



**Bylaws**  
**The Birdville Youth Football Association**

**BYFA**

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## **ARTICLE I Association**

### Section 1 Name

The name of the organization shall be THE Birdville Youth Football Association (THE BYFA).

### Section 2 Organization Status

The organization shall be organized as a non-profit, non-taxable organization, as defined by the Internal Revenue Service code.

### Section 3 Purposes and Objectives

The purpose of the organization shall be to foster good sportsmanship, discipline, integrity and teamwork through organized and supervised youth football and cheerleading. We promote playing with heart and displaying a never give up attitude. Our primary goal is to build character and personal self-esteem by utilizing positive coaching and mentoring techniques. We are an inclusive, not exclusive sports organization. It is our desire that every child that participates finds athletic development and success.

### Section 4 Participation in Parent Organization

BYFA shall participate as a member in the Northwest Texas Youth Football (NWTYFA). As such BYFA agrees to abide by all bylaws and restrictions of the NWTYFA.

## **ARTICLE II Participation**

### Section 1 Player Participation

Football player participation shall be limited to those who:

- 1) Live within the city limits of Richland Hills, Haltom City, Watagua and north Fort Worth.
- 2) Live within the school district boundaries of BISD.
- 3) Attend BISD schools
- 4) Attend private school within Richland Hills, Haltom City, Watagua and north Fort Worth.
- 5) Players outside of BISD must receive prior approval by the BYFA board. Those who participated prior to the 2017 season will be grandfathered in.

### Section 2 Age and Weight Requirements

1. Dates, times and place of registrations will be set each year by the Football Director.
2. The Football Director, prior to registration, will set the registration fee.
3. Birth Certificates must be presented at the time of registration.
4. **Age limits in each division are as follows:**
  - A. 6U – A player may not be 7 years old on or before September 1<sup>st</sup>.
  - B. 8U – A player may not be 9 years old on or before September 1<sup>st</sup>.
  - C. 10U – A player may not be 11 years old on or before September 1<sup>st</sup>.
  - D. 12U – A player may not be 13 years old on or before September 1<sup>st</sup>. (12 year olds cannot be in the 7<sup>th</sup> grade and participate in NWTYFA).

### **5. Weight Restrictions in each divisions are as follows:**

- A. A player weighed above the following weight restriction for each Grade division, at an Official Association weigh-in, shall be classified as a Restricted Player for the entire season:
- B. 6U – 75 pounds.

- C. 8U – 85 pounds.
- D. 10U - 105 pounds.
- E. 12U - 130 pounds.
- 6. Any player registering to play will not be put on a team unless their fee has been paid and a parent or guardian has signed their “Medical Release Form” and the “Parents Code of Ethics”.
- 7. Every player (new and returning” must be weighed and measured before the draft by the Football Director and/or appointee. The Football Director must view all late weigh-ins. All players with no weight recorded will have an X placed on their helmet.

### **ARTICLE III Governing Body**

#### **Section 1 Board of Directors**

BYFA shall be governed by a board of directors. All Board members must adhere, at minimum, to the “Coaches Code of Ethics”. The board shall consist of the following positions:

##### **President**

- Shall oversee all Association activities.
- Shall preside over all Association meetings, assign duties to Board members and general board members as necessary, appoint committees, break any tie votes and countersign any orders and checks when necessary.
- Shall be given the authority to take prudent and reasonable action in circumstances not covered with these By-Laws and the By-Laws of the parent organization.

##### **Vice President**

- Shall succeed to the powers of President in the President’s absence.
- Shall be responsible for the organization and management of the player registration and/or their designee

##### **Football Director**

- Shall coordinate football coaching activities, including grass drills, draft and camp.
- Shall conduct grading of coaches in the Association.
- Shall coordinate football coaching certification programs.
- Shall identify coaching clinics and administer the Association’s football coaching development program.
- Shall educate football coaches on all responsibilities and codes of ethics.

##### **Treasurer**

- Shall manage all Association money, maintain necessary bank accounts, record and pay all bills and maintain accurate and current records of the Association’s finances.
- Shall retain all purchase orders, invoices and receipts for purchases.
- Shall collect any dues, fines or other monies due to the Association.
- Shall present at all regularly scheduled meetings, a current Association financial report to the Board. This report will be presented in writing.
- Shall present annually, a financial report for auditing by the Board.
- Shall submit all required tax filings to the proper governmental agencies.

##### **Cheerleading Coordinator**

- Shall coordinate and administrate all cheerleading related activities
- Shall develop the cheerleading program for the Association
- Shall be responsible for fitting of cheerleading uniforms for participants
- Shall order cheerleading uniforms and other cheer related supplies for the Association
- Shall communicate to the cheerleading parents and participants
- Shall coordinate an annual cheerleading camp

- Shall identify and select coaches for the cheerleading program
- Shall assign duties to Assistant Cheerleading Director and other cheer program volunteers as necessary
- Shall coordinate all cheerleading coaching activities and program

#### Secretary

- Shall record the minutes of all meetings and distribute those minutes to Board members
- Shall attend to all Association correspondence
- Shall conduct coach's background checks

#### Parliamentarian

- Ensure that all meetings are held by The Roberts Rules of Order Revised

#### Member at Large

- 3 community members

#### NWTYFA Reps

- Shall represent the organization at NWTYFA meetings

### Section 2 Board Meetings

Board meetings will be held on a regular basis and are to be called by the President and/or the Vice President. A Quorum will consist of at least 2/3rd of the board members currently serving, one of whom must be one of the President or the Vice President. Meetings may be called into "closed session" at any time by the President. During a closed session, only Board members may remain present. All information discussed in board meetings is to remain confidential.

### Section 3 Voting Procedures

All of the board positions excluding members at large are eligible to vote and will be afforded one vote. Written proxy votes regarding a specific motion are eligible.

### Section 4 Compensation

All board members shall be volunteers receiving no compensation for performance of their duties. No board member shall use their position for personal gain or to obtain benefits that are not available to other board members.

### Section 5 Insurance

The association will maintain a D&O policy with liability limit of \$1M that covers all board members.

The Association shall provide General Liability Insurance and Excess Accident Medical Insurance with minimum liability requirements of \$1,000,000.00; aggregate of \$2,000,000.00; minimum excess accident requirements of \$25,000.00 per participant per injury for all Association and Member Association events, with both the Association and the Member Association listed as named insured. Such insurance shall be in place prior to the tryout date for any Member Association

## **ARTICLE V Coaching**

### Section 1 Board Responsibilities

The board recognizes that coaches are vital to the existence of the association, however, coaching in the association is a granted privilege and not a right. The board further recognizes that individuals aspiring to coach in the association will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Because of the importance of coaching positions, the board has an obligation to the membership and the participants to screen individuals carefully.

### Section 2 Coaching Candidates

Any individual may apply to become a coach in the association. Head coaches must meet NWTYFA criteria. In order to be considered for any coaching position (head coach or assistant) in the association, an individual must provide the following:

- a) Completed and signed association coaching application form
- b) Signed release to allow the association to conduct background checks as deemed necessary
- c) Provide proof of completed coaching certification course required by the association
- d) Signed coaching ethics statement

### Section 3 Background Checks

All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the BYFA Board.

### Section 4 Coaching Selections

The association will create a Coaching Selection Committee that will consist of the President, Vice President, Directors of Coaching, and two ad-hoc board members to be approved by the board. Candidates must receive a majority vote from this committee to be approved as a head coach. Only a status of accepted or not accepted will be reported to the full board.

### Section 5 Coaching Responsibilities

- All head coaches will be appointed by the Board and will be notified of their selections.
- A head coach is given authority to direct the activities of his/her team as long as those activities do not violate any legal codes, the Association's By-Laws, the By-Laws of the parent association or any of the Association's stated codes of conduct.
- Assistant coaches may be identified by head coaches; however, the Board may override any selection.
- Assistant coaches are required to provide information outlined in Article V Section 2 of these By-Laws.
- Head Coaches and designated First Assistant Coach must attend Association sponsored coaching clinic as offered by Association.
- Head coaches will be held responsible for the conduct of all assistant coaches for his/her team and has the authority to remove an assistant coach from his/her position.
- Head coaches are responsible for educating assistant coaches, participants, parents/guardians of all applicable rules, by-laws and codes of conduct.
- No coach shall not use alcohol, illegal drugs and/or tobacco while participating in Association activities.
- Ejections of a coach and/or parent of player is to be immediately reported to the Football Director on Duty who will report to the Association immediately upon completion of the days events at the facility. The Association and/or the Member Association, at its discretion, may consider, on a case by case basis, further punishment for a first ejection and/or subsequent ejections, including but not limited to, expulsion from the Association activities for an extended period of time, indefinitely or forever.
- Any coach and/or parent ejected from a game shall not be permitted to attend and/or participate in Association related activities for the following week, including the next scheduled game for his/her team.

### Section 6 Removal of Coaches

The Board may remove any head coach or assistant coach for misconduct.

### Section 7 Removal of Parents/Fans

Parents/fans must follow the BYFA Code of Conduct. In the event that a parent or fan becomes unruly at a game or practice, the coach, BYFA Representative or Football Director may ask the parents to leave the practice or game area. Any parent/fan that is requested to leave the area may be subject to disciplinary action, up to and including, prohibited from attending one or more game and/or practices. A report will be made and the parent/fan will be notified within reasonable amount of time with regards to any disciplinary measures that have been decided upon by the Football Committee. The parent/fan does have the right to file an appeal with the BYFA Board. If necessary, the BYFA Board will review the case and the findings of the Football Committee and decide on the final discipline, if any. This decision will be

final and not subject to further appeal. If a submitted grievance is found to be frivolous or not pertaining to the Code of Conduct, the Committee can dismiss it and no record will be made.

## **ARTICLE VI Practices and Rules of Play**

### Section 1 Practice Limitations

Practices will be limited to three per week and the length of practice to no more than 2 hours.

### Section 2 Inclement Weather

If lightning is visible, practice must be cancelled immediately. The Directors of Coaching are responsible for canceling practices. Teams are allowed to practice in the rain.

## **ARTICLE VII Cheerleading**

### Section 1 Participation

Participation is open. Age requirements are ages 5-12; any younger than 5 needs board approval.

### Section 2 Practices

Cheerleading practices will be limited to maximum of 3 per week.

## **ARTICLE VIII Miscellaneous**

### Section 1 Registration

The Board shall determine registration dates and registration prices on an annual basis. All participants must be registered according to the guidelines set forth by the parent organization.

### Section 2 Medical Conditions

It is the responsibility of parents and/or legal guardians to make the Association aware of any known medical conditions of registered participants. A parent letter is required describing any medical conditions and the acknowledgment that the child is participating in the Association (THE BYFA). All participants with known medical conditions that may affect the participant's participation shall furnish a written doctor's statement authorizing the child to participate in Association sanctioned events (games, practice sessions, camps, etc.).

## **Article IX BYFA Board of Directors**

### Section 1 Board Members

Brian Kelley – President  
Michael Gunter – Vice-President  
Peggy Sims – Secretary  
Michael Villarreal – Treasurer  
Charles Dents – Parliamentarian  
Generra Boozer -Member at Large  
David Fridge – Member at Large  
Richard Griffin – Member at Large  
Don Johnson – Member at Large  
Ronny Sims – Member at Large

