



Warren County Youth Football League (WCYFL)

BY-LAWS

Revised and adopted 2018

SUMMARY OF BY-LAWS AND ORGANIZATIONAL RULES

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CERTIFICATION

By this notice the Board of Directors of WCYFL does hereby certify the following to be a true and correct copy of the Bylaws of this organization. The WCYFL Board reserves the right to modify, add or delete any portion thereof, and to adjust these Bylaws as needed.

Duly adopted by the WCYFL Board August 1, 2018.

I. ORGANIZATIONAL STRUCTURE AND PURPOSE

- Section 1. The name of the organization shall be: Warren County Youth Football League (WCYFL). WCYFL is a non-profit organization promoting youth football in the Warren County, Pennsylvania area. It will be composed of youth residing in Warren County with two divisions. The junior varsity division will be comprised of current 3rd and 4th grade students and the varsity division will be comprised of 5th and 6th grade divisions. Youth will not be excluded based on age or weight. WCYFL is in no way affiliated with; sponsored, endorsed or advocated by; or administered by the Warren County School District. WCYFL is an independent youth football league.
- Section 2. The purpose of this organization shall be: To teach the participating youth the basic fundamentals, conditioning, discipline, and teamwork of full-contact tackle football; and, to develop among the participants a positive attitude and good sportsmanship, which will be carried both on and off the field of play. To place a strong emphasis on Academics before Athletics and promote the understanding that participating youth must take pride in their school work and commit to academic excellence.
- Section 3. A Board, as set forth in Article 2, shall govern the operations of WCYFL. In all matters of procedures not otherwise covered by these Bylaws, 'Robert's Rules of Order' shall govern. The Board of Directors shall be comprised of the following officers:
- A. President
 - B. Vice-President
 - C. Secretary
 - D. Treasurer
 - E. Concessions Manager
- Section 4. The "Executive Board" shall be comprised of the following officers:
- A. President
 - B. Vice-President
 - C. Secretary
 - D. Treasurer
 - E. Concessions Manager
- Section 5. The general membership body shall consist of all parents of registered players, the Board, and all coaches.

II. BOARD OF DIRECTORS – ELECTIONS AND DUTIES OF OFFICERS

- Section 1. The President shall

- A. Be appointed by the Executive Board.
- B. Have overall responsibility for the operation of the WCYFL.
- C. In conjunction with the Vice-President:
 - a. Be responsible for oversight of practices, including warm up routines, drills and general practice operations;
 - b. Be responsible for the oversight of all coaches;
 - c. Be responsible for the oversight of game day, ensuring the schedule is maintained and games are run in an orderly fashion;
 - d. Be knowledgeable of PIAA rules and regulations and enforce said rules during games.
- D. Ensure all required city applications and agreements are completed.
- E. Secure referees for all games.
- F. Be responsible for conducting the affairs of WCYFL and for executing the policies established by the Board.
- G. Preside at all meetings of the Board, or a designate of his choosing shall preside.
- H. Determine the agenda of all Board led meetings as well as coordinate and oversee all Board meetings
- I. Maintain a hard bound copy of the approved Bylaws and any regulations approved by the Board
- J. Investigate any and all complaints, irregularities, and conditions detrimental to the WCYFL and report these to the Board as well as recommend corrective or disciplinary action to the Board.
- K. Seek assurance of the eligibility of all players and, with the assistance from the Athletic Director, examine the registration and supporting proof-of-age document of every player candidate, and certify to as to the age eligibility before the player candidate may be placed on a team.
- L. Have the power, along with the Treasurer, to make and execute for and in the name of the WCYFL such contracts and leases as necessary, with the approval of the Board.
- M. Vote as part of the Board.

Section 2. The Vice President shall

- A. Be appointed by the Executive Board.
- B. In the event of the absence or inability of the President to exercise his or her office, the Vice President will assume the Presidency of the organization with all the rights, privileges and powers as if he or she had been the duly elected President.
- C. In conjunction with the President:
 - a. Be responsible for oversight of practices, including warm up routines, drills and general practice operations;
 - b. Be responsible for the oversight of all coaches;
 - c. Be responsible for the oversight of game day, ensuring the schedule is maintained and games are run in an orderly fashion;
 - d. Be knowledgeable of PIAA rules and regulations and enforce said rules during games.
- D. Two persons can perform the duties of Vice-President as Co-Vice-Presidents to assist with duties and transition of Board Members.

Section 3. The Secretary shall

- A. Be appointed by the Executive Board.
- B. Be responsible for recording the activities of the WCYFL and maintaining appropriate files, mailing lists, and necessary records. The Secretary shall perform such duties, as are herein specifically set forth, in addition to other duties as are customarily incident to the office of Secretary or as may be assigned by the Board.
- C. Maintain files on all correspondence involving the WCYFL program.
- D. Maintain a list of all Members of the Board and give notice of all meetings of the WCYFL. The secretary shall keep a list of all who attend each meeting
- E. Prepare, maintain and distribute minutes from all Board meetings.
- F. Prepare, maintain, and distribute correspondence from the President or the Board to other organizations.
- G. Organize and keep files for all insurance related material involving WCYFL, including copies of insurance policy, city applications, claim forms, accident reports, and waiver of liability forms signed by each player and or their parent or guardian.
- H. Report to the Executive Board and general membership any communications addressed to the Board, and attend to all correspondence of the program.
- I. Prepare all materials for Team Selection meetings.
- J. Maintain the registration system.
- K. Maintain and/or coordinate with the web master to ensure the website is updated and maintained.
- L. Two persons can perform the duties of Secretary as Co-Secretaries to assist with duties and transition of Board Members.

Section 4. The Treasurer shall

- A. Be appointed by the Executive Board.
- B. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of the Treasurer or may be assigned by the Board.
- C. Maintain accurate financial records for WCYFL. The Treasurer shall keep records for the receipt and disbursement of all monies and securities of WCYFL treasury and approve all payments from allotted funds
- D. Receive all monies and securities for the WCYFL treasury and shall deposit to WCYFL account.
- E. Prepare financial statements detailing income, expenditures, and balances which are to be presented at each Board meeting
- F. Manage the fanwear available for purchase by the general body at the beginning of each season.
- G. Manage all communications to potential sponsors, track monies received and level of sponsorship.

- H. Two persons can perform the duties of Treasurer as Co-Treasurers to assist with duties and transition of Board Members.

Section 5. The Concessions Manager shall

- A. Be appointed by the Executive Board.
- B. Coordinate all concessions sales and any similar fundraising events.
- C. Coordinate all concession stand volunteers.
- D. Coordinate all gate volunteers.
- E. Manage all monies from concessions and gates on a weekly basis and report all income and expenses to the treasurer.
- F. Two persons can perform the duties of Concessions Manager as Co-Concessions Managers to assist with duties and transition of Board Members.

III. THE BOARD OF DIRECTORS AND VOTING PRIVILEGES

Section 1. All voting will take place during a regularly scheduled meeting set by the Board.

Section 2. Board Members

- A. Shall have one vote in all Board matters regardless of the number of positions held. A minimum of 2/3 Board members must be present at the time of a vote.
- B. May nominate candidates for appointment.

Section 3. Each member of the Board shall serve their term until they announce their resignation. Upon knowledge that a Board Member will resign, the Board shall appoint a replacement member as soon as possible and with as much overlap as possible.

Section 4. The newly appointed Board shall work with the current members as long as possible. At the conclusion of the season, the newly elected Board shall immediately assume office.

Section 5. At least 50% of the members of the Board must be present to start a meeting. All meetings shall be directed by the President, or, in his absence, his appointee. The President, or his appointee, shall prepare and distribute an agenda of the business to be conducted at the meeting. The agenda shall include not less than the following:

1. Minutes of the last meeting for approval
2. Report of correspondence to or from the Board
3. Executive Board members reports
4. Old business
5. New business

- Section 6. Persons wishing to have new items placed on the agenda must contact the President, or his appointee, not less than one (1) day before the meeting date. New items brought up at the meeting may be discussed but no action may be taken until the next meeting.
- Section 7. The President, with one (1) day's notice, may call emergency meetings. A majority of the Board must be present at the emergency meeting and only business that required the emergency meeting may be acted upon.
- Section 8. Should any member of the Board fail to attend three (3) consecutive regular and/or emergency meetings, that member shall show cause or may be removed from the Board. A replacement member shall be selected by a majority of the remaining Board members to complete the term of the removed officer. It shall be the responsibility of the Board to fill all vacant positions as soon as possible.

IV. FINANCIAL / PURCHASES

- Section 1. The Board shall direct all funds, both incoming and out going, to be deposited and dispersed through a bank checking account administered by WCYFL. The Board shall attempt the goal of maintaining at least \$5,000.00 in the checking account at all times.
- Section 2. The Board prior to any items being ordered shall approve purchases. No purchase shall be made if the account is below the minimum, unless two-thirds of the Board agrees to the need for the expense. The Board may direct those persons in charge of concessions or equipment to purchase items on behalf of the Board.
- Section 3. All authorized persons making purchases on behalf of WCYFL shall submit the receipt(s) as proof of purchase to the Treasurer. The Board may refuse to reimburse someone making unauthorized purchases and shall revoke the authorization of any person abusing this privilege.
- Section 4. Any person found to embezzle, misappropriate or divert funds or property intended for or belonging to WCYFL shall be dismissed from all future participation or involvement with WCYFL and where possible referred to legal authorities for further action.

V. COACHES AND ADVISORS

- Section 1. The coaching staff of WCYFL shall consist of one head coach, one assistant coach and one sideline coach for each team. Each head coach and assistant coach shall be approved by the Board. Sideline coaches may be selected from the parents of the players by the head and assistant coaches. All coaches must provide Pennsylvania State Criminal Background checks and Act 33 Child Abuse Clearances, as well as complete a coaches volunteer form, attend

a mandatory coaches clinic at the beginning of the year and view the Pete Carroll “rugby style tackling” video. Any parent who has volunteered to be a coach who has a Criminal Background must be reviewed and approved by the Board. Any parents with a Child Abuse history will NOT be approved as any coach.

- Section 2. All coaches and their staffs shall maintain acceptable conduct as an adult for the development of impressionable youth. Personal and physical appearance shall be neat and orderly at all times. All adults are role models. Profanity, slang or vulgar words will not be tolerated on or off the field and will not be used in any case. Players shall not be insulted, belittled or excessively disciplined. Any member of any coaching staff that violates these restrictions shall be subject to disciplinary action of the Board including, but not limited to, verbal reprimand, written reprimand, suspension or dismissal.
- Section 3. Head coaches shall report all injuries in writing to the Secretary within 24 hours of the incident. Injuries requiring medical treatment shall be reported as soon as reasonably possible.
- Section 4. Each head coach is responsible for the safe conduct of each practice and game.

VI. DISMISSAL OF COACH, BOARD MEMBER, OR GENERAL MEMBER

- Section 1. Any Board member, Coach, General Member or other person serving the organization or league who violates any of the By-laws of WCYFL. or participates in any action deemed detrimental to the image, operation or best interest of the organization, shall be called before the Board for a hearing where the Board may take action up to and including dismissal from the organization.
- Section 2. The President of the Board shall investigate and recommend action for the Board to consider. The Board may approve, modify or deny the recommendation, impose a verbal or written reprimand, probationary period or suspension for a term deemed appropriate.
- Section 3. The President shall prepare and deliver, in person or by registered mail, a report (the official notification) of the action of the Board to the person or persons involved in said incident
- Section 4. The Board may hear an appeal from the accused of the Board's action within ten (10) days of delivery of the official notification. The Board shall review the appeal and any additional information and reply in writing within five (5) days of hearing the appeal. There is no other appeal or process after the first appeal.
- Section 5. Anyone who fails to abide by the Board's decision, shall be subject to full termination of membership in WCYFL.

- Section 6. Any member charged for dismissal shall be suspended from all duties until incident is reviewed and voted upon by the Board.

VII. CODE OF ETHICS

- Section 1. Coaches Conduct
- A. All coaches will conduct themselves in a manner becoming a sportsman/sportswoman. They shall be fair, courteous, treat all other members equitably, and be able to gracefully accept the results of the event
 - B. All coaches shall demonstrate a commanding authority in supervising their teams
 - C. All coaches shall display a good example on and off the field
 - D. All coaches shall honor and respect the rules and regulations of the organization, and shall deal fairly and honestly with their players as well as the opponent's players.
 - E. All coaches shall handle disagreements without arousing hostility
- Section 2. General Membership
- A. The general membership should devote a strict dedication to fulfilling their obligations and duties
 - B. All members will conduct themselves in a manner becoming a sportsman/woman. They should be fair, courteous and be able to gracefully accept the results of the event.

VIII. SAFETY CODE

- Section 1. The Athletic Director will be the Safety Director and be responsible for the enforcing the safety codes
- Section 2. General
- A. All coaches are responsible for the safety of the youth and must attend the WCYFL coaches meeting and complete certification.
 - B. "Horseplay" on the field is not permitted at any time
 - C. No children other than team players are permitted on the field during practice
 - D. Players must be fully padded to participate in any contract drill.
 - E. All injuries, regardless of nature, must be reported to the President or Vice-President and Secretary. The head coach must contact the child's parent/guardian immediately to alert them of the injury. In the case of a minor injury, the coach may contact the parents after the game or practice.
 - F. The playing field and surrounding areas shall be inspected frequently for holes, stones, glass, and other objects.
 - G. All players are encouraged to wear protective cups
 - H. All equipment shall be inspected frequently

IX. LEAGUE RULES

- Section 1. League Rules are accepted and adopted as stated by the current governing parent league
- Section 2. League changes may be reviewed between April and August. All proposed changes will be reviewed and voted upon by the Board. A league change must have a 2/3 approval of the total Board to be passed.

X. PLAYER FEES & PARTICIPATION

- Section 1. The Board of Directors shall establish a participation fee each year for each player who registers. All registered players are to be included in drills and instruction throughout scheduled practices. Head coaches shall have adequate staff to facilitate quality instruction, a minimum of one (1) coach for each eleven (11) players is recommended
- Section 2. Players may not participate in any practice or game until the registration fee is paid in full. The registration fee is refundable only under the following circumstances.
1. A 100% refund may be obtained if the player has not attended a practice session after September 1st or the 6th practice of the year whichever is later.
 2. No refund of participation or other fees if the player has been a member of the team for the first regular season game.
- Section 3. The Board may submit to WCYFL a request to approve a waiver of fees for those persons who show financial hardship on a case-by-case basis. These individual cases shall be reviewed in closed session of the Board.
- Section 4. All players that have paid the required registration fees and meet all organizational and league requirements shall be allowed to participate in practices, games, fundraisers, banquets and any other scheduled function(s). There shall be no 'cuts' from any team unless the Head Coach can prove the player is a danger to himself or a liability to the team or organization. Any player approved to be cut by the Board shall have the opportunity to request a 100% refund of the registration fee.
- Section 5. Coaches shall make every effort to allow every eligible player to play in a normal game situation. Violation of these guidelines may result in suspension of the Head coach.
- Section 6. Head coaches may impose disciplinary measures, such as suspension from practices, games, or other functions, pending approval from the President and/or the Board.
- Section 7. The Board may suspend a player from participation in a practice, game and/or a function based on the severity of the violation.

XI. PRACTICES

- Section 1, All players shall have completed all necessary paperwork, including a release form signed by a parent or legal guardian before any participation in any conditioning, contact drills or approved function.
- Section 2. Players arriving late or leaving early or failing to attend scheduled practices are subject to disciplinary action by the head coach.
- Section 3. Head coaches and their staff shall insure that all players are included in all drills, instruction and conditioning during practice. Coaches shall not leave some players on the sidelines while working with other players for extended periods of time.
- Section 4. Practice may not start until the date and time authorized by this organization each year as well as the dates set by the league.

XII. FACILITIES/GAME PROCEDURES

- Section 1. WCYFL home games shall be played at War Memorial Field at 306 Lexington Avenue, in Warren, PA. The President or designee shall maintain contact with the booster person to coordinate the use of the facility.
- Section 2. The Board shall annually select the game start times for each division.
- Section 3. All WCYFL representatives, i.e., the Board, Coaches, Team Moms, and Advisors shall be encouraged to purchase similar shirts with the team logo and name embroidered on them. All persons wearing these shirts represent WCYFL and shall conduct themselves in a professional manner without profanity or other detrimental conduct. The President shall remove any person from the game who is unruly or causes damage to the organization or grounds of the school.
- Section 4. The President or designee shall take all reasonable measures to prevent theft, vandalism or other undesirable activities and shall ensure that War Memorial Field is cleaned and all equipment properly stored at the conclusion of the day. Any damaged, lost or stolen equipment or other incident shall be immediately reported to the Board. The Board shall decide as to the method of repair, replacement or remuneration on a case-by-case basis.

XIII. FUND RAISERS

- Section 1. The Board of Directors shall authorize all fund raising activities for the benefit of the organization. Any team or authorized person that holds or conducts a fund-raising event shall, at the end of the event and within ten

(10) days, submit an itemized, written report of the event, the income, expense, and profit thereof, to the Treasurer, including the receipts of monies expended and the net proceeds (cash).

- Section 2. The Treasurer shall oversee all fundraising events and activities.
- Section 3. All fundraisers shall be of good moral appeal and stress the benefit to the players. Participants shall conduct themselves in a professional manner, and shall promote the best aspects of the organization.
- Section 4. The treasurer shall keep records of each fundraiser, including costs, income and profit.
- Section 5. The WCYFL name, trade name, or trademark logo shall be prominently displayed at authorized fund raising events and functions.
- Section 6. No fundraising event or function will be authorized that in any way combines or includes minors in the sale or consumption of alcoholic beverages or tobacco.

XIV. CONCESSIONS

- Section 1. WCYFL may operate and sell concessions at all home games and fundraisers.
- Section 2. The Concessions Manager shall ensure that there are adequate supplies of items that have been selected for sale at any venue, and that the equipment and facilities are available and operational.
- Section 3. All food handling areas shall be kept clean, sanitary and orderly at all times. Volunteers who staff the concessions shall be advised and adhere to these requirements. Volunteers shall be neat, well groomed and conduct themselves in a professional manner.
- Section 4. Equipment and facilities shall be accounted for and cleaned prior to and immediately following each event. Lost, stolen or damaged items shall be reported to the Board.
- Section 5. The Concessions Manager or their designee shall supervise the concession area at all times that the concession is open and operating. The Concessions Manager or designee shall ensure the security of all funds collected at the concession.
- Section 6. The treasurer shall kept records of each concession activity, including costs, income and profit. These records shall show income and expense from each type of concession.
- Section 7. All funds collected shall be accounted for by the treasurer and a Board designee and deposited with WCYFL account as soon as possible after the event has concluded. If the funds are to be held, the treasurer and at least

one other Board member shall assume control of and secure said funds until such time as the funds may be safely deposited in WCYFL account.

- Section 8. The Concessions Manager is also responsible for oversight of the Gate Admissions, including oversight of volunteers who work at the gate and collection of funds. All proceeds from the Gate Admissions are paid to the Warren Sports Boosters for use of the War Memorial Stadium.

XV. EQUIPMENT

- Section 1. WCYFL shall supply to all football players all required equipment (except athletic supporter, protective cup, and shoes) for full-contact football. The equipment shall be in good condition as certified by the Board or shall be repaired or replaced.
- Section 2. The Secretary shall keep records of all equipment, i.e., type, quantity, sizes, expected life and any factory warranty.
- Section 3. The Secretary or designee shall issue and catalog required equipment to each football player. Each player (and their parent(s) or guardian(s)) shall be financially responsible for lost, stolen or damaged equipment and shall sign forms listing the equipment issued and the approximate cost of replacement of each piece. Players shall not be charged for normal wear and tear of equipment, but should inform their team's head coach or equipment manager to seek replacement of damaged pieces.
- Section 4. The Secretary or designee shall at the end of the season check in all equipment from each player. The Board shall then properly clean, inventory, repair and/or replace equipment, as well as see to its proper storage. Equipment deemed unusable should be replaced.
- Section 5. The Secretary shall maintain an inventory of all items belonging to the WCYFL program. This list shall contain all parts of the football uniform, including, but not limited to, pad sets, shoulder pads, helmets, and related parts. This list shall be made available to the Board at the November meeting.

XVI. INSURANCE/INJURY

- Section 1. WCYFL shall maintain adequate insurance coverage for the protection of the players and the organization.
- Section 2. In all cases of injury requiring medical treatment, written notification of said injury shall be given to the President or designee within twenty-four (24) hours of the incident.

- Section 3. The Secretary shall maintain a record of each injury submitted to the Board, including the date of the incident, type of activity, severity of the injury, treatment required, written notifications and disposition.

XVII. AWARD CEREMONIES

- Section 1. WCYFL may hold award ceremonies following each season for the purpose of recognizing players, coaching staffs and volunteers.
- Section 2. The Board, at its sole discretion, may purchase and present awards, plaques or certificates to players, coaches, advisors or volunteers.

XVIII. COMPLAINT PROCEDURES

- Section 1. Persons wishing to register a complaint concerning any activity involving WCYFL shall file said complaint in writing with the Board.
- Section 2. All complaints received in writing shall be logged by the President, including information as to the type of complaint, subject of the complaint, date(s) of the incident, desired action, and any other pertinent information.
- Section 3. The President shall investigate all complaints and present the findings of the complaint and a recommendation to the Board for action. The Board, at the President's request, may appoint a findings committee for the investigation. The President shall advise all parties of the disposition and/or action taken.
- Section 4. The Board shall be immediately notified of any complaints involving possible criminal activities. A closed meeting shall be held as soon as possible to determine the course of action.
- Section 5. The President shall keep a file of all complaints, investigations and actions regarding these complaints for the current year. The files shall be kept confidential and only released on a need to know basis.

XIX. PROVISIONS TO AMEND BY-LAWS

- Section 1. Any qualified member may bring any by-law amendment forth during a regularly scheduled monthly. Any proposed by-law change will have a first reading when it is introduced and shall be added to the agenda for a vote at the next regularly scheduled Board meeting.
- Section 2. A by-law may be amended, altered, deleted, or added with a 2/3 approval of the total Board.
- Section 3. By-laws may not be amended or overridden by the minutes of a meeting or any other means

