



Delta Patriots Youth Football & Cheer

BY-LAWS

Revised: March 6th, 2017

ARTICLE I: NAME AND PURPOSE

- A. The name of the organization shall be Delta Patriots Youth Football & Cheer, a California nonprofit organization (“Delta Patriots”), dedicated to serving the youth of Brentwood, Byron, Oakley, Discovery Bay and the surrounding local areas.
- B. The Delta Patriots shall be nonprofit, noncommercial, nonsectarian and nonpartisan.
- C. The name Delta Patriots Youth Football & Cheer shall be the sole property of the Delta Patriots and shall not be used without the prior approval of the executive board (as defined in Article III, Section B). No person or persons affiliated with the Delta Patriots may issue any statement, either written or verbal, to the media which might be interpreted to be an official statement, policy, or position of the Delta Patriots without the express written permission of the executive board.
- D. The Delta Patriots organization will be affiliated with a Sports Association or league (“**SAL**”), as well as other football and cheer organizations as determined by the Executive Board, which will determine the manner and structure of game play and divisional structure.
- E. This organization shall not be conducted or operate for profit and any and all proceeds from fees, dues or other income shall be used solely for the administration of the Delta Patriots.
- F. The objective of the Delta Patriots is to provide a high quality football and cheerleading program to the participants and their families while implementing the ideals of good sportsmanship, honesty and respect for one’s self and others. Further, the Delta Patriots will strive to be

family oriented, community minded and supported by all of its members to help insure the ultimate benefit for its youthful participants.

- G. The Delta Patriots will provide, to the best of its ability, a safe and well organized program. To achieve this objective, the Delta Patriots will provide a supervised program under the rules and regulations identified by the Delta Patriots, including but not limited to, the following:
- The Delta Patriots By-Laws
 - **SAL** Coaching and Playing Rules
 - Delta Patriots Operational Policy and Procedures
 - Delta Patriots Cheerleading Rules
 - Delta Patriots Guidelines for Use of Sports Stadiums
 - Delta Patriots Medical Emergency Guidelines
 - Delta Patriots Parents/Participants Code of Conduct
 - Delta Patriots Coaches Code of Conduct

ARTICLE II: MEMBERSHIP

- A. Participant Member: a current football player or cheerleader participating in the program who resides in the area defined in Article I, Section A.
- B. Parent Member: a person 18 years of age or older who is the parent or legal guardian of a participant member.
- C. Honorary/Lifetime Member: a membership afforded to all past Board of Directors upon completion of their term of office. This will be accomplished by a majority vote of the executive board.
- D. League Sponsors: any business, individual, group or community entity that makes a donation of \$100 to the Delta Patriots organization during the course of the fiscal year (defined in Article XI, Section G).
- E. Assistant Coaches: as defined in Article VIII, Section D.
- F. Head Coaches: as defined in Article III, Section D.

- G. Executive Board of Directors: as defined in Article III, Section B.
- H. Board of Directors: as defined in Article III, Section C.
- I. Associate Adult Member: any adult 18 years of age or older currently residing in the area defined in Article I, Section A who has an interest in and prescribes to the purpose, rules and policies of the Delta Patriots is considered a member of the Delta Patriots.
- J. Associate Minor Member/Junior Coach: any high school and/or college student who have not attained the age of 18 years but who, with prior parental permission, donates his/her time to Delta Patriots programs, project or activities. Junior coaches are selected by each head coach, as outlined in Article VIII, Section D.
- K. A Member in good standing is defined as a member who has met all required obligations of the Delta Patriots during the fiscal year, including the following:
 - Payment of all financial obligations, including, but not limited to registration fees, merchandise, accessories, coaches and team parent shirts, equipment deposit fee, and any volunteer hour deposit fee (as may be required by the Delta Patriots);
 - Submission of proper and legal paperwork/documentation, including but not limited to the Delta Patriots Code of Conduct;
 - Return of all equipment in acceptable condition from the prior season;
 - Any other obligations as defined in these By-Laws and Delta Patriot’s rules, regulations and policies identified in Article I, Section G.
- L. All members and their families must be in good standing with the Delta Patriots in order to participate in the Delta Patriots program.

ARTICLE III: GOVERNING MEMBERSHIP

- A. Governing Members: the executive board, Board of Directors including head football and cheerleading coaches (“Full Board”)
- B. Executive Board: will serve a minimum term of two (2) years. The positions are as follows:

- President
- Vice President
- Chief Operations
- Chief Financial Officer
- Director of Registration
- Secretary
- Director of Cheer
- Director of Communications

All executive board positions will be elected during the month of December before the elections of the Board of Directors (see Section C below) and take office in January. Election to office will require a majority vote of the full board of the previous season.

In the event there is a vacancy on the executive board during any two year term, the President shall accept nominations of any Full Board Member to temporarily hold that position and the executive board shall elect any eligible (defined below) person to hold that position for the remainder of the original two year term. If no eligible candidates are available, the executive board, by a majority vote, will elect an individual to hold the vacant position for the remainder of the original two year term.

An individual who has been a member of the Board of Directors for at least one year will be considered eligible to be nominated for an executive board position. If no member of the Board of Directors is available to occupy an Executive board position, a parent member, adult assistant coach or associate adult member may be considered for the position. All nominees must be members in good standing.

C. Board of Directors: will serve a minimum term of two (2) years. The positions are as follows:

- Player Safety
- Equipment Lead
- Merchandise Lead
- Sponsorship and fundraising Lead
- Public Relations Lead

All Board of Director positions will be elected during the month of December and take office in January. Election to office will require a majority vote of the executive board of the previous season.

- D. Head Coaches: One head football and one head cheer coach will be selected for each team. Selection of head coaches must be completed by March 1st of each year. A majority vote of the executive board will be required for appointment.
- E. In the event there is a vacancy on the Board of Directors during any two year term, the President shall accept nominations of any adult member to temporarily hold that position and the executive board shall elect any eligible person to hold that position for the remainder of the original two year term. If no eligible candidates are available, the executive board, by a majority vote, will elect an individual to hold the vacant position for the remainder of the original two year term.
- F. Any full board member who is absent from three (3) consecutive board meetings will be considered a non-active member and will, therefore, have no voting rights. The full board will have thirty (30) days to review the board member's non-active status, and determine whether the non-active board member will be reinstated or removed from the board. If the non-active member is a head coach, his/her removal from the board, as a full voting member does not necessarily mean he/she will be removed as head coach.
- G. In the event a member of the full board is unable to attend the required board meetings to maintain their active status, the Member may request a leave of absence. The request must be in writing and approved by a majority vote of the full board. All members on leave of absence will be considered non-active.
- H. Any full board member may be removed from office for just cause by a majority vote of the executive board. Written notice must be given to the member in an impeachment process. Said member will have ten (10) days in which to respond to the charges and answer same. Notice of impeachment shall state charges and names of persons making the charges, along with the date, time and location of the impeachment hearing.

- I. All members of the full board may:
- Be subject to a background check, to be conducted by a Delta Patriots approved agency, and
 - Have to submit to random drug testing at any time.
- J. Any full board member may resign at any time by giving signed written notice to the executive board. Resignation shall take effect on the date of the receipt of the notice or a date specified by the resigning party. The acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV: VOTING

- A. A majority vote is required during elections, bylaw changes and expenditure approvals. A majority vote is defined as fifty percent plus one (50%+1) of a quorum (which is defined in Article VI, Section B) of:
- The full board during elections for the Executive Board;
 - The executive board during elections for the Board of Directors and selection of Head Coaches;
 - The executive board for bylaw changes and expenditure approvals; and
 - The full board for issues dealing with every day business operations.
- B. All full board members will have one (1) vote with the exception of the President, who will only have a vote in cases of a tie. All motions passed by the full board shall not be considered in effect until ratified by the executive board.
- C. If a full board member is absent during a vote, he/she may request to vote by proxy. The request must be in writing, signed by the member and received by an executive board member prior to the start of the meeting during which the vote will be taken.

- D. No member of the full board will have more than one (1) vote for any election or motion, even if that member holds more than one (1) voting position.
- E. All motions and matters ratified by a majority vote of the executive board will be considered Delta Patriots policy or official election results.

ARTICLE V: DUTIES OF OFFICE

- A. Duties of board member positions are outlined below. These duties may be revised, if necessary, with executive board approval.
- B. **The President shall:**
 - Call for and preside over all Board meetings
 - Serve as Chief Executive Officer of the Delta Patriots
 - Set the date, time and location of all Board meetings. Method of notification of board meetings may be in any way the President deems best to assure that the largest numbers of members are reached.
 - Be ex-officio member of all committees
 - Enforce all rules of the Delta Patriots.
- C. **The Vice President shall:**
 - Assume all the duties of the President, during the absence of the President, with all the powers and restrictions placed on the office.
 - Assist the President and preside over all board meetings in his/her absence
 - Work closely with the Chief Financial Officer in meeting financial requirements of the yearly budget or financial goals set by the organization
 - Administer the Delta Patriots Code of Conduct, **SAL** Coaching and playing rules
 - Work on all special events such as the annual dinner dance, award presentations, photo day, etc.
 - Order concessions
 - Acquire practice and game day fields.
 - Enforce all rules of the Delta Patriots

D. **The Chief Operating Officer shall:**

- Assume all the duties of the President with all powers and restrictions placed on the office during the absence of the President and Vice President
- Make sure all operating procedures are followed during practices, home, or Away games
- See that all special equipment needed for practices and games are acquired, set in place, and managed, to insure a safe environment for all participants and spectators.
- Handle complaints if necessary
- Work on all special events such as the annual dinner dance, award presentations, photo day, etc.
- Make sure fields are properly prepped for Home Games
- Train coaches in all Delta Patriots Football guidelines and rules, including but not limited to, those items listed in Article I, Section B
- Implement and enforce all Delta Patriots Football guidelines and rules, including but not limited to, those items listed in Article I, Section B
- Be responsible for the activities of all football coaches
- Assure a safe and quality football program.
- Inform football coaches of Delta Patriots or Board activities that may relate to them or their teams.
- Review all first level complaints filed against or by any coach, player or parent, determine if a complaint is valid and, if possible, try to resolve immediately,
- Enforce all rules of the Delta Patriots

E. **Chief Financial Officer shall:**

- Keep and maintain adequate and correct accounts of the properties and business transactions of the organization.
- Deposit all moneys and other valuables in the name and to the credit of the Delta Patriots, with such depositories as may be designated by the Executive Board.
- Disburse the funds of the organization as may be ordered by the Executive Board.

- Render in writing an account of all transactions and the financial condition of the organization at all scheduled Executive Board meetings.
- Prepare an annual budget and financial statement under the direction of the President for submission to the Full Board at the final annual meeting in December.
- Have all Delta Patriots' books, accounts and records in condition for audit at all times and ready to turn over to his/her successor. Insure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets of the Delta Patriots.
- Enforce all rules of the Delta Patriots

F. **Secretary shall:**

- Keep, or cause to be kept, a book of minutes of all Board meetings, showing the time and place of the meeting, names of attendees and the proceedings that follow.
- Keep a current copy of the Delta Patriots By-Laws.
- Notify Executive Board Members of the date, time and location of all scheduled Executive Board meetings.
- Notify Full Board Members of the date, time and location of all scheduled Full Board meetings.

G. **Director of Registration shall:**

- Set registration dates with executive board approval.
- Work with webmaster to ensure website is updated with accurate registration information.
- Recommend candidates for coaching positions to the Executive Board
- Be responsible for the formation of all Football and Cheer teams
- Oversee all equipment, accessories, awards distribution and equipment returns related to football and cheer
- Enforce all rules of the Delta Patriots

H. **Director of Cheer shall:**

- Direct the day-to-day activities of the youth cheerleading program
- Recommend candidates for coaching positions to your Director

- Be responsible for the formation of all Cheerleading squads
- Oversee all equipment and accessories related to cheerleading
- Train coaches in all Delta Patriots Cheerleading guidelines and rules, including but not limited to, those items listed in Article I, Section B
- Implement and enforce all Delta Patriots Cheerleading guidelines and rules, including but not limited to, those items listed in Article I, Section B
- Be responsible for the activities of all cheerleading coaches
- Assure a safe and quality cheerleading program
- Inform cheerleading coaches of Delta Patriots or Board activities that may relate to them or their teams
- Review all first level complaints filed against or by any coach, player or parent, determine if a complaint is valid and, if so, submit same to your Director for possible Executive Board action

I. **Director of Communications shall:**

- Act as the single point of contact for all DP related communications (to include DP Facebook)
- Create monthly newsletters with DP updates, schedules, and other pertinent information
- Single point of contact for ALL team mom's

J. **Head of League Fundraising & Sponsorship shall:**

- Be responsible for the coordination and planning of all fundraising activities for the Delta Patriots, including but not limited to the annual dinner dance and sponsorship

K. **Head of League Public Relations shall:**

- Prepare and issue press releases with the approval of the Executive Board
- Work with Webmaster and Fundraising Director to keep public updated on Delta Patriots and **SAL** functions and upcoming events
- Responsible for creating registration advertisements/announcements
- Responsible for organizing Spirit week and other DP promoting events

- Coordinate all PR efforts with the DP Director of Comm's

L. **Head of Merchandise shall:**

- Oversee all aspects of handling of merchandise which is sold by the Delta Patriots, exclusive of the items considered as football/cheer uniforms and cheer accessories but including Coaches and Team Mom shirts.
- Keep accurate inventory on stock and provide weekly reports to the Chief Financial Officer
- Follow processes as outlined by the Chief Financial Officer for ordering stock and distributing merchandise

M. **Head of Safety shall:**

- Ensure consistent and safety compliance in accordance with the SAL
- Ensure DP coaches follow any and all rules dictated by the SAL

N. **Head of Equipment shall:**

- Oversee the distribution, maintenance and end-of-season collection of all football and cheer equipment
- Notify the Executive Board of all necessary replacement equipment, parts and tools for purchase approval
- Provide an end of season report accounting for all Delta Patriots equipment. This report should include what distributed equipment at the beginning of the season, what was purchased during the season, and what was turned in at the end of the season.
- Maintain an active list of participants who failed to return or damaged league equipment.

ARTICLE VI: BOARD MEETINGS

- A. Board meetings, full or executive, may be held at any location within the area identified in Article I, Section A and as designated by the President.
- B. The Full Board shall meet on a regular basis, but at least monthly, at such time and place determined by the President. The presence of a

simple majority of eligible voting board members is sufficient to constitute a quorum. Majority votes shall be sufficient to decide all matters, including amendments to the Delta Patriots By-Laws. Special meetings of the full board or executive board may be called by the President or any Executive board member, or upon receipt of the written request of at least ten (10) members of the full board to the President.

- C. The general format for full board meetings shall be as follows:
 - Public forum for 30 minutes (only for the first meeting of every month)
 - Full board session
 - Executive board session
- D. Any action required or permitted to be taken by the full board to conduct day to day business may be taken without the need of a Full Board meeting, if all members of the full board are contacted by phone or e-mail and majority consent to such action is obtained. Such consent shall be filed with the Delta Patriots minute book.

ARTICLE VII: INDEMNIFICATION

- A. The Delta Patriots shall indemnify each of its officers, directors, coaches and their families against all reasonable expenses actually and necessarily incurred by them. Due to any judgments, attorney fees and court costs in connection with the defense of any litigation or administrative proceeding to which they have been made a party, because they are or were an officer, director, or coach of this organization. Any present or past officer, director, founder or coach, will have no rights to any reimbursement if they have been negligent, shown misconduct or reckless disregard in the performance of his/her duties.

ARTICLE VIII: COACHES

- A. Head Coaches will be appointed by a majority vote of the executive board, as provided for in Article III, Section D. Head Coaches will serve for a term of one (1) fiscal year. All head coaches must follow the process identified in Article VIII, Section C below.

- B. Individuals interested in becoming a coach must meet all Delta Patriots and **SAL** requirements.
- C. Individuals interested in a head coach position must submit an application to the executive board by December 31st of each year. Applicants for head coach may indicate their preference as to which level they would like to coach.
- D. It will be the responsibility of the head coaches to assure a safe and quality program for their teams or squads. Each head coach will select his or her coaching staff, keeping in mind the goals of Delta Patriots. Once selected by the head coach, all assistant and junior coaches must be approved by the executive board.
- E. Head coaches must make every effort to assure all children are given a chance to participate in every game or event sponsored by the Delta Patriots or the **SAL**. Head coaches must meet the minimum play rule requirements mandated by the Delta Patriots (as defined in the Delta Patriots Operational Policy and Procedures and the **SAL** Coaching and Playing Rules). It is also the responsibility of the head coach to make sure that every child participates in every practice, provided that the child is not sick or injured.
- F. Head coaches will make certain at least one coach from his/her team is present at all Delta Patriots functions. Head coaches will also assign the team's public relations duties, including but not limited to, preparation and distribution of press release articles to the Public Relations Director detailing game stats, scores and highlights immediately following each game.
- G. If a Head coach determines that a child on his/her team is considered a safety risk, the head coach must address this issue with the Director of football, Vice President, and the President as soon as it is determined. The President, Vice President, Director of Football, and the head coach will meet with that child's parent(s)/legal guardian(s) to discuss their concerns and, if the parties deem it appropriate, monitor practices for the next several days to confirm the head coach's observations. After the observation period, if a safety risk is indeed confirmed, an explanation will be presented to the parent(s)/legal guardian(s) by the appropriate Director.

- H. If any coach is found to be in violation of any of the rules or regulations of the Delta Patriots, including but not limited to those listed in Article I, Section G, that coach will be suspended and have his/her **SAL** identification badge taken away immediately. The executive board will meet to review the violation and determine what the next course of action will be, which may result in disciplinary action, up to and including dismissal.
- I. All coaches will adhere to the Delta Patriots Coaching Philosophy and coaching structure listed in the appendix section of this bylaw document. Additionally, all coaches (inclusive of the head coach) will follow the rules set forth by Delta Patriots code of conduct.

ARTICLE IX: GRIEVANCE PROCEDURES

- A. Any grievance shall be submitted in writing by any member in good standing against any other member or the Delta Patriots, to the President, Vice President or appropriate Director. The grievance shall be considered by the executive board within seven (7) days. The aggrieved party and the accused party shall receive written notice as to the time and place of a meeting to investigate the allegations, and may be requested to appear. If a request to appear is made, it will be considered mandatory for the grievance to be considered. A written report of the executive board decision must be given to the aggrieved no later than seven (7) days following the meeting.

ARTICLE X: PARTICIPATION

- A. While the Delta Patriots reserves the rights to determine which participants are assigned to each team, the Delta Patriots will not conduct tryouts, except for Cheer competitions. However, the Delta Patriots reserves the right to dismiss any participant for violation of any Delta Patriots rule, regulation or policy, including but not limited to those identified in Article I, Section G.
- B. Once the maximum number of cheerleading and football participants is reached, registrations may continue to be accepted and a waiting list will be maintained. Potential participant families will be contacted,

on a first come, first served basis, if an opening becomes available. If no opening becomes available, all registration monies will be refunded in full.

ARTICLE XI: FINANCES AND ACCOUNTING

- A. The executive board, after considering financial reports and request for funds from all board members and/or committee chairpersons, shall decide all matters pertaining to the finances of the Delta Patriots. All income shall be deposited in an account with an established financial institution, directing the expenditure of same in a manner consistent with standard accounting practices and equitable for all participant members.
- B. The executive board shall not permit the contribution of funds, goods or services to individual teams, but shall solicit same for the common treasury of the Delta Patriots.
- C. The executive board shall not permit the disbursement of Delta Patriots funds for other than the conduct of Delta Patriots activities in accordance with the rules and policies as set forth herein.
- D. No director, officer or member of the Delta Patriots shall receive, directly or indirectly, any salary, compensation or emolument from the Delta Patriots for any services rendered.
- E. The Chief Financial Officer will submit a budget to the full board for the season's expenditures. This budget must be submitted prior to or during the March full board meeting. Any additional expenditure during the season will be approved by the executive board.
- F. The executive board shall approve all unbudgeted expenditures in excess of \$500.00.
- G. The fiscal year of the Delta Patriots will be January 1st through and including December 31st.

ARTICLE XII: DISSOLUTION

- A. Upon dissolution of the Delta Patriots and after all outstanding debts and claims have been satisfied, the full board shall distribute the property of the Delta Patriots to such other federally incorporated entity maintaining an objective similar to that set forth herein.

Signed and approved, by a majority vote of the Executive Board on this 6th day of March 2017.

Mike Georgiou, President

Dan Dumas, Vice President

John Woodruff, Chief Operations

Hulyenne Besharatpour, CFO

Paul Slay, Director of Registration

Kristina Howard Secretary

Melissa Brand, Director of Cheer

Shawna Bowman, Director of Comms

APPENDIX

Coaching Principles

Provide an environment conducive of teaching our youth the basic fundamentals of football, while instilling in our youth three main character attributes: sportsmanship, individual effort, and teamwork.

We coach with a foundation that aims to build character, passion, pride, and the desire to win! This can only be achieved through hard work, commitment, and the pursuit of excellence.

Coaching Attributes

1. Good Motivator
2. Organized & responsible
3. Role Model
4. Intelligent; understanding; patient; approachable
5. Sense of humor
6. Interpersonal skills
7. Set clear expectations, set high goals for each player based on individual abilities/skills
8. Be a good counselor, which means
 - a. Always has time and shows concern
 - b. Helps with school and family problems
 - c. Set individual goals for players
 - d. Always supportive, encouraging, never gives up on a player
 - e. Enhances player's self-esteem
 - f. Uses praise and constructive criticism
 - g. Participates with players (walk the talk)
 - h. Doesn't show favoritism, all players treated equally
 - i. Never self-centered, self-serving
 - j. Shares blame if the team loses

Overall Coaching Philosophy

1. Stress conditioning – tailor to level of team
 - a. Stress fundamentals
 - i. Blocking/Tackling

- ii. Body/Field position (moving)
- b. Perfect execution of basics
 - 1. “Perfect practice makes **perfect execution**”
- c. Develop all players – everyone contributes!
 - 1. Minimum 2 positions (offense/defense)
- d. Coach to help players overcome the fear of contact
- e. Create an atmosphere of competition
- f. HAVE FUN! Remember why they came out!!!

Defense Philosophy

1. The success of any team depends on the **physical ability** and the **mental attitude** of the players.
2. **Mental attitude** (the willingness to pay the price in practice for victory) is the attribute we seek to develop in all players. A superior mental attitude creates, within the player, the “**will to win.**”
3. Put our best eleven (11) athletes on the field on defense at all times.
4. Defense objectives:
 - a. Major objective – prevent a score
 - b. Second objective – Create turnovers and gain possession of the ball
 - c. Third objective – Score while on defense
5. Stress “forcing” versus “containing” defenses

Offensive Philosophy

1. Basic concept, 5 principles
 - a. Maximum speed
 - b. Maximum power
 - c. Control the line-of-scrimmage
 - d. Double-team blocking at hole of attack
 - e. Downfield blocking (second effort)
2. Emphasis on developing offense
 - a. To be good on offense, you must develop players at skilled positions (QB, Running Backs, Ends, Center)
 - b. No substitute for:
 - i. Desire to win
 - ii. Physical conditioning
 - iii. Good/superior athletes
 - c. Approximately 75% of practices dedicated to offense.
3. Emphasis on Special Teams

- a. Our goal for every game is to return a Touchdown at least on punt return or kickoff return.
- b. Depend on special teams to provide us with favorable field position, both on offense and defense.

Coaching Structure

1. Head coach – (insert name)
2. Offensive coordinator – (insert name)
3. Defensive coordinator – (insert name)
4. Special teams coordinator, DB/WR – (insert name)
5. Special team & DB/WR support - (insert name)
6. Lead lineman coach & equipment manager – (insert name)
7. Lineman support – (insert name)
8. Linebacker & running back coach – (insert name)
9. Linebacker & running back support – (insert name)
10. Weigh master – (insert name)