

PLANT CITY
DOLPHIN YOUTH
FOOTBALL &
CHEERLEADING,
INC.
BY-LAWS
(REVISED 2015)

Article I: Name

This organization shall be known as:
Plant City Dolphin Youth Football and Cheerleading Inc.

Article II: Object (Purpose)

The objective of Plant City Dolphin Youth Football and Cheerleading, Inc. shall be to develop in the youth of our community through competitive football, cheerleading and related activities, and those ideas that are exemplified by good sportsmanship.

Article III: Members

Section 1. Class of Membership

- I. There will be 21 executive Board Members (the “Executive Board”)
- II. The working board will consist of members of the Plant City Dolphins and will not have voting privileges.

Section 2. Eligibility or Qualifications of membership, including methods for grant membership

Membership in this organization shall not be limited or restricted because of race, color, creed or sex.

Section 3. Fees or Dues

Annual fees for the participation in either Football or Cheerleading may be adjusted as needed by the executive board.

Section 4. Resignations and Disciplinary Actions

- I. Membership including that of officers, coaches, and managers, may be revoked at anytime for any reason which reflects unfavorable upon this organization by a 75% vote of the Executive Board.
 - a. If a board member does not fulfill their obligations as elected board position, steps down, or is removed from their elected board position during elected term, they are not eligible to be elected or serve as a board member’s obligation shall be determined by a 75% vote of the Executive Board.
 - b. If a board position is not filled by the August general meeting, then it will remain open until the general election meeting.
 - c. If an alternate trustee position becomes vacant it shall be filled by an existing board member.
- II. If an Executive Board member misses four (4) general meetings without notification then that Board Member may be subject to having their voting right suspended until two (2) consecutive general meetings are attended.

Article IV: Officers

Section 1. List officers in order of rank

Plant City Dolphin Football and Cheerleading, Inc. shall be governed by the Executive Board. This Board shall consist of the President, Vice President, Secretary, Treasurer, Field Director, Cheerleading Director, Football Director, Publicity Director, Fundraising Director, Concession Director, Assistant Concession Director, Football Equipment Director, Cheerleading Equipment Director, Event Coordinator, Working Board Representative, Assistant Football Director, Assistant Cheer Director, Corporate Fundraising Director, Webmaster, League Announcer.. If a position cannot be filled, the Executive Board can vote to fill the position with a non-valid board member.

President:

The president shall preside over all meetings and shall see that they are conducted in accordance with the principles of Parliamentary Procedure and the requirements of the By-laws of the Plant City Dolphins Youth Football and Cheerleading organization. The President is responsible for a participation registration. The President shall be responsible for securing and maintaining funds in the Dolphins safe. President cannot be head coach.

Vice President:

In the absence of the President the Vice President shall assume the duties of the President. The Vice-President shall be in charge of obtaining corporate, Federal County, and city support. The Vice-President shall also take care of all gate receipts and paying the days' officials from the gate receipts. The Vice-President shall also check the post office box and be responsible for making sure that all mail is correctly distributed. The Vice-President will be responsible for securing and maintaining funds in the Dolphin's safe. Vice President cannot be head coach.

Secretary:

The secretary shall keep a record of the minutes and attendance of each meeting of the organization. The secretary shall be the custodial off all its records, reports, and other documents. The secretary shall be responsible for correspondence. Secretary can be head coach.

Treasurer:

It is the duty of the Treasurer to receive and keep all records of funds belonging to the organization and to pay all approved expenditures and invoices approved by the Executive Board. The Treasurer shall deposit all monies in excess of \$500 by the next business day. The Treasurer shall submit a financial statement to the Executive Board each month. Said financial report shall be a detail of all receipts and expenditures. The Treasurer shall submit an annual financial report during the February Executive Board meeting. The bank account shall require two signatures, the President, Vice-President of the Treasurer on each check. The treasurer will also maintain the sales tax. Treasurer cannot be head coach.

Field Director:

The Field Director will act as the Sergeant of Arms at all Executive Board meetings. The Field Director is also in charge of the field and field preparation. This shall include:

- Installing and removal of restraints of fences
- Coordination with City officials for field maintenance and stropping, and installing a removal of goal posts
- Directing of field clean up
- Field Director can be head coach

Cheerleading Director:

The cheerleading Director shall oversee the selection process for cheerleading coaches for each team. The Cheerleading Director shall be responsible for bringing all cheerleading issues to the Executive Board. The Cheerleading director will be responsible for all cheerleading activities, and all girls' registration records. The Cheerleading Director will be the Cheerleading Conference Trustee. Head Cheerleading Director cannot be head coach.

Football Director:

(Same responsibilities as the Cheerleading Director but for football can be a head coach)

Publicity Director:

The Publicity Director shall see to it that proper coverage of the organization is made public and shall select assistants for each team to help in team coverage. The Publicity Director is responsible for the yearbook and newsletter. Publicity Director can be head coach.

Fundraising Director:

The fundraising Director is responsible for purchasing and sales of team paraphernalia, and maintaining fundraising room. The Fundraising Director is responsible for keeping up to date records of expenditures, receipts and inventory and report at all Executive Board meetings. Fundraising Director cannot be head coach.

Concession Director:

The Concession Director shall be responsible for ordering and purchasing all food and supplies for the concession stand. The Concession Director is responsible for keeping up to date records of expenditures, receipts and inventory at all Executive Board meetings. Concession Director cannot be head coach.

Assistant Concession Director:

The Assistant Concession Director will assist the Concession Director as needed. Assistant Concession Director cannot be head coach.

Football Equipment Director:

The Football Equipment Director is responsible for the purchasing maintaining inventorying and storage of all equipment and uniforms. The Football Equipment Director is responsible for issuing all football equipment and should coordinate the return of said equipment. An inventory of all equipment should be maintained and reported twice a year. Football Equipment Director cannot be head coach.

Cheerleading Equipment Director:

Same responsibilities as the Football Equipment Director. Cheerleading Director cannot be head coach.

Event Coordinator:

The Event Coordinator is responsible for coordinating all fundraising events with regards to Plant City Dolphin Youth Football and Cheerleading, Inc, events to include dances. Event Coordinator can be head coach.

Working Board Representative:

The Working Board Representative will coordinate the feeling and opinions of the Working Board to the Executive Board. The Working Board Representative will be responsible for obtaining and coordinating all volunteers and conduct all Team Mom meetings. Working Board Representative cannot be head coach.

Assistant Football Director:

The Assistant Football Director will assist the Football Director as necessary. The Assistant Football Director, the Alternate Football Conference Trustee. In the event the Football Director resigns, the Assistant Football Director will assume the position of Football Director. The Assistant Football Director is to also assist the Field Director as needed and this position can be a head coach.

Assistant Cheer Director:

Same duties as Assistant Football Director with exception of assisting Field Director. Assistant Cheer Director cannot be head coach.

Corporate Fundraising Director:

The Corporate Fundraising Director is responsible for conducting fundraising activities with respect to corporate and business interest. Corporate Fundraising Director can be head coach.

Webmaster:

The Webmaster is responsible for maintenance of the Plant City Dolphins website. Webmaster can be head coach.

League Announcer:

The League Announcer is responsible for calling the games at all home games. They are also responsible for making sure that the press box is clean, neat and orderly before the season starts and then to maintain all during the year. They are also responsible for getting sound equipment ready for the cheerleading show and go during competition. It is also the responsibility of the League Announcer to make sure that the drinks (pre determined by the board are available for the referees for each home game. The League Announcer can not be a head coach.

Section 3. Term of Office:

All board members will hold office from January 1st until the end of the calendar year for which they are elected. All property of the organization will be relinquished at the first official Board meeting in January.

The President upon deciding no to run for President shall assume the position of Executive Officer for a period of one (1) year. He/She shall serve on the new Executive Board as an advisor without voting power.

Section 4. Nomination and Elections:

The President shall pick a nominating committee two (2) months prior to the general election meeting in December.

The chairperson will be chosen in October and the committee will be advertised to any interest. The committee will consist of one chairperson and 2 other members.

Nominations will be held during the December meeting, at which time the committee will submit its recommended candidates and any additional nominations will be accepted from the floor.

Any vacancies on the Executive Board not filled in the General Election or that occur after the General Election will be filled at the next regular Executive Board meeting. Every effort will be made to advertise any vacant Board position.

No member shall be considered for Executive Board positions who have not attended a minimum of six (6) general board meetings during the current year or unless waived by at 75% vote of the Executive Board Members. A second waiver of 75% of the Executive Board Members must be obtained for the offices of President, Vice President, Treasurer, Football Director, and Cheerleading Director if the nominee has not served one full term of office on the executive Board during the previous two years.

All persons who wish to be eligible to vote for the next year's Executive Board must have attended four (4) general board meetings during the current year to include December of the previous year but excluding December of the current year's December meeting.

Article V: Meetings

Section 1: Regular Meetings

There shall be a minimum of twelve (12) General Executive board meetings each year. These meetings will be held on the first Wednesday of each month excluding holidays, conference meetings and the week of the Strawberry Festival.

Section 2: Special Meetings

The president shall be required to call special meeting of the Executive Board when he/she receives a written request signed by ten (10) members in good standing stating the business to be transacted, with no other business to be taken up at the meeting.

Special meetings of the Executive Board shall be granted to any Executive Board member at any time with a 24hr prior notice. A special meeting must be granted within five (5) days of the written request. These meetings will take no longer than thirty (30) minutes when held during a regular practice night. There will be only one issue discussed and if the issue is not decided it will be taken up at next general board meeting.

Section 3: Quorum

A quorum will consist of a minimum of 16-21 members of the Executive Board.

Article VI: Amendment of By-laws

Seventy-five (75%) of the elected board members in attendance may change the by-laws, but only in ODD numbered years.

Article VII: Rules

General: The Executive Board will establish a policy and procedures manual that may be amended by a three quarter vote of the board at any meeting.

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General Rules
(REVISED 2015)

General Rules:

Prior to the scheduling of any activities outside of Dolphins conference scheduled practices or games, the president, the Football or Cheer Director and Head coach shall meet for approval.

No practices or scrimmages will be held without a trustee being present no exceptions.

Uniforms are the responsibility of the parents and participants. Any equipment that is abused or damaged beyond reasonable wear and tear will incur a charge for replacement of that equipment.

All awards (excluding the end of year team trophy) must be approved by the Executive Board.

Committees will be established for each special function by August. These committees will have one (1) board member who chairs that committee with a minimum of four (4) other volunteers. These committees will present recommendations for activities during the special functions to be approved by the Executive Board.

All players and cheerleaders must be paid in full, by June 1, before receiving any uniform or equipment. Any exceptions must be waived by the board.

A minimum of two (2) bids will be required for all purchases over \$500 with the exception of concession director. The concession director will make every effort possible to purchase the most cost effective items for the concession stand.

Participants in the League:

- (1) Any boy/girl meeting the required as to ages as set forth below and up payment of current registration fees shall be eligible for participation in the Plant City Dolphin Football League, and having been accepted as player shall become an active participant.
- (2) The beginning age of a player is governed by the conference.
- (3) The league will develop a contact list once a team is full. However, this list is on a first come, first serve basis. There are no guarantees. They flyweights will have 28 players. . The remaining teams will have up to 35 players depending on board decisions.
- (4) Any boy/girl may lose his/her status as a participant in the organization when, in the judgment of her/her coaches and the Executive Board, he/she fails to live up to the Plant City Dolphins Football and Cheer League as set forth in the by-laws. In such case the boy/girl shall not be eligible for refunding of registration. The Executive Board will make the final decision on a player.
- (5) We will handle problems with children in the following way:
 1. Speak with the child about the problem.

2. If the problem continues, speak to the parents.
3. If the problem still exists, we will call a special meeting of the Executive Board.

Head Coaching Staff:

- (1.) All coaches will be voted on in the February meeting proceeding the upcoming season. Applications must be on hand prior to the February meeting to be considered.
 - (a.) All head coaches, football and cheer, will be voted on for year to year, will be able to retain their same age group divisions from the previous year as long as they notify the football and cheer director by January 1, and as long as there are no disciplinary problems.
 - (b.) All new head coach applicants will be interviewed by a committee consisting of the Football/Cheerleading trustees, the president, and the vice-president.
 - (c.) Their recommendations will be brought to the Executive Board for their approval.
- (2.) The head coaches are responsible for the selection of their staff with the approval of the Executive Board. Their staff will consist of five (5) assistants and two (2) team managers.
- (3.) Head coaches are responsible for their teams when together as a group. The head coach will be responsible for adhering to the Executive board coaches rules.
- (4.) All head coaches and their staff must abide by the following rules:
 - (a.) No profanity will be allowed at any time in the presence of players.
 - (b.) There will be no hitting or shaking of players.
 - (c.) No tobacco products will be allowed at practices or games.
- (5.) All head coaches or members of their staff must attend monthly board meetings once appointed. At least one coach from each team must attend the monthly board meetings.

Practices:

- (1.) Practices will run three times a week with a maximum of two (2) hours per practice, four nights a week up to the first day of school. The first two weeks of season will be allowed Saturday practices. Practice nights will be Monday, Tuesday, and Thursday. Friday practices may be held in case of rainout. All practices will run two (2) hours unless approval is obtained by the football/cheerleading director.
- (2.) All practices will be conducted under proper weather conditions. This means no practices will be conducted in bad weather or in thunderstorms (any lightening within 3-8 miles as determined by a lightening detector.)
- (3.) All practices will run no later than 9:00 p.m.

- (4.) No practices will be allowed outside a team's weight and age limitation, unless approved by the football director or president.
- (5.) Participants must be present at all practices unless excused by the head coach or coaching staff.
- (6.) No disruptive visitors or friends will be allowed at practice or during the game.
- (7.) Parents are responsible for notifying the Plant City Dolphins of an existing medical condition. All participants, boys/girls, must have physicals before being allowed to participate, dated after May 1 and on any physical form.
- (8.) If you have a problem or concern with a coach:
 - (a.) Voice your complaint to the head coach in a professional and courteous manner before or after practice begins, **NO PROFANITY ALLOWED!** If you are not satisfied with the outcome
 - (b.) Proceed to the football/cheerleading director, If still no resolution,
 - (c.) Proceed to the president of our organization.
- (9.) Parents, please throw trash in the containers provided. **DO NOT LEAVE TRASH ON THE FIELD!**
- (10.) If a player is a scholarship, one (1) parent or representative over 18 must volunteer two (2) hours per home game.
- (11.) No coach can hold practice without a trustee present.

Appearance Regulation:

- (1.) The uniform for the Plant City Dolphins will be voted on by the board of directors. This will be our regulation uniform and must be worn while participating in Executive Board approved functions.
- (2.) Uniforms must be worn properly at all games/performance as established by the Executive board. Failure to wear the issued uniform properly will lead to disciplinary action.

Fundraising:

- (1.) Fundraising director is responsible for collecting all monies, turning in orders and distribution of ALL additional items, or outside orders.
- (2.) Any person selling items at the field must get board approval.
- (3.) 25% of all proceeds come back to the Dolphins as a fundraiser.

Concession:

- (1) Anyone working in the concession must be at least 16 years old.
- (2) Concession director must insure that the area of the concession stand is cleaned up each night or game days before leaving ex: all dishes out of the sink, garbage emptied on the patio and in the concession stand and the patio completely cleaned.

COACHES RULES:

1. No un-roster coaches on the sidelines.
2. Coaches must have badges. All persons on the sidelines are required to have badges.
3. All coaches must dress in a proper manner and in an approved coach's uniform. All coach's uniforms will be approved by the Executive Board prior to the season.
4. All coaches must adhere to or follow the conference and Plant City Dolphin Rules, regulations and by-laws.
5. All head coaches, or his/her designate, should have in possession at all games a book that includes registration forms, with emergency contact numbers.
6. Plant City coaches should not do the chains at any away games.
7. Each child's playing time is defined by the conference.
8. Any Player or coach who quits during the season cannot return unless there is a unanimous decision by the board.