

**PORT  
ORANGE  
YOUTH  
FOOTBALL  
ASSOCIATION  
BY - LAWS**

## Table of Contents

Article One - Name	3
Article Two - Offices	3
Article Three - Members	3
Article Four - Meetings of Members	4
Article Five - Board of Directors	5
Article Six - Duties of Corporation	8
Article Seven - Committees	10
Article Eight - Contracts, Checks, Requests, Deposits & Gifts	11
Article Nine - Scholarships	11
Article Ten - Books and Records	13
Article Eleven - Fiscal Year	13
Article Twelve - Fees	13
Article Thirteen - Corporation Seal	15
Article Fourteen - Waiver of Notice	15
Article Fifteen - Registration	15
Article Sixteen - Code of Conduct	16
Article Seventeen - Amendment to By-Laws	18
Article Eighteen - Selection of Coaches	18
Article Nineteen - Game Day Uniform Policy	18
Article Twenty - Awards Policy	19
Article Twenty-one - Scouting Policy	19
Article Twenty-two - Injury/Accident Reporting Policy	20
Article Twenty-three – Post Season Travel Policy	21

**THESE BY-LAWS INCORPORATE THE ORIGINAL DOCUMENT DATED AUGUST 1, 1990 AS REVISED SEPTEMBER, 1992, AS REVISED JANUARY 1995, MAY 1995, DECEMBER 1997, MARCH 2007**

**PORT ORANGE YOUTH FOOTBALL ASSOCIATION, INC.  
(a not for profit corporation)**

**ARTICLE ONE -- NAME**

The name of the corporation is Port Orange Youth Football Association, Inc., hereafter referred to as "POYFA". The organization may be referred to by its fictitious name The Port Orange Hawks as registered with the Florida Department of State on January 21, 1993.

**ARTICLE TWO -- OFFICES**

The principal office of the corporation in the State of Florida shall be located in Volusia County, Florida. The corporation may have such other offices, either within or out of the State of Florida as the Board of Directors may designate or as the business of the corporation may require from time to time. The Board of Directors may be known as the Board of Trustees and shall be deemed the same body for all purposes and where used herein, the terms are interchangeable.

The corporation shall have and continuously maintain in the State of Florida a registered office, and a registered agent whose office is identical with such registered office, as required by S617.0501, Florida Statutes, and such other agents and offices as may be required from time to time under the laws of the State of Florida. The registered office may be, but need not be, the same as its place of business in the State of Florida, and the registered office or registered agent, or both, may be changed upon filing documents required by the Department of State, so long as such change was authorized by resolution duly adopted by the Board of Directors or by an officer of the corporation so authorized by the Board of Directors, or by indicating such change on the annual report filed with the Department of State pursuant to S617.1622, Florida Statutes.

**ARTICLE THREE -- MEMBERS**

Section 1. Classes of Members. The corporation shall have two classes of members; family member and associate member.

Section 2. Election and Qualification of Members. All persons elected as officers and Directors shall be members of the corporation. Such officers and Directors retain their status as members only so long as they should serve in their capacity as officers. Other persons may be elected by the Board of Directors to serve as additional members. The qualification of members is residence in Volusia County, Florida, and at least eighteen (18) years of age. At all times, there must be at least three (3) but not more than 500 members of the corporation. A member of the corporation is defined as each family having one or more children registered in POYFA or an associate member that has paid the required fees.

Section 3. Voting Rights. Each family or associate member shall be entitled to one (1) vote on each matter submitted to a vote of the members.

Section 4. Termination of Membership. The Board of Directors, by affirmative vote of two thirds (2/3) of all the Directors, may suspend or expel a member for cause (cause being defined as any violation of Article 16, Code of Conduct or misrepresentation of POYFA), after

an appropriate hearing, and may, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues, if any, for the period fixed in Article 12 of the By-Laws.

Section 5. Resignation. Any member may resign by filing a verbal or written resignation with the Secretary or President, but such resignation shall not relieve the member so resigning of the obligation to pay fees, if any, assessments or other charges accrued and unpaid.

Section 6. Reinstatement. Upon written request signed by a former member and filed with the Secretary, the Board of Directors may by the affirmative vote of two-thirds of all members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

Section 7. Transfer of Membership. Membership in the corporation is not transferable or assignable.

#### **ARTICLE FOUR -- MEETINGS OF MEMBERS**

Section 1. Annual Meeting. The Annual meeting of the members shall be held the last Saturday on the Home game field in October at 7:30 P.M. or such other time and place as agreed by the Board of Directors, for the purpose of electing Directors and Officers, and for the transaction of such other business as may come before the meeting. If the day fixed for the Annual meeting shall be a legal holiday in the State of Florida, such meeting shall be held on the next succeeding business day. If the election of Directors shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a Special meeting of the members as soon thereafter as conveniently may be.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Board of Directors, or not less than two-thirds (2/3) of the members having voting rights.

Section 3. Place of Meetings. The Board of Directors may designate any place, either within or out of the State of Florida, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of the meeting shall be the registered office of the corporation in the State of Florida, but if all of the members shall meet at any time and place, whether within or out of the State of Florida, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 4. Notice of Meeting. Written notice stating the place, day and hour of the meeting and, in the case of a Special meeting, the purpose or purposes for which the meeting is called, shall be delivered or emailed to each member entitled to vote at such meeting not less than ten nor more than ninety (90) days before the meeting, either personally or by first class mail, by or at the direction of the President, the Secretary, or the officer or persons calling the meeting to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at their address as it appears on the membership books of the corporation, with postage paid thereon.

Section 5. Notice of Adjourned Meetings. When a meeting is adjourned to another place or time, it shall not be necessary to give any notice of the adjourned meeting if the place and

time to which the meeting is adjourned is announced at the meeting at which the adjournment is taken. If, however, after the adjournment, the Board of Directors fixes a new record date for the adjourned meeting, a notice of the adjourned meeting shall be given in compliance with Section 4 above to each member of record on the new record date entitled to vote at such meeting.

Section 6. Quorum. A majority, represented in person or by written proxy, shall constitute a quorum at a meeting of members. If a quorum is present, the affirmative vote of the majority of the members at the meeting shall be the act of the members. After a quorum has been established, the subsequent withdrawal of members, so as to reduce the number required for a quorum, shall not affect the validity of any action taken at the meeting or any adjournment thereof.

Section 7. Waiver of Notice. Whenever any notice is required to be given to any member under the provisions of these by-Laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, except when a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any Regular or Special meeting of the members need be specified in any written notice or waiver.

## **ARTICLE FIVE -- BOARD OF DIRECTORS**

Section 1. General Powers. All corporate powers shall be exercised by or under the authority of, and the business and affairs of this corporation shall be managed under the direction of, the Board of Directors, which may also be known as the "Board of Trustees".

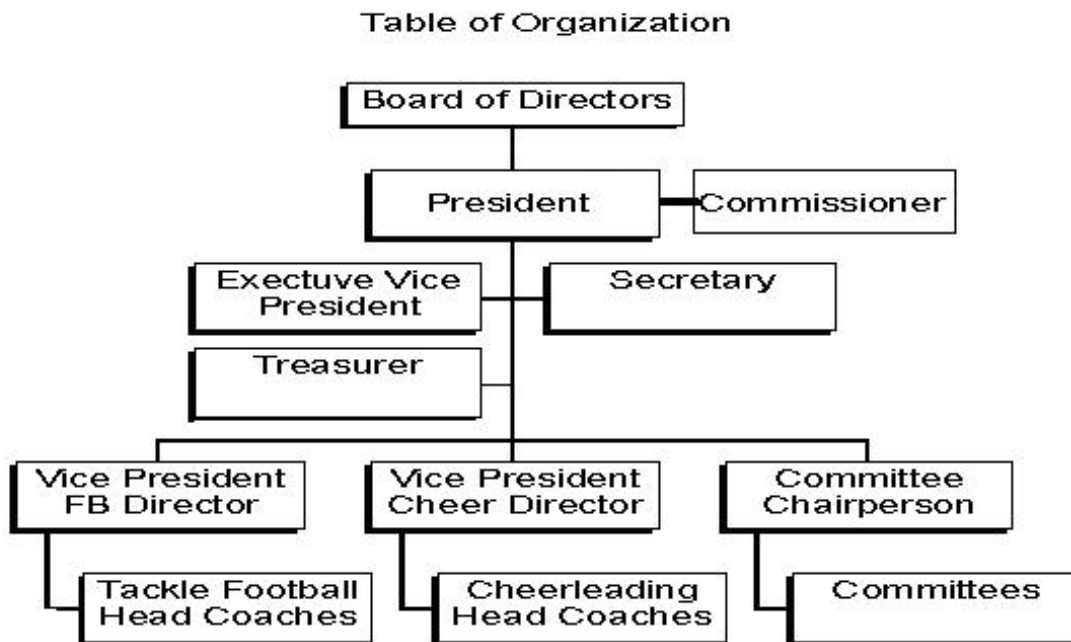
Section 2. Number, Tenure and Qualifications. The number of Board of Directors shall be a minimum of five (5) but no greater than fifteen (15) as is elected by the membership. The Corporate officers shall consist of a President, Executive Vice President, Vice President - Football Director, Vice President - Cheer Coordinator, Treasurer and Secretary elected from and by the membership.

Section 3. Duties and Terms of Office. Terms of office for all Board of Directors shall be as stated below beginning with the 1993 Calendar year.

- a. The Board of Directors will not have husband/wife combinations.
- b. The terms of office shall be for three (3) years and referred to as seats on the Board of Directors.
- c. The Board of Directors is the governing body of the overall Association and the Corporate Officers are the administrators of the Association and carry out the directives of the Board of Directors.
- d. The Corporate Officers term of office should not exceed one (1) year, although Incumbents may continue to run for office.
- e. Qualifications for each office should be established:
  1. Board of Directors: participation in activities of the Board for a specified period of time, i.e. fund raising activities, to demonstrate commitment and dedication to the activities of POYFA.

2. Corporate Officers: must have served at least one (1) year on the POYFA Board of Directors, demonstrate commitment and dedication to the activities of POYFA through a history of volunteer work within POYFA. Members of the Board of Directors who become Officers must relinquish their seat on the Board.

f. The following is the approved table of organization:



Section 4. Regular Meetings. A Regular meeting of the Board of Directors shall be held without other notice than these By- Laws, immediately after, and at the same place as the Annual meeting of the members of POYFA. In addition, Regular meetings shall be held during the months of January -December or at any such other time and place as agreed upon by the Board of Directors.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or by any two directors. The person or persons authorized to call Special meetings of the Board of Directors may fix any place, either within or out of the State of Florida, as the place for holding any Special meeting of the Board of Directors called by them.

Section 6. Notice. Notice of any Special meetings of the Board of Directors shall be given at least two (2) days previously thereto by written notice delivered personally or by mail, telegram, fax or e-mail to each Director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. If notice be given by fax, such notice shall be deemed to be delivered when the fax confirmed transmission is received. Any Director may waive notice of any meeting. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting at the beginning of a meeting, to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any Regular or Special meeting of the members need be specified in any written notice or waiver of notice of such meeting, unless specifically required by law or by these By-Laws. Directors shall be deemed present at a meeting of such Board of Directors if a conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time, is used.

Section 7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; the act of the majority of the Directors present at the meeting at which a quorum is present shall be the act of the Board of Directors. If less than a majority of the Directors present at said meeting, then the majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 8. Vacancies. Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors may be filled by the affirmative vote of a majority of the remaining Directors, through less than a quorum of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 9. Compensation. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation therefore.

Section 10. Removal of Directors by the Membership. At a meeting of the members of the corporation called expressly for that purpose, Directors may be removed in the manner provided in this section. Any Director or the entire Board of Directors may be removed, with or

without cause, by a vote of the majority of members of the corporation then entitled to vote at an election of Directors.

Section 11. Removal of Directors by the Board of Directors. The Board of Directors may remove any Director for cause by a two-thirds (2/3) vote of members present at any meeting addressing this issue. Cause for dismissal will be for:

- A. Any violation of Article 16, Code of Conduct.
- B. Missing two scheduled Board Meetings without valid reason. (All Directors will notify President or Secretary by phone, verbal communication, in writing of any meeting being missed and provide rationale for same).
- C. Failure to actively participate in league functions and assignments.
- D. Failure to participate in operation of league business.
- E. Failure to act upon or provide status of actions within deadline set forth, when assigned as a committee member.
- F. Misappropriation of POYFA funds or property.
- G. Conducting themselves in a manner that brings disgrace or ridicule to the league.

Any member of the Board of Directors may make a recommendation for dismissal providing that just cause is provided. Any member that should be advised of an impending dismissal action against him will be provided an opportunity to address the Board to show cause as to why such action is founded or unfounded.

Section 12. Resignation. A Director may resign at any time orally or by written instrument delivered to the other Directors then serving.

## **ARTICLE SIX -- DUTIES OF CORPORATION**

Section 1. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 2a. President. The President shall be the principal executive officer of the corporation, registered agent and shall in general supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the Board of Directors. He may sign, with the Secretary and/or any other proper officer of the corporation, authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws or by statute to some other officer or agent of the corporation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 2b. Commissioner. The President shall be the commissioner, except when, at the discretion of the President, he appoints a Commissioner. The Commissioner is required to be a member of the Board of Directors. The commissioner will be responsible for representing the interests of the corporation at all Mid-Florida Pop Warner meetings as required by Mid-Florida. The Commissioner, and President as alternate, will be responsible for providing all league updates and rule changes to the Board, as necessary. The Commissioner, and President as alternate, will be available during all scheduled league games to ensure that all rules and regulations of the conference are adhered to. During any meeting, league play, or dispute, the Commissioner will have final say in any matters discussed. The Commissioner, with the

approval of the President, may appoint Deputy Commissioners to ensure complete representation at all scheduled league games.

Section 3. Executive Vice President. In the absence of the President or in the event of his inability or refusal to act, the Executive Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Executive Vice President shall perform such other duties as from time to time shall be assigned to him by the President or by the Board of Directors.

Section 4.a. Football Director. The Football Director will establish grievance procedures and assign members to the grievance committees as authorized by Board of Directors. The Football Director shall further establish a coaching evaluation plan for monitoring the progress of all coaches and their staffs during the regular season and a process for providing coaches with their end of season evaluation. The Football director is responsible for keeping an inventory of all football related equipment. The Football Director will also be responsible for setting the yearly football budget and order all equipment, with the approval of the Board of Directors.

Section 4.b. Cheer Coordinator. The Cheer Coordinator will be responsible for providing all league updates and rule changes to the Board of Directors, as necessary. The Cheer Coordinator will be available during all scheduled league games to ensure that all rules and regulations of the conference are adhered to. The Cheer Coordinator will establish grievance procedures and assign members to the grievance committee as authorized by Board of Directors. The Cheer Coordinator shall further establish a coaching evaluation plan for monitoring the progress of all coaches and their staffs during the regular season and a process for providing coaching with their end of season evaluation.

Section 5. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond, at the expense of POYFA, for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors may determine. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever; and deposit all such monies in the name of the corporation in such bank, trust companies or other depositories as shall be selected in accordance with the provisions of Article VII of these By-Laws; and in general perform all the duties incident to the office of Treasurer, including but not limited to Budget committee chairperson, preparing and presenting the Annual Budget in the August-Regular meeting for approval in the December-Regular meeting for implementation in the January-Regular meeting in the following year and such other duties as from time to time may be assigned to them by the President or by the Board of Directors.

Section 6. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation its seal is duly authorized in accordance with the provisions of these By-Laws; keep a register of the post office address of each member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

## ARTICLE SEVEN -- COMMITTEES

Section 1. Committees of Directors. The Board of Directors, by resolution adopted by a majority of Directors in office, may designate and appoint an Executive Action Committee, which shall consist of two or more Directors, one Officer (president or designee), Football Director and Cheer Coordinator to exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the By-Laws; electing, appointing, or removing any member of any such committee or any Director or officer of the corporation; amending the Articles of Incorporation; restating the Article of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefore; adopting a plan for the distribution of the assets of the corporation; amending, altering, or repealing any resolution of the Board of Directors which by its terms provided that it shall not be amended, altered or repealed by such committee; approving or recommending to members actions or proposals required to be approved by members; designating candidates for the Office of Director, for purposes of proxy solicitation or otherwise; or filling vacancies on the Board of Directors or any committee thereof. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or an individual Director, of any responsibility imposed upon it or him by law.

Section 2. Other Committees. Other committees (see attached list) not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

Section 2a. Liaison Committees The Parent liaison committee shall be comprised of 2 or 3 active members of the POYFA organization and not current board members. The liaison committee's primary focus will be a voice for parents throughout the organization who has issues they would like resolved. The liaison committee will provide a channel of communication between the POYFA Board of Directors and parents so that mutual concerns maybe solved through greater understanding of the respective views, responsibilities and obligations. Parents will be encouraged to contact their liaison representative with any issue. The liaison committee, together with the President of the Board of Directors will review these concerns, and when appropriate bring them before the full Board of Directors at the next scheduled meeting. The Board of Directors will solicit members form the General Association at the start of each season. There will be no more than 1 representative for each team and no more than 3 total representatives in all. The committee will serve a one year term.

Section 3. Term of Office. Each member of a committee shall continue as such until the next Annual meeting of the members of POYFA and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4. Chairperson. One member of each committee shall be appointed chairperson by the person or persons authorized to appoint the members thereof. The chairperson will be

responsible monthly for providing all status and reports either in person or in writing to the Board of Directors.

Section 5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7. Rules. Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Directors.

Section 8. Designation and Authority. Neither the designation of any such committee, the delegation thereto of authority, nor action by such committee pursuant to such authority shall alone constitute compliance by any member of the committee in question, with his responsibility to act in good faith, in a manner he reasonably believes to be in the best interest of the corporation, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

## **ARTICLE EIGHT CONTRACTS, CHECKS, CHECK REQUESTS, DEPOSITS AND GIFTS**

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officer so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, Etc. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued on the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or a Vice President of the Corporation.

Section 3. Check Requests. All check requests shall require two signatures (one officer and one director). These requests shall be submitted to the Treasurer with all pertinent information necessary to assure the Treasurer of complete accuracy and purpose to request a check to be issued.

Section 4. Deposits. All funds of the corporation shall be deposited at once to the credit of the corporation in such bank, trust companies, or other depositories as the Board of Directors may select.

Section 5. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation.

## ARTICLE NINE -- SCHOLARSHIPS

Section 1. Purpose and Goals. The Port Orange Youth Football Association was formed to provide young men and women with the opportunity to participate in sports, especially football and cheerleading. The goals of POYFA include, but are not limited to, learning the basics of football, cheerleading activities, good sportsmanship, and education. The purpose of this article is to establish a scholarship for a deserving boy and girl who have participated in Port Orange Youth Football Association youth sports.

Section 2. Responsibility. The Executive Vice President of POYFA is tasked with the responsibility of insuring that the spirit and intent of this article are carried out. To-wit, he will insure that the proper notices are distributed to the local High Schools in January of each year. Current applications will be available on POYFA's current website. (Annex A) He shall also be the Selection Committee chairperson.

As amended January 22, 1995 the initial Selection Committee is to be chaired by Richard N. Johnson (the 1995 President) for a term of three years. The rationale for this is, he has secured the original \$5,000.00 endowment from the Robert M. MacNamara Scholarship Foundation with the understanding that he would administer the original funds. After the initial three year term (beginning January 1, 1995) the chairmanship will revert back to the Executive Vice-President as addressed in Article 9 section 2.

The President shall be mailed all applications at the then current POYFA mail address. He shall purge all reference to actual names of candidates or other identifying data and make those applications available to the Port Orange Youth Football Association Selection committee in the April- Regular meeting.

Section 3. Selection Criteria. There shall be a total of four scholarships awarded each year to youth who have participated in the Port Orange Youth Football Association youth sports. The following criteria must be met to be eligible for this award.

1. Senior in local high school.
2. GPA 2.5 or greater throughout high school.
3. Participated 3 years or greater in POYFA youth sports as a football player or cheerleader.
4. Be accepted by an accredited college, university or Vo- Tech school.
5. Obtain two letters of reference from counselor, teacher, principal, pastor or rabbi, or other upstanding member of the community.
6. Involved, on a volunteer basis, with POYFA for at least one season (Minimum 50 hours). The volunteer basis could be as assisting a Head Coach, help in concession stands, cleaning up the fields etc. Verification required.
7. Complete necessary forms (to be made available by February 24 of each year) and return to the President of Port Orange Youth Football Association.
8. Requests for scholarships will be made through application and essay. The essay will consist of 500 words or less and should be entitled "What the POYFA has meant to me".
9. The deadline for application is April 15 of each year.
10. The scholarship is a one time scholarship for each participant until such time that Board of Directors deems approval for repeat applications.
11. Must be a member in good standing

Section 4. Selection Committee. The President of the Port Orange Youth Football Association shall not have a vote in the selection process for scholarship, but shall make the

applications available to the Selection committee for determination of eligibility. Shall consist of four Board of Directors, the Vice- President and the President, each will have voting privilege with the exception of the President. In the event of a tie, the committee shall re-vote. If a tie remains, the committee may elect to award an additional scholarship; otherwise a re-vote will be necessary.

As amended January 22, 1995, the initial scholar Selection committee for 1995 shall consist of Richard N. Johnson (1995 president) and Debi M. Johnson (his wife). In 1996, the Selection committee shall add two Board of Directors, as members. In 1997, the selection committee shall add two Board of Directors, as members. From 1998 on, two new Directors shall be added to the selection committee each year for a total of four Directors.

The members must be approved by and voted on by the Board of Directors. Selection committee members must have served in the capacity of a committee member or chairperson for at least one year prior to being eligible and have at least two years of term remaining to assure continuity. The committee member will serve a two term.

At no time shall the committee members, other than the President, know who the actual candidates are. The President shall inform the successful candidates and shall make the presentation at the high school's annual awards ceremony.

Section 5. Award. The President of Port Orange Youth Football Association or his designated representative shall inform the successful candidates and shall make the presentation at the school's annual awards ceremony.

The award shall be in the amount of \$500.00 to each candidate.

Section 6. Number of Scholarships. There shall be a total of up to eight scholarships given out annually.

Section 7. Scholarship Funding. The Selection committee shall be responsible for raising an amount of funds equal to the amount budgeted to be disbursed for that year, therefore maintaining the initial endowment of \$5,000.00 at all times.

## **ARTICLE TEN -- BOOKS AND RECORDS**

This corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his agent or attorney, for any proper purpose at any reasonable time.

## **ARTICLE ELEVEN -- FISCAL YEAR**

The fiscal year of the corporation shall coincide with the calendar year and begin on the first day of January and end on the last day of December in each year.

## ARTICLE TWELVE -- FEES

Section 1. Associate Member Fees. The Board of Directors may determine from time to time the amount of associate member fees, payable to POYFA by members of this class.

Section 2. Payment of Associate Member Fees. Fees shall be payable no later than July 15 in each fiscal year.

Section 3. Registration and Family Membership Fees. The Board of Directors will determine the amount of these fees in the January-Regular meeting each year, payable to POYFA by members of this class.

Section 4. Payment of Registration and Family Membership Fees. These fees shall be payable no later than July 15 in each fiscal year. No equipment will be issued until full payment is received.

Section 5. Default and Termination of Membership. When any member of any class shall be in default in the payment of fees or a period of four months from the beginning of the fiscal year or period for which such dues became payable, or in default of payment of registration fees by August 30 of the fiscal year, their membership may thereupon be terminated by the Board of Directors in the manner provided in Article 3 section 4 of these By-Laws.

Section 6. Registration Waivers. The ZACH BELZ MEMORIAL SCHOLARSHIP These waivers shall be awarded to football players and cheerleaders who do not have the financial ability to pay the required fees for membership and will be considered under the following criteria to be eligible:

Recipients must reside in the Spruce Creek or Atlantic High School zoned districts.

Parents must submit a request in writing to the Football or Cheer Coordinator (through the appropriate coach) giving valid reason for their request to waive the registration fee. (Proof of residency should accompany this letter). This letter should also include their commitment to serve in an active volunteer capacity as directed by the coordinator of the registration waiver program and a signed current POYFA Waiver Acceptance Form. The deadline for receipt of this request is (August 1<sup>st</sup>) of the year in which they are requesting a waiver.

In the event that fund raising monies are collected as part of the required fees, the child (parent) will be responsible for those monies, regardless of waiver of registration.

The Board of Directors have established a limit of five (6) tackle football recipients, and five (6) cheerleader recipients (not necessarily one per team).

The Football and/or Cheer Coordinator will forward requests to the coordinator of the registration waiver program no later than August 1st for presentation to the Board of Directors.

At the August Regular meeting of the Board of Directors the coordinator will present the requests along with his/her recommendation for recipients. The Board of Directors will approve the registration waivers in accordance with the limitations set forth herein.

The recipients will be notified by the coordinator of the registration waiver program. At this time, the coordinator will confirm that the waiver is awarded based largely on their commitment to serve in an active volunteer capacity, and that failure to follow through with that commitment will exempt them from consideration of waiver in the future.

Applicants who do not receive waivers will be notified by the appropriate coach so that a decision can be made whether the parent wishes to make arrangements to pay the registration or choose to have the child dropped from the roster.

Section 7. Refunds. There will be no refunds after August 30 of the fiscal year. One hundred percent refunds without reason are allowed before that date, less any published non-refundable registration fee. Any other refunds must be approved by the Board of Directors.

### **ARTICLE THIRTEEN -- CORPORATION SEAL**

The Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation, state of incorporation, year of incorporation, and the words "corporate seal".

### **ARTICLE FOURTEEN -- WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of Chapter 607, Florida Statutes, or under the provisions of the Articles of Incorporation or the By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice.

### **ARTICLE FIFTEEN -- REGISTRATION**

Section 1. Time of Registration. The Board of Directors will establish on an annual basis the date and time that POYFA will conduct registration of members. Current members may register by December 31st of the prior play year and new members may register after January 1st of the play year, neither member may register any later than July 15th in each play year or the final date specified by the Mid-Florida Pop Warner Board.

Section 2. Registration Process. The Board of Directors will establish a Registration Committee on an annual basis. All membership registration will be addressed by the Board of Directors in the manner specified by the Registration Committee. All registrations will be on a first come, first serve basis. Once all positions on teams are filled, any additional sign-ups will be placed on a waiting list and added to rosters as positions become available.

#### **Weight Chart Tackle Football**

<b>TEAM</b>	<b>AGE</b>	<b>WEIGHT</b>
<b>Tiny Mite</b>	6-7	35-75
<b>Mitey Mite</b>	7-9	55-90
<b>Jr PeeWee</b>	9-10	65-105
<b>OL</b>	11	65-85
<b>PeeWee</b>	10-11	75-120
<b>OL</b>	12	75-100

<b>Jr Midget</b>	11-12	85-135
OL	13	85-115
<b>Midget</b>	12-14	105-160
OL	15	105-140

Section 3. Prior Preference. All current members in good standing from the previous year shall only have preference over any new members in placement during the first registration date deadline of (April 15<sup>th</sup>). After initial registration, all memberships will be open to anyone on a first come, first serve basis. Letters advising the membership of the time and place of this registration will be mailed to all members in good standing from the previous year.

## **ARTICLE SIXTEEN -- CODE OF CONDUCT**

Section 1. All Board of Directors, officers, staff members, and any person that is connected with POYFA will read, sign, abide by, and enforce the Coaches Code of Conduct, Article 16 section 2.

### Section 2. MEMBERS AND COACHES CODE OF CONDUCT.

1. Not smoke and/or use smokeless tobacco on the field.
2. Not criticize players/cheerleaders in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team/squad members if others might benefit.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
4. Not criticize an opposing team, its players, coaches, cheerleaders or fans by word of mouth or by gesture.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Strive to make every football/cheerleading activity serve as a training ground for life, and a basis for good mental and physical health.
7. Emphasize that winning is the result of good "teamwork."
8. Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines.
9. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.

10. Not use abusive and profane language at any time.
11. Not "pile on;" not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
12. Not receive any payment, in cash or kind, for services as a coach in Pop Warner Football/Cheerleading.
13. Not permit or encourage "sweating down" tactics in order for a player to make the team weight.
14. Not permit an ineligible player to participate in a game.
15. Not deliberately incite unsportsmanlike conduct.
16. Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
17. Remove from a game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
18. Control their fans. Remember, as a team coach, you're responsible for your team, and fan reaction will usually be in step with your reaction.
19. Uphold all rules and regulations, National and local, regarding Pop Warner Football.

#### Section 4: Players Code of Conduct

1. Show respect to coaches, adults and teammates at all times.
2. Not use abusive or profane language at any time.
3. During sanctioned practices, games and team functions conduct oneself within appropriate standard of behavior as your are representing POYFA.

All coaches, head coaches, assistant coaches or junior coaches and players must sign the Code of Conduct and the players' rules. With the understanding that, if a violation of any and all rules is found, the Board of Directors will administer disciplinary action, up to and including dismissal. Any Coach that should be advised of an impending dismissal action against them will be provided an opportunity to address the Board to show cause as to why such action is founded or unfounded.

The Coaches Code of Conduct has been copied and amended from the Official Pop Warner Rule Book for 1994, 1995, 1996, 2007.

### **ARTICLE SEVENTEEN -- AMENDMENT TO BY-LAWS**

These By-Laws may be altered, repealed, or amended, and new By-Laws adopted by a majority of the Directors present at any regular meeting or at any special meeting, if at least two day's written notice is given of intention to alter, amend or repeal or to adopt new By-Laws at such meeting. The board will follow Roberts Rules of order regarding amendment submittals and change requests.

## **ARTICLE EIGHTEEN -- SELECTION OF COACHES**

Section 1. Board of Directors will approve the Football and Cheer Coordinator's coach appointees. All Head Coach applicants will be reviewed by the President, Commissioner and Football Director/Cheer Coordinator prior to approval by the Board of Directors.

Section 2. Coaches shall be appointed no later than February 28th of any given year for the following season.

1. All Football Head Coaches Must have previous Pop Warner, High School, College coaching or Player experience that can be verified by the football director.
2. Served as an \*assistant coach in Pop Warner or related competitive youth football program or played high school football. \*Assistant must have been in a key position as offensive, defensive or special teams' coordinator.

All applicants must be able to demonstrate to the football director a firm understanding and agree with the goals of Pop Warner football as set by the National Pop Warner Little Scholars. Understand game strategy both offense and defense, have strong organizational skills, be able to delegate responsibility, and understand the importance of conflict resolution.

Section 3. Head Cheer Coaches All applicants must meet the following criteria:

1. must be at least 21 years old
2. Attend required Pop Warner coaching clinics and certification
3. Must pass background check
4. Prior experience coaching cheerleading or other youth sports
5. high school or college cheer experience as a participant helpful

Assistant Cheer Coaches must meet the following criteria:

1. must be at least 18 years old
2. Attend required Pop Warner coaching clinics and certification
3. Must pass background check
4. Prior experience coaching cheerleading or other youth sports
5. high school or college cheer experience as a participant helpful

## **ARTICLE NINETEEN -- GAME DAY UNIFORM POLICY**

As amended April 30, 1995, the Game Day Uniform Policy has been adopted to ensure a consistent look for all football players and cheerleaders participating in Port Orange Youth Football Association.

Section 1. Football Players.

1. All Equipment will meet NFHS, National and Regional Pop Warner Standards, Jersey, Pants will be chosen the Equipment manager and football director for approval by the

POYFA Board.

Section 2. Cheerleaders.

1. Squad Uniforms will be assigned by the Cheer Coordinator; although all efforts will be made to dress each squad the same, temporary uniform assignments may be made.
2. Bloomers and cheer shoes will be purchased by the participants at the direction of the cheerleading director.
3. Turtlenecks or body suits will be worn for competition.
4. Socks and hair accessories will be chosen by each head coach and approved by the cheerleading director.

All uniform policies are determined by the POYFA Board of Directors. Any changes MUST have their prior approval.

ARTICLE TWENTY -- AWARDS POLICY

As amended May 21, 1995, the Awards Policy has been adopted to recognize all football players and cheerleaders participating in Port Orange Youth Football Association.

All football players and cheerleaders will receive a participation award (to be determined by that committee) for participating in the POYFA program for the designated year.

Section 1. Awards to Football Players.

1. First place in Division at Mid-FL will receive a trophy.
2. The winner at Bowl games will receive a T-shirt.
3. Teams that place in State or National Competition will receive a trophy with the sizes based on placement.

Section 2. Awards to Cheerleaders.

1. First or Second place at Mid-FL will receive a trophy.
2. Third, Fourth, or Fifth (second round) places at Mid-FL will receive T-shirts.
3. Squads that place in Sunshine Classic will receive a Trophy.
4. Squads that place at State or National level will receive a trophy with the sizes based on placement.
5. Cheerleaders that attend football play-offs will receive a T-Shirt if the team wins.

ARTICLE TWENTY-ONE -- SCOUTING POLICY

As amended May 21, 1995, the Scouting Policy has been adopted to teach football at the highest level of competitiveness possible without violating any Pop Warner Rules. It is for this reason that POYFA hereby adopts this Scouting Policy to provide our coaches and players with the information necessary to help their respective teams be as competitive as possible.

Section 1. Procedure.

1. The Head Coaches Committee ("Committee") will select and appoint a Scout who will go to all games as scheduled by said Committee. The Scout will be paid per game for his services based on an agreed upon rate.
2. The Committee will review the schedule for the season and establish a scouting schedule of which the Scout will follow.
3. The Committee will appoint Representative who will be responsible for coordinating with the use of filming equipment, tapes, pick up and drop off of tapes, and delivery tapes to Head Coaches.
4. The Scout will film all games using the following instructions;
  - a) All tapes will be set at the point where the Head Coach wants the filming to begin, therefore the Scout will not rewind the tape.
  - b) Filming will start at the break of the huddle and will continue until after the whistle is blown and it is clear that the play is dead. If there is a penalty, the referees signal indication should be filmed.
  - c) Both the Offensive and Defensive Teams are to be filmed which will include the formations of both. A wide angle view should be used.
  - d) Use close up shots of ball carriers and playing making plays. This should be done to get a good view of the player's number.
5. The Representative will make arrangements to deliver all tapes to a central location on the Sunday morning immediately following the games scouted.
6. Each Head Coach will be responsible for picking up his own tape.

ARTICLE TWENTY-TWO -- INJURY/ACCIDENT REPORTING POLICY

As amended May 21, 1995, the Injury/Accident Reporting Policy has been adopted to report all injuries and accidents on the approved Injury/Accident Report Form.

Section 1. Procedure.

1. Any injury to a participant of POYFA will be reported on the attached Injury/Accident Report Form.

2. Any Coach, Officer, Director, or Agent of POYFA will, upon witnessing or discovering an injury or accident, complete to the best of his/her ability the Injury/Accident Report Form.
3. The form will be signed by the person completing the form, the Director (either Football or Cheerleading), and submitted to the League Commissioner for review and filing with the POYFA Insurance Coordinator's permanent files.
4. Any insurance forms filed on behalf of the injured party will be filed with the Injury/Accident Report Form relating to said injury.
5. No insurance form will be given out unless an Injury/Accident Report Form is on file in the Insurance Coordinator's files.