

**BY LAWS OF TARPON SPRINGS FOR YOUTH (Tarpon Springs Jr.
Spongers)
Revised 2026**

ARTICLE I – NAME AND DEFINITION

1.1 NAME

The name of this organization shall be the TARPON SPRINGS FOR YOUTH, INC. (hereafter referred to as TSFY or simply Organization). The Organization may also be referred to as the Tarpon Springs Junior Spongers (or TSJS).

1.2 ADDRESS

The Organization is located in the township of Tarpon Springs, Pinellas County, State of Florida. The mailing address will be Post Office Box 661, Tarpon Springs, Florida 34688. The principal office of this organization shall be the commonly known Tarpon Springs Youth Football Building at Tarpon Springs Recreational Center on Walton Avenue and/or the commonly known as Tarpon Springs Sports Complex both located within the City of Tarpon Springs, Florida.

ARTICLE II - OBJECTIVES

2.1 PURPOSE

The purpose for which this Organization is formed is exclusively charitable within the meaning of Section 501 C (3) for the Internal Revenue Code.

The primary purpose of this Organization is to inspire the youth in and around the City of Tarpon Springs, regardless of race, sex, financial status or religious affiliation. To promote a positive athletic experience for all its participants and to encourage and promote the spirit of loyalty, benevolence, friendship, goodwill and tolerance through sportsmanship, scholarship, fellowship and athletic competition.

ARTICLE III – ORGANIZATION AND MEMBERSHIP

3.1 ORGANIZATION

TSFY shall be comprised of football teams and cheerleading teams of boys and girls playing in accordance with the rules and bylaws adapted by the Foundation for Youth Development (FYD) League and Pop Warner Little Scholars (PWLS). TSFY shall be divided into teams as established by PWLS0.

3.2 GOVERNING BY-LAWS

All bylaws of the governing League shall be the basis under which all TSFY bylaws shall be written. Bylaws can be greater than but not lesser than the current governing League.

3.3 ROSTER PRIORITY

Roster sizes may vary but must always comply with current PWLS rules.

3.4 REGISTRATION

Players who complete the previous year's season or siblings of the player who completed the previous year seasons are considered returning players and we will have preference to register on a first come, first serve, during a beginning "closed in" returning player registration. Siblings of returning players will be placed on the waiting list on a first come, first served basis. New players will register on a first come, first served basis during "open" registration. Closed registration is for returning football players, returning cheerleaders and siblings. All current LCYFC board members, approved LCYFC head coaches and returning LCYFC assistant coaches may be pre-registered at closed registration.

3.4.1 The Board of Directors will determine registration times, dates, and fees for the coming year.

3.4.2 The Board of Directors is responsible for notifying returning football players and cheerleaders about registration.

3.4.3 The Secretary, Football Director and Cheer Director will be responsible for publicizing the open registration information as approved by the board. The registration information will be shared publicly.

3.4.4 Any returning player that does not register during closed registration window must register during open registration and will be placed on the waiting list if the team has reached its person maximum.

3.4.5 The Compliance Director, not a coach, will certify rosters according to the guidelines provided by PWLS and roster size requirements.

3.4.6 The following documentation is required for returning or new participants:

- Verification of Age (new players only)
- Medical/Physical Form
- End-of-year Report Card
- Player/Participant Contract

3.5 MEMBERS

Members of the TSFY shall be all football players and cheerleaders on participating teams, coaches, managers, board members, and parents/guardians.

3.6 VOTING MEMBERS

All Members of the TSFY above the age of eighteen (18) shall have the right to cast (1) vote per

family for elections.

3.7 INSURANCE

It shall be mandatory that the Organization have supplemental insurance and board insurance to cover accidents and injuries to players, cheerleaders and other official team members while playing, traveling, or practicing. A copy of this policy shall be on file with the Organization and given to each athletic director no later than the August Meeting each year.

ARTICLE IV – CORPORATE STRUCTURE

4.1 BOARD OF DIRECTORS

4.1.1 BOARD STRUCTURE. The TSFY shall be governed by a Board of Directors that consists of the following officers: President, Vice President, Secretary, Treasurer, Football Director, Cheer Director, Compliance Director, Scholastic Director, Sponsorship and Fundraising Director, Equipment Director, Field Maintenance Director, and Team Parent Director.

The Board of Directors is empowered to conduct all business affairs of the LCYFC, appoint standing committees, and establish such rules and regulations as they deem necessary for the proper conduct of the affairs of the TSFY (subject to conformity with the FYD and PWLS and Pinellas County rules and regulations).

4.1.2 TERMS. The Board of Directors will be comprised of a minimum of ten (10) Members each elected to a two (2) year term of office and may be re-elected to serve successive terms.

4.1.3 QUORUM. A quorum of two-thirds voting board members is required to conduct business and or set policy on behalf of the TSFY.

4.1.4 VOTING. Each board officer is entitled to one vote on motions presented before the board. The President may only vote in a tie.

4.1.5 AGE. A board member must be a minimum of 21 years of age. 4

4.1.6 DUTIES AND RESPONSIBILITIES OF THE BOARD. (Added 10/10/25)

4.1.6.1 Manage the property, business, and affairs of TSFY.

4.1.6.2 Transact all business in accordance with the policies and guidelines as set forth by the bylaws of TSFY and the FYD policies and guidelines.

4.1.6.3 Receive and approve operating budgets submitted each season by the Football Director, Cheer Director, Concessions Manager, Equipment Director, and Sponsorship and Fundraising Director.

4.1.6.4 By majority vote, remove a member, including a Board Member from the TSFY.

4.1.6.5 Must meet Pinellas County Parks and Recreation Department, FYD and PWLS requirements for being a volunteer/coach.

4.1.6.6 At least one designated adult must be CPR trained at any activity including all practices, games and competitions.

4.2 OFFICERS AND BOARD OF DIRECTORS DUTIES

4.2.1. PRESIDENT

The duties of the President shall include but are not limited to:

4.2.1.1 Be the chief executive officer of this corporation and shall have the general duties of supervision and management, usually vested in the office of President of a corporation.

4.2.1.2. Preside all meetings of the corporation and have supervision and direction of the business of the corporation.

4.2.1.3. Jointly with the Treasurer and Vice President of the corporation execute such checks, notes, or other official instruments on behalf of the corporation, unless otherwise stated by the Board. **No two persons from any household or family shall be authorized to execute any checks or notes for this corporation, no matter the position of the Board that they hold.

4.2.1.4. Be the liaison to the City of Tarpon Springs and/or the County of Pinellas and/or any other such entity as may be necessary.

4.2.1.5. Represent the TSFY at FYD board meetings and report back to the TSFY

4.2.1.6 Serve on the grievance and budget committees.

4.2.1.7 Chair the By-Laws Committee

4.2.1.9 Appoint candidates to vacant positions, where necessary on the Board of Directors for the remainder of the calendar year with Board approval

4.2.1.10 Give an annual report on the regular monthly meeting prior to the annual meeting.

4.2.1.11. Jointly with the Vice President, Athletic Director, Cheerleading Coordinator or Flag Team Coordinator, suspend any Coach, Board member, committee member or any other person authorized by the TSFY Board of Directors to perform any duty, for conduct deemed not to be in the best interest of TSFY. Said person(s) may appeal in writing to the Grievance Committee within five (5) days. Actions must be upheld or denied within five (5) days from receipt of written notification to the Grievance Committee. The person(s) may further appeal in writing to the President requesting a hearing before the Board of Directors. Such a hearing must be held within five (5) days from this notice and upheld or denied by 4/5 vote of the Board of Directors' members.

4.2.1.12 The President or designee may dismiss any Coach, Player, Board Member or Parent for one week as he or she deems necessary for safety reasons or to maintain order. Upon the filling of a signed grievance, the Grievance Committee and President or designee shall meet to resolve the issue. If the issue cannot be resolved by the Grievance Committee and the President or designee, the Board will meet to resolve the issue, in accordance with the rules as established within the "Code of Conduct". All

grievances MUST be submitted in writing and signed by the grieving party before the grievance will be heard. (Added 11/18/02).

4.2.2. VICE PRESIDENT

The duties of the Vice President shall include but are not limited to:

4.2.2.1. During the absence of the President all the duties, powers and functions of the Vice President will assume the role and duties of President, until the next annual election, if the President can no longer perform his/her duties for any reason.

4.2.2.2. Will oversee sports programs and field operations.

4.2.2.3 Will assist the President in the role of liaison to the City of Tarpon Springs, County of Pinellas and the League in which TSFY is a member.

4.2.2.4. Prepare an annual report summarizing his/her activities for the year to be given at the regular monthly meeting prior to the annual meeting.

4.2.2.5 Jointly with the President, Football Commissioner, or Athletic Cheer and Dance Coordinator, suspend any Coach, Board member, committee member or any other person authorized by the TSFY Board of Directors to perform any duty, for conduct deemed not to be in the best interest of TSFY. Said person(s) may appeal in writing to the Grievance Committee within five (5) days. Actions must be upheld or denied within five (5) days from receipt of written notification to the Grievance Committee. The person(s) may further appeal in writing to the President requesting a hearing before the Board of Directors. Such hearing must be held within five (5) days from this notice and upheld or denied by 4/5 vote of the Board of Directors' members.

4.2.3. SECRETARY:

The duties of the Secretary shall include but are not limited to:

4.2.3.1 Attend all meetings of the Board of Directors.

4.2.3.2. Record all votes and minutes of all proceedings in a book to be kept for that purpose.

4.2.3.3 Notify all board members of meetings.

4.2.3.4 Maintain and keep a current roster in alphabetical order of the names and addresses of each member, both the general membership and the Board of Directors.

4.2.3.5. Provide a copy of previous monthly minutes to all members at the following board meeting.

4.2.3.6 Oversee and direct the nomination and election process for the Board of Directors during the months of October through December

4.2.3.7 Keep all documents and records of the corporation in a proper and safe manner.

4.2.3.8 Prepare an annual report summarizing his/her activities for the year to be given at the regular meeting prior to the annual meeting.

4.2.3.9. Be responsible for all record keeping on location including new and revised by-laws, tax records, articles of incorporation, rosters, minutes, contracts, and vendor contacts. (Added 2010).

4.2.4. TREASURER

The duties of the Treasurer shall include but are not limited to:

4.2.4.1 Have custody of the corporate funds; keep full and accurate accounts of receipts and disbursements in the corporate books.

4.2.4.2 Deposit all monies and other valuables in the name and to the credit of the corporation in such depositories as may be designated by the Board.

4.2.4.3. Disburse funds of the corporation as may be ordered or authorized by the Board and preserve proper vouchers for such disbursements.

4.2.4.4 Jointly with the President, Vice President, or other party as authorized by the Board, execute all checks, notes or other instruments requiring payment of corporate funds as be required or authorized. All monies payable shall be made by check unless specifically authorized otherwise by the Board. All disbursements MUST have proper receipts.

4.2.4.5. Submit a written report at each meeting detailing all accounts and all activity within each account and any other financial transactions involving the corporation.

4.2.4.6. Keep complete and accurate records, which shall be available for inspection by any member of the organization upon reasonable request to the President.

4.2.4.7 Maintain separate logs and records for all monies by category.

4.2.4.8 Prepare an annual report summarizing his/her activities for the year to be given on the regular meeting prior to the annual meeting.

4.2.4.9. Maintain the existing TSFY Post Office Box at PO Box 661, Tarpon Spring FL 34688

4.2.5. FOOTBALL COMMISSIONER

The duties of the Football Commission shall include but are not limited to:

4.2.5.1 Primary responsibility is for the development and execution of the TSFY Football Athletic Program.

4.2.5.2. Have direct supervision over the Coaching staff to the extent of the organization and by-laws and the coordination of officials.

4.2.5.3 Investigate all disciplinary actions taken by officials against football coaches and

players, and report to the Board of Directors.

4.2.5.4 Be liaison between members of the Coaching staff.

4.2.5.5 Submit applications for Head Coaches to the Board for approval by a majority vote. All applications for head coach must be submitted and voted upon by May 1 of the corresponding year. (Amended 2010).

4.2.5.6 Submit applications for the approval, by a majority vote of the Board, of Assistant Coaches submitted by the Head Coaches.

4.2.5.7. Be responsible for Player and Coach discipline at all home and away games in accordance to the by-laws and the Player Code of Conduct.

4.2.5.8. Temporarily act as Head Coach in case of a vacancy until a replacement can be made. The Athletic Director and the President shall appoint an interim Head Coach in an emergency situation. The Board shall meet within five (5) days to approve a new Head Coach

4.2.5.9. Attend all required monthly Pop Warner football commissioner meetings (amended 2022)

4.2.5.10. May select an assistant(s) to help perform his/her duties as approved by the Board of Directors by a majority vote. The assistant(s) will assume the responsibilities of the Athletic Director in his/her absence. (Assistants(s) do not have authority to suspend any persons).

4.2.5.11. Jointly with the President, Vice President, suspend any coach, Board member, committee member or any other person authorized by the TSFY Board of Directors to perform any duty, for conduct deemed not to be in the best interest of TSFY. Said person(s) may appeal in writing to the Grievance Committee within five (5) days. Actions must be upheld or denied within five (5) days from receipt of written notification to the Grievance Committee. The person(s) may further appeal in writing to the President requesting a hearing before the Board of Directors. Such a hearing must be held within five (5) days from this notice and upheld or denied by 4/5 vote of the Board of Directors' members.

4.2.5.12 Prepare an annual report summarizing his/her activities for the year to be given at the regular meeting prior to the annual meeting.

4.2.6 ASSISTANT FOOTBALL COMMISSIONER.

The duties of an Assistant Football Commissioner shall include, but are not limited to:

4.2.6.1 Be completely familiar with the duties and responsibilities of the Football Director and the TSJS Football Athletic Program.

4.2.6.2 Routinely assist the Football Director in carrying the duties as directed.

4.2.6.3 Be prepared to assume the duties and responsibilities of the Football Director in his or her absence in an emergency, or at the request of the President.

4.2.7. ATHLETIC CHEER AND DANCE DIRECTOR:

The duties of the Cheer Coordinator shall include but are not limited to

4.2.7.1. Have direct supervision over the Coaching staff to the extent of the organization and by-laws.

4.2.7.2. Be liaison between members of the Coaching staff.

4.2.7.3 Submit applications for Head Coaches to the Board for approval by a majority vote. All applications for Head Coach must be submitted and voted upon by May 1 of the corresponding year. (Amended 2010).

4.2.7.4. Submit applications for the approval, by a majority vote of the Board, of Assistant Coaches and instructors submitted by the Head Coaches.

4.2.7.5 Be responsible for cheerleader and Coach discipline at all home and away games in accordance to the by-laws and the Player Code of Conduct.

4.2.7.6 Be responsible for attending all monthly Pop Warner meetings for Athletic cheer and dance coordinators. (amended 2022)

4.2.7.7 Temporarily act as Head Coach in case of a vacancy until a replacement can be made. The Cheerleading Coordinator and the President shall appoint an interim Head Coach in an emergency situation. The Board shall meet within five (5) days to approve a new Head Coach.

4.2.7.8 Be responsible for the placements for all teams in accordance with conference requirements. Any exceptions for placement on a squad outside of the participants' age, unless the placement is made for the purpose of providing placement for a child when all places within the child's age group are full, must be brought before the Board for approval by a majority vote.

4.2.7.9 Be responsible for the inventory, disbursement and collection of all uniforms.

4.2.7.10 Maintain team rosters of all cheerleader squads and assist the registrar with proper placement of all cheerleaders..

4.2.7.11. Select an assistant(s) to help perform his/her duties as approved by the Board of Directors by a majority vote. The assistant(s) will assume the responsibilities of the Cheerleading Coordinator in his/her absence. (Assistant(s) do not have authority to suspend any person).

4.2.7.12 Upon approval of the Board, be responsible for the establishment of rules and responsibilities, along with a disciplinary process for all Cheerleaders and be provided to each before practice begins.

4.2.7.13. Prepare an annual report summarizing his/her activities for the year to be given at the regular monthly meeting prior to the annual meeting.

4.2.7.14 At the expiration of his/her term in office, the Cheerleading Coordinator shall surrender all documents and records pertaining to the Cheerleading Coordinator's office in this corporation.

4.2.7.15 Be responsible for the inventory, disbursement and collection of all uniforms, including an annual inventory of all cheer uniforms and equipment. (Added 2010).

4.2.8 ASSISTANT CHEER DIRECTOR(S). (Added 10/10/25)

The duties of an Assistant Cheer Director shall include, but are not limited to:

4.2.8.1 Be completely familiar with the duties and responsibilities of the Cheer Director position and with the TSFY Cheer Athletic Program.

4.2.8.2 Routinely assist the Cheer Director in carrying out the duties as directed.

4.2.8.3 Be prepared to assume the duties and responsibilities of the Cheer Director in his/her absence, an emergency, or at the request of the President.

4.2.8.4 Responsible for the care and security of all cheerleading uniforms and equipment assigned to the cheerleading program.

4.2.8.5 Responsible for the distribution and collection of cheerleading equipment.

4.2.8.6 Maintain a correct inventory of cheerleading equipment and submit a status report, including a needs assessment, to the board in May and December.

4.2.8.7 Ensure that all cheerleading uniforms and equipment are properly cared for and stored.

4.2.9. EQUIPMENT MANAGER:

The duties of the Equipment Manager shall include but are not limited to:

4.2.9.1 Have general direction and supervision of all athletic equipment and uniforms.

4.2.9.2 Be responsible in conjunction with the Head Coaches for disbursement and of all uniforms and equipment.

4.2.9.3 Be responsible for proper maintenance and inventory of equipment including repair or arrangement of repairs including field equipment.

4.2.9.4 No participant shall receive any equipment unless properly registered. The Registrar shall furnish to the Equipment Manager proper notice when a participant is registered.

4.2.9.5. Prepare annual report at the end of the season as to the condition of the equipment and uniforms along with recommendations for the following season.

4.2.9.6 May select assistant(s) to help perform his/her duties as approved by the Board.

4.2.10 FIELD MAINTENANCE DIRECTOR. (added 11/13/25)

The duties of the Field Maintenance Director shall include, but are not limited to:

4.2.10.1 Head up grounds and maintenance.

4.2.10.2 Assist the President as needed and perform all other duties as necessary.

4.2.10.3 Responsible for the care and security of the TSJS site and buildings, within the guidelines of the current field use agreement.

4.2.10.4 Will maintain a correct list of keys issued.

4.2.10.5 Will report maintenance/security needs to the President.

4.2.10.6 Responsible for the upkeep and maintenance (e.g. field striping) of the playing field as well as the remainder of the premises.

4.2.10.7 Traffic and parking control.

4.2.10.8 Manage game-day setup with the assistance of all Board Members

4.2.11 SPONSORSHIP AND FUNDRAISING DIRECTOR. (added 10/10/25)

The duties of the Sponsorship and Fundraising Director shall include, but are not limited to:

4.2.11.1 Responsible for recruiting sponsors and donations from business and corporations, selling advertisements for the program, signboard advertisements or formulating other methods of donations and sponsorships.

4.2.11.2 Ensure all advertisements on signboards are collected. Ensure all signboards are complete and installed by first home game.

4.2.11.3 Serve as coordinator for all Fundraising and Sponsor events for the TSFY Organization and submit plans for board approval.

4.2.11.4 Assist the President as needed.

4.2.11.5 Shall coordinate a minimum of one major fundraising events.

4.2.11.6 Transfer all proceeds in a timely manner using guidelines defined by the Treasurer.

4.2.11.7 Serve on Budget Committee

4.2.11.8 Responsible for ordering football/cheerleader items needed for Fundraising.

4.2.12 TEAM PARENT DIRECTOR. (Added 10/10/25)

The duties of the Team Parent Director shall include, but are not limited to:

4.2.12.1 Hold meetings with team parents as necessary to ensure communications are clear and information is being relayed to parents.

4.2.12.2 Assist Secretary with the arranging team pictures

4.2.12.3 Assist Sponsorship and Fundraising Director with Organization and operation of events.

4.2.12.4 Assist Football/Cheer Directors as necessary.

4.2.13. COMPLIANCE DIRECTOR:

The duties of the Compliance Director shall include, but are not limited to:

4.2.13.1 Have direct supervision of all registrations and procedures.

4.2.13.2. Ascertain that all registrations contain an acceptable proof of birth, signatures, photographs and any other information necessary as per Conference certification rules.

4.2.13.3. Be responsible for maintaining complete records and copies of birth certificates, guardianship papers and other items necessary for registration in a secure manner.

4.2.13.4 Be responsible for collection of registration monies received and proper documentation of payments made to each account. A receipt book shall be used and a receipt provided for each payment made. Good accounting principles shall be applied.

4.2.13.5. Be responsible for proper documentation of participant receiving scholarship in lieu of money collected..

4.2.13.6 Be responsible for providing to the Equipment Manager notice of each participants registration status prior to the issuance of equipment in a timely manner.

4.2.13.7. Maintain a complete and accurate roster for each person registered and team placement.

4.2.13.8 Be responsible for submission to the Conference, temporary certification rosters, initial rosters and add/drop forms in accordance to conference guidelines.

4.2.13.9. Surrender all monies received to the Treasurer along with a log of payments as soon as possible. Both the Registrar and the Treasurer verifying receipt and transfer of registration monies must sign the payment log.

4.2.13.10. Shall provide to each Head Coach of the team, football and cheerleading, and tackle divisions, at the end of the 6th week a regular season, a complete list of all participants who have not paid their registration and/or uniform fees in full. (Added 11/18/02).

4.2.14 SCHOLASTIC DIRECTOR. (Added 10/10/25)

The duties of the Scholastic Director shall include, but are not limited to:

4.2.14.1 Responsible for the collection of all report cards and filling out any forms necessary for the Little Scholars Program. Shall maintain a record of all participant grades.

4.2.14.2 Ensure all qualifying participants complete the required documentation for Pop Warner recognition.

4.2.14.3 Act as the TSFY representative for the Little Scholars Program.

4.2.14.4 Assist the Compliance Director as required, including assisting with PWLS Team Books.

4.2.14.5 Serve on the Compliance Committee.

4.2.15. CONCESSION CHAIRPERSON:

The duties of the Concession Chairperson shall include, but are not limited to:

4.2.15.1 Have general direction and supervision over concession per Board approval and recommendation.

4.2.15.2 Purchase all supplies relating to the operation of the concession.

4.2.15.3 Be responsible for workers in cooperation with team mothers.

4.2.15.4 Be responsible for opening and closing of concession for all events.

4.2.15.5 May have assistant(s) to assist in performing his/her duties as approved by the Board.

4.2.15.6 Maintain complete and accurate records of all payable and receivables for each game and practice and any other time the concession is in operation.

4.2.15.7 Surrender all monies received and receipts for expenditures to the Treasurer at the conclusion of each game and practice. The Treasurer and Concession Chairperson or designee shall initial log/book verifying transfer of funds.

4.2.15.8 Be responsible for the cleaning of concession area and all equipment relating to the concession.

4.2.15.9 Be responsible for the proper Health Department certifications.

4.2.16 SOCIAL MEDIA CHAIRPERSON/COMMUNICATION CHAIRPERSON (added 10/10/25)

The duties of the Social Media/Communication Chairperson shall include, but are not limited to:

4.2.16.1. Be responsible for production, publication and distribution of any organizational information via social media accounts

4.2.16.2 Seek input from the entire organization for newsworthy items.

4.2.16.3 Have articles approved by the President or in his/her absence, the Vice President prior to publication and distribution.

4.2.16.4 Be responsible for updating and maintaining all organizational bulletin boards and all social media.

4.2.16.5 Maintain a records of all items published or displayed in chronological order. Record to be given to the Secretary at the conclusion of each month for safekeeping.

4.3 COMMITTEES:

The Board of Directors will establish various committees to carry out aspects or functions of the organization as deemed necessary at the beginning of the season. The committee chair will report meeting results to the Vice President who will present any proposals to the Board of Directors at a regularly scheduled meeting. Proposal will be subject to a 2/3 majority vote. (ex. Homecoming, scholarship, special events, etc.). (Added 2010).

4.3.1 BY-LAWS CHAIRPERSON:

The duties of the By-Laws Chairperson shall include, but are not limited to:

4.3.1.1 At the first regular meeting after the annual meeting the President shall appoint the By-Laws Chairperson. The Chairperson shall appoint two (2) people and the Board shall appoint two (2) people to make a committee of five (5).

4.3.1.2 The committee Chairperson shall advise the Chair in any meeting of any violation regarding the Charter and By-Laws.

4.3.1.3 Ascertain that any amendments or deletions made to the By-Laws are brought forward at each annual meeting and that these amendments or deletions are attached and become a part of the whole document.

4.3.2. GATE CHAIRPERSON:

The duties of the Gate Chairperson shall include, but are not limited to:

4.3.2.1 Have general direction and supervision over gate per Board approval and recommendation.

4.3.2.2. Be responsible for workers in cooperation with team mothers.

4.3.2.3 Be responsible for opening and closing of gate for each game. May have assistant(s) to assist in performing his/her duties as approved by the Board.

4.3.2.4 Maintain complete and accurate records of all monies received. Surrender all monies received to the Treasurer at the conclusion of each game. The Treasurer and Gate Chairperson or designee shall initial log/book verifying transfer of funds.

4.3.2.5. Be responsible for the enforcement of Conference rules regarding the entry of outside food and drink. A member of Board of Directors or appointee of the Board of Directors shall be present at the gate at all times.

4.3.4. SPIRIT CHAIRPERSON

The duties of the Spirit Chairperson shall include, but are not limited to:

4.3.4.1. Responsible for creating the excitement and encouraging a positive attitude toward our football and cheer program.

4.3.4.2. Communication through the league.

4.3.4.3 Coordinating game events (giveaways, raffles, special events).

4.3.4.4 Help build excitement for fundraising days

4.3.4.5 Will work closely with head coaches and fundraising committee. (added 1/11/07)

4.3.5 TEAM PARENT: (added 10/10/25)

The duties of the Team Parent shall include, but are not limited to:

4.3.5.1 Assist the Head Coach in advising team and parents of information and activities relating to team or organization.

4.3.5.2 Assist in coordinating team projects or refreshments for team (Gatorade, fruit, etc.).

4.3.5.3. Assist Team Parent Coordinator in arrangement of volunteer help in concession, gate and other fund raising projects.

4.3.5.4 Be responsible for issued team water container. (Added 11/15/06).

4.4 FOOTBALL AND CHEER COACHES

Coaching applicants must strive to develop character, sportsmanship, discipline, athletic ability, a spirit of team unity and comradeship within those in their charge. Coaches should always attempt to develop within team members a feeling of respect and trust for the figures of authority, such as themselves, officials, parents, teachers, and all adult members of the community. The coaching staff must exemplify a high standard of sportsmanlike conduct for the benefit of the boys and girls. The example set by coaches should help to ensure that all team members act in an exemplar

4.4.1 HEAD COACHES:

The board of directors elects the Head Coaches. Any member of the Board of Directors whose name is submitted as Head Coach may not vote for themselves nor may they vote for their spouse if their spouse has been submitted for a position as Head Coach. Also, Anyone holding a executive board position may not be named a permanent head coach. (added 1/11/17)

The Head Coach shall:

4.4.1.1 All applicants for head coaching positions must be at least 21 years of age. It is the Board of Directors desire that all applicants for head coaching positions have previous, validated coaching experience in an organized youth program.

4.4.1.2 Be responsible for submitting list to the Athletic Director, Cheerleading Coordinator or Flag Team Coordinator of Assistant Coaches and/or instructors for approval by the Board of Directors.

4.4.1.3 Attend all regular Coaches meetings and training clinics as required.

4.4.1.4 Report all injuries in practice, game or other functions as soon as possible to the Athletic Director, Cheerleading Coordinator or Flag Team Coordinator.

4.4.1.5 Be responsible for the organization, training, discipline and supervision of the team, including Assistant Coaches and instructors, in accordance with TSFY football and the conference and from time to time, special rules as directed by the Board.

4.4.1.6 Be responsible for player and Coach conduct at all home and away games in accordance to the By-laws and the Player Code of Conduct.

4.4.1.7 Provide complete cooperation to the Equipment Manager in dispersing and returning all equipment.

4.4.1.8 Provide complete cooperation to the Registrar for the accurate listing of all players. Timely notifications to the Registrar for any add/drops that may be necessary from time to time. Provide to the Registrar a complete list of all Assistant Coaches for the processing of field passes.

4.4.1.9 Appoint a Team Parent as soon as possible or practical.

4.4.2 ASSISTANT COACHES. (added 10/10/25)

Shall be at least eighteen (18) years old and selected by head coaches who submit names to the Football/Cheer Director and who, upon their recommendation, will submit them to the board of directors for approval.

4.4.3 MISCONDUCT. (added 10/10/25)

The following actions by a coach could result in warnings, coach revocation, demotion, suspension, or dismissal from the program. Discipline will be determined by the Football / Cheer Director, and any appeals will be heard by the grievance committee:

4.4.3.1 Verbally or physically abusing anyone or accepting or tolerating verbal or

physical abuse to or from anyone,

4.4.3.2 Throwing equipment

4.4.3.3 Abusive language or gestures (in person or in writing i.e., email, text or chat)

4.4.3.4 Encouraging or accepting any unsportsmanlike conduct from their team members.

4.4.3.5 Under the influence of alcohol or illegal drugs or consumption of alcohol or illegal drugs anytime while in coaching capacity directly responsible for the care and custody of children under their direction.

4.4.3.6 Possession of illegal drugs and or alcohol at any time during practice, games, or other functions.

4.4.3.7 Any disciplinary action issued by FYD, Pinellas County, or law enforcement

4.4.3.8 Any other public or private displays of immaturity that poorly reflects on the mission of the TSFY.

ARTICLE V – MEETING OF MEMBERS

5.1 MEETINGS

The Board of Directors will meet at least once a month during the year. Times, dates, and locations will be set by the President. All elected board members are expected to attend, call or video call to all scheduled meetings.

5.1.1 Any board member who is absent from two consecutive scheduled meetings, either excused or unexcused, automatically loses the right to vote at the next scheduled meeting.

5.1.2 Three absences (excused or unexcused) from regularly scheduled meetings during the board year (Jan-Dec) will result in possible dismissal from the board, by a majority vote.

5.2 SPECIAL MEETINGS

A special meeting shall be called as needed by the President or Vice President in the absence of the President, or at the request of five Board Officers. There will be a minimum of 24-hour notice to all board members for any special meeting to be held.

5.3 ORDER OF BUSINESS Establish Quorum, roll call, reading of minutes from previous meeting, report of the treasurer, reported the President, reports of officers, reports of committees, election of new members as necessary, old business, new business, and adjournment.

5.4 QUORUM/VOTING All voting board members shall be entitled to one vote. A simple majority (one-half plus one) shall be necessary to carry a vote, except as provided herein.

5.5 FINAL DISPOSITION OF MATTERS Once a final vote has been accepted, a matter may not be raised and re-voted upon unless prior approval is granted or a 4/5 majority vote. Any subsequent change or addition must be approved by a 4/5 majority vote. (amended 10/10/25)

5.5 RULES OF ORDER

Robert's Rules of Order, newly revised, shall be the parliamentary authority of all meetings and procedures not specifically covered in the rules.

5.6 MEANS OF CONDUCTING BUSINESS

5.6.1 MOTION Any person may make a motion in good standing after being recognized by the Chair.

5.6.2. Debate

5.6.3 Another member in good standing must second a motion.

5.6.4. The Chair then states the question on the motion.

5.6.5 The member making the motion then will have the first priority for. No member may debate more than once until all other members so desiring have had the opportunity for debate. No member shall debate on the same motion more than twice.

5.6.6 The Chair then puts the question (call for a vote). The Chair announces the results.

5.6.7. TABLING A MOTION A motion may be made to table a motion on the floor to a later time. A motion to table must be seconded and passed by a majority vote. No debate is allowed on a motion to table.

5.6.8. CONDUCT

Speakers must address their remarks to the Chair, maintain a courteous tone, especially in reference to any diverse opinion, should avoid interjecting a personal note in debate. To this end they never attack or make allusion to the motives of a member. The penalty for violation of paragraph (a) will be that the Chair will call a point of order. After a second violation by the same member, the member will be asked to leave the meeting.

5.7 CONSTRUCTION

Whenever a conflict arises between the language of these By-laws and the Articles of Incorporation, the Articles of Incorporation shall govern.

5.8. ANNUAL MEETING

The annual meeting of this organization shall be held in the month of December. The express purpose of this meeting is the election of the Board of Directors whose terms are expiring. The newly elected members will assume their office at the first regular meeting in January of each calendar year.

5.9 ARTICLES OF INCORPORATION

These articles of incorporation may be amended in the manner provided by law. Any and every proposed change shall be presented and discussed individually by the Board of Director members in the regular October meeting. The Board of Directors must pass any change to the Articles of Incorporation and these by-laws by 2/3 vote in the regular November meeting BEFORE it can be presented to the General Membership at the annual meeting. (Amended 11/18/02).

5.10. MEETING OF MEMBERSHIP

At the regular November meeting of the membership any changes, additions, deletions of the by-laws may be acted upon provided they have been discussed in the October meeting

ARTICLE VI -STANDING RULES AND GUIDELINES

6.GENERAL POLICIES

6.1 FOOTBALL PROGRAM

6.1.1 Each child participating in the football program shall play at least the number of plays as dictated by Pop Warner and the MPR (Mandatory Play Rule). It is hoped that every child will play as much as possible or practical in every game. This policy shall be a directive to the Coaches as an aggregate that the members of this corporation would prefer that each child plays as well as achieve victory.

6.1.2 Scrimmages outside of the same division can be held with the approval of the President or Athletic Director provided such scrimmages do not violate League rules. (Added 11/04/14). This provision shall be supervised by the Athletic Director and the Board members and shall be strictly adhered to.

6.2. ALCOHOLIC BEVERAGES

No alcoholic beverages shall be consumed at any function involving the team as a unit (practice, game, team parties, etc.) This prohibition shall apply for every member of this corporation whether Coach, member of the Board, or other representative of TSFY and shall be literally construed.

6.3 TOBACCO PRODUCTS

The use of any tobacco product shall not be used at any function involving the team as a unit (practice, game, team parties, etc.) except in designated smoking/tobacco areas. This prohibition shall apply for every member of this corporation whether Coach, member of the Board, or other representative of TSFY and shall be literally construed.

6.4. GENERAL CONDUCT

General conduct of all members should reflect high standards of morals and ethics. The Board may remove any Officer, Board Member, Coach, or committee member from his/her position, whenever in their judgment the best interest of the corporation will be served.

Any member of the corporation charged with a violation of the above provisions shall be entitled to be present at any meeting of the Board of Directors in which the penalty provisions are sought to be exercised and passed by two thirds (2/3) of the entire Board of Directors membership.

ARTICLE VII -GRIEVANCE COMMITTEE CHAIRPERSON:

7.1 The Grievance Committee Chairperson will be responsible for attempting to resolve disputes among Parents, Players, Board Members and Coaches as they arise as long as they adhere to the By-laws of TSFY and the Conference. Therefore, the Grievance Chairperson shall:

7.2 GREIVANCE PROCESS STEPS (added 10/10/25)

7.2.1 Football / Cheer decision rendered

7.2.2 The Member shall send an email to the President, Vice President, Football Director and Cheer Director requesting a Grievance Committee Hearing. The email should only include the request for the Grievance Committee, the date of the incident and/or decision, and the names of the parties involved. Opportunity to submit additional information and/or documentation will be during the Grievance Committee meeting.

7.2.3 The Chairperson will schedule a Grievance Committee meeting within 14 calendar days from receipt of the email.

7.2.4 The Grievance Committee meeting format will be as follows:

7.2.4.1 Board Member who rendered the decision presents the background and considerations for the decision.

7.2.4.2 Member and/or Member Representative presents appeal, including submission of any documentation or other information.

7.2.4.3 Grievance Committee members provided opportunity for questions and comments.

7.2.4.4 Member and Member Representative are dismissed from the Grievance Committee meeting.

7.2.4.5 Grievance Committee Voting Members discuss and rule.

7.2.4.6 Final ruling communicated by Chairperson to Member via email within 24 hours.

7.3 GRIEVANCE COMMITTEE

7.3.1 Committee Members. Committee members are voting members of the Grievance Committee, except as noted. For the specific Grievance Committee convened, the voting

rights for the specific Committee Member who rendered the disciplinary action are removed, leaving a 3 person voting committee.

7.3.1.1 President - Chairperson

7.3.1.2 Vice President

7.3.1.3 Football Director

7.3.1.4 Cheer Director

7.3.1.5 Football or Cheer Team Representative (must be badged). Nonvoting. Designated by the Chairperson

7.3.2 Other Participants

7.3.2.1 Member

7.3.2.2 (Optional) Member Representative. One representative of the Member, designated by Member

7.3.3 If a Committee Member conflict of interest exists (e.g. allegations against a family member) or if the Committee Member is a party to the disciplinary action, then the affected Committee Member will recuse themselves from the conflicted Grievance Committee and an alternate Committee Member will be appointed by the Chairperson.

ARTICLE VIII -MEMBERSHIP

8.1 NOMINATIONS & ELECTIONS OF THE BOARD OF DIRECTORS

8.1.1 The Board of Directors will be nominated by any member of the organization in good standing, the annual election held in the month of December.

8.1.2 Nominations must be submitted to the Secretary no later than 20 days prior to the annual meeting. The nomination shall include the nominee's name, photo, and short biography.

8.1.3 A member may nominate their self.

8.1.4 There are no limits to the number of nominations.

8.1.5 The Secretary will post the nominees name, photo and biography in a designated location for the general membership to review prior to and during the election.

8.1.6 The Secretary will provide a voting ballot to each member in good standing. One vote per member.

8.1.7 Elections will be held at the annual meeting/awards banquet.

8.1.8 Votes will be counted by the Secretary and non-member of the Board of Directors and will be announced at that meeting.

8.1.9 All votes received, and the tally sheet will be placed in an envelope, initialed by

both counting parties and sealed. This record will be retained for thirty (30) days for review upon demand. An appeal of the vote must be presented to the current President within five (5) days and a hearing before the entire current Board of Directors will be held within five (5) days of receipt of the appeal. The record will be unsealed and recounted in the presence of all appealing parties, the current Board of Directors and the new Board of Directors. The decision of the second vote will be final.

8.2 VOTING:

8.2.1. Any parent or legal guardian with a child registered to participate in the Tarpon Springs for Youth shall be a member in *good standing* and is entitled to cast (1) one vote at the annual election of the Board of Directors.

8.2.2. Any coach, Board of Directors member or committee member.

8.2.3. Each person as defined in 1 & 2 above shall be entitled to cast one vote at the annual election of the Board of Directors. One vote per member.

8.2.4. No voting by proxy will be permitted for any reason at the annual election of the Board of Directors. Telephone proxy (verbal contact) may be implemented by the President, if needed, in order to progress with the continued business of the organization.

8.2.5. All voting members must be 18 years of age or older.

8.2.6. The voting membership of this corporation shall meet annually in the month of December and shall elect the members of the Board of Directors of this corporation.

*Good standing: is defined as every parent/guardian with a child registered in the Tarpon Springs For Youth, Inc. Youth Football league shall be a member in good standing and is entitled to cast (1) one vote for the General Board of Directors. If the Parent/Guardian has not paid the entire membership/registration fees, voting privileges are rescinded, unless they have qualified for a hardship and the hardship is on file with the Registrar PRIOR to the annual meeting.

8.3 LIFETIME HONORARY MEMBER

An honorary member of the TSFY is one who has performed an outstanding service to this corporation and may be granted an honorary membership by a two thirds (2/3) vote of the Board of Directors. An Honorary member has no voting rights.

Nomination for Honorary Lifetime Member shall be from the present board and be submitted during the month of October for approval by the present Board of Directors. Maximum of one (1) Honorary Lifetime Member to be elected per calendar year.

8.4 TERM OF OFFICE/SERVICE

The Board of Directors shall serve for a term of one year and are eligible for re-election.

8.5 EXECUTIVE BOARD OF DIRECTORS:

The Executive Board of Directors shall be elected by the newly elected board of Directors and shall go into a 2 year contract. The after term is served they can go up for re-election with year to year status. (added 1/11/17)

8.6 VACANCIES:

If any member of the general membership of the Board becomes vacant for any reason, the remaining members, by a majority vote, shall elect a new member by a majority vote to fill such vacancy, which shall then hold office until the next annual election. (Filling vacancies for members of the Executive Board are defined within each specific position).

8.7 ATTENDANCE:

If any officer or member of the Board fails to attend three (3) consecutive meetings or general membership meetings or any combination of meetings or has less than sixty percent (60%) attendance for any period of time will be automatically self-terminated from the Board. (The member may request consideration for extreme circumstances, and a 2/3 vote of the entire board is required to waive this attendance provision.) The Secretary, as a courtesy, shall notify said individual after missing two (2) consecutive meetings. This notification does not remove the responsibility of attendance from the member. Attendance is defined as being present for at least 75% of the entire meeting from the time the meeting is called to order to the time the meeting is adjourned.

8.8 COMPENSATION:

No compensation, either direct or indirect, shall be paid by the corporation to any member of the Board.

8.9 BOND

All persons who are authorized to execute checks or notes shall be bondable. The corporation shall pay the premium of such bond, if requested.

8.10 ANNUAL AUDIT (added 10/10/25)

The majority of the Board of Directors may initiate an annual audit if deemed necessary of the of the corporations' books by an independent accountant/CPA approved by the Board. This action shall be instigated no later than December 31st.

8.11 BACKGROUND CHECK

All members at large and officers of the Board of Directors shall obtain at their expenses an annual Background check as prescribed by State Law. This background check and the provisions above described shall also include Coaches, Assistant Coaches, Team Parents and any other persons that might be in contact with any youth. (Added 11/4/14).

ARTICLE IX- FISCAL YEAR

The Fiscal Year of the Corporation shall begin on the first (1) day of January each year.

ARTICLE X – FISCAL RESPONSIBILITIES AND DUTIES (Added 10/10/25)

Sound fiscal awareness is the utmost importance to the success of TSFY. Each board member, and specifically the Treasurer, is expected to use sound fiscal judgment in managing and accounting of all monies received and expended by the TSFY. The following items are the minimum necessary to ensure sound fiscal management.

10.1 CREATING BUDGET

All projects and or committees will provide a projected report of income and expenditures for their projects or committees to be submitted to the budget chairperson, no later than March.

10.2 BUDGETED PURCHASES

All project budgets will be approved by the Board of Directors and require a detailed project report. This report must be submitted to the board, at the project's conclusion, along with a breakdown of expenditures supported by receipts. Each chairperson will be fiscally responsible for monies budgeted to their committee. No purchases or expenditures will be made prior to budget approval.

10.3 PURCHASES

The following guidelines shall be followed for any purchase made by any Member of the Organization seeking reimbursement:

10.3.1 Any unbudgeted purchase over the amount of \$500 shall be preapproved by the full Board of Directors at the subsequent board meeting

10.3.2 Any proposed purchase over the amount of \$1000 should be accompanied by three written bids presented for approval of the full board of directors, excluding budget-approved football and cheer program items related to apparel or equipment.

10.3.3 Any proposed purchase outside of budgeted items must be presented for approval by the applicable board member. The Board member must be in

attendance at the next board meeting to gain approval.

10.3.4 Any purchase that exceeds the board approved budget by \$500 must be approved by a vote of the full Board of Directors.

10.4 METHODS OF ACCOUNTING

Generally accepted accounting principles shall be used to maintain the fiscal records. The cash basis method of accounting will be used as the method of accounting all income and expenditures of the TSFY.

10.5 AUDITS

9.5.1 External audits--an external audit of accounts and records may be conducted by an accounting firm or CPA trained to perform such audits annually, semi-annually or as needed subject to the board of directors or President.

ARTICLE XI – DISCIPLINARY PROCEDURES – PLAYERS, SPECTATORS, AND GUESTS (Added 10/10/25)

11.1 FOUNDATION OF DEVELOPMENT

Promoting each participant's independence and self-esteem is the foundation for development as a person, as well as an athlete. The TSFY disciplinary policy has been developed with this understanding, and further recognizes a responsibility to promote and facilitate:

11.1.1 A feeling of one's value and importance.

11.1.2 An understanding of one's right to be respected, to be heard, and the right not to be intentionally injured either physically or emotionally.

11.1.3 The development of personal controls and the ability to direct one's actions.

11.1.4 An ability to communicate verbally one's needs and wants; and

11.1.5 A growing ability to respond appropriately to the needs of others.

11.2 GENERAL MISCONDUCT INCLUDING ALL TSFY

Misconduct is considered, but not limited to the following:

11.2.1 "Trash-talking" to opponents at any time.

11.2.2 Cheering or taunting opponents who make errors.

11.2.3 "Showboating" or prancing, on the field of play

11.2.4 Screaming in a condescending manner to teammates, coaches, officials, opposing players and spectators.

11.2.5 Leaving the field of play before meaningfully shaking an opponent's hand.

11.2.6 Demeaning comments to teammates, coaches, officials, opposing players and spectators intended to publicly embarrass them.

11.2.7 Significant changes in attitude or approach to the game because of defeat.

11.2.8 Addressing a coach and or field official in an informal manner (e.g., hey, etc.)

11.2.9 Lack of hustle on and off the field

11.2.10 Use of excessive gear with no actual purpose.

11.2.11 Exhibiting signs of disrespect (e.g., eye rolling, moping, lack of hustle, questioning coaching decisions at inappropriate times)

11.2.12 Harassment and/or bullying of fellow team members, including football players, cheerleading coaches, board members and or parents.

11.2.13 Response to an officiating call with angry displays of temper that include rude or obscene gestures or foul language.

11.2.14 Extreme displays of emotional immaturity (e. g., tossing one's helmet in response to an error)

11.2.15 Joining in an existing altercation

11.3 PENALTY MATRIX

11.3.1 PENALTY MATRIX - PLAYER

11.3.1.1 First Infraction. Counseling and/or dismissal from practice, game and/or competition, at the head coaches discretion.

11.3.1.2 Second Infraction (Same season). assignment of additional conditioning, training, educational assignment, or volunteer task that must be completed at the end of the official practice session or, if the infraction occurs during a game, at the end of the following practice season. Coach may also dismiss from practice, game and/or competition, at the head coaches discretion.

11.3.1.3 Third Infraction (Same season). Dismissal from practice , removal from game, one game suspension, or removal from competition routine at the head coach's discretion.

11.3.2 *FIGHTING PENALTY MATRIX - PLAYER

11.3.2.1 During practice - Head coach's discretion including one game suspension or removal from competition routine.

11.3.2.2 During a game or while attending a function at any FYD Event - Three game suspension

11.3.2.3 Entering the field to join an altercation or second fighting offense – one-year suspension

11.3.3 PENALTY MATRIX – COACH / BOARD MEMBER / OTHER LCYFC APPOINTED

POSITION AT ANY LCYFC PRACTICE, GAME or EVENT

11.3.3.1 First Infraction—Counseling

11.3.3.2 Second Infraction (Within 3 calendar years **)—Removal from practice, game, or event

11.3.3.3 Third Infraction (Within 3 calendar years **)—Ban from the Organization for 1 year from the time of the third infraction

11.3.4 *FIGHTING PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY PRACTICE GAME OR EVENT

11.3.4.1 Lifetime ban from the Organization--subject to appeal through the Grievance Process

11.3.5 PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY LCYFC PRACTICE, GAME or EVENT

11.3.5.1 First Infraction—Counseling

11.3.5.2 Second Infraction (Within 3 calendar years)—Removal from practice, game, or event

11.3.5.3 Third Infraction (Within 3 calendar years)—Suspension for the remainder of season or 3 games (whichever is greater)

11.3.6 *FIGHTING PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY PRACTICE GAME OR EVENT

11.3.6.1 Lifetime ban from the Organization – subject to appeal through the Grievance Process absence

11.3.7 Any infraction may be reviewed by the Board of Directors which is permitted to overrule the Penalty Matrix. *Any Physical contact that is not “part of the game” such as, but not limited to, wrestling, pushing, shoving, charging, chest bumping, face to face shouting, spiting, or failed attempt at any of these can be considered “Fighting”.

Punching is not required. Leaving your seat to “deescalate” can also be considered in the “fighting” category. ** Measured from the date of the first infraction

ARTICLE XII - AMENDEMENTS TO BYLAWS

Any changes, additions or deletions to the by-laws can only be performed at the regular November by-law change meeting. A two thirds (2/3) majority vote of members present will be required for passage.

Notice of any proposed changes, additions or deletions must be discussed in the previous regular monthly meeting on the date specified by the by-laws.

