

Yough Area Midget Football Organization

BY-LAWS

2013 - 2014

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ARTICLE 1: NAME, PURPOSE AND MISSION STATEMENT

Section 1.1 – Name

We will be recognized as Yough Area Midget Football (YAMF), a Pennsylvania non-profit organization.

Section 1.2 – Purpose

The purpose of YAMF is to provide positive recreational football and cheerleading experiences for the youth in the Yough School District and surrounding areas.

Section 1.3 – Mission Statement

The mission of YAMF is to build and instill lifelong values in our football players and cheerleaders, developing leadership qualities, dedication to teamwork, discipline and self-respect in our areas youth.

ARTICLE 2: GOVERNING BODY

Section 2.1 – Governing Body

YAMF shall be governed by a Board of Directors (the “Board”) which shall consist of a minimum of nine (9) elected members. All matters concerning YAMF shall be decided by a vote of the Board.

Officers:	Trustee’s:
1. President	5. Trustee 1
2. Vice President	6. Trustee 2
3. Treasurer	7. Trustee 3
4. Secretary	8. Trustee 4
	9. Trustee 5

Section 2.2 – Overall Board Member Responsibilities

- 1) The Board will always keep the best interests of the YAMF organization, both football and cheerleading, as their main priority while serving on this Board.
- 2) All Board members must fulfill their respective role and responsibilities to ensure the awareness and proactivity of sportsmanship, ethics, and integrity.
- 3) All Board members will be expected to attend all YAMF scheduled meetings. Notification by all members must be given to the President or Secretary if unable to attend a scheduled Board meeting.
- 4) All Board members are expected to vote fairly on all issues without showing bias to any group or individual. The President will make the final vote if needed (Vice President in the absence of the President).

- 5) Any Board member who misses more than (3) consecutive meetings without notifying the President or Secretary will lose their voting privileges and will appear before the Board to determine any additional disciplinary action.
- 6) All Board members are **PROHIBITED** from using any tobacco products, alcoholic beverages, or drugs (prescription drugs, excluded) around the participants at any YAMF function.
- 7) All Board members will refrain from using any inappropriate language or gestures around the participants of our organization.
- 8) All Board members are obligated to encourage parent participation in our organization.
- 9) The Board will have the right to add and remove committees as listed in the rules.
- 10) All trustees will have responsibilities of overseeing designated committee(s). All decisions of these committees will be reported back to the Board.
- 11) The Board will be responsible for determining the penalty for any misconduct by any Board Member, Participant, Parent/Guardian, Spectator or Coach.
- 12) All Board members must have up-to-date Act 33 & 34 security clearances.
- 13) Disciplinary action resulting in a written warning makes that individual ineligible for election for that year.
- 14) Suspension do to a disciplinary action makes that individual ineligible for election.

Section 2.3 – Officer Responsibilities

PRESIDENT

- 1) The President shall preside over all YAMF Board meetings and functions, and be made aware of all YAMF related issues.
- 2) The President shall enforce observance of all YAMF by-laws.
- 3) The President will be responsible for the attendance at all League meetings and functions.
- 4) The President will serve as the acting liaison for the organization, working with the High School/Middle School Athletic Departments/Directors/Coaches in developing and maintaining an on-going program for all the participants of the organization.
- 5) The President shall be required to sign all YAMF checks and official documents.
- 6) The President will submit requests for events of YAMF (practice dates, game dates, meeting dates, etc.).
- 7) The President will assume all duties in the absent of any Board member.
- 8) President will be responsible for the all keys. Keys will be distributed and turned in to the President.
- 9) The President will only vote on a matter in the event of a tie.

VICE PRESIDENT

- 1) The Vice President will assume all the above duties of the President in the absence of the President.
- 2) The Vice President will assist the President in any programs or discussions with the High School/Middle School Athletic Departments/Directors/Coaches in developing

- and maintaining an on-going program for all the participants of our organization.
- 3) The Vice President shall be required to sign all organization checks and official documents (In the absence of the President).
 - 4) Vice President will maintain the finalized equipment inventory records for Football and Cheerleading.
 - 5) Vice President will assist the Football Director with the weigh in cards.
 - 6) In the absence of the Treasurer, the Vice-President will collect all the organizations money.

TREASURER

- 1) The Treasurer will be responsible for collecting of all money generated from registration, fundraising, donations and any other revenues received by the organization.
- 2) The Treasurer will be responsible for making sure that the organizations checking account is current and balanced.
- 3) The Treasurer will be responsible for keeping accurate and current records for each fundraiser.
- 4) The Treasurer will be responsible for providing the Board with a financial statement every month during the course of the season and a final statement at the end of the football season to be handed out at our annual meeting. **A corresponding bank statement will be provided at each meeting as well.**
- 5) The Treasurer will be responsible for depositing any money received ~~within 72 hours of receiving that money once per week.~~
- 6) The Treasurer will be responsible for notifying the Board when fundraising is needed.
- 7) The Treasurer cannot and will not reimburse any Board member, coach or individual without a receipt (or prior approval) for that particular reimbursement.
- 8) The Treasure/**and or President** will be required to sign all organization checks or financial documents.
- 9) The Treasurer will be responsible for having an internal audit performed on the financial records at the end of each season ~~(Within budget allowance)~~ **and any discrepancy will be reviewed by an accountant.**

SECRETARY

- 1) The Secretary will be responsible for all organization documents. This will include, but is not limited to, registration forms, League waiver forms, birth certificates, contracts with the school district, insurance documents, and the organizations by-laws.
- 2) The Secretary will be responsible for the custody of all organizations papers and documents belonging to the property of the organization ensuring that they are kept organized and easily assessable when needed.
- 3) The Secretary will be responsible for providing the President with copies of all organizational records and documents as requested.
- 4) The Secretary will be responsible for the recording of all minutes at all organization meetings and be prepared to read or distribute in print at the next organization

meeting.

- 5) The Secretary will make sure the organization by-laws are filed with the state.
- 6) The Secretary will coordinate with the President to set up and notify Board members of upcoming meetings and communicate important information to the Board as needed.
- 7) The Secretary will notify local media outlets of upcoming meetings so that the public can attend if interested.
- 8) The Secretary will keep a log book or ledger if needed.
- 9) The Secretary develops and organizes the volunteer schedule.
- 10) The Secretary will be responsible for creating and disseminating Board level approved correspondence throughout the organization.

Section 2.4 – Committee Chair Responsibilities

The 5 Trustee's will pick one of the following Committee Chair positions to head (excluding Cheerleading Assistant). For those Committee Chair positions not assigned, the Board will vote to fill open slots with interested parties that have appropriate security clearances and credentials. Non-Trustee Committee Chair's will not have voting rights.

FOOTBALL DIRECTOR

- 1) The Football Director will have the responsibility of recommending all football head coaches and assistant coaches for each team to the Board. A vote will be taken by the Board to confirm all appointments.
- 2) The candidate for Football Director must have been a member of the Board for a minimum of 2 years and a coach for a minimum of 1 year. Anyone not meeting these requirements must receive Board approval.
- 3) The Football Director will be responsible for attending all League meetings and functions. Information received at these meetings will be shared among the football coaches and/or the Board. This will be done weekly.
- 4) The Football Director will assist the President/Vice President in any discussions with the High School/Middle School Athletic Departments/Directors/coaches in developing and maintaining an on-going program for all the participants in our organization.
- 5) The Football Director will, with the assistance of the Vice President, coordinate the completion of all the football participant's weigh-in cards. These cards will remain the property of YAMF after the conclusion of the football season.
- 6) The Football Director, in conjunction with the Secretary, will provide a complete and final roster for all YAMF teams.
- 7) The Football Director will be responsible for the negotiation and scheduling of any scrimmages with other members of the ~~Mon Valley Football League~~ current league. The Board must approve all scrimmages.
- 8) The Football Director will be responsible for notifying the Board, Football Coaches, Cheer Director and Team Mom/Communications Manager of any schedule changes, field changes, roster changes, or rain/snow outs.
- 9) The Football Director will be responsible, through the Equipment Manager, for

making sure that all football participants have all their equipment and that the equipment is safe when issued.

- 10) The Football Director will be responsible for all football head coaches' practices and game attendance.
- 11) The Football Director will be responsible for submitting a football budget annually.
- 12) The Football Director will be responsible for maintaining the inventory for equipment, through the Equipment Manager, for all participants. A finalized inventory will be submitted to the Vice President at the end of the season.
- 13) The Football Director should approve football equipment specifications.
- 14) The Football Director will be responsible for overseeing the football program along with the President/Vice President.
- 15) The Football Director will be responsible for resolving conflicts regarding the use of conditioning equipment among the ~~four~~ applicable football teams. The Football Director will be responsible for ensuring that the coaches and teams use this equipment properly.
- 16) The Football Director will meet with the parents/guardians as needed.
- 17) The Football Director will oversee that the coaching staff adheres to the by-laws.
- 18) The Football Director will oversee the Equipment Manager.
- 19) The Football Director will be responsible for soliciting bids (equipment/uniforms/related accessories) prior to the purchasing of such items; the Director must solicit a minimum of 2 bids and report the research of these bids to the Board prior to the purchase of any items.

CHEER DIRECTOR

- 1) The Cheer Director will have the responsibility of recommending all the cheer head coaches and assistant coaches for each squad to the Board. A vote will be taken by the Board to confirm all appointments.
- 2) The candidate for Cheer Director must have been a member of the organization for a minimum of (2) years and a coach for a minimum of (1) year. Anyone not meeting these requirements must receive Board approval.
- 3) Cheer Director will be responsible for submitting a budget annually.
- 4) The Cheer Director will be responsible for taking and finalizing inventory of all cheer items. This finalized list will be submitted to the Vice President at the end of the season.
- 5) The Cheer Director is responsible for all head cheer coaches, practices and game attendance.
- 6) The Cheer Director is responsible for issuing initial equipment to participants for use at games.
- 7) The Cheer Director is responsible for the approval of all ~~squad music routines~~.
- 8) The Cheer Director will be responsible for notifying the Board, Cheer Coaches, Football Director and Team Mom/Communications Manager of any schedule changes, field changes, roster changes, or rain/snow outs.
- 9) The Cheer Director will be responsible for overseeing the cheer program along with the President/Vice President.
- 10) The Cheer Director will be responsible for soliciting bids

(equipment/uniforms/related accessories) prior to the purchasing of such items; the Director must solicit a minimum of 2 bids and report the research of these bids to the Board prior to the purchase of any items.

- 11) ~~The Cheer Director will be responsible for coordinating weekly meetings to share details and communications with the coach selected team moms from each football and cheerleading team.~~

CONCESSION STAND MANAGER

- 1) The Concession Stand Manager is responsible for maintaining an inventory of food supplies, dry stock and equipment.
- 2) The Concession Stand Manager develops and enforces sanitation standards.
- 3) The Concession Stand Manager develops and implements cooking, service and cleaning procedures.
- ~~4) The Concession Stand Manager develops and organizes the volunteer schedule.~~
- 5) The Concession Stand Manager is responsible for reporting all necessary repairs to the Board.
- 6) The Concession Stand Manager suggests menu items and prices that will be approved by the Board.
- 7) The Concession Stand Manager prepares the expense report that is given to the Treasurer.
- 8) The Concession Stand Manager is responsible for securing the purchase of items needed to operate.
- 9) The Concession Stand Manager is responsible for safeguarding the collection of and overseeing the count of daily proceeds.

TEAM MOM/COMMUNICATIONS DIRECTOR

- ~~1) The Team Mom/Communications Director will be responsible for coordinating weekly meetings to share details and communications with the coach selected team moms from each football and cheerleading team.~~
- ~~2) The candidate for Team Mom/Communications Director must have been a member of the organization for a minimum of (2) years and a team mom for a minimum of (1) year. Anyone not meeting these requirements must receive Board approval.~~
- ~~3) The Team Mom/Communications Director will be responsible for creating and disseminating Board level approved correspondence throughout the organization.~~
- 4) The Team Mom/Communications will coordinate with the Football and Cheer Directors to ensure information regarding each week's games is provided to all parents through the individual team moms.
- 5) The Team Mom/Communications will immediately notify the individual team moms of any schedule changes, field changes, roster changes, or rain/snow outs so that information can be disseminated throughout organization quickly.
- 6) The Team Mom/Communications Director will be in charge of outreach and building relationships with Yough High, Middle and Elementary schools to communicate

information about YAMF.

- 7) The Team Mom/Communications Director will be in charge of outreach and building relationships to promote YAMF to local media.

GROUND/FIELD MANAGER

- 1) Assure that YAMF has access to the facilities as needed; also make sure that the facilities are secured when not in use. Maintain access to keys to township facilities, and collect keys that have been distributed through the season and return them to Sewickley Township.
- 2) Ensure that the football field is ready for play, lines marked, safety equipment in place, down markers and such in place.
- 3) Coordinate with Township Supervisors and Recreation Board in requesting required repairs and upgrades to township facilities.
- 4) Schedule and coordinate field maintenance crews for repairs and upgrades to the field.
- 5) Schedule and coordinate sideline sticks crews for the games.
- 6) Schedule and coordinate moving of equipment and supplies to other venues as required.
- 7) Schedule and coordinate the removal of the trash from the field when games and practices are complete.

CHEERLEADING ASSISTANT

- ~~1) The Cheer Director with Board approval will appoint the Cheerleading Assistant.~~
- ~~2) The Cheerleading Assistant will help the Cheer Director with assign duties.~~

EQUIPMENT MANAGER

- 1) The Football Director with Board approval will appoint the Equipment Manager.
- 2) The Football Director gives direction to the Equipment Manager.
- 3) The Equipment Manager will oversee the use of and set-up of the equipment at practices, per the Football Director.
- 4) The Equipment Manager will maintain the organizations equipment and supplies.
- 5) The Equipment Manager will ensure that coaches have the necessary supplies to make minor repairs to equipment.
- 6) The Equipment Manager will make sure that all equipment is safe for participant's use and consult with Football Director to ensure correct procedures are being taken.
- 7) The Equipment Manager will be responsible for maintaining first aid supplies.

ARTICLE 3: BOARD TERMS

Because the new Board is essentially starting the organization over again, all Board Members will remain in place for the 2013 season. Starting in 2014 the following will

take effect:

Section 3.1 - Board Terms

- 1) The term of each Board member will be three (3) years. Every year, on a rotating basis starting in 2014, three (3) board positions will be up for election (i.e. positions 1, 2, 3). In 2015, there will be elections for positions 4, 5, 6. In 2016, elections for positions 7, 8, 9.
- ~~2) Each year the Board elects their officers at the December annual meeting.~~
Each year the Board elects their officers at the January annual meeting.
- 3) ~~No husband and wife may hold an officer position on the board during the same term unless Board approved.~~
- 4) ~~Officers cannot hold a head coach position during the same season unless Board approved.~~

Section 3.2 – Election Procedures

- 1) Nominations will be due to the existing Board by the Sunday of the week of the 4th game.
- 2) Ballots will be distributed the week of the sixth game and will be collected one week later (by the end of the 7th game).
- 3) Team Mom's will be responsible for the distribution and collection of the ballots.
- 5) Team Mom's will be responsible for tallying the ballots with oversight from the Board members that are not up for reelection.
- 6) In the event of a tie vote, there has to be a second public vote between the tied candidates.
- ~~7) New Board members take office at the December annual meeting.~~
New Board members take office at the January annual meeting.

Section 3.3 – Board Replacements

- 1) In the event that a Board member dies, resigns, or is removed, the board may elect a replacement to serve for the duration of the unexpired term.

Section 3.4 – Board Disciplinary Action

The Board reserves the authority to remove any Officer or Trustee from the YAMF organization for any of the following reasons:

- 1) Conduct on or off the competition surface that is not conducive to the best interest of the organization.
- 2) Commit any action which could result in litigation against the organization or which is not covered under the organizations liability insurance.
- 3) Any Officer or Trustee who pursues a course of action, which is detrimental to the

welfare of the organization or the members thereof.

Section 3.5 - Board Member Removal

- 1) Any Board member may be removed from the Board by a 2/3 majority vote of the Board members present at an official meeting of the Board.
- 2) Notice of the proposed removal will be given to members with a notice of the meeting.
- 3) The Board member involved will be given an opportunity to be present and to be heard at the meeting at which his or her removal is considered.

ARTICLE 4: VOTING

Section 4.1 – Voting on a Motion

- 1) Any motion brought to the floor for a vote must have another Board member to second the motion before the motion can be voted on.
- 2) A motion needs a majority vote of the quorum of a minimum of six Board members to be passed or approved.
- 3) If a by-law has been brought up for a change, it must be changed before August 1st or it cannot be changed until January 1st following the completion of the season.
- 4) A change or addition to organization by-laws requires that the motion be presented at three consecutive meetings. At the fourth meeting the motion has to be approved by a two thirds majority of all current members present at the meeting.
- 5) In the event of a tie in any organization voting, the President's vote will determine the outcome.
- 6) Once a change or addition is approved, it will be added to the by-laws as an amendment, NOT by deleting the original text.

ARTICLE 5: MEETINGS

Section 5.1 – Organization's Meetings

- 1) The organization's meetings will be held every 2 weeks during the season. The season will begin first week of August and will end in mid-December.
- 2) The organization will meet during the off-season. The meetings off-season will be held each month starting in January and concluding in July.
- 3) Organization meetings will be held at a location determined by the President/V-President each year.
- 4) The Board encourages all parents/guardians of our organization to attend these meetings.
- 5) The meeting forum will follow the below format:

1. Reading of previous meeting minutes and approval
2. Public comments
3. Treasurer report
4. Old business
5. New business
6. Committee reports as needed
7. Set next meeting date
8. Adjournment

ARTICLE 6: REGISTRATION

Section 6.1 – Registration Information

- 1) Registration fees requirements will be determined by the Board and set in the rules.
- 2) Checks, money orders, and cash will be accepted. A receipt will be given with all cash payments. A uniform deposit amount, set by the Board, for football and cheerleading participants will be collected at sign ups. At the end of the session the Board will determine two hand-in dates for the uniforms. When the uniform is handed in complete, clean and on the two days specified by the Board, the fee will be returned. If not turned in on the specified dates or damaged or dirty, the deposit will not be returned.
- 3) A volunteer/work detail deposit check in the amount determined by the Board will be collected at sign ups.
- 4) If a check should be returned by the bank for insufficient funds, the registrant will be obligated to reimburse the organization for what the bank charges the organization for the returned check.
- 5) All registration forms must be filled out completely and signed. Any person refusing to abide, will not be eligible to participate in any football or cheer activities.
- 6) Registration fees must be paid in full before any participant can practice. There will be no exceptions.
- 7) Each Parent/Guardian will be required to “work” for each player/ cheerleader in the organization. The Board will determine the parent participation. If a parent/guardian does not participate then the volunteer/work detail deposit will not be returned.
- 8) Registration is open until League rosters are set.
- 9) All football players must supply the organization with a copy of their birth certificate. Without a copy of the birth certificate, the participant will not be allowed to practice.
- 10) The Board will determine refunds.

ARTICLE 7: ORGANIZATION REVENUE

Section 7.1 - Fundraising

- 1) Payment for all fundraisers will be by check, money order or cash. The Board member accepting payment will give a receipt for all cash payments.

- 2) All participants must participate in all required fundraisers or pay the buyout, as stipulated by the rules. The Board will determine the value of the buyout.
- 3) All fundraisers will be distributed at signups or through newsletters.
- 4) Anyone who does not turn in their fund raising money on the due date will not have their deposit checks returned until turned in.
- 5) All fundraising money will be turned into the Treasurer only. In the absence of the Treasurer, a Board member will accept collection of money during regularly scheduled practices.
- 6) Any late sign up that misses a fundraiser must pay the profit of that fundraiser or buyout determined by the Board.

Section 7.2 – Gate/Concession/50/50 and Program

- 1) All ~~gate~~, concession, 50/50 and program receipts must follow these procedures before any money can be deposited:
EXCLUDING THE TREASURER: AT LEAST TWO BOARD MEMBERS MUST BOTH COUNT AND AGREE ON THE AMOUNT COLLECTED. MONEY WILL ALSO COUNTED BY THE TREASURER, BE SEALED IN AN ENVELOP AND GIVEN TO THE TREASURER WILL LOG THE ENTRY AND HAVE ONE OF THE TWO THAT COUNTED THE MONEY INITIAL THE LOG BOOK.
- 2) All money collected from these individual sources (i.e. gate, 50/50, etc.) will be counted separately and follow the above mentioned procedure.
- 3) **The board must approve any non-board member and child handling monies.**

ARTICLE 8: PARTICIPANTS BY-LAWS

Section 8.1 – General

- 1) Once school starts and the scheduled games begin, the practices for the week will take place Tuesday, Wednesday, and Thursday. Additional practices may be added as needed. If these practices become constant, Board approval is needed.
- 2) In order for a participant of the organization to earn their graduation award, they must achieve the following:

Must have participated in the organization for a minimum of (4) years total and the last (2) two must be consecutive at the Midget level. Exceptions require approval by the Board.

- 4) Due to insurance reasons, no parent/guardian is permitted on the practice or game field at any time unless their child has sustained an injury. If a parent/guardian is on the field without obtaining permission, they will be asked to leave immediately. If they do not leave, they will be escorted from the field and asked to leave.
- 5) Any person on the field at games is required to have a field pass. Head coaches can approve temporary helpers (temporary is defined as 3 hours a week maximum) to assist with practices as needed.
- 5) Any participant who shows disrespect (attacks another member of the

organization/disrupts a practice or game, etc.) during any YAMF function or acting as a representative of YAMF (i.e. wearing any YAMF uniform) will be held responsible under the Zero Tolerance Policy.

Section 8.2 – Football Players

- 1) Football players will participate in the divisions by age and weight as stipulated by the league that YAMF is a member of.
- 2) The following equipment will be provided to ~~the Bobcats, Wildeats and Cougars~~ applicable teams:

Helmet
Shoulder Pads
Game/Practice Pants
Game/Practice Jerseys
Rib Protectors
Thigh, knee, & tail pads
2 Mouth Pieces
Socks

Note: All football players must supply their own shoes (plastic cleats only) and girdles.

- ~~3) The following equipment will be provided to the Cubs:~~

~~**Game Pants**
Game/Practice Jerseys
2 Mouth Pieces
Flags~~

- 4) Any player that sustains a serious injury (i.e. stitches, etc.) must obtain a doctor's written approval before they are allowed to practice or play. **NO EXCEPTIONS**
- 5) Any player that sustains a concussion or broken bone must obtain a written release from the treating physician before they are allowed to practice or games. **NO EXCEPTIONS**
- 6) If any type of unsportsmanlike conduct or disrespect to any member of the coaching staff/peers during an organization function (game/practice/scrimmage/field sites/fundraisers, etc.) will result in disciplinary action under the zero tolerance policy. Parents/guardians will also be notified as to the incident and disciplinary action the Board will take.
- 7) On game days, all players must be in proper and complete uniform. Failure to do so may result in that individual not participating in the game.
- 8) Under no circumstance is the participant or others permitted to wear any part of their uniform outside YAMF activities, high school football games, and Friday to school. Participants as a group may be given permission for special functions as per the Board. **Failure to comply will result in disciplinary action as per the board.**

Section 8.3 - Cheerleading Participants

- 1) The organization will provide each cheerleader with the following:

Skirt
Vest
Midriff
Wind Suits
~~Soeks (one pair)~~
Bow (one)
~~Pom-Poms~~

Note: All Cheerleaders must supply their own, ~~midriffs~~, shoes, ~~socks~~, ~~pom-poms~~ and spankies as approved by the Cheer Director.

- 2) On game days, all cheerleaders must be in proper and complete uniform. Failure to do so may result in that individual not being allowed to participate in that game.
- 3) Under no circumstance is the participant or others permitted to wear any part of their uniform outside YAMF activities, high school football games and Friday to school. Participants as a group may be given permission for special functions as per the Board.
- 4) Any player that sustains a serious injury (i.e. stitches, etc.) must obtain a doctor's written approval before they are allowed to practice or play. **NO EXCEPTIONS**
- 6) Any player that sustains a concussion or broken bone must obtain a written release from the treating physician before they are allowed to practice or games. **NO EXCEPTIONS**
- 7) If any type of unsportsmanlike conduct or disrespect to any member of the coaching staff/peers during an organization function (game/practice/scrimmage/field sites/fundraisers, etc.) will result in disciplinary action under the zero tolerance policy. Parents/guardians will also be notified as to the incident and disciplinary action the Board will take.

ARTICLE 9: ZERO TOLERANCE POLICY

The Board has adopted a Zero Tolerance Policy. The Zero Tolerance Policy must be signed and will be a part of the application process. The ultimate purpose of the Zero Tolerance Policy is to create a pleasant atmosphere in the YAMF organization. The Board has adopted this policy in an attempt to eliminate all unacceptable behavior of coaches, players and parents/legal guardians/family members in order to make the game more enjoyable for all. The Board will hold accountable any individual who fails to adhere to the Zero Tolerance Policy.

Section 9.1 - Examples of Unacceptable Behavior

- (a) Football/Cheer Coaches - Examples of unacceptable behavior of coaches includes, but shall not be limited to the following: badgering, threats, aggressive touching, grabbing or contact with participants, use of foul language, illegal drug use, consuming alcohol, tobacco, or **E-Cigs** at any practices or games, use of social media in a manner which is detrimental to the organization, coaches, and/or players or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of coaches includes, but shall not be limited to the following: encouraging dirty tactics, badgering referees or opponents, coaches and players, and any other conduct detrimental to YAMF.
- (b) Youth Participants - Examples of unacceptable behavior includes, but shall not be limited to the following: badgering, threats, fighting, use of social media in a manner which is detrimental to the organization, coaches, and/or youth participants, or displaying unsportsmanlike conduct outside of the aggressiveness of contact football. In addition, this policy is in effect at all functions where youth participants are representing the YAMF organization.
- (c) Parents/Legal Guardians/Family Members - Examples of unacceptable behavior of parents/legal guardians/family members include, but shall not be limited to the following: badgering, threats, use of foul language, illegal drug use, consuming alcohol, using tobacco outside of designated areas at any practices or games, use of social media in a manner which is detrimental to the organization, coaches, and/or youth participants or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of parents/legal guardians/family members includes, but shall not be limited to the following: badgering referees or coaches and players, and any other conduct detrimental to the YAMF organization.

Section 9.2 - Violation of the Zero Tolerance Policy

If any coach, player, parent/legal guardian/family member or other member of YAMF exhibits unacceptable behavior and violates the Zero Tolerance Policy, while representing YAMF at any event, practice, or game the member's unacceptable behavior shall be reported to the Board by the incident witness(es) via the Written Complaint Form within a 48 hour time period after the incident occurred. Violations of the Zero Tolerance Policy shall not expire on a calendar year basis and shall be cumulative during any individual's involvement with the YAMF organization.

Section 9.3 - Procedures to address violations to the Zero Tolerance Policy

The YAMF Board will review the written complaint and make the proper arrangements to hear from all parties. All parties shall include, but shall not be limited to the following: Head Coach, Assistant Coaches, Witness(es), Youth Participant(s), and Parent(s)/Legal Guardian(s). A discussion of the incident in full detail will take place with the Board. Based upon the discussion, the Board shall make a final ruling and determine if the behavior is found to be unacceptable. If the Board's ruling determines that the individual(s) behavior was unacceptable, the individual(s) will be deemed to have

violated the Zero Tolerance Policy and WILL BE REPRIMANDED. ALL DECISIONS OF THE YAMF BOARD ARE FINAL.

Section 9.4 - Reprimands for Violation of the Zero Tolerance Policy

The YAMF Board realizes that each incident could and will vary depending of the severity and the frequency with which it occur(s), as a result punishment and/or reprimand could and will range from the following:

Violation by Coaches

- 1) 1st Offense - Warning (Written)
- 2) 2nd Offense - Suspension from practice or game (number depends on severity of incident)
- 3) 3rd Offense - Expulsion from YAMF (or suspension for season - (meaning no participation of any kind in any practice or game)
- 4) The Board has final discretion on the severity of the punishment

Violation by Participants

- 1) 1st Offense - Apologizing to other player(s) or offended party
- 2) 2nd Offense - Suspension from practice and/or game, reduction in playing time
- 3) 3rd Offense - Expulsion from YAMF (or suspension for season)
- 4) The Board has final discretion on the severity of the punishment

Violation by Parents/Legal Guardians/Family Members

- 1) 1st Offense - Warning (Written)
- 2) 2nd Offense - Suspension from Game (individual is not allowed to attend game)
- 3) 3rd Offense - Expulsion from YAMF (or suspension for season (no participation of any kind in any practice or game)
- 4) The Board has final discretion on the severity of the punishment

ARTICLE 10: COACHING AND PARENTS/GUARDIANS

Section 10.1 - General

- 1) A head coach must be a responsible adult who is twenty years of age or older.
- 2) The head coach will be responsible for informing all participants on their roster if any practice changes or changes in the scheduling of scrimmages or games.
- 3) The Football Director, Cheer Director or Team Mom/Communications Director should be in attendance at all organization meetings during the course of the season to ensure that information is disseminated throughout the organization in a timely manner.
- 4) All head coaches are responsible for notifying the Football/Cheer Director if a participant has decided not to be a part of the organization program. The uniform will need to be returned to the appropriate Director within one week.
- 5) If a head coach cannot attend a game/practice, it will be their responsibility to notify the other members of their coaching staff as well as the appropriate Director

immediately.

- 6) All cheer and football coaches must have ~~Act 33 & 34 clearance to participate as coach. The clearances need to be updated once every 3 years current and up to date clearances-~~
- 7) If a participant needs to exchange equipment, a coach must accompany the child to the Equipment Manager.
- 8) All coaches must follow up with an injured participant and follow up with the Football/Cheer Director.
- 9) Coaches must make sure all participants receive communication and must call those that are absent.

Section 10.2 – Football Coaches

~~*** Required to submit clearances (Act 33 & 34) every 3 years-~~
CURRENT AND UP TO DATE CLEARANCES.

- 1) All candidates for head coach must receive confirmation from the organization's Board.
- 2) Assistant coaches for each team will be determined and appointed by the head coaches. The Board must confirm and approve all assistant coaches.
- 3) Head coaches are responsible for all actions of assistant coaches during practices and games.
- 4) During the weigh-ins the coaching staff will be responsible for making sure that no parents are in the immediate weigh-in area. There will be zero weight allowance. Any coach who violates this will be let go.
- 5) The Football Director will be responsible for all the players' game weigh-in cards. These cards will remain the property of the organization after the conclusion of the season.
- 6) The football head coach will be responsible for maintaining current rosters and inform the Football Director of any changes which may occur with the roster/practice schedule, etc.
- 7) ~~All coaches are required to participate in Heads Up training.~~

Section 10.3 – Cheerleading Coaches

~~** Required to submit Act 33 & 34 Clearances -- every 3 years~~
CURRENT AND UP TO DATE CLEARANCES.

- 1) All candidates for each head coach must receive confirmation from the Board.
- 2) Assistant coaches for each team will be determined and appointed by the head coach. The Board must confirm and approve all assistant coaches.
- 3) Head coaches are responsible for appointing spotters; the spotters will assist with the mounts during every game and practice.
- 4) Head coaches and/or assistant coaches are responsible for taking daily attendance of cheerleaders on practice and game days and to report their attendance to the Cheer Director.
- 5) All head coaches and assistant coaches in attendance must be present on the sidelines during games and practices. Spotters are required for all mounts except thigh mounts.

- All higher mounts must be preapproved by the Cheer Director.
- 6) The Cheer head coaches will be responsible for maintaining current rosters and inform the Cheer Director of any changes which may occur with the rosters/practice schedule, etc.
 - 7) If any coach is not going to be at a practice or game they need to let the head coach know. If the head coach isn't going to be at a practice or game they need to let the assistant coaches and Cheer Director know.
 - 8) Head coaches are responsible for all actions of assistant coaches during practices and games.

Section 10.4 – Team Parents/Guardians

~~*** Required to submit clearances (Act 33 & 34) every 3 years~~
CURRENT AND UP TO DATE CLEARANCES.

- 1) Each football team and cheer squad should have at least one team parent/guardian.
- ~~2) The team parent/guardian will be under the direction of the Team Mom/Communications Director~~
- 3) The team parent/guardian will be working in coordination with the Cheer/Football Directors and/or Head Coach for the teams/squads they volunteered for.
- 4) The team parent/guardian will be responsible for coordinating the participation of their team's parents/guardians (i.e. fundraising, work parties, game day activities, etc.).

ARTICLE 11 - EQUIPMENT AND UNIFORMS

- 1) All football helmets will be reconditioned and certified every three years by an outside contracted reconditioning company.
- 2) All football helmets and shoulder pads will remain in service based on the manufacturer's recommendations for replacement of aging/unsafe equipment.
- 3) Inventory of equipment/uniforms must be taken and completed by April 30 of each year so that the organization can determine its purchasing needs for the upcoming season.
- 4) All football and cheer uniforms must be returned/complete/clean and dry by the designated turn in date at the completion of each season.
- 5) Failure to return any organization uniforms or equipment at the completion of the season on the designated dates will result in forfeiture of your uniform deposit.