

# DUE WEST FOOTBALL ASSOCIATION, INC. CONSTITUTION & BY-LAWS

## ARTICLE I

### NAME

This organization shall be known as the Due West Football Association, Incorporated. Hereafter referred to as Harrison Hoyas Youth Football and Cheerleading Association or “The Association”.

## ARTICLE II

### MISSION STATEMENT

The mission of the Harrison Hoyas Youth Football and Cheerleading Association is to provide a positive, fun, and safe program for the youth of our great community. We feel that the attitude, actions, and decisions of our coaches, parents, and board members should exemplify this mission. We at Harrison strive to create an environment to mentor our young men and women by teaching them respect, responsibility, leadership, self-esteem, and aid in building their self-confidence. We believe that the lessons learned here will remain with our youth far beyond their days with our program.

### OBJECTIVE

- A. The objective of this Association shall be to implant firmly in the minds of the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage, physical fitness, self-discipline, and respect to enable them to develop the skills necessary to become healthy, responsible, principled adults.
- B. This objective will be achieved by providing supervised instruction in the sport of football and cheerleading. The supervisors shall constantly bear in mind that the attainment of exceptional athletic skill or the winning of games or competition is secondary to the prime objective of molding future men and women.
- C. In conducting the activities of this Association, the maximum benefits can be obtained by following a theme of allowing Coaches to coach, Managers to manage, and the Association to function as defined in these By-Laws.
- D. The Association has established a familial bond with HHS with the common goal of being a feeder program for the HHS Football Program.

## ARTICLE III

### LIABILITY

- A. Harrison Hoyas Youth Football Association Officers, Coaches, Managers, Referees, or any other supervisory personnel are not responsible for injuries to persons participating.

- B. Players, Coaches, Cheerleaders, Managers, Officials, parents, and spectators participate at their own risk.

## **ARTICLE IV**

### **GOVERNMENT**

- A. The governing body of The Association shall be the Board of Directors (hereafter known as the Board). The Board shall consist of voting members (hereafter known as the Executive Board) and non-voting members.

1. The Executive Board shall consist of the following voting members, who are elected by the general membership with the understanding they are not entitled to compensation for services:

- i. President
- ii. Vice President of Football
- iii. Vice President of Cheer
- iv. Treasurer
- v. Secretary
- vi. Football Athletic Director
- vii. Cheer Athletic Director
- viii. Football Equipment Manager
- ix. Cheer Equipment Manager
- x. Concessions Manager
- xi. Sponsorship/Spirit Wear Manager

- B. The Board will also include the following non-voting members who are elected (and/or appointed as indicated) by the Executive Board with the understanding they are not entitled to compensation for services.

- i. Cheer Team Mom Coordinator
- ii. Football Team Mom Coordinator
- iii. Communications Coordinator
- iv. Appointed Assistants

- C. The Board of Directors shall conduct the business of The Association as Directed by these By-Laws, then shall use guidelines provided by the North West Georgia Youth Football League (NWGYFL) and then shall use Roberts Rules of Order.

- D. Any Board Member that resigns or is expelled from a position “with prejudice” shall no longer be able to hold a Board position with the Harrison Hoyas Youth Football Association, Inc. Any Board Member shall be able to resign his/her position “without prejudice”, upon Executive Board approval, and will be eligible to hold any position within Harrison Hoyas Youth Football Association, Inc.

1. Expulsion: Executive Board voted removal.
2. Resignation: Written notification.

- E. All Board Members shall be responsible for assisting at Registration and Equipment Return.
- F. All Board Members are not required to pay for their children to participate. They will be required to issue checks for registration and deposit fees to the Treasurer. In the event the Board member resigns or is expelled, said checks will be deposited into the general account if they do not fulfill their requirements as any other Association member.
- G. All Board members are not required to perform concession stand duties that are assigned to their teams. Board members will be required to work the concession stand as needed.
- H. Each member of the Board is subject to a background check and may be removed from their position subject to the results of the background check.
- I. The election of voting officers of the Executive Board shall be held per Article IX.

## DUTIES

### A. President

1. The President and Chairman of the Executive Board of Directors shall be the same.
2. Votes only when voting is by ballot or to break a tie.
3. Serves as Chairman of the Board of Directors and presides over all meetings of the Board. Preserves order throughout meetings and decides all parliamentary questions unless an official Parliamentarian is present. May appoint a Sergeant at Arms for each meeting or a permanent position during the term of office.
4. Calls meetings of the Board and general membership per these By-Laws as well as other meetings deemed necessary.
5. Serves as an ex-officio member of all committees except the nomination committee.
6. May delegate the authority to any Executive Board member to act on his behalf due to his absence and the absence of both the Vice President and Secretary.
7. Appoints or authorizes special committees and membership thereof.
8. Shall consult with the board members before each meeting to ensure all details of the meeting are ready as planned. Assists the Secretary in preparing an agenda for all meetings.
9. Shall appoint members to fulfill any vacancy in the Board of Directors or coaching staffs subject to approval by the majority of the Executive Board of Directors.
10. Shall remove any Board member he feels is failing to discharge the obligations of his/her office subject to approval by the majority of the Executive Board of Directors.
11. Shall take the steps necessary to maintain and ensure continued alignment with HHS Football Program and Cobb County Government. These steps include, but are not limited to, working with HHS and Cobb County Government.
12. Is a purchasing agent for football equipment for The Association and shall competitively price all equipment to be purchased by at least two sources unless time dictates otherwise.

### B. Vice President of Cheer

1. Chairman of Cheerleading and presides over all cheerleading meetings and all cheerleading membership meetings.

2. Is the purchasing agent for cheerleading equipment for The Association and shall competitively price all equipment to be purchased by at least two sources unless time dictates otherwise. Must have a second signature from either the President or the Vice President before placing an order totaling \$1000.00 or more.
3. Calls meetings of Cheerleading and general membership per these By-Laws, as well as others, deemed necessary.
4. Shall appoint members to fulfill any vacancy in the coaching staff subject to approval by the majority of the Executive Board.
5. Has overall responsibility for the cheerleading program.
6. Responsible for gym rental for the cheerleading program.
7. Remains within budget and reports all income and expenses for cheerleading to the President of The Association.
8. Responsible for getting all background check forms completed for all cheerleading coaches and assistants.
9. Assigns all practice schedules and is authorized to call off Cheerleading practices.
10. Will coordinate all Registration dates, equipment pick-up and return, etc.
11. Responsible for placement of all Cheerleaders on teams. Coordinates which team goes to which gyms.
12. May appoint himself/herself an unpaid and non-voting assistant at his/her discretion provided the assistant passes a background check.
13. Shall present the President of Association with a list of competitions, dates, cost, rules, etc. for approval.
14. Set up cheer camp and clinics to happen before the first week of the season after approval from the President of the Association.

C. Vice President of Football

1. Acts as the Chairman of the Board in the absence of the President.
2. Is a purchasing agent for football equipment for The Association and shall competitively price all equipment to be purchased by at least two sources unless time dictates otherwise. Must have a second signature from either the President or the Equipment Manager before placing an order totaling \$1000.00 or more.
3. Makes necessary purchases as authorized by the Board and provides the Treasurer with copies of all invoices and purchase agreements as soon as practicable to allow for concise budgeting.
4. Is responsible for the condition and operation of the field before and after home games.
5. May appoint himself/herself an unpaid and non-voting assistant at his/her discretion provided the assistant passes a background check.
  - i. If the Vice President resigns or is expelled, the non-voting assistant may become a voting member of the Executive Board, only upon Executive Board approval.
6. Shall work with the President to take the necessary steps to maintain and ensure continued alignment with HHS Football Program and the Cobb County Government. These steps include, but are not limited to, working with HHS and Cobb County Government.

D. Secretary

1. Calls all meetings to order in the absence of the President and VP of Football, or VP of Cheer and presides until all chairman pro-tempore is elected.
2. Handles all correspondence of The Association.
3. Records all business transactions and maintains accurate records of all meetings including makers of motions, seconds of motions, and disposition of motions.
4. Prepares agendas for all meetings in coordination with the President and the VP of Cheer, showing the order of business coming before the assembly.
5. Is prepared to read the minutes of any previous meeting when asked to do so.
6. Provides and maintains copies of the By-Laws, minutes, list of standing committees, special committees, and any other documents and correspondence required to conduct the business of The Association.
7. Maintains updated membership information and will furnish such information to any member upon request, provided that member does not intend to use the information for commercial purposes.
8. Acts as custodian of all records except those specifically assigned to others by the By-Laws of The Association.
9. Acts as registrar during registration.
10. Provides Rosters to the Athletic Director.
11. Oversees the election process.

E. Treasurer

1. Receives and disburses all monies of The Association as prescribed in the By-Laws or as authorized by the action of the Executive Board.
2. Provides Financial Statements/Treasurer Reports (either written or oral) to The Association as directed by the President and/or Executive Board.
3. Prepares a Financial Report in writing and presents same at the annual meeting. This report will become a permanent record of The Association.
4. Shall have the accounts examined by an outside auditor or auditing committee composed of not less than three members. The auditing committee shall be selected by the Executive Board during the annual meeting. The auditor/auditing committee shall sign the completed audit certifying its accuracy.
5. Signs or counter-signs all checks.
6. Chairs the Budget Committee to be formed during the January meeting to present the budget during the April Board Meeting.
7. Turns all financial books over to the new Treasurer when his/her term on the board has expired.

F. Football Athletic Director

1. Has overall responsibility for the coaching staff. Must thoroughly investigate any discrepancies involving Coaches and players reported to him, as well as those of his determination. If the actions warrant, he will recommend to the Executive Board to place Coach(es) on probation. Will determine improvement during probation or will recommend suspension to the Executive Board. If a Coach's conduct violates the objectives of The Association, he may recommend suspension and replacement of a Coach(es) without first placing him on probation.

2. Chairs Coaching Staff Meetings to set practice schedules, Coach's methods, and ensuring compliance with the North Georgia Youth Football League regulations.
3. Serves as the player agent for The Association. Investigates suspected discrepancies or violations reported to him before, during, or after a competitive event as well as those of his determinations and presents same to the Executive Board for resolution.
4. Serves as an advisor to any boy whose conduct is deemed detrimental to a team and/or The Association. This advisory capacity is one that should be considered secondary to that of the team's Head Coach and Team Representative as provided in Article X.
5. Will be responsible for soliciting persons interested in becoming Coaches the next season and will submit a complete list of all applicants to the Executive Board along with any recommendations he may have.
6. Will coordinate the collection of boy's uniforms with the support of the Equipment Manager and the coaching staff.
7. Has the authority to call off Practice or to add a practice within guidelines of the Cobb Football League (CFL).
8. If an equalization draft is used to select teams, the Football Athletic Director will determine the placement of any new players added after the draft based on team strengths or selection rotation.
9. May appoint himself/herself an unpaid and non-voting assistant at his/her discretion, provided the assistant passes a background check.
  - i. If the Football Athletic Director resigns or is expelled, the non-voting assistant may become a voting member of the Executive Board, only upon Executive Board approval.

G. Cheer Athletic Director

1. Must thoroughly investigate any discrepancies involving Coaches reported to her as well as those of her determination. Will determine if conduct requires action by the Executive Board of Directors and will report said discrepancies to the VP of Cheer to decide to place the Coach(es) on probation or suspension. Recommendations to replace a Coach(es) must be in writing to the Executive Board.
2. Chair the coaching staff meetings to communicate coaching methods, game schedules, competitions, gym schedule, and rules and By-Laws for cheerleading.
3. Responsible for collection and distribution of competition forms and fees by the deadline dates set forth by each competition.
4. Set up Coaches training to happen before the end of the first week of the season after approval from the VP of Cheer and the President of the Association.
5. Submit ideas for fundraisers and sponsors for the cheerleading program with projections to the Executive Board.
6. Responsible for all Executive Board approved information handed out to Head Coach and Assistant Coach. All information must be given to the Executive Board before distributed so that all Executive Board Members can answer any questions concerning Cheerleading.
7. Assigns Head Coaches to cheerleading teams after the Executive Board approval and background checks are completed on each coach. Assistant Coaches may be chosen by the Head Coach but must submit a background check for final approval by Executive Board to the said position.

8. Will ensure coaches and players have all equipment necessary to conduct scheduled practices and games.

G. Football Equipment Manager

1. Will take a complete inventory along with all equipment by December 30th each year and determine quantities of equipment items needed for the upcoming year to take advantage of dealer discounts offered in early December.
2. Will be responsible for the collection of all equipment and will coordinate with the Football Athletic Director for turn-in dates and ensure sufficient help to effectively classify equipment serviceability or condition.
3. Will maintain a system for identifying equipment and reordering equipment as it is issued both during registration and the season including exchanges.
4. Will maintain records of any equipment issued to Coaches.
5. Will maintain acceptable levels of consumable items for repair or replacement to equipment.
6. Will provide the Executive Board with an updated inventory during the annual meeting and will maintain a current inventory at all times.
7. Will supervise and work with the President and the VP of Football in reconditioning reusable equipment.
8. Will ensure coaches and players have all equipment necessary to conduct scheduled practices and games.
9. May appoint him/herself an unpaid non-voting assistant at his/her discretion, provided that the assistant passes a background check.

i. If the Football Equipment Manager resigns or is expelled, the non-voting assistant may become a voting member of the Executive Board, only upon Executive Board approval.

10. Is a purchasing agent for football equipment for The Association and shall competitively price all equipment to be purchased by at least two sources unless time dictates otherwise. Must have a second signature from either the President or the VP of Football before placing an order totaling \$1000.00 or more.

H. Cheer Equipment Manager

1. Will take a complete inventory along with the outgoing Cheer Equipment Manager by December 30<sup>th</sup> and determine quantities of equipment needed for the upcoming year to take advantage of dealer discounts offered in December and will also report these quantities to the VP of Cheer by December 30<sup>th</sup> of each year.
2. Will be responsible for the collection of all equipment and will coordinate with the VP of Cheer for turn-in dates and ensure sufficient help to effectively classify equipment serviceability or condition.
3. Will work with the VP of Cheer to maintain a system for identifying equipment and for reordering equipment as it is issued both during registration and the season including exchanges.



4. Will maintain acceptable levels of consumable items for repair or replacement to equipment and will report to the VP of Cheer any items that need to be repaired or replaced.
5. Will provide the Executive Board with an updated inventory during the annual meeting and will maintain a current inventory at all times.
6. Will supervise and work with the President and VP of Cheer in reconditioning reusable equipment.

I. Concessions Manager

1. Shall have overall responsibility for the operation of the Concession Stand and the safekeeping of all monies generated during sales.
2. Shall be responsible for accurate records of purchases and sales and provide an inventory system for complete tracking of goods for sale and keep different sources revenue separate.
3. Shall coordinate with the Treasurer to ensure all purchases are made by check, credit card, or authorized billing to the greatest extent possible and ensure monies are ready for deposit in a timely fashion.
4. Responsible for the scheduling of parents to work during practices and to maintain an accurate list of those completed shifts, no shows, and opt-outs.
5. Will be the Concession Stand Purchasing Agent to ensure concession stand is adequately stocked.
6. Must have a second signature from either the President or VP of Football on any order totaling \$1000.00 or more.
7. May appoint himself/herself an unpaid non-voting assistant at his/her discretion, provided that the assistant passes a background check.
8. If the Concession Manager resigns or is expelled, the non-voting assistant may become a voting member of the Executive Board, only upon Executive Board approval.

J. Sponsorship/Spirit Shack Manager

1. Shall have overall responsibility for all sponsorships for the program and the publications.
2. Shall update, distribute, and manage all sponsorship letters to include tiered sponsorship levels.
3. Shall have overall responsibility for the operation of the online Spirit Wear sales and the safekeeping of all monies generated during sales.
4. Shall be responsible for accurate records of purchases and sales and provide an inventory system for complete tracking of goods for sale and keep different sources revenue separate.
5. Shall be responsible for the purchasing of all spirit wear related items and the proper pricing of items for sale on the Spirit Wear site.
6. Shall coordinate with the Treasurer to ensure all purchases are made by check, credit card, or authorized billing to the greatest extent possible and ensure monies are ready for deposit in a timely fashion.
7. Must have a second signature from either the President or Vice President on any order totaling \$1000.00 or more.



8. May appoint himself/herself an unpaid non-voting assistant at his/her discretion, provided that the assistant passes a background check.
9. If the Sponsorship/Spirit Shack Manager resigns or is expelled, the non-voting assistant may become a voting member of the Executive Board, only upon Executive Board approval.

K. Football and Cheer Team Mom Coordinators (non-voting)

1. Will be the main contact between The Association and all of the football/cheer team moms.
2. Will organize and hold meetings with the team moms as needed to ensure that they are well informed including a mandatory Team Mom meeting at the beginning of the season. This meeting will provide each team mom with instructions for the season, a Team Mom notebook with the said instructions included, and a walk-through of the football certification process.
3. Will be responsible for helping with the certification process for all teams (i.e. jersey numbers, certification pictures, and team pictures).
4. Will review for errors and approve all coach's certification information before certification.
5. Will be responsible for coordinating and communicating all schedules with the Team Moms (i.e. concessions, pictures, game day schedules, etc...)
6. Will collect all paperwork from the team moms and deliver it to the correct board member (i.e. trophy list to Secretary, concession workers to Concessions Manager, etc...)
7. Work together to plan the post-season celebrations and provide an accurate list of trophies.
8. Shall work closely with the Head coach and the coaching staff to ensure that proper information is being communicated to the parents.
9. Must submit for approval an itemized list of all additional expenses that exceed \$25.00 per family being asked to be paid by the parents to the Executive Board before distributing the request to the parents.
10. Shall keep accurate records and receipts of money received/spent. Must be able to provide these receipts when requested by either a parent or a Board Member.
11. All monies given to the team by either, but not limited to, fundraising, sponsorships, donations, etc...must be made payable to Due West Football Assoc. and turned in to the Treasurer. Funds owed to the team will be disbursed at the end of the season to be used towards team celebrations and/or coaches gifts.
12. Shall coordinate the Hoya Homecoming day and provide all information to the program accordingly.

L. Communications Coordinator (non-voting)

1. Shall be responsible for keeping the Hoya Youth Football & Cheer Association (HYFCA) website up to date with all current information.
2. Shall communicate with coaches and/or other Board members via email and/or a calling post message when practices or games are called due to inclement weather.
3. Shall be responsible for drafting a weekly newsletter to be placed on the HYFCA website.
4. Shall coordinate and be responsible for all advertising and promotion activities.

5. Shall coordinate other fundraising activities, including annual Sponsorships for the teams/squads; Homecoming activities; other sales and marketing activities.

## **ARTICLE V**

### COACHING STAFF

- A. All persons nominated and approved for the coaching staff of football and cheerleading (Head Coaches and assistant coaches) will be subject to a mandatory background check. The Executive Board can remove any previously approved coach from their position based upon the results of the background check.
- B. The coaching staff for each football team shall consist of one Head Coach and a maximum of five Assistant Coaches on the field during the game.
  1. The selection of all Football Coaches and Assistant Coaches will be by contacting the Football Athletic Director or filling out a Coach's Application and will be selected by the Executive Board.
  2. Selections will be for one season only.
  3. The Executive Board maintains the right to deny any person a coaching position.
- C. The coaching staff for each cheerleading squad shall consist of one Head Coach and one Assistant Coach.
  1. The selection of all Cheerleading Coaches will be by contacting the Cheer Athletic Director and will be selected by the Executive Board.
  2. Selections will be for one season only.
  3. The Executive Board of Directors maintains the right to deny any person a coaching position.
- D. In the event a Coach resigns or is expelled from their position "with prejudice", they cannot return as a Coach with the Due West Football Association, Inc. for one calendar year from the time of resignation or expulsion. A Coach shall be able to resign his/her position "without prejudice", upon Executive Board approval, and will be eligible to hold any position within The Association.
  1. Expulsion: Executive Board voted removal.
  2. Resignation: Written notification.
- E. Duties of the Coaching Staff are as follows:
  1. The teaching of the basic fundamentals of the sport, including physical conditioning of players, shall be foremost to the teaching of strategy.
  2. The Association has adopted Harrison High School's coaching philosophy and playbook as the Standard for Hoya Youth Football. The Board strongly recommends that Coaches implement these resources at all stages of player development.

3. Teaching of the competitive game in such a manner that the individual player will obtain a thorough knowledge of the correct method of participation, whether or not the skill to compete is obtained.
4. To provide equal opportunity to each player to try out for the position of his choice.
5. To abide by all decisions made by the Board of Directors.
6. To abide by the rules of the Cobb Football League. To attend any certification/training classes set by the Board of Directors as criteria to participate as a Hoya Youth coach.
7. Responsible for any practice/game equipment issued by the Equipment Manager.
8. Coordinate all administrative functions through the Team Moms to alleviate distractions during practices.
9. Adhere to practice schedules set by the Football/Cheers Athletic Director and attend any meetings scheduled as the Football/Cheer Athletic Director or the Board may deem necessary.
10. To be available for any meetings called by the President in the hearing and resolution of grievances as long as the meeting time and place reasonable and adequate advance notice is given.
11. All Coaches are personally responsible for their actions.
12. Will assist in the registration to answer questions that members may have and to assist in the selection of properly sized uniform items.
13. For collecting all Association issued equipment from each team member. The Head Coach will ensure that all practice/game equipment issued to his team is accounted for. If a player quits, the Head Coach is responsible for collecting all the Association equipment of that individual. The Head Coach will not be considered for a coaching position the following year if all equipment is not turned in. An exception must be in writing and approved by the Executive Board.

## **ARTICLE VI**

### MEMBERSHIP

A. The immediate adult family members of:

1. Any Player/Cheerleader who was an active participant with The Association at the end of the season of the prior year and completes registration for the current year.
2. Any child meeting the age and weight requirements for football and the age requirement for cheerleading and completes registration.
3. The coaching staff and Board Members.

## **ARTICLE VII**

### FINANCIAL POLICY

A. The Executive Board shall decide all matters about the finances of The Association and as stated in these By-Laws. All funds shall be placed in a common Treasury. The expenditure of all funds shall not give any team or individual an advantage over another. The Executive Board will determine the funds allocated for each participant or team.

- B. Contribution and/or gifts of any type not sanctioned by the Executive Board to individuals or teams shall not be allowed. Any contributions and the solicitation of the same shall be for The Association as a whole and may not be done without prior approval from the Executive Board.
- C. To provide internal control, all of The Association's checks will require the signature of the Treasurer or Association President.
- D. Since membership in The Association is not based on the ability to pay, hardship requests may be submitted to the Association President by any Board Member or parent and a determination of fees (if any) shall be made and presented to the Executive Board for approval. The Executive Board will not be informed of the names unless necessary and will be kept abreast of the number of hardships.
- E. In the event of dissolution, the residual assets of The Association will be turned over to one or more organizations that themselves fall under the rule 501c(3) of the Internal Revenue Code or to the Federal, State, or local government for an exclusive public purpose.

## **ARTICLE VIII**

### MEETINGS

#### A. Board of Directors Meetings

1. Will be held a minimum of 6 times a year.
2. May be attended by any member of The Association unless the Executive Board is having a closed meeting. Any member wishing to attend should notify the President and be advised of the time and location of the meeting.
3. Committee Chairmen are expected to attend The Board meetings when asked to do so by the President, provided reasonable notice is given.
4. A joint Executive Board (out-going and in-coming) meeting will be held before the 15<sup>th</sup> of January for a turnover and to complete the Financial reports, prepare tax returns, sign bank cards, and close all previous years' business.

#### B. Committee Meetings

1. May be called by the Committee Chairmen. All committee members are expected to attend provided sufficient notice is given.
2. Shall elect a Secretary to record minutes of the meetings. All minutes will be turned over to the succeeding Chairman with a copy to the Secretary of the Executive Board of Directors.

## **ARTICLE IX**

### ELECTIONS

- A. Elections of voting members of the Executive Board of Directors shall be as follows:

1. The Executive Board Member elections will be held every year or as a position becomes available.
2. The election of non-voting board members shall be held as needed by the Executive Board.
3. The slate of candidates along with their signed consent will be presented to the general membership. Voting shall be by ballot.
4. Voting will take place during October and results will be posted on the Hoyas Youth website ([www.hoyayouthfootball.com](http://www.hoyayouthfootball.com)) in November.

**B. Team/Squad Mother**

1. Will be elected by the Coaches and must have an Executive Board Member approval.
2. The selection will be determined as soon as possible and the name provided to The Association's Team Mom Coordinator.

**ARTICLE X**

**GRIEVANCES**

**A. Child participation grievances will be processed as follows:**

1. In the event a parent feels that his/her child is not being treated fairly or is the subject of biased treatment, the parent shall contact the Team Representative and discuss the problem.
2. The Team Representative will schedule a conference with the parent(s), and Coach(es), and the appropriate Athletic Director and will act as arbitrator.
3. If a parent is not satisfied with the solution offered by the Team Representative or the Coach(es), a written formal charge must be filed with the Executive Board of Directors.
4. The President or VP's of Football and Cheer shall immediately call an Executive Board meeting with the Executive Board acting as a grievance committee. In the event the President or VP's of Football and Cheer are a party to a grievance, the Athletic Directors shall act as the chairman of the grievance committee.

**B. Grievances in General:**

1. Grievances concerning other Association activities shall first be directed to a disinterested Executive Board member.
2. The Executive Board member must notify the remaining Executive Board concerning the grievance and call a meeting of the involved parties within 10 days.
3. Failing to settle will require the filing of written formal charges with the Executive Board of Directors as stated previously in Article X, paragraph A, Subparagraph 3.

**ARTICLE XI**

**RULES OF ORDER**

- A. To conduct business during a meeting of The Association, a quorum is generally defined as the number of the member required to be present for the legal transaction of business, is hereby**

defined as the number of members present at a given meeting which is at least a one-half (1/2) representation of The Association as a whole.

- B. During Executive Board of Directors meetings, a quorum will exist when a majority of the voting members of the Executive Board are present.
- C. During committee meetings, a quorum will be a simple majority of the committee members.
- D. Any officer who exceeds his authority as outlined in these By-Laws may be made to show cause as to why the authority was exceeded. The Executive Board of Directors will assess the penalty for this infraction.

## **ARTICLE XII**

### AMENDMENTS

- A. Amendments or revisions to the Constitution and By-Laws must be approved by two-thirds (2/3) vote of Executive Board members present a duly constituted meeting.
- B. The amendment(s)/revisions(s) must be filed with The Association Secretary. The notice shall contain the entire subject matter of the amendment(s)/revision(s) and must indicate the proposed change.
- C. The decision of the Executive Board shall be considered final but should include to the greatest extent possible an opportunity to modify and proposed amendment(s) or revision(s). Absence or silence shall indicate consent to the action of those present.

## **ARTICLE XIII**

### ATHLETE ELIGIBILITY

#### A. Football Eligibility

1. Any child meeting age and weight (safety) requirements included in the constitution and By-Laws of the Cobb Football League is eligible regardless of race, color, national origin, religious background, sex, or disability.
2. The child and his parent must have registered properly and meet the following requirements:
  - i. Completion of the Membership Information Form signed and returned to the registrar.
  - ii. Payment of fees listed on the Membership Information Form. If full payment is not accomplished at the time of registration, the registrar must be provided with the payment schedule. Payment of insurance fee or declination is required before the issuance of equipment.
  - iii. A written statement from a licensed physician that the child has been examined and is physically capable of participating may be required. The expense for the statement is borne by the child and his parents.

- iv. A certified copy of the child's birth certificate will be required during the certification process after practice begins. The only acceptable form is a fully certified copy of the birth record as provided by the Georgia (or any other state) Bureau of Vital Statistics. Certificates may be obtained from the above-named agency or through the county probate courts. The expense for this certificate is borne by the parents.

## B. Cheerleader Eligibility

1. Any child meeting age requirements included in the constitution and By-Laws of the Cobb Football League is eligible regardless of race, color, national origin, religious background, sex, or disability.
2. The child and her parent must have registered properly and meet the following requirements:
  - i. Completion of the Membership Information Form signed and returned to the registrar.
  - ii. Payment of fees listed on the Membership Information Form. If full payment is not accomplished at the time of registration, the registrar must be provided with the payment schedule. Payment of insurance fee or declination is required before the issuance of equipment.
  - iii. A written statement from a licensed physician that the child has been examined and is physically capable of participating may be required. The expense for the statement is borne by the child and his parents.

## C. Injuries

1. Any player/cheerleader injured during practice or a competitive event shall notify the coach or Team Representative. In the event of a serious injury, the parent will be immediately notified.
2. Any player/cheerleader that loses consciousness will not be permitted to participate in any further practices/games without a statement from a doctor stating the child is fully recovered and can participate.

## **ARTICLE XIV**

### **CONDUCT**

#### A. Parents and Coaches

1. Parents and Coaches shall conduct themselves in such a manner as to set a positive example for the children. Participating children should not overhear any discussion about the ability of one child as opposed to another.
2. Discussions with the Team Representatives, Coaches, and/or Board Members in the resolution of grievances shall not be held within hearing of the playing field, concession stand, and the like.
3. Due West Football Association conducts activities per the rules and regulations of the North Georgia Youth Football Conference; therefore, coaches and staff are subject to the



remedies prescribed by NWGYFL. Said remedies include the assessment of monetary fees. The Head Coach for the offending team is personally responsible for the payment of any disciplinary fee assessed by NWGYFL and will hold Due West Football Association harmless against the collection of the fee. The Head Coach may not participate in practices or games until the fee is paid unless the fee is being contested per NWGYFL regulations.

4. During competitive events, the parents shall remain behind the crowd control line. The shouting and/or yelling of anything other than encouragement to the players, Coaches, linesmen, or officials may constitute grounds for expulsion from the area by local law enforcement officers if required.
5. The loss of a parent or Coach's temper, whether resulting in bodily contact or not, while attending any Due West Football Association, Inc. function and especially to be witnessed by the players and other children, constitutes grounds for immediate expulsion from the current event by any Board members present. The Executive Board may approve a permanent expulsion and loss of membership from The Association by a two-thirds (2/3) affirmative vote. All notifications for permanent expulsion will be in writing.
6. The ejection of a Coach and/or parent from an official game will result in sanctions determined by the NWGYFL and the Executive Board. The offending party will automatically be placed on probation. A subsequent ejection of the same Coach and/or parent will result in the expulsion of the offending party. These remedies are automatic and will be administered without the Executive Board first receiving a recommendation from the Football Athletic Director as prescribed in Article IV, F (1).

#### B. Football Players and Cheerleaders

1. Players and Cheerleaders should pay close attention to the coaching staff during practice sessions or competitive events and refrain from comments other than those beneficial to the event. The use of profanity and vulgarity may be grounds for expulsion from the team/squad.

### **ARTICLE XV**

#### **POSTSEASON GAMES**

- A. The Executive Board of Directors will approve the acceptance and participation of any of The Association teams in post-season play sanctioned by the NWGYFL.
- B. The Executive Board of Directors must approve participation in games not associated with the NWGYFL.
- C. The Executive Board of Directors must approve all cheerleading competitions and exhibitions.

### **ARTICLE XVI**

#### **FOOTBALL PARTICIPATION**

- A. Every football player will play a minimum number of plays per game unless he has missed practice during the week or is under disciplinary status by the Head Coach. In the event of a missed practice, the Head Coach must notify the parents before the actual start of the competitive

event. Any disciplinary action must have been submitted in writing and approved by the Football Athletic Director. The Head Coach must provide equal treatment for all participants. The Head Coach will notify parents of any disciplinary action before the start of the game.

- B. The minimum number of plays will be as follows:
  - 1. All weight division teams with fewer than 30 players at final certification shall have a minimum of eight (8) plays during each game.
- C. The Coaches must agree on the total number of plays. If discrepancies occur the child will be given the benefit of the doubt and will receive additional plays to subscribe to the minimum number of plays required. If possible, each representative will maintain a separate listing of the players and shall frequently compare the total number of plays.
- D. Failure to adhere to the minimum play rule may result in a one-game suspension of the Head Coach. Continued violations could result in suspension for the remainder of the season.

### CHEERLEADING PARTICIPATION

- A. All Cheerleaders will cheer at each game unless he or she is under disciplinary status by the Head Coach. Any disciplinary action must have been submitted in writing with the Cheer Athletic Director and must provide equal treatment for all participants. The VP of Cheer will notify parents of any disciplinary action.
- B. Any problems, complaints, or grievances related to cheerleading shall be processed as set forth:
  - 1. Coaches, participants, and parents shall first discuss the issue with the Cheer Athletic Director.
  - 2. The Cheer Athletic Director shall investigate and try to arbitrate the issue.
  - 3. Should the Cheer Athletic Director not be able to settle the issue, they shall then present all the facts relating to the issue to the VP of Cheer.
  - 4. Unless the above steps are followed, the problem, complaint, or grievance shall be automatically disregarded.
- C. Each squad shall consist of the approved number of participants plus mascots if applicable. Mascots can be any age younger than the minimum age for any division with the minimum age being 5 by 8/1. Mascots must be approved by the VP of Cheer and are not permitted to participate in stunts.
- D. Each football division shall have a dedicated squad of cheerleaders, based on the number of participants. No participant can cheer for more than one team; however, if there are not enough squads to fill each team, the squads will rotate through football teams in their age division.
- E. The age for participants in each division are as follows:
  - 1. K-1<sup>st</sup> Grade ages 5, 6; May not turn 7 prior to 8/1 of year of participation.
  - 2. 2<sup>nd</sup> Grade age 7; May not turn 8 prior to 8/1 of year of participation.
  - 3. 3<sup>rd</sup> Grade age 8; May not turn 9 prior to 8/1 of year of participation.
  - 4. 4<sup>th</sup> Grade age 9; May not turn 10 prior to 8/1 of year of participation.

5. 5<sup>th</sup> Grade age 10; May not turn 11 prior to 8/1 of year of participation.

- F. Any participant desiring to cheer and/or compete in a different age division must get the approval of the VP of Cheer.
- G. Full rosters along with pictures and copies of birth certificates must be received by September 1<sup>st</sup>. Once registration is closed, it can be reopened to replace a participant if an opening has occurred up to September 15<sup>th</sup>.
- H. A participant registered in a Conference Member Association shall be permitted to move to another Member Association after the first scheduled conference game but not after September 15<sup>th</sup>.
- I. All approved mascots are eligible to attend a competition. Coaches have the right to label mascots accordingly at the competition, but it must first be presented to the VP of Cheer for approval.
- J. Gym time and locations will be provided by the VP of Cheer. Any Participant missing two competition practices shall be removed from the competition squad upon the approval of the VP of Cheer and the President of the Association.