



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### ARTICLE 1 - NAME

The name of the organization shall be known as the "Washington Township Youth Football" or WTYFB for the remainder of this document.

#### ARTICLE 2 – OBJECTIVE

The objective of the Washington Township Youth Football program will be to teach and promote the sport of football to the youth of Washington Township, with an emphasis on sportsmanship and respect for coaches, teammates and opponents.

#### ARTICLE 3 – GOVERNING BODY

The governing body of the organization shall be the Washington Township Youth Football Board, identified as WTYFB in this document.

- A. The WTYFB shall consist of Washington Twp. residents
- B. A quorum shall consist of a simple majority of all elected, voting positions.
- C. Board Member Vacancies
  - a. Vacancies leaving and unexpired term may be filled by appointment by the WTYFB. This appointment shall require a majority of members in attendance voting in the affirmative.
  - b. Appointments will then be submitted to the Sports Advisory Board (SAB) for approval.
- D. Open Board positions
  - a. All open board positions will be posted on the WTYFB website [www.wtyouthfootball.org](http://www.wtyouthfootball.org) when they become available.
  - b. Resumes for potential board members will be submitted to the WTYFB by the closing date determined by the WTYFB Commissioner.
  - c. All prerequisites listed in article shall be followed.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### E. Removal of Board Member

- a. Any Board member may be removed by the SAB or by the WTYFB (after receiving SAB approval). Reasons for dismissal from the WTYFB could include but are not limited to;
  - i. Neglect of Duty
  - ii. Dishonesty
  - iii. Misuse of WTYFB funds
  - iv. Any action that tends to discredit the WTYFB and/ or the Twp. of Washington.
  - v. Physical or extreme verbal abuse of any player, parent, coach or referee at any practice, scrimmage or league game.

#### F. The WTYFB 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 WTYFB positions become available.

Refer to Article 7 for a complete list of WTYFB member and their voting status.

## ARTICLE 4 – FOOTBALL COACHES

### Requirements

- A. All Coaches shall live in Washington Twp., unless there exists a special need or outstanding circumstances. All residency exceptions must be approved by the WTYFB
- B. All Coaches must obtain the following certifications;
  - a. Rutgers S.A.F.E.T.Y. Certification
  - b. Pass a criminal background check per WT Ord
  - c. Must obtain any and all certifications and /or credentials required by the South Jersey Independent Youth Football Association (SJIYFA).



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

- C. All Head Coaches must meet a two (2) year minimum volunteer requirement within the WTYFB.
  - a. Volunteer is defined as service given, not tied directly to a son or daughter, but for the benefit of the entire organization.
- D. HEAD COACHES
  - a. Shall be appointed by the WTYFB in accordance with the stated volunteer policy, in addition;
    - i. Must be a minimum of 21 years of age.
    - ii. Approved by a majority vote of the WTYFB.
    - iii. Recommended to and approved by the SAB.
- E. Replacing Current Head Coach
  - a. The Head Coach position will be opened to all current members of the staff from the year prior looking for a new head coach. If a member of the staff wants to fulfil the role, then he/she would be given the chance.
  - b. If more than one member of the staff wishes to fulfil the role, then the position would be filled in accordance with section J of this Article.
  - c. If a Head Coach leaves or is dismissed by the WTYFB or SAB in the middle of the season, a member of the coaching staff will be appointed "Interim Head Coach" by the WTYFB Commissioner and finish out the year.
  - d. Head Coaches shall be fully accountable to the WTYFB for not only their own actions and conduct, but also for the actions and conduct of their entire coaching staff along with the players on his/her team.
  - e. They must attend 50% of the scheduled WTYFB meeting throughout the calendar year. Any absences beyond the 50% mark must be approved by the WTYFB.
    - i. Any member of his/her staff may attend meetings as a substitute to the Head Coach in order to maintain the 50% requirement. This staff member shall be responsible to disseminate the information contained in the meeting.
  - f. Head Coaches shall sign a "Coach's Contract" each year, at the February Board Meeting. They must comply with the contract or be sanctioned as outlined in Article 4 of the By-Laws.
    - i. This essentially will be an annual review of each coach in writing, providing documentation going forward, and requiring annual WTYFB approval.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

- F. Assistant Head Coaches
  - a. Adhere to all coaching requirements set forth in this Article
  - b. Shall assume the duties and responsibilities of the Head Coach in his/her absence.
- G. JV Head Coach
  - a. Adhere to all coaching requirements set forth in this Article
  - b. Selected by the Head Coach
  - c. Is accountable to the JV Coordinator for the WTYFB
    - i. The primary role of the JV Head Coach will be to make sure that all players are treated as fairly as possible and to do his/her best to maintain equity where plating time is an issue.
- H. Assistant Coaches
  - a. All assistant coaches must abide by the requirements set forth in this Article.
    - i. Must follow the direction and rules set forth by the Head Coach
    - ii. Failure to follow the Head Coach's rules may result in suspension or termination.
- I. Team Administrator (Team Mom/Dad)
  - a. Appointed by the Head Coach
  - b. Must pass a criminal background check per WT Ord. including District School Teachers
  - c. Will assist the Head Coach in the administrative duties associated with the team.
  - d. These duties include but are not limited to;
    - i. Disseminating team, league and WTYFB information to the parents
    - ii. Assist with recruiting volunteers to assist with game day preparations and special events put on by the WTYFB.
  - e. Team Mom/Dad will be appointed to the WTYFB as a non-voting member on a yearly basis.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### **ARTICLE 5 – ELIGIBILITY**

##### Participants

- A. Teams shall be comprised of players from the Township of Washington with the following exceptions;
  - a. A player comes from a town that does not have an organized Football Program.
    - i. This will be confirmed by the Washington Twp. Parks & Recreation (WTP&R) Office.
  - b. A player has any special circumstances as determined and supported by the WTYFB Commissioner.
    - i. WTYFB approval is needed.
- B. All players shall abide by the age and weight requirements of the SJIYFA
- C. All players must attend the required “weigh-in” and obtain proper league identifications
- D. All players must abide by all rules set forth by the WTYFB and the SJIYFA. Failure to comply with these rules may result in suspension or expulsion from the program.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### ARTICLE 6 – REGISTRATION and FEES

##### Registration of players

- A. In person sign-ups at the football complex will occur at least once prior to the start of the season, as determined by the WTYFB Commissioner. The exact date will vary based on the convenience of other events and the availability of venue.
- B. On-Line sign-ups will open on or about April 1<sup>st</sup> and will be open until on or about July 31<sup>st</sup>. These dates are subject to change.
- C. Late sign-ups (after the end of on-line sign-ups) will be accepted at the Washington Twp. Parks & Rec Office. A \$25.00 late fee will be applied to those late sign-ups.
  - a. A waiting list, although rarely used, may be imposed by the WTYFB, if it is determined that the number of sign-ups exceeds the availability of equipment (i.e. Game Jerseys, helmets, etc.).
  - b. This waiting list, if imposed, must be conveyed to the WTP&R Office no later than July 31<sup>st</sup> by the WTYFB Commissioner in writing.
- D. Registration fees shall be determined by the WTYFB and submitted to the SAB for approval. All fees shall be paid prior to participation.
  - a. The registration fee shall be \$150.00 per child.
  - b. Any family signing up more than three (3) children shall only pay for the first 2 children. All remaining children's fees will be waived by the WTYFB.
- E. WAIVED Registration Fees
  - a. No child will be denied the ability to participate due to a financial hardship.
  - b. The WTP&R will approve and/or deny all financial hardship requests.

##### Refunds

- A. Full refunds will be available to all registrants until one (1) week after the beginning of practice in full pads.
  - a. All issued equipment must be returned prior to receiving a refund.
- B. Partial refunds will be available after the first week of "in pad" practice until August 22.
  - a. The cost of the game jersey (\$50.00) and a processing fee (\$10.00) will be assessed.
  - b. All issued equipment must be returned prior to receiving a refund.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

- C. No refunds, of any kind, will be issued after August 22 with the exceptions listed in part D of this section.
- D. Exceptions to the Refund Rule
  - a. A full refund, minus the \$10.00 processing fee, will be made available if;
    - a. a player fails to make the required weight for his/her age group at the Official SJYFA Weigh-in and chooses not to play "Tackle to Tackle"
    - b. Play on one of the JV Teams for their weight class.
    - c. Or move to the next weight level with no restrictions.

### ARTICLE 7 – BOARD POSITIONS, COMMITTEES and VOTING RIGHTS

- A. Commissioner
  - a. 3-year term
  - b. Votes only in the case of a tie
- B. Assistant Commissioner
  - a. 3-year term
  - b. Voting
- C. Secretary
  - a. 2-year term
  - b. Voting
- D. Treasurer
  - a. 2-year term
  - b. Voting
- E. Equipment Coordinator
  - a. 2-year term
  - b. Voting
- F. Assistant Equipment Coordinator
  - a. Appointed
  - b. No Vote
- G. Member at Large
  - a. 2-year Term
  - b. Voting



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

- H. Member at Large
  - a. Appointed
  - b. No Vote
- I. Events Coordinator
  - a. 2-year term
  - b. Voting
- J. Apparel Coordinator
  - a. 2-year term
  - b. Voting
- K. Assistant Apparel Coordinator
  - a. Appointed
  - b. No Vote
- L. League Representative
  - a. 2-year term
  - b. Voting
- M. Assistant League Representative
  - a. Appointed
  - b. No Vote
- N. Fund Raising Coordinator
  - a. 2-year term
  - b. Voting
- O. Assistant Fund-Raising Coordinator
  - a. Appointed
  - b. No Vote
- P. Sgt. at Arms
  - a. Appointed
  - b. No Vote
- Q. Team Administrator
  - a. 75lb Appointed no vote
  - b. 90lb Appointed no vote
  - c. 105lb Appointed no vote
  - d. 120lb Appointed no vote
  - e. Jr. High Appointed no vote





## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### R. Executive Committee

- a. An Executive Committee will be formed and selected by the Commissioner
  - i. The Executive Committee's role is to;
    - 1. Streamline the decision-making process
    - 2. Allowing all Voting Board Members to retain their vote, but only vote on whether to approve or not approve the Executive Committee's recommendations
    - 3. Suggestions or issues pertaining to the WTYFB will be discussed by the Executive Committee first, then they will make recommendations to the body of the WTYFB.

#### S. Special Committees

- a. Special Committee shall be appointed and dissolved by the WTYFB on an "as needed" basis
- b. Events and organizational needs will determine the need to form a committee
- c. Committee members will be responsible for only the events and activities the committee was formed for
- d. Committee members do not have a vote on WTYFB issues
- e. The Sgt. at Arms will be responsible to oversee the committees and report directly to the Commissioner with any issues or concerns with the exception of the Executive Committee.

#### T. Grievance Committee

- a. Review formal [written] complaints or grievances, brought to the attention of the WTYFB, to determine if there is sufficient cause to convene a formal Grievance Hearing
- b. The Grievance Committee will be made up of three (3) members of the organization to include a Committee Chairperson
- c. The Grievance Committee will conduct hearings on all grievances that have merit involving the WTYFB Organization
- d. One member of the WTYFB will be present at all Grievance Committee hearings



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### **ARTICLE – 8 ELECTIONS**

The WTYFB members, as set forth in Article 7, shall be duly elected by the general voting membership of the WTYFB.

- A. To be eligible to vote in the general election, a member must have attended at least 50% of all the scheduled organizational meetings for the calendar year.
- B. Once elected, names of the new officers shall be submitted to the SAB for approval.
- C. The WTYFB Secretary shall be responsible for notifying the board of the terms expiration date.
- D. Nominations for open Board positions will take place at the regular November meeting.
- E. Voting will take place at the December meeting
- F. Newly elected officers will assume the duties of their elected office on January 1
- G. Appointments to the WTYFB
  - a. Appointments to the WTYFB will be made at the January meeting
  - b. All appointments must be approved by the majority of the voting members

#### **ARTICLE – 9 FINANCIAL**

All monies taken from the Parks & Recreation account will be withdrawn to pay for organizational costs including but not limited to;

- A. Bus rental for weigh-ins
- B. Additional equipment needed for the organization not ordered in the beginning of the season
- C. Field operating costs
- D. Referee costs

A football booster money balance sheet shall be presented to the SAB when requested. Fines incurred by the organization from the SJIYFA shall be paid from the booster account. Any fines incurred, as a result of facility conditions shall be paid from the Parks & Rec account.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### **ARTICLE – 10 PUBLICITY**

All publicity concerning sign-ups and Washington Twp. Related information shall be accomplished through the Parks & Rec. Recruiting flyers shall be drafted and turned into the Parks & Rec for distribution to the schools, discussing time required with the Parks & Rec staff. Any organization related information must be approved by the WTYFB prior to being made available for general consumption

#### **ARTICLE – 11 BYLAW CHANGES**

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

All Changes or revisions mandated by the Township Council or the SAB shall automatically be incorporated in full within these by-laws without immediate revision.

Standing Rules: Normal interpretation and utilization will be employed. A simple majority of voting members will permit passage of a by-law change.

#### **ARTICLE – 12 CODE of CONDUCT**

Washington Twp. Youth Football adheres to the “Youth Sports Code of Conduct” ordinance, as approved by Washington Twp. Council on October 3, 2002 and the Social Media Ordinance enacted by Washington Twp. Council.

The WTYFB Commissioner and in his/her absence the Assistant Commissioner shall be the representative designated to sit on the SAB Code of Conduct Committee when convened.

All players, parents and coaches, involved with the Washington Twp. Youth Football Program, shall abide by the Washington Twp. Code of Conduct and Social Media Ordinances as expressed in this article. Failure to do so will result in a possible suspension and/or expulsion from the program.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### **ARTICLE – 13 Reserved**

#### **ARTICLE -14 PARTICIPANT’S PLAYING TIME**

- A. Playing time for the players designated on the Varsity Squad will be at the discretion of the Head Coach, given the various circumstances as he/she sees fit.
- B. The JV program has been implemented and will provide ample playing time for all of the players designated as JV players
  - a. WTYFB JV Coordinator is tasked with overseeing the JV program to ensure the JV coaches are providing ample playing time and instruction as intended
- C. All JV players are eligible to play in Varsity games at the discretion of the Head Coach.

#### **ARTICLE – 15 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/her staff. These may include but are not limited to;

- A. Sportsmanship
- B. Scholar Athlete
- C. Player of the Year
- D. Additional awards may be handed out by each individual coaching staff, as they see fit.



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

#### ARTICLE – 16 EQUIPMENT

- A. All participants shall be required to receive a complete set of equipment issued by the organization, unless the parents sign an equipment refusal waiver
    - a. This form will be made available to the parents/guardians at the time of equipment handouts.
    - b. Failure to either receive equipment from the organization or sign off on the equipment waiver may keep the player from receiving his/her game jersey.
  - B. Parents shall provide a check/cash/debit card for the sum of \$50.00 as a rental cost for the equipment.
    - a. The \$50.00 will be refunded upon return of ALL issued equipment including game pants and belts.
- 
- A. Participants playing on the 75lb, 90lb and 105lb teams will receive the following equipment
    - a. Helmet
    - b. Chinstrap
    - c. One (1) mouthpiece
    - d. Shoulder pads
    - e. Knee pads
    - f. Thigh pads
    - g. Hip/tail pads
    - h. One (1) blue web belt
    - i. Practice pants
    - j. Game pants
    - k. Game Jersey (Players keep at the end of the season)
  - B. Participants playing on the 120lb and Junior High teams will receive the following equipment
    - a. Helmet
    - b. Chinstrap
    - c. One (1) mouthpiece
    - d. Knee pads
    - e. Thigh pads
    - f. Hip/tail pads
    - g. One (1) blue web belt



## Washington Township Youth Football Program

### BY-LAWS

Rev. 04/2016

Rev. 04/2018

Rev. 04/2020

Rev. 06/2021

- h. Practice pants
- i. Game pants
- j. Game Jersey (Players keep at the end of the season)

#### C. Equipment Returns

- a. Parents shall return the issued equipment on the dates set by the Equipment Coordinator.
- b. ALL equipment taken must be returned, this includes;
  - i. Game Pants
  - ii. Web Belts
- c. All equipment must be returned by February 1<sup>st</sup> of the next calendar year.

#### D. Penalties

- a. Parents who fail to return the issued equipment by February 1st will;
  - i. Forfeit the \$50.00 rental fee
  - ii. Notification to the Washington Twp. Parks & Recreation Office as delinquent which may lead to;
    - 1. Denial of your child/children participating in additional sports until the equipment is returned.

### ARTICLE – 17 MONTHLY MEETINGS

The WTYFB routinely meets on the 2<sup>nd</sup> Tuesday of each month, normally the start of the meetings will be 7:30pm, however meeting days and times may vary and are determined by the Commissioner. During the season, the WTYFB Commissioner may elect to meet twice per month, if needed.

All meetings will take place at the Doud Fieldhouse unless special circumstances arise. All meetings are open to the public unless otherwise specified.