

CENTRAL LOUDOUN YOUTH FOOTBALL LEAGUE

BYLAWS Updated June 2025

ARTICLE I: ORGANIZATION

Section A: Name

1. The name of the Corporation shall be known as Central Loudoun Youth Football League, Inc. (referred to hereafter as "League").
2. The League name and logo may only be used with the written permission of the Board.

Section B: Purpose

1. The League is a nonprofit entity and is not organized for the private gain of any person. It is organized for public and charitable purposes. The specific purpose of the League is to operate an amateur youth football league, instruct youth in Central Loudoun on the skills of football & cheerleading activities, and promote the ideals of good sportsmanship, honesty, and courage so that they may be well-adjusted, strong, and happy and grow to be trustworthy citizens. The attainment of exceptional athletic skill or winning games are both of secondary importance.

Section C: Team Membership

1. Any youth meeting the requirements as to age, weight, and school grade as set forth in the League Operations Manual shall be eligible for participation on the League's teams. The Board reserves the right to review and amend the Operations Manual at any time.
2. A Code of Conduct shall be adopted by the Board (Attachment 2) and distributed among team members. Adherence to this Code of Conduct by team members, coaches, spectators, and game attendees shall be required. The Board reserves the right to review and amend the Code of Conduct at any time.
3. Appropriate awards to signify participation on the League's football teams and cheerleading squads will be determined by the Board. These awards will be presented to all team and squad members annually.

Section D: League Membership

1. No member shall be considered "in good standing" if they owe money to the League or if they have been the subject of disciplinary action by the Board within the past 12 months.
2. Any parent or legal guardian of a participant who is in good standing within the League shall be a member of the League. This membership is only valid for the child's parent(s) or guardian(s) and is not transferable to any other person. This membership term is valid from the current year's registration date to the succeeding year's registration date. Every parent or guardian shall have the absolute right at any reasonable time to inspect all financial books, records, and documents of every kind of the League. This right does not extend to any documents or records that include the personal information associated with participants or their parents or guardians. Any head coach or assistant coach in good standing shall be considered a member of the League. This membership is not transferable to any other person. This membership will be valid from the current year's registration date to the succeeding year's registration date.

3. Any member of the Board of Directors in good standing shall be considered a member of the League. This membership is not transferable to any other person. This membership shall be valid for the entirety of the member's term on the Board.
4. Only members in good standing shall be eligible to vote for the election of members to the Executive Board of Directors.
5. Members in good standing have the right to petition, in writing, the Board regarding any issues that need to be addressed. The Board will investigate the issues raised in the petition and decide upon a course of action within thirty (30) days. The Board may choose to punish by suspension, dismissal, or some other means any party found guilty of infractions of any rules, policies, or guidelines of the League. Final disposition of these matters will be reported to the membership at the next scheduled Board meeting.
6. Members in good standing must be willing to volunteer their time to the League. As examples of how members can assist the League, they can serve on the Board or on committees, work on the chain crew, run the concession stand, raise funds, announce games, operate the time clock, be a team manager, or perform other duties as requested by the Board. Members who wish to opt out of this requirement will need to pay an Opt-Out Fee, which the Board will review and establish as part of the budget process each year.
7. Any change of the League membership shall be made by a majority vote of the League Board of Directors at a duly constituted meeting.

ARTICLE II: GOVERNANCE

Section A: Governance

1. The League shall adopt and abide by a set of Bylaws.
2. Subject to limitations of the Articles of Incorporation and these Bylaws, all of the activities and affairs of the League shall be exercised by or under the direction of the Board of Directors.

Section B: The Board of Directors

1. All Board members serve without compensation.
2. The Board of Directors shall include four Executive Officers (President, Vice President, Secretary, Treasurer), all of whom shall serve as Board Directors and shall have all powers vested in the Board of Directors. Throughout these Bylaws, unless otherwise specifically defined as an "Officer," the term "Director" shall include all elected Directors.
3. The Board of Directors is composed of up to 16 Directors, including the four Officers.
 - a. **President.** The President shall have general supervision, direction, and control of the League's activities and Officers. The President shall preside at all meetings of the Board of Directors. The President shall be an ex-officio member of all the standing committees, shall have the general powers and duties of management usually vested in the office of a President of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors. The President shall only vote on matters before the Board of Directors in the event of a tie. The President cannot be a Head Coach within the League, unless a team is set to be dissolved due to a lack of coaching personnel.
 - b. **Vice President.** In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. If the Vice President cannot

attend a required meeting, this individual shall contact the President, who will assign a substitute designee for that meeting.

The Vice President shall have such other powers and duties as may be prescribed by the Board of Directors.

- c. **Secretary.** The Secretary shall keep, or cause to be kept, a record of minutes at the principal office or other place as the Board of Directors may order, of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice of the meeting given the names of those present at the Board and committee meetings and the proceedings of the meetings. The Secretary shall keep, or cause to be kept, at a Board-designated place the original and a copy of the League's Articles of Incorporation and Bylaws, as amended to date. The Secretary shall keep and maintain the rosters of all football participants.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees of the Board required by these Bylaws or by law to be given, and shall keep the League's seal in safe custody.

The Secretary shall be responsible for coordinating all aspects of the annual election of members to the Board of Directors and shall ensure that the elections are conducted in the manner laid out in the bylaws as amended to date.

The Secretary shall have other powers and perform other duties as prescribed by the Board.

- d. **Treasurer.** The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the League. The books of account shall at all reasonable times be open to inspection by any Director. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the League with depositories designated by the Board of Directors.

The Treasurer shall disburse the funds of the League as may be ordered by the Board of Directors, shall render to the President and the Directors, at each meeting of the Directors or whenever they request it, an account of all of his or her transactions and of the financial condition of the League.

The Treasurer shall have such other powers and duties as may be prescribed by the Board of Directors.

- e. **Director of Cheerleading.** The Director of Cheerleading shall be responsible for all activities related to cheerleading, including submitting to the Board a budget, scheduling clinics and workshops for cheerleading participants, selecting coaches for approval by the Board, assisting with creating and distributing information for cheerleading activities, and creating and updating rules for cheerleading participants in the Operations Manual. The Director of Cheerleading shall be responsible for the inventory, upkeep, and ordering of uniforms. The Director of Cheerleading shall be responsible for initiating disciplinary action when required in the cheer program.

The Director of Cheerleading shall have such other powers and duties as may be prescribed by the Board of Directors.

The Director of Cheerleading may have up to two (2) Assistant Directors. Assistant Directors must be approved by a majority of the Board of Directors and may attend Board meetings.

- f. **Director of Concessions.** The Director of Concessions shall be primarily responsible for overseeing all aspects of concession. This individual shall maintain inventory and coordinate procurements with the Treasurer. This individual shall set prices for all concession menu items. The Director of Concessions coordinates and oversees concession volunteer schedules and supervises operation of the concession stand on game days. The Director shall facilitate inspections and document and report on sales. The Director shall select an assistant or volunteer to act in their absence.

The Director of Concessions shall have such other powers and duties as may be prescribed by the Board of Directors.

The Director of Concessions may have an auxiliary of up to five (5) Assistant Directors. Assistant Directors must be approved by a majority of the Board of Directors and may attend Board meetings.

- g. **Director of Corporate Development.** The Director of Corporate Development shall coordinate all efforts to secure corporate sponsors for the league.

This shall include submitting an annual budget to the Board for approval, planning and scheduling sponsor outreach, and assisting with the creation and distribution of sponsorship materials, website content and sponsorship applications.

The Director shall maintain accurate records of all sponsor commitments, contributions, and deliverables, and shall provide regular updates to the Board on progress toward sponsorship goals. The Director shall ensure that all sponsors receive the benefits outlined in their sponsorship agreements, including recognition across league platforms and signage. The Director shall also be responsible for ensuring that sponsor banners are displayed at all league events and games.

The Director shall foster long-term, mutually beneficial relationships with corporate partners and ensure consistent, professional communication and branding across all sponsorship activities.

The Director of Corporate Development shall have such other powers and duties as may be prescribed by the Board of Directors.

- h. **Director of Flag Football.** The Director of Flag Football shall be responsible for all aspects of the league's Ultimate Flag program. Responsibilities shall include conducting an annual review of rules, selecting coaches for approval by the Board, assigning players to teams after the draft, and overseeing the overall operation of the program. This individual will be responsible for ensuring an active, fun program that encourages players to progress into tackle football and will be responsible for initiating disciplinary action when required in the flag football program.

The Director shall organize and conduct player evaluations, manage the draft, and meet with coaches prior to the season to review expectations, rules, and procedures. The Director shall ensure the program remains active, competitive, and developmentally appropriate, with a focus on helping players build skills and knowledge of the game in a safe and supportive environment.

The Director of Flag Football shall have such other powers and duties as may be prescribed by the Board of Directors.

The Director of Flag Football may have up to two (2) Assistant Directors. Assistant Directors must be approved by a majority of the Board of Directors and may attend Board meetings.

- i. **Director of Equipment.** The Director of Equipment shall maintain a detailed inventory of all equipment, uniforms, and accessories and prepare and present a budget for Board approval. The Director of Equipment shall distribute equipment to teams and maintain an accurate log of uniform/equipment distribution and deposit information.

The Director shall collect and log uniforms at the conclusion of the season and issue coaches bags and practice/game day equipment (such as practice dummies). The Director of Equipment shall order and reorder uniforms, equipment, and all necessary accessories, as approved by the Board. They will assist coaches on game days and practices with any emergency equipment needs.

The Director of Equipment shall have such other powers and duties as may be prescribed by the Board of Directors.

- j. **Director of Field Operations.** The Director of Field Operations shall be responsible for the preparation of the fields (including field markings and linings) and field-related activities before and after all games. This responsibility includes obtaining practice fields, game fields, and creating each season's game schedule and play-off schedule.

The Director shall be responsible for set-up and clean up (including trash removal) of the field and ensuring that game day positions such as scorekeeper, announcer, and chain crew are filled at each game. The Director is also responsible for reserving locations for various other League events through Loudoun County Parks, Recreation, and Community Services.

The Director of Field Operations shall have such other powers and duties as may be prescribed by the Board of Directors.

- k. **Director of Football.** The Director of Football shall select coaches for all divisions and submit them for approval by the Board and then act as the coordinator of the football coaches.

The Director shall be certified in coaching football the League's chosen certification program, will be responsible for holding coaches' meetings and clinics, and will be aware of the League rules and of the proper techniques implemented in coaching. The Director shall regularly attend the League's practices and games and will settle disputes concerning interpretations of the rules and player eligibility. The Director of Football shall be responsible for initiating disciplinary action when required in the tackle football program. The Director of Football may not be a Head Coach in the League, unless a team is set to be dissolved due to a lack of coaching personnel. The Director of Football shall maintain the same certifications as required of all tackle coaches.

The Director of Football may have up to two Assistant Directors. Assistant Directors must be approved by a majority of the Board of Directors and may attend Board

meetings.

The Director of Football shall have such other powers and duties as may be prescribed by the Board of Directors.

- I. **Director of Fundraising.** The Director of Fundraising coordinates schedules and oversees all aspects of fundraising events and activities including but not limited to restaurant nights, item sales and raffles . This individual creates a budget, maintains inventory, places orders, and oversees spirit wear sales as well as all end-of-year awards.

The Director of Fundraising shall have such other powers and duties as may be prescribed by the Board of Directors.

- I. **Director of Public Relations.** The Director of Public Relations shall be responsible for promoting registration, fundraising, and League events, as well as the creation and distribution of regular League newsletters. The Director of Public Relations shall advertise for coaches and players, maintain media coverage of the League, and regularly update all League communications channels, including the League website, social media accounts (e.g., Facebook, Instagram), and email platforms.

This role includes the timely sharing of announcements, game day updates, registration reminders, sponsor spotlights, and community engagement posts across all platforms.

The Director shall also coordinate internal and external communications, ensuring consistent messaging and tone across all outlets, and will work collaboratively with other Board members to promote key initiatives and respond to member inquiries or concerns. The Director shall also be responsible for preparing game day PA scripts.

The Director of Public Relations shall be responsible for creating and submitting a budget for any print materials, League promotional items, or other communication-related expenses, and must receive Board approval prior to any purchases.

The Director of Public Relations shall have such other powers and duties as may be prescribed by the Board of Directors.

- m. **Director of Registration.** The Director of Registration shall organize and coordinate registration and organize and assist with coordinating player drafts. They shall be responsible for keeping and maintaining all records related to registration (proof of age and grade, financial aid records, etc,) and will follow up on the collection of the required forms and fees.

The Director of Registration shall have such other powers and duties as may be prescribed by the Board of Directors.

- n. **Director of Safety.** The Director of Safety shall be responsible for creating awareness, through education and information, of opportunities to provide a safer environment for all participants of the League. This individual shall develop a comprehensive safety plan focused on improving the safety of activities, equipment, and facilities through education, compliance, and incident reporting.

The Director of Safety shall ensure that a process is in place for documenting and

reporting incidents, submitting required information to the appropriate members, and following up on medical or other related data as needed. An incident log shall be maintained for internal tracking and review.

The Director shall coordinate with EMTs for game days and special events, oversee the implementation of emergency action plans, and assist with the evaluation of weather-related risks or field conditions.

The Director of Safety shall be responsible for collecting and tracking athletic physical forms required for all players to participate in League activities. The Director shall order and track background checks for all League participants requiring clearance, including coaches, Board members, and volunteers, and ensure compliance before participation.

The Director shall also track and verify the required coach certifications, and work in collaboration with the program directors to welcome coaches each season.

The Director shall ensure that coaches have access to emergency contact information for all players and are aware of any required medications (e.g., inhalers, EpiPens) that must be on-site and accessible during all practices and games.

The Director shall be responsible for maintaining League first aid kits, ensuring adequate medical supplies are stocked throughout the season, and overseeing the availability and maintenance of the League-owned AED.

The Director of Safety shall have such other powers and duties as may be prescribed by the Board of Directors.

The Director of Safety may have up to one (1) Assistant Director. The Assistant Director must be approved by a majority of the Board of Directors and may attend Board meetings.

- o. Director of Volunteers.** The Director of Volunteers shall be responsible for posting volunteer opportunities on the league's website, corresponding with game day and league events, and tracking membership volunteer hours.

The Director of Volunteers shall have such other powers and duties as may be prescribed by the Board of Directors.

ARTICLE III: BOARD DUTIES

Section A: General Powers

1. Without prejudice to these general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

 - a. To select and remove all the appointed directors, chairs, or coaches by majority vote of the Board members; prescribe duties for them as may not be inconsistent with law, with the Articles of Incorporation, or with these Bylaws; fix the terms of their offices; and in their discretion require from them security for faithful service.
 - b. To make disbursements from the funds and properties of the League as are required

to fulfill the purposes of this League as are more fully set out in the Articles of Incorporation and generally to conduct, manage, and control the activities and affairs of the League and to make rules and regulations not inconsistent with law, with the Articles of Incorporation, or with these Bylaws, as they may deem best.

- c. To borrow money and incur indebtedness, for the purposes of the League and to execute and deliver, in the League's name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidence of debt and securities.
- d. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing, and any assignment or endorsement thereof, executed or entered into between the League and any other person or entity, when signed by any three of the President, Vice President, Secretary, or Treasurer of this League after a majority vote of the entire Board shall be valid and binding on this League. The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the League after majority vote of the Board. This authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, and except as provided in this Section, no officer, agent, or employee shall have any power or authority to bind the League by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.
 - i. No contract, mortgage, note, check, or other instrument may be endorsed by two officers who are related by birth or by marriage.
- e. To the extent permitted by the exempt status of the organization, to carry on a business at a profit and apply any profit that results from the business activity to any activity in which the League may legally engage.
- f. Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the League of which the person is a Director, for a purpose reasonably related to that person's interest as a Director.
- g. To create, adopt, and implement a Manual of Operations and a Code of Conducts documenting the rules and/or guidelines for Board Members, coaches, participants, and parents that govern the activities, responsibilities and expected behavior associated with participation in the activities promoted by the League, including, but not limited to football and cheerleading. The Manual and Code of Conducts may be changed at any point with the approval of a majority of the Board.

Section B: Board Actions

1. A quorum of the Board shall consist of a majority of the Board members. Upon obtaining a quorum, the Board shall, by affirmative vote of the majority of Board members present, act upon Board business. The act done or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors.
2. A majority of the Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, notice of any adjournment to another time or place shall be given

prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

3. Any action required or permitted to be taken by the Board may be taken without a meeting if a majority of members of the Board individually or collectively consents in writing or by electronic media to the action. The consent or consents shall have the same effect as a majority vote of the Board and shall be filed with the minutes of proceedings of the Board.

Section C: Financial Stewardship

1. The League's fiscal year shall consist of 12 months, which shall run from January 1 through December 31.
2. The Board shall propose a budget each year by the end of January. Upon request, the budget will be available for review by any member in good standing. The Board shall establish and maintain bank accounts for the management of all League funds. All funds collected in the name of the League will be deposited in a timely manner. The Board without the necessity of membership approval may act upon any incidental or necessary expenditures.
3. Registration fees shall be determined by the Board depending on the needs of the League. Hardship cases or requests for refunds will be reviewed individually by the Board, or their assigns.
4. The equipment that is issued to each participant is the responsibility of that participant and the participant's parents or guardians. Any equipment having to be replaced due to neglect or loss will be replaced at the participant's expense.
5. The League's Board shall receive all monies, other properties, or both monies and properties, transferred to it for the purposes for which the League was formed (as shown by the Articles of Incorporation) and shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this League. However, nothing contained herein shall require the Board of Directors to accept or receive any money or property of any kind if it determines in its discretion that receipt of the money or property is contrary to the expressed purposes of the League as shown by its Articles of Incorporation or these Bylaws.
6. Any disbursement of unbudgeted money or property that equals or exceeds \$500 shall not be made until it is first approved by a majority vote of the Board. However, the Directors shall have the authority to appropriate specific sums to fulfill the objects and purposes for which the League was formed and to direct the officers from time to time to make disbursements to implement the appropriations.

Section D: Operational Oversight

1. All persons interested in applying for a coaching position shall be accepted, pending a clear background check and review and approval by the Board. Applicants for Head Coach must be at least 21 years of age and applicants for Assistant Coach must be at least 18 years of age and complete the official registration process. Student Coaches must be in high school. Each Head Coach may designate two head Assistant Coaches, subject to the approval of the Board which should be completed prior to the draft.
 - a. The Coaches are responsible for their actions on the field.
 - b. Any coach who has not completed a background check or trainings (including Student Coaches) should not be left alone with athletes and must be under the supervision of an official League Coach.

2. All Coaches and Board Members are required to undergo criminal and local background checks. If a Coach or Board Member fails the background checks, the individual cannot coach or volunteer for the League unless the Board votes otherwise for non violent crimes or crimes against children. The Board may disqualify a any background checked coach or Board Member upon receiving the criminal background check by a majority vote. All coaches must complete all certifications required by the Board before the first day of practice. All Coaches must sign and abide by the Coaches Code of Conduct. All Head and Assistant Coaches must attend any and all formal meetings required by the Board. Any evidence of misconduct by any team member, including coaches, or any rumor of discontent among team members, parents, or fans shall be reported forthwith to the Officers (President, VP, Secretary, and Treasurer) who shall discuss the complaint with the Board Members. Upon receipt of a formal written complaint, the President may call a special Board meeting which, with majority vote, has the power to suspend, revoke, or curtail the participation of any team member, spectator, or coach from future League activities.

ARTICLE IV: MEETINGS

Section A: Meeting Dates

1. Meetings shall take place monthly, or as deemed necessary by the President, or upon the request of at least three (3) members of the Board at any time. Meetings shall be open to the public and may be held at any place. The President may call special Board meetings. The Secretary shall give notice of all meetings at least three (3) working days in advance thereof to all Board members.
 - a. Regular meetings of the Board shall be held without call or notice at a time and location designated by the President. The Board of Directors has the right to go into Executive Session, which is not recorded and at which all non-members will be dismissed from the meeting.
 - b. Special meetings of the Board of Directors may be called at any time by order of the President, Vice President, Secretary, Treasurer, or of two (2) or more of the Directors.

Section B: Meeting Procedure

1. Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Articles of Incorporation.

ARTICLE V: ELECTIONS

Section A: Election Qualifications

1. Each Director must (1) be a parent or guardian of a current or former participant or (2) have volunteered for at least one year as a Head Coach, Assistant Head Coach, committee chair or member, or Director.
2. To run for President or Vice President of the League, a candidate must have served as a voting member of the Board of Directors during the prior 24 months. In the event that this qualification cannot be fulfilled due to a lack of candidates, the Board may vote to overrule it.
3. The President and Vice President cannot be related by blood, marriage, household or children.
4. There are no term limitations on any of the positions on the Board of Directors.

Section B: Procedures for Electing Officers

1. An election for a subset of the Officer positions shall be held every year. The date and location of the elections shall be posted on the League website at least two weeks before the elections are scheduled to be held.
 - a. The President and Secretary shall be elected in even-numbered years.
 - b. The Vice President and Treasurer shall be elected in odd-numbered years.
2. All candidates must announce their candidacy 1 month before the established date of the elections.
3. One week before the election, each candidate must submit a short biography and platform statement on how they intend to help the League. This requirement may be waived if only one candidate is running for an open position.
4. All candidates must attend an open Board meeting before the elections to introduce themselves to the members of the League and to answer any questions from the members of the League. During this meeting, each candidate shall be given two (2) minutes to introduce themselves followed by a 5-minute question-and-answer session. Candidate absences from this meeting must be pre-approved by the Board.
5. All League members in good standing with the League shall have the right to vote for one candidate per open position.
6. Officers shall be elected by a majority of the voting members.
 - a. In the event of a tie, the League shall hold a run-off election between the tied candidates immediately.

Section C: Appointing Non-Officer Directors

1. After the elections but before the first Board meeting, the entire Board shall appoint a Director for each open position on the Board.
 - a. A candidate for an appointment must be approved by a quorum of the Board to assume that position.
 - b. The following Directors shall be appointed in odd-numbered years: Cheerleading, Corporate Development, Flag Football, Equipment, Football, and Public Relations.
 - c. The following Directors shall be appointed in even-numbered years: Concessions, Field Operations, Fundraising, Registration, Volunteers, and Safety.
 - d. Each Director serves a 2-year term.

Section D: Vacancies

1. Failure of any Director to attend 8 regular meetings of the Board in a 12-month period shall be cause for that Director's removal, at the discretion of the Board.
2. A Director may resign at any time by giving written notice to the President or the Secretary. Unless otherwise specified in the notice, the resignation shall take effect upon receipt, and the acceptance of the resignation shall not be necessary to make it effective.

3. Any member of the Board of Directors of the League may be removed from office by a two-thirds majority vote of the Directors present. Officers may be removed for failure to perform the duties of the office, for malfeasance in office, or for misconduct causing harm or irreparable damage to the League and its reputation.
 - a. There is no appeal for a Board member removed from office.
4. In the event a position on the Board becomes vacant, the Board, by majority vote, shall appoint a replacement to finish out that position's term of office.

ARTICLE VI: BACKGROUND CHECKS

1. As a condition of service to the league, any individual engaging in league activities shall be required to complete and pass a background check prior to participation. This includes, but is not limited to, Head Coaches, Assistant Coaches, Board Members, and any other individuals the league may deem necessary.
2. No individual may participate in league activities which include but are not limited to: coaching, holding practice or team meetings, closed Board Meetings, until their background check has been completed and cleared.
 - a. The League may cover the cost of background checks for all board members, head coaches, and two assistants per team required to undergo screening. This will be decided on a season by season basis.
 - b. Those required to complete a background check must follow League procedures, which may include submitting their information through a designated system or providing receipts for reimbursement, if applicable.
 - c. The background check and any required trainings for all Coaches shall be completed before the team may begin practice. Team activities may not commence until this requirement is met.
 - d. The League shall not permit any person to participate in the League in any manner whose background check reveals a conviction for, or guilty plea to, any crime involving or against a minor. In addition, other charges and convictions may be an indication of an unfit volunteer. Therefore, the League may prohibit any individual from participating as a volunteer if the League deems the individual unfit to work with minors, as long as the League applies the same criteria uniformly for all individuals seeking to volunteer.
 - e. All background checks shall be reviewed by the Director of Safety, who shall determine eligibility based on the League's established criteria. Background checks must be submitted prior to the start of any league activity, including practices, meetings, or events involving minors.
 - f. Background checks shall be valid for a period of one year and must be renewed annually prior to continued participation in league activities.
 - g. Refusal to submit to an annual criminal background check will result in the immediate dismissal or denial of participation for an individual.
 - h. All background check information shall be kept confidential and handled in

accordance with applicable privacy laws and league policy.

ARTICLE VII: AMENDMENTS

1. These Bylaws shall be reviewed in their entirety biennially.
2. These Bylaws or any section thereof (except if it results in a conflict with the Articles of Incorporation) may be amended or repealed by a two-thirds vote of the Board present at any duly held meeting provided that written notice of any proposed changes are emailed by the Secretary to each member of the Board at least five (5) days before the meeting at which such proposed change shall be submitted for a vote.
 - a. All proposed amendments shall be emailed ten (10) days in advance to all members of the League in good standing.
 - b. Members of the League in good standing shall be allowed to comment on the proposed changes in an open Board meeting that is held prior to the meeting in which such proposed changes shall be submitted for a vote.
 - c. The amendments will be voted on by the Board in an open meeting.

ATTACHMENT
1
Code of Conduct

As a Family Member:

I will read the code, understand the code, and actively promote the code.

I will not force my child to participate in football or cheerleading.

I will insist that my child play in a safe and healthy environment free of drugs, tobacco, and alcohol and will refrain from their use at all League practices, games, and events.

I will learn the rules of the sport.

I will remember that the game is for youth—not for adults.

I will do my very best to make the League fun for my child.

I will place the emotional and physical well-being of my child ahead of a desire to win.

I will encourage good sportsmanship by demonstrating positive support for all players and cheerleaders, coaches, and officials at every game, practice, and League event.

I will ask my child to treat other players, coaches, fans, and officials with respect—regardless of race, sex, creed, or ability.

I will never use profanity.

I will stay in the designated spectator areas during a game.

I will treat referees, opposing parents, and opposing players with respect.

I will accept the decisions of the referees on the field as being fair and called to the best ability of said referees. The referees are in charge of all games; their decisions are final.

I will not yell at or argue with the referees.

I promise to help my child enjoy the experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or volunteering.

I will direct constructive criticism of a program to the Head Coach and/or League Board members at an appropriate time.

Code of Conduct Cont'd

As a Coach:

I will read the code, understand the code, and actively promote the code.

I will place the well-being and safety of each player above all other considerations, including the desire to win or development of performance.

I will never physically or mentally push children beyond their abilities. The game is of minor consideration when compared to a child's future health and well-being.

I will do my best to provide a safe playing environment free of drugs, tobacco and alcohol, and I will refrain from their use at all League practices, games, and events.

I will strive to make every football activity serve as a training ground for good mental and physical health by being present to support the children.

I will ensure that each player is correctly dressed and has the necessary safety equipment (helmet, mouthpiece, pads, etc.) before being allowed to play.

I will get treatment for an injured player immediately and cooperate fully with medical personnel in the best interest of the player.

I will be knowledgeable in the rules of football/cheerleading.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will use coaching techniques that are appropriate for each of the skills that I teach.

I will help teach the value of commitment to the team, sportsmanship, ethical conduct, and fair play.

I will emphasize that good athletes strive to be good students that are physically and mentally alert.

I will encourage and guide players to accept responsibility for their own behavior and performance. I will never condone unacceptable behavior.

I will do my best to organize practices that are fun and challenging for all my players.

I will remember that the game is for youth—not for adults.

I will never use profanity.

I will always support all players and cheerleaders, coaches, and officials at every game, practice, and League event.

I will always be courteous and direct when dealing with League officials, opposition coaches, and referees.

Code of Conduct Cont'd

I will accept the decisions of the referees on the field as being fair and called to the best ability of said referees. The referees are in charge of all games; their decisions are final.

I will never yell at, argue with, or treat referees with disrespect.

I will ensure that my team's parents treat referees with respect.

I will ensure that all of my team's parents read and understand the Parental Code of Conduct.

I will ensure that all of my team's players read and understand the Players' Code of Conduct.

Code of Conduct Cont'd

As a Player

I will read the code, understand the code, and actively promote the code.

I will attend every practice and game that I can and will notify my coach if I cannot make an activity.

I deserve to play in an environment free of drugs, tobacco, and alcohol.

I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every practice, game and event by demonstrating exemplary sportsmanship at all times.

I will do my very best to listen and learn from my coaches.

I will do my very best in school to maintain passing grades and satisfactory conduct.

I will always support all players and cheerleaders, coaches, and officials at every game, practice, and League event.

I will treat my coaches, fans, officials, and opponents honestly and fairly. I expect to be treated the same.

I will treat my coaches, other players, officials, and spectators with respect—regardless of race, sex, creed, or abilities. I expect to be treated the same.

I will accept the decisions of the referees on the field as being fair and called to the best ability of said referees. The referees are in charge of all games; their decisions are final.

I will not use profanity, talk "trash," or taunt others before, during, or after a game.

I deserve to have fun while playing for the League and will notify my parents and coaches if it stops being fun.

I will encourage my parents to be involved with my team in some capacity.

I will remember that participating in football is an opportunity to learn and have fun.

Code of Conduct Cont'd

As a Board Member:

I will read, understand, follow and actively promote the Board Of Directors, Coach, Parent and Player Code of Conducts, LYFA and CLYFL Operations Manuals, standard League procedures and the CLYFL Bylaws.

I will place the well-being and safety of each member above all other considerations, including the desire to win or development of performance.

I will never physically or mentally push children beyond their abilities. The game is of minor consideration when compared to a child's future health and well-being.

I will do my best to provide a safe playing environment free of drugs, tobacco and alcohol, and I will refrain from their use at all League practices, games, and events.

I will strive to make every League activity serve as a training ground for good mental and physical health by being present to support our members and League.

I will get treatment for an injured player immediately and cooperate fully with medical personnel in the best interest of the player.

I will be knowledgeable in the rules of football/cheerleading.

I will lead by example in demonstrating fair play and sportsmanship to all my members within the League and LYFA.

I will help teach the value of commitment to the team, sportsmanship, ethical conduct, and fair play.

I will encourage and guide all members within the League to accept responsibility for their own behavior and performance. I will never condone unacceptable behavior.

I will always support all players and cheerleaders, coaches, and officials at every game, practice, and League events.

I will always be courteous and direct when dealing with members of the League, fellow Directors, opposition coaches, and referees.

I will accept the decisions of the referees on the field as being fair and called to the best ability of said referees. The referees are in charge of all games.

I will never yell at, argue with, or treat referees with disrespect. I will ensure that our coaches, fans and athletes treat referees with respect.

I will commit to being a good financial steward of the League's funds which includes but is not limited to turning in an accurate budget if applicable, reviewing budget updates and turning in receipts, keeping accurate inventory and receiving Board approval for expenditures.

I will communicate with fellow Board of Directors members, league membership and vendors in a timely and professional manner.

Code of Conduct Cont'd

I will communicate with fellow Board of Directors members before I make any big procedure changes within my department.

I will report any incidents or membership concerns with the Board of Directors per our policy in a timely manner.

I will bring any concerns regarding the behavior, performance, or responsibilities of another Board member to the attention of the Executive Committee or full Board in a respectful and professional manner.

I will keep all Board of Directors conversations confidential.

I will do my best to attend Board of Director meetings and pitch in wherever necessary.

I will notify the Board Secretary in advance if I am unable to attend a meeting, and I understand that repeated absences may affect my standing on the Board.

I will respect my fellow Board of Director members and their individual roles. In the event that I have suggestions or questions, I will contact that Director.

I will encourage having a cohesive program between football and cheerleading.

I will hold myself to a higher standard for behavior and conduct.

I will use the official sign up to sign up for Game Day Board slots and communicate with my fellow Board Members in the event that there is a change in my ability to fulfil a role.

I will ensure that I use the League Google Drive to store receipts, budgets, inventory and other documents necessary to operate.

I will use my League issued email address for all communications involving Board of Director and League business.

I understand that serving on the Board is a position of leadership and trust, and I will act with integrity and transparency at all times.

I will refrain from using my Board position for personal gain or to influence decisions for the benefit of my family, friends, or outside interests.

I understand that failure to uphold these commitments may result in corrective action as outlined below.

Code of Conduct Cont'd

Violations of the Central Loudoun Youth Football League's Codes of Conduct may result in one of the following actions, at the sole discretion of the League's Board of Directors by majority rules:

- Warning
- Suspension
- Expulsion

There is no recourse for appeal if an individual is suspended or expelled from the League for a violation of the Code of Conduct.

Any such action will be documented in the Incident Tracker and communicated privately to the individual involved.