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# SMITHS STATION YOUTH FLAG FOOTBALL

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## BYLAWS

Revised: 2025



## Article I: Name, Purpose, and Mission Statement Objectives

### Article I.A: Name

SSYFF is a branch of the Smiths Station Youth Football League (SSYFL). The formation of this branch exists exclusively for flag football operations. SSYFL shall remain non-profit, non-commercial, nonpartisan, and secular, in nature.

### Article I.B: Mission Statement

Smiths Station Youth Flag Football is committed to providing a positive and enriching experience where young athletes can develop lifelong skills, build confidence, and learn the value of teamwork and discipline. Our mission is to create a safe, supportive environment that empowers the youth to strive for excellence, embrace challenges, and to build a stronger, more connected community.

### Article I.C: Objectives

To accomplish this mission, SSYFF seeks to attain the following objectives:

- 1.To govern the league in a manner that places the development of our participants, as both athletes and students, above all other considerations.
- 2.To provide our players with volunteer staff and coaches who work equally with all ability levels and who remember that the development of athletic skills and winning is secondary to the development of the players. They must provide for our players a positive role model and a positive flag football experience.
- 3.To provide our players with volunteer coaches who seek to teach the rules of the game along with proper flag football fundamentals.
- 4.To foster and encourage community pride through local amateur athletics.
- 5.To provide safe and quality facilities for the use of our players.

## Article II: Governing Body

The SSYFF Board will consist of the Board of Directors and the Executive Committee which shall consist of the members as defined in Article II.A and Article II.B. The entire SSYFF Board will be responsible for enforcing all bylaws and rules pertaining to SSYFL. The board must be capable, conscientious, and willing to accept their assigned duties. When decisions and votes are made, all board members must act with the interest of the league and its members as the highest priority. Board members must attend all meetings, unless presented with appropriate cause, and shall not miss more than two meetings per calendar year, unless permission given by President for emergency situations. The president shall be informed by all sitting members of any situations or actions of members that would place the organization in jeopardy.

### Article II.A: Board of Directors (BOD)

The Board of Directors shall govern the league. The SSYFF Board of directors shall be comprised of the following members:

1. President
2. Vice-President
3. Treasurer
4. Marketing and Advertising Specialist
5. Secretary
6. Coaching Coordinator
7. Fields and Equipment Manager
8. Head of Vendors, and Volunteers
9. Director of Flag Football Operations

The board of directors shall hold all voting rights for the league. For voting to occur, a quorum of two-thirds (2/3) of all eligible voting board members are required. All results should be determined with a majority vote. The SSYFF President shall only cast a vote in the instance a tiebreaker is needed. If a BOD member holds multiple positions, they only get 1 vote.

## Article II.B: Executive Committee (EC)

The Executive Committee shall be nominated and confirmed via a majority vote from the Board of Directors and shall consists of, but not limited to, the following members:

1. Intentionally Omitted

## Article II.C: BOD and EC Responsibilities

### President:

1. Will schedule and attend all regular meetings of the SSYFF Board.
2. Set the agenda for all regular meetings of the SSYFF Board.
3. Act as a liaison to all other agencies and organizations.
4. Will closely monitor, and have authority to override by setting forth a vote, decisions set forth by the following positions and will assume these roles due to vacancy if they have not already been assumed:
  - a) Vice President
  - b) Treasurer
  - c) Marketing and Advertising Specialist
  - d) Secretary
  - e) Coaching Coordinator
  - f) Fields and Equipment Manager
  - g) Head of Vendors, and Volunteers
  - h) Director of Flag Football Operations
5. With the approval of at least one other member of the SSYFF BOD, has the authority to receive and disburse monies in the absence of the treasure.
6. Will hold the responsibility for coordinating any contracts between SSYFFL and Smiths Station Parks and Recreation.

7. Provide direction and overall guidance to the Board of Directors and Executive Committee.

## Vice President:

1. Will attend all regular meetings of the SSYFF Board.
2. In the absence of the President, the Vice President will assume those roles.
3. Ensure all bylaws and rules are being enforced at all times.
4. Responsible for reporting scores to the President and posting scores to Team Sideline.
5. Coordinate all Scheduling activities related to flag football- Includes but is not limited to practices, seasonal games, playoff and championship games, team photos, draft and evaluation schedule, in-person registrations, uniform fittings, registration start and end dates, coaches and officials meeting, obligation fee due dates, and opening day ceremony date and events. All dates and events will be presented to the BOD for review/approval.
6. Responsible for uniform design and procurement. Responsible for approving final order for uniforms and add ons. Works with president on approval of design.
7. Will closely monitor, and have authority to override by setting forth a vote, decisions set forth by the following positions and will assume these roles due to vacancy, unless they've already been assumed:
  - a) Marketing and Advertising Specialist
  - b) Secretary
  - c) Coaching Coordinator
8. Provide direction and overall guidance to the Board of Directors and Executive Committee.
9. Assist Marketing and Advertising Specialist and Secretary in maintaining SSYFF Facebook as well as Team Sideline website - scheduling of all regular season games, makeup games, and post season games.

## Treasurer:

1. Will attend all regular meetings of the SSYFF Board.
2. Receive and account for all monies to SSYFF.
3. Send/Submit any year financial to the city and IRS.
4. Maintain an accurate record of all SSYFF financial transactions
5. Prepare a financial update to be reported and reviewed at that monthly regular scheduled meeting to include the following:
  - a) Year to Date Revenue and Expenses
  - b) Upcoming Revenue and Expense
  - c) SSYFF Bank Account Available Balance
6. Pay all expenditures authorized by the BOD and with the President's approval. Submit all charges in GroupMe or the communication platform being used by BOD for the BOD to review. Any board member may give or receive funds with the approval of the treasurer.
7. All checks must have two of the three SSYFF signatures to be written:  
\*Checks may have one signature with written approval from President.
  - a) President
  - b) Treasurer
  - c) Secretary
8. Work with the SSYFF Board Members in the collection of player fees, fundraising revenue, and sponsorship revenue.
9. Will closely monitor, and have authority to override by setting forth a vote, decisions set forth by the following positions and will assume this role first due to vacancy. If Secretary has already assumed one of these roles, the next role will go to the Vice President or President according to their role assumptions:
  - a) Marketing and Advertising Specialist
  - b) Secretary
  - c) Head of Vendors, and Volunteers

## Marketing and Advertising Specialist:

1. Will attend all regular meetings of the SSYFF Board.
2. Responsible for overseeing the communication efforts of the SSYFF. This includes writing and distributing content to promote all SSYFF activities and to act as a liaison between the league, the public, and/or the media to ensure professional integrity remains top of mind.
3. Maintain the SSYFF Facebook page, all other social media outlets, and Team Sideline website regarding any League Communications for advertising or recruitment. Any information being put out to the public must be first approved by the M&A Specialist and the President.
4. Drafting, developing, and creating advertising and marketing content such as but not limited to: flyers, yard signs, photos used in marketing, and all other advertisement related materials.
5. Responsible for recruiting sponsors and sponsorships for the league.
6. Will closely monitor and have authority to override by setting forth a vote, decisions set forth by the following positions and will assume this role due to vacancy:
  - a) Coaching Coordinator
  - b) Head of Vendors/Volunteers
  - c) Fields/Equipment Manager

## Secretary:

1. Will attend all regular meetings of the SSYFF Board.
2. Responsible for keeping an accurate record (minutes) of each regular or special meetings of the SSYFF board.
3. Record the results of each vote set forth by the SSYFF BOD.
4. Ensure a copy of all Bylaws and Rules are available at each meeting and available for access on the SSYFF website.
5. Responsible for overseeing uniform fittings during in-person registration to ensure players are properly sized and comfortable.
  - ❖ Upon verifying sizes, you and the parent/guardian will initial Uniform sizing slips—to confirm parental approval
  - ❖ Upon registration completion, responsible for ordering uniforms and uniform add- on packages. As well as corresponding with uniform company regarding wrong size uniforms, missing items, etc.
  - ❖ Responsible for assigning and enforcing designated team practice areas.
6. Assist VP with Team Sideline website - scheduling of all regular season games, makeup games, and post season games.
7. Assist Marketing and Advertising Specialist in maintaining SSYFF social media platforms. Any information being put out to the public must first be approved by the M&A Specialist. Reminders do not have to be approved, only new information.
8. Distribute spectator t-shirt order forms to coaches and/or team moms to pass out to parents. Place order for t shirts after it is reviewed by President or Vice President. Work with treasurer on payment for t shirts. All funds should be recorded and turned into treasurer immediately upon receipt.
9. Order raffle tickets-the number ordered should be approved by president first. Work with treasurer for the payment of tickets when they are picked up.
10. Design athlete and sponsor banners. All banner designs must be approved by President or Vice President. President or VP should review the order and compare to team sideline finds received for all banners. Once approved, submit an order to vendor and work with treasurer on payment.

## Coaching Coordinator:

1. Oversee player verification during league registration, including verification of DOB and play head shots for the league portal.
2. Responsible for acquiring and vetting head coaches and ensuring background checks are on file, if required by league.
3. Communicate frequently with head coaches to address disputes and concerns involving teams.
4. Coordinate proper training for coaches, including certifications if required by league, coaches clinics, and coaches meeting.
5. Distribute league information and act as liaison/POC to all assigned Team Moms.



6. Responsible for draft organization and ensuring a fair draft
  - A. Team draft order
  - B. Player Selection
  - C. Oversee all draft trades (during and post draft)
7. Report in-game protests to BOD if DFO is involved with the protest or is not available.
8. Ensure practices are being held on the correct field.

### Fields/Equipment Manager:

1. Responsible for working directly with Smiths Station Parks and Recreation (Smiths Station Sports Complex) to schedule all flag football related activities and field reservations.
2. Responsible for coordinating and scheduling all routine field maintenance and striping.
3. Responsible for ensuring all necessary field equipment are set up and in place for games.
4. Address the BOD with all requisitions in regards to field and equipment upgrades.
  - a) Responsible for obtaining bids where necessary on new equipment.
5. Responsible for all trash can availability and monitor field cleanliness and report back to the BOD with any issues.
6. Ensure all SSYFL/SSYFF owned equipment is being properly stored away when not in use.
7. Responsible for assigning designated team practice areas.

### Head of Vendors/Volunteers:

1. Maintains the operation of concession facilities, equipment, and inventory of stock.
2. Oversee the coordination of vendors and/or volunteers for concessions operations during all flag football activities and events. There must be someone working concessions for every game.
3. Ensure vendor keeps concession stand clean and fully stocked.
4. Notify the treasurer of any restock items needing to be purchased. Coordinate pickup times for Sam's Club Trips.
5. Organize and train junior volunteers (JROTC, Beta Club, Band, etc.) to assist in operating concessions facilities if needed.
6. Schedule and notify teams of any volunteer responsibilities set forth by the league, if any.
7. Schedules volunteers to work the concession booth during league events and/or games.
8. Obtain list from other BOD members for any positions needed to be filled by volunteers.

## Director of Football Operations:

1. Must attend all regularly scheduled meetings of the SSYFF Board.
2. Responsible for drafting and executing the SSYFF Rulebook for all ages and divisions.
3. Coordinate and Schedule activities related to flag football- includes but not limited to:
  - a. Training Camps
  - b. Player Evaluations
  - c. Draft set up and rules/drills for draft
4. Responsible for the enforcement of all SSYFF related rules set forth by the BOD for all participating members.
5. Assist the Coaching Coordinator with vetting coaches.
6. Assist the Field and Equipment Manager in set up of the fields for league games.
7. Receive and report any in-game protests to the SSYFF board.
8. Coordinate with the Officials Association for scheduling of games at all SSYFF sanctioned games and ensure the officials or a representative of the officials attends the coaches meeting.
9. Assist coaching coordinator with ensuring practices are being held on the correct field.

## Article II.D: Removal from Office

A member of the Board of Directors or Executive Committee may be removed from office according to the following guidelines:

1. By resigning, in writing, to the Board of Directors at any regular or special board meeting duly held at which a quorum is present.
2. By official request made, in writing, by any sitting SSYFF board member to the President. This should only be done in good faith and with supporting evidence. This motion would need the second of another member to move forward with a vote.
3. The board may vote to remove any held position within the SSYFF Board at any time under the guidelines of Article II.D.B. Only voting members (BOD) will participate in the vote and must require a majority vote to pass.
4. Any SSYFF board member may be removed due to meeting absenteeism. A director is not regarded absent from any meeting if before said meeting he/she was excused by the President.
5. Any SSYFF board member may be removed if the assigned responsibilities and job duties are not being met to the standards of the BOD. This recommendation would need to come from the President and be confirmed by a majority vote.
6. Written communication of quitting a BOD Position that does not adhere to the regulations in 1-5, will be evaluated by the President and can be considered as valid resignation.

## Article II.E: Vacancies, Nominations, and Electing Members

### Vacancies:

- The Board of Directors will fill any vacancy in the board due to an increase in the number of positions. A vacancy is filled by the affirmative of a majority of the remaining directors, even if it's less than a quorum of the BOD, or if it is a sole remaining director.

## Nominations:

- At any meeting at which a BOD vacancy is present, a board member may nominate a person with the second of any other member.

## Electing Members:

- In order for an election to occur, a quorum of two thirds of all eligible voting BOD is required. A person who meets the qualification and accepts full responsibility of the position being filled can be elected as a board member. Board members will be elected by a majority vote.

## Article III: SSYFF Membership

### Article III. A: Players

1. Any participant that has fulfilled the required financial obligation and has met all registration requirements.

a) SSYFF Fees - All fees collected by SSYFF will be used in the following areas:

- ❖ City Fees
- ❖ Uniform Expenses
- ❖ Referee Expenses
- ❖ Field and Equipment Maintenance and Upgrades
- ❖ Season Achievement Awards
- ❖ Insurance Requirements

2. Any child meeting the age requirements set forth in the Bylaws and voted on by the SSYFF Board of Directors.

### Article III.B: Coaches

The Coaching Coordinator will be responsible for identifying and screening applicants assigned to Head Coach and Assistant Coaches, respectively. All appointed members as coaches must be approved by the Coaching Coordinator and presented to the BOD. The Coach of any SSYFF team must be 18 years of age or older prior to the season starting. In order to coach any SSYFF team you must give authorization and submit to a background check and online certification, as required by SSYFF. The SSYFF board shall determine policy as to items in a background check that may disqualify individuals from coaching in SSYFF. The results of the screening process must be found acceptable to the SSYFF Board. The following guidelines must be met by SSYFF participating teams:

1. Five coaches per team including the Head Coach.
2. Head coaches are subject to an interview process conducted by the DOFO.
3. All coaches will adhere to the guidelines set forth in the code of conduct and SSYFF football rule book.
4. Violation of SSYFF rules will result in Suspension/Expulsion from SSYFF BOD. Reinstatement is at the discretion of the SSYFF BOD.
5. All football coaches are highly encouraged to complete the USA Coaches Certification and provide certification to the board prior to the season starting.
6. Coaches must adhere to practice lasting no more than 90 minutes and no more than three with the possibility of four practice events per week.
7. Coaches must make sure a first aid kit and water are available at all practices and games.
8. All players must play a minimum of 4 timed plays per half.

### **The Duties and Responsibilities of the Coaching Staff are:**

1. The teaching of the competitive game in such a manner that the individual player will obtain through knowledge of the correct method of participation whether or not the skill to compete is in fact obtained.
2. The teaching of basic fundamentals, including the physical condition of the participants, shall be foremost prior to the teaching of strategy.
3. All head coaches and assistant coaches are expected to attend all mandatory meetings.
4. The head coach is responsible for notifying, and getting approval, the VP/Secretary of any participation in events, games, or bowls outside of SSYFF sanctioned events in which SSYFFL will be represented in anyway. Coaches must consult with other coaches prior to pulling another coach's athlete for an event/game/bowl outside of SSYFF.
5. The head coach is responsible for assigning a Team Mom/Coordinator.
6. The coaching staff shall cooperate with the VP/Coaching Coordinator for practice schedules and game schedules.
7. The head coach of each team or any member of the coaching staff that is appointed shall make themselves available for any meetings called by the SSYFF Board in the hearing and resolution of any grievances.
8. The coaching staff shall be responsible for the final selection of their team and player position. They have complete authority over the players from the time they report for an event until they are dismissed or removed by the parent.
9. The Head Coach of a team is singularly responsible for selecting assistant coaches with the approval from the SSYFF Board. Contact information shall be turned into the board prior to Opening Day.
10. The Board will not tolerate any swearing, vulgarity, smoking, or alcohol in the presence of the children.
11. Coaches must agree to abide by the signed Coaches Code of Ethics.
12. All Head Coaches will be expected to keep their area clean after their assigned practices and games.

13. Any coach or person deemed detrimental to the association will be dismissed by the SSYFF President.

### Article III.C: General Members

General Members of SSYFF include, but are not necessarily limited to:

1. Parents and Guardians of Player Members under the understanding that failure to comply with the following will revoke participation privileges:
  - a) Registration of player
  - b) Payment of all fees
  - c) Refrain from comments other than positive comments towards all coaches and players during practices and games.
  - d) Refrain from derogatory comments toward any of the governing authority or its appointees
  - e) A responsible adult of legal age must be present at all practices and games.
  - f) Compliance with the Parent's Code of Conduct.
2. Coaches of teams participating in SSYFF
3. Members of the SSYFF Board
4. Spectators of SSYFF Events
5. Visiting Organizations and Teams

All general members must adhere to all policies, guidelines, code of conduct and event rules set forth in the SSYFF Bylaws and Rulebook. The SSYFF Board of Directors may, by a simple majority vote, suspend, expel, or terminate the membership of any SSYFF member whenever such actions serve the betterment of SSYFF. Any such action taken by SSYFF BOD shall be justifiable, without prejudice, and with cause.

## Article IV: Internal Alignment

Division	Format	Players	Gameball	Quarter Length	Coach Proximity	Field Size
Girl's Flag 8U 6-8 YO	Flag	5 Man/ 7 Man	PeeWee	20 Min Halves	On Field (2)	100 YD
Girl's Flag 10U 9-10 YO	Flag	5 Man/ 7 Man	Junior	20 Min Halves	On Field (1)	100 YD
Girl's Flag 13U 11-13 YO	Flag	7 Man	Youth	20 Min Halves	Sideline	100 YD
Girl's Flag 16U 14-16 YO	Flag	7 Man	High School	20 Min Halves	Sideline	100 YD

The SSYFF shall be divided into the 4 girl's divisions displayed above for the upcoming spring season.

All divisions will be operated by the SSYFF Board. Participants may "play up" a division at the recommendation of the guardian and the approval of the SSYFF Board of Directors. Please reference age requirements and dates at the time of registration.

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### Geographical Boundaries:

- The SSYFF has no boundaries set in the surrounding communities that prevents any participant from becoming a member of SSYFF.

### Player Evaluations:

- The SSYFF Board will communicate all tryout dates at the time of registration. All participants will be required to participate in the evaluation process. Each division will try out with the assigned coaches and other participants within that division. Failure to attend evaluations will result in the participant being placed on a team via a "hat pick".



## Player Draft:

- The player draft will occur on the same date as the evaluation for that division unless otherwise stated by the SSYFF Board.
- Every participant will be required to participate in the evaluation process.
- Returning Head Coaches will have the ability to keep their returning players on their team; however, each returning player will be the coach's draft pick for the round, beginning with round 1.
- Each head coach will draft a new team at the beginning of each season, less returning players.
- Prior to the start of the draft, coaches will draw out of a hat to determine pick order.
- The structure of the draft will be managed via a serpentine draft.
  - I.E., If a coach gets the first pick in the draft, they will have the last pick in the 2<sup>nd</sup> round and the first pick in the 3<sup>rd</sup> round.
- If the head coach has a participating child, that participant will be an automatic draft pick in the 1st round. If an associate head coach is determined ahead of the draft and has a participating child, that participant will be an automatic draft pick in the 2nd round. If either head coach or associate head coach have multiple kids in that division, they will fill out the remaining picks starting with the 3<sup>rd</sup> pick.
- Any coach that chooses a player that has a sibling/cousin, the non-drafted sibling/cousin will be an automatic pick continuing consecutively if the parent requests them to be on the same team.
- Hat picks will be determined the night of the draft with coaches present. Returning players who cannot attend evaluations have the option to be on a coach's team at the athlete or coach's request rather than a hat pick.
- Athletes may request to be on a specific team but must do so before registration ends, and will be drafted based on team availability.
- Post-Draft trades are permitted but MUST comply with the following:
  - Both head coaches are in agreement the trade is fair
  - the parents have been made aware the trade is possible and have provided written approval

## Season Schedule:

- The Board of Directors will be responsible for setting practice locations and availability throughout the season.
- The Board of Directors will be responsible for scheduling and communicating all seasonal games to include opening day and postseason games.
- Any teams that have interests in playing teams outside of our organization must do so via a request to the Board of Directors. Approvals will come by a majority vote.
- ALL games, including opening day and championship games, have the potential to be on Saturday. The only day of the week that SSYFF will not allow any activities to be held will be Sundays.

## Article VI: Financial Policy

1. The Board of Directors shall decide on all matters pertaining to the finance of the Association and as stated in the bylaws. All funds shall be placed in a common treasury.
2. The expenditure of funds shall not be given to any team or individual as an advantage over another.
3. Any refund will be requested to the Treasurer who will present on a case-by-case basis to the Board of Directors. Refunds shall not be issued without the approving vote of the BOD.
4. Each team's Team Mom or Head Coach will be responsible for turning in any money to the treasurer required from SSYFF.
5. All checks must be written out to **SSYF Girls Flag League** and are to be turned over to the treasurer for deposit.

## Article V: Amendments

1. The SSYFF Board of Directors shall have the authority to make, adopt, alter, and repeal, from time to time, all Bylaws of the organization. All requests will need to be made in writing, with the second of another member, to be advanced to a vote.