

Thomas Jefferson Youth Football Bylaws

Last Updated: June 5, 2024

Organization Name:

- Thomas Jefferson Youth Football (TJYF)

Mission Statement:

- Thomas Jefferson Youth Football will provide recreation football in a competitive environment that will focus on player development, safety, and sportsmanship.

TJYF Membership Framework:

- ***Executive Board***
 - President
 - Vice President
 - Treasurer
 - Secretary
- ***Coordinator Chairs***
 - Coaching Coordinator
 - Website/Registration
 - Volunteer
 - Fundraising
 - Safety/Equipment
 - Concession
 - Varsity Representative
 - Junior Varsity Representative
 - Termite Representative
 - SHYFL Representative
- ***General Membership***
 - Family in good standing is defined as an *active* participant for at least 1 season.
 - Active participant - volunteer requirements and monetary obligations fulfilled/up to date.

Governing Body:

TJYF shall be governed by “The Board” consisting of the executive board and coordinator chairs. All matters concerning TJYF shall be decided by a majority vote of the board. Parent votes will be utilized to determine significant matters that affect all general membership.

Role of Executive Board and Coordinator Chairs:

Excluding the SHYFL representative, all executive board positions and coordinator chairs are voting positions in the TJYF governing body (see above).

- Executive Board
 - *President*
 - Responsible for the leadership and coordination of activities and operations of TJYF. Will preside at all league, board, and general membership meetings and direct affairs of the organization impartially. Will oversee all executive board and coordinator positions to delegate roles/responsibilities and ensure all roles are completed efficiently.
 - *Vice President*
 - Responsible for supporting the management and coordination of activities and operations of TJYF. In the absence of the President, shall preside over all meetings of the board and general membership and have all the powers of the President. Will assist in overseeing all executive board and coordinator positions to delegate roles/responsibilities.
 - *Treasurer*
 - Responsible for managing the finances for TJYF by keeping an accurate account of all income, expenditures, and deposits/withdrawals. Will maintain all TJYF funds and accounts and provide transparent, written final reports at monthly board meetings.
 - *Secretary*
 - Responsible for internal communications and records for TJYF by documenting the proceedings of all board and general membership meetings. Will ensure electronic distribution of meeting minutes and Bylaws and maintain accurate records of attendance, etc.

- **Coordinator Chairs**
 - *Coaching Coordinator*
 - Responsible for overseeing the coaching selection process, coordinating coaching staff meetings, addressing player and family issues with division representatives, organizing cohesive player development amongst and between divisions, and assisting the Safety and Equipment Chair.
 - *Website/Registration*
 - Responsible for designing and updating TJYF website, maintaining an accurate email address list for TJYF correspondence, managing all electronic elections, and creating/managing online registration forms.
 - *Volunteer*
 - Responsible for organizing and managing volunteer opportunities for the general membership. Will inventory volunteer requirements to ensure general membership in good standing and communicate deficits with members.
 - *Fundraising*
 - Responsible for developing an annual fundraising plan that will maximize incoming donations to TJYF. Will coordinate and execute all fundraising activities throughout the year amongst general membership and division representatives.
 - *Safety/Equipment*
 - Responsible for the coordination of equipment/uniform distribution and collection with the Coaching Coordinator and tracking of all equipment belonging to TJYF. Will provide an annual inventory of TJYF equipment and make recommendations to The Board concerning new equipment to be purchased. Will stay up to date on all safety/regulations.
 - *Concession*
 - Responsible for coordinating with the Treasurer to purchase, price, and inventory concession items. Will manage concession operations, along with the Executive Board, and ensure concession is open, cleaned, and closed.

- *Varsity Representative*
 - Responsible for being the liaison between The Board, coaching staff, and general membership families in the Varsity division (5th - 6th grade).
- *Junior Varsity Representative*
 - Responsible for being the liaison between The Board, coaching staff, and general membership families in the Junior Varsity division (3rd - 4th grade).
- *Termite Representative*
 - Responsible for being the liaison between The Board, coaching staff, and general membership families in the Termite division (Kindergarten, 1st, and 2nd grade).
- *SHYFL Representative*
 - Responsible for attending all league meetings and will report to the TJYF Board at the regularly scheduled monthly Board meetings the content and issues addressed in the league. Will represent TJYF's best interests and act/communicate in a professional manner to the league board and all community representatives.

Nominations and Elections:

All executive board positions will be voted upon every 2 years and coordinator chairs will be voted upon annually (the Executive Board will select coordinator chairs from a self-nominee pool). Nominations will be done electronically and be accepted until one week prior to the November board meeting. Nominees must be members in good standing and agree to the office they are nominated for before their name is placed on the ballot. A candidate can only run for one position. More than one family member cannot serve on the board simultaneously. Voting will be done electronically utilizing the following procedure for Executive Board positions:

- Only TJYF members in good standing will receive a voting ballot (email)
- 1 vote per family: all active families shall have a vote and all votes carry equal weight.
- Voting will remain open for one full week
- Results will be posted for all TJYF members once voting window closes
- Transfer of executive and coordinator roles will occur at the December board meeting.

Vacancies:

- If no one is nominated for a board position, the current executive board and coordinator chairs will determine the vacancy.
- If only one nominee is on the ballot for a position, that candidate will automatically assume the position.
- If a board vacancy occurs prior to an election, the position will be filled by the nominee who received the next highest votes from the previous election and a majority vote of the board.

Meetings:

- General membership meetings will be open to the public and will be held on a monthly basis June through October, unless otherwise scheduled by the board. Date/location/time to be determined by the board.
- The board has administrative rights to change dates of any meeting or call special meetings.
- The board may schedule additional closed work session meetings as needed.
- Meeting minutes will be recorded by the TJYF Secretary and posted to the TJYF website for organization transparency.
- Written request to appear on the meeting agenda must be submitted via email to the TJYF Secretary 7 days prior to the meeting.

Amendments to the Bylaws:

These bylaws can be amended at any general membership meeting so long as the following applies:

- The proposed amendments have been submitted electronically (via email) to the Secretary 7 days prior to the meeting/voting.
- The amendment passes by a majority of the board members present at the general membership meeting.
- A quorum is required for a vote: a majority of voting members and the President and Vice President must be in attendance to vote and take approval action.

Coaching:

Coaching staff for each team includes: Head coach, 1st assistant, and assistant coaches (number of assistants determined through enrollment numbers and may vary by season). Coaching candidates express interest via online

registration or email to the TJYF executive board. NO interested coach candidates accepted after annual registration closes.

- Selection Process
 - The Coaching Coordinator, along with the Board, will oversee candidate questionnaires and head coach interviews.
 - Qualifications include, but are not limited to: past football experience, prior coaching experience, advantageous personal qualities, cooperative traits, and communication skills.
 - Head coaches may nominate one 1st assistant, who must be an offensive or defensive coordinator, approved by the Board.
 - Assistant coaches will be allotted through team selection/draft.
 - Head coaches and 1st assistants may not serve or have a spouse serve on the TJYF Board simultaneously.
- Mandatory Clearances
 - All Head Coaches, 1st assistants, and assistant coaches must provide the following clearances (electronic and hard copy) prior to summer conditioning: Child Abuse, Criminal Background, and FBI fingerprint check.
 - Hard copy and electronic copy turned into: Coaching Coordinator.
- Mandatory Training
 - All coaches must complete the following training prior to summer conditioning: USA Football Coach Certification.
 - Certification turned into: Coaching Coordinator.
- Responsibilities (include but not limited to)
 - Cooperate and communicate professionally with staff, players, parents, game day personnel, opponents, etc.
 - Develop football skills and knowledge safely in accordance with TJYF preferred practices
 - Report game scores to TJYF President immediately following game
 - Ensure all athletes have been picked up after all games/practices
 - Have an Emergency First Aid Kit, supplied by TJYF, on the practice and game fields at all times
 - Ensure adequate playing time in relation to age/grade, skill, practice attendance, cooperation, etc.
 - Use positive coaching techniques - build self-esteem, confidence, and team spirit.

Discipline/Removal:

- The Board solely reserves the right to use their discretion in evaluating coaching/player/parent/spectator misconduct. Disciplinary action and/or removal will be handled progressively.

Parent Responsibilities:

- 1 parent or guardian must be present at games and practices at all times
- Must fulfill volunteer and fundraising requirements allotted by the board
- Must follow appropriate chain of command:
 - All concerns should be directed to your Division Representative, waiting at least 24 hours AFTER the incident.
 - Division Representatives will take concerns to the Board and specific coaching staff.

Player Eligibility & Conduct:

- All players must reside and be enrolled in the West Jefferson Hills School District. Exceptions may be made in accordance with league bylaws.
- All players are not permitted to play for another tackle football organization during our practice/game season due to safety concerns, schedule conflicts and time commitment to our organization.
- All players must abide by the rules of the game.
- All players will display respectful behavior towards teammates, opposing players, coaches, and referees.
- All players will show good sportsmanship with winning and losing.
- Bullying will not be tolerated.
- All players should understand that participation on an athletic team requires commitment and dedication. All players are required to attend practices, starting with Heat Week. Exceptions will be made on an individual basis (illness, scheduled vacations). Play time may be affected by attendance at practice, behavior, effort, and attitude.

Affiliations and League Play:

- It is understood that all those participating in TJYF activities must abide by the League bylaws and rules. The current League affiliation is the South Hills Youth Football League.

Selection of Teams:

South Hills Youth Football League rules require that we must ensure that weight, size, grade, and athletic ability are equally distributed across all teams.

- A separation of teams will be considered after registration closes for the year and registration numbers are final. A separation will occur if numbers are too large for one team, and for the benefit of player development (in accordance to league rules).
- A draft will occur for team selection. It will start with a coin toss to determine the coach's choice of pick order. After that, each coach will alternate picks back and forth.
- Head Coach and 1st Assistant children will be pre-drafted to their team.
- Players will be drafted by grade, weight, height, position, and skill level.
- In the event a draft class contains siblings, they will be drafted to the same team.
- Head Coaches, 1st Assistants, and the Board will try to keep equality for teams, to the best of their ability.
- Teams will be reviewed and approved by the Board and Head Coaches.
- Teams are not final until official rosters are submitted to the league.

Sportsmanship:

All members are representatives of the TJ Youth Football Organization and sportsmanship will be expected from all coaches, athletes, parents, and fans at all times. Any inappropriate behavior or conduct will not be tolerated. Any such behavior can jeopardize the entire TJYF participation in the current League.

No player, coach, parent, or visitor is to:

1. Verbally abuse an official, player (home or opposing team), coach, or spectator.
2. Refuse to abide by an official's decision.
3. Use profane language or gestures.
4. Throw any equipment, objects, or any other forceful actions.
5. Physically attack any player, coach, official, or spectator.
6. Use social media that will negatively affect the TJYF organization and current league.

General Rules:

- No one other than athletes, coaches, and board members will be permitted on the fields at any time during any game. This includes before, half-time, and after the game.
- It is the responsibility of the person consuming food/drink to discard all garbage.
- No smoking, pets, alcohol, illegal drugs, or use of profanity is permitted on school property.