WEST VOLUSIA YOUTH FOOTBALL AND CHEER ASSOCIATION BYLAWS - 2022-2023

Article I- NAME

This organization shall be known as the "West Volusia Youth Football and Cheer Association Inc." hereinafter referred to as "WVYFCA".

Article II- OBJECTIVE

Section 1

The Objective of the "WVYFCA" is to familiarize young participants with the fundamentals of football and cheer and dance. To provide them with the opportunity to play in an organized and supervised environment and to teach them that academics and athletics should be joint, communal efforts.

Section 2

To achieve this, "WVYFCA" will provide a supervised program under the Rules and Regulations incorporated herein and referenced in any addendum to this document. All Directors and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and molding of future citizens is of prime importance. In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, "WVYFCA" shall operate exclusively as a non-profit educational organization providing a supervised program of competitive athletic activities. No part of the net earnings shall benefit any private shareholder or individual: no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article III AFFILIATION

Section 1

The WVYFCA shall be registered under East Coast Pop Warner.

Article IV- MEMBERSHIP

Section 1

Eligibility: Any person sincerely interested in active participation to achieve the objectives of "WVYFCA" may apply to become a member.

Classes: There shall be the following classes of Members:

1. **Participant Members**. Any participant candidate meeting the requirements of, and who resides within the authorized boundaries of, "WVYFCA" shall be eligible to participate but shall have no rights, duties or obligations in the management or in the property of "WVYFCA". Approved waivers by ECC and Pop Warner may be accepted.

    a) Participant Members shall be defined as a football player, a cheerleader or junior coach/coach trainee.

2. **Regular Members** Any person actively interested in furthering the objectives of "WVYFCA" shall become a regular member upon registration of their child that meets the requirements of Article III {2-1}. The secretary shall maintain the roll of membership to qualified voting members. Only Regular Members in good standings with a child participant are eligible to vote at the annual election. Any interested party that wishes to participate in the league that does not have a participant member in the league upon approval of the Executive Board will qualify as a Regular Member.

3. **Board Members** Appointed Board Members appointed by the Executive Board must be active Regular Members.

4. **Head Coaches** Head Coach of either a football or cheer team.

5. **Executive Board Members** All positions must be voted on and elected through the voting process done in the current season for the positions that are up. Two Executive Board members that are not up for election will count the ballots at the field the day of the voting. All totals will be tallied at that time.

6. **Non-Member**
   Anyone attending any WVYFCA activity that does not fall in any other class.

7. **In Good Standing** not currently suspended, has not been placed on probation or removed from a position and is currently an approved Regular Member as deemed appropriate by the Executive Board. This includes no outstanding balances not approved by Executive board and equipment maintained and returned.

Section 2

Disciplinary Procedures: Members may be terminated by resignation or action of the Executive Board

1. Suspension – Up to and including removal from all WVYFCA activities.
   Either the Commissioner, Cheer Coordinator and President shall have authority to suspend any classification other than Executive Board immediately upon the completion of the Incident Report or eject if necessary. An Incident Report must be filled out at the time of the incident. An Incident Report must be signed by all parties involved within ten days. Immediate termination will take place if the Incident Report is not signed within ten days.
   a. Executive Board Member
      All Executive Board Members may be suspended by the President. The President and Commissioner may be suspended by the Vice President through the recommendation of at least two members of the Executive Board.

2. Termination –

   a. Members: Notice of Termination shall be in writing. The recipient has ten days upon receipt to request a hearing in writing.
   b. Non-Members: The appeal of the decision of termination shall be communicated

3. The Executive Board, by a 51% vote shall, have the authority to reinstate, terminate or place on probation any individual. The individual in question will not have voting rights regarding their removal. In the event of a tie, the President will make the final decision.

a. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Article V- FEES

Section 1

The WVFCA shall incorporate as a non-profit organization with the state of Florida.

Section 2

The "WVYFCA" shall fund itself through contributions, donations, fundraisers, and fees charged to all participants.

Section 3

Registration fees shall be set annually by the Executive Board. No one shall participate in the programs of "WVYFCA" without payment of such fees, unless such fees are waived by direction of the Executive Board. Registration fees are required in full by Equipment Handout. Payment in full is required to receive equipment and to begin practice. Payment in full is required to become a Member with the WVYFCA. Parent/guardians must sign a form stating they understand registration fees are due in full by the equipment handout. They may also elect a payment plan that will end by equipment handout. The President has the authority to set up a payment plan at his/her discretion.

The child will not be rostered with Pop Warner until full payment is received or a payment plan is approved by the executive board. If the payment plan is not followed, then the child may be removed from the roster by the executive board. Payment plan must be fulfilled by the final designated date. Participants will not be able to participate at a scheduled event, to include games and competitions, if payments are not met by the designated deadline.

Any athlete who has an outstanding balance will not receive an end of the year gift until the balance is paid.

Section 4

Any sponsorships received after the designated deadline will go to the league not to the individual team. Exceptions are football playoffs and cheer Regional & National Competitions with the approval of the executive board. Monies leftover will be put back into the league account at the completion of the events.

Section 5

Refund Policy – No refunds. Refunds of the $100 deposit will be determined by the Executive Board.

Section 6

Board Member and Head Coaches' fees shall be set annually by the Executive Board.

Article VI- MEETINGS

Section 1

General Meetings

1. The Executive Board will establish a regular time and place and meet at least once a month in general/open session.
2. No Board action may be taken without a quorum.
3. The President and or Vice President shall follow the agenda and maintain order.

Section 2

Special Meetings

1. Executive Board may meet in special sessions as deemed necessary by President or majority of Executive Board members. A quorum of 80% of the Executive Board must be present to vote. No business other than that specific in the notice of the Special Meeting shall be transacted at any Special Meeting of the Executive Board.

2. Notice of each special meeting of the Executive Board shall be e-mailed to each Executive Board Member at the last recorded e-mail address at least 24 hours in

advance thereof setting forth the place, time, and purpose of the meeting; or in lieu thereof, notice may be given in such a form as may be authorized by the members, from time to time, at a regularly convened meeting.

Section 3

Quorum:

1. A quorum of 51% of the Executive Board must be present to conduct a general meeting
2. A quorum of 70% of the Executive Board must be present for any special meeting.
3. A quorum of 80% of the Executive Board must be present for any appeal hearing.

Section 4

Voting:

All issues of business voted on, must have 51% approval vote of the Executive Board in order to be passed.

Section 5

Recording:

All meetings will be recorded by way of meeting minutes. Meeting minutes will be emailed to Executive and Appointed Board Members and a hard copy will be kept in a binder in the possession of the secretary.

Section 6

Missed Meetings:

Any member of the Executive or Appointed Board that misses 50% of meetings in a 6 month period or two (2) consecutive meetings will be subject to disciplinary procedures. To have an absence excused, a Board member must notify the President and Secretary before missing a meeting, at least 24 hours, except in the case of unforeseen emergencies.

Section 7

East Coast Pop Warner:

East Coast Pop Warner meetings must be attended by both the Commissioner and Cheer Coordinator or at least one (1) Executive or Appointed Board member and will have the power of voting when necessary.

Article VII- BOARD OF DIRECTORS

Section 1

Board of Directors: The management of the property and affairs of "WVYFCA" shall be vested in the Board of Directors. The Directors shall, upon election and commencement of term, immediately enter upon the performance of their duties and shall continue in the office until their successors shall have been duly elected and qualified. The Appointed Board shall be appointed by the Executive Board. In the event of a vacancy during the normal term, the President shall appoint an individual to fill the vacancy of Appointed Board position. At least one board member must be present at all practices, games or competitions

The Executive Board shall consist of:

1. President
2. Vice President
3. Secretary
4. Commissioner
5. Treasurer
6. Cheer Coordinator
7. Scholastics

Appointed Board

1. Compliance Officer
2. Football Equipment Manager
3. Cheer Equipment Manager
4. Football Director/Asst. Commissioner
5. Fundraising Coordinator
6. Concession Manager
7. Webmaster

Section 2

Board Position Duties and Responsibilities
President:

1. The President is the chief executive of the association and shall have general supervision, direction and control of the business and affairs of the organization.

2. Shall chair all Board meetings.
3. Shall set the agenda for all business to be discussed.
4. Shall call and conduct all regular and special meetings. As chief officer of the organization, he/she shall preserve order and enforce the Bylaws of the Wolves.
5. The President shall have no vote on a motion unless such a vote is required to break a tie.
6. He/She shall be a member ex-officio of all committees and have the power to appoint such committees as necessary.
7. Review secretary and treasurer's books monthly
8. Negotiate contracts and act as purchasing agent.
9. All purchases must be approved by President
10. Deal with parent concerns and complaints that have gone through the appropriate chain of command. (Coach-Commissioner-President)
11. Obtain insurance for the league.
12. Assistance with the responsibilities for league compliance of all National Pop Warner Rules.
13. Assistance with the obligations required by the WVYFCA.
14. Shall be the point of contact for league-wide communication from the league to the parents.

15. Receive recommendations on merchandise from merchandise committee and approve with Vice President before purchase is made.

16. Assist with set up and tear down at all home games.

Vice President:

1. Conduct business in conjunction with the President.
2. Conduct business in the President's absence.
3. He/she shall be responsible for any duties assigned by the President.
4. Assist all Board members with committees and volunteer programs throughout the year.
5. Assist Treasurer with refund policy.
6. Assist with annual budget preparation.
7. Head/oversee the gameday setup and materials
8. Obtain announcer for home games.
9. After board has determined budget, order merchandise for merchandise tent
10. Set up, coordinate, and take down merchandise tent during all home games, while ensuring that there is a board member under tent during all home games
11. Set prices for merchandise and keep a log of merchandise sales
12. Keep inventory of merchandise
13. Receive recommendations on merchandise from merchandise committee and approve with President before purchase is made.
14. Assist with set up and tear down at all home games.

Secretary:

1. Maintain current and updated rules and By-laws.
2. Notify Board members of meetings.
3. Be responsible for recording the activities of the "WVYFCA" and maintaining files, mailing list and necessary records.
4. Keep and maintain all official records and documents.
5. Maintain a list of all regular members, directors and committee members and give notice of all meetings of the "WVYFCA" Board of Directors and Committees.
6. Preside at the official meetings designated by the Board as a representative and prepare a report for the Board.
7. Preside in the absence of the Vice President.
8. Coordinate the dissemination of information to league
9. Monitor website to ensure information is current and accurate.
10. Assist with set up and tear down at all home games.
11. Receive nominations, confirm with the nominee and bring names to the executive board to vote on for future board members.
12. Create ballots, bring box to drop the ballots in and run the Election day at the specified date set by the board.

Commissioner:

1. Is responsible for representation of the "WVYFCA" at East Coast Pop Warner Meetings.
2. Responsible for placement of football players on rosters in accordance with the guidelines of the Pop Warner Age/Weight Matrix and ability
3. Maintain file of football rosters on League roster software with an update of add and drops
4. Receive weekly report of game scores, incident reports, and MPR sheets from the football director and report to the president as needed
5. Report to the Board any coach in violation of the mandatory play rules, lopsided scores and incident reports
6. Field from coaches any violation of Pop Warner playing rules, investigate and file complaints from coaches to the appropriate league/association party.
7. Establishes athletic programs with football director.
8. Game Day- responsible for all activities by the Wolves.
9. Responsible for processing all background checks of the board and all football volunteers. Report to the Board any non-approved background checks.
10. Assist with set up and tear down at all home games.
11. Organize participation in all community events: Parades, etc
12. Negotiate all contracts for the league:
    a. Fields – practice, games, conditioning camps

Treasurer:

1. Receive all monies and securities, and deposit it in depository approved by the Board of Directors.
2. Keep records for the receipt and disbursement of all monies and securities, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
3. Submit to the President a financial statement that consists of a Balance Sheet and a Statement of Revenue & Expense (Profit & Loss Statement) monthly.
4. Pick up mail from the post office and P.O. Box
5. Provide a current Profit & Loss and Balance Sheet at all meetings.
6. Maintain Insurance program file.
7. File corporate By-laws and other information with governmental agencies as required.
8. Report/pay Sunbiz
9. Order checks/deposit slips when needed
10. All record keeping deposits/bills/files for league
11. Send taxes off to accountant
12. Required to be at all signups (cheer and football)
13. Track sponsorship and raffle monies raised by teams/league
14. Track all player balances and then once season starts share info with team parents or head coaches if team parent not available
15. Work out payment plans and track that info if parents cannot pay on time.
16. Pay invoices from the president or bills that are sent from commissioner (refs/film/team monies)
17. Input a tracking system for merchandise sold
18. After game procedures…. Calculate monies after game day for deposits and to inform board members of how things went… concession made, merchandise made, etc..
19. Deposit all checks once given to you within a week worse case two week time period. (sometimes checks will not be given to you in a timely fashion so deposit asap.)
20. Use stamper on back of checks for deposits. Staple bank receipt to your filled out receipt, because they fade.
21. Track your deposits as to what account they go into on QuickBooks.
22. Responsible for recapturing all possible bounced check fees/money owed to the league.
29. File annual taxes.
30. Assist with set up and tear down at all home games.

Cheerleading Coordinator:

1. Responsible for representation of the "WVYFCA" at East Coast Pop Warner Meetings. Send Assistant Cheer Coordinator in your absence.
2. Submit all required paperwork by given deadlines including rosters.
    a Review roster-looking for matching birth dates and current dates on physicals (must have original signatures, no copies or faxes)
    b Any roster changes following the deadline must to approved by ECC.
3. All associations will offer spirit teams at levels Junior Tiny Mite through Bantum
4. Develop the Age Matrix/Grade matrix for "WVYFCA" with the national guidelines.
5. Register spirit participants and assign them to proper squads.
6. Recruit Assistant Cheer Coordinator, skilled coaches and staff.
    a Make sure all necessary paperwork from all staff positions has been collected before allowing them to be around children and coaches
7. Background checks done for all coaches and staff (18 and over).
8. Oversee entire cheer program
9. Make sure all coaches have attended all Conference/Regional required trainings.
    a Cheer and Dance Coaches Clinic: This is a one day clinic for ALL cheer and dance coaches, directors, team parents, coach trainees, and student demonstrators.
    b Online YCADA training by ALL cheer and dance coaches, directors, team parents, coach trainees, and student demonstrators.
10. Attend monthly meetings as scheduled by ECC
11. Maintain or make folders for each coach during sign ups
12. Attend "WVWFCA" meetings will full voting rights. Be a voice of your cheer program.
13. Have proper uniform for each participant and order new ones as needed.
    a Ensure proper placement of Pop Warner Patch on each participant's uniform.
14. Work with the equipment manager to ensure budget is met for all cheer equipment.
    a Approve and order all cheer accessories through the President.
15. Attend all sign ups to talk with parents
16. During games greet coordinator

17. Oversee cheer equip manager with all equip and uniforms
18. Make sure all necessary documents for each participant has been collected and put in proper order in team cheer books before allowing participants to begin conditioning hours and practice time. Make sure all pages are signed, highlighted and placed in the proper order in the book. No participant may begin practicing until all required paperwork is verified and in team book.

    a. Make sure the “WVYFCA” stamp is affixed where required, and required highlighting is properly highlighted.
19. Handle all cheer related controversy with parents and coaches
20. Meet regularly with your coaching staff, and have a system in place to relay spirit information from “WVYFCA” and ECC regularly/weekly during and after season.
21. Copy all badges and certificates and place copies in books along with the coaches code of conduct
22. Home game responsibilities include:
    a. Conduct book checks at least 45 minutes prior to the start of each game or during half time of the previous game. All persons on the roster must book check every game.
    b. Ensure that all coaches have a valid badge, which is to be worn at all times while on the field. Any coach or administrator not visibly wearing their badge on the football field or the floor of a spirit competition will be removed until their badge is produced and may be fined up to $100.00 per incident.
23. Assist with set up and tear down at all home games.
24. Schedule volunteers for association needs, East Coast Conference, Regional, and National needs.

Football Director\ Assistant Football Commissioner:

1. Assist Football Commissioner with establishing an Athletic Program.
2. Coordinate Head Coach Interviews in the month of January for Head Coach Selection for the upcoming Fall Season.
3. Coordinate monthly Coaches training/meetings, to continue education of coaching staff and build comradery within the league.
4. Organize League Conditioning Camp
5. Conduct liaison between the Board and the coaches regarding Association Rules, Philosophy, and Policies.
6. Conduct liaison between the coaches and the parents regarding Association Rules, Philosophy and Policies.
7. Assistance with the responsibilities for league compliance of all National Pop Warner Rules.
8. Assistance with the obligations required by the WVFCA.
9. Collect minimum play sheets. Give to the Commissioner after game day.
10. Receive parent complaints on a written incident report.
11. Gather information from coaches that will need to be badged and turn in to the commissioner to be processed by the East Coast Conference
    a. Volunteer applications
    b. Photo IDs
12. Track USA football classes.

13. Investigate weekly any lopsided scores of games per Pop Warner guidelines. Report any such findings to the Commissioner with recommendations of sanctions if any are required.
14. Assist with set up and tear down at all home games.

Football Equipment Manager:

1. Shall be responsible for maintaining an inventory of all equipment.
2. Shall be responsible for the distribution and collection of, with the Head Coach of each team and the Football Director, all equipment distributed to the teams.
3. Coordinate the measuring and sizing of participants during equipment day.
4. Resolve equipment issues with coaches/players as they arise throughout the season.
5. Assemble and distribute coaches bags (footballs, k-tees, tape, medical kits, repair kits, etc.)
6. Submit each year a recommendation for equipment repair and replacement to the Board.
7. Coordinate selection of participant trophies.
8. Shall receive approval from President prior to any purchase.
9. Assist with set up and tear down at all home games.

Cheer Equipment Manager:

1. Set date for fitting and coordinate flow of day
2. Design and get with vendors to order bows, practice wear, cheer bag, and warm-ups following approval by President
3. Work with vendor to give coordinator choices for shoes, socks, briefs, and patches (if needed) following President's approval
4. Coordinate and negotiate with vendors and coordinator for all cheer merchandise after President's approval
5. Set date for equipment handout and coordinate flow of day
6. Handle any uniform issues as they arise.
7. Keep inventory of all uniforms

8. Shall receive approval from President prior to any purchase. Purchase will be made by coordinator only after President's approval, equipment manager will organize participants on spreadsheet for orders.
9. Attend monthly board meetings.
10. Attend all games and supply extra items for cheer teams in the events that someone has forgotten it (bows, briefs, socks)
11. Assist with set up and tear down at all home games.
12. Collect all (cheer) event request forms and submit to ECC for approval.
13. Assist with cheer products (assist with cheer equipment manager)
14. Book check for cheer squads when coordinator is not present.
15. Oversee cheer squads at games when the coordinator is not present.
16. Assist coordinator before each competition to collect money, forms, etc.
17. Attend the monthly coordinator meetings whenever possible and attend meetings in place of coordinator when he/she is unable to attend.
18. Assist with all aspects of cheer.
19. Oversee homecoming to include team mom meeting, organizing team gifts from league, etc.
20. Assist during all sign ups and be available for questions during sign ups.
21. Assist during any camps to include sign ups/collecting paperwork.
22. Attend all monthly board meetings.
23. Attend all games and assist league.
24. Assist with set up and tear down at all home games.

Scholastic Coordinator:

1. Collect and organize all forms needed to be submitted to Little Scholars for all football and cheerleading teams.
2. Is responsible for representation of the Wolves at East Coast Pop Warner Meetings
3. Is responsible for league compliance of all National Pop Warner Scholastics rules.
4. Coordinate selection of participant trophies.
5. Ensure that all participants have met the scholastic eligibility.
6. Ensure all participants turn in 1 copy of their final report card from the previous school year.
7. Ensure each coach keeps a copy of the GPA sheet, grade conversion sheet and report card or scholastic eligibility form, a not-in-school form or a home school form used to certify scholastic eligibility.
8. Represent the association at all Conference Scholastic meetings.
9. Provide Conference with: one copy of each squad/team's official roster; one copy of GPA sheet or SE Region Kindergartner Sheet and ECC Not-In-School Form; One copy of the form used to certify scholastic eligibility (i.e. - Scholastic Eligibility Form & Proof of Enrollment; Not-In-School form or Home School Form; one copy of each report card (if applicable); and one signed copy of the All-American Scholar Applications (for those that qualify).

10. Assist with set up and tear down at all home games.
11. Oversee Homecoming Committee

Fundraising/Sponsorship Coordinator:

1. Formulate participant fundraising programs for Board approval
2. Set schedule and locations for events.
3. Handle all matters relating to special fundraising programs.
4. Set-up committees and work parties as necessary.
5. Submit receipts and revenues to the Treasurer with profit and loss statement.
6. Maintain record of contacts, supplies, etc. for future reference on all fundraising events.
7. Coordinate Corporate Sponsorship Program.
8. Ensure that all donors are properly acknowledged and that all sponsors receive appropriate recognition and benefits (plaques, banners, ads, etc.)
9. Coordinates 50/50 Raffles.
10. Responsible for all communication to the league for upcoming fundraising events, tracking, updates, and dates.
11. Collects all money earned from Fundraising prior to submission to Treasurer
12. Responsible for sourcing vendors for any fundraising related needs including but not limited to design and print, recognition material, and tickets
13. Responsible for staffing all fundraising events
14. Assist with set up and tear down at all home games.

Concessions Manager:

1. Come up with a standard shopping list with quantities for our files so new manager knows what to buy
2. Get with team moms from every team and let them know what is needed as far as volunteers
3. Game day volunteer 6:30 am- 7:30pm depending on games
4. Explain duties to incoming volunteers
5. Manage inventory during day
6. Manage ticket system for our food vendors
7. Count tickets at night and get with treasurer for payment to food vendors
8. Manage monies for game day. (drops with treasurer when needed)
9. Cook food and monitor quantities to be cooked and when
10. Clean up concession if that is where we are using concession
11. Buy and store/transport all food to the game/shed prior to or on game day.
12. Maintain appropriate equipment needed for game days
13. Ask for help if something goes wrong.
14. Making price lists for day – getting calculators (shed) for game day

15. Buying raffle tickets if we need them for food vendors (typically in shed)

Compliance Officer

1. Prepare/review the team books for the West Volusia Wolves according to the specifications set forth by the East Coast Conference
2. Ensure that every child has all required documents (i.e., physical, report card, payment of fees, birth certificate, etc.) PRIOR to participation.
3. Report to the Executive Board any violations of compliance rules.
4. Keep all yearly book records safely in storage.
5. Assist with set up and tear down at all home games.

Webmaster:

1. Duties are to maintain website with relevant information provided that is approved by the board.
2. Make sure that domain and all its files that make website operational are paid in full and up to date.
3. Maintain social media outlets with current information and in a fashion not to bring any negative attention to the association.
4. Assist with set up and tear down at all home games.
5. Organize participation in all community events: Parades, etc
6. Photographs – webmaster (vendor must be approved by Executive Board)

Section 3

Annual Election and Term of Office:

1. All elections will be held annually during the last regular season home game. New Board members will commence their term January 1st.
2. Any person interested in running for a position on the Executive Board must be a Regular Member in good standing with no disciplinary action in the two previous years.
3. Any Regular Member may nominate themselves or another member in writing with their name and desired office to the Secretary no later than 2 weeks before the election.

4. The nominated individual must accept the nomination 1 week prior to the election.
5. No person shall hold more than one office at any one time unless it is approved by the current Executive Board.
6. A Board member is allowed to coach a team.
7. All Board member will serve two-year terms
8. The ballots shall be counted by at least two Executive Board Members who are not up for election.
9. Elections and appointments for the following positions will be held on odd number years (President, Secretary, Football director, Cheerleading Coordinator, Scholastics, Fundraising Coordinator, Football Equipment Manager, Concession Manager)
10. Elections and appointments for the following positions will be held on even number years (Vice President, Treasurer, Commissioner, Cheer Equipment Manager, Compliance Officer, Webmaster)
11. In the event that a Board member should resign or be voted out, any replacement Board member would hold that position for the remaining term of the position.
12. No vote needed if there is one nominee

Section 4

Vacancies:

Vacancies occurring in office shall be filled by the President. The President shall hold that position until he/she has appointed a replacement. If the President resigns, their resignation must be submitted to the Secretary. A vacancy in the President's office should be filled by the Vice President until a special meeting called by the Executive Board to appoint a new President.

If the President resigns with one or more years remaining then a 1 year term shall be voted on by the Members during the regular voting process.

Section 5

Obligations:

All Appointed and Executive Board Members are **REQUIRED** to Assist/Participate in all league events.

This includes:

1. Field, Concession, and Merchandise Set-up in the morning for each home game.

2. Field, Concession, Merchandise, and trash clean-up in the evening for each home game.
3. Helping out with Concession and Merchandise if needed.
4. League fundraisers, helmet (bucket) drops, conditioning camps and special events.

NOTE: Coaching your team does NOT count as helping out. It takes everyone's help to make Home Game a successful event.

Failure to do so can result in the Board Member being removed from their position.

Article VIII- STANDING WITH THE LEAGUE

Section 1

The President, Football Commissioner, Cheer Coordinator or by majority vote of executive board members present at any duly constituted meeting, shall have the authority to suspend any member or Coach of the "WVYFCA" whose conduct, in or out of corporate activities, is considered as detrimental to the best interests of the organization. Grounds for suspension shall include but are not limited to the following:

1. Habitual use of profane language on or at any Playing Field.
2. Profane language directed toward any Board member, coach, participant or regular member during any league function.
3. The use of any alcoholic beverage on or at any Playing Field or being under the influence of alcoholic beverage on or at any Playing Field.
4. Physical or verbal abuse directed toward any Board member, coach, participant or regular member during any league function.
5. Failure to comply with the By-Laws of the "WVYFCA".
6. Not following all rules of practice/playing fields at all times.
7. Smoking/Vaping at any practice or playing field.
8. Unbecoming behavior

Section 2

Any individual and/or member of the league who participates in a fight, physical intimidation or action deemed inappropriate or unbecoming during any Pop Warner event will be subject to immediate suspension and/or termination.

Section 3

Any member found guilty of stealing or misappropriation of any corporate league funds will be banned for lifetime from the league. **(AUTOMATIC LIFETIME BAN)**

Section 4

All incidents of abuse and questionable acts of behavior must be filed with the Executive Board.

Article IX- COACHING STAFF

"WVYFCA" programs will be one time, perhaps the only time that a child will have an opportunity to participate in an organized sports activity. He or she may lack sufficient skills to enable him or her to become a member of a higher-level team, such as a High School Team. It is, therefore, important to recognize and to ensure that every child be given his or her fair opportunity to participate in our programs.

Section 1 – Coaching Staff

1. In order to provide the funds required to enable the "WVYFCA" programs to continue, each coach will be asked to assist the Directors during the sports season. Coaches are responsible for the handling of any tickets, money and/or records assigned to them.
2. Coaches are responsible for all equipment and uniforms issued to their team. Each coach should ensure that his team presents a neat and uniform appearance. Equipment will be issued at the beginning of the sports season by the equipment manager or his assistant. All requests for equipment, either replacement or additional equipment shall be made to the Equipment Manager who is responsible for obtaining all equipment. Equipment and uniforms must be returned to the association by the coaches at the end of the current sports season or be subject to dismissal by the Board of Directors.
3. It is the responsibility of the coach to teach good sportsmanship to all his players. It is also the coach's responsibility to set the example for his team and spectators regarding good sportsmanship. The coach is responsible for the conduct of the team.
4. Every child and parent on the team must be informed in advance of the practice schedule for the team (the day, starting time and the finishing time).
5. A coach's Board shall be formed for "WVYFCA". The Board will consist of President, Commissioner, and football director for football. And the President, Commissioner and Cheer coordinator for cheer.
6. The Coaches Board will submit, to the Directors a list of head coaches and assistant coaches for Board approval.
7. The President may call a mandatory meeting in which either the Head Coach or a representative from that team MUST attend. **Failure to do so will result in replacement.**
8. No Head coach will be permitted to coach on more than one team within the association during a single sport season.
9. Every child and coach must be a member of "WVYFCA" in order to participate in a "WVYFCA" program.

10. All “WVYFCA” fees must be paid or a hardship approved by the Board of Directors before any child is allowed to participate in a practice or game.
11. Coaches will be required to adhere to the following “Must Play Rules”:
    (a) General Guidelines

    - Every child shall be given the opportunity to practice and improve their abilities and skills.
    - All team rules established by any coach must be approved by the Director prior to enforcement. The Director will not approve any rule, which would reduce or restrict a child’s participation based upon their abilities or skill level.
    - “WVYFCA” coaches are required to adhere to the must play rule defined by the National Pop Warner rules and regulations.

12. Coach Selection – the following rules cover the selection of coaches.
    (a) No person shall be approved as a coach or as a sponsor or in any related capacity until such time the person has been approved and our Background Check Release Form has been officially submitted by the individual for certification and approval.
    (b) Head Coach - Subject to approval by the Board of Directors of “WVYFCA”, Head Coaches are selected by the Board of Coaches.
    (c) Assistant Coaches – Assistant Coaches for each team are selected by the Head Coach, of that team, subject to approval by the Board of Directors.
    (d) All coaches must be certified by Pop Warner.
    (e) Team Parent selection must be given to the Football Director and Cheer Coordinator in writing and will be approved by the board of directors

13. As with players, the appearance of coaches reflects the image of the league. Therefore, all coaches throughout the league shall be uniform in appearance. (i.e. Coaches shirts.) Any deviation shall be approved by the Board.
14. Head coaches or their designee can attend general board meetings.
15. Reimbursements for training etc will not be distributed until the end of the season.
16. All coaches shall lose tenure immediately as of:
    a. The end of the season, including playoffs and championships, or December 31 of each year, whichever date is earlier.

Section 2

Enforcement/Disciplinary Action:
Any written complaints concerning a coach will be directed to the Football Director or Cheer Coordinator. If the Football Director or Cheer Coordinator is involved in the complaint, the matter will be handled by the Football Commissioner or his/her appointee.

It is the responsibility of the Football Director or Cheer Coordinator to investigate the allegations and report the findings and recommendations to the Board of Directors. The discipline action taken, if any, could range from a verbal warning to expulsion from "WVYFCA". A second written complaint (of similar natures) found to be legitimate will result in a suspension, minimally.

Section 3

All funds raised by coaches in association with "WVYFCA" must be turned over to the treasurer to be deposited in the general operating funds. No individual or team shall make a profit from the sale of items related to "WVYFCA". All team fundraising activities shall be submitted to and approved by the Board by the 1st day of the month preceding the event. Lack of team participation in league fundraisers shall be grounds for rejecting team fundraising events. Distribution of team designated funds shall be subject to the same procedures and rules as general league funds as described below. Any online team fundraising must be approved and submitted to the head coach and Fundraising Coordinator for approval. Any individual who violates this approval process will be immediately terminated without a refund and possible prosecution. Such individuals will not be looked at for coaching again in the future.

Section 4

All end of year activities must be submitted to the respective Football Director or Cheer Coordinator for approval by the board of directors. All equipment and uniforms (football and cheer) must be turned in to receive end of year gifts. There should be no expectation for end of year gifts, this is decided by the head coaches and will not be in excess and must be approved by the Football Director or Cheer Coordinator.

Section 5

All team activities outside of the league scheduled activities MUST be approved by the Commissioner/Cheer Coordinator and Fundraising Coordinator.

Article IX- FISCAL DETAILS

Section 1

Receipts:

1. All monies collected should be by check or money order. If possible, cash should not be collected. All monies collected, will have a receipt issued from a duplicate receipt book. If it is necessary to collect cash, a written receipt will be issued from a duplicate receipt book. All cash and receipts must be turned in to the Treasurer within 24 hours of receipt.
2. The Treasurer will keep a log of all money/checks received. The Treasurer will issue receipts for all money/checks received.
3. The President, Vice President and the Treasurer will be authorized to sign checks. The individuals authorized to sign checks cannot live in the same household.
4. Ledger and account statements will be made available for review at all times at the request of any Executive Board member.
5. All expenditures must be approved IN ADVANCE by the President.
6. Cheer Coordinator and Football Commissioner shall have access to a league credit card to be used only for league expenses.

Amendments

These By-Laws, or any portion thereof, may be amended or repealed by a two-thirds vote of the Executive Board at any duly constituted general meeting, provided that written notice of such proposed changes, over the signature of the Secretary, shall be mailed to each member of the "WVYFCA" at least seven (7) days prior to the meeting at which such proposed change shall be submitted to vote.

Amendment I

The updates and changes to the current Bylaws shall go into effect March 1, 2023. The changes will no longer have to wait until the beginning of the next season.

Last revised 2/5/2023