

**CANYON LAKE HAWKS YOUTH FOOTBALL ASSOCIATION  
CONSTITUTION AND BYLAWS - Adopted May 31, 2010  
AMMENDED January 6th, 2019**

**ARTICLE 1: NAME OF ORGANIZATION**

**SECTION 1.1: NAME**

- Name of the organization shall be Canyon Lake Hawks Youth Football Association, herein after referred to as CLHYF.

**SECTION 1.2: DESCRIPTION**

- This organization is a non-profit organization and registered with its own 501C tax ID# with a fiscal year of January 1<sup>st</sup> through December 31st.
- CLHYF consists of two or more football and /or cheerleading teams located in the Canyon Lake, Texas area.

**ARTICLE 2: MISSION AND GOAL**

**SECTION 2.1: MISSION AND GOAL**

- The Canyon Lake Hawks Youth Football & Cheer Organization is committed to promoting a positive environment to teach, play, and learn the fundamentals of football and cheerleading in a competitive, yet non-select team environment. We are committed to the development of character, athleticism and teamwork in each of our athletes, while focusing on sportsmanship and character. Together, with genuine participation of players, coaches and parents, we can establish a lifetime appreciation for the game.

**ARTICLE 3: MEMBERSHIP**

**SECTION 3.1: ELIGIBILITY**

- Any child between the ages of 5 and 12 years old (in accordance with Hill Country Youth Football League (HCYFL) regulations) and living in or attending school within Canyon Lake and the surrounding area, is eligible.
- General Membership shall include those parents/legal guardians of registered participants, coaches, team moms, and board members in the current year's program.
- No person otherwise eligible pursuant to Section 3.1 shall be denied membership on the basis of race, creed, national origin, or political beliefs.
- This organization shall be youth oriented and will abstain from any political or labor affiliation.
- Member can only participate in one football program per season.

**ARTICLE 4: MEETINGS**

**SECTION 4.1: RULES**

- All meetings/elections shall be conducted in accordance with Roberts Rules of Order at the discretion of the presiding officer (unless otherwise specified in the agenda). Voice, hand or standing vote is acceptable.
- Regular Meetings
  - The first annual meeting will be to review and modify bylaws as needed. Proposals for Bylaw changes, if any, shall be conducted at this meeting.
  - The annual opening ceremonies will be held no later than the Sunday before season begins.

- Meetings will be held at the discretion of the Board of Directors.
- The secretary shall give public notice at least 72 hrs. in advance of each meeting.
- Meetings are open to the public, but the public may only participate via pre-submitted questions and will be acknowledged at a predetermined time during the meeting.
- Invited people (i.e. county liaison) may present when invited, at designated times during the meeting.
- Due to confidentiality issues some parts of, or even whole meetings, may be closed to the public.
- Attendance of all regularly scheduled board meetings is required of all executive board members and general board members.
- Head Coaches are required to attend the monthly meetings from the months of April through October.

#### SECTION 4.2: SPECIAL MEETINGS

- A special meeting may be held at any time upon authorization of the Board of Directors or by written request of 25% of the General Membership.

### ARTICLE 5: GOVERNING BODY

#### BOARD OF DIRECTORS (Executive Board)

- The Board of Directors shall consist of the following:
  - President
  - Vice President of Athletics
  - Vice President of Operations
  - Vice President of Cheer
  - Secretary
  - Treasurer
  - Registrar
  - Members at Large (2)

#### SECTION 5.1: BOARD OF DIRECTORS

- The Board shall consist of a minimum of 5 executive board members for voting. All Board Members will submit to a background check.

#### SECTION 5.2: ELECTION OF EXECUTIVE BOARD MEMBERS

- New members to the Board will be nominated at large by any general member. All nominations must be written and submitted to the VP of Operations no later than November 30<sup>th</sup>. The newly elected members will take office immediately following the December board meeting. All positions are for a one-year term.
- Board of Directors and Committee members will be elected by executive board members in attendance at the meeting in December.
- All elections of Board Members and Committee Members shall be by majority rule.
- Transitional meeting will be held one week following the Election Meeting. All newly elected and exiting board members must be in attendance.
- Newly elected Board Members will take office beginning January 1.
- Executive Board members cannot be from the same household.

#### SECTION 5.3: REMOVAL FROM OFFICE

- Any Board Member may be removed from office for disciplinary reasons or just cause following a hearing and a majority vote by the remaining Board members.
- Any Executive Board Member, General Board Member, or Head Coach (for the months of April through October for Head Coach) failing to attend two consecutive or four total regularly scheduled board meetings per calendar year will be removed from their position. Exceptions shall be up to consideration by the Executive Board of Directors.

- Any Board Member may be removed from office immediately if any threat or act of physical violence be made to any parent, coach or other sitting Board Member.
- Any Board Member, also serving as a Coach, may be removed from office subject to Section 11.2 of these bylaws.

#### SECTION 5.4: RESPONSIBILITIES

- The Board of Directors shall govern the CLHYF in accordance with the Bylaws of the league and HCYFL bylaws and Rulebook. In the event of a conflict between CLHYF and governing body, the stricter should apply.
- The Board of Directors will approve all expenditures.
- A [3/5] or [5/7] participation of the Executive Board of Directors shall constitute a quorum.

### ARTICLE 6: DUTIES OF EXECUTIVE BOARD OF DIRECTORS - VOTING MEMBERS

#### SECTION 6.1: PRESIDENT

- Build the character of CLHYF participants through a positive athletic experience.
- Be the chief executive officer and shall supervise all the business and affairs of CLHYF.
- Preside at all meetings of the Board of Directors.
- Responsibilities shall be to coordinate the activities of the Board of Directors.
- Exercise general supervision over the activities and welfare of the organization
- May sign with any Executive Board Member for anything approved by the Executive Board of Directors.
- At all times, represent CLHYF and the Board in a positive manner and at CLHYF related events, be accessible to parents/coaches.
- Can be placed on all bank accounts with signing privileges.

#### SECTION 6.2: VICE-PRESIDENT ATHLETICS

- Build the character of CLHYF participants through a positive athletic experience.
- In the absence of the President, or in the event of his/her inability or refusal to act, shall perform the duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions upon the President.
- Direct all athletic related activities associated with CLHYF.
- Provide support and direction to all members of the Athletics Committee: Certification Chair, Equipment Manager, First Aid Supervisor, VP of Cheer and Field Maintenance Supervisor.
- Provide assistance, support and training for all Football Staffs: Flag, Freshman, Junior Varsity and Varsity.
- Direct the selection process of all Football Staffs.
- Ensure that all individuals selected to serve on a Football Staff have met league certification and training requirements.
- Ensure that all individuals selected to serve on a Football Staff follow the CLHYF code of conduct.
- Ensure that all Student Athletes and Parents exhibit the positive behavior detailed on the CLHYF "Expectations" form.
- Direct all Football Staffs in teaching and coaching proper fundamentals.
- Act as a liaison between the Football Staff and the Board.
- Maintain a current list of Football Staff, including name, position, address, telephone number and email address.
- Perform any duties, from time to time, that may be assigned to him/her by the President or the Board of Directors.
- At all times, represent CLHYF and the Board in a positive manner and at CLHYF related events, be accessible to parents/coaches.
- Hold meetings with the Athletics Committee as necessary.

- Conduct all disciplinary investigations and preside over all disciplinary hearings unless the Executive Board of Directors finds a conflict of interest. In that case the President will preside over the disciplinary hearing and or investigation.

### SECTION 6.3: VICE-PRESIDENT OPERATIONS

- Build the character of CLHYF participants through a positive athletic experience.
- May sign, with any Executive Board Member for anything approved by the Executive Board of Directors.
- Oversee fundraising efforts, registration, volunteer recruitment, concessions, uniforms, provides support and directions to all operations committee.
- Must relay scores/results of games to HCYFL and IT Coordinator within 24 hours of game day completion.
- Hold monthly meetings with the Operations Committee to get these things organized and done, keeping the Executive Board of Directors aware of meeting times/places so they may attend.
- Must present report of what was discussed at the committee meeting at the next regularly scheduled Board Meeting.
- Perform any duties, from time to time, that may be assigned to him/her by the President or the Board of Directors.
- At all times, represent CLHYF and the Board in a positive manner and at CLHYF related events, be accessible to parents/coaches.

### SECTION 6.4: VICE PRESIDENT CHEER

- Build the character of CLHYF participants through a positive athletic experience.
- Provide training for all Cheer Coaches.
- In charge of the selection process of all Cheer Coaches.
- Ensure that all individuals selected to serve as a Cheer Coach have met league certification and training requirements.
- Ensure that all individuals selected to serve as a Cheer Coach follow the CLHYF Code of Conduct.
- Ensure that all Student Athletes and Parents exhibit the positive behavior detailed on the CLHYF "Expectations" form.
- Attend Athletic Committee meetings.
- At all times, represent CLHYF in a positive manner.

### SECTION 6.5: SECRETARY

- Build the character of CLHYF participants through a positive athletic experience.
- Be in attendance and record the minutes of all Board meetings.
- Forward a copy of the minutes to all Board Members. Within two weeks of meetings. Minutes to be approved by the Executive Board of Directors and the next regularly scheduled meeting.
- Prepare agenda for upcoming Board meeting.
- Schedule times and meeting places for all Board meetings and provide Board Members 72 hours' notice of said meetings.
- All minutes must be made public upon request, with the exception of closed sections.
- Maintain and update Bylaws in accordance with changes voted on by Board of Directors.
- Keep an updated copy of CLHYF and HCYFL Bylaws and minutes available at all Board meetings.
- Maintain a current Board membership list.
- Perform any duties, from time to time, that may be assigned to him/her by the President or the Board of Directors.
- May serve in either the Operations or Athletic Committee, as they feel would be most effective.
- At all times, represent CLHYF and the Board in a positive manner and at CLHYF related events, be accessible to parents/coaches.

#### SECTION 6.6: TREASURER

- Build the character of CLHYF participants through a positive athletic experience.
- Provide financial advice and guidance to the Board of Directors and to CLHYF as a whole.
- Receive and disburse any and all funds. Monies received must be deposited into the league's bank account within 48hrs of receipt. Monies from any fundraising event must be counted by 2 people with at least 1 of those persons being an executive board member.
- Deposit all funds in the name of CLHYF in such banks or other depositories selected by the Board of Directors.
- May sign, with any Executive Board Member for anything approved by the Executive Board of Directors.
- Manage all tax filings. .
- Maintain and preserve any and all vouchers and all books of accounts, which shall be open to inspection by the Board of Directors.
- Prepare and deliver financial reports monthly or as required by the President.
- Any disbursement, outside of budget, shall require the approval of a majority (quorum) of executive board members.
- Perform any duties, from time to time, that may be assigned to him/her by the President or the Board of Directors.
- May serve in either the Operations or Athletic Committee, as they feel would be most effective.
- At all times, represent CLHYF and the Board in a positive manner and at CLHYF related events, be accessible to parents/coaches.

#### SECTION 6.8: REGISTRAR

- Build the character of all CLHYF participants through a positive athletic experience.
- Coordinate all registration activities, including registration events and marketing of CLHYF.
- Manage the database of players, including applications and all required paperwork.
- At all times, represent CLHYF in a positive manner.
- Build the character of all CLHYF participants through a positive athletic experience.
- Manage scholastics information for CLHYF. Keep up with scholastics program sponsored by HCYFL and disburse that information.
- Monitor and manage the CLHYF Scholastics program and materials for disbursement.
  
- At all times, represent CLHYF in a positive manner.

#### SECTION 6.9: BOARD MEMBERS AT LARGE

- Build the character of CLHYF participants through a positive athletic experience.
- Be in attendance at Board meetings with authority to vote on all matters.
- Perform any duties, from time to time, that may be assigned to him/her by the President or the Board of Directors.
- May serve in either the Operations or Athletic Committee, as they feel would be most effective.
- At all times, represent CLHYF and the Board in a positive manner and at CLHYF related events, be accessible to parents/coaches.
- Two members will be put in these positions. One will be a veteran football board member and the other will be held by an incoming, new board member.

#### **ARTICLE 7: DUTIES OF COMMITTEE MEMBERS (NON-VOTING)–ATHLETICS COMMITTEE**

##### SECTION 7.1: VICE-PRESIDENT ATHLETICS

- See Section 6.2, Vice-President Athletics is a voting Board Member and oversees the Athletics Committee.

##### SECTION 7.3: Certification Chair

- Ensure that all individuals selected to serve on a Football Staff follow the CLHYF Code of Conduct.
- Ensure that all Student Athletes and Parents exhibit the positive behavior detailed on the CLHYF “Expectations” form.
- Attend Athletic Committee Meetings and regularly scheduled board meetings.
- Ensure that all coaches are certified through program required by HCYFL and not allowed to be on the field until the process has been completed.
- Keep the VP of Athletics informed on the certification process.

#### SECTION 7.4: EQUIPMENT MANAGER

- Build the character of all CLHYF participants through a positive athletic experience.
- Direct all activities associated with selecting, ordering, distributing, and maintaining equipment for football. Responsible for fitting/sizing players for uniforms, pads, and helmets in conjunction with coaches.
- Work with Treasurer, keep within budget and keep accurate account of monies spent with board approval.
- Ensure there is a consistent inventory process implemented and maintained.
- Attend Athletic Committee meetings and all regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

#### SECTION 7.5: SAFETY/FIRST AID SUPERVISOR

- Build the character of all CLHYF participants through a positive athletic experience.
- Direct all activities associated with Safety/ First Aid training and certification.
- Ensure all Head Coaches and Cheer Coaches have been properly trained and certified in First Aid and CPR (American Heart Association Certification).
- Schedule, coordinate, and lead all required training sessions.
- Ensure all CLHYF practices and games have trained and certified individuals present.
- Attend Athletic Committee meetings and regularly scheduled board meetings.
- Ensure all teams are provided with a stocked first aid kit at beginning of season.
- At all times, represent CLHYF in a positive manner.

#### SECTION 7.6: FIELD MAINTENANCE MANAGER

- Build the character of all CLHYF participants through a positive athletic experience.
- Direct all activities associated with field maintenance.
- Schedule, coordinate, and lead all field maintenance projects - new improvements and regular maintenance (mowing, weeding, top dressing, seeding, fertilizing, etc.).
- Work with Treasurer and keep within budget and keep accurate account of monies spent for supplies and projects.
- Attend Athletic Committee meetings and regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

### **ARTICLE 8: DUTIES OF COMMITTEE MEMBERS (NON-VOTING)** **OPERATIONS COMMITTEE**

#### SECTION 8.1: VICE-PRESIDENT OPERATIONS

- See Section 6.3, Vice-President Operations is a voting Board Member and oversees the Operations Committee.

#### SECTION 8.2.a: FUNDRAISING CHAIR (EVENTS)

- Build the character of all CLHYF participants through a positive athletic experience.
- Coordinate and monitor fundraising/concession efforts for CLHYF.
- Responsible for merchandise.
- Coordinate and plan fundraising events sponsored by, or participated in, by CLHYF.

- Attend all Operations Committee meetings and regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

#### SECTION 8.2.b: FUNDRAISING CHAIR (SPONSORSHIPS)

- Build the character of all CLHYF participants through a positive athletic experience.
- Coordinate and monitor fundraising/concession efforts for CLHYF.
- Responsible for merchandise.
- Recruit and solicit individual and corporate sponsorships for CLHYF.
- Attend all Operations Committee meetings and regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

#### SECTION 8.3: CONCESSION MANAGER

- Build the character of all CLHYF participants through a positive athletic experience.
- Handle concession stands for the games and whenever needed (i.e. fundraisers, etc.).
- Coordinate volunteers to fill shifts with assistance from team moms from each team.
- Work with Volunteer Coordinator to ensure facilities are clean and stocked before all events.
- Handle food purchases, menus and pricing with approval from VP Operations.
- Monitor cash register and generate concession stand reports.
- Deposits to be made in specific manner and time. Monies must be counted by at least 2 board members, one being executive, and then placed in a secure lockbox for treasurer's availability at the conclusion of each event.
- Attend all Operations Committee meetings and regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

#### SECTION 8.4: VOLUNTEER AND TEAM MOM COORDINATOR

- Build the character of all CLHYF participants through a positive athletic experience.
- Run background checks for CLHYF volunteers.
- Coordinate Team Moms, lead any necessary training, and disburse new information to them throughout the season.
- Recruit, solicit, and assign volunteers to assist in all CLHYF activities and events.
- Work with the Board to develop a list of volunteers needed for any CLHYF activities and events.
- Team Moms will work with Head Coaches to assemble the team note books.
- Attend all Operations Committee meetings and regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

#### SECTION 8.5: IT MANAGER

- Manage and maintain league's website, field Wi-Fi connection, and technical equipment of league.
- Attend all Operations Committee meetings and regularly scheduled board meetings.
- At all times, represent CLHYF in a positive manner.

### **ARTICLE 9: COACHES SELECTION - FOOTBALL AND CHEER**

#### SECTION 9.1: FOOTBALL COACH/CHEER SPONSOR SELECTION PROCESS

- Consideration for a Coaching position is open to all interested individuals regardless of previous affiliation with CLHYF.
- Previous coaches and new candidates will be contacted by the Athletics Selection Committee (President, VP-Athletics, Certification Chair, and VP-Cheer). Any executive board member may take part in this committee if desired.
- Football Coaching Staffs for every level (Flag, Freshman, Junior Varsity and Varsity) will be nominated by the Athletics Selection Committee (President, VP-Athletics, Certification Chair, and VP-Cheer) after an interview process has taken place.
- Final approval on all Coaches will be decided by a vote by the Executive Board of Directors.

## SECTION 9.2: COACH REQUIREMENTS

- Football Head Coach
  - Complete HCYFL Volunteer Application
  - Voted on by the Executive Board of Directors.
  - At least 21 years of age
  - Must clear background check paid for by CLHYF
  - Obtain USA Football Certification as specified by CLHYF.
  - Obtain First Aid / CPR Certification
  - Agree to CLHYF Coaches Code of Conduct
  - Attend HCYFL Rules Meeting
  - Attend Internal Coach Clinic(s)
  - Attend monthly Coaches Meetings during season
  - Responsibility of game filming
  
- Football Assistant Coach
  - Complete HCYFL Volunteer Application
  - At least 18 years of age
  - Must clear background check paid for by CLHYF
  - Obtain USA Football Certification as specified by CLHYF
  - Agree to CLHYF Coaches Code of Conduct
  - Attend Internal Coach Clinic(s)
  
- Cheer Coach
  - Complete HCYFL Volunteer Application
  - At least 21 years of age
  - Must clear background check paid for CLHYF
  - USA Football Certification as specified by CLHYF
  - First Aid / CPR Certification for All Head Cheer Coaches
  - Attend a coach meeting as directed by VP of Cheer

## **ARTICLE 10: REGISTRATION**

### SECTION 10.12 PLAYER/CHEERLEADER REGISTRATION

- So that maximum participation may be encouraged, and in the spirit of fairness to all, registration of all participants shall be on a first come/first serve basis. No special considerations will be given to returning veterans for roster spots, and registrations shall be open to all boys and girls, ages 5 to 12, who are interested in participating.
- CLHYF League will comply with the HCYFL bylaws regarding registration.
- Registration dates shall be announced through school notices, e-blasts, Chamber of Commerce and on the League website. Cut-off date to be determined by Operations Committee and approved by the Executive Board of Directors.
- After 30 players, players will be put on hold until we reach the number of 40 players. At this time, the 40 players will be split into two (2) teams. Players 31-39 will be put on a waiting list and will be updated prior to the season start regarding status.
- Cheerleaders shall be assigned to squads according to age level, consideration will be given on a case by case basis when there is a sibling placed on a conflicting football squad.

## **ARTICLE 11: LEAGUE DISCIPLINE**

### SECTION 11.1 GENERAL

- All discipline will be initially handled by the Vice President of Athletics in accordance with this discipline policy. If any further discipline is needed, or if the Vice President is unable or



unwilling to carry out his/her duties for any reason, it will be handled by the Executive Board of Directors according to this Article and any other applicable HCYFL or CLHYF Rules. All disciplinary hearings shall be conducted within 72 hours of the date of the infraction and the decision shall be handed down immediately thereafter.

- CLHYF has a no-tolerance policy for Unsportsmanlike Conduct. Any coach, player, volunteer, cheerleader, or General Member found and verified to have committed Unsportsmanlike Conduct is subject to immediate or permanent suspension for a duration to be determined by the Executive Board of Directors.
- Unsportsmanlike Conduct shall include the following: fighting, verbal abuse, bullying of team, team member, or General Member or egregious dissent toward an official or opponent, racial or ethnic slurs, comments or actions constituting sexual harassment, vulgar profanity, obscene gestures, and violent behavior.
- Any appeals to disciplinary action must be submitted in writing to the Executive Board of Directors within 24 hours of said disciplinary action.

#### SECTION 11.2 DISCIPLINE OF COACHES

- Any verified infraction of Unsportsmanlike Conduct by a Coach shall result in immediate suspension. The duration of the suspension shall be a minimum of one year, but subject to the decision of the Executive Board of Directors following a hearing, to be conducted within 72 hours of the infraction.
- All coaches (football & cheerleading) will abide by a Code of Conduct (See Addendum 2). If any of the rules/codes are broken, the CLHYF board members and/or HCYFL shall have the authority to impose one of three penalties-
  - Penalty A – 1 Week suspension from date of hearing.
  - Penalty B – One Calendar Year suspension
  - Penalty C – Permanent Suspension from CLHYF as a coach and/or, if the Coach is also a Board Member, permanent suspension from a sitting Board member position.

#### SECTION 11.2: DISCIPLINE OF FOOTBALL PLAYERS AND CHEERLEADERS

- Players and Cheerleaders will be expected to follow the HCYFL Behavior Rules and Regulations Form, as well as the CLHYF Student, Athlete and Parent Expectation Form (see Addendum 1).
- First offense to any code of conduct infraction, written warning to be given to individual.
- Second offense to the same, suspension from all CLHYF activities for One (1) week.
- Third offense to the same shall result in a special disciplinary hearing conducted by the Executive Board of Directors within 72 hours in which further disciplinary action shall be decided.

#### SECTION 11.3: DISCIPLINE OF ALL LEAGUE GENERAL MEMBERS

- First offense to any code of conduct infraction, written warning to be given to individual.
- Second offense to the same, suspension from all CLHYF activities for One (1) week.
- Third offense to the same shall result in a special disciplinary hearing conducted by the Executive Board of Directors within 72 hours in which further disciplinary action shall be decided.

### **ARTICLE 12: DISSOLUTION**

#### SECTION 12.12 DISSOLUTION OF CLHYF

- The dissolution of CLHYF shall take place if there is no interest in the community to continue. All funds remaining in the association account shall be turned over to the organization(s) voted on by the Executive Board of Directors.

### **ARTICLE 13: FINANCES**

SECTION 13.1 EXPENDITURES

Any expenditures exceeding \$200 must have prior approval by the Executive Board of Directors. Any expenditures less than \$200 must be approved by a minimum of two Executive Board Members (one must be the Treasurer).

Receipt of transaction must be submitted to the Treasurer within seven days.

Executive Board of Directors must be notified by the Treasurer if any bank account balance falls below \$2000.00.

# CANYON LAKE HAWKS YOUTH FOOTBALL ASSOCIATION CONSTITUTION AND BYLAWS - Adopted May 31, 2010

## ADDENDUM 1 - PROGRAM VISION

### ***IDEALS:***

- **PRIDE:**  
It takes hard work to build an atmosphere of pride. This program will be built with that thought in mind. We will take pride in all that we do. By "we" I am speaking of a Canyon Lake Hawks Youth Football, herein after referred to as CLHYF, CLHYF staff that will pay attention to all the little details that go into building up athletic programs that the entire community can take pride in. This sense of pride starts at the top.
- **POSITIVE ATMOSPHERE:**  
The kids have to enjoy being involved in whatever sport they are participating in. We will be asking for a serious commitment of time and effort. Our efforts will be futile if they are not having fun. The CLHYF staff will foster a positive climate for the student/athletes. The coaches and sponsors will build kids up, not tear them down. We will run a disciplined, respectable and dignified program. We will discipline our student /athletes with dignity and will show them respect in order to gain their respect.
- **WINNERS ON AND OFF THE FIELD:**  
Winning will enhance any program. Our #1 goal will be to guide, direct, and mold these young people into winners in the game of life. Part of great "team-building" is great "character-building." We should work diligently as a CLHYF staff to make sure these young people are not only successful on the field, but that they know the importance of striving for success in all areas of life.

### ***OUR KIDS:***

- **KIDS COME FIRST:**  
CLHYF coaches and sponsors should always remember why we are doing what we do...the kids. It will be important for all involved with CLHYF program to be very conscious of keeping the proper perspective on the CLHYF mission. The kids should be and will be the #1 priority.
- **RESPECT/ DIGNITY:**  
It will be extremely important that all of our CLHYF players be recognized as respectable and dignified student /athletes. This is something that must be modeled by all CLHYF coaches, sponsors, and parent volunteers. To gain respect we must show respect. By showing our athletes respect we will gain credibility and trust.
- **DISCIPLINE:**  
To be a success at anything we must teach our student/athletes to be disciplined in the approach to their goals. Discipline is absolutely essential to athletics. Before any X's and O's can be executed, a sense of order must be present. The CLHYF teams and cheer squads at every level will have organization and order. Our motto for discipline will be "discipline with dignity." We will build our student/ athletes up and never tear them down.
- **MORE THAN JUST A GAME:**  
Sports can change a young person's life. We will make every effort to make their athletic experience more than just a game on Saturday. Our goal will be to make them better people by being a part of the CLHYF program. If they realize being a solid person is far more important than anything that happens on the field, they will then be in a position excel in their academic and athletic careers.

### ***COACHES/CHEER SPONSORS/ VOLUNTEERS:***

- **LOYALTY:**  
We will be asking our athletes to be extremely loyal to their teammates and coaches/sponsors. Each coach/sponsor must model the same sense of loyalty. If we are expecting our teams/squads to be tight knit groups and expecting them to exhibit togetherness, we should expect the same of ourselves. There is no room for staff members who are not going to be totally loyal to the kids and program.
- **PROFESSIONALISM:**  
Professionalism in all we do will be demanded of the CLHYF coaches, sponsors, and volunteers. We should always conduct ourselves in a manner that would make our athletes proud. This professionalism will be expected of our staffs on the field, and extend to the behaviors exhibited in the community.
- **BUILD EFFECTIVE RELATIONSHIPS:**  
Our coaches, sponsors, and volunteers need to understand that building effective relationships with our kids is extremely important. The relationships we have with our student/athletes can shape them into quality individuals once their sporting careers are over.

### ***PARENTS:***

- **KIDS #1:**  
Every parent wants to feel like their child is the most important member of any team. The CLHYF football program will work to make all student/athletes feel they are important, regardless of their role on the team /squad. Our staffs will coach all kids regardless of their ability.
- **WIN THEM OVER:**  
Every program will function at a higher level with positive parental support, Our CLHYF teams/squads will be run with discipline, integrity, respect, and a high level of professionalism. If we adhere to these ideals we will have the positive parental support we are hoping for. A successful CLHYF program will be something that all parents and the entire community can take tremendous pride in.
- **ENCOURAGE INVOLVEMENT:**  
Parental involvement in our program will be supported and encouraged. It is a great thing to have a group of parents that are excited and interested in their child's experience. The parents should be afforded every opportunity to be a part of our CLHYF program. It will be important to meet with parents and explain that we will do our best in keeping an open line of communication available to address concerns. With good communication many potential problems can be avoided.

### ***STUDENT/ATHLETE and PARENT EXPECTATIONS:***

- **EXPECTATIONS:**
- These expectations should enhance the Coach/Sponsor and Parent/Student-Athlete relationship. All involved should always conduct themselves in a professional manner. Every team will adhere to this standard set of expectations that will be the framework for the CLHYF program. Our student/ athletes should be held to a very high standard. It will be a privilege to be a part of any of our teams. Every student / athlete and parent will be held accountable for following these standards of behavior. Every student/ athlete and their parents will sign an Expectations form before participation is allowed.

**Student-Athlete and Parent Expectations Form**

- All Student-Athletes and Parents will be supportive of the team and / or cheer squad goals
- All Student-Athletes and Parents will be supportive of their teammates, coaches, and/ or cheer sponsors
- All Student-Athletes will strive for Academic Excellence and display proper behavior in the classroom
- All Student-Athletes will strive for Athletic Excellence when on the field and display their best effort and attitude at all practices and games
- All Student-Athletes and Parents will make every attempt to attend all practices and games
- All Student-Athletes and Parents will display exemplary sportsmanship at all practices and games
- All Student-Athletes and Parents will follow instructions related to team /cheer squad safety
- All Student-Athletes and Parents will follow Canyon Lake Hawks Youth Football rules and all HCYFL League Rules and Bylaws
- All Student-Athletes and Parents will address all Canyon Lake Hawks Youth Football representatives, all opponents, and all officials with respect
- All Parents agree to address any issues or concerns privately with the Lead Coach(es) or Lead Cheer Sponsor

**I have read and understand the programs vision and goals for all CLHYF Players.**

**Parent or Legal Guardian**

Print Name:

Signature:

**Student-Athlete:**

Print Name:

Signature:

Date:

# **CANYON LAKE HAWKS YOUTH FOOTBALL ASSOCIATION CONSTITUTION AND BYLAWS - Dated May 31, 2018**

## **ADDENDUM 2 - COACHES CODE OF CONDUCT**

In promoting the ethics, safety and Spirit of youth football, Canyon Lake Hawks Youth Football Association, herein after referred to as CLHYF, has adopted this Code of Conduct in addition to HCYFL Youth Football League, herein after referred to as HCYFL, guidelines. This Code of Conduct is binding upon all its participants. Violation of this Code of Conduct will result in disciplinary actions against the offender.

Coaches are in positions of great responsibility in the development of players/cheerleaders in both athletics and personal development. Coaches are inevitably looked at as role models by players/cheerleaders, so it is important that you take your responsibilities seriously and conduct yourself accordingly during practice, games and in the community. The attitude and behaviors you exhibit will set the tone for all players/cheerleaders you work with.

All coaches (football & cheerleading) will abide by a Code of Conduct which includes the following provisions. If any of the rules/codes are broken, the CLHYF board members and/or HCYFL shall have the authority to impose a penalty.

Unsportsmanlike Conduct- shall include the following: fighting, verbal abuse, bullying of team or team member or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent penalties, taunting, "trash-talking", baiting, cheating, physical intimidation or abuse of an official or opponent.

### **TRUSTWORTHINESS**

- Trustworthiness - be worthy of trust in all you do and teach players/cheerleaders the importance of integrity, honesty, reliability and loyalty.
- Integrity - model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- Honesty- don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- Reliability- fulfill commitments; do what you say you will do; be on time.
- Loyalty- be loyal to your parents, community, and team; put the team above personal glory.
- Importance of Education - be faithful to the educational and character-development of players/cheerleaders; always place the academic, emotional, physical and moral well-being of players/cheerleaders above desires and pressures to win.

### **RESPECT**

- Respect - show proper respect to all and require the same of players/cheerleaders.

- Class - be a good sport, teach and model class, be gracious in victory and accept defeat with dignity.
- Taunting - don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport,
- Respect Officials - treat officials with respect.
- Respect Parents -treat parents of players/cheerleaders with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- Profanity - don't engage in or permit profanity or obscene gestures during practice, games, or any other situation where behavior could reflect badly on Canyon Lake or CLHYF.
- Positive Coaching - use positive coaching methods to make the experience enjoyable, build self-esteem and foster a love and appreciation for the sport. Refrain from verbal abuse and conduct that is demeaning to players/cheerleaders or others. Treat each player/cheerleader as an individual, remembering the large range of emotional and physical development.
- Effort and Teamwork - encourage players/cheerleaders to pursue victory with honor, to think and play/cheer as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning character.

## **RESPONSIBILITY**

- Life Skills - always strive to enhance the physical, mental, social and moral development of players/cheerleaders and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
- Advocate Education - advocate the importance of education.
- Advocate Honor- prominently discuss the importance of character, ethics and sportsmanship and vigorously advocate the concept of pursuing victory with honor in all communications.
- Good Character- foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship.
- Role-Modeling – be a worthy role-model, always be mindful of the high visibility and great influence you have as a coach and consistently conduct yourself in coaching situations and within the community in a manner that exemplifies all you want your players/cheerleaders to be.
- Personal Conduct – refrain from physical and/or verbal abuse. Refrain from profanity, disrespectful conduct, and physical aggression (push, shove, punch, kick) upon any league official, board member, player/cheerleader, coach or spectator. Refrain from use of alcohol or tobacco during practice or games.
- Spectator Conduct – together with team/league/board officials, be jointly responsibly for the conduct and control of team fans and spectators. Any fan/spectator that becomes a nuisance and out of control will be asked to leave.

- Attire – appropriate coach attire is required for all practices and games. No blue jeans, cut-offs, tank tops.
- Competence – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety.
- Knowledge of Rules – maintain a thorough knowledge of current game and competition rules and assure that your players/cheerleaders know and understand the rules.
- Positive Environment - strive to provide a challenging, safe, enjoyable and successful experience for all players/cheerleaders by maintaining a sports environment that is physically and emotionally safe.
- Safety and Health – be informed about basic first aid principles and the physical capacities and limitations of the age-group coached. Remove from a practice or game any player/cheerleader when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
- Medical – refrain from recommending or distributing any medication, controlled or over-the-counter.
- Privilege to Compete – assure that players/cheerleaders understand that participation in CLHYF is a privilege, not a right, and that they are expected to represent their community, league, team, teammates with honor, on and off the field. Require players/cheerleaders to consistently exhibit good character and conduct themselves as positive role models.
- Self-Control - control your ego and emotions.
- Integrity of the Game – play the game according to the rules.
- Protect Players/Cheerleaders – put the emotional and physical well-being of players/cheerleaders above other considerations and take appropriate steps to protect them from inappropriate conduct.

### **FAIRNESS**

- Fair and Open – be fair in competitive and practice situations and be open-minded and willing to listen and learn.

### **CARING**

- Safe Competition – put safety and health considerations above the desire to win; never permit players/cheerleaders to intentionally injure any player/cheerleader or engage in reckless behavior that might cause injury to themselves or others.
- Caring Environment – consistently demonstrate concern for players/cheerleaders as individuals and encourage them to look out for one another and think and act as a team.

### **CITIZENSHIP**

- Honor the Spirit of Rules – observe and require players/cheerleaders to observe the spirit and letter of all rules for HCYFL and CLHYF.



- Improper Gamesmanship – promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques that violate the rules or disrespect the highest traditions of the sport.

Please sign and date following page. Keep the Code of Conduct with your coach's material for reference during the season.

**I have read and understand the requirements of the CLHYF Coaches Code of Conduct. I will act in accordance with this Code.**

\_\_\_\_\_ Coach's Printed Name

\_\_\_\_\_ Coach's Signature

\_\_\_\_\_ Date

# CANYON LAKE HAWKS YOUTH FOOTBALL ASSOCIATION

## CONSTITUTION AND BYLAWS - Dated May 31, 2018

### ADDENDUM 3 - CHEER RULES AND EXPECTATIONS

#### PROPER ATTIRE

##### Practice:

- Socks
- Tennis shoes
- Hair is up at all times
- NO jewelry

##### Game Time:

FULL uniform includes:

- Shell (top)
- Skirt
- Socks (the socks that are provided to each cheerleader)
- Tennis shoes
- Hair up at all times
- NO jewelry

##### CONSEQUENCES of not having the proper attire:

1" time -warning

2" time - sit out on a full practice

This is strictly for the **SAFETY** of your child/children.

#### PRACTICES

Each parent will need to sign their child/children in and out for each practice. Each coach will have a sign in/out sheet. This will give us an idea of who is present at each practice.

The Structure of Each Practice:

- 10 minute warm-up
- Learn motions/form to incorporate into cheers
- Learn cheers and chants to perform at each game
- Learn the Half-time performance for the games
- Learn at least 3 different kinds of jumps
- Tumbling within HCYFL regulations
- Stunts within HCYFL regulations

#### WHAT PARENTS CAN DO

Canyon Lake Youth Football and Cheer always encourages parent involvement.

##### Opportunities Available for Cheer Parents:

- Team Mom/Dad

- Responsible for preparing an item of their choice for their designated team. This can be done for each game or once for a special game, i.e. candy bag, basket of goodies.
- Coordinate snacks for each game for cheerleaders.
- Coach

### **WHAT TO EXPECT THIS SEASON**

- Games are approximately 1.5 to 2 hours long every Saturday
- Cheerleaders will have the opportunity to sit periodically throughout the game on a decorative bucket.
- Practices are not to exceed 6 hours per week once school starts per HCYFL rules
- Football/Cheer practices are always held at the CRRC Recreational Field, unless otherwise notified.
- Practices will be Monday-Thursday from 6:00pm-8:00pm BEFORE school starts
- Practices will be Monday and Wednesday from 6:00pm-8:00pm AFTER school starts

### **EXPECTATIONS FROM EACH CHEERLEADER**

- Have a good attitude at ALL times!
- Dress appropriately at every practice and game
- HAVE FUN!!!
- Treat yourself and cheer mates with RESPECT, LOYALTY, and CLASS!
- ALWAYS keep your good spirit up!
- Be a friend and help your fellow cheer mates anytime you can!
- Always keep in mind that HAWKS can stand for: Honor...All...Who...Keep...Strong

Last, but not LEAST thank your parents and coaches any chance you get! They are the reason you are able to CHEER!