

Washington Township Youth Football Program

BY-LAWS

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ARTICLE 1 - NAME

The name of the organization shall be known as the “Washington Township Youth Football Program”.

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 your teammates and opponents.

ARTICLE 3 – GOVERNING BODY

The governing body of the organization shall be the Washington Township Youth Football Advisory 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 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.

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- 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 (SIYFA).

See Appendix A for additional Head Coaching considerations.

- 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.

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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.
- b. 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.
- c. 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.
- d. 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.

E. 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.

F. 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.

See Appendix B for additional JV Program Guidelines

G. 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.

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- H. 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.

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.
 - b. A player has any special needs or circumstances as determined and supported by the WTYFB Commissioner.
 - i. This will be confirmed by the Washington Twp. Parks & Recreation (WTP&R) Office.
 - ii. WTYFB approval is needed after WTP&R confirmation.
- 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.

ARTICLE 6 – REGISTRATION and FEES

Registration of players

- A. In person sign-ups will occur twice prior to the start of the season, as determined by the WTYFB Commissioner. The exact dates will vary based on the convenience of other events and the availability of venue.
 - a. One in person sign-up will be in March or April
 - b. One in person sign-up will be in June
- B. On-Line sign-ups will open on or about April 1st and will be open until on or about July 18th. These dates are subject to change.

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- 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 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).
- 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 two (2) children shall only pay for the first 2 children. All remaining children 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 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.
- C. No refunds will be issued after August 22
- D. Exceptions
 - a. A full refund, minus the \$10.00 processing fee, will be made available if, a player fails to make the required weight for his/her age group (Official SJIYFA Weigh-in) and who chooses not to play at the next level or in the JV Program.

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

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- D. Assistant Secretary
 - a. Appointed
 - b. No Vote
- E. Treasurer
 - a. 2-year term
 - b. Voting
- F. Assistant Treasurer
 - a. Appointed
 - b. No Vote
- G. Equipment Coordinator
 - a. 2-year term
 - b. Voting
- H. Assistant Equipment Coordinator
 - a. Appointed
 - b. No Vote
- I. JV Coordinator
 - a. 2-year Term
 - b. Voting
- J. Assistant JV Coordinator
 - a. Appointed
 - b. No Vote
- K. Events Coordinator
 - a. 2-year term
 - b. Voting
- L. Assistant Events Coordinator
 - a. Appointed
 - b. No Vote
- M. Apparel Coordinator
 - a. 2-year term
 - b. Voting
- N. Assistant Apparel Coordinator
 - a. Appointed
 - b. No Vote
- O. League Representative
 - a. 2-year term
 - b. Voting

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- P. Assistant League Representative
 - a. Appointed
 - b. No Vote
- Q. Fund Raising Coordinator
 - a. 2-year term
 - b. Voting
- R. Assistant Fund Raising Coordinator
 - a. Appointed
 - b. No Vote
- S. Sgt. at Arms
 - a. Appointed
 - b. No Vote
- T. Team Mom/Dad
 - a. 70lb Appointed no vote
 - b. 85lb Appointed no vote
 - c. 100lb Appointed no vote
 - d. 115lb Appointed no vote
 - e. Jr. High Appointed no vote

- U. 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.
- V. Specialized Committees
 - a. Committee shall be appointed and dissolved by the WTYFB on a 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

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- 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.
- W. Grievance Committee
- a. Review formal [written] complaints or grievances, brought to the attention of the WTFFB, 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

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

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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.

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 a suggested standing rule will permit passage.

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. The WTYFB shall appoint a representative to sit on the Code of Conduct Committee. A copy or sign with the ordinance shall be displayed in prominent areas of the football complex. All WTYFB members and parents shall abide by the rules of conduct as set forth by the WTYFB. The WTYFB also adheres to the Social Media Ordinance, as approved by the Washington Twp. Council.

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All players, parents and coaches involved with the Washington Twp. Youth Football Program shall abide by the 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.

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.

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ARTICLE – 16 EQUIPMENT

All participants shall be required to receive a complete set of organizationally issued equipment, whether they choose to use it or not. The participants parent and/or guardian may elect to sign a equipment waiver if he/she refuses to take the organization's equipment. This form will be made available to the parents/guardians at the time of equipment handouts. Failure to either receive equipment from the organization or sign off on the equipment waiver may face suspension or expulsion from the program.

A. Participants playing on the 70lb, 85lb and 100lb 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 115lb 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
- h. Practice pants
- i. Game pants
- j. Game Jersey (Players keep at the end of the season)

Parents will be required to return the return the issued equipment on the dates set by the Equipment Coordinator. All equipment must be returned by February 1st of the next calendar year.

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Failure to return the equipment will result in the player's name being listed in the Washington Twp. Parks & Rec ad delinquent. This status may affect the child's eligibility to participate in any future sporting programs.

ARTICLE – 17 MONTHLY MEETINGS

The WTYFB Board's meets once a month during the off season (January through July) on the 2nd Tuesday of each month, normally the start of the meetings will be 7:30pm, however times may vary and are determined by the Commissioner. During the season, the WTYFB Commissioner may elect to meet twice per month at the Doud Fieldhouse at 8:30pm, if circumstances dictate.

All meetings will take place at the Doud Fieldhouse unless special circumstances arise. All meeting dates are to be posted on the WTYFB website (www.wtyouthfootball.org). All meetings are open to the public unless otherwise specified.