

# **STONINGTON YOUTH FOOTBALL LEAGUE, INC. ORGANIZATIONAL BY-LAWS – 2019**

## **Article I – NAME**

This organization shall be known as the Stonington Youth Football League, referred to as SYFL.

## **Article II – OBJECTIVE**

2.1 SYFL shall organize a program of tackle football, flag football, and cheerleading.

2.2 The objective of SYFL shall be to instill in the youth of our community, the ideals of good sportsmanship, honesty, loyalty, courage, and reverence. Through this they may be well-adjusted, stronger, and happier youths and grow to be good, decent, healthy, and trustworthy adults.

2.3 To achieve the objective, SYFL will provide a supervised program of spirited competition under the rules and polices set by the Board of Directors and SNEYFC. All officers and members of SYFL shall bear in mind that attainment of exceptional athletic skill or winning games is secondary, and molding of future men and women is of most importance.

## **Article III – MEMBERSHIP**

3.1 Any person age eighteen (18) or older may have membership in the SYFL but must fulfill the requirements before being accepted. Members are defined as the Board of Directors, Members-at-Large, Committee Members, and Committee Chairperson.

3.2 Membership requirements are:

(a) All actions and decisions must be in the best interests of the youth participants (with specific emphasis on safety) and consistent with SNEYFC rules, regulations, and policies.

(b) Must be willing to abide by the by-laws and the playing rules of SYFL and SNEYFC.

(c) Must attend three of four consecutive meetings to be eligible to vote on SYFL business

(d) Members-at-Large may serve on committees or as committee chairperson. A Member-at-Large shall not have a vote on SYFL business but may only cast a vote in the November election for officers. To be eligible to cast a vote in the November elections, a Member-at-Large must have attended at least 50% of the regular meetings in that fiscal year.

#### Article IV – Board of Directors

4.1 The Board of Directors shall consist of 7 members. They will be the President, Vice President, Fund Raising Coordinator, Secretary, Treasurer, Cheer Coordinator and Tackle Coordinator.

4.2 All SYFL policies and business shall be considered, formed and voted on by the Board of Directors. There must be at a majority of eligible voters present to cast a vote.

4.3 The Board of Directors shall:

- (a) Be responsible for execution of SYFL policies
- (b) Be responsible for following the playing rules as outlined by the SNEYFC rule book.
- (c) Authorize all expenditures and not cause any indebtedness beyond the SYFL's ability to pay
- (d) Not authorize any disbursement inconsistent with SYFL policy.
- (e) Have the power to modify, rescind, or over-ride any action by any officer or member of the league.
- (f) Have books, and accounts of the league audited annually or more frequently if deemed necessary
- (g) Agree to and clear background checks that meet SYFL expectations.

#### Article V – LEAUGE OFFICERS AND THEIR DUTIES

5.1 All Board Members:

- (a) Are expected to participate in home game activities, including but not limited to concession duty, field set up and take down, and post-game clean up.
- (b) May pass responsibilities to other Board Members as long as all involved agree
- (c) May pass responsibilities to non-board members with the approval of the Board of Directors
- (d) Must read and follow the SYFL Code of Conduct

5.2 The President shall be the Chief Executive Officer of the SYFL and shall:

- (a) Preside at all regular and special meetings (except committee meetings).
- (b) Represent SYFL at SNEYFC meetings

- (c) Appoint Committee Chairpersons, and serve as an ex-officio member of all committees.
- (d) Be responsible for the overall orderly operation of the league.
- (e) Call a meeting of the Board of Directors at his discretion.
- (f) Be responsible to see that a proper turnover of all records, equipment, keys, etc. goes to the incoming officers before the end of January if necessary.
- (g) Ensures that all Board Members and coaches are aware of SYFL and SNEYFC rules, regulations, and policies.
- (h) Ensures that all Board Members are aware of any issues that arise during the season and/or off-season.
- (i) Assume the duties of chairman of the by-laws committee

5.3 The Cheer Coordinator is responsible for overseeing the entire cheerleading program and shall:

- (a) Attend monthly League/Cheerleading meetings.
- (b) Be responsible for coordinating the Head Coaches of the individual cheerleading teams, organizing the SYFL participation in league or other cheerleading competitions and act as a liaison between the coaches and the SYFL.
- (c) Be responsible for recruitment of new cheer participation in board meetings and league functions.
- (d) Be responsible for cheer registration and input.
- (e) Keep a summary list of SYFL-provided equipment (and equipment that is the responsibility of individual participants to provide).
- (f) Sizing and distribution of SYFL cheerleading uniforms and collection of uniforms at the end of the season
- (g) collecting paperwork and compiling cheer books for certification.

5.4 The Vice President presides in the absence of the President and shall:

- (a) Serve as the Chief Safety Officer
- (b) Provide for the safety and well-being of all youth participants and spectators at all SYFL functions, including but not limited to the coordination and execution of background screening, provision of law enforcement, and provision of Emergency Medical Services and transportation to a local medical facility.
- (c) Preside in the absence of the President

(d) Be responsible for overseeing the football program including but not limited to coordinating head coaches, field reservations and scheduling.

5.5 The Secretary shall record the minutes of all regular and/or special meetings and shall:

(a) Include all appointments, elections, and attendance by name.

(b) Maintain at all times a current membership.

(c) Have custody of and maintain all SYFL records. All coaches' records shall be given to the Secretary at the end of the season.

(d) Be responsible for distribution of minutes and reminders of points of action to the persons assigned/responsible for said duty.

(e) Be responsible for all preseason registration/roster input along with the Treasurer and Cheerleading Coordinator.

5.6 The Treasurer shall keep records of SYFL financials and shall:

(a) Prepare and submit a written monthly financial report, including concession stand expenses and revenues.

(b) Make minor expenditures of not more than \$100.00 without the approval of the Board of Directors

(c) Be responsible for the overall fiscal maintenance and reporting for the league.

(d) Oversee all fundraising activities and fundraising committees

(e) Submit a detailed final income expense summary at the February meeting.

(f) Ensure taxes are properly reported to the IRS

(g) Maintains itemized revenues and expenses for all SYFL business (e.g., equipment, concessions, registration, etc.)

5.7 The Fundraising Committee Chair is responsible for overseeing fundraising efforts and shall:

(a) Identify fundraising opportunities.

(b) Organize fundraising events.

(c) Solicit sponsors.

(d) Distribute, track, and collect fundraising proceeds in coordination with individual teams.

5.8 The Tackle Coordinator is responsible for overseeing the entire Tackle Program and shall:

- (a) Be responsible for coordinating the Head Coaches of the individual tackle teams and acting as a liaison between them and SYFL.
- (b) Coordinate rosters of the individual football teams with the Vice President.
- (c) Be responsible “on field” activities such as practice schedules, game days, etc.
- (d) Be responsible for the safety of all youth participants and spectators alongside the Vice President

5.9 Equipment Committee Chair will maintain a complete inventory of all SYFL equipment and shall:

- (a) Keep a summary list of SYFL-provided equipment (and equipment that is the responsibility of individual participants to provide).
- (b) Ensure the pre-season stocking of all teams’ medical boxes.
- (c) Be responsible for maintaining and cleaning of equipment including but not limited to the Re-conditioning schedule.
- (d) Submit suggestions of needed equipment for the next year.

5.10 The Concession Committee Chair is responsible for overseeing the concession stand and shall:

- (a) Ensure that the concession stand will be properly stocked for each game. A sum of money, to be determined by the Board of Directors, will be turned over to the concession manager before the start of the playing season.
- (b) Organize personnel to staff the stand.
- (c) Be responsible for all money collected and disbursed on game days.
- (d) Provide to the Treasurer at the conclusion of each week during the season an itemized list of concession stand expenses, money collected for admission, money collected at the concession stand, and money paid to referees.

5.11 The Apparel Committee Chair is responsible for procuring items that will be for sale to the SYFL community and shall:

- (a) Identify apparel suppliers.
- (b) Provide suggestions for logos to be placed on apparel.
- (c) Provide suggestions of inventory to be purchased.
- (d) Order inventory as needed (to be approved by the Board of Directors).
- (e) Keep an updated inventory of all apparel for sale and sold.

- (f) Maintain record of expenditures, sales, and income for apparel items
- (g) Organize staffing of apparel sales events at games, practices, and fundraising events as needed.

5.12 The Communications Committee Chair is responsible for overseeing league communications and shall:

- (a) Maintain SYFL website
- (b) Coordinate team communications with Team Moms and head coaches
- (c) Contact and communicate with the SYFL community as needed.
- (d) Be responsible for communications on social media.
- (e) Monitor SYFL email account

5.13 Committee Members shall:

- (a) Become familiar with the operations of SYFL
- (b) Assist other Board Members in achieving SYFL goals, affecting policies, and supporting decisions made by the Board of Directors
- (c) Accepts responsibilities from other Board Members. (The Member-at Large must agree to accept these responsibilities.)
- (d) Participate on SYFL committees as necessary.

## Article VI – ELECTION OF BOARD OF DIRECTORS

All SYFL officers will be elected annually at the November meeting. The election procedure is as follows:

- (a) Any person running for a position on the Board of Directors must submit a letter to the President by the October meeting.
- (b) The election will be held one office at a time in the following order: President, Vice President, Treasurer, Secretary, Cheer Coordinator, Tackle Coordinator, Flag Coordinator.
- (c) Only eligible Members-at-Large (as defined in 3.2 (d)) and Board Members may vote and must be present to vote.
- (d) The nominee who receives the majority of the votes wins the election. If there is an even number of voting members present, the President will vote only upon tallying

the votes to determine if there is a tie. If a tie occurs, the President's vote breaks the tie.

- (e) Those nominees who are elected will take office at the January meeting.
- (f) Election will be by secret ballot if more than one person seeks the office.
- (g) No one on the Board of Directors may hold more than one board position at any time unless lack of involvement deems necessary.

#### Article VII – REMOVAL OF BOARD POSITION, COMMITTEE MEMBER, HEAD COACH, ASSISTANT, OR TEAM STAFF MEMBER

7.1 Refer to the Football and Cheer Code of Conduct Policy documents for more information about expectations of board members, committee members, head coaches, assistant coaches, and team staff members.

7.2 Any person may be removed from their said position for actions considered detrimental to SYFL with a vote of 2/3 eligible board members only. Said member will have a chance to rebut in a closed to the public meeting. Any proposal of removal must be in writing and submitted to the President.

7.3 Any position which is vacant for any reason must be filled at the next board meeting. The position must be offered to eligible Members-At-Large first, then to the public.

7.4 At his discretion, the President may suspend a head coach or assistant coach at any time effective immediately. Within 5 days, the President will hold a special meeting of the Board of Directors to determine final disposition on the eligibility of the coach who was suspended to continue with SYFL. The coach will be given notice of such meeting, and afforded an opportunity to appear.

#### Article VIII – VOTING ON MOTIONS AND APPEALS

The following procedure will be used when voting on SYFL business:

- (a) Only eligible board members may vote on SYFL business.
- (b) Members must attend three of four consecutive meetings to be eligible to vote.
- (c) More than 50% of eligible voting members must be present to vote on an issue.
- (d) Voting may be by secret ballot at the discretion of the members.

(e) Motions will pass by majority vote.

(f) The President will vote only in the event of a tie.

#### Article IX – ELECTION OF HEAD COACHES (Football and Cheerleading)

9.1 (a) Any person who meets the requirements for the position of head coach of a tackle team must submit an application to the President on or before the January meeting of each year. All applicants will be considered. Coaches will be selected by a majority vote of the eligible Board of Directors present at the February meeting. All applicants will be informed of the February meeting time and location by the Secretary and be asked to be present at the February meeting for review by the Board of Directors. If an applicant is not present, they may write an email in their place representing why they are qualified for the coaching position.

(b) Any person who meets the requirements for the position of head coach of a flag or cheer team must submit an application to the President on or before the May meeting of each year. All applicants will be considered. Coaches will be selected by a majority vote of the eligible Board of Directors present at the June meeting. All applicants will be informed of the June meeting time and location by the Secretary and be asked to be present at the June meeting for review by the Board of Directors. If an applicant is not present, they may write an email in their place representing why they are qualified for the coaching position.

9.2 If there is only one applicant for a position, a show of hands will suffice for the election. If there are two or more applicants for the same position, a secret ballot will be held with the majority vote deciding the winner.

9.3 The applicants who win election will assume their duties as Head Coach (tackle) at the February meeting and remain as such until the conclusion of the current season at the year-end banquet.

9.4 Head Coaches must be 21 years of age or older. Head coaches are responsible for the welfare and conduct of their team at all times. They will care for any and all equipment issued to them by the equipment manger (including medical kits) in a responsible manner. They will be responsible for teaching the proper techniques of football or cheerleading in a safe manner. They are required to have a minimum of one coach on the team who is CPR and First Aid Certified. All head coaches must attend safety certification and training clinics as required by SYFL and/or SNEYFC; and at a minimum all football coaches (flag and tackle) must obtain a USA football youth tackle coach certification. Head coaches must attend monthly board meetings, league functions, fundraisers, etc.



9.5 Head Coaches are responsible for adhering to all SYFL and SNEYFC policies, rules, and code of conduct. All actions and decisions of the head coach and assistant coaches must be in the best interests of the youth participants (with specific emphasis on safety).

#### Article X – TEAM STAFF

10.1 Assistant coaches are chosen by the league President and head coaches and their names submitted to the Board of Directors for review and acceptance on or before the July meeting. Any vacancies or assistant coaches added after the July meeting must be approved by the Board of Directors by email or special meeting before participating in any coaching activity and must complete a background check.

10.2 Assistant Coaches must be 18 years of age or older. All coaches must pass background checks.

#### Article XI – MEETINGS

11.1 SYFL meetings will be held on a monthly basis and are scheduled in advance. The location and time will be communicated in advance. In general, SYFL meetings will occur on the third Wednesday of each month.

11.2 All monthly meetings are open to the general public. Only eligible board members may vote on SYFL business.

#### Article XII – ROSTER SIZES

Roster sizes for football and cheerleading will follow the SNEYFC book. Rosters will be coordinated by the Vice President.

#### Article XIII – FISCAL YEAR

The fiscal year will be from February 1<sup>st</sup> through January 31<sup>st</sup>. At the end of the fiscal year (February meeting), the Treasurer will provide a summary of SYFL financials outlining revenues and expenses. The report will be itemized into categories, such as equipment expenses, etc.

#### Article XIV – EXPENDITURES

14.1 All proposals for major expenditures (>\$500) must be discussed and debated by the Board of Directors. Potential options and needs must be considered.

14.2 To be reimbursed for any expenses, receipts must be submitted within 60 days of purchase. The Board of Directors must agree to reimburse these expenses.

14.3 At his discretion, the President may expend up to \$500 without a vote between regular meetings. All expenditures by the President without a vote shall be reported to the Board of Directors at the subsequent regular meeting.

## Article XV – AMENDMENTS

All by-law changes must be complete by the March meeting. With the exception of an emergency call to change agreed upon by majority vote of eligible members to be determined to be an emergency. All By-Law proposed changes must be in by the January meeting, discussed at the February meeting and voted on at the March meeting. If there is no January meeting, changes must be emailed by the third Wednesday of January.

## Article XVI– Code of Conduct

The mission of the (SYFL) is to provide a safe, fun learning environment for the youth of our community. We strive to create an opportunity for kids to work together as a team toward common goals. We emphasize sportsmanship, teamwork and respect for authority figures (Directors, Coaches, and Game Officials). Our focus is on developing good life skills through the sports of football and cheerleading.

SYFL will not tolerate verbal or physical abuse of its volunteer coaches, referees, or players from any Parent, Player, or Spectator. Spectators, as well as the players and coaches, are expected to abide by the code of conduct described here at all SYFL events. While most of the adults and children in the program will abide by this code without being instructed, it is being published to protect the children, the integrity of our program, and emphasize the values of SYFL.

### **Coaches Code of Conduct**

1. As a Team Coach, you (through your actions and words) set the example for your players, parents/guardians, and spectators. You set the tone and lead by example. Understand what is being asked of all participants in your sport. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance. Ensure that each player is correctly dressed with the necessary safety equipment (helmet, mouthpiece, pads, etc.) before being allowed to play. Get treatment for an injured player immediately. Co-operate fully with medical personnel in the best interest of the player. Never either physically or mentally push children beyond their abilities. The game is of minor consideration when compared to the child's future health and well-being. Encourage and guide players to accept responsibility for their own behavior and performance. Never condone unacceptable behavior. Accept the decisions of the game officials on the field as being fair and called to the best ability of

said officials. The officials are in charge of all games; their decisions are final. Always be prompt, courteous, and direct when dealing with the League Officials, opposition Coaches, and Referees. Read the SNEYFC Official Rules for the season and assist your players and parents in understanding them. All coaches must be certified through USA Football.

2. Agree to a background screening of your application with regards to your suitability to work with children.

### **Athlete's Code**

#### **I Will:**

1. Have fun!
2. Be a good sport (win or lose), be honest and fair.
3. Learn the value of commitment to the team; sportsmanship, ethical conduct, and fair play.
4. Show courtesy and respect to my teammates, opponents, coaches and officials.
5. Know that athletic contests are educational experiences.
6. Give complete attention to the instructions of coaches and league officials.

#### **I Will Not:**

1. Use profanity, talk "trash", or taunt others before, during, or after any game.
2. Display any unsportsmanlike behavior.
3. Criticize my teammates or players from other teams.
4. Act in any way that may incite spectators.

### **Parents/Spectators Code of Conduct**

#### **As a parent or spectator, I will:**

1. Support the coaches, players, and/or cheerleaders and help teach the value of commitment to the team, sportsmanship, ethical conduct, and fair play.
2. Support my child's team and help my child and SYFL make athletic contests a positive athletic experience.
3. Direct constructive criticism of my child's team program to the head coach and/or association officials at an appropriate time. I will work toward a positive result for all concerned.
4. Accept decisions of the game officials (including coaches) on the field as being fair and called to the best ability of said officials. The officials are in charge of all games; their decisions are final.
5. Exhibit exemplary sportsmanship at all times.
6. Emphasize that good athletes strive to be good students that are physically and mentally alert.
7. Strive to make every football/cheerleading activity serve as a training ground for life, and a basis for good mental and physical health by being present to support the children.

8. Abstain from being under the influence of or in possession of and/or drinking alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
9. Stay behind the designated spectator line during a game.

**As a parent or spectator, I will not:**

1. Interfere/interrupt the coaching staff during games or practices.
2. Criticize officials or coaches, direct abuse or profane language toward them, or otherwise subvert their authority.
3. Criticize an opposing team, its players, coaches, or spectators by word of mouth, by gesture, or by deliberately inciting unsportsmanlike behavior.
4. Undermine, in work or deed, the authority of the coach or SYFL.

**Consequences of Behavior**

At any SYFL event, practice, or competition, any adult who verbally abuses, attempts to intimidate, is flagrantly rude to, or does not control their language or actions with a player, official, coach, spectator, or SYFL board member will be asked to leave the event. He or she will receive written warning regarding their behavior. If the spectator fails to leave upon request, law enforcement authorities may be called to remove the spectator.

Any adult that commits a second similar offense will be banned from SYFL events for the remainder of that season.

Any adult who physically assaults an official, coach, or SYFL board member will be banned from SYFL for one year from the date of the offense. After one year, the parent may apply for re-instatement. If the adult commits a second offense, he or she will be permanently banned from the SYFL.

The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.