

By-Laws of Sandwich Youth Tackle Football Program

Article I

NAME

This organization shall be known as Sandwich Youth Tackle Football, hereafter referred to as SYTF. SYTF is a member of the Tri-County Youth Tackle Football League.

Article II

OBJECTIVE

The objective of this organization shall be:

1. To be a feeder program to the Sandwich High School football program.
2. To teach and instruct youth the basic skills of competitive football.
3. To teach and instruct youth in the basic skills of cheerleading and poms.
4. To inspire youth to practice the ideals of teamwork and sportsmanship.
5. To develop physical fitness within a safe environment.
6. To accept adversity without complaint.
7. To respect authority.
8. To respect their teammates and opponents.
9. To develop self-confidence and a feeling of accomplishment.

Article III

GOVERNMENT

SECTION 1, MANAGEMENT: The government of SYTF shall be under the supervision of its Officers and Board of Directors. If a Board position is open, new members will be voted on by the current Board. A sitting Board Member shall not be permitted to be a Head Coach of any football or cheerleading team, except for the positions of Vice-President, Secretary and Publicist. Each Officer will be required to wear the assigned uniform (shirt / jacket) on game day (jamboree, regular season, post-season) as the outermost wear making them easily identifiable.

SECTION 2, OFFICERS: The Officers of SYTF shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Boys Athletic Director
6. Boys Assistant Athletic Director
7. Girls Athletic Director
8. Girls Assistant Athletic Director
9. Boys Equipment Manager
10. Boys Assistant Equipment Manager
11. Concession Director
12. Publicist

These Officers shall be considered voting members of the Board of Directors. Any Officers appointed to fill a vacancy shall serve the remainder of the term from the date of his or her appointment. The Board of Directors shall make all appointments of Officers, Board Members, and Committee Chairpersons. It shall be the responsibility of the Board of Directors to fill all vacancies by majority vote. Any Officers not fulfilling his or her duty may be voted off by majority vote and will be required to remain off the Board for a minimum of one (1) year before being eligible for re-election. No member shall receive any compensation for serving on the Board.

SECTION 3, DUTIES: The Officers shall perform the duties and exercise the powers prescribed by these By-Laws. These duties and powers shall include, but not be limited to the following:

A. PRESIDENT:

1. Provide overall leadership.
2. Organize and direct monthly meetings.
3. Be responsible for the conduct of the SYTF organization, and be in strict conformity to the policies, principles, rules, and regulations of said club.
4. Shall vote only in case of a tie.
5. Attend the monthly Tri-County Youth Tackle Football League meeting on a rotational basis with the Vice-President and Boys Athletic Director.
6. Organize annual parent meeting.
7. Set up meeting with Superintendent of School to go over contract each year.
8. Meet with Head High School coach to support Feeder Program
9. Assist in registration

B. VICE-PRESIDENT:

1. Shall preside in the absence of the President.

2. Shall assist in the registration process.
3. Direct all matters relating to insurance.
4. Communicate and coordinate with the high school athletic director regarding game and practice field use.
5. Be responsible for ordering of football jerseys.
6. Attend the monthly Tri-County Youth Tackle Football League meeting on a rotational basis with the President and Boys Athletic Director.
7. Assist in registration.

C. SECRETARY

1. Record and present minutes at each Board Meeting.
2. Maintain a register of the Board Members.
3. Maintain the master file of all SYTF related documents.
4. Be responsible for setting up picture day.
5. Organize and assist in the registration process.
6. Make all publicity notices and releases after obtaining board approval.
7. Coordinate Spirit Wear sales.
8. Be responsible for the ordering of Coaches shirts and Board Members shirts when needed.
9. Coordinating volunteers for associated SYTF functions.
10. Assist in registration

D. TREASURER:

1. Has the authority to co-sign checks and disperse club funds as approved by the Board of Directors.
2. Maintain financial records and present financial reports at each Board meeting, as well as an annual report at the January meeting.
3. Present any needed financial records and/or reports to the League's accountant in a timely matter.
4. Prepare and maintain annual budget.
5. Secure monies in a bank depository in coordination with the concession director on game day.
6. Responsible for providing the payment of officials on home game days.
7. Responsible to get mail from PO Box on a weekly basis.
8. Responsible to stay at this position for Three Years.
9. Assuming this position you are required to stay as Treasurer for 3 years.
10. Assist in registration

E. BOYS ATHLETIC DIRECTOR:

1. Overseeing all teams and their respective Coaches, which shall include supervising all practices and games.
2. Acting as a liaison between the SYTF Board and Coaches.

3. Attend the monthly Tri-County Youth Tackle Football League meeting on a rotational basis with the President and Vice-President.
4. Provide the proper selection of coaches by submitting a list of names for Board approval by the April meeting of each calendar year
5. Ensure the proper conduct of coaches per SYTF and Tri-County Youth Tackle Football League.
6. Be responsible for all forms pertaining to all football players at registration and ensuring all forms required are turned in by the first day of practice.
7. Be responsible for proper team alignments at registration by placing football players according to age and weight per Tri-County Youth Tackle Football League weight chart and agreement with the Sandwich School Board.
8. Observe, guide and provide direction when needed by a coach or team.
9. Provide a roster of each team to the appropriate members of the SYTF Board at the April meeting.
10. Be responsible for game day weigh in for all levels.
11. Assist in registration.
12. Assist the Boys Assistant Athletic Director in their job duties as needed.

F. BOYS ASSISTANT ATHLETIC DIRECTOR

1. Responsible for weigh-in at registration.
2. Assist the Boys Athletic Director in their job duties as needed.
3. Assist Athletic Director with registration forms, rosters and any paperwork as needed.
4. Assist in registration

G. GIRLS ATHLETIC DIRECTOR:

1. Overseeing all squads and their respective Coaches, which shall include supervising all practices and games.
2. Acting as a liaison between the SYTF Board and Coaches.
3. Attend the Tri-County Youth Tackle Football organization's monthly meeting on a rotational basis with the Girls Assistant Athletic Director.
4. Acting as a liaison between the SYTF Board and the TCYTFL cheerleading directors.
5. Provide the proper selection of coaches by submitting a list of names For Board approval by the April meeting of each calendar year.
6. Ensure the proper conduct of coaches per SYTF and Tri-County Youth Tackle Football League.
7. Be responsible for all forms pertaining to all cheerleaders at registration and ensuring all forms required are turned in by the first day of practice.
8. Be responsible for proper squad alignments at registration by placing cheerleading participants according to grade level.
9. Observe, guide and provide direction when needed by a coach or team.

10. Provide a roster of each cheerleading squad to the appropriate members of the SYTF Board at the April meeting.
11. Assist in registration.
12. Assist the Girls Assistant Athletic Director in their job duties as needed.

H. GIRLS ASSISTANT ATHLETIC DIRECTOR

1. Provide a detailed inventory at the end of the year to the Board of all equipment and recommendations for purchases for the following year.
2. Organize equipment hand out, return and proper storage.
3. Attend the Tri-County Youth Tackle Football organization's monthly meeting on a rotational basis with the Girls Athletic Director.
4. Ensure all cheerleading coaches have the necessary equipment.
5. Purchase any equipment and uniforms needed, with Board approval.
6. Assist in registration.
7. Assist the Girls Athletic Director in their job duties as needed.

J. CONCESSION DIRECTOR:

1. Purchasing product and running of the concession stands at all home games.
2. Count all profits, including 50/50 raffle, at conclusion of each home game in the presence of a board member.
3. Secure monies in a bank depository in coordination with the treasurer on game day.
4. Provide the Board with updates on expenditures, profits and recommendations for purchases.
5. Responsible for volunteer sign up and verifying participation.
6. Assist in registration

K. PUBLICIST.

1. Assist in all SYTF related matters.
2. be responsible for publishing all SYTF Newspaper Articles.
3. in charge on maintaining Web-Site.
4. Assist in registration.

L. BOYS ASSISTANT EQUIPMENT MANAGER

1. Assist in all SYTF related matters.
2. Assist Boys Equipment Manager in all his/her duties.
3. Assist in registration.

MEMBERSHIP

SECTION 1, ADULT MEMBERS: Any person who has a child enrolled in the program or has an active interest shall be a member of the SYTF organization, and shall be subject to its By-Laws and Code of Conduct.

SECTION 2, YOUTH MEMBERS: Any child meeting the requirements as set forth in the By-Laws of the SYTF organization, shall be eligible for participation. All youth members must conform to the SYTF organization By-Laws and Code of Conduct, and the Tri County Youth Tackle Football League Rules of Play.

SECTION 3, FOOTBALL COACHES: All Football Coaches are subject to the SYTF organization By-Laws, Code of Conduct, background check and/or be fingerprinted.

SECTION 4, CHEERLEADING COACHES: All Cheerleading Coaches are subject to the SYTF organization By-Laws, Code of Conduct, background check and/or be fingerprinted.

SECTION 5, DISQUALIFICATION: Any member not conforming to the By-Laws or Code of Conduct of the SYTF organization may be disqualified at the discretion of the Board of Directors by a majority vote.

Article V

RULES AND REGULATIONS

SECTION 1, FOOTBALL: All coaches, players and parents shall conform to the rules & regulations as prescribed by the SYTF organization By-Laws, and by the Code of Conduct passed by the board on February 11, 2009 and by the by-laws of the Tri County Youth Tackle Football League. The responsibilities shall include but not be limited to the following:

- A. **BOYS ATHLETIC DIRECTOR:** The Boys Athletic Director should have but not required to, at least two (2) years experience as a coach. The Boys Athletic Director cannot be a Head Coach in addition to their Athletic Director duties. The duties of the Athletic Director shall consist of:
- Overseeing the SYTF organization teams for all football divisions (i.e., SuperLight, Lightweight, Junior Varsity and Varsity) and their respective coaches, which shall include supervising all practices and games.
 - Presenting candidates for Head Coach to the Board for election. All candidate names shall be placed on a ballot for election by the SYTF organization Board. Each candidate is only allowed to be nominated for one position. Each of the candidates will be provided with an opportunity to present their qualifications either in writing, or orally to the Board of Directors prior to election.

- Following the Tri County Youth Tackle meetings, conduct an informal meeting with the head coaches or assigned representative from each level, during the regular season to update each coaching staff on any issues or to address any local issues.
- Assigning players to the appropriate team according to age and weight rules set forth in the Tri County Youth Tackle Football League by-laws and rules of play.
- Suspending members, with Board approval, that do not conform to the SYTF organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws and Rules of Play.
- Recommending disqualification of members that do not conform to the SYTF organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws and Rules of Play.

B. HEAD COACHES: The Head Coaches shall answer directly to the Athletic Director. The Head Coaches duties shall include, but not be limited to:

- Instructing the players in the basic fundamentals of football and shall stress good sportsmanship, teamwork and fair play.
- Implementing the objectives of the SYTF organization, and in enforcing the rules and regulations set forth in these by-laws as well as the by-laws and rules of play of the Tri County Youth Tackle Football League with their team.
- Assisting the Football Equipment Manager with issuance, maintenance and collection of uniforms and equipment.
- Maintaining accurate attendance reports and submitting them to the Girls & Boys Athletic Directors.
- Assist the Athletic Director in preparing the field for home games.
- In addition, each Head Coach shall be expected to submit an injury report to the Boys Athletic Director within five (5) days of any injury.
- All coaching staff will work closely with the Sandwich High School Football developing a feeder program.

C. TEAM COACHES: The Team Coaches shall answer directly to their respective team's head coach. They shall assist the Head Coach in implementing the objectives of the SYTF organization, and in enforcing the rules and regulations set forth in these by-laws as well as the by-laws and rules of play of the Tri County Youth Tackle Football League.

D. PLAYERS: The rules and regulations governing player personnel are as follows:

- All players must abide by the SYTF organization by-laws and code of conduct as well as the by laws and rules of play of the Tri County Youth Tackle Football League.
- NO REFUNDS will be given for participants who elect to drop. The only exception will be for medical reasons with a doctor's note required.
- Players are expected to attend all practices. Any player may be dropped from the team after three (3) unexcused absences.

- Any player over the team prescribed weight limit as shown in the Tri-County Youth Tackle Football League Rules of Play will risk the chance of not playing during the season. The placement of overweight players for practice purposes will be at the discretion of the Head Coaches of the team(s) involved.
- Players must have a current physical dated within the 12 months prior to the end of the season from their medical doctor. Players will not be issued equipment, and will not be allowed to participate in practices without a current physical on file. If no physical within one week of our starting date of practice, you may be dropped from the league without refund.
- Players must submit all fees, deposits, forms, birth certificate, and a current photo at registration. Players without this information will not be allowed to register.
- Parents will be notified prior to any controlled scrimmages during practice that may involve players outside of their weight division.
- Uniforms must be kept clean and presentable. Any uniforms or equipment returned in damaged condition due to improper care will require just compensation. All uniforms shall be cleaned before being returned at the end of the season otherwise a fee will be imposed.
- All required safety equipment issued to players must be worn at all practices and games. Mouthpieces must have an attached strap. Mouthpieces must be fitted to each player by their parents according to manufactures instructions.
- All players shall participate in a minimum of five (5) plays per game.

SECTION 2, CHEERLEADING: All coaches, cheerleaders, and parents shall conform to the rules & regulations as prescribed by the SYTF organization By-Laws, and by the Code of Conduct passed by the board on February 11, 2009 and by the by-laws of the Tri County Youth Tackle Football League. The responsibilities shall include but not be limited to the following:

- A. GIRLS ATHLETIC DIRECTOR:** The duties of the Girls Athletic Director shall consist of:
- Oversee all squads and their respective Coaches, which shall include supervising all practices and games.
 - Acting as a liaison between members of the SYTF organization and the Cheerleading Coaches.
 - Acting as a liaison between members of the Cheerleading Coaches.
 - Suspending members, with Board approval, that do not conform to the SYTF organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws.
 - Recommending disqualification of members that do not conform to the SYTF organization By-Laws or Code of Conduct, or the Tri County Youth Tackle Football League By-Laws.

A. **CHEERLEADING COACHES:** The Cheerleading Coaches shall answer directly to the Girls Athletic Director. Their responsibilities shall include, but not be limited to the following:

- Instructing the cheerleaders in the basic fundamentals of cheerleading and pompon dance.
- Stressing good sportsmanship, teamwork and fair play.
- Advising members in regard to details concerning practice schedules, games and other special activities.
- Assist the Girls Equipment Manager with issuance, maintenance and collection of uniforms.
- Maintaining accurate attendance reports
- Ensuring that the cheerleaders are wearing proper uniform attire to games and other special activities as directed by the Girls Athletic Director.
- In addition, each Cheerleading Coach shall be expected to submit an injury report to the Girls Athletic Director within five (5) days of any injury.

A. **CHEERLEADERS:** The rules and regulations governing cheerleaders personnel are as follows:

- All Cheerleaders must abide by the SYTF organization by-laws and code of conduct as well as the by laws of the Tri County Youth Tackle Football League.
- All Cheerleaders must wear proper uniform attire at all games and special activities as directed by the Girls Athletic Director. The Girls Athletic Director shall designate proper uniform code.
- Uniforms must be kept clean and presentable. Any uniforms damaged due to improper care will require just compensation.
- NO REFUNDS will be given for participants who elect to drop. The only exception will be for medical reasons with a doctor's note required.
- All Participants must submit all fees, deposits, forms, birth certificate, and a current photo at registration. Players without this information will not be allowed to register.
- Participants are expected to attend all practices. Any player may be dropped from the team after three (3) unexcused absences.
- Participants must have a current physical dated within the 12 months prior to the end of the season from their medical doctor. Participants will not be issued uniforms, and will not be allowed to participate in practices without a current physical on file. If no physical within one week of our starting date of practice, you may be dropped from the league without refund.
- All cheerleaders shall be expected to display sportsmanship at all times, both on and off the field.
- Participants shall be expected to pay attention to instructions from the Coaches without excessive and continued disturbances

- Participants shall be expected to support their Team, their Squad and the Organization by displaying their spirit, their enthusiasm, their loyalty and their maintenance of a high standard of moral and ethical behavior.

Article VI

PARLIAMENTARY PROCEDURE

SECTION 1, ROBERT'S RULES OF ORDER: The revised Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws of the Sandwich Youth Tackle Football organization, or by special rules of procedure adopted by the Sandwich Youth Tackle Football organization Board of Directors.

Article VII

AMENDMENTS

SECTION 1, AMENDMENTS: These By-Laws may be amended at any regular meeting of the Board of Directors by a majority vote of the directors. Any amendments shall be noted in the minutes of said meeting by the Secretary. At the end of each year, any amendments to the By-Laws shall be so entered in the original By-Laws by the Secretary.

I/WE HEREBY CERTIFY THAT THESE BY-LAWS WERE ADOPTED BY THE
SANDWICH YOUTH TACKLE FOOTBALL ORGANIZATION BOARD OF DIRECTORS
THIS FEBRUARY 11, 2009 AND SHALL SUCCEED ANY PRIOR AMENDMENTS TO
THE ORIGINAL BY-LAWS.

George Dockendorf	President	Todd Davis	Vice President
Chrissie Pinkowski	Secretary	Tammy Harrison	Treasurer
Jim Rosenberger	Boys AD	Oz Gomez	Asst. Boys AD

Es Fuchs	Girls AD	Debbie Reyes	Asst. Girls AD
Steve Taxis	Equip. Mgr.	Angie Davis	Concession Dir.
Pete Rosa	Asst Boys Equip.	Joe Ursini	Publicist

AMENDMENT: 020806

TEAM COACHES

All head and assistant coaches by accepting their positions, agree to support the philosophy, game scheme, offense formations and play calling of the Sandwich High School Football Program. As a Sandwich High School “feeder” program, all coaches will be required to teach all plays and techniques prescribed the Sandwich High School Head Coach. All SYTF coaches will be required to attend an annual coach’s clinic with the Sandwich High School Football staff. All formations and plays that will be ran for the Offense will be designated for that upcoming season by the Sandwich High School Football Coaching staff. All of the philosophy and techniques handed down from the High School Head Coach, will be taught to all SYTF players in a positive, enthusiastic manner.

AMENDMENT: 021605

AGREEMENT

THIS AGREEMENT is entered into as of this 11th day of February 2009, by and between **SANDWICH YOUTH TACKLE FOOTBALL, INC.**, an Illinois not-for-profit corporation, and the **SANDWICH COMMUNITY UNIT SCHOOL DISTRICT #430**.

WHEREAS, Sandwich Youth Tackle Football, Inc. (“Youth Tackle”) is an Illinois not-for-profit corporation that operates an independent football program for participants of various age levels, including participants enrolled in grade levels six through eight; and

WHEREAS, the Sandwich Community School District #430 (the “District”) operates various athletic programs, and previously operated a football program for the students enrolled

at the Sandwich Middle School, being grade levels six through eight which it intends to discontinue; and

WHEREAS, the parties believe that a greater opportunity exists for students resident in the District, and certain economies would inure to the benefit of the taxpayers of the District, if the program were operated only by Youth Tackle.

NOW, THEREFORE, in consideration of the mutual promises and obligations of the parties contained herein, the parties agree as follows:

- 1. Operation.** The District and Youth Tackle agree that Youth Tackle shall operate its football program in accordance with its rules and regulations, and shall include participants at the middle school level, being grade levels six through eight in accordance with the terms and conditions contained herein.

 - a)** It is understood that the Youth Tackle shall govern all participation for the super-light and lightweight squads and that participation on said squads shall not guarantee participation on the JV or Varsity squads on an annual basis;
 - b)** JV and Varsity students residing within the boundaries of Sandwich CUSD #430 must be afforded first priority of enrollment during the initial period of registration through June 10, 2009. It is understood the Youth Tackle Board may approve a participation limit regarding the number of students participating, however, all participation openings must first be granted to Sandwich CUSD 430 students;

- c)** Should an opening to participate occur after registration, prior to registering any students living outside the school boundary, Sandwich CUSD 430 students must be afforded first opportunity to participate by use of a waiting list.
- d)** It is understood there is one (1) student living outside the boundary having participated in SYTF prior to the 2004 season that shall be allowed to participate, however, said students living outside the boundary shall not be included within any approved participation limit totals.
- e)** Nothing herein shall be construed as limiting, in any way, the ability of the District to revive and reinstate its own program for football, including, but not limited to, a program for middle school level participants, being grade levels six through eight.

2. Term. The term of this Agreement shall be from the date hereof until December 31, 2009. On or prior to December 31, 2009, and December 31 of each year thereafter in the event this Agreement is extended, the parties shall meet and determine whether the term of this Agreement should be extended for an additional year. Unless both parties agree to extend the Agreement by said date each year, then this Agreement shall terminate effective December 31 of such year.

3. **Program and Games.** Youth Tackle will schedule its games in accordance with its league rules. Transportation for all Youth Tackle games will be the responsibility of the participant, and the participant and the participant's parent or guardian.

4. **Season.** The season will commence and continue in accordance with its league rules. Practice times, dates & games will be scheduled by Youth Tackle. Practices may be held on school grounds and facilities such as the press box and concession stand may be utilized by Youth Tackle; provided, however, that the District shall have first use of school grounds and facilities for school purposes, as determined by the District's athletic director.

5. **Liability Insurance.** Youth Tackle agrees that it will carry liability insurance in an amount not less than that carried by the District. Youth Tackle will provide for the District to be named as additional insured on its policy.

6. **Coaches.** Youth Tackle shall provide for all appropriate coaching staff and all such coaches shall be subject to a criminal background check in accordance with §10-21.9 of the School Code.

7. **Equipment.** Individual equipment, including but not limited to, uniforms, helmets, pads and footballs shall be retained by Youth Tackle. However, in the event that Youth Tackle thereafter disbands, dissolves, or otherwise ceases to operate a program, then any remaining equipment originally purchased by Youth Tackle will become property of the District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**SANDWICH YOUTH TACKLE
FOOTBALL, INC.**

**SANDWICH COMMUNITY UNIT
SCHOOL DISTRICT #430**

BY: George Dockendorf

BY: Rick Schmitt

AMENDMENT: 062405

SELECTION ORDER

1. All returning players and cheerleaders who live within the City of Sandwich School District #430.
2. Siblings of # 1 above if there are spots available in that division. If needed, a lottery will be held if there are too many siblings vying for a spot.
3. New players and cheerleaders who registered last year and are now on a waiting list for this year. In order to be considered on the waiting list, you must have registered by the registration date.
4. New players and cheerleaders who live within the City of Sandwich School District #430. If needed, a lottery will be held.