



Jefferson District Youth Football "JDYFL" Bylaws

Mission Statement:

The mission of JDYFL is to provide an organizational structure for multiple areas to enable student-athletes to benefit from participation in team sports and activities in a safe and structured environment for member areas. Through active participation, member area programs teach fundamental values, skills, and knowledge that student-athletes will use throughout their lives.

This organization is organized exclusively for charitable, religious, educational, or scientific purposes under section 501(c)3 of the Internal Revenue Code or corresponding section of any future federal tax code.

I. PURPOSE

- A. The articles in this document establish guidelines for managing the business and financial operations of the JFYFL and the rules governing its members.
- B. The JDYFL aims to provide student-athletes in their respective areas with a safe, healthy, and enjoyable environment to learn football, cheerleading fundamentals, sportsmanship, self-pride, discipline, and team spirit.
- C. The JDYFL bylaws are in place to facilitate the achievement of A&B. The board members reserve the right to make any final ruling on decisions in the league's best interest.

II. ORGANIZATION AND MEMBERSHIP

- A. The JDYFL organization provides structure and guidelines for separate areas that are opted to participate in this youth football league.
- B. The JDYFL Board will consist of at least five but no more than seven members. More information about the Board can be found in Section III.
- C. Each member area will have a single Area Representative representing that area at the league level.
- D. New areas wanting to participate in the league must make their intention known by March 1st. The Board will vote on the admission of the new area into the league.
- E. The JDYFL Board can exert authority over the league's activities. This authority includes, but is not limited to, the authority to remove and/or ban any member of an offending area, including members of the Area Board, parents/guardians of participants, coaches, participants, and any other individuals associated with the Area, from all JDYFL specific functions. JDYFL reserves the right to take corrective action only to maintain the standards of behavior expected of all JDYFL participants and will exert such authority when an area fails to maintain internal order to prevent the failure of the offending area.
- F. All members and organizations will accept all participants. No participant will be cut or prohibited from participation for any reason other than discipline, health, or safety.



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III. JDYFL Board

- A.** The JDYFL Board will consist of the following office positions at a minimum:
 - i.** President
 - ii.** Vice President
 - iii.** Treasurer
 - iv.** Secretary
 - v.** Operations
- B.** Board members shall, upon election, immediately enter into the performance of their duties and continue in office until their successors have been duly elected.
- C.** Board members will serve a minimum two-year term with the option to vacate after one year if necessary.
- D.** Any league member can be nominated for vacant positions on the Board, provided they have held positions within their local area for at least one year. Area representatives will vote on them.
- E.** All members of the Board shall have administrative authority to conduct affairs and enforce all JDYFL policies, rules, and goals.
- F.** The Board has authority over all decisions regarding league operations.
- G.** Board members are expected to be impartial and serve in the interest of JDYFL as a whole, and they should not serve as representatives of their areas.
- H. Duties of President:**
 - i.** Oversee all meetings and appoint members at large to special committees.
 - ii.** Coordinate all JDYFL interaction with outside media and legal affairs.
 - iii.** The President will abstain from voting unless there is a tie, wherein he/she will vote to break the tie.
 - iv.** Maintain the league insurance policy and provide COI as needed, in joint control with the Treasurer.
 - v.** Establish and maintain league rules of play with the Vice President.
 - vi.** Ensure all coaches are appropriately registered and background checks before league activities.
- I. Duties of Vice President:**
 - i.** Conflict resolution oversees the enforcement of league policies and procedures and is a direct line of communication with area reps.
 - ii.** Book check coordination – each board member will help check each area's books before the first gameplay.
 - iii.** Establish and maintain league rules of play with the President.
 - iv.** Maintains league website and communicates all online/social media inquiries to the JDYFL Board for a unified response.
 - v.** Maintain & Update the JDYFL website and/or social media pages.
 - vi.** Record all scores and update standing on the league website.
- J. Duties of Treasurer:**



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- i. Prepare financial updates before all board meetings and as requested by the President.
- ii. Maintain financial records for the league and provide statements to the board as needed.
- iii. Process payments for league operations.
- iv. Coordinate preparation and submission of annual JDYFL League tax returns.
- v. Maintain league 501c3 status.
- vi. Maintain a league insurance policy and provide COI as needed in joint control with the President.
- vii. Maintain league P.O. Box.
- viii. Collect registration dues from each Area and invoice each Area rep.

K. Duties of Secretary:

- i. Prepares meeting notes and distributes the notes to Board members & Area representatives as appropriate and to be decided during the meeting.
- ii. Maintain copies of previous meeting notes.
- iii. Coordinates meeting dates, times, and locations.
- iv. Coordinates administrative functions of the league.
- v. Distribute Field passes before the first game to all appropriate parties.
- vi. Prepare and provide any media communication and statements as needed.

L. Duties of Operations:

- i. Create the league's regular season and playoff game schedule.
- ii. Coordinate field usage for games.
- iii. Coordinate officials for games.
- iv. Distribute League rules to officials.

M. Duties of Area Representatives:

- i. Votes on league matters as needed (i.e., selection of board members, etc.)
- ii. Coordinates Student Athlete registration on individual area registration
- iii. Submit fee per Student Athlete to league based on agreed-upon fee structure. (Reference Registration Section of Bylaws)
- iv. Provide equipment for Student Athletes in their area.
- v. Ensure provided equipment meets USA Football Standards.
- vi. Ensure coaches are all USA Football certified.
- vii. Responsible for maintaining proper conduct of coaches, Student Athletes, and fans from member areas following Codes of Conduct.
- viii. Areas function as independent organizations.
- ix. Each Area Rep is responsible for coordinating or providing representation for the league on home fields on game days and providing or delegating concessions.



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- x. Area Representatives are responsible for establishing and maintaining cheer/spirit programs if applicable. Area Reps organize fundraising that is appropriate to each area's financial needs.
- xi. Area Reps are encouraged to provide an announcer for their home games and are required to provide a scorekeeper for all home games.
- xii. Area Reps (hosting and visiting) must submit game scores within 24 hours using the board-determined platform. Both areas need to submit scores to maintain accuracy.

N. League Responsibilities:

- i. Coordinate with the member area association that wants to participate in youth football under JDYFL each year.
- ii. Provide an overall schedule for league games.
- iii. Secure and assign game fields. Coordinate with area reps on possible field locations.
- iv. Arrange for officials to be assigned to all league games.
- v. Provide secondary medical and liability insurance to cover all sanctioned league activities.
- vi. Review all member area team books to validate accuracy and completeness.
- vii. Maintain league financial records.
- viii. Collect area team fees.
- ix. Determine age groups and rules of play for each division.
 - x. Game administration – work with area representatives to ensure all aspects of the game day run smoothly and be ready to take correct action as needed.
 - xi. Ensure all member areas and player divisions understand and abide by the rules. All games will be officiated under modified VHSL / NFHS rules as established by the board before the beginning of the season.
 - xii. Make sure officials are aware of any rule exceptions, and if so, discuss any rule exceptions among teams; officials will officiate under VHSL rules.

IV. MEETINGS

- A. League meeting schedules will also be determined and sent to member area representatives for their attendance. In addition, at minimum, the initial annual league meeting(s) will be held before the end of February.
- B. Special meetings of the Board and/or area representatives will be called at the request of the league President.
- C. Robert's Rules will be followed during the meeting.
- D. Meeting minutes will be distributed to those in attendance within one week.

V. VOTING

- A. Any voting within the organization will be done according to *Robert's Rule of Order*.



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- B. The President will abstain from voting unless there is a tie, wherein he/she will vote to break the tie.
- C. Voting on league decisions will be done at the board level. When appropriate, the board may delegate voting to area representatives.
- D. Area Representatives who are not present at the time of a vote forfeit their voting privileges for that specific meeting unless they have provided a sufficient designee to attend the voting meeting in their place.

VI. INSURANCE

- A. JDYFL will provide secondary medical and liability insurance for all JDYFL-sanctioned events.
 - i. JDYFL insurance is only provided when all other options have been exhausted.
- B. Insurance will run concurrently with the league operating season.

VII. COACHES/TEAM PERSONNEL

- A. All coaches must pass a background check and complete and maintain the USA Football HeadsUp certification yearly. Field passes will be given to coaches who meet the above requirements.
- B. Field passes must be worn to all games and will be regulated by board members and area representatives.
- C. Board members and/or area representatives can remove personnel from the field if they do not have their field pass visible.
- D. Field passes are required for any personnel to have sideline privileges.
- E. Background checks are mandatory for all personnel. If a background check is not cleared through the third-party vendor, the board will review it case-by-case.
- F. Coaches must sign the Global Code of Conduct and adhere to this agreement.
- G. Each area will be allowed to register a maximum of 8 sideline personnel per team. Additional personnel requests will be the area's financial responsibility.

VIII. PLAYER ELIGIBILITY/ REGISTRATION

- A. Players must be between the ages of 5 and 14 of the current season.
- B. Age is based on how old the player is of 8/1.
- C. There are no weight restrictions in JDYFL.
- D. Levels of Play:
 - i. Explorers: Ages 5,6,7
 - ii. Founders: Ages 8,9
 - iii. Governors: Ages 10,11
 - iv. Presidents: Ages 12,13,14 (Grades 6-8th)
 - 1. 1. Players cannot be/turn 15 during the season.
- E. Waiver requests are handled between the respective areas.
- F. Registration
 - i. All Student Athletes must be registered to participate in the league.



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- ii. Student Athlete registration will be done using the online registration platform provided by each area.
- iii. The board will establish standardized registration fees that all areas must adhere to.
 - 1. Areas reserve the right to make accommodations and scholarships on a case-by-case basis but will still be financially responsible to the league for each Student Athlete fee.
- iv. Players must register and play for the team according to their assigned school district. This will be determined and verified with player report cards. Rare exceptions will be made to this rule.
- v. The board will be notified of all waivers, which must be documented in team books.
- vi. Players who attend private school or are homeschooled will be assigned to the team of the school district where they reside.

G. Fee Schedule

- i. Each area is financially responsible for a fee of \$75/Student-Athlete to the league.
- ii. Areas will provide a final roster for each division at the annual book check and will be invoiced based on the total number of players on each roster.
- iii. League does not collect any fees for cheer/spirit programs.

H. Book Check

- i. Each team must have a team book.
- ii. A Board member will verify the team book before the season's first game. Once verified, the head coach of each team will be responsible for having the team book at all JDYFL events. Board members can review the team book at any time during the season.
- iii. Player documents required for the team book:
 - 1. Copy of Birth Certificate
 - 2. JDYFL will only accept a complete VHSL Physical or JDYFL Medical Waiver Form.
 - 3. Signed Student Athlete Global Code of Conduct Form.
 - 4. Signed Family Global Code of Conduct Form.
 - 5. Copy of previous school year's report card or teacher assignment letter to prove school district.
- iv. Coaches' documents for the team book:
 - 1. Copy of current USA Football HeadsUp Certification
 - 2. Signed Global Code of Conduct.
 - 3. Area Emergency Action Plan
 - 4. Copy of Game play rules.
 - 5. The full roster of each team includes student athletes' names and jersey numbers.



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IX. SCHEDULING

- A. Each area representative will provide JDYFL with dates and times of availability for home field usage for games by the deadline established at the beginning of the league year, or home games will not be granted.
- B. JDYFL will provide a fair and equitable schedule for each area as allowed by field availability, field cost, and referee availability.
- C. New programs joining JDYFL are not guaranteed home games their first year unless scheduling permits it / field availability.
- D. Area's may begin conditioning and practices no earlier than June 1st.

X. OFFICIALS

- A. All officials must be in good standing with the Piedmont Valley Football Officials Association.
- B. No official should referee a game in the division in which they coach.
- C. The preferred number of referees per level is as follows:
 - i. Explorers: 3
 - ii. Founders: 3
 - iii. Governors: 4
 - iv. Presidents: 4
- D. The chain crew and timer will be under the direction of the officiating crew.

XI. CONDUCT

- A. Each Area is responsible for providing a safe, pleasant, and trouble-free environment for Student Athletes, Families, Visitors, and Teams.
- B. It may become necessary to take appropriate action if members or guests violate rules, common sense, or the law. JDYFL reserves the right to ban any members or guests who endanger the safety of others participating in the program or anyone who engages in behavior deemed otherwise inappropriate or detrimental to any JDYFL area.
- C. Any person displaying conduct detrimental to the safety of all members and guests at any JDYFL-sanctioned activity will be subject to automatic, immediate, and indefinite suspension.
- D. If necessary, JDYFL can request assistance from law enforcement organizations or the courts to promote a safe environment.
- E. Board members reserve the right to remove anyone who violates the Codes of Conduct from any league-sanctioned activity.
 - i. In the absence of a board member presence, the Area Representative who has authority over the event can invoke this right on behalf of the board but must immediately notify the board of the situation.
- F. Coaches who violate the Global Code of Conduct shall be reported to the Vice President, who will then recommend disciplinary action to the Board. The Board will vote on this recommendation, and the majority will rule.



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- G.** Area Representatives will be held responsible for enforcing the Student-Athlete Global Code of Conduct. The board reserves the right to implement disciplinary action as needed, depending on the degree of violation, up to and including the removal of Student-Athlete.