

Franklin Township Youth Football
P.O. Box 39034
Indianapolis, IN 46259

Updated November 16, 2025

We, the subscribers hereto, desire to direct a non-profit Association under the laws of the State of Indiana, to promote the physical and moral well-being of youth in Franklin Township and surrounding area. To accomplish this objective, it is the purpose that this League shall finance and supervise a program of organized, competitive football during the season of each year in coordination with the Franklin Central High School program. In furtherance of this pledge, the following are principles and by-laws of this association.

Article I:

Section 1: Name: The name of the Association shall be the Franklin Township Youth Football Club, Incorporated.

Section 2: Principal Location

Physical Address:
Franklin Township Park
8801 East Edgewood Avenue
Indianapolis, IN 46239

Mailing Address:
PO Box 39034
Indianapolis, IN 46239

Section 3: Fiscal Year

The fiscal year shall mean the twelve (12) month period beginning on January 1 and ending December 31 of each calendar year.

Article II:

Meetings of the Board

Section 1: Place of Meeting

All meetings of the Board shall be held within the State of Indiana. The location of each meeting will be noted in the meeting minutes of the prior meetings.

Section 2: Annual/Quarterly Meetings

There shall be a minimum of ten (10) monthly, one-year end election, and one annual meeting to kick off the next league season. During the year-end election meeting, the Board shall elect officers and shall transact such other business as may properly come from the Board to close out the previous season. The date of the annual meeting shall be set by the President who shall also set the time and place. The Board shall hold monthly meetings to transact business of the League. The President shall schedule and notify each of the Board members of time, place and date of any meeting. Generally, all monthly meetings will be held the 2nd Sunday of every month at the Franklin Central High School field, meeting room, or as designated by the President.

Section 3: Special Meetings

Special meetings of the Board may be called by the President, and shall be called by the President upon request given by one more than half of the Board, which requests shall state the reason or reasons the meeting is requested.

Section 4: Meetings By Teleconference:

Board members may participate in a meeting of the League by means of teleconference or similar communications which allows all persons participating in the meeting to hear each other at the same time. Participation by a Board member in a teleconference or similar communications constitutes presence and shall be entitled to vote in accordance with Section 6. In no event shall the annual meeting of the League be held by teleconference unless under necessary circumstances.

Section 5: Executive Board Meeting

Any action, which may be deemed emergent, may be discussed by the Executive Board and action may be taken with an affirmative vote of the simple majority of the Executive Board. Immediately following the action, the President must communicate the outcome and ongoings to the remainder of the Board.

Section 6: Action Without A Meeting

Any action which may be taken at a meeting of the Board may be taken without a meeting if, prior to such action, written consents thereto are signed by a majority of the Board and such consents are filed with the minutes of the proceedings of the board.

Section 7: Voting of Meetings

Each Board member shall have the right at every Board meeting to one (1) vote. An affirmative vote of the simple majority of the Board members in attendance at a meeting shall be necessary for any action of the Board.

Section 8: Quorum

At any meeting of the Board, one more than half of the Board members, represented in person, shall constitute a quorum. A Board member participating in a meeting in accordance with Section 4 shall be counted for purposes of determining a quorum.

Section 9: Attendance of Meetings

The Officers and Board shall have the right to remove any member's league discount or any other privilege and, can extreme circumstances, can remove from the board upon a member's unexcused absence from 75% of regularly scheduled meetings of the Board in any fiscal year. Attendance records shall be presented at each November Board meeting for review. Any removal of league discounts or privileges must be approved by two-thirds affirmative vote by the entire board and complete removal from the board must be approved by 100% affirmative vote by the remaining board members.

Organization

The President, or any Executive Board member, shall call meetings of the Board to order and shall act as the presiding officer of such meetings. In his or her discretion, the President may delegate this authority to any Officer of the Board. In the absence of the President, unless a designation has been made, the Vice President shall assume the responsibilities of the President for purposes of the meeting.

Section 10: Order of Business

The order of business at all meetings of the Board shall be determined by the President and conveyed in an agenda preceding the next meeting unless delegated otherwise.

Section 11: Parliamentary Procedure

Unless otherwise provided by law, the conduct of all meetings shall be governed by Roberts Rules of Order; provided, however, the Board at any meeting, may if there is no objection from any Board member, conduct the meeting informally.

Section 12: Amendments to By-Laws

The Corporation By-Laws may be altered or amended to any extent during a regular or special meeting. Notice of the meeting must be given to all board members either verbally or electronically. Alterations and amendments to the By-Laws require 2/3 board approval. If unsuccessful, the subject may not be revisited for a period of (1) year.

Article III:

Officers and Board Members

Section 1: Election of Officers

The Board members at the time of the annual meeting shall elect a President, who shall be a Board member, a Vice President, who shall be a Board member, a Treasurer, who shall be a Board member, Commissioner, who shall be a Board member and a Secretary, who shall be a Board member to serve the League at the pleasure of the Board. A majority vote shall be sufficient to elect officers. The Board members, by resolution, may create and define the duties of other officers in the League and shall elect or appoint persons to fill all such offices. Election or appointment of an officer shall not of itself create contract rights.

The officers shall serve for a period of one year beginning at the end of the Annual Meeting following their election. A person can serve any number of consecutive terms as they are elected annually.

All Board Positions should be voted on annually.

All open board positions and those up for re-election will be announced via league email and posted on league social media sites shortly after the November board meeting. Nominations will be taken via nomination forms provided by the league up to a week before the December board meeting. All nominees will be required to attend the December board meeting to answer board questions. Each position will be voted on promptly via ballot vote by each current Officer and Board member not up for that current position. The President and Secretary will conduct all election proceedings and announce each affirmed candidate.

Officers and elected Board Members, when elected will act in a manner that represents the FTYF League in the best manner, holding the highest ethical standards and without bias or discrimination of any person(s) as agreed to in Article V Section 3.

Section 2: Conflict of Interest

Whenever a board member or officer has a financial or personal interest in any matter coming before the board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested board members determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Section 3: Vacancies

Whenever any vacancies shall occur in any office by death, resignation, disqualification or otherwise, the same shall be filled by majority vote, and the Officer and/or Board member so elected shall hold office until his or her successor is chosen and qualified, except in the vacancy of President shall be filled by automatic succession to that office by Vice President. In the case of every other office, the vacancy shall be filled at the next regular meeting or at a special meeting called for that purpose.

Section 4: Positions

All Board positions can hold recreational league assistant coach positions and all Board positions may hold All Star and/or Travel Team coaching positions. All Board members that hold assistant coaching positions may not interject or oversee any on-field officiating, fan, player or coaching issues that may occur during the game in which they are coaching or involve teams that are in the same division they are coaching. The Commissioner and/or other Board Officer must be called to the field to oversee aforementioned issues.

(1) President

Shall preside at all official meeting held by the corporation.

Shall be the official spokesperson for the corporation and a non-voting member unless in the event of a tie vote.

Shall supervise the work of all other officers and shall be an ex-officio member of all committees.

Shall have the authority to sign checks issued by the corporation along with the Treasurer and/or Vice President.

Shall have the authority to appoint special committees.

Shall have the right to cast his ballot on all secret ballots.

Shall hire, appoint and pay all officials.

Shall assist, along with the Commissioner to assign any player who registers after the draft of teams as specified under the Rules of Play adopted by the board.

Shall appoint an individual to represent the corporation's interest at local community meetings or events that have a bearing on the league.

Shall assist, along with the Commissioner to transfer any player from one team to another with mutual consent between coaches and parent or guardian.

Shall oversee the post-season tournament alongside the Commissioner and Football Operations.

Shall oversee the review of by-laws, rules of play, and coach's handbook.

Lead annual business planning efforts to establish annual business objectives and budgets.

Shall be the main appointee of the football coaches committee and assist with coaching selections.

Shall oversee the player draft.

Shall make recommendations regarding league rules and administer any changes.

Shall assist the Franklin Central High School Coach and his designees oversee the annual football camp and create a daily agenda for the football camp.

Shall be able to hold an assistant coaching position in the Corporation with permission of the board, but cannot hold a Head Coach position.

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

(2) Vice President

Shall preside at all FTYF functions if the President is absent.

Shall assign each new board member a mentor and monitor the mentoring process.

Shall oversee the opening day activities.

Shall assist with registration of players.

Shall be able to hold an assistant coaching position in the Corporation with permission of the board, but cannot hold a head Coach Position.

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

(3) Treasurer

Shall handle all the Corporation finances.

Shall keep a record of all the Corporation's income and expenditures.

Shall prepare a written monthly financial report for the Board of Directors.

Shall have the authority to sign checks issued by the Corporation along with the President's and/or Vice President's signature.

Shall keep the corporations book and fill all necessary reports to the Secretary of State.

Shall ask for receipts for all bills owed by the Corporation.

Shall assist in the preparation of all tax and financial reports.

Shall assist with registration of players.

Shall be able to hold an assistant coaching position in the Corporation with permission of the board, but cannot hold a Head Coach position.

Shall maintain a complete record of all league participation.

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

(4) Secretary

Shall notify all board members of scheduled meetings.

Shall keep accurate minutes of all official meetings of the corporation.

Shall keep and file all committee members.

Shall keep and file all historical documents and policies for the corporation.

Shall be able to hold an assistant coaching position in the Corporation with permission of the board but cannot hold a Head Coach position.

Shall maintain the league database for players, cheerleaders and equipment.

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

Shall be responsible for the distribution of all sponsor related materials.

Shall be in charge of scheduling the Officials of the Day, announcers and timekeepers for each game and the opening and closing of the fields.

Shall schedule and reserve any building needed for Corporation functions.

Shall assist the Fundraising Coordinator & Communications Coordinator with all league fundraisers.

Shall work alongside the Fundraising Coordinator to schedule community events

Shall be responsible for all correspondence of the corporation to all registrants and outside organizations.

Shall maintain any public social networks.

Shall work alongside the Fundraising Coordinator to schedule & communicate community events

Shall work alongside any committee to ensure all information for FTYF is clearly communicated in a timely manner

Shall maintain master list of volunteer hours for all FTYF Board Volunteers.

Shall be responsible for obtaining insurance coverage on all league property and liability, and Dishonesty Bond.

(5) Commissioner

Shall be the main appointee of the football coaches committee and assist with coaching selections

Shall work with the head of officials to create and oversee the league schedule.

Shall oversee the player draft

Shall make recommendations regarding league rules and administer any changes.

Shall assist the FC High School Varsity Coach and staff with the annual football camp

Shall maintain a current roster of all players in the league

Shall not be a head or assistant coach in the league

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

Shall oversee player safety in the corporation and meet all guidelines required with USA Football.

Shall present (2) meetings regarding player safety to the (1) coaches of the league and (2) parents of the league in conjunction with requirements of USA Football.

Shall coordinate all-star evaluations and selections for each grade level

Shall be responsible for maintaining updated scores for each game on the FTYF social media and websites.

(6) Football Operations Coordinator

Shall work with the head of officials to create and oversee the league schedule.

Shall keep a current record of all games played and dates

Shall schedule picture day.

Shall create a concession schedule for board members to assist with daily duties.

Shall oversee the post-season tournament

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

Shall keep a current roster of any player injuries and report them at any following board meeting.

Shall conduct a walkthrough of the fields and report any issues to the Field and Safety Manager.

Shall schedule all-star tourneys, provide schedules, submit all entries, and coordinate all entry fees with the Treasurer

Shall coordinate uniform needs with the Equipment Manager and Treasurer

Awards coordination, ordering and distributing for both cheer and football.

Shall oversee all maintenance and updates for FTYF fields/locations

Shall work alongside Scheduling Coordinator and Communications Coordinator to ensure all locations are properly secured for events for all FTYF Teams.

Shall coordinate with the Treasurer to secure public sanitation devices prior to the start of the season.

Shall be responsible to paint line the fields, including the two main tackle and one flag fields, by Tuesday before each Wednesday game days and by Thursday for all Saturday game days. All fields will be lined at least once per week in which games are scheduled to be played in order to maintain line integrity.

Shall coordinate with Commissioner to determine the need for additional lining throughout the season.

Shall help coordinate all field maintenance activities with the Indianapolis Parks Department

Shall help coordinate mosquito control activities

Shall coordinate with Commissioner to determine the need for additional mowing throughout the season.

Shall work with the Player Safety Coordinator and keep a list of known injuries for the current season.

Shall oversee all maintenance and updates for FTYF fields/locations

Shall keep a current record of all games played and dates.

Shall maintain a current roster of all players in the league.

(7) Cheer Coordinator

Shall be the main appointee of the Cheer coaches committee and assist with coaching selections.

Shall maintain a current roster of all cheerleaders in the league.

Shall oversee the Super Bowl halftime practices and routine.

Shall be able to hold an assistant coach position in the Corporation with permission of the board, but cannot hold a Head Coach position.

Shall create or update any approved cheers to be performed by all cheerleaders of the Corporation.

Shall oversee the annual cheer camp and create a daily agenda for the cheer camp.

Shall work with the Treasurer and Commissioner to establish and maintain a yearly cheer budget.

(8) Assistant Cheer Coordinator

Shall reside on the Cheer coaches committee and assist with coaching selections.

Shall assist the cheer coordinator with planning of the cheer party.

Shall be able to hold an assistant coach position in the Corporation with permission of the Board.

(9) Publicity Coordinator/IT Specialist

Shall create and maintain registration site as well as league website throughout the season and off-season

Shall be able to hold an assistant coach position in the Corporation with permission of the board, but cannot hold a head coach position.

(10) Fundraising Coordinator

Shall coordinate fundraising events

Shall coordinate with the Publicity Coordinator all fundraising events and sponsorship opportunities

Shall oversee any league fundraisers

Shall secure all sponsorship banners, artwork, plaques, etc. as outlined in the Sponsorship Form

Shall be responsible for the distribution of all sponsor related materials

(11) Concession Manager

Shall maintain and oversee all operations of the concession stand.

Shall be responsible for ordering and purchasing concession foods.

Shall keep a weekly inventory of all concession items.

Shall not be able to hold a coaching position in any capacity in the Corporation.

Shall have all necessary supply lists approved by the Treasurer and purchased at least 24 hours prior to the next game day.

Shall have the concession stand open and all food items ready to serve 10 minutes before the start of the first game of every game day and each practice day throughout the season unless otherwise approved by the Officers of the Board.

Will appoint a committee to assist with daily activities which includes scheduling.

(12) Equipment Manager

Shall keep and maintain a current register of equipment loaned to players and coaches.

Shall coordinate equipment day, and oversee equipment pick day.

Shall provide a year-end inventory to the Board with a recommendation of new equipment purchases for the next year.

Shall provide a plan for equipment maintenance needs including all mechanical equipment.

(13) Travel Head Coach

Shall be responsible for the FTYF Corporation travel team
Shall reside as a listed coach with the FTYF Corporation travel team.
Shall assist the President with an understanding of travel needs.
Shall present to the board a current budget for travel expenses.
Shall attend all travel related meetings with overarching travel program.
Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs
Travel Head Coach is a non- voting member position and will be appointed by the Executive Committee.

(14) Franklin Central High School Football Liaison (Varsity Football Coach or designee)

(15) Franklin Central Middle School Football Liaison (Designated by Varsity Football Coach)

(16) Members at Large

Members of the board without specific board positions shall be considered Members-at-Large and will hold full voting privileges.

Shall assist in any league business as deemed necessary by the Officers

At-Large Members will be assigned a designated mentee position to help assist with growth and transition of the league as a whole.

Shall not be more than five (5) At-Large members at any one time on the Board

(17) Mentees (Non-voting board member)

Once the limit of At-Large members has been met, all further members shall be Mentees and will work with Mentors as designated by the Officers

Shall be eligible for next available voting board position either by election cycle or by vacancy as referred in Article III, Section 1

(18) FTYF Official Liaison (Head Official or designee) (Voting Position)

To assist the FTYF Commissioner and Executive Board in its entirety to cultivate safe and fair league rules and regulations each season

To draft updated handbooks

Shall work with the head of officials to create and oversee the league schedule.

Shall oversee the player draft

Shall make recommendations regarding league rules and administer any changes.

Shall assist the FC High School Varsity Coach and staff with the annual football camp

Shall keep a current record of all games played and dates

To work alongside FCHS's Coaching Staff to determine camp dates and other scheduling

Shall not be a head or assistant coach in the league

Shall work in coordination with the Franklin Central High School program to maintain and cultivate programmatic coaching and player clinics, league rules, and play books to provide systematic consistency from the youth leagues to the Middle School programs

(19) Football League Liaisons: (Non-Voting Position)

Flag League, Pee-Wee League, Lower League and Upper League Liaisons shall be appointed by the Commissioner of the League and approved by the Executive Board each season.

Each Liaison would be responsible to update their assigned league's coaching staff and parents of changes, updates and discuss any ongoing with the Commissioner and Board (when necessary).

Liaisons would work under the Commissioner in their respective leagues for gameday concerns or rescheduling.

Will inform the Commissioner of all game day final scores (if applicable) for their league.

Will maintain and monitor designated practice schedules for each team in their league and confirm they are within the guidelines set forth by the Rules of the FTYF League.

(20) Cheer League Liaisons: (Non-Voting Position)

Flag League, Pee-Wee League, Lower League and Upper League Liaisons shall be appointed by the Cheer Coordinator of the League and approved by the Executive Board each season.

Each Liaison would be responsible to update their assigned league's coaching staff and parents of changes, updates and discuss any ongoings with the Commissioner and Board (when necessary).

Liaisons would work under the Cheer Coordinator & Asst. Cheer Coordinator in their respective leagues for gameday concerns or rescheduling.

Section 5: Delegation of Authority

In case of the absence of any officer of the League, or for any other reason that the Board may deem sufficient, the Board may delegate the powers or duties of such officer to any other officer or to any other Board member, for the time being, provided a majority of the entire Board concur therein.

Section 6: Execution of Documents

Unless otherwise provided by the Board, all contracts, leases, commercial paper and other instruments in writing and legal documents, shall be signed by the President and the Treasurer shall verify compliance with the fiscal budget. All bonds, deeds, mortgages shall be signed by the President. The Treasurer may sign checks on behalf of the League for items approved within the fiscal budget. All other items may be signed after receiving written approval to pay the expense from the President and vote by the Board

Article IV:

Committees

Section 1: Creation

The Board may appoint such standing and special committees as it may be from time to time deem necessary or desirable. The Board shall specify the function or functions of any such committee, the number of the members thereof and their term of office (if fixed). Subject to the authority of the Board, such committees may consider and investigate such matters, and perform such acts and responsibilities, as may be referred or delegated to them by the Board.

Section 2: Operations

The following information pertains to special committees as stated in Article IV.

- a. **The Executive Committee** shall consist of the President, Vice President, Secretary, Treasurer and Commissioner.
- b. The Chairperson of such committees shall be appointed by the President.
- c. Any such committee may operate by its own rules or procedures, which shall not be inconsistent with these By-Laws.
- d. Any member of a committee may be removed at any time with or without cause by a majority vote. Any member of a committee may resign from the committee at any time by giving written notice to the President. Unless otherwise specified, such resignation shall take effect upon its receipt; the acceptance of such resignation shall not be necessary to make it effective.
- e. A committee may not fill vacancies on the Board or adopt, amend or repeal By-Laws set forth by the League.

Article V:

Liabilities of Officers & Board Positions

Section 1: Responsibility of Officers & Board Members (Positions)

All Officers and Board Positions shall be free from all liability for their acts and conduct in the administration of the property of the League for any losses incurred in the administration of the League or its Programs, except to the extent such losses are caused by willful misconduct of the Officers or Board Positions. However, the foregoing shall not be deemed to relieve the Officers or Board Positions from liability for failing to fulfill any responsibility, obligation or duty that may have pursuant to ERISA.

Section 2: Indemnification of Officers & Board Members (Positions)

Officers and Board Members (Positions) shall not be responsible in any respect for administering any Program. All Participating Members (Parents or Guardians of enrolled Participants of the League) shall indemnify and hold harmless the Officers and Board Members from any and all claims, demands or suits or proceedings in connection with the League, any of its Programs or any legal proceedings of any of the foregoing, or by any other person, corporation, entity, government or agency thereof; provided, however, that such indemnification shall not apply to an Officer or Board Member for such acts of willful misconducts in connection with the League or any of its Programs.

Section 3- Anti-Harassment and Discrimination Policy

It is the policy of the Association that all members, volunteers, participants and other supports shall be able to enjoy a sports and recreation environment free of disruptive elements (e.g. noise, scents, etc.), discrimination and harassment.

This policy refers to, but is not limited to harassment or discrimination based on the following: (1) race, (2) gender, (3) age, (4) color of skin, (5) national origin, (6) Religion, (7) handicap, (8) marital status, (9) sexual orientation and/or (9) veteran status.

Harassment includes display or circulation of written or electronic materials or pictures degrading to an individual or members of a group represented above or verbal abuse or insults directed at or made in the presence of individuals or members of a group listed above.

Discrimination includes the exclusion of any individual or member of a group listed above from participation or involvement in any Association activity.

Let it be resolved, that the foregoing By-Laws are hereby unanimously adopted this 16th day of November, 2025.