



**PETERS TOWNSHIP  
JUNIOR FOOTBALL ASSOCIATION**

**PTJFA BYLAWS**

**Updated APRIL 2022**

# PETERS TOWNSHIP JUNIOR FOOTBALL ASSOCIATION BYLAWS

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## **PETERS TOWNSHIP JUNIOR FOOTBALL ASSOCIATION BYLAWS**

**THESE BYLAWS CONSTITUTE THE CODE OF RULES ADOPTED BY THE PETERS TOWNSHIP JUNIOR FOOTBALL ASSOCIATION FOR THE REGULATION AND MANAGEMENT OF ITS AFFAIRS.**

### **ARTICLE ONE** **THE ASSOCIATION**

#### **Association Name**

The name of this organization shall be called the Peters Township Junior Football Association (PTJFA).

#### **Non-Profit Status**

The PTJFA shall be a non-profit association. Accordingly, the funds and assets of the PTJFA shall be used solely for the furtherance of its Objectives. No substantial part of the activities of the PTJFA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTJFA shall not participate in any political campaign on behalf of any candidate for public office. No part of the PTJFA's funds, assets, or earnings shall inure to the benefit of or be distributed to any member, officer, or other private person, except that the PTJFA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its Objectives. Upon the dissolution of this PTJFA, no surplus funds/assets of the PTJFA may be used for private inurement to any person; rather, any such funds/assets shall be distributed for one or more exempt purposes within the meaning of section 501(3)(c) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal, state or local government for a public purpose.

#### **Objectives**

The PTJFA supports the Peters Township Park and Recreation Department's statement of their Philosophy and Goals for Youth Sports Programs, their Youth Exemplifying Sportsmanship Initiative, and their Sportsmanship Pledge and Guidelines for Enforcement of the Sportsmanship Pledge (Attachment A). The PTJFA fully agrees that the purpose of our program is to encourage and develop in children a love for football in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship. Thus, the PTJFA shall have the following Objectives:

- A. Promotion of clean, wholesome competition in association with a high standard of athletics.
- B. Address the physical, social and emotional developmental needs of children.
- C. Encourage participation in sports as a means to develop a healthy lifestyle, learning sportsmanship and having fun.
- D. Learn and master the fundamentals of the game.
- E. Continue a positive relationship with the Peters Township High School Football staff.

- F. The Composition of the PTJFA Membership shall be as such:
1. Executive Board of Directors
  2. Directors
  3. General Membership

**ARTICLE TWO**  
**EXECUTIVE BOARD OF DIRECTORS**

**\*\*\*THE GOVERNANCE OF CERTAIN AFFAIRS OF THE ASSOCIATION SHALL REST ENTIRELY WITH THE EXECUTIVE BOARD OF DIRECTORS.**

**Composition of the PTJFA Membership w/ Voting Rights**

- A. Executive Board of Directors consisting of the following Officers:
- President
  - Vice President
  - Operating Secretary
  - Recording Secretary
  - Treasurer
- B. Voting Directors and General Membership shall consist of the following:
- Fields and Facilities Director
  - Fundraising Director
  - Documentation Director
  - Uniform Director
  - Communications Director
  - Any parent or guardian that attends 4/7 meetings from June-Dec of that playing year and 2/5 meetings from Jan- May (within a rolling 12-month calendar year) will be entitled one vote. Attendance will be documented within monthly meeting minutes.
- Any tie voting situations will be decided by a simple majority of the sitting Executive Board of Directors.*

**Role of Executive Board of Directors**

Shall include but not be limited to the following:

- A. Managing Budget
- B. Discretionary spending under \$1,000 to be signed off by three current Executive Board Members
- C. Association rules, by-laws
- D. Head Coaching Selection
- E. Manage Appointment Process of Directors
- F. Interpret By-Laws
- G. Tie break stalemated votes
- H. Run monthly meetings
- I. Oversight of facilities and equipment

**Elections/Appointments**

- A. Election of Executive Board**

The election of the Executive Board of Directors shall be held annually at the regularly scheduled meeting in December. Nominations/volunteers for said positions shall be made annually. The Operating Secretary will accept candidate names up to one (1) week prior to the regularly scheduled December meeting at which time ballots will be distributed to all eligible voting members. In the event of a tie, there shall be a re-vote. If there is still a tie ~~the Executive Board of Directors~~ (five members) will vote to break the tie. All terms are for one (1) year.

**B. Appointment of Head Coaches**

See Article Five.

**C. Appointment of all Directors**

The PTJFA Executive Board of Directors shall vote on all Director positions.

**D. Appointment of the South Hills Youth Football Representative (SHYFL) and Alternate Representative**

The PTJFA Executive Board of Directors shall appoint the SHYFL Representative and Alternate Representative. It is the desire of the PTJFA Executive Board to have both representative attend all SHYFL Meetings.

In the event that the PTJFA SHYFL Representative is elected to the PTJFA Board of Directors, an appointed Director, or Parent or Guardian in good standing they shall obtain voting privileges pertaining to decisions of the PTJFA. The PTJFA Executive Board of Directors shall appoint a replacement to serve as PTJFA's representative to SHYFL.

**Vacancy**

Should a vacancy on the Executive Board of Directors or named Directors occur during the year, the vacancy shall be filled at the next regularly scheduled meeting by election of the Executive Board of Directors or by emergency meeting to the extent necessary.

The Executive Board of Directors may remove any other member of the Executive Board or named Director for failure to fulfill their duties, by a majority vote.

### **Good Standing**

A Member of the Executive Board of Directors shall be considered to be in Good Standing as long as the Executive Board member has not been removed and has not missed 3 consecutive their election/appointment date). All Executive Board of Directors must attend any emergency meetings unless the Executive Board of Directors excuses the member's absence.

If an Executive Board member is absent from 3 consecutive regularly scheduled meetings of the Board, the Executive Board of Directors member is not entitled to vote until they have attended 3 consecutive Board meetings. Their presence at a third consecutive meeting reestablishes their Good Standing and they may vote at that meeting.

### **Duties of Executive Board of Directors**

#### **A. President – Has One Vote (if in Good Standing).**

During the President's one-year term, the President shall:

- Preside over all meetings of the Executive Board of Directors;
- Shall enforce the observance of these Bylaws;
- Recommend improvements to the Peters Township Junior Football Program;
- Act as liaison between the PTJFA and the Head Varsity Football Coach and the Peters Township Parks and Recreation Board;
- Obtain appropriate field permits from Peters Township Parks and Recreation Department;
- Oversee and appoint any ad-hoc committees;
- Have any other powers delegated to him and deemed necessary by the Board.

#### **B. Vice-President – Has One Vote (if in Good Standing).**

During the Vice-President's one-year term, the Vice-President shall:

- Preside in the absence of the President;
- Preside over registration with the Operating Secretary;
- Preside over the annual team selection process;
- Be responsible for confirming that game officials are aware of the Peters home game schedule for the week (times, fields, etc.)

- Make recommendations for action to the Executive Board.
- Act as a liaison between all parents and guardians and the Executive Board.
- Schedule the EMT.
- Perform any special duties delegated by the Executive Board.

**C. Operating Secretary – Has One Vote (if in Good Standing).**

During the Operating Secretary's one-year term, the Operating Secretary shall:

- Retain custody of all papers belonging to the PTJFA;
- Organize and manage the annual player registration process;
- Assist the Vice President with the annual team selection process;
- Assist the Webmaster/Information Coordinator in keeping members informed;
- Handle all correspondence for the PTJFA;
- Submit annual incident/accident report to the Parks and Recreation Department by the end of the calendar year;
- Provide SHYFL with team rosters, and master home game schedule
- Receive/record all nominations.

**D. Recording Secretary – Has One Vote (if in Good Standing).**

During the Recording Secretary's one-year term, the Recording Secretary shall:

- Keep an accurate record of all meetings including attendance and provide written monthly minutes with attached attendance reports, and agendas for each regular and special meeting (these will be made available to all PTJFA members).
- Collect game scores from Head Coaches and report game scores to SHYFL and to the Webmaster for posting online
- Assist the Communications Coordinator in keeping members informed

**E. Treasurer – Has One Vote (if in Good Standing).**

During the Treasurer's one-year term, the Treasurer shall:

- Keep an accurate account of all income and expenditures;
- Maintain all PTJFA funds and accounts;
- Provide a written financial report monthly at the regular meeting.
- Maintain a checking account in the name of the PTJFA.
- Make all deposits and withdrawals to bank accounts.
- Arrange for payments to officials and emergency personnel hired by PTJFA
- Provide Sign Commissions to Park and Rec
- With the help of Committees, be responsible for yearly budgets.

All checks drawn from the treasury in excess of-\$1000-and not allocated in the budget must be signed by the Treasurer and two other Executive Board Members.

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All expenditures not allocated in the budget in excess of \$1000 must have the PTJFA's Voting Membership approval. There shall be no exceptions. Any person making an unauthorized expenditure will be held financially responsible.

Any funds raised by special committees or events will be turned over to the Treasurer along with an accurate written report.

### **Duties of Head Coaches .**

See Article Five.

### **Duties of Directors – Each Has One Vote (if in Good Standing).**

#### **A. Fields and Facilities Director**

During his/her one-year term, the Director of Fields shall:

- Maintain good standing in PTJFA.
- Coordinate cutting and lining of fields prior to 1<sup>st</sup> home scrimmage and prior to all regularly scheduled home games.
- Track all equipment belonging to the PTJFA throughout the year.

#### **B. Communication Director**

During the Communication Director's one-year term, the Communication Director shall:

- Maintain good standing in PTJFA.
- Design, update and maintain the PTJFA official website.
- Design, publish, and distribute a PTJFA newsletter.
- Distribute information to PTJFA's membership via e-mail and maintain an e-mail address list for this purpose.
- Communicate website and newsletter issues to the PTJFA Board of Directors.
- Responsible for website security and passwords.

#### **C. Fundraising Director**

- Maintain good standing in PTJFA.
- Develop an annual fundraising plan including establishing fundraising goals.
- Coordinate all fundraising activities throughout the year.

#### **D. Uniform Director**

- Maintain Good Standing in the PTJFA
- Coordinate uniform fitting and purchasing with designated vendor
- Distribute uniforms
- Trouble shoot and remedy uniform ordering errors, corrections and changes



**E. Documentation Director**

- **Maintain Good Standing in the PTJFA**
- **Annually collect and maintain all background check and clearance information for for all required participants in PTJFA**

**ARTICLE THREE**  
**MEETINGS**

**General Membership Meetings**

**A. Timing**

- All regularly scheduled meetings will be open to the public and will be held on the second Tuesday of the month, unless otherwise scheduled by the President.
- The first scheduled meeting of each year will be held on the second Tuesday in January.
- The Executive Board of Directors has the power to change dates of any meeting or call special meetings.
- There shall be at least one meeting per month throughout the year. During the season, the Executive Board of Directors may schedule additional meetings as necessary.

**B. Emergency Meetings**

- Emergency meetings can be held upon request of the President.
- The content of the emergency meeting will be limited to the reason for the emergency request.
- Emergency meetings requested by the President may be for the general membership and/or the Executive Board of Directors
- The Operating Secretary shall send written notices to all Executive Board of Directors prior to the commencement of an emergency meeting.

**C. Quorums**

- A quorum at all meetings (annual, regular, emergency or otherwise) constitutes the presence of at least one half (1/2) plus one (1) of those eligible to vote ("Quorum Number").

**D. Agenda**

- Written request regarding PTJFA concerns must be submitted to the Recording Secretary 10 days prior to the meeting in order to appear on the agenda. No written request = no floor to address.

**Rules and Procedures of Meetings**

Robert's Rules of Order (the most recent edition) may be exercised during general membership meetings, in time of need, to keep the cadence and efficiency of the meetings.

### **Order of Business**

Any meeting shall proceed in the following manner:

- Sign in sheet
- Approval of minutes of prior meeting (including additions or deletions)
- Agenda
- Treasurer's Report
- Field and Facilities
- Parks and Rec
- SHYFL Report
- Communications
- Documentation updates
- Fundraising
- Action Items
- Old/New Business
- Motion to Adjourn the Meeting

### **Proxy Voting**

No Proxy Voting. In-person or virtual attendance is required

## **ARTICLE FOUR** **COACHING**

Coaches volunteer their time to teach players the skills, disciplines and conduct that make for good sportsmanship. The coach is vital to the success of the program. As such, the coach must uphold the Bylaws and the League rules and regulations, or face disciplinem suspension or expulsion. There should be solidarity among all PTJFA Members and coaches, with emphasis on the PLAYERS' welfare, interest, attitudes and development. Therefore, all rules/guidelines must be observed.

## **Selection of Head Coach**

Each team fielded by the PTJFA shall have one Head Coach.

Any person interested in the position of Head Coach shall complete written applications and be subject to a background check, through the Parks and Recreation Department's Background and Child Abuse History Clearance Program (Attachment B).

Head Coach Selection guidelines, by the Executive Board of Directors:

- Preference given to those with a child participating in the PTJFA program, but this is not mandatory.
- Prior football coaching experience.
- Good standing within PTJFA membership.
- Prior coaching experience.
- Prior volunteer experience in PTJFA.
- Executive Board of Directors has the right to interview and select all of the candidates.

Coaching qualifications as stated below, will also be considered as factors for Head Coaches' selection.

Head Coaches shall be selected not later than the regularly scheduled June meeting (to the extent coaching volunteers exist).

Executive Board of Directors members, in good standing, will meet and select from the potential coaching pool, to fill Head Coaching positions. The number of Head Coaching positions will be determined by the number of teams registered in each age division.

Prior to the team selection process, each Head Coach may designate one on Field Named Coordinator.

## **Removal and Progressive Discipline**

All coaches, including assistants and volunteers shall abide by all responsibilities set forth in this Article not specifically designated to the Head Coach.

If any Head Coach, Assistant Coach or volunteer fails to comply with any requirement of the Bylaws and violations are discovered there will be a minimum level of progressive discipline applied. The Executive Board of Directors solely reserves the right to use their discretion in evaluating cases and may discipline using more severe consequences than the minimum stated or accelerated decisions, especially in cases or persistent disobedience to the spirit and letter of the rules and regulations of PTJFA and SHYFL.

- Progress Discipline may include but not limited to:
  - Verbal Warnings from EBOD
  - Team Oversight by EBOD
  - Game Suspensions
  - Association and/or League Expulsions

## **Head Coach Qualifications**

A Head Coach must be educated in the sport and possess a wide range of personal qualities deemed desirable by the PTJFA. The Head Coach shall:

- Understand and practice the prescribed Code of Ethics (Attachment C).
- Have the ability to work smoothly with staff, players and parents.
- Have the ability to exercise common sense and sound judgment.
- Have the ability to use correct disciplinary procedures with players.
- Have the ability to communicate with the Executive Board of Directors, coaching staff, players and parents.

### **Duties of Head Coach**

The duties and responsibilities of the Head Coach, and in the Head Coach's absence, a designated Assistant Coach, shall include but not be restricted to the following:

- Be present and on time at all practices and games.
- Assume responsibility for the safety of all participants.
- Assume responsibility for the conduct of himself and his Assistants.
- Coordinate the selection of a Team Parent for the team. The Team Parent assists the Head Coach as needed and will be expected to:
  - Assist the team with practice and game notifications and schedules.
  - Schedule volunteers for down/box markers at every home game.
  - Provide for PA announcers and scorekeepers at all PTJFA home games.
- Teach fundamental football skills and football rules in accordance with the system favored by the PTJFA.
- Maintain good standing in the PTJFA.
- Attend and complete any training programs required by the PTJFA.
- Attend all regularly scheduled Board meetings.
- Have an Emergency First Aid Kit, properly supplied by the PTJFA, on the practice and game field at all times.
- Submit incident/accident reports to the Operating Secretary as required by PTJFA and the Peters Township Parks and Recreation Department.
- Assist the Operating Secretary in submitting an annual incident/accident report to the Parks and Recreation Department by the end of the calendar year.
- Report game scores to the PTJFA SHYFL Representative within 24 hours.
- Notify the Executive Board of Directors any and all ejections or misconduct at games or practices within 24 hours of the incident.
- Review, understand and adhere to the PTJFA's Bylaws and the Coach's Code of Ethics.
- Ensure that each athlete has been picked up from the playing field at the end of practice and/or game by a parent or other responsible adult.
- To be eligible under Parks and Recreation Clearance Requirements
- Ensure all players are playing a minimum of 6 non-special team plays during the regular season.

### **Coordinator Qualifications**

An Assistant Coach should be well educated in the sport and possess a wide range of personal qualities deemed desirable by the PTJFA. Assistant Coaches shall:

- Have a working knowledge of the sport.
- Have the ability to teach good sportsmanship and fair play.
- Understand and practice the prescribed Code of Ethics (Attachment C).
- Have the ability to work smoothly with staff, players and parents.
- Have the ability to exercise common sense and sound judgment.
- Have the ability to use correct disciplinary procedures with players.
- Be responsible under Parks and Recreation Clearance Requirements
- Have the ability to communicate with the Executive Board of Directors, coaching staff, players and parents.

### **Coordinator Coaches**

The duties and responsibilities of Assistant Coaches, shall include but not be restricted to the following:

- Make attempt to be present and on time at practices and games, notify the Head Coach of any planned absences.
  - Assume responsibility for the safety of all participants.
  - Teach fundamental football skills and football rules in accordance with the system favored by the PTJFA.
  - Attend and complete any training programs required by the PTJFA.
  - Maintain good standing in PTJFA.
  - Review, understand and adhere to the PTJFA's Bylaws and the Coach's Code of Ethics.
  - Be responsible under Parks and Recreation Clearance Requirements
  - Ensure that each athlete has been picked up from the playing field at the end of practice and/or game by a parent or other responsible adult.
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## **ARTICLE SIX** **AMENDMENTS**

### **Amendments to Bylaws**

The power to alter, amend or repeal these bylaws is vested exclusively with the Executive Board of Directors. Any amendments to the Bylaws may be proposed by any good standing member to be considered upon by the Executive Board of Directors and if approved by submitted to the general membership in good standing for a majority (consisting of  $\frac{3}{4}$  of eligible members in good standing) vote. Notice of such intention to amend, alter or repeal shall be given to each General member at least thirty (30) days prior to any such meeting, emergency or regular, called for such purpose.

**ARTICLE SEVEN**  
**Affiliations**

**Affiliations and League Play**

It shall be the sole responsibility of the Executive Board of Directors to determine the organization of league play. Any affiliation with other leagues will be determined on an annual basis. This shall be completed as early as possible in the year, and no later than the regularly scheduled meeting in March. It is understood that all those participating in PTJFA activities must abide by these Bylaws AND the League Rules. To the extent that a conflict exists between the Bylaws and the League Rules, that conflict must be addressed by the Executive Board of Directors upon knowledge of the conflict. Scrimmages conducted by the PTJFA coaches within and outside of the current league affiliation of play must be held in accordance with the age and weight restrictions of the current affiliated league of play. The current League affiliation is the South Hills Youth Football League.

The Peters Township Junior Football Association shall function in a collaborative manner with the Peters Township Parks and Recreation Department and shall comply with the authority of the Parks and Recreation Department in relationship to the fields/facilities shared.

## **ARTICLE EIGHT**

### **COMPOSITION OF TEAMS**

South Hills Youth Football League rules require that if a municipality has more than one team in an age division, it must ensure that weight, size, age and athletic ability are equally distributed across all teams.

#### **Selection of Teams**

- An Executive Board Member presides over the annual team selection process. Each year, prior to the selection of teams, the procedures for selecting teams shall be reconsidered and revised as is deemed appropriate. The Executive Board of Directors shall vote to approve team selection procedures no later than the regularly scheduled meeting in July. The ultimate goal of the team selection process is to have equal teams at all levels with (theoretic) equal talent split between the numbers of teams.
- In reassessing the team selection procedures, consideration will be given as to whether they are in accordance with the spirit and intent of current applicable league rules.
- If any and all equality agreements cannot be unequivocally reached prior to the draft, The draft will start out with a coin toss or drawn from deck of cards(A, 2, 3, 4) to determine coach's choice of pick order. After that, each coach will alternate picks back and forth in a "snake" type fashion.
- Draft selections will start at the highest grade of the division and be completed when the last player of that grade is drafted. Whoever had the last draft will be awarded the first pick of the lower grade draft.
- Each draft will start out with a coin toss or drawn from deck of cards(A, 2, 3, 4) to determine coach's choice of pick order. After that, each coach will alternate picks back and forth. Draft selections will start at the highest grade of the division and be completed till the last player of that grade is drafted. Whoever had last draft choice order will be awarded the first pick of the lower grade draft as well.
- In the event a draft class contains siblings, the coaches will agree to pre-rank their sibling; and that corresponding draft position will be forfeited in the later round. Cousins, friends, and neighbors will have to be selected in normal draft fashion. Draft rosters will not be disclosed, by the Executive Board of Directors, head coaches, or named assistants any earlier than 36 hours after the draft. Any violations, may result in Head Coach position being reconsidered. Each head coach may select one named assistant. The named assistant must be an offensive or defensive coordinator. If the named assistant has a kid in the program, that child will be pre-drafted, as will the head coach's kid and all attempts made to "equal out" the draft prior to drafting. This is aided by the appointed Executive Board member in accordance with doing their best to start/keep equality to each team.



- To maintain all efforts of parody, any measures needed to be taken will be agreed upon by all head coaches and the Executive Board Member in charge of draft.

### **Separation of Teams**

- The PTJFA requires separation of teams after the roster exceeds the following number of players.
  - K2: 25 Players
  - JV: 31 Players
  - Varsity: 31 Players

**ARTICLE NINE**  
**FIRST AID AND MEDICAL ASSISTANCE**

**First Aid**

For every practice and game all Head Coaches must have their assigned PTJFA coach's handbook and assigned Emergency First Aid Kit on the field at all times.

All Assistant Coaches are encouraged to be properly trained in the use of first aid and CPR in emergencies.

The PTJFA will make every effort to obtain on-sight emergency medical personnel at every home game during the regular season and post-season.



## **Attachment A**

### **Peters Township Parks & Recreation Department Philosophy of Youth Sports**

Philosophy of Youth Sports and Activities:

**Playing Time...**The emphasis of recreation activities for youth should be on fun and exercise. Therefore, it is recommended that all participants be given playing time during both practice sessions and games while striving toward a goal of equal playing time for players.

**Winning...**Winning should be viewed as a by-product and a secondary consideration coming as a result of equal playing time for all participants involved in "in-house" activities. (See note on winning related to tournament teams.)

**Seasons...**While it is recognized that the number of recreational sports activities offered in the township makes it impossible to have totally separate seasons, nevertheless, it is hoped that every effort will be made by the various associations, coaches, and parents to work in cooperation to avoid overlap when possible. It is recommended that games be given priority over practices when a conflict between the two exists. Also, coach should not penalize a youth for selecting to attend one practice session over another.

**Awards...**Awards such as certificates, t-shirts, hats or other trophies presented to all participants are considered appropriate and acceptable. Awards given to only winning teams or individuals are strongly discouraged.

**Uniforms...**whether uniforms are provided by an association or bought by the parents of participants, it should be remembered that the primary goal of all programs is to afford each boy or girl an opportunity to participate and have fun. Therefore, uniform cost should be kept to a reasonable amount. A t-shirt or a reversible jersey may be a suitable substitute for full uniforms if cost becomes an issue.

**Practice Schedules...**Coaches should carefully consider practice for youth keeping in mind the age of youth. Both excessive length and number of practices per week can lead to early "burnout." Skill practice is important but having fun is also an important part of the program. There should be a balance between the time devoted to practice and to games.

**Fundraising...**although fundraising events may be necessary from time to time, it is recommended that the participation fee be set that will cover the reasonable and necessary costs of league activities.

**Fees...**Each association should develop an annual budget that specifically details its proposed income and expenses. Participation fees can then be devised.

**All-Star/Tournament Teams...**although these teams operate within the Peters Township recreation structure, it is recognized that the coaches of these teams may place added emphasis on winning. Playing time for participants will be a coaching decision. It is, however, strongly recommended that the selection of players for these teams be done in a just and fair manner such as tryouts. The selection process as well as the time, travel, and financial commitment should be announced prior to the season.

**Youth Officiating...**Allowing qualified youth to officiate provides them with an opportunity to see a sport from a different angle and can be very beneficial. It is important that youth serving in this position be well trained and not assigned to games beyond their maturity or abilities. Concerns voiced by parents or coaches should be considered but should not cause this program to be dropped.

**Team Composition...**In order to achieve a spirit of fair play among all teams involved in league play, it is important that the league strive to have "balanced teams," that is, teams having players of approximate equal playing ability. Having players tryout prior to the start of a season in front of coaches can provide an excellent opportunity for coaches to evaluate players before selecting their teams. All teams should be comprised of only township residents.

**Playing Positions...**It is recommended that coaches provide players with opportunities to play various positions over the course of a season. It is understood that safety factors must be given consideration in fulfilling the concept.

**Rules...**It is recommended that playing rules be handed out prior to the start of any activity and that any changes be communicated to parents and participants by newsletter, flyers, or handouts at registration.

Behavior...Spectators, parents, coaches and participants are all expected to conduct themselves in a respectable manner. Unacceptable behavior should not be tolerated and could lead to ejection.

Disciplinary Action...Any disciplinary action taken by an association against a player or coach should be consistent with the by-laws. In cases going beyond the scope of written rules, good judgment and common sense must prevail.

Registration Deadlines...In order to run well-organized activities, it is necessary to have specific deadlines for registration. However, when possible, it is recommended that allowances be made for late registration prior to team selection. An additional fee for late registration is acceptable.

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**YOUTH EXEMPLIFYING SPORTSMANSHIP — Y.E.S. Initiative**  
Peters Township Park and Recreation Department  
Philosophy and Goals for Youth Sports Programs

All youth sports programs under the auspices of the Peters Township Park and Recreation Department will adopt this statement of goals and philosophy as an amendment to their bylaws. The Peters Township Park and Recreation Board of Directors feels strongly that the purpose of its **recreational** sports programs is to encourage and develop in children a love for sports in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship.

The 3 major goals of **recreational** youth sport programs are:

- (1) To address the physical, social and emotional developmental needs of children.
- (2) To encourage participation in sports as a means to developing a healthy lifestyle, learning sportsmanship and having fun.
- (3) To learn and master the fundamentals of the game. Learning and participation are to be emphasized over winning.

In order to achieve these goals, all **recreational** sports programs will:

- (1) Encourage equal playing time among players.
- (2) Encourage coaches to teach players multiple positions and to give players the opportunity to try different positions within the game format when feasible.
- (3) Teach positive coaching techniques to coaches. Negative criticism is inappropriate for young children. Positive coaching builds self-esteem and team spirit.
- (4) Forbid stacking of teams. Competition must be fair so that everyone can experience the learning that comes from winning and losing.
- (5) Insist that all coaches, parents and players model good behavior at all times demonstrating their adherence to the following "Sportsmanship Code of Conduct".

**Sportsmanship Code of Conduct**

- I will abide by the rules of the game.
- I will offer encouragement not criticism to players and coaches.
- I will accept judgment calls of game officials.
- I will show respect for the effort of both teams.
- I will accept winning without gloating and losing without complaining.
- I will respect everyone's right to play.
- I will acknowledge that all members of the team, parents, coaches and players, share equally in the responsibility to promote good sportsmanship.



## Peters Township Parks and Recreation Department Sportsmanship Pledge



The goal of the Peters Township Parks and Recreation Department and board of directors is to insure that its recreational sports programs encourage and develop in children a love of sports in a safe positive environment, which teaches skill development, teamwork, and sportsmanship. It is therefore essential for parents, coaches, and officials to encourage youth athletes to embrace the values of good sportsmanship.

Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, self-control and the core values of Peters Township, those of honesty, responsibility, and respect.

**I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:**

- I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
- I will not engage in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
- I will not smoke or use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
- I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
- I will not engage in the use of profanity.
- I will not encourage my child, or any other person, to engage in the use of profanity.
- I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
- I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

**I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:**

**Verbal warning**

**Written warning**

**Suspension or immediate ejection from a youth sports event**

**Suspension from multiple youth sports events**

**Season suspension or multiple season suspension**

Printed Name

Signature

Date



## Peters Township Parks and Recreation Department Guidelines for Enforcement of the Sportsmanship Pledge



**Philosophy:** Merely teaching and preaching about the ideals of sportsmanship and good character represented by the Y.E.S. and Character Counts initiatives is not enough. It is essential that the leaders in the community and youth/recreational sports associations demonstrate courage and firmness in consistently holding coaches, board members, athletes, parents and others to those expectations.

The Sportsmanship Pledge is a document that establishes clear conduct expectations for coaches, board members, athletes, parents, spectators, and others. The Participant Sportsmanship Pledge must be signed by at least one parent of a player, and all coaches, managers, and board members prior to the start of the season, ideally at registration. It is the responsibility of the youth/recreational sports associations to maintain a file of the signed documents; the Parks and Recreation Department shall be provided copies of the documents. Failure of an individual to sign the Participant Sportsmanship Pledge does not exempt the individual from receiving consequences for non-compliance.

Since behavior patterns are strengthened by both positive and negative consequences, the following guidelines have been developed to assist the Peters Township Parks and Recreation Department and its youth/recreational sports associations in enforcing the community goals of sportsmanship and good character.

### GUIDELINES FOR DETERMINING CONSEQUENCES

- Reward good conduct and personal development by positive recognition. Firmly discourage bad behavior by immediate correction and prompt discipline.
- Verbally praise model behavior and correct misbehavior as often as possible with both athletes and coaches.
- Recognize athletes and coaches who demonstrate exceptional sportsmanship and character after games and in post-season awards.
- Make demonstrating good character and sportsmanship a requirement for coaches and a factor in playing time (e.g. players who violate conduct expectations should be removed from games regardless of the competitive situation).
- Approach parents and spectators who fail to meet expectations. Communication might include private meetings, letters, announcements, warnings and ejection from games or practices.
- Enforce the policy—which is immediate ejection from the event and a minimum of one year or season suspension (as a spectator, coach or board member) for the following behaviors:
  - physical abuse of or threat to do bodily harm to a player, coach, referee, official, spectator, or volunteer
  - possession of alcohol or illegal drugs at games or practices, regardless of location.
  - after an individual is sanctioned three times in one year for verbal abuse or harassment.The enforcement of the policy may necessitate the involvement of the police and/or judicial consequences.
- Determine appropriate disciplinary action alone or in any combination for other documented violations such as: verbal warning, written warning, suspension, removal from premises, removal from league, suspension from coaching or leadership activities, exclusion from attending one or multiple events, completion of an anger management program.

The appropriate youth/recreational sports association coach or president must address problems that result in failure to adhere to the Sportsmanship Pledge. The inability of the youth/recreational sports association to determine and implement the appropriate disciplinary action, or an incident involving an association board member, officer, or commissioner of a youth/recreational sports association may require the involvement of the Parks and Recreation Department staff. Enforcement of the policy must be reported to the Peters Township Parks and Recreation Department staff within five days. Failure of a youth/recreational sports association to implement the consequences will result in loss of fields or facilities.



## Attachment B

### PETERS TOWNSHIP PARKS and RECREATION DEPARTMENT BACKGROUND and CHILD ABUSE HISTORY CLEARANCE PROGRAM



## **PETERS TOWNSHIP PARK & RECREATION DEPARTMENT** **BACKGROUND & CHILD ABUSE HISTORY CLEARANCE PROGRAM** **Effective 05/29/2012**

Peters Township sponsored and/or co-sponsored youth athletic associations using Township-owned or approved recreation facilities for functions participated in by children that have coaches, assistant coaches or volunteers actively involved and/or interacting with the children on a regular basis and/or similar positions including all board members from an approved volunteer list provided by the Peters Township Park and Recreation Department. Positions within an association are to be included in that association's by-laws. All individuals 18 and over will be required to obtain appropriate clearances. No one under the age of 18 will be permitted to coach a team without an approved adult.

### **PURPOSE**

Background checks are intended for all Peters Township children to have a safe and positive experience in a Peters Township sponsored or co-sponsored youth athletic associations, programs or events.

No screening process can offer absolute assurances; yet, knowing a volunteer's background can provide more certainty that people with a history of inappropriate behavior will not have access to children.

### **BACKGROUND CHECK PROCESS**

To be in compliance with the Peters Township policy and included on the Approved Coach/Volunteer List the individual must complete and pass a criminal background screening through SSCI. The screening is done online and can be accessed on the Parks and Recreation Page of the Township website, under Sports Associations, Background Checks. This process will include the investigation and review of various consumer reports, law enforcement and public records including, but not limited to the following:

- Social Security Verification
- Address Trace
- State or County Criminal Record Check
- National Criminal History Data Base Search
- Sex Offender Registry

Individuals **must** be included on the list prior to involvement in any sports association in any coach/volunteer capacity.

The process may take up to 10 days or more, so sports associations and the individual wishing to coach/volunteer must plan appropriately.

### **LENGTH OF APPROVAL**

The individual will be listed on the approved list for a three-year period. A renewal date will be listed by the individual's name. The approval may be terminated for rule violations, open charges or reasons that the Park and Recreation Board deem unacceptable.

### **DISQUALIFICATION**

An individual shall **not** be listed on the approved list of Peters Township Approved Volunteer List in the event their criminal background check and/or the child abuse history clearance results reveals any prior convictions (whether by verdict or plea) for crimes or offenses which negatively impact the health, safety and welfare of children. Such offenses shall include, but are not be limited to:

- A. FELONY (Sex Offenses)** all sex offenses **regardless of the amount of time since offense**, including without limitation: •  
Child molestation
- Child pornography



- Possession or dissemination of pornography
- Rape
- Sexual assault
- Sexual battery
- Sodomy
- Prostitution
- Solicitation
- Indecent exposure

**B. FELONY (Violence)** – All felony violence **regardless of the amount of time since offense**, including without limitation: •  
Murder, homicide, manslaughter

- Domestic violence
- Aggravated assault
- Kidnapping
- Robbery
- Aggravated burglary

**C. FELONY (Involving Child)** All felony offenses involving a child **regardless of the amount of time since offense**, including without limitation: • Child abuse

- Child neglect
- kidnapping
- Contributing to the delinquency of a minor
- Internet luring of a child
- Child trafficking
- Employing a child to commit a crime
- Endangering the welfare of a child
- Selling firearms or other weapons to a child
- Lewdness or obscenity toward a child

**D. FELONY (Other)** – All felony offenses **other** than already listed **within past 10 years**

**E. MISDEMEANORS (Violence, Drug and Alcohol, other)** – All Misdemeanor offenses **within the past 7 years** including without limitation: • Simple assault

- Battery
- Domestic violence
- DUI or DWAI
- Simple drug possession
- Drunk and disorderly
- Public intoxication
- Possession of drug paraphernalia

The list of crimes and violations contained in this section is for illustrative purposes only and shall not be construed as a limitation on those criminal activities or violations that would be grounds to disqualify a person from assisting with youth-related activities sponsored by or using Township-owned or approved recreational facilities.

## **OTHER DISQUALIFYING FACTORS**

**Pending Charges** if an individual has criminal charges of any nature pending, he/she shall be prohibited from coaching or volunteering until the active case is brought to final resolution or until the charges are dropped.

**Subsequent Charges** Should an approved individual subsequently have any criminal charges brought against him/her during their term of approval they will be required to disclose the nature of the charges to the Park and Recreation Director and voluntarily terminate their coaching duties until a determination is made by the Township Manager regarding the effect of the pending charges on the coach/ volunteer functions within the program.

**Failure to consent to the clearance process** failure to consent to these criminal background check and child abuse history clearance procedures shall automatically disqualify an individual from coaching or otherwise volunteering.

## **APPEALS**

**Child Abuse History** No appeals will be permitted for offenses including child abuse history

**Criminal Background Check** The Peters Township Manager will make a determination regarding any Criminal Background Checks that come back with an offense history. The Peters Township Manager shall determine whether or not an individual's prior criminal history will prevent him or her from being involved with a children's group or association sponsored by the Township's Park and Recreation Department. In making such determination, the Manager shall determine whether there has been an act or violation that impacts the health, safety and welfare of children, including, but not limited to, those offenses listed above. The Township Manager will notify an individual if he or she is not approved. The Township Manager will offer the individual an opportunity to explain if he/she feels there is any reason he/she should be considered for approval (i.e. rehabilitation) and provide clear and convincing evidence. Individuals who have been denied approval have the right to appeal.

If the individual wishes to appeal the Township Manager's decision he/she must request to address the Park and Recreation Board. The individual will need to contact the Park and Recreation Director and request to be put on a meeting agenda and provide the explanation along with clear and convincing evidence why he/she feels that he/she should be considered for approval.

The individual's personal information (i.e. name, address, phone number, etc.) will not be included in any documentation that can and/or will be made public (i.e. letters, emails, faxes, etc.). The Park and Recreation Director will inform the individual the time, date and location of the meeting and brief him/her to provide in advance or bring documentation to the meeting proving rehabilitation, counseling or any other (clear and convincing) evidence that they would like to present as to why the Board should decide to recommend the decision for non-approval be changed. The Board may request that the Township Manager attend the meeting.

The Board will be given documentation (minus personal information) of the individual's record that led to non-approval and any advanced documentation that the individual may have provided. The Board may recess into executive session during the meeting to discuss the issue (no decisions may be made during executive session). The Board may request that individual be a part of some or all the executive session. The Board will then make a decision once they reconvene from executive session into the public forum.

Decisions may include:

- Recommend the decision for non-approval be changed
- Uphold the decision for non-approval
- Request more information and forward to a future meeting agenda

There is no appeal beyond this measure. Denial for Child Abuse History Clearances cannot be appealed.

**CONFIDENTIALITY**

Even though adult criminal records are public information, information received during the background process will only be shared on a “need to know” basis.

**COST OF BACKGROUND CHECK (as of the date of revision)**

\$18 to be paid by credit card by applicant at the time of application

The fees are the responsibility of the individual unless the affiliated sports association wishes to cover such costs.

**DISCIPLINARY MEASURES**

Youth athletic associations that knowingly violate Peters Township’s policies or this background check program are subject to disciplinary measures that may include, but are not limited to:

- Restrictions on facility and/or field usage.
- Suspension of coaches and/or officers.



## Attachment C

### Coach's Code of Ethics

Each Head Coach and ALL Assistant Coaches:

- Will not criticize players in front of spectators, but reserve constructive criticism for private, or in the presence of the team.
- Will accept decisions of officials on the field as being fair and called to the best ability of the officials.
- Will not criticize the officials, the opposing team, the coaches or fans, by word of mouth or gesture.
- Will emphasize that good athletes are good students, and both are physically and mentally alert.
- Will strive to make every football activity serve as a training ground for life, and as a basis for good mental and physical health.
- Will emphasize that winning a game is the result of TEAMWORK.
- Shall not use abusive or profane language before anyone connected to the game.
- Shall not "pile it on" as the phrase is used when a team gets a commanding lead and desires to raise the score as high as it can.
- Will not smoke or use any form of tobacco while on the field of play during games, scrimmages or practices.
- Will not be under the influence of alcohol and/or illegal drugs during any game or practice.
- Will not physically assault any other adult or player.
- Will not threaten a game official, event judge or league official.
- Will not facilitate unlawful participation by an uncertified or otherwise unqualified individual.
- Will not supply to any player, condone the use of or suggest that any player use any substance, legal or illegal, to enhance the player's performance.
- Will not act in a manner that is detrimental to the PTJFA.

I have read and understand the foregoing Code of Ethics. Further, I understand that if I fail to abide by this Code, then I may be subject to sanctions, including but not limited to permanent removal as a coach in the PTJFA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

Date: \_\_\_\_\_