

# South Park Youth Football Bylaws

Adopted February 2007  
Revised April 2008  
Last Revised November, 2011  
Last Adopted December, 2011

## Article 1: Name

The name of the organization shall be known as the South Park Youth Football. Henceforth, the organization shall be referred to as SPYF.

## Article 2: Purpose

The South Park Youth Football (SPYF) program is organized for the purpose of promoting recreation football and cheerleading in the Township of South Park and will participate under the name of South Park Junior Eagles.

## Article 3: Objectives

Provide every participant with the opportunity to learn, enjoy, and participate in youth football and cheerleading and to teach basic fundamental skills.

Interpret and address any concerns over current league rules. Recommend variations and/or amendments to league rules.

Review all head coaching positions on an annual basis and provide guidelines for Head and Assistant Coaches' conduct and player development.

To promote good sportsmanship, discipline, honesty and integrity by providing a safe playing environment

At least one Board member shall be in attendance at all football games and every Board member is required to attend at least one weekly practice.

## Article 4: Governing Body

The SPYF shall be governed by a Board of Directors, each serving a term of two (2) years.

The Board of Directors will decide, by vote, all matters concerning SPYF.

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The Board of Directors shall consist of not less than seven (7), nor more than 11 members.

All Board members shall have equal voting authority.

Only one (1) member of any participant's family (football and/or cheerleading) may serve on the Board of Directors.

Upon election, the Board shall vote to appoint four (4) Officers: President, Vice President, Secretary and Treasurer. Additionally, the Board shall appoint three (3) of its members to serve as one of three (3) Directors: Director of Football, Director of Recreational Cheerleading and Director of Competitive Cheerleading.

Positions may be added as deemed necessary.

While, the Board of Directors may share duties in absence or vacancies, no Board member may serve as both an Officer and a Director.

The Board of Directors may, by vote, amend its composition.

## Section 4.1 Requirements in General

All Board members must meet the following requirements: (a) be at least 21 years old, (b) be an upstanding member of the community, (c) be a member in good standing with SPYF, and (d) be willing to adhere to the duties and responsibilities of a Member as outlined in these Bylaws.

Members are required to attend at least one game or one practice per week in addition to those games or practices to which the Member has a family relationship. Members are required to attend all Board meetings, unless a valid reason for their absence has been forwarded to the Secretary prior to the meeting.

## Section 4.2 Elections

Voting in any SPYF election shall be limited to the parent(s) or guardian(s) of each participant, football and cheerleading, in the SPYF. One (1) ballot shall be issued for each participant, football and cheerleading. Board Members shall be elected during November/December public meeting, or no later than the end of the fiscal year of the current season. New Board members will be elected by a majority vote of any election. Any vacancies occurring on the Board between regular annual election meeting shall be filled by a majority vote of the remaining members until the next annual elections. At that time, the newly elected Board

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will vote to determine its Officers and Directors.

## Section 4.3 President

The President shall (a) preside at all meetings of the Board of SPYF, (b) act as liaison between SPYF and the South Park Recreation Board, (c) attend and represent SPYF at all meetings of the organization's affiliated league, (d) supervise and control over the affairs of SPYF subject to the authority of the Board and (e) perform such other powers and duties as may be prescribed by the Board.

## Section 4.4 Vice President

The Vice President shall assist the President and, in the President's absence, assume the duties of the President, and shall have and perform such other powers and duties as may from time to time be prescribed by the Board and/or the President.

## Section 4.5 Secretary

The Secretary shall (a) keep a record of proceedings at meetings of the Board of SPYF, (b) arrange for issuance of meeting notices, (c) provide written monthly minutes of all regular and special meetings to all members of the Board, and (d) perform such other powers and duties as may from time to time be prescribed by the Board and/or the President.

## Section 4.6 Treasurer

The Treasurer shall (a) have custody of all monies of SPYF, (b) keep regular books of account, (c) prepare an annual operating budget, which shall be approved by the Board, (d) prepare a monthly budget summary, and (e) perform such other powers and duties as may from time to time be prescribed by the Board or the President. All monies shall be recorded in the name of SPYF in a depository designated by the Board. Any check expenditures of SPYF must be co-signed by any two (2) of the following Board Officers: Treasurer, Vice-President or President. All extraordinary expenditures in excess of \$500.00 dollars must have prior Board approval.

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## Section 4.7 Director of Football

The Director of Football shall be responsible for (a) the coordination of equipment distribution and collection with all Head Coaches, (b) the set up and tear down of all fields on game days, (c) the accounting of all SPYF equipment, (d) providing an annual inventory of SPYF equipment to the Board, (e) making recommendations regarding equipment purchases and (f) performing other duties and powers as may be from time to time be prescribed by the Board and/or the President.

## Section 4.8 Director of Recreational Cheerleading

The Director of Recreational Cheerleading shall be responsible for (a) the composition and assignment of recreational cheerleaders, (b) the distribution of cheerleading uniforms and equipment, (c) the inventory of cheerleading equipment, (d) the assignment of Cheerleading coaches, and (e) performing other duties and powers as may be prescribed by the Board and/or the President.

## Section 4.9 Director of Competitive Cheerleading

The Director of Competitive Cheerleading shall be responsible for (a) the composition and assignment of competition cheerleaders, (b) the distribution of cheerleading uniforms and equipment, (c) the inventory of cheerleading equipment, (d) the assignment of Cheerleading coaches, and (e) performing other duties and powers as may be prescribed by the Board and/or the President.

## Article 5: Membership

For purposes of participating in SPYF-sponsored events, the parent(s) and/or guardian(s) of each participant, football and cheerleading, in the SPYF shall be deemed associated members of the SPYF. As such, associated members may participate in any elections conducted by the SPYF.

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## Article 6: Meetings

### Section 6.1 Meetings

Meetings of the Board shall be held at such time and place as determined by the Board. Regular meetings of the Board shall be held once a month. Robert's Rules of Order shall govern the proceedings of all meetings. Notice of the date, time and location of any regular meeting shall be posted no later than seven (7) days prior to the meeting. Special meetings of the Board may be convened as directed by the President of the Board. The Board's Secretary shall be responsible for recording minutes of any meeting convened by the Board.

### Section 6.2 Quorum

The presence at any meeting of a majority of members in office shall constitute a quorum and, unless otherwise required by these Bylaws or by law, the acts of that majority of the members at any meeting at which a quorum is present shall be deemed as the acts of the Board.

### Section 6.3 Proxies

At all meetings of members, any member may vote in person or by proxy. All proxies shall be in writing and retained by the Secretary. Every proxy shall be revocable and shall cease automatically on conveyance by the member of his or her lot. A proxy is void if not dated.

## Article 7: Committees

### Section 7.1 Authority

Such standing committees, as deemed necessary to carry out the work of the Organization, may be created and/or discontinued, as determined by the Board.

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## Section 7.2 Types of Committees

As deemed necessary by the Board, committees may be formed for the any, and all of the following:

- a. Concession Stand
- b. Apparel and Raffle
- c. Administrative Board Duties
- d. Uniform
- e. Picture Day
- f. Field Set-Up/Detail
- g. Fundraising

## Section 7.3 Leadership

The Board shall appoint a chairperson for each committee. Chairmanship is available to any member of the Organization. The President of the Board shall be an ex-officio member of any and all committees.

## Article 8: Coaches

### Section 8.1 Appointment

Head Coaches for both football and cheerleading will be determined by the Board following application and interview. Selected head coaches may request specific assistant coaches for his/her team by providing a list of names. The final decision on any assistant coach shall be determined by the Board. Unless specified otherwise under participating league rules, the coaching staff, consisting of the Head Coach and any Assistant Coaches, shall not exceed (6) coaches. Additionally, unless specified otherwise under participating league rules, one (1) additional parent/support staff may also be on the playing surface. The composition of the coaching staff shall be determined by the Head Coach and approved by the Board of Directors. Board members may be permitted to serve as assistant coaches, but are precluded from holding any Head Coach position.

### Section 8.2 Clearances

All coaches must have Act 33 and Act 34 clearances.

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## Section 8.3 Responsibilities

Any and all head coach involved with the organization shall fully adhere to the purpose and objections of the SPYF, shall not violate the Zero Tolerance as written by the Board, and shall perform all duties below:

- a. Providing instruction and direction in a positive manner
- b. Formulating and updating roster
- c. Having roster available on game day
- d. Enforcing the Zero Tolerance policy on all assistants and players
- e. Ensure proper equipment requirements are met

## Section 8.4 Authority

While participation of all children in SPYF is expected, Head Coaches have, in their discretion, the right to limit a player or cheerleader's participation for good reason (i.e. injury, missing practice/games without notice or excuse, disruptive behavior, safety, etc.).

## Article 9: Participation

### Section 9.1 Age

Determination of the applicable age group for any participant shall be the child's age as of August 1 of the applicable calendar year. Determination of the minimum age for participation by players and cheerleaders shall be at the discretion of the Board and shall be reviewed on a yearly basis. In any event, no child under the age of five (5) years old as of August 1 of the applicable calendar year may participate in any capacity (player, cheerleader and/or mascot) for SPYF.

### Section 9.2 League Requirements

Participation of any and all football players will be in accordance with those limitations established by the League in which SPYF participates. Football players must play in the designed age group defined by said league, unless they are over the playing weight limit for that division. Final team compositions will be determined by the Board and Head Coach, after consultation with the player and their parent/guardian, as needed.

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## Section 9.3 Insurance

All participating personnel should be covered by insurance. SPYF does not provide any type of medical insurance to coaches and participants. Each coach and/or participant shall provide their own insurance to cover medical and hospital bills occurred due to the risk and hazards incidental to the conduct of, and transportation to, the activities of the SPYF.

## Section 9.4. Cheerleaders

Unless circumstances dictate otherwise, there shall be cheerleading representation for each football game. To the extent possible, cheerleaders shall be grouped according to their grade as of the beginning of the upcoming school year. The Board, in consultation with the Director of Recreational Cheerleading, has the discretion to assign cheerleaders according to need and/or ability.

## Section 9.5 Equipment

All equipment issued by the SPYF, to players and cheerleaders, is property of the organization and must be returned to the SPYF, cleaned and in substantially the same state as when originally issued. Parents and/or guardians shall be responsible for the return of all equipment.

## Section 9.6 Parental Responsibilities

Parents and/or guardians of participants in the SPYF shall be responsible for coordinating the timely transportation of their child to and from practices and games. Parents and/or guardians must notify their child's coach if he/she is unable to attend practice and/or games.

Parents and/or guardians will be requested to perform various tasks for the SPYF throughout the season (i.e. Concession Stand duty, Apparel sale duty, Sale of 50/50 raffle, and working chains and sticks for football game). A schedule will be provided for parents and/or guardians to sign-up for these duties. In the event there are no volunteers, a designated member of the Board will make assignments and notify those families of their duties.

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## Article 10: Finances

### Section 10.1 Funds

The Board shall make all decisions relative to the finances of the SPYF. All income shall be recorded and expenditures shall be made in such a manner to be fair and equitable to all participants and teams.

### Section 10.2 Registration Fee

On a yearly basis, the Board will meet to establish a registration fee for all participants (football players, recreational cheerleaders and competition cheerleaders). A base registration fee, and the date of any refund, will be established and noticed in any registration materials. In the discretion of the Board, changes to the registration amount may be made to address multi-participant families, competition costs and individual situations.

### Section 10.3 Fundraising

All participants in SPYF shall be required to engage in fundraising. All fundraising will be approved by the Board and will benefit both the general fund of the SPYF as well as defer costs of the annual SPYF banquet. No individual group fundraising will be conducted, except if permitted by the Board.

### Section 10.4 Financial Records

A Financial Report shall be prepared, reviewed, and made available at each regular Board meeting and shall be posted thereafter on the Organization's website. The Treasurer of the Board shall be responsible for the possession of all financial records, including bank statements, check registers, tax returns and correspondence.

### Section 10.5 Signature and Endorsement of Checks

Checks, drafts, and other negotiable instruments on behalf of SPYF shall be signed and endorsed by the Treasurer AND either the Board's President or Vice President. No other member of the Board is empowered to execute such authority.

### Section 10.6 Execution of Contracts

Contracts and other agreements shall be executed on behalf of SPYF by the President. In addition the Board may from time to time authorize other members to execute any contract or agreement on behalf of SPYF.

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## Section 10.7 Miscellaneous Expenditures

In the discretion of the Board, expenditures may be made from time to time for non-league related expenses (i.e. funeral/condolences, reciprocal fund-raising). Any request for such expenditure shall be presented to the Board prior to disbursement, shall be documented and noted on that month's financial report.

## Section 10.8 Fiscal Year

The fiscal year for SPYF shall be on a calendar year basis from January 1 to December 31.

## Article 11: Zero Tolerance Policy

### Section 11.1 Zero Tolerance Policy

The Board has adopted a Zero Tolerance Policy to create and insure a positive atmosphere in the SPYF organization. This policy was adopted in an attempt to eliminate all unacceptable behavior of Board members, coaches, players and parents. The Board will hold accountable any individual who fails to adhere to the Zero Tolerance Policy.

### Section 11.2 Examples of Unacceptable Behavior

(a) Examples of unacceptable behavior of Coaches shall include, but is not limited to the following: Badgering, threats, aggressive touching, grabbing, or contact with participants, use of foul language, consuming alcohol or tobacco products at any practices or games, or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of Coaches shall include, but is not limited to the following: Illegal defenses, or alignments, utilizing dirty tactics, badgering referees or opponents coaches and players, and any other conduct detrimental to SPYF.

(b) Examples of unacceptable behaviors of participants shall include, but are not limited to: Badgering, threats, fighting, or displaying unsportsmanlike conduct.

(c) Examples of unacceptable behavior of parents shall include, but are not limited to: Badgering, threats, use of foul language, consuming alcohol at any practice or game, or displaying unsportsmanlike conduct.

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(d) Examples of unsportsmanlike conduct on the part of parents shall include, but are not limited to: badgering referees, or opponents Coaches and players, or any other conduct detrimental to SPYF.

## Section 11.3 Violation of the Zero Tolerance Policy

If any Coach, player, or parent or member of SPYF exhibits unacceptable behavior and violates the Zero Tolerance Policy, while at any league sanctioned event (practice or game), the member's unacceptable behavior shall be reported to either of the Directors or Board or in the form of a verbal complaint or written letter of complaint within 48 hours of the incident. Violations shall not expire on a calendar year basis and shall be cumulative during any individual's involvement with SPYF. The SPYF will support any disciplinary actions imposed by any league in which the SPYF participates.

## Section 11.4 Procedures to address violations of the Zero Tolerance Policy

The Board will review all verbal or written complaints and make proper arrangements to hear from all involved parties. All parties shall include, but are not limited to the following: Head Coach, Assistant Coaches, Witness(es), Players, and Parent(s)/Guardian(s). A discussion of the incident in full detail will take place with the Board. Based upon this discussion, the Board shall make a final ruling and determine if the behavior is unacceptable. If the Board's ruling determines that the individual(s) behavior was unacceptable, the individual(s) will be deemed to have violated the Zero Tolerance Policy and will be reprimanded. ALL DECISIONS OF THE BOARD ARE FINAL.

## Section 11.5 Reprimands for Violation of the Zero Tolerance Policy

Violations of the Zero Tolerance Policy by any Member of the SPYF (Board Member, Coach, Player and/or Parent) shall be reprimanded according to both severity and number of violation. Reprimands can escalate from verbal/written warnings, through suspension from practices, games and/or the season, up to and including permanent expulsion from the SPYF.

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## Article 12: Amendments

Proposed changes to these by-laws may be presented during the general membership meetings. Any proposed change shall be submitted to the Board in writing and shall be discussed at the following general membership meeting. No proposed change to the by-law will be made upon introduction. Following discussion, the proposed change will be posted on the SPYF website for comment. Upon receipt of any comment, the proposed change will be voted on at the next Board meeting. These Bylaws may then be amended, revised, repealed, or altered in part or whole by a majority vote of the individual Board Members present at that meeting.

## Article 13: General

### Section 13.1 Communications

Unless specifically directed otherwise, only Board members may act on behalf of the SPYF and communicate with the County of Allegheny, Pennsylvania, South Park Township and South Park School District.

### Section 13.2 Liability

Individual Board Members, or their appointees, shall not have any personal liability for any action, in-action, votes, non-votes, or any other activity taken by the Board in its' capacity as the governing body of SPYF. Officers of the Board shall be appropriately bonded.

### Section 13.3 Miscellaneous

Items not covered by these by-laws shall be decided by a majority of the vote of the quorum of the Board.