



YOUTH FOOTBALL & CHEER

**AUBURN RIVERSIDE YOUTH FOOTBALL AND CHEER,
INC.**

2020 ARYFC BY-LAWS



AUBURN RIVERSIDE YOUTH FOOTBALL AND CHEER, INC. (ARYFC) BY-LAWS

ARTICLE I: NAME AND PURPOSE

This organization shall be known as Auburn Riverside Youth Football and Cheer. (ARYFC)

The purpose of the organization shall be the following:

1. Promote appreciation for and enhance long-term participation for the game of football and cheer in Auburn, Washington;
2. Provide a playing opportunity for every youth of appropriate age who want to play;
3. Promote the development of coaching and player skills to enhance team play and the overall football/cheer experience;
4. Emphasize fun, good sportsmanship, physical fitness, respectful and healthy attitude and team play;
5. Assist as many children as practical in learning and enjoying the sport of football/cheer;
6. We require all football players and cheerleaders to maintain mastery academic standards and excellent classroom behavior;
7. Prepare players for playing High School Football;
8. Instill a spirit of competitive play and sportsmanship;
9. To help inspire in our youth a sense of responsibility, cooperation and self-reliance;
10. We are committed to servicing the local community, encouraging all participants, parents and families to support our community; and,
11. To raise, hold and use funds in order to carry out the above purposes.

ARTICLE II: BOARD AND OFFICERS

1. The ARYFC Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Athletic Director and Cheer Director.

The ARYFC board will conduct the business of the organization, including elections and oversight of board members, and will have the power to determine organization policy, participating as voting members in league policy.

- a. The ARYFC Board will consist of:
 - President: Executive Board Member
 - Vice President: Executive Board Member
 - Secretary: Executive Board Member
 - Treasurer: Executive Board Member
 - Athletic Director: Executive Board Member
 - Cheer Director: Executive Board Member
 - Registrar: Board Member
 - Fundraising Coordinator: Board Member
 - Concessions Director: Board Member
 - Equipment Manager: Board Member



Merchandise Director: Board Member

b. The ARYFC Board term of office for each said officer shall be a two (2) year term. To maintain consistency in the ARYFC operations only 50% board will be up for election at the end of their term. If, for whatever reason, an Executive Board Member (excluding President ~ see Article III) decides to step down from his/her position, the remaining ARYFC Board will appoint a new person to take over that position until the following election.

2. The ARYFC Board may appoint additional committees (budget, fundraising, volunteer work, etc.) to assist board members in their positions. All committees will have to be approved for the board before conducting meeting.

ARTICLE III: EXECUTIVE BOARD OF DIRECTORS DUTIES

1. President - The President will call and conduct all meetings according to the By-Laws. He/she will be in charge of executing the policies approved by the Board of Directors. Shall act as a liaison between the League and Auburn Riverside Youth Football and Cheer, and with any other affiliations to which the Board may subscribe. He/she is to ensure that all policies set forth by the League are understood and implemented. Responsibilities include attending League meetings, updating ARYFC organization on changes, voting at League meetings and handling insurance guidelines He/she will see that the statements and books are properly maintained according to applicable state statutes. In case the President cannot commit to his/her full term and leaves with more than half the term left, the remaining Board of Directors will open up the position to a list of candidates to be voted on by the existing Executive Board. If more than half the term has been served, the existing Board of Directors will appoint the active Vice President to fulfill the rest of the term.

2. Vice President - The Vice-President shall perform the duties of the President when he/she is unable to do so and shall be responsible for overseeing the field preparation and coordinating game day events. Additionally, will be the liaison between parents and the board.

3. Secretary - Shall preserve in books of the organization the true minutes of the proceedings of all meetings of the organization, including a list of all attendees at each meeting. The Secretary shall provide copies of the proceeding meeting at each meeting for acceptance by the attendees and then shall be approved by the Board. Secretary shall give all notices required by statute, Bylaws or resolution. He/she shall carry on correspondence of the organization, exclusive of that related to the Treasurer, and shall perform the duties of the Secretary as stated above. He/she shall notify all Board members of meetings or meeting changes and will notify the Webmaster of any postings for the membership. He/she coordinates and reserves the meeting location. This is a Board position and as such as voting privileges at any and all Board Meetings.

4. Treasurer - Shall have custody of all funds and securities and shall keep in books belonging to the organization, full accounts of all receipts and disbursements. He/she will countersign with the president on deposits all money, securities and other valuable effects in the name of the



organization in such depositories as may be designated by the organization, for that purpose by the organization. He/she shall distribute the funds of the organization, taking proper vouchers for such disbursements, and shall render to the attendees at the regular monthly meetings of the league and whenever requested in writing by a frequent meeting attendee, an account of all transactions as Treasurer and of the financial condition of the organization. In case of death, resignation, retirement or removal from office, all books, papers, vouchers, money and property of whatever kind in his/her possession or under his/her control belonging to the organization shall be returned to the organization. He/she shall be responsible for filing and maintaining records of corporation, non-profit status, federal and/or state taxes. The Treasurer will provide the following at all monthly meetings and special board meetings when requested by the board: monthly expenditures, deposits, balance, copy receipts and bank statement copies for each Board member. This is a Board position and as such as voting privileges at any and all Board Meetings.

5. Athletic Director – Shall act as a liaison between coaches and the Executive Board, and also between parents and coaches, in an effort to communicate with the coaching staff and/or parents any decisions, policy implementations and conflict resolutions decided on by the Executive Board. This position is a Board position and as such has voting privileges at any and all Board Meetings.

6. League Representative- He/she is to ensure that all policies set forth by the League are understood and implemented. Responsibilities include attending League meetings, updating ARYFC organization on changes, voting at League meetings and handling insurance guidelines. This is a Board position and as such as voting privileges at any and all Board Meetings.

7. Cheer Director - shall be responsible for all activities related to cheerleading. The cheerleading Director will be responsible for the inventory, upkeep, and ordering of uniforms and supplies. He/she will be responsible for selecting coaches for each team and overseeing the conduct and the technique of these coaches and be responsible for initiating disciplinary action when required by the Board. He/she will follow the guidelines established by the league and will have close ties with the ARYFC Board in matters involving ARYFC. This is a Board position and as such as voting privileges at any and all Board Meetings.

8. Registrar – Shall be responsible to run all registration sign-ups either online or in person and shall coordinate distribution of fliers to school. He/she will collect paperwork to include birth certificates, registration forms and verify participants have paid all registration dues. Also provides team rosters and contact information to Head Coaches. He/she shall attend any League meetings that involves registration and submits all registrations paperwork required by the League. This is a Board position and as such has voting privileges at any and all Board Meetings.

9. Fundraising Coordinator – Shall work closely with other ARYFC board members to coordinate fundraising efforts and develop plans. Fundraiser Coordinator shall maintain records of all fundraising flyers, advertisements and submit to the regular board meetings updates of scheduled



and past events. He/she shall be responsible for securing proper approval and permits for ARYFC events regarding fundraising. He/she shall collect, secure and report, in a timely manner (3 days max) all monies collected or obtained to be submitted to the treasure for action. See Article II section.2, to organize committees for fundraising events and programs. This is a Board position and as such has voting privileges at any and all Board Meetings.

10. Concessions Director- Shall be responsible for overall operations of the concession stand including ordering supplies, equipment and food. He/she shall prepare an itemized budget to submit to the board for recommendations and approval. He/she shall maintain an inventory list of snack shack equipment and consumables. He/she shall purchase, transport, and keep receipts on all items used in the concession stands. He/she shall submit all receipts and proceeds to the treasurer with a profit/loss statement. Additionally, he/she shall be responsible for training volunteers in the concession stand on food handling procedures and coordinate with team moms on a schedule for volunteers to work in the concessions stand during games or practices. This is a Board position and as such has voting privileges at any and all Board Meetings.

11. Equipment Manager – Shall be the custodian of all equipment for ARYFC. He/she will maintain and inventory all equipment related to ARYFC. He/she is responsible for distributing, collecting, reconditioning equipment, and developing repair kits for each team required by the league. He/she is responsible for the player equipment check out forms and provides an equipment report to the board at every regular ARYFC Board meetings. If there is any equipment that needs to be ordered, repaired or replaced, the board will make the approval. This is a Board position and as such has voting privileges at any and all Board Meetings.

12. Merchandise Director - Shall maintain all approved ARYFC merchandise (including photos) sold at home games and other ARYFC activities involving merchandise. He/she shall manage the merchandise booth operations on game day or during practice/events to include directing parent volunteers in merchandise set-up, operation and clean-up. He/she shall be responsible for all shopping/ordering and inventorying of ARYFC board approved merchandise, presenting all receipts to Treasurer in a timely manner (no more than 3 days). He/she shall maintain, collect receipts and submit net proceeds of merchandise sales to Treasurer with profit loss statement. This is a Board position and as such has voting privileges at any and all Board Meetings.

13. All Board Members - No Board Member shall accept gratuities or money for services rendered on behalf of this organization, unless such gratuities are approved by a majority vote of the Executive Board. Duties and responsibilities of all Board positions are subject to change from time to time based upon the decisions of the Executive Board.

ARTICLE IV: ELECTIONS AND VOTING

1. Nominations for the new ARYFC Board at the expiration of concurrent two (2) year terms or one (1) year terms (See ARTICLE II 1.b) will be made any time throughout the months of October and November during the election years, by written notice (email acceptable) delivered to the Secretary by any parent, coach or Board member.



2. Voting will be done at the end of the year Board Meeting in December by secret ballot, with the person receiving the highest number of votes elected to the position. Voting dates can change due to ARYFC schedule but must be completed NLT first month in the new year. Ballots will be counted in front of the board to ensure fairness.
3. Current ARYFC Board members may vote and elect nominees and may seek reelection if desired.
4. Only parents of active ARYFC players, coaches and current board members will be eligible to vote, with one vote for each child in the program allowed within each family.
5. The President will be the tie breaking vote.

ARTICLE V: MEETINGS

1. Any and all meetings of Auburn Riverside Youth Football and Cheer will be held within Auburn, Washington. Board members cannot have more than (2) two unexcused absences or they will be removed from the position. Excused absences must give (2) two-day notice to President
2. The monthly meetings of ARYFC will be held on the 2nd Wednesday of every month at 6:00 PM or on a date approved by the Board, unless such date shall conflict with some national holiday.
3. At least 5 days prior to the date of a monthly meeting, written notice of the date, time and place of such meeting shall be posted on the web site and/or publicized in local papers by the Secretary (ARTICLE III Section 3)
4. The order of business at all meetings of the ARYFC Board will be by the agenda as follows: a. Roll Call b. Approve Minutes from previous meeting c. Treasurer's Report d. Equipment report e. New Business f. Old Business
5. Robert's Rules of Order will prevail at all meetings where they are not inconsistent with these Bylaws.
6. Any persons wishing to have a topic added to the Agenda under New Business at a monthly meeting must submit questions in writing to the Secretary one (1) week prior to the scheduled meeting. Topics will only be addressed during the New Business portion of monthly meetings.
7. The ARYFC Board may convene in executive session, closed to the public, after New Business is discussed, and the Executive Board reserves the right to limit discussion on any matter during any monthly meeting.
8. The ARYFC Board reserves the right to go on hiatus or hold Board meetings only during the months of December, January, and February.



ARTICLE VI: QUORUM

The attendance of not less than three (3) Executive Board Members and a total of four (4) Board Members in good standing of this organization shall constitute a quorum of the Board of Directors for the transaction of league business at any Board meeting.

ARTICLE VII: AMENDMENTS

1. The within Bylaws may be modified and/or amended every year by a majority vote of the ARYFC Executive Board, with all modifications to be written and published with these Bylaws.
2. The ARYFC Executive Board, by a majority vote, may call for a monthly meeting and/or Executive meeting to modify the Bylaws or Rules and Regulations.

ARTICLE VIII: DISSOLUTION

1. In the event that the Auburn Riverside Youth Football and Cheer shall hereinafter be dissolved, under any applicable provisions of Office of the Secretary of State in Washington, the Treasurer shall, prior to final dissolution, prepare and present to the Board of Directors a statement of all assets and liabilities.
2. The Board of Directors shall, at or before the final meeting, by a majority vote, direct the Treasurer to disburse the entire balance of said accounts to the following organizations, provided such organizations meet the exemption status under Section 501(c)(3) of the Internal Revenue Code at the time of dissolution:
 - a. Auburn Riverside High School Booster Club

ARTICLE IX: COACHES

1. The Auburn Riverside Youth Football and Cheer Code of Ethics must be signed by every coach prior to every season and that Code of Conduct shall govern coaches' conduct.
2. The Athletic Director shall review all complaints made in writing in regard to any coach within the Auburn Riverside Youth Football and Cheer League. A hearing will be held only after all attempts have been made to resolve any complaint through mediation with the Athletic Director. *(If the complaint is about the Athletic Director then the President will investigate and report to the Board for action).* After the hearing, the Board shall then debate and vote on any course of action.



3. Every coach's term is for one (1) season.
4. Head Coaches shall be nominated by January and voted on by February. Changes in date must be approved by the Board.
5. The ARYFC Board can nominate Head Coaches and Assistant Coaches for any and all teams.
6. Head Coaches will present to Athletic Director one (1) month prior to upcoming season, a list of Assistant Coaches for approval. Additions to the coaching rosters are permitted, but prior to any coach's participation in team activities, the Athletic Director must first approve such addition.

ARTICLE X: PARENTS AND PLAYERS

1. All parents must sign and be in compliance with the Code of Conduct agreement given at registration to retain the ability to attend and participate in scheduled monthly meetings.
2. All players must sign and return to their Coach, and be in compliance with the Player's Code of Conduct, in order for the player to participate in League and team activities.

These By-Laws are hereby accepted and approved as of January 2020 the 20th day .

Present members:

President
Vice President
Secretary
Treasurer
Registrar
Equipment Director
Merchandise Director

Player's Code of Conduct

As an Auburn Riverside Youth Football and Cheer Player, I recognize that football/cheer is an exciting game and that I am privileged to participate in it, and I agree with and will abide by the Player's Code of Conduct:

1. I promise to make school activities and my school studies a priority over football/cheer activities.
2. I understand that family commitments are important considerations.
3. I will always exercise good sportsmanship by showing respect for my teammates, opponents, coaches, officials, and spectators at every game, practice or other Auburn Riverside Youth Football and Cheer events.
4. I promise not to argue with my coaches, teammates, opponents, or officials.
5. I will play by the rules and in a sportsmanlike manner.
6. I promise not to use foul language on or off the field at any Auburn Riverside Youth Football and Cheer event.
7. I agree that "trash talking," taunting, baiting, and pointing at other players are all poor sportsmanship and against the rules. In addition, I realize that such actions often lead to retaliation by my team's opponents.
8. I understand that fighting is against the rules and is punishable by ejection from the game and by suspension for my team's next game. I further understand that any second ejection during the season results in suspension for the remainder of the season's activities.
9. I understand that fighting at any practices can also result in game suspension(s).
10. I will say "NO" to drugs, alcohol, and tobacco products, which are harmful to successful athletes.
11. I will respect and take care of my football equipment.
12. I will always wear all protective equipment - including my helmet; mouthpiece; shoulder pads, leg and hip pads and athletic supporter with cup protector.
13. I promise to tell the coach if I am injured.
14. I promise to tell or call the coach if I cannot attend an upcoming practice or game.
15. If I am playing two sports during the season, games will take priority over practices - regardless of the sport.
16. I understand that unexcused absences from practices or game(s) will result in loss of playing time.
17. I understand that if any of these rules are not followed, Auburn Riverside Youth Football and Cheer coaches, and if necessary, board members will decide necessary disciplinary action. Disciplinary actions can include, among other things, coaching consultations, running of wind sprints, ejection from the remainder of the practice or game, and or suspension(s).

Please read this and sign below, indicating your understanding and agreement.

| | | | |
|--------|------|-------------------|------|
| Player | Date | Parent / Guardian | Date |
|--------|------|-------------------|------|

Parents' Code of Conduct

As a parent of an Auburn Riverside Youth Football and Cheer player, I pledge to provide positive support, care and encouragement for my child participating in Youth Football/Cheer by agreeing to and abiding by this Parents' Code of Conduct:

1. I will encourage good sportsmanship by demonstrating positive support for players, coaches, cheerleaders, and officials at every game, practice and other Youth Football events.
2. I will cheer for my team from the stands with enthusiasm but never yell obscenities or derogatory remarks aimed at the opponents or conduct myself in an offensive manner. I realize that as a result of such actions, my team can be penalized for unsportsmanlike conduct and I may be removed from the grounds.
3. I will always place the emotional and physical well-being of my child ahead of a personal desire to win.
4. I pledge to reinforce and support my child's efforts. Winners are people who make maximum effort, continue to learn and improve, and do not let mistakes or fear of making mistakes stop them. I understand that children are born with different abilities and that the true measure is not how my child compares to others, but how he/she is doing in comparison to his or her best self.
5. I understand that less than 1 % of youth sports participants receive college scholarships and that the top three reasons kids play sports are a) to have fun, b) to make new friends, and c) to learn new skills. I understand that the game is for players and not the adults, and I will keep sports in the proper perspective.
6. I promise to alert the Coach of a game or practice that my child will miss for any reason. I recognize that inexcusable absences by my child of practices or games will result in loss of playing time.
7. I promise to drop off and pick up my child from all games and practices on time.
8. I pledge to "Honor the Game." I understand the importance of setting a good example for my child. I will show respect for all involved in the game including coaches, players, opposing teams and fans, and officials. I understand that officials make mistakes. If the officials make a "bad" call against my team, I will Honor the Game and be silent.
9. I will require that my child's coaches be equally respectful of the players, parents, and official's needs.
10. I will not consume alcohol at any ARYFC game or practice, nor use tobacco products.
11. I understand that if any of these rules are not followed, my team's head coach, and if needed the ARYFC executive board will decide necessary disciplines.
12. I realize the ARYFC is a non-profit organization and I understand that I will be assigned various volunteer duties throughout the season on game days, and I will cooperate, as well as fundraising obligations that I am responsible for fulfilling.

Please read this and sign below, indicating your understanding and agreement.

Parent / Guardian

Date

Parent / Guardian

Date