



# **The Bylaws of the Ashburn Youth Football League (AYFL)**

16 January 2016

## **Table of Contents**

Article I	The League .....	1
Section 1	League Composition .....	1
Section 2	Board Members .....	1
Article II	Amendments .....	6
Section 1	Refunds .....	6

# Article I           **The League**

## Section 1           **League Composition**

- A. The AYFL is comprised of the Board Members, Player/Cheerleader Participants, Coaches, and the general AYFL Community (comprising parents and volunteers supporting the league).
  
- B. The AYFL is a not-for-profit organization and as such relies upon the countless hours of work provided by the AYFL community members.
  
- C. The League playing structure is comprised of Divisions and further composed of Teams within a division.

## Section 2           **Board Members**

- A. The Board is comprised of the following members:
  - 1. President, Two Vice Presidents, Treasurer, and Secretary.
  - 2. Various Directors positions, as defined by the Board and elected into office by the AYFL community.
  - 3. All Board members serve for a period of one year.
  
- B. The elected members of the Board and their duties will be as follows:
  - 1. **PRESIDENT** – The President shall have administrative supervision of the affairs of the AYFL. The President shall preside as chairperson at all meetings. The President, at the discretion of the Board, shall countersign with the Secretary (non-financial) or with the Treasurer (financial) all contracts and other legal instruments of the AYFL. The President will be responsible for appointing and overseeing all committees. The President shall make reports to the Directors and the membership of all actions taken on behalf of the AYFL. The President shall also be responsible for enforcing conduct and responsibilities of the Board. The President will perform other duties as are required by the Board.
  
  - 2. **VICE-PRESIDENT OF OPERATIONS** - The Vice-President of Operations shall, in the absence of the President, act as chairperson at all meetings, exercise and enact all duties and/or responsibilities, and generally supervise league affairs. The -President of Operations shall act as the representative of the AYFL at all County meetings and shall communicate the wishes of the AYFL membership at all meetings. The -President of Operations will make timely reports of all actions and decisions at the County meetings to the Board and its membership. The -President of Operations will represent the wishes of the Board and its membership in an unbiased manner. The -President of Operations shall obtain a copy of any County meeting minutes for review by the Board and the membership. The -President of Operations will have the right to vote

on matters concerning the AYFL. The -President of Operations will perform other duties as are required by the Board.

3. **VICE-PRESIDENT OF COACHES (A, B, C and D Divisions)** - The Vice President of Coaches will act as the coordinator for the AYFL A, B, C and D division football coaches. The Vice President of Coaches will be certified in coaching football, will be responsible for holding coaches' meetings and clinics and will be aware of the rules governing the AYFL and of the proper techniques implemented in coaching. The Vice President of Coaches will regularly attend the practices and games of the AYFL and will settle disputes concerning interpretations of the rules and player eligibility. The Vice President of Coaches will serve as the chairperson of the Football Coaches' Selection Committee and will be responsible for initiating disciplinary action when required. The Vice President of Coaches will have close ties with the President in matters involving the AYFL and will represent the AYFL at meetings when the President is unavailable. The Vice President of Coaches may be a Head Coach in the AYFL and will perform other duties as are required by the Board.
  
4. **SECRETARY** - The Secretary shall act as chairperson at all meetings in the absence of the President and Vice-Presidents. The Secretary shall keep accurate minutes of all meetings and transactions of the league and report the same to the membership at the regularly scheduled meetings. The Secretary will countersign with the President all legal instruments of non-financial matters concerning the AYFL. The Secretary will be responsible for all AYFL correspondence. The Secretary will make regular reports to the membership and will perform other duties as are incident to the office or as are required by the Board.
  
5. **TREASURER** - The Treasurer shall have the custody of all funds and will countersign with the President all financial instruments governing and concerning the AYFL. The Treasurer shall also be responsible for maintaining records of corporation, non-profit status, and federal and state taxes. The Treasurer will perform other duties as are required by the Board.
  
6. **DIRECTOR OF OPERATIONS** - The Director of Operations shall be responsible for the preparation of the ball fields and field related activities before and after all games. This responsibility to include obtaining practice fields, game fields, creating each season's game schedule and play-off schedule. He or she shall be responsible for set-up and clean up (including trash removal) of the field and ensuring the positions of scorekeeper, timer and chain crew are filled at each game. The Director of Operations will perform other duties as are required by the Board.

7. **DIRECTOR OF COMMUNICATION** - The Director of Communication shall be responsible for all press releases promoting registration, fund raising and other AYFL events. The Director of Communication will work toward the creation and maintenance of a league web site and will be responsible for keeping it up to date. The Director of Communication will perform other duties as are required by the Board.
8. **DIRECTOR OF FUNDRAISING** - The Director of Fundraising shall be responsible for all fundraising. These activities may include but are not limited to concessions, raffles, pizza sales, etc. The Director of Fundraising will work closely with other Board members to coordinate fundraising efforts and develop plans. The Director of Fundraising is responsible for coordinating pictures as well as managing the AYFL Store. The Director of Fundraising will perform other duties as are required by the Board.
9. **DIRECTOR OF SPONSORSHIPS** - The Director of Sponsorships shall be responsible for working with and soliciting sponsors for the league. The Director of Sponsorships will work closely with other Board members to build relationships with league sponsors and coordinate sponsor events. The Director of Sponsorships is also responsible for organizing and printing all team jerseys. The Director of Sponsorships will perform other duties as are required by the Board.
10. **DIRECTOR OF REGISTRATION** - The Director of Registration shall be responsible for managing the on-line registration process, including setting annual registration forms, generating player draft lists, processing on-line refund requests and taking care of waitlist requests. The Director of Registration will follow-up on the collection of the required fees and shall work closely with the Director of Communication, Vice-Presidents, Secretary and Treasurer. The Director of Registration will perform other duties as are required by the Board.
11. **DIRECTOR OF CHEER** - The Director of Cheer shall be responsible for all activities related to cheerleading and will prepare a budget for these activities. The Director of Cheer will make reports to the Board and the membership but will incur no obligations, financial or otherwise without the consent of the Board. The Director of Cheer will be responsible for the inventory, upkeep, and ordering of uniforms by means of a purchase order and in a timely manner. The Director of Cheer will be in charge of the cheerleading draft, will be responsible for selecting coaches for each team and overseeing the conduct and the technique of these coaches, and will be responsible for initiating disciplinary action when required. The Director of Cheer will follow the guidelines established by the Board and

may be assisted. These assistants will be certified as coaches and will assist the other coaches when necessary. These assistants will be responsible for reporting the concerns of the cheerleaders to the Director of Cheer. These assistants shall be appointed with Board approval. The Director of Cheer will perform other duties as are required by the Board.

12. **DIRECTOR OF EQUIPMENT** - The Director of Equipment shall be the custodian of all equipment for the AYFL. The Director of Equipment will order new equipment as directed by the Board or the membership and will have equipment repaired when necessary. The Director of Equipment will provide each team within the league the equipment for its players and will collect the same at the conclusion of the season. The Director of Equipment will take a complete inventory of all equipment at the end of each season. The Director of Equipment will maintain a list of all equipment required by and delivered to each team during the season. The Director of Equipment will assist the Director of Operations in field maintenance but will incur no obligations, financial or otherwise, without the consent of the Board. The Director of Equipment will perform other duties as are required by the Board.
  
13. **DIRECTOR OF SAFETY** – The Director of Safety will be responsible to create awareness, through education and information, of opportunities to provide a safer environment for children and all participants of this football league. He/she shall develop a safety plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. A process shall be in place to assure that incidents are recorded, information sent to the appropriate agency, and follow-up information on medical and other data is forwarded as available. The Director of Safety will ensure appropriate contact information for Board members are posted and made available during the season in case of emergencies. Additional duties relating to safety shall be assigned as determined. The Director of Safety will perform other duties as are required by the Board.
  
14. **LEAGUE DIRECTOR (A, B, C and D Divisions)** - The League Director will act as the coordinator for the AYFL A, B, C or D division football coaches. The League Director will be certified in coaching football, will be responsible for holding coaches' meetings and clinics and will be aware of the rules governing the AYFL and of the proper techniques implemented in coaching. The League Director will regularly attend the practices and games of the AYFL and will settle disputes concerning interpretations of the rules and player eligibility. The League Director will have close ties with the Vice-President of Coaches in matters involving the AYFL coaches. The League Director may be a Head Coach in the AYFL and will perform other duties as are required by the Board.

- C. Board members will be elected into office under the following guidelines:
1. The Board must establish and communicate open nominations for Board positions with the AYFL community at least 2 months in advance of elections
  2. Board member elections will be conducted during an open Board meeting in December of each year.
  3. Candidates must be present to be elected to a position.
  4. Election ballots are to be utilized for all contested Board positions
  5. Voters must be active in the AYFL community by volunteering their time as a coach, team parent, or other AYFL functions as required by the Board. Voters must have attended at LEAST two (2) open board meetings during the current season.
- D. The President, Vice Presidents and Treasurer Positions are required to meet all of the following guidelines to be elected into office:
1. President and Vice President Candidates must have served on the Board for the last completed season.
  2. Treasurer candidates should be interviewed and approved by the Board if not returning for a second term.
- E. The VP of Coaches positions must meet **one** of the following requirements:
1. Must have served on the Board for the last completed season.
  2. Must have served as a head or assistant coach during the last completed season.
- F. All other BOD positions must meet **one** of the following requirements:
1. Have a child enrolled for the last and upcoming season.
  2. Attended a minimum of three open Board meetings.
  3. Sponsored the league or aided the league in valuable way during the last season and intends to assist the league again.
  4. Volunteered their time as a coach, team parent, or for other AYFL functions as required by the Board.

## Article II           **Amendments**

Proposed amendments or additions of these Bylaws may be offered only by a member in good standing and must be presented in writing to the Board for consideration.

Notification of the proposed bylaw amendment shall be given in writing to all Board members in good standing. Proposed amendments or additions to these Bylaws may only be enacted by a majority vote (of those present) of the AYFL Board.

### Section 1           **Refunds**

Equipment replacement costs are as follows: Contact football - \$150.00; Cheerleader - \$75.00. In order to be eligible to participate in subsequent seasons each participant is required to return all league equipment at the end of the season or reimburse the league accordingly.



This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.