

BYLAWS



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ARTICLE I – NAME

The name of the organization shall be the **Western Pennsylvania Football League**

ARTICLE II – PURPOSE

1. To foster and encourage youths to practice the ideals of sportsmanship, teamwork, ethics, scholarship and physical fitness through the means of athletic competition.
2. To assure fair and equal consideration of all participation where playing ability is concerned without regard to race, creed or national origin, color or sex. To conduct programs that provide for maximum participation by all youth involved.
3. To solicit and encourage active participation of adults, as well as encouraging good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, practice and event.
4. To promote safety and well-being first with proper coaching and supervision.
5. To acquaint participants with the fundamentals of football.
6. To solicit, accept, receive and hold title to any and all funds and property, real and personal, wheresoever situated, whether by purchase, gift, bequest, devise or other-wise, either absolutely or in trust for any of its stated purposes, to invest and reinvest and to manage, disburse and handle such funds and property, real or personal and to hold, expend and distribute the same in accordance with the purposes of the League.
7. No substantial part of the activities of the League shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the League shall not participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office.
8. No part of the net earnings of the League shall inure to the benefit of or be distributable to its directors, officers, or other private person except that the League shall be authorized the power to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.
9. **Notwithstanding any other provisions set forth herein, the League shall not carry on any other activities not permitted to be carried on by:**
 - A. A corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954, as amended, or corresponding provisions of any subsequent Federal tax laws.**
 - B. A corporation, contributions to which are deductible for Federal Income Tax purposes.**
10. **Upon the dissolution of the League, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the League, distribute all assets of the League exclusively for the purposes of the League in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an organization, or organizations described in Section 501(c) (3) of the Internal Revenue Code of 1954, as amended.**
11. To conduct affairs of the League so that no distinction shall be made as to race, color, creed, sex, age or handicap with regard to membership, employment, professional staff or delivery of

services.

ARTICLE III – GOVERNING BODY

Section 3.1 - WPFL League Directors (2)

1. The WPFL League Directors (2) shall be appointed by the Executive Board by majority vote.
2. The League Directors (2) office terms shall be for 2 years and may hold the office for an unlimited number of terms.
3. The League Directors (2) may be removed from office when it is determined by a unanimous vote of the Board of Representatives that it would be in the best interest of the WPFL to remove such individuals.
4. The WPFL Directors (2) hold tie breaker vote if needed.

Section 3.2 – WPFL TREASURER

1. The WPFL Treasurer shall be appointed by the Executive Board.
2. The League Treasurer's office term shall be for 2 years and may hold the office for an unlimited number of terms.
3. The Treasurer may be removed from office when it is determined by a unanimous vote of the Board of Representatives that it would be in the best interest of the WPFL to remove such an individual.
4. The WPFL Treasurer is a non-voting position.

Section 3.3 – WPFL Executive Board

1. There shall be a Ten (10) member Executive Board comprised of 1 representative from each of the founding Organizations and the 2 League Directors.
2. Representatives will be selected to the Executive Board by their home organizations Board (Must Provide a signed letter from the president of their organizations).
3. Executive Board members will serve a two (2) year term.
4. There is no restriction on re-appointment/re-election to Executive Board members serving multiple terms.
5. Any member of the Executive Board may be removed from his/her position when it is determined by 75% of the individual members of the Executive Board at any meeting at which a quorum is present that it would be in the best interest of the WPFL to remove said individual.
6. The Executive board will Vote in their President, Vice President, Director of Finance, Secretary, Director of Football, Director of Cheer, Director of Communications, Director of Clearances, & 2 League Directors

Section 3.4 – WPFL Board of Representatives

1. There shall be a Board of Representatives comprised of 1 Representative from each of the participating organizations.
2. Said Representatives will be elected to the WPFL Board of Representatives by each organization according to its own procedures prior to the annual reorganization meeting.
3. The Board of Representatives will serve a term of one (1) year, January through December.
4. There is no restriction on re-election/re-appointment to consecutive terms.
5. Any member of the Board of Representatives may be removed from office when it is determined by a two-thirds vote of the individual members of the Board of Representatives present at any meeting at which a quorum is present that it would be in the best interest of the WPFL to remove such individual.

Section 3.5 – Resignations

The League Directors, and any member of the Executive Board, Board of Representatives may resign at any given time by giving such effect to the Executive Board and/or League Directors.

Section 3.6 – Vacancies

Vacancies shall be filled as follows:

1. Board of Executives and Representatives vacancies shall be filled by another member of said organization whose previous member created the vacancy. The vacancy shall be filled per the organizations policy within 30 days.
2. Vacancies with either of the League Directors or Treasurer may be appointed or dissolved 2 years after January 1, 2025, by the Executive board. If the Treasurer is dissolved it will move to replace the director of finance on Executive board.

Section 3.7 - Legal Counsel

The Executive board shall Maintain legal counsel from membership Fees on a as needed basis, Legal counsel will provide legal advice but may not be a member of the board.

Section 3.8 - Liability

The League Directors, Treasurer, individual members of the Executive Board, Board of Representatives, committee members or any other persons involved with the WPFL shall not have any personal liability for any actions, non-actions, votes or any other activity taken by the Executive Board in its capacity as the governing body of the WPFL.

ARTICLE IV – DUTIES OF OFFICERS

Section 4.1 – Duties of the League Directors Shall Include But Not Limited To:

1. Overall responsibility for the administration and performance of the Organization's mission
2. Insuring the WPFL is functioning in accordance to these Bylaws.
3. Schedule all meetings of the WPFL.
4. Presiding officer at all meetings.
5. Be an ex-officio member of all committees.
6. Act as a liaison between the WPFL, participating organizations and the school districts they represent.

Section 4.2 – Duties of the Treasurer Shall Include But Not Limited To:

1. Maintain custody of all funds; keep a full and accurate account of receipts and expenditures.
2. Maintain books of accounts and records.
3. Keep full and accurate account of all assets and liabilities.
4. Make disbursements in accordance with the approved budget, as authorized by the Executive Board.
5. Maintain record of income and expenses and submit annually as may be requested.

Section 4.3 – Duties of the Executive Board Shall Include but Not Limited To:

1. Carry out the mission of the WPFL.
2. Serve as an Executive board to the League Director and the Board of Representatives.
3. Conduct the vetting process for any new potential members requesting admission into the WPFL.
4. Each Executive Board Member will have a responsibility assigned to establish a shared work-load including but not limited to the following: Schedule, Website, Clearances, Referees, Finances, Safety, Registration, Rules and Regulations, Disciplinary, Weigh-Ins, USA Football, Field Passes, General Administrative Duties
5. Review the WPFL Bylaws and Rules and Regulation annually.
6. The Executive Board shall have voting rights on league matters.
7. Develop the annual schedule of games including playoff bracket
8. Schedule officials for all sites
9. Provide a standard registration form
10. Ensure all football and cheerleading coaches have completed the required clearances and certifications.
11. Make decisions on issues and/or concerns, deemed in the best interest of the WPFL, not expressly covered by the WPFL By-Laws or WPFL Rules and Regulations.
12. Enforce the Bylaws and Rules and Regulations of the WPFL.
13. Establishment and revision, as needed, of the Rules and Regulations of the WPFL.
14. Vote on all WPFL matters covered by these Bylaws.
15. Appointment of League Administrators (League Directors and Treasurer).
16. Review/approve any team application to join league.
17. Authorize expenditures of the WPFL
18. Review/rule on any questions presented concerning player eligibility. All requests should

be presented prior to participating in any practice. After presentation of information, a secret ballot vote will determine eligibility.

19. Review and resolve all issues brought to the league by any party including, but not limited to, coaches, parents, officials, players and school districts.
20. Review/rule on any infractions regarding the Code of Conduct Policy.
21. Rule/Act on any matters not otherwise specified in the Bylaws contained here within.

Section 4.4 - Duties of the Board of Representatives Shall Include But Not Limited To:

1. To assist with the Executive Board member's duties.
2. Act as a back-up for Executive Board member in their absence.
3. All other assigned tasks and duties.

ARTICLE V – MEETINGS

Section 5.1 – Reorganizational Meeting - Mandatory In-Person Meeting

The reorganizational meeting of the Executive Board shall be held annually at a time and date determined by the League Directors. The reorganizational meeting will take place no later than April 15th of the year of the upcoming season.

Section 5.2 – Rules Interpretation Meeting-Mandatory In-Person Meeting

Prior to the start of the season, all head coaches will attend the mandatory rules meeting. During this meeting the Head Coaches will turn in:

1. Team rosters and all Corresponding Paperwork for the year

Meeting will occur in mid July at a date and time determined by the League Directors.

Section 5.3 – In-Season Meetings

Meetings during the season shall occur on an as-needed basis. The League Directors & Executive Board, no later than Monday of the previous week's games, a report of the previous week's contests. Board may participate via electronic

means (i.e. Skype, Teams, Zoom, webcam, e-mail or conference call).

Section 5.4 – Special Meetings

1. Special meetings may be called by the League Directors & Executive Board, upon the request of any three members of the Executive Board And League Directors,. Notice must be given to all members of the Board, and a quorum must be present to conduct business.
2. Special meetings regarding eligibility issues and/or Code of Conduct issues must take place before the next scheduled game involving the coach, player, and /or parent in question. In order to expedite the issue in a timely manner, Board may participate via electronic

means (i.e. Skype, Teams, Zoom, webcam, e-mail or conference call).

Section 5.5 – Meeting Notices

At least seven days' notice, written or oral, of all meetings of the Board shall be given to each member of the Board specifying the place, day and hour thereof.

Section 5.6 – Meeting Business

Any business may be transacted at any regular or special meeting of the Executive Board meeting, with or without reference to such notice of such meeting, except as otherwise provided herein or by law.

Section 5.7 – Electronic Meeting

In the event of exigent circumstances or when any member of the Board of Representatives reasonably believes that time is of the essence, the Board of Representatives may transact business and vote on motions utilizing electronic mail as the mode of voting. When electronic voting is used, all motions and individual votes shall be compiled and communicated to all members of the Board of Directors. The votes shall then be printed for inclusion in the "Book of Minutes."

Section 5.8 – Quorum

The presence at any meeting of 75% of The Executive Board and directors, then in office shall constitute a quorum and, unless otherwise required by these By-laws or by law, the acts of 75% of the Board at any meeting at which a quorum is present shall be considered the acts of the Executive board

Section 5.9 – Proxies

At all meetings of the Executive Board and Directors, each member may vote in person or by proxy. All proxies shall be in writing and filed with the League Directors. Every proxy shall be revocable and shall automatically cease on conveyance by the Executive Board Member of his or her Lot. An Executive Board member may not revoke a proxy except by actual notice of revocation to the person presiding over a meeting. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates one year after its date unless it specifies a shorter term.

Section 5.10 – Action by Written Consent

Any action required or permitted to be taken at a meeting of the Executive Board, or any committee provided for herein, or created pursuant to authority contained in these Bylaws, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all members of the Executive Board or such committee, as the case may be.

Section 5.11 – Meeting Attendance

All members of the Executive Board and Representative Members should make every attempt to attend every WPFL meeting.

Section 5.12 – Robert’s Rules of Order

All meetings of the WPFL will be conducted in accordance with Robert’s Rules of Order, unless they run in contradiction to the Rules and Bylaws herein. The Rules and Bylaws of the WPFL shall supersede all other rules.

Section 5.13 - Order of Business for All WPFL Meetings:

1. Call to Order
2. Reading and Approval of Minutes
3. Treasurers Report (if applicable)
4. Executive Board Report (if applicable)
5. Old Business
6. New Business
7. Adjournment

Section 5.14 - Voting Procedure

1. For any motion to be acted upon a quorum, as stipulated in *Article V, Section 5.8* of these Bylaws, must be present.
2. Motions must have received 75% or greater total of votes cast to pass.

ARTICLE VI – COMMITTEES

Section 6.1 – Creation of a Committee

There shall be such standing or temporary committees as the Executive Board and/or Board of Representatives may from time to time create. Each committee shall consist of at least three people of whom at least one may be a member of the Board of Representatives. Committee chairpersons shall be selected by the Board of Representatives. Each committee member shall hold office at the discretion of the Executive Board Members. All committee member positions shall be non-voting positions.

Section 6.2 - Authority

Each committee created by the Executive Board and/or Board of Representatives shall have the authority delegated to it by the Executive Board and/or Board of Representatives provided that no committee shall have the authority to WPFL or submit to the Board of Representatives any action requiring their approval, to adopt, amend, or repeal these Bylaws, fill vacancies on the Executive Board and/or Board of Representatives, amend or repeal any resolution of the Board of Representatives or take any action with respect to matters committed by these Bylaws or a resolution of the Board of Representatives to another committee.

Section 6.3 – Meetings

Regular meetings of any committee may be held at such times and places as such committee may from time to time fix by resolution. Special meetings of any committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of the meeting.

Section 6.4 – Quorum

A majority of the members of a committee shall constitute a quorum for the transaction of the business of such committee, and the acts of majority of the members present at any meeting at which a quorum is present shall be the acts of such committee.

ARTICLE VII – FINANCIAL POLICIES

Section 7.1 - Revenue

All revenue collected from Membership Fees, Donations to the WPFL and any fundraising shall be deposited in the WPFL treasury.

Section 7.2 - Admission Fee and Gate Policies

The admission fee for all WPFL events will be set annually by the Executive Board. All Gate Fees Revenue will be kept by the Hosting Organization, after all Game Day expenses are Paid (refs, trainers, etc.).

Section 7.3 - Insurance

The WPFL provides secondary medical and liability insurance to all league officers, all registered adult coaches, players, cheerleaders and spectators involved in or attending any WPFL sponsored event. The league insurance is renewed annually by the WPFL.

Section 7.4 – Annual Fundraiser

TBD

Section 7.5 - Signature and Endorsement of Checks

Checks, drafts and other negotiable instruments shall be signed or endorsed on behalf of the WPFL by the Director of Finance and Treasurer. “Never can the same Home Organization be both signatories on a check”

Section 7.6 – Execution of Contracts

Contracts and other agreements shall be executed on behalf of the WPFL by the League Directors. In addition, the Board of Representatives may from time to time authorize other members of the Board of Representatives to execute any contract or agreement on behalf of the WPFL and such authorization may be general or confined to specific instances.

Section 7.7 - Fiscal Year

The fiscal year of the WPFL shall be on a calendar year basis from January 1st to December 31st.

Section 7.8 - Audits

At the conclusion of each season, an audit shall be conducted by the league officers no later than December 31st, and a report made at the annual reorganization meeting.

ARTICLE VIII – CONFLICT OF INTERESTS

Section 8.1 - Designation

1. A conflict of interest exists with respect to a given matter if a member of the Board any committee of the Board of Representatives, or staff member has a financial or fiduciary interest in another organization, business or individual that would be affected by any action of the Board of Representatives, committee or staff person.
2. A member shall be construed to have a financial interest in an organization, business or individual from which he or she derives an income, and to have a fiduciary interest in an organization, business or individual for which he or she performs in the capacity of a Trustee or Director. The following are examples of financial and fiduciary interest but are not intended to be all inclusive.

Section 8.2 - Limitation on Action

No member of the Executive Board and/or Board of Representatives, any of its committees, or staff members shall act upon or decide any matter with respect to which he or she has a conflict of interest.

Section 8.3 - Resolving Conflicts of Interest

1. A member of the Executive Board and/or Board of Representatives or any of its committees who believes that he or she has a conflict of interest with respect to any matter shall announce to the body the existence of the conflict of interest prior to the beginning of any discussion on the matter and shall abstain from such discussion and from voting on the matter.
2. A member of the Executive Board Member and/or Board of Representatives or of any of its committees who believes that another member of the body has a conflict of interest may so advise the President/chair, who shall decide whether a conflict of interest exists, subject to an appeal, which shall be decided by a vote of a majority of the members of that body present and entitled to vote, excluding the member whose interest is in question and any other members who have already been disqualified by reason of a conflict of interest.
3. In the event a conflict of interest is later determined to have existed at the time of a final vote and the body has authorized action on any given transaction or matter which is still pending and uncompleted, a challenge to the validity of that transaction may be made in the forum in which the conflict of interest first rose by a board member or a member of any committee or any staff

member and the challenge shall be resolved in the following manner:

- A. The President/chair of the appropriate forum shall decide if a conflict of interest existed at the time of the final vote authorizing the transaction or action subject to an appeal which shall be decided by a vote of a majority of the members present and entitled to vote, excluding any member whose interest is in question and any other members who have already been disqualified by reason of a conflict of interest.
- B. Where a conflict of interest is found to have existed, the Executive Board Member shall review the transaction or action taken on the basis of the facts and circumstances as they existed at the time of the challenged vote and either ratify or void the transaction or action taken, by majority vote, excluding any member whose interest is in question and any other members who have already been disqualified by reason of a conflict of interest; provided however, that such review shall be unnecessary if the challenged vote was carried by more than a majority of the body voting, excluding those members having a conflict of interest.

ARTICLE IX - FIDELITY BONDS INSURANCE

INDEMNIFICATION OF TRUSTEES, OFFICERS AND OTHER PERSONS

Section 9.1 - Liability Insurance

Liability insurance may be secured covering the board, officers, employees and agents as the Executive Board and Board of Representatives shall designate in amounts determined and approved by the Executive Board.

Section 9.2 - Indemnification

1. This League shall, to the full extent permitted by the Not For Profit Corporation Code and the Directors Liability Act and any other laws of the Commonwealth of Pennsylvania as amended from time to time, pay the expenses incurred by an officer, board member, employee, or agent in defending a civil or criminal action, suit or proceeding brought by any third party or brought by or in the right of the League in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that he is not entitled to be indemnified by the League.
2. This League shall to the full extent permitted by the Not For Profit Corporation Code and the Directors Liability Act and any other laws of the Commonwealth of Pennsylvania, as amended from time to time, indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the League) by reason of the fact that he/she is or was a representative of another League partnership or joint venture against judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a matter he/she reasonably believes to be in, or not opposed to, the best interest of the League, and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or

upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, or not opposed to, the best interest of the League, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

3. This League shall to the full extent permitted by the Directors Liability Act of the Commonwealth of Pennsylvania, as amended from time to time, indemnify a member of the Executive Board for monetary damage including judgments and amounts paid in settlement for any action taken or any failure to take any action, whether or not the indemnified liability arises or arose from any threatened, pending or complete action by or in the right of the League unless the board member has breached or failed to perform the duties of his/her office and the breach constitutes self-dealing, willful misconduct or recklessness; provided that indemnification will not be provided for any responsibility or liability under a criminal statute or for the payment of taxes pursuant to local, state or federal law.
4. The indemnification and advancement of expenses provided by, or granted pursuant to this Article shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a board member, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such person.
5. Unless ordered by a court, any indemnification under Sections 2 and 3 shall be made by the League only upon the determination that indemnification is proper in the circumstances presented. Such determination of indemnification shall be made by disinterested members of the Executive Board.
6. Indemnification shall not be made under Sections 2 and 3, where the act or failure to act giving rise to the claim has been determined by a court to have constituted misconduct or recklessness.

ARTICLE X - DISSOLUTION OF THE FOUNDATION

Section 10.1 – Dissolution

The League may dissolve by resolution of the Executive Board by a vote of not less than a majority of the members of the Board. The manner of dissolution shall be as required by the law of the Commonwealth of Pennsylvania, the law of the United States and the official acts of the Board. Upon dissolution, the assets of the League shall be distributed as hereinbefore provided in the Purpose of the League.

ARTICLE XI – BYLAW REVISIONS

Section 11.1 – The Executive Board will review and establish, by April 15th of each year, the Bylaws of the WPFL. Any changes, additions and/or deletions are subject to the approval of the Executive Board.

Section 11.2 – These Bylaws may be amended and/or revised at any regular or special meeting of the WPFL by a majority vote of the Executive Board.

Section 11.3 – All members of the Executive Board must be notified at least twenty (20) days in advance of any meeting at which amendments and/or revisions are to be voted upon as to the specific amendments and/or revisions. This is to ensure that each organization has to send its representative to

the meeting at which any amendments and/or revisions to the Bylaws will be voted upon.

ARTICLE XII – MEMBERSHIP

Section 12.1 – New organizations may be added to the WPFL, upon receiving a 75% vote of the Executive Board. Any organization wishing to join the WPFL must submit a letter of interest to the League Directors by May 1st of the upcoming season. Any organization who requests to join the WPFL must meet with the Executive Board before a vote to acceptance said organization can occur.

Section 12.2 - New organizations applying for admission will not be permitted to have any players who played for the organization in previous seasons, but live outside of the organizations school district, to have “grandfathered” eligibility into the WPFL.

Section 12.3 - Any organization requesting to be admitted to the WPFL is required to play their home games at either their respective high school stadium or a gated facility where an admission gate is present and spectator admission fees can be collected/controlled.

Section 12.4 - Upon Acceptance, the new team shall be placed on probation for two (2) years. At the conclusion of the organization’s first season, a vote by the standing Executive Board will determine said team’s standing as a continued probationary member for the second season. At the conclusion of the organizations second season, a vote by the standing Executive Board will determine said team’s acceptance a full voting, permanent member of the WPFL.

Section 12.5 – During the probationary period, the new team will have no formal vote concerning league business.

Section 12.6 - Any organization found guilty of misconduct detrimental to the league by a 75% vote of the Executive Board will be subject to probation and loss of voting privileges for a period of one year. The probationary period will end one year from the date of the vote and no other infractions have occurred during the probationary period.

Section 12.7 - Any organization’s membership in the WPFL can be terminated for just cause by a 75% vote of the permanent organizations with voting privileges. The organization in question will not be permitted to vote.

Section 12.9 – Associate Members

1. Any organization who wishes to compete in the WPFL that is unable to field at least one (1) team in each division may be admitted to the WPFL on a probationary period. After the probationary period, two (2) years, if said organization is voted by the WPFL Executive Board to become a full voting member said organization will be considered an associate member until such time said organization can field at least (1) team in each division.

2. An associate member will have no voting privileges but will have an equal share of the revenue share proportional to the number of teams they are able to field.
3. At any time said organization is able to field at least (1) team in each division said organization's membership status will automatically change from associate member to full voting member.

ARTICLE XIII - FINES/PENALTIES

Section 13.1 – Cancellation/Forfeiture Fines

1. In the event that a team cancels a game, outside 48 hours of the scheduled game time, because of a lack of eligible players the organization will be assessed a **\$300** cancellation fine. The offending organization will also be subject to the penalties outlined in *Article XIV, Section 14.3(1)* of these Bylaws.
2. In the event that a team no shows or cancels a game within 48 hours of the scheduled game time, the offending organization will be assessed a **\$500** forfeiture fine. The offending organization will also be subject to the penalties outlined in *Article XIV, Section 14.3(1)* of these Bylaws.

Section 13.2 - Fines

1. Coaches - Any coach ejected from a second game in the same season will result in an organizational fine of **\$500**.
2. Playing an Ineligible Player - A **\$1,000** fine will be assessed for playing an ineligible player as described in *Article XIV, Section 14.5* of these Bylaws.
3. Administrative Fines:
 - A. Failure to submit the following completed documents 7 days prior to the start of heat acclimation week will result in a **\$500** fine: Football Coaching roster, Cheer Coaching roster, Clearance Verification form, and Emergency Action Plan.
 - B. Failure to submit the completed WPFL roster form 7 days prior to the Kickoff Classic games will result in a \$100/fine per team roster.
 - C. Failure to submit the correctly completed WPFL weight verification form at the league weigh in will result in a **\$100** fine per team.
 - D. Failure for the organization's league representative(s) to attend a league meeting will result in a **\$100** fine.
 - E. Permitting a coach, team mom or team photographer on the sideline without the proper clearances, certifications and/or completed online registration will result in **\$300** fine and all penalties as outlined in *Article XV, Section 15.6* of these Bylaws.
 - F. Failure to submit the annual AED compliance form by July 1st will result in fine of **\$100/day** until the form is submitted to the league.
 - G. Failure to have an AED on site at all practices in games will result in a **\$500 fine/per occurrence**.
4. Clearances - A **\$500** fine will be assessed to any organization who fails to comply with WPFL clearances requirements as outlined in *Article XV, Section 15.1(1-4)* of these Bylaws.
5. Heat Acclimation Week - A **\$500** fine shall be assessed to any organization that begins formal practice in any protective equipment before the scheduled start of "Heat Acclimation Week." The offending organization shall also be subject to all penalties as listed in the WPFL Rules and

Regulations.

6. Rosters/Jerseys - A **\$300** fine will be assessed to any organization whose team(s) report to a contest in different jerseys and/or different roster numbers than that was reported to the opponent and the league.
7. “Play Down/Play-Up” Player and “Emergency” player violations – A **\$500** fine will be assessed to any organization who violates the “play-down” player and/or “emergency” player rules. The offending organization shall also be subject to all penalties as listed in the Chapters VI and V of the WPFL Rules and Regulations.

Section 13.3 - All fines should be paid in the form of a check payable to the “WPFL.” If an organization has not paid any and/or all fines in full by the end of the season the WPFL will deduct any outstanding balance from said organizations annual proceeds check.

ARTICLE XIV - DIVISIONS / TEAMS / ELIGIBILITY

Section 14.1 - Divisions

1. **Division I (A Team)** – 5th & 6th grade division. *Any child who turns 13 prior to July 1st of the current year will be ineligible to play in the WPFL.*
2. **Division II (B Team)** – 3rd & 4th grade division. *Any child who turns 11 prior to July 1st of the current season must move up to Division I.*
3. **Division III (C Team)** – K – 2nd grade division. *Any child who turns 9 prior to July 1st of the current season must move up to Division II. There is no minimum age requirement to play in Division III.*

Section 14.2 - Teams

1. Each organization is encouraged to field a minimum of one (1) team at each division. The largest division must be able to field a JV team for all games (exceptions may be made by the Executive Board due to certain circumstances)
2. There shall be no set maximum players per squad per Division.
3. Organizations, at their sole discretion, may voluntarily field multiple teams and can split those teams at any number of players.
 - A. Organizations are required to inform the WPFL by June 1st of the upcoming season as to the number of teams they will be registering in each division.
 - B. Any organization that fields multiple teams in a division is encouraged to field the same number of multiple teams in all divisions.
 - C. Organizations with multiple teams in a division will submit separate rosters for each team, those rosters will remain in effect for the entire season and players will only be eligible for the team they are rostered on.
 - D. Organizations that field multiple teams in a division are expected to ensure that players are distributed by weight, size and ability as equally as possible as not to create a team that is not perceived as being stronger than the other.

- E. Any organization fielding multiple teams in a division must structure the teams where at least 40% of the team is comprised of players representing each grade level.
- F. If an individual organization wishes to field multiple teams in a division said organization will not be permitted to create “grade level” only teams.

Section 14.3 - Failure to Field a Complete Team

1. All organizations must be able to field all registered teams for an entire season. Failure to field a registered team for an entire season will result in said organization being put on probation for the remainder of the current season and lose all voting privileges for the remainder of the season. The offending organization **will** also be subject to fines as outlined in ***Article XIII, Sections 13.1(1&2)*** of these Bylaws.
2. If an organization fails to field a registered team in any Division for a complete season in consecutive years said organization will be subject to penalties listed above. The organization will also forfeit the right to host any pre and/or post season WPFL events for a period of two years and face possible expulsion from the WPFL.

Section 14.4 – Eligible Participants in the WPFL

1. Only those children that reside in School Districts that are represented in the WPFL are eligible to participate in the WPFL. All participants **MUST** play for the organization associated with/representing the school district they are enrolled.
 - A. Any child that attends a private or parochial school and resides in one of the participating organization’s school districts is eligible to participate in the WPFL. The child must play for the organization whose school district their residence is located.
2. Multiple Organizations within a Single School District
 - A. If there are two or more organizations located within a single school district that participate in the WPFL and those organizations are divided by school(s), players must play for the school/organization which they attend or attended (for players in middle school).
 - B. If there are two or more separate organizations located within a single school district that participate in the WPFL who use a boundary line to separate the organizations; the players must play for the organization whose boundary the primary residence is located.
 - C. Exemptions to these rules may be granted for extenuating circumstances by agreement of the two head coaches and organizations regarding the player(s) involved. A written, signed copy (by both organizations involved) of any agreement must be given to the League Directors. Any agreement must be approved by a 75% vote of the Executive Board.
3. Any player who moves to a different school district, whether the new school district is or is not a member of the WPFL, after week one (1) of the regular season may complete the season with the team they were originally registered with. The organization must notify the WPFL league directors in writing of a player who moves prior to the next scheduled contest.
4. Hardship waivers regarding a player’s eligibility to participate with an organization where the

player does not attend school will be heard on case by case basis. Any hardship request must be presented in writing to the league directors and said organization must present its case for player “hardship to the Executive Board. The “hardship” request can only be granted by a 75% vote of approval of the WPFL Executive Board.

- A. Any player who is granted a “hardship waiver” may continue to play for the organization until such time as the “hardship” no longer exists.
 - B. Any player who is granted a “hardship waiver” who quits or leaves the organization will not be granted any subsequent “hardship waivers”
- 5. A copy of each player’s birth certificate must be maintained by each organization, transported to all game sites by the organization and be readily available upon request by the league director.
 - 6. The WPFL online registration, code of conduct and liability waiver agreement must be completed by the parent(s)/guardian(s), prior to player/cheerleader being eligible to participate in any WPFL event.

Section 14.5 - Ineligible Player

- 1. An ineligible player is considered a player who is:
 - A. Any player who is overage/underage for the respective division they participate in.
 - B. Any player who plays under an assumed name.
 - C. Any player who plays for one team but actually lives in the organizational boundaries of another member organization and said player did not have proper release.
 - D. Any player who lives outside of any member organizations boundaries but plays for a member organization without proper permission.
 - E. Any player who plays in another youth tackle football league. *(Any player that participates in the WPFL is forbidden from participating in another youth tackle football league.)*
- 2. Penalties for playing an ineligible player:
 - A. Any player discovered to be ineligible will be disqualified from participating in any WPFL contests for the remainder of the season.
 - B. The team whom the player played for will forfeit any game that said player participated in.
 - C. The Head Coach of the team who used the ineligible player will be permanently suspended from any coaching and/or on field position in the WPFL.
 - D. The organization will be ineligible to compete in the WPFL playoffs in ALL DIVISIONS for the current season.
 - E. The organization will be placed on probation for the remainder of the current season and the subsequent two seasons.
 - F. If the organization was a first year probationary member of the WPFL said organization may be removed immediately from the league by a 75% vote of the permanent organizations with voting privileges.
 - G. The organization will also be penalized \$1,000 in accordance with **Article XIII, Section 13.2(2)** of these Bylaws.

ARTICLE XV – COACHES

Section 15.1 – Clearances

1. All football coaches, cheer coaches, team moms and team photographers will be required to complete clearances as required by Pennsylvania Act 153 of 2014. Required clearances include Pennsylvania criminal history record (Act 34), Pennsylvania child abuse history record (Act 151) and the Federal Criminal History record (Act 114). In lieu of completing the Federal Criminal History (Act 114) the WPFL will accept the WPFL Volunteer Affidavit Form (must be completed annually).
2. Clearances must be updated every five (5) years.
 3. Organizations are responsible for obtaining and tracking clearances for all individuals within their respective organization. A signed and notarized clearance compliance form listing all active coaches and team moms shall be submitted to the WPFL annually. The WPFL can request, from any organization, a copy of completed clearances for any individual. If the organization is unable to produce a record of completed clearances for the individual(s) in question the organization may be fined as outlined in ***Article XIII, Sections 13.2(4)*** of these Bylaws.
4. Furthermore, any organization who knowingly permits an individual to coach and/or volunteer without clearances or a clearance record which would preclude said individual from a volunteer position will be fined as outlined ***Article XIII, Sections 13.2(4)*** of these Bylaws. Said organization will also be subject to probation and loss of voting privileges for a period of one year. The probationary period will end one year from the date of the vote and no other infractions have occurred during the probationary period.
5. Any coaching candidate with a felony conviction may be permitted to coach after a review of the Federal Criminal History Record and vote of the WPFL Board of Representatives. Any coaching candidate with a felony conviction related to children, or of a sexual or violate nature are precluded from any position with any member organization within the WPFL.

Section 15.2 – Football Coach Certifications

All football coaches will be required to complete the USA Football Level I Tackle Football Certification or Recertification test on an annual basis. All coaches listed on their organizations submitted coaching roster **MUST** be certified by the start of heat acclimation week or they will be removed from the coaching roster and be prohibited from coaching in the WPFL for the current season.

Section 15.3 – Cheer Coach Certifications

All cheer coaches will be required to complete the following certifications annually before being issued a field pass: Concussion Awareness Certification, Sudden Cardiac Death Certification and Heat Awareness Certification. Organizations are responsible for obtaining and tracking certifications for all coaches within their respective organization.

Section 15.4 – Football Coach, Cheer Coach and Team Mom Online Registration

All football coaches, cheer coaches and Team Moms are required to complete the appropriate WPFL online registration form before being issued a field pass.

Section 15.5 – Head Coaches

1. All WPFL head coaches are required to, at a minimum, have a current American Heart Association Heart Saver and AED certification.
2. An individual must be 21 years of age by July 1st of the current season to be a head coach of any football or cheer team within a member organization of the WPFL.

Section 15.6 – Field Access

Only football and cheer coaches, team moms and team photographers who have completed the required clearances, certifications and online registration will be issued a field pass and have field access. Any football or cheer coach, team mom or team photographer who is on the field without having completed the required clearances, certifications and registration will be suspended from any on field activity for the remainder of the season. The organization will also be assessed a **\$300** fine as outlined *Article XIII, Section 13.2(3, E)* of these Bylaws.

ARTICLE XVI – ROSTERS

Section 16.1 – Member organizations will submit a roster for each team seven (7) days prior to the Kickoff Classic. Rosters must be submitted using the WPFL excel roster form and players must be listed in numerical order. Failure to submit rosters by this date will result in a \$100 fine as outlined in *Article XIII, Section 13.2(3, B)* of these Bylaws.

Section 16.2 – Organizations may add players to their roster at any time during the season. The following stipulations will be in place for any player who is added to the roster after the season begins:

1. Must complete the heat acclimation process regardless of when the player is added to the roster.
2. Any organization that adds a player(s) must make the appropriate arrangements with the WPFL to have the player(s) weighed..

ARTICLE XVII – PROTESTS

Section 17.1 – Protest of a Contest Based on Player Eligibility

1. Protest on eligibility of players will be submitted by the challenging coach within 24 hours to the League Directors. The League Directors will present the protest to the Executive Board at which time a recommendation will be made to the League Directors by the Executive Board and a decision concerning player eligibility will be made. If an ineligible player was used, it will be recorded that the team whose player(s) were ineligible lost any and all game(s) said player(s) participated

- in. Any other applicable penalties as outlined in *Article XIII, Section 13.2(2) and Article XIV, Section 14.5* of these Bylaws will be enforced.
2. If the protest involves a player that plays for an organization but is believed to attend school in another school district the following protocols will be used to determine eligibility:
 - A. Upon notification from the league directors the organization for which the player participates will have 48 hours to submit a signed and dated letter from the principal from the school where the player participates stating he/she is currently enrolled in the school.
 - B. The organization will also have to request and submit a printed computer demographics sheet from the school.
 - C. If the information is not submitted to the league directors within 48 hours the player will be considered ineligible and the organization will be subject to all fines and penalties as outlined in *Article XIII, Section 13.2(2) and Article XIV, Section 14.5* of these Bylaws

Section 17.2 – Protests on Any Other Matters

Protests on infractions of the WPFL Bylaws and WPFL Rules other than player eligibility must be submitted within 24 hours to the League Directors, who will then submit it to the Executive Board for further review. Disposition of all matters will take place by a vote of the Executive Board before the next scheduled game. Game officials' judgment calls are not subject to protest.

ARTICLE XVIII – CODE OF CONDUCT

Section 18.1 – Conduct Policy

1. In promoting the ethics, safety and spirit of youth football, WPFL has adopted this Code of Conduct policy in addition to the Coaches Code of Conduct agreement.
2. The Executive Board of the WPFL has adopted this policy in an attempt to eliminate all unacceptable behavior of Coaches, players, cheerleaders and parents.
3. This Code of Conduct is binding upon all participants: Board Representatives, Coaches, Players, Cheerleaders, Parents, Volunteers and Spectators. Violations of this Code of Conduct will result in disciplinary action against any offender.

Section 18.2 – Examples of Unacceptable Behaviors that Violate the Code of Conduct

1. Examples of unacceptable behaviors by coaches, players, cheerleaders and/or parents and spectators include, but shall not be limited to the following:
 - A. Badgering
 - B. Threats
 - C. Aggressive touching, grabbing, or contact with players,
 - D. Use of foul and/or inappropriate language
 - E. Consuming alcohol or tobacco at any practices or games,
 - F. Use of social media in a manner which is detrimental to the WPFL,
 - G. Any coach(s) and/or player(s) who is ejected from a game and/or displays

unsportsmanlike conduct.

2. Unsportsmanlike conduct shall include, but shall be limited to the following:
 - A. Fighting
 - B. Verbal abuse
 - C. Bullying
 - D. Dissent towards an official or opponent
 - E. Racial or ethnic slurs
 - F. Inappropriate comments or actions that may be construed as sexual harassment
 - G. Profanity
 - H. Obscene gestures
 - I. Flagrant and violent fouls
 - J. Taunting
 - K. Trash talk
 - L. Cheating
 - M. Throwing or abusing equipment
 - N. Physical intimidation or abuse of an official or opponent

Section 18.3 – Violations of the Code of Conduct Policy

1. If any Coach, player, cheerleader or parent or other member of the WPFL exhibits unacceptable behavior and violates the Code of Conduct Policy, while at any league game or practice, the offender's unacceptable behavior shall be reported to the League Directors in the form of a Written Letter of Complaint or e-mail within a 48 hour time period after the incident occurred.
2. Violations of the Code of Conduct Policy shall not expire on a calendar year basis and shall be cumulative during any individual's involvement with the WPFL.

Section 18.4 – Procedures to Address Violations of the Code of Conduct Policy

1. The Executive Board will review the written complaint and will investigate all alleged infractions as listed in in ***Article XVIII, Section 18.2 (1 & 2)*** of these Bylaws, as well as any alleged infractions not specified in ***Article XVIII, Section 18.2 (1 & 2)*** of these Bylaws.
2. The members of the Executive Board will make the proper arrangements to hear from all parties involved in the alleged infraction.
3. All parties shall include, but shall not be limited to the following: Head Coach, Assistant Coaches, Witness(es), Player(s), Cheerleader(s) and parent(s)/Guardians(s).
4. A discussion of the incident in full detail will take place with the Executive Board.
5. Based on the facts presented to the Executive Board, the Executive Board (excluding member(s) with individual(s) that are involved) shall make a final ruling and determine if the behavior is found to be unacceptable (in the case of a tie vote, the League Directors will cast the deciding vote).
6. If the Executive Board's ruling determines that the individual(s) behavior was unacceptable, the individual(s) will be deemed to have violated the Code of Conduct Policy and

will be reprimanded.

7. **ALL DECISIONS OF THE EXECUTIVE BOARD ARE FINAL.**

Section 18.5 - Penalties for Violation of the Code of Conduct Policy

1. The Executive Board of the WPFL shall have the power to impose **ANY** disciplinary action(s) it deems necessary and appropriate for those who fail to abide by the Code of Conduct Policy set forth by the WPFL.
2. Punishment and/or reprimand for infractions could and will range from the following:
 - A. First Offense – Written Warning
 - B. Second Offense – Suspension from team’s next scheduled contest
 - 1.) Infractions involving a coach(s), player(s) and/or cheerleader(s) said coaches, players(s) and cheerleader(s) may watch the game from the stands.
 - 2.) Infractions involving a parent(s), said parent(s) will be unable to attend the next scheduled contest.
 - C. Third Offense – Suspension for remainder of season
 - 1.) Infractions involving a coach – prohibited from any WPFL function for the remainder of the current season
 - 2.) Infractions involving a player or cheerleader - no participation in any practices and/or games for the remainder of the current season
 - 3.) Infractions involving a parent – prohibited from any WPFL function for the remainder of the current season

Section 18.6 – Ejections

1. Any coach, player, cheerleader, parent or spectator – whether associated with any organization within WPFL or not – who is ejected from a game is automatically suspended for that team’s next scheduled contest. The referee is responsible for ejections for all on-field activity. The local Authorities are responsible for parent or spectator ejection.
 - A. Ejection Appeal - the only ejection that may be appealed is an ejection of a player for a flagrant helmet-to-helmet targeting call. The appeal process will be same as outlined in ***Article XVII, Section 17.2*** of these Bylaws.
2. A second offense by the same individual(s) during the same season will result in the individual(s) immediate suspension for the remainder of the season.

Section 18.7 - Any infraction or series of infractions deemed egregious enough by the Executive Board may result in permanent expulsion from participation and/or involvement in the WPFL.

Section 18.8 – The League Directors, when time is of the essence, may take action as stipulated in ***Article XVIII, Section 18.2 (1 & 2)*** regarding any Code of Conduct infraction(s) after consulting the Board of Representatives.

ARTICLE XIX – CHEERLEADING

Section 19.1 – The League Directors will coordinate all cheer activities, including any post-season and/or special activities, for the WPFL.

Section 19.2 – Each Cheerleading Squad activity is organized and conducted by an Advisor/Coach according to provisions provided by their own Bylaws and the WPFL rules contained herein.

Section 19.3 – All teams are encouraged to have cheerleading squads in all divisions.

Section 19.4 – Cheer squads are required to attend all scheduled contests. Failure to attend all scheduled contests will result in an organization's 6th grade cheerleaders being prohibited from participating in the Senior Bowl

ARTICLE XX – PLAYOFFS AND SITES

Section 20.1 – The number teams qualifying for the playoffs will be determined by the Executive Board and the League Directors based on the number of teams participating. In the event of a tie between two (2) or more teams the WPIAL tie-breaking procedure as described in the WPFL Rules and Regulations will be used to determine playoff seeding and/or playoff participants.

Section 20.2 – Any organization who plays their home games on natural grass will be chosen as a site for the Pre-Season Kickoff Festival exhibition games.

Section 20.3 - All playoff games will be attempted to be played on sites with synthetic turf surfaces.

Section 20.4 – Playoff sites will be determined by the League Directors based on field/site availability, travel and ability to keep organizations with multiple teams together as much as possible. **Playoff sites are not determined by seed.**

ARTICLE XXI - SENIOR BOWL

Section 21.1 - The WPFL will host a Senior Bowl game at the conclusion of each season for all 6th grade boys and 6th grade cheerleaders graduating from the WPFL.

Section 21.2 - Each organization will be responsible for compiling a list of all football players and cheerleaders that will be participating in the Senior Bowl. This list must be turned into the League Director no later than September 6th of the current season.

Section 21.3 - All Division I head coaches and assistant coaches are encouraged to coach in the Senior Bowl. Every team will have at least one coach on the on Senior Bowl coaching staff. The head coach for each Senior Bowl team will be chosen after the Senior Bowl teams have been set.

Section 21.4 - Teams will be selected based on geographic location of organizations by the league directors. Teams will also be chosen with the intention of having a competitive game. All players from the same organization will be on the same Senior Bowl team. The number of teams/games will be determined based on the total number of players registered.

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