

**Charlotte County Community Services  
Bylaws for Charlotte County Youth Sports Council**

**Article 1  
Name**

The organization is an ad-hoc committee and shall be known as the Charlotte County Youth Sports Council.

**Article 2  
Purpose**

The purpose of this organization shall be to coordinate and promote the planned sports activities of various Charlotte County independent athletic organizations with the Charlotte County Community Services Department to provide the citizens of Charlotte County the opportunity to participate in amateur sports programs on or in quality athletic facilities.

**Article 3  
Requirements of the Organization:**

To be considered an official sports organization and have representation on the Youth Sports Council, the following mandates will be required:

- a. The organization shall be a Florida registered not-for-profit organization and supply the Community Services Department with a copy of the organization's DR-14 issued by the State, a current Letter of Determination from the IRS or documentation from Florida's Sunbiz website designating the organization as an active not-for profit.
- b. The organization shall be based out of Charlotte County and have documented affiliation with a national or Florida-recognized youth governing body that requires the organization to have an elected board of directors, organizational bylaws, and background checks of all adults actively working with children in the organizational programs.
- c. Have a governing body consisting of a Board of Directors and a duly Elected President, Vice-President, Secretary, and/or Treasurer.
- d. Have a copy of the bylaws of the organization on file with the Community Services Department.
- e. Must provide evidence of Commercial General Liability (CGL) in an amount of not less than \$1,000,000 per occurrence and in the

aggregate, the Certificate Holder shall be listed as Charlotte County Board of County Commissioners, and listed included as Additional Insured by applicable endorsement.

- f. Have available for review a single roster per team (name, address, and phone number of each participant), age bracket of the team, and the contact information for the coaches (name, address, phone number, and email addresses).
- g. Provide a list of phone numbers, email addresses, and background checks of organization officials, coaches, team managers, and volunteers who are actively working with children in the organization to the Community Services Department designee at the time a seasonal rental agreement is produced by Community Services and prior to the first practice of the season.
- h. Provide a master schedule of all practices and games to be played with dates, times, fields, and scheduled teams at least two (2) weeks prior to the first game of each season.
- i. All organizations utilizing any area of a County facility on a seasonal or annual basis must have a current Facility Use Agreement on file with the Community Services Department.
- j. Member organizations shall make the provision for scholarship opportunities for disadvantaged youth.
- k. A year-end financial statement shall be provided to the Community Services Department designee annually by June 1<sup>st</sup> of each calendar year.
- l. Teams and organizations that fail to comply with these policies will forfeit complimentary and high priority status utilization of the athletic facilities until they are in compliance. The Community Services Department has the full authority to restrict usage of any assigned facilities until compliance occurs.
- m. Membership criteria will be initially approved and organizational compliance will be periodically reviewed by the Director of Community Services or designee.

#### **Article 4**

#### **Membership Requirements**

- 1. The membership of the Youth Sports Council shall consist of a maximum of one (1) voting representative from each youth sports organization and one (1) member of the Parks and Recreation Advisory Board.

Representatives will require the following criteria and need to be nominated by the organization they represent.

- a. Serve as a volunteer in the sport that is being represented.
  - b. Serve as a board member in the sport that is being represented.
  - c. Ability to work as a team member to provide consistent measures for all youth sports, provide quality experiences for all sports participants, and provide unity and support through diversity within the community.
  - d. Act as a liaison by providing accurate and positive communication between the board of the sports organization that is being represented and the Community Services Department.
2. Youth Sports Council structure shall require the following:
- a. The Council shall serve as in an advisory capacity to the Community Services Department.
  - b. The Council shall have a governing body consisting of a Board of Directors and a duly elected Chairman, Vice-Chairman, and secretary. The secretary responsibilities will be provided by the Community Services Department.
  - c. The Council shall maintain on file with the Community Services Department a current copy of the bylaws and an accurate list of names and addresses of the Council along with minutes of the meetings held.
  - d. The Council representatives shall serve a two (2) year term which will begin with staggered terms of one (1) and two (2) year terms.
3. Attendance is required to make good decisions and work as a unified group to better serve the youth of Charlotte County.
- a. Leagues/Teams/Groups may designate up to two (2) alternates from their organization who meet the same membership requirements of a Youth Sports Council member at the time of application or renewal to attend monthly meetings in the absence of the member representative.
  - b. No member shall represent more than one (1) organization.
  - c. Two (2) absences by the organization representative(s) from regularly scheduled meetings during a one (1) year calendar period will result in a certified letter from Community Services sent to the current address

on file, as well as an email to all YSC representatives on file, notifying them of this policy.

e. Termination:

- Level 1: Three (3) absences by the organization representative(s) from regularly scheduled monthly meetings during a one (1) year calendar period shall automatically terminate the membership of the organization on the Youth Sports Council. An organization may apply for reinstatement to the Youth Sports Council after one (1) full year from date of termination.
- Level 2: Any organization that is reinstated on the Youth Sports Council following a termination in membership must remain in good standing for the next 12 months beginning with the month in which they are reinstated. If they fail to remain in good standing throughout this time, the membership of the organization will be terminated for a three (3) year period. After two (2) full years (24 months) of membership termination, they may request early readmittance into the Youth Sports Council by applying for reinstatement and presenting their reinstatement request at a scheduled Youth Sports Council meeting. There must be a majority vote of active Youth Sports Council member organizations in favor of reinstatement for the organization to be readmitted.

## **Article 5**

### **Meeting Requirements**

1. The Council shall meet monthly, starting in January of each year, on the third Monday of each month at a location TBD at 6:00 p.m. unless otherwise determined by the Youth Sports Council and Community Services Department.
2. Youth Sports Council meetings shall be open to the public. Any person or group wishing to address the Youth Sports Council may be placed on the agenda at least 10 days prior to the scheduled meeting by contacting the Community Services Department designee. The department designee will work with the Council Chair and/or Vice Chair to determine the agenda.
3. All decisions of the Youth Sports Council will be binding upon approval by a simple majority unless otherwise stated.
4. In order to conduct official business, a simple majority of the members of the Youth Sports Council must be present.

5. Special meetings may be called at the request of two (2) or more Youth Sports Council members, however, a 2/3 majority of the organizational representatives must be present to conduct business at a special meeting.
6. All Youth Sports Council meetings will be conducted in accordance with Roberts Rules of Order.

## **Article 6**

### **Bylaw Recommendations**

1. Recommendations to the existing bylaws may be suggested at any regular scheduled meeting of the Youth Sports Council and will be reviewed by the Director of Community Services or designee.
2. Any revisions to the bylaws by Community Services will be provided to the Youth Sports Council for review and recommendations prior to final approval.
3. Final authority for all revisions to the Youth Sports Council bylaws will be at the discretion of the Director of Community Services or designee.

## **Article 7**

### **Duties of the Youth Sports Council**

1. The Youth Sports Council will be responsible for advising the Community Services Department as to the establishment of the specific sports seasons, the equitable use and allocation of the amateur athletic facilities, and any concerns or issues that need to be addressed within the existing facilities and/or amenities.
  - a. The Youth Sports Council recognizes that facility usage will be considered in the following order of priority:
    - Public Use via Charlotte County Programs
    - Charlotte County Tournament Rentals
    - Charlotte County Recreational Youth Sports Leagues
    - Charlotte County Competitive Youth Sports Leagues
    - Charlotte County Adult Leagues
    - Charlotte County School Usage
    - League, Team, and/or Individual Rentals outside of Charlotte County.
  - b. The Youth Sports Council acknowledges that the Community Services Department shall retain the right to cancel any play, regardless of the circumstances, in order to protect and safeguard the fans, participants, and facilities.

2. The Youth Sports Council may review and recommend policies for and to the Community Services Department in such areas, but not limited to, ordinances, fees, athletic use agreements, background checks, field equipment, or facility modifications.

## **Article 8**

### **Youth Sports Council Benefits**

Members in good standing of the Charlotte County Youth Sports Council may qualify for certain benefits. These benefits include, but are not limited to:

- a. Complimentary meeting space for board meetings and/or organization registration in their contracted Charlotte County athletic facility during normal hours of operation (subject to room availability).
- b. Complimentary or discounted fees for usage of Charlotte County athletic facilities for organization practices and games (based on availability).
- c. Discounted fees for usage of Charlotte County athletic facilities for organization-related tournaments (based on availability).
- d. Authorization to display one (1) permanent team banner with a maximum size of 3' x 10' at their contracted Charlotte County athletic facility. Approval to display a team banner larger than this designated size will be at the sole discretion of Community Services.
- e. Authorization to display sponsorship banners with a maximum size of 3' x 6' at their contracted Charlotte County athletic facility. Approval to display any sponsorship banner larger than this designated size will be at the sole discretion of Community Services. Members are required to maintain the cleanliness and appearance of their team banners and sponsorship banners or forfeit the opportunity to utilize this designated space at their contracted Charlotte County athletic facility. Community Services shall have the authority for first right of refusal for the display of any sponsorship banners, flyers, or other marketing materials.