

Vail Vikings Bylaws

Revised 02/2018

VAIL VIKINGS YOUTH FOOTBALL & SPIRIT ASSOCIATION, INC. CONSTITUTION AND BY-LAWS

ARTICLE I NAME

The name of this Association shall be the Vail Vikings Youth Football & Spirit Association, Inc. (VVYFSA), herein after referred to as the Vikings Association or VVYFSA.

ARTICLE II GENERAL AND SPECIFIC PURPOSES

1. GENERAL PURPOSE

The object of the Vikings Association is to inspire youth to practice ideals of health, citizenship, character and education, to bring area youth closer together through the means of common interest in sportsmanship, fair play and fellowship. The main focus is to emphasize scholastic achievement in the classroom and to keep the welfare of the youth first and foremost and provide and maintain qualified and appropriate adult leadership and example.

2. SPECIFIC PURPOSES

- A. To acquaint player participants with the basic fundamentals and rules of the game; safe and proper execution of running, passing, kicking, blocking, and tackling.
- B. To acquaint spirit/dance participants with the basic fundamentals of spirit and dance techniques as well as safe and proper execution of cheers, stunts and routines.
- C. To instill in the youth goals and habits of high scholastic performance.
- D. To impress the youth with benefits of maintaining good physical condition and sound health and prevent youth involvement in drugs and gangs.
- E. To show the youth that discipline, both self and imposed, are requirements in competitive sports as well as for a successful and happy life.
- F. To stress the principles of safety inherent in conditioning, proper attention to required safety gear, continuous practice in the techniques of the sport, reporting ill health or injuries and strict avoidance of unsportsmanlike conduct.
- G. To promote and teach youth adherent to the principles of sportsmanship and to the rules of the game. To learn that failures are to be expected, but that cheerful acknowledgment of failures, bad breaks and mistakes continued with the determination to improve are the keys to successful competition and good sportsmanship and will cause them to excel in and love the sport they have chosen to play.

H. To allow no deviation, except for uncontrollable circumstances, from Constitution, By-laws, rules, regulations and established policies for the Vikings Association, Tucson Youth Football & Spirit Federation, Inc. and its charters rules and policies.

ARTICLE III STATEMENT OF AFFILIATION

The Vikings Association, a nonprofit Association, a member of Tucson Youth Football & Spirit Federation, Inc., and its charter shall be governed by, and comply with the principles, rules and regulations enunciated and decreed by Tucson Youth Football & Spirit Federation, Inc. and its charters rules and policies.

ARTICLE IV SITE OF PRINCIPAL OPERATION

The principal operation of the Vikings Association shall be in and about the Town of Vail, City of Tucson, County of Pima, and State of Arizona, but may extend into such areas permitted by the Tucson Youth Football & Spirit Federation, Inc. and its charters Rules & Regulations.

ARTICLE V JURISDICTION

The Vikings Association by reason of membership in Tucson Youth Football & Spirit Federation, Inc., and its charter shall administer Tucson Youth Football & Spirit Federation, Inc. and its charter By-laws, Rules and Regulations and established policies as provided in the manual(s) of Tucson Youth Football & Spirit Federation, Inc. and its charter, which has jurisdiction and is the governing body of all amateur sports and other related activities sponsored by the Vail Vikings Youth Football & Spirit Association.

ARTICLE VI MEMBERSHIP

1. GENERAL MEMBERSHIP

A. That the Vikings Association provide family membership for the participants of the youth program that live in the boundaries set forth by Tucson Youth Football & Spirit Federation, Inc. or those participants who are eligible under the Tucson Youth Football & Spirit Federation By-laws, Rules and Regulations.

B. That the Vikings Association may revoke or suspend the membership or participation of any participant or family whom is deemed to have violated any rules and regulations of the Vikings Association and/or Tucson Youth Football & Spirit Federation.

C. That the Vikings Association shall not permit participation in the youth program of any individual whom has been suspended by another Association within the jurisdiction of the Tucson Youth Football & Spirit Federation during the period of such suspension.

D. That the Vikings Association recognize the authority of the Tucson Youth Football & Spirit Federation to revoke or suspend the membership or participation of any individual participating in the Association who is deemed to have violated any rules or regulations of the Tucson Youth Football & Spirit Federation.

E. Volunteer Fee of \$75.00 that will be 100% refunded after verification of 4 volunteer hours have been fulfilled per family in a single season.

i. This covers siblings in the immediate family.

ii. A min of 2 hours must be fulfilled on a Saturday in a single season.

iii. Games will only be counted as 1 hour of volunteer time, regardless of length.

2. BOARD MEMBERSHIP

A. That the Vikings Association may grant membership to the Board those individuals that are eligible under the rules of General Membership

B. That the Vikings Association may grant membership to the Board those individuals that promote the well-being of the youth involved in the program.

C. That the Vikings Association may grant membership to the Board those individuals that emphasize total participation of youth regardless of race, creed or national origins.

D. That the Vikings Association grants membership to the Board those individuals that inspire the practice and ideals of sportsmanship, scholarship and physical fitness.

E. That the Vikings Association grant membership to the Board those individuals that do not promote the ambitions or personal glory seeking that conflicts with the goals of the Vikings Association.

F. That the Vikings Association grant membership to the Board, if openings are available, to those individuals that have attended four (4) meetings in the prior six (6) month shall express an interest, be informed of the requirements to serve on the board, commit to investing the time required to serve and are selected and voted on a quorum of the Vikings Association Board present and eligible to vote.

G. That the Vikings Association will suspend the voting rights for any individual who have unexcused absences from two (2) consecutive VVYFSA Board Meetings during the off season (Jan 1 to June 30) or three (3) consecutive VVYFSA board meetings during season (July1 to December 31) of each year. Individuals must attend two (two) consecutive meetings to regain voting privileges. All General board members are required to participate in 50% of VVYFSA functions.

H. That the Vikings Association shall revoke or suspend the voting rights of any individual who is deemed to have violated any rules and regulations of the VVYFSA, Tucson Youth Football & Spirit Federation, and it's charter

I. That the Vikings Association shall not grant membership to those individuals joining for personal gain or for one teams personal gains. Membership in VVYFSA is to govern and support all association fund-raisers and support all divisions.

ARTICLE VII RULES OF ORDER

Robert's Rule of Order shall be recognized as the authorized procedural rule of order for the conducting of all meetings of the Vikings Association and of its committees.

ARTICLE VIII GOVERNMENT

The Government of the Tucson Vikings Youth Football & Spirit Association, Inc. shall be delegated by a Board not exceeding twenty-three (23) members, who shall be nominated and elected in accordance with these By-laws. The Board shall be responsible for carrying out the duties as provided in these By-laws. The board will be comprised of 14 executive and 9 general board members. After an executive member completes their term in good standing, they may stay on the board as a general member.

1. As a member association, all provisions of Tucson Youth Football & Spirit Federation Constitution, By-laws, Rules and Regulations, and established policies, shall govern VVYFSA, and made part of the VVYFSA Constitution and By-laws.
2. The VVYFSA Board shall take the initiative in determining the policies and procedures of the VVYFSA, Inc.
3. The VVYFSA Board shall take accountability, charge, control, and management of all property belonging to the VVYFSA, Inc.
4. The VVYFSA Board shall administer all VVYFSA finances to include all squad fundraising and donations received, audit all bills and expenses, and report monthly all financial transactions, in accordance with this Article and shall have sole authority to appropriate money there under. The VVYFSA President, Vice President, Secretary, Treasurer shall be authorized by the Board to sign all checks and two 2) of the said four (4) signatures must be on all checks must be on all checks above \$800.00. All moneys that are donated or sponsored to any team or squad need to be made payable to VVYFSA and shall be deposited with the VVYFSA Treasurer and a receipt therefore given. All accounts payable by VVYFSA shall be paid by check and shall require approval of the VVYFSA Board, except for general expenditures. Each item must be specifically identified, accounted for and ratified by the Board at the next regularly scheduled meeting. When team funds are issued to squads, original receipts for its use must be given to the Treasurer or President.
5. The VVYFSA Board shall administer and embrace all VVYFSA Inc. Tucson Youth Football & Spirit Federation (TYFSF), and its charter Rules and Regulations.
6. The VVYFSA Board shall require all teams under their jurisdiction to abide by the Rules and Regulations of the VVYFSA, TYFSF, and its charter.
7. The VVYFSA Board shall have the power to reject any application for membership into the VVYFSA.

8. The VVYFSA Board shall have the power to render decisions on complaints, infractions and interpretations of the Constitution, By-laws, Rules and Regulations of VVYFSA. Their decisions are final and binding at the VVYFSA level, except as provided by TYFSF and its charter.

9. Any formal complaints against any member of the VVYFSA must be made in compliance with TYFSF and its charter Rules and Regulations procedure regarding the filing of a complaint.

10. The VVYFSA Board may appoint an outside Advisory Board if deemed expedient or desired, and may include but shall not be limited to medical or legal advisors.

ARTICLE IX

ELECTION OF EXECUTIVE OFFICERS, DIRECTORS, GENERAL BOARD MEMBERS

1. NOMINATIONS

Nomination will be available at the VVYFSA November Annual Meeting. Nomination ballots must be filed with the VVYFSA Secretary prior to the VVYFSA December Annual Meeting. Any Board Member wishing to do so may present the name of candidates for the VVYFSA Executive Officers and Board of Directors vacancies. Prior to the election of VVYFSA Executive Officers and Board of Directors, additional candidates may be placed in nomination from the floor by any VVYFSA Board Members in good standing and entitled to vote.

2. ELECTIONS

From the names so placed in nomination above, Board Members eligible to vote shall elect, by option of secret ballot, sufficient Executive Officers and Board of Directors, not to exceed the maximum number of directors provided herein. The elections should be held prior to the TYFSF Annual Meeting to allow elected Executive Officers, Directors and Representatives for the ensuing season, to participate and vote at the TYFSF Annual Meeting, in accordance with the provisions of the TYFSF Constitution and By-laws. All Officers, Directors, and Representatives are eligible for election to successive terms.

3. TERMS OF OFFICE

The newly elected Officers, Directors, general board will assume office at the close of the meeting that they are elected into office. The term of office of the Executive Board will be two (2) years.

A. The President, Secretary, General Manager and the Spirit Athletic Director will be elected to serve their term on the even numbered years.

B. The Vice President, Treasurer, and Player Athletic Director will be elected to serve their term in office on the odd numbered years.

C. Executive Board Members are eligible to serve two (2) consecutive terms in the same position and then are eligible to be nominated for other executive positions.

D. If a vacancy has occurred in the positions of President, Secretary, General Manager, Spirit Athletic Director, Vice President, Treasurer, or Player Athletic Director then that newly elected individual will serve the duration of the term of office that has been filled. Filling a vacancy will not count towards the eligibility to only serve two (2) consecutive terms.

E. The term of office of general board will be two (2) years beginning on the date Member was added.

ARTICLE X VACANCIES

1. Vacancies by resignation, or otherwise, in the Executive Officers, Directors or Representatives may be filled by a majority vote of all remaining Board Members present at the time of nomination. A vacancy should be filled within a thirty (30) day period.
2. The newly elected Executive Officer, Director or Representative will assume the office immediately with the capability of carrying out their duties outlined in the VVYFSA Constitution and By-laws stated herein, and shall carry out such duties as may be directed by the President or the VVYFSA Board.

ARTICLE XI REMOVAL

1. A Board member will be automatically dropped from the VVYFSA board upon their failure to attend required meetings. Board members will be allowed 6 excused absences in a 12 month period or they may be removed from the board. Existing active board members will vote to determine if an exception should be made. Absences must be conveyed to the President, or his delegate, prior to scheduled meeting and as such the President will determine if it shall be excused or not. If any member has 4 unexcused absences in a 12 month period they shall be removed from the board. If in question by any board member the excuse must be approved by board vote.
2. An Officer, Director, Representative or board member may be removed from any VVYFSA position for cause provided by TYFSF or its charter, by a vote by secret ballot of board members.
3. The President, with ratification from the Executive Board may remove any Director, Representative, Committee Chairperson or member, Coach or Team Manager from their position, with cause, as provided by TYFSF and its charter rules.

ARTICLE XII EXECUTIVE OFFICERS DUTIES

The Executive Board is empowered to handle emergencies or unusual situations, which are beyond the powers and duties of any single officer in the absence of a full board. The Executive Board consists of the President, Vice President, Secretary, Treasurer, General Manager, Player Athletic Director, Spirit Athletic Director, Field Director, Equipment Director, Scholarship Director, Fundraiser Director and Concession Director. Executive board member children in the immediate household will have registration fees (not including cheer packages) waived in appreciation for the amount of volunteer hours their positions require.

1. PRESIDENT

The President shall supervise VVYFSA and its officers and see that its obligations are fulfilled. Shall preside at all meetings of VVYFSA and its board and shall be ex-official member of all committees and shall enforce all rules and regulations relating to administrating of VVYFSA. In addition, the President shall have the power to delegate and appoint all standing and special Committees to members of the VVYFSA board. The President shall perform such duties as the office requires and as outlined herein.

The President shall attend the monthly Presidents meetings held by Tucson Youth Football & Spirit Federation.

A. EMERGENCY POWER

The President shall have Emergency Power to suspend or modify the operation of any aspect of the program including the power of removal from office; except as otherwise provided in these By-laws, when for the good of the program and participation youths, the President deems such actions just and necessary. Actions taken by the President under this provision shall be subject to subsequent ratification by the VVYFSA board and shall be personally answerable to the VVYFSA board for the exercise of such powers, with a cap of \$500.00 to be used in the Vikings Association best interest

B. DISCRETIONARY SPENDING.

The president will have a discretionary spending limit of 300.00 to be used in the best interest of the Vikings association and receipts turned in to the treasurer. For amounts of \$300-750 the president must have an agreement of at least 2 other executive board members, not related or living in the same household. Agreement must be in email form and copied to the Treasurer.

2. VICE PRESIDENT

The Vice President shall perform all presidential functions in the absence of the President. The Vice President shall succeed to the Presidency in the case of vacancy of that office. The Vice President shall have the responsibility for the coordination and functioning of the respective chairmen of each event or activity. The Vice President will be responsible for all equipment entrusted to the custody or control of the VVYFSA Equipment Director. The Vice President shall perform and supervise such other duties as directed by the President or the VVYFSA Board. The Vice President shall attend the monthly Presidents meeting held by Tucson Youth Football & Spirit in the event the President is unable to attend.

3. SECRETARY

The Secretary shall be responsible for all meeting notices and notifying all board members of all meetings as well as maintain all official board meeting minutes and records and maintain a roster containing the names, addresses and telephone numbers of all board members who are eligible to vote. It is the responsibility of each board member to advise the Secretary of any change in address and telephone number for the purpose of notification. The Secretary shall maintain all official records and other documents related to the operation of the VVYFSA. The Secretary shall carry out such duties as may be directed by the President or the VVYFSA board.

4. TREASURER

The Treasurer shall record any and all receipts to include all individual squads fundraising and donation, moneys and deposits payable to VVYFSA Inc. involving the VVYFSA bank account and report all deposits and transactions through the VVYFSA bank account at the monthly meeting. The Treasurer shall render at the end of the VVYFSA accounting year all money transactions. All money transactions must have receipts prepared. The Treasurer shall carry out such duties as may be directed by the President or the VVYFSA board.

5. GENERAL MANAGER

The General Manager shall obtain and recommend to the VVYFSA board, candidates for Individual Team Business Managers. All candidates for positions must complete application forms as provided by the VVYFSA. Upon application approval by the VVYFSA board the Team Business Manager shall report to the General Manager. The General Manager will coordinate and supervise individual participant sign-ups and registrations. Supervise full, accurate and timely completion of all Team Managers reports, player injury reports, or replacement reports. Supervise and coordinate handling of all insurance forms, reports and claims required for insurance. Maintain complete current player and non-player rosters, VVYFSA board roster, and reports in cooperation with the VVYFSA Treasurer and Secretary. Handle any complaints directly or indirectly related arising out of policy and registration. There may be an appointed Assistant General Manager. The General Manager and the Assistant General Manager will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

6. PLAYER ATHLETIC DIRECTOR

The Player Athletic Director shall obtain and present to the board candidates for the coaching staff of all player teams. Shall maintain complete and current team rosters as well as assist in the coordination and supervision of individual participant sign-ups and registration, in cooperation with the General Manager. Shall coordinate and insure all TYFSF and its charter Rules, Regulations and policies are complied with, which pertains to the coaching and physical conditioning. Shall keep the VVYFSA board apprised at all times of progress and/or problems of a coaching staff. Shall attend and require their coaching staffs to attend all coaching clinics that may be prescribed by the VVYFSA, TYFSF and its charter. Shall be responsible for all completion of all coaching certifications. Shall be responsible for attending or delegating all Athletic Director meetings with TYFSF. The Player Athletic Director shall handle all complaints unless an agreeable decision cannot be reached. Any complaint that cannot satisfactorily be resolved by the Player Athletic Director will be brought to the attention of the President, no later than the next scheduled practice/game. Any disciplinary action will require executive board approval. There may be an appointed Assistant Player Athletic Director. The Player Athletic Director and the Assistant Player Athletic Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

7. ASSISTANT PLAYER ATHLETIC DIRECTOR

The Assistant Player Athletic Director Shall assist the Player Athletic Director to obtain and present to the board candidates for the coaching staff of all player teams. Shall assist with maintaining complete and current team rosters as well as assist in the coordination and supervision of individual participant sign-ups and registration, in cooperation with the General Manager. Shall assist with coordinating and insure all TYFSF and its charter Rules, Regulations and policies are complied with, which pertains to the coaching and physical conditioning. Shall assist with keeping the VVYFSA board apprised at all times of progress and/or problems of a coaching staff. Shall assist with attending and require their coaching staffs to attend all coaching clinics that may be prescribed by the VVYFSA, TYFSF and its charter. Shall assist with being responsible for all completion of all coaching certifications. Shall assist with being responsible for attending or delegating all Athletic Director meeting with TYFSF. The Assistant Player Athletic Director Shall assist with handling all complaints unless an agreeable decision cannot be reached. The Player Athletic Director and the Assistant Player Athletic Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

8. SPIRIT ATHLETIC DIRECTOR

The Spirit Athletic Director Shall assist obtain and present to the board, candidates for the coaching staff of all spirit teams. Shall assist maintain complete and current team rosters as well as assist in the coordination and supervision of individual participation sign-ups and registration, in cooperation with the General Manager. Shall assist coordinate and insure all TYFSF and its charters Rules, Regulations and policies are complied with as pertains to the coaching and physical conditioning and keep the VVYFSA board appraised at all times of progress and/or problems. Shall assist attend and require their coaching staffs to attend all coaching clinics that may be prescribed by the VVYFSA, TYFSF and its charters. Shall assist be responsible for all completion of all coaching certifications. Shall assist with or be responsible for attending or delegating all Athletic Director meetings with TYFSF. The Spirit Athletic Director Shall assist handle all complaints unless an agreeable decision cannot be reached. Any complaints that cannot satisfactorily be resolved by the Spirit Athletic Director will be brought to the attention of the President, no later than the next scheduled practice game. Any disciplinary action will require executive board approval. There may be an appointed Assistant Spirit Director. The Spirit Athletic Director and Assistant Spirit Athletic Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

9. ASSISTANT SPIRIT ATHLETIC DIRECTOR

The Assistant Spirit Athletic Director Shall assist with obtaining and present to the board, candidates for the coaching staff of all spirit teams. Shall assist with maintaining complete and current team rosters as well as assist in the coordination and supervision of individual participation sign-ups and registration, in cooperation with the General Manager. Shall assist with coordinating and insure all TYFSF and its charters Rules, Regulations and policies are complied with as pertains to the coaching and physical conditioning and keep the VVYFSA board appraised at all times of progress and/or problems. Shall assist with attending and require their coaching staffs to attend all coaching clinics that may be prescribed by the VVYFSA, TYFSF and its charters. Shall assist with being responsible for all completion of all coaching certifications. Shall assist with being responsible for attending or delegating all Athletic Director meeting with TYFSF. The Assistant Spirit Athletic Director Shall assist with handling all complaints unless an agreeable decision cannot be reached. The Spirit Athletic Director and Assistant Spirit Athletic Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

10. FIELD DIRECTOR

The Field Director will be responsible for having the home field in playing condition as required by VVYFSA and Tucson Youth Football & Spirit Federation, this is to include setting up yard markers (cones), seeing that all appropriate field equipment is at the playing field in advance of any scheduled home game or home scrimmage, to include chains, water containers, and game ball, etc. The Field Director will be in charge of all Field Marshals, which will check for authorized personnel on the field - must have identification badge as well as monitor weigh-ins in case any problems or questions should arise. Shall make sure there is plenty of ice water for both teams. Shall make sure home teams have chain crews. Shall make sure teams have the necessary emergency information. Shall let teams know where they can warm up and make sure teams are ready to go on time so there is no delay in games. Shall control the game ball and have a stopwatch available for officials if needed. The Field Director Shall watch for unauthorized substances on the school premises and or in the parks. The Field Director will be responsible to create and maintain an active volunteer schedule for all home field games and registration days. The schedule should be present at all board meetings and kept current to reflect all

volunteer hours spent. There may be an appointed Assistant Field Director. The Field Director and the Assistant Field Director will perform all duties enumerated herein and such other duties as may be directed by the President or VVYFSA board.

11. EQUIPMENT DIRECTOR

The Equipment Director Shall represent VVYFSA on the Tucson Youth Football & Spirit Federation Equipment Committee and will attend or have a representative attend all Tucson Youth Football & Spirit Federation Equipment Committee meetings. Shall schedule all teams for issue and turn in of equipment. Shall coordinate with team head coaches to ensure clean equipment is turned in to the VVYFSA storage. The Equipment Director Shall hold a clinic and teach all team equipment managers on the proper fitting of football equipment. The Equipment Director will coordinate committees for repair and inventory of equipment in the storage as needed as well as insure that all equipment being used by all VVYFSA teams complies in all respects with the requirements of Tucson Youth Football & Spirit Federation Rules and Regulations. The Equipment Director Shall supervise and coordinate all activities of team equipment managers as well as report monthly to the VVYFSA board regarding VVYFSA equipment. There may be an appointed Assistant Equipment Director. The Equipment Director and the Assistant Equipment Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

12. SCHOLARSHIP DIRECTOR/ FUNDRAISER DIRECTOR

13.

The Scholarship Director Shall represent the VVYFSA at all TYFSF Scholarship meetings as well as keep the VVYFSA board apprised of all information and activities of the TYFSF Scholarship Committee. The Scholarship Director Shall coordinate scholastic fitness forms for registration and nominations for the TYFSF Scholarship Program. The Scholarship Director Shall coordinate a suitable awards program for the VVYFSA Scholarship Program. All actions and appointments of the Scholarship Director Shall be subject to approval of the VVYFSA board. There may be an appointed Assistant Scholarship Director. The Scholarship Director and the Assistant Scholarship Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board. The Fundraising portion of the position Shall preside over and be responsible to coordinate and plan all VVYFSA fundraising activities. The Fundraiser Director is responsible for formulating ideas, collecting necessary information and presenting said ideas to the VVYFSA for board approval prior to initiating said fundraiser. The Fundraising Director Shall be responsible for maintaining fundraiser supplies and inventory necessary to conduct any such fundraiser. All purchases must be presented and approved by the VVYFSA board. The Fundraiser Director Shall be responsible for maintaining an Activity Report of each VVYFSA fundraising activity. The Fundraiser Director Shall be responsible for turning over monetary donations and fundraiser income to the VVYFSA Treasurer and maintaining receipts of expenses as well as have all moneys counted and signed by two (2) elected executive or general board members. The Fundraiser Director Shall assist be able to sign any legal binding documents without prior board approval of the VVYFSA board thru passing vote. The Fundraising Director Shall keep the VVYFSA board apprised at all times of progress and/or problems. The Fundraising Director Shall coordinate activities, as necessary, with the Vikings board. All actions and appointments of the Fundraiser Director Shall be subject to approval of the VVYFSA board. The Fundraiser Director Shall assist appoint committees as deemed necessary to carry out fundraising activities. There may be an appointed Assistant Fundraiser Director. The Fundraiser Director and the Assistant Fundraiser Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

13. CONCESSIONS DIRECTOR

The Concession Director Shall coordinate all VVYFSA concessions at practice and home functions. As well as be responsible for Team Parent Coordinators, (Team Parents). The Concessions Director will also be responsible for maintaining concession supplies as well as maintaining a Profit and Expense Report of the VVYFSA concession. The Concessions Director Shall be responsible for turning over cash register moneys to the VVYFSA Treasurer and maintaining receipts of register close out at the end of the concession function; all moneys and inventory counted and signed by two (2) elected executive or general board members. The Concessions Director Shall keep the VVYFSA board apprised at all times of progress and/or problems. All actions and appointments of the Concessions Director Shall be subject to approval of the VVYFSA board. There may be an appointed Assistant Concessions Director. The Concessions Director and the Assistant Concessions Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board. The Concessions Director Shall coordinate the sales of all merchandize sold.

14. IT DIRECTOR

Responsible for the overall planning, organizing, and execution of all IT functions. This includes directing all IT operations to meet VVYFSA requirements as well as the support and maintenance of existing applications and development of new technical solutions. The IT Director Shall assist in the coordination and supervision of individual participant sign-ups and registration, in cooperation with the General Manager, as well as coordinate and insure all TYFSF and its charter Rules, Regulations and policies are complied with. The IT Director will keep the VVYFSA board apprised at all times of progress and/or problems of any kind. The IT Director Shall handle all complaints unless an agreeable decision cannot be reached. Any complaint that cannot satisfactorily be resolved by the IT Director will be brought to the attention of the President, no later than the next scheduled practice/game. Any disciplinary action will require executive board approval. The IT Director will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

ARTICLE XIII REPRESENTATIVE RESPONSIBILITIES TO THE FEDERATION

1. FEDERATION REPRESENTATIVE

The Federation Representative Shall represent the VVYFSA at all TYFSF meetings as well as keep the VVYFSA board apprised of all information and activities of the Tucson Youth Football & Spirit Federation. The Federation Representative Shall is responsible for informing and voting of all matters at the Federation Level, conforming to the VVYFSA board decisions. The Federation Representative will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

2. ALTERNATE FEDERATION REPRESENTATIVE

The Alternate Federation Representative Shall perform all federation functions in the absence of the Federation Representative. The Alternate Federation Representative Shall succeed to the Federation Representative in the case of vacancy of that office. The Alternate Federation Representative will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

3. PROBLEM RESOLUTION REPRESENTATIVE

The Problem Resolution Representative Shall represent the VVYFSA at all TYFSF Rules and Boundaries, and problem resolution meetings as well as keep the VVYFSA board apprised of all information and activities of the TYFSF Problem Resolution Committee. The Problem Resolution Representative Shall be the voting power for the VVYFSA at the Federation Problem Resolution Level. The Problem Resolution Representative Shall be responsible for informing and voting of all matters at the TYFSF Problem Resolution Level, conforming to the VVYFSA board decisions. The Problem Resolution Representative will perform all duties enumerated herein and such other duties as may be directed by the President or the VVYFSA board.

4. ALTERNATE PROBLEM RESOLUTION REPRESENTATIVE

The Alternative Problem Resolution Representative Shall perform all problem resolution functions in the absence of the Problem Resolution Representative. The Alternate Problem Resolution Representative Shall succeed to the Problem Resolution Representative in case of vacancy of that office. The Alternate Problem Resolution Representative will perform all duties as may be directed by the President or the VVYFSA board.

ARTICLE XIV COMMITTEES

1. COMMITTEES

A. DUTIES AND FUNCTIONS

All VVYFSA Committees Shall be assigned their duties and functions by the VVYFSA board as provided in these By-laws.

B. ACTIVITIES

All activities Shall assist be subject to the approval by the VVYFSA board.

C. TERMS OF OFFICE

Terms of all Committee Chairpersons Shall assist be until the next regular election of the VVYFSA Board Officers, Directors and Representatives or until discharged by the President as set forth herein. The President Shall have the right to create or abolish Committees, other than Standing Committee, subject to the approval by the VVYFSA board

ARTICLE XV MEETINGS AND QUORUM

1. ANNUAL MEETINGS

The Annual meeting of the VVYFSA Shall be held in December of each year, the time and place designated by the VVYFSA board. All members must be notified and invited to attend and participate in such annual meetings. At the meeting, VVYFSA Officers, Directors, and Representatives will be elected for the following year outstanding. The Annual meeting should be held prior to the TYFSF Federation Annual Meeting in accordance with the provisions of the TYFSF Constitution and By-laws.

2. REGULAR MEETINGS

Meeting of the VVYFSA Board may be held at such times and places as the President and/or board determines. The VVYFSA Shall hold a Regular scheduled board meeting monthly during the off season and bi-weekly during the season. A notice Shall be required for regularly scheduled meetings at least seven (7) days prior thereto, specifying the time and place of such meeting. If the time and place has changed a notice Shall be given at least two (2) days prior thereto, specifying the new time and place of such meeting. This notice Shall be made by the VVYFSA President and if mailed, such notice Shall be addressed to each VVYFSA board member at his or her address as it appears on the books or records of the VVYFSA. It Shall assist be the responsibility of the member to advise the VVYFSA board of any change in address or phone number for the purpose of such notification.

3. SPECIAL MEETINGS

The VVYFSA President or Vice President on at least twenty-four (24) hour notice to all VVYFSA board members may call special Meetings at any time. Three (3) or more members in good standings may call a special meeting by submitting a request to the President or the VVYFSA board.

4. EXECUTIVE MEETINGS

Meeting of the VVYFSA Executive Board may be held at such times and places as the President and/or executive board determines. The VVYFSA Executive Board Shall hold monthly meetings during the off season and bi-monthly meetings during the season to discuss any necessary executive board business. Executive Meetings will be held prior to or directly after the regular scheduled meeting.

5. QUORUM

Any and All VVYFSA members present at any scheduled meeting Shall constitute a quorum, for the transaction of business of VVYFSA. Each VVYFSA board member Shall have one (1) vote for the purpose of transacting business, which Shall be determined by majority vote of those members present. Proxies and absentee or proxy ballots Shall be accepted with the exception of general operation instances that warrant vote by email. Email votes will be acceptable for all business. The vote must be responded to by two thirds (2/3) of the board, and will be determined by the majority vote of those responding with a minimum of 12 hour window to respond.

6. ATTENDANCE

All regularly scheduled VVYFSA board meetings Shall be open to all VVYFSA board members and guests who may wish to attend. In order that the VVYFSA board may have the benefit of current information and advice, Head coaches and/or team managers Shall attend or designate a representative from that team to be in attendance at regularly scheduled VVYFSA a board meeting.

7. CONFIRMATION

- A. Confirmation of Minutes, Treasury report, and other business of the VVYFSA board Shall be defined herein as a majority vote of those board members present.
- B. Confirmation for the adoption of changes to amendments Shall be defined herein as VVYFSA board members present and are eligible to vote.

ARTICLE XVI AMENDMENTS

Amendments to this VVYFSA, Inc. Constitution and By-laws may be proposed to the VVYFSA board for approval by said board in the same manner provided for approval of amendment of TYFSF Constitution and By-laws, as follows:

- a. Any VVYFSA board member in good standing and entitled to vote may propose an amendment to the VVYFSA Constitution and By-laws.
- b. A proposed amendment may be approved, without notice, at any regularly scheduled VVYFSA board meeting by a unanimous vote of all the VVYFSA board members present.
- c. A committee that has been selected to review and revise the VVYFSA Constitution and By- laws.
- d. The proposed amendment must be submitted in writing to the VVYFSA Secretary.
- e. The President may then schedule the proposed amendment to be on the agenda of a regular or next scheduled meeting of the VVYFSA board with at least fourteen (14) days' notice.

ARTICLE XVII GENERAL ARTICLES

1) FUND-RAISING & TRAVEL ACTIVITIES

- a) Each football team/cheerleading squad may participate in individual team/squad fund-raisers provided each team's and squad's head coach has met their financial obligation to the Vail Vikings Youth Football & Spirit, Inc. for the existing season and each participants' registration fees are paid in full. Fund-raisers can be used to provide any outstanding registration fees/additional accessories (shirts, bags, warm-up apparel, etc.)/travel funds/or desires of the individual team/squad upon board approval only and with the understanding that each team/squad must also participate in Vail Vikings Youth Football and Spirit, Inc. fund-raisers. The funds raised must be submitted to the Treasurer so that documentation is made for each transaction and the Treasurer will issue a check for the requested amount to the requesting team/squad.
- b) Travel Agenda must be submitted 30 days prior to travel with 5 W's included (Who, What, Where, When and Why). The entire trip must be paid in full 14 days prior through the general fund. There is a \$5,000.00 cap that the general fund will contribute, per board approval, for travel, lodging and registration fees for players and coaches only. The \$5,000.00 will be split evenly among qualifying teams that meet the travel requirements per season.

2) AWARDS

VVYFSA Shall provide to all participants a suitable awards program, in compliance with, the regulations of TYFSF and its charter, to all players and spirit who complete the season or who were prevented by injury, sickness or by moving from his/her previous residence from completing the season. The VVYFSA Shall coordinate a suitable Awards Banquet prior to December 31 of each year. If equipment is not turned in by each participant before the Awards Banquet, no trophies or any other award Shall be given to the participant. THERE ARE NO EXCEPTIONS.

3) SPIRIT/DANCE SQUADS

The Spirit teams associated with the player teams of VVYFSA Shall coordinate practice schedules with those of the player teams. This is done in order to provide continuity with team practices and events, and to enable parents of players and spirit/dance squads to depend on practice schedules.

Mascots are hereby defined to include any child wishing to be part of the spirit/dance squad, who meets the mascot age requirements set forth in the TYFSF Charter.

4) ELECTION OF COACHES

All candidates for player/spirit coaching positions Shall complete an application form for each division they wish to be considered for and division preference will be stated. These Shall be submitted to the Player and Spirit Athletic Directors. Anyone wanting a Head Coach position must have his or her application turned in by the December meeting

The Player and Spirit Athletic Directors Shall submit to the VVYFSA board the names of all applicants and recommendation before any voting commences. Voting will be held no later than the January meeting. If there is more than one application for any Head Coaching Position, the final decision Shall be made by a secret ballot election by a majority vote of those VVYFSA board members present.

5) COACHING ETHICS & RESPONSIBILITIES

- a) The VVYFSA strives to present a positive role model for the children involved. It is therefore, necessary to insure that our Coaches maintain high standards.
- b) If a Head Coach of any team commits an infraction of the VVYFSA, TYFSF or charter rules, a verbal warning followed by a written warning will be given to that coach.
- c) The President, Vice President, Athletic Director and Judicial Representative will be the only ones involved in the warning procedures against the offending coach. The verbal warning will be documented after issuing it to the coach, and filed with the Athletic Director and President. In case of a written warning, it will be attached with the verbal warning, signed, dated and have the coach receiving it be given the opportunity to add their comments, sign and dated. It will be filed with the General Manager.
- d) Upon receiving one (1) verbal and one (1) written warning, disciplinary action will be taken as deemed appropriate by the Executive Board.
- e) Head Coaches are required to attend all board meetings from the time of election to the Head Coach position until the season ends on December 31. Head Coaches are also required to attend and help with VVYFSA Registration days. Head Coaches are NOT voting members. Head Coach Nominees must attend, or provide justifiable reasons why they are unable to attend, the meeting to be voted in as a new coach. At the meeting, all Head Coach Nominees will be informed of and must agree to the requirements including, but not limited to, the volunteering of time to cover responsibilities at our home field during practice and games. Failure to meet these requirements can result in suspension from practices and/or games as well as possible termination from their coaching position. The President, Vice President and Athletic Director will decide on suspensions. Terminations will be done by vote of the VVYFSA Board.

6) REFUNDS

The VVYFSA shall abide by the following refund policy to handle dropped players.

Prior to the date of Jersey/Uniform ordering (Usually June 20th) – Full Refund

After the date of Jersey/Uniform ordering - Full Refund minus the cost of Jersey/Uniform (Players will be given any Jersey/Uniform ordered for them)

After TYFSF official Certification Date (Date to be announced each season)– NO REFUND

Any player asked to leave due to disciplinary reasons or parents who pull their children due to the parent's suspension will not be eligible for a refund.

The President or Vice President will have the authority to waive the refund policy if special circumstances exist.

Approved with all changes as of 02/7/2018