



TRI-COUNTY YOUTH FOOTBALL & CHEERLEADING CONFERENCE, INC.

Bylaws

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TRI-COUNTY YOUTH FOOTBALL & CHEERLEADING CONFERENCE, INC.

Bylaws

INTRODUCTION

Representatives of the following youth football and cheerleading organizations met in March 2013 for the purpose of organizing a youth football and cheerleading Conference:

Pinecrest Pilots
 Dover Patriots
 Antioch Redskins
 Brandon Lions

As a result of their efforts the Tri County Youth Football and Cheerleading Conference Inc. was formed. The following organizations made up the inaugural season:

Pinecrest Pilots	Brandon Bears
Dover Patriots	Wesley Chapel Cowboys
Antioch Redskins	New Tampa Wildcats
Brandon Lions	Turkey Creek Trojans
Brandon Cowboys	Brandon Broncos
Plant City Dolphins	Lakeland Eagles
Lakeland Gators	East Bay Buccaneers

The original officers representing the charter organizations are:

President	Greg Stallings
1 st Vice President	Chris McMath
2 nd Vice President	Dawn Pennachiette
Secretary	Clyde Wint
Treasurer	Kim Brock

Neither the Tri-County Youth Football and Cheerleading Conference, Inc. (TCYFCC) nor its member organizations shall be held responsible for any typographical errors in its Bylaws, Football Rules, Cheerleader Rules, or any other measures beyond its control.

NAME

The name of this organization shall be the Tri-County Youth Football and Cheerleading Conference, Inc.

PURPOSE

The ultimate purpose of this Conference shall be to provide a unified youth sports program with a major emphasis on the fun and enjoyment for all youth interested in playing and developing football and cheerleading skills.

The Tri-County Youth Football and Cheerleading Conference, Inc. shall be known as the Conference.

“Where Youth Come First”

It shall always be the goal of this Conference to promote:

1. “Safety First” participation;
2. Opportunities for fun and enjoyment through a football and cheerleading program that
3. emphasizes its youth and is free of adult ambition:
4. The development of good sportsmanship and physical fitness;
5. The teaching of skills, techniques, and fundamentals of the sports of football and
6. cheerleading;
7. Only programs with strict controls over age, weight, and equipment of the
8. participants; and,
9. Proper conduct of participants, coaches, and spectators.
10. Said Conference shall be a non-profit organization as recognized by the state of Florida.

PREAMBLE

When the rights of the Conference are in conflict with the rights of the individual organization, the rights of the Conference must prevail.

I. CONFERENCE ORGANIZATION

The Conference shall be known as the Tri-County Youth Football & Cheerleading Conference, Inc. (TCYFCC).

The TCYFCC shall be comprised of several youth football and cheerleading organization who have been approved for membership, and who subscribe to the Bylaws, Football Rules and Cheerleader Rules of the Tri-County Youth Football and Cheerleading Conference, Inc.

II. OFFICERS OF THE EXECUTIVE BOARD

- A. The Executive Board is the governing body of the TCYFCC. The Executive Board presides over the operations of the conference including compliance of rules and regulations.
- B. The officer positions and the responsibilities of that office on the TCYFCC Executive Board shall be the following:

Position	Responsibility
President	County Liaison/Conference Insurance
First Vice President	Referees/Football Rules
Second Vice President	Trophies/Cheer Rules
Secretary	Minutes
Treasurer	Budget
Football Director	Football Operations
Cheer Director	Cheer Operations
Sargent at Arms	Meeting order

- C. Term of Officers
 - 1. The Executive Board Officers will be voted on by the Board of Trustees. Elections will be held yearly in the January meeting.
 - 2. Executive Board Officers will hold a term of 2 years. Elections will start in 2015.
 - a. The following are the election year and experience criteria:
 - i. President – elected odd years; minimum of 4 years as a trustee & must have served on the Executive Board for a period of 1 year
 - ii. First Vice President – elected even years; minimum of 3 years as a trustee & must have served on the Executive Board for a period of 1 year
 - iii. Second Vice President – elected odd years; minimum of 3 years as a trustee & must have served on the Executive Board for a period of 1 year
 - iv. Secretary – elected even years; minimum of 3 years as a trustee
 - v. Treasurer – elected odd years; minimum of 3 years as a trustee
 - vi. Football Director – elected odd years; minimum of 4 years as a trustee
 - vii. Cheer Director – elected even years; minimum of 4 years as a trustee
 - viii. Sargent at Arms – elected even years; minimum of 3 years as a trustee
 - ix. At Large Member – elected odd years; minimum of 3 years as a trustee
 - b. The Executive Board may sponsor an individual as an Executive Board Officer. The sponsorship must be a unanimous decision by the sitting Executive Board.
- D. Vacancies
 - 1. If an Officer cannot complete a full term as President, the vacancy will be filled by the First Vice President organization.
 - 2. A minimum of nine (9) months of the previous twelve (12) months will be considered a full term for President.
 - 3. Other Vacancies will be filled by Board of Trustee vote in a Conference Board Meeting.
- E. Duties of Officers
 - 1. President
 - a. The President is the Chief Executive Officer of the TCYFCC and will preside over all meetings.
 - b. The President will cause to be prepared an annual budget to meet the needs of the current year.

- c. The President (or his/her designee) will conduct periodic checks on the conduct of coaches, players, officials, and organization representatives.
 - d. The President will inspect all playing fields in the Conference to determine compliance with TCYFCC rules and safety requirements.
 - e. The President (or his/her designee) will cause to be prepared a schedule of all clinics, association games, play-offs, cheer-offs, and activities involving association participation to be approved by the Trustees.
 - f. The President will perform other such functions and duties as may be deemed necessary for the furtherance of the business of the TCYFCC.
2. Vice President—First, Second
 - a. In the absences of the President, the First Vice President will, in turn, act as President in a temporary capacity.
 - b. The Vice Presidents will act as the president's representatives or designees to assist the President in fulfilling his/her duties and obligations.
3. Secretary
 - a. The Secretary will attend all meetings of the Board of Trustees and will accurately record and maintain all notes and minutes of all proceedings.
 - b. The Secretary will also, if required, perform like services on all committees.
 - c. The Secretary will be custodian for all records and correspondence of the TCYFCC.
 - d. The Secretary will give, or cause to be given, all notices of fees required for the Board of Trustees.
 - e. The secretary will furnish copies of the minutes of all TCYFCC meetings to each Trustee within seven (7) days of the Conference meeting.
4. Treasurer
 - a. The Treasurer will, at the direction of the President, prepare an annual budget to meet the needs of the TCYFCC for the current year.
 - b. The Treasurer will have charge of and be responsible for all funds, securities, receipts, and disbursements of TCYFCC monies or other valuables in such banks, trust companies or other depositories as may be selected by the Board of Trustees.
 - c. The Treasurer will disburse TCYFCC funds by check only.
 - d. The Treasurer will prepare a cash flow statement of income, expense transactions, and copy of the actual bank statement and cash balance each month to present to the Board of Trustees for inclusion in the minutes.
 - e. The Treasurer will prepare and submit to the Board of Trustees a written statement of financial conditions of the TCYFCC during the January Board of Trustees meeting.
 - f. The Treasurer will prepare and submit such other records and statements as the Board of Trustees may require.
5. Football Director
 - a. The Football Director will oversee football operations of the Conference.
 - b. The Football Director shall be responsible for TCYFCC Football Rules – administration and rule changes.
6. Cheer Director
 - a. The Cheer Director will oversee cheer operations of the Conference.
 - b. The Cheer Director shall be responsible for TCYFCC Cheer Rules – administration and rule changes.
7. Sargent at Arms
 - a. The Sargent at Arms will be responsible for ensuring order in the TCYFCC Board of Trustee Meetings and TCYFCC Executive Board Meetings.
8. At Large Member

III. BOARD OF TRUSTEES

- A. The Board of Trustees is the defined representative(s) of the member organizations. The Board of Trustees has the authority and responsibility to promulgate, administer, and enforce the Bylaws, Football Rules, Cheerleader Rules, and other matters of an association-wide nature.
- B. Selection of Trustees:
 - 1. Each TCYFCC member organization shall select three (3) persons to serve as the official representatives to TCYFCC. One (1) trustee may be the league President, one (1) trustee will officiate over the football program and shall be the Football Trustee and one (1) will officiate over the cheerleading program and shall be the Cheerleading Trustee.
 - 2. Each Trustee is empowered to exercise all rights and duties of his/her organization.
 - 3. Member organizations may, at their option, may select three (3) Alternate Trustees to serve in the absence of the Trustee.
 - 4. Member organizations may send up to two (2) trustees to attend Board of Trustees meetings. It is the responsibility of the trustee(s) to disseminate information and decisions made in the Board of Trustee meetings to their respective organizations.
 - 5. Member organizations must furnish the TCYFCC Secretary with the names, addresses, and telephone numbers of Trustees and Alternates no later than the first scheduled meeting or activity after their selection.

IV. BOARD OF TRUSTEES AND EXECUTIVE BOARD MEETINGS

- A. Regular meetings of the Board of Trustees will be held on the third Wednesday of each month during the season. The Conference organizations may send up to two (2) Trustees to the monthly meetings. Those Trustees are representing their park/association in all TCYFCC matters. It is the responsibility said Trustee(s) to communicate meeting information to their park/association.
- B. Meeting time and location will be set by the President.
- C. All meetings will be closed to persons other than the Executive Board members, 1 Football Trustee and 1 Cheer Trustee from each member organization unless otherwise directed by The Executive Board.
- D. Each Monthly Board of Trustees meeting will have an Open Forum. Anyone wanting to attend the Open Forum must contact the TCYFCC President or Secretary 48 hours prior meeting via email.
- E. The President may call special meetings of the Board of Trustees whenever the need arises.
 - 1. Notices of special called meetings will be given to each member of the Board of Trustees not less than twenty-four (24) hours prior to the date and time of the meeting unless emergency circumstances dictate otherwise.
 - 2. Notice of meetings may be by email, telephone, or in person.
 - 3. Notice of special meetings will specify the purpose of the meeting.
- F. Failure to attend meetings
 - 1. Any organization, which fails to have a representative at any regular or special called meeting of the Board of Trustees, will be fined the sum of \$50.00 for each missed meeting, and the organization's voting rights will be suspended until the fine has been paid.
- G. The Executive Board will conduct periodic meeting to discuss matters related to executing the Conference Bylaws and Rules and conference operations. The Executive Board will also preside over all rules violations and disciplinary actions.

V. VOTING RIGHTS

- A. Executive Trustees not affiliated with a member organization shall be entitled to a vote. Executive Trustees that do have a member affiliation shall only have 1 vote to represent his/her organization.
- B. During meetings each member organization shall be entitled to one vote representative of his/her organization's interests. The Conference President shall not forfeit his/her right to vote as a result of the office he/she holds if he/she is the designated voter for their organization.
- C. Only one (1) Trustee or Alternate Trustee from each organization may vote.

- D. The physical presence of a Trustee, Alternate Trustee, or qualified representative is required for an organization's vote to be recorded. (See [Article IV – Board of Trustees and Executive Board Meetings](#))
- E. Once any Topic has been voted on and closed, it will take a 2/3 vote from the trustees (one vote from each organization) to reopen the Topic and revote.

VI. NEW MEMBERSHIP

- A. Any organization desiring to become a member of the TCYFCC shall submit a letter of application to the Board of Trustees. No new organizations will be officially approved as members after March 31st of that calendar year.
- B. Letters of application shall contain the following:
 - 1. The organization's name, proof of up-to-date Florida non-profit corporation status, organizational Bylaws and proof of financial stability;
 - 2. Names and age/weight classifications of all football and cheerleading teams in the organization;
 - 3. The organization's colors;
 - 4. A list of all officers of the organization, including full names, addresses, and telephones numbers;
 - 5. An estimate of the number of participants;
 - 6. An outline of the geographical area from which the organization expects to recruit; and,
 - 7. The name and location of the organization's home field, including a statement of the facilities at the field with written proof of their own home playing facility.
- C. Upon invitation from The Executive Board, the applicant organization will have a representative give an oral presentation of the application to The Executive Board no sooner than thirty (30) days after the receipt of letter of application. The Executive Board will vote to determining bringing the application to the Board of Trustees to approval.
- D. Upon approval from The Executive Board, the application will be presented to the Board of Trustees for approval.
- E. Prior to the Board of Trustees issuing an invitation to join the TCYFCC, the Conference President shall insure that both the TCYFCC Bylaws and Football and Cheerleader Rules have been explained to the potential new organization, and that the organization commits to comply with such By-Laws and Rules.
- F. A Two-Thirds vote is required for acceptance of a new member organization.
- G. New organizations will be on probationary status during their first full year of membership and shall have non-voting representation on the Board of Trustee.
- H. During the probationary years(s) the new organization cannot hold an office. If membership is approved the new member organization will be added in March to the bottom of the rotation roster.
- I. At the first regular scheduled meeting of the Board of Trustees following the first year of probationary membership, the Board of Trustees shall vote for either:
 - 1. Permanent membership for the new organization. Such vote shall require two-thirds (2/3) affirmative vote of all permanent member organizations; or,
 - 2. Continued probationary status for a maximum of one (1) more years. Such vote shall require a two-thirds (2/3) affirmative vote of all permanent member organizations:
 - i. In the event that neither (1) or (2) above is approved by the required, two-thirds (2/3) affirmative vote of all permanent member organizations, then the new organization shall be denied membership in the TCYFCC, and shall be dropped from the Conference
- J. When accepted for permanent membership status the new organization shall be assessed a membership fee of \$500.00 and payment is required to Board of Trustees within thirty (30) days of acceptance into the Conference.

VII. FUNDRAISERS, DUES AND FEES

- A. Fundraisers will be determined in rotational order and will be determined in the January minutes for the current season. Teams will rotate up one level each season with the top position moving to the bottom of the order
- B. Annual Dues

1. The amount of each member organization's annual dues shall be \$500.00 and shall be in accordance with the Football and Cheerleader Rules. All probationary organizations shall be required to pay such dues as well.
 2. Commitment Letters must be signed and Annual dues must be paid by January of current year's meeting, if annual dues are not paid by January meeting, the Organizations membership is suspended until dues are paid in full. In addition, the organization will not be eligible to participate in any TCYFCC function until annual dues are paid in full.
 3. The cost of TCYFCC Trophies will be split by all Organizations; totals to be determined by the finale Roster after Rosters are sealed and closed. Monies are due by the September's meeting.
- C. Other Fees
1. Other annual fees (insurance, booking, etc.) are due and payable on the schedule set by the Board of Trustees.
 2. The Board of Trustees will give notice of due dates no later than thirty (30) days prior to the due dates.
- D. Organizations shall be fined \$200.00 per team (Football and Cheer) if a rostered team does not attend all TCYFCC events and/or games. This fine shall be made payable to the hosting organization by the next Monthly meeting.
- E. Fines will not exceed \$400.00 per age division. This rule can be waived only if an organization is not able to field a team due to injury.

VIII. AMENDMENTS

- A. The Bylaws, Football Rules, and Cheerleader Rules may be altered or amended, and new Bylaws and/or Football Rules and/or Cheerleader Rules may be adopted, by the Board of Trustees no later than the March meeting:
1. The Football Director and Cheer Director in the November Meeting will establish rule committees for the respective areas.
 2. The Executive Board will address bylaws modifications and amendments.
- B. All changes to the Bylaws must be approved by a vote not less than two-thirds (2/3) of the Executive Board.
- C. Football and Cheer Rules must be approved by a vote not less than two-thirds (2/3) of the eligible Trustees.
- D. Waiver:
1. Although it is the intent and the goal of the Board of Trustees to adhere to **ARTICLE VIII – AMMENDMENTS** above, it is recognized that extraordinary circumstances which effects TCYFCC as a whole might require changes at other times. All changes must be approved by 2/3rd vote of the Board of Trustees.
 2. Monthly Board of Trustee Meetings minutes will be considered Addendum to the By-Laws.

IX. LIABILITY, INSURANCE, CERTIFICATION AND BADGES

- A. Liability
1. The TCYFCC assumes no responsibility for injuries to participants, or representatives, nor damage to property utilized in its activities.
 2. Responsibility rests entirely with players, cheerleaders, coaches, managers, officials, parents, spectators, and other-all of whom participate or attend at their own risk.
- B. Insurance
1. All member organizations are required to maintain liability and accident insurance.
 2. Such insurance will be administered and approved by the TCYFCC and shall list as its policy holders the following:
 - a. The name "Tri-County Youth Football & Cheerleading Conference, Inc.",
 - b. The name of the board of county commissioners for the respective county of the league,
 - c. The name of the individual organization
- C. Certification
1. CPR/First Aid –

- a. A minimum of one (1) coach from each football team and a minimum of one (1) coach from each cheerleading team within a member organization, along with the member organization's Trustees and President or Athletic Director, must be certified in CPR by the first day of practice. Each organization's Trustee will be responsible for providing proof of this certification to the Conference President. The intent of this CPR certification is to assure that there is at least one (1) qualified person on every football team and cheerleading squad to administer basic CPR in case of an emergency. Thus, a member organization that is fielding six (6) football teams and six (6) cheerleading squads would have one (1) person from each team (twelve people) PLUS the member organization's Trustees and President or Athletic Director.
2. Concussion Training—all coaches, team managers, and organizational officials shall complete concussion training and provide a certificate of completion.
3. Heat Illness Training – all coaches, team managers and organizations officials shall complete heat illness training and provide a certificate of completion.
4. Coaches Training —all coaches, team managers, and organizational officials shall complete the Hillsborough County Parks and Recreation Departments' Coach's Clinic or its equivalent per the Hillsborough County Parks and Recreation requirements.
5. Volunteer Background Checks
 - a. All league volunteers (League officials, Coaches, Team Managers, Team Parents, and water boys) over 18 years old with direct contact youth will need to have a yearly FDLE Level 2 and National Sexual Offender background check through their organization.
 1. Team Trainers shall be defined as any volunteer under 18 years of age. Trainers must be at least 2 years older than the oldest participant of the team they are assisting.
 - b. The following will be the disqualifying offenses if convicted or found guilty plus additional TCYFCC disqualification guidelines:
 - i. All sex offense regardless of the amount of time since the offence.
 - ii. All felony violence offenses regardless of the amount of time since the offense.
 - iii. All felony offense within the past eight (8) years (together than violence offense).
 - iv. All misdemeanor violence offenses within the past six (6) years.
 - v. All misdemeanor drug and alcohol offenses within the past two (2) years or multiple (more than one) offenses in the past six (6) years.
 - vi. Any other offence, whether misdemeanor or felony, within the past ten (10) years that would be considered a potential danger to children or directly related to the functions of a volunteer.
 - vii. Each League will provide proof in the form of a letter from the service the league employs on the disqualifying offenses begin evaluated to the TCYFCC President.
 - viii. Each League will provide a list of volunteers and status disposition to the TCYFCC President at the July 1st. The League will provide updates to the TCYFCC President from that date forward at least on a monthly basis as volunteers are added and cleared.
 - ix. A TCYFCC organization may request an appeal of a disqualification volunteer after said volunteer receives approval from their league to proceed with the appeals process. The volunteer requesting the appeal will need to appear before the TCYFCC Background Check Appeals Board.
 - x. The Executive Board will oversee all appeals The Executive Board will vote on the individual's case and approve or deny based on 2/3rd vote.
 - xi. If an individual wins an appeal, they will not need to re-appear before the Executive Board unless charge arises during the background check process. The TCYFCC organization is responsible for monitoring appeals and notifying the Executive Board if new charges arise.
 - xii. A TCYFCC Field Badge will not be issued until the coaches certification and background check complete

D. Badges

1. The staff of each TCYFCC organization shall have an approved TCYFCC Field Pass to be on the field, color coded by team or position. All passes shall include a picture, the Staff member's name, the current year

and the Organization name. The card shall be of Business card size and have the Coaches Certification card on the back

a. Field access entitlement is determined based on badge color issued and shall be as follows.

Position/Division	Color	Description
TCYFCC Executive Board	Lime Green	Full Access
TCYFCC League Trustees	Orange	Full Access
Media	White	Sideline access, outside coaches box only
Mighty Mite	Yellow	Restricted to Sideline and division game only
Pee Wee	Blue	Restricted to Sideline and division game only
Midget	Purple	Restricted to Sideline and division game only
Junior Varsity	Grey	Restricted to Sideline and division game only
Varsity	Red	Restricted to Sideline and division game only
General League Official/Board Member	Black	Optional - No field access allowed during game day unless in event of emergency

X. TEAM ROSTERS AND OFFICIAL BINDER

- A. Team binders must be present for the duration of any games, practice, tournament or other event of said team.
- B. The team binder shall contain the following required information and shall be arranged in the same order as the official team roster. Included in the team binder shall be verification of a minimum of one coach with CPR certification, all Coach Certifications, and Concussions training per [Article IX – LIABILITY, INSURANCE, CERTIFICATION AND BADGES](#) of the TCYFCC Bylaws.
- C. Each TCYFCC team shall include, on three (3) roster forms supplied by TCYFCC and printed on heavy duty card stock, the following information:
 1. Member Organization's Name
 2. Team Name
 3. Team Division
 4. Color(s) of team jersey(s)
 5. Name, Titles, and telephone numbers of all staff
 6. Full name of each player in order by Oldest to youngest
 7. The name of the school each player attends
 8. Cheer Age (as of August 31st) and date of birth of each player
 9. Football Age (as of July 31st) and date of birth of each player
- D. Team rosters and official binders shall be due for inspections and notarization during the official check in. At this time a designated Trustee from either another organization or an Executive TCYFCC Trustee shall initial each attending participant, mark absent participants as "ABS" and mark suspended players with "SUSP" on the attendance sheet. The team rosters and official binders shall be available for each regular scheduled football game for inspection, addition and removal of participants. If a participant is to be added, they must comply with all official requirements and can only be added by another member Trustee, following the same procedure as outlined above.
- E. Three (3) signed and sealed copies of each team's official roster shall be prepared and distributed as follows: These three (3) copies shall be updated each week with any player additions and/or deletions:
 1. One (1) to the TCYFCC Vice President no later than the next monthly meeting following the final sealing which will take place on the designated week.
 2. Two (2) to the team's official binder
- F. Changes/Additions:
 1. Any changes/additions to an official roster shall be reported to the TCYFCC Vice President and Football/Cheer Director by the organization making the change/addition.
 2. No rostered participant may move to another division without prior approval Executive Board.

- G. Upon completion of the official roster, in which rosters are sealed and closed, the designated Trustee will sign and affix an approved seal to it and all copies.
- H. Required Documents:
1. Each team will maintain a page in loose-leaf binder for each player on the official roster. The page will contain the following:
 - a. A completed TCYFCC Participant Registration/Information Form, completed by a parent/legal guardian in the presence of a duly appointed organizational official. (Must be printed on heavy duty card stock)
 - b. A completed Florida High School Athletic Association (FHSAA) sports physical examination certification dated no earlier than May 1st of the current year, with a physician's signature and stamp/business card.
 - c. Completed participant/parent concussion consent form.
 - d. A color photograph, current and clear enough so you can recognize the player.
 - e. Any proof of age documentation as follows:
 - i. An official state, county, municipal, federal or foreign birth certificate or certificate of birth registration as issued by a governmental entity, or,
 - ii. An original court issued document attesting to the player's date of birth, or
 - iii. An official passport
 - f. In the event of an injury in which a physician has excused said player from Physical activity, participant must upon returning present a medical release to be eligible to participate in practice or games. If said player is released to play with injury or illness a medical release is required. Medical release is to be placed in the official binder along with the physical.
 - g. An official Attendance Record, which will be signed by the home and visiting trustees at each game.
- I. Concussion Rule
1. Per Florida Statutes 943.0438 and 1006.20 any athlete who is suspected of sustaining a concussion or head injury or who exhibits signs, symptoms, or behaviors consistent with a concussion such as loss of consciousness, headache, dizziness, confusion, or balance problems shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.
 - a. In Florida, an appropriate health-care professional (AHCP) is defined as either a licensed physician (MD, as per Chapter 458, Florida Statutes), a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes), or a licensed physician's assistant under the direct supervision of a MD/DO (as per Chapters 458.347 and 459.022, Florida Statutes).
 2. Any head coach allowing a player suspected of having a concussion to participate in a game or practice without written medical clearance is suspended for the remainder of the year and prohibited from assuming a head coaching position within the conference for the next season.
 3. Regardless of affiliation; any league official, coach or parent that witness's or has first-hand knowledge of a concussion, or potential concussion, shall provide said information to the Executive Board.
- J. Return to Play (TRP) Criteria:
1. No athlete should return to play (RTP) or practice on the same day of a concussion. "When in doubt, sit them out!"
 2. Any athlete suspected of having a concussion must be evaluated by an ACHP (as defined above) as soon as possible and practical.
 3. Any athlete who has sustained a concussion must be medically cleared by an AHCP (as defined above) prior to resuming participation in any practice or competition.
 4. After evaluation and examination by an AHCP (as defined above), return to play must follow a step-wise protocol as defined by the "Graded Return to Play Protocol" form and under the supervision of an AHCP, athletic trainer, coach or other health care professional. FHSAA Form AT18 (Post Head Injury/Concussion)
 5. A written medical clearance from an AHCP (as defined above) is required for return to competition along with FHSAA Form AT18. Both the written medical clearance and the completed FHSAA AT18 form shall be kept in the team binder with the players physical.

XI. COACHES

- A. No head coach shall be selected for any team if that coach is under the age of twenty-one (21). Assistant coaches shall be at least eighteen (18) years of age.
- B. No coach or organization official may transfer from one (1) member organization to another in successive or current years as a coach or organization official, except with the knowledge and consent of both organizations involved. Not giving written consent is only for the purpose of collecting equipment or unpaid funds or any documented disciplinary actions to the organization. This rule may be waived when written consent has not been granted by either of the two (2) involved organizations with the approval of the TCYFCC Executive Board.
- C. If a rostered Coach or organization official resigns their position prior to or during the current season (December,31st), they may not transfer from one member organization to another member Organization in any coaching/official capacity for the period of one (1) year (season). Cut Off date shall be 12/31.

XII. CONDUCT

- A. Conduct of spectators or participants which is determined to be unsportsmanlike or Detrimental to the players, or to TCYFCC, or to a member thereof, may subject their team to disciplinary action after a warning by the offended organization or Trustee, whose responsibility it will be to warn the offending organization's Trustee or coach of such conduct.
- B. Such conduct by spectators or football participants, before, during, or after an event may also subject their organization to disciplinary action by the TCYFCC. If a disciplinary problem continues; refer to [Bylaws ARTICLE XVI—DISCIPLINARY PROCESS](#).
- C. No coach, player, trustee, or spectator may touch, grab, bump, or have physical contact with any game official against his/her will. If this occurs, the individual shall be immediately suspended from any TCYFCC event and is subject to lifetime expulsion from any TCYFCC event pending an investigation and disciplinary hearing.
- D. TCYFCC Trustees and their organizations are responsible for controlling the conduct of spectators and participants, and have the authority to request the departure from the premises of any individual whose conduct is detrimental to peace and order.
 1. Any removals should first take the form of a reasonable request.
 2. Should the request be ignored or trouble is anticipated, a law enforcement officer shall be summoned immediately.
 3. Persons using vulgar or abusive language will be removed immediately from the game area.
 4. Persons berating coaches, players, and/or game officials will be removed from the game area.
 5. Any person without an official TCYFCC ID card will be removed from the game area.
- E. The press box announcer shall not be allowed to coach, officiate, or criticize from the press box. The Announcer will be fair to both teams involved and restrain from any derogatory comments. If at any time an opposing member Trustee feels that the announcer is not following appropriate conduct, they must go to the hosting member Trustee to request intervention, The Announcer will be warned and if the problem persists then he/she will be dismissed from their duties and unable to return to announcing for the rest of the day.
- F. Ejection Form/Officials report. The form/report shall have the person's name, jersey number (if a player), organization name, date, division, reason for the ejection, and signatures from the game official and TCYFCC Trustees. Each TCYFCC Trustee, game official, and TCYFCC President shall receive a copy of the Official Ejection Form. Ejection's for misconduct is as follows.
 1. Football Players:
 - a. Any player officially ejected from a game or field for unsportsmanlike conduct is automatically suspended from the next regular scheduled TCYFCC game. For purposes of this rule: "the next regular scheduled TCYFCC game" shall be defined as the next regular season game, mini game, make-up game, playoff, or championship game scheduled or to be scheduled.
 - b. Any player officially ejected a second time for unsportsmanlike conduct during the same year must appear before the TCYFCC Executive Board and show just cause why they should not be

suspended for the remainder of the season, unless deemed otherwise by the TCYFCC Executive Board.

- c. Any player officially ejected from a game or field for fighting is automatically suspended for the next two (2) consecutive games (as described in [Article XII – CONDUCT](#)) Prior to returning to play, the player shall also appear before the TCYFCC Board of Trustees, unless deemed otherwise by the TCYFCC Executive Board, and show just cause why they should not be suspended for the remainder of the season. The player may not attend a special called meeting for the purpose of being reinstated.
- d. Any organization's player leaving the bench to join a fight on the field or the sidelines shall be subject to the same punishment as described in [Article XII – CONDUCT](#) as well as 1 additional game.
- e. Any player that is ejected from a game shall leave the playing field immediately.
 - 1. In some circumstances Trustees may opt to keep the ejected player on the sideline for safety concerns reasons only. In this case said player will remove their shoulder pads and shall wear their jersey inside out. The player shall remain on the bench for the remainder of the game and shall not be used as a water boy or for scouting.
- 2. Coaches and Organization Officials:
 - a. [Article XII - CONDUCT](#) shall be in effect for coaches, TCYFCC Trustees and organization officials.
 - b. The head coach and TCYFCC Trustees are the only authorized persons who may engage with the game day officials and MUST conduct themselves in a sportsmanlike manner. Trustees may not dispute judgment calls.
 - 1. Assistant Coaches, League Officials, and parents are not authorized to engage officials and shall be subject to disciplinary process as described in [ARTICLE XVI—DISCIPLINARY PROCESS](#) if found in violation of this rule.
 - c. Trustees, League Official, Coaches, Parents and participants are subject to suspension or removal by TCYFCC Executive Board due to unbecoming conduct.
- G. Any pending litigation against any TCYFCC member organization shall be reported to the TCYFCC Executive Board.

XIII. GAME DAY ETIQUETTE AND HOST TEAM RESPONSIBILITES

- A. The home or host organization shall have the following responsibilities:
 - 1. Preparing and marking the field,
 - 2. Providing all field markers and other necessary operating equipment, and
 - 3. Payment for Game Day Officials
 - 4. Other arrangements necessary to conduct the games.
- B. Score Board
 - 1. Every playing field used for TCYFCC regular season or post-season games must be equipped with an electric scoreboard with an electric clock in working order. Organizations will not be held accountable for unforeseen electrical or mechanical failures.
- C. Playing Field
 - 1. Regulation high school field measurements shall be used for TCYFCC games in all divisions.
 - a. If parks have limited sideline space the coach's box may be restricted to 30 yard line to 30 yard line for cheerleader safety.
 - 2. If more than one (1) field is available the organization must specify which field will be the game field. If the selected field becomes unavailable, the organization must notify the TCYFCC Vice President at least seven (7) days prior to the next game. The TCYFCC Vice President will notify all organizations affected, as well as the officials.
 - 3. If playing conditions at game time are considered hazardous, the game may be postponed by the game officials. The make-up time to be rescheduled within 1 (one) week. (1st practice night or as soon as officials can be secured).
- D. Sideline Restrictions

1. During all TCYFCC games, no one is allowed on the sidelines outside of the coaching box, marked by the 25 yard line to the 25 yard line, except where field limitations exist. If limitations are present the coaches box shall be defined as the 30 yard line to the 30 yard line:
 - a. Cheerleaders and (5) cheerleader representatives (coaches or team representatives), when adequate space cannot be provided outside of the game field area
 - b. The official chain crew
 - c. Authorized members of the print or electronic media (advance notice shall be given to both teams)
 - d. The ball boy or any other personnel requested by the officials for their assistance.
 - e. TCYFCC Executive Board, Hosting or Visiting TCYFCC Trustee/Alternate Trustee and media personnel.
 2. The use of tobacco products and electronic cigarettes on the sidelines is strictly prohibited.
- E. Chain crews
1. Chain crews shall consist of three (3) adults, if not available no one under the age of Fourteen (14).
 2. Whenever possible the same crews should be retained throughout the season so as to assure more consistent performance.
 3. Chain crews should be at their post at least five (5) minutes prior to the start of the game.
 4. In the event that the chain crew is on the visitor's side of the field, the visiting team shall be given the option of furnishing the chain crew.
 5. The Chain crew shall not coach, scream or cheer on the sidelines. They are to remain silent while the game is going on. Use of cell phones during the game is prohibited.
 6. Any member of the chain crew may be removed at the discretion of a league trustee.
- F. The field shall be cleared and ready for play prior to the start of the first game.
- G. Game Day announcers must:
1. A numerical listing of rostered players shall be provided to the press box prior to the start of the game.
 2. The press box announcer shall introduce the Visitors first, followed by the Home. Introductions of players shall be by jersey number, followed by the player's name.
 3. Announcers should refrain from calling the game play-by-play or playing music after the referee blows the ready for play whistle. As such, there should be NO sound to any extent during play. All music should be screened for content, vulgarity and profanity before being played.
 4. Announcers should not show favoritism to either team.
- H. Providing adequate safety and first aid equipment and procedures, including the following:
1. Complete first aid kit,
 2. Emergency procedures posted conspicuously, and
 3. A telephone in the immediate area for emergency use only.
 4. A functioning lightning detector on the field during the adverse weather. Phone applications are not considered lightning detectors.
- I. Adequate seating for teams and spectators.
- J. Restraining lines between the spectators and the playing field.
- K. No personal amplified sound equipment (such as bull horn, air horn, etc.) or whistles are allowed during TCYFCC events.
- L. Donations at the gate are permitted, but shall not exceed \$3.00 for adults and \$1.00 for Children except for Cheer-Offs and Super Bowl the Donation is \$4.00 for Adults and \$2.00 for Children.
1. NOTE: For parks bound by Hillsborough County Parks and Recreation's Park License Agreements; No person shall be denied admission for not offering a donation; however everyone is encouraged to support each organization. For parks not bound to HCPR PLA agreements, the donations listed in **Article XIII L** may be deemed required as an entry fee at park discretion.
 2. TCYFCC Executive Board Trustees conducting official visits shall be exempt from gate Donations.
- M. The home team shall provide and distribute Sportsmanship and Spirit Awards along with a TCYFCC Concession Coupon of \$5 in value to include expiration date 12/31 of current year.
- N. Each hosting organization shall be responsible for the presentation of the Sportsmanship and Spirit Awards at the conclusion of each game.

- O. Award for each age division to be accompanied by a five (5) dollar TCYFCC Gift Certificate to be honored at all Organizations Concession Stands through the end of the season.
- P. Scores are to be turned in by 9:00 PM on game day via email to the Conference Football Director and copied to the Vice President and webmaster@tcyfcc.com by home team. Scores shall be posted by 2pm Sunday.

XIV. RESTRICTED ITEMS

- A. Consumption of alcoholic beverages is strictly prohibited on the property of any TCYFCC facility before, during, or after games, practices, or any other TCYFCC events.
- B. No outside food or drinks will be allowed by spectators outside of team coolers.
- C. Use of tobacco products and/or electronic cigarettes by any member of a team is strictly prohibited.
- D. No pets are allowed at games or practices other than service animals.

XV. SCHEDULE AND AWARDS

- A. Schedule:
 - 1. The TCYFCC season shall be from July 1 thru December 31 of the current year.
 - 2. All TCYFCC games shall be scheduled on Saturday according to the following time frame:

TEAM	TIME	Football Check-in/ Cheer Warm-up
Mighty Mites	9:00am	8:00am
Pee Wee	10:30am	9:30am
Midget	12:00pm	11:00am
Junior Varsity	2:00pm	1:00pm
Varsity	4:00pm	3:00pm

- 3. Post season schedule
 - a. Cheer Off shall occur the 1st week following the final regular season game.
 - b. Playoffs for football shall begin the 1st week following the Cheer Off.
- B. Awards:
 - 1. A fee shall be set by the TCYFCC Board of Trustees to provide necessary funds for the seasonal cost of awards. This fee shall be based on a per capita count from the sealed rosters and shall be paid by all organizations eligible for Super Bowl and Cheer Off.
 - 2. Cheer Off:
 - 1. Each organization will be responsible for submitting a check, based on the estimated quote per cheerleader towards the cost of awards, due at the October monthly meeting.
 - 2. First Place shall receive a Team Trophy and all cheerleaders shall receive a first place individual trophy.
 - 3. Second Place shall receive a Team Trophy and all cheerleaders shall receive a second place award.
 - 4. Third Place shall receive a Team Trophy and all cheerleaders shall receive a third place award.
 - 5. All participants shall receive a participation award.
 - 6. Two Cheer-Off Grand Champion Awards will be given out to the teams with the highest Score of the day. One Trophy will be given for the large team with the highest score and one Trophy will be given to the small team size with the highest score of the day. A total of two Grand Champion Awards. Team sizes will be determined at the TCYFCC September Monthly Meeting.
 - 7. Small and Large Divisions are determined by the Average for each Division per the September Meeting.
- C. Super Bowl:
 - 1. First Place shall receive a Team Trophy and all players shall receive a first place individual trophy.

- 2. Second Place shall receive a Team Trophy and all players shall receive a second place individual trophy.
- D. While it is the intention of the TCYFCC to maintain continuity from year to year in presenting awards, unforeseen circumstances beyond the control of the TCYFCC Board of Trustees may warrant a change in the awards that the TCYFCC is able to provide.

XVI. DISCIPLINARY PROCESS

- A. Violations of the Bylaws and/or Football Rules and/or Cheerleader Rules of the TCYFCC are subject to disciplinary action by the Board of Trustees.
- B. The conduct of any member organization’s officer, representatives, participants, parents, or members of coaching staffs will be construed as conduct by the organization.
- C. Procedure
 - 1. If an organization wishes to file a complaint, the complaint must be written and submitted with physical evidence to The Executive Board along with a \$100.00 filing within 48 hours of the contested action. For playoff games, complaints must be filed within 24 hours of the conclusion of the game in question.
 - 2. The Executive Board reserves the right to conduct investigations regardless of official complaints, allegations of rules violations or conduct issues detrimental to the conference. Executive Board members, not affiliated with a member league, are exempt from the \$100.00 filing fee.
 - 3. Upon receipt of the written complaint and evidence of a violation of the Bylaws and/or Football Rules and/or Cheerleader Rules, the following procedure shall be followed:
 - a. The Executive Board will investigate the complaint. The Football Director and Cheer Director will oversee the investigation unless there is a conflict of interest. In this case, the TCYFCC President will appoint a coordinator. The coordinator (Cheer, Football, or appointed) will form a committee of at least 2 additional Executive Board members to assist in the investigation. The committee will prepare a formal investigation report and submit to the Executive Board for review.
 - b. The Executive Board, in person and in writing, will report to the complaint parties with its findings and recommendations at a meeting held no later than fourteen (14) days from the date the investigation is assigned.
 - c. Depending on the findings and decision of the Executive Board, disciplinary action may be assessed against a member organization or individuals within the member organization.
 - d. The TCYFCC Board of Trustees, upon two-thirds (2/3) vote of the uninvolved Trustees, decide upon any discipline to be assessed involving a member organization.
 - e. Disciplinary actions will be administered using the following guidelines. The Executive Board determines the Penalty and/or Fine for the individual and/or organization. Until financial penalty is paid, the individual and/or organization is suspended from all TCYFCC activities to include practices, games, and competitions.

Penalty #	Penalty Description
1	Indefinite suspension
2	One (1) year suspension
3	Six (6) month suspension
4	Remainder of current season
5	Three (3) games suspension
6	Two (2) games suspension
7	One (1) games suspension
8	Probation

Fine#	Fine Description
A	\$2500
B	\$1000
C	\$500
D	\$250
E	\$100
F	\$50
G	None

- f. Failure or refusal of a member organization or individual to take corrective action directed by the Board of Trustees will be construed as furtherance of the same violation.

- g. Organization found to have been in violation of the Cheer and Football practice rules will be subject to a \$2,500 fine (Fine A). Individual fines per the disciplinary process may also be provided to individuals within the organization responsible for the violation.
- 4. If an Organization is placed on Disciplinary Probation for either their Football or Cheer programs or both, the following actions may occur:
 - a. All post-season play, including championships and/or Cheer Offs may be forfeited.
 - b. The Organization will lose all voting privileges for the term of the probation.
 - c. All fundraisers shall be forfeited for the term of the probation.
 - d. The Organization is subject to losing their rotational order and moved to the bottom of the order.
 - e. At the end of the probationary period, the Organization's membership in TCYFCC will be voted on by the Board of Trustees of TCYFCC to reinstate or dissolve the League's membership.
 - f. The Organization will not be able to hold a TCYFCC Officer position during the probationary period. The appropriate Bylaw procedure will be followed in filling any vacant officer position, see [Article III – BOARD OF TRUSTEES](#).
 - 5. Organizations or individuals, which have been assessed disciplinary action, have the right to appeal such action.
 - a. Appeals must be in writing addressing the discipline to the President, and received by the President no later than three (3) days after the meeting at which the discipline was assessed.
 - b. A special meeting will be called and held within a fourteen (14) day period. The Board of Trustees will hear the appeal.
 - c. The Board of Trustees may reduce, modify, or withdraw the discipline as a result of the appeal. The Board of Trustees may not, however, add additional penalties or harsher discipline.
 - d. The decision of The Board of Trustees acting on an appeal is final. No further appeals will be permitted.

XVII. DISSOLUTION

No part of the net earnings of the organization shall inure to the benefit, or be distributed to its member, trustees, officers, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth by this organization. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not furtherance of the purposes of the corporation.

Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.