



NORTHWEST YOUTH SPORTS ASSOCIATION

TEXAS 2018 BYLAWS

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WELCOME!

Thank you for participating with Northwest Youth Sports Association. We hope you agree that you have a great contribution to make to our organization and that you will find your experience with us a rewarding and memorable. We look forward to the opportunity to provide a safe and fun environment for your family to participate in youth football and cheer within the community.

ARTICLE I: ASSOCIATION

SECTION I: NAME

The name of this organization shall be Northwest Youth Sports Association (Texas), to be referred to as NYSA.

SECTION II: ORGANIZATIONAL STATUS

This Association shall be a non-profit organization conducting itself in a manner consistent within the Internal Revenue Code 501(c)(3), with tax-exempt status.

SECTION III: ORGANIZATIONAL STRUCTURE

The structure of NYSA will be the Parliamentary model. In the form of this model, the board of directors shall make all final decisions.

ARTICLE II: PURPOSE AND OBJECTIVES

SECTION I: PURPOSE

The purpose of the NYSA is to provide a youth Football and Cheer program adhering to the principles of good sportsmanship, integrity, leadership, and teamwork.

SECTION II: OBJECTIVES

The objective of NYSA shall be to promote the ideals of good sportsmanship, personal integrity, and team cooperation through an inclusive and active participation in the sports of football and cheer. While teaching these skills to our young athletes it is equally important to include the involvement of parents within the association and have a presence in the community. The goal is to develop and facilitate our athlete's future success in the NISD athletic programs which are focused on improving leadership capabilities, exhibiting good citizenship qualities, and learning the importance of maintaining team-minded concepts.

SECTION III: APPLICATION OF OBJECTIVES

This objective shall be reached by providing supervised training and competition with primary emphasis on the development of good citizenship and the encouragement of good sportsmanship, and a secondary emphasis on winning. Anyone wanting to participate and willing to adhere to our principals will be allowed to participate regardless of the level of their athletic ability.

ARTICLE III: MEMBERSHIP

SECTION I: GENERAL MEMBERSHIP

General Membership of the organization shall be open to any parent or legal guardian with a participating child or a volunteer approved by the Executive Board, who sincerely desires to further the objectives as outlined in the By-Laws.

SECTION II: TERM OF MEMBERSHIP

Term of Membership shall be valid for each "session" registered for beginning at the time of registration and ending the final game date of "session" registered for. Membership must be renewed every session.

SECTION III: RESIGNATION OF MEMBERSHIP

The withdrawal of all registered football players and/or cheerleader participants by a parent/guardian will constitute automatic resignation of membership to NYSA and may not be reinstated until the next valid session. Members have 72 hours to revoke their withdrawal of a participant.

SECTION IV: REVOCATION OF MEMBERSHIP

Any member of the Association may have his/her membership revoked by the Executive Board for conduct unbecoming and/or violation of enacted By-Laws. Revocation of membership must be substantiated by a 2/3 majority vote of the Executive Board.

ARTICLE IV: GOVERNING BODY

SECTION I: EXECUTIVE BOARD

The Executive Board is the Governing Body of the Association. The Executive Board shall conduct all business, enforce all rules, and codes of conduct for the Association. The Executive Board shall have the authority to settle all disputes. All decisions made by the Executive Board are final. The board will sit from January 1 to December 31 and schedule a transitional meeting prior to December

31st at which time the Executive Board will elect new board members to fill any vacancies, any remaining vacancies will be communicated to the membership and nominations will be accepted to be reviewed for consideration by the Executive Board.

SECTION II: EXECUTIVE BOARD POSITIONS

The Executive Board shall be comprised of the following positions:

- I. President
- II. Vice-President
- III. Secretary
- IV. Treasurer
- V. Football Director
- VI. Cheer Director
- VII. Player Safety Coach

SECTION III: PROCEDURES

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which there are inconsistencies with these by-laws.

SECTION IV: EXECUTIVE BOARD MEETINGS

- I. The Executive Board shall conduct regularly scheduled meetings that are open to the general members. Annually there will be a minimum of 6 meetings and a maximum of 12 meetings, with the exception of any “Special” or “Emergency” Meeting. The purpose of these meetings is to conduct normal Association business, enforce rules and codes of conduct and settle disputes.
- II. Meetings may be called into “Closed Session” at any time by the President of the Association. During a closed session only Executive Board Members and Legal Counsel, if applicable, shall be present.
- III. The Executive Board shall call “Special Meetings” at the request of the President, or three voting members of the Executive Board.
- IV. All meetings shall be conducted in strict accordance to the posted agenda. Agendas must be posted 48 hours in advance of a regular meeting, and 24-hours in advance of a “Special or Emergency Meeting.” Discussion of items not specifically noted on the agenda is prohibited. Any business not on the current meeting agenda shall be placed on a future agenda for decision at the request of the interested parties.
- V. Meeting minutes will be recorded and made available to the general membership upon request.
- VI. Consumption of alcoholic beverages during Executive Board meeting is strictly prohibited.

SECTION V: QUORUM

A quorum shall consist of 50% of the Executive Board members (excluding vacancies), one of who must be either the President or Vice-President.

SECTION VI: POLLING

In order to minimize the number of board meetings, the President of the Association may poll board members in order to reach decision regarding specific questions. The President must report these findings to the Board in writing or via email.

SECTION VII: FORCED ABSTENTION

Any contract or other transaction between the Association and any corporation, firm, or individual, in which any of the Associations Executive Board members is directly or indirectly interested, will be considered appropriate and shall be recognized as valid, provided that the Board member with interest abstains from voting when the decision regarding the contract and/or transaction is made.

SECTION VIII: BY-LAW CHANGES

- I. The Association’s By-Laws may be altered, amended, or repealed by the Executive Board of the Association.
- II. Changes made to the By-Laws will require that at least 2/3 (two-thirds) of the Board members are present at By-Laws meeting. Further, such changes shall require 2/3 (two-thirds) majority votes for ratification. The 2/3 (two-thirds) requirements shall be calculated by taking the total number present, dividing by three, and multiplying by two. If the number is not a whole number, the resulting calculation will be truncated to determine the two-thirds requirement.
- III. By-Law changes shall be presented and voted upon once per year on or before August 1st.
- IV. All changes approved by the Executive Board shall take effect immediately.

SECTION VIII: RESIGNATION

Any Board member may resign his/her position by written resignation to the board. Such resignation shall take effect and the time specified therein, or immediately if no time is specified therein. The acceptance of such resignation shall not be necessary to make it effective.

SECTION X: REMOVAL

Any Board member who is absent for three or more meetings, having been notified 72 hours in advance to each meeting shall have his/her office declared vacant, unless the President has excused the absence.

- I. A request for excused absence must be made prior to the scheduled meeting unless special circumstances prohibits the ability to do so. The President will determine if a request will be considered excused or not. Requests for excusal shall be made directly to the President by the excused party in writing or by phone.

SECTION XI: VACANCIES

Any vacancy on the Executive Board shall be filled by presidential appointment with ratification of 50% majority vote of the current board members.

SECTION XII: COMPENSATION

All Board members and other general members serve strictly as volunteers and shall not be monetarily compensated for performance of their duties. No officer or director of the Association shall use his/her position for personal gain or to obtain any benefits that are not available to the entire membership.

ARTICLE V: OFFICER DUTIES

SECTION I: PRESIDENT

- I. The President shall be the chief executive officer charged with the overall daily administrative functions of the Association.
- II. Shall appoint committees as set out herein and as he / she deems necessary, assign duties to directors and members as required, and take prudent and reasonable action in circumstances not covered within the Bylaws.
- III. Shall serve as one of the Northwest Youth Sports Associations' representative to the Parent Organization and/or appoint other Association member(s) to serve as required.
- IV. Work with the North Texas Football League (NTFL), or the League the association is associated with, to organize schedules and uniform concerns to the football or cheer director.
- V. Coordinate the work of the officers and committees of the association in order that the purpose may be promoted;
- VI. Confirm that a quorum is present before conducting any business at any meeting of the association;
- VII. Preside at all meetings of the association;
- VIII. Appoint chairmen of special committees subject to approval of executive board;

- IX. Be authorized to sign on bank accounts;
- X. Be an ex-officio of all committees;
- XI. Perform such other duties as may be prescribed in these Articles of Organization or assigned by the association;
- XII. The President has the authority to do only the things that are assigned to that office under the bylaws.
- XIII. Not serve more than 2 consecutive terms without a 2/3 majority vote.
- XIV. Shall nominate and train successor.

SECTION II: VICE PRESIDENT

- I. Act as aide to the President;
- II. Shall preside in the absence of the President; and,
- III. Oversee any required draft of football players unless a conflict of interest arises in which case the President will oversee the applicable draft.;
- IV. Provide resolution of escalated conflicts between player, cheerleaders, coaches, commissioners and Directors of Football / Cheer.
- V. Report conflicts to the Executive Board and forward those on to the Board that he/she cannot resolve.
- VI. Perform other duties as assigned by the President or association.
- VII. Not serve more than 2 consecutive terms without a 2/3 majority vote.
- VIII. Shall nominate and train successor.

SECTION III: SECRETARY

- I. Record and maintain the minutes of all meetings of the association
- II. Have a current copy of all organization documents
- III. Perform other duties as assigned by the President or Association
- IV. Not serve more than 2 consecutive terms without a 2/3 majority vote
- V. Shall nominate and train successor

SECTION IV: TREASURER

- I. Have custody of all the funds of the association;
- II. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for such time as determined by applicable Local, State and Federal laws;
- III. Make disbursements as authorized by the President, executive board, or association in accordance with the budget adopted by the association;
- IV. Sign on bank accounts;
- V. Present a financial statement at all meetings, and at other times when requested by the association or executive board;
- VI. Make a full report at the meeting at which new officers assume their duties;
- VII. Ensure all tax documents, as required by State and Federal Law, are filed in a timely manner;

- VIII. Be responsible for the maintenance of such books of account and records.
- IX. Create and execute a yearly budget of operations and maintain its stability and accuracy. Which will be reviewed and agreed upon with a majority vote of other board members.
- X. Have at least one other board member with knowledge and experience in ALL financial dealings and responsibilities.
- XI. Shall nominate and train successor.

SECTION V: DIRECTORS OF FOOTBALL AND CHEERLEADING

- I. Oversee draft, following the established guidelines the executive board has set forth;
- II. Ensure adherence to playing rules;
- III. Act upon all protests and situations and report them to the Executive board.
- IV. The Director of Football and Cheerleading shall also work with the various local towns and schools to secure practice facilities for the teams and shall allocate practice times and schedules for the NYSA teams.
- V. Consult the executive board for ruling on assessing a “per player” fee;
- VI. Compiles a list of proposed coaches for teams, and submit a written list of candidates to the Executive Board to be voted on;
- VII. In the event of conflicts between players/coaches/commissioner/parents, the Director of Football/Cheer shall attempt to resolve such issues. If the conflict involves the Director of Football/Cheer, the Vice-President shall become the Primary Point of Contact.
- VIII. Organize and advertise registration;
- IX. Organize all uniforms;
- X. Organize and maintain and keep inventory of all required coach’s equipment. Responsible to issue and to retrieve all issued equipment upon the completion of each session.
- XI. Recommend revision to Standing Rules as necessary.
- XII. Shall coordinate football coaching certification programs, Heads Up Football certification and assure that all coaches are properly trained not only in coaching but how to deal with parents and be a good example.
- XIII. Organize summer camps and conditioning camps in conjunctions with the league and the school district to maximize participation.

SECTION VI: PLAYER SAFETY COACH

- I. Maintain injury form
- II. Single point of contact for all injuries
- III. Follow up with parents post injury report
- IV. Presence at all practices to ensure safety guidelines are being followed
- V. Primary contact regarding lightening policy enforcements

SECTION VII: FOOTBALL COMMISSIONER

The voting members at large shall elect the Football Commissioner annually. If there are no applications, the board or president may appoint a member into this position. The Football Commissioner shall assist the Director of Football in managing the Director’s responsibilities. Football Commissioner is considered a general non-voting board member position, Football Commissioner may also fill the role of Player Safety Coach

SECTION VIII: CHEER COMMISSIONER

The voting members at large shall elect the Cheer Commissioner annually. If there are no applications, the board or president may appoint a member into this position. The Cheer Commissioner shall assist the Director of Cheer in managing the Director’s responsibilities. Cheer Commissioner is considered a general non-voting board member position.

SECTION VIII: NTFL REPRESENTATIVE

The President shall assign the NTFL Rep for the calendar year. The Rep will attend all NTFL meetings and provide pertinent information back to NYSA. In conjunction with the President, will be the liaison between NTFL and NYSA organizations. The NTFL Rep role may be filled by any active member of NYSA.

SECTION X: SPECIAL COMMITTEES

A special committee is created to perform a specific task and is dissolved when the work is completed and a final report has been given. A special committee should not be created to do something that is within the designated function of the standing committee. Standing committees are considered a permanent part of the organization; its function and duties do not change. The standing committee has certain functions to perform that are essential to the harmonious operation of the organization. When the board receives business that is connected to the work of a special committee, it will refer that business to the committee. The Committee Chairman will confirm all decisions with the President. Any requests requiring approval will be presented to the Executive Board.

The Committee Chairman is responsible for calling committee meetings, overseeing all of the work, and completing all of the work. The committee chairman should be enthusiastic about the committee work, has the time to devote to the committee, and knows how to do the work. This person should be able to work with others and inspire them to do the work. The other committee members should be appointed for what each can contribute to the work of the committee and their ability to work with others on the committee. Committee work is teamwork.

- Current Standing Committees:
 I. Fundraising Committee

- II. Concessions Committee
- III. Website Committee
- IV. Social Media Committee
- V. Events Committee
- VI. Volunteer Scheduling Committee

ARTICLE VI: COACHING

SECTION I: BOARD RESPONSABILITIES

The Executive Board recognizes that coaches are vital to the existence of the Association, however, coaching in the Association is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in the Association will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Because of the importance of coaching positions, the Board has an obligation to the membership and the participants to screen carefully individuals applying for positions as coaches.

SECTION II: COACHING CANDIDATES

Any individual may apply to become a coach in the Association. In order to be considered for any coaching position (head or assistant) in the Association, an individual must provide the following:

- I. Complete coach’s registration form online.
- II. Agree to allow the Association to conduct a criminal background check.
- III. Be available for coach’s interview

SECTION III: BACKGROUND CHECKS

All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the President and Vice President. Background checks will be kept confidential except where a report to legal authorities is deemed necessary. The President and Vice President will only indicate a status of acceptable or unacceptable when reporting the results to the Board for coaching selections.

SECTION IIII: COACHING SELECTIONS

The Executive Board will make all coaching selections at its discretion and will approve selections by an Executive Board vote. The board will take into consideration the following items when making selections:

- I. General feedback from coach’s interview
- II. Previous coaching experience with the Association.

- III. Prior coaching experience in related activity (football or cheerleading).
- IV. Football or cheerleading background/experience.
- V. Coaching certifications.
- VI. References.
- VII. Back-ground check results.
- VIII. Conduct in this Association or other association they have been affiliated with.
- IX. If a team does not have a parent coach assigned then the board will appoint an appropriate resource to the team to fill the coaching position.

The Executive Board will not approve a selection of a coach without having information required by candidates as outlined in Article VI Section II of these By-Laws.

SECTION V: COACHING RESPONSABILITIES

- I. USA Football Certification completed prior to any scheduled NYSA activities.
- II. Signed coaching ethics statement for both the NYSA and NTFL.
- III. All head coaches will be appointed by the Board and will be notified of their selections.
- IV. All head coaches will receive an Association card indicating their team assignment and position.
- V. A head coach is given authority to direct the activities of his/her team as long as those activities do not violate any legal codes, the Association's By-Laws, NTFL By-Laws or any of the Association's / NTFL stated codes of conduct or Executive Board directives.
- VI. **All head coaches must support and participate in the NYSA scheduled events and follow practice location and times outlined in the league calendar.
- VII. Assistant coaches may be identified by head coaches; however, the Board must approve all assistant coaches. Assistant coaches are required to provide information outlined in Article VI Section 2 of these By-Laws.
- VIII. Head coaches will be held responsible for the conduct of all assistant coaches for his/her team and may request to remove an assistant coach from his/her position; however, any removal must be approved by the President and/or Football or Cheer director. Any appeals for a removal decision must be presented to the Executive Board for review.
- IX. Head coaches are responsible for holding assistant coaches, participants, and parents/guardians accountable of all applicable rules, by-laws and codes of conduct.
- X. All head coaches will be required to provide an official current roster with jersey numbers, team photograph and NTFL Official Statistic Sheet at every game.

SECTION VI: REMOVAL

The Executive Board may remove any head coach, assistant coach, or volunteer as deemed necessary.

ARTICLE VII: NYSA POLICIES

SECTION I: ZERO TOLERANCE POLICY

REFERENCE ARTICLE IX: CONDUCT

SECTION II: INCLEMENT WEATHER POLICY

Football and Cheer

The approved weather monitoring app for NYSA will be weather bug. This is an app that may be downloaded to your personal devices and monitored in the event of inclement weather.

When to call off or pause practice or games: When lightning is present within a 10 mile radius all outdoor league activities must be stopped for 30 minutes. If lightning strikes during the waiting period the 30 minutes starts over. During this waiting period all individuals are advised to seek shelter in their vehicle or move to a covered area of the facility. To resume activities there must be no lightning within a 10 mile radius for 30 minutes.

Practice or Games will only be delayed or cancelled by NYSA in the event of lightning in the area.

Practice fields will be monitored for inclement weather by NYSA’s Player Safety Coach, Coaches will be notified if there is a need to delay or cancel practice due to lightning in the area.

The team or squad Head Coach is also responsible to monitor weather conditions and delay or cancel practice in the event of lightning in the area. A Head Coach may or may not call off practice due to rain if lightning is not present.

During games the Referees and the NTFL field representative will monitor weather and make decisions regarding delaying or cancellation of games

Anyone who is present at the field for practice and notices lightning in the area, as described above, using the approved monitoring app, weather bug, is encouraged to notify the head coach or any NYSA Board Member Immediately. The NYSA Player Safety Coach or Head Coach of any squad or team may pause or call off any practice at any time when inclement weather, as described above, is present.

SECTION III: CHEER SQUAD AND WAITLIST POLICY

Junior Cheer –

Participants will consist of children aged Pre-K (must be age 4 by September 1st of current year) through 2nd grade. Squads will be formed with 5 minimum and 12 maximum. One squad per flag football team. In the event that football registration

numbers do not support a flag team, this group would cheer for the youngest tackle team. NYSA may make exceptions to these numbers at any time to allow maximum participation.

Cheer –

This group will consist of 3rd Grade through 6th Grade Participants. Squads will be formed with 6 minimum and 25 maximum, one squad per football team. If Cheer participation numbers are lower/higher than required to form 1 squad per football team Cheer squads will be formed true to grade and will be paired with the corresponding grade football team when able. *Parent registration requests will still be taken into consideration*

Cheerleaders may cheer up or down up to two grade levels (*some exclusions) only when requested during the online registration process, and only to be paired with a registered sibling. *2nd Graders may choose to participate in 3rd grade Cheer

Participants eligible for Junior Cheer grades K- 2nd may cheer up to cheer with a registered sibling when in compliance with the following instances:

- I. They may not cheer up more than two grade levels. *exceptions to this rule may be made when parent requests warrant it*
- II. They must be willing to pay the regular cheer registration fees, no exceptions.
- III. Junior Cheer numbers must be in abundance of minimum squad size guidelines above.

Waiting lists will be determined on an as needed basis by NYSA Cheer Director in conjunction with NYSA Board of Directors.

SECTION IV: FOOTBALL TEAM SIZE AND WAITLIST POLICY

Tackle Football –

Normal Teams shall range from 16 up to 25 players maximum.

- I. When division numbers are low NYSA Board may vote to form a team with as few as 14 players with notification to NTFL, a vote will occur only if division numbers are low and there would not be a team in the division otherwise. Forming of any team of less than 16 players in any division must be approved with a 2/3 majority vote. *NYSA will not form small teams (less than 16 players) to support a second team in any division*
- II. NYSA Board may vote to request an exception waiver from NTFL to exceed maximum team size up to 26 players, a vote will occur only if this would prevent children from being left on the waiting list and allow them to participate. This will only be requested if approved with a 2/3 majority vote.

Registration will be open for up to 25 registered players per division (grade level), player 26 will begin a waiting list for the division. When the waiting list reaches 6 players (total of 32 players registered) the waiting list will be accepted to promote 2 teams of 16 minimum. The division cap will be removed, at no other point in registration will we enter a waiting list.

- I. Waitlist players will only be denied in the event that there are between 1 and 6 players on the list and it would create a total registration number of 26-31 and only because there would not be enough participants to form a second team in the division.
- II. Once registration is closed any waitlisted players may be offered the opportunity to play up a division if there is space on the team.
- III. In any division where registrations exceed 48 but do not exceed 52, NYSA Board will vote to choose between 2 or 3 teams in the division. 2 teams will require a waiver request from NTFL for any team exceeding 25 players. This will occur in the July Regular Board Meeting.

In any division where a 53rd player registers, the division must be split to 3 teams. In any division where registrations exceed 64 but do not exceed 71, NYSA Board will vote to choose between 3 or 4 teams in the division. This will occur in the July Regular Board Meeting.

In any division where a 72nd player registers, the division must be split to 4 teams. *If NTFL has an uneven amount of teams in any division when looking at all organizations team numbers NYSA will make the decision that will support an even number of teams across the division for NTFL to help prevent scheduling issues for all organizations.

Flag Football –

Normal Teams shall range from 9 up to 12 players maximum.

- I. Forming of any team of less than 9 players in any division is prohibited. If participants do not reach 9 by close of registration no team will be formed for the division. *If there is space available on the next older division spots will be offered to each registrant in the division that did not field a team in the order of their original registration.
- II. NYSA Board may vote to request an exception waiver from NTFL to exceed maximum team size up to 12 players, a vote will occur only if this would prevent children from being left on the waiting list and allow them to participate. This will only be requested if approved with a 2/3 majority vote within NYSA.

Registration will be open for up to 12 registered players per division (grade level), player 13 will begin a waiting list for the division.

When the waiting list reaches 6 players (total of 18 players registered) the waiting list will be accepted to promote 2 teams of 9 minimum. The division cap will be removed, at no other point in registration will we enter a waiting list.

- I. Waitlist players will only be denied in the event that there are between 1 and 5 players on the list and it would create a total registration number of 13-17 players and only because there would not be enough participants to form a second team in the division.
 - a. If NYSA board so decides a waiver from NTFL may be requested for a larger team size to allow all children from the waitlist to participate.
- II. Once registration is closed any waitlisted players may be offered the opportunity to play up a division if there is space on the team.

Registrations up to 24 participants in any division will support 2 teams. In any division where a 27th player registers that division must split to 3 teams.

In any division where registrations exceed 27 but do not exceed 36, NYSA Board will vote to choose between 3 or 4 teams in the division. This will occur in the July Regular Board Meeting. In any division where a 37th player registers they must split to 4 teams.

*If NTFL has an uneven amount of teams in any division when looking at all organizations team numbers NYSA will make the decision that will support an even number of teams across the division for NTFL to help prevent scheduling issues for all organizations.

SECTION V: PAYMENT AND REFUND POLICY

Form of Payments we accept: Registration Fees - Via Credit Card through our website. Cheer Uniform/Football Equipment Fees Via Credit Card using Square or Check at onsite fitting events.

Returned Checks: If NYSA receives a returned check the account will be assessed a \$25 dollar returned check fee as well as a surcharge for the total amount due for uniform or equipment. The account holder will have 24 hours to pay the full amount due via credit card through our website, or cashier's check/money order paid in person to NYSA Treasurer or Secretary. Nonpayment will result in dropping the child from the program. There will be no refund of any prior paid fees.

Payment arrangements for registration may be requested at any time from any person wishing to register their child. All payment arrangements must be made through the Treasurer and are at the Treasurer's discretion. No payment arrangement date may be past the final onsite fitting date. Any person requesting a payment arrangement will receive a copy of this policy.

- I. Reminders will be sent periodically by NYSA Treasurer to anyone who has upcoming payment dates.
- II. In the event that a payment arrangement payment is missed there will be a 3 day grace period, emails will be sent regarding the missed amount. If payment is not made by 8pm on day 3 of the grace period the total amount due must be paid within 24 hours. If no payment is made the child will be removed from the current registration and added to the bottom of the wait list if applicable. Exceptions to this can be made in any division that is not on a waiting list at the discretion of the Treasurer with Vice President or President Approval. Failure to register for the session after a missed payment results in forfeiture of all funding paid toward the session.

Refunds: The NYSA standard policy is all fees are non-refundable. There will be some exception to this policy as outlined below.

Formal Refund Requests must be made through the Treasurer via email, no exceptions.

- I. NYSA will not accept refund requests for any registration protected by registration insurance bought through Si Play at checkout.
- II. Full Refunds may be made immediately only in extenuating circumstances to include Military deployment, or unexpected emergency relocation out of our boundaries. NYSA Treasurer will verify supporting documentation such as military orders or new lease agreement for an out of boundary residence and will issue refund with VP or President Email of approval.

- III. Formal Refund requests may be made by any member who did not purchase registration insurance. Any requests for any other reason than the extenuating circumstances outlined above will be brought to the board for review at the next scheduled regular board meeting, when the request is made NYSA Treasurer will notify the requestor of the next board meeting date where the request will be reviewed. After the meeting NYSA Treasurer will notify the requestor of the board decision.

Any approved refunds will be made in the same form payment was accepted less any processing fees, extenuating circumstances outlined above warrant a full refund.

SECTION VI: SCHOLARSHIP AND DONATION POLICY

Scholarships will be available to TEXAN families experiencing financial hardship. NYSA scholarship funding is compiled from sponsorship and donations. NYSA scholarship funding may be allocated to as many families or as few as the NYSA board of directors sees fit and can be used toward all cheer, all football or a mix of both. Scholarship funding may be used to cover any of the fees associated with participating including but not limited to registration, uniforms and equipment. All scholarship requests must be made using the official scholarship request form following the directions outlined. These requests will be sent to the Treasurer and President and will then be submitted to the board for approval. All scholarships must be approved via a majority vote at the regular board meetings which occur between session registration open and close. Donations can be accepted from anyone or any business at any time throughout the year. All sponsors or donators will be issued a statement acknowledging their donation for tax purposes. All donations must be processed through the league Treasurer or the league website.

ARTICLE VIII: GENERAL

SECTION I: REGISTRATION

- I. The Board shall determine registration dates and registration prices on an annual basis.
- II. All participants must be registered according to the guidelines set forth by the parent organization.

SECTION II: AGE REQUIREMENTS

Age requirements are based on NTFL current guidelines or the League the association is associated with current guidelines.

SECTION III: TEAM FORMATION

- I. Draft rules will be observed as stated by the parent organization (NTFL)

- II. The Organization further specifies that a draft will occur when there are enough players to support 2 teams in one grade division.
- III. All players entering a draft must adhere to the draft policies outlined by the NTFL
- IV. Player eligibility will be based on the parent organization (NTFL).
- V. All participants must reside within NISD boundaries and /or attend a school within NYSA boundaries, or have a parent or guardian that is employed at a school within NYSA boundaries.
- VI. No players outside of the NYSA boundary will be allowed to play for NYSA without board's approval by both NYSA and NTFL.
- VII. NYSA boundaries are defined as any Elementary/Middle school that feeds into Northwest High School or Eaton High School.

SECTION IV: FOOTBALL PRACTICES

Coaches shall conduct practices in accordance with the following guidelines.

- I. Practices days shall be scheduled by the Association Football Coaches will determine which of the allowed days they will meet.
- II. Practices shall be not be held before 6:00 pm nor after 8:00 pm and shall not exceed 2 hours unless preapproved by the NYSA Executive Board.
- III. Due to the Associations insurance policy the NYSA shall not be responsible for practice at any facility other than those facilities expressly authorized by the Northwest Independent School District or a location that has been identified in the association's insurance policy.
- IV. Due to the Associations insurance policy all practice sites will be assigned or approved by the NYSA President or executive board prior to the start of the football season; additionally, any changes to practice location after the season starts must be approved by the NYSA President or executive board before the change is made.
- V. No practice / conditioning will start prior to the start of the football season unless approved by the NYSA executive board in accordance with the NTFL by-laws or the League the NYSA is associated with.

SECTION V: FOOTBALL UNIFORMS

Football players must wear uniforms provided by and approved by the Association's Board.

No additions to the uniforms or helmets are allowed, without prior approval by the executive board.

SECTION VI: AFTER SEASON ACTIVITIES

NYSA shall not be responsible for individual head coaches' football or cheerleading actives beyond the conclusion of the season.

SECTION VII: MEDICAL CONDITIONS

- I. It is the responsibility of parents and/or legal guardians to make the Association aware of any known medical conditions of registered participants.
- II. Players with known medical conditions shall furnish a doctor’s written statement authorizing the child to participate in a sanctioned event (game site, practice sessions, meeting, etc.).
- III. Players with physical/mental conditions such as (ADD, ADHD, Autism, Asthma, or any condition that makes practice or play difficult) must be brought to the Head coach’s attention before practice begins, in order to find ways to help the child and coach manage these conditions that are advantageous to the safety and success of the child.

ARTICLE IX: CONDUCT

All persons associated with NYSA are expected to conduct themselves in a manner, which is conducive to good sportsmanship and wholesome atmosphere for the children. They are also expected to adhere to the association’s Zero Tolerance Policy in addition to the Coach and Parent Code of Conduct documents.

The following examples of misconduct WILL NOT BE TOLERATED and will be cause for disciplinary action:

- I. Use of profane, obscene and/or abusive language directed toward coaches, officials, players or spectators; or the general use of any profane, obscene and/or abusive language around any children.
- II. Arguing with officials, coaches, or players;
- III. Throwing objects onto the fields of play and/or at other persons;
- IV. Destruction of equipment or facilities;
- V. Verbal and/or physical assault;
- VI. Use of any tobacco product is prohibited at NYSA, NTFL, or partnering organization events.
- VII. Consumption of alcoholic beverages, and/or use of illegal drugs
- VIII. Other misconduct which is deemed disruptive to the orderly conduct of the athletic activity.
- IX. Coaches should promote good sportsmanship. Any coach who permits or encourages the use of unsportsmanlike behavior shall be considered guilty of the most serious violation of football coaching ethics.
- X. Any coach who is ejected from a game will be suspended from all coaching activities and team contact for the next game week.

Always remember that this association is and always will be about and for the children, and that whether or not you agree, you are a role model.

Complaints received shall be cause for a conference with the subject party and further complaints may be cause for dismissal from coaching or officiating.

Misconduct of parents, coaches, officials, players or anyone associated with the NYSA may be reported in writing to the board, with or without a request for action.

- I. Only head coaches or commissioners may file reports on an official. Complaints must also be noted at the conclusion of the game on the official game form.
- II. A report must be filed in writing with any board member within 72 hours following the incident.
 - a. Any board member receiving a report will forward it to the President and/or the Vice-President.
 - b. Upon receipt of a report, the President and/or the Vice-President will undertake a preliminary investigation of the charges and will determine within 72 hours, whether the report shall be:
 - i. Rejected for cause (generally because it is not in compliance with these bylaws), or
 - ii. Accepted for hearing before the board.
 - iii. In the event of (1) above, the President or Vice President shall respond in writing to the complainant within five days giving a brief reason for the rejection. The complainant may appeal this action in writing within 48 hours to the board, which may accept the request for hearing.

ARTICLE X: DISCIPLINE

SECTION I: HEARING

If any officer, commissioner, coach, player, parent, or spectator is determined to be found in violation of Association Bylaws or of misconduct at any Association sanctioned event, said violator shall be requested to appear before the Association executive board for review of the alleged violation or given the opportunity to respond in writing within 48 hours to the board.

If the violator is requested to appear before the Association executive board, the board shall set a hearing date and notify the concerned individuals of the time and place.

SECTION II: PROCEDURE

The executive board shall determine the extent, if any, of the penalty to be imposed. If a penalty is imposed and the penalized individual violates the terms of the penalty the executive board shall take all necessary action to enforce its rulings.

SECTION III: MAJORITY VOTE

The board shall vote after hearing the pertinent facts and the witnesses have retired. A majority vote of the board is required for the approval of proposed action. The concerned individuals shall be notified immediately, in writing, of the board's action.

SECTION IV: PENALTY AND ACTION

Disciplinary action may be taken by the Executive Board on a case-by-case basis which may include but not be limited to the following; verbal or written reprimand, probation, suspension, or dismissal from NYSA activities.

SECTION V: DECISION FINAL

Any penalty or action imposed by the Executive Board of the Association shall be final, with no course for appeal, and will include all board meetings, local associations, and all association games, as well as practices.

ARTICLE XI: PARENT ORGANIZATION

The Northwest Youth Sports Association recognizes the North Texas Football League (NTFL) as its parent organization and shall participate as a member association in the NTFL. The President or NTFL Representative of NYSA shall represent the Association in the parent organizations meetings and elections, and/or appoint other Association member(s) to serve as required.

SECTION I: RULES

The Association (NYSA) agrees to participate in the NTFL and shall adhere to the bylaws, codes of conduct and rules of the NTFL. Therefore, the By-Laws, codes of conduct and rules of the NTFL are hereby incorporated by reference and shall be the governing documents of all participants and members of the Association.

ARTICLE XII: CONFLICT OF INTEREST

SECTION I: PURPOSE AND DEFINITIONS

The purpose of the conflict of interest policy is to protect this Non-Profit 501(c)(3) organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Interested Person is:

- I. Any member of the Board of Directors, coach or member of a committee with governing Board authorized authority, who has a direct or indirect financial interest, is an interested person Financial Interest
- II. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- III. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- IV. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- V. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- VI. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- VII. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.
- VIII. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
 - b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement.
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
 - d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

SECTION II: DUTY TO DISCLOSE

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing Board delegated powers considering the proposed transaction or arrangement.

SECTION III: DETERMINATION OF CONFLICT OF INTEREST EXISTANCE

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Committee members shall decide if a conflict of interest exists.

SECTION IV: PROCEDURE TO ADDRESS THE CONFLICT OF INTEREST

- I. An interested person may make a presentation at the governing Board or Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- II. The chairperson of the governing Board or Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- III. After exercising due diligence, the governing Board or Committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- IV. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing Board or Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- V.

SECTION V: VIOLATING THE CONFLICT OF INTEREST POLICY

If the governing Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, is shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE XIII: DISASSOCIATION

Any decision, by the Association, to resign from participation in the NTFL shall require a three-fourths (2/3) majority vote by the Executive Board and must meet full quorum requirements, including the President, at the time of the vote.

ARTICLE XIII: INDEMNIFICATION

IF ANY PART OF THESE BYLAWS SHALL BE HELD INVALID OR INOPERATIVE FOR ANY REASON, THE REMAINING PARTS, SO FAR AS POSSIBLE AND REASONABLE, SHALL BE VALID AND BINDING.

ARTICLE XV: RATIFICATION

THESE BYLAWS SUPERSEDE ALL PREVIOUS BYLAWS AND AMENDMENTS AND HAVE BEEN RATIFIED AND ADOPTED BY THE BOARD AND SHALL BECOME EFFECTIVE ON MAY 20TH, 2018.

APPROVED BY:

VANESSA MORENO, President

KRYSTIN COX, Secretary

HENRY GRIMES, Treasurer

ATTEST:

JUSTIN AZCONA, Vice President

JEFFERY MORENO, Football Director

MALLORY MENIEN, Cheer Director

CHRIS MARTINEZ, Player Safety Coach
