

# **Weatherford Youth Association**

## **Rules & Regulations**

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## **Weatherford Youth Association Bylaws**

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## **Chapter 1: Operational Procedures**

### **Pledge of Support:**

The membership of the Weatherford Youth Association recognizes that we are an association of volunteers who have joined together in the interest of promoting the ideals of the Weatherford Youth Association and the Governing League. Therefore, we pledge ourselves to the mutual support of the elected board members and recognize that not all instances can be included within these printed pages and in expression of confidence of our elected Board, hereby grant them the authority to act on matters as they see appropriate and in the best interest of the children. Always remembering that the **CHILD IS FIRST** and the **SPORT IS SECOND**.

### **Article I: Organization**

The name shall be Weatherford Youth Association (hereinafter referred to as “WYA”). WYA is a non-profit organization. WYA will participate as a member of the Metroplex Youth Football Association (referred to as GOVERNING LEAGUE throughout), following the football rules set forth in the GOVERNING LEAGUE bylaws along with the local organization bylaws. The GOVERNING LEAGUE shall determine all age requirements, schedules, locations, officials, and specific amendments to the NCAA rules. WYA has the right to resign as part of the GOVERNING LEAGUE with a majority vote of the Board should it ever become in the best interest of the children of the WYA. All Board members, Coaches, and volunteers involved with children shall be required to pass a background check administered by the GOVERNING LEAGUE.

### **Article II: Purpose/Mission Statement**

WYA will foster sportsmanship, teamwork, personal integrity, and develop maturity and leadership while promoting safety and fundamentals of the sport. Development of the children involved in WYA will be the primary goal of this association. The child is first, the sport is second.

### **Article III: General Membership**

#### **Section 3.01 Eligibility**

Parents or legal guardians of each child participating in WYA, Coaches, and Board members (hereinafter referred to as members) shall be eligible to be a voting member, provided they are in good standing with the WYA and pledge to abide by the Rules and Regulations of the WYA, GOVERNING LEAGUE, and the WYA code of conduct.

#### **Section 3.02 Votes**

Each designated member shall have one vote to cast regardless of the number of children he/she has participating in the Association, maximum two (2) votes per family, as listed by name on the registration form, and must be present at a membership meeting to cast the vote.

### **Section 3.03 Revocation of Membership**

If in the opinion of the Board, any participating member conducting themselves in a manner that is not conducive to the WYA code of conduct, he/she will lose their membership in the WYA and child's participation in the WYA may be affected, if so deemed by the Board. In severe cases banning the said offender(s) from appearance at future sponsored WYA and GOVERNING LEAGUE events which will include but will not be limited to practices, games (both home and away) and team parties or events. The Board can impose a lifetime ban if deemed to be a severe detriment to the WYA.

## **Article IV: Code of Conduct**

### **Section 4.01 Conduct**

The Association recognizes that the conduct of its members reflects not only on the individual, but also on the entire program. The following items are prohibited, but not limited to:

- A. Abusive or Profane language.
- B. Fighting.
- C. Tobacco, alcohol consumption or illegal drug use.
- D. Explicit public display of affection.
- E. Distribution of personal or private documents.
- F. Use of league records without permission.
- G. Behavior which proves to be a detriment to this organization or its objective at any WYA sanctioned event.
- H. Making negative or profane comments from the stands or sidelines that may be seen or heard by children, adults, coaches, or opposing teams.
- I. Making negative or profane comments and/or posts on social media sites that could be considered a detriment to the league.
- J. Coaching a player incessantly from the sidelines or stands when not a member of the coaching staff.

### **Section 4.02 Practice/Game Facility Rules**

We are guests at any facility we use and will adhere to the requests/requirements of said facilities in addition to the items listed above.

### **Section 4.03 Violations**

Any violation of the above items will be subject to Article III, Section 3.03.

## **Article V: Meetings**

### **Section 5.01 Function and Style of Meetings**

The Board will conduct regularly scheduled meetings. The purpose of these meetings will be to conduct normal Association business, enforce rules, codes of conduct, and to settle disputes and protests. There will be one open meeting to the general membership yearly provided that there are agenda items from the general public.

A. Meeting Types:

- a. **Regular meetings:** There will be scheduled monthly meetings with the date being set at the previous meeting. All regularly scheduled meetings associated with the WYA will have a previously prepared agenda, posted via email to the Board at least one(1) week prior to the scheduled meeting.
- b. **Emergency meetings:** Emergency meetings may be called by any Board member with 24 hours' notice given to all Board members. They are limited in scope to cover only one (1) subject.
- c. General Members may request an emergency meeting in writing to the President or Vice-President of the Board. This request may be approved or denied by a majority vote of the Board.
- d. **Open Meetings:** There will be one annual meeting that is open to the general public, unless the board feels the need to hold more.

### **Section 5.02 Quorum**

A quorum shall consist of half plus one of the Board. For open meetings a quorum shall consist of 10% of the voting membership. Vacant Board positions do not count in the quantification of a quorum.

### **Section 5.03 Votes**

All votes, regardless of method, must be copied to WYA in order to be recorded and kept on file.

- A. Polling: In order to hold the number of Board meetings to a minimum, the President or Vice-President of the Board may poll members in order to reach decisions regarding specific questions.
- B. Digital votes may be called for on an emergency issue only.
- C. Votes need to be recorded within 48 hours of initiation in order to be counted.
- D. Voting by proxy will be allowed for agenda items only. Any Board member wishing to vote by proxy at a Board meeting must provide notice of such as well as the Board
  - a. Member who will be casting their vote to both the President and DOO 24 hours prior to the meeting's scheduled start time. No Board member can vote by proxy at consecutive Board meetings.

### **Article VI: Rules and Regulations**

These rules and regulations may be altered, amended or repealed by the WYA Board one time per year starting with the second scheduled meeting of the new Board. All changes presented and approved by the Board will be in effect at the start of the April board meeting of the calendar year and will remain in effect until amended and approved the next calendar year.

### **Article VII: Board of Directors**

The Board of Directors (hereinafter referred to as the "Board"), is elected by the general membership of the Association. The Board is the governing body of the Association. The Board shall transact all business, enforce all rules and codes of conduct for the Association and have the power to settle all disputes and protests. All decisions of the Board are final. Couples

(married or otherwise) cannot hold officer positions at the same time and must adhere to the couples code of conduct.

### **Section 7.01 Term**

The Board shall be elected for two-year terms with half of all positions being re-elected every other year. The exception being if a member is filling a vacant position from another member who left prior to their 2-year term being filled. If this occurs the new member will fulfill the existing term only and then be up for reelection.

### **Section 7.02 Eligibility**

To serve as a Board member you must be a parent/legal guardian of a WYA participant, and be in good standing with the WYA, or have served in a background checked position without incident or major complaint.

- A. Board Member Code of Conduct: Every member of the WYA Board will sign and adhere to a written code of conduct. This document will be signed annually and maintained in two files to be kept by the WYA Secretary and President. Neglecting to fulfill the agreed code of conduct is grounds for removal from the WYA Board with all penalties in place as listed throughout the WYA Rules and Regulations. If the board member is an active coach See Section 7.03 (d).

### **Section 7.03 Board Vacancies**

- A. Any Board member may resign his/her position by written resignation to the Board.
  - a. Any Board member who is absent from two (2) consecutive Board events, having been notified prior to each event, unless excused by the Board shall have his/her office declared vacant.
- B. Each board member is required to give a minimum of four (4) volunteer hours per Saturday.
- C. Excused absences include work, illness, family emergency, child's competition for other activities.
  - a. Any Board member who willingly neglects his/her duties to the detriment of the WYA may be brought to a hearing by the Board and a vote of the majority of the remaining Board members are required to take any action. See Article VIII.
  - b. Any Board Member that is in violation of the Board Member Code of Conduct or that is found to be acting in a way that is seen as a detriment by the majority of the remaining Board will be removed from their position on the Board with a majority vote by the remaining Board.
  - c. Any Board member who willingly neglects his/her duties to the detriment of the WYA may be subject to disciplinary action up to and including termination from the board. See Ch. 1 Article 8.
  - d. In the case that the Board Member is a Coach, ability to continue coaching will be determined by majority vote of the remaining Board.

- e. Board members that have been removed by the Board shall not be allowed to hold a Board position for one (1) calendar year after removal and then could be considered on a case by case situation thereafter.
- f. Any vacancy of the Board shall be filled by nomination and majority vote of the Board and will be for remainder of the vacated term. If vacancy is for a position that includes responsibility of maintaining or having access to a WYA account of any kind, the vacating board member holds the responsibility of notifying the President at the time of resignation so that the responsibility may be transferred.
- g. j. The Board may choose to not fill certain positions from year to year based on the needs of the organization. Vacant positions do not count in the quantification of a quorum.

#### **Section 7.04 Election of Board Members**

Elections may be held at any time during the season up to the Super Bowl with at least 48 hours' notice of election to be held sent to the general membership via email and posted on the website.

- A. Nominations will be accepted in a written format to the Board no later than 5 days prior to the meeting or a date previously set by the existing Board. Each nominee must have a current WYA background check and must present a bio to an appointed board member to be considered for a place on the ballot. All nominations are subject to Board approval.
- B. The candidate receiving the greatest number of votes by the general membership shall be declared the winner. In the case of a tie, the current Board will cast an additional vote to break the tie.
- C. If a board member resigns, the president will request recommendations from board members for nominations. This nomination period should be at least a five day period. Once nominations are compiled, an election among the board members will be held with the exception of unopposed nominations. An unopposed nominee will be automatically elected unless there is a majority exception to the nominee after discussion.
- D. Election will only be held if the number of nominations exceed the number of open positions.

#### **Section 7.05 Voting**

Each Board member (except the President) is allowed one (1) vote on any given issue. In the case of a tie the President will cast the deciding vote.

- A. Abstaining: Each Board member is allowed the opportunity to abstain from voting on any issue that they feel is a conflict of personal interest. This is an individual decision. However, if you are abstaining because you feel that you do not have adequate information to make a final decision then it is your duty as a Board member to explore more discussion on the topic until such time as you are able to make an informed decision.
- B. Conflict of Interest: No Board member will be allowed to vote on any issue that involves:



- a. Vendor selection when a relative of the Board member is the owner of the business. Discussion will be kept open and the Board member in question will be allowed to be present for all discussion and final voting on this issue.
- b. Disciplinary action involving the spouse/significant other/relative of any Board member. Disciplinary action involving the spouse/significant other/relative of any Board member. Discussion will be open for a predetermined amount of time and the Board member in question will be allowed to address the Board in a civilized manner prior to the vote. The vote and final discussion of this issue will be closed and the Board member and their spouse/family member in question will not be allowed to be present for these proceedings.
- C. Critical votes may be administered via digital form open to all members.

### **Section 7.06 Election of Officers**

Once board members have been elected to the board, each will be voted on and/or assigned to an officer sub-team.

- A. Officers are defined as President of Directors, Director of Operations, Secretary and Treasurer.
- B. Tenured board members should be considered for nomination to these positions, however. If a tenured board member does not accept the position, then a non-tenured board member can hold this position if they have a child participate in the league for two years or more.
- C. Any family members of any relation, currently serving on the Board, cannot both be authorized as signers on the bank account(s) and cannot both be officers.

### **Article VIII: Responsibilities of Directors**

All Board members have an assigned job and they are expected to fulfill those duties as listed below in the rules and regulations, along with any additional duties as deemed necessary.

### **Section 8.01 Joint Responsibilities**

All Board members shall share the following responsibilities:

- A. All Board members will work sign ups, team pictures, annual awards ceremony, fundraisers, and regular and playoff games as needed.
- B. All Board members will help in obtaining sponsors for the association.
- C. All Board members will present open account statements and receipts to the Treasurer in a timely manner.
- D. All board members will turn over any WYA funds to the Treasurer or Asst Treasurer within 48 hours.
- E. All Board members will present official records of the WYA to the Secretary in a timely manner. See Section 8.04.
- F. All board members must get pre-approval by board vote on any purchase of \$100 or more, unless already part of an approved budget.
- G. All board members are responsible for soliciting bids and/or price shopping to ensure that items purchased and/or sold are at the best possible price.

- H. All duties as assigned by the President.
- I. All budgets will need to be presented and voted on or before the May regularly scheduled meeting.
- J. All board members are to work their scheduled shifts assigned or find someone to fill in if they are not able to be there.
- K. All board members are required to participate in league fundraising. (raising funds or volunteering time)

### **Section 8.02 President of Directors (POD)**

Serve as one of the 4 elected officers will be considered the chief executive officer and will serve as the President for WYA.

#### **The President of Director will:**

- A. Presides over all meetings, acting as the facilitator and parliamentarian following the prepared agenda.
- B. Will be a non-voting member of the WYA Board except as needed to provide a tie breaking vote.
- C. Will serve on any committee that is formed in support of the WYA Board.
- D. Will work with the Vice-President, Treasurer, Secretary, and Directors of Cheerleading and Director of Football to process any requests for charity.
- E. Has the ability and duty to sign checks as payment on any WYA account.
- F. Will work with Director of Operations, Treasurer and Secretary, to ensure taxes are filed in a timely manner.
- G. At each change in position, the Registered Agent's name on record with the State of Texas and the IRS will be amended to reflect the current President's name and physical address to ensure timely receipt of federal forms/documents

### **Section 8.03 Director of Operations (DOO)**

Serves as one of the 4 elected officers will serve as the Vice President for WYA. DOO will lead officer team including Secretary, Treasurer, Public Relations, and the governing league/town rep.

#### **The Director of Operations will:**

- A. Assume the duties of the POD if the President is unavailable.
- B. Assume the duties of any other Board member should a member be unable to perform his/her duties until an election can be held and the open position is filled
- C. Serve as backup to the Town Representatives in case of absence at a GOVERNING LEAGUE function. If DOO is already a town rep, he/she must ask any board member to take their place,
- D. Work with the Town Representatives and the Director of Football and preside over the player draft and team placement unless he/she is a coach in any age division, then which the President will assume the responsibilities of the DOO

- E. Work with the Treasurer, Secretary, and Directors of Football and Cheer to process any requests for charity
- F. Along with the Director of Football, Director of Cheer, and Director of Volunteers will, at the end of the season, report all student coaches volunteer hours in letter format to the WISD Administration, coaches and parents, as applicable
- G. Partner with POD, Treasurer and Secretary to ensure taxes are filed in a timely manner
- H. Coordinate and schedule the end of season ceremonies.
- I. Serve as or delegate webmaster responsibilities.
- J. Collect and distribute coaching and league evaluations.
- K. Process any insurance claims

#### **Section 8.04 Secretary**

Serve as one of the 4 elected officers reporting to the DOO.

##### **The Secretary will:**

- A. Record and preserve the minutes of all meetings, including a computer backup, handwritten or typed record.
- B. Present the meeting minutes to all WYA Board meetings for review and approval within 1 week of meeting date.
- C. Maintain the official WYA records: bylaws including revisions, list of WYA voting
  - a. members, agendas, minutes, voting records, meeting attendance, registration, newsletters, contracts, fundraisers, and forms.
- D. Maintain a record of all voting from meetings, email/text votes and the WYA Board elections.
- E. Work with POD, DOO, and Treasurer to process any requests for charity.
- F. Maintain a list of all voting members of the WYA.
- G. Store, maintain and perform revisions to any WYA forms.
- H. Solicit bids for a photographer after existing contracts expire.
- I. Coordinate all team photograph times and dates and ensure that the Directors of Cheer,
- J. Director of Football and all Football/Cheer Coaches are aware of the dates and times appointed in partnership with the Director of Public Relations.
- K. Work in conjunction with the Treasurer and Public Relations to coordinate all registration duties including but not limited to: advertising, registration dates and locations, necessary forms, parent receipts, collection of funds, special consideration forms and documentation.
- L. Partner with Team Mom coordinator to compile the team rosters and official team books in partnership with the Town Representatives and DOO
- M. Along with the Treasurer, collect and maintain all scholarship applications

### **Section 8.05 Treasurer**

Serve as one of the 4 elected officers reporting to the DOO.

#### **The Treasurer will:**

- A. Receive and deposit all funds into WYA accounts
- B. Coordinate the payment of all invoices and accounts in a timely manner.
- C. Maintain an accurate and detailed ledger of all association funds to be presented at every regular WYA meeting.
- D. Maintain, track and report budgets at each scheduled board meeting
- E. Has the ability and duty to sign checks as payment on any WYA account.
- F. Has responsibility for one of the debit cards for WYA accounts.
- G. Is responsible for presenting all bills to the WYA Board for payment approval throughout the season during regular scheduled meetings.
- H. Will maintain a Player Database in QuickBooks or other software.
- I. Is responsible for collection of monies owed by parents.
- J. Will coordinate year-end filing requirements with the Association's CPA and the State of Texas as needed. Including: taxes, non-profit filings, State of Texas requirements, and GOVERNING LEAGUE requirements.
- K. Will work in conjunction with the President to coordinate all registration duties including but not limited to: advertising, registration dates and locations, necessary forms, parent receipts, collection of funds, special consideration forms and documentation.
- L. Work with the POD, DOO, Secretary, Director of Football and Director of Cheer to process any requests for charity.
- M. The Treasurer, and Public Relations will coordinate the fundraisers.
- N. At each change in position, the Federal Tax Exemption Determination Letter be requested to provide evidence of the organization's current tax exempt status
- O. Make all deposits within 72 hours of delivery. A summary sheet of the event/game/sales and a copy of the deposit slip will be emailed to the board when complete.
- P. Will coordinate with board members on a rotating basis to perform monthly line item audits of all financial transactions.
- Q. Will oversee one assistant director of treasurer.
- R. Regularly check the mail and distributing incoming mail in a timely manner
- S. Collect and keep record of all advance purchase payments

### **Section 8.06 Town Representatives**

Serve as director and will report to the DOO.

#### **The Town Representative will:**

- A. Attend all GOVERNING LEAGUE meetings and generate hand written or typed meeting minutes to be emailed to WYA board within 48 hours.
- B. Keep WYA informed of all changes to GOVERNING LEAGUE policies, to ensure that WYA maintains compliance with all GOVERNING LEAGUE rules and regulations.

This position is required to be the MOST knowledgeable of all rules and regulations affecting the players and coaches involved in the WYA organization. This position must know the rules of both the WYA, and the GOVERNING LEAGUE.

- C. Obtain all game balls and necessary equipment from GOVERNING LEAGUE.
- D. Perform necessary duties at the GOVERNING LEAGUE weigh-ins as required by GOVERNING LEAGUE.
- E. Perform all necessary duties involved in setting the season schedule as required by GOVERNING LEAGUE.
- F. Distribute schedules to the WYA Board
- G. Serve as the first contact for any WYA parent to file a written complaint against any game officials or other GOVERNING LEAGUE organization.
- H. Ensure all scores are reported to GOVERNING LEAGUE in a timely manner. This may entail contacting every coach every week for final game scores. The Town representatives may designate someone to perform this duty in his/her place.
- I. Town Representatives will also serve another position on the board.

### **Section 8.07 Director Cheer**

The Director of Cheer (DOC) will preside over all areas of the cheerleading program and report to the POD, including: registration, camps, clinics, routines and coaching. DOC will coordinate with the Director of Uniforms on design and fittings.

#### **The Director of Cheer will:**

- A. Work with the POD, DOO, Secretary, Treasurer and Director of Football to process any requests for charity.
- B. Coordinate and obtain a coach for every squad. Coaching interviews should be completed with every potential coach
- C. Ensure every cheerleading coach has a completed background check.
- D. Relay all necessary WYA information to the cheerleading coaches and parents. DOC should collect and maintain a list of coach and team mom information.
- E. Work with the POD, DOO, Treasurer, and Secretary to process any requests for charity.
- F. Along with the Director of Sales and Director of Football will at the end of the season, report all student volunteer hours in letter format to the WISD Administration, Coaches and Parents, as applicable.
- G. Along with the Director of Football and Secretary will coordinate all team photograph times and dates and ensure all Football/Cheer Coaches are aware of the dates and times
- H. Will serve as the initial point of contact for written complaints against any WYA cheer coach or parent.
- I. Coordinate dance routines.
- J. Be responsible for each cheer coach having a coach's handbook that contains by-laws, full roster, coach's expectations, list of cheer/chant recommendations and any other items the board recommends.

### **Section 8.08 Director of Football**

Director of Football (DOF) will have 1 assistant director and will preside over both tackle and flag programs.

**The Director of Football will:**

- A. Along with the President, ADOF, and the DOO will preside over the player draft and team placement unless he/she is a coach of the respective age division, in which point another director will be appointed.
- B. Along with a minimum of 2 additional board members (DOF, ADOF, DOO or POD) will conduct coaching interviews for all candidates; provide summary and recommendation to board for voting.
- C. Work with the POD, DOO, Secretary, Treasurer and Director of Cheer to process any requests for charity.
- D. Coordinate all camps, clinics and training with the WYA and GOVERNING LEAGUE.
- E. Be the first contact to which a parent may file a written complaint against any WYA Football Coach.
- F. Work in conjunction with the Director of Equipment and Safety to ensure that all equipment is up to safety standards, maintained, fitted to each player and returned at the end of the season.
- G. Relay all necessary WYA information to the Football Coaches and parents in partnership with the Director of Public Relations.
- H. In accordance with the Director of Safety will monitor practice, ensuring they are conducted within appropriate parameters to include coach's conduct and practice length.
- I. Should coordinate collection of all coach and team mom contact information with the Team Mom Coordinator
- J. Responsible for ensuring all football coaches have a coach's book containing Bylaws, full team roster, concussion protocol, equipment information and any other items the board recommends.
- K. The DOF will coordinate with the Secretary all team photograph times and dates and ensure that the Secretary, Directors of Cheer, and all Football/Cheer Coaches are aware of the dates and times appointed in partnership with the Director of Public Relations.
- L. Along with the Director of Sales and DOC at the end of the season, report all student volunteer hours in letter format to the WISD Administration, Coaches and Parents, as applicable.

**Section 8.09 Director of Sales**

Director of Sales (DOS) will serve as the primary point of contact and primary decision maker with regards to concessions and booster (including cheer extras).

**The Director of Sales will:**

- A. Develop a budget request/recommendation for pre-purchase item needs
- B. Coordinate initial clean-up of concessions for the beginning of season, game days as well as end of season

- C. Stock concession stand initially and then on an on-going basis throughout the season, and must maintain an accurate inventory of all items purchased and sold in the concession stand as well as booster. \*\*Any purchases needed to maintain a reasonable stock of goods on game days will not require pre-approval of the board\*\*.
- D. Coordinate with DOE to ensure the trailer is ready for all Saturday's and transportation to games.
- E. Order and sell all cheer booster items
- F. Along with the DOC and DOF will at the end of the season, report all student volunteer hours in letter format to the WISD Administration, Coaches and Parents, as applicable.

### **Section 8.10 Director of Equipment and Uniforms**

Director of Equipment and Uniforms (DOE) will organize and supervise the preparation and assignment of all player equipment. DOE will oversee 1 assistant director.

#### **The Director of Equipment and Uniforms will:**

- A. Organize and facilitate the purchase of necessary new and/or replacement equipment, including but not limited to: helmets, shoulder pads, mouth pieces, chin straps, necessary practice equipment and water bottles.
  - a. If GOVERNING LEAGUE does not provide flags the DOE will coordinate purchase of flags and any other flag related football necessities.
- B. Partner with the DOF to organize equipment distribution and end of season collection
- C. Organize and maintain an inventory of player equipment and ensure proper storage.
- D. Organize and conduct the cleaning and repair of existing equipment
- E. Maintain contact with the DOF and all Coaches to ensure that equipment is maintained and up to safety standards throughout the season.
- F. Partner with the DOF and DOC to design all WYA league furnished gender appropriate attire
- G. Coordinate fitting for all tackle and flag apparel and partner with DOC for cheer fittings
- H. Coordinate purchase of all game day attire and accessories for tackle and flag football
- I. Coordinate purchase of helmet decals, helmet stripes and other game day accessories
- J. Design board shirts, coordinate fittings and place order
- K. Design coach's shirts, coordinate fittings and place order

### **Section 8.11 Director of Safety**

#### **The Director of Safety will:**

- A. Coordinate the upkeep, mowing, marking of lines for practice and game fields as well as cleanup of fields after games.
- B. Arrange for proper storage of all equipment necessary for the upkeep of the fields.
- C. Must coordinate transport of equipment to and from storage.
- D. Coordinate, negotiate and arrange for trash and port-a-john services through the season
- E. Maintain safety protocols are followed for practice and games according to MYFA rules for weather related delays.

## **Section 8.12 Director of Public Relations**

Director of Public Relations (DPR) is responsible for communications to coaches, parents and board members as well as coordinating distribution of all signage and sponsor advertisements.

### **The Director of Public Relations will:**

- A. Will establish a program for obtaining Sponsors.
- B. Represent WYA in all local community relations.
- C. Coordinate and perform all news releases to local press.
- D. Design and order yard signs for sign ups and WYA camps.
- E. Represent WYA in all local community relations
- F. Submit weekly scores and pictures throughout the season to local press.
- G. Coordinate any participation in local events and WISD functions.
- H. Coordinate responses to all emails received via the website.
- I. Coordinate all signage and sponsor advertisement as needed throughout the season.
- J. Coordinate the advertising of signup dates and locations.
- K. Coordinate all special events and fundraisers for WYA during the year.
- L. Assistant PR will also serve another position on the board.
- M. Will assist in maintaining the Association Online profiles, including:
  - a. Reviewing the website to ensure all information is up to date and accurate
  - b. Maintaining the WYA Facebook page and answering any posted questions
- N. will hold additional board position

## **Article IX: Insurance**

### **Section 9.01 Asset Insurance**

The WYA is a nonprofit organization and as such is not eligible to obtain theft/liability insurance for any assets owned by the league. Any person pulling the WYA Trailer will be required to cover the trailer under their personal auto insurance policy and to provide the league with a copy of this insurance information prior to pulling the trailer. In the case of theft the WYA will cover the deductible on the homeowner's policy for the location that the trailer is parked at the time of the theft.

### **Section 9.02 Participant Insurance**

All players and cheerleaders shall be provided with insurance as part of their registration fee. The policy shall be in effect as dictated by the GOVERNING LEAGUE until the end of the season for each team. Insurance to cover after season tournament play will only be available to WYA players as part of their equipment rental fee. See Tournament Play.

- A. This insurance does not cover injury to a spectator or fan.
- B. This insurance is a supplementary policy only and covers expenses after the parent/legal guardian's primary insurance has paid. There is a \$100 deductible per



occurrence that is the responsibility of each individual family, the details of which are available upon written request to the Town Representatives.

## **Article X: Financial**

### **Section 10.01 Refund Policy**

Refund requests will be processed according to the following guidelines:

- A. Refund requested by April 30th – 100% refund
- B. Refund requested by May 14th – 50% refund
- C. Refund requested by May 31st - 25% refund
- D. Refund requested after June 1<sup>st</sup> – No refund

Fees for the following are non-refundable and will be deducted prior to a refund being issued:

- A. background checks
- B. coaches shirts
- C. website registration fees
- D. Credit card fees
- E. You must request a refund in writing by sending an email to [treasurer@weatherforyouth.com](mailto:treasurer@weatherforyouth.com)
- F. NO refund for spring league or jerseys.

### **Section 10.02 Payment Plans**

- A. Payment plans will be arranged through the Treasurer or performed within our signup page.
- B. All participants will be required to pay a set amount (determined yearly) towards their total cost to set-up a payment plan.
- C. Final payment for cheerleading must be paid in full no later than the last cheer sign-up date; football must be paid in full no later than the last football sign-up date.
- D. NO refunds will be given for payment plans that are not completed.
- E. All participants will be required to pay last year's balance in full in addition to current registration in full before they will be registered or receive any equipment.

### **Section 10.3 Fundraiser Assistance**

- A. Fundraiser Assistance may be provided during registration.
- B. Any funds over the needed registration fees will be halved and then may be used for Booster Club items at pre-set registration/fitting dates only. These funds will not be refunded to the participant and any leftover money as of the last registration date will become a donation to WYA Scholarship fund or may be transferred to another family, upon board approval.

## **Section 10.04 Scholarships**

The organization will sponsor any player/cheerleader who desires to participate in WYA and cannot afford the registration fees, depending upon the availability of funds and Committee approval. The Scholarship Committee will consist of POD, DOO, Secretary, Treasurer, DOF, DOC, and additional directors. Scholarships will be issued in accordance with the following guidelines:

- A. Scholarships will be on a year to year basis.
- B. The following criteria are required:
- C. Application completed with the Treasurer.
- D. All scholarship recipients will be required to pay an amount (set yearly) toward their fees at the time of registration.
- E. All scholarship recipients will be required to participate in the following year's Fundraiser Assistance program to be eligible for scholarship the next playing season.
- F. All scholarship recipients must complete the requirements each year, if requirements are not fulfilled within the year part and/or all scholarship amounts will be owed to WYA.

Requests for donated registrations to any cause must adhere to the following process:

- A. Requests are made to the treasurer via email at least 14 days in advance.
- B. If approved, the treasurer assigns a unique number to each donation and keeps a tracking system in place.
- C. All donated registrations are turned into the treasurer for verification prior to crediting an account.

## **Chapter 2**

### **Article I: Coaches**

#### **Section 1.01 Requesting a Team**

New coaches must do the following:

- A. A letter of intent to coach must be postmarked/emailed by the date specified by the WYA. This must include a complete history of their coaching experience in any sport and at least two references.
- B. Show basic knowledge of the game.
- C. Attend coach's training/meetings as scheduled by the WYA and GOVERNING LEAGUE every year.
- D. Must have a team end of season party to be held at a neutral location before December 31st of that year where all parents and children are welcome to attend.
- E. May not head coach 2 teams within the same year.

### **Section 1.02 Returning Coaches (Only)**

Coaches will additionally be evaluated in the following areas:

- A. Past behavior as a Coach will also include any complaints received from any previous year(s) which will be considered by the Board.
- B. Dedication to the Mission Statement of the WYA
- C. Willingness to relay accurate information to their team.
- D. Ability to control the parents associated with their team, including their own family members.
- E. Be in good standing with the WYA, including payment of all fees and/or return of all equipment in previous years.
- F. May not coach 2 or more teams within the same season.

### **Section 1.03 Approval of Coaches**

- A. Approval of all Coaches is performed on an annual basis. No one is guaranteed a team at any time under any circumstances. All Head Coaches must go through certification/training provided by WYA. Interviewing panel will provide coaching candidate options and recommendations to the board that will be voted on. Interview panel will consist of at least a 3 person committee, including the DOO, DOF(for Football coaches)/DOC(for Cheer coaches) and ADOF.
- B. The Head Coach will provide the names of all proposed Assistant Coaches to the board. The board has final approval of all Assistant Coaches.

### **Section 1.04 Coach Interviews**

All WYA head coaches for football and cheer are required to go through the interview process as set forth by WYA. Any Coach that does not attend his/her scheduled interview session will not be eligible to coach for that season. Interview panel will consist of at least a 3 person committee, including the DOO, DOF(for Football coaches)/DOC(for Cheer coaches) and ADOF.

### **Section 1.05 Conduct**

Head Coach is held responsible for the conduct of their spouse, assistant coaches, team, parents, and spectators.

- A. All Coaches will be evaluated in part on his/her ability to maintain appropriate behavior during practice, games, tournament situations, and the off season.
  - a. 1st Offense: Verbal warning or suspension depending on severity of the behavior or action. It will be on a case by case decision made by the DOF/DOC and the DOO.
  - b. 2nd Offense: Season Suspension from coaching.
- B. Any parent, assistant or head coach that is removed from a game will not be allowed on the practice field during the designated suspension time.
- C. In severe cases that are found to jeopardize the WYA of playing within the GOVERNING LEAGUE, Coaches may be barred from coaching within the WYA for future seasons.

### **Section 1.06 Practice Requirements**

Will adhere to governing league rules regarding the beginning of practice and the amount of practice time allowed per week.

- A. Practices shall be held at a WYA preapproved location unless the Coach has notified (via email) and received approval by the President or WYA has informed the coaches that they are required to relocate practice from the designated facility for a preset amount of time.
- B. b. Practices can only be held on Monday, Tuesday, and Thursday unless the Coach has notified (via email) and received approval by the President
- C. No team practices held on WHS Varsity game days.

### **Section 1.07 Team Assignments – Coaches**

- A. Coaches with children playing will be given priority when assigning coaches to any division.
- B. Coaches without children playing will then be assessed and teams allotted as available.
- C. The Board will encourage coaches to join forces if there are not enough teams in any division for all the coaches that have requested teams.

### **Section 1.08 Coach Rules and Regulations**

All Coaches will abide by the rules as set forth by WYA as well as those set forth by GOVERNING LEAGUE.

- A. Age Requirements:
  - a. The Head Coach must be at least 21 years of age.
  - b. Assistant coaches must be at least 18 years of age.
  - c. Student coaches are the responsibility of the head coach. The volunteer hours of each student coach must be reported to the DOF, DOC and the DOO at the end of each season. A volunteer letter will be sent to the WISD Administration, Coaches and Parents for each volunteer.
- B. The head coach will submit a badge list for all staff for review and final approval
- C. All Coaches will sign and adhere to the WYA Code of Conduct at all times. If any Coach is found to be in violation of the code of conduct, any of the rules in this document, or the GOVERNING LEAGUE bylaws, that Coach is subject to removal from his/her position as a coach. If removed that person will not be eligible to coach for the remainder of the current season and the next two (2) consecutive seasons.
- D. The Coach's Code of Conduct will be signed and two copies kept by the WYA Secretary and the President.
- E. The head Coach will attend all meetings at the call of the Director of football or send a suitable representative.
- F. Coaches will be expected to be at each equipment pick-up and drop offs.
- G. NO team is to forfeit, unless under the GOVERNING LEAGUE bylaws regarding forfeits.

### **Section 1.09 Complaints against Coaches**

All complaints against coaches must be in writing and delivered no more than one (1) week after said incident to the director of football for it to be considered.

- A. Discuss the issue calmly and rationally with your Coach first, but never during a game or practice session. Do not contact your coach at their place of employment.
- B. The 24 hour rule should apply in most circumstances. If it is of a strong concern even after 24 hours have passed then it obviously needs addressing.
- C. If the issue is not resolved by talking to your Coach, a letter should be written and emailed or delivered to the DOF/DOC, unless your complaint is against the DOF/DOC, in which case your letter should be emailed or delivered to the DOO.
- D. Not all complaints require immediate action, but the Board will convene as soon as possible to discuss any complaint against a Coach. This may take place at the next regularly scheduled meeting.
- E. Each complaint will be reviewed by a selected sub-committee and decided on. If dismissal or suspension is decided, the board will then vote. All appeals will go to the board.
- F. Complaints regarding violence or injury to a child will call for an emergency meeting and the Coach in question will be suspended immediately from all WYA activities until an investigation can be completed. In this case skip section (a) and go directly to your Board.
- G. In some cases both the Coach and the parent(s) involved will be suspended from all WYA activities pending investigation. The child will still be allowed to practice and/or play.
- H. The Coach will be informed that a complaint has been filed and have the opportunity to address the Board in writing stating his/her side of the incident.
- I. No letter of complaint will be read by anyone who is not a Board Member, including the Coach in question.
- J. Involvement of children in any issue will be grounds for immediate suspension from all WYA activities.
- K. In cases where the Coach is a Board Member this person will not be allowed in on any discussions involving the complaint nor be allowed to read the letter if spouse of board member spouse is also excluded.
- L. These complaints will be placed in the Coach's file with the WYA and be used in considering whether said Coach receives a team in future seasons.
- M. GOVERNING LEAGUE should only be contacted as a last resort. They do not police local organizations.
- N. Complaints regarding another organization in the GOVERNING LEAGUE should be directed to the WYA Town Representatives in letter format.

### **Section 1.10 Dismissal of Coaches**

In extreme cases it may be to the best interest of the children and the WYA to dismiss a Coach. The Board will then immediately vote to replace the Coach. Grounds for dismissal of a Head Coach are as follows but not limited to:

- A. A Head Coach who habitually fails to conduct practice sessions.
- B. A Coach who after receiving a warning from the Board involves him/herself in a second incident or violation.
- C. Any Coach that is ejected by a GOVERNING LEAGUE official for two games during the season.
- D. Any Coach that is found to be a detriment to the WYA and/or the children.
- E. Will not be eligible to coach for a minimum of one year.

### **Section 1.11 Equipment**

- A. The Head Coach is responsible for the proper use and care of all equipment and uniforms assigned to his team including the return of all equipment to the WYA DOE.
- B. The Head Coach, at the end of the season or when a child quits, will be responsible for ensuring that all equipment is collected and returned to the WYA DOE. If the required equipment is not returned the Coach may be required to pay a replacement fee (at the current replacement cost including shipping charges, if applicable) to the WYA. If the fee is not paid or the equipment returned the Coach will not be eligible to coach for the next season. Equipment includes but is not limited to the following:
  - Water Bottles and Caddies
  - Tackle Dummies
  - Training Equipment
  - Equipment Bags
  - Kicking Tees
  - First Aid Kits
  - Team Books
  - And any other items that are provided by WAY
- C. All coaches are to be present during equipment pick up and drop off at the approved location from the board. If head coach is unable to attend, the first assistant shall take his place. All coaches will see that each player on their team is properly fitted. Each coach will keep track of all assigned equipment and provide tracking information to the DOE.
- D. No altering of helmet. Only league issued stickers can be placed on league issued or personal helmets.
- E. A fine of \$100 billed to guardian of player who does not turn in equipment like it was passed out.

## **Article II: Players**

### **Section 2.01 Player Rules and Regulations**

All players must follow the rules and meet the requirements as set forth by GOVERNING LEAGUE and WYA.

### **Section 2.02 Ability to Play/Play Up**

- A. WYA reserves the right to refuse participation to anyone for any reason.
- B. WYA play up form must be filled out and turned into the DOF, President, DOO and one other director.
- C. Waitlist kids of the same age division get priority over any play up request. No play up request shall be granted if there are age division kids left on the waitlist.
- D. DOF will preside over player placement unless he/she is a coach in any age division, at which time the DOO will assume the responsibilities of the DOF.
- E. If a decision to allow a player to play up is made, the governing league will still have the final decision on the child playing up if WYA grants the request. If WYA rejects the request, no further action will be taken.

### **Section 2.03 Supervision**

All participants MUST be accompanied at all WYA events by a parent/legal guardian.

### **Section 2.04 Equipment**

Equipment is available on a first come, first served basis and must be turned in to the WYA at the last scheduled GOVERNING LEAGUE game. If equipment is lost, stolen, or damaged beyond normal wear and tear, the parent is responsible for replacement of the equipment and will be billed \$200. Next season registration will not be allowed until the equipment is returned or the payment is received.

Parents of players will sign a consent of receiving equipment and will be made aware that they will need to bring equipment back to the head coach on the day designated by the DOE.

### **Section 2.05 Minimum Play Rule**

All tackle & flag football players will play a minimum number of plays based on the GOVERNING LEAGUES requirements. Any coach that fails to give a player minimum amount of playing time will result in the following:

- A. See GOVERNING LEAGUE rules for discipline regarding not following the minimum play rule

## **Section 2.06 Player Conduct**

If a player demonstrates conduct detrimental to the team, the head coach reserves the right to keep the player out of the next scheduled game but must notify the DOF/DOC and President in writing (email) before the game. This behavior includes but is not limited to:

- A. Unexcused practice absences
- B. Disrespectful behavior toward coaches, teammates, or others
- C. Fighting
- D. Not participating in team functions
- E. Fear

## **Section 2.07 Uniforms**

- A. The uniforms will change based upon yearly board vote.
- B. Flag/Tackle Breast Cancer Awareness Month rules – gloves, arm sleeves, leggings, socks and eye black/ pink are acceptable. Body paint, altering of helmet, jersey, and/or pants and covering or altering of the league issued uniform is prohibited.

\*\*\*Exception – during cold weather any league issued uniform can be covered up in order to protect from the elements.

## **Article III: Cheerleaders**

### **Section 3.01 Participation**

In order to participate at WYA events, all cheerleaders must have registered and be in good standing with the WYA.

### **Section 3.02 Cheerleader Rules and Regulations**

Requirements are as follows:

- A. Age: No child shall be under the age of 5 as of September 1st.
- B. Supervision: All participants MUST be accompanied by a parent/legal guardian at all WYA events

Team Assignments: The DOC will set up team assignments as follows:

- A. Assignments will be made immediately following the football draft when necessary.
- B. Cheerleaders must cheer with their age division unless they have a sibling on that football team.
- C. Cheerleaders must cheer with their age division unless they have a sibling in cheer, at which point the oldest cheerleader must cheer down if they want to remain together.



## **Article IV: Cheer Coaches**

### **Section 4.01 Cheer Coaches**

All Coaches must complete a background check as per GOVERNING LEAGUE requirements. There will be no more than two Coaches per squad, one being the Head Coach. Head Coaches must be at least 21 years of age. Assistant Coaches must be at least 18 years of age.

### **Section 4.02: Coach's Responsibilities**

#### **Coaches must do the following:**

Will adhere to governing league rules regarding the beginning of practice and the amount of practice time allowed per week.

- A. Practices shall be held at a WYA preapproved location unless the Coach has notified (via email) and received approval by the President or WYA has informed the coaches that they are required to relocate practice from the designated facility for a preset amount of time.
- B. Practices can only be held on Monday, Tuesday, and Thursday unless the Coach has notified (via email) and received approval by the DOF or DOC.
- C. No team practices held on WHS Varsity game days.
- D. Game Half-time activities are as follows:
  - a. Shall be shared with the opposing team.
  - b. The Home team will perform at least one (1) cheer for the opposing team's fans.
  - c. Exchange prepared "Spirit Sticks" with the cheerleaders of the opposing team.
  - d. Escort the opposing team's cheerleaders to our side of the field for their performance of a cheer for our fans.

### **Section 4.03 Uniforms**

Uniforms shall consist of the following:

- A. Matching skirt, shell, bloomers, socks, shoes, hair bow, and pom-poms provided as part of the registration fee). The uniforms will change based upon yearly board vote.
- B. Cheer Breast Cancer Awareness Month rules – gloves, arm sleeves, leggings, socks and eye black/ pink are acceptable. Body paint, altering of helmet, jersey, and/or pants and covering or altering of the league issued uniform are prohibited.

\*\*\*Exception – during cold weather any league issued uniform can be covered up in order to protect from the elements\*\*\*

## **Article V: Complaints**

### **Section 5.01 Complaints against Cheer Coaches**

Complaints against Cheer Coaches should be handled in the same manner as complaints against football Coaches, except that letters of complaint should be delivered to the DOC, unless the complaint is against the DOC, in which case it would be given to the DOO and President. See Section 1.10.

### **Section 5.02 Dismissal of a Coach**

Reference Chapter 2, Article 1, Section 1.10 Dismissal of Coaches