

# **Rochester Youth Football & Cheerleading**



**2017  
By-Laws**

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## **NAME**

The League will be known as the Rochester Youth Football & Cheerleading INC, hereafter referred to as RYFC.

## **MISSION STATEMENT**

To provide an opportunity for children to experience the sports of Football and Cheerleading in a league that is dedicated to fair play, sportsmanship, and a commitment to teaching the fundamentals of the sports. The League exists to benefit children by establishing and enforcing rules and regulations governing our games, contests, competitions, and exhibitions to support and guide those who participate therein. The principles of fair play, sportsmanship, fundamentals, and fun shall be paramount.

## **OBJECTIVES**

RYFC is committed to giving children the opportunity to be taught the basics and fundamentals of tackle and flag football, as well as cheerleading, with proper adult supervision and adequate equipment in a safe environment. With this constructive program our objectives are to:

- 1) Improve the physical health of our children with training, conditioning, and exercise that emphasizes participation and safety.
- 2) Enhance the psychological well being of our children by reinforcing positive self-image, fairness, and participation.
- 3) Use teamwork, sportsmanship, appropriate behavior, and common decency to guide our children in social skills.
- 4) Help our children to understand and appreciate the value of personal effort and dedication to team effort.

## **SECTION ONE – LEAGUE MEMBERSHIP**

### **Article I: Membership**

- 1) League Members: Any organization, city or club that has attained Membership status in the RYFC that has applied and been accepted per the requirements of paragraph 6 of this Article and remains in good standing per the requirements of these By-Laws.
- 2) A League Member shall be hereinafter be defined as a Member of the RYFC, INC and shall be entitled to all said rights, duties and privileges. Once an Organization

has been approved as a League Member they will have voting privileges at all League Presidents Meetings.

3) New Members:

- a. Any organization, city, or club desiring membership in the RYFC, INC must be approved by the Board, and must apply for membership no later than the first Executive Board Meeting in February.
- b. The applicant must submit a letter of intent on their club stationary.
- c. All applicants must be a non-profit organization or city/town chartered by the State of NY in good standing. The applicant must show proof of said status.
- d. The Executive Board shall screen the potential new member, and make its recommendation to the RYFC Board subject to a vote of the Presidents.
- e. Conditions of membership include strict adherence to these Bylaws.
- f. On or before the first Presidents meeting in March, an applicant's request for admission will be acted upon by the League.
- g. League Members shall vote on the application, and a majority vote of those present and eligible to vote shall be required for admittance as a New Member to the League.
- h. All voting pertaining to an applicant shall be by a closed ballot at the Presidents Meeting. The applicant shall be excluded from the meeting during all discussions and voting on its application.
- i. All New Members must get their mascot and colors approved by the RYFC Board prior to the first League meeting in March.

**Article II: League Member Rules**

- 1) It is a privilege to play in the RYFC, INC not a right. No Member, team, coach, or player has any right to participate in any RYFC, INC sponsored games, in the same manner the RYFC, INC cannot force any League Member, team, coach, or player to participate.
- 2) All league members (clubs) will submit an affidavit indicating that all coaches, helpers and volunteers appearing on all required certified rosters have undergone and passed a criminal background check.
  - a. Criminal background checks meet the minimum requirements established by NYSCA at <http://www.nays.org/>.

- b. Affidavit will be submitted at certification for addition to the certified rosters and will be updated any time coaches, volunteers or helpers are added to the certified roster.
- 3) All League Members shall be subject to, and agree to pay, any special assessments and/or fines levied by the RYFC, INC Board. All fines are due and payable by the next league meeting once notified of fine. If not paid in that time, the League Member will lose its voting privileges, if applicable, until the Treasurer receives payment.
- 4) League Members shall pay the following fees each year to maintain their membership in the League.
  - a. The RYFC Executive Board will determine before the first League meeting in April, the League fees to be paid by each League Member.
  - b. Each League Member shall pay a minimum of \$1,000.00 on or before the League meeting in March along with all outstanding fines, penalties and assessments.
  - c. Each League Member shall pay the balance of their League fees at or before May league meeting
- 5) Any League Member wanting to move their parent organization to another city, change their playing field location, or change their parent organization's name, organization, corporation or club, must submit the request in writing to the RYFC, INC. Executive Board. The Executive Board will review the request and its implications, if any, and report to the RYFC Board to decide how to handle the request, including the membership status of the organization.
- 6) League Members are required to submit yearly to the League, their current parent organization's name and address. The Secretary will keep this information as part of the League documents.
- 7) Each League Member, through its President, is responsible for the proper sportsmanship of its personnel, coaches and players, as well as, the physical well-being of its players at all times. It is expected that each League Member take the appropriate action to insure the health, safety and well-being of its players at all times and to insure proper supervision of its teams while not in play.
- 8) All League Members are to police and discipline their own personnel, players, coaches, parents, relatives and fans, with regard to; but not limited to: recruiting, registration policies, boundaries, scouting, and conduct both on and off the field.
- 9) Should any League Member take disciplinary measures against any of its personnel, coaches or players for a violation of any of the League Member By-laws or rules, a written report must be filed with the RYFC Executive Board within

48 hours. If the RYFC Executive Board deems the disciplinary actions of the League Member as significant punishment, then the RYFC Executive Board will take no further action. If the RYFC Executive Board finds the League Member's penalties inappropriate, the Board may assess additional penalties against the party being disciplined. The submitting member, however, may request that the RYFC Executive Board take additional action.

- 10) All League Members must report all their team's scores to the VP of Football by Sunday, at 8:00 pm
- 11) All League Members are required to supply maps to their playing field by with the Team Charter by March's league meeting.
- 12) All League Members must get RYFC Board approval for any change in uniform, colors, or mascot, prior to the first meeting in May. All uniform colors and mascots will be kept on file with the Secretary.
- 13) League Members will not advertise for, recruit for or otherwise solicit registrations from other League Members' areas (School Districts)
- 14) Notification of the names and reasons for requesting a move to a non-home district League Member are required to the home district Member and RYFC, Inc. Registrants and accepting Members who accept the registrant in a neighboring program will follow the procedures as outline herein through the completion of the 'Player Release Form'.

### **Article III: Insurance**

- 1) Accident and liability insurance premiums are included in the league charter fee.
- 2) RYFC, Inc. accident and insurance liability policy must cover all active RYFC participants.
- 3) Accidents and liability insurance is obtained through the RYFC chosen insurance provider. The RYFC will carry an accident and liability insurance policy with a limit of \$1,000,000 (One Million Dollars), per occurrence (no limit), to protect each organization and its participants against suit arising from organization operations.
- 4) This policy must include coverage for suits involving injuries to players and cheerleaders.
- 5) PROCESS TO FILE AN INSURANCE CLAIM:
  - a. An official RYFC Accident Report Form must be filled out, within five days of all injuries and the original submitted to the league email at [president.ryfc@gmail.com](mailto:president.ryfc@gmail.com).

- b. The organization President must fill out the League Accident Report Form, the appropriate section of the insurance claim form, and have all paid receipts collected and mailed to the league office. Please keep copies of all forms mailed. All paperwork will be sent to the insurance company.
  - c. Do not have the insured call the insurance company. All questions must be referred to the Treasurer of the RYFC as Insurance Coordinator.
  - d. Claims must be filed within one year of the occurrence to be considered.
  - e. Claims will be paid only if injury occurs at an organization sponsored event, for example a practice or game, and the claimant is on a current RYFC certified roster at the time of the occurrence.
- 6) Equipment insurance is not covered by League policy. League may arrange for an equipment insurance policy to be available for purchase by member organizations.

#### **Article IV: Indemnification and Hold Harmless Agreement**

- 1) Any League Member, in consideration of its membership in the RYFC INC, agrees to indemnify and hold harmless the RYFC, INC its Officers, Board Members, League Member Representatives, and other League Members against any claims, disputes, causes of action judgments and or decrees arising out of these Bylaws.
- 2) Said indemnification and hold harmless agreement shall include, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expenses; together with any monetary judgment expense or awards that the court might enter; as well as any cost or expense associated with the running of any game, exhibition, or contest including any stadium rental, referees fees, food, or any cost or expense associated therein.

## **SECTION TWO – LEAGUE OFFICERS AND ADMINISTRATION**

#### **Article I: Executive Board**

- 1) Officers: The Executive Officers of the League are elected to serve as the Executive Board of the League.
  - a. President
  - b. Vice President – Football
  - c. Vice President - Cheer
  - d. Secretary

e. Treasurer

2) Elections:

- a. Shall be held at the last regular Presidents League meeting in November.
- b. Shall be held by closed ballot.
- c. Votes will be opened and counted by the existing Secretary and verified by a League Member Representative agreed upon the RYFC, INC Board.

3) Eligibility:

- a. An individual must have been an Officer or League Member Representative of the RYFC for a full year prior to elections. While it is permissible, it is not required, that an individual be affiliated with or actively serving in any capacity for any league member organization.

4) Term of Office:

- a. Each Elected Officer shall be elected for a two (2) year term.
- b. President, Treasurer, and VP Cheer are elected on the odd year.
- c. Vice President Football, and Secretary are elected on the even year.

5) No Confidence

- a. At any point during an Elected Officer's term, the Board of RYFC, INC may issue a majority "Vote of No Confidence" to remove the Officer from his/her responsibilities.
- b. A new Officer will be appointed by The RYFC Board to serve the remainder of the term.

**Article II: Executive Board - Major Duties:**

- 1) Define the divisional structure of the league
- 2) Create the Annual Game and Scrimmage Schedule
- 3) Organize Annual Cheer Competition
- 4) Administer the League Registration and Certification
- 5) The Board will have both original and appellate jurisdiction over any infraction of the Bylaws, as well as assess any fees, fines or penalties. They may conduct other matters that properly come before the Board.



### **Article III: Executive Board - Duties of Officers:**

#### **1) President:**

- a. The duties of the President shall be those normally associated with this office, and include his/her acting as the principle executive officer of the League.
- b. The President shall preside at all League meetings. It is the President's duty to administrate the League, and to run the League meetings in accordance with the Bylaws.
- c. The President will not voice an opinion during a grievance. The President will vote only to break a tie on any issue voted on by the League. He/She may sign all legal documents with the Secretary, unless co-habiting. He/She shall perform all the duties pursuant to the office of President.
- d. The President will recommend individuals for appointment to all committees, as well as any new committees he/she deems necessary in order to efficiently carry out the goals of the League. The President shall recommend any individual to fill a vacated position, subject to the approval of the RYFC Board.
- e. The President's primary duty is to work to improve the RYFC. He/She is responsible for the development of a mission statement, and setting the values and goals of the League. He/She must provide the vision for the League, and always be looking throughout the country for innovative ways to enhance the RYFC both on and off the field of play.
- f. The President will arrange for a qualified independent audit of the league's financial statement annually. A report of the auditor's findings will be submitted to the league no later than March 31<sup>st</sup> of the year after the year being audited (i.e. March 31 2007 audit report is due for 2006)

#### **2) Vice President – Football/Cheer Respectively:**

- a. The duties of the Vice Presidents of Football/Cheer shall be those normally associated with his/her office and include being the presiding Executive Officer over all grievance and appeals hearings specific to their sport, ensuring that the proper process is followed as stated in the Bylaws. He/She shall also have such duties as are assigned to him/her by the President and shall preside in the absence of the President. The Vice Presidents of Football/Cheer are the chairpersons of the Rules Committee and responsible for the Bylaws.
- b. The Vice Presidents of Football/Cheer will investigate all written allegations of Bylaw infractions, violations reported, complaints, and any other violations or infractions as the Executive Board deems appropriate. In the event an

infraction, complaint, or violation concerning his/her own League Member, the Vice Presidents of Football/Cheer will remove him/herself, and temporarily assign a League Member Representative from a League Member not involved in the infraction, complaint or violation. He/she will review any coach's ejections, and recommend a course of action to the Executive Board.

#### Vice President – Football

- c. The Vice President of Football is the Statistician. He/She shall be charged with the responsibility of properly recording and maintaining all scores of each and every RYFC, INC game, as well as compiling League standings to the League Members and to the press. He/She shall report any League Members that do not call in their scores. He/She will post League scores and standings on the web site within 48 hrs.
- d. The Vice President of Football, or appointed designee, coordinates all referees. He/She will negotiate, prior to the end of any existing contract with intent to finish before the start of the season, with any referee organizations as may be necessary in order to provide proper coverage for all League games. He/She will report to the RYFC, INC Board any contract proposals for approval. He/She will monitor the Referees and report any issues to the RYFC, INC Board.
- e. The Vice President of Football will forward all notes on actions taken during games by the Referees, and any responses to questions and issues submitted to the Referees, by the next scheduled League meeting. Any questions to the Referees will be directed to the Vice President of Football and forwarded to the Referees Representative by the next scheduled League meeting.
- f. The Vice President of Football is responsible for submitting to the Executive Board all schedules for their approval.

#### Vice President of Cheerleading

- g. The Vice President of Cheerleading is responsible for organizing all League events as they relate to cheerleading as well as the coordination of the Cheer Competition, this includes all items as it relates to "hosting or building" the facilities, judges, schedules, rules, etc. In addition he/she is responsible for ordering and distributing the cheer competition trophies.
- h. The Vice President of Cheerleading coordinates the annual clinic for all cheer directors and their coaches. He/She works with the cheerleading directors within the league to ensure all teams perform legal stunts, follow and adhere to RYFC, INC. Rules and the section V guidelines.

- i. The Vice President of Cheerleading organizes and facilitates all monthly meetings with cheerleading directors from each member organization to discuss league business and upcoming events as it pertains to cheerleading. The Vice President of Cheerleading will provide insight to the Executive Board summarizing all key discussions and providing member organizations with meeting minutes.

3) Treasurer:

- a. The duties of the Treasurer shall be those normally associated with his/her office and include his/her having charge of all monies and receipts of the league, and depositing the same in the name of the league in a depository designated by resolution of the RYFC, INC Board. He/She shall disburse said funds as is necessary and is ordered or authorized by the RYFC, INC Board. He/She shall keep accurate records and collect all charges due from league members and shall keep regular account of receipts and disbursements.
- b. The Treasurer shall submit such records when requested, and give a financial statement of the same at all Board meetings. He/She shall cause to be prepared all checks and withdrawal slips on behalf of the League for any of its bank accounts. All such instruments shall be honored by both his/her and the President's signatures.
- c. In the case of the inability of the Treasurer to be present, there is an immediate need for payment of an obligation by check; the Vice Presidents of Football/Cheer shall sign in the place of the Treasurer. Two (2) signatures shall be required on all checks. These signatures will only be from the President, Vice Presidents, Treasurer, and Secretary. The Treasurer will have available at each League meeting a list of those League Members that owe monies, so as to keep current an eligible voting list.
- d. The Treasurer will provide a written report of all deposits and expenditures at every regular league meeting. The report will be read into the record and voted on for acceptance by the Board. The report will then be given to the Secretary to be included with the minutes and files. Within 48 hours after a League meeting, the report will be emailed to all Board Members.
- e. Budget: The Treasurer will produce a budget proposal for consideration at the regular January League meeting. Member clubs will be given the opportunity to ask questions and make suggestions related to budget items and the formal proposal will be brought for League vote at the regular March meeting. If the budget fails to pass only bills deemed necessary to maintain the league will be paid and the treasurer will present an amended proposal at the next regular league meeting. Should the proposal fail to pass a

second time a revised proposal will be submitted to the Executive board for approval at the next regularly scheduled Executive board meeting.

- f. The Treasurer will be the Insurance coordinator for the league and is responsible for obtaining insurance coverage as well as Certificates of Insurance for each participating organization. Changes in provider or rates shall be presented at a regular league meeting, as appropriate.

4) Secretary:

- a. The Secretary shall be responsible for those duties normally associated with this office to include the keeping of minutes at all League meetings. The Secretary shall perform such duties as may be required of him/her by the President. The Secretary shall keep a record of each League Members attendance at all League meetings. The Secretary shall keep an updated list of all League Members voting status. Minutes of the previous League meeting will be read to, and approved by, the RYFC, INC Board at the beginning of each League meeting. Prior to the next league meeting, the minutes will be emailed to each Board Member.
- b. The Secretary will retain electronic copies of all documents, contracts and copies of League files for safekeeping. Electronic files must be securely retained in a non-editable format where possible and should have a backup. Hardcopies do not need to be retained if there is an electronic copy stored. Below is a summary list of what will be retained:
  - i) Filed minutes from all previous League meetings.
  - ii) Filed Treasurer Reports from all previous League meetings.
  - iii) Contracts for use of web site address ryfc.org.
  - iv) A complete list of all members including e-mail addresses, phone numbers and current mailing address.
  - v) A copy of League Insurance.
  - vi) Ensure that all RYFC, INC Team Rosters for each League Member's teams are complete and current.
  - vii) All past and current Referees contracts.

5) Director of Public Relations

- a. The Public Relations Director is responsible for the maintenance, reviewing and establishing the ryfc.org website and any links. He/she also

communicates to newspapers, television, radio, social media or other media communication, information as it relates to the RYFC, Inc.

- 6) League Player Safety Coach/USA Football liaison

#### **Article IV: RYFC Board:**

- 1) The RYFC Board shall be governed by the principle of one vote per member Organization.
- 2) The RYFC Board shall consist of the following:
  - a. The Executive Officers, however said executive officers shall not have voting rights unless they are the President of a member organization.
  - b. The President of each member organization. However, if the President is also an RYFC Executive Officer, he/she shall only have one vote.
- 3) The RYFC Board shall meet as designated by the President, or otherwise required.
- 4) The Board shall function as the general executive body of the League.

#### **Article V: RYFC Board - League Member Representative**

- 1) The President of each member organization shall be the representative of said organization in the RYFC. Said President may bring up to two (2) other representatives from said member organization to an RYFC Board Meeting. Said other representatives shall only be officers from said member organization.
- 2) Each President of each member organization may designate one (1) Alternate Representative to represent the League Member at all RYFC, INC Board meetings and events that require a League Member Representative. For gameday coverage, organizations with multiple squads or organizations with a single squad playing at multiple sites, may designate (1) Alternate League Member Representative per site. Should Member President not be available, any representative designated by said President shall only be an officer from said member association and said representative must have full authority from the member organization to speak and vote for said member organization.
- 3) Duties of the RYFC Board Member:
  - a. Uphold these Bylaws.
  - b. Attend all regularly scheduled and emergency League meetings.
  - c. Attend or identify organization representative for all regularly scheduled games, both home and away.

- d. Supply maps to playing location at or before registration.
  - e. Report scores by designated time.
  - f. Insure that all coaches are League certified.
  - g. Insure that all official Team Rosters have been certified. In the event of changes, by the following game the roster must be recertified and filed with the league.
- 4) A League Member Representative will not be allowed to perform any of said responsibilities and/or duties, while coaching, or while in the confines of a game in which he/she will be coaching.

**Article VI: RYFC Board - League Meetings:**

- 1) Every league Member must be represented at all League meetings or be subject to \$50 fine.
- 2) A joint League meeting consisting of football and cheerleading will be held regarding the discussion of new applicants and the status of any new members, prior to the RYFC Board voting on such matters.
- 3) New members must have a team member representative at League meetings for informational purposes.
- 4) There will be a minimum of eleven (11) regular League meetings a year, on dates to be set by the President. There will also be as many special and/or emergency League meetings as the President deems necessary.
- 5) Any Member desiring to have a special presentation or guest at a League meeting, will make it known to the Public Relations Director at least two (2) weeks prior to any regular League meeting.
- 6) The Secretary will produce an agenda, which will be strictly adhered to during all regular League meetings. Any additions to the agenda must be submitted by email to the Secretary by 6 pm, two (2) days prior to the meeting.
- 7) For all League purchases greater than \$500, the RYFC Board will approve by vote on a bid for each purchase.
- 8) Any outbursts or disrespectful behavior during a League meeting will result in the party or parties generally getting one warning from which point they will need to be respectful for the remainder of the meeting. A second outburst will lead to immediately removal from the league meeting for the duration of the meeting. Depending on the severity of the outburst the RYFC Board can decide to immediately remove the parties without an initial warning.

- 9) Roberts Rules of Order shall govern motion and voting procedures at all league meetings, unless superseded by these Bylaws.
- 10) Voting:
  - a. All Charter Members with voting privileges will have one vote regardless of the number of team members they may have in attendance.
  - b. The Executive President will only vote in case of a tie.
  - c. Voting will be conducted by floor vote, unless any league member representative requests a closed vote. The Secretary will count all votes and report the results to the Board.
  - d. All floor votes will be conducted in random order starting. Each designated league member representative will cast a vote or abstain. No league member representative will defer their vote.
  - e. At No time will a league member representative be removed from a League meeting during a grievance or appeals hearing. All league member representatives have the right to hear all discussions regarding any grievance or appeal being decided on by the RYFC, INC Board.

#### **Article VII: Bylaw & Rule Book Changes**

- 1) All Bylaw changes shall be presented in writing by March 15<sup>th</sup> of each year to President of the Board. The President and Executive Board will review and notify the Presidents by the March League meeting of said proposed Bylaw changes. Changes to these Bylaws for clerical mistakes, or for clarification purposes to existing Bylaws will not require approval by the Presidents. All other proposed changes to these Bylaws shall be presented to Members at the April League meeting of the Presidents and shall only be adopted after approval by a 3/4 majority vote by members. Any approved change to the Bylaws shall take effect for the current season.
- 2) All Rule book change proposals shall be presented by March 15<sup>th</sup> of each year to the Vice President of each respective sport. The Executive Board will review each suggested change and recommend for a vote or further review. The Executive Board's recommendation shall be made no later than the March RYFC Board meeting. The proposed Rule change can be sent for further review by committee or if to be voted upon, said proposed Rule change will be tabled for vote until the April RYFC Board meeting allowing Presidents to have a one month period for discussion within individual club boards before voting at the subsequent April RYFC Board meeting. All Rule changes shall be adopted after simple majority vote by members. Any approved Rule change shall take effect for the current season.

## **SECTION THREE – LEAGUE AUTHORITY AND GRIEVANCE PROCEDURES**

### **Article I: Executive Board - League Authority**

- 1) The Executive Board may inspect any/all fields prior to the first game, and may re-inspect any field any time during the season. If the field is determined to be unsafe, this may result in the loss of home games for a League Member until the condition is corrected.
- 2) To exercise disciplinary authority, so far as is lawful over all persons engaged in such games, competitions, and exhibitions, to the end that amateur games and contests may be subject to clean, dignified competition. Any League Member, its personnel, representatives, coaches, players, parents, relatives or fans, found by the Executive Board failing to comply with a lawful request from the Executive Board, its Officers, Commissioners, or Representatives will be suspended.
- 3) Any League Member, its personnel, representatives, coaches, players, parents, relatives or fans, found by the Executive Board, to knowingly give false information, or misrepresent by word or deed the RYFC, INC its Board, Officers, Commissioners, Representatives, or League Members, will be suspended.
- 4) Any League Member, its personnel, Representatives, coaches, players, parents, relatives or fans, found by the Executive Board to violate any Bylaw, or who acts in any manner deemed by the Executive Board to be grossly disrespectful to a team or another person, or who engages in a fight or other major un-sportsmanlike conduct, or conducts themselves in manner found disrespectful by a League Member Representative will be suspended.
- 5) The Executive Board after hearing a grievance may discipline any league member, its personnel, representatives, coaches, players, parents, relatives, or fans as defined in these Bylaws.

### **Article II: Grievance Procedures**

- 1) Grievance Defined:
  - a. A Bylaw or rules infraction, actual or possible.
  - b. A complaint against a league member's actions or personnel to include its representatives, coaches, players, parents, relatives, or fans.
  - c. A confrontation on the playing area, or an adjacent area, between League Member's personnel, representatives, coaches, players, parents, relatives, or fans.



- 2) Any grievance reported to, or witnessed by, a League Member Representative, must be submitted on the RYFC via email by the League Member President to the Executive Board within 48 hours of the violation discovery. If the violation directly involves the League Member President, a League Member Representative may file the report. A copy of the Violation Report will be forwarded to the aggrieved party and/or League Member Representative, within 24 hours of receipt by the Executive Board.
- 3) No grievance will be heard if filed outside of the time limits.
- 4) The aggrieved party will issue a written response thru their League Member Representative to the Executive Board within 48 hours of the transmission of the violation report. If a written response is not received by the Executive Board, it will be deemed a status of indifference.
- 5) Once the aggrieved party issues a written response, the Vice President, singularly or jointly with the Executive Board, will attempt by either written or verbal correspondence to ascertain and consider all aggravating and mitigating factors.
- 6) If the grievance relates to an internal League Member dispute, the Executive Board may defer action until such time as the aggrieved party has fulfilled all of its League Members remedies.
- 7) If a League Member supports the aggrieved party, it shall be allowed join in the grievance. If the League Member refuses to support the aggrieved party, it shall so advise the Executive Board.
- 8) Grievances determined to be valid by the Executive Board will result in disciplinary action as defined under "Article III Penalties". The Executive Board shall record all of its findings and determinations in the next Executive Board meeting minutes.
- 9) The Executive Board reserves the right to request additional information and to schedule a grievance hearing at its discretion in order to render a decision on the violation. If required, or if specifically requested by the filing or aggrieved party, the Executive Secretary will contact both parties to inform them that a hearing will be held regarding the grievance.
- 10) The parties may request additional personnel to be present at the grievance hearing. The Vice President will determine what personnel, if any, will be allowed to be accompanied by their League Member Representative at the hearing. If the aggrieved party chooses to have an Attorney represent them, they must email notification of such to the Executive Secretary 24 hours prior to the scheduled meeting.
- 11) The Vice President will recommend a time limit for every grievance hearing, taking into account the severity of the grievance. The Executive Board will then

approve a time limit, BEFORE the grievance is heard. There will be a minimum time limit of 15 minutes for each League Member involved in the grievance.

- 12) All hearings will be informal and the rules of evidence will not apply.
- 13) The Executive Board will hear both parties FACTS regarding the grievance within the time limits set. The Vice President will monitor the time for each party. The Executive Board will decide which, if any, personnel to interview. Only the item(s) in dispute will be discussed.
- 14) The Executive Board may decide to defer a decision on the hearing until the next League meeting, so as to allow further investigation by the Vice President.
- 15) All Executive Board decisions shall be binding.

### **Article III: Penalties**

- 1) For a violation of any Bylaw herein set forth, or in addition to any penalty herein set forth, or for any conduct deemed undesirable, or for any grievance found to be valid, the Executive Board may impose any or all of the following penalties to the aggrieved party or parties.
  - a. Suspend the party. **Suspension** is defined as a period of time, determined by the Executive Board, during which the party may **not** participate in activities and functions.
  - b. Expel the party from the League. **Expulsion** is defined as Charter loss of League membership, participation and involvement. The expelled party may apply for re-instatement after a period of time determined by the Executive Board. The Board must have a unanimous decision, except for the League Member involved, to impose an expulsion.
  - c. Cause the loss of honors or awards.
  - d. Cause the loss of home game privileges for a League Member.
  - e. Cause the loss of voting privileges for a League Member.
  - f. Impose a fine on a League Member.
- 2) The Executive Board may decide in certain situations to place the party on probation rather than enforce any penalty defined in these Bylaws, or set forth by the Board.
  - a. Probation is defined as a period of time, determined by the Board, during which the party may participate in RYFC, INC activities and functions, but the behavior of said party will be monitored.

3) Probation Violation:

- a. If the Executive Board determines that a party has violated probation, the Board will enforce the original penalty, plus any new penalty, if any.
  - b. The Executive Board, with a 75% decision, may waive any provision under these penalties, if it appears that extreme hardship would result.
- 4) Any player, cheerleader or coach ejected from a game by an official will not be eligible to participate until the Executive Board evaluates the situation and rules accordingly.
- 5) Any coach that is suspended may not coach inside or outside the ropes on game day, and may not coach at practice, or participate in any on field activity during the suspension period.

**Article IV: Appeals and Remedies**

1) Remedies:

- a. No League Member, it's personnel, representatives, coaches, players, parents, relatives or fans, may bring any action against the RYFC, INC unless they have exhausted all remedies as set forth herein provided however, that nothing herein shall be construed to apply to any personal injury or workers compensation action.

2) Appeals:

- a. Any League Member, its personnel, representatives, coaches, players, parents, relatives, or fans, aggrieved by the application of these Bylaws by the RYFC, INC Board, may request an appeals hearing before the Board by email thru a League Member Representative with a copy going to the Vice President, either within 24 hours (from July 1<sup>st</sup> through November 30<sup>th</sup>) or by the next League meeting (from December 1<sup>st</sup> through June 30<sup>th</sup>) from the Board's grievance decision.
- b. The Vice Presidents will evaluate the reason(s) for the appeal. The appeal request MUST show valid factual reasons, as to why the initial grievance hearing needs to be reviewed. The V.P.s will inform the RYFC, INC Executive Board of their findings concerning the appeal within 48 hours.
- c. If the Executive Board feels the appeal is based on REASONABLE FACTS, and there is enough evidence to support an appeals hearing, they can issue a temporary stay on any penalties issued by the Executive Board, and grant the appeal hearing for the next League meeting. Penalties issued shall be enforced during the appeal process.

- d. The parties may request additional personnel to be present at the appeals hearing. If the aggrieved party chooses to have an Attorney represent them, they must email notification of such to the Secretary 36 hours prior to the League meeting.
- e. The Executive Board will determine what personnel, if any, will be allowed to be accompanied by their League Member Representative at the hearing, within 24 hours after the hearing is granted.
- f. The Executive Board will recommend a time limit for every appeals hearing. The RYFC, INC Board will then approve a time limit, BEFORE the appeal is heard. There will be a minimum time limit of 15 minutes for each League Member involved in the appeal.
- g. All hearings will be informal and the rules of evidence will not apply.
- h. The Executive Board will hear any NEW FACTS regarding the original grievance within the time limits set. The Vice President will monitor the time for each party. The Executive Board will decide which, if any, personnel to interview. Only the new item(s) will be discussed.
- i. The Executive Board may decide to defer a decision on the hearing until the next League meeting, so as to allow further investigation by the Vice President.
- j. Singularly, jointly or in the alternative, the RYFC, INC Board may consider all aggravating and mitigating factors in making its decision.
- k. All Executive Board decisions on an appeal shall be final and binding.

## **SECTION FOUR - LEAGUE STRUCTURE AND SCHEDULING**

### **Article I: Coaches**

- 1) All individuals accepting an organization's invitation to serve as Head or Assistant Coach or Helper 16 years of age or older, must obtain certification through a provider designated by the Executive Board. Special circumstances for not obtaining certification may be reviewed by the League Board.
- 2) The ultimate responsibility of ensuring certification and re-certification of coaches and helpers shall rest with the individual organization and its President.
- 3) All coaches appearing on required certified rosters are required to have undergone and passed a criminal background check as per Section One, Article II these Bylaws.

- 4) The RYFC, Inc. may require mandatory or non-mandatory attendance at clinics as deemed necessary for any coaches for purposes set and maintained, but not limited to as follows:
  - a. Review governing rulebook changes that affect the League.
  - b. Health and First Aid for athletes.
  - c. Technical clinics for drills to update coaches on the latest techniques.
- 5) All coaches must be certified and be on the RYFC Coaches Certified roster to be allowed on the sidelines at any RYFC, INC sponsored game.
- 6) The Head coach is responsible for the actions of all his/her coaches, players, parents, relatives, and fans at any RYFC, INC. sponsored game or event.
- 7) Coaches can only change League Members one (1) time during their eligibility. If a coach changes League Members and any more than two (2) players, not including his/her children, are added to the team that he/she will be coaching, the coach will be suspended from coaching for the year.
- 8) The RYFC mandates that all organizations name one representative to serve as their organization's Player Safety Coach and representative to USA Football. This Player Safety Coach must attend annual training presented by USA Football.

## **Article II: Guidelines for Coaches**

### **Responsibilities:**

- 1) Develop and nurture a positive attitude and a positive self-image in all players/cheerleaders.
- 2) Prime importance: Direct the conditioning and training of each player/cheerleader to improve their endurance, resistance to injury, physical health, and coordination.
- 3) All criticism should be constructive and given in private for the benefit of the player/cheerleader, and will not be degrading of him/her. At **NO** time shall profanity be used. Violations may result in reprimands, probation, or dismissal of a team, organization, or an individual from "RYFC".
- 4) Coaching will be conducted from the bench area only, except for "C" teams as stated in Rule Book.
- 5) To ensure that all players/cheerleaders are of equal importance in your organization.

### **Priorities:**

- 1) Treating each player/cheerleader on your squad equally and with respect.
- 2) Maximum participation of all players/cheerleaders entrusted to your care.
- 3) While you should always approach coaching in a positive fashion, you should never sacrifice the principles of Human Decency, Good Sportsmanship, or Total Team Participation to obtain a win
- 4) Encouragement should always be given; any criticism should be constructive and rendered in a gentle fashion.

**Conduct:**

- 1) Set the best possible example for members of your squad in your relationship with officials, opposing players, coaches, and parents.
- 2) Your personal success as a coach as measured by the won-loss record should be secondary to the proper physical and psychological development of the youths with which you are working.
- 3) You should set an example in dress, speech, and moral conduct at all times.
- 4) You should always stress the true and right spirit of competition and sportsmanship.
- 5) You should focus your coaching -- not to develop superstars, but to teach the fundamentals of football and cheerleading.
- 6) The adult team members are expected to set examples for the players/cheerleaders in all things, particularly sportsmanship, and an adult approach to any differences, which may arise in connection with the game of football.

**Article III – Players and Registration**

- 1) Players must be attending school to be eligible to play in the RYFC, INC. and must meet eligibility guidelines as outlined below:
  - a. Residency – In general, a participant should live and attend school in the area allocated to the team with which they are applying to participate. Boundaries are generally determined by school district boundaries. In the event school district boundaries cannot be used, the RYFC Executive Board will determine suitable boundaries. A participant may register with an organization outside his/her own school district only if one or more of the following requirements are met and are confirmed by both organizations (where applicable):

- i) They have participated with the organization in the season prior to application.
    - ii) They have siblings who are currently members of the organization.
    - iii) Their local RYFC program does not have openings at their age level
    - iv) An RYFC program does not exist in their local area
  - b. Age – Meet age and grade level criteria as set forth by the RYFC for participation. Official grade and age requirements can be found in the Official Rule Book of the RYFC.
  - c. All information required on the RYFC Player Registration Form, as outlined in number 6 below.
- 2) All players are required to have physicals as set forth in the RYFC Rule Book.
- 3) Once a player signs up with a League Member and has been certified from that League Member, they must remain with that League Member during that season, unless a player receives a written release from their former League Member. Their former League Member Representative must sign this form. The only reason for a release not being signed is when equipment or monies are owed. Eligibility period is defined as the contract season.
- 4) Any player requesting a release will have their new League Member Representative email the Secretary at least 36 hours prior to the next League meeting. The Secretary will maintain an annual master Player Release document sorted by League Member for all player releases approved by the RYFC, INC Board, and any new requests submitted for approval by the Board. The Board will approve all Player Release's. Once the release is approved, that player is assigned to that League Member for the entire year. A copy of the Release is kept with the Secretary. The Board may request a player and/or his/her parent(s) to be present to answer any questions concerning the release.
- 5) Players can only change League Members one (1) time during their eligibility.
- 6) A player will be considered officially registered by a League Member in the RYFC, INC. by having a completed RYFC, INC. Player Registration Form, including the player signing the form. The RYFC, INC Player Registration form shall contain the following:
- a. Name and address.
  - b. Date of Birth.
  - c. Telephone number.

- d. Grade and school to be attended for the coming year.
  - e. Parental consent and affidavit for medical treatment.
  - f. Other information required by the Board for that year.
  - g. Picture with current year.
  - h. Acceptable Birth date information:
    - i) Birth certificate, Board of health certificates with seal.
    - ii) Official Government papers, passport etc.
    - iii) Baptismal certificates may be accepted as proof for children born outside of the U.S. if no other document can be provided
    - iv) Note: An Original Birth certificate or other sealed document must be produced if directed by the RYFC, INC Board.
  - i. Current e-mail address of primary contact.
- 7) A player must meet the Age and Grade requirements of a Division to be eligible to play in that Division. The official RYFC, INC. Division Age and Grade requirements for eligibility are as listed in the RYFC, INC. Rule Book.
- 8) Ineligible players include:
- a. A player that is under or over the age limits of the League.
  - b. A player that is concurrently playing or practicing football or cheerleading for a school team, or a player that is concurrently playing or practicing football for another league team.
  - c. A football player that is in high school or a cheerleader who is in 10<sup>th</sup> grade or higher.
  - d. An Unregistered player.
  - e. A player on official discipline by the League.
  - f. Players who have changed League Members who have NOT had an official RYFC, INC Release form signed and approved by the League.
- 9) A League Member's player who is determined by the Executive Board to have played in a game or games while ineligible will result in that League Member forfeiting the game or games in which the ineligible player participated in. The Executive Board will investigate the status of the player, and will decide if any further action will be taken against the player.



- 10) If a player is found to be ineligible on a team, the Executive Board will investigate the infraction, and will decide if any action is to be taken against the League Member or any of its personnel.
- 11) Any player found by the Executive Board to have used narcotics, steroids, controlled dangerous substances, any alcoholic beverage, or to smoke, chew, or use any tobacco product will be expelled from the League.
- 12) The only cheerleading squads eligible for participation at RYFC, INC sponsored events will be the eligible members of the RYFC, INC Cheerleading League, unless an organization outside of the RYFC, INC is invited to participate in an RYFC, INC sponsored event.
- 13) All RYFC, INC cheerleading squads must be in compliance with the RYFC, INC football and cheerleading Bylaws.
- 14) No exceptions shall be made to this article.

#### **Article IV: League Registration and Team Rosters**

- 1) Each League Member will use the official RYFC, INC Player Registration Form for player registration, with a current year's picture securely attached. Hardcopies should be stapled, not paper clipped. The picture must have the year showing in it for the player to be registered by the League. The card must be filled out completely, or the League will not register the player.
- 2) A copy of the acceptable birth date information for the player, and an RYFC, INC Player Release form, if applicable, shall be included with the Player Registration Form. Hardcopies should not be stapled or permanently attached.
- 3) Rosters:
  - a. During registration, the registering League Member Representative is responsible for creating one original roster per team on the official RYFC, INC Team Roster form. These original rosters will be used during certification by RYFC, INC Certification coordinator or designated representative.
  - b. Every time a player is added to a roster, the organizations original RYFC, INC Team Roster form must be updated. If the player is added to a roster after certification then that specific team will need to be re-certified, specifically for the added player. A copy of the new certified roster will be left with the certifying RYFC, INC Board member or Field Representative and submitted to the Secretary within 24 hours. It is the responsibility of the League Member Representative who is submitting the new roster (registering the new player) to ensure this process is completed.

- c. Rosters are to be submitted in jersey number order on the official RYFC, INC Team Roster form.
  - d. No player can be rostered on more than one team.
  - e. Rosters are set after certification.
  - f. Should a team's roster fall below 14 players, a League Member can petition the League for an exemption. With that exemption, that team may add up to three players, if approved by the Executive Board.
- 4) All certification paperwork should be available, upon request, at each RYFC game.

#### **Article V: League Participant Certification**

- 1) An official League participant certification will be conducted prior to the first game.
- 2) No player or cheerleader may participate in a game until they are League certified.
- 3) The League certification coordinator will schedule the League certification.
- 4) The League will provide a certified scale for the certification coordinator.
- 5) Each organization will provide two copies of each squad's roster on an official RYFC roster form, all necessary participant paperwork, a table, and two chairs for League certification at scheduled time.
- 6) If, at the time of certification, a participant is over the designated weight restriction for their given level, they will be noted on the official roster and monitor sheets as ineligible for offensive backfield.
- 7) Certified Team rosters shall be submitted by club to the League Secretary within one week of certification date.

#### **Article VI: Player Numbers**

- 1) All players will be assigned a jersey number prior to certification regardless of position being played by that player.
- 2) Any change of a players number, must be done by an opposing League Member Representative or Field Representative prior to the start of a game. For a Member player number change, a League Member Representative must submit the change to the certified roster to RYFC, INC., before the next game and forward an updated copy of the roster with the change to the Secretary.

#### **Article VII: Conferences and Divisions**

- 1) The League may be divided into as many conferences and/or divisions as deemed necessary by the RYFC, INC Board.
- 2) Each conference and/or division will consist of an equal number of teams, if possible.

#### **Article VIII: Regular Season Scheduling**

- 1) All scheduling will be done by the Executive Board as soon as possible and finalized by the Presidents Meeting in June.
- 2) Scheduling shall be done in the fairest manner possible.
- 3) All League Members must be scheduled to play every other League Member in their conference and/or division, where feasible.
- 4) Scheduling will be done, if possible, in such a manner that all League Members will have as many home games as away games.
- 5) All League games will be scheduled on Sunday, with the Executive Board determining starting times prior to the season, except specifically scheduled night games. Night games must be arranged and agreed upon between the opposing Member organizations and submitted and approved by the RYFC Football Director with enough advance notice to facilitate coordination with officials.

### **SECTION FIVE – THE GAME**

#### **Article I: Conduct of the Game (Code of Ethics)**

- 1) At no time shall any coach, player, parent, relative, or fan, touch in an offensive manner another League Members personnel, Representatives, coaches, players, parents, relatives, or fans, whether on or off the field. Any action determined by the Executive Board to be committed as such, will be treated, as a confrontation and expulsion from the League will result.
- 2) Tobacco: No person shall smoke, chew, or use any tobacco product inside the ropes while in or on the playing fields. Any person found to be violating this rule would be subject to discipline by the Executive Board. No League Member shall knowingly allow any of the aforementioned activities to be conducted in or on the playing fields.
- 3) Narcotics, Steroids and controlled dangerous substances (c.d.s). If determined by the Executive Board that a League Member knowingly allowed a player under the influence of narcotics, steroids or c.d.s. to practice, or play in any game or any League Member, it's personnel, representatives, coaches, parents, relatives, or fans, knowingly allowed any narcotic, steroid, or c.d.s to be distributed to any player, the party shall be expelled from the RYFC, INC. The RYFC, INC. strongly abhors the use of narcotics, steroids, and c.d.s. The RYFC, INC. also

acknowledges that in some instances coaching staffs are the only caring and responsible people that certain youths will listen to. Therefore, the RYFC, INC. urges users to enter into an approved counseling and/or treatment centers. (No sanctions or violations will be rendered).

- 4) All League Members shall require all players to report to a member of the coaching staff if he/she is ill, injured or taking prescription drugs. The coach shall evaluate whether the player's condition allows the player to participate in practice or play in any game.
- 5) Drugs, Special Aids, Sweating: Absolutely no water tablets of any form, nor any form of drug stimulants, nor any non-porous plastic, nylon or rubber suits, bags, portable saunas, synthetic lined material, that cannot breathe will be allowed to be used by any player at any time, on the playing field or adjacent area, or under the direct supervision or control of any coach or League Member personnel. No League Member personnel or coaches shall sweat any player. If the Executive Board determines that a violation of this has occurred, the player and/or the coach will be suspended.
- 6) Alcoholic beverages: The use of alcoholic beverages is strictly prohibited at any practice session, game, on the field, at the park or within the adjacent parking areas within 500 feet of the field, when this League or its League Members are involved. Expulsion from the League will be the penalty for any parties violating this rule.

## **Article II: Responsibility of Home League Members**

- 1) To provide a safe environment for fans, players and coaches.
- 2) Provide for a clear area around the entire playing field, including the end zone, 15' from the sidelines and endlines or maximum footage available.
- 3) Having their field properly marked, according to High School Standards, lined and goal posts padded and in proper place.
- 4) Supply down markers, distance yard markers and pylons.
- 5) Provide a NY licensed Paramedic, Doctor, Nurse or E.M.T. or arrangement for immediate assistance from Emergency Medical Responders.
- 6) To allow a visiting team to place one (1) spotter in the press box of the home team or any other place used for spotting by the home team.
- 7) To insure no audible communications equipment is being used.
- 8) If for any reason a change in home field or the inability for a League Member to field a team arises, the home League Member shall notify the League President and the opponent's League Member Representative promptly.

- 9) No League Member Representative, its coaches, players, parents, relatives or fans, will be allowed or will allow the use of a P.A. or bull horn from within the stands, sidelines, or surrounding areas of the field of play. Any repeated violation of this will result in the party being removed from the area. Note: This does not include the announcement of the game.
- 10) The decibel level of the announcement and music during a game will not be such that it interferes with a coach's ability to communicate with his/her team on the field. Derogatory remarks will not be tolerated, and only those remarks that display good sportsmanship will be acceptable. If a complaint is lodged with the home team's League Member Representative, that League Member Representative will correct the problem immediately, or cause the announcement to of the game to be stopped.

### **Article III: Responsibilities of Visiting League Members**

- 1) To know in advance the location of the home field and their schedule.
- 2) To contribute to having a safe environment for player's fans and coaches.
- 3) No League Member Representative, its coaches, players, parents, relatives or fans, will be allowed or will allow the use of a P.A. or bull horn from within the stands, sidelines, or surrounding areas of the field of play. Note: This does not include the announcement of the game.
- 4) To insure no audible communications equipment is being used.
- 5) Provide chain gang crew by the start of the game. They will not speak to, cheer or instruct players on the playing field at any time. It is the responsibility of the Visiting League Representatives to replace them if necessary.