

TORRINGTON VALLEY PARK MIDGET FOOTBALL LEAGUE

# BY-LAWS

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**3/8/2020**

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Character, Athleticism, Teamwork, and Pride.

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## **Article 1 Organization**

### **1.1 Name**

The name of the Corporation shall be Torrington Valley Park Midget Football League, Inc. (hereinafter referred to as "Torrington Warriors Youth Football & Cheer"). No other corporation or individual may use the name, or the name "Torrington Warriors Youth Football & Cheer" without prior written approval from the league's Executive Board.

### **1.2 Corporation Logo**

The Corporation logo shall consist of a "T" within a circle used in conjunction with the league name of Torrington Warriors Youth Football & Cheer. No other corporation or individual may use this logo in conjunction with the league name without prior written approval from the league's Executive Board.

### **1.3 Incorporation**

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### **1.4 Vision Statement**

The Torrington Warriors Youth Football & Cheer Organization is committed to promoting a positive environment to teach, play and learn the fundamentals of football and cheerleading. We are committed to the development of character, athleticism and teamwork in each of our athletes, while focusing on sportsmanship in competition. Together, with the genuine participation of parents, coaches and players, we can establish a lifetime appreciation for the game.

### **1.5 Office Location**

The principal office of the Corporation shall be the Torrington Warriors Youth Football & Cheer field house located at 200 Middle School Dr., Torrington CT 06790. The official mailing address will be P.O. Box 1773, Torrington CT 06790.

### **1.6 Inclusion**

This organization shall be non-profit, non-commercial, and non-partisan. This organization shall be open to any adult and/or child without regard to race, religion, color, or creed.

### **1.7 Objectives**

The objective of Torrington Warriors Youth Football & Cheer is to provide a football and cheerleading program at a minimum cost to the participants and their families, as well as the implementation of the ideals of Good Sportsmanship, Honesty, Courage, Loyalty, and Respect for one's self and others. To achieve this objective, Torrington Warriors Youth Football & Cheer will provide a supervised program under the Rules and Regulations as set forth in these By-laws and the current edition of the rulebook (herein referred to as "Rulebook"). In accordance with Section 501-(c) (3) of the Federal Internal Revenue Code, Youth Football shall operate exclusively as a non-profit educational organization providing a supervised program of competitive Football and Cheerleading.

## Article 2 Membership

### 2.1 Executive Board

The Executive Board will consist of a President, Vice President, Secretary, Treasurer, Athletic Director, Cheer Coordinator, Fundraising Director, and League Representative. Executive Board positions are a 2 year term. The President, Secretary, Athletic Director, Fundraising Director, and League Representative positions are to be voted on in even number years. The Vice President, Treasurer, and Cheer Coordinator are to be voted on in odd number years. Executive Board positions will be elected by a majority blind vote during the Annual Meeting defined in Article 6.1. No person may hold more than one (1) Executive Board position at the same time. Newly elected Executive Board members assume office on the first day of January, in the following year.

The Board of Directors shall have the entire management of the business of the Corporation and the management and control of the property and affairs of the Corporation. The Board of Directors is vested with all powers of the Corporation itself, so far as this delegation of authority is consistent with the laws of the State, the Charter of this Corporation, and these by-laws.

#### 1.1.1 Purpose

The purpose of the Executive Board is to perpetuate the organization and grow it for the future. It should be expected that the Executive Board will control the organization by setting organizational policy, set/direct/control all monetary policy, as well as take care of all matters dealing with the organization. The Executive Board has the authority necessary to carry out all duties, whether or not specifically numerated within the by-laws, for the organization to function.

#### 1.1.2 Eligibility

A General Board Member must serve for a full term in a General Board position directly prior to the election before he/she is eligible to run for any Executive Board position. Exceptions can be made by the Executive Board. In the event the President is unable to finish the term and no other Executive Board Member accepts the position, the position may be filled by any current General Board member regardless of tenure with the board.

#### 1.1.3 Submitting a Letter of Intent

Interested parties must send a Letter of Intent to the Executive Board by the 10<sup>th</sup> day of December for Annual Elections. In the event that a position is vacant after Annual Elections, Letters of intent must be sent to the Executive Board by the 10<sup>th</sup> day of the month in which the election will take place.

### 2.2 General Board

The General Board will consist of Football Equipment Manager, Cheer Equipment Manager, Concessions Director, Football League Parent, Cheer League Parent, Field Manager, Flag Commissioner, and head positions will be elected by a majority blind vote in the January Executive Board Meeting.

### 2.2.1 Submitting a Letter of Intent

Interested parties must send a Letter of Intent to the Executive Board by the 10<sup>th</sup> day of January. In the event that a position is still vacant after elections, Letters of intent need to be send to the Executive Board by the 10<sup>th</sup> day of the month in which the election will take place.

## 2.3 Board of Directors

The body of the Torrington Warriors Youth Football & Cheer Board of Directors is made up of an Executive Board and a General Board, whose members are the parents of active players and cheerleaders and other persons interested in the furtherance of the Torrington Warriors Youth Football & Cheer program.

## 2.4 Members

The general membership shall consist of the ~~Board of Directors, coaches,~~ assistant coaches, team parents, and parents of any child registered to play or cheerlead/participate, and all other persons interested in promoting the activities of this organization who have been elected to the membership by the Board of Directors

## 2.5 Members in Good Standing

For purposes of these By-Laws, Members in Good Standing shall herein be defined as any Member (as defined above) who has attended the amount of Monthly Meetings held by the League as required. Exceptions may be made at the discretion of the Executive Board.

### 2.5.1 Executive Board Good Standing Calendar

The Executive Board's obligations begin on January 1<sup>st</sup>. Their Good Standing status will be measured from January through December of the current year.

### 2.5.2 General Board Good Standing Calendar

The General Board's obligations begin on February 1<sup>st</sup>. Their Good Standing status will be measured from February through December of the current year. General Board Members may miss up to 3 meetings from February through December while maintaining their good standing status.

### 2.5.3 Head Coaches Good Standing Calendar

The Head Coaches' obligations begin on February 1<sup>st</sup>. Their Good Standing status will be measured from March through December of the current year. Head coaches may miss up to three (3) meetings from February through December while maintaining their good standing status.

### 2.5.4 Members-At-Large Good Standing Calendar

The obligations for the Members-At-Large begin April 1<sup>st</sup>. Their Good Standing status will be measured, and calculated, monthly January through December of the current year. Members-At-Large must attend at least 75% of the Monthly Meetings.

## 2.6 Dismissal / Resignation

### 2.6.1 Dismissal

Any member who assumes, without authorization, or interferes with, the duties of any Executive Board Member, General Board Member, Head Coach, or any other appointed position, may be dismissed from the Torrington Warriors Youth Football & Cheer organization by majority vote of the Executive Board. The length of time of dismissal will be on a case by case basis as determined by the Executive Board.

### 2.6.2 Resignation

Any Board of Director Member may resign at any time by giving written notice to the Executive Board. Resignation shall take effect on the date of the receipt of notice or any later time specified by the resigning party. The acceptance of such resignation shall not be necessary to make it effective. All resignations must be in writing and signed or via e-mail.

## 2.7 Nomination Committee

### 2.7.1 Selection

There shall be a Nominating Committee approved by the Board of Directors at its September meeting. The Committee shall consist of three persons. At least one of who shall not be a member of the Board of Directors.

### 2.7.2 Duties

This Committee shall submit a full slate of nominations for elected positions no later than the November meeting. The slate shall be included in the call of the Annual Meeting. Compile nominees for each elected position for the coming year. Each nominee shall receive a copy of the by-laws, and confirmation of their nomination.

## 2.8 Eligibility for Volunteers

### 2.8.1 Eligibility

Individuals interested in becoming a member must meet all American Youth Football/American Youth Cheer and Shoreline Youth Football Conference requirements. No person with a criminal record, that may be deemed a hazard to the youth of Torrington Warriors Youth Football & Cheer, will be eligible to be a member. Those interested will be requested to fill out a volunteer background check waiver form for the league to process the review.

### 2.8.2 Criteria

Individual staff members found to be guilty of the following crimes will be disqualified as a staff member as outlined below. Guilty means the applicant was found guilty following a trial, entered a guilty plea, or entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding guilt. This policy does not apply if criminal charges are resulted in acquittal, dismissal or in an entry of "nolle prosequi":

- Ever found to be guilty of:

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-All sex offenses including child molestation, rape, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

-All felony violence including murder, manslaughter, aggravated assault kidnapping, robbery, aggravated burglary, etc.

- Found to be guilty within the past 10 years of:

-All felony offenses other than violence or sex including drug offenses, theft, embezzlement, fraud, child endangerment, etc.

- Found to be guilty within the past 7 years of:

-All misdemeanor violence offenses including simple assault, battery, domestic violence, hit & run, etc.

- Found to be guilty within the past 5 years or have multiple offenses in the past 10 years of:

-Misdemeanor drug and alcohol offenses including driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of the staff member including contributing to the delinquency of a minor, providing alcohol to a minor, theft if volunteer is handling funds, etc.

- If a member is arrested and/or involved in a pending case, the Executive Board retains the right to dismiss the member regardless of the member not being found guilty.

## 2.9 Restrictions

No one person shall hold more than one Executive Board position at one time.

## Article 3 Coaches

### 3.0 Selection of Head Coach

The Head Coach of each team shall be approved by a majority blind vote of the Board of Directors in February.

#### 1-2-11.1.4 Requirements

Applicants for any open position for Head Coach must submit a letter of intent to the Athletic Director/Cheer Coordinator by the 10<sup>th</sup> day of February. In the event that a position is still vacant after elections, letters of intent need to be send to the Executive Board by the 10<sup>th</sup> day of the month in which

the election will take place. Applicants for Head Coach may indicate their preference as to which level they would like to coach. Any new applicants must submit a list of qualifications and a minimum of three non-related references by the 10<sup>th</sup> of the month in which the vote will take place. A volunteer background check waiver must also be submitted at the meeting in which the vote will occur. All assistant coaches will also be required to fill out a volunteer background check waiver every year and have graduated high school. All Head Coaches must be a minimum of 21 years old and Assistant Coaches must be a minimum of 18 years old. Anyone from the age of 16 to 18 years old may express their interest to be reviewed by the Athletic Director or Cheer Coordinator and then approved at the Executive Board's discretion.

### **1.2.21.1.5 Responsibilities**

It will be the responsibility of the Head Coaches to assure a SAFE and QUALITY program for their teams or squads. Each Head Coach will select his or her coaching staff, with approval of the Executive Board, and keeping in mind the goals of Torrington Warriors Youth Football & Cheer. No coach shall be allowed to presume his/her duties until the Executive Board has approved them. Any coach that fails to meet all American Youth Football/American Youth Cheer, Shoreline Youth Football Conference, and Torrington Warriors Youth Football & Cheer regulations will be dismissed.

Head Coaches will be responsible to assure that at least one coach or team parent from each team will be present at all Torrington Warriors Youth Football & Cheer functions. The coaches will be responsible for implementing any required disciplinary measures needed to control his or her team members according to American Youth Football/American Youth Cheer, Shoreline Youth Football Conference and Torrington Warriors Youth Football & Cheer rules.

### **3.2 Assistant Coaches**

All head coaches shall submit a written list of their assistant coaches, to the AD by the 10<sup>th</sup> day of July. The AD in turn will present to the E-Board for approval. If the event that there is a revote on the head coach due to the combining of teams, there will also be a revote on assistant coaches.

### **3.3 Eligibility**

Individuals interested in becoming a coach must meet all American Youth Football/American Youth Cheer, Shoreline Youth Football Conference requirements and possess the highest moral character. No person with a criminal record, that may be deemed a hazard to the youth of Torrington Warriors Youth Football & Cheer, will be eligible for a coaching position. Must meet criteria set forth in section 2.8.2.

### **3.4 Conduct**

Conduct is governed by the American Youth Football League, Inc. /American Youth Cheer rulebook, the Shoreline Youth Football Conference By-Laws and the Torrington Warriors Youth Football & Cheer Coach's Code of Conduct. The Executive Board shall implement these rules at its sole discretion.

### **3.5 Disciplinary Action for Coaches**

If a coach is found to be in violation of any of the rules or regulations of these by-laws or the by-laws of the American Youth Football/American Youth Cheer, Shoreline Youth Football Conference, or Torrington

Warriors Youth Football & Cheer, the Executive Board will meet to review the violation and determine what the next course of action will be, which may result in anything from the coach being put on probation, suspension, or to the coach being dismissed, as determined by the Executive Board.

#### **3.5.1 Dismissal / Resignation**

Dismissal/Resignation of any coach may occur in the same manner as all other organization members as outlined in section Article 2.6.

### **3.6 Player Participation**

#### **3.6.1 Mandatory Plays**

Player participation shall follow the guidelines set forth by the American Youth Football League, Inc. or Shoreline Youth Football Conference "mandatory play rules". It is the responsibility of the head coach to ensure all player get their mandatory plays. Failure to follow this will result in a week suspension for the head coach for the first offense.

#### **3.6.2 Suspension**

If a player/cheerleader is suspended from participation in a game, for any reason, the player/cheerleader, his/her parents, and the Athletic Director/Cheer Coordinator must be notified by the Head Coach within 24 hours prior to game time of the suspension. The player must report to the game in uniform and remain on the bench for the duration of the game. If they are unable to attend, the suspension will occur on the next scheduled game until served.

#### **3.6.3 Inclusion**

It will be the responsibility of the Head Coaches to see that every effort is made to assure that ALL children are given a chance to participate in every game or event sponsored by the Torrington Warriors Youth Football & Cheer. It is also the responsibility of the Head Coach to make sure that every child participates in every practice, provided that the child is not sick, injured or punished for disciplinary reasons.

#### **3.6.4 Player Placement**

Player placement will be based on the number of players on each team. A player will be placed by grade first. Any changes must be completed by the end of the 2<sup>nd</sup> week of the season.

#### **3.6.5 League Wide Attendance Policy**

If a player misses one practice in any week it is at the coach's discretion. Players that miss one practice for two consecutive weeks play mandatory plays that week. Players that miss two practices in any one week play mandatory plays that week. Players that miss two practices for two or more consecutive weeks cannot play that week. Players that miss three practices in one week cannot play that week.

### **3.7 Cutting/Removing Players from the Team**

Participants shall only be removed from their respective squad in accordance with the rules and regulations of the American Youth Football League / American Youth Cheer Official Rulebook. This action may be taken for violation of any of the Rules or Regulations of the American Youth

Football/American Youth Cheer, Shoreline Youth Football Conference or Torrington Warriors Youth Football & Cheer.

### 3.8 Safety Concerns

#### 3.8.1 Handling Safety Risks

If a Head Coach determines that a child on their team is considered a safety risk, the Head Coach must address this issue with the Athletic Director/Cheer Coordinator and the President as soon as it is determined. The President, Athletic Director/Cheer Coordinator, and the Head Coach will monitor practices for the next several days to confirm the Head Coach's observations. After the observation period, a meeting must be arranged with the child's parents, and an explanation will be presented to the parents in writing at that meeting.

## Article 4.0 Duties

### 4.1 President

As Chief Executive Officer of Torrington Warriors Youth Football & Cheer, he/she will preside over all Executive Board and Board of Directors meetings. Their Duties will include but not be limited to:

- Call and preside over all league meetings.
- Encourage compliance with all by-laws and rules of American Youth Football/American Youth Cheer, Shoreline Youth Football Conference and Torrington Warriors Youth Football & Cheer are adhered to by all members of the Corporation.
- Attend monthly Shoreline Youth Football Conference meetings.
- Be responsible with the Treasurer for the contents of the treasury.
- Annually, apply for the Charter in the American Youth Football League, Inc. organization.
- Convey information from American Youth Football headquarters to the Board of Directors.
- President will have full power to appoint a Chairperson to a committee or committees as required.
- In the event of any head coach resigning or being dismissed by the Board of Directors, the President may make a temporary appointment(s) to the vacant position(s) with Executive Board approval. If a Board of Directors member resigns or is dismissed by the Executive Board, the President may make a temporary appointment (s) to the vacant position(s) with Executive Board approval. The appointment will be for the remainder of the current season.
- It will be the responsibility of the President to set the date, time and location of all Board of Directors meetings. Notification of Board meetings may be delegated in any way the President deems best to assure that the largest numbers of Torrington Warriors Youth Football & Cheer members are reached.
- Monitor and forward incoming league email.

### 4.2 Vice President

The Vice President's duties will include but not be limited to:

- Assist the President in carrying out his (her) duties.
- Assume the President's duties in case he (she) is unable to carry them out.
- Attend league meetings.
- Assist in coordinating or assuming duties of vacant Board of Directors positions.
- Coordinate and conduct all volunteer background checks.
- Monitor and forward incoming league email.

### 4.3 Secretary (Clerk)

The Secretary's duties will include but not be limited to:

- The Secretary must be a person who can type and has access to a computer or who can rely on someone to perform typing duties.
- Be responsible for all league records.
- Attend all league meetings, take minutes of all meetings, and report minutes of the previous meetings. Minutes must include attendance.
- Deliver an up-to-date set of Corporation by-laws to every member of the Board of Directors at the Annual Meeting.
- Prepare and distribute all correspondence, agendas, and meeting notices as required.
- Maintain an up-to-date list of all organization members.
- Report to the Executive Board, any member missing two or more meetings in a calendar year.
- Report to AYF.
- Maintain current and updated rules and By-laws.
- Notify all Board Members of the Date, Time and Location of all scheduled Board meetings.
- Be responsible for all written correspondence to all Board of Directors members.
- Maintain Organization history and records.
- Perform such other duties as may be prescribed by the Board of Directors.
- File an annual report (and the applicable fee) with the Secretary of State's Office of Connecticut to maintain incorporated status. Filing should occur in October.
- File all claims as required for player injuries.
- Coordination of press releases.
- Work with Fundraising Director to advertise Fundraising events.
- Post information to League website based on an Executive Board member request. If this request is originating from the Secretary, this needs to be reviewed by another Executive Board member prior to posting.
- Post weekend scores to the League website.
- Maintain custody of Torrington Warriors Youth Football & Cheer insurance policies.

### 4.4 Treasurer

The Treasurer is the Chief Financial Officer of the organization. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the organization. The Treasurer's duties will include but not be limited to:

- Be responsible, with the President, for the contents of the treasury.
- Submit a Treasurer's report and bank statements for all regular meetings.
- Pay by check any and all bills approved by the Board of Directors. Time sensitive payments may be made between Board of Directors meetings as outlined in 10.6.
- Attend all league meetings.
- Shall be a member of the budget committee, which will submit a budget estimate at the March meeting.
- Work with the accountant to compile the "end of year" financial reports and yearly tax documentation as described by the Internal Revenue Service and maintain 501(c)(3) status.
- Maintain custody of all existing financial reports and records as required by the Internal Revenue Service.
- Responsible for the retrieval of all Corporation mail at the post office. Forward non-financial mail to the responsible party. Maintain the Corporation's custody of the post office box.
- Prepare annual financial statement.
- Prepare monthly financial statements.
- Prepare annual budget with the Executive Board.
- Establish accounts receivable and accounts payable procedures and inform the Executive Board of the accounting method utilized.
- Maintain bank account with authorized signatures.
- Process accounts payable.
- Process accounts receivable.
- Prepare and file all necessary financial reports.

#### 4.5 Sponsorship Director

The Fundraising Director's duties will include but not be limited to:

- Facilitate all fundraising endeavors under the direction and authorization of the Board of Directors.
- Compile and report to the Board of Directors, a summary of each fundraising activity.
- Shall be a member of the budget committee, which will submit a budget estimate at the March meeting.
- Perform any other duties in this capacity as the Board of Directors may deem necessary.
- Attend all league meetings.
- Develop annual corporate fundraising plan for Executive Board approval.
- Implement solicitation of major donations (cash and in-kind) from corporations with Executive Board approval.
- Work with Executive Board to develop annual "Wish List" of potential in-kind donations.
- Ensure that all donors are properly acknowledged and that all sponsors receive appropriate recognition and benefits (plaques, banners, ads, etc.).
- Formulate participant fundraising programs with Executive Board approval.
- Set schedule and locations for fundraising events with Executive Board approval.

- Handle all matters relating to special fundraising programs.
- Submit receipts and revenues to the Treasurer immediately.
- Maintain record of contacts, supplies, etc., for future reference on all fundraising events.
- Advertisement and solicitation of league sponsorships.
- Work with Secretary to advertise Fundraising events.

#### 4.6 Cheer Coordinator

Direct the day-to-day activities of the youth cheerleading program and be responsible for the activities of all cheerleading coaches, to assure a safe and quality cheerleading program. The Cheer Coordinator's duties will include but not be limited to:

- Facilitate all cheerleader endeavors under the direction and authorization of the Board of Directors.
- Attend all league meetings.
- Attend all required Shoreline Youth Football Conference meetings and report back to the Board of Directors.
- Maintain all pertinent cheerleader records required by the American Youth Cheer, Shoreline Youth Football Conference and Torrington Warriors Youth Football & Cheer.
- Supervision of the Cheerleader Equipment Manager, Cheerleader coaches, and all cheerleader functions under the direction and authority of the Executive Board.
- Create team rosters under the direction of the Executive Board.
- Hold mandatory cheerleader coach's meetings, to include head coaches and assistant coaches, at least monthly, during the cheerleading season.
- Solicit for new coaches and ensure appropriate background checks occur before the first practice.
- Conduct liaison between the Board of Directors and the coaches regarding rules, philosophy, and policy of the organization and dissemination of information.
- Be responsible for coaches' compliance with American Youth Cheer, Shoreline Youth Football Conference and Torrington Warriors Youth Football & Cheer.
- Be responsible for making arrangements and ensuring all Head Coaches are CPR/1st Aide/AED/Concussions certified.
- Coordinate the selection of uniforms and cheer camps each year, with the approval of the Executive Board.
- Coordination of all community events.
- Overseeing all-star selections for cheer.

#### 4.7 Athletic Director

The Athletic Director is responsible for the activities of all football coaches, to assure a safe and quality football program. The Athletic Director's duties will include but not be limited to:

- Facilitate all football endeavors under the direction and authorization of the Executive Board.
- Attend all league meetings.
- Maintain all pertinent football records required by the American Youth Football/American Youth Cheer, Shoreline Youth Football Conference and Torrington Warriors Youth Football & Cheer.
- Supervision of the Football Equipment Manager, Football Coaches, and all football functions, under the direction and authority of the Executive Board.
- Create team rosters under the direction of the Executive Board.
- Hold mandatory football coach's meetings, to include head coaches and assistant coaches, at least monthly, during the football season.
- Solicit for new coaches and ensure appropriate background checks occur before the first practice.
- Be responsible for coaches' compliance with American Youth Football, Shoreline Youth Football Conference and Torrington Warriors Youth Football & Cheer rules.
- Be responsible for making arrangements and ensuring all Head Coaches are CPR/First Aid/AED/Concussions certified.
- Coordinate coaches and player's clinics.
- Direct the Football Equipment Manager.
- Direct all coaches including head coaches and assistants.
- Administer the rules of conduct for the league, as well as handle all complaints and will enforce all rules of the organization.
- Coordination of all community events.
- Responsible for ensuring all equipment undergoes necessary certification/recertification processes.
- Report all injuries to the secretary.

#### **4.8 Football League Parent**

The League Parent's duties will include but not be limited to:

- Coordinate the dissemination of information to membership (parents).
- Log all parent participation hours received from the Concessions Director, and the Merchandise Director.
- Learn the certification process for that league year and be sure all team parents know and understand the same.
- Provide oversight on the book preparation process with all team parents.
- Oversight and instruction of all team parents.
- Organization and documentation of volunteers, including those needed for game day.
- Work with Fundraising Director to ensure opportunities are communicated to the parents and players/cheerleaders.
- Act as a parent liaison to answer any questions while leveraging the grievance policy when necessary.
- Work with all team parents to ensure consistent end of year banquets are held timely.



- Coordinate all Trophy purchases through the same company to take advantage of discounts based on quantity.

#### **4.9 Cheer League Parent**

The League Parent's duties will include but not be limited to:

- Coordinate the dissemination of information to membership (parents).
- Log all parent participation hours received from the Concessions Director, and the Merchandise Director.
- Learn the certification process for that league year and be sure all team parents know and understand the same.
- Provide oversight on the book preparation process with all team parents.
- Oversight and instruction of all team parents.
- Organization and documentation of volunteers, including those needed for game day.
- Work with Fundraising Director to ensure opportunities are communicated to the parents and players/cheerleaders.
- Act as a parent liaison to answer any questions while leveraging the grievance policy when necessary.
- Work with all team parents to ensure consistent end of year banquets are held timely.
- Coordinate all Trophy purchases through the same company to take advantage of discounts based on quantity.

#### **4.10 Football Equipment Manager**

The Football Equipment Manager is responsible for the issuing or causing to have issued all football equipment. The Football Equipment Manager's duties will include but not be limited to:

- Report directly to the Athletic Director.
- Submit equipment purchase recommendations by December 15th of each year to the Athletic Director.
- Prepare annual Inventory Report for the Athletic Director. This report should include what equipment was available at the beginning of the season, what was purchased during the season, and what was turned in at the end of the season. It should also provide all missing equipment and the name of the child that it was assigned to. This report will be due to the Athletic Director by December 15th.
- Arrange an annual budget repair/replacement report as required (budget item).
- Establish a written method of issuance and return of issues equipment.
- Maintain master roster of all equipment issues and returned and keep current throughout season.
- Responsible for coordinating the delivery of the appropriate uniforms for cleaning/storage.

#### 4.11 Cheer Equipment Manager

The Cheer Equipment Manager is responsible for the issuing or causing to have issued all cheer equipment. The Cheer Equipment Manager's duties will include but not be limited to:

- Report directly to the Cheer Coordinator.
- Submit equipment purchase recommendations by December 15th of each year to the Cheer Coordinator.
- Prepare annual Inventory Report for the Cheer Coordinator. This report should include what equipment was available at the beginning of the season, what was purchased during the season, and what was turned in at the end of the season. It should also provide all missing equipment and the name of the child that it was assigned to. This report will be due to the Cheer Coordinator by December 15th.
- Arrange an annual budget repair/replacement report as required (budget item).
- Establish a written method of issuance and return of issues equipment.
- Maintain master roster of all equipment issues and returned and keep current throughout season.
- Responsible for coordinating the delivery of the appropriate uniforms for cleaning/storage.

#### 4.12 Concessions Director

The Concessions Director is responsible for the organization of a snack bar staff for each home game or event and procurement of all necessary goods required for the snack bar. The Concessions Director's duties will include but not be limited to:

- Prepare annual itemized budget for Executive Board approval.
- Maintain inventory list of snack shack equipment and consumables.
- Set snack shack menu and prices with Executive Board approval.
- Manage snack shack operation on game day and during practices/events.
- Establish a system to log all parent participation help at all games and team events and maintains sign-up forms at all events, which are then turned over to the League Parent.
- Make all purchases for the snack shack (can delegate to committee if necessary).
- Submit all receipts and proceeds to Treasurer immediately.
- Maintain record of contacts, suppliers, etc. for future reference.
- Coordinate the setup/breakdown before/after each season.
- Snack shack should be open 30 minutes prior to any league sanctioned event as well as 30 minutes after. This is to include practices, games, 4<sup>th</sup> of July Fireworks, etc.

#### 4.13 Field Manager

The Field Manager's duties will include but not be limited to:

- Coordinate set up and cleanup of home games.
- Maintain field during practice and at all home games.
- Maintains game day equipment such as scoreboard, field markers, American Flag, etc.

- Maintain fields in all aspects of which are not covered under contract.
- Coordination and accountability of lining field weekly for both practices and games.
- Parking lot setup for game day with appropriate signage indicating only handicap, coaches and badged volunteers can park in the lot.
- Inspection, light bulb replacement, etc. for optimal scoreboard use.
- Coordination of returning bottles, cans, recyclables.
- Coordinate effective portable restroom cleanup. Daily inspections during days with league functions. These inspections should also occur between games during home games.
- Organization and policing of shed under press box.
- League equipment maintenance such as field markers, lawn equipment, etc.
- Coordinate timely dumpster collection.
- Responsible for inspecting the field for safety. If any concerns are found, they are expected to addresses them immediately or effectively mark off the area and communicate the concern to the President and/or Vice President.

#### **4.14 Flag Commissioner**

The Flag Commissioner's duties will include but not be limited to:

- Assign registered players to teams.
- Solicit for coaches and ensure appropriate background checks occur before the first practice.
- Order player jerseys, officials uniforms and penalty flags.
- Solicit and organize game day officials.
- Develop Flag Football league specific rules.
- Attend all Board of Directors meetings.

#### **4.15 Team Parent**

- Coordinate and upkeep all League/Team Books and Rosters, ensuring all proper paperwork for coaches and players, including registration forms, emergency forms, birth certificate, physicals, liability forms, etc., is collected.

#### **4.16 Head Coach**

- Coordinate with equipment manager & team parent regarding equipment pickup and turn in.
- Attend all Board of Directors meetings.
- Work with team parent regarding games, player information and parent communication.
- Coordinate with team parent to solve grievances.
- Report all injuries to the athletic director within 24 hours.
- Must be AYF certified, Heads Up certified, CPR certified, First Aid Certified, and AED certified.
- Coaches are responsible for recruiting for the league.

#### **4.17 League Representative**

- Represents the Board of Directors at conference meetings in the event that the President, Vice President, and Athletic Director cannot attend.

- Attend all Board of Directors meetings.

## **Article 5 Voting**

### **5.1 Quorum**

A quorum will be required for all votes taken during elections, by-law changes and expenditure approvals. A quorum will be defined as (50% + 1) fifty percent plus one of the current Members in Good Standing as defined in 5.5.

### **5.2 Voting Tie**

In the event of a tie, the President's vote will count as two, thus breaking the tie.

### **5.3 Proxy Voting**

In the event that an Executive Board Member may be absent during a vote, he/she may request to vote by proxy. The request must be in writing or email, and received by another Executive Board Member prior to the start of the meeting to which the vote will be taken and dated not more than one month before the meeting.

### **5.4 Members with More than One Position**

No Board Member will have more than one vote for any vote taken, even if that member holds more than one voting position, with the exception of Article 5.2.

### **5.5 Members in Good Standing Voting**

Voting Members in Good Standing of the Torrington Warriors Youth Football & Cheer will be afforded voting rights during the annual Executive Board elections. See Article 2.5 for description of a "Member in Good Standing".

### **5.6 Executive Board Member Voting**

Executive Board Members will maintain voting rights regardless of their Good Standing status.

## **Article 6.0 Meetings**

### **6.1 Annual Meeting**

The Annual Meeting shall be held at the principal office of the Corporation in Torrington, Connecticut unless some other place in Connecticut is stated in the call. There will be one Annual Meeting held each year. The Annual meeting shall be held on or about the third Tuesday of December. The Annual Meeting shall be held for the election of open positions of the Executive Board. Only Members in Good Standing as defined above are allowed to vote at the Annual Meeting. In the case of an Executive Board position vacancy for any reason, voting will occur at the next scheduled Board of Directors Meeting defined below unless the Executive Board decides to finish the year with that position vacant.

### **6.2 Executive Board Meetings**

The Executive Board shall meet once a month in closed session prior to the Board of Directors meetings.

### **6.3 Board of Directors Meetings**

There shall be monthly meetings of the Board of Directors communicated via the league website. The meeting agenda shall be:

1. The Secretary shall record attendance.
2. The President shall verify a quorum and call the meeting to order.
3. Prior meeting's minutes shall be approved by vote.
4. Executive Board reports shall be approved by vote.
5. Flag Commissioner reports shall be approved by vote.
6. Committee business.
7. Old business.
8. New business.
9. Time and location of next meeting.
10. Adjournment.

### **6.4 Special Meetings**

Special meetings of the General Board with the Executive Board may be held at any time or place whenever called by three or more of the Executive Board members. A five day notice must be given to the General Board and Executive Board by the Secretary or Executive Board member calling the meeting in order to hold said meeting.

### **6.5 Location**

Board meetings, regular or special, shall be held at any place within the area of the Governing League and as designated by the President of Torrington Warriors Youth Football & Cheer. A minimum rental fee may be allowed for use of a meeting place, if a location cannot be found at no cost to the organization.

### **6.6 Action without Meeting**

Any action required or permitted to be taken by the Executive Board to conduct day to day business may be taken without the need of a full Executive Board meeting, if all members of the Executive Board are contacted by email and majority consent to such action is obtained. Such consent shall be filed with the minutes of the next meeting of the Board of Directors.

## **Article 7 Rights of Inspection**

All Board of Directors members of Torrington Warriors Youth Football & Cheer shall have the right to inspect all financial records, and by-laws of the organization.

## **Article 8 Authority and Amendments**

### **8.1 Authority**

Torrington Warriors Youth Football & Cheer, having been accepted as a member of the Shoreline Youth Football Conference of the New England Regional Football Conference, is governed by the bylaws of this

League and Conference, and also by the "Rules and Regulations" of American Youth Football League, Inc. or American Youth Cheer League, Inc.. In case of conflict between the bylaws of Torrington Warriors Youth Football & Cheer and those of the Conference and American Youth Football organization, the latter shall take precedence, with the American Youth Football rules being the highest authority.

## **8.2 Means of Amendment**

These by-laws may be amended, repealed, or altered, in whole or in part, by a formed committee for that purpose. Amendments will be proposed for approval at the next monthly General Board Meeting with the specific changes sent at least 30 days prior, and will require two-thirds vote of the membership present. The two-thirds vote shall mean two-thirds of the members present, provided that a quorum is present.

## **Article 9 Parental/Guardian Rights**

### **9.1 Grievance Procedures**

Any grievance, in order to be considered, shall be submitted in writing, signed by the aggrieved and presented to the Team Parent. The Team Parent will attempt to resolve the situation. If the Team Parent is unable to resolve the situation, the Team Parent shall submit the issue to the Head Coach. If the Head Coach is unable to resolve the situation, the Team Parent and Head Coach shall submit the issue to the Athletic Director/Cheer Coordinator. If the Athletic Director/Cheer Coordinator is unable to resolve the situation, the Athletic Director/Cheer Coordinator shall submit the issue to the Executive Board. The grievance shall be considered by the Executive Board within seven (7) days. If the grievance is not resolved within the seven-day timeframe, the matter will be brought to the Board of Directors at the next regularly scheduled Board of Directors meeting. The aggrieved party shall receive a written reply as to the time and place of the meeting and may be requested to appear. If a request to appear is made, it will be considered mandatory for the grievance to be considered. If the aggrieved person fails to appear, the complaint shall be deemed withdrawn. A written report of the Executive or General Board decision must be given to the aggrieved no later than seven (7) days after the meeting.

#### **9.1.1 Direct Grievance to the Athletic Director**

If the parent making the grievance is uncomfortable going to the Team Parent first, the parent may go directly to the Athletic Director.

### **9.2 Parental/Guardian Conduct**

The Torrington Warriors Youth Football & Cheer organization recognizes the adage, "Parents should be seen and not heard." This statement pertains to the coach (league official) to parent relationship during practice and game sessions. Conversations concerning team or individual matters should be discussed at least 24 hours (cooling down period) after the practice or game has ended, and outside the presence of children. Any parent interfering with the duties of any coach, or other league representative, during a practice or game may be removed from the premises, and may be dismissed from the organization in the same manner stated in Article 2.6. Should any parent or Member have a good faith basis that a coach or league official is acting in violation of the league's rules and regulations, they may request in

writing a hearing in front of the Executive Board. Parents/Guardians are required to follow the current year's Torrington Warriors Youth Football & Cheer Handbook as well as the Torrington Warriors Youth Football & Cheer Parent Code of Conduct. League members are required to use the same caution they would on the field when communicating via social media such as Facebook and Twitter. All league rules will apply to social media as if they were heard on the field in person.

#### **9.2.1 Parent Code of Conduct**

All parents must sign and abide by the Parent Code of Conduct.

### **9.3 Equipment Return**

Equipment, including uniform as appropriate, is expected to be returned at the time and date determined by the coach/team parent in good condition, reasonable wear and tear accepted. They will not be allowed to register for future years until such time as the equipment is returned. The League reserves the right to pursue legal action, including court action seeking compensation.

## **Article 10 Finances and Accounting**

### **10.1 Equality**

The Executive Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of Torrington Warriors Youth Football & Cheer, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of Torrington Warriors Youth Football & Cheer.

#### **10.1.1 Banquet Spending**

All monies go into the common treasury. Favoritism is discouraged. Because of this, a banquet restriction will be added after the total cost allowed is determined.

### **10.2 Solicitation Restrictions**

The Executive Board shall not permit the solicitation of funds in the name of Torrington Warriors Youth Football & Cheer unless all of the funds so raised are placed in the Torrington Warriors Youth Football & Cheer treasury.

### **10.3 Funds Disbursement**

The Executive Board shall not permit the disbursement of Torrington Warriors Youth Football & Cheer funds for other than the conduct of Torrington Warriors Youth Football & Cheer activities in accordance with the rules and policies as set forth herein.

### **10.4 Board of Director Compensation**

No Board of Director member shall receive, directly or indirectly, any salary, compensation or emolument from Torrington Warriors Youth Football & Cheer for services rendered as a Board of Directors member.

## **10.5 Budget**

All budgets, including but not limited to Athletic Director, Cheer Coordinator, Concessions Director and Fundraising Director, must be given to the Treasurer by February 28 each year. At the March Executive Board Meeting, the Treasurer will submit a budget for the season's expenditures.

## **10.6 Approvals**

The Executive Board shall approve all unbudgeted expenditures in order for reimbursement. The President will be allowed to spend up to \$500 between Board of Directors meetings in the event the Executive Board is unavailable and the situation warrants it.

## **10.7 Signatures**

Signers on Torrington Warriors Youth Football & Cheer bank account will include the President and Treasurer. Each check written by the Torrington Warriors Youth Football & Cheer must have the check stub signed by both of the previously mentioned members.

## **10.8 Monies Collection Restriction**

Monies taken in at any Torrington Warriors Youth Football & Cheer event may only be taken in by an Executive Board members, the Concessions Director, and Team Parents. The Executive Board may annually approve a list of members who can handle money at Torrington Warriors Youth Football & Cheer events for each season if necessary. All monies must be turned into the treasurer, vice president, or president within 72 hours of collection. Money should not leave the field unless it has been counted by a total of three people. This includes fundraiser money and all money raised in concessions.

## **10.9 Registration**

### **10.9.1 Registration Fees**

Registration fees shall be set by the Executive Board annually. No participant shall be issued a uniform unless their registration fee has been fully paid. In addition, no registration shall be accepted if prior obligations to the league are outstanding.

### **10.9.2 Refunds**

A refund will be issued less the \$30 practice jersey fee up until the end of the second week of the season. After the first two weeks of the season, no refunds will be issued. This applies to cheer, football, and flag registrations.

### **10.9.3 Registration Discounts**

Executive Board, head coaches, and team parents shall receive a 50% reduction on registration fees.

## **10.10 Distribution of Equipment**

No equipment may be loaned or given away without prior written approval of the Executive Board.



### **Article 11 Standards of Conduct**

An officer with discretionary authority shall discharge such authority: (i) in good faith; (ii) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (iii) in a manner the officer reasonably believes to be in the best interests of the Corporation. In discharging duties, an officer is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: (i) one or more officers or employees of the Corporation whom the officer reasonably believes to be reliable and competent in the matters presented; or (ii) legal counsel, public accountants or other persons as to matters the officer reasonably believes are within the person's professional or expert competence. An officer cannot so rely in good faith if he has knowledge concerning the matter in questions that makes reliance otherwise permitted by this section unwarranted.

### **Article 12 Indemnification**

The Corporation shall indemnify its directors, officers, employees and agents to the fullest extent permitted by Section 33-1117 of the Connecticut Revised Non-Stock Corporation Act. The Corporation shall advance the payment of legal expenses to a director, officer, employee or agent in the defense of any claim for which indemnification may be available to the fullest extent permitted by law.

### **Article 13 Dissolution**

Upon dissolution of the Corporation, the assets of the Corporation shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, be disposed of exclusively for the purposes of the Corporation in such a manner, or to such Torrington organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Corporation shall determine. Any such assets not so disposed of shall be disposed of by the Supreme Judicial Court of the State, as said court shall determine, exclusively for charitable or educational purposes or to such organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).