



# ODESSA LITTLE LEAGUE FOOTBALL

## Mission Statement and By-Laws

### **Mission Statement:**

The Mission of Odessa Little League Football is to provide a structured football program for the youth of the Odessa R-7 school district.

### **By-Laws:**

*Revised February 9, 2020 by OLLF Board.*

### **PREAMBLE**

The objective of this 501C3 organization is to promote and provide a youth football program for the youth of the Odessa R-7 School District. The organization strives to instill in each participant the characteristics of hard work, dedication, teamwork, sportsmanship, physical fitness, and high moral character regardless of race, color, gender, or creed.

The organization will provide a structure of Safety, Knowledge, Organization, and Quality Leadership that will allow each participant to learn, understand, and demonstrate the fundamentals of youth football. This structure, OLLF will foster a sense of pride, spirit, knowledge, and excitement that will be permanently embedded in each player's life on and off the field.

The organization will strive to build the foundation needed at the youth football level to allow each participant the ability to continue their football careers into Middle School, High School, and beyond. This can only be done through knowledge, dedication, and team work by this organizations board, participants, members, and entire community.

### **ARTICLE I: MEMBERSHIP OF THE ORGANIZATION**

- A. Members** of this organization are the parents or legal guardians of active players and coaches with in the Odessa Little League Football program.
- B. Members** of the organization will be afforded voting rights at the general election for the election of the **Board of Directors**. A maximum of two (2) votes per active household will be counted. A maximum of one (1) vote per active coach that is not a parent/guardian of an active player will be counted.

### **ARTICLE II: PURPOSE OF THE BOARD OF DIRECTORS**

- A. The purpose of the Board of Directors shall be:
  - 1. To control, monitor, and regulate the organization's daily business.
  - 3. To set the organizations policy. To handle all matters that deal with the organization.
  - 4. To set, direct, maintain and audit all monetary policies.
  - 5. To have the authority necessary to carry out all duties, whether or not specifically enumerated within these by-laws, for the organization to function.

### **ARTICLE III: BOARD OF DIRECTORS ELECTION AND TERMS**

- A. The Board of Directors shall be comprised of nine (9) persons elected by the members of this organization at the year-end general election.
- B. The term of each Board of Directors member shall be for one (1) calendar year beginning at start of the calendar year after the general election.
- C. Publication of the annual meeting will be placed in The Odessan for a two consecutive weeks prior to the meeting for date, time and place.
- D. Any **Qualified\*** person who intends to run for a Board of Directors position must inform the current President or Vice-President to be put on the election ballot. Candidates must be on the ballot to be elected. Write-in votes will not be accepted for election purposes.
  - 1. Qualified persons are:
    - a. at least 21 years of age
    - b. Reside in the Odessa R-7 School District
    - c. Fill-out and pass the back-ground check
- E. Each Board of Director is expected to serve a full term and is expected to attend all meetings and/or functions. If a Board of Directors member fails to comply with these conditions, the Board of Directors can remove this member with a simple majority vote.
- F. In the event a Board of Director member is removed, his/her term will be filled by a **new qualified** person appointed by the President and approved by the remaining Board of Directors by a simple majority vote.
- G. The newly elected Board of Directors shall meet with the outgoing Board of Directors in a closed session meeting prior to the first regularly scheduled meeting of the newly elected Board of Directors tenure. This is to promote continuity and finalized the end of year business from the outgoing Board of Directors.

## **ARTICLE IV: ORGANIZATION AND AUTHORITY OF THE BOARD OF DIRECTORS**

- A. The Executive Officers of the Board of Directors shall consist of the President, Vice-President, Secretary, and Treasurer.
- B. The following Board of Directors positions shall be elected by Members at the general election meeting.
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. League Manager
  - 6. Fundraising Manager
  - 7. Senior Division Manager
  - 8. Junior Division Manager
  - 9. Flag Division Manager
  - 10. Game Day Operations Manager
  - 11. Cheerleading League Manager
- C. The President shall chair all Board of Directors meetings. The President shall set the agenda for all business being discussed. The President shall maintain orderly procedure.
- D. The President shall have no vote on a motion unless such a vote is required to break a tie.
- E. The President or Vice President shall serve as the Organizations Representative at League Meetings.
- F. The President and Vice President shall communicate all League Meeting information to the Board of Directors. Division Managers will be responsible for communicating the information to the coaches in the division.
- G. The President, Vice President, and Division Manager will be responsible for recommending additional teams in the Division for League play. Additional teams will only be added after recommendation by a 2/3 majority vote by Board of Directors.
- H. The Board of Directors may terminate the term of a Director for just cause. The position will be filled by a qualified person appointed by the President and approved by a simple majority vote by the Board of Directors.

- I. The Board of Directors shall have a minimum of 11 public meetings throughout the calendar year. Meeting time and place shall be specified at the previous meeting. Time and location may be changed by President or Secretary on a 24 hour notice.
- J. Special or Closed Session meetings may be called by the President or Vice President. The President or Vice President will give a minimum of a 24 hour notice to all Board of Directors.
- K. The Board of Directors cannot conduct business for the organization without a quorum. A quorum is defined as a 2/3 majority of the Board of Directors.
- L. A majority vote by those Board of Directors present at a duly constituted meeting is required to adopt any measure unless specified herein.
- M. All Board of Directors are eligible to vote on every issue.
- N. No measure may be adopted which conflicts with any affiliated League rule.
- O. The Board of Directors shall have the authority necessary to carry out its stated purpose and responsibilities.
- P. Amendments to these By-Laws require a 2/3 majority vote of the Board of Directors and in two consecutive public meetings and put into effect immediately.

## **ARTICLE V: OPERATION AND MANAGEMENT OF THE BOARD OF DIRECTORS**

- A. The Board of Directors collectively oversee the operational areas necessary to year-round function of the organization. The Board of Directors is responsible and accountable for each of their operational areas.
- B. Duties and Responsibilities of Positions
  - 1. President**
    - a. The President shall set the agenda for all business being discussed. The President shall maintain orderly procedure at all meetings.
    - b. The President shall be responsible for all actions defined in Article IV C through J.
    - c. The President is responsible for the overall effectiveness of the Board of Directors throughout the year.
  - 2. Vice President**
    - a. Perform the duties of the President in the event of the President's absences or inability to complete his/her term.
    - b. Assist the President in performing the duties of the office.

- c. Serve as League Representative
- d. Serve as liaison between Division Managers and Board of Directors
- e. Determine end of the year awards and bring before Board of Directors.

### **3. Secretary**

- a. Maintain accurate minutes of meetings
- b. Maintain record of players, procedures, contacts, and suppliers for reference.
- c. Organize registration days.
- d. Maintain organization of website.
- e. Oversee distribution of information. (Texcaster)
- f. Maintain coaches cards, background checks, contracts, and rosters.
- g. Assist Division Managers with record keeping on league equipment.
- h. Assist Fundraising Manager with gameday concessions.

### **4. Treasurer**

- a. Prepare monthly financial statements.
- b. Prepare annual fiscal statements.
- c. Institute accounts payable/receivable method.
- d. Maintain bank account and monitor signatures.
- e. Prepare and file all necessary financial reports.
- f. Oversee yearly Taxes.
- g. File documents and other information with governmental agencies as required.
- h. Assist Fundraising Manager with gameday concessions.

### **5. League Manager**

- a. Liaison between Board of Directors and appointed non-voting Team Representatives.
- b. Assist Treasurer in all internal audits.
- c. Liaison between Treasurer and Fundraising Manager.
- d. Help set up and clear game fields.
- e. Set up and schedule announcer, clock, and spotter for home games.
- f. Manage and Implement camps throughout the year.

### **6. Fundraising Manager**

- a. Oversee and Manage yearly fundraising goals for the organization.
- b. Develop and Implement ideas for fundraising activities.
- c. Assist Treasurer and League Managers in all internal audits.
- d. Maintain lists of vendors for future reference
- e. Manage and implement game day concessions strategy.
- f. Maintain sign up sheets for concessions/donations.
- g. Help set up and clear game day fields.

### **7. Senior Division Manager**

- a. Maintain yearly contact with coaches in division.

- b. Maintain current coaches' information, background checks, team information.
- c. Keep records and requests for additional equipment or equipment purchased for division.
- d. Organize and maintain files in organization for each team in division.
- e. Liaison between Board of Directors and division coaches.
- f. Help set up and clear game fields.
- g. Set schedule for teams to clean up after home high school football games.
- h. Help keep inventory, maintain, and handout equipment for the organization.
- i. Assist League Manager with implementation of camps.

### **8. Junior Division Manager**

- a. Maintain yearly contact with coaches in division.
- b. Maintain current coaches' information, background checks, team information.
- c. Keep records and requests for additional equipment or equipment purchased for division.
- d. Organize and maintain files in organization for each team in division.
- e. Help set up and clear game fields.
- f. Set schedule for teams to clean up after home high school football games.
- g. Help keep inventory, maintain, and handout equipment for the organization.
- h. Assist League Manager with implementations of camps.

### **9. Flag Division Manager**

- a. Maintain yearly contact with coaches in division.
- b. Maintain current coaches' information, background checks, team information.
- c. Help inventory and maintain equipment for organization.
- d. Keep records and requests for additional equipment or equipment purchased for division.
- e. Organize and maintain files in organization for each team in division.
- f. Liaison between Board of Directors and division coaches.
- g. Set up game flag schedules, fields, run games.
- h. Assist League Manager with implementation of camps.
- i. Organize flag registration days.

### **10. Game Day Operations Manager**

- a. Manage, implement, and oversee game day field operations (cones, down markers, chain crews, sound system, clock, trash, announcers, liaison to officials, etc.)
- b. Assist League Manager with scheduling announcer, clock, and spotter.
- c. Assist Senior and Junior Division Reps with trash setup and pickup after little league games.
- d. Assist League Manager with implementations of camps.
- e. Setup and clear game day fields.

### **11. Cheerleading League Manager**

- a. Organize cheer registration days.

- b. Maintain record of cheer procedures, contacts, and suppliers for reference.
- c. Maintain cheer sign-up sheets and team rosters.
- d. Maintain yearly contact with cheer coaches.
- e. Maintain cheer coaches' information and background checks.
- f. Set up practice and cheer game day schedules.
- g. Communicate cheer schedules to parents, coaches and teams.
- h. Liaison between Board of Directors, coaches, parents and suppliers.
- i. Assist Fundraising Manager with gameday concessions.

## **ADDITIONAL POLICIES**

### **A. Money and Finances**

#### Section 1: Contracts

The Board of Directors may authorize any officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization, and such authority may be general or confined to specific instances.

#### Section 2: Loans

No loans shall be contracted on behalf of the Organization and evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

#### Section 3: Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Organization shall be signed by the treasurer and another Executive Board Member of which are unrelated parties, to be determined by resolution of the Board of Directors. Checks payable to a Board Member are not to be signed by the payee and must obtain a receipt.

#### Section 4: Deposits

All monies obtained, collected, or raised by OLLF must be accounted for by two Board Members and deposited in the general league account within thirty (30) days following the event, game or activity that produced the proceeds.

#### Section 5: Fiscal Year

A complete yearly audit must be obtained and approved by the Executive Board Members. The audit will be done at or before the December meeting thereby providing cleared and approved books for the incoming Treasurer. Each audit shall be kept on file for a minimum of three (3) years.

### **B. Coaching Qualifications**

**Coaches in OLLF need to be able to:**

1. Pass background check
2. Learn league rules
3. Organize practice schedule
4. Communicate with parents (schedule, expectations, and requirements)
5. Review helmet warning with all parents/players:
 

*“WARNING: Keep your head up. Do not butt, ram, spear, or strike an opponent with any part of this helmet or face guard. This is a violation of football rules and may cause you to suffer severe brain or neck injury, including paralysis or death and possible injury to your opponent. Contact in football may result in Concussion/Brain injury which no helmet can prevent. Symptoms include: loss of consciousness or memory, dizziness, headache, nausea, or confusion. If you have symptoms, immediately stop and report them to your coach, trainer, and parents.*

*Do not return to a game or contact until all symptoms are gone and you receive medical clearance. Ignoring this warning may lead to another and more serious or fatal brain injury. NO HELMET SYSTEM CAN PROTECT YOU FROM SERIOUS BRAIN AND/OR NECK INJURIES INCLUDING PARALYSIS OR DEATH. TO AVOID THESE RISKS, DO NOT ENGAGE IN THE SPORT OF FOOTBALL.”*
6. Assess each player’s current skill, identify strengths/weaknesses, and implement a plan for player development throughout the season
7. Junior Division, specifically:
  - a. Introduce players to tackle football
  - b. Teach players proper football terminology
  - c. Teach players proper tackling technique(s)
  - d. Teach players proper blocking technique(s)
  - e. Teach players proper stance(s)
  - f. Teach players basic offensive and defensive formations
8. Senior Division, specifically:
  - A. Enhance the players’ knowledge of the game of football
  - B. Develop/perfect proper tackling technique(s)
  - C. Develop/perfect proper blocking technique(s)
  - D. Develop/perfect proper stance(s)
  - E. Teach/implement more elaborate offensive and defensive formations

**C. Equipment Policy Purpose:**

The purpose of this Equipment Policy is to institute and maintain an organized way to monitor the use of Odessa Little League Football’s equipment and also ensure the equipment is returned by each player after the season. This Equipment Policy is vital to ensure the safety of the Odessa Little League players and allows Odessa Little League Football to operate in the most cost effective way possible.

**Responsibility**

- A. The equipment of Odessa Little League Football is the responsibility of all Board of Directors, Coaches, Players, Parents, and all members of the organization.



Everyone must take personal responsibility for the equipment to maintain a safe playing environment.

### **Pre-Season Policy**

- A. Prior to equipment handout day all Board of Director members and Odessa Little League Football Coaches will clean, identify, and inspect all helmets, shoulder pads, and other equipment.
- B. Each helmet and shoulder pad will be identified with cleaned and sanitized.
- C. Each helmet and shoulder pad will be identified with a series of letters/numbers to identify and track each piece of equipment.
- D. Each helmet and shoulder pad will be inspected for loose or missing pads, screws, strings, straps, clips, and any other part that will affect the integrity of the piece of equipment.
- E. All Safety stickers will be re-applied to equipment if missing.
- F. All equipment needing retired or new equipment needing ordered will be covered later in this policy.
- G. All First Aid kits, Equipment kits, T's, balls, and miscellaneous items will be inspected and placed in each team's coaches bags.
- H. All Odessa Little League Football Coaching forms and team rosters will be placed in folder and put in coaching bags.

### **In- Season Policy**

- A. It is the responsibility of each team's coaches to notify their Division Manager of any equipment issues or problems that require more than what the coaches can fix with their equipment kit.
- B. All coaches need to notify their Division Manager if their equipment kits need filled.
- C. If new equipment is re-issued to the player, the Division Manager should document new equipment numbers in player/team file.
- D. New equipment needing purchased will be covered later in this policy.

### **Post-Season Policy**

- A. It is the responsibility of the coaches for each team to collect all helmets, shoulder pads, and practice jerseys at the completion of the last game of the year.
- B. All helmets, shoulder pads, and practice jerseys will be collected as a team before players leave the facility immediately after the last game for that team.
- C. Coaches should make arrangements with their Division Manager if help is needed.
- D. Board of Directors will have each coach bring their team's equipment and coaching kits to the Odessa Little League Football building to be turned in, inspected, and signed off.. All teams will be given team awards after the completion of the season and equipment turn in.

### **Equipment Purchases**

- A. Equipment requests will be presented to the Board of Directors by the Division Manager.
- B. All equipment purchases will be approved by 2/3 majority vote by Board of Directors members.
- C. Any coach requesting new or additional equipment should contact their Division Manager.
- D. All equipment purchases will come directly from the Odessa Little League Football bank account and will be budgeted accordingly.
- E. All equipment purchased will meet minimum MSHAA safety standards.

***By-Laws revised and adopted February 9, 2020  
Candice Bradley, OLLF Secretary***