



## **LAKWOOD YOUTH FOOTBALL ATHLETIC ASSOCIATION BYLAWS**

### **ARTICLE I. Name and Location**

This organization shall be called Lakewood Youth Football Athletic Association which also incorporates Cougar Elite Cheer. The location shall be the community of North Lakewood, Washington, 98259.

### **Article II. Purpose and objectives of the cooperation**

Section 1. LYFAA shall operate as a non-stock, non-profit, non-political, and non-sectarian corporation under the laws of the State of Washington.

Section 2. The purpose of LYFAA shall be to operate a high-quality youth football and cheer program as a member of North Cascade Youth Football League, which will provide the opportunity for such youth to:

- a. Build personal qualities of sportsmanship, honesty, loyalty, courage, and leadership.
- b. Assure safety and competitiveness.
- c. Build community pride and fellowship through parental and business involvement.

Section 3. LYFAA shall raise funds to achieve its above stated purpose and pay all legal debts.

Section 4. LYFAA is organized exclusively for educational, charitable, and scientific purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 5. LYFAA is organized strictly to educate athletic purposes.

Section 6. In the event of dissolution of the LYFAA organization, all assets acquired by the youth program will be donated to a similar non-profit organization that will be voted on and approved by a consensus.

### **ARTICLE III. Applicants in the Football/Cheer program**

Section 1. Applicants in the football/cheer program operated by LYFAA, subject to the number of applications available and the limitations and rules set by LYFAA and those herein. This program shall be open and accorded to each parent or legal guardian of an eligible youth or youths who participate in the football & cheer programs. Payment of appropriate application as described below. Applicants shall be limited to the number determined each year by the Executive Board.



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- Section 2. Eligible youths are those boys and girls who meet all medical and other qualification requirements set forth by the LYFAA. Returners will have a last date of return to register by, set forth by the Executive Board. “Newcomers” that moved to the area and are not described as returners shall be accepted up to the date of Jamboree, to be given ample time to meet eligibility practice time.
- Section 3. Players are those eligible youths who are participants in the football and cheer program operated by the LYFAA and have paid in full the appropriate registration fees. All registration balances are to be paid in full by October and registration payment plans must stay in good standing (no delinquency). Failing to complete registration fee payments will result in the suspension of the player and/or cheerleader until fees are paid in full.
- Section 4. Team rosters are filled with players on a first come, first served basis based on attained age and grade level and prescribed by LYFAA. Registration shall have an opening time frame and a closing date for all players. Those of 7<sup>th</sup> or 8<sup>th</sup> grade eligibility shall not be turned away due to expiration of middle school program from before LYFAA agreed to take over 6<sup>th</sup> grade and below and will fall under closure date unless team needs to be filled out and agreed upon by Executive Board.
- Section 5. LYFAA Executive Board has the right to refuse service to any individual as seen fit.
- Section 6. LYFAA Executive Board approval will be required for Team Parent, Squad Coach, & Assistant Coach Volunteers.
- Section 7. LYFAA may provide a limited number of Financial Assistance Scholarships each season. Scholarships will be granted on a first come first serve and will be reviewed in the order received. Persons interested in requesting a financial assistance scholarship must complete a Financial Assistance Request application and provide proof that applicant student has received a free or reduced lunch in the most recent calendar school year. If your scholarship is approved, volunteer hours *must* be fulfilled, if not you may lose future assistance and your player may become ineligible to play. If granted 100% scholarship, applicant Parents/Guardians agree to complete 8 hours of volunteer service for Lakewood Youth Football & Cougar Elite Cheer this season. If granted 50% scholarship, applicant Parents/Guardians agree to complete 4 hours of volunteer service for LYFAA this season. Families on scholarship are required to volunteer at games. If they choose to not volunteer, and volunteer positions are available, their child may be ineligible to play the following week. There will be no penalty if Scholarship Families are ready and able to volunteer but unable to participate because all spots have already been filled.



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### ARTICLE IV. Parent/Guardian Duties

Section 1. Parents/Guardians must sign the LYFAA and NCYFL Code of Conduct *before* Jamboree each season. *All families and guests are required to comply with the Code of Conduct.* Failure to do so will result in a board decision as to the consequence, based on the severity of infraction.

Parents/Guardians are to attend Annual LYFAA Parent meeting at the start of each season as well as Team Meetings as requested by Head Football Coach. Parents/Guardians are to follow a 24 hour “cool down” time, before contacting anyone on the coaching staff to confront/complain.

Section 2. Parents/Guardians will be at the field a minimum of 10 minutes before the end of practice or game. If late, a verbal warning will be issued. After second tardy, a written letter from the Executive Board. A third tardy will result in game suspension and eligible for termination from program.

Section 3. In the occurrence of a participant of the program being no longer able/willing to participate, a refund maybe requested upon the return of gear. If refund is approved *before* gear hand out, a full refund shall be issued. After gear has been issued, any refund after said date, will be subject to a \$50 re-stocking fee. After first practice, yet before Jamboree, can result in 50% refund (minus restocking fee). *After Jamboree, no refund will be issued.*

Section 3. Parents/Guardians will make every effort to maintain football gear checked out for the LYFAA season. They will assume costs (\$400.00) if all issued football equipment is not returned, is altered, lost, or damaged due to negligence. Football Gear will be returned to the LYFAA leadership team in a timely manner at the end of each season. LYFAA Football Gear may not be modified, and players may not add anything to LYFAA Football Equipment without written approval from LYFAA President & Equipment Manager

### ARTICLE V. Cougar Elite Cheer Policies

Section 1. It is our goal to provide a cheer squad for every LYFAA football team. Squads will split only if they can follow the following requirements:

- a. Minimum number of cheerleaders to split squad: 20 or more will be a Coach’s decision, 24 or more will result in a mandatory split for Midgets, Juniors, and Seniors divisions (if that division in football splits). Pee Wee squad can split at 16 or more.
- b. Splitting procedures will be by coaches’ draft.



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- Section 2. For cheer “play up” requests, a player must be turning the age of the age group the player is moving up to during the season and/or have two years of experience cheering at the current level with LYFAA. Requests to “play up” must be made each year and are subject to LYFAA Coach and Executive Board review. All requests must be submitted to the board in writing prior to the start of the season. LYFAA reserves the right to approve or deny a request. Should the board approve the initial request, the approval will not be complete until the end of the second week of season practice when the coach signs off on approval.
- Section 3. There will be unison among cheer squad uniforms.
- a. Skirt length for cheerleaders will be no shorter than fingertips. Failure to follow dress code will result in not participating.
  - b. All cheerleaders are to have their hair in a standard ponytail or half up, if hair is too short. No long bangs, and hair must be out of face.
  - c. Earrings are not to be worn during cheer practice, games, or competition.
  - d. Cheer uniform, including shoes, must be clean to participate, at Coach’s discretion.
  - e. Parents will be at the field a minimum of 10 minutes before the end of practice or game. If late, a verbal warning will be issued. After second tardy, a written letter from the Executive Board. A third tardy will result in game suspension and eligible for termination from program.
- Section 4. Coaches will lead girls at practice, games, and competitions.
- a. Cheerleaders must have participated in sideline cheer during the current season to participate in cheer competition.
  - b. Cheerleaders must be at least 6 years old to participate in cheer competition.

### ARTICLE VII. Meetings

- Section 1. The regular meeting of LYFAA shall be held monthly. Date, time, and location shall be determined by the Executive Board. Regular meetings shall be open to all members of the community.
- Section 2. LYFAA will hold a year end meeting at the end of the fiscal year for the annual report.
- Section 3. Executive Board may call special meetings whenever deemed necessary or in the best interests of LYFAA and its program.
- Section 4. The Executive Board shall vote on a set date for opening and closing registration for both football and cheer programs.
- Section 5. All Head Coaches must attend three board meetings during the off-season months and one board meeting during the season. Head Coaches must notify



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LYFAA Board if they cannot attend a monthly board meeting in person; they may send an assistant coach in their absence.

All Head Coaches are required to attend annual NCYFL Head Coaches meeting (start of season) and if available any training/annual meeting offered by the Lakewood High school program Coaching Staff.

LYFAA Head Coaches will also be required to complete Annual USA Football Head Up Training before their first practice & will complete a CPR certification course if needed.

### **Article VIII. Finances/Fiscal Year**

- Section 1. All funds shall be deposited in a bank or other depository approved by the Executive Board within 72 hours of collection.
- Section 2. The Executive Board must approve all disbursements of funds and large expenses over \$1000 must be noted in meeting minutes.
- Section 3. Requests for additional items by a coach will be voted on by the Executive Board. All items must be reusable and returned at the end of the season.
- Section 4. All bills or expenses incurred by LYFAA will be paid by the corporation and paid in a timely manner.
- Section 5. The only persons to handle money will be the chairpersons, team moms, and Executive Board members; Before any of the above-mentioned individuals turns over money to the Treasurer, an email should be sent from that person to all Executive Board Members advising of monies being turned over.
- Section 6. An annual financial statement is to be prepared and available upon request.
- Section 7. LYFAA will perform an annual audit within the corporation.
- Section 8. The fiscal year shall commence on the first day of January and end on the last day of December.
- Section 9. LYFAA Head Football & Cheer Coaches will be eligible for (1) 100% registration fee scholarship to be applied to football or cheer registration fee. Each Team or Squad may have only one Head Coach.
- Section 10. LYFAA Executive Officers and Committee Chairperson(s) will be eligible for (1) 100% registration fee scholarship to be applied to football or cheer registration fee.



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### ARTICLE IX. Officers and Elections

- Section 1. The officers of LYFAA Executive Board of Directors shall be, in the order of succession: President, Vice Presidents, Treasurer, Secretary, and School District Representative.
- Section 2. Officers shall be elected at the annual meeting. The term of all posts on the Board of Directors shall be one year, commencing immediately in the year in which elections are held and expiring upon election of a successor.
- Section 3. All officers can be re-elected to the same or other offices.
- Section 4. All officers can be elected for unlimited consecutive terms.
- Section 5. No officer may hold two positions within the board or simultaneously within the board and any chair position.
- Section 6. Officer Vacancy- In the event of an officer vacancy, any member of the Executive Board shall call a meeting to hold elections for the office to be filled through the balance of the term.

### ARTICLE IX. Office Duties

NOTE: Additional responsibilities will be delegated by the Board in addition to items noted below.

#### Executive Board Positions:

##### **President: Jordan Cooper**

- Preside over all LYFAA meetings.
- Primary communications person for league and coaches
- Player / Parent Liaison Duties. Assists Vice President with conflict/issue resolution. Includes: Coaches, Players/Cheerleaders, Parents, NCYFL and/or Leadership team.
- Assist in league scheduling: Bring together info from NCYFL meetings, School District, and Committee Chairs/Board Members to assist Secretary with SD reservations & Annual League Calendar.
- Communications with school district: Follow up with School District Rep. to compare calendars for possible schedule conflicts. Create or maintain opportunities for Youth Program to Co-Op with High school programs (i.e. Youth Camps, Youth/High School Buddy, High School Coaches)



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- Assists with League Marketing & Recruiting: Attending in person events, assisting with online social media, and attending fundraising/team building events.
- Will NOT vote on business/issues *unless and until* the event of a tie, in which President will be deciding vote.
- Check LYFAA PO Box to collect mail & distribute communications to appropriate Board Members in a timely manner.
- Assists with Govern all committee chairs listed in the standing rules.
- Lead Annual League Parent Meeting at start of each season.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Vice President / NCFYL Representative: Kevin Capone**

- Attend all Executive Board meetings.
- Vote on issues presented to and decided on by Board.
- In the event of the absence of the President, the Vice President will act on their behalf.
- Vice President WILL NOT be a signer on bank accounts and will oversee the Audit Committee.
- Attend all required NCFYL Board meetings & relay information from meetings to LYFAA Board vote and/or informational purposes (as needed.)
- Assist President with govern of all committee chairs listed in the standing rules.
- Asst. Player / Parent Liaison. Assists President with conflict/issue resolution within LYFAA including Coaches, Players/Cheerleaders, Parents, and/or Leadership team.
- Assists Equipment Manager with inventory, league supplies & equipment. (i.e., research & review of items needed)
- Perform tasks as delegated by the Executive Board
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Vice President / NCFYL Representative: Tiffany Kirkpatrick**

- Attend all Executive Board meetings.
- Vice President WILL NOT be a signer on bank accounts and will oversee the Audit Committee.
- Meet with the Treasurer and conduct a monthly internal audit comparing the bank statement, the emails that have been issued, any deposits and withdrawals that have been handled, etc.



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- Assist President with govern of all committee chairs listed in the standing rules.
- Asst. Player / Parent Liaison. Assists President with conflict/issue resolution within LYFAA including Coaches, Players/Cheerleaders, Parents, and/or Leadership team. Assists Equipment Manager with inventory, league supplies & equipment. (i.e., research & review of items needed)
- Perform tasks as delegated by the Executive Board
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Treasurer: Kimberly Capone**

- Attend all Executive Board meetings.
- Vote on issues presented to and decided on by the Board.
- Collects all league funds from all chairpersons for deposit into LYFAA accounts.
- Accounts payable and accounts receivable: Primary Person to pay league debts/invoices & deposit league funds into bank accounts.
- Maintains all financial books and papers: Quick Books, Annual Budget Projects & documentation for monthly audits.
- Provides monthly budget updates: Funds available vs. funds needed for annual budget projections. (i.e. Maintains financial report(s) for LYFAA and is able to distribute upon request)
- Co-sign all checks for the dispersing of funds.
- Prepares paperwork for monthly for LYFAA Audit Committee bank account reviews. Audits to take place at monthly Board meeting. If no in person meeting held, Treasure and VP will complete audit and share updates via email. Will send monthly updates.
- File annual tax returns for LYFAA with IRS
- Maintains all league licenses (Business License, Etc.)
- Assists Secretary with League Registration (when needed)
- Assists Fundraising Coordinator with Annual League Fundraisers & Sponsorships.
- Assists Concessions Coordinator with inventory & purchase of concessions supplies.
- Assists Equipment Manager with inventory & purchase of league supplies & equipment.
- NOTE: All invoices & Receipts received by LYFAA will be scanned and documented in league records for review & audit with bank statements at monthly meetings (or upon request) by Audit Committee. Payment of all invoices and/or expenses must be





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approved and documented by members of the Executive Board before payments are submitted/processed by Treasurer/Secretary.

- Maintains financial records and paper trail of all funds in/out of LYFAA account(s).
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Secretary: Stacey Wahl**

- Attend all Executive Board meetings.
- Vote on issues presented to and decided on by the Board.
- Recording and distribution of monthly board meeting minutes
- Responsible for prep of monthly Board Meeting Agenda with LYFAA President.
- Maintains league records and documents.
- Oversee Football & Cheer Registration: Maintain registrations open to close (League is currently league using Team Snap)
- Maintain league rosters during season via Team Snap.
- Schedules league field & facilities usage with LWSD
- Oversee and run background checks for league volunteers.
- Prepare Coach binders, ensure necessary player information is complete per NCYFL rules and regulations.
- Prepare NCFYL Rosters
- Prepare Annual Football Uniform Orders
- Assists Treasurer with inventory & purchase of concessions & league supplies.
- Co-signer on all bank accounts
- Leads in Communication with Team Moms
- Leads League Volunteer Coordination & Training
- Webmaster: Updates League Website, Helps with Social Media Communications & League messages when needed.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.



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### Committee Chair Positions:

#### **Cheer Manager: Joy Blodgett**

- Attends LYFAA Board meetings when available.
- Assists LYFAA Leadership Team as primary contact with Lakewood High School Cheer Program. Goal connecting youth & high school programs.
- Help LYFAA leadership Team to schedule cheer events for season: sideline games, practice, fundraising, uniform fitting training &/OR competitions.
- Help LYFAA leadership Team provide guidance & support to LYFAA Cheer Coaches.
- Research and ensure leadership team members have completed all required or necessary certifications for youth cheer leadership & competitions. (i.e., CPR Certification, WIAA Cheer Stunt Certifications.)
- Manages LYFAA Cougar Elite Cheer Email. Reply to inquiries & forward messages to LYFAA Leadership Team as needed.
- Helps LYFAA Leadership team to manage communications with cheer program via Team Snap, Email, Call OR Text.
- Helps LYFAA Leadership team with Annual Cheer Uniform Order(s)
- Helps LYFAA Leadership team to Coordinate cheer uniform/program fundraisers, inc. cheer program's participation with annual league fundraiser(s).
- Assistant LYFAA Leadership Team with Cheerleader / Parent Liaison. When issues arise Cheer Manager will work with LYFAA President or Vice President to assist Cheerleader/Parent with problem solving and/or conflict resolution.
- Assists in Collecting Funds for Cheer: Manager will help LYFAA Treasurer maintain records for all fundraising events, uniform orders, or competitions/camps. Any funds collect by Cheer Manager will be provided to LYFAA Treasurer for audit & deposit into LYFAA Account.
- Provides invoices needing payment to LYFAA Treasurer in timely manner. Please note: All expenses MUST be approved and documented by LYFAA Executive Board.
- LYFAA Executive Board will manage the duties of the Cheer Manger in the Event the Position is not filled OR Cheer Manager is unavailable.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.



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### **Concessions Coordinator: OPEN**

- Attends LYFAA Board meetings when available.
- Keep an inventory of items in trailer for concessions at home games
- Create a shopping list to be given to selected board member
- Manage concessions during **all** home games for all teams
- Manage concessions schedule (make sure we have volunteers for all shifts, if not advice Executive Board.)
- Organize & Keep Concession Equipment Clean and well-maintained during season.
- Able to secure Food Handlers Permit for Concessions season. League can reimburse expense.
- Non-voting position
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Fundraiser & Sponsorship Coordinator: Mellissa Jones**

- Attends LYFAA Board meetings when available.
- Research & Present Annual League-Wide Fundraising Ideas to Board for Approval.
- Coordinate all voted upon league-wide fundraisers. This does not include the preseason cheer fundraisers to cover uniform costs.
- Primary Recruiting Person for Corporate Sponsorships
- Research additional fundraising opportunities: Grants, Scholarships from youth football vendors/programs, corporate donor programs.
- Work with League Treasurer & Secretary to Coordinate league fundraisers and/or fundraising events.
- Non-voting position
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Equipment Manager: Christy Synstebly**

- Attends all LYFAA Board meetings.
- Help Board to Manage and keep organized all league equipment in the Storage Container as well as Storage Unit.
- Assist Board with Annual Gear Check Out
  - o Oversee all aspects of player fitting and adjustment needed for uniforms & equipment.
- Help to Maintain an accurate inventory of all equipment distributed to players and coaches each season. (Helmets, Pads, Bags, Gear Etc.)
- Assist Board with Annual Gear Check In



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- Provide list of players who have not returns gear to President for follow up.
- Oversee Equipment Maintenance, advise Executive Board of damaged equipment OR gear in need of replacement.
- Assist league VP with research of equipment & vendors for maintenance and/or purchase requests.
- Non-Voting position
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

### **Webmaster + Social Media Manger: Katie Young**

- Attends LYFAA Board meetings when available.
- Helps to promote LYFAA Football & Cheer using social media tools.
- Helps leadership team collect photos & information to share on website & social media pages.
- Helps leadership team manage social media pages for league, cheer program & football team.
- Non-Voting position