



TRI-COUNTY YOUTH
FOOTBALL &
CHEERLEADING
CONFERENCE, INC.

Bylaws

Table of Contents

I. INTRODUCTION	3
II. NAME	<i>Error! Bookmark not defined.</i>
III. PURPOSE	<i>Error! Bookmark not defined.</i>
IV. PREAMBLE	<i>Error! Bookmark not defined.</i>
V. CONFERENCE ORGANIZATION	4
VI. OFFICERS OF THE EXECUTIVE BOARD	<i>Error! Bookmark not defined.</i>
VII. BOARD OF TRUSTEES	<i>Error! Bookmark not defined.</i>
VIII. BOARD OF TRUSTEES AND EXECUTIVE BOARD MEETINGS	<i>Error! Bookmark not defined.</i>
IX. VOTING RIGHTS	<i>Error! Bookmark not defined.</i>
X. NEW MEMBERSHIP	12
XI. FUNDRAISERS, DUES AND FEES	13
XII. AMENDMENTS	14
XIII. LIABILITY, INSURANCE, CERTIFICATION AND BADGES	14
XIV. TEAM ROSTERS AND OFFICIAL BINDER	18
XV. COACHES	<i>Error! Bookmark not defined.</i>
XVI. CONDUCT	<i>Error! Bookmark not defined.</i>
XVII. GAME DAY ETIQUETTE AND HOST TEAM RESPONSIBILITES	<i>Error! Bookmark not defined.</i>
XVIII. RESTRICTED ITEMS	<i>Error! Bookmark not defined.</i>
XIX. SCHEDULE AND AWARDS	<i>Error! Bookmark not defined.</i>
XX. DISCIPLINARY PROCESS	<i>Error! Bookmark not defined.</i>
XXI. DISSOLUTION	<i>Error! Bookmark not defined.</i>

TRI-COUNTY YOUTH FOOTBALL & CHEERLEADING CONFERENCE, INC.

Bylaws

1. INTRODUCTION

- A. Representatives of the following youth football and cheerleading organizations met in March 2013 for the purpose of organizing a youth football and cheerleading Conference:

Pinecrest Pilots
Dover Patriots
Antioch Redskins
Brandon Lions

- B. As a result of their efforts the Tri County Youth Football and Cheerleading Conference Inc. (TCYFCC) was formed. The following organizations made up the inaugural season:

Pinecrest Pilots	Brandon Bears
Dover Patriots	Wesley Chapel Cowboys
Antioch Redskins	New Tampa Wildcats
Brandon Lions	Turkey Creek Trojans
Brandon Cowboys	Brandon Broncos
Plant City Dolphins	Lakeland Eagles
Lakeland Gators	East Bay Buccaneers

- C. The original officers representing the charter organizations are:

President	Greg Stallings
1 st Vice President	Chris McMath
2 nd Vice President	Dawn Pennachiette
Secretary	Clyde Wint
Treasurer	Kim Brock

- D. Neither TCYFCC nor its member organizations will be held responsible for any typographical errors in the Bylaws, Football Rules, Cheerleader Rules, or any other measures beyond its control.
- E. TCYFCC will work toward becoming a non-profit organization as recognized by the state of Florida.

2. PREAMBLE

- A. When the rights of TCYFCC are in conflict with the rights of the individual organization, the rights of the Conference must prevail.
- B. TCYFCC will be comprised of football and cheerleading organizations approved for membership, and who rigorously adhere to and support the Bylaws, Football Rules and Cheerleader Rules of the TCYFCC.
- C. The ultimate purpose of TCYFCC is to provide a unified youth sports league with a major emphasis on fun and enjoyment for all youth interested in playing and developing football and cheerleading skills.
- D. It will always be the goal of TCYFCC to promote:
1. "Safety First" participation.

2. Opportunities for fun and enjoyment through a football and cheerleading program that emphasizes its youth and is free of adult ambition.
3. The development of good sportsmanship and physical fitness.
4. The teaching of skills, techniques, and fundamentals of the sports of football and cheerleading.
5. Proper conduct of participants, coaches, and spectators.

3. LIABILITY

- A. TCYFCC assumes no responsibility for injuries to participants, or representatives, nor damage to personal property.
- B. The acceptance of risk rests entirely with players, cheerleaders, coaches, managers, officials, parents, spectators, and all others who participate or attend TCYFCC activities.

4. INSURANCE

- A. All member organizations are required to maintain liability and accident insurance which will be administered and approved by TCYFCC.
- B. Policy holders will be listed as the following:
 1. The name "Tri-County Youth Football & Cheerleading Conference, Inc."
 2. The name of the board of county commissioners for the respective county of the league.
 3. The name of the individual organization.
- C. Any events outside of TCYFCC is not covered under our policy. Organization must purchase and provide policy to TCYFCC Executive Board.

5. THE EXECUTIVE BOARD

- A. The Executive Board is the governing body of TCYFCC. The Executive Board presides over operations of the conference and ensures compliance of rules and regulations.
- B. The Executive Board will conduct periodic meetings as determined by the President.
- C. The Executive Board will act as the appellate authority over rules violations sanctions or disciplinary actions.
- D. The Executive Board will not have more than 2 trustees from the same organization.
- E. The TCYFCC Executive Board officer positions are the following:

Position	Responsibility
President	County Liaison/Conference Insurance
First Vice President	Football Referees/On-line Registration Admin/Football Rules
Second Vice President	Cheer Officials/Cheer Off/Cheer Rules/Trophies
Secretary	Minutes/Admin Responsibilities/Fundraising
Treasurer	Budget/Financial Planning/Payment of Obligations
Football Director	Football Operations/Schedule/Rules
Cheer Director	Cheer Operations/Rules
Sergeant at Arms	Meeting order
Member At Large	

F. Executive Board Member Duties

1. The President:

- i. Is the Chief Executive Officer of TCYFCC and will preside over all Executive and Board of Trustee meetings.
- ii. Will perform other such functions and duties as may be deemed necessary for the furtherance of the business of TCYFCC.
- iii. Will, in matters of safety and security, issue emergency corrective directions that will be binding to all concerned organizations. The President will confer with all executive board members within 24 hours to review the matter and issue final guidance.
- iv. Has authority, based on necessity of integrity, safety or security of participations, to temporarily suspend any organization member. Such suspensions are binding until an emergency Executive Board meeting can be convened to review the matter.
- v. The President will perform other such functions and duties as may be deemed necessary for the furtherance of the business of the TCYFCC

2. First Vice President will:

- i. In the absence of the President will act as President in a temporary capacity.
- ii. Be the president's representative to assist in completing Presidential duties.
- iii. At his/her discretion, conduct random no-notice game day visits for By-law and Football Rule compliance. Infractions are immediately corrected and subject to review.
- iv. Manage football officials for the conference to include contract negotiation, periodic reviews or assessments, scheduling, and formal complaints.
- v. Advise and assist the Football Director as requested.

3. Second Vice President will:

- i. In the absence of the President and First Vice President, serve as President in a temporary capacity.
- ii. Be the president's representative to assist in completing Presidential duties.
- iii. At his/her discretion, conduct random no-notice game day visits for By-law and Football Rule compliance. Infractions are immediately corrected and subject to review.
- iv. Manage Cheer Officials for any TCYFCC sanctioned cheer events.
- v. Advise and assist the Cheer Director as requested.

4. The Secretary will:

- i. Accurately record and maintain all notes and minutes of all proceedings. The Secretary will also, if required, perform like services on all committees.
- ii. Act as the custodian for all TCYFCC records and correspondence.
- iii. Give, or cause to be given, all notices of fees required for the Board of Trustees.

- iv. Provide copies of the minutes of TCYFCC meetings to each Trustee within seven (7) days of the Conference meeting.
 - v. Maintain an updated version of the Fundraiser Priority List.
 - vi. Along with the Treasurer record and track any unpaid fines and make the President aware of owing individuals or organizations prior to a monthly meeting. Organizations or individuals with unpaid fines do not have voting rights until all fines are paid.
5. The Treasurer will:
- i. At the direction of the President, prepare an annual budget to meet the needs of the TCYFCC for the current year.
 - ii. Have charge of and be responsible for all funds, securities, receipts, and disbursements of TCYFCC monies or other valuables in such banks, trust companies or other depositories as may be selected by the Board of Trustees.
 - iii. Disburse TCYFCC funds by check only.
 - iv. Prepare a cash flow statement of income, expense transactions, and copy of the actual bank statement and cash balance each month to present to the Board of Trustees for inclusion in the minutes.
 - v. Prepare and submit a written statement of financial conditions of TCYFCC to trustees during the January Board of Trustees meeting.
 - vi. Prepare other records and statements as the Board of Trustees may require.
 - vii. Along with the Secretary, record and track any unpaid fines and make the President aware of owing individuals or organizations prior to a meeting. Organizations or individuals with unpaid fines do not have voting rights until all fines are paid.
6. The Football Director will:
- i. Oversee all football operations.
 - ii. Be responsible for TCYFCC Football Rules – administration and rule changes.
 - iii. At his discretion, inspect games fields to determine compliance with TCYFCC rules and safety requirements.
 - iv. Create an annual schedule IAW with Football Rule as soon as all schedule request have been addressed and resolved.
 - v. Conduct investigations of football rule violations and present findings and recommendations to the Executive Board and Board of Trustees
7. The Cheer Director will:
- i. Oversee cheer operations of the Conference.
 - ii. Be responsible for TCYFCC Cheer Rules – administration and rule changes.
 - iii. At her discretion, inspect games fields to determine compliance with TCYFCC rules and safety requirements.
 - iv. Conduct investigations of violations of cheer rules and present findings and recommendations to the Executive Board and Board of Trustees.

8. The Sergeant at Arms will:
 - i. Be responsible for ensuring order in the TCYFCC Board of Trustee Meetings and TCYFCC Executive Board Meetings.
 - ii. At the direction of the President, conduct formal misconduct allegation investigations not pertaining to football or cheer operations.

9. The at Large Member will:

- i. Assist the Football and Cheer Director as requested.

10. Social Media Director will:

- 1 manage TCYFCC website and any other social media pages

11. TCYFCC Event Coordinator:

1. organize any TCYFCC County events ie. Super Bowl and Cheeroffs

G. Terms of Office. Executive Board Officers will hold a term of 2 years.

1. The following are the election years and minimum requirements. The minimum requirements are over the course of a member's lifetime.
 - i. President – elected odd years; minimum of 4 years as a trustee and must have served on the Executive Board for a period of 1 term.
 - ii. First Vice President – elected even years; minimum of 3 years as a trustee and must have served 1on the Executive Board for a period of 1 term.
 - iii. Second Vice President – elected odd years; minimum of 3 years as a trustee and must have served on the Executive Board for a period of 1 term.
 - iv. Secretary – elected even years; minimum of 3 year as a trustee.
 - v. Treasurer – elected odd years; minimum of 3 year as a trustee.
 - vi. Football Director – elected odd years; minimum of 3 years as a trustee and must have served on the Executive board for a period of 1 term.
 - vii. Cheer Director – elected even years; minimum of 3 years as a trustee and must have served on the Executive board for a period of 1 term.
 - viii. Sergeant at Arms – elected even years; minimum of 2 year as a trustee.
 - ix. At Large Member – elected odd years; minimum of 2 year as a trustee.
 - x. Social Media Director- elected even years; minimum of 2 years as a trustee.
 - xi. TCYFCC Event Coordinator- elected odd years; minimum of 2 years as a trustee.

2. The Executive Board may sponsor by two-thirds vote an individual who does not meet the minimum requirements as an Executive Board Officer.

H. Elections

1. In the November meeting of each year the Secretary will ask for nominations of individuals seeking an Executive Board position that is open for voting no later than 10

days before the election. Members may self-nominate or nominate others. Members must give permission in writing to be placed on any ballot.

- i. Members on TCYFCC probation or if they are from an organization on probation are not eligible for an Executive Board position.
 2. The Executive Board Officers are elected by the Board of Trustees. Elections are held annually in the January meeting for in-term vacancies and those open for election every two years.
 - i. Any trustee that meets the qualification standards can be a candidate for the position even if there is an incumbent rerunning for the position.
 - ii. Candidates cannot have their names on more than one ballot.
 - iii. Current Executive Board members must resign their current position before running for a open position.
 3. Three (3) days prior to the election the Secretary will forward a list of all candidates to each member organization and will seek any further candidates or nominations.
- I. In-Term Vacancies
1. If the President cannot complete a full term, the vacancy is filled by the First Vice President.
 2. A minimum of nine (9) months of the previous twelve (12) months will be considered a full term for President.
 3. Other Vacancies will be filled by Executive Board with 2/3 vote.

6. REMOVAL FROM OFFICE

- A. Executive Board members are expected to be actively engaged in TCYFCC activities, events, and meetings at Executive and Board of Trustee levels. Failure to attend 3 consecutive meetings without just cause will result in the member's status being reviewed by the Executive Board. Executive Board members that cannot attend a meeting will inform the President as to the reason. The President will determine if the absence is excused or unexcused. The three meetings can be a combination of Executive Board and Board of Trustee Meetings. The Executive Board, by two-thirds vote, may remove the individual from office or place the member on notice that future absences will result in immediate removal from office.
- B. Executive Board Members will be held to the highest of standards of conduct. Any Executive Board member arrested by civilian Law Enforcement Officials for any reason will, within 24-hours, notify the President. Failure to report such incidents will result in automatic suspension and removal from office.
- C. Any Executive Board Member arrested and/or charged with any of the disqualifying offenses listed the Background Checks section is suspended until case adjudication. The need for further action will be determined on the outcome of the case.
- D. Any Executive Board Member found guilty of committing a criminal offense and placed on probation is prohibited from holding office during the probation period.
- E. In cases where an Executive Board Member's organization is placed on probation the President, or the 1st VP in cases involving the President's organization, appoints two impartial

Executive Board members to determine the member's involvement, responsibilities, or complicities in the suspension.

1. The member will provide a detail written explanation into the incident and provide justification as to why they should not be suspended.
2. The investigating members will provide the President a written report within five days. The Executive Board, by two-thirds will determine if the member retains their position.

F. Impeachment of an Executive Board Member.

1. Impeachment can only be based on criminal charges, failure to uphold the conference bylaws or rules, or negligent behavior detrimental to TCYFCC.
2. Four or more Trustees and/or Executive Board members must petition the Executive Board in writing outlining the cause for impeachment.
3. The Executive Board member in question must be sent an official letter signed by all other Executive Board members outlining the complaint and the process to be followed.
 - i. The accused is given the opportunity to respond to the charges in writing and/or in person.
4. The President, 1st Vice President in matters directed at President, will form an impeachment committee consisting of three impartial Executive Board members and two organization Presidents randomly selected. Individuals who initiated the impeachment request, those on probation or whose organization is on probation, may not serve on this committee.
 - i. This committee, by 2/3 vote, will decide whether the charges are warranted and determine the need to continue.
 - ii. If the committee determines the impeachment to be unwarranted, they present these findings to the Executive Board who, by majority vote, may terminate the process.
 - iii. If the committee determines the impeachment is warranted, the matter is brought before the Board of Trustees. The reason for impeachment will be read to the Board of Trustees.
 - iv. The accused member is given an opportunity to present oral or written arguments, present evidence to disprove the allegations, or answer any Board of Trustee questions.
 1. The motion to impeach requires a 2/3 vote for approval.
 - a. If the motion fails to garnish the votes to impeach the individual may return to office without restrictions.
 - b. If impeached, the member is prohibited from ever holding another Executive Board position however he or she may continue to serve as an organizational Trustee.

7. BOARD OF TRUSTEES

- A. The Board of Trustees are designated representative(s) of member organizations. The Board of Trustees has the authority and responsibility to promulgate, administer, and enforce the Bylaws, Football Rules, Cheerleader Rules, and other matters of an association-wide nature.
- B. Selection of Trustees:
 - 1. Each TCYFCC organization will select as a minimum three (3) persons to serve as the official representatives to TCYFCC. One (1) trustee may be the organization President, one (1) trustee will act as the Football Trustee and one (1) will act as the Cheerleading Trustee.
 - 2. Member organizations may, at their option, may select three (3) Alternate Trustees to serve in the absence of the Trustee.
 - 3. Each Trustee is empowered to exercise all rights and duties of his/her organization.
 - 4. Each trustee must be registered with the TCYFCC Secretary by the May meeting. Member organizations must furnish the TCYFCC Secretary with the names, Email addresses and telephone numbers of Trustees and Alternates no later than the first scheduled meeting or activity after their selection.
 - i. Failure to provide this list with the required information may result in a \$100 fine. The organization's voting rights will be suspended until the fine is paid.
 - ii. If an individual is later found acting in the capacity as a Trustee but they were not registered with the Secretary, the organization may be subject to a \$250 fine. The unregistered Trustee is prohibited from performing Trustee duties until in compliance.

8. BOARD OF TRUSTEE MEETINGS

- A. Regular Board of Trustee meetings will be held on the third Wednesday of each month. The December meeting is at the discretion of the President.
- B. Meeting time and location will be set by the President
- C. All meetings will be closed to persons other than Executive Board members and 2 Trustees per organization.
 - 1. An Executive Board member also serving as a trustee counts toward the two positions.
 - 2. It is the responsibility of the trustee(s) to accurately disseminate information and decisions made in the Board of Trustee meetings to their respective organizations.
- D. Unless approved by a Board of Trustees unanimous vote, meetings will not be recorded by electronic devices or live stream on the internet. Audio or Video recording surreptitiously will result in a \$500 fine for the organization and the violator is prohibited from acting as a trustee for 1 year.

- E. Each Monthly Board of Trustees meeting will have an Open Forum. Anyone wanting to attend the Open Forum must contact the TCYFCC President or Secretary 48 hours prior to the meeting via email.
- F. The President may call for an urgent meeting of the Board of Trustees for time sensitive matters.
 - 1. Notices by email, telephone, or in person will be given to each organization not less than twenty-four (24) hours prior to the date and time of the meeting unless emergency circumstances dictate otherwise.
 - 2. Notices of urgent meetings will specify the purpose of the meeting.
 - 3. For urgent meetings, a minimum of one trustee from each organization is required. If the matter is related to football or cheer, then the appropriate trustee will attend.
 - 4. The only agenda item that may be addressed will be the cause of the meeting. Dealing with old or new business not related to the cause of the urgent meeting is prohibited.
- G. Any organization, which fails to have a representative at any regular or special called meeting of the Board of Trustees, will be fined the sum of \$50.00 for each missed meeting, and the organization's voting rights will be suspended until the fine has been paid.
- H. The Executive Board will conduct periodic meetings to discuss matters related to executing the Conference Bylaws, rules and any conference operations. The Executive Board will also preside over all rule's violations and disciplinary actions.
- I. All meetings will be conducted IAW "Robert's Rules of Order" unless otherwise stipulated.
 - 1. Any trustee in attendance may make a motion for the Board of Trustees to consider.
 - 1. Once a motion is made, the sponsoring Trustee is given sufficient time to explain the rationale for the motion. The President will then open the floor for debate.
 - 2. During debate each organization is given one opportunity to debate or support the motion. Trustees will not speak until recognized by the President.
 - 3. After all organizations had the opportunity to address the motion the President will call for a second on the motion. If there is none the motion is closed, and the item cannot be readdressed. If there is a second, the motion goes to the floor for a vote.
 - 4. Unless otherwise stipulated in the Bylaws and/or Football/Cheer Rules all matters require a two-thirds vote to pass.
 - 5. Continued debating of an item outside of the debate period is prohibited.
 - 6. Once a topic has been voted on and closed, it will take a 2/3 vote from the trustees to reopen the topic and revote. Further debate of the topic is prohibited.

9. VOTING

- A. Executive Board members that are not a trustee of an organization are entitled to one vote. Executive Board members that are a trustee of an organization will be limited to one vote that represents their organization.

1. The President will not forfeit his/her right to vote as a result of the office he/she holds if he/she is the designated trustee for their organization.
 2. In case of a tie vote on matters the president will cast tie breaking vote.
- B. Only one (1) Trustee from each organization may vote. Each organization has one (1) vote.
1. Organizations or individuals on probation do not have voting rights until the probation is lifted.
 2. Organizations owing fines do not have voting rights until all fines are paid.
- C. Trustees must be physically present at the meeting for the vote to be recorded.
- D. Once any Topic has been voted on and closed, it will take a 2/3 vote from the trustees to reopen the topic and revote. Further debate of the topic is prohibited.

10. NEW MEMBERSHIP

- A. Any organization desiring to become a TCYFCC member will submit a letter of application to the Executive Board. No new organizations will be officially approved as members after March 31st of that calendar year.
- B. Letters of application will contain the following:
1. The organization's name, proof of up-to-date Florida non-profit corporation status, organizational Bylaws and proof of financial stability.
 2. The organization's colors and mascot.
 3. A list of all board members including full names, addresses, and telephones numbers.
 4. An estimated number of participants for each football and cheer category.
 5. An outline of the geographical area from which the organization expects to recruit.
 6. The name and location of the organization's home field, including a statement of the facilities at the field with written proof of their home playing facility.
- C. Upon invitation from the Executive Board, the applicant organization may have up to three (3) representatives give an oral presentation to The Executive Board no later than thirty (30) days after the receipt of letter of application.
1. By 2/3 vote the Executive Board will determine if the application will be presented to the Board of Trustees for approval or disapproval.
 2. The TCYFCC President will ensure that both the TCYFCC Bylaws and Football and Cheerleader Rules have been explained to the potential new organization, and that the organization commits to comply with such By-Laws and Rules.
 3. Upon approval from The Executive Board, the applying organization will be given the opportunity to give an oral presentation to the Board of Trustees at the next meeting.
- D. By 2/3, the Board of Trustees determines if the applying organization is accepted.
- E. If accepted into TCYFCC, new organizations will be on probationary status during their first full year and will not have voting rights.
1. During the probationary years(s) new organization cannot hold an Executive Board position.

- F. At the first regular scheduled meeting of the Board of Trustees following the first year of probationary membership, the Board of Trustees will vote for:
 - 1. Permanent membership. Such vote will require a two-third (2/3) affirmative vote. If that vote fails, then the Board of Trustees will consider:
 - 2. Continued probationary status for one (1) more year. Such vote shall require a two-thirds (2/3) affirmative vote of all permanent member organizations.
 - 3. In the event that neither (1) or (2) above is approved by the required majority votes, the organization will be denied membership in TCYFCC.
- G. If accepted for permanent status the organization will be assessed a membership fee of \$500.00 and payment is required within thirty (30) days of acceptance into TCYFCC.
- H. If membership is approved the new member organization will be added in March to the bottom of the Fund Raiser rotation.

11. MEMBERSHIP RENEWAL

- A. Each organizations membership in TCYFCC is on a year-by-year basis, subject to review, and contingent on being invited to return the following year.
- B. Before the January meeting the Executive Board will review the conduct of organizations to determine if they meet standards to remain within TCYFCC.
 - 1. If the Executive Board determines an organization has meet standards to remain no further action is required.
 - 2. If the Executive Board determines an organization does not meet standards, their membership renewal is subject to denial.
 - i. A two-third (2/3) vote of the Executive Board is required to expel an organization.
 - 3. In lieu of expulsion the Board may consider placing the organization in probation status

12. FUNDRAISERS, DUES AND FEES

- A. Fundraisers will be determined in rotational order and will be determined in the January meeting of the current season. Teams will rotate up one level each season with the top position moving to the bottom of the order. Fundraisers are defined as the Cheer Offs, Super Bowl, post and preseason games, or any other major event, i.e. State Championship games.
- B. Annual Dues
 - 1. The amount of an organization's annual dues will be \$500.00 and in **accordance with the Football and Cheerleader Rules**. All probationary organizations will be required to pay such dues as well.
 - i. Annual dues will be paid by the conclusion of the January meeting or the organizations membership is suspended, to include voting rights, until paid. In addition, the organization will not be eligible to participate in any TCYFCC activities until annual dues are paid.
 - 2. Commitment Letters for the upcoming season must be signed and collected by the Secretary at the start of the January meeting. Failure to complete the Commitment Letter

will result in immediate suspension to include voting rights until signed and collected by the Secretary. This includes the January meeting.

3. The cost of TCYFCC Football and Cheer Trophies will be split by all Organizations with the totals determined by the final certified roster. Monies are due by the October's meeting.
- C. Other Fees
1. Other annual fees (insurance, booking, etc.) are due as determined by the Executive Board.
 2. The Executive Board will give notice of amounts and due dates no later than thirty (30) days prior.
- D. Organizations shall be fined \$200.00 per team (football and cheer) if a fostered team does not attend all TCYFCC events and/or games. This fine shall be made payable to the hosting organization by the next Monthly meeting.
- E. Fine will not exceed \$400.00 per age division. This rule can be waived if an organization is not able to field a team due to injury.

13. AMENDMENTS

A. The Bylaws, Football Rules, and Cheerleader Rules may be altered or amended, and new Bylaws and/or Football Rules and/or Cheerleader Rules may be adopted, by the Board of Trustees no later than the March meeting:

1. The Football Director and Cheer Director in the November Meeting will establish rule committees for the respective areas.
2. The Executive Board will address bylaws modifications and amendments.

B. All changes to the Bylaws must be approved by a vote not less than two-thirds (2/3) of the Executive Board.

C. Football and Cheer Rules must be approved by a vote not less than two-thirds (2/3) of the eligible Trustees. Waiver:

1. Although it is the intent and the goal of the Board of Trustees to adhere to ARTICLE VIII – AMENDMENTS above, it is recognized that extraordinary circumstances which effects TCYFCC as a whole might require changes at other times. All changes must be approved by 2/3rd vote of the Board of Trustees.
2. Monthly Board of Trustee Meetings minutes will be considered Addendum to the By-Laws.

14. VOLUNTEER BACKGROUND CHECKS

A. References:

1. [FSA 943.0438](#) Requirement for Background Checks.
2. [FSA 435.03](#) Screening Standards.
3. [FSA 435.04\(2\)](#) Disqualifying Offenses IAW State Law.
4. [FSA 435.07](#) Exemption from Disqualification procedures.

B. In accordance with [F.S.A. 943.0438](#) all private, nongovernmental entities (TCYFCC) that organize, operate or coordinate youth athletic teams in Florida will conduct annual background screenings on anyone over 18 years of age with direct contact with children.

1. In TCYFCC this is defined at the organization level as:

- i. All board members
 - ii. Football Directors
 - iii. Cheer Directors
 - iv. Trustees
 - v. Head and Assistant Coaches
 - vi. Team Managers
 - vii. Organization Board Members
 - viii. Any other position requiring direct contact with children to perform their duties on behalf of TCYFCC or an organization.
 2. All Executive Board Members will undergo an annual background check with the results going to the President. In case where the member is with an organization that organization's check can suffice however the President must be presented with a copy of the actual report. The President's report will be reviewed by the 1st and 2nd Vice Presidents.
 3. Team Trainers shall be defined as any volunteer under the age of 18 years of age. Trainers must be at least 2 years older than the oldest participant of the team they are assisting.
- C. IAW [FSA 435.03](#) a background screening conducted by a commercial consumer reporting agency in compliance with the federal Fair Credit Reporting Act that includes a level 2 background screening AND a search of that against the sexual predator and sexual offender registries satisfies Florida requirements. Background checks are conducted and funded by each organization. Organizations found to be in violation will be immediately suspended until an emergency meeting of the Executive Board can be convened.
- D. [FSA 435.04\(2\)](#) list **state** disqualifying offenses. TCYFCC disqualifying offenses are stricter therefore all state disqualifying offenses fall under the following disqualifying offenses.
1. All sex offenses. PERMANENT BAN.
 2. All felony offenses within the past eight (8) Years (other than violence offense).
 3. All felonies offenses 8 years or older may be considered for an exemption.
 4. All misdemeanor violence offenses within past (6) years.
 5. All misdemeanor drug and alcohol offenses within the past three (3) years or multiple (more than one) offenses in the past (6) Years.
 6. Any other offense, whether misdemeanor or felony, that would be considered a potential danger to children or directly related to the functions of a volunteer.
- E. Organizations must ensure that no volunteer has been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited above by both TCYFCC and state guidelines. *It does not matter when the offense occurred.* The volunteer cannot perform their duties until an exemption is granted.

- F. IAW [FSA 435.07](#) organizations can apply for an exemption (formally a waiver) if three (3) years have passed since the applicant for the exemption has completed or been lawfully released from confinement, supervision, or non monetary condition imposed by the court.
1. Exemptions may **NOT** granted to any person who:
 - i. Is a Sexual predator as designated pursuant to s. [775.21](#).
 - ii. Is a Career offender pursuant to s. [775.261](#).
 - iii. Is a Sexual offender pursuant to s. [943.0435](#).
 - iv. Has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in s. [741.28](#), whether such act was committed in this state or in another jurisdiction.
 2. An organization President may request an exemption in the writing to the TCYFCC President. The TCYFCC President will schedule a hearing with the Executive Board where the organization and the volunteer must be present to provide justification for the exemption. Exemptions cannot be granted for state disqualifying offenses until 3 years have passed since adjudication. The Executive Board will vote on the individual's case and approve or deny based on 2/3rd vote. Approved exemptions are lifetime and only for the disqualifying offense.
 - i. In any disqualifying conviction where the adjudication is in question, the volunteer is solely responsible for providing certified copies of court documents.
 - ii. TCYFCC does not honor exemptions provided by other youth organizations.
- G. If a volunteer is arrested and charged with a crime, the TCYFCC President will immediately be notified and the volunteer will be suspended until the case is adjudicated. This cannot be waived. If it is discovered a member has an active arrest warrant that member will be suspended until the case is adjudicated.
- H. In the May meeting each organization will provide the TYFCC President a letter stipulating all volunteers have been properly screened. These letters will be kept on file by the Secretary.
1. This letter will list the individual's full name and position within the organization. Coaches will have the level they are coaching.
 2. The organization will update the letter as volunteers are added or removed.

15. VOLUNTEER TRAINING

- A. Prior to being allowed to practice or have direct contact with participants, the following certificates and/or training are required for all trustees, organization Presidents, Athletic Directors for football or cheer, coaches, team managers, and trainers. Certificates will be uploaded into the electronic software system and must be valid through the current season.
1. CPR/First Aid – The intent of CPR certification is to ensure there is at least one (1) qualified person on every football team and cheerleading squad to administer basic CPR. CPR certifications are good for 2 years.

- i. Hillsborough County requires all coaches in football and cheer along with all organization's Trustees and President or Athletic Director, to be certified in CPR by the first day of practice.
- ii. Outside of Hillsborough County organizations will follow their County standards but will have as a minimum the following certified in CPR by the first day of practice:
 - 1. One (1) coach of each football team.
 - 2. One (1) coach of each cheerleading team.
 - 3. All organization's Trustees and President or Athletic Director
- 2. Concussion Training – must be completed annually.
- 3. Heat Illness Training – must be completed annually.
- 4. Coaches Training — Certifications are good for 2 years. Completed through the Hillsborough County Parks and Recreation Departments' Coach's Clinic or on-line equivalent per Hillsborough County Parks and Recreation requirements.

16. COACHES

- A. Head coaches must be over the age of twenty-one (21). Assistant coaches and Team Managers must be at least eighteen (18) years of age. Team trainers must be under the age of 18 but must be at least 2 years older than the oldest participant on the team.
- B. No Coach, manager, or trainer will have direct contact with participants until all background and training requirements are met and the individual is qualified for a TCYFCC badge. This badge must be clearly displayed above the waist at practices or games
- C. No coach or organization official may transfer from one (1) member organization to another in successive or current years as a coach or organization official, except with the knowledge and consent of both organizations involved. Not giving written consent is only for the purpose of collecting equipment or unpaid funds or any documented disciplinary actions to the organization. This rule may be waived when written consent has not been granted by either of the two (2) involved organizations with the approval of the TCYFCC Executive Board.
- D. If a Coach or organization official has been voted in by an organization and resigns their position prior to or during the current season (December 31st), they may not transfer from one-member organization to another member Organization in any coaching/official capacity for the period of one (1) year (season) unless both organizations agree to a waiver. Cut Off date shall be 12/31.

17. BADGES

- A. Badges will NOT be issued until all training and background requirements have been met. The staff of each organization will have an approved TCYFCC badge to be on the game or practice field, color coded by team or position. All badges will include a picture, the Staff member's name, the current year and the Organization name. The badge will be of business card size. Field access is determined based on badge color and will be as follows.

Position/Division	Color	Description
TCYFCC Executive Board	Lime Green	Full Access
TCYFCC Organization Trustees	Orange	Full Access
Media	White	Sideline outside coach's box
Mighty Mite	Yellow	Restricted to Sideline
Pee Wee	Blue	Restricted to Sideline
Midget	Purple	Restricted to Sideline
Junior Varsity	Grey	Restricted to Sideline
Varsity	Red	Restricted to Sideline
Gen League Official/Board Member	Black	Optional - No field access during game day

NOTE: Media Badges are for formal press officials or hired/volunteers appointed and/or approved by the organization President. Only one Media Badge per team is authorized.

18. ELECTRONIC REGISTRATION AND CERTIFICATION

- A. TCYFCC uses electronic software to register, track and certify participants, coaches and Trustees. For more specific registration or certification requirements for participants refer to the Football or Cheer Rules.
1. Cheer Age is as of August 31st.
 2. Football Age is as of July 31st.
- B. Participant Registration.
1. Once a participant has registered the organization will scan and upload the following documents. Participants will not be allowed to practice until these forms are completed and uploaded.
 - i. Proof of age.
 1. Certified Birth Certificate Copy or certificate of birth registration issued by a state, county, municipal, national or foreign governmental entity.
 2. An original court issued document attesting to the participant's date of birth.
 3. An official passport
 - ii. TCYFCC Waiver and Release of Liability
 - iii. Completed participant/parent concussion consent form.
 - iv. A color photograph, current and clear enough so you can recognize the player.
 - v. A completed TCYFCC Participant Registration/Information form completed by a parent/legal guardian in the presence of a duly appointed organizational official.
 - vi. Physical. The only two forms that will be accepted are the FHSAA EL2 form or the State of Florida School entry health form. Physical forms from other leagues are not accepted. Exam MUST have been performed in the current year. Physicals performed prior to January of the current year will not be accepted. Page 4 of the physical will be uploaded with the doctor signature and cleared to participate box checked. If the doctor refers athlete to a

specialist page 5 must be completed by the specialist for the athlete to participate.

C. Organizational Officials Registration.

1. The following requirements apply to all trustees, organization Presidents, Athletic Directors for football or cheer, coaches, team managers, and trainers.
 - i. If applicable, check the box indicating the individual passed a background check.

- ii. CPR certificate
 - iii. Heat Illness certificate
 - iv. Concussion certificate
 - v. Coaches Training
- D. Within 30 days of the 1st scheduled game the TCYFCC President will declare certification days for football and Cheer.
- 1. Trustees will be randomly selected to check inspect and certify each other. For example, the Broncos may certify the Cowboys or the Trojans the Patriots.
 - 2. Prior to certification day, TCYFCC Executive Board will preform a check of all documents to ensure compliance at a meeting determine by the President.
- E. Participant Certification.
- 1. The Trustee will ensure all blocks in the data base are properly filled out. A PARTICIPANT WILL NOT BE CERTIFIED IF ALL BLOCKS ARE NOT COMPLETED. These blocks should be filled out prior to certification and are not the responsibility of the certifier to complete.
 - 2. The Trustee will ensure that all documents are properly filled out.
 - 3. The Trustee will ensure an acceptable participant picture is uploaded.
 - 4. Once all documentation is valid the Certification Official may certify the participant.
 - 5. AT NO TIME WILL AN ORGANIZATION CERTIFY THEIR OWN PARTICIPANTS.
- F. Organizational Officials Certification. Organizations are responsible for certification of their staff personnel and having all documents uploaded prior to the start of practice.
- G. For Football or Cheer specific certification requirements refer to the Football or Cheer Rules.
- H. At the 4th game of the season the system will be locked to prevent adding participants after the designated cut-off.
- 1. Once certified the participants record is locked and cannot be altered. Any required changes/additions to a participant after Certification will be reported to the TCYFCC Vice President and Football/Cheer Director(s).

19. CONCUSSION RULE

- A. These requirements apply to both Football and Cheer and will be included in their respective rules. Per Florida Statutes 943.0438 and 1006.20 any athlete who is suspected of sustaining a concussion or head injury or who exhibits signs, symptoms, or behaviors consistent with a concussion such as loss of consciousness, headache, dizziness, confusion, or balance problems will be immediately removed from the contest and will not return to play until cleared by an appropriate health-care professional.
- 1. In Florida, an appropriate health-care professional (AHCP) is defined as either a licensed physician (MD, as per Chapter 458, Florida Statutes), a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes), or a licensed physician's assistant under the direct supervision of a MD/DO (as per Chapters 458.347 and 459.022, Florida Statutes).

2. Any head coach allowing a participant suspected of having a concussion to participate in a game or practice without written medical clearance is suspended for the remainder of the year and prohibited from assuming a head coaching position within the conference for the next season.
3. Regardless of affiliation, any league official, coach or parent that witness's or has first-hand knowledge of a concussion, or potential concussion, will provide said information to the Executive Board.

B. Return to Play (TRP) Criteria:

1. No athlete should return to play (RTP) or practice on the same day of a concussion. "When in doubt, sit them out!"
2. Any athlete suspected of having a concussion must be evaluated by an ACHP (as defined above) as soon as possible and practical.
3. Any athlete who has sustained a concussion must be medically cleared by an AHCP (as defined above) prior to resuming participation in any practice or competition.
4. After evaluation and examination by an AHCP (as defined above), return to play must follow a step-wise protocol as defined by the "Graded Return to Play Protocol" form and under the supervision of an AHCP, athletic trainer, coach or other health care professional. FHSAA Form AT18 (Post Head Injury/Concussion).
5. A written medical clearance along with FHSAA Form AT18 from an AHCP (as defined above) is required to return to full competition status. Both the written medical clearance and the completed FHSAA AT18 form will be kept on file by the Organization for a period of 1 year.

20. CONDUCT AT TCYFCC EVENTS

- A. Conduct of spectators, coaches, trustees, board members, or participants which is determined to be unsportsmanlike or Detrimental to the players, or to TCYFCC, or to a member thereof, may subject their team to disciplinary action after a warning by the offended organization or Trustee, whose responsibility it will be to warn the offending organization's Trustee or coach of such conduct.
- B. Such conduct by spectators, coaches, trustees, board members, or football participants, before, during, or after an event may also subject their organization to disciplinary action by the TCYFCC. If a disciplinary problem continues; refer to Bylaws ARTICLE XVI—DISCIPLINARY PROCESS.
- C. No coach, player, trustee, or spectator may touch, grab, bump, or have physical contact with any game official against his/her will. If this occurs, the individual shall be immediately suspended from any TCYFCC event and is subject to lifetime expulsion from any TCYFCC event pending an investigation and disciplinary hearing.
- D. TCYFCC Trustees and their organizations are responsible for controlling the conduct of spectators and participants and have the authority to request the departure from the premises of any individual whose conduct is detrimental to peace and order.
 1. Any removals should first take the form of a reasonable request.
 2. Should the request be ignored, or trouble is anticipated, a law enforcement officer shall be summoned immediately.
 3. Persons using vulgar or abusive language will be removed immediately from the game area.

4. Persons berating coaches, players, and/or game officials will be removed from the game area.
 5. Any person without an official TCYFCC ID card will be removed from the game area.
- E. Parents may only enter the game field area if there is an injury or safety concern regarding their participant. They must be escorted on the field by a trustee.
 - F. If a parent and/or spectator enter the game field area during an altercation on the field (example fighting) they are immediately ejected from the site and are banned from any TCYFCC events.
 - G. The press box announcer shall not be allowed to coach, officiate, or criticize from the press box. The Announcer will be fair to both teams involved and restrain from any derogatory comments. If at any time an opposing member Trustee feels that the announcer is not following appropriate conduct, they must go to the hosting member Trustee to request intervention, The Announcer will be warned and if the problem persists then he/she will be dismissed from their duties and unable to return to announcing for the rest of the day.

21. GAME DAY ETIQUETTE AND HOST TEAM RESPONSIBILITIES

- A. The home or host organization shall have the following responsibilities:
 1. Preparing and marking the field,
 2. Providing all field markers and other necessary operating equipment, and
 3. Payment for Game Day Officials
 4. Other arrangements necessary to conduct the games
- B. Score Board
 1. Every playing field used for TCYFCC regular season or post-season games must be equipped with an electric scoreboard with an electric clock in working order. Organizations will not be held accountable for unforeseen electrical or mechanical failures. Must be repaired before next schedule home game.
- C. Playing Field
 1. Regulation high school field measurements shall be used for TCYFCC games in all divisions.
 - a. If parks have limited sideline space the coach's box may be restricted to 30-yard line to 30-yard line for cheerleader safety.
 2. If more than one (1) field is available the organization must specify which field will be the game field. If the selected field becomes unavailable, the organization must notify the TCYFCC Vice President at least seven (7) days prior to the next game. The TCYFCC Vice President will notify all organizations affected, as well as the officials.
 3. If playing conditions at game time are considered hazardous, the game may be postponed by the game officials. The make-up time to be rescheduled within 1 (one) week. (1st practice night or as soon as officials can be secured).
- D. Sideline Restrictions
 1. During all TCYFCC games, no one is allowed on the sidelines outside of the coaching box, marked by the 25-yard line to the 25-yard line, except where field limitations exist. If limitations are present the coaches' box shall be defined as the 30-yard line to the 30-yard line:
 - a. Cheerleaders and (5) cheerleader representatives (coaches or team representatives), when adequate space cannot be provided outside of the game field area.
 - b. The official chain crew

c. Authorized members of the print or electronic media (advance notice shall be given to both teams)

d. The ball boy or any other personnel requested by the officials for their assistance. e. TCYFCC Executive Board, Hosting or Visiting TCYFCC Trustee/Alternate Trustee and media personnel.

2. The use of tobacco products and electronic cigarettes on the sidelines is strictly prohibited.

E. Chain Crews

1. Chain crews shall consist of three (3) adults, if not available no one under the age of Fourteen (14).

2. Whenever possible the same crews should be retained throughout the season so as to assure more consistent performance.

3. Chain crews should be at their post at least five (5) minutes prior to the start of the game.

4. In the event that the chain crew is on the visitor's side of the field, the visiting team shall be given the option of furnishing the chain crew.

5. The Chain crew shall not coach, scream or cheer on the sidelines. They are to remain silent while the game is going on. Use of cell phones during the game is prohibited.

6. Any member of the chain crew may be removed at the discretion of a league trustee. crews.

F. The field shall be cleared and ready for play prior to the start of the game.

G. Game Day announcers must:

1. A numerical listing of rostered players shall be provided to the press box prior to the start of the game.

2. The press box announcer shall introduce the Visitors first, followed by the Home. Introductions of players shall be by jersey number, followed by the player's name.

3. Announcers should refrain from calling the game play-by-play or playing music after the referee blows the ready for play whistle. As such, there should be NO sound to any extent during play. All music should be screened for content, vulgarity and profanity before being played.

4. Announcers should not show favoritism to either team.

H. Providing adequate safety and first aid equipment and procedures, including the following:

1. Complete first aid kit,
2. Emergency procedures posted conspicuously, and
3. A telephone in the immediate area for emergency use only.
4. A functioning lightning detector on the field during the adverse weather. Phone applications are not considered lightning detectors.

I. Adequate seating for teams and spectators.

J. Restraining lines between the spectators and the playing field.

K. No personal amplified sound equipment (such as bull horn, air horn, etc.) or whistles are allowed during TCYFCC events.

L. Donations at the gate are permitted but shall not exceed \$5.00 for adults and \$3.00 for Children except for Cheer-Offs and Super Bowl the Donation is \$6.00 for Adults and \$4.00 for Children.

- a. NOTE: For parks bound by Hillsborough County Parks and Recreation's Park License Agreements; No person shall be denied admission for not offering a donation; however, everyone is encouraged to support each organization. For parks not bound

to HCPR PLA agreements, the donations listed in **Article XIII L** may be deemed required as an entry fee at park discretion.

- b. TCYFCC Executive Board Trustees conducting official visits shall be exempt from gate Donations.
- M. The home team shall provide and distribute Sportsmanship and Spirit Awards along with a TCYFCC Concession Coupon of \$5 in value to include expiration date 12/31 of current year.
- N. Each hosting organization shall be responsible for the presentation of the Sportsmanship and Spirit Awards at the conclusion of each game.
- O. Award for each age division to be accompanied by a five (5) dollar TCYFCC Gift Certificate to be honored at all Organizations Concession Stands through the end of the season.
- P. Scores are to be turned in by 9:00 PM on game day via email to the Conference Football Director and copied to the Vice President and webmaster@tcyfcc.com by home team. Scores shall be posted by 2pm Sunday.

22. RESTRICTED ITEMS

- A. Consumption of alcoholic beverages is strictly prohibited on the property of any TCYFCC facility before, during, or after games, practices, or any other TCYFCC events.
- B. No outside food or drinks will be allowed by spectators outside of team coolers.
- C. Use of tobacco products and/or electronic cigarettes by any member of a team is strictly prohibited.
- D. No pets are allowed at games or practices other than service animals.

23.

SCHEDULE AND AWARDS

A. Schedule:

1. The TCYFCC football season is from June 1st thru December 31st of the current year. From January 1st to June 31st any outside conference participation as it relates to football and cheer must be approved by the TCYFCC Executive Board.
2. All TCYFCC games shall be scheduled on Saturday according to the following time frame. Check in will begin half time of the previous game.

TEAM	TIME	Football Check-in/ Cheer Warm-up
Mighty Mites	9:00am	8:00am
Pee Wee	10:30am	9:30am
Midget	12:00pm	11:00am
Junior Varsity	2:00pm	1:00pm
Varsity	4:00pm	3:00pm

3. Post season schedule
 - i. Cheer Off will occur the 1st week following the final regular season game.
 - ii. Playoffs for football begin the 1st week following Cheer Offs.

- iii. Dates may be adjusted by a Board of Trustee due to extreme circumstances causing multiple game rescheduling or cancellations.
- B. Awards. It is the intention of TCYFCC to maintain continuity with awards however unforeseen circumstances may determine the awards TCYFCC is able to provide. The Executive Board may change the style of awards to be given.
- C. A fee shall be set by the TCYFCC Board of Trustees to provide necessary funds for the seasonal cost of awards. This fee shall be based on a per capita count from the sealed rosters and shall be paid by all organizations eligible for Super Bowl and Cheer Off.
 - 1. Cheer Off:
 - i. Each organization will submit a check at the September monthly meeting based on the estimated quota per cheerleader towards the cost of awards.
 - ii. First Place will receive a Team Trophy and all cheerleaders will receive a first-place individual trophy.
 - iii. Second Place will receive a Team Trophy and all cheerleaders will receive a second-place award.
 - iv. Third Place will receive a Team Trophy and all cheerleaders will receive a third-place award.
 - v. All participants will receive a participation award.
 - vi. Two Cheer-Off Grand Champion Awards will be given out to the teams with the highest Score of the day. One Trophy will be given for the large team with the highest score and one Trophy will be given to the small team size with the highest score of the day. A total of two Grand Champion Awards. Team sizes will be determined at the TCYFCC September Monthly Meeting
 - 1. Small and Large Divisions are determined by the Average for each Division in the September Meeting.
 - 2. Football.
 - vii. Division Champions. The first-place team will receive a team trophy.
 - viii. Super Bowl:
 - 1. First Place will receive a Team Trophy and all players will receive a first-place individual trophy.
 - 2. Second Place will receive a Team Trophy and all players will receive a second-place individual trophy.

24. DISCIPLINARY PROCESS

- A. Violations of the Bylaws and/or Football Rules and/or Cheerleader Rules of the TCYFCC are subject to disciplinary action by the Executive Board or the Board of Trustees.
- B. Violations shall be categorized as either a **Class 1** or **Class 2** violation.
 - 1. **Class 1** – violations are only subject to disciplinary action by the Executive Board.
 - a) These violations pose an imminent threat or danger to operation, authority, and sovereignty of the conference.
 - b) Requires a unanimous vote by the Executive Board to classify a violation as a Class 1. All Executive Board members minus the challenging organization,

shall vote, with no one abstaining. If the violation is not deemed a Class 1, it shall automatically become a Class 2 violation and follow the normal disciplinary procedure.

2. **Class 2** – violations are subject to disciplinary action by the Board of Trustees. These violations encompass the normal operation of the conference and the teams.
- C. The conduct of any member organization's officer, representatives, participants, parents, or members of coaching staffs will be construed as conduct by the organization.

D. Procedure

1. If an organization wishes to file a complaint, the complaint must be written and submitted with physical evidence to The Executive Board along with a \$100.00 filing within 48 hours of the contested action. For playoff games, complaints must be filed within 24 hours of the conclusion of the game in question.
2. The Executive Board reserves the right to conduct investigations regardless of official complaints, allegations of rules violations or conduct issues detrimental to the conference. Executive Board members, not affiliated with a member league, are exempt from the \$100.00 filing fee.
3. Upon receipt of the written complaint and evidence of a violation of the Bylaws and/or Football Rules and/or Cheerleader Rules, the following procedure shall be followed:
 - a) The Executive Board will investigate the complaint. The Football Director and Cheer Director will oversee the investigation unless there is a conflict of interest. In this case, the TCYFCC President will appoint a coordinator. The coordinator (Cheer, Football, or appointed) will form a committee of at least 2 additional Executive Board members to assist in the investigation. The committee will prepare a formal investigation report and submit to the Executive Board for review.
 - b) The Executive Board, in person and in writing, will report to the complaint parties with its findings and recommendations at a meeting held no later than fourteen (14) days from the date the investigation is assigned.
 - c) Depending on the findings and decision of the Executive Board, disciplinary action may be assessed against a member organization or individuals within the member organization.
 - d) The TCYFCC Board of Trustees, upon two-thirds (2/3) vote of the uninvolved Trustees, decide upon any discipline to be assessed involving a member organization.
 - e) Disciplinary actions will be administered using the following guidelines. The Executive Board determines the Penalty and/or Fine for the individual and/or organization. Until financial penalty is paid, the individual and/or organization is suspended from all TCYFCC activities to include practices, games, and competitions.

1	Indefinite suspension
	One (1) year suspension
3	Six (6) month suspension
4	Remainder of current season
5	Three (3) games suspension
7	One (1) games suspension
8	Probation

	Fine Description
A	\$2500
B	\$1000
C	\$500
D	\$250
E	\$100
F	\$50
G	None

- f. Failure or refusal of a member organization or individual to take corrective action directed by the Board of Trustees will be construed as furtherance of the same violation.
 - g.
 - g. Organization found to have been in violation of the Cheer and Football practice rules will be subject to a \$2,500 fine (Fine A). Individual fines per the disciplinary process may also be provided to individuals within the organization responsible for the violation.
4. If an Organization is placed on Disciplinary Probation for either their Football or Cheer programs or both, the following actions may occur:
- a. All post-season play, including championships and/or Cheer Offs may be forfeited.
 - b. The Organization will lose all voting privileges for the term of the probation.
 - c. All fundraisers shall be forfeited for the term of the probation.
 - d. The Organization is subject to losing their rotational order and moved to the bottom of the order.
 - e. At the end of the probationary period, the Organization’s membership in TCYFCC will be voted on by the Board of Trustees of TCYFCC to reinstate or dissolve the League’s membership.
 - f. The Organization will not be able to hold a TCYFCC Officer position during the probationary period. The appropriate Bylaw procedure will be followed in filling any vacant officer position, see [Article III – BOARD OF TRUSTEES](#).
5. Organizations or individuals, which have been assessed disciplinary action, have the right to appeal such action to the appropriate Appeal Board.
- a. Appeals must be in writing addressing the discipline to the President and received by the President no later than three (3) days after the meeting at which the discipline was assessed.
 - b. Violations that are Class 1 in nature shall only be heard by the Executive Board. All other violations to include Class 2 violations can on be heard by the Board of Trustees.
 - c. A special meeting will be called and held within a fourteen (14) day period. At which time, the assigned Appeal Board will hear the appeal.

- d. The Appeal Board may reduce, modify, or withdraw the discipline as a result of the appeal. The Appeal Board may not, however, add additional penalties or harsher discipline.
- e. The decision of the Appeal Board acting on an appeal is final. No further appeals will be permitted.

25. SOCIAL MEDIA POLICY

- A. The following is the Tri County Youth Football & Cheerleading Conference (TCYFCC) Social Media policy applicable to all TCYFCC Official members effective immediately. Official members are defined as Executive Board Members; Organization Presidents, Board Members, Trustees; and all football and cheer coaches, trainers and team parents. League and organization representatives are held to the highest standards of conduct and assume an obligation subordinate to their individual interests while their behavior enhances trust and public confidence. This policy applies to all social media content posted by TCYFCC Official Members in their professional and personal capacity to the extent such content is related to TCYFCC activities. Organizations may be held subject to disciplinary action for their member's violations.
- B. TCYFCC strives to create a positive and inclusive conference that is dedicated to helping young athletes reach their potential. In furtherance of this goal, TCYFCC aspires to engage members of our communities in a positive, honest, transparent, and knowledgeable dialogue about TCYFCC through social media. TCYFCC views social media as an important tool for communicating its successes and opportunities for athletic and individual development. TCYFCC also views social media as a platform for receiving constructive feedback from the community and for discussing TCYFCC's challenges and opportunities for improvement in a positive and constructive way.
- C. Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet. This social media policy applies to platforms including, but not limited to:
 - 1. Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc.)
 - 2. Video and photo sharing websites or apps
 - 3. Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc.)
 - 4. Review sites (e.g. Yelp, Urban Spoon, etc.)
 - 5. Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc.)
 - 6. Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc.)
 - 7. Geo-spatial tagging (e.g. Foursquare, etc.)
 - 8. Online encyclopedias (e.g. Wikipedia, etc.)
 - 9. Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc.)
 - 10. Online multiplayer gaming platforms
 - 11. Online voting or polls
 - 12. Public and private online forums and discussion boards
 - 13. Any other online technologies that allow individual users to upload and share content.

- D. This policy does not apply to the personal use of social media not related to TCYFCC or its competitions, teams, participants, services, events, sponsors, members or reputation. However, use of social media that does not directly refer to TCYFCC may be regulated if it includes promoting illegal acts, sexually explicit, hateful, racist, sexist or otherwise inappropriate content.
- E. TCYFCC has 4 official internet sites controlled and maintained by the Executive Board.
1. The main website located at <https://www.tcyfcc.com>
 2. The Magic Site located at <http://tcyfcc.league-magic.com/default.asp>
 3. A Facebook page located at <https://www.facebook.com/tcyfcc/>
 4. A Facebook Forum located at <https://www.facebook.com/groups/398065087045411>
- F. Official Members must act in a respectful, courteous and sportsmanlike manner towards other organizations and all TCYFCC members or participants. Social media will not be used to insult, harass, present offensive or inappropriate content or to misrepresent TCYFCC Organizations or any TCYFCC member or participant or the external football community. The Executive Board, by majority, will determine inappropriate content for corrective action.
- G. All TCYFCC Official Members shall abide by the following guidelines when using social media:
1. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite.
 2. Do not post content that would harm TCYFCC or damage TCYFCC's reputation.
 3. Use good judgment when posting since comments can create liability for TCYFCC.
 4. Personally, identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a individual) will not be disclosed in any manner on social networking sites of any member of TCYFCC.
 5. Respect the rights and confidentiality of others.
 6. Not impersonate or falsely represent another person.
 7. Not post or share offensive or threatening language or resort to personal abuse or attacks toward other members of the TCYFCC Community.
 8. Not post or share any material that incites violence or is illegal, harassing, hateful, abusive insulting, demeaning, intimidating, bullying, defamatory, profane, sexually explicit, indecent, misleading, defamatory or libelous, embarrassing to another member, discriminatory, racist, sexist or otherwise inappropriate.
 9. Not post or share content harmful to the reputation and standing of TCYFCC or members.
 10. Not use TCYFCC's name, motto, crest and/or logo in a way that would result in a negative impact for the organization, clubs and/or its members.
 11. Not post or share any content that is a breach of any state or federal law.
 12. Not post or share material that brings, or risks bringing TCYFCC, its affiliates, its sport, its officials, members or sponsors into disrepute.
 13. Not use the picture or likeness of a TCYFCC member in a negative or insulting manner.
 14. Not post or share any political posts on any TCYFCC site. Our sites are politics free.

- H. Unless approved by the TCYFCC Executive Board, Official Members must not use any part or derivative of TCYFCC's name, logo, audio or image on personally created social media sites or in any social media posting without prior approval from TCYFCC. Official Members may not be members of nor may they act as admins or moderators on any past, present, or future unauthorized web site or social media page using any part or derivative of the TCYFCC name, logo, or image without permission of the Executive Board.
- I. The TCYFCC Executive Board shall have the authority to enforce this Social Media Policy, define violations, and take immediate disciplinary action. The TCYFCC Executive Board or appointed individuals have the authority to remove inappropriate or offensive comments from TCYFCC sites and block any individual if it is the best interests of TCYFCC.
- J. The failure of TCYFCC Official Members to adhere to this Social Media Policy on any social media or other site will be grounds for immediate disciplinary action as determined by a majority of the Executive Board. The Executive Board will consider the severity of the infraction and history of infractions and may use any of the below corrective actions at any time.
 - 1. Punitive Action 1: Verbal/Written Warning. Immediate suspension for participating or attending any TCYFCC activities until the Official Member is in compliance.
 - 2. Punitive Action 2: Written Warning and immediate one (1) week suspension from participating or attending any TCYFCC activities to include practice and games from the day the Official Member took corrective action and came into compliance.
 - 3. Punitive Action 3: Immediate indefinite suspension from attending or participating in any TCYFCC activities to include practice and games. The Executive Board will then refer the matter for investigation IAW Article XVI, Disciplinary Procedures, of the TCYFCC Bylaws. The member will remain suspended until the matter is resolved.
- K. Any Official Member suspended is prohibited from attending or being on the premises of any TCYFCC activities, practices, or games until cleared to do so by the TCYFCC Executive Board. Attending means being present on the grounds or within 1000 yards of the activity.
- L. An Executive Board designee will immediately notify an organization Trustee of the infraction and Punitive Action for enforcement. Failure of organizations to enforce this policy will have the following consequences.
 - 1. For a team level Organization Official, failure to enforce imposed Punitive Actions will result in a forfeiture of that team's next game or competition.
 - 2. For Organization Officials above a team level, failure to enforce imposed Punitive Actions will result in forfeiture of all the organizations next scheduled games or competition.
 - 3. The deadline to determine if corrective action was taken is 6PM on the Thursday before the contest. If the member is still not in compliance forfeitures will be enforced.
- M. Failure of an organization to enforce sanctions or suspensions also subjects the organization to sanctions and/or fines IAW Disciplinary Procedures of the TCYFCC Bylaws.

26. DISSOLUTION

- A. No part of the net earnings of the organization will inure to the benefit, or be distributed to its member, trustees, officers, or other private person, except that the corporation will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth by this organization. No substantial part of the activities of the corporation will be the carrying on of propaganda, or otherwise attempting to influence legislation and the corporation will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation will not, except to an insubstantial degree, engage in any activities or exercise any powers that are not furtherance of the purposes of the corporation.
- B. Any such assets not so disposed of will be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization(s), as said Court will determine, which are organized and operated exclusively for such purposes.