

WILMINGTON YOUTH FOOTBALL & CHEERLEADING ORGANIZATION

By-Laws (Amended 2008)

Article I Name

The name of this organization shall be known as “Wilmington Youth Football & Cheerleading Organization” (WYFCO).

Article II Objectives

- A. To challenge our youth to practice the ideals of good sportsmanship, perseverance and the importance of being a team player.
- B. To instill values upon our youth to have respect for property, authority and the rights of others.
- C. To promote to our youth to practice the ideals of scholarship and physical fitness by athletic competition.
- D. To acquaint our youth with the fundamentals of football and cheerleading to stay in condition physically, mentally and morally.
- E. To inspire our youth to practice good habits such as fellowship with others, respect for coaches and their peers.
- F. To provide our youth with an environment to have fun.

Article III Basic Policies

Section 1 The objectives of the WYFCO shall be promoted by the competitive athletic programs to acquaint youth with the development and fundamentals of football and cheerleading and shall be governed and qualified by the basic policies set forth in this article.

Section 2 The WYFCO shall permit all boys/girls regardless of race, creed or color to participate providing:

- A. The requirements delineated in Article XI “Player Eligibility Requirements” are met.
- B. The boy/girl is in sound physical condition.
- C. The boy/girl has parental consent (written).

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- Section 3 The WYFCO shall not be non-partisan or non-sectarian.
- A. The WYFCO or the names of any member in their official capacities shall not be used in connection for any other purpose other than the regular work of the organization.
 - B. The WYFCO or any of its divisions may cooperate with other organizations and agencies active in child welfare, providing their representatives make no commitments that bind the group they represent without express consent of the Executive Board.
- Section 4 The organization shall insist (financially when practical and with approval of the Executive Board) in the formation of new teams: both under this organization and/or other organizations that may from time to time come into existence.
- Section 5 The organization shall promote “safety first” football play by encouraging only programs with strict control over ages and including weights and equipment.
- Section 6 The WYFCO shall insist upon proper conduct of adults, coaches, players and spectators at all times. The athletic director shall confer with the individual(s) whose behavior is considered inappropriate.
- A. The WYFCO will not condone the use of profanity, abusive language or mistreatment of children by coaches, fellow players, adults or spectators.
 - B. The WYFCO will not condone smoking or the use of any alcohol beverages by any representative while children are under their supervision.
- Section 7 The organization shall have a group of accident liability insurance for all players, cheerleaders, coaches and managers under the jurisdiction of the organization.
- Section 8 In the event of dissolution of the organization or any of it’s divisions, the assets of such shall be distributed for on or more of the express purpose specified in section 501 (c9-3) of the Internal Revenue Code of 1954 or as from time to time amended.
- Article IV** Board of Directors and Voting Eligibility
- Section 1 The WYFCO Board of Directors shall consist of four members of the Executive Board and nine members of the Appointed Board. Each member has only (1) vote.
- A. The WYFCO shall be governed by the elected Executive Board.
 - B. The Executive Board shall consist of the President, Vice-President, Secretary and Treasurer. Members shall be elected by secret ballot bi-annually in the month of November.

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- C. The Executive Board has the responsibility to appoint an auditing committee to annually audit the financial record books
- D. The following Board Members will be appointed annually by the Executive Board, serve for a period of one (1) year and have one vote per member.
 - 1. Boys Athletic Director
 - 2. Girls Athletic Director
 - 3. Public Relations Manager
 - 4. Fund-Raising Coordinator
 - 5. Maintenance / Field Manager
 - 6. Boys Equipment Manager
 - 7. Girls Equipment Manager
 - 8. Concessions Manager
 - 9. Special Events Coordinator
- E. The Board Members must bring any recommendations they have regarding organizational policies to the Executive Board for consideration and approval.
- F. Executive Board Members shall assume their official duties at the close of the annual fiscal year and shall serve for two (2) years and/or until their successors are elected. In the event that an Executive Member resigns, a new member may be appointed by the existing Executive Board to fulfill the remainder of the term.

Section 2 The fiscal year of the organization shall be from January 1st through December 31st.

Section 3 Regular meetings of the organization shall be held monthly, excluding December. The time and place of the meetings will be decided by the Executive Board Members.

- A. All voting Members must attend or send a representative (with voting proxy) to the monthly board meetings.
- B. Special meetings may be called by the Executive Board through the Secretary.
- C. Any Executive Board Member who misses three consecutive meetings without notification to the Board for an excused absence, will be voted on for replacement.

Section 4 The Board of Directors will establish the annual player and cheerleader fees.

Section 5 The Executive Board will act on hardship fees for players and cheerleaders.

Section 6 The Executive Board will set practice time exceptions within the League guidelines.

Section 7 The Executive Board is the Grievance Committee.

Section 8 No Executive Board member shall be a Head Coach. (added 10/07)

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Article V Duties of the Executive Board Members

Section 1 **President:** The President shall preside at all meetings of the organization. He/she shall coordinate the work of the officers and committees to assure that objectives are pursued and business is orderly promoted. He/she shall assist all Board Members in the performance of their duties and support all representatives of the organization.

Section 2 **Vice-President:** The Vice-President shall act as an aid to the President and shall in their designated order perform the duties of the President in the absence or inability of the President to serve. He/She shall notify all Board Members of monthly and special meetings. His/her primary responsibility will be to insure that internal issues of the organization are conducted in such a manor that upholds the values of the organization.

Section 3 **Secretary:** The Secretary shall record the minutes of all the meetings of the organization / Executive Board and shall perform such other duties as may be delegated to him/her.

- A. Responsible for all league typing and copying.
- B. Be present at registration and keep a file of registration sheets.
- C. Type registration handouts with rules, games and practice schedules and uniform equipment agreement.
- D. Work with the Athletic Directors in assembling team and league rosters. Compile layers and cheerleader rosters and distribute to Equipment Manager, Athletic Directors and Head Coaches by the first practice.
- E. Maintain on file all league records, team rosters and other pertinent files.

Section 4 **Treasurer:** The Treasurer shall receive all moneys of the organization, keep count of all receipts / expenditures and shall payout all funds with the approval of the Board of Directors. Obtain the selected two members of the Executive Board signatures whom must sign all checks according to the Bank signature cards on file.

- A. Shall make a full financial report at the November Board Meeting.
- B. Provide a written detailed financial report to the Executive Board at each monthly meeting.
- C. He/she must make available upon request all sets of books / records / computer files pertaining to the organization.
- D. Shall be present at registration or appoint a representative.
- E. Shall attend all Board of Directors Meetings.

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Article VI Duties of the Appointed Board Members

Section 1 **Boys / Girls Athletic Director:** Will strictly enforce the provisions of the League By-Laws and Rules. Maintain the integrity for the organization by monitoring conduct and resolving any issues. Report at each monthly Board of Directors meeting any and all issues and their resolutions. Should any issues remain unresolved and/or require intervention, the Board of Directors must intervene and resolve the issue.

- A. Attend all Board of Directors Meetings
- B. Attend all monthly League meetings and provide a report at the next Board of Directors meeting. Reporting shall include updates on all League changes due to procedure, recruiting, area, age and weight. Provide a copy of League By-laws and Rules.
- C. Shall recommend all head coaches to the board of Directors.
- D. He/she shall insist upon proper behavior of coaches, players and spectators at all times as well as monitor all techniques pertaining to coaching and training.
- E. Assist the Secretary to compile and update team rosters.
- F. Director of all Head Coaches and hold coaches meetings as required or necessary.
- G. Enforce practice times in accordance with Board & League rules/guidelines and notify the Board of Directors of any team's change of practice for approval.
- H. No Athletic Director may also be a Head Coach.
- I. Keep blank insurance forms on file.
- J. The Boys Athletic Director is required to be present or appoint a representative on game days at all weigh-ins.
- K. Responsible to forward all rosters to the League and retrieve League team rosters for submittal to the Secretary.

Section 2 **Boys/Girls Equipment Manager:** Responsible for purchasing, maintenance, replacement, distribution collection, cleaning and storage of uniforms and equipment. Shall inventory all uniforms and equipment before and after each season. Work with Athletic Directors on the selection of uniforms and replacement equipment with the approval of the Board of Directors.

- A. Attend all Board of Directors Meetings.
- B. Present budget for new/replacement equipment and uniforms at the January Board of Directors meeting.
- C. Responsible for First-Aid equipment on hand at the concession stand.
- D. Keep on file all participants signed "Equipment Use Agreement". Make sure all participants have a copy for their records.

Section 3 **Public Relations Manager:** Responsible for all correspondence with the local press, government and community.

- A. Attend all Board of Directors Meetings.
- B. Author a weekly news letter during the season.

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- C. Coordinate picture days and the ad book
- D. Work with Secretary & Head Coaches to write and send game information to newspaper weekly. (added 02/2008)

Section 4 **Fund-raising Coordinator:** Coordinate all fund-raising projects though-out the year with the help of the Board of Directors.

- A. Attend all Board of Directors Meetings
- B. Present new fund-raising proposals at the January Board of Directors meeting.

Section 5 **Special Events Coordinator:** Responsible for planning and organizing Homecoming, Games Day, Awards Banquet and any other special events.

- A. File a complete financial and procedural report to the Secretary on all projects/events by the next Board of Directors meeting following the event.
- B. Assist the Board of Directors in obtaining volunteers and individual event coordinators.
- C. Submit to the Treasurer all monies with a complete report within 24 hours of project/event completion.

Section 6 **Maintenance / Field Manager:** Responsible for all field lining, mowing, watering and general maintenance of the field. Responsible for maintenance and repairs to buildings and equipment under to the control of the organization.

- A. Maintain a working allowance for maintenance and improvements with the Board of Directors Approval.
- B. Present budget needs at the January Board of Directors meeting.

Section 7 **Concessions Manager:** Responsible for all activities related to managing the concessions during the season.

- A. Manage the Concession's Budget as approved by the Executive Board.
- B. Coordinate with the Team Mom's to insure adequate staffing of the concession stand(s) for all home games.
- C. Coordinate through the Vice-President any issues needing assistance from the Executive Board.

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Article VII Coaches

- Section 1 Head Coaches shall be recommended by the Athletic Directors and approved by the Executive Board. All prospective coaches must attend an annual Coach's Clinic for training. Perspective coaches may sign-up at registration.
- A. Football Head Coaches may appoint their Assistant Coaches and submit their names to the Executive board for approval.
 - B. Cheerleading head Coaches may appoint their Assistant Coaches per squad and submit their names to the Executive board for approval.
 - C. The Head Coach shall report the names of his/her approved assistant coaches to the Secretary by the first game.
 - D. A Head Coach or Assistant can only hold a position on one (1) team.
 - E. Head Coach's will appoint 1 assistant coach to monitor the minimum 5 play rule. (added 02/2008)
 - F. Head Coach's will appoint 1 assistant coach to take written attendance at all practices, and make attendance forms available to Athletic Director daily. (added 02/2008).
- Section 2 Coaches and Assistants shall be responsible for equipment and uniforms once issued.
- A. Ensure all signed "Equipment Use Agreement" forms are turned in by every participant and given to the Equipment Manager.
 - B. Responsible for all equipment and uniforms turned in to the Equipment Manager at the end of the season.
 - C. Attend all coaches meetings called at the discretion of the Athletic Directors.
 - D. Head Coaches or Alternates shall attend monthly Board of Directors Meetings.
 - E. The coaching staff shall confirm to and follow the basic rules of "Safety First Football" of the organization.
 - F. Coaches shall help in the return of all equipment and uniforms on designated turn-in dates/times.
 - G. All special rules that Head Coaches enact shall be given in writing to the Athletic Director and presented to the Executive Board for approval. After approval, a copy should be distributed to the applicable team or squad.
 - H. Football Coaching staffs will be limited to 7 total coaches.
 - I. Assistant coach monitoring the minimum 5 play rule will make the mandatory play form available to the Athletic Director after each game. (added 02/2008).
- Section 3 Penalties for violating Mandatory Play Rule (added 02/2008)
- A. First offense for the Head Coach: Verbal warning and probation.
 - B. Second offense for the Head Coach: Suspension for one week and one game.
 - C. Third offense for the Head Coach: Board inquiry for remaining season suspension.

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Article VIII Divisions

- Section 1 Football teams will consist of four levels (Superlight, Lightweight, Junior Varsity & Varsity) in accordance with the age and weight restrictions implemented in the League By-Laws. No football team shall exceed more than 35 players.
- Section 2 Cheerleading will consist of one squad per team level with the purpose to lead cheers and direct the enthusiasm of the spectators for the benefit of their team in accordance with the Cheerleading Guidelines established in the League By-Laws.

Article IX Parliamentary Authority

Robert's Rules of Order revised shall govern this organization in all case to which they are applicable and in which they are not inconsistent with the By-Laws.

Article X Amendments

These By-Laws may be amended at any regular Board Meeting of the organization by a $\frac{3}{4}$ vote of the Board Members present, provided the proposed amendment shall have been presented at the previous Board Meeting and that is not in conflict with the basic policies of the organization.

Article XI Players Eligibility Requirements

All age, weight and residency requirements are to be in accordance with the League By-Laws and the following WYFCO guidelines:

- A. Ages will be from 7 – 14 years of age with no High School Students.
- B. Spring Registration will be limited to only families living within the 209-U School. Exceptions will be to families who have previously participated within the organization.
- C. Summer Registration will be open to all families outside the 209-U School District living in communities without an active youth football and/or cheerleading program and to families living within the 209-U School District who did not register in the spring. All Summer Registrations are subject to the late registration fee.
- D. All returning players and new players must sign-up on these dates. Anyone (including returning players) not registered on these dates will be placed on a “first come, first serve” waiting list.

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Article XII Consent

No boy or girl shall be considered a legal participant if he/she has not secured from their parent or guardian a written consent, signed "Equipment Use Agreement" form and submitted to the Board of Directors.

- A. All parents shall be notified that their child is covered by insurance.
- B. No child shall participate in a game or practice session in this league without insurance.
- C. Parents or guardians are responsible for uniforms and equipment not turned in or negligence.

Article XIII Special Policies

- A. Definition of practice are as follows: Full participation in practice for a minimum of 75% of total practice time. (example; 2 hour practice requires 1.5 hours participation to be considered a practice). (added 02/2008)
- B. If a player or cheerleader misses two excused practices in any one week period, the Head Coach (with the approval of the Athletic Director) may at his/her discretion limit the participation time in a game. (amended 02/2008).
- C. If a player or cheerleader missed more than two unexcused practices in one week, they will be ineligible to participate in the upcoming game
- D. A copy of these By-Laws is to be given to each Board Member, Head Coach and Game Announcer.
- E. Game Announcer shall sign-up at the registration and be in charge of all home game announcing, playing the Nation Anthem and the Flag on game days.
- F. Helmets & Poms will only be issued to graduating Eighth Graders after five (5) years of playing or cheerleading. For less time, the equipment will be pro-rated for the amount of years participated per the following:

- 1 year participation, player pays 80%
- 2 year participations, player pays 60%
- 3 years participation, player pays 40%
- 4 years participation, player pays 20%