

BENNETT PARK YOUTH FOOTBALL ASSOCIATION (BPYFA) 2011 BYLAWS

I. FOUNDATION

- A. **Title** – The name of this organization shall be called the Bennett Park Youth Football Association.
- B. **General Purpose of Organization** – The purpose of this Association is to provide a recreational football and cheerleading program with major emphasis upon fun and enjoyment for youth interested in playing, participating in, and learning the skills of football and cheerleading.

II. SPONSORSHIP

- A. **Governing Body** – The Bennett Park Youth Football Association will operate as an independent body under the extension of the Forsyth County Youth Football Association bylaws (FCYFA).
- B. **Officers** – Officers of the governing body will be made of a President, Vice President, Vice President of Operations, Vice President of Directors, Directors, Treasurer and Director of Cheerleading. This board of officers will be known as the Executive Board. (Non-voting positions can also be included at the discretion of the Executive Board.) An election of the Executive Board will occur as follows: Every year (at the end of the season) a new President, Vice President, Vice President of Operations, Vice President of Directors, Directors, Treasurer and Director of Cheerleading will be elected. Any non-voting positions will also be reelected each year. All nominations for these positions must be sponsored and submitted in writing by a current booster club member, in good standing, to the current board who will then vote in the positions. The board will elect an interim officer for any position in the event that an officer resigns or is removed from office. All officers are required to pass a background check before beginning the duties of that position.

Note: The Director of Cheerleading will only have a vote on issues involving the cheerleading program.

- C. **Meetings** – The Executive Board will meet at the beginning and end of each season as well as once per month and any time deemed appropriate and/or necessary. All meetings are closed with the exception of any special meeting called by the Executive Board or a General Meeting held once per year.

- D. **Financial** – The BPYFA shall remain self-supportive. Any and all excess Fund's shall remain in the program and carry over for the following year.
- E. **Duplication of Duties** – Officers of the association may participate in coaching, directing, and/or assisting as well as serve on the Executive Board.

III. DUTIES

- A. **President** – The President shall be the executive officer of the association and shall conduct all of the affairs. The president does not have the authority to override any unanimous decisions by the board. He/she will be in charge of planning and holding all meetings for the association. The President will serve as a member of the Executive Board and the Bylaw Committee. He/she is also required to attend all County meetings and to represent the vote of the association. He/she is also responsible for making sure each Head coach attends the NYSCA Certification course and that the coach carries his/her card at all games and practices. The President will not have the authority to sign checks.
- B. **Vice Presidents** - The Vice Presidents shall assume the duties of the President when the President is unavailable. He/she will assist the President whenever necessary and oversee the Directors of Football and Cheerleading. The Vice President will serve as a member of the Executive Board and the Bylaw Committee. In the event of resignation or removal from office of President, the Vice President will be elected to fill the position. The Vice President will not have the authority to sign checks.
- C. **Treasurer** - The Treasurer shall be responsible for all funds, receipts and disbursements of the association. This individual shall prepare a statement of income and expenses on a monthly basis to be submitted to the Executive Board. All records shall be permanent and transferred to the next Treasurer and retained for the life of the association. There shall be an audit of the books by the Executive Board at the end of each season. The Treasurer will be responsible for having income taxes prepared at the end of each year. The Treasurer will serve as a member of the Executive Board and the Bylaw Committee. He/she will have the authority to sign checks and use/distribute the Association debit card.
- D. **Directors** – Directors shall oversee the directors for each football team within the association. He/she will be responsible for helping select team moms/dads and/or directors for each team, and seeing that

each team has all information needed to operate effectively. The Directors will handle any complaints or problems that may arise with regards to the football players and/or coaches. These individuals will make sure someone is responsible for opening and closing the fields on each practice and game days. Directors will serve as a member of the Executive Board and the Bylaw Committee.

- E. **Director of Cheerleading** - The Director of Cheerleading shall oversee the selection of coaches and directors for each cheerleading squad. He/she will be responsible for the selection of uniforms and all related matters. This individual will handle any complaints or problems that may arise with regards to the cheerleaders and/or coaches. This individual is responsible for making sure that each squad's team mom/director has and brings to each game the team directors book which provides information including but not limited to team members insurance information, copies of birth certificates and physicals, and any emergency contact information. The Director must be able to advise anyone who gets hurt of the proper insurance claims procedures. The Director will serve as a member of the Executive Board and the Bylaw Committee as it relates to issues involving the cheerleading program.
- F. **Officers** - Officers of the Bennett Park Youth Football Association will attend registration for football and cheerleading, collect all monies and hand out current bylaws and other information of the association. They shall attend all association meetings as well as serve on the Bylaw Committee. All Officers must be present at meetings called for the disciplinary action of coaches. They must appoint all committees and committee chairpersons. The officers of the Executive Board will elect Head coaches for each football team. All officers must carry out the rules and guidelines applicable to coaching, drafts and player regulations.
- G. **Bylaw Committee** - This committee shall be made up of the members of the Executive Board. They will review all Bylaws each year and present suggested changes. All changes must be approved with a majority vote before any changes can be made.
- H. **Equipment Manager** - This person shall inventory equipment, oversee the distribution and collection of players' equipment, compile a list of equipment the needs to be replaced, and make sure equipment is secured at the end of the season. Any equipment purchases must be approved by the Executive Board.
- I. **Spirit Wear Manager** - This person shall choose an assistant to help with the following duties: Promote the Banner program for sponsorships, get community involved with sponsorships, purpose ideas

for raising funds, and oversee the ordering and selling of spirit items. This person will also be responsible for having spirit items available for purchase on/during all home games.

- J. **Head Coaches** - All Head Coaches and Assistant Coaches nominations, from active Booster Club members in good standing, must be submitted to the Executive Board in writing by January 15th. All nominated Head Coaches and assistant coaches applications must be submitted to the Executive Board by the last day of February. All applications will be considered. The Executive Board will elect Head Coaches and Assistant Coaches for each team by a majority vote.
- K. **Removal of Office** - Any elected officer of the association may be removed from office for failure to perform the duties outlined in the above section. Removal from office shall be a majority vote of the Officers. A meeting to hold an election to fill the unexpired term of the Officer shall be called immediately. Any offense deemed to be inappropriate by the Executive Board shall be grounds for removal of office.

IV. **RESPONSIBILITIES AND DUTIES OF FOOTBALL TEAM DIRECTORS**

- A. Must attend all team director meetings or send a representative.
- B. Must strive to see that all of the FCYFA and BPYFA Bi-Laws and rules are enforced.
- C. Must handle complaints and present each formal complaint in writing to the Executive Board.
- D. Must be in attendance at every game. If the director is unable to attend for any reason, he/she must notify the Director of Football and the team coach to secure a replacement in a timely manner.
- E. Must handle all game protests.
- F. Is responsible for providing a football roster at each game and delivering it to the opposing coaches and referees as needed.
- G. Is responsible for keeping and bringing to each game and practice the team director's book which provides information including but not limited to players insurance information, copies of birth certificates and physicals, and any emergency contact information. The director must be able to advise anyone who gets hurt of the proper insurance claims procedures.

H. All team directors must be approved in advance by the Executive Board.

V. RULES FOR FOOTBALL HEAD COACHES AND ASSISTANT COACHES

- A. Head coaches will be selected by the BPYF board. BPYF executive board reserves the right to dismiss or prevent any an all coaches from coaching. Head coach must select at least two, and may select up to four assistant coaches and one director. The director must be approved through the BPYF executive board. Either of the assistant coaches will assume the coaches duties if the Head coach cannot continue his duties. All assistant football coaches must first be approved by the Executive Board. Any denial or dismissal of a head coach, assistant coach and/or director must be accompanied by a letter of explanation.
- B. Only head coaches may attend the draft for their grade. In the event that they cannot attend, the board will decide if an assistant coach is qualified to conduct the draft or postpone it until the head coach is able to attend. All participating coaches are required to pass a background check before beginning any practice.
- B. The coaches must read the current FCYFA rules and bi-laws before they are authorized to begin practice.
- C. Coaches are to provide players with an opportunity for fun and enjoyment through the football program.
- D. Coaches are to teach players football skills and techniques, and are to practice and teach good sportsmanship and physical fitness.
- E. Coaches are to see that each player plays in each game as stated in the FCYFA playing rules.
- F. Coaches and parents may place younger players on older teams if agreed upon by both parties and approved by the Executive Board.
- G. Coaches will have the sole responsibility of determining the methods of coaching the team.
- H. Coaches are to discipline the players of the team for the best interest of the team.
- I. Coaches are to see that rosters are completed and given to the director no less than thirty minutes prior to each game.

- J. Coaches will notify all players of any game cancellations.
- K. Coaches must see that all uniforms are turned in clean and see that the team directors have an inventory list of all equipment and team equipment bags to turn into the Director of Football.
- L. It is mandatory that the Head coach and one assistant coach be NYSCA certified. Any other coaches may attend the NYSCA certification at their own expense.
- M. The Head coach is responsible for the actions of all assistant coaches, directors, parents and spectators during practices and games.
- N. It is mandatory that a Head coach or Head assistant coach from each team be present at every player-wide function for support. Any team with out representation will result in a mandatory one game & one week's practice suspension.

IV. RULES FOR CHEERLEADING COACHES AND ASSISTANT COACHES

- A. Each Head coach must select at least one assistant coach and one team director. The assistant coach will assume the coaches duties if the Head coach cannot continue her duties. All Head coaches must first be approved by the Executive Board. All participating coaches are required to pass a background check before beginning any practice.
- B. The coaches must read the current FCYFA rules and bylaws before they are authorized to begin practice.
- C. The coaches must be in attendance at every game. If the coach is unable to attend for any reason, he/she must notify the Director of Cheerleading to secure a replacement in a timely manner.
- D. Coaches are to provide each cheerleader with an opportunity for fun and enjoyment through the cheerleading program.
- E. Coaches are to teach cheerleaders cheerleading skills and techniques and are to practice and teach good sportsmanship any physical fitness.
- F. Coaches will have the sole responsibility of determining the methods of coaching the team.
- G. Coaches are to discipline the members of the team for the best interest of the team.

- H. Coaches will notify all cheerleaders of any game cancellations.
- I. It is mandatory that the Head coach and one assistance coach be NYSCA certified. BPYFA will pay for these two coaches to be certified each year. Any other coaches may attend the NYSCA certification at their own expense.
- J. The Head coach is responsible for the actions of all assistant coaches, directors, parents and spectators during practices and games.
- K. Coaches are responsible for making sure there is a well stocked first aid kit at all practices and games.

VII. DISCIPLINARY ACTION FOR PLAYERS AND CHEERLEADERS

- A. Any disciplinary action will be documented and turned over to the team director to keep in the team director's book. Parents of the offender must be notified as to the nature of the offense.
- B. The Head coach must advise player/cheerleader, parents and team director what constitutes the disciplinary action. Disciplinary action requires that the player/cheerleader not be allowed to participate in the game following the offense. In severe cases, the player will be suspended from the team with no refund. All severe cases must be reviewed by the Executive Board prior to suspension.
- C. Any player/cheerleader with any outstanding balance from the previous season will not be registered until the balance is satisfied, including penalties and interest. In addition, current registration must be paid in full in the form of cash or money order.
- D. Any player with missing equipment from the prior season's turn-in will not be registered until equipment is returned or paid for.

VIII. DISCIPLINARY ACTION FOR COACHES, DIRECTORS AND PARENTS

- A. All formal complaints against Head coaches, assistant coaches, and/or directors must be submitted in writing and turned over to an Executive Board officer. The officer has 48 hours to set up a closed meeting to include ALL of the Executive Board members. The board will decide on any disciplinary action which includes but is not limited to suspension or removal from position. All decisions will be determined by a two-thirds vote and all decisions are final. All board members must be present at these meetings. Any coach that violates any

- FCYFA or BPYFA rules and/or bylaws will be punished as set forth in the FCYFA rules and bylaws.
- B. Any Head coach, assistant coach, and/or director who is suspended or removed from position will not be allowed to participate in trophy or award ceremonies.
 - C. The following offenses will not be tolerated: Any unsportsmanlike conduct, any abusive or obscene language or gestures by any coach, director, player/cheerleader, spectator and/or parent at any park during practice and/or games. In addition, all official registration forms must be completed & signed by parent/guardian, in order for player to be considered registered within BPYFA. Violations of any of the above will be subject to disciplinary actions by the board from one game and week of practice suspension to permanent removal from the park.
 - D. The Executive Board has the authority to carry forth any disciplinary action from the previous season to the current season. All decisions will be determined by a two-thirds vote and all decisions are final.
 - E. Absolutely no parents on the football field before, during or after any game or practice and no parents or children are allowed inside the fence at any practice field before, during or after practice. The Head Coach, at his/her discretion on a per practice basis, may invite parents to assist with practices (not to include spectators or children under the age of 21).

IX. CHANGES TO BYLAWS

- A. The Executive Board may change bylaws at any time during the season. However, a special meeting must be called and a vote on the proposed changes must carry a two-thirds majority vote with a quorum present. The final proposed copy of the bylaws must be amended, approved and signed off on by the Executive Board. Upon final approval by the Executive Board the amended Bylaws will be posted on the website.

ARTICLE 1

The names and addresses of the persons who are the initial voting officers of the Bennett Park Youth Football Association are as follows:

President – David Wagner

Vice President – Jake Sexton

Vice President of Operations – Mark Petree

Vice President of Directors – Greg Benvenuto

Field Director – Lyn Thomas

Field Director – Scott Howard

Technology Director – Todd Haley

Treasurer – Beth Loedding

Director of Cheerleading – Lisa Barton (Cheerleading issues only)

Non-voting Members

Equipment Manager – Stacy Grizzard

Audio / Video Manager – Andy Irvin

Spirit Wear Manager – Christy Nails

Operations Manager – Wes Partain

Communications Manager– Erica Bartlett