

OAK MOUNTAIN YOUTH FOOTBALL AND CHEERLEADING

OMYFC

CONSTITUTIONAL BY-LAWS

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November 23rd, 2014

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BY-LAWS OF OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING, INC.

PURPOSE

This document represents the By-Laws under which Oak Mountain Youth Football & Cheerleading, Inc., a non-profit corporation, is governed in providing the opportunity for recreation through participation in youth football and cheerleading for the families of the Oak Mountain area of Shelby County.

ARTICLE ONE

NAME & OFFICE LOCATION(S)

**Section 1.** The name of the organization shall be Oak Mountain Youth Football & Cheerleading, Inc. (hereafter "OMYFC", "the Park")

**Section 2.** The principal office of the corporation for the transaction of business shall be located at such place(s) as determined by the Board of Directors (BoD). The OMYFC mailing address is P.O. Box 382741 Birmingham, AL 35238-2741.

ARTICLE TWO

MEETINGS

**Section 1.** Meetings of the BoD shall be held a minimum of once each month, unless otherwise designated by the BoD. The President shall designate the time and place, with approval by the BoD. Meetings may be held whenever there are at least five (5) Board members (hereafter also, "Directors", "BoD members"). However, votes involving financial considerations must be approved by a majority vote of Board members, with at least a quorum present. **Quorum is defined by these By-Laws as being one more than half of the current Board members.** BoD business may be conducted between regular meetings, via teleconference or email as necessary. Standard rules defining Quorum and order shall apply to teleconference and business will occur as if in person. For the purpose of conducting electronic votes, any Director may submit a motion and seek a second by email to the entire Board. Once seconded, discussion and voting on the motion will be called by the President or Vice President, and discussion and voting may occur simultaneously. The vote will be open until the sooner of, 1) a number of votes has been submitted sufficient to decide the motion by numerical majority of all sitting Directors, or, 2) a period of twenty-four hours has elapsed since the motion was seconded (or until the same time on Monday following a motion made and seconded on Friday), at which point the question will be called by the President or Vice President. If, at that time, a number of votes has been submitted electronically to constitute a Quorum of sitting Directors, the vote will be decided by majority of submitted votes. If the number of submitted votes is insufficient to reach Quorum, the vote will fail. It is incumbent upon ALL Directors to participate in ALL votes if possible, electronic or otherwise.

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**Section 2.** Election of new Directors will occur in November of each year for the term to be served the following calendar year. Nominations for prospective Directors will come from existing Board members. Potential Directors will be asked to appear before the Board during the September or October Board meetings. Each Board member must submit to a background investigation prior to being appointed as a Board member. Newly elected Directors, or Directors whose office changes in the election cycle, will assume their new office in January following election. However, these new Directors shall serve on a pro tem, non-voting basis beginning immediately upon election. This will allow a mentoring period for these Directors to serve with the departing Director whose office they will assume.

**Section 3.** The President, or at least three (3) members of the BoD may call special BoD meetings. Written, E-mail or oral notice stating the time and place of the meeting shall be delivered to the Board not less than two days prior to the date of the meeting.

**Section 4.** Any parent or guardian of a registered child may, by letter or E-mail addressed to the President, petition the BoD for consideration of any matter relating to the purpose and operation of OMYFC.

### ARTICLE THREE

#### OFFICERS/BOARD OF DIRECTORS

**Section 1.** The management of OMYFC shall be vested in a BoD. OMYFC shall elect the offices of President, Vice-President (VP), Secretary, Treasurer, Football, Cheerleading, Volunteers, IT & Registration, Equipment, Cheerleading Equipment/Apparel, and Field Director. All terms for these and all other Board seats will be for a period of one year. Other positions may be elected as necessary to ensure that Park functions are fulfilled.

**Section 2.** The retiring President and Vice-President shall automatically become members of the BoD for a period of one-year following their terms of office.

**Section 3.** In the event a vacancy occurs in the Presidency, the Vice-President will automatically succeed to the office. The office of Vice-President will be filled in accordance with Section 4.

**Section 4.** The BoD shall fill, by majority vote of the BoD, any office that is vacated after the regular election date at its next regular meeting, or as soon as practical.

**Section 5.** The BoD shall adopt or amend By-laws, manage, regulate, and control the activities, property, and general affairs of OMYFC. It will also approve all appointed executive committees, and any other committees as necessary.

**Section 6.** The BoD shall have the authority by approval of one more than half of the current full board to expel any officer for inactivity or conduct unbecoming an officer of OMYFC. Inactivity will consist of 2 missed regularly scheduled meetings in a row, and 75% attendance per year will be required of all Directors. Consideration for the removal from office shall be held in a private and closed session, not open to the public.

## BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM

**Section 7.** Any member of the BoD resigning for any reason shall do so in writing to the Secretary, with one copy to be sent to the President.

### ARTICLE FOUR

#### ELECTION OF OFFICERS

The election of offices shall coincide with and be parcel of the election of new Directors prescribed in Article 2, Section 2 above. Incumbent Directors shall make their intentions regarding service for the following year known to the President and Vice President no later than the September Board meeting so that the Board at large may properly consider vacancies during the election cycle. The Board will nominate and seat offices from among both incumbent Directors and new candidates at the November meeting, such that new Directors shall be elected and all offices seated in the same election.

### ARTICLE FIVE

#### DUTIES OF OFFICERS

**Section 1. President-** The President's primary responsibility is to direct the Oak Mountain Youth Football & Cheerleading program in a manner that will result in a recreation outlet being provided for as many children as possible. Additionally, the President's responsibility is to encourage all officials, workers, volunteers and children in the program to abide by the rules of good sportsmanship.

##### *List of Responsibilities*

1. Preside over all OMYFC functions & general meetings.
2. Represent OMYFC in signing all written contracts.
3. Assure that all OMYFC rules are followed.
4. Represent OMYFC at public functions, including appearances before civic groups, school and government officials, and at meetings of the governing body of the Park's affiliate League.
5. Recommend long-term goals for the Park.
6. Appoint a committee of (3) Board members, approved by a majority vote of the BoD, to audit the books before new officers take office. Audit Committee members shall recommend record keeping procedures.
7. Assist Field Director in determining if fields are playable and whether or not games are to be postponed and rescheduled. In the event of postponement, the President will assure the notification of umpires, directors, and coaches.

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**Section 2. Vice President-** The primary duty of the Vice President is to assist the President on any matter pertaining to the operation of OMYFC. In the event the President does not complete his/her term of office, the Vice President will assume the duties of the President as prescribed in Article 3, Section 3 of these By-Laws. In addition the Vice President will serve as the OMYFC representative to any League affiliation.

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### *List of Responsibilities*

1. Assume duties of President in his/her absence.
2. Secure quotes for accident & liability insurance for the Park. After majority approval is received from the BoD, Vice President can bind coverage for the Park.
3. Assist parent(s) of any injured player in connection with OMYFC in the filing & resolution of all insurance claims. This includes providing insurance forms to the parent(s) assisting in the completion of those forms, and the monitoring of such cases until satisfactorily resolved.
4. Ensure that each head coach in the program has a medical release form copy, signed by the parent or guardian of each child on his/her team, and that these forms are kept with the coaches at each League function.
5. Hold coaching clinics for the purpose of informing each coach of League rules, By-Laws, and changes from previous year.
6. Preside as Chairman of the Nominating Committee, and/or as Chairman of the annual election described in Article Two, Section Two above.

**Section 3. Treasurer-** Primary duties are to receive and disburse moneys as directed by the BoD, and to maintain financial records of OMYFC.

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### *List of Responsibilities*

1. Maintain accurate financial records of all monetary transactions of OMYFC.
2. Provide current financial report at each regularly scheduled meeting of the BoD.
3. Present expenditures to the BoD of League bills at regularly scheduled meetings.
4. Assume responsibility for collection of all revenues and report outstanding revenues due to OMYFC, and assists the Registration Director with annual registration to that purpose.
5. Sign checks with the President, or as stated otherwise.
6. Assume the responsibility of timely completion and filing of tax returns.
7. Cooperate with and assist Audit Committee in the completion of the annual audit.
8. Establish & maintain the non-profit status of the corporation.

**Section 4. Secretary-** Primary duties are to keep written records of all meetings and to retain all other documentation associated with OMYFC, such as By-Laws, Articles of Incorporation, contracts, etc.

*List of Responsibilities*

1. Keep written record of each Board meeting, in the form of minutes.
2. Present written copies of preceding meeting minutes at each regularly scheduled meeting, and have available a copy of all previous meetings.
3. Maintain copies of all League records.
4. Inform the BoD of all correspondence, and distribute to the BoD accordingly.
5. Supply registration materials and assist the Registration Director with conducting the annual registration.
6. Submit registration materials to League associations, as needed.

**Section 5. Football Director-** The primary responsibilities of the Football director are to ensure adequate and appropriate staffing of coaching positions, and to conduct the annual evaluation and draft process in a manner consistent with the By-Laws of OMYFC

*List of Responsibilities*

1. Provide recommendations to the board for all Football coaching positions within the Park.
2. Inform all Football coaches of OMYFC coaching policies/procedures and oversee the implementation of these policies/procedures. The Football Director is also required to work closely with the Vice President in making sure that procedures concerning player weigh-in and team certification are communicated and completed with all coaches.
3. Investigate any Football coaching problems and administer any disciplinary action as necessary.
4. Evaluate the performance of coaching staffs based on factors including, but not limited to, performance on the field, results of parent surveys and results of surveys from prior years.
5. Work hand in hand with the equipment director to assure all Football coaches and players are properly equipped and that equipment is returned by the end of the competition year
6. Oversee any multiple team division player distribution as directed by OMYFC BoD.
7. Organize and chair OMYFC Football Coaches meeting and clinics.
8. Coordinate with the Field Director the assignment of Football practice locations and be responsible for communicating the assignments to all head coaches.



**Section 6. Cheerleading Director** - The primary responsibilities of the Cheerleading Director are as follows:

*List of Responsibilities*

1. Make recommendations to the BoD on all cheerleading coaching positions within the Park.
2. Inform all coaches of OMYFC Cheer coaching policy and oversee policy implementation.
3. Investigate any Cheer coaching problems and administer any disciplinary action as necessary.
4. Assign or oversee the process of assigning cheerleaders to squads.
5. Organize and chair training meetings and clinics for cheerleading coaches and volunteers.
6. Work with Cheer coaches and Cheer clinic staff to ensure that all participants are given sound, fundamental instruction that is appropriate to the age and skill level of the participants.
7. Ensure that participants meet all age or grade related requirements for their particular squad, and are informed of those requirements especially as they pertain to cheer competition.
8. Ensure that all deadlines set in these By-Laws and by the Board for participants and coaches to declare their intent, register their squads, and pay their fees for Cheer competition are strictly enforced. Ensure that all fees are collected in a timely fashion.
9. Work with the Board as appropriate to arrange all Cheer clinic(s) or workshop(s) for cheerleaders. Plan, organize and execute these clinics for all Cheer participants.
10. Submit to the President and Treasurer estimates of any Cheer-related Park expenditures for approval so that the budget may be managed accordingly.
11. Work with appropriate Directors (IT & Registration, VP, Secretary, Volunteers) to ensure that information regarding Cheer uniform and equipment costs, and all fees for clinics, camps, or other cheer events are adequately communicated to the Cheer community in advance of and during registration. Specifically work with Cheer Equipment/Apparel Director to ensure that lists of required versus optional apparel and equipment, as well as estimates of the cost for various items, are provided.
12. Investigate any issues regarding violations of OMYFC rules, the OMYFC Code of Conduct, the rules of the Park's governing body, or any other problems involving cheerleaders and administer any disciplinary action if necessary.
13. Assign cheerleading squads to cheer at out-of-division games as necessary.
14. Organize and oversee participation of squads in competition.
15. Communicate with Cheerleading Directors of other parks as necessary.

**Section 7. Field Director-** The primary responsibility of the Field Director is to oversee day-to-day field activities & maintenance.

*List of Responsibilities*

1. Manage all day-to-day field operations.
2. Assume responsibility for game day operations.
3. Make proper arrangements for opening & closing of game facilities.
4. Make sure that the game field is prepared for play, specifically lining the field, and that the home stadium and facilities are in good working order.
5. Make sure that all pressbox equipment, including sound system and scoreboard, is in good working order for football and cheer use during home games.
6. Recommend field rules, regulations, & policies.
7. Advise the President regarding the playability of fields in adverse weather conditions, and assist the President in notifying the umpires, and Directors of game cancellations.

**Section 8, Information Technology & Registration Director-** The primary responsibility of the Director is to facilitate and manage the public communications of OMYFC and to oversee the registration of players and cheerleaders

*List of Responsibilities*

1. Ensure that the registration dates for OMYFC are adequately advertised to the eligible players and cheerleaders.
2. Coordinate with appropriate Directors (specifically Secretary, Treasurer and Vice President) in order to manage the annual OMYFC registration and ensure that all items (tables, chairs, forms, cash box, currency for making change), uniforms and equipment needed for fitting football players and cheerleaders, etc are present.
3. Design and print flyers advertising registration of OMYFC. Distribute these flyers to all schools in the OMYFC footprint no less than 3 weeks prior to registration.
4. Act as custodian of the OMYFC database of players and cheerleaders to create a history of player / cheerleader contact information as well as uniform / equipment sizes to assist in equipment accountability and future use sizing players and cheerleaders for uniforms and equipment.
5. Coordinate with Vice President and Director of Football to screen all potential football players to ensure they meet the eligibility requirements outlined in the By-Laws of the Park's governing entity. Maintain a roster of players' parents who attest to meeting the eligibility requirements of OMYFC as well as a roster of players' parents who are turned away from registration due to not meeting the eligibility requirements to play OMYFC football.

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6. Maintain the Park website and all other means of electronic communication for OMYFC as approved by the BoD. Assist the Football, Cheer and Volunteer Directors in the maintenance of necessary mailing lists and other contact information for public communication. Manage electronic notice of Park closures or suspensions of play.

**Section 9. Equipment Director** - The primary responsibility of the Director is to ensure that all football players and coaches are appropriately equipped and uniformed to field teams.

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### *List of Responsibilities*

1. Manage and maintain the stock of Park-supplied player equipment, including helmets and shoulder-pads specifically. The Director is charged with ensuring that the Park has adequate supply for all players in a timely fashion so that all players may participate in all practices, games and events.
2. Work with the President to select an appropriate uniform scheme to present to the Board for approval.
3. Submit to the President and Treasurer estimates of all equipment and uniform expenditures for approval so that the budget may be managed accordingly.
4. Ensure that the uniforms and appearance of players and coaches is consistent with the standards of OMYFC.
5. Manage and maintain the stock of Football coaching supplies including, but not limited to, trainer kits, first aid kits, hydration gear, blocking equipment, footballs, tees, pumps and other equipment deemed appropriate by the Board.
6. Manage and maintain the stock of field marking equipment including, but not limited to, yardage and end-zone markers, down/distance chain gear, and other equipment deemed appropriate by the Board.
7. Act as a judicious steward of Park financial resources in the performance of these responsibilities.

**Section 10. Volunteers Director** - The primary responsibility of the Director is to coordinate the efforts of all parent volunteers in all matters.

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### *List of Responsibilities*

1. Work with Football and Cheer staffs to ensure that each team has adequate volunteer support (i.e. Team Moms, Cheer Moms as needed)

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2. Conduct volunteer meetings as necessary and prudent to guide the efforts of all parent volunteers.
3. Work with parent volunteers to seek team and/or Park sponsorships as deemed appropriate by the Board.
4. Act, with President, as liaison to the school district with respect to community events in which the Park participates, and coordinate all parent volunteer efforts in such events.
5. Communicate all weather-related Park closures and suspensions of game play to all Football and Cheer squads through the parent volunteer network, and work with IT Director to make sure electronic notice is given as well.
6. Ensure that the Park has adequate parent volunteers to staff the OMYFC Game Field for all game days and Park events. Generally, the volunteers must take gate receipts, set up the field marking equipment for play, provide game announcers, ensure the stadium is lighted, ensure that the stadium is clean and trash has been removed after the final game, and otherwise take proper care of Park facilities.
7. Assist other Directors with the annual registration event, including ordering of any Park apparel the Board deems appropriate for the participants.

**Section 11. Cheer Equipment/Apparel Director** - The primary responsibility of the Director is to ensure that all cheerleaders and Cheer coaches are appropriately equipped and uniformed to participate in games and Cheer competition.

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### *List of Responsibilities*

1. Work with the President and Cheer Director to select an appropriate Cheer uniform scheme to present to the Board for approval. Designate which apparel items are mandatory and which are optional.
2. Ensure that the uniforms and appearance of cheerleaders and coaches is consistent with the standards of OMYFC.
3. Work with President and Cheer Director to seek vendors who provide good value for the Park and participants, and represent OMYFC in negotiations those vendors.
4. Organize and oversee Cheer uniform fittings at registration.
5. Ensure participation of Cheer coaches in registration so that fitting, uniform orders and registration of cheerleaders is adequately staffed.
6. Manage and oversee the uniform consignment process, soliciting support from Cheer coaches as needed.

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7. Assist Cheer squads with acquiring or creating an appropriate run-through banner for pregame activities.

### ARTICLE SIX

#### GENERAL DUTIES

**Section 1.** All Board members shall enforce all OMYFC rules concerning good sportsmanship and conduct. These rules include prohibiting the use of alcohol, tobacco, profanity, and harassment of players, coaches, and umpires.

**Section 2.** All Board members shall have a current copy of the rules of both OMYFC and its governing entity, and have a general knowledge of those rules.

**Section 3.** Each Board member shall be willing to help in areas outside their responsibility, when requested to do so by another Board member.

**Section 4.** All coaches shall be approved by majority vote of the BoD.

**Section 5.** All Board members shall serve as positive ambassadors to the community.

### ARTICLE SIX –A

#### FOOTBALL GUIDELINES

At present, Oak Mountain Youth Football teams are a part of the Jefferson Shelby Youth Football League. The Jefferson Shelby Youth Football League (JSYFL) is a competitive youth football league for all divisions of play. JSYFL By-Laws and rules governing play may be found at [www.jsyfl.net](http://www.jsyfl.net).

When establishing teams for a given grade or weight division, a minimum of one (1) OMYFC team shall be assigned to the competitive league, currently the Jefferson Shelby Youth Football League (JSYFL), before a team can be assigned to any other league for the same grade or weight division.

#### JUNIOR DIVISION TEAMS (K through 4<sup>th</sup> grades)

The goals for junior division teams will be to provide an opportunity to play football in a positive team environment, develop sound football fundamentals, teach mental and physical toughness, and develop good character traits such as teamwork, dedication, hard work, and discipline. **The major emphasis for the junior level teams is to provide basic instruction on the fundamentals of football (stance, blocking, tackling, offense, defense, etc.) while developing a desire to continue playing the sport and move to the next levels.** The goals stated above for junior divisions are developed and taught during practices. All parents should become familiar with the **Football Attendance and Participation** section below.

SENIOR DIVISION TEAMS (5<sup>th</sup> and 6<sup>th</sup> grades)

**The primary objective for the senior division will be to produce competitive teams.** The coaches will expect that returning players have been taught sound football fundamentals at the junior division. **Play time will be dictated by and may be limited according to players' abilities, skills, and effort.** Coaches are encouraged to train players at multiple positions to the extent that the player's ability allows, but all positions will be determined at the discretion of the coaching staff based on their assessment of the skills and abilities of their rosters, and the overall needs of the team.

FOOTBALL ATTENDANCE AND PARTICIPATION

- Attendance at all practices and games is required.
- Any absence must be reported to the coach prior to a practice or game.
- Failure to attend practice(s) may result in less playing time and in some cases, no playing time in the game.
- Repeated failures to attend practices or games may result in dismissal from the team **with no refund**. The head coach must bring this proposal of removal to the Football Director and the OMYFC BoD.
- Participation at all practices is required.
- Refusal to participate in practice may result in less playing time and in some cases, no playing time in the game.
- Parents are responsible for getting their children to practice on time.
- At any time if the coach feels that a football player is uncooperative, unprepared to participate, or disobeying the rules, the coach may restrict that player from participating in any or all of the teams activities.

Coaches are the **final authority** as it pertains to playing time. While attendance and participation are required of all players, they do not guarantee playing time beyond JSYFL minimum play rules. Coaches will decide the appropriate amount of playing time while staying in compliance with JSYFL minimum play rules.

EXPECTATIONS OF PARTICIPANTS

All participants, including players, parents and coaches are expected to:

- Set examples of good character and sportsmanship.
- Promote good sportsmanship and spirit.
- Promote good relations with the public (especially during the athletic season).
- Promote spectator participation in all athletic activities.

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- Comply at all times with all the rules and regulations of OMYFC and Jefferson-Shelby Youth Football.
- Comply at all time with the Code of Conduct attached as Exhibit "A" to these By-Laws.

Any action that reflects poorly on OMYFC, is contrary to the spirit of these By-Laws, or is in violation of the Code of Conduct, may result in disciplinary action, including the suspension of participation in OMYFC activities.

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### FEES

#### REGISTRATION FEES

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The fee structure for participation in the football portion of OMYFC will be available at registration or, if possible, in advance of registration upon request.

#### BOWL FEES

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To the extent that any fees are required for teams to participate in post-season play, those fees will be paid by OMYFC.

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### REFUNDS

Any player leaving the team up to 10 calendar days after the first practice in pads will receive a refund less the cost of the jersey ordered for the player.

All refunds will be held until equipment has been turned in to the Head Coach or the Equipment Director.

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### EVALUATION PROCESS

- A. Parents shall be given the opportunity to evaluate their Football or Cheer experience at the end of the season.
  1. The Director of Football and the Director of Cheerleading will be responsible for communicating to the parents the evaluation process.

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### SELECTION OF COACHES

- A. OMYFC will conduct a coaching search in the months prior to registration. The Board will make every reasonable effort to publicize this search, and make coaching applications available via the Park website or through other means as requested by applicants. The Board will make known the deadline for application, the schedule for candidate interviews, and the date of final coaching decisions by the Board.

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1. Potential coaches will be made aware by the Director of Football that all coaches will be subject to an FBI background or similar check at the expense of the OMYFC. Potential head coaches will be required to come to a scheduled board meeting and meet with the board for a question and answer session.
2. Coaches who have been banned from other parks or sports will not be allowed to coach for OMYFC.
3. Potential head coaches must provide a list of each coach on his or her staff. All staff will have a set meeting with the Football Director(s) and the President. The purpose of this meeting will be to communicate to all coaches the expectations of the Board, League rules and procedures, any year-to-year changes in League play, and the requirements of all coaches, participants and volunteers.
4. A list of all assistant coaches should be on file in case of the need to contact a coach in the absence of the head coach.
5. All head coaches will be required to meet the specification set up by OMYFC in regards to completing team roster, submitting team roster, and conforming to weigh-in directions, etc.
6. The BoD has the sole discretion to accept or deny any application to participate in or to coach a team in OMYFC.

### DIVISION OF TEAMS AND DRAFT PROCESS

#### NUMBER OF TEAMS

- A. The League governing body, currently the JSYFL, mandates roster limitations that require the splitting of teams (Section II. Article C. Item 11., JSYFL By-Laws, as amended). Those limitations are listed here:
  - I. Any division for which 40 or more players are registered is required to split to 2 teams. *By inference, but not specifically set out by law:* Any division for which 79 or more players are registered is required to split to 3 teams.
  - II. OMYFC may decide, at the sole discretion of the Board, to split at a number less than that mandated by the governing body. Any such decision will be based on factors including, but not limited to, the availability of qualified coaching candidates, the depth and breadth of player skills and abilities in the pool of registered players, the history of a particular division in question, and any other factors the Board deems germane to the decision.

#### NEW TEAMS AND EXISTING TEAMS



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- A. New Teams will be defined as first year K-1 or 2<sup>nd</sup> grade teams and the creation of new second or third teams thru the division of participants within a given grade division.
- B. Existing Teams will be defined as any team having played together for one or more seasons with OMYFC.

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### OMYFC DRAFT PROCESS

- A. The Existing Teams protected participants are determined as follows.
  - I. In the event of a grade division with 2 teams, with OMYFC BoD approval, the coach (New or returning) of an Existing Team is allowed to protect up to one half the number of participants registered for that division. In the event of a division with 3 teams, with OMYFC BoD approval, the coach of an Existing Team is allowed to protect up to one third the number of participants registered for that division. He may protect only returning players from the prior year's team. e.g. 40 registered players, a coach of the Existing Team can protect up to 20 from the previous year roster. e.g. 81 registered players, a coach of an Existing Team can protect up to 27 from the previous year roster. OMYFC believes that maintaining at least a core group of players is beneficial for team cohesion, development and competitiveness. The Board encourages coaches to avail themselves of player protection, while still balancing the competitive needs of their individual rosters.
  - II. The coach of the Existing Team will identify the protected players by picking his starters and potential starters to best build his team.
  - III. When the protected players have been announced, all other players will be placed in a pool.
  - IV. The pool will consist of unprotected participants.
  - V. Coaches, or their designated assistant coaches, are required to choose whether or not to protect players and, if so, how many. It is required of OMYFC coaching staffs that they be engaged in all aspects of coaching, including player protection.
- B. There will be an evaluation of all participants in each division. All participants are required to attend evaluations, unless coaches of all teams in a particular division agree otherwise, and receive Board approval in advance.
  - I. The evaluation will consist of timings in a 40 yard dash, agility drills, passing and catching. Board members, coaches, and volunteers will do all timings and drill running. This will allow the coaches to watch and make notes at the evaluation.
  - II. After a complete evaluation sheet is made it shall be distributed to the coaches and at the first available time a draft will occur.

- III. The coach has 48 hours following the final evaluation to identify, and communicate his protected players to the OMYFC Director of Football.
  - IV. Within 24 hours of receiving protected player lists, the Director of Football will determine (according to the protection lists established above, available draft pools and the draft rules that follow below) the order of draft picks, the number of draft rounds, and the number of choices for each team in each round. This draft scheme will then be provided to all coaches so that they may plan accordingly.
  - V. **Any new registered football participant who does not attend evaluations is ineligible to participate in OMYFC without approval by the Board.**
  - VI. OMYFC reserves the right to review special situations with regard to evaluation absence (i.e. death in the family or illness).
- .
- C. The OMYFC Director of Football will coordinate with the coaches in each division to determine a time to conduct the draft.
    - I. It is the requirement of OMYFC that all drafts shall be conducted by the OMYFC Director of Football with the following exception: In the event that the Director of Football has a child participating in the draft, or the Director of Football serves as a coach or assistant coach for a team in the draft, he will recues himself from that particular division draft, to be replaced by the President or the President's designee. No draft shall be conducted without the presence of the Director of Football, as excepted above, and at least one additional OMYFC board member unrelated to the division being drafted.
  - D. Determining the team who receives first pick in the first round of the draft.
    - I. For New teams a coin toss will determine.
    - II. For Existing Teams the following rules will determine the first draft pick.
      - 1. The existing team with the worst regular season record from the previous year.
      - 2. Where the existing teams have the same record, the team losing the head to head game from the previous season.
    - III. If a determination cannot be made with 1 or 2, then a coin toss will determine who receives the first pick. For a draft including New Teams the following rules will determine the first pick.
      - 1. For a 1 to 2 split for a New Team, the coach of the New Team will receive the first pick.
      - 2. For a 2 to 3 split for a New Team, the coach of the New Team will receive the first pick.

3. For a 1 to 3 split for New Teams, a coin toss will determine the first and second pick among the coaches of the New Teams, with the coach of the Existing Team receiving third pick.
- E. Round 1 of the draft.
- I. If 2 teams are drafting, round one will always be 1:1.
  - II. If 3 teams are drafting, round one will always be 1:1:1.
- F. Round 2 of the draft.
- I. New teams will continue on a 1:1 draft until all participants are drafted to a team.
  - II. As an exception to registration being closed, if a new participant moves into the OMYFC area and is registered to play, the draft would resume and the new move in would be placed with the team to receive the next pick.
  - III. For all other divisions the draft ratios will be influenced by the difference in the number of players protected by each team, the number of teams in the draft and the number of players registered in total. Those ratios will be determined by the OMYFC Director of Football within certain guidelines:
    1. Regardless of the numerical difference in protected players or the number of teams in the draft, the draft ratio will be such that the difference in roster numbers shall be eliminated by the 5<sup>th</sup> round of the draft.
    2. After the 5<sup>th</sup> round, at which point all teams shall have numerically even rosters, the subsequent draft rounds will proceed on a 1:1 (or 1:1:1) basis until the pool is exhausted.

When the draft is complete and all players have been placed, trades may then be negotiated. No trade will be final until it is approved by both coaches, and the OMYFC Director of Football or his OMYFC representative.

## CHEERLEADING GUIDELINES

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### PURPOSE

The purpose of the OMYFC Cheerleading program is to promote community spirit, an understanding of the grace and athleticism required in the sport of cheerleading, an understanding of how to work and learn as an individual and to do so while working and learning as a squad, and the qualities of dedication, integrity, and sportsmanship.

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### FEES

## BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM

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### REGISTRATION FEES

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The fee structure for participation in the cheerleading portion of OMYFC will be available at registration or, if possible, in advance of registration upon request.

Any cheerleader who leaves the Park prior to Opening Day of the current season will receive a full refund of the Park registration fees upon request. However, all Cheer apparel/equipment purchases are final and non-refundable.

### CHEER COACH GUIDELINES

#### EVALUATIONS

The Cheer Director will be responsible for distributing Evaluation Forms to all parents by the last week of the regular season.

#### SELECTION OF COACHES

1. Returning coaches must notify the cheer director of their intent to return as a cheer coach at a date designated by the cheer director which shall be prior to the dates established for Registration of each year.

2. If there is a squad that does not have any returning coaches, it will then be the responsibility of the cheer director to solicit volunteer(s) to fill those positions before Registration of that year

All coaches will be subject to an FBI background or similar check on the initial year of coaching at the OMYFC expense. If a coach leaves and returns for a time period felt to warrant another FBI background check then one should be performed.

Potential head coaches will be required to come to a scheduled board meeting and meet with the board for a question and answer session. Coaches can be an interested parent, an existing coach from a previous year's squad in the case of a team split, an existing coach from another park's squad, or an outside person with the capabilities of coaching a youth squad.

Coaches who have been banned from other parks or sports will not be allowed to coach in the OMYFC Park system.

The potential head coach must provide a list of each coach on their squad. All staff will have a set meeting with Cheerleading Director.

A list of all Assistant Coaches should be on file in case of the need to contact a coach in the absence of the Head Coach.

At this meeting, each coach will presented a list of guidelines they will be expected to follow: The following is the current guideline established by the OMYFC BoD and the Cheerleading Director:

## BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM

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- Treat all children fairly and have a desire to teach the participants;
- Be responsible for providing a list of squad members and all corresponding information to the Cheer Director as requested;
- Communicating with all squad members the dates and deadlines that are pertinent each year, i.e. beginning of practice, dates and times of clinic, deadlines for cheer competition sign up, etc.
- All coaches MUST work at Registration.
- Have their squad ready and present at all Park events, including preseason, League play, and play-offs.
- If their child participates, do not show favoritism in either the placement or responsibility given to their child;
- Assign team Mom;
- Coaches have the discretion to impose reasonable penalties on the cheerleaders for failure to observe the rules listed below in the “Expectations of Participants” Section;
- At any time if the coach feels that a cheerleader is uncooperative, unprepared to participate, or disobeying the rules, the coach may restrict that cheerleader from participating in sideline cheering or halftime performance during a game.

### EXPECTATIONS OF PARTICIPANTS

#### BEHAVIOR

- Set examples of good character & sportsmanship.
- Promote good sportsmanship & spirit.
- Promote good relations with the public (especially during the athletic season).
- Promote spectator participation in all athletic activities.
- Any action that tends to leave a bad impression upon the general public will be subject to disciplinary action.

#### UNIFORM

- No fingernail polish will be allowed while in uniform.
- No jewelry can be worn while in uniform.
- No chewing gum will be allowed while in uniform.

## BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM

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- Hair must be neat and pulled up out of the cheerleader's face. Failure to bring all necessary equipment and materials to games, practices, etc. could result in disciplinary action.
- Uniform and necessary equipment to be maintained in good condition at all times.
- Cheerleaders and parents are responsible for the uniform and all equipment at all times, including games and practices.

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### ATTENDANCE

- Attendance at all practices and games, including jamborees, playoffs and championships, is STRONGLY ENCOURAGED!
- Coaches have the discretion to make changes in formations and routines based on attendance.
- Any absence must be reported to the coach in advance.
- Cheerleaders are expected to arrive at mini-clinics and technique clinics and practices 10 minutes before time to begin.
- Cheerleaders are STRONGLY ENCOURAGED to arrive at games 30 minutes before games are to begin.
- All cheerleaders are to be picked up on time.
- Cheerleaders are expected to remain on the field with the coach during practice or game until dismissed by the coach.
- Cheerleaders leaving the game or practice without the coach's permission will be disciplined.
- Disciplinary procedures would include: 1<sup>st</sup> – a verbal reprimand instructing the child and parent of the offense and why it was an offense. 2<sup>nd</sup> – a written reprimand instructing the child and parent of the offense and why it is an offense. 3<sup>rd</sup> – meeting between the Cheer Director, an additional Board member and the parent. 4<sup>th</sup> – Expulsion from the cheerleading squad.
- Parents remain responsible for the safety of their children during practices and games

### CHEERLEADING RULES REGARDING THE SPLITTING OF SQUADS

When a football team for one division reaches enough players to result in the splitting into two (or more) teams, the corresponding cheerleading squad must also split to cover football games for each of the football teams resulting from the split.

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### ESTABLISH COACHES FOR NEW SQUAD

- A. Two volunteers step up to coaches;
- B. If no coaches volunteer for the new squad, coaches will be appointed by the Cheer Director

## BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM

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For the K-1 squad only, if there are a minimum of 10 girls from each K and 1<sup>st</sup> grade then the split will be based on a division of grades, if there are two football teams in this division. Meaning, that all K grade girls will be on one squad and all 1<sup>st</sup> grade girls will be another squad. If the K-1 football teams should result in a split in to more than two teams, then the procedures below should be implemented.

On all squads other than K-1 squads (unless there are more than two K-1 teams), the cheerleaders for the squad have the option of casting a ballot to request a specific coach or a friend to cheer with. The returning cheerleaders' request receives priority and new cheerleaders' request may or may not be honored as it is often impossible to honor all requests.

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### BALLOTS REQUESTING FRIENDS:

In the best effort to accommodate ballots requesting a friend, both individuals must have a mutual request of one another.

For example: Sally's ballot requests Molly and Molly's ballot requests Sally.

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### BALLOTS REQUESTING A COACH:

In the best effort to accommodate ballots requesting a coach, only the name of one coach will be accepted.

#### **FAILURE TO OBLIGE TO THE ABOVE BY-LAWS WILL RESULT IN THE FORFEIT OF YOUR BALLOT REQUEST.**

These ballots should be turned in to the cheer director at a time designated by the cheer director. Should the cheer director also be a coach for the squad to be split then the OMYFC BoD will select and appoint another person to mediate this procedure.

There are no guarantees that all requests will be met but every attempt will be made to honor each request.

After all of the returning cheerleaders are placed based upon ballot selection, the remaining new cheerleaders will be evenly distributed between the squads. Every effort should be made for a fair distribution with equal number of girls per squad. In seasons where there are 20 or more girls registered, there should remain a minimum of 10 girls per squad. In cases where there are fewer girls registered to facilitate 10 girls per squad, the squads should be split with equal number of girls on each squad.

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### TWO OR MORE FOOTBALL TEAMS AND ONLY ENOUGH GIRLS FOR 1 SQUAD:

When football teams split and more teams are formed than the number of girls to form 2 squads the cheer coach, in conjunction with the football coaches will decide which games are to be covered by cheerleaders.

## CHEER COMPETITION

OMYFC cheer squads are subject to the rules of an outside governing body, currently the UCA, for participation in postseason cheer competition. The rules of the governing body may be more stringent in some cases than those of OMYFC. While OMYFC will generally attempt to accommodate the age and/or school district exception requests of cheer participants during the regular season, the Park must adhere to the rules of the governing body in competition.

## BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM

For example, while the Park might grant an exception during League events for a participant to cheer with a younger group than her age or grade would suggest, that participant may not be allowed to cheer with that same squad in competition, if at all. Similarly, if the Park were to allow an out of district student to participate with an OMYFC squad during League play, that participant may be similarly denied participation in competition. Parents of participants should consider these restrictions carefully when registering their child for cheer, and consult with the Cheer Director as needed.

The following guidelines shall be followed for coaches and participants for the end of the year cheerleading competition:

- ✧ Cheer coach must advise the Cheer Director of their decision as to whether to take a squad to UCA or any other designated competition at or prior to the date of Registration.
- ✧ Cheerleaders must inform their cheer coach of their desire to participate in competition by September 15 of that season.
- ✧ Cheer coach must register their competition squad and participant list with the Cheer Director by September 16.
- ✧ Attendance at UCA or other sponsored cheerleading competitions shall remain on a voluntary basis by squad. Participation by each cheerleader within each squad shall also remain voluntary.

The competition cheer coach will establish a practice schedule for the competition squad. The coach will also determine the number of practices that will be excused absences during cheer competition practice. The cheer coach will notify the Cheer Director of the established practice schedule and number of excused absences for the squad FOR APPROVAL. A MINIMUM OF 1 EXCUSED ABSENCE MUST BE PROVIDED TO EACH CHEERLEADER ON THE SQUAD. ANY NUMBER ABOVE 1 EXCUSED ABSENCE IS AT THE DISCRETION OF THE COACH WITH THE DIRECTOR'S APPROVAL. The excused absence(s) are in addition to absences for illness or death in the family. The cheerleader will be responsible for attendance of all practices with exception of the excused absences. If a cheerleader exceeds the number of excused absences when she will be unable to compete at the designated competition.

## ARTICLE SEVEN

### PARLIAMENTARY PROCEDURES

**Section 1.** All by-laws written or oral, in force or effective before the date of the adoption of these by-laws shall become null and void.

**Section 2.** All officers, board members, parents, and participants in OMYFC shall be charged with the compliance of the terms of these by-laws, and agree they shall apply in and govern all matters pertaining to OMYFC.

**Section 3.** The revised Roberts Rules of Order shall be the standard rules governing the conduct of meetings, and transaction of business, except as noted in the by-laws.



## ARTICLE EIGHT

### FINANCIAL

**Section 1.** OMYFC is a non-profit organization and all monies collected shall be used to further the aims of the Park.

**Section 2.** No officer or Board member shall receive compensation for services rendered as such.

**Section 3.** No person, officer, or Board member shall purchase on credit, in the name of OMYFC any item(s) for use in the program without Board approval.

**Section 4.** No person shall be reimbursed for any purchase in the name of OMYFC without approval of the Board.

**Section 5.** The BoD must authorize all equipment purchases by the Park.

## ARTICLE NINE

### WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the articles of incorporation, or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to giving such notice.

## ARTICLE TEN

### AMENDMENT OF BY-LAWS

These By-Laws may be altered, amended or repealed, and new By-Laws adopted by a majority of the BoD (quorum present) at any regular meeting, or at any special meeting if at least (7) days written notice is given of intention to alter, amend, repeal, or adopt new By-Laws at such meeting. Any/all changes to the By-Laws should be proposed to the By-Laws committee at least (7) days prior to the next regular or special meeting for their review of impact on existing By-Laws.

## ARTICLE ELEVEN

### SIGNATURE OF BY-LAWS

**BY-LAWS FOR THE OAK MOUNTAIN YOUTH FOOTBALL & CHEERLEADING PROGRAM**

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These By-Laws shall be signed by the OMYFC President & Secretary following their approval by majority votes of the BoD.

SIGNED:

Tim O'Brien (Signature on File)

President

DATE: 11/23/14

Steve Wittman (Signature on File)

Secretary

11/23/14

**PARENTS' AND PARTICIPANTS' CODE OF CONDUCT**

**I Will:**

- Consider it a privilege to be involved in Oak Mountain Football and Cheerleading.
- Remember that Oak Mountain Youth Football is a game for the children and not adults.
- Consider it my obligation to set a good example while developing character, integrity and honesty.
- Promote sportsmanship over gamesmanship, following the sports rules with no violation of them to win.
- Not argue, threaten or demean a player, participant, parent, coach or official.
- Not use foul, abusive or profane language at any time.
- Not abuse a player, participant, parent, coach or official, physically, verbally or mentally.
- Not use alcohol, tobacco, or drug related products in the presence of any players or participants or on Oak Mountain Youth Football or Jefferson-Shelby Youth Football park's property.
- Never criticize another player or participant.
- Follow the rules and regulations of Oak Mountain Youth Football & Cheerleading Inc. and Jefferson-Shelby Youth Football.

**THE FAILURE TO ABIDE BY THIS CODE OF CONDUCT MAY RESULT IN THE SUSPENSION OF PARTICIPATION IN OAK MOUNTAIN YOUTH FOOTBALL AND CHEERLEADING ACTIVITIES.**

I agree to follow the Oak Mountain Youth Football and Cheerleading Code of Conduct.

\_\_\_\_\_

Player Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Print Name