

Lumberton Youth Football & Cheerleading, Inc.

P.O. Box 8877, Lumberton, Texas 77657

Constitution and By-Laws

ARTICLE I: NAME AND BOUNDARIES

SECTION 1. This organization shall be known as "Lumberton Youth Football & Cheerleading." It is affiliated with the Southeast Texas Junior Football League (STJFL).

SECTION 2. The Lumberton Youth Football and Cheerleading, (LYF&C) shall have territorial boundaries to include the community of Lumberton, Texas and it's school district, including any private schools, where attendees reside within the Lumberton Independent School District.

SECTION 3. Lumberton Youth Football & Cheerleading's mascot shall be "Raiders" and the team colors will be Columbia blue, red, white and silver.

ARTICLE II: OBJECTIVES

SECTION 1. It shall be the intent and purpose of this organization to serve the community of Lumberton and it's school district by implanting the importance of excellence in academics, the ideals of good sportsmanship, honesty, loyalty, courage, and reverence in student athletes; so that they may grow to be productive adults.

ARTICLE III: MEMBERSHIP

SECTION 1. The membership of this organization shall consist of any parent or legal guardian of a child participating in Lumberton Youth Football & Cheerleading activities.

SECTION 2. The membership of this organization shall consist of any adult staff volunteer of any football or cheerleading team who is not a member under Section 1 of this article.

SECTION 3. The membership of this organization shall consist of any adult who was, under section(s) 1 and/or 2, of this article; and desires election to the board of directors of this organization.

ARTICLE IV: GOVERNMENT

SECTION 1. This organization shall be governed by a Board of Directors. The Board of Directors shall be obtained from the membership. The Board of Directors shall be selected per Article V of this document.

SECTION 2. The board of directors shall consist of a President, Vice-President, Secretary, Treasurer, Athletic Director, Registration Coordinator, Football Representative, Cheerleader Representative, Public Relations/Fund Raiser Coordinator, Equipment Coordinator and Insurance/Safety Coordinator.

SECTION 3. President – It shall be the duty of the President to preside over all organizational meetings, to supervise the overall operations of the organization, to enforce the LYF&C rules and regulations, to attend or designate a person to attend all Southeast Texas Junior Football League meetings and to appoint replacements for vacated positions on the Board of Directors. The President shall also be a member ex-officio of all committees. The President shall appoint such committees as may be provided for in this Constitution and By-Laws and such special committees as may be authorized by this organization. The President shall enforce strict observance of the Constitution and By-Laws of this organization. The President shall have general supervisions of the activities of this organization and the chairmen of committees.

SECTION 4. Vice-President – It shall be the duty of the Vice-President to serve as President in his/her absence, to assist the President in the successful operation of this organization and to enforce the rules and by-laws of the LYF&C.

SECTION 5. Secretary – It shall be the duty of the Secretary to maintain an accurate written record of all organization business and to inform the public of all activities pertinent to the successful operation of this organization. It shall also be the duty of the Secretary to oversee the registration and certification processes.

SECTION 6. Treasurer – It shall be the duty of the Treasurer to maintain the financial records of the organization and to maintain custody of the organization's checks. At the end of the Treasurer's term in office, he/she shall within 72 hours return all legal holdings to the organization's Board of Directors. Upon receipt, the Board of Directors shall have 30 days to audit such holdings prior to re-assigning to the Treasurer's replacement. It is also the duty of the Treasurer to coordinate registration and certification procedures with the Football Representative, Cheerleading Representative and coordinate rosters with the Athletic Director.

SECTION 7. Athletic Director – It shall be the duty of the Athletic Director to represent the coaches at all organization meetings and to be available to answer questions, offer resolutions where possible and refer all unresolved matters to the Board of Directors for remedy. In addition, the Athletic Director shall coordinate rosters with the Treasurer and Registration Coordinator.

SECTION 8. Registration Coordinator – It shall be the duty of the Registration Coordinator to administer and coordinate all registration and certification procedures and to keep and maintain accurate required paperwork and files. The Registration Coordinator shall compile rosters in

conjunction with the Football Representative, Cheerleader Representative and Athletic Coordinator.

SECTION 9. Football Player Representative – It shall be the duty of the Football Players Representative to assist in the registration of players and to be a liaison between all football players and the Athletic Director.

SECTION 10. Cheerleader Representative – It shall be the duty of the Cheerleader Representative to assist in the registration of cheerleaders and to be a liaison between all cheerleaders and the Athletic Director. The Cheerleader Representative shall also act as a conduit from the Southeast Texas Junior Football League to each of the organizations' coaches. In addition, it is the duty of the Cheerleader Representative to coordinate with the cheer coaches to facilitate the ordering, purchasing and distribution of cheer uniforms and accessories upon approval of the Board of Directors.

SECTION 11. Public Relations/Fundraiser Coordinator (PRFC) – It shall be the duty of the PRFC to seek all avenues of fundraising opportunities that would be advantageous to LYF&C and to coordinate the implementation of such. In addition, it shall be the duty of the PRFC to offer appropriate news and/or advertising releases on behalf of LYF&C upon approval of the Board of Directors. The PRFC shall also be responsible for managing the organization's media presence, including the creation, coordination, and oversight of content shared via social media, press, and other public communication platforms. This includes ensuring that all media language accurately represents the mission, values, and image of LYF&C, and aligns with Board-approved messaging.

SECTION 12. Equipment Coordinator – It shall be the duty of the Equipment Coordinator to coordinate and maintain all equipment inventories, acquire adequate storage facilities, perform maintenance, repairs and conduct required new purchases with approval of the Board of Directors. The Equipment Coordinator shall also advise the Board of Directors on replacement and reconditioning of equipment for the adherence to the NOCASE or recognized safety standards.

SECTION 13. ASSISTANT EQUIPMENT COORDINATOR – It shall be the duties of the Assistant Equipment Coordinator to assist the Equipment Coordinator in maintaining all equipment inventories, performing maintenance and repairs and any other duties specified by the Equipment Coordinator.

SECTION 14. Insurance/Safety Coordinator – It shall be the duty of the Insurance/Safety Coordinator to be responsible for informing all teams of insurance requirements, safety standards and to initiate claims through the proper agencies, to verify that each team participant is insured and has proper medical records to participate in LYF&C, to inspect equipment for adherence to proper safety standards and to verify that qualified first aid personnel and first aid kits are at all LYF&C events.

SECTION 15. Emeritus Board Member- An emeritus board member is an individual who has reached their board term limit, but is invited to stay on the board. The Emeritus Board Member shall act in an advisory capacity, without full voting power, and not an active working position. An Emeritus Board Member may be invited to attend meetings, offer advice, and share expertise.

SECTION 16. Each "Board" position warrants the power of one vote. The President does not have a vote unless there is a tie vote and the President shall then cast the deciding vote to resolve the issue.

SECTION 17. Any individual may hold more than one position on the Board of Directors, however, under such circumstances, the individual does not have accumulative additional voting powers.

ARTICLE V: SELECTION OF BOARD MEMBERS

SECTION 1. For the purposes of Board membership, there shall not be more than one person elected or appointed to the Board of Directors from the same immediate family for service during the same term of office, unless voted on by the board and approved with a majority vote. Immediate family as stated means: father, mother, husband, wife, brother, sister, son, and daughter and all the above with the word "step" as a preface.

SECTION 2. Candidates for a position on the Board of Directors will be solicited from the membership as defined in Article III. The only exception to this rule is for the office of President. To hold the office of President, the member must have served at least one year on the Board of Directors prior to becoming eligible to be nominated and elected President.

SECTION 3. The Board of Directors shall be selected by secret ballot through the election process by the membership of LYF&C.

SECTION 4. Terms of office for all "Board" positions shall be for two (2) years. Terms shall run from the third Tuesday of January at midnight until the third Tuesday of January of the second year at midnight.

SECTION 5. Nominations for the Board positions will be held for the vacated board positions during the first week of December with a special nominations meeting. The elections will be held during the first regular meeting of December.

SECTION 6. Voting: Current board members shall vote on the nominees with the position being awarded by a simple majority vote. If a simple majority can not be reached, the nominee with the least votes shall be dropped and revote taken until a simple majority is met to award the position. During an uncontested vote, the nominee may remain present during the vote if the board so chooses. During contested voting of nominees (2 or more), nominees shall be asked to step out of the meeting until the vote has taken place, then allowed to return to the meeting.

Prior to the vote, any current board member may ask nominees questions about board duties, time commitments, etc and the nominee is given 3 minutes to make a statement to the board.

SECTION 7. Board Member Election Cycles are as follows:

Even numbered years

- Vice president
- Secretary
- Football player representative
- Equipment coordinator
- Registration
- Safety & Insurance

Odd Numbered Years

- President
- Treasurer
- Athletic Director
- Cheer Coordinator
- Equipment Coordinator Assistant
- PR & Fundraising

ARTICLE VI: MEETINGS

SECTION 1. Regular meetings of the LYF&C shall be held on the third Tuesday of each month at 7 p.m., or at 8 p.m. between August 1 and November1 of each football season. The location will be announced in accordance with space availability. All regular meetings are open to the public with the exception of Executive meetings of the Board of Directors.

SECTION 2. A majority of board members shall constitute a quorum for all meetings. A meeting will not be recorded and shall be deemed invalid without a quorum.

SECTION 3. Executive Board meetings may be held in conjuncture with regular meetings at the discretion of the President.

SECTION 4. Special meetings with specific topics may be called at the discretion of the President or by written request of a majority of Board members. The President will then set the time and site for the special meeting within a reasonable time period. Only those topics listed in the request for a special meeting will be considered at that meeting.

SECTION 5. All meetings of LYF&C will be held in accordance with Atwood's Rules of Order.

SECTION 6. Any meeting beginning at 7 p.m. or 8 p.m. or later, and carrying until 10 p.m. shall be recessed at that time and resumed the following evening at 7 or 8 p.m. respectfully.

SECTION 7. Members are asked to refrain from bring children to regular meetings. Children are not allowed to attend Executive or Special meetings unless there are extreme circumstances presented and board approval is given.

ARTICLE VII: SELECTION OF COACHES

SECTION 1. All coaches (football and cheerleading) will be selected on a seniority basis after approval of the Board. Only those coaches who have completed and filed a proper application by June 30th of the ensuing season will be considered for the initial selection process. Prior to being assigned to any coaching position, the coaches must go through a thorough background check for the protection of the players and the integrity of the league. Any and all late applications will be handled on an as-needed basis with no guarantee of selection or placement.

SECTION 2. Beginning January 1, 2002, all coaches who successfully complete a full year of coaching in LYF&C will accumulate seniority points to be used by the Board of Directors for future coaching selections.

SECTION 3. The following point system will apply to all coaches that participate in the Lumberton Youth Football & Cheerleading program.

LEAGUE COACHING POINTS – Each head coach will receive one (1) one and a half (1.5) points for each complete year, effective at the end of the 2009 season. (He/she must be coaching on the last day of the season and must have filled out a coaching application and have been approved by the Executive Board). Assistant coaches will receive one (1) coaching point, and coaching coordinators shall receive no points.

DIVISION COACHING POINTS – Division (senior, junior, pee wee and flag) points will only be used for a tie-breaker. One point will be awarded for each complete year in that division. Division points for the 1999-2000 seasons will be awarded as follows: (a) all flag coaches will receive one point for each complete year, (see rule "League Coaching Points") of coaching. (b) all Mitey-Mite and Junior Pee Wee coaches will receive one point in the new Junior Division of the STJFL for each complete year (see rule one of "League Coaching Points") of the new Senior Division of the STJFL for each complete year (see rule one of "League Coaching Points") of coaching. (d) in the newly established Pee Wee Tackle division of the STJFL, each coach will receive one division point for that year. (e) League coaching points and Division coaching points will be accumulative and will be the determining factor in deciding coaches. (f) In the event that two or more coaches are tied in points, they will be asked to come before the Board of Directors and the Board will make the final decision on the coach for that team.

(g) Once head coaches are assigned, they will have the authority to determine the positions and duties of his/her assistant coaches that have been assigned to his/her team. (i) Football teams will have one (1) head coach and four (4) assistant coaches with one (1) assistant being designated as the equipment manager for that team. In addition, the head coach may name up to four (4) coaching coordinators and one team photographer at his

discretion, all of whom must have identification tags and be confined to the same boundaries on the field as the coaches, between the 30-yard lines. Team moms SHALL comply with the same confines and be under the guidance of the head coach. All volunteers and all coaches shall be subjected to background checks.

(j) Cheer squads will have one (1) head coach and two (2) assistants. In addition, each head coach may select as many Coaching Coordinators as he/she deems necessary, not to exceed (4). Coaching Coordinators will work under the direction of the Head Coach of each team or squad. They will not receive coaching points.

ARTICLE VIII: DIVISION CHANGES BY HEAD COACHES

1. Head Coaches who wish to change divisions of play may do so ONLY if there is a head coaching opening in that division and he/she maintains the seniority points to take the team. If there is a tie situation, we refer to the tie-breaker system included in our current coaching point system.

2. The head coach that takes over the un-coached team shall reserve the right to name his/her own (4) assistant coaches and as many coaching coordinators as deemed necessary by the Board of Directors. In addition, if the newly named head coach has a son/daughter who may play in that division, he/she will be allowed to move with the head coach. All head coaches will still abide by the (2) coaches protection formula.

3. Any assistant coaches on the take-over team that want to remain may do so, but only coach at the wishes of the new head coach. If the assistant coaches no longer wish to stay with the team and want to take their son/daughter to another team may request that the player in question be placed back into the general draft. This shall be decided at the discretion of the Executive Board on a case-by-case basis.

4. Vacated head coaches positions and teams left without a head coach may be deemed as: the head coach wanted to move up or down with his son/daughter, the head coach for any reason may have moved away, stopped coaching, been removed from the position for rule violations, etc.

5. Newly established teams SHALL be construed as a team without a head coach. Upon the establishment of a New Team in any division, the head coaching position is considered open for the highest point leader, but must go through the expansion draft provisions set out in the current rules.

6. Once a new head coach has taken over a team, rather it be a newly established or existing team, there shall be no more movement on that team for the rest of the season.

7. In the event that an existing head coach decides to change divisions, the team that he/she leaves is then considered an OPEN team and all the provisions above shall take effect to fill the vacancy.

ARTICLE IX: ISSUANCE OF CHECKS

Section 1. Endorsers of all checks shall be the President, Vice-President, Secretary and/or Treasurer. It shall require two (2) signatures for any check regardless of the amount. For purchases over two hundred and fifty dollars (\$250.00), there must be prior Board approval. This approval may be given by way of documented telephone messages.

ARTICLE X: REMOVAL OF BOARD MEMBER

SECTION 1. Any member who has missed more than three (3) consecutive meetings, whether regular or special, without just cause, shall be reviewed by the Board of Directors at the fourth (4th) consecutive meeting to determine if removal and replacement are necessary.

SECTION 2. Any member whose actions are currently, or may in the future lead to be considered detrimental to the efficient, timely and successful operation of this organization, or whose actions violate any of the rules and regulations of LYF&C shall be reviewed by the Board of Directors for possible removal and replacement.

SECTION 3. Any Board position unfilled during the annual election, or vacated by removal or resignation shall be filled by an appointment of the President prior to July 1st of the ensuing season.

SECTION 4. Any Board member needing to approach another Board member, coach, parent or volunteer with a complaint or discussion will use the "Buddy System". That is, having one or more Board members present during the confrontation. The following consequences will occur if the above is violated: (1) First Offense, the Board member shall be verbally reprimanded. (2) Second Offense, shall deem Board action. (3) Third Offense, shall be automatic removal from the Board of Directors. (see LYF&C Complaint Form.)

ARTICLE XI: AMENDMENTS TO THIS CONSTITUTION AND BY-LAWS

SECTION 1. Any amendment(s) to the Lumberton Youth Football & Cheerleading Constitution and By-Laws may only be accomplished with a two-thirds majority vote of the elected Board members present and voting at a regular or special called meeting provided that a notice of

such By-Law change(s) has been duly notified to those able to vote for a period of at least fifteen (15) days in advance of the date the vote will take place. This notice may be accomplished by the United States Mail Service or by recorded telephone contact.

ADOPTED AND RECORDED AS AMENDED THIS 15th DAY OF July, 2025, BY THE EXECUTIVE BOARD OF LUMBERTON YOUTH FOOTBALL & CHEERLEADING BY UNANIMOUS VOTE.

PRESIDENT: _____ SECRETARY: _____

Lumberton Youth Football & Cheerleading, Inc.

Rules Addendum

Practice Area Allocation Rule

Centralized Practice Location Requirement

To ensure fairness, consistency, and program unity, LYFC shall allocate, assign, or approve all official practice spaces for teams. All teams participating in LYFC—both football and cheer—are required to practice within the same designated or approved practice area(s), as determined by LYFC Board.

This rule is intended to promote organizational oversight, equitable access to facilities, and a unified program environment. Any team or coach found practicing outside the designated or approved location without written approval from LYFC may be subject to disciplinary action.

Minimum Play Requirement (MPR) Rule – 6-Play Minimum

*Each eligible youth player must participate in a minimum of **6 plays per game**. This is known as the **Minimum Play Requirement (MPR)** and is mandatory for all coaches to follow.*

Coach Responsibilities:

1. **Ensure Compliance:** *All head and assistant coaches are responsible for ensuring every eligible player receives their required 6 plays, regardless of game score or player skill level.*

2. **Track Plays:** Coaches must designate a team staff member (e.g., team parent, assistant coach) to track and verify each player's participation during the game.
3. **Verification:** MPR tracking sheets must be signed and submitted to the designated league official after each game. Incomplete or falsified forms may result in disciplinary action.
4. **Disciplinary Action for Non-Compliance:**
 - First Offense: Verbal warning and required corrective plan.
 - Second Offense: One-game suspension for the head coach.
 - Third Offense: Possible removal from coaching duties for the season.

Exceptions: Players who are injured, absent, or suspended are not required to meet the 6-play minimum for that game but must be documented on the MPR sheet with reason.

Rule: Disciplinary Action for Coaches and Volunteers

When a formal grievance is filed against a coach or volunteer and is confirmed by the LYFC Board, the following disciplinary process will apply:

1. First Offense – Verbal Warning

The coach or volunteer will receive a verbal reprimand and warning, documented in LYFC records.

2. Second Offense or Severe First Offense – Suspension

The coach or volunteer may be suspended from all LYFC activities, including practices and games.

The length of suspension will be determined by the LYFC Board based on the severity of the incident.

3. Further Offenses or Extreme Misconduct – Extended Suspension or Ban

Continued violations, or conduct considered extreme in nature, may result in a suspension of up to one (1) year from all LYFC activities.

In the most serious cases, the LYFC Board reserves the right to issue a lifetime ban from participation in LYFC.

Purpose of Rule:

This rule ensures that LYFC coaches and volunteers are held accountable to the highest standards of conduct, protecting the integrity of the program and the safety and respect of all participants.

Note:

This rule applies only within LYFC. If the Golden Triangle Youth Football & Cheerleading (GTYFC) issues a disciplinary ruling, LYFC cannot overrule, reduce, or alter that ruling. All GTYFC decisions are final and binding; however, the individual retains the right to appeal through the GTYFC process.