members. Adherence to this code shall be enforced upon team members and coaches. Adherence to the Code of Conduct by spectators and attendees shall be required.

#### ARTICLE 8: FINANCIAL POLICY

Section 8.1 The Board shall decide all matters pertaining to the finances of RYF and it shall place all income in the Treasure, directing the expenditure of same in such manner as will give no individual or team an advantage over the other as to equipment, etc. The Executive Board must approve any and all disbursements of funds. The Treasurer shall sign any and all disbursements. A second signer shall be on the account, if and when it is required. A scholarship in the honor of Ty Woodell will be available with Board review and approval for the requesting player.

Section 8.2 Registration fees will be determined by the Board and voted on by the RYF Board on an annual basis depending on the needs of the League. Every effort will be made to keep this fee to an absolute minimum to permit the maximum number of participants. Registration fees are to be paid upon registration to be valid. Hardship cases will be reviewed by the Board on an individual basis. If tryouts need to be held, and a player is cut from the team, a portion of the registration will be kept for insurance purposes (not to exceed \$50.00).

Section 8.3 Refund Policy – If a player quits before Carnival, 100% of the registration fee will be refunded, minus the insurance fees; if a player quits after Carnival, no refund will be given. If a player is injured, and cannot return to play within that season, a prorated refund will be provided based on the percentage of time elapsed in the season.

Section 8.4 NSF Fees – 1<sup>st</sup> offense shall be \$25.00 or bank fees, whichever is greater; 2<sup>nd</sup> offense to be \$25.00 plus bank fees; after 2<sup>nd</sup> offense they will no longer be able to write checks to RYF.

Section 8.5 The equipment that is issued to each player is the responsibility of that player and the player's parents/guardians. Any equipment having to be replaced or sent for repair due to neglect or loss will be replaced at the player's expense. Replacement cost to be determined by the Board.

Section 8.6 No part of the net earnings of RYF shall inure to benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document , RYF shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

#### ARTICLE 9: INSURANCE

Section 9.1 Tri-County will provide full medical and liability insurance for all players. Players without any type of insurance will automatically be covered through the RYF insurance provider, which is a primary provider. For players with their own primary insurance the Tri-County insurance shall be a secondary insurance coverage. Any player who does not properly sign up and register according to RYF rules and/or does not properly complete the registration form will not be covered by RYF insurance.

#### ARTICLE 10: AMENDMENTS

Section 10.1 These By-Laws or any section therefore (except conflict with the Articles of Incorporation or overall league in which participating) may be amended or repealed by a two-thirds vote of the Board present at any duly constituted meeting; provided that written notice of such proposed changes over the signature of the Secretary, shall be provided to each member of the Board at least five days prior to the meeting at which such proposed change shall be submitted to vote. These By-Laws should be reviewed in their entirety every three years, or as needed.

#### ARTICLE 11: RULES AND REGULATIONS

Section 11.1 The Rules and Regulations of RYF are attached hereto. These Rules and Regulations are subject to change from year to year.

Section 11.2 By signing registration you are agreeing to abide by all Rules and Regulations of RYF (Parents/Guardian and Player). No exceptions.

Section 11.3 Each football player's/Cheerleading parent or guardian will be required to pay a volunteer fee, determined by the board, upon registering each RYF participant. The volunteer fee will be returned to the Parents/Guardians upon completion of working in the snack bar, chain gang, or front gate. If Parent/Guardian opt out of volunteering, the volunteer fee will be used to hire someone to work their shift.

Section 11.4 Each scholarship parent and/or guardian shall be required to work one two-hour snack bar shift per home game. The Snack Bar Coordinator and the VP2 shall monitor the scholarship snack bar commitment in order to ensure the agreement entered into between RYF and the scholarship recipient is being honored.

### CODE OF CONDUCT

Sports and Athletics rank very high in popularity with boys, girls, men and women participating in recreation programs. The atmosphere in the recreation setting should be one, which promotes fun, fellowship, and satisfaction. This, of course, depends upon the attitudes of all those involved: players, coaches, parents, spectators, and officials.

Codes of conduct are essential in programs of this nature. The adoption of the following codes is a method devised to help develop sportsmanship, character and fair play.

#### A. Spectators and Attendees

Spectators and attendees shall conduct themselves in a prudent manner at all games and practices. The above mentioned shall obey posted rules pertaining to school grounds. The use, consumption, or presence of any alcoholic beverages is prohibited. Riotous, boisterous, threatening or indecent conduct, or the use of abusive, threatening, or indecent language shall not be tolerated. Unauthorized presence on the playing field shall not be allowed at any time.

#### B. Coaches and Coordinators

Coaches and coordinators should refrain from:

1. Use of foul language
2. Abusing participants.
3. Harassing the officials
4. Riding of opposition of fans by word or gesture
5. Permitting an injured player to enter or re-enter a game
6. Disobeying or attempting to circumvent rules and regulations or the intent thereof
7. Use of tobacco, drugs, or intoxicants while going on or coming off the field of play, or while on the field of play, be it at practices or games. Such use shall be prohibited at all times.

8. Misconduct resulting in ejection. Any coach or manager who is ejected (removed) from a game is automatically suspended from the next game his team plays. Removal from a game shall be interpreted to include the playing field and the spectator area. A second offense by the same person will result in suspension from all future team activities.
9. Coaches, managers, and players will uphold the rules and regulation of the RYF By-Laws and decisions of the Board of Directors, failure to comply will result in disciplinary action or suspension.

#### C. Participants

Participants shall not:

1. At any time lay a hand upon, strike, or threaten to strike an official, spectator, or another participant.
2. Refuse to abide by an official's decision.
3. Be guilty of objectionable demonstrations of dissent of official's decision by any forceful action.
4. Use unnecessarily rough tactics in the play of the game against the body and person of an opposing participant.
5. Use tobacco, drugs, or intoxicants while going on or coming off the field of play, or while on the field of play. Such use shall be prohibited at all times while at practices or games.
6. Fraternizing with the spectators during the course of the game, but shall remain on the players' bench in the Cheerleading area or on the field of play.
7. Use abusive or profane language.
8. If a youth is ejected from a game for any reason, they must sit out the next game. A second ejection will result in the suspension from all future activities.

#### D. Parents

Parents should never:

1. Falsify their boy's or girl's age in order that he or she make a certain team.
2. Urge the coordinator to put their boy or girl in the game.
3. Loiter around the player's bench through the ball games or practice.
4. Harass the officials, the opposition, or the Head coach.
5. Permit their boy or girl to participate if scholastic grades are low. (Guideline – a minimum of a 2.0 and/or satisfactory grade).
6. Attend recreation practices or games under the influence of alcohol or drugs.

E. Out of school Suspension:

It shall be the responsibility of the parent/player to notify their child's head coach of school misbehavior resulting in out-of-school suspension.

## ATTACHMENT 1

### Rules and Regulations

#### Section 1.1

The head coach or designee shall be responsible for the following:

- (a) Knowing and upholding RYF rules and being able to advise team players and parents as to their interpretation.
- (b) Controlling the language and conduct of his players and spectators.
- (c) Timely submission of roster, and any other paperwork required by RYF or these By-Laws.
- (d) Providing each player with the opportunity to participate and become an integral part of that team.
- (e) Teaching each player the skills and fundamentals associated with the game.

#### Section 1.2

Coaches must be consistent in managing player, i.e. he must treat lesser skilled player the same as the higher skilled player. Example – if the lesser skilled player misses two practices and cannot play in a scheduled game and subsequently a higher skilled player missed two practices, such higher skilled player should not play in the next scheduled game.

#### Section 1.3

Coaches must strive to have as much balance in the game as possible. The margin of victory must never be subject to criticism. Coaches must manage any scoring advantage achieved to assure harmony and respect from opponents, peers and spectators. Running up scores will not be tolerated.

#### Section 1.4

Admission to games will follow Tri-County standards as deemed by the Executive Board.

#### Section 1.5

Cheerleaders will be allowed inside the spectator retaining fences, but must remain behind the player's benches and between the thirty-five (35) yard lines. In the event that there is insufficient space behind the bench, the cheerleaders will be allowed between the end of the player's bench and thirty-five (35) yard lines; but in no case will they be closer than five (5) yards from the sidelines. During extra points, they are allowed by the goal post.



## Section 1.6

Any violation of the Ranchos Youth Football By-Laws by a team or coach will require that the coach appear before the Board for appropriate action, which may result in a reprimand, probation, or permanent suspension from RYF.

## Section 1.7

Possession or consumption of alcoholic beverages or intoxicating substances, any types of tobacco, or illegal drugs at any athletic facility or RYF function is prohibited.

### **Ground Rules for Meeting Conduct**

- Be prompt in arriving to the meeting and in returning from breaks
- Come to the meeting with a positive attitude
- Treat members with respect during and outside of the meeting
- Turn cell phones off or to vibrate
  - If you must take urgent calls on the cell phone, take your conversation outside
- Talk one at a time, waiting to be recognized by the presiding board member
- Limit side conversations and stay on-topic
- Be patient when listening to others speak and do not interrupt them
- When a topic or agenda item has been discussed fully, do not readdress
- Do not discuss personal issues during the meeting, except when it is about the subject being discussed by the board.
- Address any concerns about the discussion or the meeting with the President or presiding Board Member