

BYLAWS - 2011
Washington Township Youth Football

Article 1 - Name

The name of the organization shall be "Washington Township Youth Football Program".

Article 2 - Objective

The objective of the organization (ORG) will be to teach and promote the sport of football to the youth of Washington Township, with an emphasis on sportsmanship and respect for your teammates and opponents.

Article 3 - Governing Body

The governing body of the Org. shall be the Football Advisory Board (Adv Brd.)

Section 3A) The Adv Brd shall consist of Washington Township residents.

Section 3B) A quorum shall consist of a simple majority of all elected, voting positions.

Section 3C) Vacancies or openings; vacancies leaving an unexpired term may be filled by appointment by the Adv Brd. This appointment shall require a majority of members in attendance voting in the affirmative. This selection will then be submitted to the Sports Advisory Board (SAB) for their approval.

(all openings will be posted on the organizational website WTYFB.ORG)

Section 3D) Any Adv Brd. Member may be removed by the Sports Advisory Board or by the Adv. Brd. (with the approval of the SAB) Reasons for dismissal could include but not be limited to:

- a) Neglect of duty
- b) Dishonesty
- c) Misuse of funds or assets
- d) any action that tends to discredit Washington Twp youth football
- e) physical or extreme verbal abuse of a player or parent

Section 3E) The Adv Brd shall maintain a volunteer list of adults who have worked for the organization completing approved duties. This list will assist in providing seniority information when positions become available.

Section 3F) Please refer to addendum at Doc end for positions and terms

Article 4 - Football Coaches

Section 4A) Coaches shall live in Washington Township, unless there exists a special need or outstanding circumstance. These exceptions must be approved by the Adv Brd.

All coaches must have attended the Rutgers certification course and be Megan's Law certified, and meet a two (2) year minimum volunteer requirement. (volunteer defined as service given, not tied Directly to a son or daughter, but for the benefit of the entire organization)

Section 4B) Head Coaches - shall be appointed by the Adv Brd in accordance with the stated volunteer policy, must be 21 years of age, and must be approved by a majority of the voting members. These selections will then be presented to the SAB for approval.

Head coaches shall be fully accountable to the Adv Brd for not only their actions, but the actions and conduct of his coaching staff and players. Head coaches must attend

50% of scheduled organizational meetings. Exceptions must be approved by the Adv Brd. A member of his staff may substitute at any meeting. This substitute shall be accountable for all information intended for the coaches. (see addendum 4B)

All head coaches will sign a 'coaches' contract each year, and must comply with that contract or be sanctioned as outlined by said contract. The contract will be created with a standing rule each year as situations warrant. This essentially will be an annual review of each coach in writing, providing documentation going forward, and requiring annual board approval.

Section 4C) Asst Head coaches - All of section 4B applies here also. The asst head coach shall assume the duties and responsibilities of the head coach in his absence.

Section 4D) JV head coach - All of section 4B applies here also. The JV coach shall be selected by the head coach, and be fully accountable to the JV coordinator on the board. The primary role of the JV head coach will be to make sure that all players are treated as fairly as possible, and do his best to maintain equity where playing time is an issue.

Section 4E) Team administrator - shall be appointed by the head coach, and will assist him in administrative duties associated with the team. These duties would include but not be limited to dissemination of organization information, assist with the pursuit of volunteer signups, and help with special event coordination.

Section 4F) Asst coaches - all assistant shall abide by all rules of the organization, and follow all rules set forth by the head coach. Not following these rules, or any rules set forth by the organization may result in suspension or termination.

Article 5 - Eligibility

Participants - Teams shall be comprised of players from the township of Washington, with the only exceptions (outside players) coming from need or special circumstance. Exceptions must be presented to the Adv Brd. for approval. All participants shall abide by the age and weight requirements of the South Jersey Elite Invitational Youth Football League (SJEIYFL). All players must be weighed in and receive proper league identification. All participants shall abide by all rules set forth by the (Org) and SJEIYFL. Failure to do so may result in suspension or expulsion.

Article 6 - Registration and Fees

Registration will occur twice prior to the start of the season, Once in March or April, the other in the month of June. Exact dates will be determined by convenience of other events, and availability of venue. Late sign ups will be accepted at the Washington Township Parks and Recreation building. A \$25.00 late fee will be applied to those late sign ups. A waiting list may be imposed by the Adv. board, if it is determined that the total number of signups may exceed available equipment available (e.g. Game Jerseys) Fees shall be determined by the Adv. Brd. and submitted to the SAB for approval. Fees shall be paid prior to participation. No child shall be denied participation because of financial hardship. Refunds will be available until one week after the beginning of practice with pads. The only exception regarding refunds will be a child not making (official SJEIYFL) weight and who chooses not to play at the next level or in the JV program. In these cases a full refund, minus the cost of football jersey (if received) and

\$10.00 processing fee. The jersey cost would be the exact price paid by the organization. No refund will be given unless all equipment is returned in satisfactory condition, and an equipment release form signed by one of the equipment managers.

Article 7 - Organization (position breakdown) all duly elected

Commissioner - Term is three (3) years.

- shall preside over all meetings and act as a liaison between the Org and SAB.
- shall coordinate special Adv Brd meetings when necessary
- bring rule and bylaw changes to the attention of the SAB
- attend (or provide a substitute) at SAB meetings
- oversee all program activities
- uphold all Adv Brd disciplinary actions in accordance with bylaws.
- appoint committees for specific needs, to be approved by the Adv Brd.
- be an ex-officio member of all committees and as such, be notified of meetings
- provide a booster club budget when requested.
- serve as primary signature, along with Treasurer or asst. commissioner

Asst Commissioners - (2) Term is three (3) years.

- shall assume the duties of the commissioner when not available
- Both positions have jurisdiction over both Minuteman (MM) and Patriot (PAT) organizations
- recruit coaches
- Daily oversee of all coaching staffs and program activities.
- ensure adherence to by-laws and organization rules.
- assist the commissioner in all aspects related to the program.
- assist with documentation of volunteer activities
- Also serve as co-signature, along with either the Treasurer or Commissioner
- attend SAB monthly meetings, updating them with requested information
- Responsible for Megan's law compliance
- Responsible for Rutger's certification compliance
- Report back to the FB board any needs or requests of the SAB
- keep the FB board up to date on information to be distributed

Secretary (1) - Term is two (2) years.

- keep accurate minutes of all meetings, both scheduled and special
- receive and log all (org) correspondence
- retain/maintain all (org) records
- compile and maintain the adult volunteer list

Asst Secretary (1) – Term is two (2) years

- responsible for all aspects of our website
- work with the board to communicate as quickly as possible
- act as backup to secretary as per recording minutes

Treasurer (1) - Term is two (2) years.

- coordinate all financial activities of the (org)

- Deposit received funds in the name of the (org)
- Log and pay bills as received by the (org)
- serve as primary or co-signature for all checks.
- report the status of funding at each (org) meeting

Asst Treasurer (1) – Term is two (2) years.

- Asst with all duties of the Treasurer listed above

JV Coordinators (2) - (1) MM, (1) PAT - Term is two (2) years.

- Responsible for complete coordination of the 4 JV programs associated with each of the bottom 4 weight classes, excluding junior high.
- attend the SJEIYFL JV meeting in August.
- oversee all activities of the JV program.
- coordinate (equitable) field usage by all 8 teams.
- coordinate JV game schedule, along with the head JV coach
- keep cheerleading organization updated on game cancellations and changes.
- (If applicable) notify snack bar personnel regarding said changes

Equipment Coordinators (2) - (1 MM) (1 PAT) - Term is two (2) years

- maintain an inventory of all equipment
- Issue and collect equipment to each team
- Propose equipment needs to the (org)
- provide a year end equipment returned status list
- recommend uniforms and related costs to the (org)
- ensure that field props are taken care of and in working order.
- assist with field setup and breakdown
- Work with public works in keeping the field clean and safe.
- coordinate with all coaches blocking dummy maintenance

League Representatives (2) - (1MM)(1 PAT) - Term is two (2) years

- shall represent the (org) at all league meetings. If not available, must coordinate with a substitute.
- report to the (org) the results and outcome of all league meetings
- Present league issues for discussion and approval to the (org)
- convey all issues of the (org) to the league when necessary
- relay and inform all league requirements to the (org) and head coaches
- coordinate collection of game rosters for submission to the league

Asst League Rep (1) – Term is (2) years

- provide backup for both MM and Patriot league rep

Snack Stand Administrator - (2)(1MM)(1Pat) - Term is two (2) years

- manage the stand for both practices and games.
- Update the commissioner and asst. commissioners with any issues that may

hinder the operation in any way.

- report any issues with workers not undertaking their responsibilities.
- Stock and supply the stand, using the resources of the board whenever needed
- coordinate deliveries with vendors
- work with team moms and board maintaining adequate levels of volunteers

Asst Snack Stand Coordinator – (2)(1MM)(1Pat) – Term is Two (2) years

- manage the stand for both practices and games
- report any issues with workers not undertaking their responsibilities
- stock and supply the stand, using the resources of the board whenever needed
- work with team moms and board maintaining adequate levels of volunteers

Ways and Means – (1) – Term is two (2) years

- To coordinate the sign (sponsor) program, communicating with sponsors and arranging any and all information flow
- To coordinate the team sponsor program, communicating with sponsors and coordinating with each team and the commissioner
- Will not handle or hold money.
- To entertain any ideas about any sponsorship, communicating with the board as to their feasibility and contribution to the program.
- Oversee all activities tied to Ways and Means
- coordinate all financial activity with Treasurer and asst Treasurer

Asst Ways and Means – (3) Term for each (2) years

- primary responsibility – fund raising; all aspects (i.e. FB mania)
- also assist with special events
- act as a liaison to parents on various issues as needed
- assist with Vet's day events, as well as year end banquet
- organize and coordinate Vets Cup activities
- work with commissioner / asst commissioner with special projects
- act as interface, on behalf of the organization, with folks we assist
- assist with field prep prior to season
- Coordinate all activities related to the sale of MM and Patriot clothing.
- Assist the special events coordinator with events as needed.
- report to board issues and all financial issues/reports
- arrange for facility preparation for special events
- organize the putting up and taking down of all field signs

Banquet Coordinator – Term is two (2) years

- Responsible for hall negotiations
- responsible for all promotion and communication of banquet
- responsible for all ticket sales

- work with commissioner on charity auction
- assist (when available) on all organizational special events

Committees

SEE ADDENDUM for ARTICLE 7 (regarding EXECUTIVE COMMITTEE)

- All committees shall be board appointment and created and dissolved as needed.
- Event and organization needs will determine the need for a committee
- These committees shall be responsible only for events and activities tied the need for that committee
- Committees shall not have a board vote.

Article 8 - Elections

The Advisory Board Officers as set forth in article 7 shall be duly elected by the general voting membership of the football board. To be eligible to vote, you must have attended at least 50% of all organizational meetings. All elected officers shall be submitted to the SAB for approval. The board secretary shall be responsible for notifying the board of terms and their expiration. Names may be nominated at the December general meeting. Voting will take place at the February meeting, and if a conflict exists with the banquet, voting may be moved to the March meeting. Elected officials will assume their duties immediately. Appointments made be moved and seconded by any voting board member at anytime if a need exists, and these appointments will be non voting positions. These appointments must be approved by a majority of voting members in attendance.

Article 9 - Financial

All monies taken from the Parks and Rec account will be withdrawn to pay for organizational costs including but not limited to bus costs, equipment costs above and beyond the original equipment order, and field operation costs. A Football booster money balance sheet shall be presented to the SAB when requested. Fines incurred by the organization from the league shall be paid from the booster account. Any fines incurred as a result of facility conditions shall be paid from the Parks and Rec account.

Article 10 - Publicity

All publicity concerning with signups and township related information shall be accomplished through Parks and Rec. Recruiting flyers shall be drafted and turned into Parks and Rec for distribution to the schools, discussing time required with the Parks and Rec staff. Any organization related information must be approved by the football board before being made available for general consumption.

Article 11 - Bylaw changes

The football board shall review bylaws each year, noting areas that may require attention or modification. Any program participant may submit in writing a proposal for discussion. Any proposal must be handed into the board by the calendar years end. The advisory board shall approve or disapprove any changes at the January meeting, after a discussion if needed. These recommendations shall be included in the revised bylaws to be submitted to the SAB for approval.

All changes or revisions mandated by township council or the SAB shall automatically be incorporated in full within these bylaws without immediate revision.

STANDING RULES – normal interpretation and utilization will be employed. A simple majority of a suggested standing rule will permit passage.

Article 12 - Code of Conduct

Washington Twp. Youth Football adheres to the “Youth Sports Code of Conduct”, as approved by township council on October 3, 2002. The (Org) shall appoint a representative to sit on the code of conduct committee. A copy of this ordinance shall accompany the parent handbook, given out at signups. Also, all members of the (ORG) and parents of these members shall abide by the rules of conduct as set forth by the Adv. Brd. Failure to do so will result in penalty, and possible suspension and/or expulsion from the (ORG).

Article 13 – Draft Procedure

Reason for the draft procedure is that in the past there have been issues that have come up, such as; accusations of one team burying or hiding a kid during another’s tryout. There have been concerns that a child was told not to try real hard during another’s tryout. Draftees and returning players participating together are difficult to control. Draftees have seen their buddies on either the MMs or the Pats, and then they are drafted by the other team. Board members and coaches have been burdened with holding the drafts after practice when there are many other things that need attention.

The **GOAL** of the draft is to provide an opportunity for both the MMs and the Pats to be equal as to the division of the talent pool as best as everyone can tell from the tryouts.

PROCEDURES:

On 8/1, only the draftees will participate in tryouts. Returning players will report to the next practice following 8/1. Work-outs should be between 1 to 1 ½ hrs.

Draftees should be weighed in, starting with the 120's at 6:15 pm, followed by the 100s at 6:30, followed by the 80s at 6:50, and the 70s at 7:15. U/Ls do not have to be weighed in. All tryout exercises should be coordinated between the 2 coaching staffs.

Drafts should take place immediately following the tryouts. Coaching staffs can agree to a more convenient time, & date, but as close to 8/1 as possible. The board must be notified.

The first pick in the draft will go to the Patriots in odd numbered years and to the Minutemen in even numbered years. Coaches can agree to alter draft picks if number of returning players is unbalanced, the board must be notified.

Any relative of a former player, coach, or cheerleader has the option of being with that relative's side or entering the draft, should they prefer. Legacy dictates.

Any player who comes late should be looked at by both teams, preferably at the same time. If the coaches agree that said player is not a known or obvious "STUD", then the team slated to pick next from where it was left at the draft would have that player. If said player is a known "STUD" then a coin flip takes place with the team scheduled to pick next making the call of the coin flip.

New coaches can not be picked before the draft. Coaches can move from team to team and to either organization, but this should be done before 8/1, and made known to the board. The son(s) of that coach may move to that side, or choose to stay with the side he is on before the coach changed sides.

- Article 14 Player / Parent / Coach conduct
All players, coaches and parents involved with Washington Township Youth Football shall abide by the conduct rules as outlined in the annual parent handbook, which is given to each participant when they sign up. These Regulations fall under the jurisdiction of the "Youth Sports Code of Conduct", As adopted by the Washington Township town council.
- Article 15 Participants playing time
Playing time at the varsity level shall be determined by the coach, given the various circumstances and as he or she sees fit. To that extent, a fully established Junior Varsity program has been implemented, and provides ample playing time to all participants. JV coordinators now sit on the advisory board as voting members, and they are to oversee that the JV program provides playing time and instruction as intended. All JV players also are eligible to play in all varsity contests, again at the discretion of the coaching staff.
- Article 16 Awards
The organization will provide awards and specific recognition to all participants, finances permitting. Specific recognition will be at the discretion of the head

coach and his or staff. These may include but not be limited to sportsmanship, scholar athletes and players of the year selections. Additional awards may be handed out by each coaching staff, as they see fit.

Article 17 Equipment Return

Equipment return shall be regulated by the rules outlined in the parent handbook, which is given out to each child when they sign up. A February 1st deadline is in place after which no refunds will be returned. This date is also listed in the parent handbook and is also relayed to all parents towards the end of the season.

Article 18 Monthly meetings

Monthly meeting will take place on the third Tuesday of each month, unless Otherwise posted on the official organizational website (WTYFB.ORG) If meetings are cancelled, this info will also be relayed on said website.

Article 19 Consolidation (triggers)



Consolidation - Trigger By-Laws:

- These will be used to drive consolidation decisions:
 - Based off of (previous year) end of season totals
 - Target number total = 280 (can be adjusted with exec approved vote)
 - 60 for 70 / 85 / 105 / 120
 - 40 for UL
 - If we drop below 280 – we consolidate at all weight levels
 - Only Washington Twp residents can play – even at the UL level
 - If we consolidate and then go back over 280 in future years, we will ‘wait list’ players.

Addendum – Article 4 Head Coach selection as a result of team consolidation.

Any head position created by consolidation shall be selected first by a coach who Served in the prior season. Whether it is picked from only existing head coaches Or from the entire pool of all coaches will be addressed with a future standing rule The position will be viewed as a current position, not open as would be the case of a resignation or removal by the board. If no in house candidates are selected or Deemed capable of handling the job, then outside candidates may be considered.

Addendum – Section 4B Coaches selection

The selection of coaches will be in accordance with the following criteria, all weighted in accordance to the benefit gained by the organization. (not in any order of importance)

1) Involvement/volunteerism - How much involvement has the individual had with the organization?

What amount of time has been devoted to various activities, including but not

limited to coaching; meeting attendance; non-coaching activities such as league weigh ins and various league activities; helmet fest and pre-season preparation?

2) Seniority - is more a criteria of coach certification than a positive credential in the evaluation process. A break in seniority would be more weighted as a negative, as opposed to maintaining seniority without various levels of involvement.

In other words, simply showing up at practice or assisting in a minimal capacity to maintain years of service would not be ignored, but certainly not be viewed as favorably as seniority with involvement (as described in #1)

3) Game attendance and support - Has the individual been supportive of the organization when games are being played? Has the candidate been around and ready to help when teams other than the one he or she is involved with is playing?

4) Year end activities - Has the candidate been a part of post season activities, including equipment collection, field shutdown, and banquet setup and execution?

5) Parent relations - Based on observation, experience and interview, will the candidate be able to 'politic' problem parents when the need arises?

6) Time committment - Based on interview, does the candidate have the enormous amount of time required to be a head coach?

7) Staff - The candidate must have committments from coaches who will be able to assist him or her, and 'these selections' will also be considered an extension of said candidate and could add or detract from the ultimate decision on the candidate.

Addendum – Article 7 – Organization

An executive committee will be formed, consisting of (7) members. These members will include:

- a) The Commissioner
- b) (2) asst Commissioners
- c) Treasurer
- d) (1) rep from League Reps
- e) (1) rep from Equipment
- f) (1) rep Ways and Means

This committee's role is to streamline the decision making process, allowing all voting board Members to retain their vote, but only vote on whether to approve or not approve the Executive committee's recommendation. All suggestions or issues will be discussed by the Executive committee first, then a recommendation will be provided to the board.

*******COACHES CONTRACT*******

Practice

- Organized and Structured
- Involvement of all players
 - o Varsity and JV Players
- Timeliness
 - o If absence cannot be avoided – Solid backup must be present
 - Designated chain of command
 - o On-Time and efficient use of allotted time
- Communication with parents
 - o SJE / WT Football & Team Rules
 - Compliance of Rules by Staff and All Players
 - o Report Times and Locations
- Field Equipment – treated properly and put away

JV Program

- Head Coach Involvement
- Organized and Structured
- Full Schedule
 - o Games scheduled and rescheduled properly
- Communication with parents
- Alignment with Varsity Program

Volunteer

- League Functions – Each team must supply 1 volunteer for each event, whether he/she is needed or not
 - o Weigh-Ins
 - o Championship Games
 - o All-Star Games
- WT Football Functions
 - o Field Clean-Up
 - o Helmet Fest
 - o Sign-Ups
 - o Equipment Hand-Outs
 - o Board & Coaches Meetings
 - Mandatory Attendance or Substitute
 - o Snack stand coordination
 - o Equipment Turn-In

Games

- Game Preparation / Game Planning
- Sportsmanship of Staff and Players

- Representation of WT Football Program
- Home Games
 - o Field Set-Up Properly
 - o Field Packed-Up and Cleaned-Up Properly
- Concession Stand Coverage
 - o If needed and/or requested by snack bar manager

Miscellaneous

- Announcer & Chain Crew Pre-Arranged
- League Paperwork
 - o Complete
 - o Timely
- List of Coaches and the assignments (Practice and Games)
- Fined Suspended by SJE
 - o Disciplined by SJE or WT Football
- Appointment of strong Team Parent or Team Parent Team prior to the beginning of practice
- Follow-Up of injured players
- Fund Raisers
 - o Golf Outing
 - o Football Mania
 - o Paul Hesston Specials
- **ALL HEAD COACHES ARE (ULTIMATELY) RESPONSIBLE FOR ANY ASSISTANT COACH'S ACTIONS OR BEHAVIOR**
- **ALL COACHES MUST ADHERE TO THE WASHINGTON TOWNSHIP CODE OF CONDUCT ORDINANCE**

PENALTIES

- **Penalties for not following the WTYFB Coaches Contact, as interpreted by the WTYFB Executive Committee will be as follows ...**
- 1ST Infraction – 1 Week Suspension from ALL FOOTBALL ACTIVITIES
- 2ND Infraction – 2 Week Suspension from ALL FOOTBALL ACTIVITIES
- 3RD Infraction – Dismissal from the WTYFB Program for two (2) calendar years
- Any alleged infraction may be appealed to the WTYFB Executive Committee
 - o The Head Coach is to have no involvement with the team during the appeal process