

**EL RIO SPARTANS
YOUTH FOOTBALL & CHEER, CORP.
OFFICIAL BYLAWS**

Purpose

The El Rio Spartans Youth Football and Cheer is a chapter of the Pacific Youth Football League (PYFL) and we are dedicated to teaching children ages 6 to 14 football and cheerleading fundamentals.

Article I: Membership

The El Rio Spartans Youth Football and Cheer consist of voting members (also referred to as “the Board”). To be a voting member, a prospective member must have their membership application approved by a 2/3 vote of the Board. There are no membership fees.

Article II: Board of Directors

Section A – Number of Board Members

The authorized number of board members will be 17 which hold an assigned position.

Section A. --The Executive Board will consist of the following members:

President
Vice President
Treasurer
Secretary
Athletic Director

The General Board with consist of the following members:

Equipment Manager
Head Team Parent
Snack Bar Coordinator
Co-Snack Bar Coordinator
Field Commissioner & Safety Manager
Fundraising Representative & Apparel Manager
Social Media Representative
Cheer Director
Member At Large
Member At Large
Member At Large
Member At Large

Section B – Election and Term of Office

1. Election of the Board will be held at the first general membership meeting of the calendar year. Each position will be voted upon individually and requires a simple majority of the voting members present to elect a person to the board.

2. Executive Board member positions are held for a three-year term.
3. General board members positions are held for a two-year term
4. Vacancies in the Board shall be filled in the same manner and voted upon at the next available board meeting
5. Each executive board member has certain duties and functional responsibilities. Each can appoint an executive staff to assist them in the conduct of their duties.

Section C - Board Member Duties

President

The El Rio Spartans Youth Football & Cheer league president contributes significantly to the overall success and positive experience of the league for both players and the community.

1. Leadership and Governance:

- Provide strong and effective leadership to the league's board, committees, and volunteers.
- Set the strategic direction and goals for the league in alignment with its mission and values.
- Uphold and enforce the league's bylaws and policies.

2. Communication and Representation:

- Serve as the primary spokesperson and representative of the league to the Pacific Youth Football League (PYFL), including parents, sponsors, and the community.
- Maintain transparent and open communication with all stakeholders, keeping them informed about league activities, decisions, and updates.
- Attends PYFL meetings

3. Administration and Organization:

- Oversee the day-to-day operations of the league, ensuring efficient and effective management.
- Coordinate league events, meetings, and activities, and ensure proper record-keeping.
- Work closely with other league officials to schedule games, practices, and events.

4. Player and Coach Development:

- Foster a positive and safe environment for players, coaches, and officials.
- Support initiatives for player skill development, fair play, and sportsmanship.
- Encourage and provide opportunities for coach education and training.

5. Safety and Compliance:

- Implement and enforce safety protocols and guidelines to protect the well-being of players.
- Ensure compliance with local, state, and national regulations governing youth sports.
- Address and resolve issues related to misconduct, conflicts, or violations of league policies.

6. Community Engagement:

- Cultivate positive relationships with local schools, businesses, and community organizations.
- Promote the league within the community to attract players, volunteers, and sponsors.
- Seek opportunities for collaboration and partnerships that benefit the league.

7. Conflict Resolution:

- Address disputes or conflicts within the league in a fair and impartial manner.
- Implement a structured process for conflict resolution and disciplinary actions as needed.

8. Long-Term Planning:

- Develop and execute a long-term strategic plan for the league's growth and sustainability.
- Explore opportunities for expansion, facility improvements, and additional programs.

9. Volunteer Recruitment and Management:

- Recruit and retain qualified volunteers to support various roles within the league.
- Provide guidance, training, and support to volunteers to ensure they can effectively contribute to the league's success.

Vice President

The El Rio Spartans Youth Football & Cheer league vice-president plays a crucial role in supporting the league president and contributing to the overall success and positive experience of the league.

1. Assist in Leadership and Decision-Making:

- Collaborate with the league president to set goals, strategies, and policies for the organization.
- Provide input and support in making key decisions that impact the league.

2. Fill in for the President:

- Assume the duties of the league president in their absence, ensuring continuity of operations.
- Act as a liaison between the board and other league officials when necessary.

3. Committee Oversight:

- Oversee and coordinate the work of specific committees within the league, such as fundraising, sponsorship, or events.
- Support committee chairs in achieving their goals and objectives.

4. Community Engagement:

- Represent the league in community events, meetings, or outreach efforts.
- Assist in building positive relationships with local schools, businesses, and community organizations.

5. Player and Coach Development:

- Support initiatives aimed at player and coach development.
- Assist in organizing coaching clinics, workshops, or training sessions.

6. Communication:

- Aid in maintaining open and transparent communication with league stakeholders.
- Assist in the dissemination of important information to parents, players, coaches, and volunteers.
- Attends PYFL meetings along with the president or the secretary.

7. Conflict Resolution:

- Collaborate with the league president in addressing conflicts or issues that may arise within the league.
- Help implement and oversee a fair and effective conflict resolution process.

8. Event Planning and Execution:

- Work with the league president, the athletic director, and relevant committees to plan and execute league events, such as tournaments, banquets, or fundraisers.
- Ensure smooth coordination and logistics for successful events.

9. Volunteer Management:

- Assist in recruiting, training, and managing volunteers within the league.
- Support efforts to recognize and appreciate volunteers for their contributions.

10. Financial Oversight:

- Collaborate with the executive board in the development and management of the league budget.
- Provide input on financial decisions and strategies to ensure the league's financial stability.

11. Regulatory Compliance:

- Assist in ensuring that the league adheres to local, state, and national regulations governing youth sports.
- Help implement safety protocols and measures to protect the well-being of players.

12. Long-Term Planning:

- Contribute to the development and execution of the league's long-term strategic plan.
- Explore opportunities for growth, expansion, and improvement in collaboration with the league president.

Treasurer

The El Rio Spartans Youth Football & Cheer league treasurer plays a vital role in maintaining financial stability, transparency, and accountability within the organization.

1. Budgeting:

- Collaborate in the creation and management of the league's budget, aligning financial goals with organizational priorities.

2. Financial Records:

- Maintain accurate and up-to-date financial records, including income, expenses, and transactions.

3. Banking Transactions:

- Conduct and oversee league banking activities, including deposits, withdrawals, and reconciliation of accounts.

4. Financial Reporting:

- Prepare regular financial reports for the league board, detailing income, expenditures, and overall financial status.

5. Expense Approval:

- Review and approve league expenses, ensuring adherence to the budget and financial policies.

6. Fundraising Oversight:

- Monitor and assist in fundraising activities, tracking contributions, and ensuring compliance with financial goals.

7. Financial Planning:

- Provide financial insights and recommendations to support the league's short-term and long-term planning.

8. Audit Preparation:

- Prepare financial records for audits or reviews as required, ensuring transparency and accountability.

9. Tax Compliance:

- Ensure compliance with tax regulations and filings, including any necessary documentation for nonprofit organizations.

10. Financial Policies:

- Develop and enforce financial policies and procedures to safeguard the league's financial integrity.

11. Communication:

- Communicate financial updates and information to the league board, members, and relevant stakeholders.

Secretary

The El Rio Spartans Youth Football & Cheer league secretary plays a pivotal role in maintaining organizational order, facilitating communication, and supporting the league's administrative functions.

1. Record-Keeping:

- Maintain accurate and organized records of league meetings, decisions, and official correspondence.

2. Communication:

- Facilitate communication within the league by distributing information, meeting notices, and agendas to members.
- Ensure that the Board conducts its affairs in accordance with the bylaws of the PYFL and Jr Spartans chapter

3. Meeting Coordination:

- Assist in scheduling and organizing league meetings, ensuring proper documentation of minutes and action items.

4. Membership Management:

- Maintain an up-to-date database of league members, including players, coaches, and volunteers.

5. Document Preparation:

- Prepare official documents, including agendas, minutes, and reports for distribution during meetings.

6. Correspondence:

- Manage official league correspondence, responding to inquiries and communicating important information.

7. Archiving:

- Archive historical records, preserving the league's institutional memory for future reference.

8. Assist in Event Planning:

- Collaborate with event committees to organize and coordinate league events, maintaining necessary documentation.

9. Support the President:

- Assist the league president in various administrative tasks, contributing to the overall efficiency of league operations.

10. Background Checks:

- Manage the league background process. Collect and file for reference.

Athletic Director

The El Rio Spartans Youth Football & Cheer league athletic director contributes to the organized and efficient management of the league's athletic activities, fostering a positive and safe environment for participants.

1. Scheduling:

- Coordinate the Coaches Clinic
- Manage coach's certification process
- Coordinate games and practice schedules for all teams within the league
- Assist the PYFL in coordinating seasons game and field availabilities

2. Facility Management:

- Ensure proper field allocation and maintenance for games and practices.

3. Equipment Oversight:

- Assist the equipment manager
- Oversees management of procurement, distribution, and maintenance of sports equipment.

4. Officials Coordination:

- Schedule referees or officials for league games.

5. Player Registration:

- Oversee the player registration process, ensuring accurate and timely submissions.

6. Uniforms and Apparel:

- Coordinate the ordering and distribution of team uniforms
- Work side by side with the fundraising Manager, coordinating the ordering and distribution of players and members' apparel.

7. Game Day Operations:

- Ensure smooth operations on game days, addressing logistical issues as they arise.
- Ensure game day sheet are filled and submitted to PYFL

8. Player Safety:

- Implement and enforce safety protocols to prioritize player well-being during games and practices. Collect doctor notes from coaches and team parents.
- In charge of gathering medical notes from coaches and team parents, maintaining an organized file for documentation.

9. League Rules Enforcement:

- Ensure adherence to PYFL rules and regulations by players, coaches, and officials.

10. Communication:

- Serve as principal liaison for coaches
- Communicate important athletic-related information to coaches, players, and parents.

Equipment Manager

The El Rio Spartans Youth Football & Cheer league equipment manager contributes to the smooth functioning of the league's athletic activities, ensuring players have safe and properly maintained equipment for practices and games.

1. Inventory Management:

- Maintain a detailed inventory of all league-owned equipment, ensuring accuracy and organization.

2. Distribution and Collection:

- Coordinate with the athletic director the distribution of equipment to teams and players at the beginning of the season and facilitate the return at the season's end.

3. Inspection and Maintenance:

- Regularly inspect equipment for safety and functionality, arranging for repairs or replacements as needed.

5. Uniform and Apparel Coordination:

- Collaborate with vendors to order and manage team uniforms and other apparel items.

6. Equipment Storage:

- Organize and maintain a secure and accessible storage system for all league equipment.

7. Player Safety:

- Prioritize and enforce safety standards for all equipment used by players and coaches.

8. Communication:

- Communicate with coaches, players, and parents regarding equipment-related matters, including distribution schedules and care instructions.

9. Budget Oversight:

- Work within budgetary constraints to ensure cost-effective equipment management.

10. Vendor Relationships:

- Establish and maintain positive relationships with equipment vendors to secure favorable pricing and timely deliveries.

11. Helmet Reconciliation:

- Manage the end of year helmet reconditioning and inventory of all equipment at end of season

12. Player Support:

- Provide support to parents regarding player-related matters, such as equipment needs, uniform distribution, and general well-being.

Head Team Parent

The El Rio Spartans Youth Football & Cheer league head team parent plays a vital role in fostering effective communication, building a sense of community, and enhancing the overall experience for both players and parents within the league.

1. Communication Hub:

- Act as the primary point of contact between the league, coaching staff, and parents, disseminating important information, updates, and announcements.
- Assist team managers with PYFL team book certification process

2. Parent Engagement:

- Foster a positive and inclusive environment by encouraging parent involvement and participation in league activities.

3. Information Dissemination:

- Ensure that parents are informed about schedules, practices, games, and any other relevant league-related details.

4. Conflict Resolution:

- Address parent concerns or conflicts in a constructive and diplomatic manner, working towards resolutions in collaboration with the coaching staff and executive board officials. All meetings require 2 board members.

5. Volunteer Coordination:

- Facilitate the recruitment and coordination of parent volunteers for various team and league-related tasks, such as events, fundraisers, or transportation.

6. Team Events:

- Assist in the planning and organization of team events, including social gatherings, fundraisers, and banquets.

7. Feedback Mechanism:

- Establish a feedback loop between parents and the coaching staff, conveying constructive feedback or suggestions in a respectful manner.

8. Fundraising Support:

- Collaborate with the league's fundraising efforts by promoting events and encouraging parent participation to meet financial goals.

9. Positive Team Culture:

- Promote a positive team culture by reinforcing sportsmanship, teamwork, and the importance of a supportive parent community.

10. Emergency Communication:

- Act as a point of contact in case of emergencies, ensuring that parents are promptly informed of any critical situations involving the team.

11. Regulatory Compliance:

- Ensure the league complies with relevant regulations and deadlines, assisting with required documentation.

Snack Bar Coordinator & Co-Snack Bar Coordinator

The El Rio Youth Football & Cheer league Snack Bar Manager contributes to the overall satisfaction of league participants and spectators while also supporting the league's financial goals.

1. Inventory Management:

- Maintain and manage inventory of snack bar items, ensuring an adequate supply of snacks, beverages, and other products.

2. Vendor Relations:

- Establish and maintain relationships with suppliers and vendors to secure reliable and cost-effective sources for snack bar items.

3. Menu Planning:

- Develop and plan the snack bar menu

4. Budget Oversight:

- Work within budgetary constraints to optimize profitability while providing quality and reasonably priced snack options.

5. Staff Recruitment and Training:

- Recruit and train staff or volunteers to assist in snack bar operations, ensuring they adhere to hygiene and customer service standards.

6. Scheduling:

- Assist the head team parent to create schedules for snack bar shifts, coordinating with volunteers or paid staff to ensure adequate coverage during events.

7. Health and Safety Compliance:

- Ensure compliance with health and safety regulations, including proper food handling, storage, and cleanliness of the snack bar area. Maintain food handlers' card.

8. Financial Reporting:

- Keep accurate records of sales, expenses, and revenue, and provide monthly financial reports to league officials. Manage payment for referee, announcer, clock coordinator and medics for all home games.

9. Customer Service:

- Foster a positive and customer-friendly environment, addressing concerns or feedback from customers in a professional manner.

10. Promotions and Specials:

- Implement promotions or specials to boost sales and attract patrons to the snack bar during league events.

11. Event Coordination:

- Collaborate with the league's event organizers to coordinate snack bar offerings during tournaments, games, and other special events. (Team bonding, league BBQ, etc...)

12. Menu Pricing:

- Set and adjust menu prices as needed, considering cost factors, market trends, and the financial goals of the snack bar.

13. Cleanliness and Organization:

- Maintain a clean, organized, and visually appealing snack bar area, ensuring a positive experience for customers.

14. Equipment Maintenance:

- Oversee the maintenance and cleanliness of snack bar equipment, including appliances and cash registers.

Field Commissioner & Safety coordinator

The El Rio Spartans Youth Football & Cheer League Field Commissioner plays a vital role in providing a safe and well-maintained environment for players, coaches, and spectators, contributing to the overall success and positive experience within the league.

1. Field Inspection:

- Regularly inspect playing fields to ensure they are in suitable condition for practices and games, addressing any maintenance needs promptly
- Assist the athletic director in coordinating the scheduling and allocation of playing fields for practices, games, and events, considering the needs of all teams within the league.

2. Maintenance Oversight:

- Collaborate with maintenance personnel or contractors to address issues such as field lining, goal installation, and any necessary repairs.

3. Safety Standards:

- Enforce and monitor compliance with safety standards for playing fields, including proper field dimensions, goalpost safety, and field markings from the first game to the last game.

4. Weather Considerations:

- Monitor weather conditions and make informed decisions regarding field closures or game postponements to ensure player safety and preserve field quality.

5. Communication:

- Manage game day audit procedures.
- Enforce rules in accordance with PYFL Rules
- Serves as chapter rep at home games with officials
- Serves as point of contact for visiting team
- Oversees crowd management and maintains cleanliness inside the field by coordinating trash disposal and field upkeep.
- Communicate field-related information to coaches, teams, and league officials, including any changes or updates to the schedule.

6. Equipment Storage:

- Assist the athletic director and equipment manager oversee the storage and maintenance of field equipment, such as goalposts, corner flags, and field lining tools.

7. Conflict Resolution:

- Address and resolve conflicts related to field usage or conditions in a fair and diplomatic manner.

8. Field Improvement Projects:

- Work with the league board to identify and prioritize field improvement projects, seeking funding and support as needed.

9. Collaboration with Local Authorities:

- Collaborate with local authorities, parks and recreation departments, or field owners to ensure proper permissions and adherence to regulations.

10. Emergency Preparedness:

- Develop and implement emergency procedures for field-related incidents, including injuries or unforeseen circumstances.

11. Event Planning:

- Assist in planning and coordinating league events that involve the use of playing fields, such as tournaments or special games.

- Manages all safety issues with respect to players, equipment, and fields

- Maintains injury reporting processes with chapter and player involved incidents

- Orders and distributes safety supplies first aid kits and ice packs to each team

Fundraising Representative & Apparel Manager

El Rio Spartans Youth Football & Cheer League Fundraising Representative encompass coordinating and maximizing fundraising efforts for the league, including the sale of fans apparel, collaboration with the treasurer, and participation in mandatory and division-specific fundraising events.

1. Fundraising Strategy:

- Develop and implement a comprehensive fundraising strategy that aligns with the league's financial goals and objectives.

2. Sale of Fans Apparel:

- Organize and oversee the sale of fans apparel, ensuring timely ordering, distribution, and effective promotion to maximize sales.

3. Collaboration with Treasurer:

- Work closely with the league treasurer to manage and track funds generated through fundraising activities, ensuring accurate monthly financial reporting.

4. Mandatory Fundraising Events:

- Coordinate league-wide participation in mandatory fundraising events as determined by league officials, providing clear communication and support to ensure successful involvement.

5. Division-Specific Fundraisers:

- Assist individual divisions in planning and executing their specific fundraising events, providing guidance and support to ensure each division meets its financial targets.

6. Volunteer Recruitment:

- Recruit and coordinate volunteers to assist with fundraising events, ensuring proper staffing and support for successful execution.

7. Financial Transparency:

- Maintain transparency in financial transactions and reporting related to fundraising, providing regular updates to league officials and stakeholders.

8. Creative Fundraising Ideas:

- Propose and implement creative fundraising ideas that resonate with the league community and contribute to overall financial success.

9. Event Coordination:

- Oversee the coordination of fundraising events, including logistics, setup, and any necessary permits or approvals.

10. Community Engagement

- Engage with the league community to garner support and enthusiasm for fundraising initiatives, fostering a sense of collective responsibility.

11. Communication with Participants:

- Keep participants, parents, and volunteers informed about upcoming fundraising events, expectations, and the impact of their contributions.

12. Evaluate Fundraising Impact:

- Evaluate the success and impact of fundraising efforts, gathering feedback and insights to inform future strategies.

13. Compliance with Regulations:

- Ensure that all fundraising activities adhere to legal and ethical standards, complying with local regulations and guidelines.

15. Documentation and Reporting:

- Maintain accurate records of fundraising activities, expenses, and revenue, providing detailed reports to the league treasurer and board.

Social Media Rep

El Rio Spartans Youth Football & Cheer League Social Media Representative plays a crucial role in enhancing the league's online presence, promoting positive engagement, and celebrating the achievements and milestones of players and cheerleaders within the community.

1. Content Creation:

- Generate engaging and visually appealing content for the league's social media platforms, including official website, Facebook, Instagram, and Twitter.

2. Promotion of League Information and marketing:

- Regularly share league-approved information, updates, and announcements to keep the community informed about events, schedules, and other relevant news.
- Promote upcoming league events, games, and fundraisers to encourage participation and attendance.
- Develop marketing materials and strategies to promote fundraising events, engaging the league community, and encouraging active participation.

3. Player and Cheerleader Spotlights:

- Highlight players and cheerleaders by featuring their birthdays, academic achievements, and sports accomplishments on social media platforms.

4. Collaboration with Coordinators:

- Collaborate with various league coordinators, such as coaches, cheer coordinators, and executive board, to gather and share content that showcases the diverse activities within the league.
- All content must undergo approval by the executive board before being posted on any platform to ensure accuracy and allow for necessary corrections.

5. Interactive Engagement:

- Foster interactive engagement by responding to comments, messages, and inquiries from the league community on social media platforms.

6. Parent and Community Engagement:

- Engage with parents and the broader community by sharing stories, photos, and updates that celebrate the achievements and contributions of players and cheerleaders.

7. Birthdays and Achievements Recognition:

- Acknowledge and celebrate players', cheerleaders', board members' birthdays, as well as their academic and sports achievements, through dedicated social media posts.

8. Consistent Branding:

- Ensure consistent branding across all social media platforms to maintain a cohesive and recognizable league image.

9. Monitoring Trends:

- Stay informed about social media trends and best practices to enhance the league's online presence and engagement.

10. Metrics Tracking:

- Monitor and analyze social media metrics to assess the effectiveness of content and engagement strategies, making data-driven decisions to optimize reach.

11. Compliance with Guidelines:

- Adhere to league guidelines and policies when posting content, ensuring that all material is youth appropriate and aligned with the league's values.

12. Event Coverage:

- Provide live coverage and updates during league events, games, and special occasions through social media platforms.

Cheer Director

El Rio Spartans Youth Football & Cheer league cheer director plays a pivotal role in ensuring the success, safety, and positive experience of the cheerleading program within the league.

1. Cheer Registration:

- Oversee the cheer registration process, ensuring timely and accurate collection of participant information, fees, and required documentation.

2. Uniform Fitting and Ordering:

- Coordinate uniform fittings for cheerleaders and facilitate the ordering process to ensure timely delivery of uniforms for the upcoming season.

3. Collaboration with Treasurer:

- Work closely with the league treasurer to manage the financial aspects of the cheerleading program, including budgeting, expense tracking, and fundraising initiatives.

4. Communication:

- Maintain open and clear communication with cheerleaders, parents, and coaching staff, providing information about schedules, events, and any updates related to the cheer program.

5. Cheerleading Events:

- Assist in the planning and coordination of cheerleading events, performances, and competitions, ensuring that participants are well-prepared and informed.

6. Fundraising Support:

- Collaborate with the league's fundraising efforts, assisting in the planning and execution of events to support the financial needs of the cheerleading program.

7. Cheerleader Safety:

- Prioritize the safety and well-being of cheerleaders by enforcing safety protocols, monitoring equipment, and ensuring appropriate training for coaches.

8. Uniform Distribution:

- Oversee the distribution of uniforms to cheerleaders, ensuring proper sizing and addressing any issues or concerns related to uniform quality.

9. Coaching Staff Support:

- Provide support to cheerleading coaches, assist with administrative tasks, scheduling, and any logistical needs to ensure a well-organized program.

10. Registration Reporting:

- Provide regular reports to the league board regarding cheer registration numbers, financial status, and any relevant updates.

11. Cheer Parent Meetings:

- Organize and conduct meetings with cheer parents to discuss important information, expectations, and answer any questions they may have.

12. Spirit Coordination:

- Oversee the coordination of spirit-related activities, including cheers, chants, and other elements that contribute to the overall spirit of the cheerleading program.

13. Cheerleading Uniform Policies:

- Establish and communicate clear policies regarding the care and game day expectations.

Members At Large (4)

The El Rio Spartans Youth Football & Cheer League Members At Large play a vital role in supporting various aspects of league operations, fostering community engagement, and contributing to the success of events and fundraising initiatives.

1. Support Snack Bar Operations:

- Assist in the organization and operation of the snack bar during league events, including managing inventory, serving customers, and ensuring a smooth operation.

2. BBQ Assistance:

- Provide support and assistance during BBQ events, helping with setup, cooking, serving, and cleanup as needed.

3. Fundraising Events:

- Actively participate in fundraising events organized by the league, contributing time and effort to ensure their success.

4. Committee Involvement:

- Serve on league committees as needed, offering input, ideas, and assistance in various aspects of league operations.

5. Volunteer Recruitment:

- Assist in recruiting and coordinating volunteers for league activities, ensuring that events are adequately staffed.

6. Community Engagement:

- Engage with the local community to promote the league, recruit new members, and establish positive relationships with local businesses and organizations.

7. Event Planning:

- Collaborate with the league board and committees to plan and execute various events, including tournaments, banquets, and community outreach programs.

8. Membership Outreach:

- Reach out to league members, parents, and volunteers to gather feedback, address concerns, and ensure a sense of community within the organization.

9. Promote Sportsmanship:

- Promote and encourage sportsmanship, teamwork, and a positive atmosphere within the league.

10. Advocacy:

- Advocate for the interests and needs of league members during board discussions and decision-making processes.

11. Communication:

- Facilitate communication between league officials, coaches, parents, and members, helping to ensure transparency and clarity.

12. Problem Resolution:

- Assist in resolving conflicts or issues that may arise within the league, working collaboratively with other board members.

13. Attendance at Meetings:

- Regularly attend league meetings, providing input, and staying informed about league activities and decisions.

14. Strategic Planning:

- Contribute to the league's strategic planning initiatives, offering insights and perspectives for the organization's growth and development.

15. General Support:

- Provide general support to the league as needed, taking on tasks and responsibilities that contribute to the overall success and well-being of the organization.

Section D

Head Coaches

El Rio Spartans Youth Football & Cheer League Head Coaches involve leading, mentoring, and guiding their teams while adhering to specific voting and tenure regulations. The El Rio Jr Spartans Youth Football & Cheer organization has opted not to participate in player drafts, emphasizing a unique approach to team formation and player selection.

1. Leadership and Mentorship:

- Provide strong leadership to the team, fostering a positive and inclusive environment for players.
- Mentor and develop players both in their athletic skills and personal growth.

2. Skill Development:

- Design and implement effective practice sessions to enhance players' individual and team skills.

3. Team Building:

- Promote teamwork, camaraderie, and sportsmanship among players, creating a positive team culture.

4. Game Strategy:

- Develop and implement strategic game plans, adapting strategies based on the team's strengths, weaknesses, and opponents.

5. Communication:

- Communicate effectively with the athletic director, players & parents, providing regular updates on team activities, schedules, and expectations.

6. Player Safety:

- Prioritize the safety and well-being of players, enforcing and adhering to league safety protocols.

7. Adherence to Rules:

- Ensure that players and coaching staff adhere to league rules, regulations, and codes of conduct.

8. Player Evaluation:

- Assess player performance and skill development regularly, providing constructive feedback and recognition.

9. Voting Process:

- Returning head coach needs to submit a letter of interest at the end of each season if they want to secure their head coach position for upcoming season.
- If a head coach's position is open, a letter of interest needs to be submitted and the coach would go through the voting process.
- If a head coach comes forward with an additional team, the coach would need to apply with a letter of interest and go through the voting process.

10. Parent Engagement:

- Support the head team parent in fostering a supportive and collaborative relationship between coaches and parents.

11. Professional Development:

- Pursue ongoing professional development opportunities to stay updated on coaching techniques, strategies, and best practices.

12. Sportsmanship and Fair Play:

- Emphasize and model sportsmanship, fair play, and respect for opponents, officials, and teammates.

13. Coach Evaluation:

- The head coach will undergo a year-end evaluation.

Section E – Suspension, Dismissal and Resignation

1. The El Rio Spartans Youth Football & Cheer Spartans league emphasizes a commitment to creating a positive and respectful environment for players, cheerleaders, parents, and all involved stakeholders. Any instance of fighting or the use of profanity language on the field, in proximity to players, cheerleaders, parents, or field employees is strictly prohibited. In compliance with PYFL rules, the league's board reserves the right to enforce suspensions, dismissals, or accept resignations from individuals who do not adhere to these guidelines. It is imperative that all members uphold the principles of sportsmanship, fair play, and mutual respect to ensure a safe and enjoyable experience for everyone involved in the El Rio Spartans Youth Football & Cheer league community.

2. Evidence of misconduct or failure to comply with the Bylaws or Rules shall be presented in writing to an Executive Board Member and will outline, in detail, the charge being presented. The subject of the complaint will be given notice of the charge being presented and will be given an opportunity to respond

at the Board meeting where the charges are to be heard. At the next regular meeting, or a special meeting if deemed necessary, the complaint will be heard by the Board and a decision will be voted on in a timely matter. handed down.

3. Suspension or dismissal will require a 2/3 vote of the Board.

4. Board members are required to attend monthly meetings, any board member with 3 unexcused absences will be removed.

5. A board member can resign at any time by providing written notice or announcing their resignation at the next available meeting. The resignation will be effective from the date of the notice, and its acceptance is not required to make it valid.

6. Board members cannot serve on two football chapter boards except for the PYFL board.

Article III--Meetings

1. Monthly Meetings: The entire Board will convene monthly as a standard practice, with the flexibility to hold up to two meetings per month. All routine business matters will be addressed during these meetings unless otherwise directed by the President. The Executive Board reserves the right to convene additional meetings when immediate attention is required for specific matters.

2. Notification: The Secretary will provide timely notification to all members regarding the time and location of scheduled meetings. In the event of rescheduling, members will be promptly informed.

3. Special Meetings: The President may call special meetings as necessary to address specific and urgent matters.

4. Quorum Requirement: A quorum, consisting of a majority of the Board, is necessary for the commencement of any meeting.

5. Decision Protocol: No decision can be finalized without prior discussion with the Executive Board. Any such decision must be shared with the entire Board before being made public, ensuring transparency and collective awareness.

6. The first 15 minutes of a monthly meeting are open to all general assembly members (public) then the balance of the meeting is closed to the public.

Article IV Voting

1. Each member holds one (1) vote, requiring their presence at a meeting to cast a vote. The President abstains from voting except in the case of a tie, where the President's vote becomes decisive. In instances where a board position has co-chairs, only a single vote is permitted for the position. If co-chairs disagree, the member with seniority will cast the deciding vote.

2. Voting will be conducted through a show of hands, with the Secretary responsible for tallying the votes.

3. Simple majority voting will apply to all business matters unless otherwise specified.

4. In cases where a decision necessitates the Board's vote and the affected member is absent, the executive board will attempt to contact the member during the meeting.

5. If a board member is in a disciplinary vote that involves themselves, parents, families, coach, athlete and or the staff, they do not have a vote.

6. Voting will always be in person and never emailed in except by proxy

7. Voting members can vote yes, no or abstain.

Article V- Registration Process

All football players meeting the age and weight requirements as set by the PYFL are eligible to participate in the El Rio Spartans Youth Football & Cheer league. Cheerleaders age requirement is from ages 6 to 14 years old and have no weight requirement.

1. Registration fees

1. Amount will be determined by the board prior to the advertisement of registration dates.

2. Fees will be based on fair market value.

3. Fees can be made by cash, check, credit card and online transactions. Any returned payment must be made whole including a \$25 return fee within one week of notification or participant will be dropped.

4. Fees must be paid in full by June 1st. Failure to pay will result in equipment, game jerseys not being provided, and players being dropped unless discussed prior with the secretary and the treasurer of the program.

5. A refund will be offered to any player or cheerleader deciding not to participate prior to June 1st, minus the \$100 nonrefundable deposit. No refunds will be offered after June 1st unless discussed with the executive board.

6. Refunds must be done as soon as possible, and credit cannot be passed to the next season,

7. Registration dates will be set at the December meeting for the following year

8. Online registration will be made available for the duration of the registration period. All online registers will be required to attend a walk-in registration to verify age and weight and be assigned to a team. Players failing to show may be dropped.

9. If another team is voted in, the coach would need to have a minimum of 14 players & current team roster will not go through a draft process.

Article-VI Records and Reports.

All expenditures of the El Rio Spartans Youth Football & Cheer league so authorized by the Board shall require the approval of treasurer, president and or VP. Email confirmation will constitute compliance with this Article. The use of purchase orders will be required for all expenses in value of \$250 or more. All receipts turned into treasurer. The El Rio Spartans Youth Football & Cheer will operate on a fiscal year beginning January 1st and ending December 31st. This will apply both to financial matters and board member positions. All financial records will be kept by the Treasurer and financial statements will be provided to the board at the monthly meetings. All meeting minutes will be kept by the Secretary and will be provided to the Board at the following monthly meeting. All records are open for inspection.

Article VII- Rules/Bylaws Interpretation, Additions, Changes

1. Interpretations of any Article of the Bylaws or Section thereof, or any Rule of this program or organization, shall rest with the Board.

2. A 2/3 majority vote to amend or add rules is required.
3. A 2/3 majority vote to amend or add bylaws is required.

Every board member, head coach, assistant coach, and team parent is required to undergo and pay for a background check. Approval from the PYFL guidelines is necessary for participation in the youth sports program. Failure to pass the background check according to PYFL guidelines will result in disqualification from serving in any of these roles within the program.

Securing legal representation is crucial for safeguarding the non-profit status of the chapter. With legal guidance, the chapter can navigate the complexities of nonprofit regulations, ensuring compliance with all applicable laws. Legal experts can provide essential advice on organizational governance, financial management, and adherence to reporting requirements. By proactively seeking legal counsel, the chapter demonstrates its commitment to maintaining a transparent and ethical operation, minimizing the risk of jeopardizing its non-profit status. Legal representation serves as a protective measure, enabling the chapter to focus on its mission and community impact while adhering to the necessary legal frameworks.

Read and approved by the full board elected for 2024, Date: -----

approved and signed by the EXECUTIVE BOARD:

Alfredo Garcia _____

Simon Ayala _____

Krystal Moraga _____

Karen Archer _____

Beatriz Cabral _____