

# **Lone Peak Youth Football District Bylaws**

Originally Adopted: August 4, 2008

Revised: January 19, 2009

## **1 DEFINITIONS AND PURPOSE**

- 1.0.0 The name of this organization is the Lone Peak Youth Football (LPYF) District.
- 1.0.1 The LPYF is a member of the Utah County Football Conference (UCFC).
- 1.0.2 As a member of the UCFC, the Bylaws set forth in this document are intended to fully abide by and are subordinate to the UCFC Bylaws.
- 1.0.3 The terms "President", "District President", "Board" or "District Board" as used in these Bylaws refer to the governing body of the LPYF District.
- 1.0.4 A "member" of the District is defined as a parent or guardian of a registered player or a person registered with the District as a volunteer coach.
- 1.1.0 The purpose of these Bylaws is to set forth the rules governing the organization and administration of the LPYF District only.

## **2 ORGANIZATION**

- 2.0.0 The LPYF District represents the residents of the geographical area defined by the boundaries of Lone Peak High School. The formal boundaries of the high school are dictated by the Alpine School District and are therefore subject to change.
- 2.1.0 The LPYF District is governed by a District President and a District Board consisting of seven District Officers. These Officers are:
  - a. District Representative at the conference level, hereafter "Conference Representative"
  - b. Treasurer
  - c. Registrar
  - d. Coaching Representative
  - e. Field Representative
  - f. Advertising/Fundraising Representative
  - g. Equipment Representative
- 2.1.1 Each member of the District Board is considered a voting member and is authorized to vote on all motions brought before the District.
- 2.1.2 The District President shall have a vote if and only if a motion before the Board results in a split vote, at which time the President's vote is considered the tie-breaker.

## **3 DUTIES OF THE DISTRICT BOARD**

- 3.0.1 To enforce the Articles, Bylaws, policies and decisions of the UCFC.
- 3.0.2 To establish, adopt and enforce the Bylaws, policies and decisions of the LPYF District.
- 3.0.3 To supervise the finances of the District.
- 3.0.4 To sit in review as a Board of Appeals regarding interpretation of Bylaws, protests, and discipline. The decision of the Board is a final determination and not subject to further review.
- 3.0.5 To enact, amend, repeal, and adopt Bylaws as the Board from time to time deems necessary and advisable.
- 3.0.6 To have jurisdiction over the actions of any individual participant in any activities of the District.
- 3.0.7 To determine the insurance coverage and level to be maintained by the District and so instruct the Treasurer.
- 3.0.8 To establish regulations not having the status of Bylaws for the conduct, operation, administration, and direction of the District.
- 3.0.9 To establish District Committees and approve and appoint all committee members.
- 3.0.10 To appoint a replacement for the unexpired term of the President or any District Officer should the President or Officer for any cause be unable to complete the normal term of office.
- 3.0.11 To direct the President and District Committees to undertake specific actions.
- 3.0.12 To approve and ratify recommendations, actions, and contractual commitments of the District.
- 3.1.0 **Duties of the District Officers**
- 3.1.1 **Conference Representative**

- 3.1.1.1 To represent the District at all UCFC meetings.
- 3.1.1.2 To propose adoptions or amendments to UCFC Bylaws, policies, and regulation
- 3.1.1.3 To report to the District Board all minutes from the UCFC meeting.
- 3.1.2 **Treasurer**
- 3.1.2.1 To control all fund matters of the District.
- 3.1.2.2 To receive and disburse monies as prescribed in the Bylaws. The Treasurer shall have, along with the President and Equipment Representative, signing authority for all disbursements.
- 3.1.2.3 To supervise and audit the District's financial condition and submit a quarterly report of all financial transactions.
- 3.1.2.4 To acquire such insurance policies as prescribed by the Board and administer them.
- 3.1.3 **Registrar**
- 3.1.3.1 To establish and control the registration guidelines and procedures.
- 3.1.3.2 To control the administration of the District website.
- 3.1.3.3 To collect and deliver to Treasurer all registration fees.
- 3.1.3.4 To obtain a written agreement from the parents or guardians of each player that he/she may participate.
- 3.1.3.5 To ensure that all registered players live within the District's boundaries and are registered properly.
- 3.1.3.6 To provide to the District Board a report of the number of registrants per middle and elementary school.
- 3.1.4 **Coaching Representative**
- 3.1.4.1 To supervise the selection of coaches for all teams within the District
- 3.1.4.2 To arbitrate a timely filed protest by a member of the District with regard to any alleged impropriety of a District coach.
- 3.1.5 **Field Representative**
- 3.1.5.1 To organize and distribute the schedule of games each year as provided by the UCFC.
- 3.1.5.2 To secure and maintain the home playing and practicing areas used by the District.
- 3.1.5.3 To provide, assign, and supervise the field representatives at each home game.
- 3.1.5.4 To provide for the orderly conduct of the games and fans in attendance at all home games.
- 3.1.5.5 To collect all game reports and scores and provide them to the UCFC as required..
- 3.1.5.6 To function as the official scorekeeper for the District.
- 3.1.6 **Advertising/Fundraising Representative**
- 3.1.6.1 To develop and administer programs for all acceptable methods of raising funds.
- 3.1.6.2 To manage all advertising and promotion of the District.
- 3.1.6.3 To organize and administer the scholarship program of the District.
- 3.1.7 **Equipment Representative**
- 3.1.7.1 To control, manage, and purchase all equipment and property belonging to the District.
- 3.1.7.2 To organize and direct the equipment distribution and collection each season.
- 3.1.7.3 To collect all equipment security deposits and safely store them until equipment is collected. In the case of missing equipment, deliver deposit checks to Treasurer for payment into District account.
- 3.1.7.4 To have, along with the President and Treasurer, signing authority for all disbursements.
- 3.2.0 **Disciplinary Powers of the District Board**
- 3.2.1 The District Board shall function as the Disciplinary Committee for the purpose of making recommendations as to the penalties imposed for alleged Bylaw infractions.
- 3.2.2 To approve all disciplinary action taken by the District President.
- 3.2.3 To hear all appeals for disciplinary redress.

#### **4 DUTIES OF THE DISTRICT PRESIDENT**

- 4.0.1 To organize and preside at the Board meetings.
- 4.0.2 To publish the agenda and minutes of the Board meetings on the district website.
- 4.0.3 To make recommendations regarding District policies and procedures to the District Board.
- 4.0.4 To conduct the District elections as set forth in Section 5.1.0.

- 4.0.5 To implement the directives and policies of the District Board and the UCFC.
- 4.0.6 To interpret, implement, and enforce the Bylaws, policies and decisions of the District Board and UCFC.
- 4.0.7 To conduct negotiations on matters affecting the District and execute contracts for and in behalf of the District as authorized by the District Board.
- 4.0.8 To arbitrate a timely filed protest by a member of the LPYF District with regard to any alleged impropriety, other than coaching issues, which occurs in a game played by a member team.
- 4.0.9 To initiate, conduct, and conclude investigations with respect to infractions and violations of the Bylaws, policies, and regulations of the District; to order audits of financial records of the District; to conduct hearings with respect to Bylaw infractions and violations, including the taking of testimony and evidence; to make and enter findings and conclusions regarding infractions and violations; to establish, impose, and enforce fines and penalties, including probation and suspension of any District member, subject to review of the District Board as set out herein.
- 4.0.10 To have, along with the Treasurer and Equipment Representative, signing authority for all disbursements.
- 4.0.11 To direct the general affairs of the District not specifically reserved for the Board members, subject to review by the same.
- 4.1.0 **Disciplinary Powers of the President**
- 4.1.1 To investigate alleged violations and infractions of the Bylaws and policies of the District.
- 4.1.2 To undertake an investigation with respect to infractions and violations and call for and conduct audits of District books and records.
- 4.1.3 To hold and conduct hearings with respect to alleged violations and infractions. Such hearings shall be conducted after due notice has been given to the District member under investigation.
- 4.1.4 To analyze and evaluate the evidence and statements and to determine the appropriateness of sanctions, probation or suspension
- 4.1.5 Upon the conclusion and determination made by the President that a violation of the Bylaws or policies of the District has occurred, the President shall present the findings to the District Board for approval of disciplinary action.
- 4.1.6 The basis and grounds for investigation by the President shall include one or more of the following elements:
  - 4.1.6.1 An alleged violation of any provision of the Bylaws.
  - 4.1.6.2 Unsportsmanlike conduct or other actions on the field which are degrading to the District or Conference.
  - 4.1.6.3 Striking any coach, assistant coach, official, player, spectator, or any other person involved with any District activity.
  - 4.1.6.4 Using profane or obscene language, whether on the field of play or as a spectator.
  - 4.1.6.5 Any unauthorized use of funds by a District Official.
- 4.1.7 In the event it is determined that any team within the District has violated Bylaw 10.1.0 by allowing an ineligible player to participate in any Conference game, the President shall have the discretion to impose sanctions against the ineligible player or coach as he/she deems appropriate, subject to review by the District Board as provided in Section 7. If it is determined that the violation was intentional and committed with the knowledge of the team coach, the team shall forfeit all games in which the ineligible player has participated.

## **5 RULES OF THE ORGANIZATION**

- 5.0.0 All District Rules, Regulations, and Bylaws shall be published on the District website and kept current at all times.
- 5.1.0 **Elections**
- 5.1.1 All persons seeking a position as a Board Officer or District President shall, at time of election, have been a member of the District for a minimum of one (1) year and be free of any disciplinary action for a minimum of two (2) years.
- 5.1.2 The District President shall be elected for a term of two (2) years commencing in November of all even numbered years. The President shall be elected by the District Board on a majority vote. The vote shall be held during the month of October and is to be conducted by the Registrar.
- 5.1.3 Each nominee for President shall have served at least one (1) year as a member of the District Board.
- 5.1.4 If the incumbent President chooses not to seek re-election, and no other candidate is willing to stand for election to the office of President, who meets the qualifications above, the District Board may specify lesser qualifications that will apply to that election.

- 5.1.5 The Treasurer, Coaching Representative, and Field Representative shall be elected for a term of two (2) years commencing in December of all even numbered years.
- 5.1.6 The Conference Representative, Registrar, Advertising/Fundraising Representative, and Equipment Representative shall be elected for a term of two (2) years commencing in December of all odd numbered years.
- 5.1.7 All District Officers shall live within the LPYF boundaries at the time of election and shall remain residents throughout his/her term.
- 5.1.8 Nomination for District Offices shall be submitted to the District President by October 31 of each year. Notification by email will then be made to all members of the District who have registered email addresses with the District. Voting shall take place during the November Board meeting or by absentee ballot provided by the District upon request.
- 5.1.9 The District Officers are to be elected by the parents and coaches within the District on a majority of cast votes by November 20 of each year.

#### 5.2.0 **Meetings**

- 5.2.1 The District Board shall hold regular monthly meetings in at least seven (7) calendar months during any twelve (12) calendar months at such place, date, and time as shall be designated by the President. Notice shall be given not less than five (5) days prior to the meeting date. The notice shall be delivered directly by email to the District Board and posted on the District website. The meeting is open to all members of the District.
- 5.2.2 Special meetings of the District Board may be called by or at the request of the President or any District Official. Notice shall be delivered directly by email to the District Board and may, at the discretion of the Board, be closed to any non-District Official.
- 5.2.3 All meetings shall be conducted under the standard of "Robert's Rules of Order" unless temporarily suspended by a unanimous vote of those present.
- 5.2.4 A majority of the Board shall constitute a quorum for the transacting of business at any meeting of the Board, other than business affecting a change to the Bylaws, which will require the presence at least 6 Board Officials.

#### 5.3.0 **Amendments, Appointments, and Dismissals**

- 5.3.1 Any and all amendments, deletions, additions, or changes in the Bylaws of the District shall be submitted to the Board for a vote. An affirmative vote by at least five (5) Board Officials is necessary to affect any changes to the Bylaws. All submissions shall be made prior to the regularly scheduled Board Meeting in June of each year. Approved changes to the Bylaws made by the June meeting shall become effective immediately unless specified by the Board. Submissions occurring after the June deadline shall be considered for vote after the election and sitting of any new Officers.
- 5.3.2 Any vacancy occurring on the District Board or office of President shall be filled, for the unexpired term, by appointment by the District Board on a majority vote.
- 5.3.3 A Board Officer or President may be removed for cause by a five (5) vote majority of the District Board. Items for cause include, but are not limited to, failure of a representative to attend two (2) regular Board Meetings in a calendar year without a reasonable excuse.

### **6 FINANCE**

- 6.0.0 All monies and assets, real and personal, obtained by the District whether through registration fees, gifts, fundraising projects, or other sources, shall and are deemed to be the property of the LPYF District to be held, invested, and distributed subject to the provisions of this Bylaw.
- 6.0.1 All monies from whatever source collected or received by the District shall be forwarded to and deposited with the Treasurer not later than three (3) working days from the date of receipt thereof.
- 6.0.2 All property and assets secured or obtained by the District, real or personal, shall be held for the sole and exclusive use of the District. District property or assets are not available for use for purposes other than specified in these Bylaws unless by unanimous vote of the Board.
- 6.1.0 Disbursements of District funds shall require two (2) signatures.
- 6.2.0 Any disbursements of over five hundred dollars (\$500.00) require the advanced approval of the Board.
- 6.3.0 The Treasurer will furnish reports quarterly of the financial position of the District to the President and each District Official. Such reports shall be prepared on or before the fifteenth (15<sup>th</sup>) of each calendar quarter for the previous quarter's activity.
- 6.4.0 The financial records of the District shall be made available, upon written request and for proper reason, to any member of the District.
- 6.5.0 The District must at all times be covered by the proper insurance policies.

### **7 DISTRICT DISCIPLINE**

- 7.0.0 For infraction or violation of the District Bylaws, the District may impose sanction, probation, or suspension as hereinafter defined upon a District Officer, coach, assistant coach, team, player, or anyone else involved with any District activity.
- 7.0.1 Sanctions are defined herein as forfeiture of games, ineligibility of a player, coach, assistant coach, District Officer, team or anyone else involved with any District activity to participate in one or more games or other restriction and condition placed on full participation in the District short of probation or suspension. Players and/or coaches that are ejected from any game for any reason, whether participating as a player, coach, or spectator, are immediately ineligible and cannot participate in any way during the remainder of the game. In addition, if this is the players' or coaches' first (1<sup>st</sup>) ejection of the season, he/she shall not be eligible for the next scheduled game that he/she would participate as a player or coach. If this is the players' or coaches' second (2<sup>nd</sup>) ejection of the season, he/she shall not be eligible for the next two (2) scheduled games. After three (3) ejections during any one season, the player and/or coach shall not be eligible to participate for the remainder of the season, including post-season play.
- 7.0.2 Any illegal participation of any ineligible player and/or coach will result in the forfeiture of any and all games the ineligible player and/or coach participated. In the event of a forfeiture of any games, the rule shall be to award the win to the opposing team of a forfeited game and a loss to the forfeiting team. Said awarded wins may substantially change the year-end standings.
- 7.0.3 Probation is defined herein as a conditional status for a serious violation of the rules and Bylaws of the District. A team, coach, assistant coach, District Officer or anyone else involved in any District activity, under probation, may be precluded from participation in any District activity.
- 7.0.4 Suspension is defined herein as a serious breach of the rules and Bylaws of the District, cumulative or individual. A coach, assistant coach, District Official or anyone else involved in any District activity, if suspended, is not eligible to participate in any District activity as of the date of the suspension. The suspension of any individual may be for either a definite or indefinite term.
- 7.1.0 **Disciplinary Appeal Procedure**
- 7.1.1 All appeals of disciplinary action taken or not taken by the District must be submitted in writing by email (lpyf.admin@hotmail.com) through the District President to the District Board within ten (10) days after the written or verbal decision of disciplinary action by the District.
- 7.1.2 The appeal will be heard by the District Board at the next regularly scheduled meeting of the Board, or, if immediate action is deemed necessary, by email correspondence. In its review, the District Board shall consider the President's decision to be presumptively correct, and the decision shall not be reversed or overturned unless it is shown to be clearly erroneous, arbitrary or capricious and by a majority vote of the Board. If the decision of the President is reversed or modified, the Board shall determine the sanction, probation, or suspension, if any, to be imposed.
- 7.1.3 Until reversed or modified, the decision of the President shall remain in full force and effect.
- 7.1.4 No person shall be deemed to have exhausted available Administrative remedies until the person has timely perfected an appeal through the President and a decision on that appeal has been made by the District Board. To the extent allowed by law, no person shall have a right to appeal or challenge disciplinary action in a court of law until that person has exhausted available administrative remedies as provided in the immediately preceding sentences.

## **8 EQUIPMENT**

- 8.0.0 All equipment purchased by the District shall be reserved for the exclusive use of the District.
- 8.1.0 All equipment will be stored within two (2) weeks after the final game of the season.

## **9 COACHES**

- 9.0.0 The District shall appoint one (1) head coach for each team. These coaches should be of unquestionable character with a profound interest in and knowledge of football and the players.
- 9.1.0 All coaches shall reside within the District boundaries and may coach any team, but his son(s)/daughter(s) must play for the appropriate team as set forth in Section 11.
- 9.2.0 A coach or assistant coach should at all times set a good example by his/her behavior for the players in his/her charge. He/she should always remember to:
- 9.2.1 refrain from smoking in front of players during game time or practice time;
- 9.2.2 refrain from profane or abusive language in the presence of the players;
- 9.2.3 not criticize players in front of spectators, but reserve constructive criticism for private;
- 9.2.4 accept decisions of officials on the field as being fair and called to the best ability of the officials;
- 9.2.5 not criticize the opposing team, its coaches, or fans by word of mouth or gesture;
- 9.2.6 not permit "sweating down" tactics so that a player will make the team X-man weight;
- 9.2.7 not permit a player to re-enter any game after being badly bruised or injured;

- 9.2.8 be prepared to hold down the score of any game, once the outcome of that game is no longer in doubt.
- 9.3.0 A coach who, during the same calendar year, has acted as a head coach or assistant coach in another youth contact football organization (excluding high school football) may not be a head or assistant coach of a LPYF District team in the same age classification.

## **10 REGISTRATION**

- 10.0.0 Registration cutoff occurs at the time designated each year by the District Board. Each player will be designated to a school grade at the time of registration. No player registering prior to the deadline shall be placed on a waiting list.
- 10.0.1 Player registration will include (1) signed Consent for Athletic Emergency Care form; (2) signed Parent or Guardian Permit to Participate form; (3) signed Parent/Player Code of Conduct form; and (4) registration fee. All items must be collected prior to any equipment distribution.
- 10.0.2 Any player who does not provide the required documents or submits the registration fee by a designated date as set and published by the District Board shall forfeit his/her spot on a roster.
- 10.0.3 Players registering after the cutoff shall be placed on a waitlist and may be placed on a team as per Section 11 if the number of players on that team is less than twenty-five (25).
- 10.1.0 **Residence Requirements**
- 10.1.1 A player is eligible to play in the District if the player resides within the boundaries as of the date the player is placed on an official roster. Residency is determined by the player's custodial parent or legal guardian place of residence. Bylaws residence requires two elements: (1) bodily presence at a domicile (2) with the intention of remaining in that place more or less indefinitely. Moving into the District temporarily for the purpose of establishing residency for a player to play football does not satisfy these elements. Subject to the foregoing, unless the contrary is shown by competent evidence, the residence or domicile of a player will be determined in accordance with the following standards: (a) the residence of a player is normally that of the player's father, or if the father is dead, that of the player's mother; (b) if both parents are dead, then the player's residence is that of the duly appointed guardian; (c) if the parents are separated or divorced, a player's district of residence is the district of residence of the parent to whom custody is awarded and with whom the player lives; (d) a player whose parents or guardian move into the District to establish a permanent residence is eligible to register in the District; (e) a player properly listed on an official roster will not become ineligible to play the remainder of the current football season merely because the parents or guardian subsequently remove their legal residence from the District *unless* the parents or guardian originally moved into the District as a pretext to gain residence for the player to play football for the District; and (f) if the custody of a player has been granted to any person by court order or by foster placement made by a licensed child placement agency with a resident family in the District, the residency of the person to whom custody was awarded constitutes the residency of the player. Any dispute regarding the residency of a player will be resolved by the District Board.
- 10.1.2 If a player inadvertently, but innocently registers in the LPYF District but is not a resident of the District, that player shall be removed from the team and given a full refund, minus any website administration fees, of all registration fees provided the acknowledgment is made prior to the beginning of the second (2<sup>nd</sup>) week of practice. In the event a player knowingly registers in the District without being a resident, upon discovery, that player shall be removed from the team and refunded his/her registration fee less a fifty dollar (\$50.00) administrative fee if discovered before the second (2<sup>nd</sup>) week of practice. No refund will be given for discovery after the second (2<sup>nd</sup>) week of practice.

## **11 TEAM DIVISIONS**

- 11.0.0 **All Grades**
- 11.0.1 After the deadline set by the District Board for the collection of all registration fees, the Board shall meet for the express purpose of dividing all registered players into District teams according to the following rules:
- 11.0.1.1 The maximum number of players on any one team shall not exceed twenty-five (25). The minimum number of players on any one team shall not be fewer than seventeen (17).
- 11.0.1.2 In the event the number of players in any grade is greater than twenty-five (25) but less than thirty-four (34) (enough to form two teams), the Board may, with the coach's consent, increase the maximum limit to twenty-eight (28) players. The first twenty-eight (28) players to register, according to the official date and time of registration, shall constitute the team. The remaining registered players shall be given a full refund of any monies paid.
- 11.1.0 **Grades 1<sup>st</sup> – 5<sup>th</sup>**
- 11.1.1 In the event that two or more teams can be formed in any particular grade, the teams shall be split by elementary school boundaries and then, if necessary, by middle school boundaries. The school boundaries are defined by the Alpine School District boundary map as of July 1 of each year.

- 11.1.2 Where possible, all players in a particular grade and within a particular elementary school's boundary shall remain together on one team. It is understood that situations will arise that may prohibit the implementation of this rule. In such a case, every effort shall be made by the Board to affect the least amount of players and arrive at an equitable solution.
- 11.1.3 In the event that any particular elementary school has more than twenty-five (25) registered players, the first twenty-five (25) registered players, according to the official date and time of registration, shall constitute one team. The remaining players shall be combined with another team, provided that, after the addition of the new players, that team's roster does not exceed twenty-five (25).
- 11.1.4 In the event that any particular elementary school has less than twenty-five (25) registered players, that school may be combined with another school or schools in the same situation as long as the combined team does not exceed twenty-five (25) players. Efforts will be made to combine, if possible, teams from adjacent schools.
- 11.1.5 It is understood by all that from year to year a team's composition can and may change due to any number of reasons, such as: official boundary changes or an increase or decrease of the number of registrants across the District. It is also understood that no effort by the Board shall be made for the sole or primary purpose of preserving a previous year's team.
- 11.2.0 **Grades 6<sup>th</sup> – 8<sup>th</sup>**
- 11.2.1 All players within the District in grades 6<sup>th</sup> – 8<sup>th</sup> will be divided according to middle or junior high school boundaries.
- 11.2.2 The District will provide one A team for each grade from each school boundary, and where the number of players permit, one or more B teams.
- 11.2.3 In the event that any particular grade has more fifty (50) players but less than fifty-six (56), the Board may, with the coaches' consent, increase the maximum limit on each team to twenty-eight (28) players.
- 11.2.4 In the event that any particular grade has more than fifty-six (56) players, one A team and at least two B teams will be formed. The A team coach shall select his/her team as desired but with the restriction that no fewer than thirty-four (34) players are left to divide among the B teams. These remaining players shall be selected by the B coaches through a draft.
- 11.2.5 All B coaches shall be prohibited from contacting any player or parent for the purpose, implicit or explicit, of influencing, pressuring, and/or recruiting a player to play, or a parent to assist as a coach, on his/her team before the selection of the A team is complete.
- 11.3.0 If, after careful and complete examination of the aforementioned rules, a situation arises where application of the rules is unattainable, the Board, at its full discretion, shall divide teams as it deems appropriate.