



BY-LAWS

ARTICLE I: NAME

Section 1: The name of this organization shall be the Warriors Youth Foundation, Inc. Hereinafter referred to as North Oxnard Warriors and shall operate exclusively as a non-profit organization.

ARTICLE 2: PURPOSE

Section 1: The purpose of the Association is to provide safe, supervised sport activities for the youth in the city of Oxnard.

ARTICLE 3: OBJECTIVE

Section 1: The objective of the North Oxnard Warriors shall be the following:

- A. To build healthy bodies and minds.
- B. To develop skill and proficiency in football, cheerleading and related activities.
- C. To teach concepts of teamwork, sportsmanship, loyalty, honesty and pride.
- D. To stimulate community interest in sports.
- E. To have fun.
- F. To do all of these things with the welfare of the youngsters first and foremost, without adult ambition for personal glory.

ARTICLE 4: MEMBERSHIP

Section 1: Any person sincerely interested in active participation to affect the objective of North Oxnard Warriors and currently in good standing with the North Oxnard Warriors may apply for membership. All applicants will be considered and voted on by the Board. A Simple majority vote by the Board.

Section 2: There shall be the following four classes of members:

- A. **Player Member:** Any youth meeting the requirements of the North Oxnard Warriors. Player must reside within the authorized boundaries of the league shall be eligible for participation.
- B. **Parent/Guardian Member:** Any parent/guardian of a player member who has registered a player member to participate in the North Oxnard Warriors Football and Cheer.
- C. **Board Member:** Any adult (twenty-one years of age or older) who is the parent and/or legal guardian of a Player Member or is interested in furthering the objectives of this league may apply for an available membership. All applicants must be active members in good standing and voted in by the Board.
- D. **Executive Board Member:** Is made up of the following Board Members:
President, Vice President, Secretary, Treasurer, and Athletic Director.

Section 3: Suspension or Termination:

- A. Membership may be terminated by resignation or by the action of the Board Members. The Board Members shall have the authority to discipline, eject, or suspend the membership of any member on the spot when the conduct of such person is considered detrimental to the best interest of the players and the organization. This shall include Player, Parent, Board and Executive Board Membership.

- B. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of twenty-four hours' notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote will take place and membership may still be terminated.
- C. In the case of a player/cheerleader member, the Board shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (twenty-one years of age or older) shall appear in the capacity of the advisor with the player before the Board. A minimum of twenty-four hours' notice shall be given to all concerned parties. If the player/cheerleader member does not attend the meeting, it will still be held. A vote will take place and membership may still be terminated.
- D. Any Member or Spectator may be removed and/or permanently banished from North Oxnard Warriors events, home games, current or future membership.
- E. There is a Zero Tolerance policy regarding violence, threatening or threatening behavior, drug and alcohol use of any kind on school premises and at any event associated with the North Oxnard Warriors. Violation of this policy will result in the immediate termination of membership.

ARTICLE 5: GOVERNMENT

Section 1: The governing body of this league shall be the Board of Directors. The Board of Directors shall consist of a Board.

- A. **The Board** shall consist of the following positions: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Athletic Director, Assistant Athletic Director, Cheer Director, Fundraising Director, Equipment Manager, Assistant Equipment Manager, Head Team Manager, Concessions Director, Concessions Assistant, Webmaster and Member at Large positions.

Section 2: The Board shall manage the property and affairs of the organization. The Board shall, upon election, enter into the performance of their duties as described.

- A. The outgoing officer shall transfer all records, files and materials.
- B. Communicate all practices and policies to the newly elected officers to insure a smooth transition of the duties. Personally developed procedures, letters and records will also be helpful to this process.

Section 3: The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them, as they deem advisable. The Board shall have the power to fill any vacancy, which may occur in any office.

Section 4: The Board may adopt such rules and regulations for the conduct of its meetings and the management of the league, as it deems proper.

Section 5: Elections:

- A. Any Board vacancies will be voted on by the Board. No term limit is established.
- B. The Board shall elect the President by majority vote.
- C. The Head Coaches for the upcoming season shall be voted in by the Board. The Board will vote in any vacancies. The Head Coach is responsible for selecting eligible Assistant Coaches & Team Managers (Assistant Coaches and Team Managers must be approved by the Board to be eligible).
- D. All members requesting consideration to any position with the North Oxnard Warriors will be subject to a life scan through an organization approved by the Executive board which may include, but not limited to Local Police and sheriff departments. The cost for such life scans will be responsibility of applying member(s) and must be completed prior to the start of the football season, without exception.

ARTICLE 6: MANAGEMENT

Section 1: A Board Member may resign or be removed from office if he/she is not performing to their responsibilities/duties.

Section 2: All Football teams will be required to have qualified Assistant Coaches appointed by the Head Coach and approved by the Board. If a team does not have Assistant Coaches by one week before the first game, the President or Athletic Director shall appoint one. A maximum of 10 related team representatives are allowed per team at football practices and games. This includes: Head Coach, Assistant Coaches, and Team Manager(s).

Section 3: All Board members will wear their North Oxnard Warriors shirt on game days. We are a team and shall dress as a team. No North Oxnard Warriors member shall purchase/distribute shirts or related apparel with the North Oxnard Warriors logo unless it has been authorized by the Board.

ARTICLE 7: MEETINGS

Section 1: The Board shall meet no less than once per month. Regular meeting dates will be scheduled by the President. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Board.

- A. Attendance at the regularly scheduled meetings is mandatory for all Board Members. Any member who cannot attend a scheduled meeting shall notify the President or Secretary by phone or email.
- B. **Any Board Member who misses three consecutive functions may be removed from office by a majority vote.**

ARTICLE 8: FINANCIAL AND ADMINISTRATIVE YEAR

Section 1: This Association shall operate both financially and administratively on a yearly basis, beginning January 1st. The financial records shall be closed December 31st.

Section 2: The Board shall decide all matters pertaining to the finances of North Oxnard Warriors and shall place all income in a common league treasury. Directing the expenditures of such as will give no individual or team an advantage over those in competition with such individual or team.

Section 3: The Board shall not permit the solicitation of funds in the name of the North Oxnard Warriors, unless all of the funds so raised are placed in the local treasury.

Section 4: The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league running smoothly and properly.

Section 5: No director, officer or member of the North Oxnard Warriors shall receive directly or indirectly any salary, compensation, or emolument from the league for services rendered as director, officer, or member.

Section 6: All monies received shall be deposited to the credit of the North Oxnard Warriors chapter in a designated local banking facility, and all disbursements shall be made by check, or debit/credit card as deemed necessary. Cash disbursements can be made only in those instances where checks and/or debit cards are not accepted to meet Chapter financial obligations (e.g. PYFL Referee Fees). The President, Treasurer and/or approved Board designee shall sign all checks.

Section 7: The books for the North Oxnard Warriors may be turned over to a Certified Public Accountant, or any other person appointed by the Board as it deems necessary.

Section 8: All monies received shall be turned in to the Treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.

ARTICLE 9: EQUIPMENT

Section 1: All equipment owned by the North Oxnard Warriors shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Board.

Section 2: The following Board Members shall have access to equipment at all times: President, Vice President, Athletic Director, Treasurer, Secretary, Equipment Manager, Assistant Equipment Manager and any other Board designee as authorized and approved by the Executive Board.

Section 3: All equipment shall be inventoried within the 1st quarter of each year and properly numbered for accountability and certification.

ARTICLE 10: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1: All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination by a majority vote rule.

Section 2: Board Members have the following rights guaranteed under parliamentary law:

- A. To be treated fairly and equitably.
- B. To receive notice of meetings, attend meetings; make motions and second motions when needed. Vote on motions
- C. Nominate people for office. Be nominated for office. Elect people for office.
- D. Know the meaning of the questions or subjects being debated.
- E. To speak on or debate an issue in turn.
- F. Object when rules are being violated.
- G. Appeal the decision of the chair.
- H. Have access to minutes of all meetings.
- I. Receive the treasurer's report
- J. Get a copy of The North Oxnard Warriors bylaws.
- K. Not have to suffer personal abuse and attack from any other member(s).

Section 3: Board Members have the following responsibilities and obligations as well.

- A. Attend meetings, be on time, and stay until the end of the meeting.
- B. Be prepared to contribute productively, positively and professionally.
- C. Be open-minded and attentive.
- D. Treat everyone with courtesy, respect and obey the rules of the organization.
- E. Attack issues, not people!!! Respect the rights of others even when you don't agree.
- F. Abide by the final decision of the majority vote.
- G. Bring in or recommend new members.
- H. Participate in the North Oxnard Warrior events as requested or needed. Respect the opinion and rulings of the committee.
- I. Promote the organization's growth and influence. Enhance the organization's reputation.
- J. Enforce the North Oxnard Warriors By-Laws

ARTICLE 11: COACHING ETHICS GUIDELINE AND RESPONSIBILITIES

Section 1: All coaches associated with The North Oxnard Warriors will abide by the following guidelines and responsibilities. Violations of these rules shall be cause for suspension or termination.

- A. Do not criticize the opposing team, its coaches, or fans, by word of mouth or by gesture. Refrain from using abusive and profane language before anyone connected with the game.
 - 1. Any member of the coaching staff who is ejected from a game shall be suspended for 2 games. Any fees or fines related to the incident incurred to the North Oxnard Warriors will be the financial responsibility of the ejected coach. If such fines are not paid by the end of the suspension period, coach will not be eligible to return until the fees are paid. If suspended coach refuses or does not pay fine, coach's membership will be terminated.
 - 2. Ejection from a game can also result in the termination of membership from the North Oxnard Warriors. See Article 4, Section 3, item B.
- B. **Do not allow an ineligible player to participate in practices or games until the North Oxnard Warriors have approved the player for play.**
- C. Any coach who knowingly plays an ineligible player will be automatically suspended by the North Oxnard Warriors and may not assume coaching or any other duties with any team in the PYFL without the approval of the North Oxnard Warriors Board Members.
- D. Do not permit an injured player to reenter the game if further play would jeopardize his/her health.
- E. Coaches shall not terminate game play at any time unless the game officials terminate the game.
- F. Use appropriate methods and drills for developing good physical conditioning and skills.
- G. Emphasize that good athletes are good students both physically and mentally.
- H. Strive to make every activity serve as a training ground for life, and as a basis for good mental and physical health.
- I. Be on alert for any signs that would indicate possible health hazards. Also, insure alertness in the members of your coaching staff.
- J. Explain clearly and thoroughly any additional or more stringent rules.
- K. Make it clear to players/cheerleaders that they are expected to attend all practices, meetings and games.
- L. Explain and discuss with the players/cheerleaders your rationale and philosophy, playing rules and any other additional rules you institute.
- M. Enforce all rules and regulations of The North Oxnard Warriors. They are only as effective as the coaches' attitude towards them. If there is a problem or question, immediately seek the assistance of the Athletic Director.
- N. No coach may join another team's coaching staff until released by the team he originally committed to. He shall not be released until all equipment is turned in. The North Oxnard Warriors Board members will arbitrate disputes in this matter.
- O. Don't intimidate the players, don't call them names that are degrading, and don't yell or scream at them in a negative manner. Yelling or screaming in a positive manner, a coaching manner or a cheering manner is acceptable. If you are not sure of the difference, please ask the Board for clarification.
- P. Have fun and encourage your players to have fun as well.
- Q. Teach the players to lose and to win in a sportsmanlike manner.
- R. Invoke fair and respectful discipline.
 - 1. Constructive criticism only, not degrading criticism.
 - 2. Do not dispute officials' calls beyond the acceptable questions.
 - 3. Remember Team play, not Individual play.
 - 4. Always keep a positive attitude around the players.
 - 5. Teach respect to the players by respecting authority yourself.
- S. Explain rules and consequences regarding missed practices or games. Enforce these rules equally with all your players, no exceptions.
- T. **MAKE SURE ALL PLAYERS PLAY THE REQUIRED TWELVE (12) PLAYS PER GAME AND MAKE EVERY ATTEMPT POSSIBLE TO PLAY EACH PLAYER MORE THAN THE REQUIRED TWELVE PLAYS PER GAME!**

ARTICLE 12: DUTIES OF OFFICERS AND MEMBERS

All North Oxnard Warriors Board Members will familiarize themselves with the North Oxnard Warriors By-Laws, Code of Conduct as well as the PYFL By-Laws.

All Board members are responsible for the safe and effective operation of this organization.

Section 1: President: The president shall represent this organization at all the PYFL conference meetings and keep this organization informed as to the activities of the PYFL conference. He/she shall appoint two (2) alternates to attend the meetings in his/her absence. The President shall preside at the board meetings and assume full responsibility for the operation of the North Oxnard Warriors according to its By-Laws. He/she shall be responsible for the conduct of this league in strict accordance with policies, principles, rules and regulations of the North Oxnard Warriors. The president shall supervise the responsibilities of each Board Member. The President shall vote only to break a tie. The president shall be allowed to submit a vote in the Board Member general elections only. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the organization. The President is responsible for either filling any Board vacancies that occur mid-season or that have been filled by January 31st or for completing or delegating the duties of that Board position. The President shall supervise the function(s) of the various events. The President shall attend/participate in all scheduled meetings and any scheduled events pertaining to the North Oxnard Warrior organization. The President must be First Aid & CPR certified and must provide proof of such to the Board.

Section 2: Vice President: The Vice President shall preside in the absence of the President and shall work with other Board Members. The Vice President shall perform background checks on all Board Members. The Vice President shall carry out such duties and assignments as may be delegated by the President. The Vice President will assist the President in checking eligibility of the football players throughout the season. He/she will check addresses, age, and weight at the beginning of the season. The Vice President shall attend all meetings and vote on motions. The Vice President will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Vice President is responsible for putting in facilities requests in a timely manner to secure facilities for practices and home games. The Vice President is responsible for paying the referee fees at all home games. The Vice President shall have other powers and perform other duties as prescribed by the Board. The Vice President is responsible for the safe and effective operation of this organization. The Vice President must be First Aid & CPR certified and must provide proof of such to the Board.

Section 3: Secretary: The Secretary shall maintain a register of Board members. The Secretary shall attend all scheduled meetings and record the minutes of the meetings and vote on motions. The Secretary shall provide each Board Member with a copy of the minutes. The Secretary shall maintain a record of all official documents, including but not limited to Board Member Applications. The Secretary will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Secretary shall perform other duties as prescribed by the Board. The Secretary must be First Aid & CPR certified and must provide proof of such to the Board.

Section 4: Treasurer: The Treasurer shall maintain the league books and financial recordings. The Treasurer shall provide a status report to the board at the scheduled board meetings. The Treasurer will supervise all finances and pay all approved purchases or expenses. The Treasurer shall have access to the North Oxnard Warrior banking account(s) and shall have the authority to make necessary approved transactions. The Treasurer will provide receipts for all monies collected. The Treasurer will attend all meetings and vote on motions. The Treasurer will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Treasurer shall perform other duties as prescribed by the Board. The Treasurer must be First Aid & CPR certified and must provide proof of such to the Board.

Section 5: Assistant Treasurer: Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer with league books and financial recordings. The Assistant Treasurer shall have access to the North Oxnard Warrior banking account(s) and shall have the authority to make necessary approved transactions. The Assistant Treasurer shall attend all scheduled meetings and vote on motions. The Assistant Treasurer will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Assistant Treasurer shall perform other duties as prescribed by the Board. The Assistant Treasurer must be First Aid & CPR certified and must provide proof of such to the Board.

Section 6: Athletic Director: The Athletic Director shall arrange a Coaches class, a Team Managers' class, and a CPR/First Aid Class prior to the start of each season. The Athletic Director shall perform background checks on all coaches. The Athletic Director shall attend all scheduled meetings and vote on motions. The Athletic Director shall serve as a liaison between the players, parents and coaches. The Athletic Director shall supervise and direct the Football coaches and enforce the rules & regulations that they are to follow. The Athletic Director is the assigned representative for the Coaches consortium vote. The Athletic Director shall attend all scheduled meetings and vote on motions. The Athletic Director will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Athletic Director shall perform other duties as prescribe by the Board. The Athletic Director must be First Aid & CPR certified and must provide proof of such to the Board.

Section 7: Head Team Manager: Supervise the team moms from each team. The Head Team Manager shall act as a liaison between the players, parents, and Coaches & Team Manager. The Head Team Manager shall supervise and direct the Team Managers and enforce the rules & regulations that they are to follow. The Head Team Manager will assist the Vice President in checking eligibility of the football players throughout the season. He/She will check addresses, age, and weight at the beginning of the season. The Head Team Manager shall attend the PYFL book certification and oversee the team book certification process. The Head Team Manager is responsible for recruiting parents to work in the concession stand. The Head Team Manager shall attend all scheduled meetings and vote on motions. The Head Team Manager will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Head Team Manager shall perform other duties as prescribed by the Board. The Head Team Manager must be First Aid & CPR certified and must provide proof of such to the Board.

Section 8: Cheer Director: The Cheer Director shall represent this organization at all the Conference Cheer Director's meetings and keep this organization informed as to the cheerleading activities of the Conference. The Cheer Director shall supervise, direct, and control the business and affairs of the Cheer Coaches and enforce the rules & regulations that they are to follow. The Cheer Director shall arrange a cheer coach's clinic prior to the beginning of the season and a cheerleader clinic. The Cheer Director shall attend all scheduled meetings and vote on motions. The Cheer Director is responsible for planning all cheer events and reporting the progress of such to the Board. The Cheer Director will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Cheer Director shall perform other duties as prescribed by the Board. The Cheer Director must be First Aid & CPR certified and must provide proof of such to the Board.

Section 9: Equipment Manager: The Equipment Manager is responsible for all the football and cheer uniforms and equipment. The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The Equipment Manager shall make sure that the equipment and uniforms are ordered early enough in the year to receive them by the start of the season. The Equipment Manager is responsible for making sure all uniforms and equipment are stored in a secured location and for keeping records of all uniforms and equipment distributed. The Equipment Manager shall inspect and inventory all uniforms and equipment and provide an inventory report to the Board along with a list of items needed. If the helmets need to be certified, the Equipment Manager shall inventory them & send them to the vendor. If uniforms need to be washed, he/she will coordinate a trip to a Laundromat along with other Board Members. The Equipment Manager shall make sure that each Head Football Coach has a Coaches Box that contains first aid supplies and extra parts for repairing helmets or shoulder pads (i.e. Helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.). Also, he/she shall make sure each team has necessary football equipment. The Equipment Manager is responsible for arranging a site and date for equipment distribution. He/she will coordinate the equipment distribution with the Coaches and Board Members. The Equipment Manager is responsible for coordinating the collection of the uniforms at the end of the season along with the Coaches and Board Members. The Equipment Manager shall secure the uniforms and equipment in a storage unit. The Equipment Manager shall attend all scheduled meetings and vote on motions. The Equipment Manager will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Equipment Manager shall perform other duties as prescribed by the Board. The Equipment Manager must be First Aid & CPR certified and must provide proof of such to the Board.

Section 10: Fundraising Coordinator: The Fundraising Coordinator is responsible for locating sources for fundraising events. The Fundraising Coordinator shall submit information on the most reasonable and profitable events to the Board for approval. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received and receipts to the Treasurer in an expedient manner. He/she will work closely with the Treasurer and the Board in order to produce the funds needed to meet the goals and needs of the North Oxnard Warrior organization. The Fundraising Coordinator shall attend all scheduled meetings and vote on motions. The Fundraising Coordinator will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Fundraising Coordinator shall perform other duties as prescribed by the Board. The Fundraising Coordinator must be First Aid & CPR certified and must provide proof of such to the Board.

Section 11: Concessions Director: The Concession Director is responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times. The Concession Director is responsible for recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand. The Concession Director is responsible for planning a menu. The Concession Director is responsible for all Warrior items sold at the concession stand that have been approved by the Board. He/she is responsible for the money collected at the concession stand and shall turn in all monies received and receipts to the Treasurer in an expedient manner. He/she shall keep a record of money spent and money received and then report the profit or loss of each event to the Board. The Concession Director shall attend all scheduled meetings and vote on motions. The Concession Director will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Concession Director shall perform other duties as prescribed by the Board. The Concession Director must be First Aid & CPR certified and must provide proof of such to the Board.

Section 12: Concessions Assistant: The Concessions Assistant shall preside in the absence of the Concessions Director and shall work with other Board Members. The Concessions Assistant shall assist the Concessions Director with stocking the snack bar, supervision of the snack bar, menu planning and the money collection. The Concession Assistant shall attend all scheduled meetings and vote on motions. The Concession Assistant will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Concession Assistant shall perform other duties as prescribed by the Board. The Concession Assistant must be First Aid & CPR certified and must provide proof of such to the Board.

Section 13: Webmaster: The Webmaster shall be responsible for securing and managing the chapter website and Facebook page. The Webmaster shall be responsible for managing content and will ensure no obscene or offensive information; pictures or comments are posted on the website or Facebook page. The Webmaster shall update the website and Facebook page with important chapter events and contact information, upload approved pictures and organization documents and handouts. The Webmaster shall attend all scheduled meetings and vote on motions. The Webmaster will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Webmaster shall perform other duties as prescribed by the Board. The Webmaster must be First Aid & CPR certified and must provide proof of such to the Board.

Section 14: Member-at-Large: The Member-at-large(s) shall assist with the safe and effective operation of this organization and be readily available to assist wherever needed. The Member at-Large(s) shall attend all scheduled meetings and vote on motions. The Member-at-Large(s) will attend/participate in any scheduled events pertaining to the North Oxnard Warrior organization. The Member-at-Large(s) shall perform other duties as prescribed by the Board. The Member-at Large(s) must be First Aid & CPR certified and must provide proof of such to the Board.

Section 15: Head Coach: The Head Coach shall have control over all activities for their team. He/she is responsible for selecting eligible Assistant Coaches & Team Managers (Assistant Coaches and Team Managers must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew. The Head Coach is responsible for using proper drills and methods to physically condition and develop skills. He/she is responsible for teaching either the game of football or cheerleading. The Head Coach is responsible for knowing and following the Coaching code of conduct, the North Oxnard Warrior by-laws and by-laws for the PYFL. He/she will be held accountable for any participating ineligible players/cheerleaders. The Head Coach shall attend all football or cheer coach's clinics required by the North Oxnard Warriors and/or the PYFL. The Head Coach must be First Aid & CPR certified and must provide proof of such to the Board.

Section 16: Team Manager: The Team Manager is responsible for all of the administrative duties for an individual team and reports directly to the Head Coach and Head Team Manager. He/she is responsible for proper completion of all forms for certification. The Team Manager shall have the player contracts and physical forms on the field during all practices and games. He/she shall take attendance at each practice and game and maintain attendance records for all players. The Team Manager will assist the Fundraising Coordinator and Head Team Manager in distributing materials to the team or collecting money or materials. The Team Manager shall keep stats during the games and keep the Head Coach informed as to the status of players receiving their required twelve plays. He/she will make every attempt possible to ensure each player receives his or her twelve plays without interfering with the coaching of the game. The Team Manager shall report to the Head Field Commissioner, immediately following the game, the names of any players that did not receive their twelve plays. The Team Manager shall be prepared to show stats at any time during or after a game if requested by a member of the Board. The Team Manager shall maintain all necessary records on their team. The Team Manager shall perform any other duties as prescribed by the Head Coach or by the Head Team Manager. The Team Manager is responsible for the safe and effective operation of this organization.

Section 17: Assistant Coach: The Assistant Coach will assist the Head Coach with all activities for their team. The Assistant Coach shall abide by the decisions made by the Head Coach. The Assistant Coach is responsible for knowing and following the Coaching code of conduct, the North Oxnard Warrior by-laws and by-laws for the PYFL. The Assistant Coach shall attend all football clinics required by The North Oxnard Warriors and/or the PYFL. The Assistant Coach shall perform any other duties as prescribed by the

ARTICLE 13: DISSOLUTION

Section 1: If at any time it becomes necessary or advisable to dissolve this organization, all funds and assets shall be divided among the existing teams with like purposes. Dissolution would require a majority vote rule.

ARTICLE 14: AMENDMENTS

Section 1: These Bylaws may be amended by a majority vote rule of the Board. All proposals must be submitted in writing to the President, Vice President, or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed bylaw or the President may request that the bylaw be presented at one meeting and not voted on until the next meeting. All amendments go into effect immediately unless the amendment specifies a future date and time.