

BRIDGE CITY YOUTH RECREATION ASSOCIATION



CONSTITUTION & BY-LAWS

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**Bridge City Youth Recreation Association
Constitution & By-Laws**

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DEFINITIONS

BCYRA - Acronym Bridge City Youth Recreation Association

Association - The Bridge City Youth Recreation Association, Board of Directors, and its membership

GTYFC - Golden Triangle Youth Football and Cheer

League - the Golden Triangle Youth Football and Cheer, Board of Directors, and its membership

ARTICLE I: NAME & BOUNDARIES

SECTION 1. This organization shall be known as Bridge City Youth Recreation Association.

SECTION 2. The “Bridge City Youth Recreation Association” shall have territorial boundaries to include Bridge City Independent School District. Any legal age child that attends Bridge City Independent School District or lives within said boundaries and attends a private school.

SECTION 3. The “Bridge City Youth Recreation Association” mascot name shall be the “Cardinals”; the team colors shall be red, black, and white.

ARTICLE II : OBJECTIVE

SECTION 1. It shall be the purpose of this association to serve the Bridge City and surrounding communities in the area, by implanting the excellence of academics, educating the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, in the children of this area, so that they may grow up to be happy, healthy adults.

ARTICLE III: MEMBERSHIP

SECTION 1. The membership of this association shall consist of any parent or guardian of a child who participates in the Bridge City Youth Recreation Association. BCYRA will not discriminate regardless of race, creed, color, or gender. Any member deemed detrimental to the successful operations of the league by the Board of Directors can be removed and denied access to BCYRA facilities and BCYRA sanctioned events.

SECTION 2. The membership of this association shall consist of any adult staff volunteer of any football or cheerleading team who is not a member under section one of this article.

SECTION 3. The membership of this association shall consist of any adult who was, under section(s) one and/or two of this article; and desires election or appointment to the Board of Directors of this association.



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ARTICLE IV: GOVERNMENT

SECTION 1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c (3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organizations, as said Court Shall determine, which are organized and operated exclusively for such purposes.

SECTION 2. A Board of Directors obtained from the membership shall govern this association. The Board of Directors shall be selected per Article V.

SECTION 3. The Executive Board of Directors shall consist of the following positions: President, Vice-President, Secretary, Treasurer, and Commissioner. Additional board members will consist of, Athletic Director, Facilities Manager, Cheer Coordinator, Sub Committee Chair, Concessions Manager, and Player/Coaches Agent.

SECTION 4. General Board meetings for BCYRA will be held quarterly IF NEEDED, at a site to be determined by the board of directors. General Board meetings are open to the public when conducted in person at the discretion of the President or his designee. General Board, Executive Board and committee meetings can be conducted virtually at the direction of the president or his designated representative.

Executive meetings are those in which an immediate resolution is required and said resolution cannot be delayed until the next regular scheduled meeting of the Board of Directors. If an Executive meeting is required, the Executive Board without the Board of Directors may adopt or resolve the issue.

Only an executive officer may call for an Executive meeting. Contact, if practical, should be made to all officers. If necessary, the Executive Board may use a telephone poll/virtual meeting to adopt or reject a resolution. Executive meetings should be held in the BCYRA Boardroom. If some measure of privacy is required, the meeting may be held in confidence in a more private area (i.e. member's home). Minutes of the said meeting should be taken and made available at the next general board meeting. Also, a full account of the Executive meeting proceedings should be given by the officer's present at said Executive meeting to the Board of Directors at the next regular meeting. A minimum of two (2) executive officers are required to hold a general, executive or committee meeting.

SECTION 5. A simple majority of Board members shall constitute a quorum. If a quorum is not present or available, the planned meeting shall be considered null and void and recorded as same due to lack of a quorum. Example: If the BCYRA has 18 board positions, 10 of those must be present to constitute a quorum.

Note: "Present" is defined for in person meetings that are physically present or called in. For the purposes of virtual meetings on video/phone call, members present are those on the call while Groupme, all members of the group where the meeting or vote is taking place are counted as present.

SECTION 6. The Board shall consist of:



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PRESIDENT: It shall be the duty and responsibility of the president to preside over all association meetings, to supervise the operations of the association, to enforce association and league rules, and to appoint vacated positions on the Board of Directors. The President shall appoint any vacancy(s) on the Ethics Committee in the case of a recused committee member. The President shall serve as GTYFC Delegate. The president shall participate in all committees appointed by the Bylaws.

VICE-PRESIDENT: It shall be the duty and responsibility of the league vice-president to serve as president in the absence of the president, to assist the president in the successful operation of the association, to attend each association and league meeting, and to enforce association and league rules and regulations. The VP shall coordinate and oversee all projects related to BCYRA facilities and property. The VP shall assist the FM in all aspects of project planning, budget, bids, and oversight. The VP shall participate in all committees appointed by the Bylaws.

SECRETARY (SEC): It shall be the duty and responsibility of the SEC to assist the president in all administrative tasks assigned. The SEC shall maintain the Bylaws at the direction of the president. The SEC shall communicate for or represent the president as directed. The SEC shall issue communications to the public from committees, Board of Directors, or the President. The SEC shall maintain records of all BCYRA meetings and committee recommendations. Those meeting minutes shall be posted within 3 days of the closing of the meeting. The SEC shall represent the association via BCYRA Facebook social media page and electronic communications.

TREASURER (TRES): It shall be the duty and responsibility of the TRES to oversee all transactions, purchases, and accounts. The TRES shall ensure accountabilities for all funds and oversee the fiscal positions on the Board of Directors. The TRES shall maintain all financial reports, documentation, and yearly operating budgets as well as filing association taxes. The TRES shall participate in all committees appointed by the Bylaws. The TRES shall present a printed account statement showing all transactions with descriptions of charges during each monthly business meeting. In order to remain transparent these statements shall be signed by the President and Tres during the meeting. The TRES should assist the Concessions Manager with Purchases for the Concession stand during home games. The TRES shall ensure that all purchases over \$50 are pre-approved by board vote with the exception of routine expenses covered by contracts.

COMMISSIONER (COM): It shall be the duty of the COM to direct and coordinate operations of BCYRA for all football cheer divisions. The COM shall be responsible for all administrative functions for football and cheer operations. The COM shall facilitate and maintain records of volunteer training and background reports. The COM shall issue badges to volunteers as well as approve temporary badges. The COM shall direct the AD in all football operations and CCO in all cheer operations. The COM shall participate in all committees appointed by the Bylaws.

ATHLETIC DIRECTOR (AD): It shall be the duty of the AD to oversee the football coaching staff to include Head Coaches, Assistant Coaches, and Volunteers. To disseminate information to the coaching staff from the COM. To ensure that all head coaches complete USA coaching certifications, apply its principles, and understand basic football coaching fundamentals. Provide answers to coaching staff for questions regarding UIL football rules, GTYFC exception rules, rules specific to divisions, and OL/LO specific rules. Turnover to the COM all potential disciplinary actions, complaints, code of conduct violations, or any matter that cannot be resolved in the existing channels or needs to be escalated to the Board of Directors. The AD shall participate in all committees appointed by the Bylaws.



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CHEER COORDINATOR (CCO): It shall be the duty and responsibility of the CCO to assist the AD in the enforcement of the association and league cheerleading rules, to attend each league cheer meeting, and to coordinate between the league and association on matters regarding cheer. The CCO shall assist the AD in ensuring that the cheer Volunteers background and training are completed. The CCO shall work with the GTYFC Cheer Representative to ensure that GTYFC cheer guidelines are properly handed down to the cheer coaching staff.

FACILITIES MANAGER (FM): It shall be the duty and responsibility of the FM to oversee BCYRA facilities and property. The FM shall submit all bids for contracts to the Finance Committee as well as all maintenance and project expenses so that they can have appropriate oversight. The FM shall coordinate BCYRA and volunteer manpower to ensure the game field and property is prepared for practice and games. The FM shall oversee and coordinate clean-up workers after each game. The FM shall assist the VP in all aspects of project coordination / planning around BCYRA facilities and property. The FM shall participate in all committees appointed by the Bylaws.

CONCESSIONS MANAGER (CM): It shall be the duty and responsibility of the CM to maintain and govern all activities of the concession stand at all games. The CM shall ensure the proper handling and storage of food. The CM shall be responsible for all concession stand workers and issuing payment to all referees. The concessions manager shall work with the TRES to maintain an accurate record of sales from concession activities via Point of Sale (POS). The CM shall participate in all committees appointed by the Bylaws.

COACH AND PLAYER AGENT (CPA): It shall be the duty of the CPA to represent and advise football/cheer participants & coaching volunteers on all matters concerning the Board of Directors, Bylaws, Code of Conduct, as well as representing players before the Board of Directors or committees. The CPA shall investigate and document injuries of the players/volunteers and ensure that they only return to play/coach with proper paperwork when required. The CPA will also administer the league insurance policy and documents. The CPA shall participate in all committees appointed by the Bylaws.

SUB-COMMITTEE CHAIR (SCC): It shall be the duty of the SCC to chair all committees that are appointed from start to resolution. The SCC shall ensure that all committees function adequately and as intended. The SCC shall update committee status as they progress at least monthly during the business meeting or as needed for more urgent matters. SCC shall assign with the aid of the PRES the main committee members based on their role with the league and with the knowledge they provide. Committees shall function on their own within the association but shall take no action until the resolutions recommended from the committee are reviewed and approved by a majority board vote.

GTYFC DELEGATE & ASSOCIATE COUNSEL (DEL/AC): It shall be the duty and responsibility of the DEL/AC from the association to attend each GTYFC meeting, to provide a copy of the association's constitution and by-laws each year, and to represent the association in the GTYFC meetings. The DEL will be the BCYRA President or past president and the AC a BCYRA board member appointed by the President. In such a case that the DEL or AC can not attend a GTYFC Event, a board member must attend in their place. The DEL and AC are not stand-alone board positions and are a non-voting position added to the existing board members position unless approved by the BCYRA Board of Directors. In such a case that the Board of Directors authorizes either as a board member's sole position, then that position shall be given the same rights and responsibilities of any other board position and voting power.



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SECTION 7. Each Board position warrants the power of one vote. A tie vote shall be resolved by the President.

An individual other than the president may hold more than one voting position on the Board of Directors, but under such circumstances, the individual does not accumulate additional voting power. Everyone has the power of one vote. Exception to this rule is taken when resolving ties. The only time the president is allowed to vote is in a tie situation.

ARTICLE V: SELECTION OF BOARD MEMBERS

SECTION 1. Candidates for positions on the “Board of Directors” are elected. Elected board members will take office at the January board meeting. Each board member will serve a 2-year term. As a result of 2-year terms, approximately 50% of the board members will be open for election annually per election cycle.

SECTION 2. Elections: BCYRA must hold elections prior to December 31st. The new board members will take office January 1st. This meeting must be made public at least one week prior to the meeting (i.e. newspaper, website, or social media).

SECTION 3. Eligibility: All BCYRA members can be nominated by a current board member for an open position. All BCYRA member candidates must be at least 21 years old and be able to pass a background check. Members of the community who are not BCYRA Members are also eligible but must be at least 21 years old and live within BCYRA boundaries. Employees of BCISD are eligible regardless of residence.

SECTION 4. Voting: Current board members shall vote on the nominees with the position being awarded by a simple majority vote. If a simple majority can not be reached, the nominee with the least votes shall be dropped and revote taken until a simple majority is met to award the position. During an uncontested vote, the nominee may remain present during the vote if the board so chooses. During contested voting of nominees (2 or more), nominees shall be asked to step out of the meeting until the vote has taken place, then allowed to return to the meeting. Prior to the vote, any current board member may ask nominees questions about board duties, time commitments, etc and the nominee is given 3 minutes to make a statement to the board.



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SECTION 3. Board Member Election Cycles are as follows:

<u>Even Years</u>	<u>Odd Years</u>
Vice President	President
Treasurer	Secretary
Athletic Director	Commissioner
Facilities Manager	Cheer Coordinator
Concessions Manager	Coaches & Player Agent
Sub Committee Chair	At Large

ARTICLE VI: ISSUANCE OF CHECKS and AUDITS

SECTION 1. A motion must be made, seconded, and approved for the purchase of all items outside of normal business expenses. In order for a check to be drafted on the account of BCYRA, it shall require 1 signature; however, there shall be at least 2 signatures on the account. Checks or debits in the amount of up to (\$50.00) may be drafted without prior consent but must be approved by the Finance Committee or the Board of Directors at the next general or finance committee meeting. The Finance Committee or the Board of Directors must approve any check or debit larger than \$50.00 before issuance with the exception of previously approved contracts that are current.

SECTION 2. This Association shall operate both financially and administratively on a yearly basis, beginning January 1. The Finance Committee will conduct a financial audit every year. The financial records shall be closed December 31st. The audit process must be done by at least 3 board members including the Chief Financial Officer. The audit must be presented to the board at the January meeting.

ARTICLE VII: BOARD MEMBER REMOVAL/MEMBER REMOVAL

SECTION 1. Any board member who has missed more than three events without just cause shall be reviewed by the Board of Directors to determine if removal and replacement is necessary.



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SECTION 2. Any member whose actions are detrimental to the successful operation of this association or whose actions violate the rules and regulations of the association or the league shall be reviewed by the Ethics Committee or Executive Committee to determine if removal and replacement is necessary.

SECTION 3. Any board position unfilled during the annual election or vacated by removal or resignation shall be filled by an appointment of the president.

ARTICLE VIII: FIELDING OF TEAMS

SECTION 1. The minimum and maximum number of players per team is as follows: tackle teams shall have a maximum of 28 and flag teams shall have a maximum of 24. Unless modified by the GTYFC Board of Directors. A waiting list will be used until another team can be formed as determined by the Athletics Committee.

SECTION 2. Prior to registration, the Athletics Committee will populate a roster of all players returning to the same age/division as determined by age requirements. These players will be considered as returning players. Returning players will have a position held on their returning team when calculating maximum player requirements. If the player fails to register by the close of registration, the player will be removed from the team roster. If there is a waiting list, the next available player will be moved into that position.

SECTION 3. If there is a conflict between a player's parent and a team that cannot be resolved by any means, then the parent may petition the Athletics Committee in writing to have the player re-enter the draft.

SECTION 4. If a coach/parent's player is returning to the same age/weight division and would like to apply for a vacancy for the other team's Head Coach in the same age/weight division, they must petition the Athletics Committee for approval. Upon approval, the coach can be granted two coaches' options.

SECTION 5. When adding a new team to a division, all returning players will return to their same team and there will be an expansion draft (see GTYFC expansion draft procedures).

SECTION 6. When dissolving a team in a division when multiple teams exist, the following guidelines should be used.

1. Does the team have an existing coach that was certified to coach in the previous year?
2. How many players does each returning team have? Consider dissolving the team with the least returners.
3. Consider how siblings will be affected.

The Athletics Committee will consider the guidelines and will vote to dissolve a team.



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ARTICLE IX: DRAFTING OF TEAMS

SECTION 1. Division Draft Order

The Senior Tackle Division will draft first. After the senior team or teams are set, all siblings including cheerleaders will be placed on the same team and/or team color in the Junior Tackle Division, Pee-Wee Tackle Division, and Flag Division. Cheerleaders in all divisions.

After the players and cheerleaders are placed on their teams that were determined by the Senior Tackle Division draft, the Junior Tackle Division will draft. After the junior team or teams are set, all siblings including cheerleaders will be placed on the same team and/or team color in the Pee-Wee Tackle Division and Flag Division. Cheerleaders in all divisions.

After the players and cheerleaders are placed on their teams that were determined by the Junior Tackle Division draft, the Pee-Wee Tackle Division will draft. After the pee-wee team or teams are set, all siblings including cheerleaders will be placed on the same team and/or team color in Flag Division. Cheerleaders in all divisions.

After the players and cheerleaders are placed on their teams that were determined by the Pee-Wee Tackle Division draft, the Flag Division will draft. After the flag team or teams are set, all sibling cheerleaders will be placed on the same team and/or team color in the Flag division. Cheerleaders in all divisions.

SECTION 2. (see Attachment A: GTYFC Drafting of Teams)

ARTICLE X: ADDITIONS, DELETIONS, AND AMENDMENTS

SECTION 1. Any additions, deletions, or amendments to the BCYRA Constitution and By-Laws can only be accomplished per a 2/3 majority vote of the Executive Board Members and Board members as described, duly notified, fourteen (14) days following a proposed motion for change that has been seconded and received in writing by the membership unless all Board of Directors are present and vote is unanimous. Rules and policies may be amended by 2/3 vote by the Board of Directors.

ARTICLE XI: COMPLAINTS, RESOLUTIONS, AND APPEALS

SECTION 1. All verbal complaints should be directed to Head Coaches or the Athletic Director if it involves the Head Coach. However, such complaints shall not be brought to the Head Coach or the Athletic Director for a minimum of 24 hours after the alleged complaint. If a Head Coach or the Athletic Director is approached with a complaint within this 24 hour waiting period, the Head Coach or the Athletic Director shall kindly and politely refrain from responding and make arrangements to speak with the person about the complaint after the 24 hour waiting period. The Athletic Director has the ability to escalate the complaint to the Ethics Committee via the Commissioner. If a complaint is escalated to the Ethics Committee, it shall be in written form. No anonymous or verbal statements will be accepted.



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SECTION 2. All instances of complaints involving criminal acts or actions involving the immediate safety of children or members may be given directly to the President or Senior VP of the Board of Directors for emergency resolution. Any such complaint will be automatically handed over to the proper authorities, the GTYFC notified, and the BCYRA President/VP issuing a temporary emergency resolution which may include but not limited to immediate suspension of a member, termination of volunteer duties, and/or trespass ban until such time as the emergency situation is resolved, dismissed, or can be properly handled by the normal complaint process as determined by the BCYRA Board of Directors in conjunction with the proper authorities, and if applicable, direction of the GTYFC. Emergency Resolutions are not subject to notifications, time constraints, or appeal process as normal complaints. The BCYRA President, SVP, and the Board of Directors shall be endowed with every legal means possible to protect the children of the organization and community. Our members, the community, or persons with knowledge of such an incident are highly encouraged to **contact the authorities first**, then reporting it to the Board of Directors.

SECTION 3. Procedure for resolving a written complaint by the Ethics Committee:

1. The Ethics Committee receives a complaint. Complaint must be submitted within 24 hrs of issue. (The Ethics Committee can choose to extend this timeline by a majority vote if circumstances warrant).
2. The Ethics Committee has 24 hrs from receipt of complaint to reach out for supporting statements of complaint.
3. The Ethics Committee has 24 hrs from receipt of complaint to reach out to respondent for statement and supporting statements of defense.
4. The Ethics Committee shall notify the Head Coach within 24 hrs of receiving a complaint if not a part of complaint or respondent statements.
5. All written statements must be received within 24 hrs of request for them by The Ethics Committee or they will not be accepted.
6. The Ethics Committee will discuss the statements and evidence presented to them and vote how to resolve the issue. The Ethics Committee has 24 hrs from the deadline to receive statements to make a decision and to notify all parties.
7. At the time of notification, respondents must be advised of the appeal process and time limits by the coaches agent/player agent.

Note: No Board Member shall reveal any information about the statements, evidence, discussion of resolution, punishment or details of events outside of the Board. The only exceptions are notifying the complainant that a punishment has/has not been issued and to the respondent/Head Coach of the decision. Discussing or revealing details to other parents, coaches or anyone without a need to know shall be grounds for immediate dismissal.

SECTION 4. All appeals of the Ethics Committee voted resolutions must be made in writing to the board within 24 hrs of notification of decision. In that appeal, all statements and evidence to be heard must be submitted with the appeal. The Ethics Committee will have 24 hrs after receipt of appeal to uphold, modify or repeal their decision by majority vote and make notifications. All decisions being appealed can remain in place or be temporarily removed until appeal is completed by a majority vote of the Ethics Committee or President. By default, all resolutions will remain in place unless voted to be temporarily lifted.

Article XII: ATHLETIC OPERATIONS POLICIES

SECTION 1. Participation Requirements



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1. Each player/cheerleader will be allowed to participate in all games and practices unless prevented by the Head Coach, Athletics Committee, or GTYFC for disciplinary, health or registration reasons (certification). All players will be certified by the GTYFC to participate. If the player/cheerleader does not attend the scheduled certification, they will be ineligible for the entire season. (NO REFUNDS).

2. Under normal circumstances*, each player WILL participate in the game. Participation is defined as a player entering into a GTYFC sanctioned contest. Qualifying plays will be considered as live plays, not resulting in a penalty. Special teams play will not be considered qualifying for participation. Any exception considering a player, under normal circumstances, not participating must be documented and agreed upon between the player's parents, player's head coach, and the Athletic Director and/or Commissioner. These exceptions shall be filed by Thursday at the latest, prior to that week's game.

*NOTE: Normal circumstances are defined to mean that the participant is:

- a. Properly registered/certified.
- b. Following principles of training as outlined by the coach or advisor.
- c. Not suffering from a limiting injury nor sustained an injury during the game which in the opinion of the coach should sideline a player.
- d. Under disciplinary request by Coaching Staff, BCYRA, or GTYFC.
- e. Participants are willing to participate.
- f. Has all required uniform and equipment items in acceptable condition.

3. The rules for appropriate conduct that are followed in school will be adhered to at practices, games, and any BCYRA function.

4. All participants will be respectful to his/her coach and teammates. No taunting or belittling will be tolerated.

5. All players will be subject to BCYRA & GTYFC Rules.

6. All participants are subject to the following rules:

- a. On game day, participants must be dressed in game day uniform with a clean and neat appearance with all required equipment.
- b. No gum chewing or eating during the game.
- c. No jewelry of any kind will be worn at practices/games. (Except medical necessity)
- d. No disruptive behavior during practice/games.
- e. Parents should encourage their children to stay with their assigned team during BCYRA activities and games for their own safety.
- g. Cheer Only: At the conclusion of half-time, cheerleading must be ready to cheer. All Cheerleaders are encouraged to participate in the annual GTYFC cheer competition

SECTION 2. Excused/Unexcused Absences



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1. Excused absences include injury, illness, family commitments (weddings, funerals, etc.), and academic school activities of the participant (UIL, STUCO, etc) with proper and timely notification.
2. Other youth sports, clubs, training classes such as dance, personal training are NOT an excusable absence.
3. **Unexcused** absence from practices will be handled accordingly:

Football: One unexcused absence can result in missing up to half of the game that week. Two or more missed practices during a week can result in being ineligible for the game that week. If a full week of practice is missed under any circumstances, the player will not play in that week's game unless approved by the Athletics Committee. Coaches shall notify the AD of any disciplinary action involving partial or full ineligibility as soon as reasonably possible.

Cheerleading: Missing 50% of the practices (unexcused) can result in not participating at the next game.

4. If no excuse is given or the head coach is not notified until after practice has begun, it will be treated as an unexcused absence. With the exception of emergencies, normally excused absences are only valid with reasonable notice to the head coach.

SECTION 3. Illness and Injury

1. Injuries require a physician's release submitted to the Head Coach to return to practice/games. A participant who will miss any practice or game due to an **injury** must be reported to the Athletics Committee. Once the physician's release is obtained, it must be given to the Athletics Committee. Only the Commissioner or Athletics Committee can authorize a return to play.
2. Absences due to illness may return to play based on parents request, however, Head Coaches, AD/CC, COM or Board of Directors reserve the right to request a physician's clearance or doctor's excuse to return to play based on the nature of the illness, length of absence, or frequency.

SECTION 4. Coaching/Volunteer Requirements

The Athletics Committee will appoint for each football team one Head Coach and approve up to 5 Assistant Coaches and 1 team mom (2 team moms for flag). Coaches are selected according to BCYRA Coaches Policy and GTYFC Background Guidelines. These coaching personnel should be of unquestionable character with profound interest in and knowledge of youth and football. All coaches must be at least 18 years old, Head Coaches must be 21 years old to apply, must complete USA Football certification, and a background check.

The Athletics Committee will appoint coaches for each cheerleading squad, one coach and up to 3 assistants only. Coaches are selected according to BCYRA Coaches Policy and GTYFC Background Guidelines. These coaching personnel should be of unquestionable character with profound interest in and knowledge of youth and cheer. All coaches must be at least 18 years old, Head Coaches must be 21 years old to apply, must complete USA Football certification, and a background check.



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Student Demonstrators (under 18 years old) may demonstrate drills, assist coaching staff with equipment, and provide verbal direction under the supervision of a badged head coach only. Student Demonstrators are not allowed physical contact with participants during drills to include holding tackle pads. Student Demonstrators must be under the supervision of the head coach the entire time they are on a practice field. Student Demonstrators do not require a background check but shall be badged to ensure the Board of Directors is aware of their participation and that the rules were communicated to the Student Demonstrators and Coaching Staff.

All volunteers who interact with participants, shall possess and prominently display their BCYRA or GTYFC issued badge at all BCYRA and GTYFC events to include practices, games, tryouts, draft, and certification. Failure to possess or prominently display the issued badge can result in disciplinary action up to and including termination of volunteer duties. Head Coaches shall be responsible for all volunteers compliance under their supervision and shall be subject to the same disciplinary action. Head Coaches shall also be responsible for adults who are not badged entering a practice field, or sideline during a game for ANY reason or length of time. The only exception is that a badged volunteer may directly escort, without leaving the side of, a parent of an injured participant onto the practice or playing surface unless/or until that parent is directed to leave the playing surface by any GTYFC yellow badge, referee, hosting site board of director, t or if directed

All head coaches are appointed using a points system. Each year as a head coach= 1 point. Each year on the Board of Directors= 1 point. The coach with the most points will be appointed head coach. The Athletics Committee can override the points system with a majority vote. Points are accumulated and retained until the volunteer has not participated in any volunteer capacity with the BCYRA for 2 full seasons. At such time the points accumulated are lost. The Athletics Committee may be petitioned by any former volunteer to have their points reinstated. The Athletics Committee may or may not approve the reinstatement of points with or without explanation.

****NOTE:** The Athletics Committee reserves the right for appointing head coaches and approving volunteers for each Head Coach.

****NOTE:** Flagged items on a background check can be reviewed by the GTYFC/BCYRA Ethics Committee and approved under such conditions as length of time and nature of offense.

Head Coach Selection:

Applications for the head coach positions may be submitted to BCYRA during the registration process and a selection will be made before the close of registration. The head coach for each team will be selected by the Athletics Committee. Each Head coach must successfully complete the on-line Coach's Certificate through USA Football, any safety classes required by the BCYRA or GTYFC, and background check at the expense of the Coach. Removal of a head coach will be up to the discretion of the Athletics Committee.

Assistant Coach Selections:

Applications for the assistant coach positions will be accepted during the registration process. Applicants will be approved by the Athletics Committee. The approval of the applicant does not guarantee a coaching position. The selection of assistant coaches will be made by the head coach of each team. Each head coach can select up to 5 assistant coaches. BCYRA will not certify more than 5 assistant coaches for each team.



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Assistant coach certifications may be removed at the discretion of each head coach. If a head coach removes the certification of an assistant coach, the head coach must notify the BCYRA Athletic Director within 24 hours. The assistant coach or volunteer may be reinstated by the Athletics Committee but does not guarantee that the assistant coach or volunteer will assume his or her coaching position.

NOTE: All volunteers must apply and do a background check prior to approval at the cost to the applicant. All volunteer applications must pass GTYFC Background Guidelines.

Any decision involving a disqualification must be appealed to the Board within 15 days. The appeal must be submitted in writing to the BCYRA Ethics Committee. All appeals will be heard by the BCYRA Ethics Committee and, if approved, may require approval by the GTYFC.

Temporary Certification:

Each head coach can be given 2 temporary assistant coach certification cards. The head coach can give out the temporary certification card for a one-day period. The temporary certification card must be returned to the head coach at the end of that practice. Temporary assistants must follow all rules for all coaches. Including but not limited to background check and safety classes required by BCYRA and GTYFC. The temporary cards are good for practice only.



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Head Coach and Assistant Coach Rules and Guidelines:

1. Do not criticize players or cheerleaders in front of spectators but reserve constructive criticism for private or in the presence of the team so all might benefit.
2. Accept decisions of officials on the field as being fair and called to the best ability of the official.
3. Do not criticize the opposing team, its coaches or fans, by word of mouth or gesture.
4. Do not permit a player to re-enter any game or a cheerleader to cheer after he or she is badly bruised or injured.
5. Strive to make every football activity serve as a training ground.
6. Discuss any disciplinary measures with the AD/Commissioner **prior** to implementation.
7. Do not strike, harm or abuse a player, cheerleader, coach, advisor or member of GTYFC/BCYRA.
8. Not leave practice until ALL players and/or cheerleaders have been picked up by guardians.
9. Be on time to all practices and functions.
10. Focus on fundamentals, technique, and game concepts.
11. During conditioning week and/or until a participant has 8 hours of conditioning, there shall be no player to player contact including contact with bags, handoffs, flag pulling or any drill with a high potential of player to player or player to ground contact.
12. GTYFC limits football practice to 10 hours per week prior to Labor Day. After Labor Day, the team will be allowed 6 hours per week. Max 2 hours per day. Permitted practice days shall be limited to Monday, Tuesday, and Thursday unless approved by the AD/Commissioner or the Board of Directors.
13. Do not permit a team to scrimmage another team of different age without the Athletics Committee or VP approval.
14. Follow coaches' code of conduct as set forth by the GTYFC and the BCYRA
15. Communicate with players and parents every Thursday after practice about the week's events such as game time, location, and directions to the field. During this time, speak to parents about any actions that will be taken for disciplinary actions (i.e. missing part of game due to unexcused absences)
16. Any coach in violation of the "coaches" code of conduct set forth by the GTYFC and BCYRA is subject to disciplinary actions by the GTYFC and/or BCYRA. The Ethics Committee may impose but not be limited to the following actions:
 - a. Verbal warning from the board with preventative actions set forth.
 - b. One game suspension
 - c. Termination of coaching position
17. Every coach will strive to get each player the maximum amount of in-game experience as per the player's practice participation, player's attitude, and player's effort.

By signing the following, I understand and agree to follow the BCYRA Coaches' Policy.

Head Coach/Assistant Coach

Date Date



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Parent Code of Conduct

1. Will not contact coaching staff directly regarding child participation.
2. Address all athletic concerns to the Head Coach or AD if involving the Head Coach.
3. Parents are not allowed on the practice field during practice. BCYRA approves all coaches to coach your child. Let the coaches do their job.
4. Parents are not allowed on the sidelines during games at any time. The GTYFC must certify all volunteers that will be on the sidelines. If you want to be on the sidelines, become a volunteer and apply for approval.
5. Do not coach your child while they are being coached by BCYRA. This can be confusing to the player and disrupt the team. Refrain from scolding your child on our time. The coaches will address the situation when appropriate.
6. Players that are injured and are under a doctor's care will not be allowed to return to practice or game until the player has a doctor release. The release must be dated and turned into the Head Coach.

NOTE: All players must have 10 hours of full contact practice before they are eligible to play in a game.

7. Follow the guidelines for filing a complaint if your issue was not resolved by the Head Coach or Football/ Cheer Commissioners.
8. Show appropriate conduct at all BCYRA events. GTYFC has a strict conduct policy. If any parent or coach is ejected from a game, they could be fined up to \$500 and may be suspended for the remainder of the year.
9. Be responsible for the child before and after scheduled practice times. Please be respectful of the volunteers' time.
10. Contact the coach if the child will be absent from the game or practice.
11. Do not alter uniforms in any way unless given permission by the Athletics Committee.
12. There will be NO REFUNDS after uniforms are ordered.
13. Parents will be expected not to take to social media to resolve an issue. The proper channel for resolution of issues should be Head Coach > Athletic Director > Commissioner > Vice President > President. The issue can be escalated by the BCYRA Board of Directors at any time. If a member listed in the chain of command is the issue, contact the next one in line. Anyone not following this rule will be subject to disciplinary action.

Parents should encourage their children to stay with their assigned team/cheer squad during BCYRA activities and games for their own safety. If they cannot stay with their team, you will be asked to take your child and not participate for the remainder of the game or function.

Parent Name _____ (Please Print)



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Parents Signature _____ Date _____

Player's Name _____ (Please Print)

ADDENDUM A- GTYFC DRAFT POLICY

*Golden Triangle Youth Football and Cheer
Constitution & By-Laws*

(As Amended February 13, 2018)

ARTICLE XII: DRAFTING OF TEAMS

NOTE: The BCYRA Athletics Committee retains the ability to substitute a Full Draft Policy of all eligible players within the BCYRA. It must be applied to ALL teams in ALL divisions when used. This Full Draft Policy can replace the Regular Draft and/or Expansion Draft. If used, ALL players (returners or new to league/division) must be drafted with the exception of the 2 coaches options. All other GTYFC rules for draft procedures must be followed.

NOTE: In divisions with 2 or more teams. All drafted teams must abide by the GTYFC 60/40 Rule. No drafted team will include more than 60% or less than 40% of the lower and upper age range for that division. This will be monitored/enforced during the draft by the Commissioner or their designated representative. If the draft is completed out of compliance, and no trade can be agreed to by the Head Coaches during the 10 min open trading period, the Commissioner shall force a trade to bring the teams into compliance with the GTYFC 60/40 Rule.

NOTE: Coaches options are for retaining the coaches kid and 1 assistant coaches kid. No player can be selected as a coaches option unless that coach is signed up to coach and approved by the Athletics committee in advance. Any coach found attempting to use a coaches option for the purpose of obtaining a player without the intention of the parent coaching will be removed from the team and have their volunteer status reviewed by the BCYRA Ethics Committee for possible disciplinary action.

SECTION 1: Regular Draft

1. Players shall return to the team from the previous season if they qualify for the same division. If a parent and/or coach requests a certain player not return to the same team, they must submit a request in writing to the local charter association's board of directors for approval. If approved the player will be put back into the draft.
2. A draft will be conducted for all new players except coach's options (protected players) but they must count as a draft pick.
3. Head coaches of each team will draw for draft order.



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4. If a returning player has a brother who is eligible for the open draft, that brother will be placed on the same team and count towards the team's total roster prior to draft. When there are siblings entering the open draft; if one of the siblings is drafted, the other sibling must be picked in the next available round. ***EXAMPLE: If the first sibling is drafted in the second round and the coach takes an option in the 3rd round the other sibling must be taken in the 4th.***
5. The charter association will hold a tryout and players will be drafted by talent. There will be no hand-picking teams.
6. If the teams in the same division have a differential 3 or greater, the team with the least number of players will be awarded 2 for 1 pick starting in 4th round. The teams will draw numbers to determine who will pick first in the draft. 2 for 1 pick will be every other round until each team has even numbers, once teams have reached even numbers the draft will be 1 for 1 for the remainder of the draft. The draft will end with each team picking 1 for 1 in the last round. After starting 2 for 1 pick in the 4th round and picking 2 for 1 every other round it may be necessary to have 2 for 1 in back to back rounds, the back to back rounds will be determined prior to draft starting. Note: All protected "coach's options" will be picked in the order of the draft sequence and must be taken in the rounds designated. The second pick of a 2 for 1 round will be taken at the end of a round.
7. If the teams in the same division have a differential less than 3, teams with the least will start picking 2 for 1 pick in the 5th round until teams are even. The teams will draw numbers to determine who will pick first in the draft. After starting 2 for 1 pick in the **5th round** and picking 2 for 1 every other round it may be necessary to have 2 for 1 in back to back rounds. Once teams have reached even numbers, the draft will be 1 for 1 for the remainder of the draft. A child on a waiting list or that signs up late will go to the team with the next pick in the draft and follow in that order each time a new player is placed on a team.
8. Players that do not participate in the draft will become a hat pick. Hat picks will be done after the draft pool is empty and will be to the team next in line to pick.
9. Each team will have 2 coach's options picks per year. The first option must be taken in the 3rd round and second option in the 5th. If the head coach's child is eligible for the draft, the child must be taken in the 5th round. All options must be declared prior to the draft and recorded as a draft pick. . If the head coach's child is a returning player on that team from the previous year, then that child is not considered a new player and does not need to be drafted.
10. Trading will be allowed after the open draft is complete. Coaches will have 10 minutes to trade players that are not returning players. The trade must be recorded with the Commissioner.
11. If there is an expansion team in any division, see expansion draft policy.

SECTION 2: Expansion Team Draft Policy

Expansion teams are defined as a team that did not exist the previous year and will be formed. The expansion draft policy is defined as follows:



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Note: If a new division is formed, all teams in the division are not considered expansion teams. All players will try-out and be drafted per GTYFC draft policy.

1. The expansion draft will take place prior to any tryout and open draft. (Time will be set by the participating association).
2. Each existing team will protect 33% of the players on the current roster. (i.e. 15 players, you protect 5).
3. If there are brothers on an existing team and the team wants to protect 1 of them, they must protect both and they will both count towards your 33%. If the brothers are unprotected and the expansion team picks one brother, the other brother must be also taken and will count as part of the “equal percentage”.
4. Existing teams with fewer than 3 players will not participate in the expansion draft. The expansion draft will last as many rounds as needed.
5. The expansion team will pick from the pool of unprotected players in the expansion draft until their numbers are equal to existing teams. They must pick equal percentages from both teams. The remaining players not picked by the expansion team will return to their respective teams. This will conclude the expansion draft.
6. The net effect is that each returning team will lose no more than 33% of their players. Expansion team’s roster should not exceed any existing team’s roster when the draft is completed. 7. Brothers that are on the same team are considered as an “option”. If the expansion team drafts one of the brothers, they receive both players to count towards their team total.

Example:

If an association is expanding from 1 to 2 teams – the existing team protects 33% of its players, the remainder go into the expansion draft. If the existing team protected 5 players, the expansion team would pick 5 of the eligible players. The remaining unselected players would return to their respective team.

In the case where an association is going from 2 to 3 teams – both existing teams protect 33% of its players, the remainder go into the expansion draft. In the case that one existing team puts more than the other into the draft (one team puts 10 and the other puts 8 - the same percentage of players shall be selected from each team. The expansion team will select players until it is even with the existing team with the least number of players. At that point the low existing team will pull back one returnee to its team. Then the expansion team will select another player from the appropriate team, keeping percentages equal. This will take place until all three teams are equal to the High existing teams 33%. Then remaining players will return to their respective teams.

There are “NO” coach’s options for teams during the expansion draft. This should be considered when protecting players.

ADDENDUM B- Cheer Rules

CHEERLEADER EXPECTATIONS AND CHEER PRACTICES

Cheerleading is a team sport and therefore, attendance at practice and games is a vital part to every team. Each cheerleader is important to their team, and it is expected that participants attend all practices and games. We all recognize and understand that unexpected situations will arise, such as an illness and family obligations made prior to the cheer season. However, it is unacceptable for a cheerleader to not attend without good reason. Excessive absences will place your child at a disadvantage in learning their routines or stunts and will result in them having to



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sit out during halftime/a game quarter/dismissal from the squad. Each team relies on every cheerleader on the squad, so it is essential for all participants to be in attendance.

***Practices will be held on the following days depending on your squad/coach. For a duration of 2 hours each week. -Monday -Tuesday -Thursday** (This could be one 2 hour practice or two 1 hour practices)
Times: 5:30pm-7:30pm (subject to change depending on new school times)

Competition Practice: (competition is optional not required) Notifications for Dates will be given by the Cheer Director as we get closer to the beginning of the season. -1 hour each week -After 4 missed competition practices without an appropriate excuse your child will not be allowed to participate. This is for their safety and the safety of their squad. We only have approximately 12 practices to prepare.

Practice Requirements:

- Cheerleaders must arrive on time
- Arrive appropriately dressed (athletic clothing, shorts, leggings, sports bra, tank tops/shirt)
- Hair must be pulled away from the face (ponytail, braid, etc.)
- SHOES! A sturdy athletic shoe that has laces or velcro. (NO water shoe, flip-flop, croc, sandal or slip-on etc.)
- No food, candy or gum allowed at practice (Parents may pass out snacks afterwards)
- Bring a large water bottle, bug spray, and sunscreen.
- USE THE BATHROOM PRIOR TO SHOWING UP FOR PRACTICE

****Birthday or celebration snacks may be passed out after practice ends****

Cancellation of Practice: -In the event of practice cancellation, the head coach for each squad will notify parents no later than 5pm. Please make sure you are getting notifications and responding through Group Me. We cannot hold squad conversations outside of the required app.

Uniform requirements: Cheerleaders will be provided with the following. -Tops, Skirts, Bloomers and Game Day bows. Parents will need to provide: -White Cheer shoes (laced athletic shoe/smaller girls may have Velcro) During winter: -Black under shirt and black leggings (must be solid in color)

Game Days: CHECK YOUR GROUPME APP! Game schedules are finalized by mid-August and will be posted within each squad GroupMe as well as our main cheer GroupMe. Dates and times are subject to change due to weather and unforeseen circumstances. The end of the season will be determined by the outcome of the football team. The season ends on October 28th unless the football team advances into playoffs. If your football team moves into playoffs the squad may cheer through early December. Each week your Coaches will be in contact with you in regard to game location, directions and arrival times. Cheerleaders are expected to arrive 30 min. prior to the game beginning in order to warm up and stretch. Half time is typically 15 minutes long. At this point your squad will go to the middle of the field and perform a half time routine. From there the girls will then have snacks with the squad. At no point is a cheerleader allowed to leave the field without being accompanied by a coach! We do not allow a visit to the snack bar at any point during the game. Parents, please make sure your child has a water/sports drink prior to stepping on the field. Game time is generally 1.5 hours in duration.

Sideline Etiquette: All cheerleaders must exhibit proper behavior while on the field cheering at any BCYRA game. In an effort to maintain a safe environment for all girls, cheerleaders must pay attention and listen to their coaches' directions and leadership.

Field Rules: GTYFC has strict field regulations regarding sideline and field access. Please adhere to these



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guidelines: -Access to the field area will be limited to BADGED COACHES, STAFF, CHEERLEADERS, PLAYERS IN JERSEYS AND CHAIN CREWS. -Anyone entering the field of play to confront a coach, official or member of the opposition in a confrontational manner is subject to ejection from the facility and possible banishment as a spectator of future BCYRA events.

Email/text/App Group Me: Ongoing and timely communication with coaches and parents is one of the key factors to a successful program. On occasion you will be provided information through Group me, text or email. If you do not have access to any of these please notify your coach so that other arrangements can be made.

Coaches: Coaches have/will be assigned to each squad and are responsible for teaching cheers and chants. Practice cancellations, other logistical forwarding information and the safety of your child are also their priority/responsibility. Please make sure your coach has corrected contact information on file with BCYRA. All our coaches have volunteered their time to help coach and are committed to attending practices and games. Please show the coaches a positive, energetic and respectful attitude. Please make sure to communicate with your coach if someone other than the adult on our records will be taking your child home from games or practices.

How to report a problem/issue: 1. Head coach of your squad. 2. Cheer coordinator. 3. Athletics director.

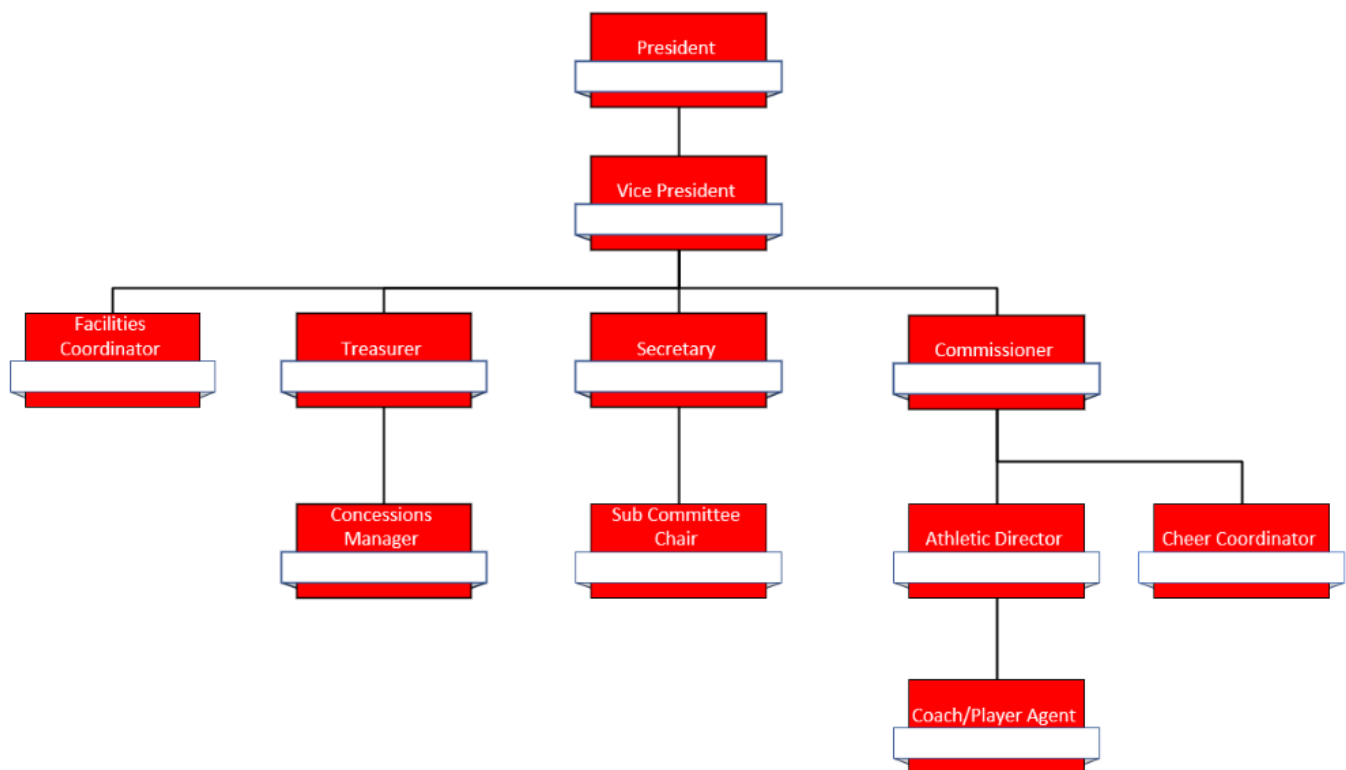
Disciplinary Policy: -Participants may be disciplined for unexcused absence from practice, excessive tardiness or by causing overdue attention to oneself by distracting teammates. -Due to limited/restrictions on weekly practice schedules a participant who misses over 50% of their scheduled sessions that week will not be allowed to participate in that week's game. (Unless excused)

Excused absences: A death in the family, Church, Personal sickness etc. (please reach out to your coaches, we do not want anyone unable to participate during games)



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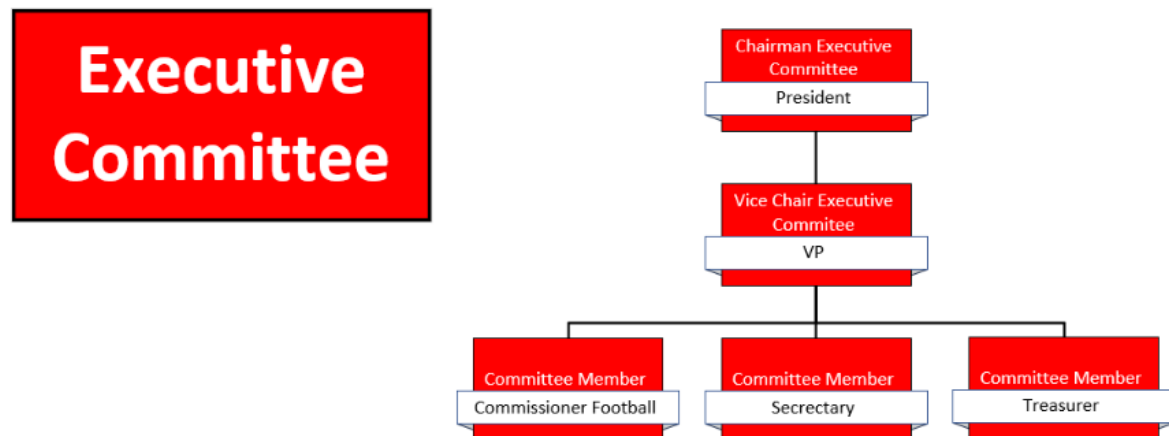
BCYRA Organization Chart





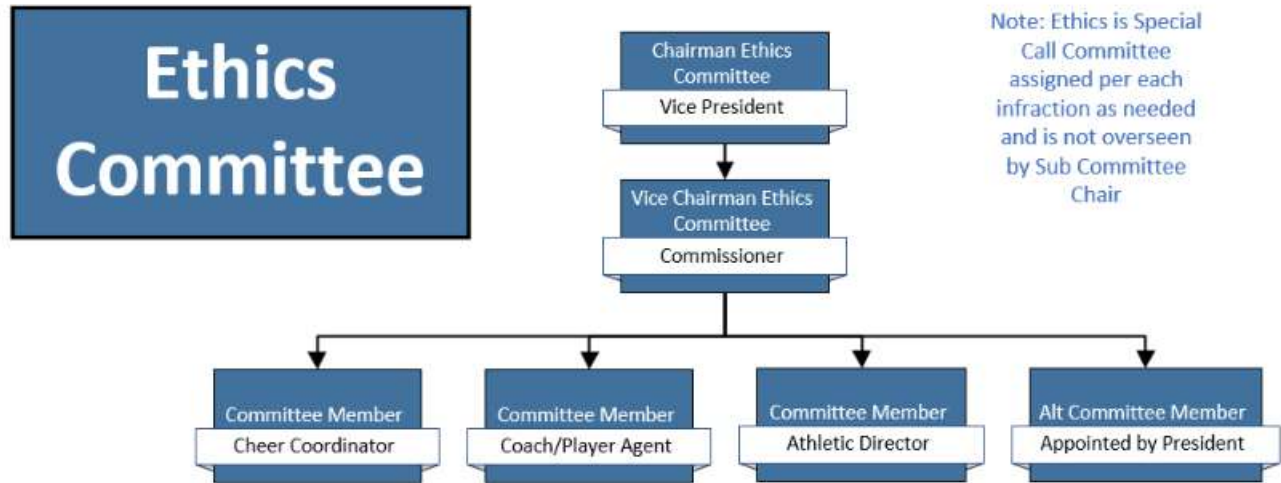
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Committees:





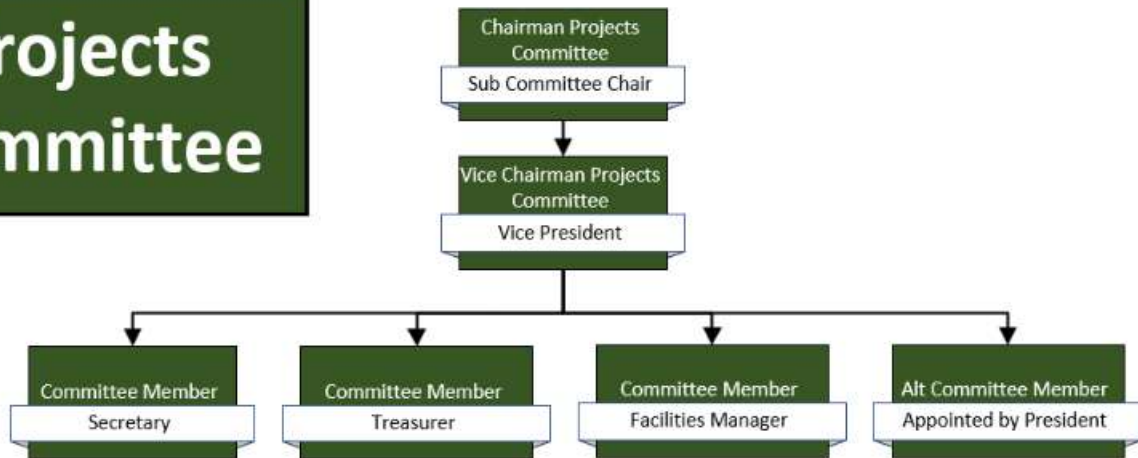
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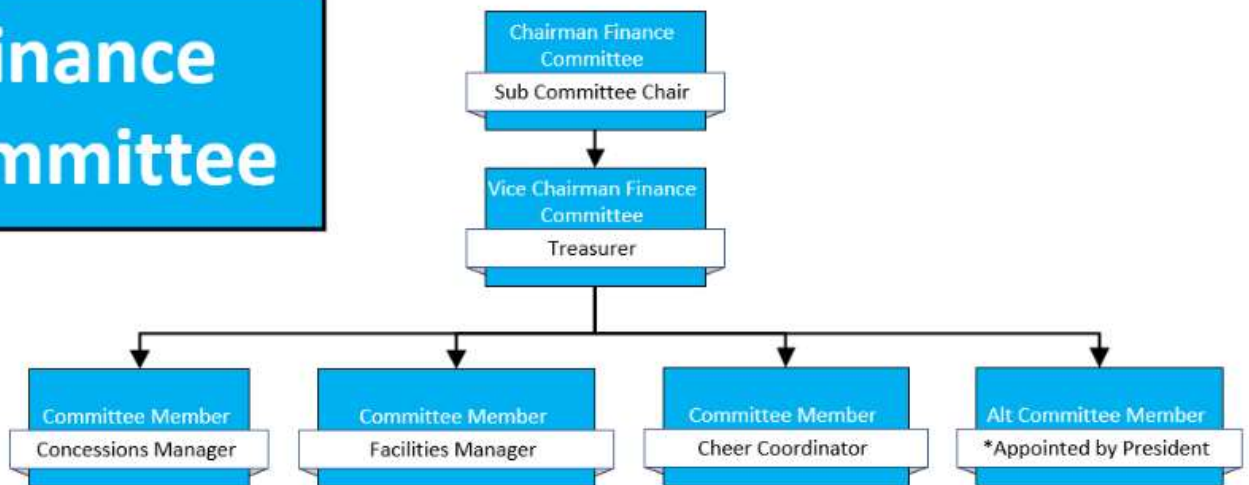


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Projects Committee



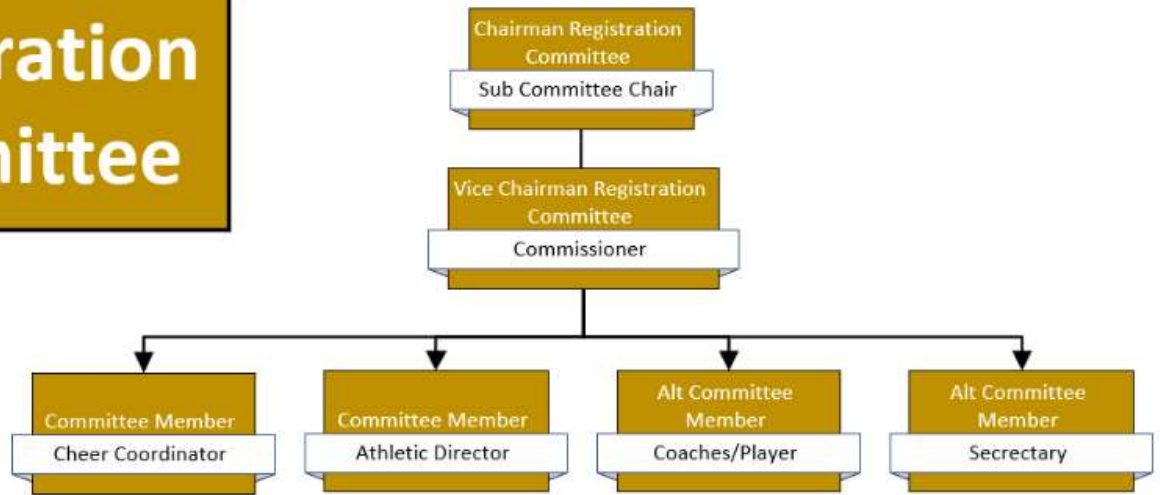
Finance Committee





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Registration Committee



Athletics Committee

