



PLAINFIELD YOUTH



PANTHERS



2025 BY-LAWS

Plainfield Midget Football Association, Inc.



Table of Contents

Article I - Name and Location.....	4
Section 1.01 - General.....	4
Section 1.02 - Restrictions	4
Section 1.03 - Athletic Complex.....	4
Article II - Objective.....	4
Section 2.01 - General.....	4
Article III - By-Laws.....	4
Section 3.01 - Purpose and Procedures.....	4
Article IV - Affiliation.....	5
Section 4.01 - General.....	5
Article V - Executive Board and Board of Directors	5
Section 5.01 - Composition	5
Section 5.02 - Membership.....	5
Section 5.03 - Elected and Delegated Assignments.....	6
Section 5.04 - Duties	6
Section 5.04.01 - Executive Board	6
Section 5.04.01.01 - President	6
Section 5.04.01.02 - Vice President	7
Section 5.04.01.03 - Secretary	7
Section 5.04.01.04 - Treasurer.....	7
Section 5.04.02 - Members	8
Article VI - Committees and Assignments.....	8
Section 6.01 - General.....	8
Section 6.02 - Committees and Responsibilities.....	9
Section 6.02.01 - Executive	9
Section 6.02.02 - Football	9
Section 6.02.02.01 - Head of Football.....	9
Section 6.02.02.02 - Members.....	9
Section 6.02.02.03 - All Members.....	9
Section 6.02.03 - Cheer	9
Section 6.02.03.01 - Head of Cheer	9

Section 6.02.03.02 - Members	10
Section 6.02.03.03 - All Members.....	10
Section 6.02.04 - Banquet	10
Section 6.02.05 - By-Law	10
Section 6.02.06 - Concession	10
Section 6.02.07 - Fundraising.....	10
Section 6.02.08 - Maintenance	10
Section 6.02.09 - Medical.....	11
Section 6.02.10 - Registration	11
Section 6.03 - Special Assignments.....	11
Section 6.03.01 - Equipment Manager for Football.....	11
Section 6.03.02 - Equipment Manager for Cheer	11
Article VII - Meetings.....	12
Section 7.01 - General.....	12
Section 7.02 - Absences	12
Article VIII - Coaching Staffs.....	12
Section 8.01 - Football	12
Section 8.01.01 - General.....	12
Section 8.01.02 - Responsibilities	13
Section 8.01.02.01 - Managing Player Play Time	13
Section 8.02 - Cheer	14
Section 8.02.01 - General.....	14
Section 8.02.02 - Responsibilities	15
Section 8.02.02.01 - Managing Player Play Time	15
Article IX - Team Parents.....	15
Section 9.01 - General.....	15
Article X - Teams	16
Section 10.01 - General.....	16
Article XI - Trophies and Awards.....	16
Section 11.01 - General.....	16
Section 11.02 - Qualifications	16
Section 11.03 - The President's Award	16

Section 11.04 - Football Awards	17
Section 11.04.01 - The Andrew Vincent Award	17
Section 11.04.01.01 - Qualifications	17
Section 11.04.02 - Seniors.....	17
Section 11.04.03 - Juniors	17
Section 11.04.04 - Micros	17
Section 11.04.05 - Peewee.....	17
Section 11.05 - Cheerleading Awards	17
Section 11.05.01 - Seniors.....	17
Section 11.05.02 - Juniors	18
Section 11.05.03 - Micros	18
Section 11.05.04 - Minis.....	18
Section 11.05.05 - Cheer Competition Awards.....	18
Section 11.06 - Overall Association Award	18
Section 11.07 - Special Awards	18
Article XII - Sponsors	18
Section 12.01 - Recognition	18
Article XIII - Cash Procedures	19
Section 13.01 - Concession	19
Section 13.02 - Fundraising.....	19
Article XIV - Audits	19
Section 14.01 - General.....	19
Appendix A: Qualified Medical Assistance.....	20
Appendix B: Background Check Information	21
Appendix C: Executive Board Sign-off.....	22

Article I - Name and Location

Section 1.01 - General

- a) The name of the organization shall be called the Plainfield Midget Football Association, Inc. here after referred to as the “Association” and shall be located in the town of Plainfield, Connecticut.

Section 1.02 - Restrictions

- a) No persons shall use “Plainfield Midget Football Association” without an executive board member’s authorization.

Section 1.03 - Athletic Complex

- a) The name of the complex shall be Rams Field, here after referred to as the “Facility”.
- b) Any organized sporting event held at the Facility will be open to any youth from any locality within the towns that participate in our organization.
- c) Events not involving the Association may be held at the Facility if approved by a majority vote at a regularly scheduled meeting of the Board of Directors.
- d) The Association will enter no binding contracts or leases unless such contracts or leases are on behalf of the youth and approved by a majority vote of the Board of Directors.
- e) Anyone utilizing the Facility other than the Association will be required to provide a written notarized statement prior to their event releasing the Association from all liabilities during the event in addition to a copy of insurance to cover their event.

Article II - Objective

Section 2.01 - General

- a) The objective of the Association shall be to instill life-long principles of good citizenship, sportsmanship, teamwork, dedication, superior work effort and knowledge in the competitive fundamentals of the game of football and cheerleading. It is the purpose of the Association to teach the participating youths, physical fitness, mental discipline, and teamwork as it pertains to football and cheerleading, and to develop among the participants a winning attitude and sportsmanship which will be carried both on and off the field of play.

Article III - By-Laws

Section 3.01 - Purpose and Procedures

- a) This document becomes the official by-laws of the Association when approved by a majority vote from the Board of Directors at the first annual by-laws review meeting as presented by the By-Laws Committee.
- b) The by-laws will be modified, reviewed, and approved as needed annually, no later than the beginning of the season following installation of the new or re-elected Executive Board.
- c) The signatures of the Association’s Executive Board will be placed on the master copy of the by-laws signifying approval (Appendix A).

- d) The master copy shall be in the custody of the Secretary.
- e) These by-laws may be amended by a majority of the board members present at any regular meeting.
- f) Any amendments must be given to the Secretary prior to the meeting and added to the agenda to be addressed.
- g) All board members will be given a finalized copy of the by-laws via email or hard copy upon request.

Article IV - Affiliation

Section 4.01 - General

- a) The Association shall annually consider affiliations with the Southern New England Youth Football Conference (SNEYFC) and will comply with all directives of the conference.

Article V - Executive Board and Board of Directors

Section 5.01 - Composition

- a) All activities necessary to meet the objectives of the Association shall be initiated and controlled by the Board of Directors, here after referred to as the “Board”, which shall not exceed twenty-five (25) persons (not including auxiliary).
- b) The positions of President, Vice President, Secretary, and Treasurer, Head of Football and Head of Cheer shall comprise the Executive Board.
- c) Auxiliary Board members are not able to vote during board or committee meetings until they become full board members.
- d) Any board member can also be a coach. However, board membership does not guarantee coaching participation for those interested.
- e) All members of the Board shall be certified for Cheer (NAYS) or Football (USA) and adhere to the respective Coach’s Code of Conduct further explained elsewhere in the by-laws.
- f) All board members must join and be active on a minimum of four (4) committees either by volunteering or by President appointment.

Section 5.02 - Membership

- a) To become a member of the Executive Board a person must be a member for at least one (1) full year or by the Board approval if deemed necessary and approved by a majority of the Board present at a regularly scheduled meeting.
- b) Names of all persons wishing to become a member of the Board shall be brought up at two (2) consecutive meetings following submitting a letter of their intentions to join. The first mention will include the submission of the letter and to allow the present board members to ask questions of this person at this time. On the meeting of the 2nd mention, final vote will be taken. All board members will be voted in by ballot vote or a show of hands and shall be notified of the results by phone, letter, or in person by a member of the Executive Board.
- c) All persons wishing to become a member of the Board must be on the Auxiliary Board and committees up to one (1) full year, unless otherwise deemed necessary by the Board.

- d)** All persons after one (1) year of service on the Auxiliary Board, or otherwise deemed necessary by the Board will be voted in as full board members by a majority vote from the Board at the next board meeting if a position is available.
- e)** Membership to the Board may be rescinded by a vote of the majority of the Board present of the current membership for any of the following reasons:
 - 1)** Member is engaged in an activity that is determined by the Board to be detrimental to the best interest of the Association or the youth involved in the Associations' program.
 - 2)** Member fails to carry out the responsibilities of elected or delegated assignments.
 - 3)** Members unable to carry out their duties because of problems that may arise may be asked to take a leave of absence, at which time they would lose their voting rights and would be placed on the Auxiliary Board with possible reinstatement upon the Board's approval.
 - 4)** If member fails to attend regularly scheduled board meetings, missing four (4) meetings yearly or three (3) consecutive, January through December, constitutes cause for the President to request a letter to be sent to the board member requesting them to inform the Board as to their intentions as to remaining an active board member or intent to leave the Board. Excused absences due to extreme circumstances will be taken into consideration. Failure to reply or reappear at the next scheduled board meeting will result in being placed on the Auxiliary Board and the loss of all voting privileges.

Section 5.03 - Elected and Delegated Assignments

- a)** Elected executive officer positions will be reviewed at the last regularly scheduled meeting of the playing season (November). The election of officers shall take place at an additionally scheduled meeting prior to the start of the next playing season (January).
- b)** The term of office shall begin at the first scheduled meeting of the Association in January. The outgoing board will turn the meeting over to the incoming Executive Board after closing out their duties.
- c)** Any office vacated for reasons other than normal expiration may be filled by appointment of the President with approval of the majority of the Board present (this appointment shall be made from the existing membership).

Section 5.04 - Duties

Section 5.04.01 - Executive Board

Section 5.04.01.01 - President

- a)** The President shall be responsible for carrying out the policies and programs of the Association in order for it to fulfill its purpose.
- b)** The President shall have the option to oversee all meetings of the Association.
- c)** The President shall be a pro tem member of all committees.
- d)** The President should attend all games but in the event he/she is unable to attend, the President will appoint an executive board member to follow out the duties, or a board member that is a coach, if needed at away games.
- e)** The President shall at the end of his or her elected term turn over all documents and equipment in his or her possession to the incoming President. If the President gives notice

- to the board when they will be resigning, then the board can vote in an interim up to one (1) year before present President leaves for training purposes.
- f)** The President will appoint three (6) delegates to the Southern New England Youth Football Conference. Those delegates must be members of the Board.
 - g)** The President shall arrange all referees for all football divisions' scheduled home games.
 - h)** Ensure that all coaches have a current NAYS / USA Football coaching certification and background check before being allowed to give instruction to any participant of the Association. See [Appendix B](#) for background check information.

Section 5.04.01.02 - Vice President

- a)** The Vice President shall in the absence of the President immediately assume all presidential responsibilities.
- b)** The Vice President shall perform duties as directed by the President.
- c)** The Vice President must attend all home games and shall make a best attempt to attend all away games.

Section 5.04.01.03 - Secretary

- a)** The Secretary shall be responsible for keeping accurate minutes or records of the proceedings of all meetings.
- b)** The Secretary shall under the direction of the President carry on the correspondence of the Association.
- c)** The Secretary shall perform any other secretarial duties that the President may direct.
- d)** The Secretary shall keep a report of all necessary business that needs to be acted upon (i.e., tabled motions, correspondences, etc.)
- e)** The Secretary shall have an authorized annual budget of \$1000.00 (due to ink and toner) to spend on items related to such duties. All receipts shall be given to the treasurer who will present it to the board for final approval. If at any time it is necessary to exceed this budget it shall require the approval of the majority of the Board of Directors.
- f)** The Secretary will type out all notes and upload all files within Google Drive under the Associations Gmail account.
- g)** The Secretary shall be responsible for keeping track of all completed Play Trackers, Attendance Sheets and Registration Packets.
- h)** The Secretary shall be responsible for compiling all Coaches books for weigh-ins.
- i)** The Secretary shall be responsible for keeping a record of all certifications for all USA Football and NAYS certifications
- j)** The Secretary shall be responsible for maintaining the registration site, completing all NOW registrations, and keeping a list of the NOW players so the treasurer can send them to NOW.
- k)** The Secretary shall be responsible for keeping track of when a person has lost their voting rights due to not attending board meetings.

Section 5.04.01.04 - Treasurer

- a)** The Treasurer shall act as receiving and custodian of the Association and shall deposit incoming funds in approved bank within five (5) business days of receipt.

- b)** The Treasurer shall keep auditable itemized records of all receipts and expenditures and shall make a written report to the membership annually or at such time as the Association or the President may direct.
- c)** The Treasurer shall pay all bills incurred by the Association subject to the following:
 - 1)** All recurring bills may be paid without prior approval of the membership or Executive Board. Example of recurring bills are electric, garbage, phone, cable and concession operational needs.
 - 2)** Payments of bills that are not reoccurring must be approved by a majority vote.
- d)** The Treasurer, at each monthly meeting shall submit a written treasurer's report along with a copy of the last bank statement to be presented to the Board for review. Each month an exact detailed report by department must be submitted in writing. All other meetings during each month a summary report must be submitted in writing.
- e)** The Treasurer, with the help of the Secretary, will submit the NOW Report or NOW Participants for the current year to the NOW Director.

Section 5.04.02 - Members

- a)** Person must be willing to dedicate the needed time to the Association.
- b)** Must make every attempt to attend all meetings during both on and off seasons.
- c)** Must be available to work at the Facility and other Association functions (i.e., work parties, concession stand, or any other duties requested by the President)
- d)** Must be available to volunteer on weekends during the entire year.
- e)** All board members must serve on at least four (4) appointed committees either by volunteering or by President appointment.
- f)** Must fulfill committee assignments and duties.
- g)** Must maintain that all materials presented at meetings and shared on our Facebook Board of Directors group are CONFIDENTIAL and not to be shared with anyone outside the board.
- h)** Must be present at all home games from set up to break down unless excused by executive board

Article VI - Committees and Assignments

Section 6.01 - General

- a)** Special projects necessary for the efficient operation of the Association will be performed by individuals or committees as outlined in the sections to follow.
- b)** Each committee will have an assigned board member as the head appointed by the President while specified committees will have a cohead.
- c)** Each committee unless otherwise noted shall have an additional four (4) members of the Board either through volunteer or appointment by the President.
- d)** Each committee may consist of board members, parents, coaches, and other volunteers.
- e)** If two committee meetings or assignments are missed a warning from the Head of the Committee will be given. A member of the Executive Board will be notified by the Head of the Committee if meetings or duties are not followed through with. If board member

continues to miss or not participate, said committee board member will lose their voting privileges for the next scheduled board meeting.

Section 6.02 - Committees and Responsibilities

Section 6.02.01 - Executive

- a) The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Head of Football and Head of Cheer.
- b) The Executive Committee shall have the power to make non-monetary emergency decisions for the Association (i.e., when a decision is needed before a board meeting can be called). The executive decision shall be binding pending majority vote at the next board meeting.
- c) If the situation exists where a married couple serves together on the Executive Board, one (1) member must rescind their vote.
- d) The Executive Committee shall meet one (1) time per month during the off season prior to the Board meeting, and biweekly during the active season, date to be set by the President.

Section 6.02.02 - Football

Section 6.02.02.01 - Head of Football

- a) Responsible for helping to set up team rosters.
- b) Handle all business of every football division.
- c) Submit rule and regulations for all football divisions.
- d) Ensure that all coaches have a set of the rules prior to the first practice.
- e) Works with the Secretary to ensure all Coaches are USA Certified and have completed background checked.

Section 6.02.02.02 - Members

- a) Shall assist Head of Football with helping to submit the election ballots of prospective coaches to the Board.

Section 6.02.02.03 - All Members

- a) Hold coaches' meeting before start of season and as needed with the Secretary in attendance to take minutes.
- b) Other duties that the President may direct.

Section 6.02.03 - Cheer

Section 6.02.03.01 - Head of Cheer

- a) Works with Secretary to ensure all Coaches are NAYS Cheer Safety certified and have completed background checked.
- b) Defining and documenting all rules and regulations for the cheer staff and participants.
- c) Hold try-outs for competition teams only if the team size exceeds the allowable max by conference, regular season cheer all players make the team.
- d) Submit rule and regulations for Minis and Traveling divisions.
- e) Ensure that all coaches have a set of the rules prior to the first practice.
- f) Handle all business of every cheer division.

- g)** By the second week in September, they will be sure to get a commitment letter from Cheer parents committing to competition.

Section 6.02.03.02 - Members

- a)** Shall assist Head of Cheer with helping to submit the election ballots of prospective coaches to the Board.

Section 6.02.03.03 - All Members

- a)** Hold regular coaches' meetings with the Secretary in attendance to take minutes as needed during the playing season.
- b)** Other duties that the President may direct.

Section 6.02.04 - Banquet

- a)** Preparation and ordering of end of year awards and trophies.
- b)** Preparation for end of year closing day for all flag teams as well as traveling teams.
- c)** Preparation and organization of end of year banquets including soliciting volunteers, arranging meals and facility preparation.
- d)** Other duties that the President may direct.

Section 6.02.05 - By-Law

- a)** Review of any amendments/modifications to our existing by-laws.
- b)** Execution of those by-laws.
- c)** Other duties that the President may direct.

Section 6.02.06 - Concession

- a)** Ensure readiness of the concession stand prior to each opening.
- b)** Recruit volunteers for service when the stand is open.
- c)** Accounting of food inventory.
- d)** Maintain auditable receipts and expenditures records.
- e)** Keep daily records of all money collected in the concession stand in accordance with the treasurer.
- f)** Maintain an accurate written inventory of all concession hardware. Two (2) copies to be submitted, one to the Secretary and one to be maintained at the Facility.
- g)** Other duties that the President may direct.

Section 6.02.07 - Fundraising

- a)** Organizing of all fundraising activities for the Association.
- b)** Solicitation of volunteers needed to execute those fundraisers.
- c)** Submission of reports to the Board as to status of fundraisers.
- d)** Other duties that the President may direct.

Section 6.02.08 - Maintenance

- a)** Takes care of all the preparations for construction of building/structures.
- b)** Submit end of the year report to the Board to include details such as status of the field, need for paint, etc. along with any improvement plans.
- c)** Responsible for all maintenance of the Facility.

- d) Grounds keeping.
- e) Field preparation prior to all games.
- f) Other duties that the President may direct.

Section 6.02.09 - Medical

- a) Members must be CPR and First Aid certified.
- b) Responsible for medical supplies and AED device maintenance.
- c) Members are responsible for providing proper medical assistance for all home games (see [Appendix A](#) for description).

Section 6.02.10 - Registration

- a) Organize and arrange registration dates.
- b) Prepare all paperwork for and during registrations.
- c) Collect registration funds and turn over to the Treasurer.
- d) Solicit volunteers as needed.
- e) Prepare all advertising for registrations (i.e., newspapers, school fliers).
- f) Other duties that the President may direct.

Section 6.03 - Special Assignments

Section 6.03.01 - Equipment Manager for Football

- a) Shall consist of a minimum of two (2) board members, one (1) Head and one (1) additional member appointed by the President.
- b) Maintain accurate and adequate written inventory of all uniforms, pads, helmets, balls, and other football equipment.
- c) Minimum of three (3) copies of the list must be made and held by the President, Secretary, and one copy maintained at the Facility.
- d) Maintain equipment in proper condition to ensure maximum safety and protection for the players.
- e) Ensure proper storage of equipment when not issued.
- f) Responsible for overseeing the return of all uniforms and equipment.
- g) Other duties that the President may direct.

Section 6.03.02 - Equipment Manager for Cheer

- a) Shall consist of a minimum of two (2) board members, one (1) Head and one (1) additional member appointed by the President.
- b) Maintain accurate and adequate written inventory of all uniforms, pom-poms, bloomers, and bodysuits.
- c) Minimum of three (3) copies of the list must be made and held by the President, Secretary and one copy maintained at the Facility.
- d) Maintain equipment in proper condition.
- e) Ensure proper storage of equipment when not issued.
- f) Responsible for overseeing the return of all uniforms and equipment.
- g) Other duties that the President may direct.

Section 6.03.03 -Game Day Committee

Article VII - Meetings

Section 7.01 - General

- a) The purpose of meetings will be to promote and carry out the business of the Association effectively and efficiently.
- b) Roberts rules of order will be adhered to during all Association meetings.
- c) The association meetings will be held the Fourth Wednesday of every month except December and January.
- d) Scheduling each successive meeting shall be done during the regularly scheduled board meeting agenda and will further be posted on the private Facebook page for the Board.
- e) The President may call special meetings in addition to the regularly scheduled meetings with the entire membership or with specific committees as the need arises (i.e., emergency meetings).
- f) It is the responsibility of each board member to understand when board meetings are scheduled either by calling other board members or checking the private Facebook page for the Board.
- g) Persons other than board members may attend meetings with prior notice but will not be allowed to voice in the proceedings unless placed on the agenda. To request a “voice”, the request must be submitted in writing to an existing board member and turned over to the President and or Secretary to be added to the agenda.
- h) If meetings are rescheduled members will be contacted with current information and posted to the private Facebook page for the Board.

Section 7.02 - Absences

- a) Board members missing two unexcused consecutive meetings lose their voting rights at their next attended meeting; unless absence is league affiliated, personal reasons will have the approval of the executive board.
- b) Board members must contact an executive board member prior to a meeting to be excused from a meeting. No call results in an unexcused absent. Meetings will start on time. We will not change the agenda to wait on members nor will we back track what was already discussed prior to them showing up for the meeting.

Article VIII - Coaching Staffs

Section 8.01 - Football

Section 8.01.01 - General

- a) All head coaching and assignments will be approved by a majority vote via a private ballot of the members present at a regular scheduled board meeting, which shall be determined by the Executive Board before the season starts.

- b)** Although coaches may not necessarily be a member of the Board, they will adhere to this charter and comply with the by-laws and guidelines of the Board.
- c)** All coaches that are members of the Board will carry out their duties as a board member when not actively performing his or her coaching duties.
- d)** All coaches may be subjected to an interview by the Executive Board and or the Board at any time during the season.
- e)** The maximum number of coaches allowed will be five (5) per team and one (1) water carrier.
- f)** All coaches of football teams shall adhere to the “Coaches Code of Conduct” (Addendum A), and the “Code of Ethics” of the USA Football which shall be separate from these by-laws but enforceable under this article.
- g)** Coaches are responsible for fines incurred from conference not the Association. The coach will be suspended until the fine is paid or will no longer be allowed to coach if they refuse.
- h)** All coaches will agree to follow the direction of the Football Committee regarding offense, defense, special teams, and practice format.
- i)** If a coach quits during mid-season, they will be ineligible for future seasons unless a documented reason was approved by the board.
- j)** All Head Coaches for the upcoming season will be elected by the Last Wednesday in May
- k)** All Head Coaches letters for the upcoming season will need to be submitted no later than 7 days prior to the May Meeting.
- l)** All Assistant Coach letters must be read and voted on by the board.

Section 8.01.02 - Responsibilities

- a)** Assist the Football Committee.
- b)** The Head Coach of each team will be required to attend regularly scheduled games and meetings.
- c)** The Head Coach or designee will keep accurate logs for “sign out” of players at the end of each practice or traveling game along with attendance records to be submitted weekly to the secretary.
- d)** Assist the equipment manager with the issue and return of all players’ equipment.
- e)** Make sure all players properly maintain their equipment.
- f)** Provide proper training, conditioning, and discipline of their respective teams.
- g)** Report all injuries or accidents on proper form within 24 hours of incident and notify the President and Secretary nightly of any said incidents to ensure players safety.
- h)** All players that are injured either at the field or away from the field and seek medical attention from a doctor must have written release from the doctor before returning to play. Coaches must keep a copy of the written release with the player’s physical form and a copy of the release must be submitted to the Secretary.

Section 8.01.02.01 - Managing Player Play Time

- a)** Any player suspended from school will not be able to participate in any Association activities during the time of the suspension.

- b)** The Association believes in giving every player time on the field and therefore there is a minimum play rule instituted for every division of football with 6 plays for Senior, Junior, and Micro divisions and 8 plays for Pee Wee division, not counting Special Teams.
- c)** For teams with 25 or more players, Special Teams will be accepted as plays towards the count for all divisions.
- d)** A player is not eligible for minimum play for the next scheduled game if they miss 2 or more practices during that week, have had disciplinary issues, and/or continues to show no effort during practices.
- e)** Coaches/Team Parent (must be on the field) will be responsible for reporting any players prior to the game that are not eligible for minimum play to the board along with the reason.
- f)** Coaches will be responsible for tracking the number of plays for players and handing this in at the end of each game to the Secretary. A form for tracking this will be provided to coaches to help simplify the process. Attendance sheets must be go from Sunday – Friday. The Secretary will review and let the coaches know which kids are eligible to play and not play for the upcoming games.
- g)** Minimum play rules only apply during the regular season play and do not apply during playoffs. The goal is for players to earn their spots and time during the regular season giving them something to aspire to.

Section 8.02 - Cheer

Section 8.02.01 - General

- a)** All head coaching assignments will be approved by a majority vote of the members present at a regular scheduled board meeting, which shall be determined by the Executive Board before the season starts.
- b)** All Mini coaches will be notified in August by the Head of Cheer for head coaching assignments for the upcoming season.
- c)** Although coaches may not necessarily be a member of the Board, they will adhere to this charter and comply with the by-laws and guidelines of the Board.
- d)** All coaches that are members of the Board will carry out their duties as a board member when not coaching. before his or her coaching duties.
- e)** All coaches may be subjected to an interview by the Executive Board and or the Board at any time during the season.
- f)** Maximum number of coaches allowed per team is 5, including teen coaches.
- g)** All coaches must have verification of NAYS certification and cleared background check before first practice of the current calendar year.
- h)** All coaches of cheerleading squads shall adhere to the “Coaches Code of Conduct” and the “Code of Ethics” of NAYS which shall be separate from these by-laws but enforceable under this article.
- i)** At least one (1) coach within the cheerleading organization must have NAYS Cheer Safety certification for which one (1) are to be paid for by the Association.
- j)** All Head Coaches for the upcoming season will be elected by the last Wednesday in May.
- k)** All Head Coaches letters for the upcoming season will need to be submitted no later than 7 days prior to the May Meeting.

- l) All Assistant Coach letters must be read by the board and voted on.

Section 8.02.02 - Responsibilities

- a) Assist the Cheer Committee.
- b) The Head Coach of each team will be required to attend regularly scheduled games and meetings. Meetings will be held bi-weekly.
- c) The Head Coach or designee will keep accurate logs for “sign out” of participants at the end of each practice and all traveling games along with attendance records to be submitted weekly to the secretary. The Attendance sheets will be from Sunday – Friday.
- d) The Head Coach will be responsible for ensuring one (1) coach at each practice facility is CPR/First Aid certified.
- e) Issue cheerleader uniforms and make sure uniforms are properly maintained.
- f) Report all injuries or accidents on proper form within 24 hours of incident and notify the President and Secretary nightly of any said incidents to ensure players safety.
- g) Half-time participation is based on participation and attendance. Participants are not eligible for half time for the next scheduled game if they miss 2 or more practices that week, have discipline actions that week, or shows no effort during practices. Coaches will be responsible for reporting any participants for the game prior to the board along with the reason.
- h) All cheerleaders who are injured both at the field and away from the field must have written release from a doctor before returning to play. Coaches must keep a copy of the written release with the participant’s physical form and a copy of the release must be submitted to the Secretary.
- i) Any player suspended from school will not be able to participate in any Association activities during the time of the suspension.

Section 8.02.02.01 - Managing Player Play Time

- j) Competition is not guaranteed for any cheer participant but rather based on tryout results and criteria as defined by the head of cheer.
- a) Any player suspended from school will not be able to participate in any Association activities during the time of the suspension.

Article IX - Team Parents

Section 9.01 - General

- a) Volunteers will be solicited from each team to act as team parents.
- b) The team parent shall be responsible to coordinate their teams’ fundraising and filling concession stand coverage.
- c) If no volunteers are received for a team, then the head coach will be responsible.
- d) Team parent must be designated and recognized to the Board.
- e) Head of Team parents is elected by the board.
- f) Head of Team Parents is responsible for all team mom activities and correspondence.

Article X - Teams

Section 10.01 - General

- a) The name of the traveling teams for both cheer and football will be known as Seniors, Juniors, Micros, and Peewee/Minis.
- b) The traveling teams will be organized in compliance with the rules and regulations of the SNEYFC.
- c) There shall be two (2) flag division team identified as the Panthers and Rams, unless determined otherwise by the Board. These team will practice together for the first week and split into two teams for the second week. All flag teams may be subjected to traveling.
- d) Once a child is assigned to a team, he or she will remain on that team. Exceptions may be made with board approval.
- e) The flag will be organized in compliance with the rules of the Association. These rules shall be a separate document but enforceable under this by-law.
- f) All assistant coaches will be identified after team placement to ensure placement with their child (if the coach chooses) and the number of coaches adhere to the limit set forth within the by-laws. Only head coaches will be guaranteed their child on their team.

Article XI - Trophies and Awards

Section 11.01 - General

- a) Special awards and trophies shall be presented at the annual end of year banquet.
- b) Banquet to be determined based on funds available from fundraising.
- c) All divisions of football and cheer will receive a participation award as well as if they make semifinals for football or place during competition for cheer.
- d) Flag football and Flag cheer will only receive participation trophies.
- e) No additional trophies are to be presented to players and/or teams without consent from the board. At the Head Coaches discretion and boards notification a coach can give additional trophies.
- f) The board will not pay for additional trophies that the head coaches would like to give.

Section 11.02 - Qualifications

- a) Players for football and cheer cannot miss more than ten percent (10%) of practices.
- b) Players for football and cheer cannot miss two (2) or more games unexcused.
- c) Players who do not abide by the attendance rules set forth above will not be able to compete in cheer or play for football, although for football they can still be on the roster and attend the games. Additionally, they will not qualify to receive any trophies or awards.

Section 11.03 - The President's Award

- a) Presented to graduating 8th graders, one girl and one boy who best exemplifies the objectives of our organization. The President will pick the girl and boy at his own discretion and per conversations in coordination with the head coaches of football and cheer.

Section 11.04 - Football Awards

Section 11.04.01 - The Andrew Vincent Award

- a) Presented to a graduating 8th grader who has played football at the field every year since flag, has shown a dedicated passion for the game, an upstanding teammate always cheering them on, and a good all-around attitude. The award will be presented to the player by Andrew's parents or when unavailable by the President.

Section 11.04.01.01 - Qualifications

- a) The player must have played every year at the field since flag with the exception of any seasons canceled or if a team they were on could not be fielded.
- b) The player must not have been brought up for disciplinary reasons during any season or have been suspended from school.
- c) If no player qualifies the award will not be presented for that year.

Section 11.04.02 - Seniors

- d) Shall receive a 9" trophy for making the second round of playoffs.
- e) Shall receive a 10" trophy for Super Bowl win.
- f) 8th Graders shall receive graduation plaques for final year players.
- g) One (1) player shall receive the 12" Peter Couture award for biggest heart.
- h) One (1) player shall receive the 12" "Bic" Rodowics award for MVP.
- i) One (1) player shall receive the 12" Ray Hunter award for most improved.

Section 11.04.03 - Juniors

- a) Shall receive an 8" trophy for the second round of playoffs.
- b) Shall receive a 9" trophy for Super Bowl win.
- c) One (1) player shall receive the 10" Chris Kelley award for best all-around player.
- d) One (1) player shall receive the 10" award for most improved player.

Section 11.04.04 - Micros

- a) Shall receive a 7" trophy for making the second round of playoffs.
- b) Shall receive an 8" trophy for Super Bowl win.
- c) One (1) player shall receive the 8" John Jordan award for sportsmanship.
 - 1) To qualify for this award, the player must be of age eight (8) for the entire season.
- d) One (1) player shall receive the 8" Al Perry award for most improved player.

Section 11.04.05 - Peewee

- a) Shall receive a 7" trophy for making top 25% of conference.
- b) One (1) player shall receive the 8" award for most improved player.

Section 11.05 - Cheerleading Awards

Section 11.05.01 - Seniors

- a) 8th Graders shall receive graduation plaques for final year players.
- b) One (1) player shall receive the 12" Edith Bogart award for spirit and outstanding leadership.
- c) One (1) player shall receive the 12" Nicole McClure award for outstanding attitude.
- d) One (1) player shall receive the 12" Danielle Leroux award for best all-round player.

- e) One (1) player shall receive the 12" award for most improved player.

Section 11.05.02 - Juniors

- a) One (1) player shall receive the 10" Melissa Kelley award for best all-around player.
- b) One (1) player shall receive the 10" award for most improved player.

Section 11.05.03 - Micros

- a) One (1) player shall receive the 8" Kathy Denomme award for best outstanding attitude.
- b) One (1) player shall receive the 8" Most Improved player award.

Section 11.05.04 - Minis

- a) One (1) player shall receive the 8" PMFA best all-around player award.
- b) One (1) player shall receive the 8" Most Improved player award.

Section 11.05.05 - Cheer Competition Awards

- a) All cheer team levels will receive trophy awards when placing at cheer competitions.
- b) Cheer players will receive 12" trophies for placing 1st.
- c) Cheer players will receive 10" trophies for placing 2nd.
- d) Cheer players will receive 8" trophies for placing 3rd.
- e) Cheer players will receive 6" trophies for placing 4th.
- f) Cheer players will receive 4" trophies for placing 5th.

Section 11.06 - Overall Association Award

- a) Service award to a non-member for his or her assistance to the association throughout the season.

Section 11.07 - Special Awards

- a) At the discretion of the Board, special awards may be purchased for deserving active members of the Board or a team.

Article XII - Sponsors

Section 12.01 - Recognition

- a) Donation under \$300 – name placed in a football on our concession stand building.
- b) Donation of \$300 (Bronze Sponsor) – name on our social media, website and announced at home games. These items are included for all levels.
- c) Donation of \$500 (Silver Sponsor) – name on social media, website, announced at all home games, banner on field, receives a plaque at the end of the year.
- d) Donation of \$1000 (Gold Sponsor) –name on social media, website, and announced at every home game, banner on the press box, receives a plaque at the end of the year.
- e) Donation of \$1250 (Platinum Sponsor) –name on social media, website, and announced at every home game, banner on scoreboard, promotion of business on social media (Facebook), receives a plaque at the end of the year.

- f)** Donation of \$1500 (Diamond Sponsor) – name on social media, website, and announced at every home game, banner on concession stand, promotion of business on social media (Facebook), receives plaque at the end of the year.

Article XIII - Cash Procedures

Section 13.01 - Concession

- a)** When opening for the day a board member and the Treasurer (or executive board member) will count the drawer to verify the starting amount in which the starting amount will be the same every day of \$150.
- b)** During operation as “drops” are needed, the money is to be strapped and counted by the person running the drawer and Treasurer (or executive board member) and then put in the safe until the end of the day.
- c)** After close of the concession and prior to close of the Facility, the drawer is to be counted down to the start amount by a member of the concession committee and the Treasurer (or executive board member). The remaining money will be counted by the same persons with a slip filled out and initialed by both persons that counted the money.

Section 13.02 - Fundraising

- a)** At the end of each day all money to be turned in is to be counted by the Head of Fundraising as well as the Treasurer (or executive board member). A deposit slip is to be made out and initialed by both persons. Any monies that are turned in during the day it is to be counted the same as above.
- b)** At each board meeting a recap of what was brought in per fundraiser will be presented as part of the Treasurer’s report.
- c)** At the close of each fundraiser a statement of what was spent, what was brought in and the total profit will be presented as part of the Treasurer’s report.

Article XIV - Audits

Section 14.01 - General

- a)** An audit can be conducted annually at the discretion by a board vote by a CPA on all records maintained by the Association.
- b)** The Board will determine annually if an audit is to be conducted by the Executive Board of the Association or if an outside authority will be utilized.

Appendix A: Qualified Medical Assistance

It is highly recommended that each program secures an EMT for their home game per the SNEYFC bylaws. However, if a program is unable to secure an EMT with an official affiliation with an EMS provider organization, that program will be required to secure an individual who is a certified athletic trainer or someone who is certified in First Aid/CPR/AED either through the American Red Cross, American Heart Association or an equivalent organization.

Appendix B: Background Check Information

In order to be eligible for coaching, the candidate cannot have been convicted of (A) a felony, or (B) on or after October 1, 1994, a violation of subsection (c) of section 21a-279 or section 53a-58, 53a-61, 53a-61a, 53a-62, 53a-63, 53a-96, 53a-175, 53a-176, 53a-178 or 53a-181d, (3) has been convicted as delinquent for the commission of a serious juvenile offense, as defined in section 46b-120, (4) has been discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect pursuant to section 53a-13, (5) (A) has been confined in a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding sixty months by order of a probate court, or (B) has been voluntarily admitted on or after October 1, 2013, to a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding six months for care and treatment of a psychiatric disability and not solely for being an alcohol-dependent person or a drug-dependent person as those terms are defined in section 17a-680, (6) is subject to a restraining or protective order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person, (7) is subject to a firearms seizure order issued pursuant to subsection (d) of section 29-38c after notice and hearing, (8) is prohibited from shipping, transporting, possessing or receiving a firearm pursuant to 18 USC 922(g)(4), (9) is an alien illegally or unlawfully in the United States, or (10) is less than twenty-one years of age.

Appendix C: Executive Board Sign-off

President: Bill Ezzell

Date

Vice President: Madeline Garner

Date

Secretary: Jamie Greczkowski

Date

Treasurer: Peggy Bourey

Date