

RICHMOND OILERS
IN AFFILIATION WITH THE FORT BEND YOUTH FOOTBALL LEAGUE

**BYLAWS,
RULES & REGULATIONS**



Approved by the Richmond Oilers Board of Directors

Mission Statement:

To empower and inspire youth in the urban community through unity and sportsmanship.

Vision:

Weekly physical activities for youth and mentorship for youth.
Coaching/teaching of health nutrition to prevent childhood obesity
Life developmental skills and team building skills.

Richmond Oilers
RULES AND BY LAWS
March 2021

1.0 Mission

To empower and inspire youth in the urban community through unity and sportsmanship

To train student-athletes to compete at the highest level.

To produce outstanding citizens through character development and leadership training.

To develop a family environment within our team and the community.

2.0 Organizational Name

The name of the organization shall be Richmond Oilers Youth Football and Cheer. Fort Bend Youth Football League may be used as a name synonymous with this program.

3.0 Scholastic Statement

The Richmond Oilers franchise will strongly encourage each player to maintain a solid scholastic record. Franchise Directors, and all coaches shall do their best to encourage players to academically excel at all times, as instructed by the player's parents, legal guardians and/or teachers.

4.0 Organization

4.1 Governing Bodies

Executive Board (EB): The EB will consist of (8) voting members: The President, Vice President, Athletic Director, (2) Assistant-Athletic Directors, Secretary, Cheer Director and Treasurer

The Board of Directors (BOD): The BOD will consist of (10) ten non-voting members: Communications Director, Events Director, Merchandise Director, Registration Director, Flag Division Head Coach, Freshman Division Head Coach, Sophomore Division Head Coach, Junior Division Head Coach, and Senior Division Head Coach.

4.2 Responsibilities

Executive Board

Shall conduct the meetings and enforce rules for the franchise and those set forth by FBYFL.

Shall meet with and provide guidance to the BOD of troubled members – this includes but not limited to organizational management and operations.

Shall make and maintain a solid financial status

Shall meet with the BOD as needed during the off season and monthly during the regular season.

In signing checks for the organization the President and Treasurer are authorized to sign the checks.

It is the responsibility of the EB to make decision based on the best interest of the organization. Decisions shall not be made solely in the interest of an individual or a small group.

4.2.2 President-

Shall chair board meetings

The responsibilities of the President shall be to seek out, approve, teach, and train volunteer.

Shall maintain overall responsibility of all activities, operation and/or tasks related to The Oilers organization.

Shall secure and maintain home playing and practicing areas used by franchise.

Shall provide for the orderly conduct of the games played within the league as well as the fans in attendance.

Shall ensure that there is at least one EB representative and one BOD Representative present at all home games at all times.

Represent the Franchise with respect to the meetings and proceedings of the Fort Bend Youth Football League.

Reporting the decisions and discussions of the FBYFL at the meetings of the Board.

Preparing and coordinating Board Meeting agendas

The President shall be responsible for coordinating registration dates and special events dates.

In the event that the President is unavailable, he/she will direct one of the VPs in his/her place.

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the President to be turned into the Board on or before the date of the final meeting and redistributed to the new Board at the Annual Meeting in January.

4.2.3 Vice President-

Vice President shall assist the President with overall responsibilities related to The Oilers organization and assume the duties of the president in his/her absence in all capacities.

General duties shall include representing the Franchise with respect to the meetings and proceedings of the Fort Bend Youth Football League.

Reviewing Board Member participation in meetings.

Other general duties shall include overseeing the management of all operations and concessions contracts.

Together with the Secretary and Athletic Director(s), the Vice President shall be responsible for organizing Registration Day.

Shall investigate complaints and concerns regarding any member of the franchise and provide report back to the EB/BOD for action/no-action

Shall assist the Treasurer on an as needed basis with duties described below.

Shall prepare a full inventory count of all equipment by January 31 of existing year.

Shall evaluate all equipment and determine what equipment needs to be replaced for the upcoming season by January 31 of existing year.

Shall assist with equipment collection.

Shall assist with home game field set-up

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the Vice President to be turned into the Board on or before the date of the final meeting and redistributed to the new Board Vice President at the Annual Meeting in January.

4.2.4 Secretary-

Shall be responsible for recording all communications between any formal entity and The Oilers and also, record any communications within the organization.

General duties include recording and preparing minutes of meetings, letters, informational bulletins, and website maintenance.

Shall be responsible for coordinating Picture Day.

Together with the Vice President and Athletic Director(s), the Secretary shall be responsible for organizing Registration Day.

Together with the Athletic Directors, the Secretary shall be responsible for collecting, organizing, and submitting the AD books to the FBYFL.

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the Secretary to be turned into the Board on or before the date of the final meeting and redistributed to the new Board Secretary at the Annual Meeting in January.

4.2.5 Treasurer-

Shall prepare and maintain financial records, including, but not limited to, accounts receivable and accounts payable.

Shall prepare and disburse updated financial report no less than monthly during the regular season in addition to end of the year report.

Shall supervise any and all income received from concession stand; entrance fees; merchandising; fund raising; and any other income generating entity.

Shall ensure that all money collected is verified by at minimum 2 board members, noted and signed by both parties in a receipt book.

Treasurer(s) shall be the custodian of all organization and financial related activities.

The Treasurer(s) shall keep complete financial records and present the records at each Board Meeting.

The Treasurer(s) shall coordinate and oversee the accounting and records for all events and activities that require separate budgeting authority.

The Treasurer(s) shall be ultimately responsible for maintaining a log of all budgets.

All funds in excess of \$1,000 payable shall have two (2) signatures: the President and/or the Vice President and/or the Secretary.

All other receivables and payables shall have the signature of at least one of the three appointed signors.

General duties shall encompass all bank account bookkeeping, recording all transactions and developing a periodic financial statement, regular financial reporting to the Board.

The Treasurer(s) shall prepare a general budget statement to be published for all members. This budget shall include large categorizations of receivables and expenses for the previous Season. This budget can be reported in percentages and/or approximate dollar amounts. This budget shall be made available to all members.

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the Treasurer(s) to be turned into the Board on or before the date of the final meeting and redistributed to the new Board Treasurer(s) at the Annual Meeting in January.

4.2.6 Athletic Director(s)-

Athletic Director(s) shall supervise all football or cheer operations within assigned teams of The Oilers organization and is responsible for all actions on the playing field.

Shall ensure that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the Board deems necessary.

Must be prepared to volunteer during the off-season and organize pre-season clinics, training, and/or coaches' meetings, as necessary

Shall be responsible for the actions and activities of the coaching staff associated with the organization.

Shall be responsible for recruiting and training volunteers for the must play sheet and chain crew.

Shall investigate any written charges or voiced complaints against any coach immediately following written or voiced complaint. The Board will review the complaint or charges and results of the investigation against said coach in a special meeting called by the President or the Vice President. A coach can be removed from his/her position with 2/3rd of the Boards vote. Coach includes all assistant and coaching staff.

Shall assist with equipment collection.

Together, the Assistant Athletic Director will coordinate coverage for all five divisions to ensure at least one AD is present at each division game from beginning to end.

General responsibilities shall consist of the following, but not limited to, playing field acquisition & set-up, equipment & supplies, and all organizational issues on the playing field.

Nominating Head Football Coaching staff.

Maintaining accurate and complete records for review by the FBYFL. Together with the Secretary, the Athletic Directors shall be responsible for collecting, organizing, and submitting the AD books to the FBYFL.

For each game, football AD's are responsible for AD books, monitor sheets, clipboards, pens, field passes, plastic covers in case of rain, securing assigned monitors for the games at their level, game balls, pump, and helmet repair kit.

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the AD to be turned into the Board on or before the date of the final meeting and redistributed to the new Board AD(s) at the Annual Meeting in January.

4.2.7 Cheer Director-

Shall communicate with parents, players and Cheer Coaches in an effective and approachable manner.

Shall attend league and franchise Cheer/Drill meetings.

Shall act as the liaison between the league and the franchise and between the Parents and the Cheer Coaches.

Shall disseminate information to appropriate parties in a timely manner.

Shall manage the ordering of uniforms and all necessary supplies for the cheer/drill team in addition to overseeing all equipment and accessories related to cheerleading.

Shall oversee Cheer events (i.e. Cheer Extravaganza).

Shall ensure Cheer team is properly registered for cheer events.

Shall create and distribute a cheer schedule for each group.

Shall ensure the spirit exchange guidelines are been followed.

Shall assist Cheer Coaches with the development of cheer/drill participants on an as needed basis.

Shall recruit any assistance necessary (i.e. Coaching Staff).

Review all first level complaints filed against or by any coach, player or parent, determine if a complaint is valid and, if so, submit same to your EB member for possible EB action.

Implement and enforce all FBYFL Cheer guidelines and rules.

Responsibilities of Non-Voting Members:

4.2.8 Communications Director-

Shall be responsible for taking meeting minutes and disseminating appropriately.

Shall maintain the website

Shall maintain the calling post.

Shall maintain social networking sites

Shall assist in making sure all staff have up to date and accurate information regarding the season and upcoming events.

4.2.9 Merchandise Director-

Shall serve as the organizations' focal point for all promotional items.

Communicate with Executive Board (EB) all potential promotional items to be Purchased for the year. Order all promotional items to be sold by Richmond Oilers.

Prepare a budget plan with anticipated offsetting profits for the year along with the Treasurer(s).

Seek out multiple suppliers to ensure best price guarantee for all items. Arrange Payment of all promotional items. (With the option to pay out of pocket-in which case must provide a receipt from supplier to be reimbursed from the Oilers or you may obtain a Oilers check for mailing to supplier.)

Set up and take down promotional items at all home games and/or practices. (Coordinate with the Athletic Director/President). Store all promotional items at Oiler storage.

Shall be responsible for securing and turning in all monies to Treasurer(s) or President with providing a detailed spreadsheet of your inventory count and items sold on a weekly basis and after each event.

Effectively communicate with Executive Board (EB) any issues or concerns regarding promotional items at time during the year.

4.2.10 Events/Fundraiser Director-

General duties shall consist of organizing franchise related off the field activities and/or events such as Homecoming, Banquet, Pep-rallies, Annual and home game BBQs, and Powder Puff. Preparing budgets for events.

Recommend and appoint committees for major events such as Homecoming and Banquet.

Shall coordinate all concessions sales/contracts and the receipt of monies and distribute funds to the treasurer.

Shall coordinate calendar sales and any similar fundraising events or initiatives.

Shall develop new fundraising initiatives and set reasonable fundraising goals for the Organization.

Shall maintain budgets for all Fundraising events and activities.

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the FRD to be turned into the Board on or before the date of the final meeting and redistributed to the new Board FRD at the Annual Meeting in January.

Maintain accurate notes and records as they pertain to the Board and the responsibilities of the SED to be turned into the Board on or before the date of the final meeting and redistributed to the new Board SED at the Annual Meeting in January.

4.2.11 Registration Director-

Shall establish rank of participants, properly place on teams and provide Replacements as necessary of those positions which are left vacant; with Discretion of Athletic Director.

The Registration Director and the Athletic Director shall be responsible for Maintaining equal balance between teams.

The Registration Director along with the secretary shall keep the rosters and Official books for each level of the organization.

4.2.12 Head Football Coaches-

Head Coaches shall be nominated by the President and Athletic Director for each team level and shall be responsible for all players and assistant coaches actions on the playing field.

Head Coaches must attend at least one league required coaching clinic per year.

Head Coaches are required to attend at least one Board Meeting a month during regular season.

Head Coach shall approve a Team Mom in coordination with the Team Mom Director.

General duties shall consist of building a cohesive group of players; teaching safe and fundamental football practices.

Recommend and appoint coaching staff. Develop practical football schemes for your players and to assist the Athletic Director with organizing supplies, equipment and uniforms.

Recommend and appoint assistant coaching staff.

For away games, coaches are responsible for providing water jugs and ice, squirt water bottles, and first aid kit.

Coaches are responsible for bringing everything back and putting it away or keeping track of equipment for the season.

In addition, each coaching staff is responsible for all other game day needs including towels, extra mouth pieces, spare chin straps, etc.

4.2.13 Head Cheer Coach-

Head Cheer Coach shall be nominated by the Cheer Director.

General duties shall consist of building a cohesive group of cheerleaders, teaching safe and fundamental cheer practices.

Recommend and appoint coaching staff.

Develop practical routines for your cheerleader and to assist the Cheer Director with organizing supplies, equipment and uniforms.

Approve Team Mom(s) in Coordination with the Team Mom Director.

Assistant Coaches: Assistant Coaches shall be appointed by the Head Coaches to assist the Head Coach in all aspects of athletic and team development.

Team Moms: Assist Team Mom Director in coordinating communications with all parents and players. Assist Coach with registration. Coordinate preassigned volunteer duties and other volunteer requests from the Board. Coordinate Blow-up Helmet at the beginning of each game.

5.0 Coaches

Coach describes: Head coaches, assistant coach, team parent or whoever is in charge at a game or practice.

All Coaches will have a background check completed by the FB YFL or designee.

Head Football Coaches will be selected by the Executive Board

Head Football Coaches will be allowed to select up to three (5) Assistant Coaches. Assistant Coaches must be approved by the Executive board.

Coaches shall be responsible men and women of the community with knowledge of athletic skills and rules and must be at least 18 years of age.

It is the responsibility of the coach to make sure practices end on time to allow the parents sufficient time to pick up their children. In the event the parent has not or fails to arrive to pick up their children after a game or practice, **it is the responsibilities of the coach to remain until all children have been picked up.** All adult participants are acting as role models for the children to follow. It is the responsibility of the organization and all individuals participating to ensure the proper environment.

In addition, no adult shall belittle or bad-mouth or physically abuse any player in his league. As adult participants it is our responsibility to ensure the players in this league not only learn the basics of the game but have a fun time in doing so.

The head coach of each team shall be responsible not only for his actions, but also for his assistants and players as well. Any coach, assistant or players showing unsportsmanlike conduct, profanity or other misbehavior will be subject to disciplinary action by the Richmond Oilers Executive Board. Unsportsmanlike penalties can be subject to league suspension and/or dismissal from the league. Unsportsmanlike penalties shall be reported to the League President. The executive board shall review the case and notify the coach if such unsportsmanlike penalty warrant's suspension or dismissal. Coaches and players will conduct themselves in a sportsmanlike manner in practice and games at all times. Failure to do so will result in disciplinary action.

The removal of the coach or individual from the league for any actions deemed inappropriate by any league representative will be reviewed and a decision tendered by a vote of the executive members. The coach or individual under review will have the right to address the body of coaches with any character witness he chooses to explain his circumstances. After the review the subject must leave the meeting and a vote by the membership with 2/3 of the body present will commence. If a vote to remove the subject is rendered, then the subject will not participate in the league for a period not to exceed one year. If vote to remove is not rendered, then no further action will be taken.

6.0 Elections

Elections will be held on the 1st Tuesday in December and officers and head coaches will take offices and their positions the 1st Tuesday in January. Nominations for BOD positions and head coaches will be accepted after the last ball game for the organization, in the event that one of our teams is in the playoffs, nominations will be opened after the last playoff game. **NO NOMINATION WILL BE ACCEPTED UNTIL ALL LEVELS HAVE COMPLETED THEIR SEASON.** Nominations will remain open until November 30th.

Only members in good standing for one (1) or more years who have attended at least 50% of the meetings in the current year may be nominated and or hold office.

Executive Board positions are elected for two (2) year terms and will be voted on by EB members only.

BOD and Head Coach positions are elected for a two (2) year term.

Assistant Coach positions are elected for a one (1) year term.

An EB member, BOD or Coaches position is not over until new EB member, BOD or Coach is elected. Coach includes all assistant coaches.

Voting will be called for by the president either by show of hands or a verbal vote. A silent vote by ballot, may be called by and board member.

In the event of a "tie" vote the President will be allowed to vote twice; or designate a member of the BOD to vote and break the tie. If the President does not designate another board member to vote, it should be voted on and receive majority vote of current EB members.

General Board Meetings: All board members are allowed to vote.

Proxies are not accepted. Each member must vote in person.

7.0 Meetings

Any members of the community or membership are invited to attend. Only the given officers and boards of directors will have voice and vote.

In regards to special meetings: Special meeting can be called at any time by the president or any member of the board after giving 48 hours notice to the president. Only the special business may be conducted at a special meeting would be the item that the meeting was called for:

A quorum of 2/3 majority must be present for any discussion or vote.

8.0 League Equipment and Personal Equipment

All equipment (helmet / shoulder pads) and sports clothing dispersed to the participant must be returned in good condition. Any loss or damage to equipment or clothing will be charged to the participants' parent or guardian.

The Head Coach assigned to each team shall provide a signed receipt for all organization equipment issued to his/her team members by the President, VP or AD.

The Head Coach is responsible for collecting all league property issued to his/her team and for turning over the property to the President, VP or AD at the end of the season. The Head Coach who is unsuccessful in retrieving issued equipment

will turn in the signed receipt with the player's parent/guardian, name of player, list of unreturned equipment, and a letter stating what attempts have been made to recover the equipment.

The VP/AD is directly responsible to ensure that all league equipment is accounted for at the end of the season.

Any player who has not turned in any equipment from a previous season will not be allowed to register (with any FBYFL team) until they return or pay the replacement cost for the equipment. If equipment is turned in after the set deadline, a LATE FEE must be paid before the player can participate. If equipment cannot be retrieved legal action may be taken.

Each tackle football player must have the following required equipment:

1. Football practice pants with appropriate padding (*)
2. Football cleats – NO METAL CLEATS (*)
3. Mouthpiece (one will be provided; replacement will cost \$1)
4. Shoulder Pads
5. Helmet
6. Game Jersey
7. Game Pants
8. Practice Jersey

***player must provide**

Each flag football player must have the following required equipment:

1. Football cleats – NO METAL CLEATS (*)
2. Mouthpiece (one will be provided; replacement will cost \$1)
3. Game Jersey
4. Flag Helmet
5. Practice Jersey

***player must provide**

Each cheerleader must have the following required equipment:

1. Comfortable sneakers & socks for practice (*)
2. Cheerleading Shoes (determined by Cheer Director)
3. Uniform Socks as instructed by Head Coach

4. Game Uniform
 5. Pom-poms
 6. There must be uniformity at all times.
 7. Cheer Coaches who make any additional items mandatory for their team must first have approval from the Cheer Director and the Executive Board.
- *player must provide**

9.0 Participants/Registration

The participants will be girls and boys between the ages of 5 and 12 or as specified by each participating group independently. All youth will be eligible to play regardless of race, religion, or income though they must omit to all other rules.

Registration fees will be determined yearly by the Executive Board.

Fees per Family will be as follows;

- a) Flag \$250.00 per child
- b) Tackle all divisions \$300.00
- c) Cheerleaders all divisions \$300.00 per child.
- d) There is a mandatory fundraiser or parent may opt out at a \$50.00 rate.

Registration fee must be paid at the sign-ups unless other acceptable arrangements are made. All program scholarship application forms can be submitted to any Board Member. Program scholarships are not to exceed two years per child.

The Player registration/application will serve as a written consent from parents stating that they are physically able to participate in the league at the time of the sign-ups.

Parents will read and sign the Parental Code of Rules and Responsibilities Pledge and equipment policy. This will be marked on the registration form.

Original Birth Certificates are required. NO EXCEPTIONS.

REFUND POLICY

THERE WILLBE NO REFUNDS AFTER JUNE 1, NO EXCEPTIONS. IF REQUESTING A REFUND BETWEEN APRIL 1 AND JUNE 1, ALL MONEY WILL BE REFUNDED LESS THE COST OF THE UNIFORM AND A \$50 ADMINISTRATION FEE.

10.0 Changes to Bylaws

These bylaws can be changed or amended by the following procedure:

Proposed changes must be presented in writing to the Executive Board at a regular scheduled meeting.

The proposed changes will be discussed and then must “lay on the table” for 30 days before being voted on by the Executive Board.

A 2/3 vote of the Executive Board is required to approve the change in Bylaws.

RICHMOND OILERS SUCCESSION PLAN:

RICHMOND OILERS ORGANIZATION CHART

(**EXECUTIVE BOARD MEMBERS ARE IDENTIFIED WITH WHITE COLORED BACKGROUND**)
(**BOARD OF DIRECTORS ARE IDENTIFIED WITH GREY COLORED BACKGROUND**)

