Amended: May 2018



**BYLAWS OF**

**Bill Arp YOUTH FOOTBALL & CHEERLEADING ASSOCIATION**

**Incorporated under the laws of the State of Georgia**

**ARTICLE ONE**

**Name, Location, and Offices**

**1.1 Name.** The name of this Association shall be Bill Arp Youth Football & Cheerleading (herein referred to as “BAYFCA” or the “Association”)

**1.2 Registered Office and Agent.** The Association shall maintain a registered office in the State of Georgia, and shall have a registered agent whose address is identical with the address of such registered office, in accordance with the requirements of the Georgia Nonprofit Association Code.

**1.3 Other Offices.** The principal office of the Association shall be located in the State of Georgia. The Association may have other offices at such place or places, and may conduct its affairs, within or outside the State of Georgia, as the Board of Directors may determine from time to time or the affairs of the Association may require or make desirable.

**ARTICLE TWO**

**Purposes and Governing Instruments**

**2.1 Nonprofit Association.** The Association shall be organized and operated as a nonprofit Association under the provisions of the Georgia Nonprofit Association Code.

**(a)** Bill Arp Park, in keeping with the Douglas County Rules and Guidelines, shall maintain a current 501c3.

**2.2 Charitable Purposes.** The Association is a voluntary association of individuals and organizations the purposes of which, as set forth in the articles of incorporation, are exclusively charitable and educational within the meaning of section 501(c) (3) of the Internal Revenue Code. BAYFCA was organized, and at all times shall be operated, to provide recreational youth football and cheerleading programs to young boys and girls in the community with major emphasis on fun, enjoyment, sportsmanship, and physical fitness. BAYFCA believes in developing children to their fullest potential both on and off the field while promoting education and community pride. BAYFCA shall also carry out such other charitable and educational purposes as the Board of Directors shall determine in its discretion and as are not inconsistent with the articles of incorporation and these bylaws. In furtherance of such purposes, the Association shall have full power and authority:

**(a)** To make distributions to organizations that qualifies as exempt organizations under section 501(c)(3) of the Internal Revenue Code;

**(b)** To make distributions for other charitable purposes;

**(c)** To receive and accept property, whether real, personal, or mixed, by way

of gift, bequest, or devise, from any person, firm, trust, or Association, to be held, administered, and disposed of in accordance with and pursuant to the governing instruments of the Association, as the same shall be amended from time to time; and

**(d)** To perform all other acts necessary or incidental to the above and to do whatever is deemed necessary, useful, advisable, or conducive, directly or indirectly, as determined by the Board of Directors, to carry out any of the purposes of the Association, as set forth in the articles of incorporation and these bylaws, including the exercise of all other power and authority enjoyed by Associations generally by virtue of the provisions of the Georgia Nonprofit Association Code (within and subject to the limitations of section 501(c)(3) of the Internal Revenue Code). The Association shall serve only such purposes and functions and shall engage only in such activities as are consonant with the purposes set forth in this Article Two and as are exclusively charitable and are entitled to charitable status under section 501(c)(3) of the Internal Revenue Code.

**2.3 Governing Instruments.** The Association shall be governed by its articles of incorporation and these bylaws.

**ARTICLE THREE**

**Board of Directors**

**3.1 Authority and Responsibility of the Board of Directors.**

**(a)** The supreme authority of the Association and the government and management of the affairs of the Association shall be vested in the Board of Directors; and all the powers, duties, and functions of the Association conferred by the articles of incorporation, these bylaws, state statutes, common law, court decisions, or otherwise, shall be exercised, performed, or controlled by or under the authority of the Board of Directors. All elected and appointed Board members will have background checks completed.

**(b)** The governing body of the Association shall be the Board of Directors.

The Board of Directors shall have supervision, control and direction of the management, affairs and property of the Association; shall determine its policies or changes therein; and shall actively prosecute its purposes and objectives and supervise the disbursement of its funds. The Board of Directors may adopt, by two-thirds (2/3) majority vote, such rules and regulations for the conduct of its business and the business of the Association as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its authority and responsibility to an executive committee. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws; and the fundamental and basic purposes of the Association, as expressed in the articles of incorporation and these bylaws, shall not be amended or changed.

**(c)** The Board of Directors shall not permit any part of the net earnings or capital of the Association to inure to the benefit of any member, trustee, officer, director, or other private person or individual.

**(d)** The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Association.

**(e)** The Board of Directors is authorized to employ or retain such person or persons, including an executive director or officer, attorneys, trustees, agents, and assistants, as in its judgment are necessary or desirable for the administration and management of the Association, and to pay reasonable compensation for the services performed and expenses incurred by any such person or persons.

**(f)** All Board members are expected to attend all Bill Arp Falcons functions unless otherwise excused by either President or Vice President.

**(g)**All Board members shall provide hold checks for equipment for each child if utilizing Bill Arp Falcons football equipment

**3.2 Regular Board of Directors.** The initial directors of the Association shall be the persons named in the organizational minutes of the Association. The regular Board of

Directors of the Association shall consist of twelve (12) members (President, Vice President, Secretary, Treasurer, Athletic Director, Assistant Athletic Director, Cheerleading Director, Equipment Manager, Concessions Manager, Event Director, Social Media Director, and Immediate Past President) who shall be elected in the manner prescribed in these bylaws. The Board of Directors is authorized to fix the precise number of directors by resolution adopted from time to time by a majority of all the directors then in office.

**3.3 Manner of Election and Term of Office.** Except as provided in Section 3.2 above, the regular directors of the Association shall be elected by the general membership of the Association by a vote of the general membership as provided in Article Six of these bylaws. Each director so elected shall take office at the time specified by the Board of Directors and shall continue in office until his or her successor has been elected and has qualified or until his or her earlier death, resignation, retirement, disqualification, or removal. There shall be no limitation on the number of successive terms of office for which a director may serve

**3.4 Removal.** Any director may be removed, either for or without cause, at any regular, special, or annual meeting of the Board of Directors, by the affirmative vote of a majority of all the directors then in office, if notice of intention to act upon such matter shall have been given in the notice calling such meeting. A removed director’s successor may be appointed at the same meeting to serve the unexpired term.

**3.5 Vacancies.** Any vacancy in the Board of Directors arising at any time and from any cause, including the authorization of an increase in the number of directors, may be filled for the unexpired term at any meeting of the Board of Directors by a majority of the directors then in office. Each director so elected shall hold office until his or her successor has been elected and has qualified, or until his or her earlier death, resignation, retirement, removal or disqualification.

**ARTICLE FOUR**

**Meetings of the Board of Directors**

**4.1 Place of Meetings.** Meetings shall take place at the BAYFCA Fieldhouse, unless otherwise posted.

**4.2 Regular Meetings; Notice.** Regular meetings of the General Membership shall be held on the second Sunday of each month during the off season (December to July). All other meetings during the regular football season shall be held on the second Thursday of the month, unless otherwise specified.

**4.3 Special Meetings; Notice.** Special meetings may be called by any member of the Board of Directors, upon approval by the President of the Association, with 48 hours advance notice. Emergency meetings requiring no advance notice may be called by the President if deemed necessary.

**4.4 Vote Required for Action.** Except as otherwise provided in these bylaws or by law, the act of a two-thirds (2/3) majority of the directors present at a meeting shall be the act of the Board of Directors. The President shall have no voting rights on the BAYFCA Board of Directors, except to determine a 50/50 split vote. In such case that a 50/50 split vote shall occur, the President shall have the deciding vote to determine an outcome of the proposal. Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

**4.5 Action by Directors without a Meeting.** Any action required or permitted to be

taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by not less than a two-thirds (2/3) majority of the members of the Board of Directors. Such consent shall have the same force and effect as a majority vote at a meeting duly called. The signed consent, or a signed copy, shall be placed in the minute book.

**4.6 Adjournments.** A meeting of the Board of Directors may be adjourned by a majority of the directors present to reconvene at a specific time and place. It shall not be necessary to give notice of the reconvened meeting or of the business to be transacted, other than by announcement at the meeting which was adjourned.

**4.7 Roberts Rules of Order (Revised Edition)** shall govern the proceedings of all meetings. Exception: where Roberts Rules conflicts with these By-laws of BAYFCA, then the By-Laws shall take precedence.

**4.8 Quorum.** A quorum must be present to conduct official business. A quorum shall be defined as a majority of the regular board members, not including agents, present.

**ARTICLE FIVE**

**Board of Advisors**

**5.1 Appointment.** The Board of Directors may appoint such persons as it reasonably deems necessary or desirable to act as the Board of Advisors of the Association. To the extent possible, the Board of Advisors should consist of persons whose integrity, capability, experience, knowledge of the communities and institutions served by the Association, and community standing will help the Board of Directors carry out its functions. The number of persons appointed to constitute the Board of Advisors shall be determined in the sole discretion of the Board of Directors.

**5.2 Purpose.** It shall be the function and purpose of the Board of Advisors to advise the Board of Directors on matters relating to the business and affairs of the Association, and to suggest or be available for consultation with regard to projects or activities which the Association may undertake, consistent with its exempt purposes, in furtherance of its goals and objectives. **ARTICLE SIX**

**Officers**

**6.1 Number and Qualifications.** The officers of the Association shall consist of a

President, Vice President, a Secretary, a Treasurer, an Athletic Director, Assistant Athletic Director, Cheerleading Director, Equipment Director, Concessions Manager, Event Director, Social Media Director, and immediate Past President. The Board of Directors may from time to time create and establish the duties of such other officers or assistant officers as it deems necessary for the efficient management of the Association, but the Association shall not be required at any time to have any officers other than a president, vice president, secretary, and a treasurer. Any two (2) or more offices may be held by the same person, with the exception of President, VP, treasurer and secretary. Any Board Member that misses three (3) meetings in a year will be immediately removed upon the third instance unless approved absentees by the president. Members of the Board of Directors shall attend not less than seventy-five percent (75%) of the Board of Director meetings to be eligible for nomination and re-election. The Association reserves the right to run any background check, including a credit inquiry, it deems necessary for any elected officer. Any Board Member found to have a felony conviction within the preceding three (3) years will be removed from the Board immediately. A Board Member with any conviction in any timeframe can be removed at the Board of Director’s discretion upon a two-thirds (2/3) majority vote.

**6.2 Election and Term of Office.** The executive officers of the Association shall be elected by the general membership and shall serve for terms of one year (excluding the president which serves two (2) years) and until their successors have been elected and have qualified, or until their earlier death, resignation, removal, retirement, or disqualification. Each member shall have one (1) vote per person (member). Board members have one vote per board member, separate from the vote they make as a parent (member) for their children. While holding such offices, the President of the Association shall serve as a member of the Board of Directors of the Association. The elected President shall have been on the previous year Board of Directors. Elections will be held on “Homecoming Saturday” by the general members casting ballots. Each elected Board Member will have voting rights on all BAYFCA matters. In the event of a tie in board elections, after all members of the association cast their vote, one per child, and each voting member of the board of directors has cast their vote, a repeat vote will take place. This repeat vote will be done at the end of the year banquets for cheer and football. In the event of another tie, the voting members of the Board of Directors will discuss and vote.

**6.3 Other Agents.** The Board of Directors may appoint from time to time such Agents as it may deem necessary or desirable, each of whom shall hold office during the pleasure of the board, and shall have such authority and perform such duties and shall receive such reasonable compensation, if any, as the Board of Directors may from time to time determine.

**6.4 Removal.** Any officer may be removed, replaced, or terminated from office when sufficient grounds exist for removal. The Board of Directors will review any such allegations and the following due process may dispense sanctions ranging from written reprimand to removal from the Board. A two-thirds (2/3) majority vote of the Board of Directors are needed for this process. Appointed Directors will serve for an amount of time set by the Board of Directors and can be reappointed or replaced by the Board of Directors at any time. If any member of the Board of Directors misses more than two (2) monthly meetings, without notifying the President or Vice President in advance then they will be removed immediately with notification being sent via Certified Mail.

**6.5 Vacancies.** A vacancy in any office arising at any time and from any cause may be filled by the Board for the unexpired term. These appointed Directors will have no voting rights as members of the Board of Directors.

**6.6 President.** The president shall be the Chairman of the Board and provide leadership to the Association as a whole. The President shall serve as executive officer on all committees. He/she shall delegate authority to a Vice-President or any other Board Member to act on his behalf or in his absence. The President shall appoint committee Chairpersons, call all meetings of the Board and general membership, consult with officers and committee chairpersons prior to each membership meeting to see that all details of the meeting are read as planned, and preserve the order throughout the meeting. The President shall refer to him/herself impersonally as “the chair” while conducting meetings, take no part in any discussion while presiding, refrain from expressing personal opinion on questions before the assembly and avoid all bias when giving information to the assembly.

The President shall call upon a Vice-President to preside if he/she wishes to make a motion or leave the chair at which time he/she will have all the privileges of a member and will address the presiding officer in the same manner as any other member. The President may vote without vacating the chair to break a tie or when vote is by ballot.

The President shall recognize a member who has not previously spoken to the question in preference to one who has spoken. He/she shall sign all written orders and shall not override the duties of other officers and committee chairpersons unless lack of action would place the Association in jeopardy. The President shall provide information to the Football Director and/or Director that has been acted on by the various sport conferences so that he/she may distribute such information to coaches, including but not limited to, schedules, conference procedures, changes and interpretation of rules.

The President may approve expenses not included in an approved budget up to three hundred fifty dollars ($350.00) without the approval of the Board of Directors.

**(a)** The President shall function in a supervisory capacity and shall take an active part (as a head coach) in the detailed coaching of any team except for the following reasons:

**1)** Absence of one or all coaches for a particular team;

**2)** Individual instruction to any player or players is deemed necessary and/or beneficial. Such action shall not be initiated without the knowledge and/or consent of the head coach of the team in question; or

**3)** Upon recommendation to the Board of Directors of the replacement of a coach or coaches in the event of conduct detrimental to the purpose of the Association. Such action should not be considered lightly.

**4) The President shall attend all** **NWGYFL board meetings and events required by the NWGYFL By-laws.**

**6.7 Vice President.** The Vice-President shall act as aide to the President, preside at meetings in the absence or inability of the President to serve, and perform any other specific duties that may be provided in the bylaws. The Vice-President shall assume responsibility for the administrative details delegated to them by the President. They shall assist in the liaison duties between the committees and the Board, assist other officers in carrying out their duties when asked to do so, and act as liaison with conference and league officials. The Vice President shall be responsible for leagues/squads self-supporting budgets, equipment maintenance and distribution, and league rules, including rules from all governing bodies. The Vice President shall be the purchasing manager over seeing all football equipment, concession equipment and goods needed as budgeted or unless items are needed due to unforeseen circumstances. The Vice President may approve expenses not included in an approved budget up to three hundred fifty dollars ($350.00) without the approval of the Board of Directors.

**(a)** The Vice President shall function in a supervisory capacity and shall take an active part (as a head coach) in the detailed coaching of any team except for the following reasons:

**1)** Absence of one or all coaches for a particular team;

**2)** Individual instruction to any player or players is deemed necessary and/or beneficial. Such action shall not be initiated without the knowledge and/or consent of the head coach of the team in question; or

**3)** Upon recommendation to the Board of Directors of the replacement of a coach or coaches in the event of conduct detrimental to the purpose of the Association. Such action should not be considered lightly.

**4) The Vice President shall attend all NWGYFL board meetings and events required by the NWGYFL By-laws in the absence or inability of the President to attend. The VP is encouraged to attend these meetings.**

**6.8 Secretary.**

**(a)** The secretary shall maintain an accurate record of all board meetings and general membership meetings.

**(b)** The secretary shall record all business transacted at each meeting, specifically the name of each person making a motion, the fact that a second was obtained and the disposition of the motion. Personal opinion and discussion are not included in the minutes.

**(c)** The secretary may request the maker of a motion to put the motion in writing, if necessary.

**(d)** The secretary shall read the minutes of any previous meetings, when requested.

**(e)** The secretary shall call the meeting to order in the absence of both the

President and Vice-President and preside until a chairperson is elected.

**(f)** The secretary shall provide a copy of the bylaws, minutes, list of standing committees existing at the time and any other documents and correspondence required or asked of that would be pertinent to conduct the business of the meeting.

**(g)** The secretary shall act as custodian of all records except those specifically assigned to others by the bylaws or articles of incorporation and promptly deliver records to his/her successor.

**(h)** The secretary shall conduct the correspondence of the Association and receive all incoming mail assisted by the Treasurer.

**(I)**The secretary shall receive membership information forms and prepare a membership roster from the same. The membership information form, copy of the bylaws, etc., and the registering members shall be handled through the Secretary and the registration as appointed and the secretary shall maintain an updated master file of the membership at all times and shall post a list of eligible voting members at each monthly meeting.

**(j)** The secretary shall maintain supplies for all registration including registration forms, copies of bylaws and general supplies.

**6.9 Treasurer.**

**(a)** The treasurer shall receive and disburse all monies of the Association Delegation as prescribed in the bylaws or as authorized by action of the Board of Directors.

**(b)** The treasurer shall make available a written financial statement to the Board of Directors and to the members of the Association at each membership meeting.

**(c)** The treasurer shall prepare a financial statement in writing annually and present the same at the annual January meetings, said statement becoming a permanent record of the Association.

For the protection of the Treasurer, the Board of Directors who receives the Treasurer’s annual end of the year report shall examine the accounts.

**(d)** The treasurer shall work in accordance with the Vice President on all budgets and receive all incoming mail assisted by the secretary.

**(e) The treasurer shall cash out the monies from the concession stand along with the concession manager each night the concession is in operation. The treasurer and concession manager are to sign-off and lock all monies in the office for the treasurer to prepare the deposit. A daily email report is to be prepared and sent to both President and Vice President.**

(f) The treasurer shall prepare the year-end financial report and compile the bank statements no later than the February board meeting for board approval. Immediately after approval and no later than the 28th of February these reports will be emailed to the Park President for the preparation of annual income tax.

**6.10 Athletic Director.**

**(a)** The athletic director shall assume full responsibility for the day-to-day operation of the league.

**(b)** The athletic director shall see that his/her league personnel are properly briefed on all phases of rules, regulations and policies of the Association, including ensuring that all coaches and members under his/her jurisdiction comply with published bylaws.

**(c)** The athletic director shall function in a supervisory capacity and shall take an active part (as a head coach) in the detailed coaching of any team except for the following reasons:

**1)** Absence of one or all coaches for a particular team;

**2)** Individual instruction to any player or players is deemed necessary and/or beneficial. Such action shall not be initiated without the knowledge and/or consent of the head coach of the team in question; or

**3)** Upon recommendation to the Board of Directors of the replacement of a coach or coaches in the event of conduct detrimental to the purpose of the Association. Such action should not be considered lightly.

**(d)** The athletic director shall attend as many practice sessions as possible for each league in order to familiarize him/herself with the players’ individual requirements such as equipment, attention to injuries and the like.

**(e)** The athletic director shall chair meetings of the coaches that are held for the purpose of setting schedules, including coaches’ workdays, coaching methods and the like.

**(f)** The athletic director shall comply with the conference rules in setting time and frequency of practice sessions.

**(g)** The athletic director shall act as an advisor to any player whose conduct is deemed detrimental to a team and/or the Association, this capacity being considered secondary to that of the head coach and/or team parent.

**(h)** The athletic director shall notify the coach’s as soon as possible after a schedule of competitive events is established making it possible for the publication to be distributed by the coaches to the membership of their teams.

**(i)** The athletic director shall represent the coaching staff on the Board of Directors in the fullest sense.

**(j)** The athletic director shall monitor the maintenance and upkeep of practice and game fields for the proper playing conditions in the event the field & ground director position is vacant.

**(k)** The athletic director shall be responsible for ensuring that managers/head coaches of each team have copies of conference or league rules~~,~~ NWGYFL Bylaws, and that any rule change submitted to the Board of Directors for approval is copied to team managers and head coaches.

**(l) The athletic l director shall send out coaches evaluation forms to all members no later than the end of October and shall be responsible for compiling these forms for review to the Coaches committee.**

**6.11 Assistant Athletic Director**

**(a)** The Assistant Athletic Director is to assist the Athletic Football Director in all responsibilities outlined in 6.10.

**6.12 Cheerleading Director   
(a)** Chairman of Cheerleading and presides over all cheerleading meetings and all cheerleading membership meetings.  
**(b)** Is the purchasing agent for cheerleading equipment for The Association and shall competitively price all equipment to be purchased by at least two sources unless time dictates otherwise. Must have a second signature from either the President or the Treasurer before placing an order totaling $200.00 or more.  
**(c)** Calls meetings of Cheerleading and general membership in accordance with these By Laws as well as others deemed necessary.  
**(d)** Shall appoint members to fulfill any vacancy in the coaching staff subject to approval by the majority of the Executive Board.  
**(e)** Has overall responsibility for the cheerleading program.  
**(f)** Responsible for gym rental for the cheerleading program.  
**(g)** Remains within budget and reports all income and expenses for cheerleading to Executive Board of The Association.

**(h)** Responsible for getting all copies of driver’s license and background check forms completed for all cheerleading coaches and assistants.  
**(i)** Assigns all practice schedules and is authorized to call off Cheerleading practices.  
**(j)** Will coordinate all Registration dates, equipment pick up and return, etc. in conjunction with V.P. of Football corresponding dates for the same where possible.  
**(k)** Responsible for placement of all Cheerleaders on teams. Coordinates which team goes to which games in conjunction with V.P. of Football.  
**(l)** May appoint himself/herself an unpaid and non-voting assistant at his/her discretion.  
**(m)** Shall present the President and the Executive Board of the Association with a list of competitions, dates, cost, rules, etc. for approval.  
**(n)** Set up cheer camp and clinics to happen prior to the first week of season after approval from the President and the Executive Board of the Association.

**6.12 Cheer Athletic Director   
(a)** Must thoroughly investigate any discrepancies involving Coaches reported to her/him as well as those of her/his own determination. Will determine if conduct requires action by the Executive Board of Directors and will report said discrepancies to the VP of Cheerleading to decide to place the Coach(s) on probation or suspension. Recommendations to replace a Coach(s) must be in writing to the Executive Board.  
**(b)** Chair the coaching staff meetings for the purpose of communicating coaching methods, game schedules, competitions, gym schedule, and rules and By Laws for cheerleading.  
**(c)** Responsible for collection and distribution of competition forms and fees by the deadline dates set forth by each individual competition.  
**(d)** Set up Coaches training to happen prior to end of first week of season after approval from VP of Cheerleading and the President of the Association.  
**(e)** Submit ideas for fundraisers and sponsors for cheerleading program with projections to the Executive Board.  
**(f)** Responsible for all Executive Board approved information handed out to Head Coach and Assistant Coach. All information must be given to Executive Board prior to passing out, so that all executive Board Members can answer any questions concerning Cheerleading.  
**(g)** Assigns Head Coaches to teams, after Executive Board approval and background checks completed on each.   
**(h)** Will ensure coaches and players have all equipment necessary to conduct scheduled practices and games.  
**Any problems, complaints, or grievances related to cheerleading shall be processed as set forth:**1. Coaches, participants, and parents shall first discuss the issue with the Team Mom and if no resolution is found, discuss with the Cheerleading Athletic Director.  
2. The Cheerleading Athletic Director shall investigate and try to arbitrate the issue.  
3. Should the Cheerleading Athletic Director not be able to settle the issue, they shall then present all the facts relating to the issue to the Vice President for Cheerleading.  
4. Should the Vice President for Cheerleading not be able to settle the issue, they shall then present all the facts relating to the issue to the President of the Association.

**6.13 Equipment Manager**

**(a)** Responsible for maintaining complete inventory along with outgoing equipment manager by November 30th each year and determine quantities of equipment items needed for upcoming year to take advantage of dealer discounts offered in early December

**(b)** Responsible for the collection of all equipment and will coordination with the Football director (s) for turn in dates while ensuring sufficient help to effectively classify equipment serviceability or condition

**(c)** Must maintain a system for identifying equipment and reordering equipment as it is issued both during registration and the season including exchanges

**(d)** Must maintain records of any equipment issued to coaches

**(e)** Is to maintain acceptable levels of consumable items for repair or replacement to equipment (will provide the board an updated inventory during annual meeting turnover and must maintain a current inventory at all times)

**(f)** Responsible for supervising and partnering with committee in reconditioning reusable equipment.

**(g)** Ensure coaches and players have all equipment necessary to conduct scheduled practices and games.

**6.14 Concessions Manager**

**(a)** Responsible for the operation of concessions and the safekeeping of all money generated from sales.

**(b)** Responsible for accurate records of purchases and sales while providing an inventory system for complete tracking of goods for sale and keep different sources of revenue separate.

(**c)** Must coordinate with the Treasurer to ensure all purchases are made by check, credit card, or authorized billing to greatest extent possible and ensure money is ready for deposit in a timely fashion.

(d) Shall coordinate with the team mothers and ensure the concession stand is adequately staffed for the team and to be responsible for the manning requirements and concession stand operations.

(e) Shall work with the concession stand purchasing agent to ensure concessions are adequately stocked.

(f) Shall coordinate and be responsible for all advertising and promotion activities.

(1) Shall coordinate other fundraising activities, including annual sponsorships for teams, homecoming activities, and other sales and marketing activities.

(g) Can appoint unpaid and non-voting assistants at his / her discretion; providing that any assistant will have access to proceeds passes a background check.

(h) The concession manager shall cash out the cash register each night the concession is operation along with the treasurer.

**6.15 Immediate Past President**

(a) Shall work closely with the newly elected board to provide continuity of the objectives and the practices of the Association.

(b) Option to serve on any committees as may be deemed necessary.

(c) Shall serve until replaced or deemed current President no longer needs assistance. Term is served a minimum of one (1) year, maximum two (2) years.

(d) Shall have voting rights

**6.16 Event Director**

(a) Shall be in charge of all preseason and postseason events including but not limited to preseason Jamboree postseason bowl game

(b) Shall plan events with all board of directors included and decisions such as but not limited to financial decision. (Event trophies, referee rentals)

(c) Shall serve until replaced or deemed current President no longer needs assistance. Term is served a minimum of one (1) year, maximum two (2) years.

(d) Shall have voting rights

**6.17 Social Media Director**

(a) Shall be in charge of all social media communications that represent BAYFCA.

(b) Shall work closely with all board members

(c) Shall actively support all registration, equipment distribution, and all events that directly represent BAYFCA.

(d) Shall serve until replaced or deemed current President no longer needs assistance. Term is served a minimum of one (1) year, maximum two (2) years.

**All Board members must wear board member badge identification during practices. Each board member will also be required to wear its board member shirts on game days.**

**ARTICLE SEVEN**

**Committees of Directors**

**7.1 Committees.** By resolution adopted by a majority of the full Board of Directors, the Board of Directors may designate from among its members one or more committees, each consisting of one (1) or more directors. Said committees, to the extent provided in

said resolution, shall have and exercise the authority of the Board of Directors in reference to amending, altering or repealing such committee or any Director or Officer.

Except as prohibited by law, each committee shall have the authority as set forth in the resolution establishing said committee. See also Article Three ("Committees of the Board of Directors").

**7.2 Term of Appointment.** Each member of a committee shall continue as such until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a member thereof.

**7.3 Chairman.** One member of each committee shall be appointed chairman thereof.

**7.4 Vacancies.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

**7.5 Rules.** Each committee may adopt rules for its own government, so long as such rules are not inconsistent with these bylaws or with rules adopted by the Board of Directors.

**ARTICLE EIGHT**

**Registration**

**8.1 Registration.** The Board of Directors will set the registration fees for the season at the January meeting. Uniforms (football jerseys and socks) will be included in the participation fee, pictures are NOT included. Any additional fee commitments by the Board of Directors shall be determined by a two-thirds (2/3) majority vote of the Board of Directors. To be considered as a participant / member in good standing, all obligations from the previous season must be satisfied. Obligations include, but are not limited to, payment of participation fees, return of Association equipment, payment of NSF checks (including NSF fees), and any and all other outstanding debt(s) owed to the Association.

Persons with outstanding obligations to the Association will not be allowed to register for the current season until all obligations are satisfied. **Prior to a uniform being issued and participation or certification being granted, all registration fees and applicable deposits shall be paid in full**. Any member may request application for sponsorship. Sponsorship applications for the association shall be made available by the communications director. In the event that a sponsor provides participation fees on behalf of a participant, the treasurer will provide the sponsor with the necessary sponsorship form and shall be sent proper documentation for tax recording purposes by the Treasurer of the Association. Three (3) primary scholarships, and two (2) emergency scholarships for registration will be granted with a 2/3 vote of the Board of Directors. All registrations must be handled in person and or by website registration. All players shall present an acceptable birth record which is a certified copy of birth or certificate of live birth or certification of vital record and/or certified abstract (i.e., adoption record or passport for international births) or birth certificate (certified by issuing authority) or State of Georgia Issued Identification Card or last year’s certification record for the same Association. The following shall not be acceptable:

1. Xerox copy of birth certificate

2. Hospital certificate

3. Baptismal certificate

4. Certificate of registration

5. Notarized copies

6. School letters

The Football Director must establish a waiting list, if necessary. Each vacancy shall be filled from the list following guidelines set by the league and all governing bodies. A copy of each waiting list shall be given to the Secretary of the Association.

Tackle Football Refund policy:

1. Parent or Guardian must send a request for refund to the TREASURER ONLY through email.
2. From the start of registration until June 15, refunds will be 100% minus uniform fee if ordered.
3. From June 16 to July 1, the refund will be 50% of the registration fee minus uniform fee if ordered.
4. From July 2, to July 31, 25% registration fee minus the uniform fee.
5. After, August 5, there will be no refunds.

**ARTICLE NINE**

**Membership**

**9.1 Membership.** Membership in the Association shall be determined as a child or children registered in the Bill Arp Youth Football and Cheerleading program, and agrees to abide by the rules, regulations, and bylaws of the Association.

A participant’s district is determined by the public high school in which the participant is zoned to attend. Qualified members shall not be a member of any other youth football program. BAYFCA shall provide the new members and returning members a copy of the BAYFCA Bylaws at registration and/or make the BAYFCA Bylaws available by publication. Membership requirements include two (2) hold checks for $50 for two (2) or more concession stand / gate duties, to be completed per child during the season, including one (1) practice and one (1) game.

**ARTICLE TEN**

**Coaches and Team Mom**

**10.1 Criteria for Football Coaches**

Bill Arp Falcons require all head coaches to be a minimum of USA football level 1 certified, heads up coach and recommends, but does not require, all assistant coaches complete the level 1 certification. All Coaches must have their name, address and at least one working telephone number listed in the NWGYFL database to be certified. If it is discovered that a coach does not, a warning will be given to the League Member to rectify the situation. Failure to correct the inaccurate information prior to the next scheduled game will result in a fine of twenty-five dollars ($25) to the League member.

Additional criteria includes:

**a) Must** be 18 years of age or older.

**b)** **Must** make a full-time commitment to the program.

**c)** Previous coaching experience preferred, and/or has equivalent experience as deemed appropriate by the Football Director and Board of Directors.

**d)** **Must** attend an Atlanta Falcons coaches clinic.

**e)** **Must** assist with player registration.

**f)** **Must** assist at equipment issue and turn-in.

**g)** **Must** assist in coaches’ workday for field set-up prior to game days.

**h)** **Must** assist in fundraising activities.

**I)** **Must** follow all guidelines of the Northwest Georgia Youth Football League (NWGYFL) Rules and Bylaws and BAYFCA Bylaws.

**j)** Football coaches must abide by the NWGYFL 8/12-play rule, with the head coach ultimately responsible.

**g) Must** wear your badge at all times.

**h) All** registered coaches shall be exempt from volunteer duties. This exemption does not include family members. Family members must work for their child, 2 times per child.

Additionally, all coaches (head and assistants) must complete all of the USA Football Requirements, as follows:

1. Create/renew an account on the USA Football website.
2. Create/renew your coaches membership.
3. Complete/maintain Level 1 Certification Course.
4. Complete/maintain Level 2 Certification Course (optional)
5. Setup/maintain USA Football's my Coaches Page.
6. Attend USA Football's Coaches and Parents Clinics

Any person interested in becoming a member of our coaching staffs may do so by contacting the President, Vice President, or Athletic Director. Assistant coaches will be elected by the head coach. Up to five assistant coaches will be allowed per team on game days. Each team will be allowed two (2) practice coaches in addition to the four assistants. All coaches (head coaches, assistant coaches and practice coaches) are subject to a criminal background check before being certified. Any coach found to have a felony conviction within the preceding three (3) years can his/her coaching privileges revoked immediately at the discretion of the Board of Directors. A coach with any conviction in any time frame can be removed at the Board of Director’s discretion upon a two-thirds (2/3) majority vote.

At any time before or during the season, the Board of Directors may vote to suspend any head coach or individual from having any coaching or coaching related activities within the Association.

Head coaches will be voted on each year prior the May board meeting. This committee shall consist of the President, Vice President, AD, assistant AD and immediate past president.

While under Suspension and or Dismissal, a coach may not attend practice if the coach is the sole guardian of a player, the coach may, for emergency purposes only, remain in their automobile during practice at the practice site and not in view of the practice. On game day during a suspension, a suspended coach may be allowed to be in the team’s stands, but may not have contact with the team at any time. This includes before, during, or after the game. If the coach has additional responsibilities at the park (such as President, Vice President, Weight Commissioner, etc.) said coach may perform their duties as long as they do not include anything to do with that coach’s teams. (Example: Cannot be weight commissioner or present during his team’s weigh in, cannot make any decisions regarding playing of game due to weather or other issues, cannot announce the game, etc.) No person shall coach with NWGYFL that is currently under suspension from coaching in any other league. A coach who moves between parks without a permanent change in residence shall not be allowed to coach the same team at the moved to park from the previous season unless the President representing the moved from Association provides a release to said coach. Such release will not be unreasonably withheld. Any appeal of the moved from Association’s decision would be submitted to the Chairman for his review and decision. In the way of example, a coach from the 7YO team in 2016 shall not change parks and coach an 8YO team at any moved to park in 2017.

**10.2 Responsibilities of Team Mom**

**a) Must** be 18 years of age or older.

**b)** **Must** make a full-time commitment to the program.

**c)** **Must** attend Team Mom meetings as scheduled by the Team Mom Director.

**d)** **Must** make sure that the team meets concession stand work requirements on practice and game days.

**e)** **Must** organize and assist in fundraising activities.

**f)** **Must** collect and handle all team monies appropriately.

**g)** **Must** maintain contact with all parents and coaches on assigned team regarding scheduling, fundraising, meetings, etc.

**h)** **Must** organize all team activities including, but not limited to, year-end banquet, get-togethers, homecoming activities, and any other activities that are deemed necessary by the Coaches or Director of Team Mom.

**10.3 Responsibilities for the Player Safety Coach (PSC)**

This person is responsible for the development of coaches within the organization to ensure a better, safer experience for every player. It is important for this person to work with the Board of Directors to establish a minimum threshold of coaching education to ensure every coach has been certified by USA Football’s Level 1 Coach Certification and has been educated on the proper fundamentals and key elements of Heads up Football. This person should be required to interview new Heads up Coach and Safety Clinics, host coach training sessions throughout the year and spend time observing the overall quality of coaching throughout the organization. This person is identified as the Athletic Director of the program.

***At any time before or during the season, the Board of Directors may vote to suspend any head coach (football and/or cheer) or individual from having any coaching or coaching related activities within the Association.***

**ARTICLE ELEVEN**

**Distributions and Disbursements**

**11.1 Distributions and Disbursements.** The Board of Directors, not less frequently than annually, shall:

**(a)** determine all distributions to be made from net income, capital gain, and principal of the Association (including funds held by trustees, custodians, or agents of the Association) pursuant to provisions of the articles of incorporation, these bylaws, and the donors' directions if and to the extent applicable as provided herein;

**(b)** make or authorize and direct the respective trustees, custodians, or agents having custody of funds of the Association to make payments to organizations or persons to whom payments are to be made, in such amounts and at such times and with such accompanying restrictions, if any, as it deems necessary to assure use for the charitable purposes and in the manner intended; and

**(c)** Determine all disbursements to be made for administrative expenses incurred by the Association and direct the respective trustees, custodians, or agents having custody of funds of the Association as to payments thereof and funds to be charged.

**11.2 Vote Required for Determinations.** All such determinations shall be made by the affirmative vote of a two-thirds (2/3) majority of directors present at a meeting duly called, unless otherwise expressly provided in these bylaws or by direction of the donor as a condition of the gift.

**11.3 Distribution of Capital.** Determinations may be made to distribute capital from funds given without directions as to principal or income or capital gain, as well as pursuant to directions expressly permitting use of principal; but the Board of Directors shall inform the trustee, custodian, or agent having custody of the funds of the Association as far in advance as the Board of Directors deems practicable so as to permit the trustee, custodian, or agent to adjust its investment policies accordingly, and may, upon advice from the trustee, custodian, or agent as to how the desired distribution and any necessary liquidation of investment can be accomplished most economically, adjust its directions for distributions so far as it deems practicable accordingly.

**11.4 Determination of Effective Agencies and Means for Carrying Out the Charitable Purposes of the Association.** The Board of Directors shall gather and analyze facts and conduct such investigation and research as from time to time may be necessary or desirable in order to determine the most effective agencies and means for carrying out the charitable purposes and functions of the Association, and may direct disbursements for such fact gathering and analysis, investigation, and research from funds given for such purposes or from funds given without designation as to purpose.

Disbursements for other proper administrative expenses incurred by the Board of Directors, including salaries for such professional and other assistance as it from time to time deems necessary or desirable, shall be directed to be paid so far as possible, first from any funds designated for such purposes, and any balance out of income and capital gain of the funds of the Association or such of its principal as is not specifically restricted against such use.

**11.5 Furtherance of Charitable Purposes.** In furtherance of the charitable purposes and functions of the Association, when needs therefore have been determined and with appropriate provisions to assure use solely for such purposes, the Board of Directors may direct distributions to such persons, organizations, governments, or governmental agencies as in the opinion of the Board of Directors can best carry out such purposes and functions or help create new qualified charitable organizations to carry out such purposes and functions.

**ARTICLE TWELVE**

**Contracts, Checks, Deposits, and Funds**

**12.1 Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. Such authority must be in writing and may be general or confined to specific instances.

**12.2 Checks, Drafts, Notes, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by the President (or Secretary) and Treasurer.

**12.3 Operational Accounts.** The accounts and books of the Association shall be open for inspection by members.

**12.4 Deposits.** All funds of the Association shall be deposited from time to time to the central account for the Association. At no time will monies be directly deposited into a separate account for individual board uses.

**12.5 Gifts.** The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Association.

**12.6 Association Sponsorships.** To be considered an official sponsor of the Association, a minimum of three hundred dollars ($300.00) shall be required. These funds will be used as for capital improvement as deemed necessary by the Board of Directors. Applications for Association sponsorships are made available by the Secretary of the Association.

**12.7 Memorial Flower Fund.** A Memorial Flower Fund shall be established to provide flowers in the event of the death of any member or participating child in the Association.

**12.8 Operating Expenses.** The operating expenses shall include, but will not be limited to:

**(a)** Printing and advertising costs;

**(b)** General supplies to provide for the operation of the Association;

**(c)** Uniforms and equipment;

**(d)** Homecoming fees;

**(e)** Liability insurance; and

**(f)** NWGYFL participation fees.

(g) Out of county fees to the County

The preliminary budget for the current season shall be presented at the May meeting.

Upon revision and a two-thirds (2/3) vote by the Board of Directors, the budget shall be adopted. The final budget will be provided to the members of the Association at the August meeting.

**12.9 Fundraising.**

**(a)** Parents are required to participate in 2 gate / concession duties

**(b)** Parents with problems related to participating in fundraising activities must contact the communications director for an alternative solution.

**(c)** BAYFCA may offer a buy-out of fundraising programs for families who do not wish to participate, and would rather pay cash up front. This is for fundraising purposes only. All families are still required to volunteer their time during the season.

**(d)** Use of the BAYFCA name and/or logo is strictly prohibited from being used for personal gain.

**12.10 Fines.** All fines imposed by the NWGYFL must be paid prior to 11:59 p.m. on the

Monday before play-off games start. If an Association fails to pay fees, it must forfeit games and the next team will be in the play-offs.

**ARTICLE THIRTEEN**

**Indemnification and Insurance**

**13.1 Indemnification.** In the event that any person who was or is a party to or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, seeks indemnification from the Association against expenses, including attorneys' fees (and in the case of actions other than those by or in the right of the Association, judgments, fines and

amounts paid in settlement), actually and reasonably incurred by him or her in connection with such action, suit, or proceeding by reason of the fact that such person is or was a director, officer, employee, trustee, or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee, trustee, or agent of another Association, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust, or other enterprise, then, unless such indemnification is ordered by a court, the Association shall determine, or cause to be determined, in the manner provided under Georgia law whether or not indemnification is proper under the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in Georgia law; and, to the extent it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified to the fullest extent now or hereafter permitted by Georgia law.

**13.2 Indemnification Not Exclusive of Other Rights.** The indemnification provided in Section 13.1 above shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the articles of incorporation or bylaws, or

any agreement, vote of members or disinterested directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, trustee or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

**13.3 Insurance.** To the extent permitted by Georgia law, the Association shall purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, trustee, or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee, trustee or agent of another Association, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust or other enterprise.

**ARTICLE FOURTEEN**

**Team Criteria and Participant Regulations**

**14.1 Team Criteria.**

**(a)** Football players are eligible to participate from all counties. A $25 out of county fee is required at time of registration. This only applies to out of county residents.

**(b)** Tackle football players must be between the ages of five (5) and twelve (12).

**(c)** Cheerleaders must be between the ages of four (4) and eleven (12) for sideline cheer. Competition cheer there is no age limit and is at the discretion of the Cheer Director.

**(d)** All participants must follow the established Rules and Regulations contained in these bylaws and by the NWGYFL.

**(e)** Tackle football players must meet the weight requirements for their league to participate.

**(f)** Participants must follow instructions for care of uniforms and equipment mentioned in these bylaws. If uniforms or equipment are not returned in a manner not suitable to normal use, an additional fee may be imposed.

**(g)** Home games will be played at Bill Arp’s football field.

**(j)** Every football player will participate in a minimum of 8 plays from scrimmage per game provided they have met practice participation requirements. This excludes and does not apply during non-regular season games or events, i.e. scrimmages, jamborees, etc.

The name, grade, age and control date for each division of the league are as follows:

**Grades**

**K/1st (5 years old)**

Must turn 5 before 7/1 in the year of participation

**2nd (6 & 7 years old)**

May not turn 8 prior to 7/1 of the year of participation

**3rd (8 & 9 years old)**

May not turn 10 prior to 7/1 of the year of participation

**4th (9 & 10 years old)**

May not turn 11 prior to 7/1 of the year of participation

**5th (10 & 11 years old)**

May not turn 12 prior to 7/1 of the year of participation

When any particular age group has too many kids register, we have to split teams into a D1 and DII division. The head coach will make the selections with board support. The better, more experienced kids typically go to division 1.

**14.2 Division Participation Petition for Football Players.**

Parents may petition the BAYFCA Football Petition Committee (BAYFCA Vice President and Athletic Director of Football) for permission for a player to be allowed to play at a higher division than originally assigned. Permission will be assessed approved or denied by the BAYFCA Football Petition Committee and cannot be appealed.

**14.3 Practice Participation Requirements for Football Players.**

**(a)** Attending the full week and fully participating in practice entitles a player to at least 8 plays.

**(b)** Missing one practice or part of practice does not change entitlement of 8 plays.

**(c)** Missing one practice of more per week for 3 or more consecutive weeks (producing a pattern of excused and/or unexcused absences) makes playing time the coach’s discretion.

**(d)** Missing two practices in a week makes playing time the coach’s discretion.

**(e)** Not practicing at all in a given week for any reason will, at the coach’s discretion, make it possible that the player will not be allowed to dress for game. Coaches need to notify the player and his parents in advance so that there is no confusion.

**(f)** Coaches must speak to the Athletic Director prior to filling out the game day sheets if a player misses practice or any other reason for a player to not meet the required minimum plays.

**14.4 Football Dress Code.** Players in the BAYFCA are given a complete game uniform.

Players are expected to look their best on game day, including wearing a clean uniform, clean helmet, and game socks. It is the responsibility of the player to bring all of their game equipment. At no time will jewelry be allowed to be worn. Players are to look as professional as possible. If these rules are violated, disciplinary action will be taken.

**(a) Players:** Helmet should be cleaned for every game. No youth will participate in a torn uniform for a game. If this problem arises, please contact the Equipment Manager or Director of Football. Strict maintenance and regular inspection of uniforms and equipment is needed from parents. Uniforms should not be bleached and colors should not be mixed when washing. An itemized bill for payment will be given for missing or damaged pants of the uniform upon turn in, excluding normal wear and tear. A date will be announced for equipment turn-in at the end of the season. Anyone who fails to turn in equipment on this day will not have deposited funds returned. All equipment must be available for any necessary reconditioning during the off-season.

**(b) Coaches:**

**(1)** **MUST** be in full uniform at all games (includes football shirt, khaki pants or shorts and hat).

**(2)** **All coaches must wear their badges at all times.**

**14.5 General Regulations for All Participants.**

**(a)** Tobacco, drugs, and alcohol are forbidden and will result in being barred immediately from BAYFCA. The only exception is that if there is an adult-only function for the BAYFCA program (i.e., adult dance, adult fundraiser, adult party, etc.) wherein alcohol will be allowed. This in no way will change the rules and regulations on the alcohol procedures that are in place when there are minors attending any of the functions.

**(b)** Chewing gum or eating of any kind is prohibited during practices or games. This is for the safety of the participant.

**(c)** Profanity from any individual will not be tolerated at practice or games.

**(d)** Parents are prohibited from interfering at practices or games. Coaches are not to be bothered from the sidelines. Parents are not allowed on the practice or game fields during these times. The Team / Head Coach will be warned on the first offense and fined $25 on the next offense.

**(e)** Football practice is 3 days a week during the months of July, August, September, October, and November. Normal practice days are Monday, Tuesday and Thursday, however, this is at board discretion. Coaches must have board members approval to vary from practice nights of Mon, Tues, and Thurs.

**(f)** Excusable absences are sickness, vacation, church, and special school activities. Parents should notify the coaches of commitments before the start of season or as soon as possible as they occur during the season.

**(g)** Excessive absences could result in limited participation in games.

**(h)** If a player or cheerleader is not planning to attend a game, they are still required to participate in that week’s practice.

**(i)** Practice may be cancelled due to the weather; however, games are played in unfavorable weather except for thunder and lightning. Parents should always assume that practice is being held unless called by the coach.

**(j)** Parents are to be prompt for the beginning and the end of practice. Also parents are responsible for their child’s transportation to and from the field.

**(k)** There will be no taunting or inappropriate cheering by any team within the organization.

**14.6 Conduct of Spectators.** All persons other than players and coaches shall remain behind the crowd-restraining barrier. Should spectators, including parents, display conduct unbecoming or detrimental to the BAYFCA, the Association President or his designated person shall have the responsibility of giving that particular person a warning.

Should the conduct continue, the spectator will be asked to leave the field? If the person(s) refuse to leave, the Association President or representative has the right to call the legal authorities to have the spectator removed from the premises.

**14.7 Conduct of Coaches.**

1. Should coaches display conduct unbecoming or detrimental to Bill Arp Falcons or the NWGYFL, Inc. the head official shall first warn the head coach that should this conduct continue, there may be an un-sportsmanlike penalty called and/or the coach may be ejected and/or the game may be forfeited. 2. Any coach who is ejected from a game shall immediately leave the park and any sight of the playing field for no less than twenty-four (24) hours from ejection, and shall be suspended from the next regular season game. Said coach will not be allowed to participate in any practices during his suspension. If the same coach is removed because of misconduct at a game for a second time, said coach will be suspended for the remainder of the year. Further suspension of said coach shall be decided by the League Members after recommendations from the Commission Members. 3. Any coach who is involved in a physical confrontation with any other person at a game will be suspended for one (1) calendar year. 4. A head coach has the right to question an official’s interpretation of the rules, provided he/she does it immediately and before the next official play. The coach can call time-out to question said officials. If the coach is correct in that the official has misinterpreted the rule, the time-out shall be charged as an official’s time-out. When the questioned interpretation is brought to the attention of the official, it is mandatory that he/she confer with the other officials. If they conclude that the decision was correct, the game continues. The decision made at the time is final and cannot later be contested. 5. Any coach who is removed from a game that is the coach's last game of the season (Regular Season, Play Off, and Super Bowl) may coach during preseason practice, but may not participate with any NWGYFL, Inc. team the week prior to the first Saturday of League Scheduled games for the upcoming season, nor coach their team during the first game of the upcoming season. 6. No coach shall act in an unsportsmanlike manner (including, but not limited to taunting, intimidation or threats), at any time while at a location hosting a NWGYFL Inc. game. 7. Any head coach who has eleven healthy players available to participate in a game but refuses to complete said game shall be suspended for one (1) week and fined $100 unless the Chairman finds that the refusal to complete the game was supported by reasonable player safety standards. 8. Any coach heard using profanity at an NWGYFL, Inc. sanctioned event by a NWGYFL, Inc. Commission Member or an Official will be immediately ejected from the game and must be removed from the park. NWGYFL, Inc. reserves the right to consider further disciplinary action up to and including permanent removal from NWGYFL, Inc. 9. After a show of good sportsmanship by shaking hands at the completion of a game, each team shall leave the field of play immediately and move to a point behind the 10 foot physical barrier and not in close proximity to any other team. For fields surrounded by a track, teams may meet behind the end zone on the track and not in close proximity to the other team. The penalty for failure to move to a point behind the 10 foot physical barrier shall be fifty-dollars ($50) assessed against the offending team’s head coach. 10. At the discretion of NWGYFL, Inc. any coach may be removed or suspended at any time for any behavior that does not meet the ethical standards of fair play including Article II of the Constitution.

**ARTICLE FIFTEEN**

**Disciplinary Action by the Board of Directors**

**15.1 General Discipline.** Any person or persons, who threaten, verbally abuse, slander, strike or does bodily harm to another person during an Association activity shall be called up before the Board of Directors for a hearing to determine disciplinary action.

The Board of Directors shall have the authority to impose disciplinary action on any player, manager, coach, parent, game official, Association officer, member or person whose conduct is considered detrimental to the best interests of the Association. Persons subject to such discipline shall have the right to a closed hearing before the Board of Directors before such discipline is imposed. In the event of discipline involving a player or other person under the age of eighteen (18), parents or legal guardians shall be invited to attend ALL hearings. Disciplinary actions by the Board of Directors shall be final and cannot be appealed to the organization, NWGYFL, or Douglas County Parks and Recreation. Recognizing the difficulty of establishing specific penalties for a variety of violations of acceptable conduct, the Board of Directors may impose, a disciplinary action that, in their opinion, matches the severity of the offense using the following escalating definitions as guidelines:

*Warning* – The offending person is to be advised, in writing, of the offense, and further advised that repetition of the offense shall result in a more severe penalty. The offending person shall remain a member in good standing and retain all rights and privileges.

*Probation* – The offending person is to be advised, in writing, of the offense, length of probation, and stating that repetition of the offense shall result in further disciplinary action. The offending person shall remain a member in good standing and retain all rights and privileges.

*Suspension* – The offending person is to be advised, in writing, that he or she has been suspended from all Association activities for a specific number of games, days, or such period of time as determined by the Board of Directors. The offending person shall not be considered a member in good standing and will not be allowed any voting privileges.

Further, the offending person shall not be allowed to hold any elected position within the Association during the time in which the suspension is in effect.

*Barred* – The offending person is to be advised, in writing, that he or she has been barred from present and all future participation in the Association, permanently, or for a specific number of years. The offending person shall lose all membership status.

In the event an elected member or appointed director is suspended, dismissed, or barred, the Board of Directors will appoint a replacement.

**15.2 Penalty for Bylaw Violations.** Violation of any of the above Constitution regulations shall result in the action being brought before the Member Association and, if found guilty, the violator may be suspended or fined as determined by the Board.

**15.3 Disciplinary Actions.**

When there are serious disciplinary issues with players, behaviors that could potentially harm themselves or other players, coaches must report issues to a board member as soon as possible. Coaches need to avoid having confrontations with parents on the field.

**(a)** Class one consists of minor offenses, including but not limited to:

**(1)** Forgetting to bring issued equipment or uniform to practice or a game;

**(2)** Late for practice or game;

**(3)** Teasing or bullying another person;

**(4)** Abuse or loss of equipment;

**(5)** Horseplay, fooling around, not paying attention;

**(6)** Late hits (after whistle has blown) and cheap shots;

**(7)** Insubordination to coaches, staff, and board members;

**(8)** Chewing gum or eating candy during practice or games; and

**(9)** Any other minor offense(s) as defined by the President.

*First Offense -* Verbal and Written Warning

*Second Offense* - Probation

*Third Offense* - One game suspension

*Fourth Offense* - Suspended from program for one (1) year. Participant will not be allowed back and will not receive any compensation for their participation for the year.

**NOTE:** The appropriate Director will notify the Board and the violator in writing when a Third Offense has been issued.

**(b)** Class Two consists of the following offenses, including but not limited to:

**(1)** Lying and cheating;

**(2)** Fighting;

**(3)** Profanity;

**(4)** Unsportsmanlike conduct, on or off field; and

**(5)** Any player, cheerleader, coach (football or cheerleader), volunteer staff, or parent being ejected from a game

*First Offense* - One game suspension

*Second Offense* - Suspended from program for one (1) year. Participant will not be allowed back and will not receive any compensation for their participation for the year.

**NOTE:** The appropriate Direct will notify the Board and the violator in writing when a

First Offense has been issued

**(c)** Class Three offenses result in the violator being barred from the BAYFCA and include, but are not limited to:

**(1)** Possession of drugs;

**(2)** Possession of alcohol; and

**(3)** Possession of weapons of any kind.

**15.4 Problems-Complaints-Grievances-Protests (P-C-G-P).** All problems, complaints, and grievances relating to Association activities shall be processed as set forth below:

**(a)** Coaches, players, and parents shall first discuss the issue with the Association President or Vice President.

**(b)** Should the President or Vice President cannot resolve the complaint or grievance, the President shall call a meeting of the Board to have a hearing on the matter whereby the ruling from this hearing will be final, after one week from the meeting.

**(c)** Should the Board Association not be able to settle the issue, he shall then present all the facts to the NWGYFL and coaches and players shall email, fax, or mail their P-C-G-P to the appropriate individual.

**(d)** Unless the above steps are followed, this (P-C-G-P) shall be automatically disregarded.

**ARTICLE SIXTEEN**

**Safety**

**16.1 Safety.**

**(a)** No practices or games shall be held during severe weather, including but not limited to, lightning storms.

**(b)** There will be no fundraising activities permitted where children are asked or required to stand in the street, roadway or highway.

**(c)** A fully equipped first aid kit will be kept at the concession stand, field house and provided to each coach.

**(d)** Any child having, or who has had, a noticeable injury or contagious disease must have a release from their medical doctor before being allowed to resume play. Parents of the child shall provide a medical release to be maintained by the head coach and Association.

**(e)** No child will be allowed to participate in BAYFCA activities without a completed and signed waiver form. Waiver forms are to be maintained by the Secretary of the Association.

**ARTICLE SEVENTEEN**

**Miscellaneous**

**17.1 Books and Records.** The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. The Association shall keep at its registered or principal office a record giving the names and addresses of the directors and any other information required under Georgia law.

**17.2 Corporate Seal.** The seal of the Association shall be in such form as the Board of Directors may from time to time determine. In the event it is inconvenient to use such seal at any time, the signature of the Association President, Vice President or Secretary followed by the word “seal” enclosed in parenthesis or scroll, shall be deemed the seal of the Association. The seal shall be in the custody of the Secretary and affixed by him or her on such papers as may be directed by law, by these bylaws, or by the Board of Directors.

**17.3 Voting.** Voting is open to all adult members who are eighteen (18) years of age or older and in good standing with the BAYFCA. Each member shall be entitled to one vote at any regular, special or emergency meeting.

**17.4 Gate Fee. G**ate fees will be assessed during all home NWGYFL games. The Board will decide a set price at the beginning of each season. Parking passes will be available for purchase in the event of board approval.

**17.5 Insurance.** Parents must provide proof of primary coverage for each participant.

**17.6 Season/Fiscal Year.** The period from January 1 to December 31 shall constitute a fiscal year. The period from July 1 to November 30 shall constitute a season.

**17.7 Address of Record.** All correspondence, notices, requests, membership payments and other documentation, as deemed necessary, shall be mailed to the address of record. The current address of record is as follows: Bill Arp Youth Football & Cheerleading Association, P.O. Box 5886, Douglasville, Georgia 30154. The address of record shall remain unless changed by a two-thirds (2/3) vote of the Board of Directors. The Treasurer maintains key access to Bill Arps P.O. Office box with the secretary being the secondary contact.

**17.8 Internal Revenue Code.** All references in these bylaws to sections of the

Internal Revenue Code shall be considered references to the Internal Revenue Code of

1986, as from time to time amended, to the corresponding provisions of any applicable future United States Internal Revenue Law, and to all regulations issued under such sections and provisions.

**17.9 Construction.** Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, as far as is reasonable and possible:

**(a)** The remainder of these bylaws shall be considered valid and operative; and

**(b)** Effect shall be given to the intent manifested by the portion held invalid or inoperative.

**17.10 Relation to Articles of Incorporation.** These bylaws are subject to, and governed by, the articles of incorporation.

**ARTICLE EIGHTEEN**

**Amendments**

**18.1 Power to Amend Bylaws.** The Board of Directors shall have the power to alter, amend, or approve these bylaws or adopt new bylaws.

**18.2 Conditions.** Action by the Board of Directors with respect to bylaws shall be taken by the affirmative vote of a two-thirds (2/3) majority of all of the members in good standing of the Association present at the May meeting. A meeting of the Board of Directors and general membership for the purpose of amending the bylaws may be called by a majority vote of the Board of Directors.

**ARTICLE NINETEEN**

**Tax-Exempt Status**

**19.1 Tax-Exempt Status.** The affairs of the Association at all times shall be conducted in such a manner as to assure the Association's status as an organization qualifying for exemption from taxation pursuant to section 501(c)(3) of the Internal Revenue Code.

**ARTICLE TWENTY**

**Adoption of Bylaws**

Bill Arp Youth Football & Cheerleading Association, Inc. was organized under the laws of the State of Georgia. These bylaws were amended, adopted, and became effective, as of May 20, 2017.

Appendix:

**League Member Responsibilities:**

1. League Members shall be responsible for enforcing, at all times, the NWGYFL Constitution, By-laws and Playing Rules.

2. League Members shall keep their participants up to date and informed as to the on goings, Meeting Dates, Locations and Times, News, Updates, Elections, Constitution and By-Laws changes of NWGYFL.

3. League Members shall submit a “Certificate of Liability Insurance” naming NWGYFL as “Additionally Insured” for $1,000,000.00 (one million dollars) the day prior to the first scheduled day of practice. Practices may not commence for a League Member who has not submitted the required Certificate. This copy shall provide coverage from the first day of practice through the entire season including any NWGYFL play-off games of the current year and may be emailed or faxed to the Commission Secretary. Failure to submit the Certificate to the Secretary prior to the first day of scheduled practice shall result in a $50.00 (fifty dollar) fine.

4. League Members shall provide written proof of field availability. Letters of agreement must be on the letterhead of the property rights holder before the first day of practice.

5. League Members shall encourage usage of the NWGYFL website by their members so as to keep all their Board Members, Coaches and Parents informed on the matters of NWGYFL.

6. League Members shall submit a copy of their League Members “Heat Policy”, the day prior to first day of practice. The policy may be e-mailed or faxed to the Commission Secretary. League Members shall notify its participants of its Heat Policy at the time of registration. Failure to submit the policy in a timely manner shall result in a $50.00 (fifty dollar) fine.

7. League Members shall provide a Secured Weight Room in a permanent structure, unless approved in advance by the Chairman. A weight room shall not be in a trailer or in the back of a truck

8. Commission members and Coordinators may conduct weigh-ins, at any NWGYFL event.

9. League Members shall provide a Weigh in Representative 60 minutes prior to scheduled game time, which shall be available for 45 minutes. Failure to do so shall result in a $50.00 (fifty dollar) fine.

10. League Members shall, for each Saturday game, report by 7:00pm each Sunday and for each Tuesday game report by 7:00 pm each Wednesday the scores, injuries as defined in item 2 of INJURED PLAYERS, ejection's and temporary number changes of all home games to League Information Director. Failure by a League Member to comply Reporting of Scores shall result in a $50.00 (fifty dollar) Fine.

11. League Members shall maintain a current copy of the NWGYFL Constitution, By-Laws and Playing Rules in the weigh-in area.

12. League Members shall be responsible for maintaining proper conduct of all participants (players, parents, spectators, etc.) throughout the season.

13. League Members shall send a game report to the Chairman by 7PM on MONDAY evening describing the circumstances surrounding any ejected player, coach or spectator. Any League Member who does not have at least one representative in attendance at a meeting shall be fined $100.00 (One-hundred dollars). A Commission member may NOT represent any League Member in this instance.

14. Any League Member who does not have at least one representative in attendance at the roll call representing the beginning of the meeting, but arrives after the completion of the roll call shall be fined $50.00 (fifty dollars). A League Member shall not be liable both for this fine and the fine described immediately above in item 6 of this Section. A Commission member may NOT represent any League Member in this instance.

**IMPORTANT DATES:**

PRIOR TO REGISTRATION: League Members must notify the League Secretary, in writing, of registration dates, times, places, and amount of registration, the earlier of two (2) weeks prior to the first registration date or two prior to the start of on-line registration. Each League Member shall also provide the League Secretary with a blank updated registration form which depicts the Indemnity and Release Provisions of their registration form. League Member s may create any registration fee structure they desire provided it is at least $100 (one-hundred dollars) and it is presented to the League Secretary two weeks prior to the first registration of the new season. Registration fees may not be raised after the League Member has provided their initial notification to the League Secretary. Failure to provide this information or attempt to increase registration fees may result in a $100.00 fine.

2. A League Member may close their registration for any age group at any time based on the needs of the park. Upon the decision to close an age group, the Commission shall be notified by receipt of the completed roster stating the player’s names and birthdates within 48 hours of closure. Upon receipt of this notice, no additional players will be allowed to be added to say roster and upon certification, only identified players on submitted list will be certified.

2nd Sunday in February: Each League Member must declare their participation, colors and mascot-nickname for the upcoming season, failure to do so shall result in a $500.00 fine. A Commission member may NOT represent any League Member in this instance.

3rd Sunday in March:

1. League Members shall provide a copy of their League Member’s By-Laws and Board of Directors contact information. These may be e-mailed or faxed to the Commission Secretary in advance of this Meeting. Failure to provide such by this meeting shall result in a Fine of $25.00 (twenty five dollars).

2. League Members who did not declare to participate in NWGYFL at the February Meeting for the upcoming Season and fail to do so at this meeting shall be removed from NWGYFL.

2nd Sunday in August:

1. League Members shall declare their total number of teams, which will participate in the Competitive or D1 Division for the upcoming Season, including age groups and advise of any age groups where it will NOT field a Competitive or D1 Division team.

2. League Members shall provide D1 Coach’s information including name, address, phone number and e-mail address in the NWGYFL Data Base.

3. A list of the completed background checks, which conform to the requirements of NWGYFL as described in BACKGROUNDS CHECKS of these By-Laws, for D1 coaches shall be signed and dated by the League Member Representative and presented to the Secretary.

4. Any D1 coaches added after the submission of the original list, shall be submitted to the League Secretary on a supplemental list signed and dated by the League Member Representative

5. Team Rosters for the Competitive or D1 Division shall be certified by the head coach.

6. League Members that fail to certify a complete team (minimum of thirteen (13) certified players and one (1) certified coach) for a Competitive or D1 team as required for each age group will result in a one hundred dollar ($100) fine.

3rd Sunday in August:

1. League Members shall declare their total number of teams, which will participate in the Instructional or DII Division for the upcoming Season, including age groups

2. League Members shall provide DII Coach’s information including name, address, phone number and email address in the NWGYFL Data Base.

3. A list of the completed background checks, which conform to the requirements of NWGYFL as described in BACKGROUNDS CHECKS of these By-Laws, for DII coaches shall be signed and dated by the League Member Representative and presented to the Secretary.

4. Any DII coaches added after the submission of the original list, shall be submitted to the League Secretary on a supplemental list signed and dated by the League Member Representative

5. Team Rosters for the Instructional or DII Division shall be certified by the head coach. League Members that have declared an Instructional or DII team in a particular age division and fail to certify a complete team (minimum of thirteen (13) certified players and one (1) certified coach) for this Instructional or DII age group will result in a one hundred dollar ($100) fine

**Prior to October 15 at 23:59:59 Eastern Time of each year, each League Member shall deposit in the NWGYFL treasury $125.00 (one hundred twenty five dollars) per Competitive Division team and $125.00 (one hundred twenty five dollars) per Instructional Division team. Failure will cause immediate forfeiture of the League Members right to have any teams participate in the playoffs.**

Items I recommend added to our website: This is in the NWGYFL bi-laws and I recommend it is added to our bi-laws.

League Members shall assign players to Competitive or Instructional Division Teams based on each Individual League Member’s internal rules and shall notify parents in writing as to the League Member’s policy on assigning players to Competitive or Instructional Division Teams. This may be as simple as “Coaches, chosen by the League Member’s Board of Directors shall determine the makeup of their teams”.

**ADDITIONS TO OUR WRITTEN BI-LAWS**

COACHES

1. Bill Arp Falcons requires all head coaches to be a minimum of USA football level 1 certified, heads up coach and recommends, but does not require, all assistant coaches complete the level 1 certification.

2. All Coaches must have their name, address and at least one working telephone number listed in the NWGYFL database to be certified.

3. During the season, ALL coaches should maintain a current address or working phone number in the NWGYFL database. If it is discovered that a coach does not, a warning will be given to the League Member to rectify the situation. Failure to correct the inaccurate information prior to the next scheduled game will result in a fine of twenty-five dollars ($25) to the League member.

4. At any time, before or during the season the Commission may recommend that the League Members Suspend and/or Dismiss any individual from coaching or having any coaching related activities with NWGYFL. While under Suspension and or Dismissal, a coach may not attend practice 6. If the coach is the sole guardian of a player, the coach may, for emergency purposes only, remain in their automobile during practice at the practice site and not in view of the practice. 7. On game day during a suspension, a suspended coach may be allowed to be in the team’s stands, but may not have contact with the team at any time. This includes before, during, or after the game. If the coach has additional responsibilities at the park (such as President, Vice President, Weight Commissioner, etc.) said coach may perform their duties as long as they do not include anything to do with that coach’s teams. (Example: Cannot be weight commissioner or present during his team’s weigh in, cannot make any decisions regarding playing of game due to weather or other issues, cannot announce the game, etc.) 8. No person shall coach with NWGYFL that is currently under suspension from coaching in any other league. 9. A coach who moves between parks without a permanent change in residence shall not be allowed to coach the same team at the moved to park from the previous season unless the President representing the moved from Association provides a release to said coach. Such release will not be unreasonably withheld. Any appeal of the moved from Association’s decision would be submitted to the Chairman for his review and decision. In the way of example, a coach from the 7YO team in 2000 shall not change parks and coach an 8YO team at any moved to park in 2001

**COACHES CONDUCT** 1. Should coaches display conduct unbecoming or detrimental to Bill Arp Falcons or the NWGYFL, Inc. the head official shall first warn the head coach that should this conduct continue, there may be an un-sportsmanlike penalty called and/or the coach may be ejected and/or the game may be forfeited. 2. Any coach who is ejected from a game shall immediately leave the park and any sight of the playing field for no less than twenty-four (24) hours from ejection, and shall be suspended from the next regular season game. Said coach will not be allowed to participate in any practices during his suspension. If the same coach is removed because of misconduct at a game for a second time, said coach will be suspended for the remainder of the year. Further suspension of said coach shall be decided by the League Members after recommendations from the Commission Members. 3. Any coach who is involved in a physical confrontation with any other person at a game will be suspended for one (1) calendar year. 4. A head coach has the right to question an official’s interpretation of the rules, provided he/she does it immediately and before the next official play. The coach can call time-out to question said officials. If the coach is correct in that the official has misinterpreted the rule, the time-out shall be charged as an official’s time-out. When the questioned interpretation is brought to the attention of the official, it is mandatory that he/she confer with the other officials. If they conclude that the decision was correct, the game continues. The decision made at the time is final and cannot later be contested. 5. Any coach who is removed from a game that is the coach's last game of the season (Regular Season, Play Off, and Super Bowl) may coach during preseason practice, but may not participate with any NWGYFL, Inc. team the week prior to the first Saturday of League Scheduled games for the upcoming season, nor coach their team during the first game of the upcoming season. 6. No coach shall act in an unsportsmanlike manner (including, but not limited to taunting, intimidation or threats), at any time while at a location hosting a NWGYFL Inc. game. 7. Any head coach who has eleven healthy players available to participate in a game but refuses to complete said game shall be suspended for one (1) week and fined $100 unless the Chairman finds that the refusal to complete the game was supported by reasonable player safety standards. 8. Any coach heard using profanity at an NWGYFL, Inc. sanctioned event by a NWGYFL, Inc. Commission Member or an Official will be immediately ejected from the game and must be removed from the park. NWGYFL, Inc. reserves the right to consider further disciplinary action up to and including permanent removal from NWGYFL, Inc. 9. After a show of good sportsmanship by shaking hands at the completion of a game, each team shall leave the field of play immediately and move to a point behind the 10 foot physical barrier and not in close proximity to any other team. For fields surrounded by a track, teams may meet behind the end zone on the track and not in close proximity to the other team. The penalty for failure to move to a point behind the 10 foot physical barrier shall be fifty-dollars ($50) assessed against the offending team’s head coach. 10. At the discretion of NWGYFL, Inc. any coach may be removed or suspended at any time for any behavior that does not meet the ethical standards of fair play including Article II of the Constitution.

**BACKGROUND CHECKS**

1. NWGYFL and Bill Arp Falcons requires a national Background Check of any adult over the age of eighteen (18), considered a coach, team mom, play counter or any other person on the sidelines during an NWGYFL sanctioned game that is not a member of the officiating crew and not a member of the “chain crew” or “stickmen”.

2. League Members, Commission Members and Coordinators shall all have and pass a Background Checks.

3. Each League Member shall provide a National Background Check Report signed by the League Member or Park they represent, to include each coach and/or any other individual who would be on the sideline. This shall include, but not be limited to, convictions both inside and outside the State of Georgia, for the following, within the last 10 years:

a. Any crimes against children.

b. Any Felony Conviction involving violence.

c. Any Felony Drug Convictions

d. Any Felony Assault Convictions

e. Any Felony Battery Convictions

f. Any Pending charges described in “a” through “e”

4. The items listed in “a. through f.” above shall immediately disqualify a person from coaching or sideline participation at all Bill Arp Falcon football and cheerleading events.