

BY-LAWS FOR VESTAVIA HILLS YOUTH FOOTBALL

(November 2011)

BY-LAWS of Vestavia Hills Youth Football:

Purpose: This document represents the By-laws under which Vestavia Hills Youth Football, (VHYF), is governed. The overall objective of VHYF is to provide the youth of Vestavia Hills with a quality program in which to participate & compete in the game of football and to teach the ideals of teamwork, physical and mental toughness, self-discipline and good sportsmanship while developing the fundamentals of football. VHYF is a member organization of the Jefferson-Shelby Youth Football League, (JSYFL), and shall abide by the Rules and By-laws set forth by JSYFL. Although JSYFL is a competitive organization, VHYF will, to the best of its ability, ensure each participant receives playing time in the appropriate situations and proportionate to each players' skill level.

ARTICLE ONE.

Organizational Name:

Section 1. The name of the organization shall be Vestavia Hills Youth Football.

ARTICLE TWO.

Purpose and Powers:

Section 1. Reserved Powers. In addition to the powers and authority by these Bylaws expressly conferred on it, the VHYF Board may exercise all powers of the organization and do all such lawful acts and things necessary and lawful to carry out the purposes of the organization.

Section 2. Compensation. The Officers of VHYF shall receive no compensation for their services as Officers.

Section 3. Specific Powers and Duties. Without prejudice to the powers conferred by any other provision of these Bylaws, the VHYF Board shall, in addition thereto, have the following specific powers and duties:

1. All Board members shall enforce League and Organizational rules concerning good sportsmanship and conduct. These rules include prohibiting the use of alcohol, tobacco, profanity and harassment of players, coaches, and referees;

2. Each Board member shall be willing to help in areas outside their responsibility when requested to do so by another Board member or the President;
3. All Board members shall serve as positive ambassadors to the community;
4. From time to time make and change rules and regulations consistent with these Bylaws for the management of the property and business of VHYP;
5. To purchase or otherwise acquire for VHYP any property, rights and privileges which the organization is authorized to acquire, at prices or consideration and generally on such terms and conditions as the Board shall deem fit and, at its discretion, to pay for the same, either wholly or partly in money, or with other property or with the property of the organization;
6. To sell, lease, exchange, mortgage, pledge or otherwise dispose of any property of the organization, including disposition of all or substantially all of the property and assets of the organization if in the usual and regular course of business, for such price or consideration, and generally on such terms and conditions as the Board thinks fit;
7. During any given term of office, the VHYP President and Treasurer shall jointly have the discretionary right to spend up to \$500.00 on any single purchase, subject to a yearly maximum of \$1,500.00, for the acquisition of property to be owned by VHYP without full Board approval.
8. To raise funds for the organization;

ARTICLE THREE.
VHYP Board Meetings.

Section 1. VHYP Board meetings are to be held monthly as necessary. Meetings may be held only when there is a quorum of the current voting members of the Board present. A quorum is defined by these By-laws as being one more than half of the current voting Board members. A quorum is required for any action to be taken by the Board.

Section 2. Once a quorum has been established, any and all official action taken by the Board requires majority vote of all voting Board members in attendance at any general meeting of the VHYP Board unless otherwise specified herein.

Section 3. These articles of the VHYP By-Laws may be added to, modified or amended only by a vote in favor of the proposed amendment by 8 of the 11 voting members of the VHYP Board. There is no exception to this Section of Article Three.

Section 4. The President, or at least three (3) members of the voting Board members, may call special meetings. Written, E-mail or oral notice to all voting Board members stating the time and place of the meeting shall be delivered to each person entitled to vote at such meeting, not less than two days prior to the date of the meeting.

Section 5. Any parent or guardian of a current registered player may, by letter or E-mail addressed to the President, petition the Board for consideration of any matter relating to the purpose and operation of VHYP.

ARTICLE FOUR

Officers/Board of Directors.

Section 1. The management of the League shall be vested with the VHYP Board. The League shall elect a President, Vice-President, Secretary, Treasurer, Assistant Treasurer and a Representative from each football division. All terms will be for a period of one year. Other positions may be elected as necessary to ensure that League functions are fulfilled.

Section 2. The past President shall automatically become a non-voting member of the Board for a period of one-year following his/her term of office as President.

Section 3. In the event a vacancy occurs in the Presidency, the Vice-President will automatically succeed to the office. The office of Vice-President will be filled in accordance with Section 4.

Section 4. The Board shall fill, in accordance with Article 3 Section 2, any office that is vacated after the regular election date at its next regular meeting.

Section 5. The Board shall adopt or amend By-laws, manage, regulate, and control the activities, property, and general affairs of the League. It will also approve all appointed executive committees, and any other committees as necessary.

Section 6. The Board shall have the authority, by 2/3 vote of the current voting members of the Board, to expel or ask for the resignation of any

officer for inactivity or conduct unbecoming an officer of VHYF. Inactivity will consist of 2 missed regularly scheduled meetings in a row. A 75% attendance per year will be required. Consideration for the removal from office shall be held in a private and closed session, not open to the public.

Section 7. Any member of the Board resigning for any reason shall do so in writing to the League Secretary, with one copy to be sent to the President.

Section 8. The Board has the sole discretion to accept or deny any application to participate in or to coach a team in VHYF.

ARTICLE FIVE

Term of Officers And Election Of Officers.

Section 1. The term of each Officer of the VHYF Board will begin on January 1 and will end on December 31 of the same year.

Section 2. Election of new VHYF Board members will occur in November or December of each year at a date set by the Board. Members of the VHYF Board shall reside within the city limits of Vestavia Hills. VHYF shall elect officers annually. The Board shall appoint, in accordance with Article 3 Section 2, a nominating committee of at least three members, (excluding the President), not less than forty-five (45) days prior to the election date. The nominating committee shall have full and final authority for selection of the new VHYF Board. The nominating committee shall formulate its list of nominees at least twenty-one (21) days prior to the election date and publish the same at the Vestavia Hills Recreation Center at least twenty-one (21) days prior to the election date. Additional nominations, other than those selected by the nominating committee, may be made by notifying the Chairperson of the nominating committee, in writing, no less than fourteen (14) days prior to the election. Additional nominations shall be accepted only when accompanied by a petition signed by twenty-five (25) parents/guardians of players registered during the season immediately preceding the election. No additional nominations will be accepted subsequent to the fourteen (14) day dead line. If there are no additional nominees, then the list submitted by the nominating committee shall be deemed elected and no formal election shall be necessary. If there are qualified additional nominees, then the election shall proceed as scheduled. Each Board member being voted upon shall be elected by a majority vote of those entitled to vote and present at the election. No absentee ballots may be accepted. Any parent or legal guardian, who is over 18 years of age, and

who had a son, daughter or ward registered in the immediate previous season may vote in the general election limited to one vote per person regardless of the number of participants in the program in the previous season.

The 70 and 80 pound division representatives shall be appointed by the VHYP Board on or before June 1st of each year.

ARTICLE SIX

Duties of Officers

Section 1. President- The President's primary responsibility is to direct the VHYP program in a manner that will result in a recreation outlet being provided for as many children as possible. Additionally, the President's responsibility is to encourage all officials, workers, and children in the program to abide by the rules of good sportsmanship.

List of Responsibilities:

1. Preside over all League functions & general meetings.
2. Represent the League in signing all written contracts.
3. Assure that all League rules are followed.
4. Represent the League at public functions, including appearances before civic groups, school and government officials.
5. Recommend long-term goals for the League.
6. Attend all meetings of the JSYFL or appoint a representative, from the current VHYP Board, to attend all meetings of the JSYFL.
7. Attend all meetings of the Vestavia Hills Park and Recreation Board or appoint a representative, from the current VHYP Board, to attend all meetings of the Vestavia Hills Park and Recreation Board.
8. To make or authorize expenditures of up to \$500.00 per expenditure, without Board approval, on behalf of Vestavia Hills Youth Football for the purchase of equipment, facility improvements, uniforms or other necessary items to be owned and used for the exclusive benefit of Vestavia Hills Youth Football.

Section 2. Vice President- The primary duty of the Vice President is to assist the President on any matter pertaining to the operation of the League. In the event the President does not complete his/her term of office, the Vice President will assume the duties of the President as prescribed in Article 4, Section 3 of these by-laws.

List of Responsibilities:

1. Assumes duties of President in his/her absence.
2. Assist parent(s) of any injured player in connection with the League in the filing & resolution of all insurance claims. This includes providing

insurance forms to the parent(s) assisting in the completion of those forms, and the monitoring of such cases until satisfactorily resolved.

3. Ensures that each head coach in the program has a medical release and/or consent waiver form signed by the parent or guardian of each child on his/her team.
4. Organize coaching clinics for the purpose of informing each coach of League rules and other coaching fundamentals.

Section 3. Treasurer- Primary duties are to receive and disburse moneys as directed by the Board, and to maintain financial records of the League.

List of Responsibilities:

1. Maintain accurate financial records of all monetary transactions of the League.
2. Provide current financial report at each regularly scheduled meeting of the Board or at any other such time as deemed appropriate by the president.
3. Present expenditures to the Board of League bills at regularly scheduled meetings.
4. Assumes responsibility for collection of all revenues and reports outstanding revenues due to the League.
5. Sign checks with the President, or as stated otherwise.
6. Director of Player Registration.

Section 4. Assistant Treasurer- The primary duty of the Assistant Treasurer is to assist the Treasurer on any matter pertaining to the operation of the League and its finances, including but not limited to organizing the collection of entry fees at the gate for home games.

Section 5. Secretary- Primary duties are to keep written records of all meetings and to retain all other documentation associated with the League, such as by-laws, articles of incorporation, contracts, etc.

List of Responsibilities:

1. Keeps written record of each Board meeting, in the form of minutes.
2. Presents written copies of preceding meeting minutes at each regularly scheduled meeting, and has available a copy of all previous meetings.
3. Maintains copies of all League records.
4. Informs the Board of all correspondence, and distributes it to the Board accordingly.

Section 6. League Representatives- The primary responsibility of the League Representative is to assure fairness and equity in the selection of teams with players and coaches for each football division. Further, each League Representative shall:

1. Make recommendations to the board on all Football coaching positions within the league.
2. Informing all coaches of VHYF coaching policies/procedures and overseeing the implementation of these policies/procedures. The Football Representatives are also required to work closely with the Board and the Head Coaches in making sure that procedures concerning player weigh-in and team certification are communicated and completed with all coaches.
3. Investigation of any coaching problems and administering any disciplinary action if necessary.

**ARTICLE SEVEN:
Selection of Head Coaches.**

Section 1. Head Coaches are to be selected by the VHYF Board in accordance with Article 3 Section 2 from applications received. Head Coach selection shall commence after April 30 of the current year and, in no event, shall it extend past May 31 of the current year unless “good cause” dictates otherwise. Initially, there shall be two coaches chosen for each age group. One coach shall be designated as the “Blue Team” coach and the second shall be the “White Team” coach. Should a division only have the need for one team, the “Blue Team” coach shall be the Head Coach. If a third or more teams is later deemed necessary for any division by the VHYF Board, the Head Coach for each additional team will be chosen by the VHYF Board prior to selection of teams for that division and in a manner consistent with this Article. In no event shall teams in any division be selected without each Head Coach for each team being first selected by the VHYF Board.

Section 2. It is not necessary, but recommended, that each Head Coach have a child playing on the team he/she is designated to coach. It is the responsibility of the head coach to choose his/her assistants. The number of assistant coaches must meet the criteria of JSYFL. If a Head Coach is chosen for a particular age group and, for whatever reason, can not fulfill his/her obligation to remain Head Coach, the VHYF Board, giving great weight and deference to the recommendation of the League Representative, shall select a new Head Coach in accordance with Article 3 Section 2. VHYF Board members are not eligible to serve as Head Coach of any team. A VHYF Board member may serve as an assistant coach if he/she is requested to do so by any Head Coach.

**ARTICLE EIGHT:
Selection of Teams.**

Section 1. Number of Teams:

1. The Board shall have the sole authority to determine, on a yearly basis, the number of teams which will be fielded in any particular age/weight division with great deference being given to the Head Coaches of each particular division in regards to the total number of teams to be fielded in each particular weight division. VHYP will abide by any and all regulations of the JSYFL in determining the number of players on any given team for any particular football season.

2. No team should have less than 20 players on each team's roster at the beginning of each season unless: (1) that division is fielding only one team in that age/weight division; (2) the Board determines there is good cause to authorize less than 20 players on each team; or (3) that division is fielding more than two teams in that age/weight division at which time and, under no circumstances, will any team have less than 25 players on each team's roster at the beginning of the season.

Section 2. Selection of Teams:

1. "Existing Team" shall be defined as any team having played together for one or more seasons immediately preceding the current year and which team returns 11 or more players from the immediately preceding season.

2. "New Teams" shall be defined as teams that have not played together during the season prior to the current year.

3. "New Players" shall be defined as any registered player who (1) did not participate in VHYP the immediately preceding season; (2) played for an Existing team and was not protected by that Existing Team's Head Coach or; (3) for the 130 pound division, any players returning to play for a second year in that Division.

4. All teams in each division should be selected within 14 days of the close of player registration.

5. Senior Division Teams shall be selected as follows:

(a) Each Existing Team in any Senior Division shall be allowed to retain all players returning from the immediately preceding season if that Existing Team's current year's Head Coach so elects.

(b) The Head Coaches for each Senior Division shall then meet in order to select the New Players. The Head Coaches shall use their best efforts to agree on the selection of New Players for each team based on the perceived skill and performance of each player.

(c) In the event the Head Coaches are unable to agree on the selection of the New Players, each New Player shall be selected to teams via draft as follows:

i. Each Senior Division Team will have the same number of players, if possible. If this is not possible due to the total number of players being undividable by the total number of teams, that Senior Division's Representative will determine the total number of players for each team with each team having an equal number of players as possible. Prior to the commencement of the team selection process, the age group Representative shall set the total number of players each team will have on that team at the conclusion of the team selection process in accordance with this sub-section.

ii. In the event there are no Existing Teams, players will be selected by a straight draft process. A coin toss or drawing numbers shall determine the draft selection order for each Head Coach. Thereafter, each coach shall select one player per round in the order determined by the coin toss or number draw until all players have been chosen. Each Head Coach of any New Team shall take that Head Coach's son(s) or daughter(s) in the draft position which is pre-determined by the age group Representative based upon the known or perceived skill level of that Head Coach's son(s) or daughter(s).

iii. In the event there are no New Teams, each Existing Team will be allowed to protect up to 100% of that Existing Team's returning players. An Existing Team is not required to protect 100% of Returning Players but may, in that Existing Team's Head Coach's discretion, protect less than 100% of that Existing Team's returning players. Once the number of protected players has been determined, New Players will be assigned to teams within that particular Senior Division via Straight Draft Process. Each coach shall select one player per round in the order determined by the

coin toss or number draw until all players have been chosen. Once any team reaches the total number of players it has been pre-assigned by the age group Representative, as provided in sub-section (i) above, it can not select any additional players and the draft will continue with each remaining team until all teams have the total number of players as provided in paragraph (i) above.

iv. In the event there are one or more Existing Teams and one or more New Teams in any Senior Division, each Existing Team will be allowed to protect up to 100% of that Existing Team's returning players. An Existing Team is not required to protect 100% of Returning Players but may, in that Existing Team's Head Coach's discretion, protect less than 100% of that Existing Team's returning players. Once the number of protected players has been determined, New Players will be assigned to teams within that particular Senior Division via use of a draft with each New Team having two initial picks of New Players prior to any Existing Team having a pick. Once each New Team has two players, each Existing Team will be allowed to pick one player from the remaining New Players and this process will continue until each New Team has a total of ten players. After each New Team has a total of ten players, all remaining New Players shall then be selected by the Straight Draft Process with each New Team or New Teams having the first pick of the remaining New Players prior to any further picks by any Existing Team or Existing Teams. Once any team reaches the total number of players it has been pre-assigned by the age group Representative, as provided in sub-section (i) above, it can not select any additional players and the draft will continue with each remaining team until all teams have the total number of players as provided in paragraph (i) above.

6. Junior Division teams shall be selected as follows:

(a) The head coaches for each of the three individual Junior Divisions shall meet in order to select the teams for their respective Divisions. The head coaches shall use their best effort to agree on the selection of competitive teams which are evenly divided based on the perceived skill and performance of each player. The head coaches shall be strongly urged by the VHYFB to reach agreement on the selection of

their teams.

(b) In the event the head coaches for any Junior Division are unable to agree on the selection of teams for their Division, teams shall be divided as follows:

i. 70 and 80 Pound Divisions: 70 and 80 Pound Division teams shall be selected by a straight draft process. A coin toss or drawing numbers shall determine the draft selection order for each Head Coach. Thereafter, each coach shall select one player per round in the order determined by the coin toss or number draw until all players have been chosen.

ii. 90 and 105 pound Divisions:

a. The 90 and 105 pound divisions shall select teams in the same manner as described in Article 8, Section 2, Sub-section 5(c)(i) – (iv) above with the sole exception that the percentage of protected players shall be 50%. This percentage, for the Junior Division teams, shall include that Head Coach's son(s) or daughter(s) if, and only if, that Head Coach's son(s) or daughter(s) played for that Existing Team the immediately preceding season. If that Head Coach's son(s) or daughter(s) is a New Player or did not play for that Existing Team the immediate preceding season, that Head Coach shall take that Head Coach's son(s) or daughter(s) in the draft position which is pre-determined by the age group Representative based upon the known or perceived skill level of that Head Coach's son(s) or daughter(s).

7. Notwithstanding paragraphs 1 – 6 above, the VHYF Board may, in its discretion, assign or re-assign players based upon specific age group needs or mandate other team selection procedures so as to make each team in that weight division as competitive as possible.

Section 3. All VHYF teams will compete in the JSYFL. VHYF will divide its teams into age/weight/grade divisions consistent with the by-laws of JSYFL.

ARTICLE NINE:

Football Attendance And Participation:

1. Attendance at all practices and games is required.
2. Any absence must be reported to the coach prior to a practice or game.
3. Failure to attend practice(s) will result in less playing time and, in some cases, no playing time in the game.
4. Repeated failures to attend practices or games will result in dismissal from the team **with no refund**. The head coach must bring this proposal of removal to the VHYF Board and the same must be approved by the VHYF Board in the manner prescribed in Article Three Section Two.
5. Participation at all practices is required.
6. Refusal to participate in practice will result in less playing time and, in some cases, no playing time in the game.
7. Parents are responsible for getting their children to practice on time.
8. At any time if the coach feels that a football player is uncooperative, unprepared to participate, or disobeying the rules, the coach may restrict that player from participating in any or all of the teams activities.
9. Coaches are the final authority as it pertains to playing time related to attendance and participation issues.

ARTICLE TEN

Expectation of Participants:

All participants, including players, parents and coaches are expected to:

- Set examples of good character and sportsmanship.
- Promote good sportsmanship and spirit.
- Promote good relations among team members, parents and with the public (especially during the athletic season).
- Promote spectator participation in all athletic activities.
- Comply at all times with all the rules and regulations of VHYF and JSYFL.

Any action of a coach player, parent, guardian or spectator that tends to leave a bad impression upon the general public, or any violation of any rule, directive, request or by-law of VHYF or JSYFL, may result in disciplinary action, including the suspension of participation in VHYF activities.