



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 youths 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 the 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(s) 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.

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.



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- Section 3. Players are those eligible youths who are participants in the football and cheer program operated by the LYFAA and have paid the appropriate registration fees in full. 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 7th or 8th grade eligibility shall not be turned away due to expiration of middle school program from before LYFAA agreed to take over 6th 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. People 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 not to 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.
- Section 8. 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.*



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ARTICLE IV. Parent/Guardian Duties

Section 1. Parents/Guardians must review & sign the LYFAA and NCYFL Code of Conduct, and all LYFAA League documents *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 will make every effort to show great sportsmanship in competition. They will lead by example and not engage in negative talk with other opposing teams OR referees. Please be aware: Noise makers are not allowed to cheer at football games.

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 will adhere to a 24 hour “cool down” time, before contacting anyone on the coaching staff OR leadership team to provide their grievances. The “24-Hour Rule” will be in effect all season at any LYFAA Event.

Section 2. Parents/Guardians understand that attendance is the key to success. They will make every effort to ensure youth athletes are able to attend all scheduled games and practices. If unable to attend they will notify their Head Coach promptly. If leaving a youth athlete at the practice or game field they will notify their Head Coach before leaving and return to the field 10 minutes before game/practice ends.

Section 3. Parents/Guardians will make every effort to maintain all LYFAA football gear which is checked out for the current season. Parent/Guardian will assume costs (\$400.00) if all issued football equipment is not returned, is altered, lost, or damaged due to negligence. Football Gear must 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. Players using personal purchase equipment must have it inspected by LYFAA leadership team for use each season. Gear must be re-conditioned properly and meet all league safety requirements for use.

Section 4. Parents/Guardian(s) will volunteer a minimum of (2) hours per season to support game day and season activities. All volunteers within 10(ft) of youth athletes must have a completed volunteer application and approve background checks.



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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 meet 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.
- 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 the 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.
- 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 competitions.



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ARTICLE VI. Football Program Policies

Section 1. Football players will automatically roster to an LYFAA Football Team based on NCYFL league age requirements set forth in annual bylaws. These bylaws currently state that a player’s league age is determined by their age on June 1 of the current year. UNLESS the player is entering the 8th Grade, then they must roster to the Senior Football Team regardless of player’s age on June 1. Senior Football Teams may not roster any 9th grade players regardless of league age on June 1. Football players in 9th Grade will be referred to the High School Team.

Football Players who want to *move up* an age division must submit a written request to LYFAA President for Executive Board Approval. If approved and player moves up in age division, he/she cannot move back down IF they compete any official NCYFL games at the higher division.

Football Players may only request to play down to a team in the lower division IF the LYFAA is not rostering a team at their current age level. Play down requests must be submitted the LYFAA President for Executive Board to see if they meet NCYFL requirements. If requirements are met, the request will be forwarded to the NCYFL for review & possible approval. NCYFL bylaws have very strict requirements for play down requests.

Section 1.2 LYFAA Teams will be created based on the following NCYFL Divisions:

Pee Wee Team: Age 6-8 Years, Weight Limit: 110 maximum max *with unlimited weight waivers**

Midget Team: Age 9-10 Years, Weight Limit: 130 max *with unlimited weight waivers**

Junior Team: Age 11-12 Years, Weight Limit: 170 max *with unlimited weight waivers**

Senior Team: Age 13-14 Years, Weight Limit: No Restrictions

*Players over the weight limit at their division will become “X” players. They can play in non-ball running positions.

Section 2. Each Youth Athlete must be able to document residency in the LYFAA Geographical Boundaries OR request a transfer from their home league.

NCYFL bylaws state that each league boundaries are set according to the school district related to our organization. Players who live inside the Lakewood School District Boundaries OR those who attend Lakewood Schools are eligible to play with our league. Youth Athletes who live outside LWSD boundaries CAN submit a transfer request play with LYFAA. The LYFAA Vice President League Rep. will facilitate a transfer request with NCYFL. Transfers must be requested every season per NCYFL requirements.



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- Section 3. Each Youth Athlete must be able to document their age per NCYFL requirements.
- Section 4. LYFAA Football Coaches will adhere to the “6 Play Rule” each season with the goal of giving each player at least 6 plays in a game. It is important to note that LYFAA Coaches will never force a player into a game OR make them take the field if they decline.

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 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.



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- 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.

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 the 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.



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ARTICLE X. 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.
- *Executive Board Position.* President Will NOT vote on business/issues *unless* another Executive Leader is not available OR in the event of a tie, President will have a deciding vote.
- President WILL NOT be a signer on bank accounts and will assist with monthly Audit Committee.
- In the event of the absence of either Vice Presidents, President will act on their behalf.
- Primary contact Person to relay info & season rules + requirements to Head Coaches.
- Player / Parent Liaison Duties. Assists Vice President with conflict/issue resolution. Includes: Coaches, Players/Cheerleaders, Parents, NCYFL and/or Leadership team.
- Support Secretary with league scheduling & communications: Help to relay info from NCYFL meetings, School District Meetings, and Committee Chairs/Board Members Meetings.
- 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)
- Assists with League Marketing & Recruiting: Attending in-person events, assisting with online social media, and attending fundraising/team building events.
- Assist with checking LYFAA PO Box to collect mail & distribute communications to appropriate Board Members in a timely manner.
- Govern all committee chairs listed in the standing rules.
- Lead Annual League Parent Meeting at the 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.
- *Executive Board Position.* Vote on issues presented to and decided on by Board.
- In the event of the absence of the President, the Vice Presidents will act on their behalf.



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- Vice Presidents WILL NOT be a signer on bank accounts and will oversee the Audit Committee.
- Attend all required NCYFL 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.
- Support Vice President with Player / Parent Liaison Duties.
- Support President with conflict/issue resolution within LYFAA including Coaches, Players/Cheerleaders, Parents, and/or Leadership team.
- Assists Equipment Manager with inventory of 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 / Player/Parent Representative: Taylor Wickstrom

- Attend all Executive Board meetings.
- *Executive Board Position.* Vote on issues presented to and decided on by Board
- In the event of the absence of the President, the Vice Presidents will act on their behalf.
- Vice Presidents 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.
- Assist President with govern of all committee chairs listed in the standing rules.
- Player / Parent Liaison. Represent Leadership Team with conflict/issue resolution within LYFAA including Coaches, Players/Cheerleaders, Parents, and/or Leadership team members.
- Support President with conflict/issue resolution within LYFAA
- Support Equipment Manager with inventory of league supplies & equipment. (i.e., research & review of items needed)
- Support Fundraising Coordinator with Annual Fundraising Events.
- Manage Scholarship Requests & Volunteer Hours for Scholar Families.
- Assists with Social Media Communications & League messages as needed.
- Perform tasks as delegated by the Executive Board



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- 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.
- *Executive Board Position.* Vote on issues presented to and decided on by Board.
- Primary Signer on LYFAA bank accounts
- Collects all league funds from all Chairpersons & Executive Leaders 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 can distribute upon request)
- Sign all checks for the dispersing of LYFAA funds.
- Prepares paperwork for monthly for LYFAA Audit Committee bank account reviews. Audits take place at monthly Board meetings. If no in person meeting is 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 over \$50.00 must be *Approved and Documented* by members of the Executive Board before being processed by the Treasurer/Secretary.
- Maintains all financial records and paper trail of all funds in/out of LYFAA account(s).
- Assists with Social Media Communications & League messages as needed.



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- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

Secretary: Christy Synstebly

- Attend all Executive Board meetings.
- *Executive Board Position.* Vote on issues presented to and decided on by Board.
- Co-signer on LYFAA bank accounts
- Record and distribute monthly board meeting minutes
- Assist with prep of monthly Board Meeting Agenda
- Assist with maintenance of league records and documents.
- Assist with Football & Cheer Registration. Maintain league Rosters during season via Team Snap.
- Prepare Coach binders, ensure necessary player information is complete per NCYFL rules and regulations.
- Primary contact person with LWSD. Schedules Field Access & Facilities usage with LWSD for LYFAA.
- Oversee and run background checks for league volunteers.
- Prepare Coach binders and distribute at start of season
- Prepare NCFYL Rosters and relay to NCYFL Rep
- Assist with Annual Football Uniform Orders
- Assists Treasurer with inventory & purchase of concessions & league supplies.
- Leads in Communication with Team Moms
- Assists Vice President with Volunteer Coordination & Training
- Assists with Social Media Communications & League messages as needed.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

Committee Chair Positions:

Cheer Manager: Joy Blodgett

- Attend all Executive Board meetings.
- *Committee Chairperson:* Non-voting position
- 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.



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- 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.
- Completes Annual Cheer Uniform Order(s)
- Coordinate cheer uniform/program fundraisers
- 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: Will help LYFAA Treasurer maintain records for all fundraising events, uniform orders, or competitions/camps. Any funds collected by the Cheer Manager will be provided to LYFAA Treasurer for audit & deposit into LYFAA Account.
- Provides invoices needing payment to LYFAA Treasurer in a 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.

Concessions Coordinator: Kelly Radar

- Attends LYFAA Board meetings when available.
- *Committee Chairperson:* Non-voting position
- 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 advise the Executive Board.)
- Organize & Keep Concession Equipment Clean and well-maintained during season.
- Manage LYFAA Concessions Email (review & return messages as needed)



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- Able to secure Food Handlers Permit for Concessions season. League can reimburse expense.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

Fundraiser & Sponsorship Coordinator: Mellissa Jones

- Attend LYFAA Board meetings when available.
- *Committee Chairperson:* Non-voting position
- Prepare and help to Execute Annual League-Wide Fundraiser(s)
 - Present Ideas to Board for Approval each season.
- Primary contact person to coordinate all league fundraisers with vendors. Does not include the cheer fundraisers to cover uniform costs or cheer only expenses.
- Primary Contact Person recruiting for Corporate Sponsorships
- Research additional fundraising opportunities: Grants, Scholarships, Events, Corporate donor programs, etc. for youth football & cheer programs.
- Manage LYFAA Fundraising Email (review & return messages as needed)

- Support League Treasurer & Secretary & Team Managers to execute league fundraisers and/or fundraising events.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

Equipment Manager: OPEN

- Attends all LYFAA Board meetings.
- *Committee Chairperson:* Non-voting position
- Support LYFAA Leadership Team to manage and organize all league equipment in our storage container and/or storage unit.
- Assist Leadership Team to maintain an accurate inventory of all LYFAA equipment (Helmets, Pads, Bags, Gear etc.)
- Act as Primary Contact Person for LYFAA with league equipment vendors (i.e. Ridell, etc.)
- Manage LYFAA Equipment Mgr. Email (review & return messages as needed)
- Assist Leadership Team with research of equipment + vendors for maintenance and/or purchase requests. (i.e. collect costs, turn times, equipment options)
- Assist Board with Annual Gear Check Out



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- Oversee player fitting and document adjustments needed for uniforms & equipment.
- Assist Board with Annual Gear Check In
 - Provide list of players who have not returns gear to President for follow up.
- Oversee Equipment Maintenance, advise LYFAA Leadership Team of damaged equipment and/or gear in need of replacement.
- This position includes (1) 100% registration fee scholarship to be applied to football or cheer registration fee.

Webmaster + social media Manger: OPEN

- Attend LYFAA Board meetings when available.
- *Committee Chairperson:* Non-voting position
- 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.