



# 2019 By-Laws

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## I. NAME

- a. **Organization Name:** This organization shall be known as the Mother Lode Youth Athletic Conference, Inc. (MLYAC) doing business as Motherlode Valley Football League (MVFL)

## II. STATEMENT OF PRINCIPLES

- a. **Objective:** The objective of this program is to inspire youth to practice the ideals of good health and to teach them sportsmanship and fair play. At all times and in all situations, the welfare of the participants is first and foremost.
- b. **Purpose:** The specific purpose of this program is to teach the fundamentals of football, sportsmanship, love of the game, while always promoting safe play.
- c. **Football Divisions:** All teams will fall into one the following classifications which are defined by age and weight.
  - 1. Jr. Novice, Novice, Jr. Varsity, Varsity
- d. **Cheerleading Divisions:** All teams will fall into one the following classifications which are defined by age.
  - 1. Mascots, Jr. Novice, Novice, Jr. Varsity, Varsity

## III. MVFL AUTHORITY

- a. **MVFL Rules:** It shall be the responsibility of MVFL to establish the necessary procedures to assure compliance with the rules contained in the By-Laws and Rules & Regulations.
- b. **Rule Changes:**
  - i. Only the MVFL Board can make rule changes. It shall be each organization's responsibility to submit their rule change recommendations to the MVFL Board for its approval.
  - ii. By-Law and Rules & Regulations change recommendations will be presented in writing to the MVFL Board as follows:
    - 1. January – Written proposals submitted. Discussion of proposals.
    - 2. February – Vote on proposals.
    - 3. March – Approve By-Laws and Rules & Regulations.
  - iii. A quorum (a majority of the Board) is required for any vote to be taken by the Board. 2/3 of the quorum is required for any By-Law or Rules & Regulations change.
  - iv. Minutes must be kept at all times during any MVFL Meeting.
  - v. Texting may be used has a source of official voting by the MVFL Board.

- c. **MVFL Authority:** Any violation of the By-Laws and Rules & Regulations shall be handled by the MVFL Board at a hearing for this specific purpose.
- d. **Penalties:** A violation of any rule from an organization, team or individual may be subject to one or all of the following penalties. Penalties are decided by a majority vote of the Board.
  - i. Forfeiture of a game or games.
  - ii. Monetary fines.
  - iii. Disqualification from competing for, or taking part in, championships.
  - iv. Disqualification from participating in pre-season, regular season or post season games.
  - v. Suspension, expulsion, ineligibility or disbarment of individuals or team members.
  - vi. Loss of franchise/organization.

#### **IV. BOARD & COACHES**

##### **a. Preamble**

- i. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when the competition reflects these "six pillars of character."

##### **b. Board Members Code of Ethics**

###### **i. (Elected & Appointed)**

1. Each elected and appointed Board Member shall pledge to follow and uphold all MVFL By-Laws and Rules & Regulations and to report any violation regardless of the violation or the person or persons involved in the violation.
2. All Board Members will conduct themselves in a professional manner and treat all other board members, athletes, cheerleaders, coaches, league officials and parents with respect, honesty, integrity and openness.
3. Devote time, thought, and study to the duties and responsibilities of a Board Member so they may render effective and credible service to MVFL.
4. Work with their fellow Board Members in a spirit of harmony and cooperation in spite of the many differences of opinion which may arise. Base their personal decisions upon all available facts in each situation; to vote their honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the majority decision of the Board. Board Members will act in the best interest of MVFL rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about MVFL and the use or disposition of

its assets, are made solely in terms of the benefits to MVFL. They are neither influenced nor appear to be influenced by any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or the organizations with which they are affiliated.

**c. Coaches Code of Ethics:**

i. (All organization volunteers/team mothers/chain and field crews, etc.)

1. Lead by example in demonstrating the six pillars of character, written in the Preamble above, to all my players and cheerleaders.
2. Treat each athlete, opposing coach, league official and parent with respect and dignity.
3. Place the emotional and physical well-being of all athletes ahead of the personal desire to win.
4. Treat each athlete as an individual, always remembering the large range of emotional and physical development for each age group.
5. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products during any organization function and in the presence of any minor child as a representative of the MVFL.
6. Be or become knowledgeable in all the rules of the sport and teach these rules to all athletes.
7. Do their best to make sure that all practices are well organized, safe, fun and challenging for all athletes.
8. Use only those coaching techniques that are appropriate and safe for the skill level of the team that I will be coaching.
9. Young athletes are to be protected from unsafe and possibly illegal weight loss programs or techniques. Examples: working out in plastic garbage bags; working out under extreme heat conditions; advising parents to have their child fast or use extreme diets; etc.
10. Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical or sexual, and will immediately report any such abuse to the proper authorities.
11. Always remember that they are a youth sports coach and that the game is for the young athletes, and not for vicarious interests of adults.

**d. Ethics Pledge:** As volunteer board members, football and cheerleading coaches, we acknowledge and agree to honor all ethical obligations to all athletes, colleagues and to the public at-large. We will pledge to comply with all MVFL By-Laws and Rules & Regulations and its Code of Ethics. We agree that the MVFL Board in its sole discretion may hold us accountable for so

doing. We will further agree that our accountability to the MVFL Board for any breach may include suspension, expulsion, ineligibility or disbarment of the individual or team.

- e. **Badges:** MVFL will issue game day badges to all organizations in accordance in with their approved background check list *and their coaching certifications*. MVFL will coordinate with organizations in receiving named photos in jpeg format via email, drop box or texting. MVFL will coordinate with organizations in picking up badges.
- f. **Field Access:** MVFL will only allow referees, medics, chain gang, players and coaches with badges on the field at game day. Those without badges will be immediately removed from the field. This will be enforced.
- g. **Background Checks:** MVFL will require all organizations to provide an approved list to be performed through a credible background check company *that identify criminal, arrest and conviction records*.
- h. **AB2007 Concussion Information:** *MVFL will require all organizations to provide the AB2007 information to both the parent/guardian and the athlete. The AB2007 acknowledgement form must be signed by both parent/guardian and the athlete and kept with athlete cards.*
- i. **Training:** MVFL will require all organizations have their coaching staff certified through USA Football prior to any coaching of football players and *Pop Warner Course Y101PW prior to any coaching of cheerleaders*. Classes may be taken online.

## V. INCIDENTS:

- a. **Filing Procedures:** Any significant incident involving an organization issue should first be referred to the local organization board for resolution. Failing resolution at the local level, the president of the local organization board or his or her representative, will refer the incident, accompanied by a written account of the incident and the local actions taken to the MVFL Board for resolution.
- b. **Who May Petition Board:** Any athlete, parent, guardian, coach, advisor or board member may petition the MVFL Board to assemble regarding an incident for a resolution.
- c. **Examples of Negative Incidents:** The following is a partial list of improper incidents which could require MVFL Board action: (include but not limited to)
  - i. Any violation of an athletes, coaches, advisors, board members, parents or guardians civil rights.

- ii. Comments or gestures intended to belittle or insult any athlete, coach, advisor, board member, parent or guardian. This would include, but is not limited to, someone's ethnicity, religion or economic status.
  - iii. Physical or mental abuse of any athlete, coach, advisor, board member, game day officials, parent or guardian.
- d. **Game Incident:** Any incident occurring must comply with the following:
  - i. Immediate notification to MVFL President is mandatory.
  - ii. The incident must be submitted in writing to the MVFL President within 24 hours of the actual incident via fax, email or hand delivery.
  - iii. Any and all documentation of the incident will be turned in to the MVFL President within 48 hours of the actual incident via fax, email or hand delivery.
  - iv. The MVFL Board, minus the two organizations of issue, will discuss the incident and have a FINAL decision within 72 hours of the actual incident and notify results to the organizations of issue.

## VI. MVFL ENTRANCE REQUIREMENTS

- a. **Entry into League:** In order for a new organization to enter MVFL, it first must complete an official application to the MVFL Board in writing recommended by January 31<sup>st</sup> of the current year.
- b. **Application Must Contain:**
  - i. A statement delineating local backing for the organization, a board of directors and the required boosters support necessary to finance the community's organization and program.
  - ii. A statement of the ability to meet financial means for a two year period.
  - iii. The name of the school district or districts which the organization would represent, a geographical map of the district or districts and a list of the grade and middle schools from which the organization would draw members. Deviation from this policy is permitted by MVFL Board approval.
  - iv. A listing of the arrangements for hosting and playing home games such as clearance of field for home games, dressing facilities, spectator seating, etc.
  - v. With the approval of a 2/3 vote of the MVFL Board, new organizations may be admitted into MVFL. New organizations must agree to abide by the league by-laws and rules & regulations.

## VII. GOVERNING BODY

- a. **Board of Directors:** Each organization will select one representative to serve on the MVFL Board. Executive positions on the MVFL Board will be selected by a majority vote of the MVFL Board at a winter meeting. There will be

nominations every year for executive positions for a two-year term which are staggered terms. Board Members must be on the MVFL Board for a minimum of one year to become an executive officer, and a minimum of two years to become president. In emergency situations where no policy exists, a majority vote of the MVFL Board will resolve the issue.

- i. January – Nominations for officers
- ii. February – Vote on officers
- iii. April 1<sup>st</sup> – Begin officer terms

- b. **Makeup of Board:** Each organization will have one representative on the MVFL Board. Additionally, there are six appointed positions; head official, cheerleader coordinator, past-president, president, vice-president and executive secretary. Past-president, president and vice-president act in an advisory position unless described in voting section.
- c. **Elected Board Positions:** The MVFL Board will elect officers to the MVFL Board. Positions include president, vice-president, secretary, treasurer and sergeant-at-arms.
- d. **Board Terms:** There will be a two year term for each officer.
- e. **Board Appointed Members:** The head official and cheerleading coordinator, will be appointed and voted on by the members of the MVFL Board at a regularly scheduled winter meeting.
- f. **Abstentions:** In those instances when a particular organization or team is the focus of a board action, each organization's representative must abstain from voting, but may participate in the discussions.
- g. **Voting:** Each organization and *head official has one vote on the MVFL Board*. If a board member cannot be present at a meeting, he/she can send a representative in their place or notify the league president to vote on their behalf. A quorum must be present to take any action. If there is a tie when voting where a 2/3 vote or majority vote is required, the president or vice-president will vote as a majority member.
- h. **Non-Participation in MVFL Affairs and Rule Violation:** Members of the MVFL Board are expected to attend and play an active role in the MVFL meetings.
  - i. **Football:** Any organization that misses two meetings in a row or three meetings in a calendar year will lose their vote in the following years' by-law and rules & regulation voting. League representatives may send an alternate representative if necessary.

*ii. **Cheer:** Any organization that misses two meetings in a row or three meetings in a calendar year will lose their vote in the following years' by-law and rules & regulation voting. League representatives may send an alternate representative if necessary.*

*1. **MVFL cheer meetings are held separately from the MVFL Board meetings. MVFL Cheer Coordinator will be responsible for all procedures.***

## VIII. FINANCE AND FEES

- a. **Financial Obligations:** Each MVFL member will handle the financial matters of its organization.
- b. **Registration Fees for Players:** Participant registration fees will be determined and collected by each individual MVFL organization.
- c. **Other Financial Sources:** Additional funds to assist in financing individual MVFL organizations and MVFL, will come from gate admissions, game concessions and various fund-raising projects which the MVFL members will coordinate individually.
- d. **Game Admission Fees:** Gate fees will be established by a majority vote of the MVFL Board. Currently the rates are as follows:

Adults	\$5.00
Seniors	\$3.00
Children 6 to 12 years old	\$3.00
Children under 6	FREE
Military/Veteran (Military ID required)	FREE

Home team retains gate fees. Rates will be the same for pre-season, regular season and post-season games, including superbowl.
- e. **Jamboree:** Host teams will be responsible to pay the following for hosting the Jamboree. Payments are as follows:
  - i. **To MVFL:** \$500 jamboree dues
  - ii. **To Officials:** \$100 per official
  - iii. **To Host Team:** retain all other revenues
- f. **MVFL Fees:** An annual MVFL fee will be charged to all organizations to assist with the cost of operating the MVFL. This fee will be determined annually by the MVFL Board and must be paid prior May 1<sup>st</sup>, **2019** fees are **\$900.00**. MVFL will be responsible for setting up a budget every year.
- g. **MVFL Financing:** The MVFL Board elected officers will be signers on the MVFL checking account.
  - i. The checking account will require two signatures to process a check.



1. The monthly bank statements and reports will be copied, reviewed and approved by the MVFL Board. The Executive Secretary will keep all correspondence in MVFL files.
  2. The MVFL Board will approve a treasurer's report at each monthly meeting.
- ii. MVFL will be responsible for paying the following:
1. Annual head official pay.
  2. Officials for the all-star games.
  3. Awards/trophies for the Superbowl for player & cheerleaders.
  4. Operating costs and tax preparation.
  5. Annual Executive Secretary pay.
- h. **Vendors:** There are no "approved" or "official" MVFL vendors. Each organization will control who is approved, or not approved, for events they are hosting. It is the responsibility of all vendors to contact each organization for approval prior to attending events where they have been hired or their intent for financial gain is evident. When prior approval is not obtained, each organization will have the right to remove vendors from the ballpark or sidelines at their discretion.

## IX. INSURANCE

- a. **Insurance Requirement:** All MVFL Organizations will be required to carry general liability insurance.
- i. Each organization will select their own coverages based on their need *while recognizing MVFL minimum limits.*
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| 1. <i>Each Occurrence Limit</i>                                  | <i>\$1,000,000</i> |
| 2. <i>General Aggregate Limit</i>                                | <i>\$1,000,000</i> |
| 3. <i>Products/Complete Operations Aggregate Limit</i>           | <i>\$1,000,000</i> |
| 4. <i>Personal and Advertising Injury Limit (any one person)</i> | <i>\$1,000,000</i> |
| 5. <i>Rented to You Limit (any one premises)</i>                 | <i>\$ 100,000</i>  |
| 6. <i>Medical Expense Limit (and one person)</i>                 | <i>\$ 5,000</i>    |
- ii. Each organization will provide the MVFL Executive Secretary a copy of their executed insurance certificates no later than July 15<sup>th</sup>.
1. **Certificate Holder & Additional Insured Endorsement:** Mother Lode Youth Athletic Conference, Inc. (MLYAC) / Motherlode Valley Football League (MVFL)
    - a. PO Box 526, Angels Camp, CA 95222
  2. **Terms:** Terms of insurance coverage is no later than July 1<sup>st</sup> of current year to July 1<sup>st</sup> of the following year.
- b. **MVFL Board:** The MVFL Board will obtain a policy for director and officer coverage.