

Spring-Ford Youth Football and Cheerleading

ORGANIZATIONAL BY-LAWS

(Version 10 – 10/4/2023)



League Mission:

- Fulfill the Demand for a Youth Football & Cheer Organization in the Spring-Ford School District
- Develop Football & Cheer Fundamentals and Skills
- Promote and Develop Good Sportsmanship
- Instill the Values of Hard Work and Teamwork
- Serve as a Feeder Program for the Middle and High School Programs
- Support and Build Our Community

I. Membership

The membership of the Spring-Ford Youth Football and Cheerleading (SFYF&C) shall include all football players and cheerleader participants, parents and/or guardians of participants, and all volunteers.

To participate in the SFYF&C one must reside within the boundaries of the Spring-Ford School District. Special consideration can be given to players outside the District as long as a majority vote by the Board of Directors approves.

All member of the SFYF&C are expected to adhere to the rules and regulations as provided in the league code and conduct.

II. Subjugation

The league will be subject to these by-laws and to the rules and by-laws of the Inter County Football League (ICFL). The SFYF&C by-laws take precedence over the ICFL by-laws.

III. League Meetings

A. Members Meeting

An open meeting of the members of this association shall be held each month or another time set forth by the President at one of the following locations Limerick Township Building, Upper Providence Township Meeting Hall, Spring Ford Intermediate School or another suitable location within the boundaries of the Spring-Ford School District.

The meetings will be held with exception of the period of August through November during which the meetings can be held immediately following practices

B. Board Meetings

Board meetings will be held on a regular basis and a minimum of monthly as scheduled by the league President.

C. Annual Meeting

The annual league meeting will be held in lieu of the normally scheduled monthly meeting in January of each calendar year. During this meeting, elections will be held for all open board of director positions as well as consideration of any amendments to the organizational by-laws. Nominations for coaching positions can also be presented during this meeting.

D. Rules of Procedure

The rules contained within Robert's Rule of Order Revised shall govern the league meetings in all cases where they are applicable, and in which are consistent with the by-laws of the league.

IV. Board of Directors

A. Board of Director Structure

The board of directors shall consist of a President, Vice President, Football Director, Treasurer, Secretary, Cheer Director, Facilities Director, Marketing Director, Spirit Wear Coordinator, ICFL Rep and Snack Stand Director. After the initial appointment of board members, new board member nominees must be present at a minimum of four (4) member meetings in order to be nominated for election. New board members will be appointed by election by all eligible members. A minimum attendance of six (6) member meetings shall be required for voting eligibility. The President will make final decision if a vote is tied.

B. Succession

In the event the office of president becomes vacant, the interim president shall be filled by the vice president and succession following the order listed for the board of directors in section 'A' above under Board of Directors Structure. The interim president shall conduct an election for a new president as soon as possible and shall fulfill the duties of the president until such replacement is elected.

C. Terms of Office

All members of the board shall serve a term of two (2) years commencing on the first Monday of January of the second year. Board positions may be vacated by written resignation to the president and acceptance by the board at a regular meeting.

D. Election

Officers are elected for two-year terms with the last full day of service being the second Monday of January. The election will be presided by the president or his/her designee. If the outgoing president is running for a second term as president, the election will be facilitated by the Vice President or the next board member who is not running for reelection. Succession order is as follows: President, Vice President, Treasurer, Secretary, Marketing Director, Facilities Director, Football Director, Cheer Director and Spirit Wear Director.

Nominations for the board shall be taken at the December meeting. Elections will be held during the annual meeting by closed ballot of the eligible members. Ballots will be counted by the outgoing president or presiding board member not running for reelection. The newly elected president will assume full control of the league and will preside over the rest of the annual meeting effectively following the counting of the ballots.

Additional members can be added to the board of directors by means of two-thirds quorum at the annual meeting of members.

E. Board Positions defined by 2-year Terms

- ***Even Years:*** Vice President, Secretary, Facilities Director, Marketing Director, Spirit Wear Director
- ***Odd Years:*** President, Football Director, Cheer Director, Treasurer, Snack Stand Director

F. Board Meetings

All regular board meetings are closed meetings that are to be attended by all members of the governing body. During these meetings only board members can vote on issues brought before the league. Each board member will have only one vote regardless of the number of positions held on the board.

Board members are expected to attend all scheduled meetings for the duration of the meetings. Attendance will be recorded in the meeting minutes as absent or present.

G. Board Responsibilities

President

- Shall preside at all meetings of the members and shall have general charge of the business of the league.
- Shall directly oversee the activities of all board members and volunteers, serve as the league liaison with the community, and mediate disputes among members and with other organizations.
- Shall have the ability to declare any player ineligible and to suspend any player, parent or coach for two games per year for code of conduct violations with the consent of the board of directors.
- Can recommend to the board that league charges/fees can be waived for hardship cases.
- Shall have the tie breaking vote on any issue.

Vice President

- Will work in direct support of the league president and will preside at any board or ICFL meetings in absence of the president.
- Will act as interim president in the event of a vacancy in the office of president. As the interim president, the vice president shall conduct an election for a new president as soon as possible and shall fulfill the duties of the president until such replacement is elected
- Shall be responsible for the organization of all league subcommittees and reporting of committee activities at each board meeting.
- Will be responsible for scheduling of all football activities including practices, scrimmages, and games.
- Shall be responsible for the maintenance of the code of conduct for the league.
- Shall be responsible for ensuring all league coaches and board members have completed criminal background and child abuse clearances.

Treasurer

- Shall be responsible for the development and administration of the financial policy of the league.
- Shall be responsible for maintaining a P/L, Balance sheet, and other financial reports that are presented monthly during board and league meetings.
- Shall be responsible for the control and reporting of league funds including registration fees, expenses, and league proceeds from fund raising and donations.
- Shall be responsible for filing the annual return to the Internal Revenue Service and/or any other regulating association as required.
- Shall be responsible for creating an annual budget which is approved by the board.
- At the end of their term of office will turned over to the successor any records, books, papers, documents and all other property of the league compiled, in possession or created during the term of office.
- Shall maintain the league insurance plan and review each year to ensure current coverage satisfies the league's needs

Secretary

- Shall be responsible for maintaining board meeting notes and member and contact lists.
- Shall be responsible for all league wide correspondences
- Shall be responsible for league wide registration reporting
- Shall be responsible for the custody of the league by-laws and all league correspondence and/or other duties as directed by the President and Vice President.

Football Director

- Shall be responsible for the structure of the football program.
- Shall be responsible for selecting football commissioner and coaches.
- Shall be responsible for assignment of players to each team within the league.
- Shall be responsible for the development and maintenance of a coaching handbook and for assisting with team practices and skills development.
- Shall be expected to report on activities at the regular board meetings.
- Shall be responsible for the ordering of all football equipment including Helmets, Shoulder Pads, Practice Gear and Uniforms.
- Shall be responsible for the organization and distribution of league equipment.

- Shall be responsible for the distribution, storage and collection of all league equipment.

Cheer Director

- Shall be responsible for the structure of the cheer program.
- Shall be responsible for selecting cheer commissioner and coaches.
- Shall be responsible for scheduling all cheer activities including practices, games, and other events.
- Will be responsible for assignment of members to each team within the league.
- Shall be responsible for the development and maintenance of a cheer coaching handbook and for assisting with team practices and skills development.
- Shall be expected to report on activities at the regular board meetings.
- Shall be responsible for the ordering and distributing of all cheer equipment including uniforms.

Facilities Director

- Shall be responsible for the organization of volunteer chain gangs for home games, as well as the organization of a game day crews to setup fields, police the field, clean-up and properly store equipment after the last home game of the day.
- Shall ensure that there is a field cleanup plan in place each year that focuses on practice field prep, cleanup and breakdown.
- Shall procure field support equipment (lights, sheds, port a potties)
- Shall be responsible for ensuring that all fields used are properly lined and maintained.
- Shall be responsible for all field wide projects including the construction of a game field.

Marketing Director

- Shall be responsible league's Web Site (www.sfyrams.com) and Facebook page
- Shall be responsible for establishing the following committees:
 - Snack Stand
 - Fundraising
 - Spirit Wear
 - Ram Bowl
 - Any other committee identified by the board
- Shall be responsible for scheduling team photos including securing a company to take the photos
- Shall be responsible for facilitating all league fundraisers (Ram Bowl, Beef & Beer, Raffle Ticket Sales, Spirit Wear, Poker Tournament etc...).
- Shall be responsible for the facilitation of all league public relations

Snack Stand Director

- Shall be responsible for overseeing the snack stand activities including setup and breakdown.
- Shall be responsible for overseeing all ordering of supplies, food, drinks, snacks etc. maintaining an approved budget

- Shall be responsible for working with team parents to coordinate volunteers to operate the snack stand during all practices and games
- Shall be responsible for overseeing all activities associate to snack stand, basket raffle and spirit wear setup for ram bowl
- Shall be responsible for establishing and leading a snack stand committee to run the day to day operations of the snack stand
- Shall be responsible for ensuring all monies are collected and given to the SFYFB treasurer in a timely manner each week.

Inter-County Football League Representative

- In charge of voting on Spring-Ford board of directors' behalf at the monthly ICFL meetings.
- Bring back all ICFL information to the monthly Spring-Ford board meeting for awareness for full board vote.
- Will attend the ICFL monthly meetings which are held the 2nd Tuesday of each month (unless another date for the month is selected by the ICFL board).

H. Removal from Board of Directors

Any member of the board of directors may be removed from office by the following process:

- 1) A member of the board of directors must file a signed grievance letter naming the officer(s) involved and the reasons for removal. This letter shall be submitted to the league president and to the person or persons subject to removal.
- 2) The president will call a special meeting of the board of directors within ten (10) days to review the grievance. The board will vote on removal via closed ballot. If a quorum is in favor removal, then the officer(s) will be removed. The board decision is final.
- 3) There is no double jeopardy. No member may be reviewed for removal twice for the same incident.

V. Interpretation of By-Laws

All questions of interpretation of the by-laws shall be decided by the board of directors.

VI. Amendment of the By-Laws

Amendments to the by-laws may be proposed at any board meeting as need dictates. If an amendment is approved by two-thirds of the members present at the meeting, it shall then be declared effective.

VII. Limitations on Liabilities and Indemnification

A. Limit on Liabilities

Nothing herein shall constitute members of the league as partners for any purpose. No member, officer, or agent of this league shall be liable for acts or failure to act on the part of any other member, officer or agent of the league. Nor shall any member, officer or agent be liable for his acts or failure to act under these by-laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

B. Indemnification

Any officer or former officer of the league shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection of any action, suit, or proceeding in which he/she or any of them are made parties, or party, by reason of have been an officer of the league, except in relation to matters in which such an officer or former officer shall be adjudged in such actions, suits, or proceedings to be liable for gross negligence or misconduct in performance of duty and to such matters as to be settled by agreement predicated on the existence of such liability.

VIII. Founding Members

The SFYF&C was established March 2008 by a few dedicated community leaders. Those founders established a successful organization based on a few extremely important guidelines, principles, and codes of conduct by which the organization still follows today. To ensure those same principles, guidelines and codes are adhered to the following individuals will continue to mentor, guide and oversee the SFYF&C.

- Thomas DiBello
- Mike Engro
- Steve Schein
- Bill Scilingo
- John Onufer

Each year the SFYF&C current board members will meet with the Founding Members to review current state of affairs, discuss financial reserves, expenditures and revenues, discuss any fundamental changes to the principles, guidelines, and codes and get approval from the Founding Members before making those changes.

The **Founding Members Board** can add or fill open spots from past SFYF&C board members who demonstrated dedication and drive in ensuring that SFYF&C continues being the best Youth Football and Cheer Organization within the ICFL and beyond.

The only part of SFYF&C that can change this section of the By-Laws are solely the Founding Members to ensure that this oversight is never changed. This will establish the safeguards necessary so that SFYF&C will continue to grow and be successful.

IX. League Financial Operations

Spring Ford Rams Youth Football will be organized and operated within the meaning of Section 501(c)(3) of the Internal Revenue Code.

No member, officer, or other persons shall benefit from the net earnings of SFYF&C except that the league shall be authorized to pay reasonable compensation for services rendered to the organization and to make payments and distributions in furtherance of the mission set forth within these by-laws.

Monies will in no way be divided or distributed among the members of the organization.

Incidental profits of the SFYF&C shall be employed for the maintenance and operation of the league.

Reserves built up over time cannot be spent or utilized without 2/3 of board approval and approval from the Founding Members. Financially SFYF&C always needs to have at least enough funds in reserve equal to expenses for one season. For example, if expenses for the season are \$135,000 there needs to be the same in reserve.

Each year the league needs to transfer monies into the capital purchases account as well which is used for purchasing large orders for Helmets, Equipment, Shoulder Pads and/or Cheer Uniforms. The transfer goal should be at least \$12,000 per year. This transfer will be identified as an expense in the annual budget.

X. Football / Cheer Participation

In order to participate in the SFYF&C, each football player/cheerleader shall reside in the Spring-Ford school district or receive special permission from the Board. Special permission from the board can be warranted if registration is low and there are open slots available.

All football players/cheerleaders shall pay the registration fees as documented on the league registration web site and/or registration form.

All football players/cheerleaders must adhere to both the ICFL by-laws and SFYF&C by-laws and code of conduct.

All football players / cheerleaders shall return designated equipment to the league at the end of the designated times provided by the league. A deposit set forth by the board is required at equipment pick-up. This check will only be held and not cashed unless equipment is not returned. The check or funds will be refunded at point of equipment return at the end of the season. Failure to return designated equipment may lead to criminal prosecution and denial of league membership for subsequent seasons.

In order to promote the league mission, a minimum play rule of ten (10) plays for tackle football teams - including special teams, per game, per football player - shall be instituted by all football coaches. The 10-play count rule, in effect for all tackle teams, can be voided in situations impacting the safety of a player or team; including, but not limited to, missing practice, refusing to participate in practice/games, conduct detrimental to the team (bullying, misbehaving, etc). If these situations arise the Head Coach will notify the Board of Directors.

An exception also can be voted on by the board if a team goes over the maximum number of players per team. For example, the maximum number of players per team is 24 and board agrees to roster more than that; the board can decide to lower the team play count to accommodate a larger team. Any decision to minimize a players play count must be approved by the board before enforced.

In order to promote the league mission, a minimum play rule of a 4-play count rotation will be instituted, per game and shall be instituted by all flag football coaches. This will allow every flag player the opportunity to handle the ball as they rotate each position. An

exception can be voted on by the board shall there be a concern or reason brought to the board by a parent and/or coach.

In order to participate in practice and/or games, each participant must produce a signed (or electronic verification) player's and parent code of conduct, copy of their birth certificate, report card and medical clearance.

XI. Tackle Football Teams

- Each Grade Level (2nd-6th Grade) should have at least one team with a minimum of 18 players and shall not exceed 24 players unless otherwise approved by the board.
- Teams are created by doing player evaluations and evenly distributing players.
- Player evaluations are completed by having at least 4 different skill stations that players must complete
- Evaluation sheets must be used during skills assessment and those evaluation sheets shall be turned into the board once teams are drafted.
- If there is more than one team for a Grade Level, teams are drafted based on skill and experience utilizing evaluation sheets. The goal is not to have one team with most of the skilled players and one team with less experienced players. There shall not be the creation of an A and B team.
- The board may identify individuals to help with player evaluations that aren't directly affiliated with the age group being evaluated.
- When drafting teams there can only be 1 Head Coach and 2 Assistant Coaches preassigned to a team which their child shall be assigned to that team. The player based on skill level will be slotted to fill a spot in the draft order.
- Teams shall be redrafted when players are entering into 4th Grade and/or if determined by the board that a specific aged group shall be redrafted to ensure teams are balanced.

XII. Appointment of Coaches

- The Football and Cheer Directors can create a committee of non-biased league members to recommend coaching appointments to the board if there are more interested parties than available positions.
- Requests for coaching positions shall be presented no earlier than annual board meeting in January.
- If a committee is created all coaches will be interviewed for acceptance during a closed session held by an appointed coaching selection committee.
- A forum of board members is required for acceptance of each coach and will be determined during a closed session meeting following the coaching interviews if necessary.
- If there are minimal coaches that express interest the Football and Cheer Director reserves the right to appoint coaches with the Board's support
- All coaching terms will be one year starting the season in which they are elected. All coaches must reapply each year for approval by the board of directors.

XIII. Removal of a Coach

- A member of the league or board member must file a grievance letter or email naming the coach(s) involved and the reasons for removal. This letter shall be submitted to the football and/or cheer director and to the person or persons subject to removal.

- The President and Vice President will review the incident and make a recommendation to the board for action.
- The president will call a special meeting of the board of directors within ten (10) days to review the grievance. The board will vote on removal via closed ballot. If a quorum is in favor removal, then the coach(s) will be removed. The board decision is final.
- The board reserves the right to suspend the coach from practices and games until the special meeting can be arranged by the President
- There is no double jeopardy. No member may be reviewed for removal twice for the same incident.

XIV. Coaches By-Laws

- The coaching staff is under the direction of the Football and Cheer Director.
- The head coach is in complete charge of his/her team whenever the team is together on the practice or playing field and/or involved with any other league function.
- All head coaches must be at least twenty-one years of age and must be approved by the board of directors as outlined in section X.
- Assistant coaches shall be appointed by the head coaches. Assistant coaches must be at least eighteen years of age. The board of directors will have final say for all assistant coach appointments.
- All coaches must strictly abide by the ICFL by-laws and the SFYF&C By-Laws and Code of Conduct.
- All coaches and assistant coaches must voluntarily produce a criminal record and child abuse clearance.
- All coaches will hold practices as instructed by the league football and cheer directors. Due to insurance reasons, no practices will be held outside of the regular locations unless notification is provided to the board.
- No practices shall begin before 5:30 PM during weekdays and will not exceed three hours in August and two hours once the season starts.
- All coaches shall follow the code of conduct as defined in the Spring Ford Youth Football Coaches' Handbook.
- All coaches are required to help when requested with equipment distribution and hand-in, game day setup and breakdown and all other activities associated with game day, field prep and maintenance and any other activities organized by the league. Failure to do so can result in suspension or removal as a coach.