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ARTICLE I - IDENTITY

SECTION 1. - TITLE

- A. **THE LAKE PLACID YOUTH FOOTBALL ASSOCIATION, INC.** shall be a under the laws of the corporation organized State of Florida.
- B. The Lake Placid Youth Football Association, Inc., hereafter may be referred to as "Lake Placid Youth Football," "the Association," or "LPYF."

SECTION 2. - ESTABLISHMENT

- A. LPYF will associate itself with the. Heartland Pop Warner League. The Heartland Pop Warner League hereafter may be referred to as "Heartland League" or "the League."
- B. LPYF will associate itself and be a committed member of Pop Warner Little Scholars, Inc. and shall adopt their official rules. Pop Warner Little Scholars, Inc. hereafter may be referred to as "Pop Warner" or "PWLS."
- C. These bylaws shall become effective immediately after an extraordinary majority of votes by the Board of Directors and will remain in effect until superseded by another or dissolution of the Association. The meeting in which the vote will be taken to accept or reject said bylaws shall be announced at least one regular meeting before voting. These bylaws may be amended by the Executive Board. A unanimous vote of all Executive Board officers shall be required to pass any amendments to these bylaws.

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ARTICLE II - PURPOSE

SECTION 1. - PURPOSE

- A. The purpose of Lake Placid Youth Football is to create the most positive, beneficial, and rewarding sports experience as possible for the youth of Lake Placid.
- B. Lake Placid Youth Football shall afford every opportunity for representation, advancement, and participation regardless of race, color, creed, religion, ethnic background, or sex.

SECTION 2. - GOAL

- A. The goal of this Association is to place all eligible players and cheerleaders who sign-up on a team or squad. Players and cheerleaders must meet scholastic, weight and/or age requirements established in these bylaws. LPYF shall adopt a policy that will provide for the maximum participation of all eligible boys and girls regardless of on field competition goals.
- B. This Association will promote positive sportsmanship and teamwork. By doing so, the youth of Lake Placid will improve their skills, learn how to meet and get along with others, and most importantly have fun.

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ARTICLE III. - BOARD OF DIRECTORS

SECTION 1. - MEETINGS

- A. Regular scheduled meetings of the Board of Directors will be on the 2nd Tuesday of each calendar month. Exceptions may be made in cases of holidays and unforeseen special events. Unless otherwise approved, regular meetings will start at 7:00 p.m.

- B. Special meetings are those in which an immediate resolution is required and said resolution cannot be delayed until the next regular scheduled meeting of the Board of Directors.
 - 1. Only an executive officer may call for a special meeting. Contact, if practical, should be made to all officers. If necessary, the Executive Board may use a telephone poll to adopt or reject a resolution.
 - 2. Special meetings should be held at a public location. If some measure of privacy is required, the meeting may be held in confidence in a more private area (i.e. members home).
 - 3. Minutes of the said meeting should be taken and made available at the next regular meeting. Also, a full account of the special meeting proceedings should be given by the officers present at said special meeting to the Board of Directors at the next regular meeting.

- C. A minimum of two (2) executive officers is required to hold a regular or special meeting.

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SECTION 2. - MEMBERS

- A. Executive members of the Board of Directors consist of the President, 1st Vice President, 2nd Vice President, Football Commissioner, Treasurer, Secretary, and Cheer Coordinator, and any appointed Advisors. Each member will have one vote at each meeting they attend. The executive members of the Board of Directors may hereafter be referred to as the "Executive Board." Executive Board members will be elected at the Annual meeting in January. If an executive director position is vacant after the Annual meeting (except for the President), the duties thereof will be performed by the President, or a person appointed by the President, or until such time the board elects a person to fill that position. Executive Board members will hold their office for a term of one year or until the first regular meeting of the next calendar year. (It should be noted that once the Corporation Annual Report is filed with the Florida Department of State, those members on said report remain liable for all decisions made by the Board until the next report is filed.)
- B. All Head Football Coaches, all Head Cheerleading Coaches, the Concessions Manager, the Equipment Manager, and any Team Sponsors are general member positions of the Board of Directors. Only those people who submit a position application shall be considered for general membership. General members will:
1. Attend regular scheduled meetings.
 2. Have one vote at regular scheduled meetings they are in attendance.
 3. Be appointed by the Executive Board. In the event two (2) or more persons desire to fulfill the same position the Executive Board shall take a vote.
 4. Not solicit any funds without the expressed written permission of the Executive Board.
- C. A Team Sponsor is defined as that person, business, or corporation who has made a monetary contribution in an amount set and approved by the Executive Board. The Board shall not approve a sponsor whose activities or products are detrimental to the welfare of youths.
- D. An Advisor is a person who is appointed by the Board to hold a position as an executive board member on a consulting basis. A representative from the City of Lake Placid, is such an advisor.
- E. Members-at-large are people who have vested interest in LPYF and wish to work with the board but do not desire to be held to the above requirements. Assistant coaches and parents fall into this category. These members can vote for Board members if they have been affiliated with LPYF within the last 5 years.

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- F. Collectively, members of the Executive Board, the General Board, and Members-at-large shall make up "The Board of Directors" and hereafter be referred to as "The Board." All members of the board shall serve in non-compensated basis.

SECTION 3. - OFFICIAL DUTIES

- A. **President** - The President is responsible for overseeing every area of operation of the Association. Shall have overall responsibility for the conduct of Association members while either at home or away games and at practice sites. Shall attend League meetings and advise the Board of his or her findings. Shall be responsible for all insurance claims. May delegate his or her duties to other elected officers as necessary. Shall sign all written contracts. In the event the President does not finish his or her term the 1st Vice President shall assume the office.
- B. **1st Vice President** – The 1st Vice President (1st VP) shall assume the duties and responsibilities of the President at meetings and at games or practices when the President is absent. Shall perform the duties of the Equipment Manager, if vacant. The 1st VP shall not be related (immediate family) to the President.
- C. **2nd Vice President** – The 2nd Vice President (2nd VP) shall assume the duties of the 1st Vice President at meetings and at games or practices when the President and 1st Vice President are absent. Shall perform the duties of the Scholastics Coordinator, if vacant. The 2nd VP shall not be related (immediate family) to the President or 1st VP.
- D. **Football Commissioner** – The Football Commissioner shall be responsible for overseeing every area of the football program. Shall present to each football head coach his or her Team Handbook and first aid kit prior to the start of practice. Shall attend League and Regional meetings and advise the Board of his or her findings.
- C. **Treasurer** - The Treasurer shall keep an up to date account of the Association finances and obligations and shall inform the Board of such at each meeting, whether in attendance or not. The accounting will be verified by the President each month. Shall work with the other board members with the receipt or expenditure of funds. Shall perform an end of year audit and provide a report of said audit to the Board at the December meeting. Shall perform the duties of the Concessions Manager, if vacant. In the event the Treasurer position is vacant the President shall perform the duties of the Treasurer and the Vice President will verify the accounting each month.

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- D. **Secretary** - The Secretary will take the minutes of all meetings. The minutes shall be in a narrative format. Shall be responsible for producing Player Rosters and Photo Identification Cards for all football personnel. Shall turn in completed rosters on or before League deadlines.
- E. **Cheerleading Coordinator** - The Cheerleading Coordinator shall be the association contact person for cheerleading activities. Shall be responsible for producing Cheerleading Rosters, and Photo Identification Cards for all cheerleading personnel. Shall be responsible for disseminating any and all information to and from the Board and cheerleading coaches as soon as possible. Shall be responsible for organizing the purchase of cheerleading uniforms. Shall be responsible for the inventory and control of all cheerleading equipment owned by the Association. Shall advise all cheerleading personnel of legal and illegal stunts or cheers.
- F. **Coaches** - See ARTICLE IV, Section 2.
- G. **Concessions Manager** - The Concessions Manager shall be responsible for budgeting, purchasing, and sale of concession goods at home events. Shall also be responsible for the collection of gate receipts. Shall keep a running tab of expenses, net sales, and profits for each event. Shall work with the Treasurer for a prompt deposit of money collected.
- H. **Equipment Manager** - The Equipment Manager shall be responsible for the inventory and condition of all equipment. Shall provide a Condition of Equipment Report (CER) to the Board no later than the December meeting. The CER will accurately give the totals of all equipment that are in safe and usable condition and that equipment which is not. The CER will also estimate any replacement costs for items needing replacement. The Equipment Manager shall be responsible for the issue and turn-in of equipment to coaches, players and cheerleaders.
- I. **Scholastics Coordinator** - The Scholastics Coordinator shall be the contact point for all matters pertaining to any participant's scholastic standing. Shall be responsible for the proper documentation and prompt turn-in of scholastics forms to the League.

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SECTION 4. - IMPEACHMENT/REMOVAL FROM OFFICE/RELIEF OF DUTY

- A. A unanimous vote will be required by the board to impeach any Executive Board member at a regular meeting. Said Executive Board member shall not have a vote. The Board may request a resignation of the Executive Board members when a two thirds (2/3) majority of the Board vote for such a request at a regular meeting.

- B. The Executive Board reserves the right to ask any general member or member-at-large to voluntarily “step-down” from their position. Once a decision is made to “ask” a member to step down, the member shall be informed by the president of their right to a hearing before a special meeting of the full Executive Board. If the member elects to have a hearing and after all evidence has been heard, the Executive Board will take a vote to retain or remove said member. At the hearing the member may bring witnesses or other supporting information that may prove their case. If the member refuses to voluntarily “step-down” and waives their right to a hearing, a simple majority vote by the executive board shall relieve the member of all duties and responsibilities. A vote to remove shall be deemed final for the remainder of the year.
 - 1. Must follow Pop Warner Code of Conduct.
 - 2. Must follow Town of Lake Placid Code of Conduct.

- C. Once an executive board member is removed from an official position, the individual shall not be allowed to vote on any issue that comes before the board. At the discretion of the Board, the individual may be called upon to advise or give testimony.

- D. Grounds for removal may include but are not limited to:
 - 1. Failure to attend meetings.
 - 2. Disregard of these bylaws, the bylaws of the league, or the official rules of PWLS.
 - 3. A complaint found to have merit by the Executive Board.
 - 4. Failure to cooperate or respond to an investigation by an Executive Board member regarding a complaint.
 - 5. Unauthorized solicitation of funds.

- E. Any member removed from office or position by the Heartland League may request a hearing with the League President.

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ARTICLE IV- TEAMS/SQUADS

SECTION 1. - DIVISIONS

A. Teams/squads are divided into the following age/weight divisions:

Division	Ages	Certification Weight	End of Season Weight
Flag - Cub	5-6-7	None	None
Mighty-Mite	7-8-9	45-90 lbs.	99 lbs.
Junior Peewee (older/lighter)	8-9-10 11 *	60-105 lbs. 60-85 lbs.	114 lbs. 94 lbs.
Peewee (older/lighter)	9-10-11 12 *	75-120 lbs. 75-100 lbs.	129 lbs. 109 lbs.
Midget (older/lighter)	11-12-13-14 15 *	105-160 lbs. 105-140 lbs.	169 lbs. 149 lbs.

B. Weight requirements are initial. In-season weight increase shall be per the League.

C. Other divisions may be offered, but will follow Pop Warner Official Rules for age and weight.

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SECTION 2. - COACHES

- A. As of December 31, 20xx, the prior year, all applications expire. All coaching candidates shall submit a position application to the Executive Board. All prior coaches and new coaches should submit their applications prior to the start of the season. The Executive Board will carefully consider each applicant at a special meeting. A simple majority vote is required to approve or disapprove any applicant.
- B. All coaches shall be familiar with these bylaws, the bylaws of the Heartland league, and all official rules of Pop Warner Little Scholars, Inc.
- C. All Head Coaches will attend coaching clinics given by LPYF or the League. Head Coaches are required to attend any meeting on rule changes. All coaches shall have current National Youth Sport Coaches Association (NYSCA) training.
- D. At least one (1) coach shall be in attendance of any practice or game who is certified in C.P.R. and first aid and have in their possession the Team Handbook and First Aid Kit.
- E. Head coaches must be 21 years of age or older. Assistant coaches must be at least 18 years of age and have completed high school. Head coaches are responsible for the eligibility of each rostered participant. If any injury occurs at a practice or game that involves a rostered player, cheerleader, coach, or volunteer, an accident report shall be prepared by the Head Coach and shall be submitted to the President within 24 hours of the injury.
- F. The team Handbook shall be maintained during the entire season and promptly returned to the President at the end of the season. The team handbook will include the following:
 - 1. A copy of these bylaws.
 - 2. Registration form for each Player/Cheerleader.
 - 3. Physical fitness form for each Player/Cheerleader
 - 4. Equipment receipt of each Player/Cheerleader
 - 5. Birth Certificate for each Player/Cheerleader
 - 6. General release for each Player/Cheerleader
 - 7. Medical Release for each Player/Cheerleader
 - 8. Identification Cards for each Player/Cheerleader.
 - 9. Copies of their team schedule, when available.

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SECTION 3. - FOOTBALL TEAMS

- A. A team shall have one Head Coach and not more than four (4) Assistant coaches. Football Head Coaches shall report to the President.
- B. A team must meet the following roster requirements:

Division	Roster Certified with the League		Minimum at Game Time Eligible and Ready to Play
	Maximum	Minimum	
Flag	24	10	10
Tackle	35*	20	16

- **Note: If 40 or more players sign up they must be divided into multiple teams.**

SECTION 4. - CHEERLEADING SQUADS

- A. Cheerleading Head Coaches shall report to the President.
- B. A high school demonstrator may be used to teach the cheers; however, this individual, as well as the squad, shall be under the direct authority of the Cheerleading Head Coach.
- C. Cheerleaders shall be associated by their age division.
- D. Every squad shall have at least one (1) Head Coach. If the squad has more than 12 participants, including mascots, an assistant coach is required.

SECTION 5. - PRACTICE

- A. Practice sessions in all divisions will be set each season by the Board, but will not begin prior to August 1, and will then be conducted under the following requirements:
1. A valid insurance policy shall be in effect prior to the first session.
 2. No player shall participate in physical contact until equipment has been issued. Equipment shall not be issued to a player who has not completed ten (10) hours of physical conditioning.
 3. No player shall participate in a practice session who is not wearing an athletic supporter or compression girdle.

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4. No team or squad will schedule more than ten (10) hours of practice per week prior to Labor Day and no more than 2-1/2 hours of practice will be scheduled in one day. A week is defined as seven (7) consecutive calendar days.
 5. Practices after Labor Day are limited to six (6) hours a week and no more than two (2) hours will be scheduled in one day. A week is defined as seven (7) consecutive calendar days.
 6. Break time is not counted against the ten (10) or six (6) hours per week or the 2-1/2 or 2 hours of allowed practice time.
 7. No practice shall extend past 8:00 p.m.
 8. No practice will start or continue without a coach who is NYSCA certified and certified in child C.P.R. and First Aid, and who has in their possession the Team Handbook and the First Aid Kit.
 9. All practices shall be scheduled and published. Each parent of each participant shall be given an accurate practice schedule. A copy of each cheerleading squad's and football team's practice schedule shall be filed with the President.
- B. Coaches shall schedule their team or squad for at least six (6) hours of practice each week. Participants who do not attend at least three (3) hours of scheduled practice in one week shall not participate in the next scheduled game or event. If a participant misses any practice time the coach may withhold the participant from the next game or event.

SECTION 6. - GAMES

- A. Teams in all divisions may play one (1) exhibition game per season prior to the regular league schedule provided that the game is played against a Pop Warner affiliated opponent and is arranged through or with the sanction of the Board and the League.
- B. All post season games are to be scheduled by the Board and/or the League.
- C. The Board shall review the regular season schedule provided by the League and will adopt or reject the schedule in whole or part.
- D. The schedule adopted shall limit a given team to play no more than allowed by Pop Warner Official Rules.

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- E. A game that is terminated for any reason prior to completion may be rescheduled and will not be counted against the maximum number of scheduled games authorized (exception is forfeit).
- F. No player shall participate in a game who is not wearing an athletic supporter or compression girdle.
- G. No game will start or continue without a coach who is certified in child CPR and First Aid, and who has in their possession the Team Handbook and the First Aid Kit.

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ARTICLE V - CERTIFICATION

SECTION 1. - PLAYER ELIGIBILITY

- A. A player shall be considered eligible if the player has met all other requirements and:
1. Retains parental permission
 2. Maintains sound physical condition. In case of doubt, the player shall be required to produce a letter from their physician stating to the said players state of health.
 3. Maintains satisfactory scholastic progress.
 4. Has attained the minimum division age on or before July 31 of the current year.
- B. A player shall be considered ineligible if the player has met all other requirements and:
1. Weighs more than the maximum allowable weight or below the minimum allowable weight at the pregame weigh-in.
 2. Is found to have used steam rooms, cabinets, rubber sweat suits, or similar devices or when medications have been employed in order to temporarily attain divisional weight.
 3. Is rostered on a school football team during the season.
 4. Is not listed on the Mandatory Play Rule Roster.
 5. Practices on a team and does not have all registration requirements met.
 6. Does not attend practice.

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SECTION 2. - CHEERLEADER ELIGIBILITY

- A. A cheerleader shall be considered eligible if the cheerleader has met all other requirements and:
1. Retains parental permission.
 2. Maintains sound physical condition. In cases of doubt, the cheerleader shall be required to produce a letter from their physician stating to the said cheerleaders state of health.
 3. Maintains satisfactory scholastic progress.
 4. Has attained the minimum division age on or before July 31 of the current year.
 5. Age corresponds to the player's ages for that division of play.
- B. A cheerleader shall be considered ineligible if the cheerleader has met all other requirements and:
1. Is rostered on a school cheerleading squad during the season
 2. Practices on a team and does not have all registration requirements met.
- C. The use of Mascots shall be at the discretion of the Cheerleading Head Coach. When mascots are permitted, the following shall apply:
1. There shall be no tryouts under any circumstances.
 2. They shall be at least five (5) years old and cannot otherwise qualify as a cheerleader on any other division of play in the league.
 3. There shall be no more than two (2) mascots per squad.
 4. All mascots must complete the same registration requirements as cheerleaders and shall be included on squad roster.
- C. Student demonstrators must complete the same registration requirements as cheerleaders and players. They shall be rostered with one cheerleading squad only.

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SECTION 3. - REGISTRATION

A. All players and cheerleaders shall furnish the following:

1. **General Release** - The parent or legal guardian must give their consent before a player or cheerleader is allowed to participate in LPYF activities. This form shall also include a general release of liability. This form must be signed in person and witnessed.
2. **Registration Form** - Players shall furnish their name, address, phone number, parents or guardians name, age birth date, weight, school attending, and grade. Cheerleaders shall also furnish the above information except for their weight. An emergency contact person, their relation, and their phone number shall also be required.
3. **Proof of Age** - Players and cheerleaders shall provide a photocopy of their birth certificate unless a copy is on file with the secretary.
4. **Fee** - Each year the Board will set a fee schedule prior to sign up. The fee will include the cost of a trophy to be given at the end of the season to those players and cheerleaders who complete the season. The registration fee will be refunded for both players and cheerleaders if not enough players sign up to field a team (see Article IV, Section 3. - FOOTBALL TEAMS) or if a verifiable medical condition exists that prevents the participation of a player or cheerleader prior to start of the first practice. The registration fee will not be reimbursed if a player is not permitted to play due to overweight/underweight discovered at any pregame.
5. **Scholastic Fitness** - The player/cheerleader shall furnish a photocopy of their most current report card.

B. Assignment of Player/Cheerleaders

1. New players shall be assigned to their team by the “draft” method. Veteran players who remain in the same division as the previous year will continue to play for the same team, but will be considered a new player and eligible for draft when going from one division to another.
2. Drafts will be conducted prior to the commencement of practice unless supplement draft and registrations are needed to meet maximum roster limits.
3. Team drafts (for all teams) will be scheduled by the Board.
4. Veteran cheerleaders who remain in the same division as the previous year will continue on the same squad, but will be considered a new cheerleader when going from one division to another.

C. Teams including the team’s cheerleaders will be registered and carry insurance.

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ARTICLE VI. - FUNDRAISING

SECTION 1. - ALL FUNDRAISING

- A. All fundraisers shall be approved by the Executive Board. Upon approval the board shall draft a Letter of Authorization indicating the purpose and use of the funds being raised. No fundraising will take place until the Letter of Authorization is signed by the President.
- B. Only current Executive Board members are authorized to solicit funds, goods, or services on behalf of the Association without written permission.
- C. All fund raising volunteers who work door to door, business to business, telephone, or via a postal service shall be considered authorized when their name is on the Letter of Authorization.
- D. No former, current, or future board member shall automatically appoint themselves to solicit any funds, goods, or services in the name of Lake Placid Youth Football. Law enforcement will be notified if any unauthorized person or persons knowingly solicits funds, goods, or services in the name of Lake Placid Youth Football.
- E. All funds that are generated shall be counted by two (2) board members and promptly turned over to the Treasurer for deposit into the general fund.
- F. Receipts will be given to those donors who request them.

SECTION 2. - SPECIFIC PURPOSE FUNDRAISING

- A. All specific purpose funds shall be deposited into the general fund and earmarked for the use of that special purpose. (For example cheerleading uniforms.)
- B. When the specific purpose has been satisfied, any remaining funds shall become available for general use to the Association.

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ARTICLE VII. - FORMS & GLOSSARY

SECTION 1. - FORMS

- A. Lake Placid Youth Football should use the forms provided by the League and PWLS when they are available.
- B. The Board shall produce and authorize all forms used in the registration of players and cheerleaders, coaching candidates, and the inventory and control of LPYF property.
- C. No form shall be used where a signature is required by players, cheerleaders or their parents, coaches, volunteers without the approval of the Executive Board.

SECTION 2. - GLOSSARY

- A. The word “shall” in terms of these bylaws means the act or condition is required without exception.
- B. The word “will” in terms of these bylaws means the act or condition is required but with noted exceptions.
- C. The word “should” in terms of these bylaws means the act or condition is strongly recommended but not required.
- D. The words “can” or “may” in terms of these bylaws means the act or condition is allowed.