

Beverly Youth Football and Cheerleading
BYLAWS
Reviewed July 2019

ARTICLE I. GENERAL OBJECTIVES

Section I. - The league operating under these bylaws shall be known as the Beverly Youth Football and Cheerleading (Beverly Midget Football, Inc)

Section II. – The object of this organization is to furnish youth the opportunity to participate in an organized and supervised football/cheerleading program designed to promote good sportsmanship, team play and mold future citizens; to firmly implant in the youth of the community the ideas of good sportsmanship, loyalty, courage and perseverance so that they may be finer, stronger, happier and will grow to be good clean healthy adults.

Section III. – Cori background checks will be done on all coaches, assistant coaches, and adult members of the league and any and all individuals having direct contact with the youth. Adult member of the league is any member 18 years or older. This is to include all Board members, coaching or not. Registration coordinator to collect and submit Cori forms through NCYFC, President and Vice president to address questionable Cori checks

ARTICLE II. MEETINGS

Section I. – The annual meeting of this league will be at a time and place designated at the conclusion of the leagues fiscal year, for the sole purpose of reading of the records and reports and election of officers.

Section II. – Prior to call for a motion to adjourn at a regular or special meeting, a time and place will be agreed upon for the gathering of the league; whether it is a special or regular meeting.

Section III. – A special meeting of the league may be called at any time by the President or any member of the Executive Board. Board meetings of the league should include at least 3 board members

ARTICLE III. DESCRIPTION

Section I. – The leagues governing structure shall consist of President, Vice President, Secretary, Treasurer, Cheering Coordinator, Equipment Manager, Director of Fields, Director of Football Operations, and Registration Coordinator. The aforementioned positions shall make up the Executive Board.

*Spouses, Domestic Partners, or those otherwise involved in a domestic relationship may not both occupy any governing position on the Executive board.

- A. The above named officers shall be elected by a one vote per open position per adult member of the league present at the Annual Meeting. Votes will be tallied by two members of the Executive Board in positions that are not up for reelection

in that year. The term, once elected, is two (2) years. The position of President, Vice President, Secretary, Treasurer, Cheering Coordinator, and Director of Fields shall run in even number years. Director of Football Operations, Equipment Manager and Registration Coordinator shall run in odd number years.

- B. Each officer and director shall hold office during the term for which she/he has been elected or until a successor has been elected.
- C. Supplemental Board members can be added by the Executive board to assist in Fundraising, Concessions, Equipment, Cheering, etc as determined by the Board. These members will be noted in the applicable meeting minutes.

Section II – If any office shall become vacant, a successor to that office for the remaining term will be elected by a majority vote, at a regularly scheduled meeting of the Executive Board.

Section III – The “two year” term which an officer of the league shall serve, will be defined as running from annual meeting to annual meeting.

ARTICLE IV. GENERAL

Section I. – The Executive Board shall have full powers and authority to manage the affairs of the league and shall actively pursue its objectives subject to such instructions as given by a majority vote of the league at any meeting.

Section II. – A vacancy existing in the appointed officials from cause other than the expiration of the term shall be filled at any regular or special meeting of the Executive Board.

Section III. – All expenditures of the league must be approved by any two (2) of the following, President or Vice President and the Treasurer.

Section IV. – The affirmative vote of a majority of the adult members of the league at any meeting, after due consideration of a character and responsibility of the applicant, shall be necessary for the election of an adult member of the league of an office.

Section V. – If there is an accusation against any member of the league that would require a vote for the sole purpose of suspension or expulsion of a member, that accusation must be brought to the Executive Board in writing within thirty (30) days of said incident. The Executive Board has full power to expel or suspend any member.

- A. If the accused does not agree with the decision of the Executive Board, he/she may bring it to the Northeast Conference Youth Football League Executive Committee.

B. A two-thirds vote of participant of adult members of the league present, at a meeting called for such purpose, shall have the power to expel or suspend a participant or member of the league for the actions or conduct which deem disorderly.

*All Executive Board members shall receive a copy of and acknowledge the Leagues Code of Conduct.

ARTICLE V DEFINITION OF DUTIES

Section I – The executive Board shall appoint Player Personal Committee.

Section II. – The President shall preside at all meetings. The President shall be responsible for the Football and Cheer phases of the League. He/She shall not hold a position as a Head Coach/Coach where as it conflicts with functioning duties within the organization. He/She shall report back to Executive Board any pertainable information from any of the NCYFC meetings. Responsibilities shall include but are not limited to

- A. Insure the integrity of Beverly Youth Football and Cheering and to provide a positive environment for all players and cheerleaders and insure that league activities are focused on good sportsmanship, teamwork, and developing the participants into well rounded young adults
- B. Oversee the operation of BYFC Executive Board to insure the BOD operation as exemplary role models for all players, cheerleaders, and parents
- C. Oversees the annual drafting of players to form the football teams at respective levels to insure fairness, competitiveness, and adherence to Draft Rules as agreed by BOD
- D. Attend all NCYFC meeting and insure that BYFC adheres to all league rules and policies and that BYFC is seen as a model program of the NCYFC

Section III. – A Vice President shall preside at all meetings in the absence of the President, and a Vice President shall assist the President in the administration of the league. The Vice President will also attend all Northeast Conference Youth Football League meetings in the Presidents absence.

Section IV. –. The Secretary shall keep minutes of all league meetings. He/She will keep record of all active committees, and conduct all necessary correspondence from the Executive Board to the Supplemental Board and Team Moms. He/She shall submit all meeting notes to all acting board members for review with in a timely matter. He/She will assist registration coordinator w/ collection of registration forms/Cori forms as needed

Section V. – The Treasurer shall be responsible for all funds of the league and maintain proper accounts thereof.

- A. He/She shall give a financial report at each meeting and pay bills.
- B. All funds to be collected by Treasurer or President and recorded by the treasurer

Section VI. – The Equipment Manager for the BYF Program is an integral part of the safety and success of the youth football program. The holder of this position must be prepared to train parents on the proper use and maintenance of the player's equipment. He/she must also be prepared to make adjustments and repairs to said equipment. The Equipment Manager is responsibilities shall include but are not limited to:

- A. Dealing with current equipment and uniform vendors to procure quotes and make purchases approved by the BYF board of directors.
- B. Manage and be prepared to report on all equipment defects and deficiencies.
- C. Repair and recondition all non-certified equipment and have it ready for use.
- D. Manage the helmet reconditioning process through certified vendor. To include scheduling of pick-up, and deliver of helmets in time for issuance and use depending that season's pre-season schedule.
- E. Inventory of all equipment to be done annually or more often in indicated.
- F. Manage the post-season collection of equipment.
- G. Prepare to make recommendations for all pre-season equipment purchases.
- H. Manage the issuance of all equipment in a timely manner depending on the preseason schedule for that season.
- I. I. Make (or be prepared to train somebody) to make all in season adjustments and repairs to any and all needed equipment. He/She shall also make recommendations for all equipment purchases.

Section VII. – The Director of Cheerleaders shall be responsible for the cheerleading phase of the league. The responsibilities shall include but are not limited to:

- A. Dealing with current uniform vendors. If applicable-He/She shall to produce quotes and make purchases approved by the Executive Board.
- B. Deal with Parent/Cheerleader communications.
- C. Manage inventory of uniforms and post season collection.
- D. Report back to Executive Board any pertinent information from any of the NCYFC meetings.

- E. Keep accurate records of players emergency information and have them obtainable at any time. He/She will prepare the books for approval by the Northeast Conference Youth Football League Executive Committee.

Section VIII. – The Field Manager shall be responsibilities shall include but are not limited to:

- A. Secure practice and game fields including obtaining appropriate permits
- B. Insure that all fields have the appropriate facilities to support all players, cheerleaders, and concessions including bathrooms/portapotties
- C. Work w/ city re: fields and postponements
- D. Oversee trailers

Section IX. – Director of Football

- A. Oversee coaches
- B. Assist w/ player development
- C. Assist w/ selection of coaches
- D. Assist in game day operation and evaluation
- E. Spearhead responses to game day evaluations and coaching enhancements
- F. Participate as needed in any and all football related activities
- G. This role has the ability to evolve as needed per requirement of the league on an ad-hoc basis and/or recurring basis
- H. He/She shall be responsible for providing some form of medical assistance at all games

Section X. – Registration Coordinator

- A. Keep accurate records of player emergency information and have records obtainable at any time. He/She will prepare the books for approval by the Northeast Conference Youth Football League Executive Committee.
- B. Organize and facilitate all aspects of registering a youth to play in the league.
- C. Collect Cori forms for coaches/executive board committee/parent volunteers and submit to NCYFC

Section XI. The Head Coach shall select at least two (2) and no more than (4) assistant coaches, minimum age being eighteen (18). The head coach may select one (1) assistant coach prior to the draft; all others must be named after the completion of the draft.

- A. He/She shall be responsible to the league for the proper administration of his/her team and his/her assistant coaches as outlined in the bylaws.
- B. Participate in Draft for placement of players when two teams are at a given level

ARTICLE VI RULES/CODE OF CONDUCT:

Section I. – The league shall adhere to the rules and regulations of the Northeast Conference Youth Football League, an affiliate of American Youth Football Inc.

Section II. –

A. At any league event, practice or competition, any adult who:

1. verbally abuses
2. attempts to intimidate
3. is flagrantly rude or
4. cannot control their language or actions with an official, coach, or league volunteer.

He or she will be asked to leave that event. He or she shall receive a written warning regarding their behavior.

B. Any adult that commits a second similar offence will be banned from league events for the remainder of that season and their child(ren) may be removed from league for the remainder of the season at the boards discretion. Association will refund monies prorated on the percentage of the season remaining.

C. Any adult who physically assaults an official, coach or league volunteer will be banned from the league and their child(ren) may be removed from the program for one year from the date of the offence at the boards discretion. If removed from the league, the child(ren) may not participate in another American Youth Football association during the sanction period. After one year, the parent may apply for reinstatement of his or her child. If the adult commits a second physical offence, he or she will be permanently banned from Beverly Youth Football events and the child(ren) may be permanently removed from the association at the discretion of the board.

*The term physical assaults includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or physical implement.