

**WCSYF**

**WEST COUNTY SPARTANS**

**YOUTH FOOTBALL**

**BY-LAWS**

**REVISED:** 2010  
**Issued:** 5/10/10  
**Replaces:** 2001 BY-LAWS

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**These By-Laws are used for procedures and guidelines, for all members, and Associates of the West County Youth Football Association.**

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**ARTICLE I                      NAME:**

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- A.      This organization shall be known as:
- "WEST COUNTY SPARTANS YOUTH FOOTBALL"**  
          A non-profit youth organization of West Contra Costa County, California. The initials **"WCSYF"** shall also be accepted as a proper substitute.
- B.      The colors shall be Royal Blue, White and Gold.

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**ARTICLE II                      OBJECTIVES:**

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- A.      The objective of the **WCSYF** shall be to implant firmly in the Children of the community, the ideas of good sportsmanship, honesty, loyalty and courage. To provide a healthy outlet for their energies.
- B.      The objectives will be achieved by providing supervised Competitive Sports. The supervisors shall bear in mind that the molding of future men and women is of prime importance. The attainment of athletic skill and winning of the game is secondary.

**YOUTH FOOTBALL****BY-LAWS****ARTICLE III****GOVERNMENT EXECUTIVE BOARD MAKES POLICY:**

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- A. The government of the **WCSYF** shall be under the supervision of President of Board of Directors.
1. The Board of Directors shall consist of the following:
    - a. Executive Board of Directors: President, 1st and 2nd Vice Presidents, Secretary, and Treasurer.
    - b. General Board of Directors: This Board should have Vice-Presidents, Publicity Agent, Purchasing Agent, Spirit-leader Coordinator, Ways and Means, Snack Bar Director, and/or as many Directors as deemed necessary, and 10 coaches.
  2. If no one is elected to any of the above positions, with the exception of the President, then the President can fill the positions, by distributing additional duties to existing Directors; appoint a replacement, in the event of a vacancy of an elected officer, subject to Board approval.
  3. An opened President's position shall be appointed by a 2/3 vote of the General Board. The President's qualifications: Must be previous Board Member for one year, past or present, in good standing. Any General Board member with a satisfactory resume may apply.
    - a. Board members qualifications: Must be actively in the organization for one year to run, in good standing.
    - b. The Executive Board of Directors is also members of the General Board of Directors.
- B. The parliamentary procedures for this organization shall be outlined in "Roberts Rules of Order."
- C. The term of offices of each Board member will be from January 1 through December 31 of each year. Elections, of Board Members, shall be held Annually at the Awards Banquet: If a Board member elects to do so, he or she, may keep his office for a two year term. A 2/3 vote of the General Board may vote out a Board member.
- D. All Board members, except the President, as outlined below shall have a vote on matters concerning policies of the organization:

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1. The President is entitled to vote when the vote is by ballot and in all other cases where his or her vote would change the result, i.e. in case of a two-thirds vote if his or her vote could cause a motion to pass or fail.

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**ARTICLE IV      EXECUTIVE AUTHORITY:**

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A. Executive Authority empowers the President and his or her representatives to take whatever action they feel necessary to protect good order and proper government of the organization. The President has the ultimate responsibility for all branches of the organization. As such, the President may exercise his or her executive authority in all matters pertaining to the Organization and its parents, players and personnel. This authority simply means that the President may take any action he or she deems necessary for the good of the Organization. Actions may include, but are not exclusive of suspending a Coach, Board Member, player, parent or any other personnel from the program.

1. Only Coaches and Board Members are entitled to a hearing as a result of a Presidential suspension.
2. Abuses in the exercise of executive authority can be dealt with in the following manners:

*\*A President's authority can be challenged by a majority of the Board Of Directors through impeachment. The Organization President may be impeached by a two-third majority of his/her Board of Directors.*

3. Any Coach, Director, or member expelled from the Organization by the President, cannot participate in the Organization for a period of one (1) year following the expulsion.

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**ARTICLE V                      BRANCHES OF THE ORGANIZATION:**

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- A.**     There are three (3) branches of this Organization:
- (1)     The Administrative Branch (Board Of Directors)
  - (2)     The Coaching Branch (Coaching Staffs)
  - (3)     The Support Branch (Committees, Booster Club, etc.)

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**ARTICLE VI                      MEETINGS:**

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- A. Meeting of the Board of Directors shall be conducted in accordance with the Organization's rule of order, as outlined in Roberts Rule of Order. The President shall be responsible for preparing an agenda for each general meeting. The deadline for submitting agenda items by a member shall be ten (10) days prior to the meeting date.
- B. General Board meetings should be scheduled for once a month or at the discretion of the President. Notice of all scheduled monthly meetings shall be given to all Board members at least three (3) days in advance and publicized for other association members.
- C. Executive Board meetings should be scheduled monthly for the first three (3) months of the year or at the discretion of the President.
- D. Close/Special Board meetings may be called by the President at anytime or at the request of any Board Member. A Sergeant at Arms may be appointed for such meeting.
- E. A special Board meeting may be requested by three (3) Organization members upon written request to the President, parents, legal guardians, booster club members, etc. a majority of Board members, present at a monthly or other authorized meeting, shall constitute a quorum.

**YOUTH FOOTBALL****BY-LAWS****ARTICLE VII****FINANCIAL POLICY:**

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- A. The Executive Board of Directors, during the first three (3) months of the year, shall review last year's financial statements. Last year's finances shall be put in order and prepared for review by an auditor, by the outgoing Executive Board, at the end of the year.
- B. The new Executive Board shall prepare and submit the Organization's Federal and State tax reports.
- C. The President shall appoint a committee to forecast the propose budget for New Year. The committee chairperson, shall be the Treasurer, and should include such Organization members as the Director of Purchasing, Ways and Means, and Snack Bar Director.
- D. The Board of Directors shall place all income, in a common league treasure, bank account. Directing the expenditures as such, in a manner, as to give no individual or team, an advantage over another. Unbudgeted expenditures over \$50.00 need prior Board approval.
- E. The Director of Purchasing is exempt from the above restriction and has a budgeted limit of \$100.00.
- F. No sign-up refund after a player has been certified, unless otherwise approved by the Board of Directors.

**YOUTH FOOTBALL****BY-LAWS****ARTICLE VIII****DUTIES OF DIRECTORS:**

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**A. PRESIDENT:**

1. Preside over all executive and general Board meetings.
2. Enforces all rules and regulations made by the Conference and Board of Directors.
3. To be responsible for and in attendance, when possible of all Organization's activities.
4. Represent the Organization at any area, district or local meetings. The President is responsible to appoint any Board member to attend.
5. Set up and appoint any Board members of special committees and select chairpersons of said committees. The Board may advise the President in the selection process.
6. Co-sign checks drawn on the bank account of the Organization.
7. Get information on home and away games give same information to the Head Coaches.
8. Receive and delegate all correspondence for the Organization. Order rulebooks and other necessary supplies from the Conference.
9. May appoint a Sergeant at Arms for closed meetings. Coordinate with Treasurer, to handle insurance matters. All League participants must be covered with insurance prior to practices, tryouts, and games.
10. Appoint any Board member to be acting secretary, in his/her absence.
11. Responsible for security of all Organization's equipment, in coordination with the Director of Purchasing.
12. Responsible for obtaining a First Aid card carrier for every practice.
13. Take Roll Call.

**YOUTH FOOTBALL****BY-LAWS****B. VICE-PRESIDENTS 1ST AND 2ND:**

1. Assume the duties of the President in his/her absence.
2. Supervise sign-ups, attend all games and award Ceremony.
3. Oversee two (2) teams each, the conduct of the Coaches and players. Deal with parent problems.
4. Get all cuts from the teams he/she is responsible for and give to the Treasurer and Director of Purchasing and Ways and Means.
5. Co-sign checks drawn on the bank account of the Organization, in the absence of the President.
6. Responsible for equipment returns, for his/her assigned teams, in coordination with the Head Coaches and the Director of Purchasing.
7. Inform the Board of any ejection of Coaches or players, as soon as possible, to see if any Board action is required.

**C. SECRETARY:**

1. Assist the president in preparing an agenda for each meeting.
2. Prepare the minutes from the proceeding meeting, read the minutes at the current meeting and make any corrections made by the Board.
3. Keep on file all official records of the Organization, including the By-Laws, the minutes, and the roll of members, the financial reports and committee reports.
4. Reserve practice fields from local school district in January of the current year. Reserve playing field for home games, as soon as the dates become available.
5. Arrange a meeting place for all Organization meetings and functions.
6. Notify all Board members at least two (2) weeks prior to the next Board or Special/Closed meeting.
7. To provide the Publicity Agent, general meeting times and locations, for Newspaper, one week prior to publication for all open meetings.

**YOUTH FOOTBALL****BY-LAWS****D. TREASURER:**

1. Receive and expend all funds handled by the Organization.
2. Keep accurate records and report a financial statement, written and verbal, at every regular monthly Board meeting.
3. Give written financial statement to Secretary to keep in Organization files.
4. Set up a bank account in the name of **WCSYF**, at a local bank. Said bank account shall require two (2) of the following signatures on each check: Treasurer, President, Vice-Presidents, in absence of President.
5. Prepare accounting books to be presented to an auditor, for yearly audits.
6. Be available at practices, at least twice each week, to refund any monies due to players, provided all equipment and fundraising monies are returned. Also if a player has paid by check for sign-up, that check must clear the Bank before refund.
7. Deposit all monies in Organization's bank account weekly **(Mandatory)**
8. Responsible for obtaining a P.O. Box.

**E. DIRECTOR OF PURCHASING:**

1. To purchase necessary equipment and uniforms as approved by the Board.
2. Must have Board approval for single item expenditures over \$100.00.
3. Any discrepancy regarding condition of the equipment, shall be settled by the Board.
4. Present monthly receipts and expenditures reports to the treasurer, five (5) days prior to every scheduled monthly meeting. This will allow the Treasurer time to compile his/her report.
5. Responsible for the issuance and return of all uniforms and equipment to each Head Coach. Must keep records on said equipment issued and returned.

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6. Responsible for supplying a complete inventory of all uniforms and equipment before and after the season, to the Board. Give said inventory sheets (copies) to Secretary for files.
7. Responsible for the security of the storage facility, along with the President.

**F. DIRECTOR OF WAYS AND MEANS:**

1. Responsible for all fundraisers and generating money for the general fund.
2. Turnover all generated monies to the Treasurer.
3. Responsible for keeping records of any fund raising activity. (i.e. names, amounts owed, amounts taken in, etc) Have updated amounts available at monthly meetings (written accounts with copies for Secretary to be filed).
4. All records turned in to the Treasurer, upon completion of each fund raising activity.

**G. PUBLICITY AGENT:**

1. Responsible for contacting local organizations for sign-ups, game information, (standing and statistics) special events (play offs, award ceremonies etc).
2. Distributes flyers to local schools, upon approval of the local school districts.
3. Responsible for assisting head coaches with parent participation.
4. Responsible for compiling and printing individual game programs.
5. Responsible to the Board.

**YOUTH FOOTBALL****BY-LAWS****H. SNACK BAR DIRECTOR:**

1. Director of Snack Bar is a voting member of the General Board.
2. Director of Snack Bar is responsible for obtaining a committee of no less than eight (8) people to help with duties.
3. Duties of Snack Bar Director:
  - a. Responsible for obtaining all food handling permits from Contra County Health Department, prior to the beginning of the season. All County Health Department food handling and sanitation will be followed by all volunteers.
  - b. Responsible for obtaining and maintaining all snack bar issued equipment. All issued Snack Bar equipment and/or supplies are to be cleaned and returned to the Director of Purchasing at the conclusion of the season with a written inventory.
  - c. Request funds from Treasurer, for purchases as needed.
  - d. At conclusion of home games, all monies and receipts from the snack bar must be turned over to the Treasurer.
  - e. Must purchase all supplies for games and award banquet ceremonies. Supervise banquet food service.
  - f. Arrange meetings with the Team Mom from each squad to outline Snack Bar duties.
  - g. Coordinate with Squad Team Mom parent volunteers, in intervals of four (4) volunteers for every two 2-hour periods during home games.
  - h. Ensure that the Snack Bar is adequately supplied prior to each Squad's scheduled game time.
  - i. Snack Bar will operate from 8:30 a. m. through half-time of the Midget game; Snack Bar volunteers are to start with 7:00 a.m. set-up time.
  - j. In the event of poor parent participation, the Snack Bar Director may authorize a non-league individual(s) to assist in the Snack Bar with the Approval of the League President.

**YOUTH FOOTBALL****BY-LAWS****I. DIRECTOR OF SPIRIT LEADING:**

1. Shall follow all Conference and Association rules.
2. Shall be responsible to the Board and Conference Spirit leader Director.
3. Shall be responsible for organizing, maintaining and guiding all Spirit Leaders and Spirit Leader Coaches.
4. Should attend all Conference meetings.
5. Must be at least twenty-one (21) years of age and a certified coach.
6. Shall be responsible to obtain and submit all documents to the association, for certification.
7. Shall follow Head Coaches Conduct Code.
8. Responsible for set up and coordination of spirit leader sign-ups, practices and games.
9. Set-up and select judges for tryouts. Grading to be done at tryout practices. Judges should have some spirit leader experience.
10. Make sure that a least one advanced First Aid Card carrier is present at any practice, tryout, and game competition.
11. Expected to attend Board meetings, sing-ups, Award Ceremonies, practices, games and any association activity, to the best of his/her ability.
12. Organize and arrange Spirit Leader Competition.
13. Select assistant instructors. Instructors must be at least three (3) years older than the eldest person on the squad.
14. Must participate in all fundraising activities and encourage all team members to participate as well.

**YOUTH FOOTBALL****BY-LAWS****J. FOOTBALL COACHING DIRECTOR****1. QUALIFICATIONS:**

- a. Must have three (3) consecutive years of coaching experience with **WCSYF** Association and be **in good standings with the league**.
- b. Must be willing to oversee and facilitate coaching meetings.
- c. Must be willing to attend all Board meetings.

**2. DUTIES OF THE COACHING DIRECTOR:**

- a. Oversee and facilitate Football coaching develop meetings, designed to enhance strong coaching principles and consistent philosophical terminologies.
- b. Oversee and facilitate Football coaching meetings to develop Basic Football Instructional Skills.
- c. Oversee and facilitate Football coaching meetings to design WCSYF 4 basic Plays for Offense and Defense that can be taught to all five Divisions. The Play Books shall have the following Principles:
  1. Offense Numbering Systems for Positions and Play formations.
  2. Defense Numbering Systems and Line Gap recognition System such as A-Gap to C-Cap.
  3. Must attend all Board meetings, report results and activities of coaching meetings to the board.
  4. Must participate in all fundraising activities and encourage team members to participate also.

**YOUTH FOOTBALL****BY-LAWS****ARTICLE IX****COACHING BRANCH:**

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**A. HEAD COACH****1. SELECTION OF HEAD COACH:**

Head Coaches shall be selected by the Board of Director's approval. Proof of qualification and resume, must be submitted to the Board, when applying for a Head Coach position. Head Coaches will coach assigned divisions until he/she resigns or is dismissed as a Head Coach. Any Mutually agreed upon changes must have Board approval. Head Coaches must be at least twenty one (21) years of age.

**(2) DUTIES OF THE HEAD COACH:**

- a. Responsible to the Board of Directors. Should assign a least one (1) representative, to attend Board meeting as spokesperson.
- b. Must participate in all fund raising activities and encourage all team members to participate as well.
- c. Be responsible for his/her conduct, assistant coaches conduct, and player's conduct at all events of the Association.
- d. Head coach is to have two (2) down persons and sideline crew for all games.
- e. Responsible for all playing equipment, uniforms, including inventory and control of all association equipment.
- f. Will be issued equipment and return any unused equipment prior to the first game.
- g. Must collect all Game Jerseys at the end of each Game, wash and maintain in good condition.
- h. Responsible to have all assigned equipment , cleaned and returned to the Director of Purchasing, no later than seven (7) days, one (1) week, after the last game.

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- i. Shall report the loss of any Association equipment to the Board at the next scheduled meeting. The Board will decide if the Head Coach is responsible for the loss and if he/she is to replace said equipment.
- j. Select a Team Parent and submit name to the Board, two (2) weeks after first practice.
- k. Notify Treasurer and Vice-President of all cuts and return equipment.
- l. Responsible for finding up to eight (8) but not less than Three (3) Assistant Coaches. Names must be submitted to Board for approval. Assistant Coaches must be at least eighteen (18) years of age.
- m. Make sure that every coach on the team, has an valid advance first aid and CPR certificate.
- n. Make every reasonable attempt, to assure that each player is fully equipped, before any contact practice, scrimmage, or game.
- o. Make sure that every player participates in contact practice, scrimmages, or games.
- p. Expected to attend sign-ups, Awards Ceremonies, practices, games and any other association activity, to the best of his/her ability.
- q. Any violations of the head Coaches duties, as outlined above, are subject to suspension or expulsion by the Board.

**(B) ASSISTANT COACH DUTIES:**

- 1. Assist with sign-ups, recruitment and fundraising.
- 2. Supervise practice in the absences of Head Coach, assumes Head Coach's duties.
- 3. Attend periodic meetings as deemed necessary by the Head Coach or Board of Directors.
- 4. Report activities of players to the Head Coach or Board, if problems arise.

**YOUTH FOOTBALL****BY-LAWS****(C) COACH'S CODE OF CONDUCT:**

1. No Coach shall exhibit any display of unsportsmanlike conduct. (debasing players, coaches, etc.)
2. No Coach shall use vulgar language or obscene gestures.
3. No Coach shall give argument or make any comments, on any judgment calls. An appeal should be asked for, when questions arise.
4. No Coach should be argumentative or abusive in a rule dispute. A conference with official should be asked for, and the disagreement discussed calmly.
5. No Coach will be allowed to have alcohol or any other controlled substances of any type, on the premises, before, during or after any game or practices. No Coach shall report to any games or practices while intoxicated.
6. No smoking on the field at anytime, during practices or games.
7. Coaches, who violate these codes or any Conference Codes of Conducts, shall be ejected from the game or practice. Board action may be required.
8. Coaches with two (2) ejections, during the season, will be removed from the program at the President's order.
9. All coaches are responsible for paying fines that are assessed against them by the DVYFC Coaches' Commission.

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**ARTICLE X****PLAYERS CODE OF CONDUCT:**

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- A. All Players shall exhibit and display good sportsmanlike conduct. Throwing of objects such as, helmets, or showing a bad temper on the field, are prohibited.
- B. Arguments with officials or Coaches is not allowed, at anytime.
- C. Players shall not use vulgar language, obscene gestures, and smoke or use controlled substances, at any association functions.
- D. Penalty for a violation of the Player Code of Conduct is ejection from the game and maybe cause for Board action. The ejected player may not be allowed to play in the next game, but must sit on the bench, in uniform, with the jersey inside out. This also applies to practice sessions.
- F. Players with two (2) ejections during the season, will be removed from the team roster, if so deemed by the coaching staff. The decision must be reviewed with the President.
- G. Every player must play according to the number of minimum plays of the league rulebook, unless for disciplinary reasons, he/she has been benched during the game. The President and /or Vice-Presidents must be informed.
- H. All required equipment will be worn during practices and games or player will not participate.
  - 1) All equipment must be respected and maintained in the order that it was received, both on and off field.
  - 2) Any player caught altering any pieces of equipment can be subject to dismissal from the team.

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**ARTICLE XI****GENERAL RULES:**

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**A. GAMES:**

1. The official playing rules and regulations of the Conference shall be binding in the Association.
2. In addition, the Board of Directors can adopt local playing and safety rules.
3. No games are to be scheduled before 1:00pm. On Sunday without Board approval.

**B. PRACTICES:**

1. Each practice session shall not exceed two (2) hours a day, five days a week during summer and three (3) days a week during school.
2. Any team, which breaks the rules regarding the amount of allowed hours in a week, the Head Coach, can be suspended for the next scheduled game. If this rule is broken a second time, the Head Coach can be suspended from the league for the remainder of the season.

**WCSYF      WEST COUNTY SPARTANS**  
**YOUTH FOOTBALL**  
**BY-LAWS**

**ARTICLE XII**

**AMENDMENTS:**

A. These By-Laws or any section thereof, may be amended or repealed by a two third (2/3) vote of the Board of Directors. Written notice of such proposed changes with signature of the Secretary shall be mailed to each member of the Board of Directors, for review.

(1) Changes made to By-Laws must be submitted to the State Office controlling non-profit Organizations.

B. The By-Laws should be reviewed annually and understood by the incoming Board of Directors.

(1) The new Board of Directors must sign an acknowledgement of understanding of the By-laws. The Secretary must file this acknowledgement with the By-Laws

**BY-LAWS ACKNOWLEDGEMENT PAGE**

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1st V.P. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2nd V.P. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_