

APPROVED SEPTEMBER 21, 2023  
SUPERCEDE ANY AN ALL PREVIOUS BY-LAWS  
EFFECTIVE JANUARY 1, 2024 UNTIL REVISIONS APPROVED

**DANVILLE T-RAILER YOUTH FOOTBALL AND CHEERLEADING ORGANIZATION  
BY LAWS / POLICIES AND PROCEDURES  
2023**

**MISSION STATEMENT:**

The objective of the organization shall be to install firmly in the players and cheerleaders of the community the idea of good sportsmanship, honesty, loyalty, courage so that they may be well adjusted, stronger, and happier children and will grow to be good, decent, healthy and trustworthy individuals.

**VISION:**

To achieve this objective, the organization will provide a supervised program of competitive football games under the by-laws of the Danville T-Railer's. Nothing in these Bylaws shall conflict with the Bylaws set forth by the Heartland Youth Football League. Should a conflict exist the Heartland Youth Football Bylaws shall be first in precedence.

**ARTICLE 1: ORGANIZATION NAME**

This organization shall be known as the Danville T-Railer Youth Football and Cheerleading Organization.

**ARTICLE 2: CONDUCT OF PARTICIPANTS/VOLUNTEERS**

All Officers, board members, coaches, and volunteers shall bear in mind that winning of games is secondary, and the molding of future citizens is primary importance. The uses of profanity, tobacco, or alcohol at practice, games, at any organization events, or on the grounds, will not be tolerated. All coaches, players, cheerleaders, and parents must conduct themselves in a sportsmanship-like manner.

**ARTICLE 3: PARTICIPANTS**

Any child meeting the requirements of the Heartland Youth Football League shall be eligible to participate. Children will be placed on rosters according to grade following the Heartland Youth Football League guidelines.

Teams will be established as follows:

Danville Flag Program – Kindergarten through Second Grade  
Heartland Youth Flag Program – Kindergarten through Second Grade  
A Division Tackle Program – Fifth and Sixth Grade  
B Division Tackle Program – Third and Fourth Grade (Second Graders may participate upon board approval)

All players and cheerleaders must be placed on a roster by the opening day.

For the safety of the participants, no jewelry of any kind shall be worn during T-Railer events to include, but not limited to practices and games. Participants will be asked to remove any type of jewelry before participating in the activity. If the request to remove the jewelry is not followed the participant shall be removed from the activity. Jewelry includes, but is not limited to earrings, necklaces, bracelets, watches, rings, etc.

The organization reserves the right to request medical documentation for participants to “return to play” following injury, illness, or other changes in the participants health. This documentation may be requested for any change in the participants health after the pre-season health physical. Participants that fail to provide requested “return to play” documentation will not be permitted to participate until such documentation is provided. “Return to play” documentation shall be provided from a qualified medical professional.

## REGISTRATION

A set registration fee must be paid in order to register as a football player or cheerleader. This set fee must be paid in full before any equipment can be assigned to the player or cheerleader. Registration may be held online or in person. Registration fees will be established and voted on by the board.

## REQUEST OF PARTICIPANT SCHOLARSHIP

Scholarship Policy, parents/guardians can request registration and/or uniform scholarships for participants on a one-time, case-by-case basis. Participant scholarship request form shall be submitted prior to registration closing (See Attachment A). A Scholarship committee shall be formed to review the requests; the committee shall consist of the President and two (2) level one officers. This is to allow the most privacy to the applicant. If necessary the committee will contact the requester to gain more information. If the scholarship is approved by the Committee, the individual would agree, per signed agreement, to perform extra fundraising and volunteering. The extent of additional fundraising and volunteering will be approved and voted on prior to registration time.

## BOARD STRUCTURE

Board will consist of: Ten (10) officers; Head Coaches from each division defined herein; Remaining General Board Members (not to exceed five (5)); (The Board Membership composition will not be less than six (6) or more than twenty (20) members.)

Membership Compliment of the Board CANNOT be changed for one (1) year starting each January.

## TERMS OF MEMBERSHIP/OFFICE

Board Membership Terms equal two (2) years, beginning January 1st

ALL APPROVED OFFICER TERMS EQUAL TWO (2) years beginning January 1st

A BOARD MEMBER OR OFFICER CAN RESIGN AT ANY TIME.

The expiration of the President/Secretary terms WILL BE staggered (ALTERNATE years) with the Vice-President and Treasurer Position expirations, in order to avoid stagnancy.

Announcement of Board Openings, expiring officer positions and open coaching positions must be advertised by October 1 by the secretary.

ALL LETTERS OF INTENT WILL BE COLLECTED BY SECRETARY IN ORDER FOR THE SECRETARY TO SCHEDULE AND ARRANGE THE INTERVIEW PROCESS.

Any individual interested in holding a Board Membership must submit a Letter of Intent to the Board BY November 1, complete the interview process WHICH WILL OCCUR DURING THE November BOARD MEETING, receive a favorable vote during the December meeting and obtain and pass all required clearances and training.

Returning Board members may be reappointed to serve a consecutive two (2) year term by submitting their Letter of Intent by November 1st, completing the interview process (if requested by the Board) and receiving a favorable vote during the December Meeting.

Proper Letters of Intent must be completed and submitted BY DEADLINE of November 1st or application will be considered invalid.

#### LETTERS OF INTENT

Letters of Intent will only be valid for one (1) complete year.

Board holds the right to request an updated Letter of Intent at any time;

#### VACATED POSITIONS

If an officer position is vacated due to removal or resignation midterm the organization shall advertise the opening via public means. Letters of intent shall be submitted, and interviews conducted. The candidate shall be voted on at a stated board meeting to complete the remaining term not to exceed December 31<sup>st</sup> of the current year. Officers filled using this authority shall submit a new letter of intent to continue service after January 1<sup>st</sup>, using standard election procedures and terms.

If a head coach position is vacated due to removal or resignation during the season. The President shall nominate a replacement. The replacement shall be confirmed by majority vote of the board.

Active board member positions shall remain vacant, until the next election.

#### **ARTICLE 4: BOARD COMPOSITION**

The Danville T-Railer's will consist of three (3) levels of membership:

##### Level 1 – Officers

This will consist of the President, Vice President, Secretary, Treasurer, Equipment Manager, Concession Coordinator, Flag Coordinator, Travel Flag Coordinator, Fundraising Coordinator, and the Cheerleading Coordinator. These positions are described in the Standard Operating Procedures section of these by-laws.

These positions, except for the President, will have voting rights. The President's vote will be the deciding vote in the case of a tie. To be eligible to hold the President Position, the person must complete one (1) full year as an Active Board Member;

To prevent nepotism family members (such as spouses, siblings, parents, etc.) may not hold Level 1 Officer positions concurrently.

#### Level 2 – Coaches

The head coaches from each football team will have voting rights. This includes A Division Tackle, B Division Tackle, Heartland Youth Flag Program, and the Danville Youth Flag Program, and corresponding Cheer Division Head Coaches. These coaches must attend the meetings regularly.

Coaches and Assistants are expected to help at all T-Railer events, help set up and tear down the field if needed, help fit and equip their players or cheerleaders. Coaches will report directly to the President and Vice President with any problems or concerns. Cheer Coaches will report directly to the Cheer Coordinator with any problems or concerns. Coaches and Assistants are to teach the children of our community the basics needed to advance to the next level.

#### Level 3 – Active Board Members

Active members will be defined as any parent or person with or without children in the organization that is willing to actively participate in the organization to further the objective by attend monthly meetings, help set up and tear down games, volunteer to help at any T-Railer event. These positions will have voting rights.

A Board Member may resign at any time.

A Board Member shall serve a two (2) year term at which time, should they wish to continue holding their position, they must submit a new Letter of Intent, by deadline and win the favorable vote of the Board.

### **ARTICLE 5: STANDARD OPERATIONS PROCEDURE OF BOARD MEMBERS**

While holding the position of President and Cheerleading Coordinator position, they may not be a Head coach, so they are available to handle any problems or concern promptly;

#### All Board Members

- 1) Attend Board meetings regularly;
- 2) Vote on matters addressed by the Board;
- 3) Attend all organization functions to help keep it running smoothly;
- 4) Keep in mind the objective of this league is make the interest of the children a priority;
- 5) Pass all required clearances and trainings;

#### President

- 1) Preside at all organization meetings;

- 2) Appoint the chairman of all committees;
- 3) Schedule all Monthly Board meetings and oversee the program;
- 4) Prepare a monthly agenda for the meetings;
- 5) Shall not be a Head Coach of a team;
- 6) Will have no voting rights except in the case of a tie;
- 7) Represent the organization at the league meetings, unless he/ she is League President;
- 8) Will keep Vice-President apprised, at all times, of all organizational decisions and actions;
- 9) Will be accountable for reporting monthly to the Governing Board;

#### Vice-President

- 1) Perform the duties of the President in the event of the Presidents' absence;
- 2) Work with the President and give counsel;
- 3) Complete the unfinished term of the President in the event the President is unable to continue;
- 4) Help resolve any issues with the Coaches, Assistants and/or Parents;

#### Secretary

- 1) Maintain a record of all proceedings of the organization and be sure all members get a copy;
- 2) Organize a contact list of all members;
- 3) Inform all Board Members of upcoming meeting;
- 4) Create, disseminate, collect and count all standard voting ballots; a fellow (and non-conflicting) Board Officer will witness all votes. If the vote concerns the Secretary, a fellow officer will handle the voting process, to avoid conflicts of interest.
- 5) Keep all records of votes and amendments
- 6) Responsible for collecting all registration forms, creating correct rosters of participants and ensuring rosters are disseminated accordingly;
- 7) Attend all organization functions ;
- 8) Prepare flyers and distribute them to schools ;
- 9) Attend all Committee Meetings in order to maintain proper record of decisions;
- 10) Serve as the Collection Point for all Letters of intent;
- 11) Schedule and arrange all Interviews;
- 12) Serve as the main point of Information Dissemination to the T-Railer's Organization;
- 13) responsible for maintaining information on organizational website;
- 14) Responsible for advertising the expiring or open board/officer and coaching positions by October 1
- 15) Ensures records/paperwork is collected and properly stored for the organization;
- 16) Responsible for coordinating registration.

#### Treasurer

- 1) Be present at all organization functions to collect money;
- 2) Pay all bills in a timely fashion;
- 3) Check mail box on a weekly bases for bills, forms and information;
- 4) Complete Monthly Fiscal Report, Copy Monthly Bank Statements and Present Both Documents, together, to the Board, Monthly for review;
- 5) Keep a receipt booklet for money collected by cash and checks;
- 6) All checks shall be properly endorsed by the appropriate authority.
- 7) With a fellow Board Member, count and document amounts collected at the end of each event;

- 9) Shall be the primary collector of money;
- 10) Shall be responsible for making timely cash deposits;
- 11) Shall be responsible for collecting and submitting all tax paperwork to Board approved Auditor/Tax Firm prior to March 1st

#### Cheerleading Coordinator

- 1) Oversee cheerleading teams and Coaches for the regular and Flag Football programs;
- 2) Act as a liaison between Coaches and the Board, enforcing the direction of the Board;
- 3) Attend all cheerleading functions including equipment fittings, equipment hand-outs and turn ins;
- 4) Will be a liaison between high school and middle school program;
- 5) Responsible for presenting assistant coaches for Board approval for all programs.
- 6) Assist and recommend training for coaches, regarding technique and style;
- 7) Make impartial decisions for all teams;
- 8) Oversee any parent concerns before bringing them to the President and Vice President or the Board;
- 9) Shall not be a Head Coach of any team;
- 10) Keep accurate records of all team members;

#### Concession Stand Coordinator

- 1) Preseason cleaning, unpacking and uncover all equipment. Disinfect and ensure all equipment is in proper working condition;
- 2) The Concession Stand Coordinator will be responsible for ordering, receiving and monitoring inventory of all food/non-food products sold from the concession stand;
- 3) The Concession Stand Coordinator will determine all menus and prices, with final approval from the Governing Board;
- 4) Responsible for setting up, cleaning and closing/tearing down of Concession Stand, Fry Shack and Condiment Tents at each game; (worded to include Fry Shack/Concession Stand and Tents)
- 5) All equipment purchases for concessions will be funded only with approval from the Governing Board;
- 6) Responsible for completing and documenting proper inventory of remaining stocked food, post-game;
- 7) All orders, before being placed, are approved by President;
- 8) Responsible for presenting process for stocking concession stand (vendor, person Responsible for purchasing, when items would be purchased/stocked, individuals Responsible for documenting inventory stocked/used) to the board for final approval

#### Fundraising Coordinator

- 1) Shall apply for proper licenses if needed.
- 2) Keep a running tally for all fundraisers with amounts sold, taken in, number of tickets sold, and names of winners;
- 3) Contact fundraising companies and set up sales dates, delivery dates and place orders;
- 5) Develop sponsorship programs for Board approval.
- 6) Be present at all fundraiser handouts and turn ins;
- 7) Responsible for sales and orders for apparel and window decals;
- 8) All orders, before being placed, must be approved by the Board;
- 9) All Fundraisers must be pre-approved by the Board

10) Responsible for standard registration fundraiser, and recommending any additional fundraisers throughout the year.

#### Equipment Manager

- 1) Ensure ALL equipment is in good condition for handouts;
- 2) Coordinate with all program coordinators to ensure the proper equipment is available for all participants.
- 3) Be present at all registrations, fittings, hand-outs and turn-ins;
- 4) Keep track of ALL inventories of equipment before, during, and after season;
- 5) Ensure everything is in proper places in equipment sheds and keep equipment sheds clean and organized;
- 6) Report any faulty equipment to the President;
- 7) Responsible for ordering team jerseys, cheerleading equipment such as the pom-poms, shells, warm ups and etc.;
- 8) Responsible for all equipment turned in late;
- 9) Responsible for working with the Secretary to ensure all names and numbers for the Jerseys are correct;
- 10) ALL orders, before being placed, must be approved by the Board;

#### Flag Coordinator

- 1) Oversee Danville Flag Football program;
- 2) Act as a liaison between Coaches and the Board, enforcing the direction of the Board;
- 3) Responsible for presenting assistant coaches for Board approval;
- 4) Assist and recommend training for coaches, regarding technique and style;
- 5) Make impartial decisions for all teams;
- 6) Oversee any parent concerns before bringing them to the President and Vice President or the Board;
- 7) Attend all organization functions and help as much as possible;
- 8) Help set up fields and tear down fields if needed;
- 9) Help with equipment;
- 10) Ensure a safe environment for players;
- 11) Follow all set rules and regulations for the Board and organization;

#### Travel Flag Coordinator

- 1) Oversee Danville Travel Flag Football program in accordance with Heartland Youth Football League guidelines;
- 2) Act as a liaison between Coaches and the Board, enforcing the direction of the Board;
- 3) Responsible for presenting assistant coaches for Board approval;
- 4) Assist and recommend training for coaches, regarding technique and style;
- 5) Make impartial decisions for all teams;
- 6) Oversee any parent concerns before bringing them to the President and Vice President or the Board;
- 7) Attend all organization functions and help as much as possible;
- 8) Help set up fields and tear down fields if needed;
- 9) Help with equipment;
- 10) Ensure a safe environment for players;
- 11) Follow all set rules and regulations for the Board and organization;

## Head and Assistant Coaches

- 1) Attend all organization functions and help as much as possible;
- 2) Help set up fields and tear down fields if needed;
- 3) Help with equipment for all teams;
- 4) Ensure a safe environment for players or cheerleaders;
- 5) Follow all set rules and regulations for the Board and organization;
- 6) Teach the children of this organization the correct and safe ways to advance them to the next level;
- 7) Follow the direction of the Governing Board;
- 8) Address all concerns for the parents and players. If no resolution, direct them to the Governing Board for follow up if needed;
- 9) Help keep the sheds in a neat and organized manner;
- 10) Attend meetings as needed;
- 11) HEAD COACH ONLY, responsible for presenting ASSISTANT COACHES for Board approval for flag and regular programs; Assistants shall be presented at the February Board Meeting.

## **ARTICLE 6: STANDARD OPERATIONS PROCEDURE OF COMMITTEES**

All officers, active members, and coaches shall follow the duties as described below:

The President will assign the Board Member to a Committee, but the assignments do not limit the Board Member from attending additional Committee Meetings to stay well informed:

Chairperson of the Committee shall be responsible for scheduling Committee Meetings, unless the Chairperson fails to do so, then the Committee Members are responsible for ensuring the meetings are held and topics discussed in a timely fashion.

### Field Committee

- 1) Set up Flag Pole and American flag and tear down. Store it properly;
- 2) Ensure the field is painted before games;
- 3) Ensure fencing is up and in place before games;
- 4) Ensure garbage cans are ready and placed around field;
- 5) Ensure all line markers are in place;
- 6) Responsible for contacting President if anything is found broken, damaged, missing or needs replace;
- 7) Ensure all safety devices are in place;
- 8) Ensure benches are suitable for sitting and placed on field for football players as well as the cheerleaders;
- 9) At the end of each game, ensure everything is properly put in storage and all garbage is cleaned off the fields and all cans brought back;
- 10) Ensure all orders, before being placed, need to be approved by the President and Vice President;
- 11) Responsible for coordinating field work days
- 12) Ensure ALL electronic equipment is in working order: CD player, speakers, scoreboard, etc.
- 13) Ensure speakers are out before each game.
- 14) Change any light bulbs necessary in scoreboard and otherwise
- 15) Ensure volunteers for spotter, scoreboard and announcer are notified before each game.
- 16) Ensure press box is cleaned after every game and power supply is shut off.



- 17) Report any damages or replacements of equipment to the President
- 18) ALL orders, before being placed, need to be approved by the President and Vice President.

By –Law Committee

- 1) Review the By Laws at the beginning of each year;
- 2) Discuss possible changes and present them to the Board for approval;
- 3) No by-law changes are to be made after June 30<sup>th</sup>.

Registration Committee

1. Committee shall include the fundraising coordinator, secretary, and treasurer with other combined board members.
2. Develop and create registration Form (online or paper).
3. Establish fees for registration (to be approved by board).
4. Create flyer to be distributed to schools for soliciting participants.
5. Set date, time, and location for payments/ in person registration options.
6. Organize volunteers to assist with payment/ in person registration.
7. Coordinate with fundraising coordinator for Registration fundraiser/ raffle tickets.
8. Follow up with participants/registrants to confirm payments and completed registration.
9. Finalize rosters once registration is completed and distribute to coaches.

## **ARTICLE 7: MEETINGS**

Meetings for the next calendar year shall be scheduled during the December meeting of the current year. Meetings shall be held at least monthly. Meetings are open to the public, and Robert's Rule of Order shall govern the proceedings.

An Annual Meeting of the Board Members shall be held by the end of December for the purpose of electing officers, active members, and coaches.

Notice of meeting will be given by verbal or written notice within 24 hrs.

Any Board Member who misses two consecutive meetings, without notifying the Board, forfeits their vote until attending two consecutive meetings unless previously approved by President or Vice President.

Any Board Member who misses three consecutive meeting or misses five regular monthly meetings must appear before the Board for termination review. Actions at Review Meeting may include termination from the Board.

Exceptional Meetings may be required. Any Board Member may ask for an Exceptional Meeting by directing their concern to the President or Vice President (in case the concern involves the President).

After the President/Vice President gathers information and investigates the concern he may call an Exceptional Meeting. This meeting should take place within One Week (7 days) from the time the matter took place. If an Exceptional Meeting is called, no other business is to be discussed except the matter for which the meeting was arranged.

## **ARTICLE 8: VOTING**

The presence, in person, of greater than 50% of the total number of voting members shall be necessary to constitute a quorum (one more than half equals a quorum).

A quorum must be present to perform votes during a meeting.

A passing vote will equal a majority of the quorum present.

The Board may adopt such rules and regulation for the conduct of management of the organization as it may deem proper.

Abstaining will be allowed ONLY if a valid reason pertaining to the issue being voted upon is provided and allowed by the Board.

All voting will be done through a private ballot unless agreed upon by all voting members.

Voice voting is a valid method. The President or designees shall announce that voice voting is the method to be used, determine if there are any objections by asking the membership. If there are no objections the voice vote may continue. If there is an objection, standard voting procedures shall be used.

## **ARTICLE 9: DISCIPLINE ACTIONS**

At no time is profanity, tobacco, or alcohol allowed on the premises. If these actions are seen by any Board Member they are to report it to the President and Vice President and a special meeting will be called.

If found guilty of these actions, termination from the organization will be done immediately. All Board Members must obtain ACT 34 and ACT 151 clearance forms. In the event that a clearance paper is returned with charges filed against said person, the matter will be reviewed by the Level One Members of the Board and a decision will be made on a case by case situation to allow the most privacy; however, under no circumstances shall anyone be allowed to serve a role in the organization if there are any charges filed concerning a minor.

Level One Board Members, being properly informed, may discipline, suspend, or terminate a player or cheerleader when the conduct of such person is considered detrimental to the best interest of the organization. The proposed discipline, suspension, or termination shall be decided at an exceptional board meeting with only level one board members in attendance by majority vote.

The Governing Board Membership holds the right to take disciplinary action, if any officer of the Board does not follow through with listed responsibilities or acts in a detrimental behavior that affects the Board or Organization, as a whole, in a negative manner.

Any Officer of the Board may be removed at any time, with or without cause, by the affirmative 2/3 vote of the total membership of the Board.

The Coaches Code of Conduct must be signed by all coaches each year and kept on file with the Secretary. (copies provided to all Board members)

Any coach being removed from a game by a referee will miss that game and the following game. These coaches must leave the organizations premises. Reprimanding of any child must be done in a responsible and constructive manner using positive reinforcements.

Any coach or assistant deliberately not following the recommendations of the Head Coach or Board, within reason, will be brought to the Board for disciplinary action. It will be at the Board's discretion of what action is to be taken.

#### **ARTICLE 10: FOOTBALL TEAMS**

Should roster adjustments need to be made preference will be given to returning participants, then by the order in which registrations were received.

All Team Rosters must be presented to the President with the players name and number before the first scheduled game. All players must be placed on a roster by the opening day.

There must be at least two coaches on the fields with the players during practice and at least 2 coaches on the side lines during games.

#### **ARTICLE 11: CHEERLEADING**

All cheerleaders must be placed on a roster by the opening day.

Cheer Coordinator holds the right to decide the appropriate number of days and timeframes for each practice in accordance to the squad. It will be the Head Coaches responsibility to inform parents of practices and times, as well as date and time changes.

A team roster must be presented to the President AND VICE PRESIDENT with the cheerleader's names before the first game.

Should roster adjustments need to be made preference will be given to returning participants, then by the order in which registrations were received.

All Cheerleading coaches will be required to go through an interview process. Also, must pass approved clearances and trainings.

Cheerleaders must be in full uniform to perform at the half time dance along with cheering during a game. The uniform must be the team shell, skirt, socks, boycott brief, hair piece and white sneakers. Cheerleaders may not wear jewelry during practice or games, hair must be pulled back out of the face.

Coaches must be on the field and behind the cheerleaders if they are performing stunts.

There must be at least two (2) coaches on the field with the cheerleaders at all times.

## **ARTICLE 12: AMENDMENTS**

Policies and Procedures may be established, not to be conflicted with the constitution of these By-Laws. Such policies and procedures shall be recorded and maintained separately in the original minutes of the Board Meeting, kept by the Secretary and reviewed as needed.

By laws shall be reviewed and amended one (1) time a year. After June 30th, NO BY LAWS can be amended or changed until the following year.

All amended By-Laws or changes must be distributed via email to all board members and then voted upon.

## **ARTICLE 14. CONTRACT/AGREEMENT APPROVAL**

THE Governing Board shall have final say via vote overseeing any and all contracts/agreements that the organization is entered into for any and all services rendered: at least two (2) quotes are required to present a proposal for approval; all contracts/agreements for services rendered will be renewed/voted upon annually.

## **ARTICLE 16. SENIOR RECOGNITION**

Senior Participants of both cheer and football shall be provided a banquet and senior gift, if approved by the board membership.

All gifts shall be presented to the board for approval in cost and type, prior to purchase.

The senior banquet menu and location shall be approved by the board membership with an estimate of cost.