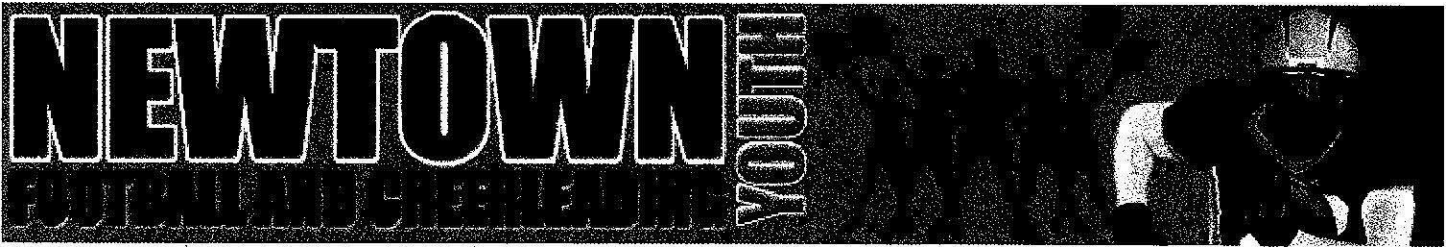


BY-LAWS

NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.



2018- Revised BYLAWS

BY-LAWS

NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.

A Non Profit Organization

Outline

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NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.

BY-LAWS

ARTICLE 1: NAME

The name of the organization shall be known as **NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.**, hereinafter referred to as "Newtown" or "Association" or "Corporation".

The Corporation is formed under the Connecticut Revised Nonstock Corporation Act (the "4")

The outreach of the Association will be defined by the geographical area of the town of Newtown CT and will accept children from other towns that abut the aforementioned area and which do not have a recognized league overseeing organized competition for youth football and/or cheerleading that Newtown is a member.

The principal office for the transaction of the business of the Association shall be located at P0 Box 351, Newtown CT 06470

ARTICLE 2: OBJECTIVE

The Association shall provide a wholesome athletic environment that:

- A) Inspires youth (regardless of race, creed, color, or sex) to practice the ideals of sportsmanship, teamwork, physical fitness, and healthy competition and strive to be "the best that they can be,"
- B) Requires adults to behave in an exemplary manner when supervising youth, attending practices and games, and working with coaches and/or each other.
- C) The purposes to be carried out or furthered by the Corporation are as stated in its Certificate of Incorporation, as the same may be amended from time to time (the "*Corporation's Exempt Purposes*"), and shall be only such purposes as may be carried out or furthered by an organization that is exempt from federal income tax under Section 501 (a) of Internal Revenue Code of 1986, as the same may be amended from time to time and the corresponding provisions of any future United States Internal Revenue law (the "*Code*") as an organization described in Section 501(c)(3) of the Code, and that qualifies as an organization transfers to which are deductible for federal income, gift and estate tax purposes by residents and citizens of the United States of America (a "*Qualified Charitable Organization*").

ARTICLE 3: MEMBERSHIP

SECTION 1. Members of the Association

All Members of the Association ("Members") must adhere to the rules and regulations as approved by the Board of Directors to be eligible for participation in the Association. A copy of the Association's rules and regulations, also referred to as the Parent-Player Contract, shall be given to all members no later than the start of every season. A copy of the By-Laws and Tax Returns shall be made available upon the reasonable request of any Member within 14 business days. There shall be two (2) classes of members:

A) Football /Cheerleader Member: (i) Any child meeting the requirements of the recognized league overseeing organized competition for youth football and/or cheerleading that Newtown is a member ("League") and **NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.** and having paid his/her fees in full, shall be eligible to participate, but have no rights, duties or obligations in the management of the team. The only exception with respect to eligibility for a particular child shall be when a particular team, appropriate for such child in conformance to the requirements of the League, exceeds the limits as specified by the League. Children entering the program after a particular team reaches the limit of players as specified by the League shall be placed on a waiting list. In the event a space becomes available for a particular team that was previously full, notification of such opening shall be made on a "first come- first serve basis. (ii) If a child should leave the program, written notification is required. The amount of refund follows:

- 1) Prior to start date - 100%
- 2) End of second week of practice in August - 50%
- 3) Thereafter - no refund

B) Adult Member: The parent(s) of every child and/or other adult who actively participates in the Association are considered to be Members of the **NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.**, and as such, agree to be bound by the rules and regulations of the Association as stipulated herein. All Adult Members may participate in at least one (1) of the following and, in so doing, shall be considered a Member in good standing

- 1) Serve on a committee,
- 2) Participate as a coach,
- 3) Hold elected or appointed office,
- 4) Help with duties as requested by a committee member or member of the Board of Directors.

Any Adult Members, at the sole discretion of the Board of Directors of the Association, could be considered a Member not in good standing if such Adult Member shall:

- 1) Breach the spectator code, and/or,
- 2) Breach the Players, Coaches Code of Conduct and/or
- 3) Breach the Player Parents Cyber and Bullying Policy
- 4) Be disciplined for improper behavior as defined in this Article

C) Spectator Code - Adult Members, their children, and their guests ("Spectators") attending practices and games shall adhere and agree to adhere to the following:

- 1) Spectators will manifest to football players and cheerleaders, other teams, all coaches, and fellow spectators the highest standards of courtesy, fair play, and sportsmanship.
- 2) Spectators will not smoke or drink alcoholic beverages at any Newtown, CVL or AYP child-attended functions.
- 3) Spectators will abide by the rules of various facilities/fields used.
- 4) Spectators will abide by the written and verbal directions of the Coaches and Board of Directors.

- **Failure to comply may result in a spectator suspension.**

D) Football Players, Coaches Cheerleaders, and Parents - must sign the:

- **The Code of Conduct as well as Bullying & Social Media Policy**

- 1) It is the responsibility of each coach to insure that each football player / cheerleader and at least one Adult Member responsible for that child receives and signs a copy of the Player Code of Conduct & **Bullying & Social Media Policy** (See Appendix A & B). Copies of signed sheets shall be given to the Football and Cheer Administrators.
- 2) It is the responsibility of the Football and Cheer Administrators (as defined in Article 6) to insure that each coach receives and signs a copy of the Coaches Code of Conduct (See Appendix B). Copies of signed sheets shall be given to the Football and Cheer Administrators.

E) Disciplinary Action

- 1) The Board of Directors or a representation of the Board, with a quorum (defined in Section 4) in attendance, shall have the authority to discipline, suspend or terminate the membership of any Member or Coach should the conduct of such person be considered to be detrimental to the best interests of the Association, or as outlined in Article 3, Section LB, 1.C, 1 .D herein. Such Member or Coach shall be notified regarding the general nature of the charges and an appropriate call or meeting to be given an opportunity to appear at the meeting to answer such charges.
- 2) In the case of a football player or cheerleader who breaches the Player Code of Conduct or Bullying & Social Media Policy, the Board of Directors shall give notice to both the coach of the team or squad of which the child is a member and to his/her parents or guardian.

F) Observing the Chain of Communication and Members in Good Standing

- 1) **CHAIN OF COMMUNICATION:** The members of the Association are required to observe a Chain of Communication ("CoC") which has been designed to address the concerns and grievances of Members in Good Standing (parents and other volunteers) and the children.

A Member in Good Standing is one not currently being disciplined for improper behavior as defined in the by-laws of Newtown or the League.

In the event of a particular concern or grievance, the CoC begins with a team or squad's Head Coach. If a concern or grievance cannot be resolved with the team or squad's Head Coach, the Member can then bring their written concern or grievance to the attention of the Vice President Football and Vice President Cheer. If satisfaction is not received at this level, the Member can then bring a copy of their written concern or grievance to the President of the Association, who as prescribed in the By-Laws has several methods by which to determine the validity of the complaint or grievance and implement a resolution.

- 2) **MEMBERS IN GOOD STANDING:** Association Members in Good Standing should understand that any inappropriate contact raises the possibility that Newtown may be fined. Failure to pay fines levied by the League will prevent Newtown teams from competing in post season play and may even result in Newtown being asked to leave the League.

Association members wanting to remain in Good Standing shall be required to reimburse the Association for any fines incurred as a result of their Inappropriate Contacts (intentional or otherwise) with the League.

A second offense which results in a fine being levied against the Association by the same member within the same season shall result in the member's immediate suspension from participating and attending all Association functions and competitions (football and cheerleading) for one full year. This includes all Association sanctioned events, such as regular monthly meetings, year-end banquets, practice sessions and scrimmages. Any suspension will automatically remove this member's Good Standing status and they forfeit all benefits accorded to such Members of the Association.

A third offense that results in a fine being levied against the Association by the same Member within the same season will result in the immediate expulsion from the Association. This expulsion shall include the Member's child or children. The expelled Member may petition the Association's Board of Directors one (1) calendar year following their expulsion for readmission into the Association by contacting the President in writing and with the approval of a majority of the Board of Directors.

G) Inappropriate Spectator Behavior

Adult Behavior:

- 1) Any adult or person acting in any of the manners listed below will be asked and required to leave that specific League event, meeting, practice, game or competition. The offensive actions specifically include, but are not limited to, the following:
- Verbal abuses
 - Electronic Postings on social media
 - Attempts to intimidate
 - Flagrant and open rudeness
 - Inability to control their actions or language with an official, player, cheerleader, parent, coach or volunteer

The offending person will receive a warning regarding their inappropriate behavior and the associated player(s) and/or cheerleader(s) are subject to immediate removal from the League event.

- 2) Any adult or person who commits a second offense of a similar nature will be banned from League events for the remainder of that season, including any post-season events, and the associated player(s) and/or cheerleader(s) are subject to removal from the League for the remainder of that season, including any post-season events.,

- 3) Any adult or person who physically assaults an official, player, cheerleader, parent, coach or volunteer will be banned from a League event for a period of one full year from the date of the offense. The associated player(s) and/or cheerleader(s) are also subject to removal from all League events for the same period of time and may not participate in another League Association during this sanction period. After one full calendar year, the sanctioned person may apply for reinstatement. If, after re-instatement, the adult commits a second offense, he or she will be permanently banned from League and the associated player(s) and/or cheerleader(s) permanently removed from any League participation.

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 or object.

- 4) Any use of e-mail, e-mail address lists, phone number listings or Member address lists for communication, other than for official League purposes is prohibited and may result in disciplinary action being taken against the offending Member.

ARTICLE 4: BOARD OF DIRECTORS

SECTION 1. BOARD OF DIRECTORS

The management of the property and affairs of the Association shall be vested in the Board of Directors. The Board of Directors shall be elected from time to time by the vote of all of the Board Members or, if there is only one Member, by the upon election or appointment, immediately perform their duties and shall continue in office until their successors have been duly elected or appointed. The Board of Directors shall be comprised of the elected members of the Board, as follows:

President, VP Football / League Rep., VP Cheer / League Rep., Treasurer, Football Executive Head Coach, Cheer Director of Operations, Football Administrator, Cheer Administrator, Secretary, Director of Communications, and Director of Fundraising.

SECTION 2. ANNUAL ELECTIONS, TERM OF OFFICE

- A) Nominations for the Board of Directors are determined by the sole discretion of the Board of Directors based on an "as needed basis". Members may be elected from time to time by the vote of a majority of all of the Board Members or, if there is only one Member, by the vote of that Member. Membership shall be terminated by the death or voluntary withdrawal of the Member, and thereafter all rights and privileges of that Member in the Corporation shall cease. Each individual Member shall be at least eighteen (18) years of age and need not be a resident of the State of Connecticut.
- B) The number of Board Members shall be specified from time to time by the Members, but in no event shall that number be less than three (3). Members shall be elected by the Board Members at each regular or annual meeting of the Board; provided, however, that if at any time the Corporation shall not have at least one Board Member, thereafter (a) the Board shall be self-perpetuating, (b) the Board may change the number of Board Members at any time to any number not less than three (3) nor more than eleven (11), and (c) Board Members shall be elected at each regular or annual meeting of the Board by the Board Members then in office. Each Board Member shall hold office from the time of his or her election and qualification until his or her successor has been duly elected and shall have qualified, or until his or her sooner death, resignation, or removal as provided in these By-Laws. Each Board Member shall be at least eighteen (18) years of age and need not be a resident of the State of Connecticut.

SECTION 3. RESIGNATIONS

Any director or officer, agent or employee appointed by the Board, other than the Corporation's registered agent, may resign his or her office at any time by giving written notice of his or her resignation to the Corporation by delivery to the Board, the Chairman, the President or the Secretary. Such a resignation shall take effect at the time specified therein or, if no time is specified, at the time of its receipt, and the acceptance of the resignation shall not be necessary to make it effective.

SECTION 4. VACANCIES

Any Board Member may be removed with or without cause by the Board or, if there is only one Board Member, by that Member; provided, however, that if at any time the Corporation shall not have at least one Member, any director may be removed with or without cause by the Board. Any proposal to remove a Board Member shall be stated in the notice of the meeting called for such purpose. Any vacancy on the Board, regardless of reason, shall be filled promptly for the unexpired term by the Members or, if there is only one Member, by that Member or, if at any time the Corporation shall not have at least one Member, by the directors then in office, even if less than a quorum (as defined in Section 4).

SECTION 5. DUTIES AND POWERS

- A) The Board of Directors shall have the power to establish standing and special committees as it shall determine necessary, and to delegate such powers to them as they shall deem advisable.
- B) The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Association, as it deems proper.
- C) The Board of Directors shall have the power by a > than 50% of the vote of its members at any regular or special meeting, to discipline, suspend or remove any Director, Committee Member, Coach, Head Coach, Player Member, Cheerleader Member, or Adult Member in accordance with the responsibilities set forth in Article 3, Section D.1, D.2, Section F.1, F.2 or Section G.

ARTICLE 5: MEETINGS

SECTION 1. MEETING OF BOARD OF DIRECTORS AND SPECIAL MEETINGS

A regular annual meeting of the Board for the election of officers (and directors, if the Corporation shall not have at least one Member) for the ensuing year, for the appointment of committees, for the receipt of reports from committees and officers, and for the transaction of such other business as may properly come before the meeting shall be held on the first Thursday of January each year at the principal office of the Corporation or at such other date, time and place, within or without the State of Connecticut, as shall be specified in a resolution adopted by the Board. Other regular meetings of the Board shall be held on such dates and at such times and places, within or without the State of Connecticut, as shall be specified in a resolution adopted by the Board. Notice of a regular meeting shall be required only if (a) no Board resolution specifying the date, place and time of the meeting is then in effect, (b) the date, place or time of the meeting is changed, (c) a By-Law will be brought up for adoption, amendment or repeal, or (d) one of the purposes of the meeting is the removal of a director.

SECTION 2. SPECIAL MEETINGS

Special meetings of the Board may be called by the Chairman or the President. The Secretary shall call a special meeting upon the written request of two (2) or more Board Members. Notice shall be given of such meeting.

SECTION 3. EXECUTIVE MEETINGS

- A) Ten (10) Board meetings shall be held (typically monthly) excluding December and January or as deemed necessary by the Board. The purpose of these meetings is to address operating and administrative items. Attendance will be limited to Board Members, other positions as outlined in Article 6 and 7 and invited Members, as deemed necessary.
- B) Only Members of the Board of Directors shall have voting rights at meetings.

SECTION 4. QUORUM

To constitute a quorum, it shall be necessary to have at least 6 (55%) of the Board of Directors, whose positions are presently occupied.

SECTION 5. RULES OF ORDER

Parliamentary rules as defined by Roberts Rules of Order shall govern the proceedings of NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC. meetings. However, in all cases the by-laws of the Association shall supersede those defined in Roberts Rules of Order

ARTICLE 6: BOARD DUTIES

ANDPOWERS SECTION 1. BOARD MEMBERS

- A) The Board of Directors of the NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC., shall consist of up to Eleven (11) individuals with voting rights: President, VP Football / League Rep., VP Cheer / League Rep., Treasurer, Football Executive Head Coach, Cheer Director of Operations , Football Administrator, Cheer Administrator, Cheer Secretary and Director of Fundraising. It shall also include the immediate past President who has no voting rights.
- B) Members of the Board of Directors shall make best efforts to attend all regularly scheduled meetings.
- C) The Board of Directors shall appoint Committee Chairpersons, as it deems necessary or desirable, and shall prescribe the powers and duties of each.

SECTION 2. PRESIDENT

- A) The President shall be responsible for conducting the affairs of the Association, and for executing the policies established by the Board of Directors. He/she shall communicate to the Board of Directors such matters and make such suggestions as may, in his/her opinion, promote the welfare of the Association.
- B) The President shall have the power to make and execute for and in the name of the NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC., such contracts and leases as have received the prior approval of the Board of Directors.
- C) He/she shall investigate complaints, irregularities, and conditions detrimental to the Association, which are submitted in writing and reported to the Board of Directors.
- D) The President shall oversee the Fund Raising and see that football and cheer representation meet the organization's fund raising goals for the year.

- E) The President will maintain contact with the League and attend League meetings with the League Reps whenever possible.
- F) The President, shall set the agenda for the meetings, and shall deliver the prospective agenda to all Board of Directors members at least three (3) days prior to the meeting.

SECTION 3. VP Football / League Rep. and VP Cheer / League Rep.

- A) In case of the absence or disability of the President, and provided he/she is authorized by the President or the Board of Directors to act, the VP Football / League Rep. and VP Cheer / League Rep. shall perform the duties of the President and when so acting, shall have all the powers of that office.
- B) At all other times, the VP Football / League Rep. and VP Cheer / League Rep. shall have such other duties as assigned to him/her by the Board of Directors or the President.
- C) The VP Football / League Rep. and VP Cheer / League Rep. will oversee the registration, validation and scholastic process for the organization and monitor the activity of the Football and Cheer Administrators to execute these processes for each group. He/she shall, with the assistance of the Football and Cheer Administrators, examine and certify the applications and supporting documents of age, residence, health, and academic performance, of every player/cheerleading candidate before the child may be accepted as a Newtown Player Member.
- D) The VP Football / League Rep. and VP Cheer / League Rep. will oversee the annual League football and cheer banquet.
- E) The VP Football / League Rep. and VP Cheer / League Rep., shall propose candidates for the positions of Head Football and Head Cheerleading coaches to the Board of Directors. In addition, they will present the slate of assistant coaches and team managers selected by these head coaches to the Board of Directors for approval.
- F) The VP Football / League Rep. and VP Cheer / League Rep., shall set conditioning, exercise, practice, and contact standards for all teams and see that these standards are communicated to all coaches.
- G) The VP Football / League Rep. and VP Cheer / League Rep., shall be responsible for ensuring the appropriate on and off field dress and behaviors of players, cheerleaders, and coaches, consistent with Newtown and League Rules and Regulations.
- H) The VP Football / League Rep. and VP Cheer / League Rep., shall periodically, but at least twice a season, conduct meetings for all Head and Assistant Coaches to review the rules of Newtown and League Organizations.
- I) The VP Football / League Rep. and VP Cheer / League Rep, will serve as contacts to the high school football and cheerleading coaches of Newtown.
- J) The VP Cheer / League Rep will be responsible for securing practice locations for the cheerleading squads once they begin practicing inside in September.
- K) The VP Football and/or VP Cheer has the power to vote for the Association's interests at all League meetings. VP Football and/or VP Cheer knows that a \$50 fine is paid to the League if he/she misses a meeting, and so must notify the President if they are unable to attend a meeting.

SECTION 4. SECRETARY

- A) The Secretary shall be responsible for recording the activities of the Association and maintaining appropriate files, mailing lists, and all other records/letters pertaining to the League and the NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.
- B) The Secretary shall keep the minutes of the meetings and record them in a book kept for the purpose. The Secretary shall deliver copies of the minutes to all members of the Board of Directors, at least three (3) days prior to the next regularly scheduled meeting.

SECTION 5. TREASURER

- A) The Treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the Office of Treasurer or may be assigned to him/her by the Board of Directors.
- B) The Treasurer shall receive all monies and securities, and deposit same in an account(s) at a depository approved by the Board of Directors. The account(s) must be accessible by both the Treasurer and at least one other member of the Board of Directors or other person designated by the President.
- C) The Treasurer shall keep records of the receipt and disbursement of all monies and securities of the Association, approve all payments from allotted funds, and draw checks thereof.
- D) The Treasurer shall submit a monthly report to be incorporated in the minutes of the regularly scheduled meetings.
- E) The Treasurer shall prepare an Annual Report for submission to the Board of Directors at the Annual Meeting. If the Treasurer leaves Office, he shall work with the new Treasurer to assist him/her in preparing the annual report.
- F) The Treasurer shall work in concert with Fundraising and support him/her in the efforts to finance the Association.
- G) The Treasurer will meet with the Board of Directors at the start of each calendar year to determine budgetary needs and produce a budget for board approval before registration begins.
- H) The Treasurer will oversee the annual tax preparation and filing for the association.
- I) The Treasurer will maintain a list of donations to the association and send the appropriate thank you letters to donors for tax purposes.
- J) The Treasurer will maintain insurance for the Association and providing proof to practice/game locations as necessary.
- K) The Treasurer shall also perform such duties as are customary to the office of the Treasurer or as may be assigned by the Board of Directors.

SECTION 6. FOOTBALL AND CHEER ADMINISTRATORS

- A) The Football and Cheer Administrators shall be responsible for the inventory, maintenance, reconditioning and purchasing of all necessary player and field equipment and uniforms. They will assign Equipment Managers at the association and team level as necessary.
- B) The Football and Cheer Administrators shall be responsible for coordinating player, field and game operations. Specifically, he/she shall:
 - Secure practice fields
 - Secure medical coverage for practices and games
 - Obtain game cancellation information from the appropriate people and notify all Head Coaches
 - Secure referees for home games
 - Secure sideline workers for games with the assistance of the volunteer directors.
 - Arrange for adult parking, player/cheerleader drop off
 - Arrange for volunteer clean up personnel after practice/home games with the assistance of the volunteer directors.
- C) The Football and Cheer Administrators shall set the dates and schedule practice sessions and scrimmages for teams, and notify players and cheerleaders of team assignments. Changes to regular practice times shall require as much advance notice as is practical to give cheerleaders, players and parents adequate time to coordinate their schedules.
- D) The Football and Cheer Administrators shall be responsible for the placement, upkeep, and return of any items rented by the Board of Directors, such as porta-johns and portable lights; following all stipulations and guidelines of both the rental companies and the appropriate governing authorities of the fields and their accompanying facilities.
- E.) The Football and Cheer Administrators shall be responsible for all activities involving Football and Cheer Registration.
- F) The Football and Cheer Administrators shall be responsible for securing registration dates, overseeing online registration set up, in—person locations (if necessary), support personnel and handout materials.
- G) The Football and Cheer Administrators shall make sure registration documents are updated and posted on the website.
- H) The Director of Communications shall communicate all registration dates and times as necessary to the public via town newspapers, school newsletters, emails, and flyers.
- I) The Football and Cheer Administrators shall collect all registration materials from online registration, in person registration and through the mail.
- J) The Football and Cheer Administrators shall maintain and update all required registration records by way of the League computer program.
- K) The Football and Cheer Administrators shall notify team managers of missing materials and confirm their collection.
- L) The Football and Cheer Administrators shall be responsible for the validation and scholastic process.

- M) The Football and Cheer Administrators shall be sure every football player and cheerleader qualifies academically to participate with the Newtown according to the League guidelines.
- N) The Football and Cheer Administrators will calculate the full-end of year grade average for every student.
- O) The Football and Cheer Administrators, working with the VP Football and /or VP Cheer shall secure bids on needed supplies and equipment and make recommendations for purchase to the Board of Directors.
- P) The Football and Cheer Administrators shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning, inventorying, and storage thereof both during and at the close of the season.
- Q) Perform background checks on all Head Coaches & Assistants

R) SECTION 7. DIRECTOR OF FUNDRAISING

- A) The Director Fundraising shall investigate ways and means of financing the Association and submit recommendations to Board of Directors.
- B) The Director Fundraising shall be responsible for overseeing all fundraising, promotion, and spirit sales/activities committees.
- C) The Director of Fundraising shall attend his/her committees' meetings that set operating policy, and shall report his/her committees' activities, expenditures, and needs as is appropriate at regularly scheduled meetings.
- D) The Director of Fundraising must attain prior approval for all expenditures from the Board of Directors, and keep the Treasurer updated of monies received and expended on a monthly basis. No one will receive reimbursement from the Treasurer for expenditures that were undertaken without approval by the President or Board of Directors.
- E) The Director of Fundraising will oversee the operation of the snack *shack* at Taylor Field

SECTION 8. DIRECTOR of COMMUNICATIONS

- A) *The Director of Communications* shall maintain and organize the NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC. web pages, including but not limited to photographs, scores, rosters, news, announcements, and Social Media.
- B) The Director of Communications, working with Head Coaches; shall maintain team passwords
- C) The Director of Communications shall assist board members in converting information to Web format and placing it on the Association homepage
- D) The Director of Communications shall manage the Association electronic mailing list and answer user inquiries
- E) The Director of Communications shall create forms and other special content when necessary

- F) The Director of Communications shall be in charge of digital and social media outlets (i.e. Facebook, Twitter, etc) for the purposes of dissemination of board and league information and promoting board and league events and business.

- G) The Director of Communications will oversee the consistency and efficacy of the NYF&C vision, strategy, and messaging as agreed to by the board for the purposes of promoting awareness, adherence, participation of the Association rules, fundraisers, ideals, and events

- H) The Director of Communications shall perform other duties as required by the President and/or the Board

- I) The Director of Communications shall be in charge of the annual NYF&C Program Book

SECTION 9. HEAD FOOTBALL AND CHEERLEADING COACHES

- A) Head Football and Cheerleading Coaches shall be selected annually and appointed by the Board of Directors. Individuals wishing to be a Head Coach must submit their request to Board of Directors. All Head Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of the Associations objectives.
- B) Assistant Coaches must meet the requirements of the Board of Directors.
- C) Head Coaches shall be responsible for the actions of their players, coaches, and Adult Member assistants on the field. Any reprimands, sanctions, or fines levied against the Association by the League as a result of the actions of a Head Coach, assistant coach, players or Adult Member will be the responsibility of the Head Coach. Failure to accept these responsibilities will lead to the Head Coach's suspension from all Newtown activities.
- D) Any penalty for unsportsmanlike conduct will result in an immediate review of the incident by the Board of Directors.
- E) Head Coaches shall be responsible for submitting accurate player/cheerleading verification books as well as all other information required by the League.
- F) All Head and Assistant Coaches shall acquire an understanding of all League and Association rules. In addition, all Head Coaches, at the Associations cost, are required to attend all Association scheduled Coaches' Clinics and become first aid certified as soon as possible after joining the Association in a coaching capacity. When questions or parent/player issues arise, all coaches should immediately consult with the VP Football and/or VP Cheer.
- O) Any coach failing to meet the standards set forth in the Rules and Regulations of the League and the Newtown Youth Football/Cheer Association, Inc., Parent and/or Coaches Code of Conduct, Parent and/or Coaches Code of Conduct, Parent-Player Contract, or any other rules, regulations or expectations communicated to the coaches by VP Football and/or VP Cheer or the Board of Directors will be required, as requested by the VP Football and/or VP Cheer or member of the Board of Directors observing such failure, to immediately implement a corrective action for such failure. If the coach fails to comply with VP Football and/or VP Cheer or member of the Board of Directors request for corrective action, the observed failure will lead to their immediate dismissal from the practice and/or game field or Association function - including, but not limited to regular meetings, special meetings, year end banquets, etc. Failure to follow such instruction in a civil manner will also result in that coach's immediate suspension from the Association, pending a review by the Board of Directors as prescribed in Article 3.E.1 and E.2.
- H) All Coaches are expected to sign and adhere by the Coaches Code of Conduct (Appendix C)
- I) All coaches are expected to put the goals of the Association ahead of their goals & schedules for their team.

SECTION 10. Cheer Director of Operations

- A. Cheer Director of Operations shall assist VP Cheer with proposing candidates for the positions of Head Cheerleading coaches to the Board of Directors.
- B. Cheer Director of Operations shall ensure cheer coaches complete all necessary training as determined by AYC.
- C. Cheer Director of Operations shall investigate and arrange for additional coaches training, as necessary.
- D. Cheer Director of Operations shall collect all registration materials including training certifications for all cheer coaches.
- E. Cheer Director of Operations shall assist VP Cheer with securing practice locations for the cheerleading squads once they begin practicing inside in September.
- F. Cheer Director of Operations shall assist the Cheer Administrator with the inventory, maintenance, reconditioning and purchasing of all cheer equipment, necessary player practice gear and uniforms.
- G. Cheer Director of Operations shall assist the Cheer Administrator with all activities involving Cheer Registration.

SECTION 11. PAST PRESIDENT

The immediate Past President, who is not assuming the responsibilities of another Board position, shall become a non-voting member of the Board of Directors, for a period of one (1) year from his/her resignation.

SECTION 12. GRIEVANCES

- A) Any player, cheerleader, parent or coach may file a grievance and request a hearing.
- B) The grievance must be submitted in writing to the President, who will utilize best efforts to convene the Board of Directors within 30 days of receiving the written grievance.
- C) The Board of Directors shall notify the person requesting a hearing of the Board's ruling(s) both at the end of the hearing and in writing no later than seven (7) days after the hearing has been concluded.
- D) A copy of the letter will be filed in the Association's records.

ARTICLE 7: AFFILIATION

SECTION 1.

NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC. shall annually register with a recognized league overseeing organized competition for youth football and/or cheerleading.

SECTION 2.

The Official Playing Rules and Regulations of the affiliated League *shall* be binding on the Association.

ARTICLE 8: FINANCIAL AND ACCOUNTING

SECTION 1.

The Board of Directors shall decide all matters pertaining to the finances of the Association and shall place all income in a common Association Treasury, directing expenditures in *such* manner as will give no individual or team advantage.

SECTION 2.

The Board of Directors shall not permit the contribution of funds or property to individual teams, but shall solicit same for the common treasury of the Association to discourage favoritism among teams.

SECTION 3.

The Board of Directors shall not permit the solicitation of funds in the name of the Association unless all of the funds so raised are placed in the Association's Treasury.

SECTION 4.

No Members of the Board of Directors of NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC. shall receive, directly or indirectly, any salary or compensation from the Association for services rendered as member of the Board of Directors, , or Member. This is a non-profit Organization.

SECTION 5.

All money received shall be deposited to the credit of the Association in a bank, all disbursement shall be made by check, and all checks shall be signed by the Treasurer and/or the President.

SECTION 6.

The Fiscal Year of the Association shall begin on the first day of January and shall end on the last day of December.

SECTION 7.

Under the guidance of the Treasurer, the Association will annually purchase property and casualty insurance coverage in addition to a liability policy that covers the good faith actions and omissions of all members of the Board of Directors, Committee members, and Coaches.

SECTION 8.

The Treasurer shall present a previous year financial report and the next year's budget, as approved by the Board of Directors, at the annual meeting in February.

ARTICLE 9: BY-LAWS

SECTION 1.

The By-Laws maybe amended, or altered in whole, or in part, by an 80% vote at any duly organized meeting of the Board of Directors. Notice of the proposed change must be made at the meeting prior to the meeting where the vote of approval is taken.

SECTION 2. INTERPRETATION

The Board of Directors will resolve any problems regarding interpretation of the wording of the By-Laws.

ARTICLE 10: INDEMNIFICATION

The Association shall indemnify any and all current Directors of the Association against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made parties by reason of being or having been Directors of the Association, except in a relation to matters as to which any such Director or person shall be adjudged in such action suit or proceeding to be liable for negligence or misconduct in the performance of duty.

ARTICLE 11: DISTRIBUTION OF PROPERTY UPON DISSOLUTION

SECTION 1.

In order to disband or combine with another organization, a eighty percent (80%)majority vote by the Board is required.

SECTION 2.

Upon dissolution of Association, and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of the Association to such Association maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501(c)3 of the Internal Revenue Code or any future corresponding provision.

APPENDIX A: CODE OF CONDUCT

2017 AYF Code of Conduct Form

Newtown Youth Football & Cheer will not tolerate verbal abuse of its volunteer coaches from any Fan, Parent or Spectator.

This is American Youth Football, not the pros. Fans, as well as the players and coaches, are expected to abide by a code of conduct at all American Youth Football Events. While 99% of the adults in the program will abide by this code without being told, this code is being published to protect the children and volunteers (which includes all coaches and board members) from the 1%.

FANS' CODE OF CONDUCT

Fans will abide by a Code of Conduct which includes the provisions which follow. If any of these rules are broken, Newtown Youth Football & Cheer shall have the authority to impose a penalty.

Fans shall:

1. Not criticize the players/cheerleaders or coaches in front of the other spectators in the stands, but will reserve constructive criticism for later, in private.
2. Accept decisions of the game officials (including referees and coaches) on the field as being fair and that they were called to the best ability of said officials.
3. Not criticize an opposing team, its players, coaches, or fans by word of mouth or by gesture.
4. Refrain from using physical or verbal abuse or profane language at any time at the game, practice field, or other AYF functions.
5. 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.
6. Not be allowed on the sidelines during a game.
7. Not interfere/interrupt the coaching staff before, during or after games or at practice.
8. Not express complaints about coaches in stands or to coaches in front of or around the children (e.g. right after a game or practice).

VIOLATION

Any parent or fan who violates the code of conduct risks the further participation of the child in the program. The procedure is as follows:

1. Any fan who violates the code of conduct or becomes a nuisance will be asked to leave by the head coach and can be suspended from all team activities.
2. If the fan fails to leave upon request, the child may be suspended from further participation in team activities by the head coach.
3. The head coach, along with the executive board, will decide if the duration of the suspension is to be longer than one to four weeks, or if the child will be dropped from the program. That decision will depend on the attitude of the parents.
4. Any parent or fan who violates the code of conduct risks the future participation of his/her children in the program. Depending on the severity of the incident, the board of directors may decide to ban future participation in the program for up to three years.

CONDUCT OF ALL PLAYERS - PARENTS

All players are guaranteed 6 plays in each Jamboree, Regular Season or Playoff game. Everything beyond that must be earned in the opinion of the coaching staff whose decisions are final.

Athletes' Code

I will: Emphasize the ideals of sportsmanship, ethical conduct and fair play. Show courtesy to my opponents and officials. Recognize athletic contests are serious educational endeavors. Give complete allegiance to my coaches who are the instructional authority for my team. Discourage fans, fellow players and parents from undercutting my coaches' authority.

I will not: Use profanity or talk "trash" before, during or after any game. Use drugs, alcohol, or tobacco. Criticize my teammates. Act in any way that may incite spectators.

Parents' Code

I will: Support my child's team/squad and teach the value of commitment to the team/squad, emphasizing the ideals of sportsmanship, ethical conduct and fair play. Help my child and American Youth Football make athletic contests a positive educational experience. Show courtesy to opponents and officials. Direct constructive criticism of my child's athletic program, to the athletic director or association officials, and work toward a positive result for all concerned.

I will not: Criticize officials, direct abuse or profane language toward them, or otherwise subvert their authority. Undermine, in work or deed, the authority of the coach or administration. Intrude onto the field, stand on the sideline, or yell from the bleachers at or to the coaches, referees or administration.

Please cut along this line, sign and return to the head coach

I have read the *FANS' CODE OF CONDUCT* and understand what is expected.

Child's Name (PRINT)

Team Name

Date

Parent's Name (PRINT)

Parent's Signature

This form will change annually as it delivered by AYF. This particular form is for demonstration only.

Appendix B- Bullying & Social Media Policy

NYF&C is committed to providing a physically and emotionally safe environment for all our participants so they can play football and cheer in a secure atmosphere. Bullying/teasing of any kind is unacceptable on or off the field. This includes behavior during team related activities (e.g. practices and games) as well as interactions outside these activities. It also includes mean-spirited comments through texts and posts on social media. All players will be held accountable for their actions on and off the field and are responsible for reporting bullying to their coach.

What is teasing and bullying?

Teasing and bullying are deliberately hurtful behaviors, where it is difficult for those being bullied to defend themselves. The three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. name calling, intimidating, racist remarks) or indirect (e.g. spreading rumors, ignoring, excluding). Additionally, taunts or insults on social media are considered bullying.

NYF&C Teasing/Bullying Procedures

This policy will be communicated to participants and parents at the beginning of each season. NYF&C will take all reports and concerns seriously and attempt to stop the behavior.

If teasing or bullying behavior occurs, it will be:

- Investigated by a member of the team's coaching staff.
- Addressed by the head coach with the participant.
- Communicated to the parent.
- Depending on severity, it may be reported to the VP of Football/Cheer and the NYF&C Board.
- **Disciplinary actions will vary depending on the severity and frequency of the bullying incident(s). With approval of the NYF&C Board, it may include removal from the league.**

Social Media Policy

Athletes, parents and coaches are expected to follow the same rules for good behavior and respectful conduct online as offline. Athletes and coaches are representing NYF&C at all times. They should use good judgement when posting comments and images online. They should be particularly mindful with images that include NYF&C apparel or uniforms. Misuse of social media can result in disciplinary action.

Player: I accept responsibility for my words, actions, texts and social media posts including images. I acknowledge that all forms of bullying must be reported to my coach.

Player's Name (PRINT)	Player's Signature	Date
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Parent/Guardian: I have read the NYF&C Bullying & Social Media Policy. I understand that my child may be subject to disciplinary actions by the coaches and the league if they or myself are involved in bullying or the misuse of social media

Parent/Guardian Name (PRINT)	Parent/Guardian Signature	Date
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APPENDIX C: COACHES CODE OF CONDUCT

As a coach, I pledge to follow this Code of Conduct:

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse. The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

I will insure that I adhere to all the rules outlined in the Parent-Player Contract.

Coaches Signature: _____ Date: _____

BY-LAWS

NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC.

A Non Profit Organization

ADOPTION AND RATIFICATION

The foregoing By-laws of the NEWTOWN YOUTH FOOTBALL/CHEER ASSOCIATION, INC., consisting of Articles 1 through 11 are hereby adopted and ratified as amended and are made part of the permanent organization records of the YOUTH FOOTBALL/CHEER ASSOCIATION, INC.

President: Doug Magazu _____

Vice President Football: John Pavia _____

Vice President Cheer: Diane McCabe _____

Secretary: Chris Manfredonia _____

Treasurer: Gary Pontore _____

Date: _____