

LOMBARD JR. FOOTBALL LEAGUE BY-LAWS

ARTICLE I – NAME

This name of this organization shall be the Lombard Jr. Football League, hereafter referred to as LJFL.

ARTICLE II – PURPOSE & OBJECTIVES

The Lombard Junior Football League, football and cheer organization is dedicated to promoting sportsmanship, the value of individual and team play, aiding in the wholesome well being and healthful social interaction under proper adult leadership. We are committed to teaching our youth self-discipline, team spirit and fitness through individual effort and sacrifice.

SPECIFIC PURPOSES

1. To acquaint the participants with general knowledge, rules and fundamentals of the game of football and the sport of cheerleading.
2. To acknowledge scholastic achievements and good conduct as a community member.
3. To promote and encourage safe play in all athletic events and enforce participation within appropriate age and weight divisions. All safety regulations must be observed.
4. To prevent rough play, poor sportsmanship and encourage team participation at all times, regardless of individual ability or differences.
5. To put the welfare of the participants first and promote parent participation and positive support.

ARTICLE III – GOVERNING BOARD

The Governing Board shall consist collectively, of the members of the Executive Board and the League Board must be in good standing with LJFL.

1. The Executive Board shall consist of the President, Vice President, Board Secretary, League Secretary, Treasurer, BGYFL Representative, Park District & Fields Coordinator, Director of Football Operations, Cheer Director and Past President.

2. The League Board shall consist of the standing members appointed by the Executive Board.
3. The Executive Board shall have the full power to conduct and manage the affairs, control the assets, and direct the activities of the LJFL and to carry out all the duties as set forth in the by-laws and adopted policies of the LJFL and BGYFL.

ARTICLE IV – OFFICERS

- A. **Nominations** - Nomination forms for all open Executive Board and League Board positions must be submitted to the Secretary no later than October 31st. In order to serve as President, you must have served on the Executive Board for a minimum of one (1) year. Elections for President, Board Secretary, Bill George Rep, Equipment Manager, Park District & Fields Coordinator, Sponsors & Fundraising Coordinator, Website & Social Media, Concession Manager, Flag Coordinator and Cheer Director will be in the odd calendar year. Elections for Vice President, Events Coordinator, Football Operations, League Secretary, Treasurer, Flag Football Operations, Cheer Equipment Manager, Volunteer Coordinator, Spirit Manager, Cheer Secretary and Field Manager will be held on even calendar years.
- B. **Elections** - Will be held during the November General Membership meeting. Executive Board Members shall serve a term of two years which shall commence January 1 of the next year following the date of such Board member was so elected and shall continue through December 31 of such year.

Duties and Responsibilities of the Executive Board:

President – The President shall be the principal executive officer of LJFL and shall in general supervise and control all of the business and affairs of the LJFL. The President shall preside at all meetings of the Executive Board and meetings of the members. Review and present all insurance policies to the Executive Board for acceptance. The President shall have no vote on any motion unless said vote is required to break a tie.

Vice President – The Vice President shall preside in the president absence or inability or refusal to complete his/her term. Vice President along with the Director of Football Operations will act as the clinician with regard to certification of all coaches, assistant coaches and team parents, as necessary and also maintain accurate records relating to such certification. Any grievance issues will be addressed by the Vice President only after written notification has been presented to the Executive Board. The Vice President along with the Events Manager will be responsible for organizing the football skills camp. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Board Secretary – The Board Secretary shall schedule all Board meetings and General Membership meetings and shall keep minutes of these meetings. See that all notices are given in accordance with the provisions of these By-Laws, or as required by these By-Laws. Maintain current registration/medical release forms and rosters of all participants. The Secretary must maintain copies of all forms and publications used and distributed by LJFL. Organize Team Mom meetings and oversee that team responsibilities are fulfilled as assigned. Perform duties incident to the office of Secretary as may be assigned to him/her by the President or Executive Board. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

League Secretary – The League Secretary shall assist the Board Secretary to fulfill all the Secretarial duties. The League Secretary shall be responsible for organizing Picture Day and distribution of all pictures and plaques. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Treasurer – The Treasurer shall prepare monthly and annual financial statements, including a statement of accounts, and prepare an annual budget. Maintain and provide the Board with all said records when needed. Maintain all bank accounts, including committee accounts, as well as the PO Box for LJFL. The Treasurer shall work in accordance with the President on all budgets and receive all incoming monies assisted by the secretary. Along with the President review and present all insurance policies to the Executive Board for acceptance and renewal. And maintain all documentation as it relates to a Not for Profit organization. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Bill George Rep – The Bill George Rep will represent LJFL at all monthly Bill George meetings, as well as any special meetings, and report back to the Executive Board. The Bill George Rep is responsible for reviewing and explaining all proposed rule changes made by BGYFL, as well as voting in the best interest of LJFL at said meetings. The Bill George Rep shall be responsible for meeting the needs of BGYFL on behalf of LJFL. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Park District & Fields Coordinator – The Park District & Fields Coordinator will act as the liaison to the Lombard Park District by attending their monthly meetings and reporting back to the LJFL Executive Board. The Park District & Fields Coordinator will assign practice space for each team and work with the Fields Manager to have a schedule to paint the fields each week. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Director of Football Operations – The Football Operations Manager shall be responsible for conducting the coaches’ interviews, as well as training and communicating with all head and assistant coaches. The Director of Football Operations along with the Vice President will act as the clinician with regard to certification of all coaches, assistant coaches and team parents, as necessary, maintain accurate records relating to such certification. The Director of Football Operations along with the Events Manager will be responsible for organizing all aspects of the annual Lilac Bowl and the football skills camp. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Cheer Director – The Cheer Director is responsible for all aspects of the LJFL cheerleading program as outlined in the Lombard Cheerleading By-Laws. Maintain current registration/medical release forms and rosters of all participants. They shall set practice times and locations. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Past President – The Past President will serve in an advisory capacity and will have no voting rights. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

League Board

The LJFL League Board will consist of one or more of the following positions as determined by the Executive Board. LJFL League Board positions will consist of: Equipment Manager, Website & Social Media, Sponsors & Fundraising Coordinator, Field Manager, Concession Manager, Spirit Wear Manager, Events Coordinator, Cheer Equipment Manager, Flag Football Operations, Cheer Secretary, Cheer Technical Director & Cheer Performance Coordinator. It shall be the function and purpose of the LJFL League Board to advise the LJFL Executive Board on matters relating to the business and affairs LJFL, and to suggest or be available for consultation with regard to projects or activities which LJFL may undertake. The LJFL League Board will serve in an advisory capacity and will have no voting rights. Unless that person is filling in as an alternate Executive Board Member, they must be approved by the Board President. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Duties and Responsibilities of the League Board:

Equipment Manager – The Equipment Manager’s responsibilities will include, ordering jerseys, maintaining an inventory of all football equipment, sending all equipment out for refurbishing on an annual basis and supervising the handout and return of all equipment to the players and coaches. The Equipment Manager will maintain the storage facility during and after the season and will reorder, as necessary, all new equipment upon approval of the Executive Board. They shall have

other powers and perform other duties as may be deemed appropriate by the Executive Board.

Website & Social Media – Website & Social Media is responsible for updating the website and social media pages of LJFL with upcoming events important information & pictures from league activities. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Sponsors & Fundraising Coordinator – The Sponsors & Fundraising Coordinator shall supervise all LJFL fundraising activities, as well as solicitations of sponsorships and incoming sponsorship funds, gifts, and donations in conjunction with the Treasurer. The Sponsors & Fundraising Coordinator will also actively recruit participants to the program in whatever way is deemed necessary to promote LJFL within the community. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Field Manager – The Field Manager duties will include working with the Park District & Fields Coordinator in ordering all supplies necessary to maintain the fields, both game and practice, as well as organize a committee and schedule to help prepare the fields before games with regard to painting, set up and tear down. Any necessary training for these duties is the responsibility of the Field Manager with help of the Park District & Fields Coordinator. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Concession Manager – The Concession Manager will be responsible for organizing a committee to assist with the responsibilities associated with running any concessions for games, as well as any LJFL special events. The Concession Manager will assist the Volunteer Coordinator in preparing a schedule for teams with regard to games that will need to be worked. The Concession Manager will be responsible for ordering all supplies, and maintaining a bank account for all monies generated. Reports will be given at the monthly Executive Board meeting. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Spirit Wear Manager – The Spirit Wear Manager will be responsible for ordering and keeping an inventory of all items to be sold by LJFL, as well as maintaining a bank account for all monies generated. Reports will be given at the monthly Executive Board meeting. The Spirit Wear Manager along with the Events Coordinator will be responsible for the Awards Ceremony Trophies. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Events Coordinator – The Events Coordinator is responsible for organizing the In Person Registrations, Lilac Parade Float, Equipment Hand Out, Lilac Bowl, Parent Appreciation Night, Cheer Showcase, Awards Ceremony, Baggo Tournament and

Golf Outing. The Events Coordinator will work along with Sponsors & Fundraising in organizing Fundraising events. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Cheer Equipment Manager – The Cheer Equipment Manager’s responsibilities include, creating a budget to be approved, inventory of all cheer uniforms, oversee all uniform fittings, handing out and collecting all uniforms and/or equipment at the end of season & ordering uniforms/equipment within the approved budget. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Flag Football Operations – Flag Football Operations is responsible for communicating with BGYFL regarding all Flag scheduling, teams and coaches. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Cheer Secretary – The Cheer Secretary shall assist the Cheer Director to fulfill all the Secretarial duties. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Cheer Technical Director – The Cheer Technical Director is responsible for advising cheer squads on their competition routines. They will be familiar with all of the rules and requirements for competition routines and will act on the behalf of the squads by making suggestions about how to maximize their competition scores. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

Cheer Performance Coordinator – The Cheer Performance Coordinator is responsible for coordinating any performances by our cheer squads. These performances include those at the Lilac Parade, Parent Appreciation Night, Cheer Showcase and Awards Ceremony. They shall have other powers and perform other duties as may be deemed appropriate by the Executive Board.

- C. **Vacancy** - In the event of a vacancy on the Executive Board, the remaining Executive Board Members shall have (and are hereby granted authority) to fill said vacancies by a two-thirds vote of the Executive Board. Any Board Member elected in accordance with this paragraph shall serve until the next General Membership meeting.

ARTICLE V
REGISTRATION & PARTICIPATION REQUIREMENTS

- A. **Registration** – The Executive Board will set the registration fees for the season at the October meeting. Uniforms (football jerseys and Cheer body suits, briefs and socks & cheer shoes) will be included by fulfilling their fundraising commitments. Pictures are not included in this fee. Any additional fee commitments by the Executive Board shall be determined by a two-thirds (2/3) majority vote of the Executive Board. To be considered as a participant / member in good standing, all obligations from the previous and current season must be satisfied. Obligations include, but are not limited to, payment of participation fees, fundraising fees, return of LJFL equipment, payment of NFS checks (including NFS fees), and any and all other outstanding dept(s) owed to LJFL. Persons with outstanding obligations to LJFL will not be allowed to register for the current season until all obligations are satisfied. Prior to equipment being issued and participation being granted to LJFL, all registration fees must be paid in full, and all registration documentation is complete. Any member may request application for sponsorship. Sponsorship applications shall be made available by the Executive Board President.
- B. **Participants Documentation** –
1. New athletes shall provide a copy of the birth certificate to establish eligibility and appropriate team assignment. (Two (2) copies are required).
 2. The registration form shall be completed each year.
 3. A Code of Conduct form(s) must be signed by each LJFL athlete and a parent or guardian each year. This Code of Conduct also includes a social media component requiring participants to refrain from posting any lewd, vulgar, obscene, or derogatory comments or pictures of any variety on any internet website/social media applications such as: Facebook, Twitter, Instagram, etc...
- C. **Payment Plans** – The LJFL Executive President, Board Secretary and the Treasurer are authorized to set up a payment plan for parent(s) or guardian(s) that so desire.
- D. **Refunds** - Full refunds minus \$50.00 will be given within the first two weeks of the season. All equipment must be returned before a check will be issued.
- E. **End of the season equipment & uniform turn in** - All cheer uniforms and football equipment must be turned in at the end of each session. Failure to do so will result in the participant not receiving a trophy and will be billed accordingly.

ARTICLE VI – REQUIRED GAME DAY DUTIES

LJFL parents will be required to volunteer for game day duties, including the chain gang, timekeeping, and announcing. The Team Moms will coordinate these parent volunteers duties.

ARTICLE VII – COACHES

- A. The minimum age for a Head Coach and Assistant Coach positions twenty-one (21) years of age. Head and Assistant Coaches' interviews will be conducted by the Director of Football Operations in March of each year with members of the Executive Board. The Executive Board will vote on approval of the head coaches based on recommendations of those attending the coaches' interviews.
- B. The Head Coach may select up to four (4) assistants. The Head Coach is responsible for the actions of his or her staff to the LJFL Executive Board and has the authority to discipline, release, or replace his or her staff at their discretion.
- C. All football and cheer Head Coaches and two (2) assistant coaches must receive an NYSCA/USA Football certification and pass a background check. A minimum of (3) three per team/ squad is required.
- D. All coaches must attend the mandatory BGYFL coaches' clinic in July and August of each year, as well as any mandatory coaches' clinics mandated by LJFL.
- E. Head Coaches are responsible for the conduct of their youth members and spectators before, during, and after games while on the premises of any Program sponsored event. They will not criticize players in front of spectators, but reserve constructive criticism for private conversation or in the presence of the team. They will not use any type of racial, abusive or profane language towards players or spectators. Head Coaches will ensure that their teams/squads assigned responsibilities as determined by LJFL are met. Failure to meet assigned responsibilities will result in disciplinary action up to removal as Member/Head Coach.
- F. A vacancy of any head coach, for any reason, will be filled by the Executive Board. The head coach will fill a vacancy of any assistant coach.

ARTICLE VIII – TEAMS/SQUADS

- A. All players must meet age and weight requirements as outlined by BGYFL. All registration fees must be paid at the time of equipment hand-out, unless other arrangements have been made.
- B. All players will be evaluated during the first week of practice. Teams will be divided into Gold and Silver divisions by the head coaches at each level.
- C. Should a weight level have more than one team in the same division and the same weight class then it shall distribute players between such teams equally in numbers and abilities as follows:
 - 1. After assignment of the sons/daughters (if any) of the two coaches, from both teams (Gold and Silver Level(s)), the Head Coaches may assign two players from the previous year's BGYFL roster. The rest of the draft will be determined by the Head Coach of the Gold Team(s).
 - 2. All rosters are subject to approval of the LJFL Executive Board.
- D. Each player on the team/squad has an obligation to him/her self and to his teammates during the length of the season, to attend all practices.
- E. All players must meet the requirements of the coaching staff without interference from parents. If a player or parent refused to comply, they will be released from the program with a refund minus \$50.00 if within the first two (2) weeks of the season. No refund will be given after that time. All equipment must be returned or an invoice will be issued.
- F. All head coaches must hold a meeting prior to or during the first week of the season. At that time, the head coach will explain philosophies and coaching techniques that will involve all players. Players and their parents will have the opportunity to ask questions at that time.
- G. Each team/squad will have a Team Parent. Their responsibility will be to attend a weekly parent meeting, schedule volunteer times to each family as needed for chains, clock and announcer, and maintain a team/squad roster and to contact players and their families regarding team issues. Assist the Board to inform coaches, players and their families of important league information. They shall perform other duties as may be deemed appropriate by the Executive Board.
- H. Individual cheerleaders, squads and their families will follow all the guidelines stated above, as well as follow the Lombard Cheerleading By-Laws which specifically outlines the guidelines for cheer age/grade requirements, rules and expectations.

ARTICLE IX – MEDICAL TREATMENT

Each medical situation should be treated seriously until determined otherwise. Each team/squad will designate one coach to evaluate the injury. Paramedics will be called if the injury requires medical attention. The parent and or guardian will be notified if they are not present. If the participant is going to need medical attention, they can be released to their parent or guardian at the paramedic's discretion.

Once a player is removed from the game or practice due to a serious injury or any injury involving the head, neck, or spine that player shall not re-enter the game nor shall they be allowed to practice or play in a subsequent game, scrimmage or practice session unless specifically cleared for such activities by a licensed Physician or Nurse Practitioner in writing. At no time may the player or the player's parent or guardian, or players coaches make the decision for the player to return to play without written consent. The written consent/release will be turned into the LJFL Board Secretary and kept on file by the League for a period of (3) three years or for a period that the law or insurance may require, whichever is greater. A copy of the written medical consent will be placed in the player's team book for the duration of that season.

ARTICLE X– MEETINGS

- A. Regular Meetings – A regular meeting of the Executive Board shall be held on a regular specified day of each month, unless otherwise directed by the Executive Board.
- B. Special Meetings – Special meetings may be called either by the President or two (2) other officers. Written notice of any special meetings stating the place, day and hour, shall be sent to each Executive Board member at least 24 hours prior to the time of such meeting. The purpose for which such a meeting is called shall be stated in the notice.
- C. Roberts Rules of Order shall govern the proceedings of all meetings, except where the same conflicts with these by-laws.
- D. A quorum will be considered as 51% of the voting Executive Board members.
- E. The method of voting shall be oral, unless any member of the Executive Board requests a secret ballot.
- F. The Executive Board members must attend a minimum of eight (8) regular monthly meetings to remain on active status with the LJFL.

ARTICLE XI – FINANCIAL POLICY

- A. The Executive Board shall decide all matters pertaining to the finances of the LJFL. Expenditures will give no individual or team advantage over any other.
- B. All requests for checks, drafts or other orders of payment of money shall be submitted to the Treasurer. Any request over \$1,000.00 must be approved by the Executive Board.
- C. The Executive Board must authorize any Officer to enter into a contract or execute and deliver any instrument in the name of and on behalf of the LJFL.
- D. The fiscal year will be January 1st to December 31st of each year.
- E. All checks, drafts or other orders of payment of money in excess of \$2,500.00 shall be signed by two (2) officers, Treasurer and President.
- F. All funds of the LJFL shall be deposited to the credit of the LJFL account in such bank or other depositories as the Executive Board may select.

ARTICLE XII – AMENDMENTS

All amendments, changes and additions shall be adopted by the Executive Board no later than the May meeting of the current year and will be posted on the website within (30) thirty days. Should any By-Law rules or policies need to be amended after that time, there must be a 2/3 vote of the Executive Board.

- A. The President shall appoint a By-Laws Committee and it shall function throughout the year to receive, recommend, and formulate formal proposals for the Executive Board.
- B. Procedure to Amend: A recommended change to these By-Laws shall be presented in writing to the Executive Board at any regular or special meeting.
- C. Record of Amendment: Whenever an amendment or new By-Law is adopted, it shall be duly recorded and dated.

ARTICLE XIII – GENERAL POLICIES

- A. All paperwork and fees must be submitted before equipment/uniform hand-out.
- B. Participants must meet all age, weight and grade requirements of each level as outlined by BGYFL. No exceptions will be made to these requirements.

- C. Official rosters must include the name which is on the participant's birth certificate. If the name has legally changed, documentation will need to be provided. Game rosters may not use nick names, etc.
- D. Practice will begin in accordance with the BGYFL calendar. Practices will run five (5) days a week until the start of the school year. Once school begins, the practice days will be Tuesday, Thursday and Friday.
- E. The Flag Program both football and cheer will practice no more than (3) days a week, or no more than (6) six hours per week.
- F. Games will be held on Saturday or Sunday. Game schedule will be released at the August BGYFL Mandatory coaches meeting or shortly thereafter.
- G. At no time should a parent or spectator address the coaches, assistant coaches or Jr. Coaches in an ill manor. If there is a concern, see the Head Coach only away from the field to discuss your concern. Violation of this will result in disciplinary action from the LJFL Executive Board.
- H. All uniforms and equipment must be turned in at the end of each session. Failure to do so will result in the participant not receiving a trophy and will be billed accordingly.
- I. Excusable absences are sickness, vacation, church, and special school activities. Parents should notify the coaches of commitments before the start of the season or as soon as possible as they occur during the season.
- J. Excessive absences could result in limited participation in games.
- K. If a player or cheerleader is not planning to attend a game, they are still required to participate in the week's practice.
- L. Practice may be cancelled due to the weather; however, games are played in unfavorable weather except for thunder and lightning. Parents should always assume that practice is being held unless called by the coach or team parent. Cancellation of practices will also be posted on the website prior to 5:00 pm.
- M. Parents are to be prompt for the beginning and the end of practice. Also parents are responsible for their child's transportation to and from the field.

ARTICLE XIV – DISOLUTION

In the event of dissolution of the LJFL, all monetary fund's and physical equipment will be directed to a Not for Profit Organization selected by the Executive Board.

ARTICLE XV – INTERPRETATION

Interpretation of these By-Laws or any rules or amendments passed there under, shall rest solely with the Executive Board.

ARTICLE XVI – ADOPTION OF BY-LAWS

These By-Laws were amended, adopted and became effective, as of May 19, 2011

These By-Laws were amended, adopted and became effective, as of January 27, 2015

These By-Laws were amended, adopted and became effective, as of April 21, 2016

These By-Laws were amended, adopted and became effective, as of March 30, 2017