

## **BYLAWS**

### **SOUTHINGTON MIDGET FOOTBALL AND CHEER**



**Southington Midget Football League Inc.  
d/b/a Southington Knights Travel Football & Cheer  
The Todd Scanlon Memorial Field House  
Memorial Park, Woodruff Street  
P.O. Box 866 Southington, Connecticut 06489  
Tax Exempt E-5028**

### **Bylaws**

Approved by the Board of Directors on August 13, 2020

## **Southington Midget Football League, Inc. Bylaws**

### **1.0 NAME**

The name of the League is the SOUTHINGTON MIDGET FOOTBALL ASSOCIATION, INC. (“the League”). The League shall be commonly known as the SOUTHINGTON KNIGHTS TRAVEL FOOTBALL and CHEER. Hereafter in these Bylaws, the SOUTHINGTON KNIGHTS TRAVEL FOOTBALL and CHEER shall be referred to as the KNIGHTS.

### **2.0 PURPOSE**

The purpose of the League is to provide the opportunity for a large number of youngsters to participate in youth flag and travel tackle football and cheer. It is the purpose of the League to instill in the youth of the Town of Southington the principles of good citizenship, good sportsmanship and teamwork through the knowledge of and association with the competitive sport of football and cheer

### **3.0 MEMBERSHIP**

#### **3.1 Eligibility for League Participation**

Residents of the town of Southington, providing proof of residency via a recognized authority (e.g. Home utility bill with name of parent), between grades, pre-K through 8<sup>th</sup> grade are eligible to participate as players in the KNIGHTS football program with parental and medical approval.

Residents of the town of Southington, providing proof of residency via a recognized authority (e.g. Home utility bill with name of parent) are eligible to participate as players in the KNIGHTS cheer program with parental and medical approval.

Adherence to the grade and age protection requirements are the responsibility of the President of the KNIGHTS (Section 10.4). No football player or cheerleader shall be issued a uniform without the appropriate proof of age, grade, medical certificate, registration, payment, and waiver documents with the parent/guardian signature.

Any out-of-town player who has played previously for the KNIGHTS shall be allowed entry under the approval of the Executive Board. Southington residents will retain first priority to fulfill rosters prior to residents from other towns.

### **3.1.1 Out of Town Eligibility**

Any player who does not reside in Southington may be considered for eligibility at the discretion of the Executive Board based on a review of facts and circumstances. In any instance, Conference rules take priority over admission to the league, as does any rule that governs competition in which the program participates. Eligibility is for one year only.

### **3.2 League Organization**

The organization of the League will consist of an Executive Board (E-Board), Board of Directors (Board) and Members.

### **3.3 Conference Affiliation**

The KNIGHTS may join a Conference to compete in Tackle Football and Cheer. Throughout the bylaws, the term Conference is used to refer to the Conference to which the KNIGHTS are a member.

## **4.0 EXECUTIVE BOARD (E-Board) AND OFFICERS**

### **4.1 Executive Board (E-Board)**

The Executive Board (E-Board) of the League shall be the President, the Vice President, the Secretary, the Treasurer, Auxiliary Director, Football Director, Cheer Director, Flag Director, Marketing Brand Director, Fundraising Campaign Director, Player Safety Director, Facilities Director and Equipment Director. The E-Board also includes the Player Agent, who does not vote as a member of the E-Board.

The League's Officers shall be the President, Vice President, Secretary and Treasurer.

The E-Board shall review all Standing Committee reports and make recommendations to the Board of Directors (Board) on reports received; make recommendations to the Board on policy issues; represent the position of the Board of the KNIGHTS on the Park and Recreation Board action affecting the League; prepare material relating to the Board meeting agenda; oversee all matters pertaining to budget and finance. The E-Board shall have the authority to audit the books of the Treasurer at any time. The E-Board shall have final approval of all disciplinary actions involving Board Members, coaches and players.

Six (6) members of the E-Board shall constitute a quorum. No voting by proxy shall be permitted.

## **4.2 Election of E-Board**

The E-Board position members will be elected at an open meeting, to be held prior to December 31 of the prior year. Any interested person may be nominated and or elected to an E-Board position within the following guidelines. The offices of President, Vice-President, Secretary and Treasurer may only be held by individuals who have been involved, as a Head Coach or Board Member, with the League for a period of three or more years. The Player Agent may only be held by an individual who has been involved, as a Head Coach or Board Member, with the League for a period of three or more years. All other positions can be held by individuals who have been associated with the League for a period of one year and are nominated by a member of the E-Board. Direct participation in the organization for a season constitutes involvement or child participation for one year. The E-Board may approve exceptions to the requirements by a 2/3rds majority vote.

Intentions to have one's name placed for consideration for a position on the E-Board must be submitted in writing to the current President, no later than the November Board meeting. The slate of candidates will then be voted on at the December Board meeting.

## **4.3 Voting Privileges & Elections**

Any E-Board member missing three consecutive Board meetings without notifying the President and receiving an excused notation in the minutes will lose voting privileges for the remainder of the year. Appeals may be made to the E-Board in writing. E-Board approval for reinstatement of voting privileges must be by 2/3rds majority vote, by a paper ballot. Any change in voting status will be reported, as they occur, by the Secretary.

All contested elections will be by ballot. Board Members with voting privileges must be present to vote. No absentee ballots are allowed. The E-Board must still approve anyone nominated and running unopposed for the position. Newly elected E-Board members take office January 1 and cannot vote as E-Board members until then.

## **4.4 Terms of Office**

The term of office for E-Board members shall be for one year renewable in December (in accordance with section 4.2), or until resignation or removal by the Board.

## **4.5 Full Participation of the E-Board**

Full Participation of the E-Board requires E-Board members not in attendance to be counted as a vote against a motion.

#### **4.6 Voting by Electronic Messaging (E-mail)**

If a situation arises requiring an immediate vote, the Officers (per section 4.1) can call a vote of the E-Board. An E-mail motion can only be made by an Officer and another Officer must second the motion. The motion must be of a critical nature and required prior to the next scheduled meeting. Voting by E-mail shall be governed by the below:

E-mail votes are usually not simultaneous, but must be initiated and completed within a finite and reasonable time period. Voting should begin after an appropriate amount of time has passed for E-Board Members to review and ask questions (which must be sent to the entire E-Board). Specific statements, questions, answers and other responses are normally asynchronous. Votes must be submitted by replying to all with the original email attached, to be considered an approved vote.

#### **5.0 BOARD OF DIRECTORS (BOARD)**

##### **5.1 Duties of the Board of Directors (Board)**

The management of the League shall be vested in the E-Board who is elected by the Board of Directors (Board). Day to Day operations shall be performed by the E-Board and be communicated to the Board during scheduled meetings.

The Board is responsible for approval of all League policy decisions, establishments of playing rules (football and cheer), resolution of disputes, fundraising, auxiliary, voting in new Board members and the election of the E-Board. A general Board decision can be vetoed by an Officer, at which point another vote would occur at the following Board meeting, and the original motion would need 2/3rds majority vote to pass.

##### **5.2 Election of Board**

The Board shall consist of any member who has satisfied the requirements for voting privileges (Section 5.2.1) and is a member in good standing with the League. The maximum number of voting Board Members shall be 50.

##### **5.2.1 Voting Privileges**

Any member is eligible for voting privileges when they have attended 10 meetings within a calendar year, or 60% if less than 16 meetings are scheduled in a calendar year. The Secretary will maintain attendance records. The E-Board, tackle football Head Coaches and cheer Head Coaches have voting privileges per se. Voting privileges for the subsequent year will be determined in December of each year, based on the year's attendance.

New Board Members are not allowed to vote during their first year until the requisite number of meetings has been attended and their admittance to the Board is approved by the voting Board Members by a majority vote. Returning members who have not obtained the requisite attendance requirement in the prior year will be removed from the Board as a voting member however with the approval of the Board can remain a Member at Large (Section 5.6).

### **5.3 Terms of Office**

The term of office for Board Members shall expire at the end of the calendar year, renewable in December (in accordance with Section 5.2), or until resignation or removal by the E-Board.

### **5.4 Termination of Board of Directors Member**

The E-Board shall have the authority, with a good cause showing and a 3/4ths vote of the E-Board, with Full Participation of the E-Board (in accordance with section 4.5), to remove any member from the Board.

### **5.5 Quorums**

A quorum of forty percent (40%) of the Board is required to call a meeting to order.

### **5.6 Membership At Large**

Members without voting privileges may still participate in Board discussions related to motions, but cannot make motions or vote on them. Any Board Member missing a total of seven (7) meetings during the current calendar year will automatically be removed of voting privileges and be made a Member at Large.

## **6.0 DUTIES AND STRUCTURE OF LEAGUE EXECUTIVE BOARD MEMBERS**

The following positions are E-Board Members for the KNIGHTS:

President  
Vice President  
Treasurer  
Secretary  
Equipment Director  
Marketing Brand Director  
Fundraising Campaign Director  
Football Director  
Flag Director  
Cheer Director

Auxiliary Director  
Player Safety Director  
Facilities Director  
Player Agent (Non-voting Member)

## **6.1 President**

The President shall preside at all Board and E-Board meetings. The President shall call and conduct all meetings according to Robert's Rules of Order. The President shall appoint all committees necessary to efficiently conduct the entire football and cheer program. The President shall be the presiding officer in charge of executing the policies approved by the Board. The President shall review the finances and budgets needed to run the League with the E-Board. The President shall oversee the duties of all E-Board Directors and committees of the League. The President or a delegate is responsible for interfacing with the town on issues concerning the League. The President or a delegate shall attend Conference meetings, and provide a detailed report back to the League. The President or a delegate is expected to make decisions, and vote on issues at said meetings based on the direction and best interest of the League. The President shall direct the purchase of and/or purchase equipment and material necessary for the operation of the League with the approval of the Board unless the purchase is under \$300. The President shall see to all local policies and other functions. The President, in working with the Conference and any Board of Director members from the League or Conference they deem are necessary, shall work out an amicable schedule for the season. The President or a delegate shall oversee field decorum during the games that are played at the KNIGHTS field. The President shall see that players and coaches adhere to playing rules and appropriate conduct. The President shall have the authority to immediately suspend any League personnel for conduct deemed in conflict with the purpose of the League. The suspension will continue until the E-Board can convene. The President cannot be a Head Coach. For E-Board positions and Head Coach voting, the President will be the last and deciding vote, if a tie exists, by casting a provisional ballot to the Secretary or another member of the E-Board if the vote involves the Secretary.

## **6.2 Vice President**

In the absence, recusal or disability of the President, the Vice President shall perform the duties of the President. While so acting, the Vice President shall have all powers and authority of the office of the President. The Vice President shall be responsible for maintaining the Bylaws and for recording all suggestions for changes and amendments to said Bylaws. The Vice President shall serve with the President as the interpreter of the Bylaws. The Vice President shall coordinate with, and receive reports from, the Football, Flag, Cheer, Player Safety and Auxiliary Directors. As well, the Vice President will on an annual basis, submit and review the Conflict of Interest Policy and obtain approval for any potential conflicts as referenced in Appendix C. The Vice President will

ensure compliance with the League's background checks (section 11.2).

### **6.3 Secretary**

The Secretary shall record the minutes of all Board meetings and handle all correspondence. The Secretary shall notify all Board Members of regular meetings or any special meeting. The Secretary shall maintain a roster of the League's members, in which attendance will be recorded at every meeting. The President shall inform the Secretary of any additional duties. The Secretary shall determine voting privileges (in accordance with Section 5.2.1). The Secretary, in coordination with the Treasurer, will provide written monthly financial statements for the Board meetings, at the first meeting of the month.

### **6.4 Treasurer**

The Treasurer shall be in charge of the deposits and distribution of the funds of the League. The Treasurer shall make an annual report and be prepared to render other reports as requested by the Board. The Treasurer will make a verbal monthly report on current operations as well as a written copy of the financial report, such a copy to be included in the records of the meeting. All monies are to be deposited in the League's checking or savings account. Monies from all functions are to be so deposited. Checks for payment of more than \$300 must have approval for payment by the majority of the Board (unless already approved by the Board through the annual budget, or for purchases of auxiliary inventory or supplies). All bills for payment must be turned in when received. The Treasurer will coordinate the completion of the annual federal tax return filing (IRS Form 990 or Form 990-EZ).

### **6.5 Football Director**

The Football Director is responsible for the coordination and operation of all football activities in conjunction with the President, Vice President, Auxiliary, Equipment Director and Head Tackle Coaches. The Football Director, in conjunction with the Facilities Director, is responsible for scheduling practice field usage and communicating scrimmage needs during the pre-season. The Football Director is responsible for the following duties related to the support of all coaches.

The Football Director along with the Vice President and President will work together to insure recruitment of coaches for all needed teams. Coordination of football clinics & training, including online tools & resources.

The Football Director is responsible to meet minimum safety requirements set forth in the Conference bylaws and will ensure compliance with Conference coaching certification requirements. The Football Director may delegate these responsibilities to the Player Safety Director, but will be responsible to ensure Conference requirements are followed by the Player Safety Director.



Coordinate concussion management training as needed and ensure all coaches are concussion certified and in compliance per KNIGHTS bylaws and Conference requirements. Advise on any Conference rule changes, and support all coaches as needed.

Also, the Football Director along with the President, Vice President and Facility Director will coordinate all aspects of pursuing and constructing any future fields for the League and will provide input to the Treasurer and Equipment Director for the purchase of any new equipment or uniforms.

## **6.6 Cheer Director**

The Cheer Director is responsible for the coordination and operation of all cheerleading activities of the League in conjunction with the President, Vice President, Auxiliary and Equipment Director. The Cheer Director or his/her designee is responsible for interfacing with the Conference. The Cheer Director or designee shall attend meetings and competitions as required by the Conference, and provide a detailed report back to the League. The Cheer Director is expected to make decisions, and vote on issues based on the direction and best interest of the League. The Cheer Director is responsible for organizing the necessary volunteers required to attend cheerleading competitions of the Conference. In addition, the Cheer Director is responsible for coordinating cheerleading clinics and practice schedules. The Director shall work with the Treasurer and Equipment Director for the purchase, distribution, inventory tracking and collection of cheerleading equipment and uniforms. The Cheer Director shall draft and present to the Board a projected budget for approval by the Board by March meeting. In addition, the Cheer Director is responsible for a full inventory report given to the Board once per year at the March meeting. The Cheer Director is responsible for filing all necessary paperwork for competition and post season competitions.

## **6.7 Flag Director**

The Flag Director is responsible for the coordination and operation of all flag football activities in conjunction with the President, Vice President, Auxiliary, Equipment Director, and Head Flag Coaches. The Flag Director is responsible for scheduling practice field usage, communicating scrimmage needs during the pre-season and developing the season schedule. This includes ensuring field safety measures are taken for all players. The Director is responsible for coordinating football clinics related to the needs of all coaches and responsible for liaison with tackle teams to encourage interaction between tackle and flag. The Flag Director is responsible for input to any rule changes as it relates to flag football team. The Flag Director will be responsible to set up and break down the field for flag play. Along with the President, has the authority to assign flag players to flag teams.

## **6.8 Equipment Director**

The Equipment Director is responsible for keeping inventory records and purchasing all equipment and uniforms working directly with the President, Treasurer and Board. The Equipment Director is responsible for distribution and collection of all equipment and uniforms, for knowing proper fit of equipment, refurbishing and replacing equipment and uniforms as needed, with approval of the Board. The Equipment Director is responsible for giving full inventory to the Board once a year at the February meeting and for supplying and maintaining each team with appropriate number of footballs and equipment repair kits. The Equipment Director is also responsible to update the Player-Owned Helmet Policy (Appendix H) on at least an annual basis.

## **6.9 Marketing Brand Director**

The Marketing Brand Director is responsible for all public relations for the League (including, but not limited to, newspaper announcements, articles, social media etc.). The Marketing Brand Director will review, manage and maintain the League brand and logo for approval by the Board. The Marketing Brand Director will also be responsible for setting up the on-line store and supplying the concession stand with on the spot branded merchandise for purchase.

## **6.10 Fundraising Campaign Director**

The Fundraising Campaign Director is responsible for the annual sign sponsorship campaign and all League promotions (including, but not limited to, restaurant dining nights, events, raffles, etc.).

## **6.11 Facilities Director**

The Facilities Director is responsible for acting as a liaison between the League and the officials at the Parks & Recreation Board as it relates to facilities matters. The Facilities Director will perform annual inspections to ensure all field and structures are in accordance with local laws including fire, health and safety requirements. The Facilities Director will also supervise maintenance and repairs to said facilities and ensure it will be performed in a workmanlike manor, follow general building practices and follow all local and state building codes. If the Facilities Director does not have proper building experience he/she shall seek the advice of the local building inspector or a local experienced licensed contractor. The Facilities Director will develop a yearly capital improvements budget for facilities and maintenance to be submitted to the Board for review and approval by the March meeting. The Facilities Director is responsible to organize field work days to ensure that any necessary repairs, maintenance and other work is performed. The Facilities Director will maintain security access to all League facilities. The Facilities Director along with the Auxiliary Directory will oversee the opening and winterizing of the facility. Also the Facilities Director, along with the Football Director, will coordinate preparation of practice fields, including but not

limited to; field availability, field marking, portable toilets, insure our teams are following field rules, fields are clean after use, transportation of any equipment to practice fields (sleds, tires, etc.).

### **6.12 Player Safety Director**

The Player Safety Director serves and perform duties as mandated by the Conference and KNIGHTS bylaws, to promote health, safety and protection of all children playing football and cheer. The Player Safety Director will advise and implement player safety programs in accordance with the Conference and KNIGHTS bylaws and advise and implement proper player safety and risk management procedures and protocols for the League. The Player Safety Director may appoint special committees to assist with League's safety and risk management policies. The Player Safety Director will assist with other duties as required by the President, Vice President, Football and Cheer Directors.

### **6.13 Auxiliary Director**

The Auxiliary Director, along with the Facilities Director, is responsible for preparing the concession stand for season opening, for ongoing compliance with all local codes (i.e., fire & health) and for the end of the year closing and winterization. The Auxiliary Director is responsible for the League's concession stand at Memorial Park and game day concession stand for KNIGHTS home games. The Auxiliary Director's responsibilities include determining menus and items to offer for sale, setting prices for items, coordinating the schedule to staff the concession stands with volunteers, purchasing items (food, drinks, candy, supplies, etc.). The Auxiliary Director is responsible for providing proper direction to volunteers on items to be transported each Sunday to the High School or home game locations. The Auxiliary Director will be visible at the field house weekly to ensure volunteers are operating within all safety regulations.

The Auxiliary Director has discretion to make ordinary and necessary purchases to manage the League's inventory of items for sale in the concession. These purchases may be made through the League President or Treasurer, or a League debit card. Use of the League debit card by the Auxiliary Director shall be at the discretion of the League President. The Auxiliary Director shall hand in receipts for all purchases within seven days to the Treasurer.

### **6.14 Player Agent**

The Player Agent will act as liaison between the E-Board, Head Coaches, parents and players and be the lead in managing grievances submitted pursuant to the Player Agent Resolution Policy (Appendix J). The Player Agent will act impartially and in the best interest of all parties.

The Player Agent will not be a current member of a coaching staff. The Player Agent has the right to use resources necessary, including an impartial committee

The Player Agent will not attend E-Board meetings unless requested to do so by the E-Board. The Player Agent does not automatically receive voting privileges, but may obtain voting privileges if the Player Agent meets the requirements set forth in Section 5.2.1. The Player Agent has the option to decline voting privileges.

## **7.0 COMMITTEES**

### **7.1 Standing Committees**

Standing Committees of the Board shall be the Bylaws Committee, Coach Conduct Committee and the Banquet Committee.

Standing Committees are to report to the E-Board on all committee action. All business of the Committee must be brought to the attention of the E-Board. Committees are expected to recruit non director members according to the needs of the committee and volunteer interest. Insofar as possible, the membership of all committees shall represent different divisions and teams.

### **7.2 Bylaws Committee**

The Bylaws Committee shall conduct ongoing review of the League's Bylaws, and formulate recommendations to the Board to process amendments and/or changes to the Bylaws.

The Bylaws Committee shall be composed of at least three (3) members of the Board, including the Vice President, who shall chair.

#### **7.2.1 Bylaw Amendments and Changes and Notice Period**

Bylaw amendments and changes to the KNIGHTS' bylaws shall be made through the Bylaws Committee, with the proposed changes emailed to the Board for review. Once an email has been sent, there will be a 28 day notice period (Notice Period) for all discussion and questions. Typographical and grammatical changes can be made within the Notice Period without the need to restart the Notice Period. Additional amendments or changes to the bylaws will restart the Notice Period. All amendments and changes require a 2/3rds majority vote.

#### **7.2.2 Bylaw Responsibility**

It is the responsibility of each person to understand and follow the KNIGHTS' bylaws. At times, the league will send communications with expectations of responsibilities, enforcement of rules or deadlines for certain actions. If the league does not make these communications for any reason, it is ultimately the responsibility of the members to understand and follow the bylaws.

### **7.2.3 Policies**

Policies supplement the bylaws and may be approved or changed at regular Board meetings with a 2/3rds majority vote. No notice period is required.

### **7.3 Coach Conduct Committee**

The Coach Conduct Committee will consist of the KNIGHTS' officers and the Tackle, Cheer and Flag directors. In addition, up to two additional E-Board members may be elected by the Board to join as long as they are not a head coach in the league.

The committee will be responsible for monitoring and reviewing the conduct of all coaches in the league. This includes a review of their actions as well as providing resources as necessary.

### **7.4 Banquet Committee**

The Banquet Committee shall plan, implement and fund the annual banquet for League members, Directors and guests. The Banquet Committee shall oversee all aspects of the banquet and report recommendations to the Board. The Treasurer will sit on this committee, and the Secretary shall chair the Banquet Committee. The Banquet Committee shall recruit members according to the needs of the Banquet Committee and volunteer interest.

### **7.5 Special Committees**

Special Committees may be created and formed as necessary by the E-Board to meet the needs of the League. Special Committees, once formed, will be communicated to the Board at the next formal scheduled meeting.

## **8.0 COACHING PERSONNEL – TACKLE, FLAG AND CHEER**

### **8.1 Coaching Requirements**

One (1) Head Coach shall supervise each tackle, flag and cheer team. The Head Coach shall be elected by a majority of the Board Members present, in accordance with section 8.4.

Each Head Coach shall be responsible for the actions of their Assistant Coaches. Head Coaches must follow the Communication Policy of the League (appendix I).

### **8.2 Team Representative at the Board of Directors Meetings**

Each tackle and competition and exhibition cheer team must be represented at

every Board meeting. Team representation will be either the Head Coach or an appointed representative. An appointed representative does not have to be a voting member of the Board. No person shall represent more than one (1) team. The team will be allowed to miss three (3) meetings per year. On the fourth missed meeting, the Head Coach will receive a written warning. On the fifth missed meeting, the Head Coach will be suspended for one (1) full week of practice and one (1) game. On the sixth missed meeting, the Head Coach will be suspended for one (1) additional week of practice and one (1) additional game. On the seventh missed meeting, the Head Coach will be no longer be allowed to coach the team.

### **8.3 Tackle Head Coach Intentions**

The following procedure must be followed in order to become a Head Coach:

Tackle - At the December board meeting, the Secretary will make an announcement for anyone interested in becoming a tackle head coach to submit a letter of intent to the Tackle Director and the President prior to December 31. Once a letter of intent is received by the Tackle Director and the President, the E-Board will discuss all candidates' qualifications and determine if the E-Board will accept the letter of intent. If multiple letters of intent are accepted by the E-Board, the Tackle Director and the President will meet with the interested parties to determine if an amicable solution can be reached prior to the January board meeting.

### **8.4 Voting Procedures for Head Coach**

During the January board meeting, the President will inform the Board of all accepted letters of intent received. A vote will occur at the next scheduled Board meeting if a head coaching position is contested. A vote must occur even if a Head Coach is running unopposed. An unopposed head coach vote may occur at the board meeting where the letter of intent is announced.

Cheer – The Cheer director will be responsible for communicating the process each year to all members of the Cheer program. Letters of Intent for Competition and Exhibition teams may be submitted before the first regularly scheduled meeting in February. A vote will occur at the next scheduled Board meeting if a head coaching position is contested. A vote must occur even if a Head Coach is running unopposed. An unopposed head coach vote may occur at the board meeting where the letter of intent is announced.

Flag and Sideline Cheer – Each program director will be responsible for communicating the process each year to all members of the program. Letters of Intent may be submitted before the first regularly scheduled meeting in July. A vote will occur at the next scheduled Board meeting if a head coaching position is contested. A vote must occur even if a Head Coach is running unopposed. An

unopposed head coach vote may occur at the board meeting where the letter of intent is announced. All Flag Head Coaches must attend at least one (1) Board meeting each month during the playing season.

## **8.5 Assistant Coaches**

All rules and regulations governing Head Coaches shall also govern First Assistant Coaches and Assistant Coaches.

A Head Tackle Coach has the authority to appoint Assistant Coaches. An Assistant Coach is someone who assists in the coaching of the team at least two (2) times per week. The Board must approve all Assistant Coaches (Section 8.5.1) starting on the first regularly scheduled meeting in June.

A Head Flag Coach has the authority to appoint (4) Assistant Coaches. The Board must approve appointment in order for the Assistant Coach to be “on-field” during games.

A Head Cheer Coach has the authority to appoint (4) Assistant Coaches. The Board of Directors must approve appointment in order for the Assistant Coach to be “on-sideline” during games or competitions.

### **8.5.1 Voting Procedures for Assistant Coaches**

An Assistant Coach cannot begin to coach during practice until the Board approves the appointment at a regularly scheduled Board meeting. The Assistant Coach is required to be in attendance at the Board meeting where the appointment is voted on. Head Coaches must declare First Assistant Coaches prior to the team’s first practice.

The Head Coach shall designate the First Assistant Coach. If a vacancy occurs during the playing season, the approved First Assistant Coach of the team on which the vacancy occurs will assume the duties of the Head Coach in the interim until approved by the Board at the next scheduled meeting.

### **8.5.2 Removal Procedures for Assistant Coaches by Head Coach**

A Head Coach seeking to remove an Assistant Coach must first discuss the situation with the program Director. The program director will then discuss the situation with the E-Board. The Head Coach can only release an assistant coach after receiving approval from the E-Board.

### **8.5.3 Resignations of Assistant Coaches**

An assistant coach who wishes to resign must notify the program Director. The resignation will not take effect until the entire E-Board is notified by the program Director. All communications to the team in regards to a resignation will come

from the program Director (who may allow the head coach or another E-Board member to directly communicate).

## **8.6 Team Manager**

Head Coaches have the authority to appoint up to two (2) Team Managers. The Team Manager is typically another parent (but does not need to be a parent) that performs duties for the team that do not involve coaching players. These duties typically include (but are not limited to) organizing paperwork, communicating concession assignments, etc. The Board does not vote on the appointment of Team Manager. All rules and regulations governing Head Coaches shall also govern Team Managers.

## **8.7 Trainers**

The Head Coach will be responsible for having a trainer present for his team for all practices and games. A trainer is someone who is at least CPR certified.

## **8.8 Coaching Concussion Awareness Mandatory Requirements**

All coaches will be required to be concussion training compliant prior to stepping on field in their coaching capacity.

**Compliance Records:** Copies of Concussion Training compliance will be given by the respective coach to the Football Director.

**Cost:** If we are unable to find a free version of Module 15, then the coach should pay the required fee to take the course. Upon successful completion, the coach should turn in the certificate of compliance along with a receipt to the Treasurer for reimbursement from the League.

**Course:**

Connecticut Interscholastic Athletic Conference (CIAC): Module 15 - Concussion Management. 5 year renewal required.

**On Line Link:** <http://www.ctcoachinged.org/onlineceu.html>

**Required For:** Head Tackle Football Coaches, Head Cheer Coaches

**Course:**

CDC Heads Up On Line Training Course

**On Line Link:** [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

**Required For:** Asst. Tackle Football Coaches, Asst. Cheer Coaches, Flag Football Head Coaches & refresher course. 2 year renewal required.



## **9.0 DISCIPLINE**

### **9.1 Discipline**

All coaches are responsible for their own behavior while representing the league. In addition, the Head Coach is responsible for the actions of all personnel on the sideline of games and during practices.

Coaches are to be considered for discipline for not meeting responsibilities of their position and/or for actions contrary to the League's philosophy and rules.

Any player, coach or spectator may be suspended from the League's activities by a 3/4ths majority vote by the E-Board. A written grievance must be filed and submitted to the Secretary before any action can be taken.

Any coach may be placed on probation (see section 9.8) by a majority vote by the Coach Conduct Committee.

Any player or spectator may be placed on probation (see section 9.8) by a recommendation from the Player Agent and a majority vote by the E-Board.

### **9.2 Automatic Suspensions**

An automatic suspension for a coach or player takes effect immediately on the following day of an event which causes such automatic suspension. An automatic suspension is for seven days. An automatic suspension will continue into the next season if there are not enough days left in the current season to finish the suspension. An automatic suspension must include at least the next game, even if it occurs after the seven day suspension, or if the next game occurs in the following year. If multiple games are scheduled within the week of the suspension, all games will be missed. A suspended coach or player cannot attend or watch practice while on suspension. An automatic suspension requires a suspension from all league activities, including participation as a coach on another team or within another program in the league. It also includes league activities, such as board meetings, fundraising events, conference meetings, etc. It does not prevent watching games from the stands. A suspended coach shall not communicate with team players or parents regarding the suspension, or have any communications with the team while on suspension. An automatic suspension cannot be appealed.

### **9.4 Competition Suspension**

Any player or coach expelled from a game by a game official (tackle or flag) will automatically be suspended (Section 9.4) and subject to any further discipline as may be required by the Conference.

## **9.5 Conduct Flags**

Conduct Flags are thrown by a referee during a game due to the action of a coach or spectator. These include situations where a referee throws a penalty flag on the team as a result of the actions of the coach or the spectator. This also includes “warning” flags. They do not include flags thrown against a team for a sideline behavior unless it is due to confrontational behavior by a coach, player or spectator.

If an assistant coach or a spectator receives a conduct flag, an automatic suspension will occur. A Head Coach will receive an automatic suspension after personally receiving three conduct flags in a playing season.

The head coach must report all conduct flags within 24 hours to the Coach Conduct Committee. Failure of the head coach to report this information or mis-report this information will result in an automatic suspension of the head coach.

If a head coach or an assistant coach of a flag team receives a conduct flag, the penalized coach will receive an automatic suspension.

## **9.8 Probation**

If any coach serves any suspension by the league or an automatic suspension, the coach will be put on probation for 12 months. Any action which results in an automatic one week suspension while on probation will result in the automatic suspension lasting twice as long and the probation period will be extend for an additional 12 months. Any additional action that results in an automatic suspension will result in a permanent suspension from the league for at least 12 months, eligible to be reinstated only with 3/4<sup>th</sup> approval from the E-Board.

## **9.9 Review by the Coach Conduct Committee**

The Coach Conduct Committee is responsible to review all games and competitions by the league. The committee may request that coaches send summaries after each game. The committee will be responsible for communicating to coaches if there is a concern about coach behaviors. The committee can recommend any discipline for a coach for any reason. The discipline can be a written warning, probation, or suspension of any length and with any terms. The recommendations need to be approved by a 3/4<sup>th</sup> majority of the E-Board. The committee will also report actions in the minutes of the next board meeting.

## **9.10 Complaints from Players or Parents**

Pursuant to section 10.0, the complaint will be investigated by the Player Agent. Facts will be collected and a report and recommendation will be provided to the E-Board by the Player Agent. After review of the grievance and recommendation

from the Player Agent, termination may take place if agreed by a 3/4ths majority vote of the E- Board.

## **10.0 COMPLAINT PROCEDURES**

### **10.1 Formal Complaints from Parents regarding Coaches**

Any formal complaints made must follow the procedures outlined in the Player Agent Resolution Policy (Appendix J).

### **10.2 Defense of Complaints**

Any Volunteer of the KNIGHTS who receives a formal complaint will be provided an opportunity to respond to the complaint and offer witnesses or evidence to support his response before the E-Board in Executive session. If a complaint is from a parent regarding a coach, section 10.1 takes precedent. If a complaint is related to a coach's behavior during a game, section 9.0 takes precedent.

### **10.3 Disposition of Complaints**

The E-Board has final ruling concerning the outcome of the complaints that are not previously outlined in the KNIGHTS' bylaws or policies (such as section 9.0 or 10.1). A complaint can be sustained, unfounded, or not sustained by evidence to support the allegations. The final outcome could range from dismissal of the complaint to dismissal of the volunteer at the discretion of the E-Board, by a 3/4ths majority vote.

## **11.0 BACKGROUND CHECK AND OTHER COMPLIANCE**

### **11.1 Mandatory Background Checks**

Background checks are mandatory on all persons, to include but not limited to; those individuals whose name appears and/or position appears on official paperwork, League website and/or League Bylaws, Coaches (Cheer, Football & Flag), E-Board Members either elected and/or appointed.

### **11.2 Annual Checks**

Background Checks will be performed on an annual basis. System(s) used must check the Sex Offender Registry and Criminal History Records and will be handled by the Vice-President.

### **11.3 Annual Applications**

All volunteers applying for positions as a Head Coach, Assistant Coach, Trainer, Director or Squad Leaders, and/or E-Board are required to submit a completed official Volunteer Application provided by the League on an annual basis. This process will be tracked and monitored by the League background and registration process.

#### **11.4 Accepted Background Checks**

All background checks will be performed by any provider, which is either a public or private agency recognized and endorsed by the Conference. The League will pay all associated fees.

#### **11.5 Who Conducts Background Checks**

All background checks will be conducted by the Vice President and/or their designee and will be confirmed by the E-Board and/or their designee.

#### **11.6 Commencement of Official Duties**

All background checks must be completed before any individual assumes their official duties.

#### **11.7 Privacy**

The background investigation will be conducted maintaining the confidentiality of the search and the privacy of the subjected individual. As such point that the investigation reveals a criminal history that should be addressed, the subject will be provided with notice and a copy of the history/report. The information will also be provided to the KNIGHTS President and E-Board in Executive Session for review. The subject volunteer will be provided an opportunity to discuss the history/report with the E-Board.

#### **11.8 Criteria for Acceptance**

Appendix A will govern all action taken by the E-Board regarding information obtained during a background investigation. This action will stem from dismissal to probation.

#### **11.10 Failure to Submit**

Failure to complete and submit the Volunteer Application Form by those required to do so by one week before the start of practice will result in being barred from involvement in any sanction activity of the KNIGHTS and Conference events for a reasonable time until the check can be conducted.

### **11.11 Organization Whistleblower Policy**

Reference Appendix "B" attached.

### **11.12 Conflict of Interest Policy**

Reference Appendix "C" attached.

### **11.13 Document Retention Policy**

Reference Appendix "G" attached.

### **11.14 Responsibilities to Understand bylaws and all policies**

At times, the league will send communications regarding items in the bylaws, including head coach process reminders, expectations for members, voting procedures, voting rights, etc. It is the responsibility of all parties to know the bylaws and policies and be responsible for following all bylaws and policies.

## **12.0 TACKLE & CHEER TEAM FORMATION AND REGULATIONS**

### **12.1 Conference Rules**

The League will adhere to and follow the rules of the Conference.

### **12.2 Starting Practice**

No player or cheerleader can start practice unless the requirements for participation have been met. The E-Board is responsible for compiling a list of all players and the divisions they can play based on their age and weight in accordance with current Conference rules. This list is to be compiled prior to the first week of practice, and updated as new registrations are received.

### **12.3 Participation From or With Another Organization**

Any child that wishes to play or cheer from or with another organization within the Conference must provide the E-Board with a waiver request in writing 30 days prior to the regularly scheduled Board meeting and must appear at the meeting to present facts to justify said transfer. Each appeal will be considered individually and must receive a 2/3 vote by the Board. All waiver requests are subject to Conference bylaws.

### **12.4 Tackle Rosters**

The KNIGHTS will offer tackle football play at the 8<sup>th</sup> grade, 7<sup>th</sup> grade, 6<sup>th</sup> grade, 5<sup>th</sup> grade, 4<sup>th</sup> grade and 79er level (2<sup>ND</sup> and 3<sup>rd</sup> grade combined), unless

participation is not to applicable standards for a level.

Tackle Rosters will consist of one (1) team per level with a maximum of 36 players per team. After the 36 number is reached, each additional player will be placed on a waiting list in date order received. The expansion of a team's roster to 39 players is subject to Board approval, and is subject to Conference rules and guidelines. If approved, this expanded number is allowed for the current season only and must be voted and approved each subsequent season. The establishment of a second tackle team at any grade level is subject to Board approval. Regardless of what the Board decides to do, the standard operating procedures outlined in Appendix E are to be followed to allow proper preparation for any outcome. The KNIGHTS are governed by and adhere to the rules and regulations found in the Roster & Squad Size sections found in the Conference bylaws and insurance limitations.

### **12.5 Assignment of Tackle Rosters**

Players will be placed on teams based on their grade with specified age protected standards. The age protected standards are set by the Conference.

No player shall be allowed to participate on a team not identified within their current grade, unless, at the E-Board's discretion, there is a need to increase participation on a team that does not meet minimum participation as perceived by the League or required by the Conference or if the team within their current grade is full, and playing on another team is approved by the Conference.

### **12.6 Cheer Bylaws**

Reference Appendix "D" attached.

### **12.7 Flag Football Playing Rules and Policies**

Reference Appendix "F" attached.

## **13.0 SOURCES OF INCOME**

The League will derive its source of income from the following:

- A. A budget allocation from the Town of Southington
- B. Registration Fees
- C. League approved fundraisers
- D. Auxiliary functions.
- E. Donations and sponsorships
- F. Competition revenue

#### **14.0 DISBURSEMENTS OF FUNDS**

All proceeds are to be disbursed through the President or Treasurer, with the approval of the Board for: uniforms, equipment, maintenance, repairs and/or improvement of the League facilities, utilities, and other forms that enhance the existence of the League.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the League shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the League shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the League shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the League shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **15.0 DISSOLUTION**

Upon the dissolution of the League, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

These bylaws and rules have been revised, approved and instituted by the Board to better enable the KNIGHTS to conduct its program and establish procedures, which will assist League personnel and players in fulfillment of their duties.

## APPENDIX A

### Criteria For Accepting Or Denying

	<b>VIOLATION</b>	<b>CONDITIONS</b>	<b>ACTION</b>
<b>1.</b>	Any Violation To A Child	Do not accept	<b>Deny</b>
<b>2.</b>	Use Of Firearm In A Crime	Do not accept	<b>Deny</b>
<b>3.</b>	<b>Violent Felony crimes such as but not limited to:</b> Assault with a Deadly Weapon, ADW-Not Firearm-Great Bodily Injury Likely, Armed Robbery, Concealed Weapon, Threaten Crime w/Intent To Terrorize	Do not accept	<b>Deny</b>
<b>4.</b>	<b>Non-Violent Felonies such as but not limited to:</b> DUI, Possession of Narcotics, Transporting & Selling of Drugs, Possession of Marijuana for Sale, Robbery, Forgery, Embezzlement, Welfare Fraud, Perjury, Grand Theft w/Prior Jail	If committed 2 or less years	<b>Deny</b>
<b>5.</b>	<b>Misdemeanors &amp; Felonies</b>	If they are pending action in the courts-which means they have <b>not yet</b> been convicted	<b>Deny</b> Until court action is settled
<b>6.</b>	Spousal Abuse	All committed <b>5 or less</b> years ago and <b>has</b> other <b>non-violent</b> Felony convictions	<b>4 YEARS PROBATION</b>
<b>7.</b>	Spousal Abuse	All committed <b>6 or more</b> years ago and <b>has</b> other <b>non-violent</b> Felony convictions	<b>3 YEARS PROBATION</b>
<b>8.</b>	Spousal Abuse	All committed <b>5 or less</b> years ago with <b>Misdemeanor convictions</b> but <b>NO</b> Felony convictions	<b>2 YEARS PROBATION</b>
<b>9.</b>	Spousal Abuse	If committed <b>6 or more</b> years ago and <b>no other convictions</b>	<b>1 YEAR PROBATION</b>
<b>10</b>	<b>Misdemeanors such as but not limited to:</b> Vehicle theft, Petty theft, Theft, Grand Theft, Burglary.	If they were committed <b>1(one)</b> Or <b>less</b> years ago	<b>2 YEARS PROBATION</b>
<b>11</b>	<b>Misdemeanors such as but not limited to:</b> Vehicle Theft, Petty Theft, Theft, Grand Theft, and Burglary.	If they were committed <b>2 (two)</b> Or <b>more</b> years ago	<b>1 YEAR PROBATION</b>



12	<b>Non-Violent Felonies such as but not limited to:</b> DUI, Possession Of Narcotics, Transporting & Selling Of Drugs, Possession Of Marijuana For Sale, Robbery, Forgery, Embezzlement, Welfare Fraud, Perjury, Grand Theft w/Prior Jail	If committed 2-6 years ago	<b>3 YEARS PROBATION</b>
13	<b>Non-Violent Felonies such as but not limited to:</b> DUI, Possession Of Narcotics, Transporting & Selling Of Drugs, Possession Of Marijuana For Sale, Robbery, Forgery, Embezzlement, Welfare Fraud, Perjury, Grand Theft w/Prior Jail	If committed <b>6 or more</b> years ago	<b>2 YEARS PROBATION</b>

**ALL PROBATIONS APPOINTED/ASSIGNED TO ANY POSITION WILL BE RECHECKED DURING THE SEASON TO INSURE CURRENT STATUS FROM PRIOR BACKGROUND CHECK INFORMATION HAS NOT CHANGED.**

## **APPENDIX B**

### Organization Whistleblower Policy

#### **1. Purpose.**

Organization requires Board members, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors to comply with all applicable laws and regulatory requirements.

#### **2. Reporting Responsibility.**

Organization seeks to have an “Open Door Policy” and encourages Board members to share their questions, concerns, suggestions or complaints regarding the organization and its operations with someone who can address them properly. In most cases, a Board member should present his or her concerns to the President. However, if a Board member is not comfortable speaking with the President or is not comfortable with the Presidents response, the Board member, is encouraged to speak with anyone on the Board whom he / she is comfortable in approaching, or to directly contact the organization’s outside legal counsel, whose contact information can be obtained from the President.

#### **3. No Retaliation.**

No Board member who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation or adverse employment consequence. A Board Member who retaliates against someone who has reported a violation in good faith is subject to dismissal from the Board. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within Organization prior to seeking resolution outside Organization.

#### **4. Compliance Officer.**

Organization’s President, will act as Organization’s Compliance Officer. The Compliance Officer is responsible for investigating and resolving all complaints and allegations concerning violations of the Principles and/or Code. The Vice President or his or her designee will take on the Compliance Officer role if the complaint involves the President. If the complaint involves both the President and the Vice President, outside legal counsel will carry out the functions of the Compliance Officer.

#### **5. Accounting and Auditing Matters.**

The Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Treasurer of any such complaint and work with the Treasurer until the matter is resolved.

## **6. Requirement of Good Faith.**

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **7. Confidentiality.**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **8. Handling of Reported Violations.**

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**APPENDIX C**  
Conflict of Interest Policy

Article I  
Purpose

The purpose of the conflict of interest policy is to protect the Southington Knights Travel Football (hereinafter the "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Board member of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II  
Definitions

1. Interested Person

Any director, principal officer, Board member, or member of a subcommittee with governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.

## Article III Procedures

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of directors and members of any subcommittee considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of directors or subcommittee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members or subcommittee members shall decide if a conflict of interest exists.

### 3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing Board or subcommittee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The president of the Board of directors or head of the subcommittee shall, if appropriate, appoint a disinterested person or subcommittee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board of directors or subcommittee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of directors or subcommittee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### 4. Violations of the Conflicts of Interest Policy

a. If the Board of directors or subcommittee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of directors or subcommittee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV Records of Proceedings

The minutes of the Board of directors and all subcommittees with Board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of director's or subcommittee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### Article V Compensation

a. A voting member of the Board of directors who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any subcommittee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the Board of directors or any subcommittee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation

#### Article VI Annual Statements

Each director, principal officer and member of a subcommittee with governing Board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Article VII  
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII  
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing Board of its responsibility for ensuring periodic reviews are conducted.

So ordered by the Corporation Officers on March 5, 2013.

**APPENDIX D**  
Cheerleading By-Laws

**Southington Midget Football and Cheerleading  
Amendment By-Laws for Cheerleading 2013**

**Cheer Committee**

The cheer committee shall consist of members to include Cheerleading Director, Assistant Cheer Director, Secretary, Head Coaches and Assistant Coaches, and other volunteer members. The committee will meet 1 time per month in a calendar year including off season for a total of 12 meetings per year. At the committee's discretion, additional meetings may be called as needed. The committee will establish:

- Training Programs
- Equipment Needs
- Competition Routines
- Team Rosters
- Game Schedules
- Yearly Budgets

The cheer committee will elect an Assistant Cheer Director and Secretary. The elected positions will be brought to the League Executive Board by the Cheer Director for final approval. Committee assignments are for one season only and are automatically terminated at the close of each season. Committee members must re-apply for positions annually. The Cheer Director shall be responsible for the actions of the committee and shall have the authority to release any member not acting in the best interest of the program. Such released personnel may request and obtain a hearing before the League Executive Board if they desire. The League Executive Board has the authority to suspend, expel, or reinstate a committee member. The Cheerleading Director shall present all committee minutes to the League Executive Board at the next scheduled Board meeting for final approval.

**1.0 Executive Board Officers**

**1.1 Executive Board**

The Cheer Committee shall have its own Executive Board, comprised of the Cheer Director, Assistant Cheer Director, Secretary and Cheer Fundraising Manager. The Cheer Executive Board will make recommendations to the Cheer Committee on all cheer related items.

**1.2 Election of Executive Board**

The Cheer Director will be elected at an open League meeting, to be held prior to December 31 of the current year, with all other League Executive Board Members. The Assistant Cheer Director and Secretary will be elected at an open



meeting of the Cheer Committee, to be held prior to February 28 of the following year.

### **1.3 Voting privileges and Elections**

Any Cheer Executive Board member missing three consecutive Cheer Board meetings without notifying the Cheer Director and receiving an excused notation in the minutes will lose voting privileges for the remainder of the year. Appeals may be made to the Cheer Executive Board in writing, no later than October 1 of the current year. Cheer Executive Board approval for reinstatement of voting privileges must be by two-thirds majority vote, by a paper ballot. Any change in voting status will be reported, as they occur, by the Secretary.

All elections will be by ballot, Board members with voting privileges must be present to vote. No absentee ballots are allowed. The Cheer Executive Board must still approve anyone nominated and running unopposed, for the position. The newly elected Cheer Director takes office January 5 and cannot vote as an Executive Board member until then. The newly elected Assistant Cheer Director and Secretary take office on March 5 and cannot vote as Executive Board members until then.

### **1.4 Terms of Office**

The term of office for Cheer Committee Executive Board Members shall be for one year, or until resignation or removal from the Cheer Committee Executive Board.

## **2.0 Board of Directors**

### **1.2 Duties of the Board of Directors**

The management of the Cheer Program shall be vested in the Board of Directors of the Cheer Committee.

The Board of Directors is responsible for establishing a yearly budget, determining equipment needs, developing cheer training programs, resolution of disputes, fund raising and general governing of the cheer program.

### **1.3 Election of Board of Directors for the Cheer Committee**

The Board of Directors for the Cheer Committee shall consist of any member who has satisfied the requirements for voting privileges and is a member in good standing with the League.

Any member can earn voting privileges when they have attended 60% of the meetings within a calendar year. The Secretary will maintain attendance records.

The Cheer Executive Board and Head Coaches have voting privileges per se.

Voting privileges for the subsequent year will be determined in December of each year and be based on the prior year's attendance. New members are not allowed to vote during their first year until the requisite number of meetings has been attended and their admittance to the Cheer Board is approved by the voting members. Returning members who have not obtained the requisite attendance requirement in the prior year will be removed from the Board as a voting member; however, with the approval of the Cheer Board can remain a Member at Large.

#### **1.4 Terms of Office**

The term of office for Cheer Board of Director members shall be for one year renewable in December, or until resignation or removal by the Cheer Board.

#### **2.4 Termination of Board of Directors Member**

The Cheer Executive Board shall have the authority, with a good cause showing and a majority vote of the Cheer Executive Board, to remove any member from the Board.

#### **2.5 Quorums**

A quorum of forty percent (40%) of the voting members of the Cheer Board of Directors-Members at Large is required to call a meeting to order.

#### **2.6 Board Membership At Large**

Cheer Board Members without voting privileges may still participate in Board discussions related to motions, but cannot make motions or vote on them. Any Cheer Board Member missing a total of 7 meetings during the current calendar year will automatically be removed of voting privileges and be made a member at large. That member can appeal for reinstatement, which would require a two-thirds majority vote, by paper ballot. Any change in voting status will be reported, as they occur, by the Secretary.

#### **2.7 Meetings by Electronic Message**

Any meeting of the Cheer Board of Directors, or a Committee of the Board, may be conducted by Internet "e-mail." E-mail meetings are usually not simultaneous, but must be initiated and completed within a finite and reasonable time period. Specific statements, questions, answers and other responses are normally Asynchronous.

- A. If it is a Board of Director's meeting, every member of the Board shall be sent all communications written by each other member; this provision shall be satisfied by sending a "Reply to All" response. The secretary or a staff member shall collect and paste all statements and

responses, including the times and dates of the messages, and preserve these electronically or in print format, or both. The secretary shall summarize any action taken in the official minutes. All Members of the Board must respond to the “main” message for the meeting to be valid. However, a response can be by fax, or a “memorialized summary” of a telephone conversation.

- B. If it is a Committee meeting, every member of the Committee shall be sent all communications written by each other member; this provision shall be satisfied by sending a “Reply to All” response. The Committee Chair or a staff member shall collect and paste all statements and responses, including the times and dates of the messages, and preserve these electronically or in print format, or both. The Committee Chair or a staff member should inform the Board or the President and Secretary of any significant action taken.

### **3.0 Duties and Structure of Cheer Committee Executive Board Members-**

Cheer Director  
Assistant Cheer Director  
Secretary  
Cheer Fundraising Manager

#### **3.1 Cheer Director**

The Cheerleading Director is responsible for the coordination and operation of all cheerleading activities of the League in conjunction with the President, Vice President, Auxiliary, Equipment Manager and Cheer Committee. The Cheerleading Director or his/her designee is responsible for interfacing with the current League the program it is involved in. The Director or Designee shall attend meetings and competitions as required by the current League, and provide a detailed report back to the Association. The Cheerleading Director is expected to make decisions, and vote on issues based on the direction and best interest of the Association. The Director is responsible for organizing the necessary volunteers required to attend cheerleading competitions of the current League. In addition, the Cheerleading Director is responsible for coordinating cheerleading clinics and practice schedules. The Director shall work with the Treasurer and Equipment Manager for the purchase, distribution, and collection of cheerleading equipment and uniforms. The Cheerleading Director shall draft and present to the Executive Board a projected budget for approval by the Board of Directors by March meeting. In addition, the Cheerleading Director is responsible for a full inventory report given to the Board of Director once per year at the March meeting. The Cheerleading Director is responsible for filing all necessary paperwork for competition and post season competitions. The Cheer Director, along with the Assistant Cheer Director, shall provide the schedule for football games and assign teams to appropriate grades. The Cheer Director will be the rule enforcement and authority governing the cheer program.

### **3.1 Assistant Cheer Director**

In the absence or disability of the Cheerleading Director, the Assistant Cheer Director shall perform the duties of the Cheer Director. While so acting, she shall have all powers and authority of the Cheer Director. She shall be responsible for maintaining the Bylaws and for recording all suggestions for changes and amendments to said Bylaws. She shall serve with the Director as the interpreter of the Bylaws. The Assistant Cheer Director shall work in conjunction with the Cheer Director and assist with various duties and communication. The Cheer Director shall inform the Assistant Cheer Director of any additional duties.

### **3.2 Secretary**

The Secretary shall record the minutes of all meetings and handle all correspondence. The Secretary shall notify all members of regular meetings or any special call meeting. The Secretary shall maintain a roster of the Cheer Board of Directors and coaches in which attendance will be recorded at every meeting. The President shall inform the Secretary of any additional duties. The Secretary shall determine eligibility to vote.

### **3.3 Cheer Fundraising Manager**

The Fundraising Manager is responsible for selecting individual cheerleader based fundraisers for the cheer competition team to participate in to raise funds for Regional and National Competition expenses. The Cheer Fundraising Manager is also responsible for tracking all fundraising dollars and prepare a written report of which cheerleader the funds have been earned for. This report will be submitted to the league treasurer at the end of each fundraiser, along with all money that is collected. Prior to Regional or National Competitions, the Cheer Fundraising Manager will coordinate with the league treasurer who will need checks and distribute them.

The Fundraising Campaign Manager is also responsible for selecting team fundraisers for the cheer competition team to participate in that will help pay for additional costs associated with extending their season past November, should the teams advance to Nationals.

The Cheer Fundraising Manager will also oversee volunteers to assist with league fundraisers, such as helmet shakes, concession stand duty, the drive in and local and state competitions.

## **4.0 Coaching Personnel**

### **4.1 Conduct**

All coaches through their appointment to coach are bound by the "Coaches Pledge", "Coaches Code", and "Standard of Conduct". All coaches must be approved by and serve at the pleasure of the League. Coaching assignments are

for one season only and are automatically terminated at the close of each season. Coaches must reapply for coaching positions annually. The League determines the close of the season, which must not extend past the “End of the Year Banquet”.

#### **4.2 Head Coaches**

One (1) Head Coach shall supervise each cheer team. The Head Coach shall be elected by a majority of the Cheer Executive League Board, in March of each year. Letters of intent to coach need to be submitted to the League President by February 1<sup>st</sup>. Each Head Coach shall be responsible for the actions of his/her assistants and shall have the authority to release any assistant not acting in the best interest of the program. Such released personnel may request and obtain a hearing before the Cheer Executive Board if they desire. Head Coaches must be at least 21 years of age. All Head Coaches shall assist the Cheer Director in obtaining all team paperwork. All Head Coaches shall assist the cheer director with coaching the fundamental team.

#### **4.3 Assistant Coaches**

Assistant Coaches must be at least 18 years of age and must have graduated from high school or hold a GED certificate. They must have a general knowledge of cheerleading and cheerleading safety rules. Letters of intent to coach must be submitted to the League President by March 1<sup>st</sup>.

#### **4.4 Student Demonstrators**

Student Demonstrators should be 14 years of age or older; however, if a student demonstrator is attending high school, they may be 13 years old. Student Demonstrators may only carry out the instructions of the Head or Assistant Coaches. AYC recommends that all Student Demonstrators work with teams a minimum of 2 years younger than his/her current age. Student Demonstrators shall not conduct a practice. They must have a general knowledge of cheerleading and cheerleading safety rules. Letters of intent to demonstrate must be submitted to the League President by June 1<sup>st</sup>.

#### **4.5 Team Mom (s)**

Each cheer team may have up to two team moms. Duties shall be assigned to team moms based on the needs of the Head Coaches. Team mom duties may include organizing game time snack and helping collect paperwork, and will vary based on the needs of the team.

#### **4.6 Coach Volunteers**

All Coach Volunteers under the age of 18 must certify in the same manner as all other minor participants (i.e. parental permission, proof of age, photo ID, physical and proof of scholastic eligibility). Each team must have a rostered Coach,

Assistant Coach, Team Mom or team trainee who is the holder of a current Red Cross Certificate in Community CPR and First Aid or its equivalent. A copy of the certification card must be in the team book. Head Coaches are in complete charge during practices, games, and championships. They are responsible for their own actions or inactions, their assistants' actions or inactions and the actions of their players.

All Head and Assistant Coaches are required to complete the following. Any fees incurred for training will be reimbursed by the League.

- AYF/ AYC Online Coaches Course found at [www.ayfcoaching.com](http://www.ayfcoaching.com).
- Concussion course: <http://www.nfhslearn.com/>
- CPR Certification: <http://cpraedcourse.com/cprcoursedetails>
- Backgroundcheck:<http://southingtonmfl.com/Documents.asp?snid=eOL%40%5D71%3E%5E&org=southingtonmfl.com>

## **5.0 Background Check and Complaint Procedures**

All those associated with the Southington Knights Cheerleading Program will abide by all regulations regarding background checks and complaint procedures, as described in Article 9 of the Southington Midget Football and Cheerleading Bylaws.

### **5.1 Team Representative at the League Board of Directors Meetings**

Each team must be represented at every Board of Directors meeting. Team representation will be either the Head Coach or an appointed representative. An appointed representative does not have to be a voting member of the Board of Directors. No person shall represent more than one (1) team. The team will be allowed to miss three (3) meetings per year. On the fourth missed meeting, the Head Coach will receive a written warning. On the fifth missed meeting, the Head Coach will be suspended for one (1) full week of practice and one (1) game. On the sixth missed meeting, the Head Coach will be suspended for one (1) additional week of practice and one (1) additional game. On the seventh missed meeting, the Head Coach will be expelled from the League

## **7.2 Committees**

### **6.1 Coaching Oversight Committee**

The Coaching Oversight Committee will be comprised of at least two selected Cheer Committee members who are not Head Coaches, under the authority of the League Executive Board.. The Cheer Committee will by unanimous decision appoint a Committee Chairman. Representatives of the Coaching Oversight Committee will be tasked with investigating any claims or allegations against a volunteer, to include members of the Coaching staff and all individuals identified as volunteers in Article 9.3 of the Southington Midget Football and Cheerleading Bylaws.

## **6.2 Cheer Fundraising Committee**

The cheer fundraising committee will be comprised of at least 1 parent from each competition team, along with the Cheer Fundraising Manager as the committee chair. The committee will review different fundraising options and present them to the Cheer Executive Board for approval prior to March 31<sup>st</sup> of each season. Once approved, said options will be brought to the League Fundraising Campaign Manager for partnership, prior to being brought to the League Board for final approval. The committee will distribute fundraisers to the parents and organize all fundraising events. The committee must come up with individual based fundraisers which involve individual player fundraising, along with fundraising events that will involve all competition teams working together.

## **7.0 Cheer Team Formation and Regulations**

### **7.1 Formation of Teams**

The formation of teams is based on a first come first serve participation policy. AYC does allow registration/sign up for “veteran (returning) players” prior to “open” registration/sign-up. Each child must be afforded the opportunity to cheer regardless of its ability. Once a participant is registered, the local association may assess the appropriate team levels in which to place the participant with regard to the age requirements. Assessments cannot result in dismissal of any cheerleader for ability or any other reason other than Rule 7 Dropping a cheerleader. Tryouts are not permitted.

AYC requires that for the first 12 participants there must be one (1) Head Coach assigned to that team. A squad with more than 12 participants (including mascots), there must be one (1) Assistant Coach. For any team with over 24 cheerleaders, there must be one (1) additional Assistant Coach. (I.e. maximum 12 participants, one (1) Head Coach; 13 to 24 one (1) Head Coach and one (1) Assistant Coach; 36 participants one (1) Head Coach and two (2) Assistant Coaches.) Teams electing to compete in AYC Regional and National competitions are required to restrict teams to thirty six (36) members. Mascots are not included in the total count of thirty-six (36)

### **7.2 Outside Competition**

The Cheer Director, with the approval of the League, shall be in charge of all outside competition. All cheerleading teams report to the Cheer Director for approval of any outside activities. Cheer teams may participate in outside competitions in the traditional cheer season in accordance with the traditional football season as stated in the AYC Playing Season/Practice which is the 4th Monday of July through the national tournament in December. Cheer teams may also participate in outside cheer competitions during the spring season, as described in Rule 11 of the AYC Official Cheer Rules and Regulations. Cheer teams shall register in outside competitions in the age divisions comparable to AYC.

### 7.3 Ages of Cheerleaders

For determining the participants' age (Protected Age), the term "On or before" and the term "As Of" is intended to have the same definition (Age Cut Off Date): An age cutoff date of (on or before as of 7/31) July 31 of the current season is as follows: 14 years old on July 31, turns 15 years old on August 1, the participant cheers as a 14 years old. (See the ages in AYC cheer divisions).

### 7.4 Rosters

Associations must collect, complete, and inspect all AYF Required Participant paperwork for compliance by **August 31**. Rosters must be submitted in birth date order beginning with oldest to youngest participants. Conferences must certify that their Associations have met this requirement and have a system in place for paperwork and roster certification. A Certified Roster means that all of the participants listed on the roster have submitted the AYF Required Paperwork and that all paperwork is authentic and compliant with AYF/AYC Rules and Regulations and the participant fits the criteria established for the specific team level and age division to which the Participant is certified. Cheerleaders added to rosters after **August 31** must be certified prior to participating in any game or competition. Any participant moved to another division must be age eligible according to the AYC age divisions. There must also be room on the roster, as no participant shall be cut or dropped just to make room. On **September 15**, the Cheer roster will be final for the remainder of the season. If a cheer squad should drop participants after **September 15**, the roster as of September 15 will determine the squad size. All final rosters are required to be submitted to AYF on **October 1<sup>st</sup>** Conferences must receive all of their Associations rosters and certify all of their player documentation by **September 15**, (or a date designated by the Conference/league/association before **October 1**).

Player documentation for the official team book must include:

- A certified copy of the participant's birth certificate
- A signed waiver/release form signed by parent/guardian
- A health form, medical waiver or doctor's note allowing athletic participation, signed by a physician dated in the current year.
- A copy of the final report card from the preceding school year
- A player information page containing a current photograph of the player
- Parent/Guardian Waiver Form
- Image Release Form
- Recent Picture

Conferences must maintain a copy of the final certified copy of all rosters in their possession.

Conferences must then submit all rosters to AYF National via MyAYF.com and a copy to the designated Regional Committee member by **October 1**. All



Conferences must submit rosters to the AYF National Office by entering them electronically to the MyAYF.com system by the deadline of **October 1**, of the current playing season. Failure to submit rosters may mean the loss of certain services provided by AYF, including postseason and championship eligibility. (See Football Section 12 – Participant Registration/Eligibility of the AYC Official Cheer Rules and Regulations)

## **7.5 Dropping a Cheerleader**

Dropping A Cheerleader Will Be Acceptable:

- When a participant is found to have signed up as a result of parent or guardian pressure or he/she tells team management he/she does not really want to play football/cheer.
- When a participant cannot furnish the required documents to be certified to a team roster, (e.g., Medical, Proof of Birth Date, etc.).
- When a Participant shows no interest in football/cheer, is disruptive to other participants and the instructions of the coaching staff, and becomes a discipline problem.
- When a Participant does not show up for practices. Participants must have a valid excuse from the parent(s), guardian(s) or a physician.
- When a Participant attempts to intimidate fellow participants by word and/or physical act.
- When a Participant is actively a member of another competitive cheerleader squad while actively participating with an AYF team. Participants shall not practice or compete with another competitive cheerleading squad during the AYC season. A participant is allowed to try out and practice for a school team as long as it does not interfere with the AYC team.

Dropping a Cheerleader Will NOT Be Acceptable:

- Excessive team or individual conditioning drills, disciplinary actions or assigning individual players' laps or intentionally placing a player in intimidating situations for the purpose of encouraging weaker players to quit is not acceptable. Coaches determined to use this or any other tactic to drop weaker players will be immediately dismissed for the remainder of the season and may be permanently suspended.

## **7.7 Practice Limitations**

Practice Length:

Pre-season practice can be on a daily basis until Labor Day, but must not exceed 10 hours per week, and two and a half (2.5) hours in duration per day. A mandatory 10-minute break ("Mandatory Break") after each hour of practice is required. Mandatory Breaks do not count against the hours per week or the maximum hours per day. After Labor Day, all practices may not exceed a maximum of eight (8) hours per week, with a maximum of two and a half (2.5) hours per day. Mandatory Breaks are still required. All players, regardless of

when they join the team, must have at least one week of conditioning (at least 10 hours) before they are allowed to engage in regular practice sessions. This requirement must be met even if a cheerleader joins the team after the start of the regular season schedule. Conditioning is defined as basic warm-up exercises; conditioning for jumps & tumbling (not tumbling), arm motion drills; and basic stunting at prep level; learning of cheers or chants.

Practice Staff Requirements:

At least one coach (18 or older) must be present during every practice. There shall be at least one rostered person holding a Red Cross Card, or of similar equivalency, present at all practices. The team's emergency plan should be available at all times. Conferences are required to enforce this rule with its member Associations.

## **7.8 Warm Up and Cool Down Periods**

Practice shall include a 15-minute warm up and a 15-minute cool down to minimize risk to your team.

## **7.9 Traditional Cheer Season**

The traditional AYC season coincides with the football AYF season which is the 4th Monday of July through the National Championship in December. Cheerleaders are encouraged to attend camps/clinics in the non-traditional season as described in (Rule 11 - Camps & Clinics). Teams shall be allowed to compete in outside AYC competitions in the spring season as indicated in Rule 5 of the AYC Official Cheer Rules and Regulations. The Spring Cheer Season is from January 1<sup>st</sup> through June 30<sup>th</sup>.

## **7.10 Camps & Clinics**

Cheer teams are strongly encouraged in part or full squad to attend either a camp or clinic defined as a training session during the season and off-season. These camps or clinics should be designed as instructional for youth/recreation leagues and should not be made mandatory by any coach, league, or personnel associated within an AYF/AYC program. The focus of such camps should be on safety and proper execution of cheerleading skills to the team's age level.

## **7.11 Mascots**

Mascots are at the discretion of any individual League. The following are guidelines for leagues that offer Mascots:

- A Mascot must be at least 5 years old.
- A participant can be a Mascot if they are not old enough to be included in any other offered age division.
- A Mascot shall register as any other applicant and is required to fill out

- registration paperwork.
- Mascots are our youngest cheerleaders and should not perform any stunts or any other activity with the exception of crowd participation sideline cheers/chants. Mascots should not be in the area of stunt groups performing in a halftime routine due to safety concerns caused by the difference in age, maturity and skill level between the mascot and roster of participants.

## **8.0 AYC Competitions Regional/National**

The League shall adopt all AYC rules regarding competition. Coaches must register their teams using the National identifiers found in this rulebook if they intend to advance to National Championships. They also must follow all age requirements as determined In Age Divisions. All rules can be found at [http://murrietarams.com/uploads/2012\\_AYC\\_CHEER\\_RULEBOOK -  
\\_FINAL\\_1\\_.pdf](http://murrietarams.com/uploads/2012_AYC_CHEER_RULEBOOK_-_FINAL_1_.pdf)

## Appendix E

### Team Splitting Procedures

In the event that any grade has 37 players the following guidelines will be followed when splitting teams

#### Splitting:

1. Teams will be split by school district. The team you are on will be governed by what Middle School district you belong at close of registration.
2. Teams will be Blue & White (For ex. 4<sup>th</sup> Grade Blue or 4<sup>th</sup> Grade White)
3. Players will need proof of home address and a report card from current school (last terms)
4. If redistricting ever occurs after close of registration, that player will be grandfathered for that season only.

#### Once Split:

1. If teams are uneven, and 1 team is under 20 players and there is a difference of 2 players or more, then we will balance rosters via below process
  1. Look for volunteer's – Tackle director solicits families of larger team
  2. If multiple players/more players than spots – Lottery system
  3. If No Volunteers – strictly by registration. Last to register moves
  4. In subsequent years moved players, either voluntary or by registration, can petition the board to remain on team as long as it doesn't cause an unbalanced team
  5. In subsequent years, if situation flips and larger team becomes the smaller team, first to move would be any player that was moved either voluntary or by registration.
  6. If teams are uneven and both teams are over 20 players than no roster balancing is needed.
  7. If we had 79er team that couldn't form due to registration, the opportunity to play on the 4<sup>th</sup> grade team would be extended. If this pushed the 4<sup>th</sup> grade team over 37, the above split procedures would be used to form teams.

#### Coaching:

1. If by June 1<sup>st</sup> any registration hits 30 paid players or more, proactive coaching for 2<sup>nd</sup> team begins.
  - a. Tackle Director – sends out coach solicitation email if team hits 30 prior to June 1<sup>st</sup>

- b. HC voting in June meeting.
2. Post June 1<sup>st</sup> – follow HC/TD recommendation
  3. In an attempt to be proactive with staffing 2 teams, the voted in Head Coach, in parallel with the Tackle Director, will recommend the 2<sup>nd</sup> Head Coach to the board.
  4. The recommended 2<sup>nd</sup> Head Coach will need to be voted in by the Board at the next board meeting.
    - a. Depending on timing, if it is closer to start of season, an online E-board vote will take place to give the Head Coach adequate time to prepare for the season.
    - b. Coaches follow middle school team
  5. If a team splits, the following year we will operate as if there will be 2 teams and will vote in 2 head coaches.
  6. In the event that we vote in 2 head coaches and we only form 1 team, 2 head coaches decide how to staff.
    - a. If 2 head coaches can't agree, then a vote will take place at next board meeting.

From 2 split Teams to 1:

1. If the combined registration for any grade falls under 37 players in any season, that grade must be combined to 1 team regardless of prior seasons.

Only exception:

If both coaches agree to coach individual teams, they may petition the board to remain 2 teams (No petitions allowed under 34 players for safety reasons)

**Appendix F**  
Flag Football Playing Rules and Policies

**KNIGHTS FLAG FOOTBALL RULES**

Playing Rules shall be in accordance with the American Youth Football Flag and Touch Rules & the NFHS Football Rules with the following exceptions.

**SECTION I: AGE CLASSES OF PLAY**

**Flag Developmental League:**

Open to boys and girls age 4 and 5 who are entering Kindergarten.

**Flag Football League:**

Open to boys and girls ages 6, 7 and 8\* who are entering 1<sup>st</sup> or 2<sup>nd</sup> grade. In addition, 3<sup>rd</sup> graders who weigh less than 65lbs are also eligible. 3<sup>rd</sup> graders who exceed 65lbs are required to play on the 7<sup>9</sup>ers tackle team.

Under specific circumstances, 3<sup>rd</sup> graders weighing over 65lbs and not ready for tackle football, may petition the Board for approval to continue playing in the flag football division.

\*Regardless of above circumstances, any 8yr old player who will turn 9 before 12/31 of the same year will not be allowed to continue play in the flag football division

**SECTION II: KNIGHTS FLAG REGULATIONS**

**RULE 1: THE GAME, FIELD, PLAYERS AND EQUIPMENT**

**Section 1. General Provisions**

- Article 1. The Game** - will be played between two teams of 11 players each on a rectangular field with an official football suited to the age of the players involved in the game.
- Article 2. Goal Lines** - for each team shall be established at opposite ends of the field, and each team shall be allowed the opportunity to advance the ball across their opponent's goal line by running or passing.
- Article 3. Winning Team** - the team having the highest score at the end of the game, unless it is forfeited, shall be declared the winner. Wins and Losses are not tracked.
- Article 4. Game Officials.** The game shall be played under the supervision of at least 2 officials.
- Article 5. Team Captain(s).** The coach will designate to the referee, the team captain(s).

**Article 6. Subject to the Rules.** All participants are subject to rules of the game and shall be governed by the decisions of the game officials.

**Article 7.** Maximum of 2 Coaches on the field during play

## **Section 2. THE FIELD**

**Article 1. Zone Markings.** The field shall be marked in 10-yard zones from goal line to goal line.

**Article 2. Inbounds/Out-of Bounds.** The lines bounding the sidelines and end-zones are out of bounds in their entirety. The inbounds area is also bound by the lines. The end zone is part of the width of the field.

**Article 3. Size of Field.** Regulation 100-yard field.

**Article 4. Down Marker.** A down marker shall be used to indicate the number of the down and where the ball is placed on the field.

## **Section 3. THE BALL**

**Article 1. Specifications.** The official ball will be: Wilson K2 for both development and flag football leagues

**Article 2. Use of Ball.** The referee shall be the sole judge of any ball offered for play and may change the ball at his discretion. During the game, each team may use its own ball as long as it meets the legal class standard.

## **Section 4. EQUIPMENT**

**Article 1. Legal Equipment.** Players of opposing teams must wear contrasting colored jerseys with numbers on the rear. The visiting team is responsible for changes that are required.

**Article 2.** No jersey or pants may cover any portion of a player's flag. Jerseys must be tucked into pants.

**Article 3.** Each player on the field must wear a one piece belt with three flags permanently attached. One flag will be on each side and one at the center of the back. The flags will be one of contrasting colors to their opponent's flags.

**Article 4. Additional Allowable Equipment.** Shoes will be non-detachable molded rubber cleats, detachable/screw-in style cleats are not allowed. Sneakers may also be worn.

**Article 5. Illegal Equipment.** Prohibited: Hard-shell headgear of any nature, body pads, shoulder pads, shoes with removable cleats.

**Article 6. Mandatory.** Mouth guard must be worn at all times.

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**RULE 2: PLAYERS**

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**Section 1. ROSTERS**

**Article 1.** KNIGHTS Flag teams shall have a roster minimum of 8 and a maximum of 24 players per team.

**Article 2.** Players who play tackle football are ineligible for Flag teams during the same season.

**Article 3.** Players may not be added to the Official Roster after September 30th without Board approval.

**Section 2. 8 Play Rule**

**Article 1.** Coaches will make every effort to give each player a minimum of 8 plays per game. Only plays from the line of scrimmage are considered legitimate plays. Extra point tries do not count as plays.

**Section 3. PLAYERS – GENERAL**

**Article 1.** KNIGHTS Flag football is 11-player football. The NFHS rules govern eligible receivers.

**Article 2.** If enrollment impacts roster size and 11-man football is not an option, the Flag Director and Flag Head Coaches can adjust Rules accordingly in regards to playing specifications and the field size.

**Article 3.** There will be free substitution. All substitutes must report to the huddle.

**Article 4.** If a player is injured and play is stopped, the injured player must leave the game for a minimum of one play.

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**RULE 3: LENGTH OF GAMES**

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**Section 1. TIME SEGMENTS**

**Article 1.** KNIGHTS Flag games will consist of 4, 12 minute running quarters.

**Article 2.** There will be a maximum of 1 minute water break at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter, Teams continue to play same direction, Play direction only changes at halftime

**Article 3.** There will be 2 time outs per team per half unless it is an official's time out.

**Article 4.** There will be a maximum of 5 minutes allowed for halftime.



**Article 5.** Time only stops for team and official timeouts or touchdowns within 2:00 minutes of each half.

5.1 If a timeout is called after a Touchdown time will resume at the snap after the change of possession (clock remains stopped throughout extra point).

5.2 If a Touchdown is scored within 2:00 minutes (2 minutes or less remaining) of the 2<sup>nd</sup> or 4<sup>th</sup> quarter the time will stop and resume at the snap after the change of possession.

**Article 6.** In lieu of a formal play clock, Coaches should make every effort to avoid excessive time in huddle. As a general guideline, it should take no longer than 1 minute in between downs to huddle, break, get to the LOS and run a play. After repeated warning from referee. A 5 yard delay of game penalty will be enforced.

**Article 7.** Official time outs include equipment or injury time outs.

7.1 Game Officials have option to stop time at their discretion if needed.

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**RULE 4: SCORING**  
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**Section 1. TYPES OF SCORES**

**Article 1.** Touchdown is 6 points

**Article 2.** Point after touchdown is 1 point for a running play or 2 points for a passing play. Passing play is defined as any overhand throw to an eligible receiver, regardless of direction. Underhand throw or pitch is not a passing play.

**Article 3.** The ball will be placed on the 3 yard line in the center of the field for point after touchdown plays. If a defensive player returns a PAT, scoring follows same above, 2 points for pass (interception return), 1 point for handoff or pitch.

**Article 4.** Safety is 2 points

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**RULE 5: PRACTICES**  
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**Section 1. GUIDELINES**

**Article 1.** Flag practice is limited to 3 days a week prior to the start of school. Once school has started, practice is limited to 2 days a week. If a game is canceled a team can chose to practice 3 days in a given week.

**Article 2.** Flag practice may start at 5:00pm and must end by 7:30pm with a maximum time limit of 1.5 hours.

## SECTION III: PLAYING SPECIFICATIONS

### RULE 1: STARTING THE GAME

**Article 1.** Coin Toss - at the beginning of a game, a coin is tossed by the referee and the winner gets the choice of possession the first half or second half. The opposing team has the option of which goal to defend. These choices will be reversed for the second half.

**Article 2.** There is no kickoff, the receiving team starts on their 40 yard line.

### RULE 2: FIRST DOWNS

**Article 1.** Four downs are allowed to advance the ball into the next zone (normal 4 downs, 10 yards).

**Article 2.** The ball should be placed at the spot of the de-flagging or dead ball whistle between the hashes (officials discretion based on field conditions). If the spot from the end of the previous play is outside the hash mark, the ball should be placed on the hash.

### RULE 3: GIVING UP THE BALL

**Article 1.** On 4<sup>th</sup> down the offence has the option to try one more play or announce to the referee that they will give up the ball, giving them the option to “punt”. The referee picks up the ball and steps off 30 yards to the defensive team’s goal. (There will be no kicked balls)

**Article 2.** The defensive team goes on offense from the placement of the ball with first and 10 to go.

### RULE 4: DE-FLAGGING

**Article 1.** The ball carrier is downed when his flag has been detached from his belt for any reason or if either knee touches the ground.

**Article 2.** The defensive player holds the flag over his head and stops at the point of de-flagging.

**Article 3.** Only the ball carrier’s flag can be removed. Removing flags of other players is illegal and could result in a penalty.

**Article 4.** The defensive player cannot grab or hold the ball carrier in order to de-flag him.

**Article 5.** The defensive player must go for a passer’s flag and not his arm. This could result in an unnecessary roughness penalty if not followed.

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**RULE 5: BLOCKING**

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**Article 1.** Blocking is done between the shoulder and waist only. There is no blocking below the waist or above shoulders. Open hand blocking technique should be used. No elbow, forearm or shoulder blocking, NO HANDS TO FACE

**Article 2.** There will be no body, butt or roll blocking.

**Article 3.** Blockers will not use their hands to grab or hold a defensive player.

**Article 4.** Blockers will remain on their feet at all times.

**Article 5.** Downfield blocking:  
“Aggressive” blocking downfield is not allowed (no pushing)  
All down field blocking must be done from a “breakdown position”  
Shade blocking is allowed down field.  
Referee will have discretion, Illegal block penalty, 10 yard penalty from spot of foul, Referee has option to call unnecessary roughness penalty if he/she feels block was excessive

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**RULE 6: BALL CARRIERS**

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**Article 1.** The ball carrier must not deliberately run or drive into a defensive player. It is the ball carriers responsibility to evade defenders.

**Article 2.** If a ball carrier does not evade the defender the referee can use his judgment and call a charging call which will result in a penalty

**Article 3.** The ball carrier will not protect his flags by using his hands, arm or head. It is not illegal for the ball carrier to jump to try and evade a tackler.

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**RULE 7: CENTER SNAP**

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**Article 1.** A center snap must be between the centers legs.

**Article 2.** If the snap hits the ground before it reaches the backfield man, it is ruled dead at the spot it hit the ground.

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**RULE 8: FUMBLE RULE**

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**Article 1.** A fumble at anytime will be declared a dead ball and belongs to the team last in possession and at the spot where it hits the ground.

**Article 2.** A ball that is fumbled and goes beyond the line to gain will be brought back and marked at the point of the fumble.

**Article 3.** A ball that is fumbled in the end zone by a trapped offensive player, will count as an automatic safety.

**Article 4.** Any fumble that takes place during a center QB exchange is ruled a fumble and placed at the spot where it hits the ground and results in a loss of down.

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**RULE 9: DEAD BALL**

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**Article 1.** When a ball touches the ground at anytime, the ball will be declared dead.

**Dead Ball Situations:**

- A. When a player's flag is pulled
- B. When a player's body touches the ground
- C. Any time a runner or pass receiver's flag is missing.
- D. When a ball touches the ground by reason of a **Fumble** or center snap.
- E. If a ball goes out of bounds for any reason.
- F. An incomplete pass
- G. After a touchdown, safety or touchback.

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**RULE 10: PASSING**

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**Article 1.** Passing is done from behind the line of scrimmage.

**Article 2.** Anyone behind the line of scrimmage is an eligible passer.

**Article 3.** Double passing is permitted as long as the first pass is completed behind the line of scrimmage and the second pass is thrown from behind the line of scrimmage. This includes the lateral pass.

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**RULE 11: RECEIVING**

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**Article 1.** Receivers may catch the ball even if they go out of bounds, or the end zone, as long as one foot is in bounds when they come down with the ball.

**Article 2.** Two or more offensive players may touch a passed ball in succession resulting in a completion.

**Article 3.** If a receiver loses his flags before or during a catch, the catch will be ruled complete but no yards after catch can be gained.

**Article 4.** Anyone behind the line of scrimmage or the widest player on each side of the line of scrimmage is an eligible receiver.

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**RULE 12: OFFENSE**

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- Article 1.** You must have a minimum of 7 players on the line of scrimmage
- Article 2.** You must have a minimum of 5 offensive lineman
- Article 3.** No Unbalanced lines, minimum of 2 players on each side of center on the line of scrimmage. Tight ends or Wide Receivers are allowed. Players in backfield can lineup anywhere.
- Article 4.** You are not allowed to run between the guards (No - 0, 1, and 2 holes).
- Article 5.** Wide receivers, Tight ends, and all backfield players are eligible receivers
- Article 6.** In an effort to teach and play football at an age appropriate level a few rules apply:
- All offensive plays must start with a cadence, (no silent snaps)  
Going on 2 is allowed
  - Trick plays should be kept to a minimum – Reverses are not considered trick plays

### RULE 13: DEFENSE

- Article 1.** Defense must play heads up on down lineman at all times 1 yard off of line of scrimmage.
- Article 2.** If the defensive player is not lined up on a down lineman the player must be at least 5 yards off the line of scrimmage. This includes Corner/OLB covering wide receiver.
- Article 3.** Formation/Depth rules are as follows:
- Players should line-up based on position below:
- |   |                         |
|---|-------------------------|
| D-line = 1 yards off LOS                            | 4-6 players (4 minimum) |
| 2 <sup>nd</sup> Level (LB/Corner) = 5 yards off LOS | 5-7 players             |
- Not all offensive lineman need to be covered. (4 minimum)
  - If there's a break in the 5 down linemen, the defensive player must be 5 yards off the line of scrimmage from that point out.
- Article 4.** No defensive player can line up more than one yard outside the widest Offensive player. Offensive lineman must be covered heads up.
- Article 5.** In an effort to teach and play football at an age appropriate level a few rules apply:
- No player can line up on center

- In an effort to promote safety and teach players too properly read and react, shooting gaps and blitzing is never allowed and will result in a penalty.
- Stacking older/dominate defensive lineman over obviously weaker offensive guards and tackles is not allowed. Shooting A and B Gaps is prohibited and will result in a penalty. Defensive line players should be taught to read and react.

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## **RULE 14: POINT RULES**

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### **Article 1. 25 Point Rule:**

The scoreboard shall show no score.  
No reverses (winning team)

### **32 Point Rule:**

Head Coach will be suspended for one game

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## **RULE 15: PENALTIES**

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### **Article 1. Serious penalties (15 yards)**

Two Serious penalties on any one player or coach will cause for ejection

- A.** Fighting (also ejection if official deems it to be serious enough).
- B.** Unnecessary roughness
- C.** Purposely Tackling ball carrier, Referee discretion
- D.** Unsportsmanlike conduct on players, Coach, bench or sideline

### **Article 2. Major penalties (10 yards) are:**

- A.** Ball carrier illegally using his hands to protect his flags.
- B.** Offensive charging, not evading defender
- C.** Offensive holding.
- D.** Leaving feet to block.
- E.** Grabbing or holding a ball carrier.
- F.** Illegal blocking (body, butt, roll, below the waist, downfield).
- G.** Pulling flags of players other than ball carrier.
- H.** Offensive pass interference.
- I.** Defensive pass interference.
- J.** Defensive player pushing ball carrier out of bounds.
- K.** Illegal use of hands by blocker or defense, hands to face.
- L.** Disqualified players re-entering the game.
- M.** Defense blitzing or shooting gaps

**Article 3.** Minor Penalties (5 yards) are:

1. All offside plays.
2. Illegal motion.
3. Wearing flags illegally.
4. Recovering a fumble.
5. Illegal substitution.
6. Defensive holding.
7. More than 11 men on the field.
8. Illegal snap.
9. Delay of game
10. Shooting gaps

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**RULE 16: PROTESTS**

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**Article 1.** The SMFL Board will decide and rule on all protests.

**Article 2.** A protest can only be made if it is a matter of rules interpretations, or, if the eligibility of a player is involved.

**Article 3.** The judgment of a game official cannot be protested.

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**RULE 17: GRADUAL IMPLEMENTATION**

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**Article 1.** **Week 1** - Each team will be allowed 2 warnings per game for the following penalties for the first game of each team

- Illegal motion.
- False Start
- Encroachment ( Players lining up in the neutral zone)
- Dropped/Fumble between center/quarterback exchange

**Week 2 – 3** - Each team will be allowed 1 per game warning for the following penalties

- Illegal motion.
- False Start
- Encroachment ( Players lining up in the neutral zone)

**Week 4** – There will be no more warnings and all penalties are assessed at the referee's discretion.

**APPENDIX G**  
Document Retention Policy

Article I  
Purpose

The Southington Knights Travel Football and Cheer (hereinafter the “League”) will follow the following document retention policy, either in paper or electronic form, as applicable:

Accident Reports	7 years
Bank reconciliations	1 year
Canceled checks	7 years
Corporate records	Permanent
Correspondence (general)	3 years
Correspondence (legal)	Permanent
Insurance policies	3 years
Invoices	7 years
Tax returns	7 years
Rosters	Until the beginning of the subsequent season
AYF Image release	2 years
AYF Waiver and Release of liability	7 years
AYF Medical Clearance form	7 years
AYF Resume Participation Medical Clearance form	7 years
Emergency Medical Treatment Consent and Information form	
AYF Participation, Tracking and ID Card	7 years
AYF Concussion Awareness form	7 years

The policy is effective as of July 1, 2017, as voting by the League’s Board of Directors.



**APPENDIX H**  
Player-Owned Helmet Policy

Southington Knights Travel Football  
Helmet Policy as of 7/28/2020, approved by the Board of Directors

It is the policy of the Southington Knights Travel Football (the “League”) to provide the youth in Southington with the opportunity to play tackle football. The league takes seriously the safety of the youth playing the game of football and as such provides equipment which meets the requirements of safety identified in the industry.

The purpose of this policy is to identify a process for parents to purchase helmets for their children while ensuring that the helmets meet the safety standards for the protection of the player. Southington Knights Travel Football & Cheer league supplies helmets that meet NOCSAE standards for all of its players. All helmets are reconditioned on at least a bi-annual cycle.

- If a parent or guardian would like to purchase their own helmet for their child to wear while playing for the League, the following must be followed:
  - Be a “5 Star” rated helmet per the most recent Virginia Tech Helmet Study for youth helmets;
  - Must be a properly fit, youth helmet. “Varsity” or Adult helmets will only be considered by the President and Equipment Director on a case-by-case basis and reserved only for older players.
- Helmets are subject to the reconditioning policy outlined below:
  - Each family that has a player(s) approved to use a helmet not issued by the league will sign a disclosure each year to agree to abide by this policy.
  - The helmet and facemask must match the colors of the helmet and facemask currently worn by the Southington Knights Travel Football & Cheer Program (Royal Blue Helmet non-matte, non-metallic & black facemask)
  - The player-owned helmet must be brought to the League’s Equipment Director, who will fit the player per the manufacturer’s guidelines before being used in play. Proof of purchase is required. The Equipment Director shall store the model and serial number on file with the League.
  - Under all circumstances, every helmet, league or parent-owned, shall meet NOCSAE standards
  - The parent/guardian will bear all additional costs associated with the helmet and reconditioning.
  - The helmet will be collected and stored throughout the offseason with all the helmets owned by the Southington Knights Travel Football & Cheer league. In the event that the helmet is not stored throughout the offseason, the following apply:
    - The helmet must be reconditioned prior to the start of the regular season at the family’s own expense, not to be reimbursed by the league, regardless of when the last reconditioning occurred.

- The league's Equipment Director shall require proof of the reconditioning, via sticker and receipt, before allowing the helmet to be worn
- Exception to this policy will be if the player keeps the helmet for off-season football, however this must be communicated to the League's Equipment Director, in writing, in advance of the scheduled equipment return at the end of the season. Upon completion of the off-season football program, the helmet shall be returned.
- Violations of this policy will result in discipline by the League allowed under the League's bylaws, and may result in the loss of the privilege of using a player-owned helmet.

Player-owned helmet information

Name of Player: \_\_\_\_\_

Current team/year (ex. 6<sup>th</sup>, 2018) \_\_\_\_\_

Helmet (make/brand): \_\_\_\_\_

Helmet serial # \_\_\_\_\_

I have read and understand the above policy and agree to follow this policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**APPENDIX I**  
Communications Policy

Article I  
Purpose

The Southington Knights Travel Football and Cheer (hereinafter the “League”) will follow the following communication policy to provide members with consistent messaging, protect personal information and protect its Members as well as its League Personnel.

Article II  
Definitions

Assistant Coaches – Refer to the League’s Bylaws, section 8.5

Email System – The email feature within the League’s website, with the ability to email a group of members and league personnel.

League Personnel – All Executive Board (E-Board) members, Head Coaches and Team Managers

Members – All children who participate in the League as well as their parents and guardians

Personal Information – Includes address, dates of birth, medical information, phone numbers and email addresses

Program Director – Depending on the program, it is the Tackle Director, Cheer Director and Flag Director

Social Media – Any media which allows for private messaging will be considered Social Media for the purposes of this Policy

Team Manager – Refer to the League’s Bylaws, section 8.6

Youth Members – All members in the League who have not graduated high school or under 18 years old

Article III  
Personal Information and Rosters

Team Rosters will not make personal information available to anyone other than League Personnel. No information about a Team Roster will be made available to public users. At a minimum, the Head Coach shall make his/her email address publicly available.

In no instance may League Personnel provide personal information of a Member to

anyone. No one will be allowed to request personal information from individuals on a team. If a parent or an Assistant Coach would like the information, it is the responsibility of the parent or Assistant Coach to obtain this information on their own.

If this information is obtained, it cannot be used to circumvent other policies of the League. For example, it cannot be used to criticize League Personnel or cause disruptions on a team.

#### Article IV Email Policy

It is the League's policy that only the Head Coach of a team or the Team Manager have access and be allowed to email the entire team. The nature of the email should be related to the team. All emails should be sent through the Email System. Assistant coaches should not have access to the Email System.

If the Email System is not working, emails may be sent through the Head Coach or Team Manager's personal email under the following circumstances:

- a. All recipients are "blind-copied (bcc)"
- b. A copy of the email is provided to the Program Director upon request. Records must be kept indefinitely. By default, it is suggested to copy the Program Director in this circumstance.

Replies or responses to emails sent through the Email System do not need to be retained.

When in doubt, it is the responsibility of all adult Members and League Personnel to follow the League's Policies and to not undermine League Personnel or other Members. League's Bylaws.

#### Article V Social Media Policy

Social Media is an ever-changing platform in our society. While there are a lot of benefits from social media, there are also negative attributes. Even well-intentioned actions may have negative consequences. Any media which allows for private messaging will be considered Social Media for the purposes of this Policy.

The League's policy is that League Personnel will not interact with Youth Members on social media. If any League Personnel associate with any Youth Members on social media, it will be considered personal in nature and not related to the League.

Public comments, for example, posting a positive message on an image or showing support by "liking" a post will be allowed so long as this is publicly available for anyone to see.

Group pages are allowed but must be approved by the Head Coach of the team. All

members are responsible for their behavior with posts in these public settings. While interacting on the pages, all members and League Personnel are responsible for following all League Bylaws.

When in doubt, the purpose of this policy is to prevent all types of private messaging between League Personnel and Youth Members. All types of interactions on social media must help in creating a positive atmosphere and cannot be used to undermine a team or criticize players.

#### Article VI Phone Calls and Text Messaging

The League's policy is that League Personnel will not call or text Youth Members. If there is a need for League Personnel to speak with a Youth Member, this will be done by calling the parent or guardian of the Youth Member first. The only exception for text messages is for the D18 Cheer team so long as each youth member is in high school and parental consent is received. This is limited to only team communications and cannot be one on one messages.

When in doubt, the purpose of this policy is to prevent all types of private messaging between League Personnel and Youth Members.

#### Article VII Face to face meetings

If a need arises for any League Personnel to meet with a Youth Member, this should be done in a public setting, for example, on the sideline of practice, or in private only if another adult is present. League Personnel should not meet with Youth Members behind closed doors.

When in doubt, the purpose of this policy is to prevent private discussions between League Personnel and Youth Members behind closed doors.

#### Article VIII Violations

League Personnel violating this policy are subject to discipline by the Officers of the E-Board, up to and including termination from the League.

Members violating this policy are also subject to discipline by the Officers of the E-Board, up to and including, but not limited to, loss of voting rights and/or removal from the League's website. Severe violations can result in a suspension from league activities (including games). Severe violations are violations which clearly disregard this policy and are done so when other options are available to the Member. More than one violation of this policy by a Member will result in loss of participation of the Member's child or children for 12 months.

Please remember, the League provides other resources and policies to mediate

grievances and disagreements between League Personnel and Members, as follows:

- a. Issues involving a player should first be addressed to the Head Coach. The next option is the Player Agent.
- b. Issues involving a Head Coach should be addressed to the Coaches Conduct Committee.
- c. A formal grievance policy is available in Appendix J to the League's Bylaws.
- d. A summary of complaints and recourses is available in Section 10 of the League's Bylaws.
- e. Any member of the Executive Board is available to listen to feedback and provide guidance and/or resources offered by the League.

The policy is effective as of August 13, 2020, as approved by the League's Board of Directors.

## **APPENDIX J**

### Player Agent Resolution Policy

#### **KNIGHTS PLAYER AGENT**

The Player Agent will act as liaison between the E-Board, Head Coaches, parents and players and be the lead in managing grievances submitted pursuant to the Grievance/Complaint Procedure. The Player Agent will act impartially and in the best interest of all parties. The Player Agent will not be a current member of a coaching staff. The Player Agent has the right to use resources necessary, including an impartial committee, to ensure proper handling of grievance.

**No grievance will be accepted that seeks to challenge a coaching decision.** For purposes of this provision, a coaching decision includes, but is not limited to, travel team selection, playing time, position assignments, starting assignments and football strategy. Playing time guidelines and minimum play policies can be found in our by-laws found in the Document section of the KNIGHTS website.

#### **HANDLING OF FORMAL GRIEVANCES/COMPLAINTS**

1. A valid complaint/grievance must be submitted using the KNIGHTS online Grievance Form providing the necessary information (i.e., nature of the grievance, the circumstances surrounding the alleged violation, witnesses, etc.).

Coaching decisions do not qualify as a valid complaint/grievance for the purposes of this policy. For purposes of this provision, a coaching decision includes, but is not limited to, travel team selection, playing time, position assignments, starting assignments and football strategy. Playing time guidelines and minimum play policies can be found in our by-laws found in the Document section of the KNIGHTS website.

2. No grievance will be accepted from any person who fails to file within one week of the incident in question.
3. No grievance will be accepted from any person who himself or herself has not complied with the Code of Conduct, including the rule requiring a 24-hour "cooling off" period prior to speaking to a coach or KNIGHTS Program Director about the incident in question, or has engaged in any threatening, abusive or harassing conduct, including verbal abuse.
4. Details of the grievance are not to be discussed with anyone other than the party(ies) directly involved with resolving the grievance.
5. Upon receipt, the KNIGHTS Player Agent will review the grievance and determine, in consultation with the KNIGHTS E-Board, whether the grievance will be accepted or rejected based upon adherence to aforementioned procedure. The person filing the grievance will be notified promptly whether the grievance has been accepted or rejected.

6. If the grievance is accepted -
  - o Formal Grievances/Complaints - Any formal grievance/complaints will be investigated by the Player Agent. Once an investigation is completed, the Player Agent will issue a summary and recommendation to the E-Board in either written or verbal manner.
  - o Defense of Complaints - Any Volunteer of the KNIGHTS who receives a formal complaint will be provided an opportunity to respond to the complaint and offer witnesses or evidence to support his response before the E-Board in Executive session.
  - o Disposition of Complaints - The E-Board has final ruling concerning the outcome of the complaint. A complaint can be sustained, unfounded, or not sustained by evidence to support the allegations. The final outcome could range from dismissal of the complaint to dismissal of the volunteer at the discretion of the E-Board, by a 3/4ths majority vote.
  
7. Decisions of the E-Board are final and will be communicated in writing to the grieving party(ies).

Please remember that the KNIGHTS Board is made up of volunteers and that the Knights are a Youth Sports Organization. Be cognizant of the fact that our decisions involving grievances will be what we feel is in the best interest of the **children** in our program. Decisions of the E-Board are final and will be communicated in writing to the grieving party(ies).

The policy is effective as of August 13, 2020, as approved by the League's Board of Directors.