

PLANT CITY
DOLPHIN
YOUTH
FOOTBALL
&
CHEERLEADING
INC.
BY-LAWS
(REVISED Feb. 2025)

Article I: NAME

This organization shall be known as:

Plant City Dolphin Youth Football & Cheerleading, Inc.

Article II: OBJECT (Purpose)

The objective of Plant City Dolphin Youth Football & Cheerleading, Inc. shall be to develop the youth of our community through competitive football, cheerleading, related activities and those ideas that are exemplified by good sportsmanship.

Article III: MEMBERS'

Section 1. CLASS OF MEMBERSHIP

- I. There will be 23 Board of Directors, including 6 Executive Board Members.
- II. Executive Board consists of the leagues TRUSTEES: President, Vice President, Football Director, Cheerleading Director, Assistant Football Director and Assistant Cheerleading Director.
- III. The Board of Directors will consist of members of the Plant City Dolphins and WILL have voting privileges.
- IV. Plant City Dolphin Youth Football and Cheerleading Inc. is governed by the Board of Directors.

Section 2. ELIGIBILITY OR QUALIFICATIONS OF MEMBERSHIPS, including methods for grant membership

- i. Membership in this organization shall not be limited to race, color, creed or sex.

Section 3: FEES OR DUES

Annual fees for participation in either Football or Cheerleading may be adjusted as needed by the Executive Board.

Section 4: RESIGNATIONS AND DISCIPLINARY ACTION

- I. Membership, including that of officers, coaches and managers, may be revoked at any time for any reason which reflects unfavorable upon this organization with a vote of 75% by the Executive Board.
- II. If a board member does NOT fulfill their obligations as elected board position, steps down or is removed from their elected board position during their elected term, they are

NOT eligible to be elected or serve as a board member UNLESS a vote of 75% was in favor, determined by the Executive Board.

- III. If an alternate trustee position becomes vacant it shall be filled by an existing board member.
- IV. If a Board of Directors member misses FOUR (4) general meetings that board member will be subject to having their voting rights suspended until TWO (2) consecutive general meetings are attended.

Article IV: OFFICERS

Section I

Plant City Dolphin Football and Cheerleading Inc. shall be governed by the Board of Directors. This board shall consist of:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Field Director
- 6) Assistant Field Director
- 7) Football Director
- 8) Assistant Football Director
- 9) Cheerleading Director
- 10) Assistant Cheerleading Director
- 11) Football Equipment Director
- 12) Assistant Football Equipment Director
- 13) Cheerleading Equipment Director
- 14) Assistant Cheerleading Equipment Director
- 15) Corporate Fundraising Director
- 16) Concession Director
- 17) Assistant Concession Director
- 18) Fundraising Director
- 19) Assistant Fundraising
- 20) Event Coordinator
- 21) Assistant Event Coordinator
- 22) Webmaster
- 23) League Announcer

*If a position cannot be filled, the Board of Directors can vote to fill the position with a non-valid board member.

Section II:

President:

The president shall preside over all meetings and shall see that they are conducted in accordance with the principles of Parliamentary Procedure and the requirements of the Bylaws of the Plant City Dolphins Youth Football and Cheerleading organization. The

President is responsible for a participation registration. The President shall be responsible for securing and maintaining funds in the Dolphins safe. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). President cannot be head coach.

Vice President:

In the absence of the President the Vice President shall assume the duties of the President. The Vice-President shall be in charge of obtaining corporate, Federal County, and city support. The Vice-President shall also take care of all gate receipts and paying the days' officials from the gate receipts. The Vice-President shall also check the post office box and be responsible for making sure that all mail is correctly distributed. The Vice-President will be responsible for securing and maintaining funds in the Dolphin's safe. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Vice President cannot be head coach.

Secretary:

The secretary shall keep a record of the minutes and attendance of each meeting of the organization. The secretary shall be the custodial off all its records, reports, and other documents. The secretary shall be responsible for correspondence. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Secretary can be head coach.

Treasurer:

It is the duty of the Treasurer to receive and keep all records of funds belonging to the organization and to pay all approved expenditures and invoices approved by the Executive Board. The Treasurer shall deposit all the monies in excess of \$500 by the next business day. The Treasurer shall submit a financial statement to the Executive Board each month. Said financial report shall be a detail of all receipts and expenditures. The Treasurer shall submit an annual financial report during the February Executive Board meeting. The bank account shall require two signatures, the President, Vice-President of the Treasurer on each check. The treasurer will also maintain the sales tax. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Treasurer cannot be head coach.

Field Director:

The Field Director will act as the Sergeant of Arms at all Executive Board meetings. The Field Director is also in charge of the field and field preparation. This shall include Installing and removal of fence posts & temporary fencing, coordination with City officials for field maintenance and striping, installing and removal of goal posts and field clean up. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Field Director can be head coach.

Assistant Field Director:

Assist the Field Director with the above-mentioned duties. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Field Director can be head coach.

Football Director:

The Football Director shall oversee the selection process for football coaches for each team. The football Director shall be responsible for bringing all football issues to the Executive Board. The football director will be responsible for all football activities, and all football players' registration records. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Football Director can be head coach. The Football Director is a TWO (2) year position, voting occurs in December of ODD years.

Assistant Football Director:

The Assistant Football Director will assist the Football Director as necessary. In the event the Football Director resigns, the Assistant Football Director will assume the position of Football Director. The Assistant Football Director is to also assist the Field Director as needed. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Football Director can be head coach. Assistant Football Director is a TWO (2) year position, voting occurs in the December meeting of the EVEN years.

Cheerleading Director:

The cheerleading Director shall oversee the selection process for cheerleading coaches for each team. The Cheerleading Director shall be responsible for bringing all cheerleading issues to the Executive Board. The Cheerleading director will be responsible for all cheerleading activities, and all girls' registration records. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Head Cheerleading Director can be head coach. The Cheerleading Director is a TWO (2) year position, voting occurs in the December meeting of EVEN years.

Assistant Cheer Director:

The Assistant Cheer Director will assist the Cheer Director as necessary. In the event the Cheer Director resigns, the Assistant Cheer Director will assume the position of Cheer Director. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Cheer Equipment Director can be head coach. This position can be head coach. The Assistant Cheer Director is a TWO (2) year position, voting occurs in the December meeting of ODD years.

Football Equipment Director:

The Football Equipment Director is responsible for the purchasing, maintaining, inventory and storage of all equipment and uniforms. The Football Equipment Director is responsible for issuing all football equipment and should coordinate the return of said equipment. An inventory of all football equipment should be maintained and reported twice a year. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Football Equipment Director cannot be head coach.

Assistant Football Equipment Director:

Assist the Football Equipment Director will assist Football Equipment Director in all of the above duties. MUST be available ALL day Saturdays for PCD HOME games as well

as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Football Equipment Director cannot be head coach.

Cheerleading Equipment Director:

The Cheer Equipment Director is responsible for the purchasing, maintaining, inventory and storage of all cheer equipment and uniforms. The Cheer Equipment Director is responsible for issuing all cheer equipment and should coordinate the return of said equipment. An inventory of all cheer equipment should be maintained and reported twice a year. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Cheer Equipment Director cannot be head coach.

Assistant Cheerleading Equipment Director:

Assist the Cheer Equipment Director will assist the Cheer Equipment Director in all of the above duties. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Cheer Equipment Director cannot be head coach.

Corporate Fundraising Director:

The Corporate Fundraising Director is responsible for conducting fundraising activities with respect to corporate and business interest. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Corporate Fundraising Director can be head coach.

Concession Director:

The Concession Director shall be responsible for ordering and purchasing all food and supplies for the concession stand. The Concession Director is responsible for keeping up to date records of expenditures, receipts and inventory at all Executive Board meetings. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Concession Director cannot be head coach.

Assistant Concession Director:

The Assistant Concession Director will assist the Concession Director as needed. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Concession Director cannot be head coach.

Fundraising Director:

The fundraising Director is responsible for purchasing and sales of team merchandise and maintaining the fundraising room. The Fundraising Director is responsible for keeping up to date records of expenditures, receipts and inventory and report at all Executive Board meetings. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Fundraising Director cannot be head coach.

Assistant Fundraising Director:

The Assistant Fundraising Director will assist the fundraising Director as needed. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Fundraising Director cannot be head coach.

Event Coordinator:

The Event Coordinator is responsible for coordinating all fundraising events with regards to Plant City Dolphin Youth Football and Cheerleading, Inc, events to include dances, homecoming etc. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Event Coordinator can be head coach.

Assistant Event Coordinator:

Assist the Event Coordinator in all fundraising events with regards to Plant City Dolphin Youth Football and Cheerleading, Inc, events to include dances, homecoming etc. MUST be available ALL-day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Assistant Event Coordinator CAN be head coach.

Webmaster:

The Webmaster is responsible for maintenance of the Plant City Dolphins website and all social media outlets. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Webmaster can be head coach.

Game Day Announcer:

Responsible for setting up and tear down of PCD press area, maintaining cleanliness of the PCD press box & announcing each home game. MUST be available ALL day Saturdays for PCD HOME games as well as fall season special events hosted by PCD (tournament/championship games, etc). Game Day Announcer cannot be head coach.

Fundraising:

- 1) The fundraising director is responsible for collecting all monies, turning in orders and distribution of ALL additional items, or outside orders.
- 2) Any person selling items at the field must get board approval.
- 3) 25% of all proceeds come back to the Dolphins as a fundraiser.

Concession:

- 1) Anyone working in the concession must be at least 16 years old.
- 2) The concession director must ensure that the area of the concession stand is cleaned up each night or game days before leaving ex: all dishes out of the sink,

garbage emptied on the patio and in the concession stand and the patio completely cleaned.

Section 3. TERMS OF OFFICE

- All board members will hold office from January 1st, until the end of the calendar year for which they are elected.
- All property of the organization will be relinquished at the first official board meeting in January, with exception of Cheer and Football trustee terms.

Section 3 Continued,

The President, upon deciding not to for another term as President, shall assume the position of Executive Board Officer for a period of **ONE** (1) year.

He/She shall serve on the new Executive Board as an advisor **WITHOUT** voting power.

Section 4. NOMINATION AND ELECTIONS:

- 1) Elections will be held during the December board meeting.
- 2) Any vacancies on the Board of Directors not filled during the General Election or that occur after the General Election will be filled during the next Board of Directors meeting. Every effort will be made to advertise and vacant Board position.
- 3) No member shall be considered for a Board of Directors position if they have not attended a minimum of **SIX** (6) general board meetings during the current year **UNLESS** waved by a 75% vote of the Board of Directors.
- 4) A second waiver of **75%** of the Board of Directors must be obtained for the following positions:
 - a) PRESIDENT
 - b) VICE PRESIDENT
 - c) TREASURER
 - d) FOOTBALL DIRECTOR
 - e) CHEERLEADING DIRECTOR
- 5) If the nominee has not served **ONE** full term of office on the Board of Directors during the previous **TWO** years.
- 6) All persons who wish to be eligible to vote for the next years Board of Directors must have attended **SIX** (6) general meetings during the current year to include December of the previous year but excluding December of the current years December meeting.

Article V: Meetings

Section 1. REGULAR MEETINGS

- 1) There shall be a minimum of **TWELVE** (12) General Board of Director meetings each year. These meetings will be held on the first Wednesday of each month
EXCLUDING:
 - a) Holidays
 - b) Conference Meetings and
 - c) The week of the Strawberry Festival.

Section 2: SPECIAL MEETINGS

- The President shall be required to call special meeting of the Board of Directors when he/she receives a written request signed by **TEN** (10) board members in good standing, stating the business to be transacted, with no other business be taken up at the meeting.
- Special Meetings of the Executive Board shall be granted to any Executive Board member at any time with a 24-hour prior notice.
- A special meeting must be granted within **FIVE** (5) days of the written request.
- These meetings will take no longer than **THIRTY** (30) minutes when held during a regular practice night.
- There will be only one issue discussed and if the issue is not resolved it will be taken up at the next board meeting.

Section 3: QUORUM

A quorum will consist of a minimum of 16-21 members or 75% of the Board Of Directors.

Article VI: AMENDMENT OF BY-LAWS

Seventy-five (75%) of the elected board members in attendance may change the by-laws.

Article VII: RULES

General: The Board of Directors will establish a policy and procedures manual that may be amended by a three-quarter vote of the board at any meeting.

General Rules

- 1) Prior to the scheduling of any activities outside of Dolphins conference scheduled practices or games, the president, the Football or Cheer Director and Head coach shall meet for approval.
- 2) No practices or scrimmages will be held without a trustee being present, no exceptions.
- 3) Uniforms are the responsibility of the parents and participants. Any equipment that is abused or damaged beyond reasonable wear and tear will incur a charge for the replacement of that equipment.
- 4) All awards (excluding the end of year team trophy) must be approved by the Executive Board.
- 5) Committees will be established for each special function by August. These committees will have one (1) board member who chairs that committee with a minimum of four (4) other volunteers. These committees will present recommendations for activities during the special functions to be approved by the Executive Board.

- 6) All players and cheerleaders must be paid in full, by June 1, before receiving any uniform or equipment. Any exceptions must be waived by the board.
- 7) A minimum of two (2) bids will be required for all purchases over \$500 with the exception of concession director. The concession director will make every effort possible to purchase the most cost effective items for the concession stand.

Participants in the League

- (1.) Any boy/girl meeting the required ages as set forth below and up-to-date on registration fees with no outstanding registration balance shall be eligible for participation in the Plant City Dolphin Football League, and having been accepted as player shall become an active participant.
- (2.) The beginning age of a player is governed by the conference.
- (3.) The league will develop a waiting list once a team is full. However, this list is on a first come, first serve basis. There are no guarantees. The mighty mites will have 28 players. The remaining teams will have up to 35 players depending on board decisions.
- (4.) Any boy/girl may lose his/her status as a participant in the organization when, in the judgment of his/her coaches and the Executive Board, he/she fails to live up to the Plant City Dolphins Football and Cheer League as set forth in the by-laws. In such case the boy/girl shall not be eligible for refunding of registration. The Executive Board will make the final decision on a player.
- (5.) We will handle problems with children in the following way:
 - a. Speak with the child about the problem.
 - b. If the problem continues, speak to the parents.
 - c. If the problem still exists, we will call a special meeting of the Executive Board.

Head Coaching Staff

- 1) All coaches will be voted on in the February meeting proceeding the upcoming season. Applications must be on hand prior to the February meeting to be considered.
- 2) All head coaches, football and cheer, will be voted on year to year, will be able to retain their same age group divisions from the previous year as long as they notify the football and cheer director by January 1, and as long as there are no disciplinary problems.
- 3) All new head coach applicants will be interviewed by a committee consisting of the Football/Cheerleading trustees, the president, and the vice-president.
- 4) Their recommendations will be brought to the Executive Board for their approval.
- 5) The head coaches are responsible for the selection of their staff with the approval of the Executive Board. Their staff will consist of five (5) assistants and two (2) team managers.
- 6) Head coaches are responsible for their teams when together as a group. The head coach will be responsible for adhering to the Executive board coaches' rules.
- 7) All head coaches and their staff must abide by the following rules:
 - a. No profanity will be allowed at any time in the presence of players.

- b. There will be no hitting or shaking of players.
- c. Tobacco products, alcohol and cannabis are strictly prohibited at practices AND games.

COACHES RULES:

- d. No un-roster coaches on the sidelines.
- e. Coaches must have badges. All persons on the sidelines are required to have badges.
- f. All coaches must dress in a proper manner and in an approved coach uniform. All coaches' uniforms will be approved by the Executive Board prior to the season.
- g. All coaches must adhere to or follow the conference and Plant City Dolphin Rules, regulations and by-laws.
- h. All head coaches, or his/her designate, should have in possession at all games a book that includes registration forms, with emergency contact numbers.
- i. Plant City coaches should not do the chains at any away games.
- j. Each child's playing time is defined by the conference.
- k. Any Player or coach who quits during the season cannot return unless there is a unanimous decision by the board.
- l. All head coaches and members of their staff complete and PASS a background check according to league bylaws.

Practices

- 1) Practices will run three times a week with a maximum of two (2) hours per practice, four nights a week up to the first day of school. The first two weeks of season will be allowed Saturday practices. Practice nights will be Monday, Tuesday, and Thursday. Friday practices may be held in case of rainout. All practices will run two (2) hours unless approval is obtained by the football/cheerleading director.
- 2) All practices will be conducted under proper weather conditions. This means no practice will be conducted in bad weather or in thunderstorms (any lightning within 5 miles as determined by a lightning detector.)
- 3) All practices will run no later than 9:00 p.m.
- 4) No practices will be allowed outside a team's age limitation, unless approved by the football director or president.
- 5) Participants must be present at all practices unless excused by the head coach or coaching staff.
- 6) No disruptive visitors or friends will be allowed at practice or during the game.

- 7) Parents are responsible for notifying the Plant City Dolphins of an existing medical condition. All participants, boys/girls, must have physicals before being allowed to participate, dated after January 1 of the current year and the sports physical form designated by the league.
- 8) If you have a problem or concern with a coach:
 - a. Voice your complaint to the team parent in a professional and courteous manner before or after practice begins, **NO PROFANITY ALLOWED!** If you are not satisfied with the outcome
 - b. Proceed to the football/cheerleading director.
 - c. If still no resolution, Proceed to the president of our organization.
- 9) Parents, please throw trash in the containers provided. **DO NOT LEAVE TRASH ON THE FIELD!**
- 10) If a player is a scholarship, one (1) parent or representative over 18 must volunteer two (2) hours per home game.
- 11) No coach can hold practice without a trustee present.

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