

2022



BYLAWS

2022 Edition

**MERKEL YOUTH FOOTBALL AND CHEER ASSOCIATION
PHILLIP CONKLIN, PRESIDENT
KRISTY CARNES, VICE PRESIDENT**

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WELCOME!

Thank you for participating with Merkel Youth Football and Cheer Association. We hope you agree that you have a great contribution to make to our organization and that you will find your experience with us is rewarding and memorable. We look forward to the opportunity to provide a safe and fun environment for your family to participate in youth football and cheer within the community.

ARTICLE I: ASSOCIATION

SECTION I: NAME

The name of this organization shall be Merkel Youth Football and Cheer Association (Texas), to be referred to as MYFCA.

SECTION II: ORGANIZATIONAL STATUS

This Association shall be a non-profit organization conducting itself in a manner consistent within the Internal Revenue Code 501(c)(3), with tax-exempt status. EIN: 82-1768493.

SECTION III: ORGANIZATIONAL STRUCTURE

The structure of MYFCA shall be the Parliamentary model. In the form of this model, the board of directors shall make all final decisions based on recommendations of an elected President (Chief Operations Officer - COO/ Chief Financial Officer - CFO).

SECTION IV: ORGANIZATIONAL CONTACT, MAILING, AND LOGO

MYFCA official mailing address shall be:

Merkel Youth Football and Cheer Association
P.O. Box 193
Merkel, Texas, 79536

MYFCA official phone contact number shall be: (325) 400-9565

MYFCA official website shall be: <https://www.myfca.us>

MYFCA official logo shall be:



ARTICLE II: PURPOSE AND OBJECTIVES

SECTION I: PURPOSE

The purpose of the MYFCA is to provide a youth Football and Cheer program adhering to the principles of good sportsmanship, integrity, leadership, and teamwork.

SECTION II: OBJECTIVES

The objective of MYFCA shall be to promote the ideals of good sportsmanship, personal integrity, and team cooperation through an inclusive and active participation in the sports of football and cheer. While teaching these skills to our young athletes it is equally important to include the involvement of parents within the association and have a presence in the community. The goal is to develop and facilitate our athlete's future success in the Merkel Independent School District's athletic programs, which are focused on improving leadership capabilities, exhibiting good citizenship qualities, and learning the importance of maintaining team-minded concepts.

SECTION III: APPLICATION OF OBJECTIVES

This objective shall be reached by providing supervised training and competition with primary emphasis on the development of good citizenship and the encouragement of good sportsmanship, and a secondary emphasis on winning. Anyone wanting to participate and willing to adhere to our principals will be allowed to participate regardless of the level of their athletic ability.

ARTICLE III: MEMBERSHIP

SECTION I: GENERAL MEMBERSHIP

General Membership of the organization shall be open to any parent or legal guardian with a participating child or a volunteer approved by the Executive Board, who sincerely desires to further the objectives as outlined in the Bylaws.

SECTION II: TERM OF MEMBERSHIP

Term of Membership shall be valid for each session registered for beginning at the close of registration and ending the final board meeting of season registered for. Membership must be renewed every season.

SECTION III: RESIGNATION OF MEMBERSHIP

The withdrawal of all registered football players and/or cheerleader participants by a parent/guardian will constitute automatic resignation of membership to MYFCA and may not be reinstated until the next valid season. Members have 72 hours to revoke their withdrawal of a participant.

SECTION IV: REVOCATION OF MEMBERSHIP

Any member of the Association may have his/her membership revoked by the Executive Board for conduct unbecoming and/or violation of enacted Bylaws. Revocation of membership must be substantiated by a 2/3 majority vote of the Executive Board.

SECTION V: MEMBERSHIP DUES

Any member of the Association that does not currently pay a registration fee for a child that is participating in the Association shall pay a \$50.00 per season membership dues. All dues paid are recorded by the Treasurer and are due no later than the close of registration of that season. Volunteers are not required to pay annual dues but retain membership to the association for season in which they volunteer.

ARTICLE IV: GOVERNING BODY

SECTION I: EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors, to be referred to as the Executive Board, is the Governing Body of the Association. The Executive Board shall conduct all business, enforce all rules, and codes of conduct for the Association. The Executive Board shall have the authority to settle all disputes. All decisions made by the Executive Board are final. The board will sit from January 1 to December 31, in two-year intervals, and schedule a transitional meeting prior to December 31st. at which time the Executive Board will elect new board members to fill any vacancies, any remaining vacancies will be appointed by the President of the association in accordance with the standards outlined in the bylaws.

SECTION II: EXECUTIVE BOARD RENEWAL AND TERMS

The following shall apply to all renewal dates of Executive Board positions.

Even Years: President, Secretary, Football and Cheer Coordinators, and Fundraising/Sponsorship Coordinator

Odd Years: Vice President, Treasurer, Player Advocate, Concessions, and Equipment Coordinators

SECTION III: EXECUTIVE BOARD POSITIONS

- I. The Executive Board shall be comprised of the following positions:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Football Coordinator
 - f. Cheer Coordinator
 - g. Player Advocate
 - h. Equipment Coordinator
 - i. Concessions Coordinator
 - j. Fundraising/Sponsorship Coordinator
- II. The Executive Board may add additional Co-Coordinator positions as the Board deems necessary to fulfill the needs of the Association.

SECTION IV: PROCEDURES

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which there are inconsistencies with these Bylaws.

SECTION V: EXECUTIVE BOARD MEETINGS

- I. The Executive Board shall conduct regularly scheduled meetings that are open to the general members. Annually there will be a minimum of 6 meetings and a maximum of 12 meetings, except for any “Special” or “Emergency” Meeting. The purpose of these meetings is to conduct normal Association business, enforce rules and codes of conduct and settle disputes.
- II. Meetings may be called into “Closed Session” at any time by the President of the Association. During a closed session only Executive Board Members and Legal Counsel, if applicable, shall be present.
- III. The Executive Board shall call “Special Meetings” at the request of the President, or three voting members of the Executive Board.
- IV. All meetings shall be conducted in accordance with the posted agenda. Agendas must be posted 48 hours in advance of a regular meeting, and 24-hours in advance of a “Special or Emergency Meeting.” Discussion of items not specifically noted on the agenda is prohibited. Any business not on the current meeting agenda shall be placed on a future agenda for decision at the request of the interested parties. All Agendas shall be posted on the Associations website or other public publication as determined by the Executive Board.
- V. Meeting minutes will be recorded and made available to the general membership via the Association website, other public publications, and upon request.
- VI. Consumption of alcoholic beverages during Executive Board meeting is strictly prohibited.

SECTION VI: QUORUM

A quorum shall consist of 50% of the Executive Board members (excluding vacancies), one of who must be either the President or Vice-President.

SECTION VII: POLLING

To minimize the number of board meetings, the President of the Association may poll board members in order to reach decision regarding specific questions. The President must report these findings to the Board in writing or via email.

SECTION VIII: FORCED ABSTENTION

Any contract or other transaction between the Association and any corporation, firm, or individual, in which any of the Associations Executive Board members is directly or indirectly interested, will be considered appropriate and shall be recognized as valid, provided that the Board member with interest abstains from voting when the decision regarding the contract and/or transaction is made.

SECTION IX: BYLAW CHANGES

- I. The Association's Bylaws may be altered, amended, or repealed by the Executive Board of the Association.
- II. Changes made to the Bylaws will require that at least 2/3 (two-thirds) of the Executive Board. Further, such changes shall require 2/3 (two-thirds) majority votes for ratification.
- III. ByLaw changes shall be presented and voted upon once per year on or before August 31st.
- IV. All changes approved by the Executive Board shall take effect upon ratification of the amended ByLaws.

SECTION X: RESIGNATION

Any Executive Board member may resign his/her position by verbal or written resignation to the President or Vice-President of the Executive Board. Such resignation shall take effect and the time specified therein, or immediately if no time is specified therein. The acceptance of such resignation shall not be necessary to make it effective.

SECTION XI: REMOVAL

Any Board member who is absent for three or more meetings, having been notified 72 hours in advance to each meeting shall have his/her office declared vacant, unless the President has excused the absence.

- I. A request for excused absence must be made prior to the scheduled meeting unless special circumstances prohibit the ability to do so. The President will determine if a request will be considered excused or not.

Requests for excusal shall be made directly to the President by the excused party in writing or by phone.

SECTION XII: VACANCIES

Definition: A vacancy is a position on the Executive Board of Directors that has not been duly appointed and has not been nominated for by an existing Board Member. The only vacancy that may not be appointed by the Board is the President. Any Presidential Vacancy must be voted in by the Members of the Association. The Vice President shall act as the President in the interim. Should there be an unfilled vacancy and no existing Board Member wishes to fill that vacancy, the President shall communicate that vacancy to association membership. The vacancy will be appointed by the President of the association in accordance with the standards outlined in the bylaws.

The Association shall convene an “Annual Members Meeting” no later than December 15th of the years end. The President shall use all means of available communication to post the meeting to all members at least 72 hours prior to the meeting. The Association shall secure a venue capable of hosting the annual meeting. The Secretary shall secure ballots for any vacancies and have numbered ballots for those vacancies ready and available for all members. The Treasurer shall confirm each ballot holder is a verified member and issue ballots by name to each member present. Each member shall receive one ballot.

SECTION XIII: COMPENSATION

All Board members and other general members serve strictly as volunteers and shall not be monetarily compensated for performance of their duties. No officer or director of the Association shall use his/her position for personal gain or to obtain any benefits that are not available to the entire membership.

- I. Executive Board members will receive 50% off registration fees for one athlete enrolled in the Association. Any additional athletes will remain at set fees as set by the board for that session.
 - a. If the board member has multiple children in multiple divisions, the 50% shall apply to the oldest or highest fee schedule, whichever is more.
 - b. If the board member has three or more children, after first full registration is paid, the multi-family/household discount shall apply to all other children, just as any other member.

ARTICLE V: OFFICER DUTIES

SECTION I: PRESIDENT

- I. The President shall be the chief executive officer charge; with the overall administrative authority of the Association.
- II. Shall appoint committees as set out herein and as he / she deems necessary, assign duties to directors and members as required, and take prudent and reasonable action in circumstances not covered within the Bylaws.
- III. Shall serve as one of the Merkel Youth Football and Cheer Association's representative to the Parent Organization and/or appoint other Association member(s) to serve as required.
- IV. Work with the West Texas Rural Youth Football League (WTRYFL), or the League the association is associated with, to organize schedules and uniform concerns to the football or cheer director.
- V. Coordinate the work of the officers and committees of the association in order that the purpose may be promoted.
- VI. Confirm that a quorum is present before conducting any business at any meeting of the association.
- VII. Preside over all meetings of the association.
- VIII. Appoint chairmen of special committees subject to approval of executive board.
- IX. Be an authorized signer on all bank accounts.
- X. Be ex-officio of all committees.
- XI. Perform such other duties as may be prescribed in these Articles of Organization or assigned by the association.
- XII. The President has the authority to do only the things that are assigned to that office under the bylaws.
- XIII. Shall nominate and train successor.

SECTION II: VICE PRESIDENT

- I. Act as aide to the President.
- II. Shall preside in the absence of the President; and,
- III. Oversee any required draft of football players unless a conflict of interest arises in which case the President will oversee the applicable draft.
- IV. Provide resolution of escalated conflicts between player, cheerleaders, coaches, and Coordinators of Football / Cheer.
- V. Report conflicts to the Executive Board and forward those on to the Board that he/she cannot resolve.
- VI. Be an authorized signer on all bank accounts.
- VII. Perform other duties as assigned by the President or association.
- VIII. Shall nominate and train successor.

SECTION III: SECRETARY

- I. Record and maintain the minutes of all meetings of the association.
- II. Have a current copy of all organization documents.
- III. Perform other duties as assigned by the President or Association.
- IV. Shall nominate and train successor

SECTION IV: TREASURER

- I. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for such time as determined by applicable Local, State and Federal laws.
- II. Make disbursements as authorized by the President, in accordance with the budget adopted by the Association and approved by the Board.
- III. Present a financial statement at all regular meetings, and at other times when requested by the President or executive board.

- IV. Make a full report at the meeting at which new officers assume their duties.
- V. Ensure all tax documents, as required by State and Federal Law, are filed in a timely manner.
- VI. Be responsible for the maintenance of such books of account and records.
- VII. Will maintain a working ledger on the Association's QuickBooks Accounts and make the President aware of any items of concern regarding Association finances.
- VIII. Have at least one other board member with knowledge and experience in ALL financial dealings and responsibilities.
- IX. Shall nominate and train successor.

SECTION V: COORDINATORS OF FOOTBALL AND CHEERLEADING

- I. Oversee draft, following the established guidelines the executive board has set forth.
- II. Ensure adherence to playing rules as set forth by the WTRYFL.
- III. Act upon all protests and situations and report them to the Executive board.
- IV. The Coordinators of Football and Cheerleading shall also work with the Merkel Independent School District Athletic Director and his staff to secure practice facilities for the teams and shall allocate practice times and schedules for the MYFCA teams.
- V. Consult the executive board for ruling on assessing a "per player" fee.
- VI. Compiles a list of proposed coaches for teams and submit a written list of candidates to the Executive Board to be voted on.
- VII. In the event of conflicts between players/coaches/officials/parents, the Coordinator of Football/Cheer shall attempt to resolve such issues. If the conflict involves the Coordinator of Football/Cheer, the Vice-President shall become the Primary Point of Contact.
- VIII. Organize and advertise registration.

- IX. Organize all uniforms.
- X. Recommend revision to Standing Rules as necessary to WTRYFL.
- XI. Shall coordinate football coaching certification programs, Heads Up Football certification, Stunt and Cheer Safety, Concussion, First Aid and CPR. Assure that all coaches are properly trained not only in coaching but how to deal with parents and being a good example and role model.
- XII. Organize summer camps and conditioning camps in conjunctions with the league and the school district to maximize participation.
- XIII. Maintain direct and constant communication with the MISD Athletic Director or designee to facilitate clinics for players and coaches.

SECTION VI: PLAYER ADVOCATE

- I. Maintain injury form.
- II. Single point of contact for all injuries.
- III. Follow up with parents post injury report.
- IV. Presence at all practices to ensure safety guidelines are being followed.
- V. Primary contact regarding lightening policy enforcements.

SECTION VII: EQUIPMENT COORDINATOR

- I. Maintain all Associations equipment.
- II. Organize and maintain and keep inventory of all required coach's equipment.
- III. Responsible to issue and to retrieve all issued equipment upon the completion of each session.
- IV. Present recommendations of equipment purchase to board.

- V. Ensure current inventory of all player equipment is certified annually.
- VI. Present annual inventory to board and present inventory to new officers as they are appointed.
- VII. Perform other duties as assigned by the President or association.

SECTION VIII: CONCESSIONS COORDINATOR

- I. Sits as the Chairman of Concessions Committees.
- II. Present concessions budget to board annually and as necessary.
- III. Be an authorized signer on the General Fund bank account for concessions purchases.
- IV. Shall also work with the Merkel Independent School District Facilities Director and/or Superintendent and his staff to secure facilities for Concessions. Facilitate agreement with MISD for use of facilities and present agreement to the Executive Board for final approval.
- V. Coordinate with Volunteer Scheduling Committee Chairman for concessions personal as needed.
- VI. Perform other duties as assigned by the President or association.

SECTION VIX: FUNDRAISING/ SPONSORSHIP COORDINATOR

- I. Present Fundraising proposals to board as necessary.
- II. Coordinate and oversee fundraising projects.
- III. Reports fundraising earnings to President and Treasurer.
- IV. Solicit and secure sponsorships.
- V. Perform other duties as assigned by the President or association.

SECTION VIX: WTRYFL REPRESENTATIVE

The President (or designee) shall assign the WTRYFL Rep for the calendar year. The Rep will attend all WTRYFL meetings and provide pertinent information back to MYFCA. In conjunction with the President, will be the liaison between MYFCA and WTRYFL organizations. The WTRYFL Rep role may be filled by any active member of MYFCA.

SECTION X: SPECIAL COMMITTEES

A special committee is created to perform a specific task and is dissolved when the work is completed, and a final report has been given to the President.

A special committee should not be created to do something that is within the designated function of a standing committee.

SECTION XI: STANDING COMMITTEES

Standing committees are considered a permanent part of the organization; its function and duties do not change. The standing committee has certain functions to perform that are essential to the harmonious operation of the organization. When the board receives business that is connected to the work of a special committee, it will refer that business to the committee. The Committee Chairman will confirm all decisions with the President. Any requests requiring approval will be presented to the Executive Board.

The Committee Chairman is responsible for calling committee meetings, overseeing the completion of all work. The committee chairman should be enthusiastic about the committee work and have the time to devote to the committee. This person should be able to work well with others and inspire enthusiasm in others. The other committee members should be appointed for what each can contribute to the work of the committee and their ability to work with others on the committee. Committee work is teamwork.

ARTICLE VI: COACHING

SECTION I: BOARD RESPONSABILITIES

The Executive Board recognizes that coaches are vital to the existence of the Association, however, coaching in the Association is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in the Association will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Because of the importance of coaching positions, the Board has an obligation to the membership and the participants to screen carefully individuals applying for positions as coaches.

SECTION II: COACHING CANDIDATES

Any individual may apply to become a coach in the Association. To be considered for any coaching position (head or assistant) in the Association, an individual must provide the following:

- I. Complete coach's registration form online.
- II. Agree to allow the Association to conduct a criminal background check.
- III. Be available for coach's interview

SECTION III: BACKGROUND CHECKS

All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the President and Vice President. Background checks will be kept confidential except where a report to legal authorities is deemed necessary. The President and Vice President will only indicate a status of acceptable or unacceptable when reporting the results to the Board for coaching selections.

SECTION IV: COACHING SELECTIONS

The Football/Cheer Coordinator will make all coaching selections at their discretion and will present selections to the Executive Board by at date determined by the Board. The Football/Cheer Coordinator will take into consideration the following items when making selections:

- General information from coach's application.
- Previous coaching experience with the Association.

Prior coaching experience in related activity (football or cheerleading).
 Football or cheerleading background/experience.
 Coaching certifications.
 References.
 Background check results.
 Conduct in this association or other association they have been affiliated with.

If a team does not have a parent coach assigned, then the coordinator will appoint an appropriate resource to the team to fill the coaching position.

The Football/Cheer Coordinators shall not select a coach without having information required by candidates as outlined in Article VI Section II of these Bylaws.

The Executive Board shall not approve a selection of a coach without having information required by candidates as outlined in Article VI Section II of these Bylaws.

SECTION V: COACHES LINE OF SUCCESSION

Example – 2-Year Rule*

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Flag	Coach A	Coach A						
MM	Coach B	Coach B	Coach A	Coach A				
JPW	Coach C	Coach C	Coach B	Coach B	Coach A	Coach A		
PW	Coach D	Coach D	Coach C	Coach C	Coach B	Coach B	Coach A	Coach A

Example – Vacancies

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Flag	AHC 1	HC 1						
MM			HC 1	HC 1				
JPW					HC 1	HC 1		
PW							HC 1	HC 1

A Vacancy in Year 3 would allow HC 1 to enact the 2-year rule, allowing them to remain HC for the remainder of their tenure.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Flag	AHC 1 (HC 1) HC 2 (2 nd Year)	HC 1						
MM		HC 2	HC 2	HC 1				
JPW				HC 2	HC 2	HC 1		
PW						HC 2	HC 2	HC 1

If an assistant enters at year 1, and a vacancy opens at Year 2 because the Head Coach moves to the next division, the Assistant would remain 1st Assistant every other year if they chose to become Head Coach for Year 2.

Under this rule, the Assistant can opt. to fall into the 2-year rule after their 1st year of Assistant if they choose, so long as it does not disrupt the line of succession of any incoming head coach that has already established their 2-year rule.

Any coach that has already established their 2-year rule, will automatically remain the head coach until they have maxed out at the PeeWee level. If there is a vacancy and does not disrupt the 2-year rule for another coach, they may remain the head coach until the time that a head coach has moved into that position.

SECTION VI: COACHING RESPONSABILITIES

- I. Signed coaching ethics statement for both the MYFCA and WTRYFL.
- II. All head coaches will be appointed by the Board based on a recommendation by the Football or Cheer Coordinator and will be notified of their selections.
- III. A head coach is given authority to direct the activities of his/her team if those activities do not violate any legal codes, the Association's Bylaws, WTRYFL Bylaws or any of the Association's / WTRYFL stated codes of conduct or Executive Board directives.
- IV. All head coaches must support and participate in the MYFCA scheduled events and follow practice location and times outlined in the Association's calendar.
- V. Assistant coaches may be identified by head coaches; however, the Board must approve all assistant coaches. Assistant coaches are required to provide information outlined in Article VI Section II of these Bylaws.

- VI. Head coaches will be held responsible for the conduct of all assistant coaches for his/her team and may request to remove an assistant coach from his/her position; however, any removal must be approved by the Vice President and/or Football or Cheer Coordinator. Any appeals for a removal decision must be presented to the Executive Board for review.
- VII. Head coaches are responsible for holding assistant coaches, participants, and parents/guardians accountable of all applicable rules, Bylaws, and codes of conduct.
- VIII. Head Coaches shall be responsible for ensuring they have a three-person Chain Crew for every scheduled home game and playoff game where they are identified as the home team. Failure to provide a Chain Crew may result in forfeiture of game and loss of Head Coaching status for the remainder of the season.
- IX. Head Coaches shall be responsible for any MYFCA issued equipment. Any items that may be damaged or lost in the course of the season shall be immediately reported to the Equipment Coordinator. MYFCA equipment not returned or lost, depending on circumstances, will be required to be replaced by the Coach(es) that signed for said equipment.

SECTION VII: REMOVAL

The Vice-President may remove any head coach, assistant coach, or volunteer for knowingly, willfully, and intentionally violating any part of Article IX: Conduct or any instance that jeopardizes the safety of any participant.

The Vice-President will immediately notify the President of the removal and draft a statement for the Board of Directors to present at the next Regular Scheduled Meeting, or if necessary, the President may call a Special Called Meeting to address the removal.

Any appeals for a removal decision must be presented to the President for review in writing no later than the 7th day of removal. The President will convene a hearing with the Board of Directors and oversee the appeal.

ARTICLE VII: MYFCA POLICIES

SECTION I: ZERO TOLERANCE POLICY

Reference Article IX: Conduct.

SECTION II: INCLEMENT WEATHER POLICY

The approved weather monitoring app for MYFCA will be WeatherBug®. This is a free app that may be downloaded to your personal devices and monitored in the event of inclement weather.

When to call off or pause practice or games:

When lightning is present within 10-mile radius all outdoor league activities must be stopped for 30 minutes. If lightning strikes during the waiting period, the 30 minutes starts over. During this waiting period all individuals are advised to seek shelter in their vehicle or move to a covered area of the facility. To resume activities there must be no lightning within a 10-mile radius for 30 minutes.

Practice or Games will only be delayed or cancelled by MYFCA in the event of lighting in the area.

Practice fields will be monitored for inclement weather by MYFCA's Player Advocate, Coaches will be notified if there is a need to delay or cancel practice due to lighting in the area.

The team or squad Head Coach is also responsible to monitor weather conditions and delay or cancel practice in the event of lighting in the area. A Head Coach may or may not call off practice due to rain if lightning is not present.

During games, the Referees and the WTRYFL field representative will monitor weather and make decisions regarding delaying or cancellation of games.

Anyone who is present at the field for practice and notices lightning in the area, as described above or using the approved monitoring app, is encouraged to notify the head coach or any MYFCA Board Member immediately. The MYFCA Player Advocate shall pause or call off any practice at any time when inclement weather, as described above, is present.

SECTION III: PAYMENT AND REFUND POLICY

Form of Payments we accept:

Registration Fees: Via Credit Card through our website, personal check, money orders, cashier checks, and cash at onsite registration.

Returned Checks: If MYFCA receives a returned check the account will be assessed a \$25 dollar returned check fee as well as a surcharge for the total amount due for uniform or equipment. The account holder will have 24 hours to pay the full amount due via credit card through our website, or cashier's check/money order paid in person to MYFCA Treasurer. Nonpayment will result in dropping the child from the program. There will be no refund of any prior paid fees.

Payment arrangements for registration may be requested at any time from any person wishing to register their child. All payment arrangements must be made through the Treasurer and are at the President's discretion. No payment arrangement date may be past the final onsite fitting date. Any person requesting a payment arrangement will receive a copy of this policy.

- I. Reminders will be sent periodically by MYFCA Treasurer to anyone who has upcoming payment dates.
- II. In the event that a payment arrangement payment is missed there will be a 3-day grace period, emails will be sent regarding the missed amount. If payment is not made by 8pm on day 3 of the grace period, the total amount due must be paid within 24 hours. If no payment is made the child will be removed from the current registration. Exceptions to this can be made at the discretion of the Vice President or President's Approval. Failure to make payments results in forfeiture of all funding paid toward the season.

Refunds: The MYFCA standard policy is all fees are non-refundable. There will be some exception to this policy as outlined below.

Formal Refund Requests must be made through the Treasurer via email or regular mail; PO Box 193, Merkel, Texas, 79536, no exceptions.

- I. Full Refunds may be made immediately only in extenuating circumstances to include Military deployment, or *emergency relocation out of our boundaries. MYFCA Treasurer will verify supporting documentation such as military orders or new lease agreement for an out of boundary residence and will issue refund with Vice President or President approval.
- II. Any requests for any other reason than the extenuating circumstances outlined above will be brought to the board for review at the next scheduled regular board meeting, when the request is made MYFCA Treasurer will

notify the requestor of the next board meeting date, where the request will be reviewed. After the meeting MYFCA Treasurer will notify the requestor of the board decision.

- III. Any approved refunds will be made in the same form payment was accepted less any processing fees; extenuating circumstances outlined above warrant a full refund.
- IV. Partial refunds may be made in certain situations as determined by the board and approved by the President.

SECTION IV: SCHOLARSHIP AND DONATION POLICY

Scholarships will be available to MERKEL Independent School District Student's families experiencing financial hardship. MYFCA scholarship funding is compiled from sponsorship and donations. MYFCA scholarship funding may be allocated to as many families or as few as the MYFCA Board of Directors sees fit and can be used toward all cheer, all football, or a mix of both. Scholarship funding may be used to cover any of the fees associated with participating including, but not limited to, registration, uniforms, and equipment.

All scholarship requests must be made using the official scholarship request form following the directions outlined. These requests will be sent to the Treasurer and President and will then be submitted to the board for approval.

All scholarships must be approved via a majority vote at the regular board meetings which occur between session registration open and close.

Donations can be accepted from anyone or any business at any time throughout the year. All sponsors or donators will be issued a statement acknowledging their donation for tax purposes. All donations must be processed through the Association Treasurer or the Association website. Funds received specifically for scholarships will be deposited in a separate account designated for such purpose.

SECTION V: MANDATORY PLAY RULES

- I. Head Coaches shall be responsible for appointing a Team Monitor that will be responsible for documenting the number of plays each rostered player plays per game.
- II. The Mandatory Play Rule shall be monitored and enforced for all divisions of football and reviewed by the Football Coordinator at the conclusion of each gameday.
- III. The Team Monitor shall turn in their MPR Sheet to the Football Coordinator at the end of each game.

- a. If the Football Coordinator is not available, either the Player Advocate or Vice President shall collect the MPRs and forward them to the Football Coordinator.
- IV. Every player that is actively rostered on the team shall play a minimum of (6) six plays per half of play in their division. The following exceptions may apply;
- a. If the player has missed an excessive amount of practice time and the coach feels that a 'Mandatory Play Rule' may create concern for the players safety;
 - b. A player has sustained an injury that the Coaches and/or Football Coordinator and Player Advocate have determined to be safety or health concern should they continue to play;
 - c. If a parent OR player refuses to play;
 - i. If it is a player refusal, that player should be taken to a parent or guardian by one of the on-field coordinators to address the refusal.
 - ii. It is the Team Monitors responsibility to notify one of the on-field coordinators; Football Coordinator, Player Advocate, or a President of the situation.
- V. Any player who does not fulfill their MPR as a result of subsection IV in this Section shall be annotated on the MPR sheet.
- VI. All disputes or discrepancies shall be addressed to the Football Coordinator.
- VII. Failing to abide by this Section may result in Discipline as outlined in Article X of these Bylaws.

ARTICLE VIII: GENERAL

SECTION I: REGISTRATION

- I. The Board shall determine registration dates and registration prices on an annual basis.
- II. All participants must be registered according to the guidelines set forth by the parent organization.

SECTION II: AGE REQUIREMENTS

Age requirements are based on guidelines set forth by the parent organization's (WTRYFL) current guidelines.

SECTION III: TEAM FORMATION

- I. Draft rules will be observed as stated by the parent organization (WTRYFL)
- II. The Organization further specifies that a draft will occur when there are enough players to support 2 teams in one grade division.
- III. All players entering a draft must adhere to the draft policies outlined by the WTRYFL
- IV. Player eligibility will be based on the parent organization (WTRYFL).
- V. All participants must reside within MISD/TISD boundaries and /or attend a school within MYFCA boundaries or have a parent or guardian that is employed at a school within MYFCA boundaries.
- VI. No players outside of the MYFCA boundary will be allowed to play for MYFCA without board's approval by both MYFCA and WTRYFL.
- VII. MYFCA boundaries are defined as the area that encompasses the Merkel Independent School District or Trent Independent School District.

SECTION IV: FOOTBALL/CHEER PRACTICES

Coaches shall conduct practices in accordance with the following guidelines.

- I. Practices days shall be scheduled by the Association.
- II. Practices shall be held in coordination with that season's agreement with the MISD Athletic Director and approved by the Executive Board. Practices shall not exceed 2 hours unless preapproved by the MYFCA Player Advocate.
- III. Due to the Associations insurance policy the MYFCA shall not be responsible for practice at any facility other than those facilities expressly authorized by the Merkel Independent School District or a location that has been identified in the Association's Insurance policy.
- IV. Due to the Associations Insurance Policy all practice sites will be assigned or approved by the MYFCA President or Executive Board prior to the start of the football season; additionally, any changes to practice location after the season starts must be approved by the MYFCA President or Executive Board before the change is made.
- V. No sanctioned practice will start prior to the start of the football season unless approved by the MYFCA Executive Board in accordance with the WTRYFL Bylaws or the League the MYFCA is associated with.

SECTION V: FOOTBALL/CHEER UNIFORMS

Football players must wear uniforms provided by and approved by the Association's Executive Board. No additions to the uniforms or helmets are allowed without prior approval by the Executive Board.

SECTION VI: AFTER SEASON ACTIVITIES

MYFCA shall not be responsible for individual head coaches' football or cheerleading activities beyond the conclusion of the season. **Head Coaches and Cheer Coaches are not authorized to sanction events under the MYFCA without the permission of the Executive Board.

SECTION VII: MEDICAL CONDITIONS

- I. It is the responsibility of parents and/or legal guardians to make the Association aware of any known medical conditions of registered participants.

- II. Players with known medical conditions shall furnish a doctor's written statement authorizing the child to participate in a sanctioned event (game site, practice sessions, meeting, etc.).
- III. Players with physical/mental conditions such as ADD, ADHD, Autism, Asthma, or any condition that makes practice or play difficult must be brought to the Head Coach's attention before practice begins, to find ways to help the child and coach manage these conditions that are advantageous to the safety and success of the child.

ARTICLE IX: CONDUCT

- I. All persons associated with MYFCA are expected to conduct themselves in a manner which is conducive to good sportsmanship and wholesome atmosphere for the children.
- II. All persons associated with MYFCA shall adhere to the association's Zero Tolerance Policy in addition to the Coach and Parent Code of Conduct documents.
- III. The following examples of misconduct WILL NOT BE TOLERATED and will be cause for disciplinary action:
 - a. Use of profane, obscene and/or abusive language directed toward coaches, officials, players, or spectators; or the general use of any profane, obscene and/or abusive language around any children.
 - b. Arguing with officials, coaches, or players.
 - c. Throwing objects onto the fields of play and/or at other persons.
 - d. Destruction of equipment or facilities.
 - e. Verbal and/or physical assault.
 - f. Use of any tobacco product is prohibited at MYFCA, WTRYFL, or partnering organization events.
 - g. Consumption of alcoholic beverages, and/or use of illegal drugs
 - h. Other misconduct which is deemed disruptive to the orderly conduct of the athletic activity.
 - i. Coaches should promote good sportsmanship. Any coach who permits or encourages the use of unsportsmanlike behavior shall be considered guilty of the most serious violation of football coaching ethics.
 - j. Any coach who is ejected from a game will be suspended from all coaching activities and team contact for the next game week.

- IV. MYFCA is about and for the children, and whether you agree, you are a role model to the children of this community.
- V. Complaints received shall be cause for a conference with the subject party and further complaints may be cause for dismissal from coaching or officiating.
- VI. Misconduct of parents, coaches, officials, players, or anyone associated with the MYFCA may be reported in writing to the Executive Board, with or without a request for action.
 - a. Only Head Coaches or Coordinators may file reports on an official. Complaints must also be noted at the conclusion of the game on the official game form.
 - b. A report must be filed in writing to the President or Vice President within 72 hours following the incident.
 - i. Upon receipt of a report, the President and/or the Vice-President will undertake a preliminary investigation of the charges and will determine within 72 hours, whether the report shall be:
 - 1. Rejected for cause (generally because it is not in compliance with these bylaws), or
 - 2. Accepted for hearing before the board.
 - ii. In the event of 1, the President or Vice President shall respond in writing to the complainant within five days giving a brief reason for the rejection. The complainant may appeal this action in writing within 48 hours to the board, which may accept the request for hearing.

ARTICLE X: DISCIPLINE

SECTION I: HEARING

If any officer, coach, player, parent, or spectator is determined to be found in violation of the Association's Bylaws or of misconduct at any Association sanctioned event, said violator shall be requested to appear before the Board of Directors for review of the alleged violation and/or given the opportunity to respond in writing within 48 hours to the board.

If the violator is requested to appear before the board, the board shall set a hearing date and notify the concerned individuals of the time and place.

SECTION II: PROCEDURE

The executive board shall determine the extent, if any, of the penalty to be imposed. If a penalty is imposed and the penalized individual violates the terms of the penalty, the executive board shall take all necessary action to enforce its rulings.

SECTION III: MAJORITY VOTE

The board shall vote after hearing the pertinent facts and the witnesses have retired. A majority vote of the board is required for the approval of proposed action. The concerned individuals shall be notified immediately, in writing, of the board's action.

SECTION IV: PENALTY AND ACTION

Disciplinary action may be taken by the board on a case-by-case basis which may include but not be limited to the following: verbal or written reprimand, probation, suspension, or dismissal from MYFCA activities.

SECTION V: DECISION FINAL

Any penalty or action imposed by the board shall be final, with no course for appeal, and will include all board meetings, local associations, and all association games, as well as practices.

ARTICLE XI: PARENT ORGANIZATION

The Merkel Youth Football and Cheer Association (MYFCA) recognizes the West Texas Rural Youth Football League (WTRYFL) as its parent organization and shall participate as a member association in the WTRYFL. The President or WTRYFL Representative of MYFCA shall represent the Association in the parent organizations meetings and elections, and/or appoint other Association member(s) to serve as required. MYFCA will notify the WTRYFL of the Associations Representatives annually or when a new representative is appointed.

SECTION I: RULES

The Association (MYFCA) agrees to participate in the WTRYFL and shall adhere to the bylaws, codes of conduct and rules of the WTRYFL. Therefore, the Bylaws, codes of conduct and rules of the WTRYFL are hereby incorporated by reference and shall be the governing documents of all participants and members of the Association.

ARTICLE XII: CONFLICT OF INTEREST

SECTION I: PURPOSE AND DEFINITIONS

The purpose of the conflict-of-interest policy is to protect this Non-Profit 501(c)(3) organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Interested Person is:

- I. Any member of the Board of Directors, coach, or member of a committee with governing Board authorized authority, who has a direct or indirect financial interest, is an interested person

Financial Interest is:

- II. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- III. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- IV. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.

SECTION II: DUTY TO DISCLOSE

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing Board delegated powers considering the proposed transaction or arrangement.

SECTION III: DETERMINATION OF CONFLICT-OF-INTEREST EXISTANCE

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Committee members shall decide if a conflict of interest exists.

SECTION IV: PROCEDURE TO ADDRESS THE CONFLICT OF INTEREST

- I. An interested person may make a presentation at the governing Board or Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- II. The chairperson of the governing Board or Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- III. After exercising due diligence, the governing Board or Committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- IV. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing Board or Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter the transaction or arrangement.

SECTION V: VIOLATING THE CONFLICT-OF-INTEREST POLICY

If the governing Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the

member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE XIII: DISASSOCIATION

Any decision, by the Association, to resign from participation in the WTRYFL shall require a three-fourths (2/3) super majority vote by the Executive Board including the President, at the time of the vote.

ARTICLE XIV: INDEMNIFICATION

IF ANY PART OF THESE BYLAWS SHALL BE HELD INVALID OR INOPERATIVE FOR ANY REASON, THE REMAINING PARTS, SO FAR AS POSSIBLE AND REASONABLE, SHALL BE VALID AND BINDING.

ARTICLE XV: RATIFICATION

THESE BYLAWS SUPERSEDE ALL PREVIOUS BYLAWS AND AMENDMENTS AND HAVE BEEN RATIFIED AND ADOPTED BY THE BOARD AND SHALL BECOME EFFECTIVE ON THE 10th DAY OF JULY IN THE YEAR 2022

APPROVED BY:


[Phillip Conklin \(Jul 10, 2022 21:03 CDT\)](#)

Phillip Conklin, President


[Kristy Carnes \(Jul 10, 2022 19:53 CDT\)](#)

Kristy Carnes, Vice President

ATTEST:


[Rebecca Rooney \(Jul 10, 2022 19:54 CDT\)](#)

Rebecca Rooney, Secretary


[Lisa Bruns \(Jul 10, 2022 20:19 CDT\)](#)


Lisa Bruns, Treasurer


[Adrienne Hindman-Short "AJ" \(Jul 10, 2022 20:30 CDT\)](#)


Adrienne Hindman-Short, Player Advocate


[Ashleigh Brazelton \(Jul 10, 2022 20:37 CDT\)](#)

Ashleigh Brazelton, Cheer Coordinator


[Alex L. Rooney \(Jul 10, 2022 20:39 CDT\)](#)


Alex Rooney, Football Coordinator


[Benjamin Short \(Jul 10, 2022 20:44 CDT\)](#)

Benjamin Short, Equipment Coordinator


[Joseph Carnes \(Jul 10, 2022 20:46 CDT\)](#)

Adam Carnes, Concessions Coordinator


[Lauren Lindsey \(Jul 10, 2022 20:51 CDT\)](#)

Lauren Lindsey, Fundraising/ Sponsorship
 Coordinator