

**2010**

**LAKE STEVENS VIKINGS  
YOUTH FOOTBALL CLUB  
BY-LAWS**



**Scott Rice**  
**PRESIDENT**  
**1/20/2010**  
**REV. A**

## I. Purpose

The goal of our Lake Stevens Vikings Youth Football Club (LSVYFC) is to provide a safe and productive environment that enables children to learn and apply the principles of teamwork, discipline, dedication, and sportsmanship. We facilitate the development of strength and character in every child that participates. Participation in our league is open to all kids ages 5 - 14.

## II. Ages

- A. A. We will offer Tackle football for youth of all ages regardless of weight, size and or ability starting at 5 years of age.
- B. League eligibility of youth is to be determined by each respective league in which they participate will be placed in the correct grade/age group.
- C. Membership is open to both boys and girls.
- D. Teams playing sanctioned games in the Wesco Junior Football League (WJFL) will adhere to the rules and regulations set forth by the WJFL.
- E. Teams playing sanctioned games in the Arena Youth Football League (AYFL) will adhere to the rules and regulations set forth by the AYFL.

## III. Fees and Funding

- A. The cost for each player in any division or age group will be \$125 per child.
- B. For the 2010 season, players paid and registered by April, 4<sup>th</sup> 2010 will receive a \$25.00 discount. After that date the fee will return to the standard \$125.00 per player
- C. Payment for all registered players is due by July 2<sup>nd</sup> 2010. Players will not be able to collect gear or practice until fees are paid
- D. There will be no refunds paid to anyone after the first official practice.
- E. Each team in every division will be required to acquire a sponsorship of \$500.00 that will be put into the LSVYFC general fund for sanctioning fees.
- F. **Sanctioning Fees:**
  - 1. a certain amount per Tackle team will go for referees, field rental etc. This amount will vary each year depending on the number of teams, games, and the cost of insurance.
- G. **Scholarships:**
  - 1. there will be one Tackle Scholarship for the full amount of the signup fee allowed per team. Any other scholarships that are needed will be of half of the signup fee and will be authorized by the president of LSJAA Football.
- H. **Gear Rental:**
  - 1. Gear will be rented to non Lake Stevens Vikings Youth Football Club teams at a rate of \$30.00 per set in which includes helmet, shoulder pads, 7-piece pad set, practice and game pants and a practice jersey. All of which shall be returned in the same condition as it was received or they will be charged for any and all lost or damaged gear that they received.
- I. **Budget:**
  - 1. a budget shall be prepared each year prior to season and be submitted to the General Treasurer (LSJAA). The budget shall include all (forecasted) income and expenditures. It is the responsibility of the elected officers to balance the budget and not over-spend. Periodic checks on charge accounts and income are recommended at 2-week intervals.

2. A current Treasurer statement will be given at each meeting.
3. 10% of signup fees are to be paid to the General Association (LSJAA), to cover insurance and miscellaneous expenses.
4. The LSJAA Main Board Treasurer has to have a complete accounting report on a quarterly basis and they have the right to look at the books at any time.
5. Checking account(s) for football will have 3 signatures. Two of the three officers will have to sign each check (President, Vice President, Treasurer or other designated person). Only elected officers have authority to sign checks. All deposits if possible will be double checked (ref. LSJAA Main Association Rules).
6. All business will be done as "Lake Stevens Vikings Youth Football Club" under the umbrella of LSJAA Main Board and will be clearly stated as such.
7. The Lake Stevens Vikings Youth Football Club will provide insurance coverage for all players.

#### IV. Participation/Team Selections

- A. All players must fill out and complete the Lake Stevens Vikings Youth Football Club registration and Code of Conduct forms and pay all fees before playing in any games or practices. Players not completing the registration and Code of Conduct forms and/or paying the sign-up fee are not covered by insurance, and it is the parents and coaches' responsibility if anything happens. Coaches must check the record of each player, and make sure all paperwork is done.
- B. All Parents/Legal guardians of participant must sign a Code of Conduct. A copy of the Code of Conduct for Parent & Player will be kept on file with the league.
- C. All teams will adhere to the rules set forth by the league during the season.
- D. Player Participation Rules Are As Follows:
  - All returning players who return from the year before will be placed with either the team that they were on the previous year or the division that they are moving up to. If there is more players that are required for one team in a respective division and we have the required amount for two teams in a respective division and a qualified coach to take an extra team then we will have another team in that division.
- E. In the event that the maximum players for any team is met, all new players to WJFL can be subject to tryouts prior to placement in the child's respective team and division (PeeWee, 89er's, Juniors, or Seniors).
- F. Playing Time Minimum
  1. WJFL has no requirements for "Playing Time". LSVYFC recognizes the importance of actual game time as part of the development of all participants. The head coach is responsible to play all of his players a minimum of 8 plays of offense or defense in any combination in the PeeWee, 89er, and Junior Divisions. Special teams are not considered part of the minimum 8 plays.
  2. The head coach is not obligated to the minimum if the player, at the head coach's discretion, misses the minimum practice time, presents a safety risk to him/herself, presents a safety risk to other participants, refuses to enter the game, or any other disciplinary action.
  3. In the event that roster exceeds the maximum players, playing time minimums can be adjusted for fairness. Players that do not receive the minimum will be required to start the very next game. Every effort should be given to play all players.

- G. The Lake Stevens Vikings Football Club Secretary, or a single board member if the Secretary position is vacant, will be the sole person responsible for accepting applications from players. The Secretary will track all incoming applications.
1. PeeWee Division teams shall be a minimum of 15 and maximum of 18 players.
  2. 89er, Junior, and Senior Division teams will be a minimum of 22.

## V. Coaches and Officers

1. President
2. Vice President
3. League Representative/Secretary
4. Treasurer
5. Equipment Manager
6. Event/Fundraising Coordinator

### Officers Job Descriptions:

#### President

To chair all meetings, manage all School related issues including but not limited to field scheduling, distribution of fliers, etc... To oversee all other Board member responsibilities and actions, attend all LSJAA and WJFL meetings with at least one other member of the Football Board, Sign any checks as required and to handle any disciplinary action against coaches or Board members if required. Update the by-laws on a yearly basis.

#### Vice President

to assume all responsibilities of the President in their absence. Attending all LSJAA board meetings. Over-site of all fundraising activities, website management, advertising, and sign-ups.

#### League Representative/Secretary

Will take and record all minutes of all LSVYFC meetings, attend all WJFL scheduled meetings reporting any and all issues to the president and Lake Stevens Vikings Football Club board at the next regularly scheduled meeting. Coordinate all advertising and other correspondence, manage all LSVYFC League files, and coordinate all Field Supervisor duties and schedules

#### Treasurer

To keep track of all finances and give monthly reports to both football and LSJAA; keep a check register, prepare each year's monthly accounting for the annual February audit based on our 501C3 status, sign checks as needed. See section III Funds and Fundraising.

#### Equipment Manager

To coordinate the purchase, inventory, issue and return of all necessary league provided equipment. See section VII Equipment. If positions is vacant, it is the responsibility of the entire board to assume the responsibility of this position (By Committee).

#### Event/Fundraising Coordinator

To manage all fundraising, advertising, concession, and sign-up functions. Duties include but not limited to: Planning, preparing, and supervising events. Coordinating volunteers to support events and the management of “stock” items (i.e....Concession Items)

### Officers

1. The New board shall be elected from the body of Coaches, Past Officers with a minimum of one year of service with the league re-elected on an annual basis, in the month of December. The exchange of control to newly elected officers shall commence on January 1st of the following year.
2. Voting members shall be defined as: Board Member, Head Coach and Assistant Coach that have attended at least half (6) of the monthly Lake Stevens Vikings Youth Football Club meetings with a minimum of one year of service with the league prior to the voting year. Each team will receive a total of 2 votes. Each voting member must have the all of the required documentation in place to be considered a voting member (Background Check, Head Coach Application, on the teams official sideline roster).

### Coaches

1. The word “Coach” describes one Head Coach, Assistant Coach, Team Mother or whoever is in charge at the game or practice.
2. Coaches shall be responsible men and women of the community with knowledge of football skills and rules, and be 18 years of age or older.
3. It is the responsibility of the Coach to ensure that all practices end on time, allowing the parents sufficient time to pick up their children. In the event that a parent/parents have not arrived at the conclusion of a game or a practice to pick up their children it is the responsibility of the Coach to remain until all children have been picked up.
4. It is the responsibility of the league and all individuals participating to provide a proper environment for the players. At no time will adult participants swear, drink alcohol, take drugs or smoke while participating with the children. In addition, no adult shall belittle or bad mouth players, or physically abuse any player in the league. As adult participants in the league it is our responsibility to ensure that players of the league not only learn the basics of the game, but that they have a fun time in doing so (refer to code of contact).
5. Removal of a coach or individual from the league, for any actions deemed inappropriate of a league representative, will be reviewed, and a decision tendered, by vote of the voting members. The Coach or individual under review will have the right to address the body of coaches with any character witnesses he chooses to explain his circumstances. After the review, the subject must leave the meeting. A vote by the coaches and Board members, with a majority of the body present, will commence. If the Board chooses to take action against the coach in question, they will refer to the table of disciplinary action (Appendix A) for their options.
6. All Head Coaches are required to ensure that their team has at least one representative present at all sign ups, and monthly meetings.
7. Assistant Coach Selection: Selection of assistant coaches is entirely at the discretion of the head coach. A roster of all assistant coaches, team mothers and any other persons that will be allowed on the sidelines during games must be turned in to the Secretary, President or Vice President prior to the first game function of the year (Jamboree). The roster must be

accompanied by copies of the drivers licenses of each individual named for the purpose of running a criminal background check on each (see item 12, this section). The form for the Official Sideline Roster is found in Appendix A. Individuals may be added to the roster after turn in only with the approval of three board members.

Head Coaches are responsible for the conduct and disciplinary actions (If needed) of their coaching staff.

8. All head coaches will insure that at least 2 members of the coaching staff is CPR certified. Proof of certification is required during the sign-up/interview process. The League will provide the opportunity for any/all coaches to be certified prior to the 1<sup>st</sup> official practice.
9. All head coaches will be required to complete a level 1 and level 2 USA Football coaching certificate. All assistant coaches will need to complete a level 1.  
Vacant Head Coach Selection: A closed meeting of the Lake Stevens Vikings Youth Football Club Board shall appoint a three member panel to review candidates to fill each head coach position.
  - a. Members of the panel will consist of at least three board members that are not affiliated with the team in question, nor shall they be head coaches in the division in which the team competes.
  - b. All candidates for vacant coaching positions shall be interviewed prior to the regularly scheduled May meeting.
  - c. Candidates will be given an interview score by the panel based upon the Head Coach.
  - d. Candidate Review form (Appendix A) and the most qualified candidate will be appointed to the position.
10. All returning Head Coaches must declare their intentions to return in that capacity to the Lake Stevens Vikings Youth Football Club Board prior to the regularly scheduled March meeting.
11. Returning Head Coaches: Each year the returning Head Coach will be required to meet with the newly elected Lake Stevens Vikings Youth Football Club Board members. This meeting will consist of an evaluation of the coach and give the newly elected board the opportunity to meet the returning coach.
12. Criminal background investigations shall be conducted every year on any person that will have contact with players, to include Coaches, Assistant Coaches, Team Mothers and Board Members. The board shall review negative results from the criminal background investigation based on the following and will notify LSJAA.
  - a. The following will exclude a candidate from participation:
    1. Registered sex offenders.
    2. Convicted Felons.
  - b. The following will be reviewed by the board on a case by case basis:
    1. Domestic violence.
    2. Restraining Orders.
    3. Major moving violations (DUI, Reckless driving).
    4. History of substance abuse.
    5. Repeated criminal behavior of any kind.
13. The board may take into account mitigating factors of offenses (age at time of offense, nasty divorces, etc.), but shall err on the side of protecting the children of the league. All reviews must be documented and kept confidential. The board may decide to exclude a candidate at any time for any reason it deems sufficient.

## VI. Meetings

1. Meetings will be run by parliamentary procedures (reading of the minutes with old business, new business, treasurers' report, etc.). Attendance will be recorded.
2. There shall be at least quarterly meetings during the off season, and weekly meetings during the regular season.
3. Bylaw changes and/or amendments must be accomplished at a regularly scheduled meeting with a majority of the teams represented. The changes will take effect for that year. If a rule is needed for the current season it will be announced as such, and resubmitted at the conclusion of the season for incorporation into the bylaws for the following season. All rules and regulations established by this league can be overruled by the LSJAA main association rules.
4. Meeting will be held on the second Thursday of every month at a place to TBA. Any members of the community are invited to attend. Only the officers and voting members will have voice and vote.

## VII. Equipment

- A. All equipment is the property of LSJAA; any abuse or miss-use of equipment may result in the league officers requesting said equipment be turned back in at any given time.
- B. All youth will be outfitted with similar equipment dependant on game divisions with no specific team having better gear etc. and gear will be provided by Lake Stevens Vikings Youth Football Club.
- C. Gear purchased for a specific team by the teams sponsor will remain with that team unless otherwise requested by the teams sponsor.  
Purchasing of new gear or questions about new gear will be handled at the coaches meetings by vote of the coaches and or Board members.
- D. Equipment collection at the conclusion of the season shall be the coaches Responsibility; the equipment manager, Board members and coaches will inventory, bill and distribute any new gear due to loss or uncollected gear. All gear is to be stored by the league during the off-season.
- E. Every Participant & Parent will be required to sign an equipment/responsibility form prior to receiving any equipment. This form will be returned to the equipment manager prior to the start of the season.
- F. The Lake Stevens Vikings Youth Football Club will provide equipment that is in good condition; it shall consist of a helmet, shoulder pads, knee pads, thigh pads, tailbone pad, hip pads, practice and game pants, practice jersey, game socks and mouth piece. Parents are responsible for providing their player with a game Jersey, proper footwear (rubber molded cleats) and a protective cup.