

By-Laws of the Colonial Beach Youth Athletic Association

ARTICLE I. Name

Section 1.01 The name of this organization shall be the Colonial Beach Youth Athletic Association (Herein after referred to as CBYAA)

ARTICLE II. Mission

Section 2.01 The mission of the Colonial Beach Youth Athletic Association shall be to provide a positive and safe environment for the youth to participate in football and cheer. Through this opportunity it is the goal of CBYAA to instill qualities such as leadership, sportsmanship, honesty, integrity and courage in the youth. Additionally, it is the goal of CBYAA to strengthen community pride through parental and business involvement.

ARTICLE III. Organization

Section 3.01 CBYAA shall operate as a non-profit (type 501(c) (3)) organization, governed by these by-laws.

ARTICLE IV. Membership

Section 4.01 Adult membership (coaches, board members, assistants, parents, etc.) shall be open to any adult 18 years of age or older, willing to offer their time and talents to enhance the visions and goals of CBYAA. All members 18 years or older will be required to pass a league approved background check at their expense. Any failed background checks will be reviewed by the CBYAA Executive Board and determination of removal will be voted on with a 100% majority vote.

Section 4.02 Youth membership (participants, coaching assistants, etc.) shall be open to any youth, meeting CBYAA eligibility guidelines and requirements.

ARTICLE V. Officers & Board Members

Section 5.01 CBYAA shall be directed by a 8-member board, 5 executive board members, and 2 non-voting board members.

a) BOARD POSITIONS

1. President (Executive Board Member) – Dennis
2. Vice President/Commissioner (Executive Board Member) – Mike
3. Treasurer (Executive Board Member) – Peggy/Heather
4. Secretary (Executive Board Member) – Peggy/Heather
5. Athletic Director (Executive Board Member) - George

- a. Football Manager (Board Member *Non-Voting*)
 - b. Cheer Manager (Board Member *Non-Voting*)
- 6. Referee and Game Day Volunteers Coordinator (Board Member)
- 7. Website & Social Media Coordinator (Board Member)
- 8. Director of Fundraising & Concessions (Board Member) **Scott Parker**
- b) The CBYAA President reserves the right, and may at his discretion, increase or decrease the number of officers as needed to meet the needs of the association.
- c) The Executive Board shall be administratively responsible for all official business of CBYAA.
- d) The Executive Board shall draft and implement rules, regulations, and guidelines, as it deems necessary for the efficient operations in the best interest of the association.

Section 5.02 CBYAA Board Responsibilities

- a) Attend board meetings and support the CBYAA organization.
- b) Home Game Day – Responsibilities
 - Support Athletic Director and Concession as needed or requested.
 - Arrives 90 Minutes prior to the first scheduled game of the day.
 - Remain onsite and available at the home game field location until after the last game is concluded and the field and surrounding area is clear.

Section 5.03 The President Shall:

- a) The President is an executive board position.
- b) Be the Chief Executive Officer
- c) Be the official representative at meetings of other organizations, throughout the community, where CBYAA representation is desirable.
- d) By virtue of the office, be Chairperson of the Board and preside over all Meetings of CBYAA.
- e) Appoint and provide leadership for all committees (temporary or permanent) responsible for programs and activities.
- f) Be administratively responsible for the CBYAA Annual Report
- g) Oversee the preparation and filing of all reports and certificates as required by law.
- h) Provide overall guidance, direction, and support for all association

- members.
- i) Ensure that any insurance policies required for CBYAA property, personnel and players are provided.
- j) Be responsible for seeing that the duties of any officer absent are fulfilled.
- k) Responsible for issuing checks for the association expenditures in accordance with the rules.

Section 5.04 The Vice President/Commissioner Shall:

- a) The Vice President is an executive board position.
- b) Participate at regular and special meetings of CBYAA Board.
- c) Work in conjunction with the President to be administratively responsible for the operation of the organization.
- d) Provide guidance for the creation and operation of committees.
- e) Carry out the duties of the President in his or her absence and succeed the office of Presidency in the event the President is unable to exercise the office.
- f) Responsible for representing CBYAA and the league in which CBYAA participates. This includes, but is not limited to, attending all league meetings to discuss CBYAA needs/suggestions, maintaining a clear communication between partnering leagues, and ensuring our league remains consistent with the league's agreements.
- g) Provide a written monthly report to the executive board on all topics discussed at league meetings.
- h) Responsible for the scheduling of games and fields.
- i) Act as liaison between the Exec Board and the Website/Social Media Manager (Director/Coordinator)
- j) Perform other duties as assigned.

Section 5.05 The Treasurer Shall:

- a) The Treasurer is an executive board position.
- b) Participate at regular and special meetings of CBYAA Board.
- c) In charge of all funds for the CBYAA and be responsible for maintaining such funds in an approved financial institution.
- d) Maintain all financial records of CBYAA.
- e) Prepare an annual report for CBYAA to review and submit to a CBYAA appointed accountant to file our taxes on behalf of CBYAA.
- f) Work with secretary for registration fees
- g) Perform other duties as assigned.

Section 5.06 The Secretary shall:

- a) Responsible for keeping records of meeting minutes for the CBYAA Board.
- b) Oversee the taking of minutes at all CBYAA Board meetings.

- c) Send out meeting announcements to CBYAA Board members.
- d) Distribute prior monthly board meeting minutes via email for review no later than two weeks after a meeting.
- e) Prepare and maintain registration forms and social media waivers.
- f) Work with the Treasurer ensure all registration payments are paid in full.
- g) Act as liaison between the Executive Board and the Director of Website/Social Media Coordinator.
- h) Keep a track record of all tasks assigned to the officers.
- i) Perform other duties as assigned.

Section 5.07 The Athletic Director shall:

- a) Participate at regular and special meetings of CBYAA Board.
- b) Responsible for distributing and maintaining football and cheer equipment.
- c) Responsible for collecting all equipment back from participants and ensuring everything that was loaned out is returned.
- d) Maintain the condition of all equipment and inform the executive board when equipment is to be recertified or needs to be replaced.
- e) Maintain the equipment shed and equipment inventory.
- f) Ensure game field is prepared and ready prior to each game.
- g) Ensures all trash is removed from trash cans throughout game days.
- h) Cleans up trash for entire game field and practice locations weekly.
- i) Participate in the development of the schedule.
- j) Shall attend the mandatory yearly coach meeting
- k) Interviews all head coaches with members of the Executive Board
- l) Organize and conduct training sessions for coaches on best practices, safety protocols, and sport specific strategies.
- m) Serve as the primary liaison between coaches and the league's administration.
- n) Ensure all coaches adhere to the policies, including safety and conduct guidelines.
- o) Responsible for communicating all relevant CBYAA matters to the coaches as needed.
- p) Maintain records of coaching certifications.
- q) Present verbal reports to the CBYAA on the status of coaching and officiating.
- r) Oversee the football and cheer manager.
- s) Perform other duties as assigned.

Section 5.08 Football Manager (NON-VOTING):

- a) Support the Athletic Director as assigned and requested.
- b) The football manager shall be a non-voting member of the CBYAA Board.
- c) Oversee recruitment and football head coaches and assistant coaches
- d) Ensure football teams and coaches comply with CBYAA rules.

- rules.
- e) Perform other duties as assigned.

Section 5.09 Cheer Manager (NON- VOTING):

- a) Support the Athletic Director as assigned and requested.
- b) The Cheer Manager shall be a non-voting members of the CBYAA Board.
- c) Oversee the recruitment for cheer head coaches and assistant coaches.
- d) Ensure all cheerleading squads and coaches comply with CBYAA rules.
- e) Perform other duties as assigned.

Section 5.10 Referees and Game Day Volunteers Coordinator shall:

- a) Participate at regular and special meetings of CBYAA Board.
- b) Identify and recruit qualified referees.
- c) Serve as the primary liaison referees, game day volunteers (scoreboard, timeclock, chain gang), and the league' administration.
- d) Responsible for communicating all relevant CBYAA matters to the referees as needed.
- e) Maintain records of referee assignments.
- f) Present verbal reports to the CBYAA on the status of officiating.
- g) Oversee volunteers during game days to ensure smooth operations.
- h) Ensure all game day volunteers their roles and responsibilities.

Section 5.11 The Director of Website & Social Media Coordinator Shall:

- a) Participate at regular and special meetings of CBYAA Board Meetings.
- b) The Website & Social Media Manager shall act as a Content Creator; your role will require you to write and create different sorts of pieces for our organization's digital media.
- c) This will include writing social media posts as well as content for our website. The role of the Website & Social Media Manager is to deliver the message of the Board, not to create the message.
- d) Provide website management and updates based on request of the CBYAA Board.
- e) Assist in creating and implementing social media content on popular social media websites such as Instagram and Facebook.
- f) Create and manage the organization website to include sections for league schedule, forms, playoffs, and important league related information.
- g) Confirm that the organization's domain is renewed at least annually.
- h) CBYAA shall retain ownership of the organization domain(s) in the event the Website & Social Media manager is removed or leaves on their own from the board position.
- i) Interact with followers by communicating and answering questions through all social media platforms.

- j) Lead or assist in setting-up annual online CBYAA registrations.
- k) Support all home game dates by being available at our game field before the first game of the day and remain until the conclusion of the last game.
- l) Ensuring waivers are complete.
- m) All content shall adhere to CBYAA Social Media Guidelines
- n) Corresponds directly with the Secretary and Vice President.
- o) Perform other duties as assigned.

Section 5.12 The Director of Fundraising and Concessions shall:

- a) Participate at regular and special meetings of CBYAA Board Meetings.
- b) Responsible for developing, coordinating, monitoring and promoting fundraising activities.
- c) Gather sponsors and donations throughout the calendar year.
- d) Organize the annual Father's Day Golf tournament and any other annual fundraising events created.
- e) Work closely with the Secretary and Treasurer to track donations and ensure proper recognition of donors and sponsors.
- f) Coordinate and oversee all concession activities.
- g) Work with WCHD and CBPS to meet requirements for operating concessions on game days.
- h) Secure game day concessions licensing if needed for game day operations.
- i) Promptly provide a sales report with receipts to the Treasurer in
- j) Ensure all monies collected are promptly submitted to the Treasurer for deposit in a timely manner.
- k) Perform other duties as assigned.

ARTICLE VI. Terms / Nominations and Election of Officers

Section 6.01 No term limitations have been established for the CBYAA Executive Board.

Section 6.02 Officers shall serve at the pleasure of the CBYAA President. They must be active, adhere to CBYAA by-laws and general rules, and demonstrate desire and commitment to the visions and goals of CBYAA.

Section 6.03 Non-Executive Board Members may be removed from the Board at the pleasure of the President.

- a) A majority vote from the Executive Board is required to remove an Executive Board member.

Section 6.04 Board vacancies shall be filled by the following procedure.

- a) Vacancies in the office of President shall be filled by the Vice President on an interim basis, after whom the Board would appoint or elect an interim Vice President and hold an election for the offices of President and Vice President, which must take place within 30 days of their last day in office.
- b) All other Executive Board positions shall be nominated by recommendation of the CBYAA Board or President.

Section 6.05 No officer or representative of CBYAA shall for any reason, be entitled to receive any salary or compensation.

ARTICLE VII. **Meetings**

- Section 7.01 Executive Board meetings shall be held as needed.
CBYAA Board meetings will be held on a minimum monthly basis, with additional meetings as needed. Locations and times may vary.
- Section 7.02 Any officer may call a special meeting of the CBYAA Executive Board.
- Section 7.03 CBYAA Board meetings and special meetings shall be closed to the public and general membership unless otherwise announced.
- Section 7.04 At least three (3) of the five (5) officers must be present and the President or approved delegate must preside to constitute an official CBYAA meeting.

ARTICLE VIII. **Attendance**

- Section 8.01 Executive Board members shall make every attempt to attend all regular and special meetings.
- a) If a member is unable to attend, a call should be placed to either the President or Vice President to report the absence.
 - b) Unexcused is defined as: No call and no show for a regular or special meeting.
 - c) Members will be granted 2 unexcused absences, thereafter board review will take place and possible disciplinary action shall occur.

ARTICLE IX. **Voting**

Section 9.01 Voting shall only occur at official CBYAA Board meetings.

Section 9.02 Majority vote must be reached to approve or disapprove an issue.

Section 9.03 Voting shall be conducted via verbal vote of aye or nay.

Section 09.04 In the event of a tie vote, the President's vote shall count as two votes on the presented issue.

ARTICLE X. Financial / Fundraising

Section 10.01 All financial transactions of CBYAA shall be under the direction of the Treasurer.

Section 10.02 All monies collected (participant fees, fundraisers, etc.) shall be counted by a minimum of two (2) officers.

Section 10.03 Bank deposits shall be made into the CBYAA General Account as expeditiously as possible by the Treasurer.

Section 10.04 Team Fundraiser activities must be submitted in writing for approval by the CBYAA Executive Board.

Section 10.05 Fundraisers not approved (sanctioned) by CBYAA will be considered in violation of these by-laws and may result in organizational and/or criminal penalties.

ARTICLE XI. Dues / Fees

Section 11.01 Registration Fees

- a) Fees are used to help offset the costs involved with the operation of the association, i.e. facilities costs, insurance, uniforms, equipment, etc.
- b) Registration fees will be established at the beginning of each season.
- c) All fees must be paid in full by the first game, unless approved by the CBYAA Board. Failure to pay will result in suspension from the team.
- d) No refunds will be given unless a team is not fielded in the division that the participant is registered.

Section 11.02 Board Membership Dues

- a) All board members shall be required to pay annual dues in the amount of \$5.00, unless otherwise determined by the voting board members. Dues

will be due on or before April 1. Failure to pay dues within 30 days of the due date may result in the suspension of voting privileges until dues are paid.

- b) The dues are to help cover the administrative costs of the organization, including but not limited to operational expenses, meeting costs, and other related expenses.

ARTICLE XII. Registration

- Section 12.01 Colonial Beach Youth Athletic Association participants must be ages five through thirteen as of August 1st of the registering year.
- Section 12.02 All participants will be required to show proof of age during the season. (Virginia DMV identification card, current passport, current Military Identification card, or birth certificate.)

ARTICLE XIII. Coaches

- Section 13.01 All coaches will complete a coach's application before being accepted for an interview. Coach's application is available online.
- Section 13.02 All new Head Coaches will interview for the position. The interviews will be held by the Coaches Selection Committee. The Coaches Selection Committee will include the Athletic Director, President and Vice President.
- Section 13.03 All Head Coaches must receive approval for their assistant coaches. Each Head Coach for football will be allowed to have four assistant coaches. If a Head Coach feels it is necessary for them to have more than three assistant coaches they must present their reasons to the Board at next board meeting. If the Board agrees to grant the Head Coach the number of coaches requested (up to a total of five assistant coaches), the Head Coach is responsible for any costs for coaches in addition to the three assistant coaches allowed. Each Head Coach for cheer will be allowed two assistant coaches.
- Section 13.04 All Head Coaches and assistant coaches must pass a national registered background check that must be current for the season. Background checks must be completed before Head Coaches are allowed to receive team information.
- Section 13.05 All coaches for football will complete the education requirements along with the required safety brief provided by the Athletic Director.
- Section 13.06 All Head Coaches will be issued equipment that he/she is responsible and accountable for the season. All equipment will be returned upon request of the Athletic Director.
- Section 13.07 It is the responsibility of all the coaches to return any equipment utilized during practices to its proper storage area. It is also the responsibility of all the coaches that the area of practice is cleaned after each session and free from any trash or items left behind.
- Section 13.08 All coaches will promote good teamwork and sportsmanlike conduct on an off the field while affiliated with the Colonial Beach Youth Athletic

- Association. All coaches must abide by all rules and regulations while participating in CBYAA. At no time will any coach teach a child “dirty” or unauthorized procedures or promote any behavior in such way.
- Section 13.09 The Executive Board has permission to dismiss any coaches during the season.

ARTICLE XIV. Equipment Issues

- Section 14.01 CBYAA Football and Cheerleading is a nonprofit organization. The equipment the association has on hand is due largely to the fundraising efforts and donations received from sponsorships.
- Section 14.02 It will be all the coach’s responsibility to maintain proper equipment during practice and games. At any time a coach notices a discrepancy in equipment, please notify the Athletic Director immediately.
- Section 14.03 It will be the responsibility of all participants to maintain proper and good working order equipment during the season. If equipment is borrowed from the association, it must be returned at the end of season or upon request by the Athletic Director.
- Section 14.04 If a coach or participant fails to return borrowed equipment that belongs to the association, which said person will be suspended for the next current season.
- Section 14.05 If a participant does not return the borrowed equipment at the end of season, he/she will not be allowed to participate in any events and receive any awards and/or trophies.

ARTICLE XV. DISCIPLINARY ACTIONS

- Section 15.01 At no time will the CBYAA Football and Cheerleading tolerate or allow any kind of unsportsmanlike conduct from any Board Member, coaches, participants, or volunteers.
- Section 15.02 Everyone involved or affiliated with the CBYAA Football and Cheerleading will abide by all rules and regulations during the season and must hold the upmost standards when home or away.
- Section 15.03 If any coach receives an unsportsmanlike conduct, an investigation will be conducted within 48 hours by the Athletic Director. Information gathered from the complaint will be reviewed by the Executive Board within five working days. A special meeting will be called and the coach(s) will be interviewed by the Executive Board.
- A. First offense – one week suspension (from practices and games) depending on the complaint.
- B. Second offense – dismissal from the team for the season.
- Section 15.04 If any participant receives an unsportsmanlike conduct, an investigation will be conducted within 48 hours by the Athletic Director. Information

gathered from the complaint will be reviewed by the Executive Board within five working days. A special meeting will be called and the participant will be interviewed by the Executive Board with legal guardian present.

A. First offense – one week suspension (from practices and games) depending on the complaint.

B. Second offense – dismissal from the team for the season.

Section 15.05 If at anytime during practice or game days, any member/spectator can be asked to leave the field for unsportsmanlike conducts. An investigation will be conducted within 48 hours by the Athletic Director. Information gathered from the complaint will be reviewed by the Executive Board within five working days. A special meeting will be called and the member will be interviewed by the Executive Board.

A. First offense – Not allowed at the field for a minimum of one week (from practices and games)

B. Second offense – Not allowed at the field for the remainder of the season.

Section 15.06 Practices – Participants should be attending practices as scheduled. When a participant misses practice regularly, safety becomes a concern. Coaches will have the ability to hold players from games for missing practices. The Athletic Director, President and Vice President will intervein at anytime if safety is a concern for any participants.

ARTICLE XVI. **ZERO TOLORANCE**

Section 16.01 At no time will any tobacco products (cigarettes, electronic cigarettes, pipes, vapors, smokeless tobacco, etc.) be allowed on the property.

Section 16.02 There is no drug or alcohol consumption allowed at any time at or around the fields during practice or home games.

Section 16.03 No animals, besides service animals, will be allowed at or around the fields during practices or home games.

Section 16.04 Returned fees on checks will be the settled immediately. Person's will be responsible for paying the amount owed on the check along with service and bounce check fees.

ARTICLE XVII. **Amendments**

Section 17.01 Amendments to these by-laws shall be voted on at an official or special meeting of the Executive Board as deemed necessary.

Section 17.02 A majority vote by the Executive board shall require approval / disapproval of an amendment to these by-laws.