

PASO ROBLES YOUTH FOOTBALL LEAGUE

PASO ROBLES YOUTH FOOTBALL & CHEER

CONSTITUTION AND BYLAWS

These revised and updated Bylaws, updated March 20, 2026, supersede all previous Bylaws of Paso Robles Youth Football & Cheer (PRYFC). Upon adoption by the Executive Board, these Bylaws shall remain in effect until amended in accordance with Article XI-Amendments. They shall be in effect until amended, except where these bylaws are in conflict with existing laws, rules and regulations of the Central Coast Youth Football League (CCYFL), the State of California and the United States of America.

ARTICLE I – NAME

This organization shall be known as the **Paso Robles Youth Football & Cheer**, hereinafter referred to as “PRYFC.”

ARTICLE II – PURPOSE AND GOALS

Section 1 – Purpose

The goals of PRYFC shall be to provide Football and Cheer programs for local youth in association with CCYFL and applicable cheer governing bodies; to teach participants the discipline and rules of football and cheerleading; to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority; to bring youth together through the means of a common interest; all so that they may be well-adjusted, stronger, and happier children and so that they will grow to be good, decent, healthy, and trustworthy citizens.

The attainment of exceptional athletic skill or the winning of games is secondary to the development of character, accountability, discipline, and teamwork.

Section 2 – Nonprofit Status

In an attempt to achieve these goals, PRYFC will provide a supervised program under the Rules and Regulations of CCYFL, California Interscholastic Federation (CIF), and applicable cheer governing bodies.

In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, PRYFC shall operate exclusively as a non-profit educational organization providing a supervised program of competitive Football and Cheer activities.

No part of the net earnings shall benefit any private shareholder or individual.

No substantial part of the activities of PRYFC shall consist of carrying on propaganda or otherwise attempting to influence legislation.

PRYFC shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

ARTICLE III – MEMBERSHIP

Section 1 – Classes of Members

(A) Player Member

Any youth who meets the eligibility requirements of PRYFC and CCYFL and who resided within the authorized boundaries of PRYFC shall be eligible to participate in the Football or Cheer program. Player Members shall have no rights, duties or obligations in the management of PRYFC. Any player that presents as a danger to themselves or other players, coaches or officials shall be required to petition for participation.

(B) Community Member

A Community Member shall be a parent or legal guardian of a registered Football player or Cheer participant; or an approved Adult Volunteer serving the League in good standing.

Community Members shall have the right to attend open meetings and shall vote only at:

- The Annual Election Meeting; or
- A duly noticed Special Membership Meeting.

Community Members shall not vote on governance, financial, or operational matters reserved to the Executive Board Members.

(C) Adult Volunteers

An Adult Volunteer is any individual approved by PRYFC to provide services in support of Football, Cheer, or League operations.

(D) Board Members

All Officers, Directors, and other elected or appointed positions must be Community Members or Adult Volunteers in good standing.

Section 2 – Code of Conduct

All athletes, parents, legal guardians, appointed responsible parties, coaches, volunteers, and Board of Director Members shall sign and adhere to the PRYFC Code of Conduct annually.

Failure to comply with the PRYFC Code of Conduct by an athlete, parent, legal guardian, appointed responsible party, coach, volunteer, or Board of Director Member shall be subject to disciplinary review by the Executive Board.

Three (3) documented violations within a single season may result in:

- Suspension;

- Removal from team participation;
- Revocation of membership privileges;
- Ineligibility for postseason participation;
- Denial of registration for a subsequent season; or
- Denial or revocation of scholarship eligibility.

All disciplinary actions shall be determined by vote of the Executive Board following written notice and opportunity to respond.

Section 3 – Volunteer Requirement

Each family with a registered athlete shall complete the volunteer hours established annually by the Executive Board.

Volunteer obligations apply to the athlete’s parent, legal guardian, or appointed responsible party.

Failure to complete required volunteer hours may result in:

- Written notice of deficiency;
- Opportunity to cure prior to final regular season game;
- Team ineligibility for postseason participation;
- Denial of registration for the following season;
- Denial or revocation of scholarship eligibility.

Volunteer non-compliance is considered a League obligation and not solely an athlete obligation. Repeated or willful failure to comply may also result in:

- Denial of registration for the subsequent season;
- Denial or revocation of scholarship eligibility.

Section 4 – Suspension or Termination of Membership

A Community Member, Adult Volunteer, or Player Member may be suspended, disciplined and/or terminated by a two-thirds vote of the Executive Board for:

- Repeated Code of Conduct violations;
- Failure to comply with volunteer requirements;
- Conduct detrimental to the League;
- Failure to comply with League financial obligations;
- Failure to provide required documentation when serving in an appointed or executive role.

Written notice shall be provided and the individual shall be given reasonable opportunity to respond prior to final determination unless immediate action is required to protect the League, its athletes, or its nonprofit status.

The Executive Board shall have full power and authority to suspend or revoke such Community Member, Adult Volunteer, or Player Member and their rights to future participation.

ARTICLE IV – MEETINGS AND COMMITTEES

Section 1 – Regular Meetings

Regular meetings of the Board of Director Members shall be held monthly at a time and place designated by the President. All Community Members are invited to attend these meetings as these meetings are open to the public. Following any meeting, the Executive Board may dismiss non-Board members for discussion of confidential matters.

Meetings shall be conducted in accordance with these Bylaws and applicable nonprofit governance standards.

Section 2 – Meetings of Executive Board

Meetings of the members of the Executive Board shall be held prior to January Board meeting of each year for the purpose of establishing an itinerary for the league, budget, approval of individuals nominated for Appointed Board positions, and other matters necessary for the administration of PRYFC. Executive Board meetings need not be formal; however, minutes shall be kept.

Section 3 - Annual Election Meeting

The December meeting shall serve as the Annual Election Meeting at which Community Members in good standing may vote for Executive Board positions as properly noticed.

Only Community Members in good standing may vote at the Annual Election Meeting.

Governance, operational, financial, and disciplinary matters shall remain the authority of the Executive Board and shall not be subject to vote by Community Members.

Section 4 – Special Meetings

Special meetings of the Executive Board may be called by:

- The President; or
- A majority of the Executive Board Members.

No business other than that stated in the notice shall be conducted at a Special Meeting. All Regular Members are invited to attend special meetings, excluding closed session meetings.

Section 5 – Notice of Meetings

Notice of Regular Meetings shall be provided at least forty-eight (48) hours in advance.

Notice of the Annual Election Meeting shall be provided at least ten (10) days prior to the date of the meeting.

Notice of Special Meetings shall be provided at least twelve (12) hours in advance and must state the specific purpose of the meeting.

Failure to provide proper notice shall invalidate any vote taken unless unanimously waived by all Board of Director Members present.

Section 6 – Voting

Only Board Members in good standing shall be entitled to vote at any meeting.

Each Executive Board Member shall have one vote.

Proxy voting shall not be permitted.

Electronic voting may occur only when permitted by California nonprofit law and approved by the Executive Board.

In the event of a tie vote, the President shall cast the deciding vote.

Section 7 – Rules of Order

Robert's Rules of Order shall govern the proceeding at all meetings, except where otherwise obligated legally.

Section 8 – Quorum

A regular or specially called meeting requires a quorum, which will consist of $\frac{2}{3}$ of active Board Members in good standing. A majority of the quorum shall govern.

Section 9 – Attendance

Board of Director Members are expected to attend all Regular Meetings.

Any Board Member who is unable to attend a scheduled meeting is to notify the President or Secretary that they cannot attend.

Failure to attend two (2) consecutive Regular Meetings without notice or failure to attend fifty percent (50%) of scheduled Regular Meetings within a calendar year may result in review of position.

Removal for attendance or failure to perform duties shall require a two-thirds vote of the Board of Director Members following written notice and opportunity to respond.

Section 10 – Committees

(A) Standing Committees

All standing committees shall be selected by the Board and shall work under the coordination and supervision of the Board.

(B) Bylaws Committee

The Bylaws Committee shall consist of five members including representatives of the Board and Adult Volunteers in good standing. It shall meet to review and consider any changes in the Bylaws and shall submit written recommendations to the Board. The Vice President shall act as chairperson of the Committee. The Secretary shall take notes at all Committee meetings and can also serve as a member.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – Governing Authority

The affairs of Paso Robles Youth Football & Cheer shall be governed by a Board of Directors.

For purposes of these Bylaws, the term “Board of Director Members” shall refer to those individuals duly elected or appointed under this Article and authorized to vote on governance matters.

Governance authority includes:

- Policy approval
- Financial oversight
- Budget acknowledgment
- Discipline review
- Removal authority
- Compliance with nonprofit requirements
- League affiliation compliance

Operational execution of Football and Cheer programs shall be carried out by the respective Directors consistent with these Bylaws.

The Executive Board and Appointed Board Members are elected for one season. The Directors, upon election, immediately enter upon the performance of their duties and shall continue in office until their resignation or termination. However, all current season duties must be immediately completed by the former board, not the newly elected board. Upon election, all keys, paperwork, files, electronics, equipment, financial documents, and all other PRYFC properties shall be handed over to the new board within seven calendar days of election.

Section 2- Eligibility of Officers

Any Regular Member shall be eligible for nomination. The eligible nominee must be present at the nomination meeting to either accept or deny nomination. Nominees that are currently on probation from CCYFL or PRYFC or have been on probation in the previous two years are not eligible for a board position. Nominees for the offices of President and Vice President must have served on the Board for at least one year and have attended a minimum of 75% of current calendar years meetings in order to be nominated.

Section 3 – Executive Board

The Executive Board shall consist of:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Football Director/Athletic Director
- F. Cheer Director
- G. Membership Director

All Executive Board Members shall possess equal voting authority. The President shall preside and shall cast the deciding vote in the event of a tie.

Section 4 – Duties of Executive Officers

A) President

The President shall:

1. Be responsible for the conduct of PRYFC in conformity to the policies, principles, and Rules and Regulations;
2. Preside over all meetings;
3. Ensure enforcement of PRYFC Bylaws, rules of both PRYFC and CCYFL which working to ensure that all PRYFC participants do the same;
4. Serve as primary League representative;
5. Be the DOJ contact for background checks and USA Football course completion;
6. Ensure nonprofit compliance;
7. Provide governance oversight of Football and Cheer programs;
8. Designate, in writing, other Officers if necessary to have power to make and execute for/and in the name of PRYFC such as contracts or leases as may have received prior approval of the Executive Board;

9. Will attend CCYFL meetings if CCYFL Representative or other Board Member cannot attend;
10. Be available to assist and support fellow Board members;
11. Ensure Executive Board positions are filled.

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

B) Vice President

The Vice President shall:

1. Assist the President in performing his/her duties;
2. Preside over meetings if the President is not available;
3. Support oversight of League operations;
4. Chair any boards or committees the President assigns him or her to.
5. Ensure coordination between Football and Cheer programs;

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

C) Secretary

The Secretary shall:

1. Record accurate meeting minutes;
2. Ensure proper notice of meetings;
3. Once meeting minutes from the monthly meetings are approved, they shall be emailed to CCYFL Secretary;
4. Maintain official League records;
5. Maintain Bylaws and amendment records;
6. Handle the typing, clerical and general correspondence for PRYFC;
7. Prepare team rosters for PRYFC and provide updates to CCYFL on changes in rosters;
8. Review of coach's binders prior to certification;

9. Coordinate the draft of teams during the draft;
10. Set up cloud based electronic storage for all PRYFC documentation and files so that they may be handed off to the next Executive Board as needed;
11. Maintain disciplinary documentation records.
12. Help coordinate and file facility use permits for practices, conditioning and host game dates.

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

D) Treasurer

The Treasurer shall:

1. Maintain custody of all League funds;
2. Maintain the financial security of PRYFC by maintaining the checkbook and deposits, paying league debts timely, handling disbursements/deposits of money for concession stand, receiving/depositing all monies associated with registration, fundraisers and sponsorships in accordance with Article VI-Financial and Accounting of these by-laws;custody of all League funds;
3. Ensure all funds are deposited into the official PRYFC account;
4. Update all bank authorizations and signature cards within ninety (90) days of transition.
5. Ensure dual-signature compliance;
6. At time of election or re-election, treasurer shall:
 - a. Communicate with chosen financial institute to place new Executive Board elect on all necessary documents
 - b. Communicate with the previous Treasurer and Executive Board to ensure all taxes and non-profit filings are current.
7. Accounting must be done utilizing QuickBooks Software or approved equal. If the Treasurer is not proficient in QuickBooks, they shall coordinate the hiring of a bookkeeper to be approved by the Executive Board to fulfill daily bookkeeping duties. Treasurer must provide the bookkeeper with all applicable receipts during the previous month and bank account statement so that a report for the upcoming Monthly Board Meeting can be prepared.

8. Provide monthly financial reports including detailed monthly checkbook reconciliation and bank statement, profit/loss statement and itemized income/expense statement to the Executive Board;
9. Prepare a Football and Cheer budget for the upcoming season, which shall be presented to the league by the February meeting;
10. Maintain documentation of fundraising and team-level reports;
11. Ensure compliance with nonprofit filing deadlines.
12. Financial documentation requested by the Executive Board must be produced within fourteen (14) calendar days.
13. Pay all bills incurred and manage the collection of all fees per Article VI-Financial and Accounting of these by-laws;
14. All payments to suppliers and vendors must be approved and supported with receipts. Cash payments can only be made if authorized by the Executive Board and provided documentation/receipts supporting such transactions are available.
15. Responsible for coordinating with the league approved tax professional to keep a calendar of the below and other filing requirements and maintaining the corporations non-profit status and filing complete and timely tax returns with the IRS:
 - a. File Annual IRS Tax Returns- Due the 15th of January of the following year;
 - b. IRS Form 1099 misc with Taxes- to report payments totaling more than \$600 per calendar year to such persons;
 - c. File CA Taxes with the Franchise Tax Board by the 15th day of January of the following year;
 - d. File CA Statement of Information with the CA Secretary of State each September, online portal is available for performing filing.
16. The Treasurer and any other Executive Board Member shall not reside in the same household.
17. Conduct regular and usual correspondence dealing with PRYFC financial matters such as those involving suppliers and vendors.

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

E) Football Director/Athletic Director

The Football Director/Athletic Director shall:

1. Help coordinate and verify facility use permits for practices, conditioning and host game dates;
2. Coordinate field set up and clean up, field marking and GFC assignment with assistance from Game Day Coordinator;
3. Train scoreboard operators;
4. Ensure athlete safety compliance;
5. Oversee Football equipment and safety standards;
6. Take applications from all potential coaches and review and make recommendations to the Executive Board for the appointment of coaches.
7. See to it that all coaches and participants adhere to the playing rules and bylaws of CCYFL and PRYFC.
8. Verify all coach's binders have been certified prior to Jamboree.
9. Report operational matters to the Executive Board.

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

F) Cheer Director

The Cheer Director shall:

1. Oversee all Cheer program operations;
2. Supervise Cheer coaches;
3. Ensure stunt safety and certification compliance;
4. Oversee Cheer equipment and safety standards;
5. Attend all cheer meeting conducted by the CCYCA;
6. Prepare and present annual budget and end of year report including final financial status of cheer activities to the Executive Board.

7. Coordinate ordering and fitting of uniforms, group photos, practice schedule and game day schedule within approved budget;

The Cheer Handbook (Version 2026) shall govern day-to-day Cheer operations subject to these Bylaws.

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

G) Membership Director

The Membership Director shall:

1. Responsible for the flow of information regarding CCYFL and PRYFC to the parents and players through coaches, coaches agent and team parents;
2. Maintain a list of all team parents for each team and provide this list to Secretary and/or appropriate Executive Board members.
3. Ensure that each team schedules parent volunteers to work the concession booth during host games;
4. Ensure that each parent has performed their volunteer duties and hours.
5. Responsible for Registration
 - a. Under the supervision of the Secretary, schedule, promote and attend all advertised registrations.
 - b. Responsible for collecting and reviewing each registrant's paperwork, informing parents/guardians what is still outstanding and maintaining a detailed spreadsheet of all pertinent information Secretary and Treasurer can access.

Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office.

Section 5 – Appointed Board Positions

The Executive Board shall have the power to create Board positions as are required to successfully operate the League and delegate such powers to them as the Board seems advisable.

An appointed Board consisting of any number of individuals deemed appropriate by the Executive Board shall be established. Any Board Member in good standing can nominate themselves or someone else for these appointed positions. The Executive Board shall vote and elect these positions. Failure to fulfill the duties and responsibilities of the position as outlined in these Bylaws may constitute grounds for review and possible removal from office. The term of an Appointed Board member shall be one PRYFC season and consist of at least, but not limited to:

- A. CCYFL Board Member
- B. CCYFL Representative
- C. Cheer Assistant Director
- D. Coaches Agent
- E. EMT Director
- F. Equipment Manager
- G. Game Day Coordinator
- H. Marketing and Sponsorship Director
- I. Member-at-Large
- J. Snack Bar/Concessions Coordinator
- K. Special Events Coordinator

Section 6 – Duties of Appointed Board Positions

A) CCYFL Board Member

CCYFL Board Member shall:

1. Attend all regular and special CCYFL meetings;
2. Is a voting member of the CCYFL board;
3. Serves in a CCYFL Board position, while also serving on the PRYFC board;
4. Responsible for all duties assigned by CCYFL, including but not limited to, player certifications, GFC for playoff games and binder certification meetings;

B) CCYFL Representative

The CCYFL Representative shall:

1. Attend all regular and special CCYFL meetings;
2. Represents PRYFC at meetings and reports all necessary information back to PRYFC;

3. Must attend 6 CCYFL meetings with the last year to have voting privileges;
4. Must attend all meetings or the chapter receives a fine.

C) Cheer Assistant Director

The Cheer Assistant Director shall:

1. Attend all cheer meetings conducted by the CCYC with Cheer Director;
2. Assist Cheer Director in ordering and fitting uniforms;
3. Maintain records of cheer participation applications;
4. Prepare and review coach's binders prior to certification;
5. Assist Cheer Director in any duties necessary to fulfill the needs of the program.

D) Coaches Agent

The Coaches Agent shall:

1. Provide Head coaches with basic playbook and defensive scheme that supports the fundamentals of the program;
2. Be the resource for Head coaches, including but not limited to, team organization, communication with families, player development, etc;
3. Be the liaison between the coaches and the Executive Board.

E) EMT Director

The EMT Director shall:

1. Coordinate the scheduling of EMT's for each host date;
2. Ensures all supplies needed are stocked;
3. Distribute and maintain First Aid bags to football and cheer coaches.

F) Equipment Manager

The Equipment Manager shall:

1. Be responsible for the maintenance, ordering, distribution, return and storage of all PRYFC equipment;

2. Submit at the February meeting, a proposed budget for the current season's equipment expenses, as it related to replacement, repair and upgrading of equipment;
3. Maintain inventory of PRYFC football equipment;
4. Prepare coach tool kits for equipment repair during practice/games;
5. Take and keep up to date on helmet and shoulder pad training courses for USA/Riddell or applicable manufacturer to help ensure proper fit of all equipment;
6. Coordinate any events involving gear check out and return with the Secretary and/or Football/Athletic Director to ensure dates/times are approved and communicated correctly to league participants.

G) Game Day Coordinator

The Game Day Coordinator shall:

1. Set up field;
2. Ensure GFC assignments are filled;
3. Ensure clock operator and announcer are filled;
4. Help teams recruit chain gang, if needed;
5. Help last team of the day clean up;
6. Parent volunteer hours can be fulfilled assisting Game Day Coordinator.

All duties shall be done under supervision of the Football Director/Athletic Director at each scheduled home game.

H) Marketing and Sponsorship Director

The Marketing and Sponsorship Director shall:

1. Responsible for updating social media outlets with regards to information pertaining to PRYFC;
2. Responsible for maintaining PRYFC website;
3. Responsible for creating PRYFC banner with sponsors information;
4. Gets permission for flyer distribution and banner placement at schools;

5. The contact person for sponsors and collection of sponsorship applications, monies, logos and ordering/distribution of sponsor plaques.

I) Member-at- Large

Member-at-Large shall:

1. Serve as a historian for the current board;
2. Past members of the Executive Board which have served on the board for three or more years may fulfill this position.

J) Snack Bar/Concessions Coordinator

The Snack Bar/Concessions Coordinator shall:

1. Responsible for the coordination of setting up all items to provide a concession booth on host dates;
2. Purchase and store all items to be sold;
3. Provide receipts of expenses and monies collected at each event to the Treasurer directly within 24 hours of each event;
4. Maintain the cleanliness of the concession stand, storage area and refrigerator;
5. Coordinate, as applicable, apparel sales and maintain separate records of monies collected between apparel and snack bar.

K) Special Events and Apparel Coordinator

The Special Events and Apparel Coordinator shall:

1. Along with the Football Director/Athletic Director and/or Secretary, schedule and secure facilities for any PRYFC event including team announcements, fundraisers, league wide spirit events and any CCYFL events that PRYFC may be hosting.
2. Responsible for all items related to the promotional apparel for PRYFC.

Section 7 – Transition of Positions

If an Appointed Position is formally transitioned to Executive status by amendment of these Bylaws, no additional election vote shall be required and the seated Appointed Member shall assume the Executive role.

If a new Executive position is created, formal notice shall be provided and election shall occur at the next duly noticed meeting in accordance with Article IV.

Section 8 – Vacancies

Vacancies in Executive positions shall be filled as soon as reasonably possible. If, for any reason, a vacancy occurs during the elected term of office, it may be filled by a majority vote of the remaining Executive Board Members at any regular or specially called meeting.

No governance votes, financial authorizations, or formal League actions shall occur until all Executive Board positions are filled.

Operational activities necessary to maintain program continuity may continue during temporary vacancies.

Section 9 – Eligibility of Officers

Any Regular Member shall be eligible for nomination. The eligible nominee must be present at the nomination meeting to either accept or deny nomination. Nominees that are currently on probation from CCYFL or PRYFC or have been on probation in the previous two years are not eligible for a board position. Nominees for the offices of President and Vice President must have served on the Board for at least one year and have attended a minimum of 75% of current calendar years meetings in order to be nominated.

Section 10 – Election and Term of Office

Executive Board Members shall be elected at an annual meeting of the Board Members in good standing and regular members. Executive Board members shall vote for new appointed board members and must have attended a minimum of 50% of regular scheduled meetings to be eligible to vote. Appointed Board Members will serve for one year. A majority vote of the quorum shall elect. Where there are three or more candidates and one does not receive a majority vote all but the two highest shall be dropped. A second vote will determine the winner. The term of office shall begin after the annual election and end at the following annual election (December to December).

Section 11- Removal

A Board of Director Member may be removed by two-thirds vote for:

- Failure to perform duties;
- Failure to attend required meetings;
- Failure to provide required documentation;
- Financial misconduct;
- Conduct detrimental to the League.

Written notice and opportunity to respond shall be provided prior to removal unless immediate action is necessary to protect the League.

ARTICLE VI – FINANCIAL AND ACCOUNTING

Section 1 – General Financial Authority

The Executive Board shall decide all matters pertaining to the finance of PRYFC. All funds received by PRYFC shall be deposited into the official PRYFC bank account and shall be managed by the Treasurer under the oversight of the Executive Board.

PRYFC shall operate under a single unified treasury. No separate Football or Cheer bank accounts shall exist.

All revenues including but not limited to registration fees, sponsorships, concessions, merchandise, fundraising proceeds, and donations shall be deposited into the League account.

The Board shall not permit the disbursement of PRYFC funds for other than the conduct of youth football and cheer activities in accordance with the Rules and Regulation and policies of PRYFC and CCYFL.

No Director, Officer or Member of PRYFC shall receive directly or indirectly salary, compensation or emolument from PRYFC services rendered. The Executive Board must approve any services rendered to PRYFC by a regular member for compensation and must also approve the type/amount of compensation. Such services and compensation shall be kept as public record and available for audit by any member of PRYFC or CCYFL.

Section 2 –Cash Handling

All monies received, including auxiliary funds, shall be deposited to the credit of the PRYFC in one depository selected by the Executive Board of Directors at any regular or special meeting. All funds received should be deposited in a timely fashion.

PRYFC shall maintain proper cash handling practices as follows:

1. No person under the age of twelve (12) shall handle cash or operate a point-of-sale system on behalf of PRYFC. Individuals ages twelve (12) through seventeen (17) may handle cash and/or the point-of-sale system only when directly supervised by a parent, legal guardian, or designated adult volunteer who is at least eighteen (18) years of age and physically present within the concession area. Direct supervision means the supervising adult is actively monitoring the transaction process and remains within immediate proximity at all times.
2. No person under the age of 18 may participate in cash tally or reconciliation on behalf of the corporation, such tallies shall be reviewed and approved by the director of that area.
3. Receipts should be provided for cash payments/donations. These receipts should note the name of the person making payment/donation, date of transaction, amount and reason for the transaction.
 - a. Receipts and cash should be reconciled prior to cash being deposited by the director of that area.
4. Cash from concessions and fund-raising events should be counted at the conclusion of the day/event, by at least two members of the Board of Directors.

- a. A cash tally sheet must be completed and signed by both parties at the beginning and end of each event.

PRYFC shall abide by the following practices for Purchasing of goods and services on behalf of PRYFC:

1. Payments of PRYFC, authorized by the board of directors, shall be made on PRYFC pre-numbered checks requiring two signatures. One signature shall be that of the Treasurer and the other should be the President, Vice President or Secretary.
 - a. When necessary, the Executive Board of Directors may give special permission to the Treasurer for purchases made via phone or internet to be paid with the PRYFC debit card. This permission should include a spending amount based on a quote that corresponds to the request for disbursement.
 - b. The debit card shall be in possession of the league treasurer, who will make these payments as necessary.
 - c. Game day payments to officials and EMTs shall be made by check, provided these payments are included in the budget or pre-approved at a prior Board of Directors meeting.
2. Approved budgeted items should be paid timely and payments should be ratified at the next Board of Directors meeting.
3. Purchasing of Non-budgeted items must have approval of the Executive Board of Directors, prior to payment being made by any Board member.
4. Requests for disbursement must be made at, or in advance of, a meeting of the Board of Directors.
 - a. Requests for reimbursement are considered requests for disbursements.
 - b. Purchase Requests should be given to the treasurer for review of fund availability.
5. All registration and snack bar payments must be approved and verified by one executive board Treasurer in writing and documented on a written receipt. All snack bar "cash register pulls" must be verified by two board members in writing utilizing the daily cashbox worksheet and monies must be delivered to the Treasurer for Deposit.
6. All payments other than registration and snack bar must be verified by one executive board member and Treasurer in writing.

One Executive Board of Director in addition to the Treasurer shall sign all checks. (President, Vice President, Secretary)

Section 3 – Concession Stand Occupancy and Safety

The concession stand shall operate in a manner that prioritizes safety, efficiency and risk management. To ensure adequate working space and safe food handling conditions, the following occupancy limits shall apply during active concession operations:

1. Max occupancy in the snack bar shall be five (5) people total, regardless of age.

2. No more than three (3) adults (age eighteen (18) and older), shall be permitted inside the concession stand at any one time unless approved by the SnackBar/Concessions Coordinator and/or the Executive Board.
3. No more than two (2) minors may be present inside the concession stand at one time.
 - a. Each minor present inside the concession stand must have a designated supervising adult physically present at all times.

The Executive Board reserved the authority to adjust staffing and occupancy limits as necessary for safety, space constraints, or compliance with facility regulations.

Section 4 – Disbursements

All disbursements shall require proper documentation.

Checks shall require dual signatures when required by bank policy or Executive Board policy.

Electronic transactions shall require appropriate documentation and Treasurer reporting.

No disbursement shall occur without sufficient documentation of purpose.

Section 5 – Financial Reporting

The Fiscal Year of the PRYFC shall begin on the first day of January and end on the last day of December.

The treasurer should present a report at every meeting of the Board of Directors. A written copy of this report should be given to the secretary. The report should include:

- Purchase / Disbursements of Non-budgeted items for ratification
- Total of funds in all accounts
- Total of funds available for disbursement which should be outlined according to the PRYFC budget as determined by the Board of Directors.

The treasurer should provide a copy of the most recent bank statement as well as the financials for that period, available for review, at each meeting of the Board of Directors.

Each September or after elections, the Treasurer shall file a Statement of Information with the California Secretary of State Office. Each December the treasurer should prepare an end of year financial report and Taxes to be presented at the January meeting. The report should include the following:

- Total of all income for the year categorized by Football and Cheer
- Total of all expenses for the year categorized by Football and Cheer.
- Review of actual income and expenses vs. budget categorized by Football and Cheer
- Proposed budget for the next year for new Treasurer and Board to approve and review
- Requests for outstanding reimbursements

Preparation of Federal and State Tax information shall be coordinated by December 15th with approved tax preparer and filed accordingly by January 15th .

Section 6 – Nonprofit Compliance

All financial operations shall comply with:

- Federal 501(c)(3) requirements;
- California nonprofit corporation law;
- CCYFL financial policies where applicable.

Failure to comply with nonprofit reporting requirements shall constitute grounds for review of position.

Section 7- Chapter Fees

Chapter fees will be determined annually at the January meeting.

No refunds will be considered after the first game day. Should any player or cheerleader be ordered a uniform, only the remaining amount of registration fee after cost for uniforms and such items are covered will be refunded.

Section 8- Donations

All donations given to PRYFC are the property of PRYFC and will be used at the sole discretion of PRYFC by a board vote in a regular meeting.

All fundraising or solicitations done under the name PRYFC, or using the tax identification of PRYFC, are the property of PRYFC and may not be forwarded to any person of corporation.

ARTICLE VII – COACHES, TEAM OPERATIONS, AND DISCIPLINE

Section 1 – Coach Eligibility

All Head Coaches, Assistant Coaches, and team staff including all Adult Volunteers must:

- Complete and submit an application to the Executive Board for approval;
- Complete and pass required background screening;
- Complete and pass league-required certifications;
- Complete any required CCYFL or cheer governing body certifications;
- Sign and adhere to the PRYFC Code of Conduct.

No individual may serve in a coaching capacity without Executive Board acknowledgment.

Head Coaches will only be eligible for the position if they have served at least one (1) year as an assistant coach in PRYFC or candidate has documented experience in High School or other leagues verified by the Executive Board.

Section 2 – Appointment of Coaches

Head Coaches shall be appointed by the Football Director/Athletic Director or Cheer Director respectively, subject to approval by the Executive Board.

Assistant Coaches and team volunteers shall be selected by the Head Coach and approved through required League processes as follows:

- Within ten (10) days of the draft, the Head Coach from each team in every division shall submit a list of no more than 6 assistant coaches and team parent to PRYFC Football/Athletic Director or Cheer Director respectively to be approved by the Executive Board.

Failure to comply with appointment procedures may result in removal of coaching privileges.

All Coaches, Assistant Coaches and Adult Volunteers requires final approval by the Executive Board using the following guidelines:

- Previous coaching experience and commitment to PRYFC mission and goals;
- Returning coaches to the same team and division providing good standing and no situations occurring to adversely affect participation by players;
- Returning coaches changing divisions will be considered based on years of experience, knowledge of favorable reviews in past years as Head Coach. The more senior coach has seniority.
- Applicants returning to PRYFC after a break in service will be considered based on years of experience and knowledge.

Section 3 – Coach Resignation

A Head Coach or Assistant Coach who resigns from the organization after being placed on a certified roster without the approval and consent of the Executive Board will be banned from coaching, staff, board position or position of authority with PRYFC for a minimum of 3 years.

Resignation without Board approval is contrary to the mission statement of the organization and is in direct violation of the Coaches Ethics Pledge. The pledge mandates that all personnel must put the children and the organization first at all times.

Examples of invalid reasons to resign:

- Personality conflict;
- Differences in coaching style/philosophies;
- Political agendas, friendships, alliances or petty grievances;
- Personal agendas of any type, including your child's playing time or position.

After the 3 years, the individual may petition the board for a position as staff.

Section 4 – Code of Conduct Violations

The PRYFC Code of Conduct applies to:

- Athletes;
- Parents;
- Legal Guardians;
- Appointed Responsible Parties;
- Coaches;
- Volunteers;
- Board of Director Members.

Three (3) documented violations within a two (2) consecutive seasons may result in:

- Suspension from participation;
- Removal from team;
- Ineligibility for postseason participation;
- Denial of future registration;
- Denial or revocation of scholarship eligibility.

All disciplinary decisions shall require review and vote of the Executive Board.

Section 5 – Removal from Team

An athlete may be removed from a team for:

- Repeated Code of Conduct violations;
- Conduct detrimental to the League;
- Failure of parent, guardian, or responsible party to comply with League obligations;
- Safety-related misconduct.

Removal shall require:

- Documentation of violations;
- Review by the respective Football Director/Athletic Director or Cheer Director;
- Vote of the Board of Director Members.

Section 6 – Coach Removal

A Head Coach or Assistant Coach may be removed for:

- Failure to comply with League policies;

- Failure to provide required documentation;
- Financial mismanagement;
- Conduct detrimental to the League;
- Failure to comply with fundraising documentation requirements.

Removal shall require two-thirds vote of the Board of Director Members following written notice and opportunity to respond.

Section 7 – Protected Players

A protected player is a son/daughter of a board approved designated coach. Protected players must be declared to the Executive Board for approval 48 hours prior to the draft. Each team may have no more than four (4) protected players.

ARTICLE VIII – SCHOLARSHIPS

Section 1 – Purpose

PRYFC may, at the discretion of the Executive Board and subject to available funds, offer partial or full registration scholarships to eligible participants experiencing financial hardship.

Scholarships are granted as a privilege and not a right.

Section 2 – Eligibility Requirements

To remain eligible for scholarship assistance, the athlete and the athlete’s parent, legal guardian, or appointed responsible party must:

- Remain in good standing with PRYFC;
- Comply with all League financial agreements;
- Complete required volunteer hours;
- Adhere to the PRYFC Code of Conduct;
- Comply with all League policies and procedures.

Failure to meet these requirements may result in:

- Suspension of scholarship benefits;
- Revocation of scholarship benefits;
- Denial of scholarship eligibility for subsequent seasons.

Section 3 – Scholarship Compliance

Scholarship recipients remain subject to:

- Volunteer compliance;

- Code of Conduct compliance;
- League financial obligations.

Failure to comply may result in:

- Revocation of current scholarship assistance;
- Denial of scholarship eligibility for subsequent seasons.

Scholarship disciplinary actions shall require vote of the Board of Director Members.

Section 4 – Code of Conduct Violations

If a scholarship recipient, or their parent, legal guardian, or appointed responsible party accumulates three (3) documented Code of Conduct violations within a single season, scholarship eligibility may be revoked.

Revocation shall require:

- Written documentation of violations;
- Review by the Football Director/Athletic Director or Cheer Director as applicable;
- Approval by majority vote of the Board of Director Members.

Revocation of scholarship does not automatically require removal from the team unless separately determined under this Article.

Section 5 – Leadership Notification

Upon approval of scholarship assistance:

- The Executive Board shall be informed of all scholarship recipients;
- The applicable Football Director/Athletic Director or Cheer Director shall be informed;
- The Head Coach of the participant shall be informed for purposes of volunteer tracking and program accountability.

Scholarship information shall be treated as confidential and shall not be publicly disclosed.

Section 6 – Denial for Subsequent Seasons

An athlete or family that:

- Fails to complete required volunteer obligations;
- Is removed for Code of Conduct violations;
- Fails to comply with financial agreements;

may be deemed ineligible for scholarship assistance for subsequent seasons at the discretion of the Board of Director Members.

Section 7 – Hardship Exception

The Executive Board may waive volunteer deficiencies in documented cases of medical emergency, family hardship, or extraordinary circumstances.

Such waiver must be approved by majority vote of the Board of Director Members.

ARTICLE IX – GRIEVANCES AND ESCALATION

Section 1 – Initial Resolution

Grievances shall first be addressed at the lowest appropriate level.

For Football-related matters, concerns shall first be directed to the Head Coach and, if unresolved, to the Football Director/Athletic Director.

For Cheer-related matters, concerns shall first be directed to the Head Coach and, if unresolved, to the Cheer Director.

Operational concerns should not be immediately escalated to the Executive Board unless safety, financial misconduct, or Code of Conduct violations are alleged.

Section 2 – Formal Grievance Submission

If resolution is not achieved at the program level, a written grievance may be submitted to the Executive Board.

The written grievance must include:

- The nature of the complaint;
- Relevant dates and documentation;
- Steps already taken to resolve the matter;
- Requested resolution.

Anonymous grievances may be reviewed at the discretion of the Executive Board but are not guaranteed action.

Section 3 – Executive Board Review

The Executive Board shall review the grievance and may:

- Request additional information;
- Conduct interviews;
- Review documentation;
- Seek consultation with League Liaison or governing bodies if required.

All grievance determinations shall be made by vote of the Board of Director Members.

Section 4 – Disciplinary Matters

Grievances shall be reviewed that involve:

- Code of Conduct violations;
- Volunteer non-compliance;
- Financial misconduct;
- Safety violations;
- Harassment or inappropriate behavior;

Immediate action may be taken if necessary to protect athlete safety or League integrity.

Section 5 – Final Authority

The decision of the Executive Board shall be final.

Nothing in this Article supersedes the authority of CCYFL or applicable cheer governing bodies where mandatory reporting or league discipline is required.

ARTICLE X – ADOPTION OF CHEER HANDBOOK AND GOVERNING HIERARCHY

Section 1 – Formal Adoption

The Paso Robles Youth Cheer Handbook (Version 2026), hereinafter referred to as the “Cheer Handbook,” is hereby formally adopted as the official operational manual governing day-to-day Cheer program procedures.

The Cheer Handbook is incorporated by reference and attached as Appendix A to these Bylaws.

Section 2 – Governance Hierarchy

In the event of conflict, the following hierarchy shall apply:

1. Federal and State law;
2. CCYFL and applicable cheer governing body rules;
3. PRYFC Constitution and Bylaws;
4. The Cheer Handbook (Appendix A);
5. Operational policies adopted by the Executive Board.

The Cheer Handbook governs operational Cheer matters including, but not limited to:

- Practice structure;
- Safety procedures;
- Team placement procedures;

- Conduct expectations specific to Cheer;
- Stunt progression and compliance;
- Operational season procedures.

The Cheer Handbook does not supersede governance authority vested in the Board of Director Members.

Section 3 – Amendments to the Cheer Handbook

The Cheer Director may propose amendments to the Cheer Handbook.

Amendments to the Cheer Handbook that affect governance, financial obligations, or League-wide policy shall require acknowledgment by the Executive Board.

Operational amendments that do not affect governance or financial structure may be implemented by the Cheer Director and recorded in Executive Board minutes.

Section 4 – Equal Program Recognition

PRYFC operates as a unified Football and Cheer organization.

The formal adoption of the Cheer Handbook affirms the equal recognition of Cheer as a co-equal program within PRYFC governance structure.

Nothing in this Article elevates the Cheer Director above the President or Vice President in governance authority.

ARTICLE XI – AMENDMENTS

This Constitution and Bylaws may be amended, repealed or altered in whole or part by a two-thirds vote at any duly organized meeting of the Board of Directors provided notice of the proposed change is included in the notice of such meeting.

A recommended change to these Bylaws shall be presented in writing to the President for a “first reading” at a regular or special meeting. An affirmative vote of 2/3 of the Board of Directors present at “second reading” shall be necessary for adoption and amendment of By-Laws.

All By-Law changes are subject to CCYFL approval

ARTICLE XII – DISBANDMENT OF PRYFC

Dissolution of PRYFC will be by a vote of the PRYFC Board of Directors.

In the event of dissolution and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the PRYFC to such other organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provisions.

If circumstances dictate, the PRYFC Board may deviate from the above guidelines by a quorum vote as long as Articles of Incorporation, Article VII are not overwritten.