

WYFCL  
By-Laws  
2021-2022



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## 1. NAME AND LOCATION

- A. The name of this non-profit organization shall be the Waterford Youth Football and Cheer League, hereinafter referred to as "WYFCL", and is affiliated with the Waterford Recreation and Parks Department as a Co-Sponsored Youth Sports Organization
- B. The location of this organization shall be the Town of Waterford, Connecticut.

## 2. OBJECTIVES

- A. The objective of WYFCL is to instill in the youth of the community the principles of good citizenship, good sportsmanship and teamwork through the knowledge of and association in, the competitive sport of football and cheerleading
- B. WYFCL shall abide by the rules and regulations of the Southern New England Youth Football Conference (SNEYFC) or approved equal and the by-laws hereinafter; and shall comply with the philosophy of the Recreation and Parks Commission.
- C. WYFCL shall operate exclusively as a non-profit organization providing a supervised recreational program of football and cheerleading. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying propaganda or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office

## 3. MEMBERSHIP

- A. Any person sincerely interested in active participation to further the objectives of WYFCL may apply to become a member.
- B. All members shall follow and be subject to all rules and regulations of the Southern New England Youth Football Conference or approved equal and the by-laws hereinafter.
- C. There shall be the following classes of members:

**Player Members:** Any player candidate meeting the requirement of the Southern New England Youth Football Conference shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the WYFCL.

**Regular Members:** Any one currently volunteering and furthering the objectives of the WYFCL or having a child participating in WYFCL will be considered a Regular Member of WYFCL. Only Regular Members in good standing shall be entitled to make motions and vote at General Membership and annual meetings. All Directors, Committee Chairpersons, Committee Members, Coaches and elected or appointed WYFCL Officials must be active Regular Members in good standing. To be considered a Member in good standing, one shall have actively participated in a standing league committee and attended at least two (2) league meetings during the current season.

Regular members of WYFL automatically include all current Directors, Committee Chairpersons, Committee Members, Coaches and other elected or appointed WYFCL Officials, any other person who is recognized by the Board of Directors as a volunteer in the WYFCL.

Any individual who resigns from a coaching or board position shall be recognized as not in good standing for the remainder of the season in which the resignation occurred and the

following three (3) season. The standing status may be waived by the board based on exigent circumstances by a majority vote upon recommendation from the appropriate director.

- D. As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.
- E. Members, whether Player or Regular, shall not be required to be affiliated with another organization or group to qualify as members of the WYFCL.
- F. Regular Members shall not actively engage in the promotion and/or operation of any conflicting football or cheerleading organization.
- G. Membership may be suspended, or terminated by resignation or action of the Board of Directors as follows:

As the result of adherence to all WYFCL Rules, Policies and Procedures, all incidents involving conduct detrimental to the integrity of, or public confidence in, Waterford Youth Football and Cheer League and Southern New England Youth Football Conference by any player, coach, parent, Board of Director or any non-mentioned attendee to a Waterford Youth Football and Cheer event may result in immediate action taken against the individual or party by the League President. This includes the use of any social media sites (such as Twitter or Facebook, Instagram, etc).

The League President will promptly send written notice, by receipt registered or certified mail, a letter containing a copy of the specific charges to the individual or party, with a copy to the SNEYFC. The League President will inform the Board of Directors of the incident and subsequent sanctions against the individual or party.

The penalized party will have three (3) business days to request an appeal in writing to the President and Board of Directors regarding the incident resulting in sanctions issued. The Board of Directors will convene within five (5) business days an 'executive session' to discuss the incident and sanctions and vote whether the sanctions shall apply. In order to overturn the imposed sanctions and issue a board voted and approved sanction the vote must be equal or greater than two thirds (2/3) of the voting members with the League President abstaining from any voting at any duly constituted Board of Directors Executive Session meeting, at which there is a quorum. If two thirds (2/3) of the vote is not achieved the initial sanction will remain in effect until the sanction is complete.

While the appeal is pending the Board of Directors process the sanctions will remain in effect.

In the case of a Player sanction or removal recommendation by the head coach of any team, the Director of Football / Director of Cheer shall give notice to the Head Coach of the team in which the player is a member and the League President. Said Coach shall appear, in the capacity of adviser in the case of player sanction, with the player before the board of Directors or a special committee duly appointed by the Board of Directors. The player's parent (s) or legal guardian shall also be required to be in attendance to be advised of the sanction or potential removal and if applicable be permitted to address the Board in order to remedy all situations. At no time can a Head Coach, or Director remove a player from the league, only a president or designee is permitted to make this decision and the decision is pending the final review / appeal from the Board of Directors.

Any sanction imposed by the SNEYFC shall be handle with the League conference representative in conjunction with the SNEYFC bylaws and their process.

- H. All Coaches, Volunteers and Parents affiliated with any league in or with the SNEYFC are expected to maintain the highest level of sportsmanship on and off the field at all times. This shall also apply to uses of any social media sites (such as Twitter or Facebook). Disrespect of any kind will not be tolerated. Any violations shall be reported to the League President. The President shall then call a meeting of all parties involved. If found in violation of this article, the following penalties could be imposed: a. First offense: 1-3 game suspension (Based on severity of the offense) b. 2nd offense: 1 year suspension. c. 3rd offense: lifetime ban from any conference activity.
- I. WYFCL shall maintain an "all play" rule which all player will see a minimum of eight (8) plays per game. In the event the coach feels that any players should not play due to injury, lack of practices attendance / participation The head coach will explain the reason with the parent, and Director of Football and should the parent object to the reasoning the Director of Football shall have the final decision whether or not the player shall or shall not play the minimum number of plays. Failure on the team coaching staff for abiding by this rule and the parent bringing this to the leagues attention will result in a warning issued to the head coach and coaching staff. Subsequent failures will result in a one game suspension per incident when it shall involve the same player.
- J. Limitation of practices shall be adhered to as follows:
- Football
- During 1<sup>st</sup> week max practice of 2 hours with no players wearing pads only helmets
  - Every week until the season opener practice may but up to 4 times a week with a two (2) hour limit with players wearing pads
  - After the 1<sup>st</sup> game of the season practice is limited to three (3) times per week with players wearing pads. An optional 4<sup>th</sup> practice may occur but it shall be for walk through only and limited to helmet only and no wearing of pads.
  - No practice with pads or any gear shall take place on Mondays following a game played on Saturday or Sunday. An optional game review is permitted
- Cheer
- No practice shall exceed 2 hours
  - Every week until the October 1<sup>st</sup> practice may up to 3 times a week, After October 1<sup>st</sup> when competition preparation begins practice shall be no more than 4 times per week
  - Special events, including but not limited to High School Cheer events, instructional practice at private business or location etc, may exceed the 3 or 4 practices per week limit depending on the date of the event / instructional practice.
- Flag Football and Flag Cheer
- Maximum of 3 practices a week not to exceed 90 minutes

#### 4. GENERAL MEMBERSHIP MEETINGS

- A. **General Membership Meeting:** Any meeting of the membership of the WYFCL (including Annual Meetings and Special General membership meetings as described within this section of the By-Laws, respectively). A minimum of one (1) duly constituted General Membership

Meeting specifically identified as the Annual meeting shall be required to be held each year. All General Membership meetings shall be deemed open to non-members and guests, in order to observe the business proceedings of the WYFCL, until such time, a motion is made and adopted to go into "executive session"; at which time, the meeting shall be closed to non-members and guests, and as such, non-members and guests shall be requested to leave the meeting, until such time, the members vote to end the "executive session".

No non-league member or member recognized as not in good standing with the WYFCL shall not be permitted to address the board without a majority vote of the board when a quorum is present. At any time during such address shall the remarks become hearsay, derogatory or in any manner disrespectful in a malicious manner to any volunteer. If such action should occur the president or designee shall issue a singular warning and continued action will result in an immediate suspension of the meeting and the board will go into executive session to conclude any remaining business.

- B. **Notice of Meeting:** Notice of each General Membership meeting shall be delivered personally, electronically or by mail, to each member at the last recorded address, at least seven (7) days in advance of the meeting, setting forth the time and place, and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the membership, from time to time at regularly convened General Membership meetings.
- C. **Quorum:** At any General Membership meeting, the presence of six (6) members, inclusive of the Board of Directors, shall be necessary to constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- D. **Voting:** Only Regular Members in good standing shall be entitled to make motions and vote at General Membership meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership meetings.  
  
All voting for coaches shall be done while in "Executive succession" only. The Football director will be made aware of the votes and tell all candidates the outcome of the vote individually.
- E. **Absentee Ballots:** The use of absentee ballots shall not be permitted in the WYFCL election process, and furthermore, shall not be permitted in each and every circumstance in which the process of casting votes is utilized.
- F. **Proxy Voting:** The use of proxy voting shall not be permitted in the WYFCL election process, and furthermore, shall not be permitted in each and every circumstance in which the process of casting votes is utilized.
- G. **Annual Meeting:** The Annual Meeting of the WYFCL shall be held the third Tuesday of November, at a time and place determined by the Board of Directors, each year, for the purpose of electing new Directors of the Board of Directors by means of their respective positions, receiving reports and the presentation thereof, reviewing the WYFCL By-Laws and for the transaction of such business as may properly come before the meeting. After the Directors are elected, the Directors shall be obligated, and assume the performance of their duties immediately upon the conclusion of the Annual meeting.
- H. **Regular Meetings:** Regular Meetings of the WYFCL shall be held on the third Tuesday each month. All regular meetings shall be deemed open to non-members and guests, in order to

observe the business proceedings of the WYFCL, until such time, a motion is made and adopted to go into “executive session”; at which time, the meeting shall be deemed closed to all non-members and guests, and as such, non-members and guests shall be requested to leave the meeting, until such time, the members vote to end “executive session”. Any non-member or member recognized as not in good standing with the WYFCL shall not be permitted to address the board without a majority vote of the board when a quorum is present.

- I. **Special General Membership Meetings:** Special General Membership meetings may be called by the Board of Directors or by the WYFCL President at their discretion. Additionally, upon written request of at least six (6) members, the WYFCL President or Secretary shall call a Special General Membership meeting to consider the subject specified in the written request. No business, other than that specified in the notice of said meeting, shall be transacted at any Special General Membership Meeting. Such Special General membership meeting shall be scheduled to take place not less than thirty (30) days after the written request is received by the WYFCL President or Secretary.
- J. **Rules of Order for Meetings:** The rules contained in *Robert’s Rules of Order: Simplified and Applied* shall govern the proceedings of all General Membership meetings, Special Membership meetings and Annual meetings, except where the same conflicts with VL By-Laws or the Rules, Regulations and Policies of the Southern New England Youth Football Conference.

## 5. **BOARD OF DIRECTORS**

- A. The management of the property and affairs of the WYFCL shall be vested in the Board of Directors.
- B. The Board of Directors shall be comprised of President, Vice President, Secretary, Treasurer, Football Manager, Cheer Manager, Concession Stand Manager, Field Manager Social Media Officer, Fundraising Manager.
- C. The Order of succession in the event of resignation, death, or other means of vacancy shall be as follows:  
  
President, Vice President, Football Director, Cheer Director, Secretary, Treasurer, Information Officer Director of Field Management, Director of Concessions, Fundraising Manager.
- D. Positions of Executive Assistant to the President and Assistant Concession Manager shall be appointed position who shall have voting rights at General Membership meeting and may attend Executive Sessions when called but have no voting right for executive session due to the position being appointed. The President shall recommend the Executive Assistant to the President and the Concession Manager shall recommend the Assistant Concession Manager to the Board of Directors for Approval
- E. Tenure of all Board of Director Position shall be (two) 2 years unless in the event of resignation, voluntary or requested, or through a vote of no confidence brought to the Board of Directors and carried out in Executive session. This shall apply for all Head Coaching positions as well with the exception of the Senior Head Coach which will be selected by the Board of Directors with recommendation from the Waterford High School Football coach.
- F. Nominations for all Board of Director positions are due in writing (electronic or personally) by 11:59 EST on the day prior to the “Annual Meeting”. All nominees should be sent to League



President. (Electronically is preferred for date and time stamp record written record is acceptable) or designee. Any nominations for president should be submitted to Director of Football by the same process. Nominations will close at 11:59 pm on the day prior to the annual meeting. Voting for all nominations will take place at the annual Board meeting, which shall be the following Tuesday after the Annual Banquet occurs but shall be no later than the 3<sup>rd</sup> Tuesday in December.

- G. Except for the position of President in the event of a vacancy occurs in the position of any other Director, by death, resignation, removal, or other cause, the remaining Directors on the Board shall appoint a member to fill the vacancy, and within thirty (30) days, call a Special Board of Directors meeting, for the purpose of the subsequent election of such member. The position vacated will be filled until the next Annual meeting when it will be voted on for a 2 year tenure.
- H. In the even a vacancy occurs in the position of President, by death Resignation, removal or other cause, the WYFCL Vice President shall fill the vacancy for the unexpired term of the position. The resulting vacancy shall be filled in accordance with Section 5, paragraph C of these By-Laws.
- I. **Banquet:** The Board of Directors will coordinate an end of the year banquet in which all teams, Flag, Pee Wee, Micro, Junior and Senior Football and Cheer, shall have the opportunity to attend. The banquet shall be either in December in order to conduct the Annual Meeting and Board of Directors vote that shall occur the Tuesday after the Banquet.. No team shall coordinate their own banquet using any league funds.
- J. **No Confidence Vote:** Motions of no confidence in for any Board of Director shall be motioned by at least five regular league Members or Parents at any general meeting Upon the receipt of such motion the members requesting such vote will be afforded the opportunity to articulate with examples reasoning for such action in an executive session of the Board of Directors within five (5) business days of the motion. If such vote is requested without the appropriate requirements being met the matter will become null and void and all further comments regarding the matter will cease immediately and the subject of the no-confidence vote shall not be subjected to this action for a minimum of 6 months from the date of the request regardless whether the vote was carried out or not. The identified member subject to the no confidence motion shall then provide a statement to the Board of Directors regarding the allegations during this special session. Once all statements have concluded The President, or identified designee, shall call a vote of the Board of Directors excluding the subjected member. In order to pass and remove the subject with a vote of no confidence there must be a two-thirds majority vote in favor of the no confidence vote at any duly constituted Board of Directors meeting, at which there is a quorum. No Director removed by a motion of no confidence may be reelected or reappointed by the Board of Directors for a minimum of five (5) years and shall be consider not in good standing with WYFCL during that time.
- K. **Board of Directors Meetings:** Regular meetings of the Board of Directors shall be held on such days as be determined by the Board of Directors. All Board of Directors meetings shall be deemed open to non-members and guests, in order to observe the business proceedings of the WYFCL, until such time, a motion is made and adopted to go into "executive session"; at which time, the meeting shall be deemed closed to all non-members and guests, and as such, non-members and guests shall be requested to leave the meeting, until such time, the members vote to end "executive session".



- L. **Special Board of Directors Meetings:** The WYFCL President may, whenever deemed advisable, or the WYFCL Secretary shall, at the request in writing of two (2) directors, issue a call for a Special Board of Directors meeting. In the case of Special Board of Directors meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting. All Special Board of Directors meetings shall be considered in "executive session" and as such, shall be deemed closed to non-members and guests.
- M. **Notice of Meeting:** Notice of each Board of Directors meeting shall be delivered personally, electronically or by mail, to each Director at the last recorded address, at least seven (7) days in advance of the meeting, setting forth the time and place, and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Board of Directors, from time to time at regularly convened Board of Directors meetings.
- N. **Quorum:** At any Board of Directors meeting, the presence of five (5) members, inclusive of the Board of Directors, shall be necessary to constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- O. **Voting:** Only Directors in good standing shall be entitled to make motions and vote at Board of Directors meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board of Directors meetings. The act of majority of Directors present at any duly constituted Board of Directors meeting, at which there is a quorum, shall be the that act of the Board of Directors.
- P. **Absentee Ballots:** The use of absentee ballots shall not be permitted in the WYFCL election process, and furthermore, shall not be permitted in each and every circumstance in which the process of casting votes is utilized.
- Q. **Proxy Voting:** The use of proxy voting shall not be permitted in the WYFCL election process, and furthermore, shall not be permitted in each and every circumstance in which the process of casting votes is utilized.
- R. **Duties and Authority:** The Board of Directors shall have the authority to appoint the Chairperson of standing committees and special committees as it shall determine appropriate and to delegate such authority to them as the Board of Directors shall deem advisable and which it may properly delegate. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the WYFCL as it deem proper, provided such rules and regulations do not conflict with the By-Laws, and Rules and Regulations, and Policies of the Southern New England Youth Football Conference. As a result of adherence to all WYFCL Rules, Policies and Procedures, the Board of Directors shall have the authority by a majority vote to of the Directors present at any duly constituted Board of Directors meeting or Special Board of Directors meeting to discipline, suspend or remove any Director, Committee Chairperson, Committee Member, Head Coach, Coach, other elected or appointed WYFCL Official, any other person recognized by the Board of Directors as a volunteer in the WYFCL, other members from the membership of the WYFCL, or non-members and guests, in accordance with the procedures set forth within these By-Laws.

## 6. DUTIES AND AUTHORITY OF THE BOARD OF DIRECTORS

- A. **Appointments:** The Board of Directors may appoint such other positions, as it may deem necessary or desirable, and may prescribe the title, authority, and duties of each. Appointed

positions shall have no vote on actions taken by the Board of Directors, until such time, the appointed positions have been elected to the Board of Directors, by the membership, in accordance with the provisions of these By-Laws, at a General Membership meeting or a Special General Membership meeting.

- B. **Residency of Board Members:** The WYFCL Board Member may reside in any location, however the President and Vice President Must be residence of Waterford or Quaker Hill, Connecticut solely. Board members that are non residence of Waterford or Quaker Hill, Connecticut are limited to a maximum of three and may hold any board position with the exception of President and Vice President as previously cited in this section.
- C. **Coaching** – While not recommended No board position is excluded from coaching any team.

**President** – The President shall:

1. Conduct the affairs of the WYFCL and execute the policies established by the Board of Directors;
2. Execute the policies approved by the Board of Directors and/or Executive Committee;
3. Present a report of the condition of the WYFCL at the Annual meeting
4. Communicate to the Board of Directors such matters as deemed appropriate, and make such recommendations as may tend to promote the welfare of the WYFCL;
5. Be responsible for the conduct of the WYFCL in strict conformity to the Rules, Regulations and policies for the Southern New England Youth Football Conference;
6. Designate in writing other Directors, if necessary, to have authority to make and execute for, and in the name of WYFCL, such contract as they may receive and which have had prior approval of the Board of Directors;
7. Investigate complaints, irregularities, and conditions detrimental to the WYFCL and report thereon to the Board of Directors or Executive Committee as circumstances may warrant;
8. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof;
9. With the assistance of the Manager(s), examine the application and support documents of every participant to certify the eligibility before the participant may be accepted for selection;
10. Authorized to approve and emergency expenditure of amounts up to \$500.00 and make emergency decisions in the best interest of the WYFCL, and
11. In the event of a tie vote, the WYFCL President shall have the final decision.

**Vice President** – the Vice President shall:

1. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or the Board of Directors, so to act, the Vice President shall have all the authority of that position;
2. Conduct the Parent Conduct meetings for all teams and squads; and
3. Shall be the primary contact and have the responsibility to solicit signage donations for WYFCL. Solicitation of signage donations should start no later than July 1<sup>st</sup> of each year.
4. Perform such duties as from time to time assigned by the President or the Board of Directors.

**Secretary** – the Secretary shall:

1. Be responsible for recording the activities of the WYFCL and maintain appropriate files, and necessary records;
2. Perform such duties as herein specifically set forth, in addition to such other duties as are customarily incident to the position of Secretary or may be assigned by the Board of Directors;
3. Maintain the minutes of the meetings of membership, the Board of Directors, the Executive Committee, and Other Committees, and cause them to be recorded and kept for that purpose;
4. Provide a total number of meetings attends for all attendees for all meetings for the current year for the Annual meeting to determine voting eligibility;
5. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions, not otherwise commented; and notify Directors, Committee Chairpersons, Committee Members, Head Coaches, Coaches and other members of the membership, of their election or appointment, as the case may be.

**Treasurer** – the treasurer shall:

1. Perform such duties as are herein set forth and other duties as are customarily incident to the position of treasurer or may be assigned by the Board of Directors;
2. Receive all monies and securities, and deposit same in depository approved by the Board of Directors;
3. Keep records for the receipts and disbursement of all monies and securities of the WYFCL, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors;
4. Responsible to obtain and maintain insurance coverage of the type and in the amount necessary;
5. Prepare an annual budget request, under the direction of the President for submission to the Board of Directors at the Annual meeting; and
6. Prepare an annual financial report, under the direction of the President, for submission to the membership and the Board of Directors at the Annual meeting.

**Football Manager** – the Football Manager shall:

1. Receive and review applications for football candidates and assist the President in verifying eligibility for conference competition;
2. Recommend Head Football Coaches to the Board of Directors for their approval by the May meeting;
3. Approve the Assistant Football Coaches and submit the list to the Board of Directors for their approval by the August meeting;
4. Prepare the placement of players and maintain accurate team rosters;
5. Monitor the football operations, assuring conformance to the ideals and principles inherent to the SNEYFC;
6. Ensure all head and assistant football coaches associated with WYFCL complete the NYSCA certification and First Aid / CPR training no later than July of each calendar year;
7. Maintain open communication with head coaches and on parental concerns on matters pertaining to managing, coaching, scheduling and support of all conference regulated football teams;

8. Shall enforce that any ejected football coach must pay conference fine (\$100) themselves or remain not in good standing with league until said amount is paid;
9. Work with the Cheer Director to choreograph Senior Night;
10. Responsible for setting the schedule of games for the approval of the Board of Directors;
11. Responsible for the final decision of all regularly scheduled, playoff and championship games with reference to the cancellation and rescheduling of the same;
12. Responsible to the duties of Game administration for all home games. Including the weekly submission to the Southern New England Youth Football Conference;
13. Coordinate with Conference and Field Manager to schedule annual Jamboree's; and
14. Ensure that all Head Coach abides by the "All Play" rule set forth in Section 3, Paragraph H of this By-Law

**Cheer Manager** – the Cheer Manager shall:

1. Receive and review applications for Cheerleading candidates and assist the President in verifying eligibility for conference competition;
2. Recommend the Head Cheer Coaches to the Board of Directors for their approval by the February meeting;
3. Shall enforce that any ejected cheer coach must pay conference fine (\$100) themselves or remain not in good standing with league until said amount is paid
4. Approve the Assistant Cheer Coaches and submit the list to the Board of Directors for their approval by the August meeting;
5. Work with the Football Director to choreograph Senior Night;
6. Prepare the placement of cheerleaders and maintain accurate team rosters;
7. Monitor the operations, assuring conformance to the ideals and principles inherent to the SNEYFC;
8. Ensure all head and assistant cheer coaches associated with WYFCL complete the NYSCA certification and First Aid / CPR training no later than July of each calendar year;
9. Ensure that one head cheer coach is AACCA certified;
10. Maintain open communication with head coaches and on parental concerns on matters pertaining to managing, coaching, scheduling and support of all cheer squads;
11. Responsible for setting the schedule of all inside practices for all cheer squads with the available in-door facilities;
12. Responsible for maintenance, distribution and inventory of all cheer uniforms to respective squads;
13. Submit yearly uniform and equipment requests to the President by the October monthly meeting for possible incorporation into the annual budget; and
14. Coordinate with the Football Manager to ensure that cheer squads are in attendance at all football games.

**Field Manager** – the Field Manager shall:

1. Prepare and maintain the field and grounds for play
2. Order supplies as necessary
3. Ensure any appropriate designations are made on the field so that Waterford Football team always enter from the South End Zone by the flagpole

**Concession Stand Manager** – the Concessions Stand Manager shall:

1. Clean Concession stand prior to start of season

2. Order all supplies for stand for WYFCL events when stand will be operation
3. Organize staff to assist in stand during operation
4. Count all monies collected with President or designee upon closure after each event the stand is in operation for
5. Maintain appropriate health code ratings, licensure and approvals as required
6. Close out stand upon final operation of year and secure everything appropriately until the following year.

**Assistant Concession Manager** – the Assistant Concession Manager shall:

1. Be appointed by recommendation to Board of Directors by Concession Manager for approval
2. Assist Concession Manager with all duties and act on their behalf when they are unavailable
3. Shall have only Regular Member Rights for voting purposes and not allowed to vote during executive sessions due to the position being appointed

**Executive Assistant to the President** – the Executive Assistant to the President shall:

1. Shall be appointed by the President solely
2. Shall have only Regular Member Rights for voting purposes and not allowed to vote during executive sessions due to the position being appointed but may attend executive sessions
3. Oversee Discipline and Grieve able Matters brought to WYFCL in accordance with WYFCL By-Laws and Southern New England Football Conference By-Laws
4. Will act as the SNEYFC League Representative Backup
5. Shall be the Interpreter for all League and Conference By-Law questions and issues

**Fundraising Manager** – the Fundraising Manager shall:

1. Coordinate all fundraisers for WYFCL to increase league revenues.
2. Solicit donations for prizes and raffles for all WYFCL events
3. Establish annual Team and league fundraisers, with each team doing a fundraiser during the season, Pee Wee, Micro, Junior and Senior Football and Cheer specifically;
4. Establish two Board of Directors fundraisers during the year, one during the season and one in the off season.
5. Organize a league wide fundraiser for all players, parents, Board of Directors and other league member and non-members to participate in.

**Social Media Officer** – the Information Officer shall:

1. Assist the Board of Directors and/or Executive Committee with communications and the distribution of information in a timely manner, as approved;
2. Manage the WYFCL Internet website homepage;
3. Ensure our WYFCL new and scores are updated on a regular basis;
4. Solicit volunteers for WYFCL functions to include Clock Operator, Game Announcer, Audio Video Operator and
5. Perform other duties as prescribed by the Board of Directors



**Other Duties:** These Directors shall perform the duties assigned to them in the WYFCL By-Laws, and such other duties applicable to the positions described by the parliamentary authority by the WYFCL.

## **7. AFFILIATION**

- A. **Rules and Regulations:** The approved Regulations and Playing Rules of the Southern New England Youth Football Conference; shall be binding on the WYFCL.
- B. **WYFCL Rules, Ground Rules and/or Policies:** The local rules, ground rules and/or policies of the WYFCL shall be adopted by the Board of Directors at a meeting prior to July 1<sup>st</sup> of each year, but in no way shall conflict with the Rules, Regulations and Policies of the Southern New England Youth Football Conference.

## **8. FINANCIAL AND ACCOUNTING**

- A. **Authority:** The Board of Directors shall decide all matters pertaining to the finances of the WYFCL and it shall place all income, in the common treasury of the WYFCL, directing the expenditure of WYFCL funds till such manner as will give no individual or team an advantage over those in competition with such individual or team.
- B. **Contributions:** The Board of Directors shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the WYFCL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the WYFCL.
- C. **Solicitation:** The Board of Directors shall not permit the solicitation of funds unless all of the funds so raised, be placed in the common treasury of the WYFCL.
- D. **Disbursement of Funds:** The Board of Directors shall not permit the disbursement of the WYFCL funds for other than conduct of WYFCL football and cheerleading activities in accordance with the Rules, Regulations and Policies of the WYFCL. All disbursements shall be made by check. All checks shall be signed by the WYFCL Treasurer and such other Director or Directors or person or persons as the Board of Directors shall determine.
- E. **Compensation:** No Director, Committee Chairperson, Committee Member, Head Coach, Assistant Coach, other elected or appointed WYFCL Official, any other person who is recognized by the Board of Directors as a volunteer in the WYFCL, or other members from the membership of the WYFCL, shall receive, directly or indirectly, any salary, compensation, or emolument, from the WYFCL, for services rendered as Director, Committee Chairperson, Committee Member, Manager, Coach, other elected or appointed WYFCL Official, any other person who is recognized by the Board of Directors as a volunteer in the WYFCL, or other members from the membership of the WYFCL.
- F. **Deposits:** All monies received shall be deposited to the credit of the WYFCL in the WYFCL account.
- G. **Distribution of Property upon Dissolution:** Upon dissolution of the WYFCL and after all outstanding debts and claims have been satisfied, the membership shall direct the remaining property of the WYFCL to the Waterford Recreation and Parks Commission for distribution to another entity which maintains the same objectives as set forth in these By-Laws.

## **9. AMENDMENTS**

- A. These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly constituted meeting of the general membership, at which there is a quorum,



provided notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments and/or deletions shall be available for review at the time of said notice.

**These By-Laws were approved and adopted by the Waterford Youth Football and Cheer League on December 6, 2016.**

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**Signed by Eric J. Griswold**  
**WYFCL President**

Dated: January 23, 2018

