



# ELGIN YOUTH SPORTS LEAGUE (EYSL) GOVERNANCE HANDBOOK

## Parts

- Part One: Bylaws
- Part Two: Policies & Procedures
- Part Three: Member Handbooks & Documents

Adopted On: \_\_\_\_\_

## **Part One – Bylaws**

## **Preamble**

The Elgin Youth Sports League (EYSL) is committed to providing a positive, inclusive, and developmentally appropriate youth athletic experience. These bylaws exist to establish clear governance, ensure accountability, and promote the safety, growth, well-being of all participants.

## Article I. Name & Purpose

### Section 1.01 Name

- (a) The name of this organization shall be the Elgin Youth Sports League (EYSL) DBA Elgin Steelers.

### Section 1.02 Legal & Nonprofit Status

- (a) EYSL operates as a community-based, 501(c)3 youth sports organization. All operations shall comply with applicable municipal, state, and federal regulations, as well as governing athletic body requirements.

### Section 1.03 Purpose

- (a) The purpose of the EYSL is to provide youth sports programs that promote athletic development, teamwork, leadership, confidence, academic responsibility, and respectful sportsmanship while fostering a supportive and inclusive community environment.

## Article II. Mission & Objectives

### Section 2.01 Mission

- (a) The mission of the Elgin Youth Sports League (EYSL) is to empower young athletes through discipline, teamwork, academic responsibility, and positive sportsmanship while providing a safe, inclusive, culturally supportive environment that encourages growth, confidence, leadership, and community pride.

### Section 2.02 Objectives

- (a) To fulfill these missions, the organization shall:
  - (i) *Provide structured training, conditioning, and skill development.*
  - (ii) *Teach respect for teammates, opponents, coaches, officials, and the game.*
- (b) Support academic performance and eligibility
  - (i) *Encourage academic accountability and offer support where needed.*
  - (ii) *Require that all athletes meet school and league academic standards.*
- (c) Foster community unity and an inclusive culture
  - (i) *Create an environment that welcomes athletes and families of all backgrounds.*
  - (ii) *Promote collaboration, positive communication, and shared organizational values.*

- (d) Provide safe, developmentally appropriate competition
  - (i) *Ensure coaching methods and game environments prioritize athlete health and safety.*
  - (ii) *Match athletes to appropriate skill levels, ages, and competitive tiers.*
- (e) Encourage leadership, accountability, and confidence
  - (i) *Offer opportunities for athletes to demonstrate responsibility and teamwork.*
  - (ii) *Recognize personal growth, resilience, and positive character development.*

## Article III. Offices

### Section 3.01 Principal Office

- (a) The principal office of EYSL shall be located in the City of Elgin, County of Kane, State of Illinois.
- (b) The Executive Board may establish or authorize additional administrative or operational offices within or outside the State of Illinois as necessary to support league functions, programs, or recordkeeping.

### Section 3.02 Registered Office and Registered Agent

- (a) EYSL shall continuously maintain a registered office and registered agent within the State of Illinois, as required by law.
- (b) The registered agent's business address shall be identical to the registered office address.
- (c) The Executive Board may update the registered office or registered agent as needed, provided such changes remain in compliance with Illinois state requirements and are recorded in EYSL's official records.

## Article IV. Membership

### Section 4.01 Membership Authority

(a) Membership eligibility, qualifications, and participation requirements shall be established by the Executive Board. The Executive Board may adopt rules or standards governing membership categories, conduct expectations, and the rights or limitations associated with the membership. All such rules, once adopted, shall be appended to these bylaws and considered binding policy.

### Section 4.02 Membership Qualifications

(a) Membership in the EYSL shall include the following individuals:

- (i) *Parents or Legal Guardians - Parents or legal guardians of athletes registered in any EYSL program and in good standing.*
- (ii) *Coaches- Head Coaches, Assistant Coaches, and approved program staff who:*
  - 1) Are appointed or approved by the Football Director or Cheer Director.
  - 2) Have completed all required program certifications, including background check.
  - 3) Maintain good standing as defined in section 4.03 throughout the season
- (iii) *Board Members – Executive and General Board Members currently serving in their elected or appointed positions, provided they remain in good standing as defined in section 4.03 and meet all compliance requirements.*

(b) Nondiscrimination – Membership shall be granted without discrimination based on race, color, national origin, sex, disability, or religion.

### Section 4.03 Good Standing

(a) A member is considered in good standing by the Executive Board when they:

- (i) *Have completed registration and all required forms.*
- (ii) *Have no outstanding financial obligations to EYSL.*
- (iii) *Adhere to EYSL's Code of Conduct as defined in section 6.05 and communication expectations.*
- (iv) *Comply with all safety, certification, and background check requirements (if applicable).*

(b) The Executive Board retains authority to determine whether a member is, or is not, in good standing.

## Section 4.04 Good Standing Review Process

### (a) Initial Determination

(i) *The Executive Board shall review and determine member good standing status based on the criteria outlined in Section 4.03*

(b) **Notification of Loss of Good Standing** – If a member is no longer in good standing, the Secretary shall provide a written notice via email within forty-eight (48) hours stating:

- (i) *The reason for loss of good standing*
- (ii) *The specific requirement(s) not met*
- (iii) *The corrective action needed to resolve*
- (iv) *The deadline to resolve the issue*

(c) **Correction Period** – Members shall have thirty (30) days from the date of the notice to correct the issue, unless safety concerns require immediate action.

(d) While not in good standing, a member may be restricted from:

- (i) *Voting privileges*
- (ii) *Coaching duties*
- (iii) *Volunteer roles*
- (iv) *Participation in non-essential events*

(e) **Failure to Resolve** – Failure to correct the issue within the allotted period may result in:

- (i) *Suspension*
- (ii) *Termination of membership (per Section 4.05)*
- (iii) *Ineligibility for voting or candidacy*

## Section 4.05 Termination of Membership

(a) Membership may be suspended or terminated by the Executive Board for any of the following reasons:

(i) *Failure to complete registration requirements*

- (ii) *Failure to maintain good standing as defined in section 6.05 for thirty (30) consecutive days*
- (iii) *Violation of the EYSL Code of Conduct as defined in section 6.05 or confidentiality requirements*
- (iv) *Repeated disruptive, unsafe, or detrimental behavior*
- (v) *Providing false information on registration documents*
- (vi) *Voluntary resignation*
- (vii) *Program dissolution or organizational closure*

(b) Suspended or removed members are not entitled to reimbursement of fees or costs already paid

## Section 4.06 Disciplinary Action & Suspension

- (a) The Executive Board may suspend or remove any members, coach, or volunteer, who engages in conduct harmful to EYSL or inconsistent with EYSL's values, safety expectations, or Code of Conduct as defined in section 6.05.
- (b) A review shall be conducted, and the Executive Board's decision shall be final.
- (c) All zero-tolerance violations will result in immediate removal as outlined in Article XI.

## Section 4.07 Annual Membership Meeting

- (a) Purpose – EYSL shall hold an annual membership meeting each December for the purpose of:
  - (i) *Electing eligible board positions*
  - (ii) *Presenting the annual report*
  - (iii) *Providing organizational updates*
  - (iv) *Addressing membership questions or concerns*
- (b) Location – The meeting location shall be held at a location designated by the Executive Board or virtually if needed for accessibility.
- (c) Calling Special Meetings – Special Meetings may be called by:
  - (i) *The President*
  - (ii) *Any two (2) Executive Board Members*

*(iii) A majority vote of the Executive Board*

## Section 4.08 Notice of All Meetings

- (a) Written notice stating the date, time, and location of the meeting shall be provided at least ten (10) days and no more than fifty (50) days prior.
- (b) Notice may be delivered via:
  - (i) Email
  - (ii) League communications platforms
  - (iii) Official league websites
  - (iv) Printed notices if necessary
- (c) Attendance without written objection constitutes waiver of notice.

## Section 4.09 Membership List

- (a) A certified list of all eligible voting members as defined in section 12.02 shall be maintained by the secretary and presented at the annual meeting for verification.

## Section 4.10 Voting & Quorum

- (a) Voting – each eligible member shall receive one (1) vote, regardless of number of positions held. Voting by proxy is not permitted. All voting will take place in person.
- (b) Quorum – A quorum for conducting the annual membership meeting shall consist of a simple majority of eligible voters present.

## Section 4.11 Record Date

- (a) The Executive Board shall establish a record date for voter eligibility, not fewer than ten (10) days and not more than fifty (50) days prior to the annual meeting.

## Section 4.12 Order of Business

- (a) Unless modified by the Executive Board, the standard order of business for all meetings shall include:
  - (i) Call to Order
  - (ii) Roll Call

- (iii) Approval of Agenda
- (iv) Approval of Previous Minutes
- (v) Open Floor
- (vi) Reports
- (vii) Old Business
- (viii) New Business
- (ix) Adjournment

## Article V. Membership & Participation Requirements

- (a) This article supplements Article IV by outlining participation specific requirements.

### Section 5.02 Membership Definition

- (a) EYSL membership shall consist of any parent or legal guardian of any player registered with EYSL, coaches, and/or volunteers who has attended a minimum of six (6) board meetings within the calendar year.
- (b) A player shall be defined as any individual under the age of fourteen (14) and does not attend high school and who is actively taking part in the programs provided by EYSL.

### Section 5.03 Code of Conduct Compliance

- (a) All athletes, parents, guardians, coaches, and volunteers shall comply with EYSL's Code of Conduct as defined in section 6.05, and any additional policies adopted by the Board. Failure to adhere to conduct expectations may result in disciplinary action, suspension, or removal from the organization.

### Section 5.04 Registration Requirements

- (a) Participation in EYSL programs requires completion of the official registration process, including submission of required forms, payment of applicable fees (unless otherwise waived or subsidized), and verification of age/eligibility documentation where required.

### Section 5.05 Good Standing Requirement

- (a) To remain in good standing, members must:
  - (i) *Maintain a zero balance or be current on any approved payment plan*
  - (ii) *Comply with organizational policies, team rules, and communication expectations.*
  - (iii) *Demonstrate conduct that supports a positive and safe environment for all participants.*
- (b) Members not in good standing may be restricted from practices, games, coaching responsibilities, or organizational voting privileges until the matter is resolved.

## Section 5.06 Communication Expectations

- (a) Members are responsible for staying informed through the communication channels designated by the league (e.g., team communication apps, email, and official league notices). Failure to check, respond to, or follow communication updates does not exempt members from requirements, expectations, or deadlines.

# Article VI. Governance & Board Authority

## Section 6.01 Governance Structure

- (a) EYSL shall be governed by a Board of Directors. The Board consist of:
  - (i) *Executive Board Members, who serve as the voting authority of the organization; and*
  - (ii) *General Board Members, who serve in advisory and operational support roles.*
- (b) The Executive Board holds primary responsibility for all governance decisions. The General Board provides support, coordination and program assistance as directed by the Executive Board.

## Section 6.02 Initial Board of Directors (2024-2025 Term)

- (a) The initial Board of Directors for EYSL is hereby established for organizational formation, transitional governance, and continuity leading into the first formal election cycle in December 2025.
- (b) The initial board shall serve through December 31<sup>st</sup>, 2025, and each member shall remain in office until a duly elected and qualified successor assumes the role pursuant to these bylaws

(c) The Initial Board, with designated term lengths ending December 31<sup>st</sup>, 2025, are as follows:

- (i) President: Shaan Jones
- (ii) Vice President: Marcei Simon
- (iii) Treasurer: Vanessa Zumudio
- (iv) Secretary: Ayerim Hernandez
- (v) Football Director: Tabari Evans
- (vi) Cheer Director: Nikki Shenault
- (vii) Communications Director: Keith Ligon
- (viii) Fundraising & Events Director: Erika Sublett
- (ix) Concessions Director: Raquel Lewis
- (x) Field Marshall & Safety Director: Larry Williams
- (xi) Field Maintenance Director: Chris Kelley
- (xii) Scholastics & Eligibility Director: Somer Heaps
- (xiii) Spirit Wear Director: Vacant
- (xiv) Assistant Football Director (Equipment Manager): Vacant

(d) Interim or appointed positions shall be recognized as valid positions of authority under these bylaws; however, no appointments will be made prior to the 2025 election. Vacancies shall be filled according to the Article VI vacancy procedures.

(e) The Initial Board is responsible for establishing operational structure, adopting foundational policy, and ensuring stability and compliance until the first official elections are held.

## Section 6.03 Board Responsibilities

(a) The Board of Directors shall:

- (i) Uphold and enforce the EYSL bylaws and all adopted policies and procedures.
- (ii) Maintain financial transparency, oversight, and accountability.
- (iii) Ensure compliance with the league, governing body, and legal requirements.
- (iv) Protect the safety, well-being, and best interest of the EYSL athletes and families.
- (v) Support the mission, values, and long-term sustainability of the organization.
- (vi) Act with integrity, neutrality, and professionalism at all times.

## Section 6.04 Executive Board

- (a) The Executive Board shall consist of the following voting positions, with staggered terms beginning in the 2026 election cycle. Terms and election years can be found in Appendix A
- (b) Executive Board Members shall serve until their successor is elected or until resignation or removal in accordance with these bylaws. If a member leaves before their term is up whether by resignation or removal, the Executive Board shall elect an interim member to carry out all duties until a new member is elected.
- (c) **Interim Board Appointments**
  - (i) *Purpose – If an Executive Board position becomes vacant due to resignation, removal, or inability to serve, an interim officer shall be appointed to maintain operational continuity.*
  - (ii) *Appointment Authority – The remaining Executive Board Members shall appoint an interim board member by a two-thirds (2/3) vote.*
  - (iii) *Eligibility – Interim appointments must be members in good standing and meet all eligibility requirements of the position they are filling.*
  - (iv) *Term Length – Interim members shall serve until the next scheduled election cycle; at which time the position will be opened for the general election.*
  - (v) *Voting Rights – Interim officers possess full voting authority and duties equivalent to the officer they are temporarily replacing.*
  - (vi) *Documentation – All interim appointments must be recorded in the meeting minutes and communicated to the membership within seven (7) days.*
- (d) Executive Board Members possess full voting authority on all matters requiring Board approval unless otherwise stated.

## Section 6.05 General Board

- (a) The General Board Members shall serve in an advisory and operational support capacity to the Executive Board. General Board Members shall be appointed to one (1) year renewable terms based on organizational need and demonstrated good standing.
- (b) General Board Members shall not participate in routine governance decisions; however, they shall hold limited voting authority in the following areas only:
  - (i) *Election of Board Members*

- (ii) *Removal of Board Members for cause*
- (iii) *Any matter expressly designated by the Executive Board as requiring expanded voter participation*

(c) General Board positions include, but not limited to, the following operational roles:

- (i) *Fundraising & Event Director*
- (ii) *Concessions Director*
- (iii) *Field Marshall & Safety Director*
- (iv) *Field Maintenance Director*
- (v) *Scholastics & Eligibility Director*
- (vi) *Spirit Wear Director*
- (vii) *Assistant Football Director (Equipment Manager)*

(d) General Board Members shall support the league operations, uphold EYSL's mission and policies, and maintain regular communication with the Executive Board to ensure consistency throughout all programs.

## Section 6.06 Board Governance Code of Conduct

(a) Purpose – All members shall adhere to the EYSL Board Governance Code of Conduct to ensure ethical leadership, accountability, and professionalism in all league operations. Board Members are expected to act in the best interest of the organization, its athletes, and its families at all times

(b) Professional Conduct & Integrity

- (i) *Board Members shall conduct themselves with honesty, fairness, and respect. Personal conflicts, disputes, or outside interest shall not interfere with league duties or decision making.*
- (ii) *Board Members shall uphold all EYSL bylaws, policies, and established procedures.*
- (iii) *Board members shall not use their position for personal gain or special treatment.*
- (iv) *Board Members shall model professionalism at meetings, events, practices, and in community interactions.*

(c) Confidentiality – Board Members shall maintain confidentiality regarding:

- (i) *Personal matters, disciplinary issues, and investigations.*
- (ii) *Financial or legal matters not intended for public release.*

- (iii) Internal deliberations or voting outcomes unless formally published by the EYSL.*
- (d) Breaches of confidentiality may result in corrective action or removal.**
- (e) Conflict of Interest**
    - (i) Board Members must disclose any potential or actual conflicts of interest and abstain from discussions or votes when impartiality may be compromised. No Board Member may participate in decisions that directly benefit themselves, their immediate family, or their personal business interest.*
    - (ii) No two (2) direct family members can serve on the Executive Board at the same time.*
- (f) Meeting Attendance & Participation – Board Members are expected to:**
    - (i) Attend all scheduled Board meetings, with absences communicated to the Executive Board at least 24 hours in advance, unless in case of emergencies.*
    - (ii) Participate actively and constructively in discussions.*
    - (iii) Complete assigned responsibilities and follow timelines established by the Board.*
    - (iv) Two (2) consecutive unexcused absences may result in review and potential removal.*
- (g) Respectful Communication & Collaboration – Board Members shall maintain a respectful environment during all meetings and league activities.**
    - (i) Disagreements shall be expressed professionally and resolved through proper channels*
    - (ii) Board Members shall not engage in gossip, public criticism of the organization, or actions that undermine trust or unity.*
    - (iii) All concerns must follow the established chain of communication as defined in section 16.03.*
- (h) Financial & Operational Accountability – Board Members shall follow all fiscal procedures and facility rules established in Article VII and related policies.**
    - (i) All spending, reimbursement, and cash handling must follow EYSL controls as defined in section 14.04.*
    - (ii) Misuse of funds, resources, or league property shall result in immediate review and potential removal as well as reporting to legal authorities.*
- (i) Zero-Tolerance Behavior – Board Members shall not engage in:**
    - (i) Harassment, discrimination, threats, violence, or intimidation.*
    - (ii) Misrepresentation, fraud, or falsification of information.*
    - (iii) Conduct that jeopardizes athlete safety, organizational integrity, or community trust.*

- (j) Zero-tolerance violations will result in immediate removal pursuant to Article XI.
- (k) Acknowledgement Requirement – All Board Members must sign the EYSL Board Governance Code of Conduct during the January meeting as a condition of service. Interim positions must sign upon accepting position.

## Article VII. Board Positions & Responsibilities

### Section 7.01 General expectations

- (a) Board Members are expected to act in the best interest of the organization, uphold the mission and objectives outlined in these bylaws, and perform duties associated with their role in a responsible, ethical, and timely manners.

### Section 7.02 Role Descriptions

- (a) Full enforceable role descriptions, including required duties, reporting structure, authority level, and performance expectations for all Executive Board and General Board positions are detailed in Appendix D. These descriptions are binding requirements for holding office.

### Section 7.03 Accountability & Performance Standards

- (a) All Board Members are expected to:
  - (i) *Attend scheduled board meetings and mandatory organizational events as dictated by the Executive Board.*
  - (ii) *Participate in strategic planning and decision-making processes.*
  - (iii) *Maintain communication, responsiveness, and availability appropriate to their role.*
  - (iv) *Adhere to confidentiality, financial integrity, safety, and compliance standards.*
  - (v) *Support a collaborative, inclusive, and solution-focused organizational culture.*
- (b) Failure to meet performance expectations may result in review, corrective action, suspension of duties, or removal from office as defined in Article VII (Disciplinary Action & Removal Procedures)

## Section 7.04 Transition & Training

(a) Outgoing Board Members shall participate in transition activities, including turnover of documentation, account access, equipment, and knowledge transfer, to ensure operational continuity. Incoming Board Members shall complete required onboarding and training as determined by the Executive Board.

# Article VIII. Meetings & Quorum

## Section 8.01 Regular Meetings

(a) The Executive Board shall meet at the third (3rd) Thursday of the month during the active program year. Additional meetings may be scheduled as necessary to address organizational needs, planning, financial matters, compliance, or urgent issues.

## Section 8.02 Special Meetings

(a) Special meetings may be called by the President or any two (2) Executive Board Members. Notice of a special meeting shall be provided to all Executive Board members within a reasonable timeframe, along with the purpose of the meeting.

## Section 8.03 Quorum Requirements

(a) A quorum shall consist of two-thirds (2/3) of all Board Members present. No official business, motions, or votes may be conducted without a quorum.

## Section 8.04 Voting Procedures

(a) Decisions requiring a vote shall be passed by simple majority of Executive Board Members present, unless otherwise stated in these bylaws or governing policies. In the event of a tie, the President shall cast the deciding vote.

## Section 8.05 Meeting Records

- (a) The Secretary shall maintain accurate and complete minutes of all meetings, including attendance, motions made, votes taken, and actions approved. Meeting records shall be stored in an accessible organizational repository designated by the Board.

# Article IX. Financial & Facility Controls

## Section 9.01 Financial Account Access

- (a) Organizational bank accounts shall be held under the legal name of the organization, herein Elgin Youth Sport League (EYSL).
- (b) Direct access to all financial accounts shall be restricted to the President and Treasurer only. No other Board Member, coach, volunteer, or league representative shall be granted access unless approved by a majority vote of the Executive Board and documented in meeting minutes.
- (c) Upon removal, resignation, or terms ending any Executive Board member named on bank accounts must remove themselves immediately.
- (d) At all times bank accounts should have two (2) Executive Board Members added as authorized signers.

## Section 9.02 Cash Handling & Deposits

- (a) Dual custody is required for all cash handling, counting, and deposits.
- (b) Funds collected at events, registration, or sales must be verified and recorded by two (2) Executive Board members, documented on approved cash handling forms, and turned into the Treasurer within forty-eight (48) hours.
- (c) Cash funds collected should be turned into only the Treasurer. In the event the Treasurer is not available, funds will need to be counted by two (2) Executive Board Members and communicated to Treasurer in writing immediately.

## Section 9.03 Expense Reimbursements

- (a) Reimbursements shall only be issued when accompanied by itemized receipts and proof of purchase as defined in section 9.03.
- (b) All reimbursement reports must be submitted within the timeframe designated by the league policy and are subject to review and approval by the Executive Board. All reimbursements will be in form of check or electronic transfer.

## Section 9.04 Financial Reporting

- (a) The Treasurer shall provide a monthly financial report to the Executive Board, including current account balances, spending, revenue, upcoming/expected expenses, and outstanding obligations. The Executive Board shall review, discuss, and document acceptance or follow-up action in the meeting minutes.

## Section 9.05 Facility Access Authority

- (a) Facility keys and property access shall be limited and approved by the Executive Board and recorded in meeting notes.
- (b) Individuals with keys are responsible for ensuring secure access, proper use, and adherence to facility rules.
- (c) A key log shall be maintained by the Secretary to document access, inventory, and the removal and/or return of equipment and supplies.

# Article X. Sports Operations & Coaching Requirements

## Section 10.01 Coaching Eligibility

- (a) All coaches, assistant coaches, and team support staff must:
  - (i) *Complete a background check annually or as required by governing body regulations.*
  - (ii) *Complete league required training and annual safety certification.*
  - (iii) *Coaching candidates must be recommended and approved by the Football or Cheer Director and receive final approval from the Executive Board. No coach may begin duties until both levels of approval are completed.*

(b) Individuals may be removed or denied coaching eligibility at any time if they fail to meet these requirements or if concerns arise regarding safety, conduct, or suitability.

## Section 10.02 Coach Expectations

(a) Coaches are expected to:

- (i) *Model positive conduct, leadership, and sportsmanship at all times.*
- (ii) *Prioritize athlete safety, development, teamwork, and confidence-building.*
- (iii) *Foster an inclusive and respectful team environment for all athletes and families.*
- (iv) *Communicate consistently with athletes and parents through league approved channels.*

## Section 10.03 Practice & Game Operations

(a) All practices, games, competitions, and training activities shall:

- (i) *Follow age-appropriate and developmentally appropriate instructions.*
- (ii) *Comply with league, conference, and governing body rules and policies.*
- (iii) *Maintain emergency readiness, including access to first aid supplies and awareness or facility procedures.*

## Section 10.04 Authority & Oversight

(a) The Football Director and Cheer Director are responsible for program structure, coaching assignments, team selection processes (where applicable), and enforcement of coaching standards. The Executive Board retains authority to review, suspend, or remove coaching privileges when necessary to protect athlete well-being or organizational integrity.

# Article XI. Conduct, Corrective Action & Zero-Tolerance

## Section 11.01 Conduct Expectations

(a) All athletes, parents, guardians, coaches, volunteers, and Board Members are expected to demonstrate respectful behavior, sportsmanship, and communication consistent with the organization's mission and values. Conduct shall support a positive, inclusive, and safe environment for all participants.

## Section 11.02 Zero-Tolerance Violations

- (a) The organization maintains a zero-tolerance policy regarding:
  - (i) *Harassment, bullying, or intimidation*
  - (ii) *Threats or acts of violence*
  - (iii) *Discrimination or hate-based conduct*
  - (iv) *Endangerment of athletes or participants*
  - (v) *Possession or use of drugs, alcohol, or weapons at organizational events*
  - (vi) *Theft, fraud, or financial misconduct*
- (b) Zero-tolerance violations will result in immediate suspension or removal from participation, coaching, responsibilities, Board membership, or organizational activities. The Executive Board retains authority to enforce immediate action when safety or organizational integrity is at risk.

## Section 11.03 Progressive Discipline Procedures

- (a) Behavioral or conduct concerns not classified as zero-tolerance violations shall follow the progressive discipline ladder outlined in Appendix F.
- (b) The Progressive Discipline Ladder may include, but is not limited to:
  - (i) *Verbal warning*
  - (ii) *Written warning*
  - (iii) *Suspension of participation or responsibilities*
  - (iv) *Removal from the role, team, position, or membership*
- (c) Corrective action steps shall be documented and communicated to the appropriate parties.

## Section 11.04 Review & Appeals

- (a) Individuals subject to corrective action may request review in writing outlining all reasons they believe an incorrect decision was made. Any reasons not included in the appeal are deemed waived.
- (b) All appeals must be sent to the Executive Board in writing within thirty (30) days of notice of corrective action.

- (c) The Board shall revisit documentation, consider all relevant information, and issue a final determination. All decisions made following review are final.
- (d) Zero-Tolerance violations are not appealable.

## Article XII. Board Elections & Voting Procedure

### Section 12.01 Election Schedule

- (a) Elections for all Board positions shall occur in December of election years.
- (b) Newly elected members shall assume their roles at the start of the next calendar year.

### Section 12.02 Eligible Voters

- (a) Eligible Voters shall include:
  - (i) *Current Executive Board Members in good standing*
  - (ii) *Current General Board Members in good standing*
  - (iii) *Head Coaches of Football and Cheer in good standing*
- (b) Good standing includes compliance with registration, volunteer obligations, Code of Conduct as defined in section 6.05, and all organizational policies.

### Section 12.03 Voting Procedure

- (a) Voting shall occur in-person at the December meeting.
- (b) All ballots shall be secret ballots to ensure confidentiality and fairness.
- (c) No proxy, absentee, remote, or electronic voting is permitted.
- (d) All voting will take place in person to ensure confidentiality and fairness.
- (e) Ballot Nominee Limits – To maintain manageable and fair elections, the Election Committee shall limit the number of nominees on each ballot as follows:

- (i) *Executive Board Positions – A maximum of three (3) eligible nominees per role shall appear on the ballot.*
- (ii) *General Board Positions - A maximum of four (4) eligible nominees per role shall appear on the ballot.*
- (iii) *If more nominees are verified than the limits above, the Election Committee shall list nominees in order in which completed nomination forms were received, up to the maximum allowable number.*
- (iv) *If fewer nominees apply, all verified nominees will appear on the ballot.*

## Section 12.04 Election Committee

- (a) The Election Committee shall consist of individuals and duties outlined in Appendix B - Section 14.03

## Section 12.05 Certification of Results

- (a) Election results shall be formally certified in Executive Board meeting minutes and communicated to the membership within seven (7) days of the election.

# Article XIII. Amendments

## Section 13.01 Authority to Amend

- (a) These bylaws may be amended by a two-thirds (2/3) vote of the Executive Board.

## Section 13.02 Notice Requirement

- (a) Proposed amendments must be submitted in writing to the Executive Board and distributed to all Board Members at least seven (7) days prior to the vote.

## Section 13.03 Effective Date

- (a) Approved amendments shall take effect immediately, unless otherwise stated in the motion.

## Article XIV. Appendices

(a) The following appendices are hereby adopted as part of these bylaws and carry full governing authority. All appendices shall be maintained, updated, and enforced by the Executive Board.

### Section 14.02 Appendix A – Board Term Rotation Schedule

- (a) 2026 Election: All Board positions
- (b) 2028 Election: Vice president, Treasurer, Communications Director
- (c) 2029 Election: President, Secretary, Football Director, Cheer Director
- (d) General Board: One (1) year term, renewable annually

### Section 14.03 Appendix B – Election Procedure & Eligibility

- (a) The Election Committee shall consist of:
  - (i) *Secretary or Communications Director, alternating years*
  - (ii) *President or Vice President, alternating years alongside Secretary or Communication Director*
  - (iii) *No more than 4 individuals selected by Secretary or Communications Director, approved by Executive Board.*
- (b) The Election Committee is responsible for:
  - (i) *Verifying nominee and voter eligibility*
  - (ii) *Preparing ballots*
  - (iii) *Conducting in-person, secret ballot voting*
  - (iv) *Counting and certifying results in writing*

### Section 14.04 Appendix C – Financial & Key Custody Controls

- (a) All keys and cash-handling must be documented through signed logs.
- (b) Any misuse of key handling or improper logging will result in loss of key privileges.
- (c) Two (2) Executive Board Members must be present for any cash handling.

- (d) Monthly financial and key custody audits shall be reviewed by the Executive Board.

## Section 14.05 Appendix D – Role Descriptions

- (a) President (3-Year Term) serves as the chief executive officer of EYSL and is responsible for overall leadership and organizational integrity. The President shall:
  - (i) *Preside over all meetings of the Board of Directors.*
  - (ii) *Maintain accountability across all programs, Board Members, coaches, and members.*
  - (iii) *Approve budgets, spending, and financial actions jointly with the Treasurer.*
  - (iv) *Serve as the primary liaison to league officials, community partners, and external agencies.*
  - (v) *Resolve conflicts or concerns escalated beyond program directors.*
  - (vi) *Support leadership development and ensure smooth succession planning.*
- (b) Vice President (2-Year Term) supports organizational alignment and program operations. The Vice President shall:
  - (i) *Assist and advise the President in carrying out leadership duties.*
  - (ii) *Oversee coordination between football and cheer programs.*
  - (iii) *Serve as acting President in the President's absence.*
  - (iv) *Supports enforcement of policies and disciplinary processes.*
  - (v) *Assist in leadership development of coaches and Board members.*
  - (vi) *Perform additional duties as assigned by the President and Executive Board.*
- (c) Treasurer (2-Year Term) maintains all financial records and ensures fiscal accountability. The Treasurer shall:
  - (i) *Manage deposits, disbursements, receipts, and financial statements.*
  - (ii) *Prepare monthly financial reports for Executive Board review.*
  - (iii) *Monitor registration payments, sponsorship income, and all payouts/reimbursements.*
  - (iv) *Maintain transparent financial documentation and audit readiness.*
  - (v) *Prepare and submit all annual filings and compliance documentation.*
  - (vi) *Collaborate with the President on budget planning and fiscal controls.*
  - (vii) *File taxes and complete annual registration with the state of Illinois*
- (d) Secretary (3-Year Term) maintains official organizational records and ensures accurate documentation. The Secretary shall:
  - (i) *Distribute agenda and take notes of all board meetings.*
  - (ii) *Present previous meeting minutes at the start of all board meetings to be approved.*
  - (iii) *Record and distribute minutes for all board meetings on website.*

- (iv) *Maintain a Google Drive that contains all meeting minutes and agendas.*
- (v) *Maintain bylaws, policies, forms, and official league documents.*
- (vi) *Track attendance and voting records for official meetings.*
- (vii) *Assist in preparing notices, agendas, and correspondences.*
- (viii) *Maintain the official membership and voter eligibility list prior to elections.*
- (ix) *Support organizational communication and document retention.*

(e) Football Director (3-Year Term) oversees all football related operations. The Football Director shall:

- (i) *Lead football program structure, scheduling, and coach management.*
- (ii) *Ensure compliance with league and safety standards.*
- (iii) *Support coach development and certification requirements.*
- (iv) *Delegate equipment distributions, reconditioning, and inventory to Assistant Football Director.*
- (v) *Serve as the primary contact for football coaches and teams.*
- (vi) *Submit an annual football operating budget to the Treasurer.*
- (vii) *Receive approval from Executive Board for uniform vendor and designs.*

(f) Cheer Director (3-Year Term) oversees all cheer program related operations. The Cheer Director shall:

- (i) *Manage cheer teams, coaches, schedules, and program structure.*
- (ii) *Ensures athlete safety, training standards, and certification compliance.*
- (iii) *Support choreography, skill progression, and competition readiness.*
- (iv) *Serve as a primary liaison for cheer coaches and parent communication.*
- (v) *Oversee equipment, uniforms, and practice safety needs.*
- (vi) *Submit an annual cheer operating budget to the Treasurer.*
- (vii) *Receive approval from Executive Board for uniform vendor and designs.*

(g) Communications Director (2-Year Term) manages internal and external communication. The Communications Director shall:

- (i) *Manage league websites, email systems, and social media platforms.*
- (ii) *Ensure brand consistency and positive public representation.*
- (iii) *Prepare marketing materials, announcements, and digital content.*
- (iv) *Coordinate communication for events, fundraisers, registrations, and policy notices.*
- (v) *Collaborate with Fundraising & Events and other coordinators on public messaging.*

(h) Fundraising & Sponsorship Coordinator (1-Year Term) leads all initiatives supporting financial growth and community engagement.

Responsibilities include:

- (i) *Plan, organize, and execute fundraising events and sponsorship campaigns.*
- (ii) *Coordinate league wide events and community outings.*
- (iii) *Work with the Communications Director to promote events.*
- (iv) *Track fundraising income and collaborate with the Treasurer for reporting.*
- (v) *Maintaining positive relationships with donors, vendors, and partners.*
- (vi) *Seek sponsorships from local business.*

(i) Concessions Coordinator (1-Year Term) oversees all food and beverage operations for game days and events. Responsibilities include:

- (i) *Manage concession inventory, ordering, and restocking.*
- (ii) *Provide list of items needed to Executive Board at least seven (7) days in advance*
- (iii) *Ensure concession is open and fully operating on all practice days, game days, and other events requiring concessions.*
- (iv) *Organize volunteer coverage for setup, operation, and cleanup.*
- (v) *Ensure proper cash handling and provide accurate reports to the Treasurer.*
- (vi) *Maintaining safe and clean working conditions.*

(j) Spirit Wear Coordinator (1-Year Term) oversees design, ordering, and distribution of all merchandise. Responsibilities include:

- (i) *Managing spirit wear vendors, catalogs, and order timelines.*
- (ii) *Coordinating with the Communications Director for promotional releases.*
- (iii) *Ensures accurate order fulfillment and distribution.*
- (iv) *Maintaining inventory for game day or pop-up sales.*
- (v) *Create an annual budget and submitted to treasurer at annual meeting.*
- (vi) *All designs must be approved by Executive Board prior to ordering.*

(k) Field Marshall & Safety Coordinator (1-Year Term) support safety, emergency response readiness, and field operations. Responsibilities include:

- (i) *Oversee game day field setup, sideline safety, and facility flow.*
- (ii) *Assist with incident reports, medical logs, and emergency protocol executions.*
- (iii) *Ensure hydration, equipment safety, and adherence to league safety guidelines.*

- (l) Field Maintenance Coordinator (1-Year Term) manages physical facilities and equipment storage. Responsibilities include:
  - (i) *Oversee field setup, tear down, equipment storage, and maintenance needs.*
  - (ii) *Ensure safe and clean practice and game environments.*
  - (iii) *Coordinate with Football and Cheer Directors for field requirements.*
  - (iv) *Recommending repairs, replacements, or purchases to the Executive Board.*
  - (v) *Provide quotes to the Executive Board for approval*
- (m) Scholastics & Eligibility Coordinator (1-Year Term) ensures academic eligibility and compliance for all athletes. Responsibilities include:
  - (i) *Track academic requirements for football and cheer programs.*
  - (ii) *Communicate with parents regarding missing documentation.*
  - (iii) *Maintaining records for league or governing body verification.*
  - (iv) *Submit eligible athletes for scholarships.*
- (n) Assistant Football Director (Equipment Manager) (1-Year Term) supports football operations with a primary focus on equipment. Responsibilities include:
  - (i) *Manage football equipment inventory, fitting, distribution, and return.*
  - (ii) *Oversee helmet and pad reconditioning.*
  - (iii) *Support the Football Director in scheduling, game day operations, and coach coordination.*
  - (iv) *Report equipment needs, shortages, and safety concerns to the Executive Board.*

## Section 14.06 Appendix E Parent, Athlete, & Coach Code of Conduct

- (a) Cheer for our athletes and support our coaches.
- (b) Respect referees, volunteers, and opponents.
- (c) Sideline arguing, negative commentary, or unsportsmanlike behavior is strictly prohibited.
- (d) Concerns must follow the communication chain of communication as defined in section 16.03
- (e) Conduct violations are subject to corrective action (see Appendix F).

## Section 14.07 Appendix F – Progressive Discipline Ladder (4-Step)

- (a) Step 1: Verbal Discussion (Documented)
- (b) Step 2: Written Notice
- (c) Step 3: Temporary Suspension
- (d) Step 4: Removal from participation or role
- (e) Immediate removal for any zero-tolerance violations as outlined in Article XI

## **Part Two – Policies & Procedures Manual**

## **PREAMBLE**

The Policies & Procedures manual provides operational guidance for the daily functioning of the EYSL. These procedures support the Bylaws, establish consistent standards, and ensure fair and transparent administration across all programs.

This document does not replace the Bylaws. If a conflict arises between this Manual and the Bylaws, the Bylaws shall supersede.

## Article XV. Purpose & Scope

### Section 15.01 Purpose

(a) The purpose of this Policies & Procedures Manual is to establish standardized operational practices across all EYSL programs, ensuring consistency, accountability, and safe youth sports environments.

### Section 15.02 Scope

(a) These policies apply to:

- (i) *All Executive Board Members*
- (ii) *All General Board Members*
- (iii) *Coaches and Assistant Coaches*
- (iv) *Volunteers and Team Staff*
- (v) *Athletes and Parents/Guardians of participating EYSL Programs*

### Section 15.03 Enforcement

(a) Failure to comply with the Policies & Procedures Manual may result in corrective action, suspension of responsibilities, or removal from participation as outlined in:

- (i) *Bylaws Article XI (Conduct, Corrective Action & Zero-Tolerance)*
- (ii) *Appendix F of the Bylaws (Progressive Discipline Ladder)*

### Section 15.04 Authority

(a) This Manual is maintained by the Executive Board. Updates or revisions must be presented approved by a two-thirds (2/3) vote unless the change directly affects authority, governance, or voting rights—in which case the Bylaws amendment process applies.

## Article XVI. Communication Standards

### Section 16.01 Official Communication Channels

(a) EYSL will designate and maintain official communication platforms for league-wide, team-level, and board-related communication. These may include, but are not limited to:

- (i) League communication app (e.g., Heja / TeamSnap / SportsEngine)
- (ii) Email
- (iii) Official social media announcements
- (iv) In-person meetings as required

(b) Personal text messages and social media messaging are not considered official league communication.

## Section 16.02 Response Expectations

- (a) Coaches, Board Members, and volunteers are expected to respond to league communications within a reasonable timeframe, generally within 48 hours, unless otherwise marked urgent.
- (b) Timely communication ensures planning, safety, and alignment across teams and programs.

## Section 16.03 Chain of Communication

- (a) Concerns, questions, or requests must follow the chain of communication as follows:
  - (i) Athlete or Parent → Team Parent.
  - (ii) If unresolved → Football Director or Cheer Director.
  - (iii) If further review is needed → Communication Director → Executive Board.

## Section 16.04 Public and Sideline Conduct in Communication

- (a) Communication during practices, games, and events should remain respectful, sportsmanlike, and appropriate for a youth environment.
- (b) Concerns regarding coaching decisions, playtime, or athlete roles should not be discussed on the sidelines, during events, or posted on social media.
- (c) Such conversations must be scheduled privately, following the chain of communication outlined in Section 16.03.

## Section 16.05 Conflict Resolution and Follow-Up

- (a) If a matter cannot be resolved through direct communication between the parties involved, a meeting may be requested with the Football Director or Cheer Director.
- (b) If necessary, the matter may be escalated to the Executive Board for review.
- (c) Resolutions should be documented in writing by the appropriate program director to ensure transparency and consistent handling of future cases.

# Article XVII. Coach Selection, Approval, and Removal

## Section 17.01 New Coach Applications

- (a) Prospective new coaches must:
  - (i) *Submit a coaching interest form to the Football or Cheer Director or application as designated by EYSL*
  - (ii) *Pass a background check.*
  - (iii) *Complete required training certifications within seven (7) days of being elected.*
- (b) All coaching applications or returning coach confirmations must first be reviewed and approved by the Program Director (Football or Cheer). Final approval authority rests with the Executive Board, consistent with Article X.

## Section 17.02 Annual Coach Confirmation

- (a) Coaches are not required to reapply each year. Returning coaches may continue coaching in subsequent seasons provided they:
  - (i) *Remain in good standing with the league as defined in section 16.03.*
  - (ii) *Complete all required certifications and training in a timely manner.*
  - (iii) *Pass a background check.*
  - (iv) *Demonstrate adherence to EYSL values, conduct standards, and program expectations.*

## Section 17.03 Continuous Evaluation

- (a) Coaching performance may be evaluated throughout the season by
  - (i) *Program Directors (Football or Cheer)*
  - (ii) *The Executive Board*
  - (iii) *Parent or athlete feedback when appropriate and relevant*
- (b) Evaluation may include observation, communication review, adherence to policies, and alignment with league values.

## Section 17.04 Corrective Action and Removal

- (a) If concerns arise regarding conduct, communication, safety, or performance, reasonable efforts should be made to address the issue through discussion and support.
- (b) However, if improvement is not made or if the concern involves a zero-tolerance violation as outlined in Article XI, coaching responsibilities may be suspended or removed in accordance with:
  - (i) *Article XI of the Bylaws (Conduct & Zero-Tolerance)*
  - (ii) *Appendix E of the Bylaws (Progressive Discipline Ladder)*
- (c) Program Directors may recommend corrective action or removal of a coach; however, all final removal decisions must be affirmed by a majority vote of the Executive Board.

# Article XVIII. Volunteer Requirements & Participation Standards

## Section 18.01 Purpose of Volunteer Participation

- (a) Volunteer participation ensures that programs, events, and game-day operations can run safely, efficiently, and affordably. Parent and guardian involvement strengthens the community environment that supports athlete development.

## Section 18.02 Required Volunteer Hours

- (a) Each athlete's family is required to complete a minimum number of volunteer hours per season, as determined annually by the Executive Board based on program needs. Hours may be fulfilled in a variety of roles, including but not limited to:
  - (i) *Concessions support*
  - (ii) *Field or facility setup and breakdown*
  - (iii) *Team parent / team support roles*
  - (iv) *Event staffing*
  - (v) *Fundraising assistance*
- (b) Volunteer hour requirements will be communicated before the start of the season.

## Section 18.03 Tracking and Documentation

- (a) Volunteer hours shall be logged using the system designated by EYSL (e.g., sign-in sheets, digital check-ins, or event volunteer logs).
- (b) It is the responsibility of each family to ensure their hours are recorded accurately.

## Section 18.04 Failure to Complete Volunteer Requirements

- (a) Families who do not complete the required volunteer hours will be subject to a buyout fee of \$75.
- (b) Accommodations may be considered in circumstances where barriers to volunteering are communicated early and collaboratively.

## Section 18.05 Exemptions and Accommodations

- (a) Team Parents or Team Support Volunteers assist coaches with organization, communication, and logistical tasks and must:
  - (i) *Abide by Chain of Communication as defined in section 16.03*
  - (ii) *Code of Conduct as defined in section 6.05*
  - (iii) *Safety and privacy guidelines established by the Program Director*

- (b) These volunteers do not have authority to coach or enforce discipline but serve as communication and support liaisons between families and coaching staff.

## Article XIX. Practice & Game Operations

### Section 19.01 Practice Scheduling and Structure

- (a) The Football Director and Cheer Director are responsible for establishing practice schedules before the start of each season.
- (b) Practice schedules will be communicated through the league's official communication channels and updated promptly if changes occur.
- (c) Coaches are responsible for planning practices that
  - (i) *Prioritize safety and skill development*
  - (ii) *Maintain age-appropriate instruction*
  - (iii) *Support teamwork, readiness, and athlete confidence*

### Section 19.02 Attendance Expectations

- (a) Participation in practices and games is an essential component of athlete development and team readiness.
- (b) Athletes are expected to attend all scheduled practices and games except in cases of:
  - (i) *Illness*
  - (ii) *School-related conflicts*
  - (iii) *Family emergencies*
- (c) Families should notify the coach as early as possible regarding any absences.
- (d) If more than two (2) practices are missed in a week, athlete will be required to sit out for a portion of the upcoming game.

## Section 19.03 In-Season Priority and Coach Discretion

- (a) During designated high-preparation periods—such as preseason conditioning, choreography, game-week preparation, and competition season—attendance expectations may be elevated.
- (b) Coaches may:
  - (i) *Increase attendance expectations during these periods.*
  - (ii) *Determine readiness for performance or playing time based on participation, safety, skill retention, and preparedness.*
- (c) Coaches are expected to apply attendance-related decisions equally and consistently.

## Section 19.04 Playing Time and Participation Considerations

- (a) Playing time and role assignment may be influenced by:
  - (i) *Attendance and participation in practice.*
  - (ii) *Safety considerations.*
  - (iii) *Skill development and readiness.*
  - (iv) *Sportsmanship and conduct.*
- (b) All athletes shall have the opportunity to participate in a meaningful manner appropriate to age, team philosophy, and league rules

## Section 19.05 Game Day Arrival and Readiness

- (a) Athletes are required to arrive at games, competitions, and events at the time specified by their coach.
- (b) Game day expectations include:
  - (i) *Full uniform and equipment.*
  - (ii) *Proper hydration, footwear, and attire.*
  - (iii) *Attention to warm-up procedures.*
  - (iv) *Respectful behavior toward opponents, officials, and event staff.*

## Section 19.06 Weather and Safety Protocols

- (a) The league will follow weather and safety guidelines established by applicable governing bodies.

- (b) If conditions are unsafe due to lightning, heat index, air quality, or facility status, practices may be modified or cancelled.
- (c) The Executive Board, Program Directors, and/or coaches will communicate updates as soon as possible.

## Article XX. Game Day & Sideline Expectations

### Section 20.01 Community Environment on Game Day

- (a) Game days present an opportunity to support athletes, demonstrate sportsmanship, and foster pride in our community.
- (b) Families, coaches, and athletes are expected to contribute to a positive, encouraging atmosphere that reflects the values of EYSL.

### Section 20.02 Spectator Conduct

- (a) Coaching from the stands, negative commentary, or confrontational behavior undermines athlete confidence and disrupts team focus. Spectators play an important role in shaping young athletes in a youth sports program. Spectators are expected to:
  - (i) *Cheer for athletes and encourage effort and teamwork.*
  - (ii) *Allow coaches to coach and athletes to learn and play.*
  - (iii) *Show respect toward referees, event staff, and volunteers.*
  - (iv) *Maintain a supportive and calm presence during games, performances, and competitions*

### Section 20.03 Sideline Boundaries

- (a) To maintain safety and organization
  - (i) *Only rostered athletes, coaches, and approved volunteers are permitted on the sidelines.*
  - (ii) *Parents and spectators should remain in designated viewing areas unless otherwise instructed.*
  - (iii) *Individuals may not enter team areas during gameplay, warm-ups, or competition routines unless directed by staff for medical or safety reasons.*

## Section 20.04 Communication of Concerns

- (a) Game days are not an appropriate time to address concerns about playing time, roles, or coaching decisions. Concerns should be discussed privately and respectfully after the event, following the Chain of Communication outlined in section 16.03.

## Section 20.05 Enforcement of Sideline Standards

- (a) If sideline or spectator conduct becomes disruptive, unsafe, or unsportsmanlike:
  - (i) *A verbal reminder may be given.*
  - (ii) *Individuals may be asked to step back or relocate.*
  - (iii) *Repeated or severe conduct will result in immediate removal.*
  - (iv) *Repeated patterns and/or violators may lead to review under Bylaws Article XI (Conduct & Corrective Action).*
- (b) The goal is to maintain a supportive environment, not to punish, but to preserve the safety and confidence of the athletes

# Article XXI. Equipment, Uniforms, & Appearance Standards

## Section 21.01 League Issued Equipment and Uniforms

- (a) Athletes will be provided with required league equipment and uniforms as determined by the program. Items may include practice wear, game jerseys, pants or skirts, cheer uniforms, protective equipment, and accessories as applicable to the sport.

## Section 21.02 Uniform and Equipment Care

- (a) Athletes are responsible for maintaining all issued items in clean, presentable, and functional condition. Proper care instructions will be communicated by coaches or program directors when necessary.

## Section 21.03 Replacement of Lost or Damaged Items

- (a) Athletes are responsible for the cost of lost and/or damaged uniforms and equipment.
- (b) The Program Director will provide replacement pricing and ordering instructions if needed.

## Section 21.04 Game and Competition Appearance Standards

- (a) For consistency, safety, and team representation:
  - (i) *Athletes are expected to arrive in full uniform as designated by their coach*
  - (ii) *Jewelry, accessories, or items prohibited by league rules or safety guidelines are prohibited.*
  - (iii) *Personal modifications to uniforms are not permitted without approval.*
  - (iv) *Only uniforms issued by the league may be worn.*
  - (v) *Cheer athletes must follow hair and appearance guidelines set by the Cheer Director for performances and competitions*
- (b) These standards help ensure that teams present a unified and professional appearance, while maintaining safety and fairness.

## Section 21.05 Return of League-Owned Equipment

- (a) Any equipment owned by the league (e.g., pads, helmets, mats, megaphones, bags, medical kits, etc.) must be returned in good condition at the end of the season or upon request.
- (b) Failure to return league-owned equipment may result in:
  - (i) *Replacement fees.*
  - (ii) *Hold on season award items.*
  - (iii) *Ineligibility for future participation until resolved.*

## Article XXII. Fundraising Participation & Financial Responsibility

### Section 22.01 Purpose of Fundraising

- (a) Fundraising helps ensure that EYSL programs remain affordable and accessible, while supporting equipment, facilities, uniforms, competition fees, scholarships, and community events.
- (b) All funds raised through EYSL fundraising activities directly benefit athletes and program operations.

### Section 22.02 Required Fundraising Participation

- (a) Each athlete's family is expected to participate in league-approved fundraising activities for the season. Fundraising participation may include:
  - (i) *Selling raffle tickets or event items*
  - (ii) *Participating in designated fundraising events*
  - (iii) *Assisting in planning or staffing fundraising activities*
- (b) The specific fundraising activity and required amount will be communicated prior to the start of each season.

### Section 22.03 Fundraising Buyout Option

- (a) Families may choose to opt out of required fundraising by submitting a buyout fee equal to the designated fundraising amount.
- (b) The buyout fee must be paid by the deadline set by the Executive Board for the season.
- (c) Once the buyout fee has been submitted, the family is considered to have fulfilled their fundraising requirement for that season.

### Section 22.04 Failure to Participate or Submit Buyout Fee

- (a) If a family does not participate in required fundraising and does not submit the buyout fee, the following may apply:
  - (i) *Hold on athlete participation in non-essential activities (e.g., events, banquets)*

- (ii) *Family may be billed for the outstanding fundraising amount*
- (iii) *Restriction from future registration until the requirement is resolved*

(b) These measures ensure fairness to all families who complete their responsibilities.

## Section 22.05 Transparency and Allocation of Funds

- (a) The Treasurer shall include a summary of fundraising revenue and allocations to the Executive Board at each monthly meeting.
- (b) Fundraising funds shall strictly be used for the benefit of the league and its programs only.

# Article XXIII. Safety, Injury, & Emergency Protocols

## Section 23.01 Safety Priorities

- (a) EYSL is committed to providing a safe, developmentally appropriate athletic experience. All coaches, volunteers, and athletes must follow safety procedures and equipment guidelines established by the league, governing sports bodies, and facility partners.

## Section 23.02 Injury Response During Practices and Games

- (a) If an injury occurs during a practice, game, or event:
  - (i) *The athlete should cease participation immediately.*
  - (ii) *The coach or designated safety volunteer shall assess the situation.*
  - (iii) *First aid will be administered as needed.*
  - (iv) *Emergency medical personnel will be contacted in the case of serious injury or when safety is uncertain.*
  - (v) *The parent or guardian shall be informed as soon as reasonably possible.*

## Section 23.03 Return-to-Play Requirements

- (a) Return-to-Play requirements shall adhere to the guidelines of Pop Warner.

## Section 23.04 Concussion Protocol Compliance

- (a) Concussion protocol compliance shall adhere to the guidelines of Pop Warner.

## Section 23.05 Weather and Environmental Safety

- (a) Practices and games may be delayed, modified, or canceled in the event of:
  - (i) *Lightning or severe storms*
  - (ii) *Dangerous heat index or air quality conditions*
  - (iii) *Unsafe field or facility conditions*
- (b) Weather decisions will be communicated through official league channels as soon as they are determined.

## Section 23.06 Emergency Preparedness

- (a) Coaches and designated volunteers should:
  - (i) *Know the location of first aid supplies and emergency exit routes*
  - (ii) *Have access to emergency contact information for all athletes*
  - (iii) *Follow all facility, park district, or school emergency protocols when on shared sites*

# Article XXIV. Travel, Away Games, & Supervision Policy

## Section 24.01 Parent/Guardian Responsibility for Transportation

- (a) For most league activities, athletes are expected to arrive and depart with their parent or legal guardian. Families are responsible for ensuring their athlete's timely arrival and safe transport to practices, games, and events, unless otherwise arranged under the guidelines below.

## Section 24.02 Carpooling and Shared Transportation

- (a) Carpooling may be used as a transportation option if:
  - (i) *The parent or guardian gives permission in writing through approved team or league communication channels; and*
  - (ii) *The driver is a responsible adult who is known to the family.*

(b) EYSL is not responsible for coordinating, supervising, or arranging carpools, and the league does not assume liability for personal transportation agreements made between families.

## Section 24.03 Check-In and Departure Procedures

(a) At away games, tournaments, and competitions:

- (i) *Athletes must check in at the designated time set forth by their coach.*
- (ii) *At the end of the event, athletes may only leave with a parent, guardian, or a previously authorized adult.*
- (iii) *Any change in departure authorization must be communicated to the coach before the event ends.*

(b) These procedures ensure athlete safety, accountability, and clarity for staff and families.

# Article XXV. Social Media & Public Representation Policy

## Section 25.01 Purpose of Social Media Guidelines

(a) Social media can be a positive tool to highlight achievements, build community, and share information. This policy ensures that online communication reflects the values of EYSL and supports a respectful environment for athletes, families, and volunteers.

## Section 25.02 General Posting Expectations

(a) Individuals may share photos, updates, and positive messages about EYSL programs, provided the content:

- (i) *Respects athlete privacy and dignity.*
- (ii) *Reflects sportsmanship and positive support.*
- (iii) *Does not misrepresent the league or its members.*

(b) Any content posted about minors must be appropriate and respectful.

## Section 25.03 Prohibited Online Conduct

(a) The following behavior is strictly prohibited on social media, community forums, group chats, or messaging apps:

- (i) *Negative commentary about athletes, coaches, referees, volunteers, or other families.*

- (ii) *Posting concerns or disputes instead of addressing issues privately through the Chain of Communication as defined in section 16.03.*
- (iii) *Sharing confidential, personal, or identifying information about minors without consent.*
- (iv) *Harassment, bullying, name-calling, or targeting individuals or teams.*
- (v) *Threats, discriminatory language, or hostile behavior of any kind.*

(b) Any concerns shall be addressed in accordance with the Chain of Communication as outlined in section 16.03

## Section 25.04 Posting Team Photos and Video

- (a) Team photos, game footage, and performance recordings may be posted to personal or team pages as long as:
  - (i) *No athlete is singled out in a negative manner.*
  - (ii) *Content does not violate safety, competition, or facility policies.*
  - (iii) *Copyright or media restrictions (such as competition media blackout rules) are followed.*
- (b) Coaches and Program Directors may provide additional photo/video guidance.

## Section 25.05 Team and Organizational Social Media Pages

- (a) League-approved team pages, program pages, and official league platforms will be managed by administrators designated by the Executive Board.
- (b) Only authorized individuals may post official announcements, schedules, or statements on behalf of EYSL.

## Section 25.06 Corrective Action

- (a) If social media conduct conflicts with league expectations:
  - (i) *A private conversation or clarification may be initiated.*
  - (ii) *A formal warning may be issued for repeated behavior.*
  - (iii) *Severe or targeted conduct may result in suspension, removal, or other corrective action in accordance with Bylaws Article XI and Appendix F (Progressive Discipline).*
- (b) The goal is to restore a positive environment, not to punish — but EYSL will act when behavior threatens the emotional or physical safety of the community.

## Article XXVI. Financial Commitments, Refunds, & Hardship Considerations

### Section 26.01 Registration Fee Structure

- (a) Registration fees support the operational costs of the program, including league dues, equipment, facilities, uniforms, insurance, and administrative expenses. Fees are set annually by the Executive Board and communicated prior to the start of the season.

### Section 26.02 Refund Policy

- (a) Refund eligibility is based on the stage of the season and uniform/equipment procurement timeline.
- (b) No refunds will be issued for athletes after the official season start date as designated for the year.

### Section 26.03 Hardship Assistance

- (a) EYSL may provide financial assistance, payment plans, or reduced fees for families experiencing hardship when funding allows.
- (b) Requests should be submitted confidentially to the Treasurer, Communications Director, or respective Program Director.
- (c) All hardship requests will be reviewed with discretion and equity.

### Section 26.04 Outstanding Balances

- (a) Families must resolve outstanding balances before:
  - (i) *Uniforms are distributed*
  - (ii) *Participation in competitions or playoffs*
  - (iii) *Participation in end-of-season events*
  - (iv) *Enrollment in future seasons*

## Article XXVII. End of Season Events, Awards, & Recognition

### Section 27.01 Purpose of Recognition

- (a) End-of-season awards and recognition activities are intended to celebrate athlete growth, teamwork, effort, and sportsmanship.
- (b) Recognitions may vary by team to reflect age, experience, and team culture while maintaining EYSL's values of positivity and inclusivity.

### Section 27.02 Team-Based Award Decisions

- (a) Awards will be coordinated at the team level, with selections made collaboratively by:
  - (i) *The Head Coach, and*
  - (ii) *The Team Parent / Team Coordinator.*
- (b) These individuals may determine:
  - (i) *The number and type of awards*
  - (ii) *How recognitions are presented*
  - (iii) *The tone and focus of their team celebration*
- (c) This allows each team to tailor recognition to its unique personality, achievements, and developmental goals.

### Section 27.03 Communication to Program Directors

- (a) To maintain consistency and prevent misunderstandings:
  - (i) *Coaches and Team Parents must notify the Football Director or Cheer Director of planned awards and recognition activities prior to distribution.*
  - (ii) *This notification ensures alignment with league values and safety considerations.*
  - (iii) *Directors may provide guidance if needed to ensure fairness and appropriateness.*

### Section 27.04 Participation in End-of-Season Celebrations

- (a) All athletes in good standing as defined in section 4.03 are invited to participate in end-of-season recognition activities. Families are encouraged to support and celebrate the accomplishments of all athletes and teams.

## Section 27.05 Optional Merit-Based Awards

- (a) Teams may choose to include merit-based recognitions (e.g., Most Improved, Leadership, Sportsmanship), provided that:
  - (i) *Criteria are clearly positive and development-focused*
  - (ii) *Awards do not demean, rank, or single out athletes negatively*
- (b) The goal is to encourage growth, teamwork, and confidence—not comparison or exclusion.

## Article XXVIII. Seasonal Program Timeline & Annual Planning Structure

### Section 28.01 Purpose of Seasonal Planning

- (a) The seasonal timeline provides a standardized framework for organizing league activities throughout the year while allowing Program Directors flexibility to adjust specific dates based on facility availability, governing body schedules, and league needs.

### Section 28.02 Annual Program Phases

- (a) Each program year will include the following phases:
  - (i) *Pre-Season Preparation. Consisting of board planning and scheduling, facility and field coordination, equipment inventory and ordering, selection and confirmation of coaching staff.*
  - (ii) *Registration and Roster Formation. Consisting of public registration window opens and rosters confirmed by Football and/or Cheer Director.*
  - (iii) *Uniform and Equipment Processing. Consisting of uniform sizing and ordering, distribution or required program equipment.*
  - (iv) *Practice Period. Consisting of regular practice days/times, attendance expectations, safety/conditioning/skill development, and camps.*
  - (v) *Game, Performance, and Competition Season. Consisting of game or competition schedules. Additional practices may be scheduled as needed.*
  - (vi) *End-of-Season Review and Recognition*
    - 1) Team-level recognition activities consisting of return of league issued equipment, inventory checks, and program season reviews sent out by Program Directors.

## Section 28.03 Program Calendar Approval

- (a) Program Directors shall propose the seasonal calendar (with specific dates) to the Executive Board for approval prior to release to families.
- (b) The calendar should be published in advance to support planning and participation.
- (c) Secretary shall maintain, update, and publish the calendar.

## Section 28.04 Adjustments and Communication

- (a) If adjustments to the timeline are needed during the season, Program Directors will communicate changes promptly through official league communication channels (see Article II).

# Article XXIX. Program Evaluation & Continuous Improvement

## Section 29.01 Purpose of Program Evaluation

- (a) Program evaluation supports growth, consistency, and quality across all EYSL programs.
- (b) Evaluation helps identify successes, address challenges, and continuously improve the athlete, family, and coach experience.

## Section 29.02 Feedback Collection

- (a) Feedback may be gathered through:
  - (i) *End-of-season surveys*
  - (ii) *Coach and volunteer evaluations*
  - (iii) *Informal conversations and check-ins*
  - (iv) *Observation of practices, games, and team culture*
- (b) Feedback should be shared respectfully and constructively through the Chain of Communication outlined section 16.03.

## Section 29.03 Program Review Process

- (a) At the conclusion of each season:
  - (i) *Program Directors will review operational strengths and opportunities for improvement.*
  - (ii) *Relevant feedback will be summarized and presented to the Executive Board.*
  - (iii) *The Board will discuss recommendations and determine action steps for future seasons.*
- (b) This ensures improvements are thoughtful, consistent, and aligned with the mission of the organization.

## Section 29.04 Decision-Making Authority

- (a) While community input is valued, program changes are not made through informal discussion or social media commentary.
- (b) Final decisions regarding policies, practice standards, team structures, and program direction are the responsibility of the Executive Board.
- (c) Decisions must remain aligned with the Bylaws, Policies & Procedures Manual, and the best interests of athletes.

## Section 29.05 Implementation of Improvements

- (a) Approved adjustments to program structure, communication practices, session scheduling, equipment processes, or coaching systems will be implemented at the start of the next appropriate season or phase of the annual timeline.
- (b) Changes will be communicated through official league communication channels.

**CERTIFICATION & ADOPTION**

These bylaws of the Elgin Youth Sports League (EYSL) were reviewed, approved, and adopted by a two-thirds (2/3) vote of the Executive Board on the date indicated below. The undersigned certify that these bylaws reflect true, authorized, and current governing rules of the organization.

Adopted On: \_\_\_\_\_

---



President

---



Vice President

---



Treasurer

---



Communications Director

---



Football Director

---



Field Marshall &amp; Safety Director

---



Fundraising &amp; Events Director

---



Spirit Wear Director

---



Scholastics &amp; Eligibility Director

---



Assistant Football Director

---

X

Secretary

---

X

Cheer Director

---

X

Concessions Director

---

X

Field Maintenance Director

## **Part Three: Member Handbooks & Documents**

## **EYSL Football Athlete & Parent Commitment Agreement**

Participation in EYSL is a commitment to the team, coaches, and community. This form outlines expectations for athletes and parents.

### **Athlete Agrees To:**

- Attend all practices and games unless excused for illness, school event, medical need, or family emergency.
- Communicate respectfully with coaches and teammates.
- Show consistent effort and a positive attitude.
- Represent EYSL with respect on and off the field.
- Maintain equipment in an appropriate condition.

### **Parent/Guardian Agrees To:**

- Follow the Chain of Communication as outlined in Section 16.03 for questions or concerns.
- Maintain positive sideline conduct.
- Support attendance expectations and ensure timely arrival.
- Respect all coaches, officials, board members, and volunteers.
- No drinking, drug use, or use of inappropriate language.

### **Consequences:**

- Failure to follow expectations may result in reduced participation, suspension, or removal from the program.

### **Signatures:**

Athlete Name: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_ Team: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## **EYSL Cheer Athlete & Parent Commitment Agreement**

Participation in EYSL is a commitment to the team, coaches, and community. This form outlines expectations for athletes and parents.

### **Athlete Agrees To:**

- Attend all practices and games unless excused for illness, school event, medical need, or family emergency.
- Communicate respectfully with coaches and teammates.
- Show consistent effort and a positive attitude.
- Represent EYSL with respect on and off the field.
- Maintain equipment in an appropriate condition.

### **Parent/Guardian Agrees To:**

- Follow the Chain of Communication as outlined in Section 16.03 for questions or concerns.
- Maintain positive sideline conduct.
- Support attendance expectations and ensure timely arrival.
- Respect all coaches, officials, board members, and volunteers.
- Respect all coaches, officials, board members, and volunteers.
- No drinking, drug use, or use of inappropriate language.

### **Consequences:**

- Failure to follow expectations may result in reduced participation, suspension, or removal from the program.

### **Signatures:**

Athlete Name: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_ Team: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## EYSL Coach Handbook

This handbook outlines the expectations, responsibilities, and conduct required of all EYSL coaches. It serves as a clear and supportive guide to ensure consistency, athlete safety, positive communication, and unified organizational culture. By coaching within EYSL, you agree to uphold these standards and serve as a positive role model for all athletes.

### **1. Coach Purpose & Role**

- a. Coaches lead with integrity, encourage growth, and support athletes' development, confidence, and sportsmanship. EYSL prioritizes a safe, inclusive, and positive environment for every child.

### **2. Communication Expectations**

- a. Coaches follow the Chain of Communication as defined in section 16.03, communicate promptly, and maintain a positive solution focused tone. All updates, changes, and concerns must be communicated clearly and professionally.

### **3. Practice Expectations**

- a. Practices begin and end on time and follow a consistent structure. Coaches maintain a safe, organized, and encouraging practice environment.

### **4. Game Day Responsibilities**

- a. Coaches arrive prepared, support athletes throughout the game, and model sportsmanship at all times. Respect toward officials, volunteers, opponents, and families is required.

### **5. Coach Conduct**

- a. Coaches demonstrate fairness, patience, and professionalism. Effort and improvement are celebrated, and behavior concerns are addressed calmly and respectfully. Coaches uphold EYSL's values at all times.

### **6. Parent Interaction**

- a. Coaches follow EYSL safety expectations, including hydration, weather protocols, and proper supervision. Injured athletes are removed immediately and required proper clearance before returning. All injuries must be reported to Program Directors.

### **Acknowledgement**

By signing below, you agree to uphold all EYSL expectations, guidelines, and policies outlined in this Coach Handbook and all EYSL governing documents.

**Coach Name:** \_\_\_\_\_ **Coach Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Team:** \_\_\_\_\_

## EYSL Team Parent Guidelines

Team Parents serve as the primary communication support for each team and assist coaches in maintaining an organized, positive, and athlete centered environment. This guideline outlines expectations, responsibilities, and boundaries to ensure consistency across football and cheer programs.

### 1. Role Overview

- a. Team Parents support coaches, athletes, and families by helping distribute information, track attendance, and maintain team organization. Team Parents do not make coaching decisions, discipline athletes, or handle conflicts independently.

### 2. Core Responsibilities

- a. Maintain a team communication channel
- b. Communicate practice schedules, game times, event reminders, and any updates provided by coaches or Program Directors.
- c. Track athlete attendance for practices and games
- d. Serve as the primary point of contact for parents regarding absences, basic team information, and non-coaching questions.
- e. Support team organization on game days.
- f. Maintain team books following Pop Warned guidelines.
- g. Coordinate snack schedule.

### 3. Communication Expectations

- a. Keep all communication positive, clear, and aligned with EYSL values.
- b. Direct all concerns, complaints, or conflicts through the proper Chain of Command.
- c. Notify the Head Coach and Program Director of any recurring attendance, behavior, or parent-related issues.
- d. Share only accurate information provided by coaches or league leadership.

### 4. Boundaries & Limitations

#### a. Team Parents are strictly prohibited from:

- i. Discipline of athletes
- ii. Handling parent disputes or coaching concerns
- iii. Determining playing time, routine placement, or coaching decisions
- iv. Evaluating or correcting athlete skills
- v. Representing the league in conflict situations

#### b. Team Parents should immediately refer:

- i. Safety concerns → Program Director & Coach
- ii. Parent complaints → Coach or Program Director
- iii. Code of Conduct issues → Program Director

**5. Game Day Procedures**

- a. Cheer Team Parent
  - i. Assist with uniforms, bows, props, signs, poms, and stunt area organization.
  - ii. Help maintain clear space around mats and stunt zones.
- b. Football Team Parent
  - i. Assist with sideline organization, water reminders, and equipment needs as directed by coaches.
  - ii. Help ensure players remain with the team unless released by a coach.

**6. Attendance Tracking**

- a. Parents should report absences directly to the Team Mom.
- b. Mark absences as excused (illness, medical, school, family emergency) or unexcused.
- c. Provide a brief weekly summary to the Program Director noting patterns or concerns.

**7. Support & Alignment**

- a. Team Moms work closely with coaches and Program Directors. When uncertain, they must seek clarification rather than assume authority. EYSL leadership is available to provide support whenever needed.

**Acknowledgement**

Team Parent Name: \_\_\_\_\_

Team Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Team: \_\_\_\_\_

## **EYSL Fundraising Guideline**

Fundraising is a core part of how EYSL supports athletes across all programs. Every event, effort, and contribution helps provide safe equipment, quality uniforms, competitive opportunities, facility access, and meaningful community experiences. We raise funds together, ensuring all athletes benefit equally.

### **1. Purpose of Fundraising**

- a. Strengthen and support both football and cheer programs.
- b. Reduce financial barriers for families and athletes.
- c. Promote team unity, community pride, and shared responsibility.
- d. Provide safe, equitable, and enriching experiences for all participants.

### **2. Guiding Principles**

- a. Community First – League fundraisers support the entire league, not individual teams.
- b. Transparency – All funds must be tracked, reported, and used responsibly.
- c. Respect & Gratitude – We represent EYSL with professionalism and appreciation.
- d. Safety & Integrity – All handling of money must follow league protocols.

### **3. Roles in Fundraising**

- a. Fundraising & Events Coordinator
  - i. Plans, schedules, and organizes all fundraisers.
  - ii. Coordinates volunteers and communicates event needs.
  - iii. Ensures events follow EYSL policies and financial controls.
- b. Treasurer
  - i. Oversees deposits, logs, and financial reporting.
  - ii. Ensures all funds are recorded accurately and securely.
- c. Team Moms / Team Representatives
  - i. Share announcements with families.
  - ii. Encourage team participation and support event promotion.
- d. Parents, Athletes, and Volunteers
  - i. Share information, volunteer when able, and help represent EYSL in the community.

#### **4. Cash Handling Requirements (Dual Custody)**

- a. Two (2) adults authorized by the Executive Board must handle all cash at all times.
- b. Cash boxes should remain in sight and never be left unattended.
- c. Funds must be counted and logged before leaving the event and signed off by two (2) Executive Board Members.
- d. Both adults handling money must sign the cash log.
- e. Funds must be turned over to the Treasurer within 48 hours or as soon as convenient.

#### **5. Running a Fundraising Event**

- a. Confirm event details with the Fundraising & Events Coordinator.
- b. Prepare supplies (tables, banners, cash box, log sheets, products/merchandise).
- c. Assign volunteer roles (cashier, greeter, runner, etc.).
- d. Maintain a positive, welcoming presence—represent EYSL with pride.
- e. Clean up and secure leftover items immediately after the event.

#### **6. Promoting Fundraisers**

- a. Share flyers and information with schools, businesses, and the community.
- b. Post on league and team communication platforms.
- c. Use friendly reminders to encourage family participation.
- d. Celebrate all successful fundraisers, regardless of size.

#### **7. Working With Sponsors**

- a. Approach businesses respectfully and confidently.
- b. Clearly explain how their support benefits youth in the community.
- c. Offer recognition such as social media posts or banners when applicable.
- d. Send thank-you messages to all sponsors promptly.

#### **8. Team Morale & Community Spirit**

- a. Fundraising builds more than financial support, it builds unity. When families show up, work together, and create positive energy, athletes feel the impact. Volunteers help create the culture our children grow up in.

#### **Thank You!**

Every volunteer hour, every share, every donation, and every moment of support contributes to something bigger than any one individual. Thank you for helping us strengthen EYSL and support our athletes with dedication, love, and community pride.