

**Otero County Youth Football League
2019 Bylaws
All rules are intact and binding**

TABLE OF CONTENTS

Mission Statement.....Page 1
Commissioner Titles.....Page 1, 2, 3, & 4
Governing of the League.....Page 4
League Members & Stakeholders.....Page 4
Coaching Staff.....Page 4 & 5
Sponsorship Fee.....Page 5
Parent Responsibility.....Page 5 & 6
League Required Paperwork.....Page 6
Zero Tolerance.....Page 6
Prohibited Items.....Page 6
Parking.....Page 7
Complaints.....Page 7
Meetings.....Page 7
Voting & Quorums.....Page 7
Emails & Communication.....Page 7
Publications.....Page 7
League Finances.....Page 7 & 8
League Chosen Photographer.....Page 8
Fiscal Year.....Page 8
Dissolution of the League.....Page 8
Changes to the Bylaws.....Page 8

League Mission Statement

The objective of Otero County Youth Football League (OCYFL) shall be to implant firmly in the youth the ideals that a good athlete is one that excels in education, behavior, manners, honesty, respect, teamwork, values, and good sportsmanship.

To achieve this objective OCYFL will provide a supervised program of competitive football games under the rules and policies of our organization. All officers, commissioners, coaches, stakeholders, and players shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future adults is of prime importance.

Section 1. Commissioner Titles

President:

- Shall run the day to day operations and hold all stakeholders liable for their actions. The president shall report all actions and decisions to the league board members.
- Shall hand out assignments to commissioners.

- Shall report the league standings and welfare on a regular basis to all commissioners, board members and coaches.
- Shall investigate all accusations and complaints.
- Shall have a term of 2 years. After that term has expired he may reapply for the position.
- Any person wanting to take on the role as president must have a minimum of 1 year commitment to OCYFL as a commissioner or board member to be considered.
- Shall view all background checks and keep them in a confidential file. Shall adhere to all state, federal, and city laws.
- The president along with the commission and game officials may eject any unruly person from any league activity or event.
- At no time are the president and treasurer permitted to reside in the same household.
- Shall assist in any insurance claim and injury

Vice President

- In the absence of the president, shall perform duties and tasks.
- Shall perform other duties as assigned.

Secretary:

- Shall take notes and messages for the league president and report to him with the details
- Shall follow given tasks by the league president.
- Shall file all records and paperwork.
- Shall maintain a file of all registration forms, birth certificates, physicals, and code of conducts, and report all rosters to the head coaches and/or team mom.
- Will work in conjunction with team mom's to obtain all missing documents and fees.
- Seek out league photographers, jersey companies, fundraiser ideas.
- Shall be responsible for taking meeting minutes.
- Shall have a term of 2 years. After that term has expired he may reapply for the position.
- Any person wanting to take on the role as secretary must have a minimum of 1 year commitment to OCYFL as a commissioner or board member to be considered.

Treasurer:

- The league treasurer shall be responsible for maintaining the league finances and balancing the finances.
- Any stakeholder that has financial concerns may obtain a meeting with the treasure, but must make a prior appointment.
- Keep a record of finances, transactions, expenditures, and receipts.
- Provide a current financial balance and statement to the Commission as requested.
- Ensure prompt deposits are made including any monies received within a 24 hour period.
- Report all receipts, and deposits made to the League Accountant.
- All deposits made must be done through the Treasurer and/or the President.
- All deposits made will be verified by the President.
- Collect all fees.
- Shall have a term of 2 years. After that term has expired he may reapply for the position.
- Any person wanting to take on the role as treasurer must have a minimum of 1 year commitment to OCYFL as a commissioner or board member to be considered.

Equipment Manager:

- Shall issue equipment to the league registrants.
- Shall complete an inventory on all equipment, and coordinate with the Treasurer to order additional items needed.
- Will inspect equipment for any malfunctions. Send equipment in for replacement or repairs.
- Keep a record of all outgoing and incoming equipment.

- Will coordinate with the Secretary to provide and maintain an equipment contract for all parents and or guardians upon distributing equipment.
- Shall have a term of 2 years. After that term has expired he may reapply for the position.
- Any person wanting to take on the role as equipment manager must have a minimum of 1 year commitment to OCYFL as a commissioner or board member to be considered.

Commissioners:

- Will assist officers in all other duties as assigned.
- Any commissioner who is in good standing has the authority to vote on policies.
- The commission assists in the day to day operations, and are required to assist in all game day events.
- All commissioners must be voted into position by the voting members. All commissioners must have a background check on file with each new year.
- All commissioners or board members that resign their position must do so in writing.
- All commissioners have a commitment of 2 years. All commissioners must re-submit their application after their 2 year term is up.

Field Managers:

- There is no one specific person assigned the field manager position. The commission as a whole will assist in the following tasks:
 - Assisting in the set up and tear down of each game day line up.
 - Shall give a verbal speech to each Head Coach, with the head referee present, prior to the start of each game regarding the non-tolerance for profanity, verbal abuse, unsportsmanlike conduct, cleaning up their sideline of any garbage, and parents and spectator demeanor throughout the game.
 - Ensure that the coaches box is clear of spectators and non-registered players.
 - When the number of commissioners permits, will schedule who runs the scoreboard and who will be available for crowd control and assistance.
 - It is ideal to have one commissioner per sideline per game

Public Relations Coordinator:

- Any commissioner with access to OCYFL's social media sites shall have the responsibility of ensuring correct and updated information is publicly published.
 - The league website needs to be updated each season to include names of new commissioners, announcing the names of teams and their head coach, and making sure businesses who have donated to the league receive proper recognition.
 - The league Facebook page should be updated with the same information as the website.

Fundraiser Coordinator:

- Shall have the responsibility of searching for fund-raising ideas that will benefit OCYFL, in coordination with the league secretary. Bring selections before the commission for voting. Shall be the point of contact to coordinate the fundraiser to completion.

Registration Coordinator:

- There is no one specific person assigned the registration coordinator position. The commission as a whole will assist in the following tasks:
 - Confirm all paperwork has been completed and received along with all proper documentation such as a birth certificate, physical & medical waiver, fees, release of liability, registrant weight.
 - Deliver application packets to the assigned designated areas. Pick up all completed applications on a regular timely basis.
 - Coordinate all documentation with the Equipment Manager and Secretary.
 - Prepare all documentation for the draft. Contact all Head Coaches regarding date, time, and location of the draft.

Insurance Coordinator:

- Any commission may elect to be the Insurance Coordinator. If no one volunteers, the president may select someone or assign himself.
 - Assisting all injured parties with OCYFL insurance claims and documents.
 - Keep in contact with the Insurance agent and injured player(s) on changes and questions that may arise throughout the OCYFL season and any necessary tasks.

Section 2. Governing of the League

- Otero County Youth Football League hereafter shall be referred to as OCYFL or the league. The league commission is the governing body. All league rules and policies are written in the best interest of all stakeholders. Each year the rules are reviewed and revised as deemed necessary. All rules are written and approved by the commission.
- Commissioners have the authority to remove disruptive spectators from any event or activity to be followed by an investigation with a meeting.
- Commissioners have the authority to remove existing OCYFL Commissioners, Officers, Coaches, or coaching staff for the following criteria: (a) neglecting one's responsibilities and duties, (b) proven fraud (c) crude, disruptive, and/or repulsive demeanor, (d) not following written bylaws or Rules of play or (e) defamation of a character of any stakeholder.

Section 3. League Members and Stakeholders

- Stakeholders are board members, commissioners, players, coaches, and team mom.
- The commission shall be no less than 3 and no more than 13. Should any vacancy occur on the Commission by death, resignation, termination or otherwise, the vacancy may be filled by a quorum vote of the remaining commissioners at any regular meeting.
- League members (also known as officers): President, Vice President, Secretary, and Treasurer.

Section 4. Coaching Staff

- Coaching staff is made up of: head coach, assistant coaches, and team mom. There is a maximum of 5 coaches allowed on each sideline. It is ideal to have someone assigned as a statistical coach.
- All coaches are required to know the OCYFL Bylaws and Rules of Play as well as the National Federation of State High School Association (NFHS) rules (<http://www.nfhs.org/football/>) and New Mexico Activities Association (NMAA) rules (<http://www.nmact.org>).
 - There is a three (3) strike policy for all coaches and staff members in violation of these policies and will be held to the following;
 1. Verbal warning.
 2. One week suspension from practice and one game suspension.
 3. Season Suspension.
- All coaches are required to know and should coach their team to know how to play 8 man football.
- At NO time is a player to be sitting and waiting for practice or attention. Each child should be receiving equal instructional attention at all times.
- All coaches and team moms will be required to sign a league contract.
- At no time is a coach to single out a player, including his own, on the game or practice field. All constructive criticism must be done in a private setting.
- All coaches are required to assist in the equipment distribution and collection. All retrieved equipment must be submitted as soon as possible to the league equipment manager.
- All coaches and staff must reapply for a position with each New Year. This means a new application and new background check must be submitted. The league will vote each year on the applicants being accepted.
 - All background checks and applications are confidential and will not be discussed or released to any person that is not on the commission.
- The Head Coach is responsible for his/her team, staff, and team spectators actions on the game or practice field.

- All active duty coaches must report his/her leave to his/her coaching staff immediately so a new coach may be obtained.
- All Staff members must be 18 years of age unless approved by the commission.
- All coaches are required to assist in all league fundraisers and registration.
- At no time during an injury time out is any coaching or strategizing allowed. All players should take a knee until the injured party is on their feet.
- Any time a coach or staff member is suspended from a game, he will not be permitted on the game field or sideline
- All coaches are required to take the time to work with all his team and ensure that they have the complete knowledge of the sport. All coaches will give each player the opportunity to explore different positions and locations on his team.
- It is a Head Coach/Team Mom's responsibility to have a Team Banquet/Award Ceremony at the conclusion of the season. This Banquet/Award Ceremony can be very basic with a simple certificate or as elaborate as trophy presentations. Team banquets must be held before December 15th following the conclusion of the season. All awards and banquets are not covered by the Ocyfl.
- The statistical coach is required to keep a play count of each player at all games. The Statistical coach must be prepared to show the play count to a commissioner at any given time.
- No OCYFL coaching staff member shall be permitted to transport any OCYFL player to and from games or practices. Anyone who does this, does so solely and shall take full responsibility
- Teams with the first game of the day will assist in setting up the fields. Teams with the last game of the day will assist in tearing down the fields.
- If a team is having difficulty finding someone to volunteer as team mom, please reach out to the league secretary for assistance.
- Coaching staff is not obligated to wait more than 10 minutes once practice has ended. Please be sure that clear communication has been established with parents/guardians regarding practice end time.
- All coaching staff must have access to a team roster that includes parent/guardian and emergency contact information. Please get with your team mom or league secretary if you do not.
- It is highly recommended that coaches and team moms use a private Facebook team page to get important notifications out. Our registration forms only ask for mom, dad, and emergency contact info. There is no way of knowing what type of arrangements a parent has made for their child. Parents can then invite grandparents, or anyone else, who helps with their childcare/transportation to the team page that way they are also aware of any changes. And it's a great way to share pictures and videos taken by all parents.

Section 5. Sponsorship Fee

- All head coaches are required to obtain a \$500.00 team sponsor by August 31 of the current calendar year or they will be ineligible as a head coach. The fee does not have to come from one business and may be split up.
- Only businesses who sponsor \$250 or more will have a banner displayed at all games. All sponsors, regardless of the amount donated, will receive recognition via the Facebook page and league website.
- If a team receives more than \$500 in sponsorships, the overage may be passed on to another team that is struggling to obtain their fee. The team may designate which other team should receive the donation. Or the donation will go directly to the league.
- All checks or money orders must be made out to OCYFL.
- The league will not manage individual team finances.
- Any business who donates directly to any one person or team will not receive league recognition via the website, Facebook page, or banner. They will not be eligible to use this donation as tax deductible from the league.
- At no time is any coach permitted to seek out sponsors to finance the following items: socks, hoodies, trophies, parties, plaques, etc.

Section 6. Parent Responsibility

- Parents it is crucial that you make an effort to get your child to his/her practices, so that they may absorb all teachings and fundamentals.

- If at any time you feel that your child's welfare is in danger or feel that they are not being taught the fundamentals please discuss this with your child's coaching staff or team mom before the concerns can come before the commission.
- A parent contract should be given to you by your team mom. If you have not received one please let them know.
- All meeting requests require 24 hour notice.
- Each child is to receive 20 plays during their games. If you feel that they are not being given sufficient time please address your coach after the game.
- The level of support that each player receives from their parent, guardian, and team will dictate their interest, knowledge and experience in our program.
- All players are important and should be receiving the same attention and teachings.
- Transportation is a parent- guardian responsibility, any parent-guardian that gives consent to a friend, family member or coaching staff acknowledges full responsibility.
- It is important that we show good sportsmanship at all times to all children involved in our program.
- All parents/guardians should present a positive, rewarding and encouraging environment for their child and all other children at all times.
- It is important to remember that each game official may not always catch every slip up on the field. Please remember they are overseeing several, you are viewing only one or two players. If you see something that needs to be brought up please take it to your coach for review.
- It is the parents/guardians obligation to report any inappropriate behavior to the commission immediately.
- It is a league requirement that each parent have a release form on file prior to your child's first practice.
- Parents are not permitted to be on the sidelines with the coaching staff.
- Parents that are not coaches are NOT permitted to be sideline coaching No Exceptions!
- Please be mindful of the time practice is over. Coaches are not obligated to wait more than 10 minutes once practice has ended. Please be sure you have made arrangements for your child to be picked up.
- Many teams use a Facebook team page to get important notifications out to parents. Please get with your coaches or team mom to find out how if there is one and how to get invited. These are private pages so the general public cannot access them. Parents can then invite grandparents, or anyone else, who helps you get your child where they need to be to these pages. And it's a great way to share pictures and videos taken by all parents.
- Please be aware that you may be asked or assigned to run the three man chain crew for your child's team. Coaching staff cannot run the three man chain crew and coach their team at the same time. If volunteers are not found to run the three man chain crew the game cannot start/continue and may result in your child's team forfeit of the game.

Section 7. League Required Paperwork

- For players: Physicals, birth certificates, release forms, and registration forms.
- For coaching staff: volunteer application, background check, and code of conduct.
- For parents: all forms for players and these additional forms equipment contract, and code of conduct.

Section 8. Zero Tolerance Policy

- There are No social media sites permitted with the league name Otero County Youth Football League, or OCYFL, without permission from the league.
- All stakeholders with an active role in any of the following will face season suspension:
 - Slander
 - Defamation of character
 - Threats
 - Bodily harm
- Heckling of any stakeholder or game official will not be tolerated. Any party involved in this will be removed from the game or event. We hold a very high protection on all stakeholders and game officials.

Section 9. Prohibited Items

- Tobacco.

- Alcohol.
- Reflecting Mirrors.
- Laser Pointers.
- Weapons.
- Drugs.

Section 10. Parking

- Parking for All visitors is located in the front of Grigg's Field, by the baseball fields entrance, on Fairgrounds Rd. OCYFL does not condone illegal parking and will not be liable for any tickets and/or damage done to vehicles at any event or activity.
- Absolutely no one is allowed to park on the Firestations property.
- There is very limited handicapped parking located next to the Firestation. This area can be used as a drop off zone for players and equipment.
- The empty building next to the Firestation is not city property nor public parking. This area will be parking limited for only commissioners, coaching staff, and referee use. Food vendors are allowed to park in this area as well; unless they have personal access to be on city parks, then they can park in the grass area directly behind the Firestation.

Section 11. Meetings

- Meetings will be held on an as needed basis or as requested by an individual to discuss concerns.
- At no time can a meeting be held or scheduled during a game.
- At no time is any commissioner allowed to hold a meeting without a league officer present.
 - Coaches are allowed to have coaches meetings.

Section 12. Voting and Quorums

- Any Voting that occurs shall require a total of 2/3 of the commission.
- Any commissioner in good standing has the option of sending in their vote via proxy, email, or written form as long as their name and date are attached to the written document.
- All voting does require the league president be present.
- A Quorum group shall consist of the league president, secretary, and a minimum of 3 commissioners present to obtain a vote.

Section 13. Emails and Communication

- At No time is any officer, commissioner, or stakeholder permitted to send out any email or message to any business, person, stakeholder, parent etc. pertaining to the league. Any message that needs to be announced shall need the approval of the president. Please make sure all emails are CC'ed with the president's email (ocyfl@live.com) or the secretary's email (secretary.ocyfl@gmail.com).

Section 14. Publications

- At no time is any stakeholder permitted to publish any type of notification in any written publication or social media regarding the league in an official capacity. This is cause for league suspension.

Section 15. Complaints

- All complaints must be signed and dated by the originating complainer. The league will not review complaints that are being relayed on behalf of the complainer.
- All complaints must be in written form and turned in to the commissioner assigned to handle all complaints. Please check the website to see who has been assigned.
- If at any time a complainer does not feel comfortable issuing a complaint in person they may issue their complaint through e-mail ocyfl@live.com or secretary.ocyfl@gmail.com.

- OCYFL has a zero tolerance for retaliation or threats against a complainer.
- Complaints that are reported at the end of the season are pointless. It is important that all complaints be issued as soon as an issue arises.
- A 24 hour period from the date of incident or issue must pass before a complaint can be submitted. All complaints must then be received within a 72 hour period.

Section 16. League Finances

- At no time is any stakeholder permitted to seek out wages or reimbursement for services rendered. All stakeholders are volunteers.
- The league will follow a set budget for all columns and may not exceed that budget. All monies are to only be utilized for league matters.
- All solicitation of monies over \$100.00 must be approved by the commission. All league fundraisers must meet with commission approval.

Section 17. League Chosen Photographer

- All teams must utilize the league chosen photographer. A photographer will be selected on fairly priced package deals, and quality of services.
- Teams that live outside of Alamogordo may chose their own photographer. Please contact a commissioner if you are having trouble locating one in your area.
- Live action pictures and game recording is permitted for any party upon consent of the commission, however all photographers must stay out of the line of scrimmage and out of the way of spectators, and coaches.

Section 18. Fiscal Year

- The league fiscal year shall begin January 1st of the calendar year and end December 31st of the calendar year.

Section 19. Dissolution of the League

- Upon the dissolution of the league, all monies and property, after all outstanding debts are paid, shall be evenly distributed to a similar not for profit organizations.

Section 20. Changes to the Bylaws

- The league shall have the authority to change any items under the bylaws and rules of play to benefit the league and stakeholders at any given board meeting. All changes Do Not need to be displayed for any length of time and will go immediately into effect following final approval. Changes will be displayed on the league website for viewing and/or printing.

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