



2018 By-Laws

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04-05-18 FINAL

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I. NAME

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

II. STATEMENT OF PRINCIPLES

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

- 1. Mascots, Junior Novice, Novice, Junior Varsity, Varsity

III. MVFL AUTHORITY

- a. **MVFL Rules:** It shall be the responsibility of MVFL to establish the necessary procedures to assure compliance with the rules contained in these By-Laws.
- b. **Rule Changes:**
 - i. Only the MVFL Board can make rule changes. It shall be each organization's responsibility to submit their rule change recommendations to the MVFL Board for its approval.
 - ii. Rule/Reg.
 - iii. and By-Law change recommendations will be presented in writing to the MVFL Board as follows:
 - 1. January – Written proposals submitted. Discussion of proposals.
 - 2. February – Vote on proposals.
 - 3. March – Approve Rules & Regulations and By-Laws.

- iv. A quorum (a majority of the Board) is required for any vote to be taken by the Board. 2/3 of the quorum is required for any By-Law change.
 - v. Minutes must be kept at all times during any MVFL Meeting.
 - vi. Texting may be used as a source of official voting by the MVFL Board.
- c. **MVFL Authority:** Any violation of these By-Laws shall be handled by the MVFL Board at a hearing for this specific purpose.
- d. **Penalties:** A violation of any rule may subject a team or individual to any one or all of the following penalties. Penalties are decided by a majority vote of the Board.
- i. Forfeiture of a game or games.
 - ii. Monetary Fines.
 - iii. Disqualification from competing for, or taking part in, championships.
 - iv. Disqualification from participating in pre-season, regular season or post season games.
 - v. Suspension, expulsion, ineligibility or disbarment of individuals or team members.
 - vi. Loss of franchise/organization.

IV. BOARD AND COACHES CODE OF ETHICS

a. Preamble

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

b. Board Members Code of Ethics

i. (Elected & Appointed)

1. Each elected and appointed Board Member shall pledge to follow and uphold all MVFL By-Laws and Rules & Regulations and to report any violation regardless of the violation or the person or persons involved in the violation.

2. All Board Members will conduct themselves in a professional manner and treat all other board members, athletes, cheerleaders, coaches, league officials and parents with respect, honesty, integrity and openness.
3. Devote time, thought, and study to the duties and responsibilities of a Board Member so they may render effective and credible service to MVFL.
4. Work with their fellow Board Members in a spirit of harmony and cooperation in spite of the many differences of opinion which may arise. Base their personal decisions upon all available facts in each situation; to vote their honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the majority decision of the Board. Board Members will act in the best interest of MVFL rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about MVFL and the use or disposition of its assets, are made solely in terms of the benefits to MVFL. They are neither influenced nor appear to be influenced by any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or the organizations with which they are affiliated.

c. Coaches Code of Ethics:

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

1. Lead by example in demonstrating the six pillars of character, written in the Preamble above, to all my players and cheerleaders.
2. Treat each athlete, cheerleader, opposing coach, league official and parent with respect and dignity.
3. Place the emotional and physical well being of all players and cheerleaders ahead of the personal desire to win.
4. Treat each player as an individual, always remembering the large range of emotional and physical development for each age group.

5. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products during any team function and in the presence of any minor child as a representative of the MVFL.
6. Be or become knowledgeable in all the rules of the sport and teach these rules to all players and cheerleaders.
7. Do their best to make sure that all practices are well organized, safe, fun and challenging for all players and cheerleaders.
8. Use only those coaching techniques that are appropriate and safe for the skill level of the team that I will be coaching.
9. Young athletes are to be protected from unsafe and possibly illegal weight loss programs or techniques. Examples: working out in plastic garbage bags; working out under extreme heat conditions; advising parents to have their child fast or use extreme diets; etc.
10. Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical or sexual, and will immediately report any such abuse to the proper authorities.
11. Always remember that they are a youth sports coach and that the game is for the young players and cheerleaders, and not for vicarious interests of adults.

d. Ethics Pledge: As volunteer board members, football and cheerleading coaches, we acknowledge and agree to honor all ethical obligations to all players, cheerleaders, colleagues and to the public at-large. We will pledge to comply with all MVFL By-Laws and Rules & Regulations and its Code of Ethics. We agree that the MVFL Board in its sole discretion may hold us accountable for so doing. We will further agree that our accountability to the MVFL Board for any breach may include suspension, expulsion, ineligibility or disbarment of the individual or team.

e. Badges: *MVFL will issue game day badges to all organizations in accordance in with their approved background check list. MVFL will coordinate with organizations in receiving named photos in jpeg format via email, drop box or texting. MVFL will coordinate with organizations in picking up badges.*

f. Field Access: MVFL will only allow referees, medics, chain gang, players and coaches with badges on the field at game day. Those without badges will be immediately removed from the field. Will be enforced.

g. Background Checks: MVFL will require all organizations to provide an approved list to be performed through a credible background check company.

h. Training: *MVFL will require all organizations have their coaching staff certified through USA Football prior to any coaching of players. Classes may be taken online.*

V. INCIDENTS:

a. Filing Procedures: Any significant incident involving an organization issue should first be referred to the local organization board for resolution. Failing resolution at the local level, the president of the local organization board or his or her representative, will refer the incident, accompanied by a written account of the incident and the local actions taken to the MVFL Board for resolution.

b. Who May Petition Board: Any player, parent, guardian, coach, advisor or board member may petition the MVFL Board to assemble regarding an incident for a resolution.

c. Examples of Negative Incidents: The following is a partial list of improper incidents which could require MVFL Board action: (Incl. but not limited to)

- i. Any violation of a player's, cheerleaders, coaches, advisors, board members, parents or guardians civil rights.
- ii. Comments or gestures intended to belittle or insult any player, cheerleader, coach, advisor, board member, parent or guardian. This would include, but is not limited to, someone's ethnicity, religion or economic status.
- iii. Physical or mental abuse of any player, cheerleader, coach, advisor, board member, game day officials, parent or guardian.

d. Game Incident: Any incident occurring must comply with the following:

- i. Immediate notification to MVFL President or Vice President is mandatory.
- ii. The incident must be submitted in writing to the MVFL President within 24 hours of the actual incident via fax, email or hand delivery.
- iii. Any and all documentation of the incident will be turned in to the MVFL President within 48 hours of the actual incident via fax, email or hand delivery.
- iv. The MVFL Board, minus the two teams of issue, will discuss the incident and have a FINAL decision within 72 hours of the actual incident and notify results to the teams of issue.

VI. MVFL ENTRANCE REQUIREMENTS

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

VII. GOVERNING BODY

- a. **Board of Directors:** Each team will select one representative to serve on the MVFL Board. Executive positions on the MVFL Board will be selected by a majority vote of the Board Members at a winter meeting. There will be nominations every year for executive positions for a two year term which are staggered terms. Board Member must be on the MVFL Board for a minimum of one year to become an executive officer, and a minimum of two years to become President. In emergency situations where no policy exists, a majority vote of the MVFL Board will resolve the issue.
 - i. January – Nominations for officers
 - ii. February – Vote on officers
 - iii. April 1st – Begin officer terms
- b. **Makeup of Board:** Each team will have one representative on the Board of Directors. Additionally, there are six appointed positions on the MVFL Board. There will be one head official position, one cheerleading coordinator position and

- c. **Elected Board Positions:** The MVFL Board will elect officers to the Board of Directors. Positions include President, Past President, Vice-President, Secretary, Treasurer and Sergeant of Arms.
- d. **Board Terms:** There will be a two year term for each officer
- e. **Board Appointed Members:** The league head official, and the one cheerleading coordinator position, will be appointed and voted on by the members of the MVFL Board at a regularly scheduled winter meeting. The cheerleading position is a non-voting advisor position.
- f. **Abstentions:** In those instances when a particular team or teams is the focus of board action, each team's representative must abstain from voting, but may participate in the discussions. League head official must abstain from voting on all issues dealing with officials.
- g. **Voting:** Each team has one vote on the MVFL Board. If a board member cannot be present at a meeting, he/she can send a representative, with notification to the League President who will vote in his/her place. A quorum must be present to take any action. *When voting where a 2/3 vote or majority vote is required, the President will vote as a majority member on behalf of his/her organization.*
- h. **Non-Participation in MVFL Affairs and Rule Violation:** Members of the MVFL Board are expected to attend, and play an active role in MVFL meetings. Any organization that misses two meetings in a row or three meetings in a calendar year will lose their vote in the following years By-Law voting. League representatives may send an alternate representative if necessary. If a cheer representative misses two meetings in a row or three meetings in a calendar year, they will lose their vote on any issue and the following years By-Law proposals to the MVFL Board. League cheer representatives may send an alternate representative if necessary.

VIII. FINANCE AND FEES

- a. **Financial Obligations:** Each MVFL member will handle the financial matters of its organization.
- b. **Registration Fees for Players:** Participant registration fees will be determined and collected by each individual MVFL member.
- c. **Other Financial Sources:** Additional funds to assist in financing individual MVFL teams and MVFL, will come from gate admissions, game concessions and various fund-raising projects which the MVFL members will coordinate individually.

- d. **Game Admission Fees:** Gate fees will be established by a majority vote of the MVFL Board. Currently the rates are as follows:

Adults	\$5.00
Seniors	\$3.00
Children 6 to 12 years old	\$3.00
Children under 6	FREE

Military/Veteran (Military ID required) FREE

Home team retains gate fees. Rates will be the same for pre-season, regular season and post-season games, including Superbowl.

- e. **Jamboree:** *Host teams will be responsible to pay the following for hosting the Jamboree. Payments are as follows:*

i. To MVFL: \$500 Jamboree Dues

ii. To Officials: \$100 per official, per section VI(f)(i)

iii. To Host Team: Retain all other revenues

- f. **MVFL Fees:** An annual MVFL fee will be charged to all teams to assist with the cost of operating the MVFL. This fee will be determined annually by the MVFL Board and must be paid prior June 1st. **2018** fees are \$750.00. MVFL will be responsible for setting up a budget every year.

- g. **MVFL Financing:** The MVFL Board elected officers will be signers on the MVFL checking account.

i. This checking account will require two signatures to process a check.

1. The monthly bank statements and reports will be copied, reviewed and approved by the MVFL Board. The Executive Secretary will keep all correspondence in said MVFL files.

2. The MVFL Board will approve Treasurer's Report at each monthly meeting.

ii. MVFL will be responsible for paying the following:

1. Annual Head Official pay.

2. Officials ~~for the Jamboree~~ & the All-Star games.

3. Awards/Trophies for the Superbowl players and cheerleaders.

4. Operating costs and tax preparation.

5. Monthly payment to Executive Secretary.

- h. **Vendors:** There are no "approved" or "official" MVFL vendors. Each organization will control who is approved, or not approved, for events they are hosting. It is the responsibility of all vendors to contact each organization for approval prior to attending events where they have been hired or their intent for

financial gain is evident. When prior approval is not obtained, each organization will have the right to remove vendors from the ballpark or sidelines at their discretion.

IX. INSURANCE –Accident/Liability

- a. **Insurance Requirement:** All MVFL football teams will be required to carry accident medical and general liability insurance.
- b. **Proof of Coverage:** Proof of insurance coverage must be given to the MVFL Board *no later than July 15th*. No team will be allowed to begin practice without proof of coverage.
- c. **MVFL Recommendations:**
 - i. *Insurance Broker: Gagliardi Insurance, www.gsportsinsurance.com, Phone 800.995.9768 / Fax 408.414.8199, 950 South Bascom Avenue, Ste. 3010, San Jose, CA 95128.*
 - ii. *The MVFL Board will purchase a policy for director and officer coverage.*
 - iii. *Each organization will select their own coverages based on their need.*
 - iv. *Each organization will provide the MVFL Executive Secretary a copy of their executed insurance certificates no later than July 15th.*
 1. *Mother Lode Youth Athletic Conference/Motherlode Valley Football League, PO Box 526, Angels Camp, CA 95222 **MUST** be listed as additional insured.*
 - v. *Term of insurance coverage is generally July 1ST of the current year to July 1ST of the following year.*