

LOWER LOUDOUN BOYS FOOTBALL, INC.
P.O. BOX 163
STERLING, VIRGINIA 20167

BY-LAWS

(AS AMENDED MARCH 13, 2018)

Article I: NAME

This organization shall be known as Lower Loudoun Boy's Football, Inc., hereinafter referred to as the League.

Article II: OBJECTIVE

- a. The League and it's Board of Directors (hereinafter referred to as the Board), using the sport of football as the vehicle, shall establish and maintain the environment necessary to perpetuate the ideals of good sportsmanship, honesty, loyalty, courage, reverence, self discipline, and the respect for others in the youth of the local communities. The objective being to develop stronger, happier, and well adjusted youth who will grow to be healthy, trustworthy and successful contributors to our society.
- b. The objective will be accomplished by providing for organized, directed, and competitive football games and related activities.

Article III: ASSOCIATION WITH A PARTICIPATING LEAGUE – (LYFA)

- a. The League will conduct football games either as a separate entity, or in association with, or in connection with another football league(s), hereinafter referred to as a Participating League, as long as the objective and the principles outlined within these By-laws are not compromised by the association or connection with such Participating League.
- b. The League By-Laws take precedence over and supersede the By-Laws (and/or Constitution) of any Participating League in which the League has an association. However, the Board, if it believes it is in the best interest of the League to resolve a conflict or other issue, and with the approval of two-thirds of the vote of it's members at a duly constituted meeting, may provide for an exception to it's By-Laws, or defer to the By-Laws (and/or Constitution) of a Participating League, in which it has an association. Any exception to the League By-Laws, or deferral to the By-Laws of a Participating League, will be recorded in the minutes of the meeting at which the League Board voted to provide the exception or deferral. The minutes should record the nature of the exception or deferral, the total number of votes cast, and the number of votes cast in favor of the exception or the deferral.

- c. The League, with the approval of a two-thirds vote of its Board at a duly constituted meeting, may terminate its association with any Participating League, after providing a thirty (30) day written notice, delivered to the President or other non-League elected officer of the Participating League.

Article IV: GOVERNMENT

- a. The government of the League shall be under the direction of the President and the Board of Directors.
- b. The underlying principle, The Board shall follow in governing and operating the League, is that the development of the League youth into well balanced individuals for the future takes precedence over the natural desire to win on the field. The League Board recognizes that everyone strives to win in competitive sports, however, the achievement of winning games will be secondary to the primary League objective and principle of developing youth, both on and off the field, into well balanced individuals for the future.
- c. The Governing Board shall include the following officers:
 - Elected Officers: President, First Vice President, Secretary, and Treasurer. These elected officials shall not hold any coaching positions unless approved at the discretion of the Board.
 - Positions Appointed By the President: Field Manager, Cheerleading Coordinator, Equipment Manager, Sponsorship Chairperson, Flag League Coordinator, Snack Bar Coordinator, Press Box Coordinator, Website Coordinator, Social Media and Player Safety Coach.
 - Coaches Representatives: A Coaches Representative from each of the A, B, and C League Programs, as elected by the respective League coaches.
 - Honorary Officer Position: Past President.
- d. The President, Vice President, Secretary, Treasurer, Cheerleading Coordinator, Field Manager, Equipment Manager, Flag League Coordinator, Past President and the Coaches Representatives from each division will be entitled to one vote at any meeting.
- e. Any vacancy on the Board, other than that of the President and Vice President that occurs for any reason, may be filled by the appointment of a person who was a candidate for the office at the last annual meeting, but was defeated. Such appointment is to be made by the President with the concurrence of the Board.
- f. All matters concerning policy of the League shall be decided by a vote of the Board and no motion shall be carried without a favorable vote from the majority (unless otherwise specifically stated in these By-Laws), of those present at a duly constituted meeting of the Board.
- g. In any matter, unless specifically stated otherwise in these By-Laws (and/or Constitution) of another League or organization, shall not infringe upon, interfere with, or compromise in anyway, the objectives, principles, or governing procedures of the League, as contained in these By-Laws.

Article V: ELECTION OF BOARD

- a. At the annual meeting (generally the year-end meeting for the Board year), to be held prior to December 31st, the voting membership, will elect the President, Vice President, Secretary, and Treasurer, for one term.
- b. The voting membership will include the League Board, head coaches, four assistant coaches, a team father and mother per team (duly registered by the Board prior to the first game of the season), and the head cheerleading coach from each team (as provided to the Board for registration by the Cheerleader Coordinator prior to the first game of the year).
- c. The term of office will be January 1st through December 31st of the following year.
- d. Current officers shall be eligible for re-election.
- e. Officers Appointed by the President: Field Manager, Cheerleader Coordinator, Equipment Manager, Flag League Coordinator, Snack Bar Coordinator and Sponsorship Chairperson. Additional positions appointed by the President in a non-voting position are Press Box Coordinator, Website Coordinator, Social Media and Player Safety Coach and all will be appointed by the newly elected President with the concurrence of the Board.
- f. Coaches Representative Positions: A Coaches Representative will be elected by the head coaches in each program in the League, after their selection and approval by the Board, at a meeting of the selected and approved head coaches to be held during the interim of the meeting at which they were selected and approved and the next regular monthly meeting of the Board. Their term of office will continue until replaced by new representatives the following year. This process shall be completed by May 1st of each year.

Article VI: BOARD FUNCTIONS

The Officers, coaches, members and any other designated representatives of the League, in carrying out any duties and responsibilities on the behalf of the League, will be responsible to ensure that the development of well balanced youth for future society is the primary cause of their efforts and actions. The attachment of exceptional athletic skill or the winning of games is to be a secondary achievement. The Board members and a description of their respective functions are as follows.

President: Presides over all meetings, directs the organization, appoints ad hoc committees as necessary. Ensure all actions of the League are performed within confines of League By-Laws.

Vice-President: Discharges the duties of the President when the latter is unable to do so. Primary duty is to work with the Secretary in assigning players to teams, subsequent to the official draft of players, works with all leagues associated with LLBFL to establish game and playoff schedule, plus other duties as assigned by the President.

Secretary: Prepares minutes of all meetings, notifies members of all meetings, acts as parliamentarian, maintains and distributes phone directory of League personnel, obtains meeting places, records attendance, maintains Web Site. Assists the President and Vice President during registration to insure the information is accurate and complete on all registration applications. Coordinates and runs the draft, assists the Board members in obtaining physicals and birth certificates, and follow up with all players that drop out of the program, plus other duties as assigned by the President.

Treasurer: Responsible for keeping accurate financial records, prepares monthly financial statements and an end of the year summary of operations. Presents books for annual external audit and collects delinquent registration fees. Makes certain League incorporation fees are paid to the State Corporation Commission on time. Also responsible for disbursing League funds as directed by the President and/or Board. In charge of all fund raising and is ex officio member of all fundraising committees. Shall also perform other duties as assigned by the President.

Field Manager: Responsible for all operations on Bill Allen Field and League property, including overseeing facilities during games and events, maintenance and upkeep, building renovation and construction.

Cheerleader Coordinator: Acts as the chief liaison and main spokesperson for the Cheerleader program with the League. Responsible for the oversight and management of the day-to day activities of the Cheerleader Program. In coordination with the League President, makes arrangements for the registration and assignment of the cheerleader participants to team squads. Recommends to the League Board for approval, the suggested annual registration fee and an estimate of the financial support for the cheerleaders required from the League. Responsible for coordinating all League matters and activities relating to the cheerleaders with the Team Head Coach, Head Cheerleading Coach and the League Board as the specific situation dictates. The Cheerleader Coordinator shall maintain the registration records and turn over all registration fees to the Treasurer.

Equipment Manager: Inventories, distributes, collects, stores, and orders uniforms and equipment, as directed by the President. Also responsible for the repair and maintenance of the equipment inventory.

Sponsorship Chairperson: Responsible for canvassing local business and other sources for the purpose of raising financial and other support, as well as soliciting team sponsors for the League. Conducts follow-up activity to solicit or collect funds from sponsors identified by other members of the League. Coordinates with the League President to ensure that recognition is provided to the sponsors both through a designated system for identification established at the football facility and through public announcements during all games played at Bill Allen Field.

Flag League Coordinator: Responsible for assigning the players to their respective teams, preparing a game schedule, coordinating with flag league coaches regarding their responsibilities, assigning practice times and locations arranging for volunteers to assist in setting up the field for games and running the game clock.

Coaches Representatives: Represents teams and coaches in their respective League program to the Board. Maintain lines of communication between the Board and the head coaches in their program, and are responsible for insuring that a workforce is available for the special projects during the entire year. Must establish a monthly meeting with all Program Head Coaches from month of May until end of season.

Snack Bar Coordinator: Schedules annual health department inspection, places all orders for stock from vendors, inspects kitchen equipment for any needed repairs and reports to the Board, schedules work activity for parents of team members so the snack bar, ticket booth, chain gang and clean-up work smoothly.

Past President: Acts as an advisor to the Board.

Press Box: Responsible for coordinating coverage for announcers and clock operators for all games played at Bill Allen Field.

Website Coordinator: Responsible for maintaining the website working with the Secretary to post updated information for each season.

Social Media: Responsible for updating the league's Facebook page and Twitter feeds with current information and highlights about the league.

Player Safety Coach: Due to our partnership with USA Head's Up Football we are required to have a Player Safety Coach that is certified each year by USA Football. The Player Safety Coach must attend an onsite training session each year to be certified by USA Football. The Player Safety Coach will be responsible for insuring that our league is in compliance with the Head's Up Football Program.

Article VII: CHEERLEADER PROGRAM

- a. The League, as an activity related to its Football Program, operates a Cheerleader Program. This Program provides for a squad of cheerleaders to be assigned and associated with each football team in A, B, C League and Flag (Pom Pom) Programs (as sign-ups permit).
- b. In general, the overall objectives and goals of the League in providing for a Cheerleader Program are the same as for the Football Program as indicated in Article II above.
- c. The oversight of the Cheerleader Program is assigned to the Cheerleading Coordinator, with the assistance of the Head Cheerleading Coach assigned to each team.
- d. The Head Cheerleader Coach (and any assistants) of each team shall be annually reviewed, selected, and approved by the Board. A request to become a Head Cheerleader Coach, or an assistant, will be made in writing by completion of a coaches application and provide to the Cheerleading Coordinator, who will submit the request to the Board for approval. The Cheerleading Coordinator will provide the requests for the head Cheerleading Coach and assistant positions to the Board, as soon as possible, however, not later than August 1. The Head Cheerleader Coaches selected by the Board, will provide in writing (through the Cheerleading Coordinator) to the League for approval, a list of their potential assistants. If necessary, a head Cheerleader coach may request that the Board grant tentative approval to an individual as an assistant, until final approval is received.
- e. The general rules and guidelines, by which the Cheerleader Program will operate, are contained in Attachment 3. However, as applicable, all rules and regulations which apply in general to the youth participants of the Football program, also apply to the youth participants of the Cheerleader program (for example, matters of determination of fees, discipline, membership, etc.). Any changes to the rules or regulations contained in Attachment 3, will be coordinated through the Cheerleading Coordinator and must be approved by the League Board.
- f. The League Board will approve financial assistance or support to the Cheerleader Program. Requests for financial support or assistance for the Cheerleader Program will be made to the League Board by the Cheerleader Coordinator.

- g. All matters relating to or effecting a Cheerleading squad or an individual cheerleading participant, with regard to or in connection with a league sponsored activity, will be brought to the attention of and coordinated through the team Head Coach, Head Cheerleading Coach and the Cheerleading Coordinator. The Cheerleading Coordinator will accompany any matter pertaining to a Cheerleader squad or an individual cheerleader, which needs to be brought to the attention of the League Board. The team Head Coach has overall responsibility for the cheerleader squad on the field during a game contest. It is recommended that Head Cheerleading Coach and Team Head Coach meet on a regular basis during the Football season.
- h. As appropriate to the activities and functions of conducting the Cheerleader Program. The Head Cheerleading Coach and assistants will be held to the same type of standards, rules and procedures, as the Head Coaches and assistant coaches in the Football Program, as stated in Article X below, as well as in other Articles contained in these By-Laws.

Article VIII: MEETINGS

- a. A meeting of the Board shall be called prior to December 31st for the reading of annual reports and election of officers. The President, at a meeting to be held in November, will establish a nominating committee, for the purpose of identifying individuals, who are interested in running for Board positions during the next League election. All nominations and confirmations shall be due in to the nominating committee at least 2 weeks prior to the scheduled election date.
- b. Meetings maybe called by the President at any time or upon request of at least three members of the Board. The Board shall have monthly meetings.
- c. Notice of all meetings shall be given at least two days in advance thereof to all members of the Board unless waiver of such notice is received.
- d. A majority of the members of the Board shall constitute a quorum at any meeting and the majority vote of those present shall govern, unless specifically stated in these By-Laws, or except when otherwise especially provided.
- e. All board members will be required to attend a minimum number of meetings to retain their authority to vote on the Board. Any board member not attending a minimum of 50% of the board meetings will be deemed ineligible to cast their votes during board meetings.
- f. Roberts Rule of Order shall govern the proceedings of all meetings, except where the same conflicts with the By-Laws of the League.

Article IX: HEAD COACHES

- a. Head Coaches of competitive teams shall be annually reviewed, selected, and approved by the Board. It is only by an action of the Board, that a Head Coach may lose a coaching position in the League.
- b. Individuals, seeking a Head Coaching position, must submit their applications to the Board, in writing, no latter than date specified by the Board for that year. The Board will interview each Head Coach applicant.
- c. In situations where it may become necessary to eliminate a team from a specific program(s), A, B, or C, (for example, if a sufficient number of players are not available to field the existing number of teams), the League Board will determine which team (by name) will be eliminated. The League Board, at the time it determines it is necessary to eliminate a specific team, will also be required to make a determination, by a majority vote of the Board, as to which Head Coach, as a result of the League eliminating a team, will have to step down from or moved to a different Head Coaching position. The action of the Board is to eliminate a specific team from the League, does not, in and of itself, automatically cause the Head Coach of the team being eliminated to lose a Head Coaching position. The Board will have to make a further determination as to which existing Head Coach in the League, without regard to specific Programs from which a team is eliminated, may have to be required to give up a Head Coaching position. The Board, in making a determination as to which Head Coach may be required to lose a Head Coaching position, will give consideration to the following factors (with no specific regard or weight being intended by the order stated):
 - 1) Length of service, regardless of the type of position (for example, elected Board officer, appointed Board officer, etc.), given to the League.
 - 2) Length of service given to the League in a coaching position
 - 3) Participation in and the contribution of activity, time, and assistance provided to the League in conducting its day-to-day operations and fund raising efforts.
 - 4) The length of service as a football coach, given to other football leagues
 - 5) A survey of all head coaches to determine if a particular individual would be willing to voluntarily be eliminated from a Head Coaching position
 - 6) Any other factors which the Board considers material to it's decision making process in the selection/elimination of a Head Coaching position.

The Board should make every effort to structure and/or reassign Head Coaching positions in a manner, which will accommodate as many existing Head Coaches as possible, and also be in the best interest of all the Programs in the League.

- d. It is mandatory that every Head Coach attend coaches' clinics as specified by the League Board, and must become a certified coach through the National Youth Sports Coaches Association, or other similar organization which certifies coaches associated with youth sports as approved by the Board. The League Board also encourages assistant coaches to attend League specified clinics, as well as to become a certified coach in the same manner as the Head coaches. The League will assist all coaches, as necessary, to become a certified youth coach. (Becoming certified requires a small fee in which the League will not be responsible for).
- e. The Head Coach shall be responsible for the selection of his team. The Head Coach also takes responsibility for the actions on the field of his team, assistant coaches, and any other individuals associated with the team (to include parents of the players).
- f. The Head Coach agrees to take on a significant amount of responsibility when accepting a position from the Board. The Head Coach, in addition to coaching football, must be actively involved in overseeing team activities in fund raising events. The Head Coach must coordinate with Board members and team related personnel, to ensure that parents/guardians, assistant coaches and others, participate in functions and activities which are necessary for the successful operation of the league to include, scheduled field clean-ups, after each game a Head Coach or one of the assistants must report to field to help League with Security of the field and enforcement of League rules within the confines of League property.
- g. Head Coaches selected by the Board, will provide in writing to the League Board for approval, a list of their potential assistant coaches. The List of potential assistant coaches shall be provided to the League Board, as soon as possible, however, not later than August 1. If necessary, a Head Coach may request that the Board grant tentative approval to an individual as an assistant coach, until final approval is received. Head Coaches will be allowed to have 6 approved assistant coaches on the side line (this includes a water person), no other adults or non-team member youths will be allowed on the sidelines during games.

- h. The Head Coach, and all assistant coaches, by requesting and accepting a selected position of responsibility from the League Board, accept and agree to abide by the objectives and principles set forth in these By-Laws, as the foundation by which they will conduct themselves and guide their team operations. The failure of any Head and/or assistant coach, to abide by the objectives and principles of the League, may result in the suspension of, or termination from, the coaching responsibilities assigned by the League Board.
- i. The selected Head and assistant coaches, agree to abide by all rules, regulations and procedures established by the League, or agreed to and approved by the League in association with a Participating League. Any Head or assistant coach, maybe brought before the League Board for not adhering to the appropriate rules, regulations or procedures.
- j. The League Board, at it's discretion, and when it believes it is in the best interest of the League, has the right to suspend or terminate a Head or assistant coach from their Board approved and assigned coaching position, for not abiding by approved rules, regulations or procedures. The League Board with the approval of a majority of votes at a duly constituted meeting of the Board may suspend a coach from their coaching position for a specified time or specific number of games and/or practices. The League Board may terminate a Head or Assistant Coach from their coaching position, with the approval of a two-thirds vote of the Board members. The President will call a special meeting of the Board, for the purpose of addressing and voting on, whether a coach should be terminated from a League appointed coaching position.

Article X: MEMBERSHIP

- a. Any youth meeting the requirements as to age and/or weight set forth in the appropriate League rules and regulations, shall be eligible to compete for the participation in the Football/Cheerleader Programs and on the teams of Lower Loudoun Boy's Football, Inc.
- b. Any youth or adult having an active interest in Lower Loudoun Boy's Football Inc. maybe selected by a majority of the Board of directors to become an associate or honorary member.
- c. Active members shall perform any reasonable service required. Members need not necessarily be affiliated with any other organization. The youth of the League maybe considered active members and should perform any reasonable service required. The youth need not be affiliated with any organization or sponsoring group.
- d. The Board by a two thirds vote at any duly constituted meeting, shall have the authority to suspend any member, Head Coach or assistant coach, Head Cheerleader mother or assistant thereof whose conduct is considered detrimental to the best interest of the League.

- e. The Board shall, upon evidence of the misconduct of any youth, notify the Head Coach and/or Head Cheerleader Coach (as appropriate), of the team of which the youth is a member. Said Head Coach / Cheerleading Coach shall appear with the youth, as directed by the Board in the capacity of an advisor, before a duly appointed committee of the Board, which will have the power to suspend, or revoke, such youth's right to future participation.

Article XI: FINANCIAL POLICY

- a. The Board shall decide all matters pertaining to the finances of the League and it shall place all income in a common League Treasury, directing the League expenditures of the same in such a manner as will give no individual or team an advantage over the other as to equipment, etc. Checks may be signed by the President, or the Treasurer.
- b. The Board shall conduct fund raising events and functions, as well as solicit contributions and sponsorship funds on behalf of the League. All funds raised by the League will be placed in a common League Treasury.
- c. The Board shall not permit the contribution of the funds to individuals or teams and, by rule, any funds made or contributed in such a manner will be promptly turned over to the League Treasurer for deposit into the League treasury. The afore mentioned rule is to discourage favoritism among teams and to endeavor to equalize the benefits of the League.
- d. Registration fees will be determined by the Board on an annual basis depending on the needs of the League. Every effort will be made to keep this fee to an absolute minimum in an effort to permit the maximum number of youths to participate in the League.
- e. The President, will form an audit committee and nominate an Audit Committee Chairperson, who will be responsible for having an audit conducted (either directly by the committee or by an outside certified auditor/accountant), of the League books, records and all League funds (including the separate financial records and bank account maintained for the Cheerleading Program), for the operations conducted by the League during the respective League year. The President will ensure, that the Treasurer turn over to the Audit Committee Chairperson, all appropriate books, records, and other documents necessary for the audit committee to complete the audit of League operations. The President will be responsible for providing the necessary documents to the Audit Committee Chairperson within forty-five (45) days of the end of the League year. The Audit Committee Chairperson, will provide a written audit report, in a timely manner, to the President of the new League Board, for Board approval.

Article XII: RULES

- a. In general, the administrative and playing rules, regulations and procedures (hereinafter referred to as the rules) pertaining to player participation and eligibility, structure of individual league units, game and practice rules, and other football related matters, are covered by the following sources:
 1. League By-Laws and minutes of Meetings for specific local rules.
 2. Administrative Regulations and Information
 3. Participating League By-Laws as approved by the League
 4. The Official Playing rules and regulations as published by the National Federation of State High School Athletic Associations, for the current season.
- b. Each year, except for the League rules contained in these By-Laws, any specific local rules established by the League (whether a carry over of old or establishment of new rules), as well as the concurrence and Board approval with the Participating League rules, shall be approved for adoption by the Board at a meeting to be held not less than one month prior to the first scheduled game of the season. Unless, specifically stated in writing by the League Board, and delivered to the President or other non-League officer of the Participating League, the local rule shall in no way conflict with the rules and regulations of the Participating League in which the Lower Loudoun Boy's Football, Inc. is associated with and competing.
- c. Specific local rules established by the Board and specifically made a part of these By-Laws, include the following:
 - 1) The League, in all of it's programs (A, B, and C League Programs), will play each football game on a U.S. standard regulation size football field (The Length of the field will be one hundred and twenty (120) yards long including a playing field of one hundred (100) yards and two end zones of ten (10) yards each. The width of the playing field will be fifty – three and one-third yards (53 1/3 yards). Each team participating in a game will play with eleven (11) team players participating on the field each play during a game.
 - 2) Unless the League President grants an exception, there will be no practices allowed on any Friday night after the first game of the League season.
 - 3) Sunday practices are never permitted.

- 4) There shall never be more than two (2) hours of practice allowed on any day.
 - 5) There shall never be more than one (1) practice session allowed on any day.
 - 6) Practices are to be held at the practice area that is assigned by the league only. Coaches that violate this rule will be reprimanded.
 - 7) The League will not permit more than seven (6) approved coaches, including the Head Coach and assistant coaches, to be on the playing field at anytime during the game.
 - 8) Cannot have a coach under the age of 18.
- d. The League President will conduct a special meeting with the Head Coach and assistant coaches, at least fifteen (15) days prior to the start of the first game of the new League season. A copy of the rules applicable for the season, regardless of source, will be provided to the Head Coach of each team. It will be mandatory for each Head Coach to attend the meeting held to discuss the playing rules for the season.
 - e. Unless otherwise specifically covered, changed or adjusted by a local League rule, or a League approved Participating League rule, the playing rules contained in the Official Playing Rules and Regulations as published by the National Federation of State High School Athletic Associations, shall be in force for the specific League season.

Article XIII: AMENDMENTS

These By-Laws or any section thereof, may be amended or repealed by a two-thirds vote of the Board of Directors present at any duly constituted meeting, provided that written notice of such proposed changes over the signature of the Secretary shall be mailed to each member of the Board of Directors at least 15 days prior to the meeting at which such proposed changes shall be submitted to a vote.

Article XIV: PROXY VOTES

Any member of the Board who knows he/she will be absent from a board meeting may give the President his/her proxy vote on any motion brought up at the meeting. The Board member must put his/her proxy in writing to the President. If proxy votes are used, the written notice to the President will be filed by the Secretary with the minutes of the meeting where the proxy was used.

Article XV: ATTACHMENTS

The following is a list of attachments to these By-Laws:

- Attachment 1 – Administrative Regulations and Information
- Attachment 2 - Cheerleading Program Rules and Guidelines
- Attachment 3 – Code of Conduct
- Attachment 4 – LYFA Operations Manual
- Attachment 5 – LYFA Playing Rules
- Attachment 6 – LLBFL Abuse Molestation Policy
- Attachment 7 – LLBFL Flag Division Rules
- Attachment 8 – LLBFL Draft Procedures