

# **NEW KENT YOUTH ASSOCIATION FOOTBALL AND CHEERLEADING BYLAWS**



**ARTICLE I**

**NAME**

The name of the organization shall be New Kent Youth Association (NKYA) Football and Cheerleading. It shall be a nonprofit organization incorporated under the laws of the Commonwealth of Virginia.

Dissolution Clause: Upon dissolution of NKYA, the remaining Board of Directors shall collect and secure all associations assets and place them in storage until a board convenes. During the storage period, all insurances and fees will be paid from the association’s treasury. If a new board does not convene within two years from the date of dissolution or the association’s treasury funds are exhausted, remaining board members shall determine charitable beneficiaries and distribute all assets.

**ARTICLE II**

**OBJECTIVE**

The objectives of the New Kent Youth Association Football and Cheerleading shall be to instill in the youth the desire to engage in an activity that will promote the development of leadership, character, sportsmanship, tolerance, discipline, athletic ability and to nurture youth fitness, volunteerism and a lifelong love of sports. .

**ARTICLE III**

**AFFILIATION**

New Kent Youth Association Football and Cheerleading shall be affiliated with the River City Youth Football League (RCYFL).

**ARTICLE IV**

**CO-SPONSORSHIP**

New Kent Youth Association Football and Cheerleading shall be co-sponsorship with New Kent Parks and Recreations. Annually the President must renew the co-sponsorship contract by reviewing and signing the adhering to the contract.

**ARTICLE V**

**DEFINITIONS**

For purposes of bylaws, the following specified words shall have the indicated meanings:

5.1. “Board of Directors” shall be the board members who have volunteered and have been voted in to fill positions needed for the association to continue operations.

5.2. “Board Meetings” shall be monthly meeting, any special meeting, any emergency meeting, any committee meeting and any clinics determined by the association’s President. Board meetings will be open to all members of the associations.

5.3. "Members" of the associations are considered participant's legal guardian(s). A member shall be eligible to vote at the association's annual meeting. Only one vote is allowed per legal guardian.

5.4. Each child participating on with the association's football or cheerleading team will be referred to as a "Participant".

5.5. Each association's football team and cheerleading squad shall be referred to individually as a "Team".

5.6. A "Season" begins on the first published day of practice and ends after the last sanctioned event.

5.7. A "Roster" shall be the association's listing of its participants and all coaches, including assistant coaches, on the League Roster Form.

5.8. The "League Roster Form" shall be the form that is required by RCYFL for those who are participating in the season.

5.9. "Roster Night" shall be the date, time and location designated by RCYFL for submission by the association of their respective verified rosters.

5.10. "Proof of Age" shall be a current Virginia DMV identification card, current passport, or current Military Identification card that is deemed necessary for the participant to show proof of age. The identification cards will be required before Roster Night and held during the season.

5.11. The "Participant Code of Ethics" shall be read and signed before Roster Night for a participant to play.

5.12. The "Coach Code of Ethics" shall be the signed by all coaches who have passed a background check and approved by the Board of Directors.

5.13. "Check-in" shall be the procedure established by the League and performed by the association before each game to confirm the identity of the participants on each competing association team.

5.14. A participant shall be deemed to have "played" in a particular game if he or she has been on the field for one (1) offensive play, one (1) defensive play or a special team play.

5.15. A " River City League Representative" shall be the person designated by the association to perform on behalf of the association the duties set forth by each League.

5.16. "Borrowed" is considered the lending of equipment from the association to be utilized during the season. The equipment sole owner is the NKYA and will be returned at the end of season or when requested by the Equipment Director and/or the Assistant Equipment Director. Equipment is considered shoulder pads, helmets, chin straps, uniforms (jersey and/or game pants), cheer outfit (shell/vest and/or skirt), kick off tees, cones, equipment bags, water bottles, water coolers, etc.

5.17 “Suspicion” means a feeling or thought that something is possible, likely or true.

5.18. “Dismissal” is considered the person in no longer allowed to participate or be affiliated with the NKYA.

## **ARTICLE VI**

### **REGISTRATION**

Registration fees for New Kent Youth Association Football and Cheerleading shall be determined annually.

6.1. All fees must be paid by the first day of practice. If fees are not completely paid by the first day of practice, participants WILL NOT be allowed to participate in any activity.

6.2. No refunds will be allowed once New Kent Youth Association Football and Cheerleading receives the registration form and the required registration fee. No refunds will be given for removal for disciplinary action. Refunds are only given if a team is not fielded in the division that the participant is registered.

6.3. New Kent Youth Association Football and Cheerleading shall be governed by RCYFL age restrictions. For RCYFL, participants must be ages five through thirteen as of August 1st of the registering year.

6.4. All participants will be required to show proof of age during the season. A current Virginia DMV identification card, current passport, or current Military Identification card will be required for the season.

## **ARTICLE VII**

### **MEETINGS**

7.1. An annual meetings of the members shall take place in the month of January. The specific date, time and location of the annual meeting is designated by the President and relayed to the members of the association. At the annual meeting the members shall receive reports on the activities of the association and determine the direction of the association for the coming year. At the annual meeting, the members shall elect and vote in new Board of Directors.

7.2. Special meetings can be called by the President. A special meeting is a meeting to address upcoming events, (i.e., Sports Expo, clinics, homecoming).

7.3. Emergency meetings can be called by any Board of Directors. This meeting will need to have a petition of six members on the board to discuss issues that need addressing. The petition needs to be delivered to the President one week (seven calendar days) before the meeting. The Board of Director who is requesting the emergency meeting will make the proper arrangements for the meeting to be held. Any emergency meeting that is requested will be for Board of Directors only.

7.4. Notice of all meetings shall be posted on the association’s website and Facebook Page.

7.5. Voting on issues will be done by a quorum. Those who are currently present at the board meetings who are Board of Directors shall constitute a quorum. Voting will be decided by a Board of Director making a motion and another Board of Director to second the motion. A simple majority of those who are currently present will decide the decision. If the vote is a split vote, then the vote will be nulled and voided and no decision will be made. All votes must be annotated in the board meeting minutes.

7.6. Any Board of Director holding more than one position will only be allowed to have one vote.

## **ARTICLE VIII**

### **BOARD OF DIRECTORS**

8.1. The Board of Directors is ultimately responsible for overall policy and direction of the association, and shall maintain written policies for the conduct of its programs, which shall be available to the public. Each Board of Directors must be within good standings of the association and conduct themselves with high standards of conduct and integrity. The Board of Directors shall receive no compensation other than reasonable expenses with approval from the Board of Directors.

8.2. The Board of Directors shall consist of the following positions: President, Vice President, Secretary, Treasurer, Player Safety/Equipment Director, Assistant Equipment Director, Athletic Director, Cheer Director, Fundraising Director, Concession Director, River City League Representative and Public Relations Director.

8.3. All Board of Directors shall serve a one-year term, or until their successor is elected. Board of Directors may succeed themselves if approved by the board. Board of Directors elected shall serve a term beginning on the first day of the fiscal year. Only those members who notify the President, before the annual meeting, will be nominated.

8.4. When a vacancy with the Board of Directors exists mid-term, the Secretary must receive nominations for new members from present Board of Directors within two weeks of the next board meeting. These nominations shall be sent out to all Board of Directors to be voted upon. These vacancies will be filled only to the end of the particular Board of Director's term.

8.5. Resignation from the board must be in writing and received by the Secretary. A Board of Director may be terminated by a three-fourths vote of the current Board of Directors. .

8.6. The duties of the positions of the Board of Directors shall include, but are not limited to, the following:

**PRESIDENT:** The President shall be the administrative head of New Kent Youth Association Football and Cheerleading. He/she shall convene regularly scheduled board meetings and be responsible for seeing that the duties of any officer absent are fulfilled. He/she is responsible for assembling the agenda for each meeting with input from the Board of Directors and from members of the associations. He/she shall be responsible for the orderly conduct of business within the association. In the absence of the treasurer, the President will be responsible for issuing checks for association expenditures in accordance with the rules governing the treasurer.

The President has the authority to cancel any practice or scrimmages, must be the liaison between members of the association, co-sponsorship and affiliated leagues, and make executive decisions that affect the association.

VICE PRESIDENT: The Vice President shall be vested with all of the powers and shall perform all of the duties of the President during the absence of the latter. He/she shall perform all duties as assigned by the Board of Directors or the President. He/she will properly maintain registration records, making sure all team rosters are current and maintain accurate files of all participants, coaches and volunteers for the association. Vice President will keep a log of all volunteer hours for New Kent Parks and Recreation from all Board of Directors.

SECRETARY: The Secretary shall perform all of the duties as assigned by the Board of Directors or the President. He/she shall be responsible for keeping records of meeting minutes for the Board of Directors including overseeing the taking of minutes at all board meetings, sending out meeting announcements to the Board of Directors to notify them of meetings, distributing prior monthly board meeting minutes via email for review, and assuring that records are maintained.

He/she should review the prior monthly minutes at each board meeting to make any corrections or changes, via a vote.

TREASURE: The Treasurer shall, under the direction of the Board of Directors, be in charge of all funds for the association. He/she will provide a bank statement with written explanations of transaction utilizing the check registry. He/she shall provide an itemized financial report at each board meeting, submit records for audit upon request of the board, assist in the preparation of the budget (which should be conducted in February), responsible for preparing all tax related paperwork, as needed. and make financial information available to board members and the public.

The Treasurer and the President are the only members authorized to disburse association funds.

PLAYER SAFETY/EQUIPMENT DIRECTOR: The Player Safety/Equipment Director will be responsible for attending the yearly USA Football meeting, holding a mandatory yearly coaches meeting to present what was learned at the USA Football meeting, collect certificates and making sure all coaches are USA Football certified each year.

He/she will also keep inventory of current equipment, make sure participants/head coaches sign in and out any equipment borrowed for the season, make sure all equipment is maintained in a decent orderly condition, bring to the Board of Directors any equipment that needs to be replaced, and is not limited to other duties to help with the accountability of New Kent Youth Associations Football and Cheerleading equipment.

He/she will maintain field equipment and what is required for teams to participate on the home field to include but not limited to making sure proper equipment is placed for home games, water coolers are filled before each game for both home and visitor team, mark fields and proper cleaning and placing field equipment back in the proper shed when home games are over.

ASSISTANT EQUIPMENT DIRECTOR: Assistant Equipment Director shall assist the Equipment Director in all duties as stated above but is not limited to other duties to maintain accountability of current equipment and field equipment.

ATHLETIC DIRECTOR: Athletic Director shall oversee the recruitment of head coaches and assistant coaches. Interviewing all head coaches with the Board of Directors to make sure the right candidate is available and knowledgeable for the position. He/she shall also assist when needed by the Board of Directors to assist in other positions.

He/she shall make sure all teams are compliant with RCYFL rules and regulations.

CHEER DIRECTOR: Cheer Director shall be responsible for all cheerleading squads and cheerleading coaches to assure compliance with RCYFL rules and regulations and keep current records of all cheerleader rosters. He/she also has the authority to select head cheerleading coaches and their assistants, cancel any cheerleading practice and be the liaison between parents, head coaches and their assistants concerning any grievance or compliant with regards to cheerleading.

FUNDRAISER DIRECTOR: Fundraising Director shall be responsible for all fundraising, including but not limited to, spirit wear, sponsorships, and homecoming. He/she will be responsible for sending out communication on fundraising activities, coordinate any forms collected and payments as necessary. All monies collected will be given directly to the Treasurer for deposit within a reasonable allotted time.

CONCESSIONS DIRECTOR: Concession Director shall oversee the concession stand. He/she will be responsible for food and beverage purchases, menu and sales. A weekly sales report will be given to the Treasurer along with receipts.

He/she shall maintain the concessions stand in a good orderly condition and make sure the concession stand is within the health department code. He/she will make contact with the New Kent County Health Department to schedule the annual inspection of the concession stand.

He/she shall be responsible for making the OPT Out schedule and that there is plenty of volunteers needed to assist in the functioning of the concession stand during home games.

RIVER CITY LEAGUE REPRESENTATIVE: The River City League Representative shall abide by all of the rules and regulations of the RCYFL and represent the association in all RCYFL meetings. He/she shall be the liaison between parents, head coaches and their assistants concerning any grievance or complaints and represent the association at all RCYFL functions.

PUBLIC RELATIONS DIRECTOR: The Public Relations Director shall maintain all social media pages and internet sites. He/she will send out notifications to keep all members of the association updated on current events.

## ARTICLE IX

## COACHES

9.1. All coaches will complete a coach's application before being accepted for an interview. Coach's application is available online.

9.2. All Head Coaches will interview for the position. The interviews will be held by the Coaches Selection Committee. The Board must approve all members of the Coaches Selection Committee.

9.3. All Head Coaches must receive approval for their assistant coaches. Each Head Coach for football will be allowed to have four assistant coaches. Each Head Coach for cheer will be allowed two assistant coaches.

9.4. All Head Coaches and assistant coaches must pass a national registered background check that must be current for the season. Background checks must be completed before Head Coaches are allowed to receive team information.

9.5. All coaches for football will complete the USA Football requirements along with the required safety brief provided by the Player Safety Director.

9.6. All Head Coaches will be issued equipment that he/she is responsible and accountable for the season. All equipment will be returned upon request of the Equipment Director.

9.7. It is the responsibility of all the coaches to return any equipment utilized during practices to its proper storage area. It is also the responsibility of all the coaches that the area of practice is cleaned after each session and free from any trash or items left behind.

9.8. All coaches will promote good teamwork and sportsmanlike conduct on an off the field while affiliated with the New Kent Youth Association Football and Cheerleading. All coaches must abide by all rules and regulations while participating in the RCYFL. At no time will any coach teach a child "dirty" or unauthorized procedures or promote any behavior in such way.

9.9. The Board of Directors has permission to dismiss any coaches during the season.

## ARTICLE X

### EQUIPMENT ISSUE

10.1. New Kent Youth Association Football and Cheerleading is a nonprofit organization. The equipment the association has on hand is due largely to the fundraising efforts and donations received from sponsorships.

10.2. It will be all the coach's responsibility to maintain proper equipment during practice and games. At any time a coach notices a discrepancy in equipment, please notify the Equipment Director and/or Assistant Equipment Director immediately.

10.3. It will be the responsibility of all participants to maintain proper and good working order equipment during the season. If equipment is borrowed from the association, it must be returned at the end of season or upon request by the Equipment Director and/or the Assistant Equipment Director.



10.4. If a coach or participant fails to return borrowed equipment that belongs to the association, which said person will be suspended for the next current season.

10.5. If a participant does not return the borrowed equipment at the end of season, he/she will not be allowed to participate in any events and receive any awards and/or trophies. A possible civil suit may also be determined by the Board of Directors.

## **ARTICLE XI**

### **INJURIES**

11.1. Injuries reports must be completed within 24 hours of the complaint (determining circumstances).

11.2. If an injury occurs at practice or during home games, a report must be processed with the President.

11.3. If an injury occurs at away games, a report must be processed with the RCYFL Representative.

11.4. At any time during practice or games, there is a suspicion of a concussion, the participant is to stop whatever they are doing. It will be the responsibility of the legal guardian to provide guidance for the participant.

## **ARTICLE XII**

### **DISCIPLINARY ACTIONS**

12.1. At no time will the New Kent Youth Association Football and Cheerleading tolerate or allow any kind of unsportsmanlike conduct from any Board of Directors, coaches, participants, volunteers or members.

12.2. Everyone involved or affiliated with the New Kent Youth Association Football and Cheerleading will abide by all rules and regulations during the season and must hold the upmost standards when home or away.

12.3. If any coach receives an unsportsmanlike conduct, an investigation will be conducted within 48 hours by the RCYFL Representative. Information gathered from the complaint will be reviewed by the Board of Directors within five working days. A special meeting will be called and the coach(s) will be interviewed by the Board of Directors.

A. First offense – one week suspension (from practices and games) depending on the complaint.

B. Second offense – dismissal from the team for the season.

12.4. If any participant receives an unsportsmanlike conduct, an investigation will be conducted within 48 hours by the RCYFL Representative. Information gathered from the complaint will be reviewed by the Board of Directors within five working days. A special meeting will be called and the participant will be interviewed by the Board of Directors with legal guardian present.

- A. First offense – one week suspension (from practices and games) depending on the complaint.
- B. Second offense – dismissal from the team for the season.

### **ARTICLE XIII**

#### **ZERO TOLORANCE**

13.1. At no time will any tobacco products (cigarettes, electronic cigarettes, pipes, vapors, smokeless tobacco, etc.) be allowed at or around the fields during practices or home games. Smoking will only be designated in the parking lot.

13.2. There is no drug or alcohol consumption allowed at any time at or around the fields during practice or home games.

13.3. No animals, besides designated service dogs, will be allowed at or around the fields during practices or home games.

13.1. Returned fees on checks will be the settled immediately. Person's will be responsible for paying the amount owed on the check along with service and bounce check fees.

### **ARTICLE XIV**

#### **AMENDMENTS**

14.1. These bylaws may be amended when necessary by two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be submitted with regular board announcements. Any amendment made by the Board of Directors is in effect until approved by the next new membership.