

TCYF&C ORGANIZATIONAL BYLAWS

2026 Edition

Tuolumne County Youth Football & Cheer (TCYF&C)
Also known as the Tuolumne Bears
Affiliated with the Motherlode Valley Football League (MVFL)

Adopted: _____



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Article I. NAME AND AFFILIATION

- 1. Organization Name:** The name of this organization shall be Tuolumne County Youth Football & Cheer (TCYF&C), also referred to as the Tuolumne Bears.
- 2. League Affiliation:** TCYF&C is a member organization of the Motherlode Valley Football League (MVFL) and shall comply with all MVFL Constitution, Rules & Regulations, and league directives.
- 3. Conflict with League Rules:** If any conflict arises between these bylaws and the MVFL Constitution or Rules & Regulations, the MVFL Constitution and Rules & Regulations shall control.
- 4. Automatic Application of League Rule Changes:** Where MVFL rules are updated or modified, those changes shall automatically apply to TCYF&C without requiring immediate amendment to these bylaws, unless the TCYF&C Board determines that a corresponding internal amendment is necessary.

Article II. STATEMENT OF PRINCIPLES

1. Objective:

- 1.1** To promote physical and mental growth, foster a sense of accomplishment through teamwork, and provide an atmosphere of healthy competition and good sportsmanship.
- 1.2** To bring parents, players, board members, community members, cheerleaders, and coaches into a closer relationship, cooperating intelligently in the education of the game, sportsmanship, and competition.
- 1.3** To develop a program that works cooperatively with the community to foster self-esteem, sportsmanship, and pride.

- 2. Purpose:** The specific purpose of this program is to teach the fundamentals of football and cheer, sportsmanship, love of the game, and to always promote safe participation.

Article III. BOARD, COACHES, PARENTS, ATTENDEES, AND PLAYERS CODE OF ETHICS

The following Code of Ethics is reproduced from the MVFL Constitution and Rules & Regulations and is included in these bylaws to ensure consistency with league governance. Source: Motherlode Valley Football League Constitution and Rules & Regulations.

- 1. Preamble:** The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when the competition reflects these "six pillars of character."
- 2. Board Members' Code of Ethics:**

2.1 Elected & Appointed

a. Each elected and appointed Board Member shall pledge to follow and uphold all MVFL Constitution and Rules & Regulations and to report any violation, regardless of the violation or the person or persons involved in the violation.

2.2 All Board Members will conduct themselves in a professional manner and treat all other board members, athletes, cheerleaders, coaches, league officials, and parents with respect, honesty, integrity, and openness.

2.3 Devote time, thought, and study to the duties and responsibilities of a Board Member so they may render effective and credible service to TCYF&C.

2.4 Work with their fellow Board Members in a spirit of harmony and cooperation in spite of the many differences of opinion which may arise.

2.5 Base their personal decisions on available facts in each situation; vote honestly according to their conviction in every case, unwavering by partisan bias of any kind; and then abide by and uphold the majority decision of the Board.

2.6 Board Members will act in MVFL's best interests rather than in furtherance of personal interests or those of third parties, such as friends and family.

2.7 Decisions regarding TCYF&C and its assets are made solely based on the benefits to TCYF&C. They are neither influenced nor appear to be influenced by any private profit, personal gain, or outside benefit for staff, board members, volunteers, their friends and family members, or the organizations with which they are affiliated.

2.8 To avoid issues with nepotism within an organization. Married or immediate family members who live in the same household as board members would only count as one vote when voting on issues pertaining to the respective organization.

2.9 Violations of the MVFL and TCYF&C Code of Ethics or of applicable local, state, or federal laws and regulations shall not be tolerated. Any Board Member found in violation at any MVFL event will be subject to disciplinary action and fines as outlined below:

a. Immediate Removal:

i. The Board Member will be removed from the event in which the incident occurs.

b. Fines and Payment:

i. An ejected Board Member will be subject to a **\$300 fine**, payable to TCYF&C, which shall remit the required fee to MVFL. The responsible organization must pay the fine within seven (7) days of the violation. Additional penalties may be imposed by the Board Member's representing organization.

ii. Failure to pay the fine within the specified time period shall result in additional disciplinary action against the individual and an additional \$300 fine assessed to the representing organization, payable to MVFL on the eighth (8th) day following the ejection. The individual committing the violation shall be personally liable for payment of all fees directly to TCYF&C.

c. Two-Strike Policy:

i. First Offense: \$300 fine and ejection from the remainder of the current event.

ii. Second Offense: Immediate removal from all MVFL events for the remainder of the season.

3. Coaches' Code of Ethics: Organizational Head Coaches, Assistant Coaches, and JR Coaches

3.1 Lead by example in demonstrating the six pillars of character, written in the Preamble above, to all my players and cheerleaders.

3.2 Treat all athletes, coaches, league officials, refs and parents with respect and dignity.

3.3 Place the emotional and physical well-being of all athletes ahead of the personal desire to win.

3.4 Treat each athlete as an individual, always remembering the large range of emotional and physical development for each age group.

3.5 MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.

3.6 Be or become knowledgeable in all the rules of the sport and teach these rules to all athletes.

3.7 Do their best to make sure that all practices are well organized, safe, fun, and challenging for all athletes.

3.8 Use only those coaching techniques that are appropriate and safe for the skill level of the team that I will be coaching.

3.9 Young athletes are to be protected from unsafe and possibly illegal weight loss programs or techniques. Examples: working out in plastic garbage bags; working out in extreme heat conditions; advising parents to have their child fast or use extreme diets, etc.

3.10 Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical, or sexual, and will immediately report any such abuse to the proper authorities.

- 3.11 No Profanity, Foul, derogatory language toward event attendees, players, refs, other coaches, or board members will be tolerated.
- 3.12 Always remember that they are a youth sports coach and that the game is for the young athletes, and not for the vicarious interests of adults.
- 3.13 Head coaches and League/Co-League representatives are the only people allowed to communicate with referees during and after games.
- 3.14 Only eight (8) coaches from the respective division with current MVFL badges are permitted on the sideline during games.
- 3.15 Violations of the MVFL Code of Ethics will not be tolerated. Any coach found in violation will be subject to disciplinary action and fines as outlined below:

a. Immediate Removal:

- i. The ejected **Coach** and the **Head Coach** shall be removed from the remainder of the game in which the incident occurs. **In addition, the offending Coach shall be suspended for the next two (2) games.**

b. Fines and Payment:

- i. A fine of **\$300** will be imposed on the ejected coach, payable to TCYF&C, which shall remit the required fee to MVFL within seven (7) days of the violation. Additional penalties may be imposed on the ejected coach by TCYF&C.
- ii. Failure to pay the fine within the specified period will result in additional disciplinary action against the individual, and an additional \$300 fine assessed to the representing organization, payable to the MVFL on the 8th day from the ejection. **All coaches shall be personally responsible for any fees they incur.**

c. Two-Strike Policy:

- i. **First Offense:** \$300 fine and ejection from the remainder of the current game, plus suspension from the next two (2) games.
- ii. **Second Offense:** Immediate removal for the remainder of the season.

4. Parent / Attendee Code of Ethics: All Game Attendees, Volunteers, Chain Gangs, Field Crews, etc.

- 4.1 Treat all athletes, coaches, board members, league officials, referees, and other attendees of the event with respect and dignity.
- 4.2 No inappropriate behavior that is deemed an obstruction to the football game or sideline cheering will be tolerated.
- 4.3 MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cigs, and vape pens, during any organization function and in the presence of any minor child as a representative of the MVFL.

- 4.4 MVFL will not tolerate any form of abuse of children, whether physical, verbal, emotional, ethical, or sexual, and will immediately report any such abuse to the proper authorities.
- 4.5 No Profanity, Foul, derogatory language toward event attendees, players, refs, other coaches, or board members will be tolerated.
- 4.6 All parents/attendees must adhere to the rules of the game location and practice site.
- 4.7 No parents/attendees are allowed on the track, in the cheer area, on the sideline, or on the field during TCYF&C use without an MVFL badge. (This includes before and after game times.)
- 4.8 **Violations of the MVFL Code of Ethics will not be tolerated. Any Parent / Attendee found in violation will be subject to disciplinary action and fines as outlined below:**

a. Immediate Removal:

- i. The Parent / Attendee will be removed from the remainder of the game in which the incident occurs.

b. Fines and Payment:

- i. A fine of **\$300** will be imposed on the ejected Parent / Attendee, payable to TCYF&C, which shall remit the required fee to MVFL within seven (7) days of the violation. Additional penalties may be imposed on the ejected parent/attendee by TCYF&C.
- ii. Failure to pay the fine within the specified period will result in additional disciplinary action against the individual, and an additional \$300 fine assessed to the representing organization, payable to the MVFL on the 8th day from the ejection. **All parents and attendees are personally responsible for any fees they incur.**

c. Two-Strike Policy:

- i. **First Offense:** \$300 fine and ejection from the remainder of the current game, plus suspension from the next two (2) games.
- ii. **Second Offense:** Immediate removal for the remainder of the season.

5. Player Code of Ethics: All Game Participants

- 5.1 Treat all athletes, coaches, board members, league officials, referees, and attendees with respect and dignity. The players and cheerleaders must conduct themselves in a respectable manner.
- 5.2 No inappropriate behavior that is deemed an obstruction to the football game or sideline cheering.

- 5.3** MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cigs, and vape pens, during any organization function and in the presence of any minor child as a representative of the MVFL.
- 5.4** No Profanity, Foul, or derogatory language toward other players, refs, coaches, or board members will be tolerated.
- 5.5** All players must adhere to the rules of the game location and practice site.
- 5.6** No unauthorized players are allowed on the track, in the cheer area, on the sideline, or on the field during field use without league reps' approval.
- 5.7** Targeting, including illegal helmet contact and late hits, shall not be tolerated. If such conduct occurs, enforcement of the violation shall be at the discretion of the league. Repeated instances of targeting by a player may result in expulsion for the remainder of the season. MVFL shall determine the severity of the citation.
- 5.8** Violation of the code of ethics may require a player to be removed from the game and/or practice and may also result in the player's inability to participate in the following games. This will be determined by the organization league rep and MVFL board. The child's parent or guardian will be notified immediately of the situation.
- a.** Player misconduct during practice may result in disciplinary action, the severity of which shall be determined by the coaching staff.
- 5.9 Player ejection will be penalized as follows:**
- a.** 1st offense: rest of game and next game.
 - b.** 2nd offense: rest of game and 2 games.
 - c.** 3rd offense: rest of game and 3 games.

Article IV. GOVERNING BODY

1. Board Positions:

1. President
2. Vice President
3. MVFL League Representative
4. Co-League Representative
5. Secretary
6. Registrar
7. Cheer Coordinator
8. Treasurer
9. Equipment Manager
10. Concessions Coordinator
11. Fundraising Coordinator

12. Media Manager
13. Football Business Manager
14. Cheer Business Manager
15. Game Day Coordinator
16. Apparel Coordinator

3. Executive Board: The Executive Board shall consist of the President, Vice President, MVFL League Representative, Co-League Representative, Secretary, Registrar, Treasurer, and Cheer Coordinator.

3.1 The Executive Board shall handle urgent organizational matters and internal discipline when necessary.

4. Board Terms: The term of office for board members shall be two (2) years unless otherwise determined by the Board.

5. The Football Business Manager and Cheer Business Manager shall work as a cohesive team and, accordingly, shall share one (1) vote in regular Board matters.

6. Board Position Adjustments: The Board of Directors may create, modify, combine, or eliminate non-executive board positions as necessary to meet the operational needs of the organization. Changes that do not affect Executive Board membership or voting authority may be approved by a majority vote of the Board and recorded in meeting minutes. Executive Board positions may only be modified through the bylaw amendment process.

Article V. DUTIES OF OFFICERS AND BOARD MEMBERS

1. President:

1.1 Preside at all meetings of the association, board, and any other meetings being held to conduct league business. The Vice President may preside in the President's absence.

1.2 Coordinate the duties of officers and committees of the association and appoint or recommend individuals to fill board and committee vacancies, subject to board approval.

1.3 In the event of a vacancy on the Board, perform the duties in the designated order or appoint a representative until the position can be filled.

1.4 Be responsible for enforcing compliance with these bylaws, TCYF&C rules, and MVFL rules and regulations with any board member, coach, parent, player, cheerleader, or member of the association.

1.5 Vote only in the event of a tie unless otherwise required by law or these bylaws.

1.6 Be available to members of the association and the community upon request to provide information and field questions or concerns.

- 1.7 Help at registration and be available to assist where needed.
- 1.8 Coordinate, direct, and supervise the general operations of game day, concessions, gate, apparel, and special events.
- 1.9 Provide leadership and ensure the organization operates in the best interests of TCYF&C and its participants.

2. Vice President:

- 2.1 Serve as an aide to the President and perform duties upon request from the President or the Executive Board.
- 2.2 Assume all duties and responsibilities of the President in the event of the President's absence.
- 2.3 Be present at board meetings whenever possible and assist at registration when needed.
- 2.4 Coordinate, direct, and supervise the duties and responsibilities of league liaisons, coaching representatives, head coaches, and equipment operations.
- 2.5 Oversee any vacated position upon request from the President or Executive Board until a replacement is approved.
- 2.6 Consult with volunteer coordinators and assist with organizational planning, staffing, and execution.

3. MVFL League Representative:

- 3.1 Attend all MVFL meetings as required and report findings and league updates to TCYF&C each month.
- 3.2 Serve as the organization's primary representative to the MVFL in all matters.
- 3.3 Submit a monthly report at the board meeting in an overview or synopsis format summarizing issues pertinent to TCYF&C.
- 3.4 Coordinate official weigh-in day and ensure all required documents and procedures are completed.
- 3.5 Report field changes, practice changes, and schedule changes to both MVFL and the organization.
- 3.6 Serve as the board's initial liaison for football coaching staff issues, needs, or problems of any kind.
- 3.7 Collect attendance reports from head football coaches during the season when required.
- 3.8 Enforce all regulations, rules, and codes as they pertain to football coaches and football operations.
- 3.9 Maintain a safe and secure sideline on game day in coordination with the Co-League Representative and MVFL officials.

4. Co-League Representative:

- 4.1 Assist the League Representative in carrying out all MVFL-related duties and serve in that role when the League Representative is unavailable.
- 4.2 Attend MVFL meetings and support communication between the league and the organization.
- 4.3 Assist with weigh-ins, sideline enforcement, football operations, and compliance matters.
- 4.4 Help maintain safe and secure sidelines during all games and organizational events.
- 4.5 Assist with enforcement of league rules, code of ethics, and game-day operational requirements.

5. Secretary:

- 5.1 Attend all board meetings as well as special meetings.
- 5.2 Keep accurate records of all proceedings of all general meetings, special meetings, and committee meetings of the association and Executive Board.
- 5.3 Take minutes at all meetings and prepare a list of unfinished business for the President.
- 5.4 Maintain a record of board members, players, parents, cheerleaders, and other members of the association, including names, addresses, phone numbers, weight cards, identification cards, and birth certificates when required.
- 5.5 Conduct correspondence of the organization and prepare paperwork delegated by the Board or President.
- 5.6 Coordinate player weight pictures or other player ID materials attached to identification cards when required.
- 5.7 Work jointly with the Registrar to assist with registration and to contact parents or athletes who have not submitted the required paperwork prior to the beginning of the season.
- 5.8 Coordinate and supervise organizational paperwork, awards, pictures, banquet coordination, and other delegated functions.

6. Registrar:

- 6.1 Be responsible for organizing and coordinating all elements necessary for the proper completion of registration for football and cheer participants.
- 6.2 Prepare identification cards, with birth certificate attached or verified as required, for all players and cheerleaders.
- 6.3 Be responsible for the distribution and collection of all required paperwork for each player or cheerleader to participate in MVFL as a Tuolumne Bear. These forms include, but are not limited to, registration forms, physical forms, proof of residency, parental release forms, and any additional league-required documentation.

- 6.4 Work jointly with the Secretary to contact parents and athletes who have not submitted the required paperwork prior to the beginning of the season.
- 6.5 Ensure all required paperwork is reviewed and completed properly with the cooperation of the Secretary and Treasurer.
- 6.6 Maintain organized and accurate records of all registered participants and ensure continued eligibility compliance.
- 6.7 The Registrar shall be responsible for preparing and maintaining athlete binders and overseeing their presentation to the MVFL Board.

7. Cheer Coordinator:

- 7.1 Perform duties beneficial to the TCYF&C cheer program and represent the cheer program as a whole on the Board of Directors.
- 7.2 Coordinate cheer fundraisers with the assistance of cheer advisers or coaches.
- 7.3 When a problem arises with coaches, cheerleaders, or parents that requires disciplinary action but does not require full board attention, oversee and mediate meetings involving the necessary parties.
- 7.4 Represent the needs and opinions of the cheer program, coaches, and participants in board discussions and decisions.
- 7.5 Coordinate halftime routines or combined team cheer functions, except for preplanned guest choreographers.
- 7.6 Oversee cheer program operations, communication, and compliance with MVFL cheer rules.

8. Treasurer:

- 8.1 Attend all board meetings and provide Treasurer's reports at regular meetings or upon request.
- 8.2 Submit all bills to be paid by TCYF&C for board approval and assist at sign-ups or registration if possible.
- 8.3 Keep accurate records of all deposits, withdrawals, reimbursements, and checks written against league funds.
- 8.4 Keep all receipts for items purchased or expenditures incurred by the league and maintain records of all monies received.
- 8.5 At home games, issue cash to gate, concessions, and apparel operations; all cash should be counted by both the Treasurer and a board representative.
- 8.6 Balance statements monthly, prepare year-end statements, submit financial records to the tax facilitator, and reconcile the year-end statement with a board representative.
- 8.7 Ensure financial transparency by reporting balances, income, expenditures, and outstanding obligations.

8.8 Work with the Registrar and Secretary to verify registration payments and athlete eligibility.

9. Equipment Manager:

9.1 Maintain inventory of all football and cheer equipment issued by the organization.

9.2 Coordinate equipment distribution, fitting, collection, and condition checks.

9.3 Ensure issued equipment remains documented and is returned at the conclusion of the season.

9.4 Report equipment needs, losses, and repair or replacement issues to the Board.

10. Concessions Coordinator:

10.1 Oversee concessions operations during home games and organizational events.

10.2 Coordinate concession volunteers, food and supply inventory, and cash handling in cooperation with the Treasurer.

10.3 Assist with ensuring concession operations are clean, safe, and compliant with venue rules.

10.4 Shall provide support for any and all preseason tasks as assigned by the Board.

11. Fundraising Coordinator:

11.1 Coordinate fundraising efforts approved by the Board of Directors.

11.2 Work with football and cheer leadership to organize fundraising opportunities that support organizational needs.

11.3 Communicate fundraising requirements and timelines to participants and families.

12. Media Manager:

12.1 Assist with keeping parents and athletes informed regarding current events, organizational updates, and important announcements.

12.2 Support communication through approved social media, website, email, or printed notices as directed by the Board.

12.3 Serve as a communication support role to the Board while maintaining professionalism and accuracy in public-facing information.

12.4 Shall be responsible for facilitating, collecting, and uploading all game day photos and videos for the Tuolumne Bears.

13. Football Business Manager:

13.1 Assist with football administrative operations and serve as a liaison between football families, coaches, and the Board.

13.2 Help keep parents, athletes, and coaches informed regarding schedules, registration requirements, current events, and organizational announcements,

and assist the Registrar with registration-related matters, roster verification, and player documentation as needed.

13.3 Assist with tracking player eligibility, mandatory plays, and overall accountability within the football program.

14. Cheer Business Manager:

14.1 Assist with cheer administrative operations and serve as a liaison between cheer families, coaches, and the Board.

14.2 Help keep parents, athletes, and coaches informed regarding schedules, registration requirements, current events, and organizational announcements, and assist the Registrar with registration-related matters, roster verification, and participant documentation as needed.

14.3 Assist with tracking participant eligibility, active roster status, and overall accountability within the cheer program.

15. Game Day Coordinator

15.1 Shall be responsible for the planning, coordination, and oversight of game day operations to help ensure each event runs smoothly and efficiently.

15.2 Shall coordinate and schedule all required game day volunteers, assign and communicate volunteer responsibilities, and work to ensure all volunteer positions are filled prior to each event, including but not limited to snack bar, gate, field setup, cleanup, and other game day duties.

15.3 Shall work in coordination with the Registrar to track volunteer hours, monitor assignments, and ensure volunteer requirements are met.

15.4 Shall serve as the primary point of contact for volunteers on game day and provide support as needed to maintain organization, accountability, and overall event operations.

15.5 Shall assist with game day setup, cleanup, and other general event organization duties as needed.

16. Apparel Coordinator

16.1 Shall be responsible for the planning, coordination, and oversight of all team apparel, spirit wear, and fan gear for the organization.

16.2 Shall work with vendors regarding apparel design, pricing, and production, and shall coordinate the ordering of uniforms, spirit wear, and fan apparel.

16.3 Shall work to ensure apparel orders, deliveries, and distributions are completed in a timely manner for the start of the season and for special events.

16.4 Shall manage apparel inventory and track incoming and outgoing items.

16.5 Shall organize and oversee apparel distribution to athletes, coaches, families, and supporters, and assist with apparel sales and related fundraising opportunities.

Article VI. ELECTIONS, VACANCIES, AND REMOVAL

- 1. Election of Board Members:** Members of the Board of Directors shall be elected by a majority vote of the currently seated voting board members.
 - 1.1** Elections for Executive Board Members shall be held annually. Executive Board Members shall serve staggered two-year terms, and the Board shall make reasonable efforts to maintain the following election schedule:
 - a. Odd-numbered years:** President, Secretary, Treasurer, and MVFL League Representative
 - b. Even-numbered years:** Vice President, Co-League Representative, Registrar, and Cheer Coordinator
 - 1.2** Elections for non-executive Board Members shall be held annually. Non-executive Board Members shall serve staggered two-year terms, and the Board shall make reasonable efforts to maintain the following election schedule:
 - a. Odd-numbered years:** Equipment Manager, Game Day Coordinator, Fundraising Coordinator, and Football Business Manager
 - b. Even-numbered years:** Concessions Coordinator, Cheer Business Manager, Apparel Coordinator, and Media Manager
- 2. Nomination Process:** Candidates may be nominated by any current board member or by self-nomination submitted to the Board for consideration.
- 3. Voting Procedure:** Each voting board member is entitled to one vote. The President will only vote in the event of a tie unless otherwise required.
- 4. Vacancies:** If a board position becomes vacant due to resignation, removal, or inability to serve, the Board may appoint an interim replacement until the next election cycle.
- 5. Grounds for Removal:** A board member may be removed for ethical violations, conflict of interest issues, violation of bylaws, violation of MVFL rules or regulations, violation of applicable laws, or misconduct deemed detrimental to the organization.
- 6. Removal Authority:** Removal of a board member shall be determined at the discretion of the existing voting board members by majority vote of those present.

Article VII. MEETINGS, QUORUM, AND VOTING

- 1. Regular Meetings:** Regular meetings of the Board shall be held on a schedule determined by the Board. Special meetings may be called by the President or Executive Board when required.
- 2. Quorum:** A quorum must be present in order for the Board of Directors to conduct official business or take action. A quorum shall consist of a majority of the voting board members.

- 3. Voting Authority:** Each voting board member shall have one vote on matters before the Board.
- 4. Two-Thirds Vote Required:** A two-thirds (2/3) vote of the voting members present shall be required for changes to organizational rules, changes to organizational regulations, and amendments to these bylaws.
- 5. Effective Date of Votes:** All motions approved by the Board shall take effect immediately upon passage unless otherwise specified in the motion.
- 6. Meeting Minutes:** All passed votes shall be recorded in the official meeting minutes.
- 7. Electronic Voting:** When necessary, the Board may conduct official voting electronically, including by text messaging, email, or approved board communication platforms. Results shall be recorded in the next set of meeting minutes.
- 8. Complaints:** Complaints, comments, or concerns from parents or guardians may be addressed by the Board; however, only those concerns presented in writing shall be required to be formally reviewed.

Article VIII. FINANCIAL TRANSPARENCY AND MANAGEMENT

- 1. Financial Responsibility:** The Board of Directors is responsible for ensuring that all organizational funds are handled in a transparent and accountable manner.
- 2.** The Treasurer shall present a Treasurer's Report at each regular Board meeting, setting forth current account balances, income received, expenditures made, and any outstanding obligations.
 - 2.1** Each Treasurer's Report shall be reviewed and approved by a vote of the Board.
- 3. Cash Handling and Verification:** All cash funds collected during organizational activities, including registration, gate fees, concessions, and fundraising events, shall be counted and verified by at least two board members prior to deposit. The Treasurer shall maintain a written record of verification.
- 4. Deposits:** All funds collected by the organization shall be deposited into the organizational bank account within a reasonable timeframe. No organizational funds shall be held personally by any board member or volunteer.
- 5. Reimbursements and Expenditures:** All expenditures made on behalf of the organization shall require board approval unless previously authorized within an approved operating budget. Receipts must be submitted for all reimbursements.
- 6. Financial Records:** Financial records shall be maintained by the Treasurer and made available to the Board upon request. At the conclusion of each season or fiscal year, the Treasurer shall present a summary of financial activity to the Board.

Article IX. LEAGUE MEMBERSHIP, AUTHORITY, PENALTIES, AND FEES

- 1. League Membership:** Upon payment of league fees and insurance costs, TCYF&C shall remain a member in good standing of the MVFL and shall be afforded all league privileges.
- 2. Organizational Authority:** TCYF&C recognizes the authority of the MVFL to enforce rules, penalties, and disciplinary actions as outlined in the MVFL Constitution and Rules & Regulations.
- 3. Internal Resolution First:** When an organizational issue arises, it should first be addressed internally by the organization's League Representative and Executive Board members by consulting the MVFL Constitution, MVFL Rules & Regulations, and these bylaws. If unresolved, the matter may be escalated to MVFL.
- 4. Executive Board Discipline:** Internal disciplinary matters shall be handled by the Executive Board. The Executive Board may gather written statements and documentation and determine appropriate action, including warning, suspension, removal from volunteer or coaching roles, removal from board position, or referral to MVFL.
- 5. League Representative Authority:** The MVFL League Representative and Co-League Representative for TCYF&C shall have authority to enforce league rules during games and organizational events, including sideline regulations, restricted-area access, and coordination with referees and MVFL officials.
- 6. Applicability of League Penalties:** Any penalties, fines, suspensions, or disciplinary actions imposed by the MVFL shall apply to the organization and individuals involved.
- 7. Responsibility for League Fines:** Any fines imposed by MVFL as a result of rule violations, Code of Ethics violations, or disciplinary actions shall be the **responsibility of the individual whose actions resulted in the fine**. The organization will require reimbursement from the responsible individual prior to allowing participation in future events. Failure to reimburse the organization may result in additional disciplinary action.
- 8. Appeals:** Appeals of league-imposed penalties must follow the procedures outlined in the MVFL Constitution.
- 9. Enforcement of Code of Ethics:** Any violations of the MVFL Code of Ethics shall be enforced in accordance with the disciplinary procedures and penalties established by MVFL.

Article X. ELIGIBILITY, BOUNDARIES, AND PROOF OF RESIDENCY

- 1. Right to Play:** No child will be denied the right to participate because of ethnicity, race, or religion.
- 2. Permission to Play:** Each child must furnish proof of parental or guardian permission to participate and must pay the applicable registration fee.
- 3. Academic Standards:** It is recommended that players and cheerleaders maintain acceptable grades to participate. Mandatory play expectations may be affected if grade checks are not acceptable as determined by the Head Coach and the TCYF&C Board.
- 4. Physical Exam:** All participants must pass a physical examination in that calendar year to be eligible for participation.
- 5. High School Students:** No high school students may participate in MVFL.
- 6. Non-Public School Students:** Children not enrolled in the public school system may participate if they meet the appropriate age and participation requirements.
- 7. Age Requirement:** Any individual who is five (5) years of age on or before September 1 and who does not turn fifteen (15) years of age on or before November 1 shall be eligible to participate. Transitional Kindergarten students and ninth-grade students are not eligible to participate.
- 8. Birth Certificate Record:** All MVFL teams are required to secure and make copies of each participant's birth certificate and keep it as a permanent record on file.
- 9. Organizational Boundaries:** Organizational boundaries for TCYF&C shall include the following schools and educational programs:
 - 9.1 Twain Harte Elementary School
 - 9.2 Summerville Elementary School
 - 9.3 Soulsbyville Elementary School (Gray Area Boundary)
 - 9.4 Belleview Elementary School (Gray Area Boundary)
 - 9.5 Curtis Creek Elementary School (Gray Area Boundary)
 - 9.6 Gold Rush Charter School (Gray Area Boundary)
 - 9.7 Mother Lode Christian School (Gray Area Boundary)
 - 9.8 Mother Lode Adventist Junior Academy (MLAJA) (Gray Area Boundary)
 - 9.9 Other private schools and homeschool programs located within Tuolumne County (Gray Area Boundary)
 - a. Definition of Gray Area Boundaries:** Gray Area Boundaries are school areas within Tuolumne County where participation eligibility may be determined by parental choice of organization.

b. Gray Area Participation: Athletes residing in or attending schools designated as Gray Area Boundaries are fully eligible to participate with TCYF&C and may elect to join the organization based on parental choice, provided the athlete is not simultaneously registered with another MVFL organization.

10. Proof of Residency: If an athlete does not attend a school within the organizational boundaries, proof of residency must be provided. Acceptable documentation may include a utility bill with the applicant's permanent address or school registrar paperwork.

Article XI. REGISTRATION

1. Registration Requirements: All participants must complete the official registration process and submit all required documentation before participating in practices, games, or organizational activities.

2. Priority Registration: Board members' children, returning coaches' children, and returning players have priority at registration.

3. Registration Order: After priority registration has been completed, all remaining participants shall be accepted on a first-come, first-served basis until the roster limit for each division has been reached.

4. Roster and Waitlist:

4.1 Each football division shall maintain a maximum roster of forty (40) active athletes and may maintain a waitlist of up to ten (10) additional athletes.

4.2 Athletes placed on the waitlist may be added if positions become available.

4.3 Children who are not placed on a roster or waitlist may have the opportunity to participate with another team within Tuolumne County or with an adjacent MVFL organization, if space permits.

5. Approved Waived Registration Fees:

5.1 Head coaches granted one (1) football registration fee waiver or one (1) cheer fundraising check fee waived.

5.2 Governing Board Members granted one (1) registration fee waiver or one (1) cheer fundraising check fee waived.

5.3 All other coaches granted a fifty percent (50%) football registration fee discount or a fifty percent (50%) waiver of the cheer fundraising check fee.

5.4 Board members and coaches granted one (1) additional \$50 fee discount.

5.5 Board members and coaches may gift their registration fee waiver.

5.6 Cheer Registration Note: Free registrations and discounts primarily pertain to football. Cheer registration fees are determined year by year and are generally not forgiven due to uniform and program costs. This may change at the discretion of the TCYF&C Board.

5.7 Cheer Fundraising Exception: Coaches and board members of cheerleaders have the option of not being responsible for a fundraising check, except as otherwise determined annually by the Board.

6. Required Documents: Registration forms, physical forms, proof of residency when required, parental release, birth certificate verification, and any additional MVFL-required documentation.

Article XII. FOOTBALL RULES AND OPERATIONS

1. Football Divisions: Jr. Novice Division, Novice Division, Jr. Varsity Division, and Varsity Division.

2. Division Grades:

2.1 Jr. Novice: Kindergarten, 1st & 2nd grades (including five-year-olds who turn five by September 1).

2.2 Novice: 3rd & 4th grades.

2.3 Jr. Varsity: 5th & 6th grades.

2.4 Varsity: 7th & 8th grades. Varsity participants cannot be 15 years old during the season.

3. Mandatory Play Rule: Every eligible athlete suited up for a game must participate in that game according to the following guidelines:

3.1 Jr. Novice Division minimum of 10 plays.

3.2 Novice Division minimum of 8 plays.

3.3 Jr. Varsity Division minimum of 6 plays.

3.4 Varsity Division minimum of 6 plays.

3.5 For purposes of mandatory play, a play shall be considered complete only when the ball has been legally put into play. Penalties occurring before the ball is passed or kicked shall not count toward an individual athlete's mandatory play requirement.

3.6 No requirement to play everyone during playoffs.

3.7 Practice Attendance Adjustment: If practices are missed, the minimum play rule goes down by one. If no practices are attended, athletes will not be allowed to suit up.

3.8 Participation Exceptions: The coach will deal with team members reluctant to play at the coach's discretion. If an athlete refuses to play during a game or is injured during the game and unable to play, their helmet will be taken off and left on the bench for the remainder of the game. Athletes not participating for medical or disciplinary reasons will not suit up for the game.

3.9 Active Roster Adjustment: Once a team reaches twenty-five (25) active athletes on a roster, the Mandatory Play Rule is reduced by half.

4. Mandatory Play Attendance Requirements:

4.1 Any athlete who **misses one (1) practice** during the week shall not be permitted to start the game and may also be withheld from participation during the first quarter at the discretion of the Head Coach.

4.2 Any athlete who **misses two (2) practices** during the week shall not be eligible to participate until after halftime.

4.3 Any athlete who **misses all practices** during the week will not be eligible to participate in that week's game.

4.4 Unexcused missed games may be subject to disciplinary action at the discretion of the Coaching Staff.

5. Weight Rules

5.1 Maximum Weights for Divisions:

- a. Jr. Novice Division unlimited.
- b. Novice Division unlimited.
- c. Jr. Varsity Division unlimited.
- d. Varsity Division unlimited.

5.2. Maximum Skilled Athlete Weights for Divisions:

- a. Jr. Novice Division 90.0 lbs.
- b. Novice Division 115.0 lbs.
- c. Jr. Varsity Division 140.0 lbs.
- d. Varsity Division unlimited.

5.3. X-Man Designations for Divisions:

- a. Jr. Novice Division weight exceeding 90.1 lbs.

- b. Novice Division weight exceeding 115.1 lbs.
- c. Jr. Varsity Division weight exceeding 140.1 lbs.
- d. Varsity Division unlimited.

5.4. X-Man:

- a. Any athlete who exceeds the above weights will be designated an X-man. An X-man is defined as a non-skilled athlete.
- b. They are allowed to play line on both offense and defense and must be lined up between or straight up on the tackles. An X-man must start plays in a 3- or 4-point stance.
- c. An X-man is required to wear an agreed-upon mark on the back of the helmet to be determined by MVFL. All teams must use the same mark.
- d. An X-man may not handle the football on offense or defense. If an X-man gains possession of the football for any reason, the play is dead.
 - i. A tackle is defined as a player on the line of scrimmage who is covered by an eligible receiver.

6. Sideline Personnel Regulations:

- 6.1 Only the following individuals shall be permitted on the sidelines during an active game: no more than eight (8) MVFL-approved badged coaches for the division currently in play, rostered players for that level, one (1) hydration assistant, one (1) ball attendant, one (1) media representative, and the League Representatives.
- 6.2 All other coaches, athletes, board members, and spectators must always remain off the sideline and away from the endzones.
- 6.3 The League Representatives will be responsible for maintaining a safe and secure sideline throughout all games.
- 6.4 If any individual not authorized to be on the sideline refuses to comply with removal, the League Representatives may request assistance and Code of Ethics disciplinary actions may follow as necessary.
- 6.5 Failure for an organization to control its sideline may result in penalties, and or removal of individuals involved, this is at the discretion of the League Representatives and MVFL Executive Officers.

7. Chain Gang Volunteers:

- 7.1 The visiting team is responsible for providing chain gang volunteers for all games. Three people minimum per game, additional may be requested at the referee's discretion. This will be discussed with league representatives prior.
- 7.2 Chain gang volunteers are to follow the code of ethics, or they will be dismissed from the sideline.
- 7.3 Chain gang volunteers do not require MVFL badges. No cheering or taunting of players while on the sideline.
- 7.4 **Cell phone use is prohibited** while volunteering on the chain gang.
- 7.5 **Must be at least 16 years of age.**
- 7.6 Violations of ethics and rules will result in removal from the sidelines and possibly the event, with a **\$300 fee** if the Attendee Code of Ethics is violated. Please refer to the Board, Coaches, Parent, Attendees, and Players Code of Ethics.

8. Enforcement: Failure to comply with mandatory play rules, weight rules, sideline regulations, chain gang rules, or other football rules may result in league penalties, organizational discipline, coach suspension, player ineligibility, or other consequences under MVFL and these bylaws.

- 8.1 All Penalties will be paid to the TCYF&C Board, which will ensure they are properly remitted to the MVFL.

Article XIII. CHEER RULES AND OPERATIONS

- 1. **Cheer Program Governance:** The cheer program shall operate under the supervision of the Cheer Coordinator and the Board of Directors, in accordance with MVFL cheer rules and these bylaws.
- 2. **Cheerleading Divisions:** Any individual who will be six years old (6) by September 1 and does not turn fifteen years old (15) by November 1 will be eligible to participate. Transitional Kindergarten students and ninth-grade students are not eligible to participate. All MVFL teams are required to secure and make copies of each participant's birth certificate and keep them on file as permanent records.
 - 2.1 Jr. Novice Division: Kindergarten, 1st Grade, and 2nd Grade.
 - 2.2 Novice Division: 3rd Grade and 4th Grade.
 - 2.3 Jr. Varsity Division: 5th Grade and 6th Grade.
 - 2.4 Varsity Division: 7th Grade and 8th Grade.

3. Cheer Participation Requirements: All cheerleaders must complete the registration process, submit required documents, maintain birth certificate verification on file, and meet all league age and grade requirements.

3.1 Participants may not change squads or be added after the start of the 4th in-season game.

4. Cheer Attendance Requirements:

4.1 Any athlete who misses one (1) practice during the week shall not be permitted to cheer during the first half of the game.

4.2 Any athlete who misses two (2) practices during the week shall not be permitted to cheer during the first half of the game and will be restricted from participating in the halftime performance.

4.3 Any athlete who misses all practices during the week shall not be eligible to participate in cheering during that week's game. The athlete may dress in full uniform and support the team from the sidelines at the discretion of the Cheer Coaches.

4.4 Unexcused missed games may be subject to disciplinary action at the discretion of the Cheer Coaching Staff.

5. Cheer Coach Requirements: All cheer coaches must comply with background checks, league certifications and training, safety requirements, and the MVFL Code of Ethics.

6. Cheer Conduct and Safety:

6.1 Cheerleaders and cheer coaches must maintain safe and appropriate conduct on the sidelines during games and practices and remain in designated areas assigned by the organization or league.

6.2 All cheerleaders shall be subject to the provisions of the Player Code of Conduct. Cheerleader misconduct will not be tolerated and may result in disciplinary action at the discretion of the coaching staff.

7. Cheer Fees and Fundraising:

7.1 Cheer registration fees are determined year-by-year based on uniform and program costs.

7.2 Cheerleaders shall be responsible for meeting fundraising minimums and for submitting a fundraising check as security, which will be returned if the minimum requirement is met. This shall be in addition to any required player sponsorship checks

- 7.3 Registration fees are generally not waived. Coaches and board members are generally exempt from the fundraising check requirement for a maximum of one cheerleader, unless otherwise determined by the Board.

Article XIV. EQUIPMENT RESPONSIBILITY

1. All football equipment issued by TCYF&C remains the property of the organization.
2. Equipment must be returned at the conclusion of the season.
3. Participants may be responsible for replacement costs if equipment is lost, damaged beyond normal use, or not returned.
4. The Equipment Manager shall maintain records of all issued equipment.

Article XV. OFFICIAL SEASON AND AUTHORITY AT EVENTS

1. Official Season: The official season for TCYF&C shall begin at the opening of registration for the upcoming season and shall conclude following the completion of all league games, playoffs, cheer events, and organizational activities.
2. Application of Rules: All organizational rules, Code of Ethics standards, and disciplinary policies remain in effect throughout the entire season.
3. Authority at Practices and Events: Board members, coaches, and League Representatives have the authority to maintain safe and respectful conduct during all practices, games, and organizational events.
4. Removal from Events: Individuals who fail to comply with organizational rules or the MVFL Code of Ethics may be removed from the event.

Article XVI. LIMITATION OF LIABILITY

1. Board members, coaches, volunteers, and representatives of TCYF&C shall not be held personally liable for actions taken in good faith while performing their duties on behalf of the organization. Nothing in these bylaws shall be interpreted as creating personal financial liability for volunteers acting within the scope of their assigned responsibilities.

Article XVII. AMENDMENTS AND ADOPTION

1. Amendments: These bylaws may be amended by a quorum of the Board and a two-thirds (2/3) vote of voting board members present. Approved amendments shall be recorded in meeting minutes and take effect immediately unless otherwise specified.
2. Adoption of Bylaws: These bylaws of Tuolumne County Youth Football & Cheer (TCYF&C) were reviewed and adopted by the Board of Directors on the date listed below. Upon adoption, these bylaws shall serve as the governing rules for the

organization and shall remain in effect until amended in accordance with these bylaws.

President: _____ Date: _____

Vice President: _____ Date: _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

League Representative: _____ Date: _____

Co-League Representative: _____ Date: _____

Registrar: _____ Date: _____

Cheer Coordinator: _____ Date: _____