



WARREN YOUTH FOOTBALL

BY-LAWS

ARTICLE I: NAME

Section 1: The name of this organization shall be Warren Youth Football, Hereinafter, referred to as WYF. WYF shall operate as a non-profit organization.

ARTICLE II: PURPOSE

Section 1: The purpose of WYF is to provide safe and supervised football for the youth of the Warren Township High School District 121area.

ARTICLE III: OBJECTIVE

Section 1: The objective of WYF shall be the following:

- A. To build healthy bodies and minds.
- B. To develop skill and proficiency in football and related activities.
- C. To inspire its' participants the ideals of sportsmanship, teamwork, honesty, physical fitness and pride, regardless of race, color, or creed.
- D. To have fun.
- E. To do all of these things for the welfare of the youngsters first and foremost, without adult ambition for personal glory.

ARTICLE IV: PARTICIPANT

Section 1:

- A. Any player, coach, board member, or volunteer is considered a participant of WYF.
- B. Any player is considered a participant upon payment of the registration fees established by the Board. The Board, at its sole discretion, may assign a certain number of Partial scholarships to families experiencing a financial hardship. The number of scholarships will be determined in the annual budget and may be subject to change prior to the beginning of the season. The Board shall vote on the acceptance of participants whose family is experiencing a financial hardship. Applicants are not guaranteed a partial scholarship and need reapply every season.



- C. Participants shall not be required to be affiliated with any other group or organization to qualify as participants of WYF.

Section 2: SUSPENSION OR TERMINATION

- A. Participation may be terminated by resignation, by action of the Board Members or by a majority vote of those officers present at the duly constituted meeting. All board members shall have the authority to discipline, eject, or suspend any participant on the spot when the conduct of such person is considered detrimental to the best interest of the players and the organization. This includes any time they are representing the WYF program.
- B. If a participant is possibly being terminated, the involved party must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of 24 hour notice shall be given to the involved party. If the involved party does not attend the meeting, it may still be held. A vote may still be taken and the participant may still be terminated.
- C. In the case of a player, the Board shall notify the parent or guardian and the head coach of the team in which he/she is a member. The parent/guardian or coach shall appear in the capacity of the advisor with the player before the board. A minimum of 24 hours shall be given to all concerned parties. If the player does not attend the meeting, it may still be held. A vote may still be taken and the participant may still be terminated.
- D. If a participant, parent, legal guardian, family member or guest of the participants actions either on the playing field, in the stands, at a practice facility or Warren Youth Football event are reported to a board member and the alleged allegations are deemed to be in violation of any of the WYF Code of Conduct rules or Warren Township Conduct rules the person or persons in question will be asked to appear before the judicial review committee to explain their alleged actions. If the allegations brought forth to the committee are deemed by a majority vote to be valid, the person or persons in question will be subject to punishment under Article XII, Section 3, Subsection A, B, C. Depending on the severity of the incident the punishments under the Article XII Section 3, Subsection A, B, C may also be invoked on the participant whether a player or coach. If the involved party does not attend the meeting, it may still be held. A vote may still be taken and the participant may still be terminated.

ARTICLE V: GOVERNMENT

Section 1: The governing body of WYF shall be the Board of Directors (Board), whose members are the parents of active players, or other persons interested in the furtherance of WYF.

- A. The Board of Directors term of office shall be 2 years



B. Elections

1. Are to be held at the November Board meeting every year. Newly elected board members will take their seats at the following month's board meeting.
2. Any person wishing to run for a board position must submit an application to WYF by the October board meeting.
 - i. Any person wishing to run for the position of President, First Vice President, League Representative, or Treasurer needs to have their applications voted on and approved by the board of directors at the October board meeting.
 - ii. Any person that is currently on probation or serving a suspension handed out by WYF is not eligible to run for a board position.
 - iii. Any position that is vacant or is being vacated will be filled by appointment by the board of directors in a timely fashion.
3. Any participant, excluding players, in good standing with WYF; or any parent/guardian of any current player in good standing with WYF will have a vote. Voting rights will be limited to one (1) vote per family.
 - i. Good Standing is defined as any person not currently serving a suspension, is on probation or has been terminated from WYF
 - ii. Current Player is defined as any player that participated, and did not withdraw from WYF, the previous season and is eligible to play the following season.
4. Even year elections
 - i. President
 - ii. Second Vice President
 - iii. Registrar
 - iv. League Representative
 - v. Equipment Manager
 - vi. Apparel Director
5. Odd year elections
 - i. First Vice President
 - ii. Secretary
 - iii. Treasurer
 - iv. Communications Director
 - v. Fund Raising Coordinator
 - vi. By-Laws and Conduct Director

C. The WYF Board of Directors consists of:

1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Registrar



7. League Representative
8. Communications Director
9. Equipment Manager
10. Fund Raising Coordinator
11. By-Laws and Conduct Director
12. Apparel Director

ARTICLE VI: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1: All Board members shall abide by the following rules and responsibilities. Violation of the rules shall be cause for suspension or termination according to Article 4, Section 2.

Section 2: Board members have the following rights guaranteed under parliamentary law:

- A. To be treated fairly and equitably.
- B. To receive notice of meetings, make motions, second motions when needed. Vote on motions.
- C. Nominate people for office. Be nominated for office. Elect people for office.
- D. Know the meaning of questions or subjects being debated.
- E. To speak on or debate an issue in turn.
- F. Object when rules are being violated.
- G. Appeal the decision of the chair.
- H. Have access to minutes of all meetings.
- I. Receive the treasurer's report once a month.
- J. Get a copy of the WYF bylaws.
- K. Not have to suffer personal abuse or attack from any other Board member.
- L. Be free from any type of sexual harassment.
- M. Any other rights guaranteed under parliamentary law.
- N. After serving the first year of their term, a board member will only be required to pay ½ of the registration fee for their oldest participating child for as long as the member continues to serve on the board of directors.

Section 3: Board members have the following responsibilities as well:

- A. Attend meetings, be on time, and stay until the end of meetings.
- B. Be ready to talk knowledgably and intelligently on a topic.
- C. Be open-minded and attentive.
- D. Treat everyone with courtesy and respect.
- E. Follow the rules of debate and follow the rules of the organization.
- F. Attack issues not people.
- G. Abide by the decision of the majority vote.
- H. Bring in or recommend new members.
- I. Participate in committees as requested or needed.
- J. Promote the organizations growth and influence.



ARTICLE VII: BOARD MEMBER DUTIES

Section 1: President: The President shall be responsible for coordinating or causing the coordination where WYF has a responsibility to the league. The President shall preside at all Board meetings and assume full responsibility for the operation of WYF according to its Bylaws. He/she shall be responsible for the conduct of WYF in accordance to the policies, principles, rules, and regulations of TCYFL. The President shall supervise the function of various committees. The President shall vote only to break a tie. The President is responsible for filling any Board vacancies that occur mid season or that have not been filled by December 31st or for completing or delegating the duties of that Board position. The President shall also appoint the alternate League Representative to attend the league meetings if the League representative is unable to attend. The President is responsible for the safe and effective operation of WYF.

Section 2: First Vice President: The First Vice President shall preside in the absence of the President and shall work with other officers and committee members. The First Vice President shall carry out such duties and assignments as may be delegated by the President. The First Vice President shall be responsible for training coaches as to WYF philosophies and organize, review and update the playbook and drills. The First Vice President will conduct coaches meetings during the season and off-season if necessary. The First Vice President will organize a committee to select coaches. The First Vice President is responsible for training coaches and team parents in first-aid (at least 1 per team). The First Vice President shall organize and run player evaluations. The First Vice President shall attend all meetings and vote on motions. The First Vice President shall have other powers and perform other duties as prescribed by the Board. The First Vice President is responsible for the safe and effective operation of WYF.

Section 3: Second Vice President: The Second Vice President shall carry out such duties and assignments as may be delegated by the President. The second Vice President shall be in charge of any secondary playing field, which includes scheduling, opening and closing of said fields, and being the liaison between WYF and the administrators of any secondary fields. The Second Vice President shall be the leader of the Judicial Committee. The Second Vice President shall be in charge of training and scheduling of Field Marshalls. The Second Vice President shall attend all meetings and vote on motions. The Second Vice President shall have other powers and perform other duties as prescribed by the Board. The Second Vice President is responsible for the safe and effective operation of WYF.

Section 4: Secretary: The Secretary shall attend all scheduled meetings and record the minutes of each meeting and vote on motions. The Secretary shall provide the Board members with a copy of the minutes. The Secretary shall perform other duties as prescribed by the Board. The Secretary is responsible for the safe and effective operation of WYF.



Section 5: Treasurer: The Treasurer shall maintain the books and financial recordings. The Treasurer shall provide a status report once a month to the Board. The Treasurer shall supervise all finances and pay all approved purchases and expenses. The Treasurer shall attend all scheduled Board meetings and vote on motions. The Treasurer shall perform other duties as prescribed by the Board. The Treasurer is responsible for the safe and effective operation of WYF.

Section 6: Registrar: The Registrar shall maintain the records and database of WYF players which include; names, addresses, birthdates, phone numbers, emergency contacts, and medical authorization. The Registrar shall be in charge of the proper placement of players into division brackets based on age and weight in accordance with the league rules. The Registrar shall maintain an equipment database, registration checks deposits and reimbursements. The Registrar shall attend the players draft and document the disbursement of the players to their respective teams. The Registrar shall be in charge of preparing the coaches binder. The Registrar shall attend all meetings and vote on motions. The Registrar shall perform other duties as prescribed by the Board. The Registrar is responsible for the safe and effective operation of WYF.

Section 7: League Representative: The League Representative shall represent WYF at all League meetings and shall keep the organization informed as to the activities of League. The League Representative shall attend all scheduled meetings and vote on motions. The League Representative shall perform other duties as prescribed by the Board. The League Representative is responsible for the safe and effective operation of WYF.

Section 8: Communications Director: The Communications Director shall be responsible for sending written communications via USPS, via e-mail and will also provide updated communications to the WYF web site. The Communications Director shall work with the Warren Township Cheer and Pom as a liaison between the two organizations. The Communications Director shall be in charge of organizing and communicating with Team Parents. The Communications Director shall attend all meetings and vote on motions. The Communications Director may perform other duties as prescribed by the Board. The Communications Director is responsible for the safe and effective operation of WYF.

Section 9: Equipment Manager: The Equipment Manager is responsible for all the football equipment. The Equipment Manager shall locate sources for purchasing quality equipment at reasonable prices. The Equipment Manager shall inventory all equipment before the January Board Meeting and provide an inventory report to the Board along with a list of items needed. After the Board has approved the budget and necessary purchases, the Equipment Manager shall order the equipment early enough to receive them by the start of the season. The Equipment Manager shall make sure each Head Coach receives a Coaches box that contains extra parts (i.e. Helmet screws, mouth pieces, etc.) and a first aid box. Also, he/she shall make sure each Head Coach receives a bag containing footballs, tees, etc. The Equipment Manager is responsible for arranging a



site for the equipment distribution. The Equipment Manager is responsible for the collection of all equipment at the end of the season and for the secure storage of the equipment. The Equipment Manager will attend all meetings and vote on motions. The Equipment Manager shall perform other duties as prescribed by the Board. The Equipment Manager is responsible for the safe and effective operation of WYF.

Section 10: Fund Raising Coordinator: The Fund Raising Coordinator shall be in charge of all fund raising efforts. This includes but is not limited to the running and staffing of concession stands, purchasing of items to be sold at the concession stands and the scheduling of an operator of the scoreboard at the Township field. The Volunteer Coordinator shall attend all scheduled meetings and vote on motions. The Volunteer Coordinator shall perform other duties as prescribed by the Board. The Volunteer Coordinator is responsible for the safe and effective operation of WYF.

Section 11: By-Laws and Conduct Director: The Bylaws and Conduct Director shall make amendments to the WYF Bylaws when the Board has voted and approved such amendments. The Bylaws and Conduct Director shall investigate all complaints of conduct violations. The Bylaws and Conduct Director shall maintain records on all conduct violations and their final dispositions. The Bylaws and Conduct Director shall attend all meetings and vote on motions. The Bylaws and Conduct Director shall perform other duties as prescribed by the Board. The Bylaws and Conduct Director is responsible for the safe and effective operation of WYF.

Section 12: Apparel Director: shall be in charge of the purchase and distribution of all WYF apparel and shall be responsible for all money collected and shall in turn all monies over to the treasurer in a timely manner for immediate deposit in the WYF account. The Apparel Director shall properly staff the apparel stand for the sale of those items at the Warren Township or High School Fields the Apparel Director shall attend all meetings and vote on motions. The Apparel Director shall perform other duties as prescribed by the Board. The Apparel Director is responsible for the safe and effective operation of WYF.

ARTICLE VIII: LEAGUE AFFILIATIONS

Section 1: The Board has the authority to approve affiliation of WYF with established leagues for purposes of competition with other programs. Likewise, the Board has the authority to dissolve affiliations or relationships of WYF with other leagues or programs.

Section 2: The Board has the authority to establish the rules for play and participation in the WYF program. The Board may vote to adopt for use rules that have been established by a league or other affiliation. In this event, the Board retains the ultimate decision making authority on the application of rules adopted for use as it relates to WYF.



Section 3: In accordance with the rules adopted for use, divisions of play / participation will be assigned to all participants in the program. The guidelines for determining which division each participant falls into will be clearly communicated to all parties interested. Any challenge to the division assignment of an individual participant must be presented to the Board in writing. The Board will render a decision on the challenge within 14 days of receipt of the challenge.

ARTICLE IX: MEETINGS

Section 1: The Board shall meet no less than once a month. Regular meeting dates shall be scheduled by the President at the first meeting commencing with the first month of January.

- A. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Board.
- B. Attendance at regularly scheduled Board Meetings is mandatory for all Board members. Any member who cannot attend a regularly scheduled Board meeting shall notify the President or Secretary.
- C. Any Board member who misses three of five consecutive meetings may be removed by 2/3 vote.
- D. Roberts rules of Order shall govern the proceedings of all meetings.

ARTICLE X: FINACIAL AND ADMINISTRATIVE YEAR

Section 1: WYF shall operate both financially and administratively yearly basis, beginning January 1 of each year.

Section 2: The Board shall decide all matters pertaining to the finances of WYF and shall place all income in a common treasury. Directing the expenditures of such will give no individual, team, or division over those in competition with such individual, team, or division.

Section 3: The Board shall not permit the solicitation of monies in the name of WYF unless all of the funds raised are placed in the WYF account.

Section 4: The Board shall not permit the disbursement of funds for other than conduct of football activities or normal business expenses to keep the organization running smoothly and properly.

Section 5: No director, officer, or participant of WYF shall receive directly or indirectly any salary, compensation, or emolument from the league for services rendered as President, director, officer, or participant.

Section 6: All monies received shall be deposited to the credit of WYF in a designated local banking facility, and all disbursements shall be made by check. Refund checks will be written the third Thursday of every month.



Section 7: All monies received shall be turned into the treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.

Section 8: Checks may be signed by the Treasurer and up to three (3) other board members as deemed necessary by the Board. Any check written for an amount of \$1000 or greater requires two signatures.

ARTICLE XI: EQUIPMENT

Section 1: All equipment owned by WYF shall be stored in a secure location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Board.

Section 2: The following Board members shall have access to the equipment at all times

- a. Equipment Manager
- b. President

Section 3: All equipment shall be inventoried at the end of each year and properly numbered for accountability.

ARTICLE XII: COACHING ETHICS GUIDELINE AND RESPONSIBILITIES

Section 1: All coaches associated with WYF will abide by the following guidelines and responsibilities.

- A. Do not criticize the opposing team, coaches, or fans, by word or gesture.
- B. Refrain from using abusive and profane language before anyone connected with the game.
- C. Do not permit an injured player to reenter the game if further play could jeopardize his/her health.
- D. Coaches shall not terminate game play at any time unless done so by game officials.
- E. Use appropriate methods and drills for developing good physical conditioning and skills.
- F. Emphasize that good athletes are good students both physically and mentally.
- G. Be alert for any signs that would indicate possible health hazards.
- H. Explain and discuss with players your rationale and philosophy, playing rules, league rules, and any other additional rules you institute.



- I. Enforce all rules and regulations of WYF and any league in which it is affiliated with. These rules are only as effective as the coaches' attitude towards them. If there is a problem or question, immediately seek the assistance of a Board member.
- J. Do not intimidate players, do not call them names that are degrading, and don't yell or scream at them in a negative manner. Yelling or screaming in a positive manner, coaching manner, or a cheering manner is acceptable.
- K. Have fun and encourage your players to have fun as well.
- L. Teach players to win and to lose in a sportsman like manner.
- M. Invoke fair and respectful discipline.
 1. Constructive criticism only, not degrading criticism.
 2. Do not dispute officials' calls beyond acceptable questions.
 3. Remember team play, not individual play.
 4. Always keep a positive attitude around the players.
 5. Teach respect to the players by respecting them.

Section 2: Any contact with a player that is obscene, abusive, inappropriate, or offensive will be dealt with by immediate removal from playing/practice field, parents/guardian notification, and police notification if necessary and immediate 1 week suspension from all WYF events. The Judicial Committee will then meet to determine if further action is necessary.

Section 3: In the case of a violation of Article X, Section 1, A-N, one or more of the following courses of action should be expected:

- A. An informal (verbal) reprimand can be issued.
- B. A written warning can be issued. This shall be viewed as a form of probation. In the event of another similar occurrence during the season, the subsequent infraction will be viewed as a deliberate and knowledgeable act.
- C. A subsequent breaking of the same rules shall be cause for suspension or termination according to Article IV, Section 2.

Section 4: In the case where a coach is ejected from a game and a week suspension is ordered by the League. The Judicial Committee will meet to determine if further action is necessary.

ARTICLE XIII: JUDICIAL COMMITTEE

Section 1: The Judicial Committee shall be made up of 6 Board Members

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary
- E. League Representative
- F. By-Laws and Conduct Director

Section 2: The Judicial Committee shall be run by the Second Vice President.



Section 3: The Judicial Committee shall meet within 72 hours of any 1 week suspension to determine if further action is needed. The Second Vice President will then contact the participant involved and inform them of the committees' decision.

ARTICLE XIV: AMENDMENTS

Section 1: These Bylaws may be amended by a majority vote of the Board. Proposed amendments must be on the agenda and presented prior to the meeting. Either the author of the proposed bylaw or the President may request that the bylaws be presented and voted on. All amendments go into effect immediately unless the amendment specifies a future date and time.

ARTICLE XV: DISOLUTION

Section 1: Upon dissolution of WYF and after all outstanding debts and claims have been satisfied, the Board shall as its final act, distribute the remaining assets of WYF to similar organizations with similar objectives.

ADOPTION AND RATIFICATION

Section 1: The foregoing Bylaws of the Warren Youth Football Organization, consisting of Articles 1 through 15, are hereby adopted and ratified as amended, and are made part of the permanent organization records of Warren Youth Football.