

REVISION (7/18/25)

# **Berks Area Youth Football League**

## **(BAYFL)**

## **BYLAWS**

### ***Article I Name***

#### **Section 1 BAYFL**

The name of this organization shall be known as the Berks Area Youth Football League hereby referred to as BAYFL or “League”.

### ***Article II Objective***

#### **Section 1- Focus**

Increased focus for developing the skills and fundamentals of football with dedication to participation and development of youth football.

#### **Section 2-Opportunity**

The opportunity of equal participation for member teams to available positions on the Board of Directors when in good standing with the BAYFL.

#### **Section 3 – Sportsmanship**

Provide the youth and parents of participating member teams a League where good Sportsmanship and safety are of paramount importance.

### ***Article III Membership***

#### **Section 1 – Charter Members**

The following 7 Organizations are recognized as Charter Members of the BAYFL:

TEAM	JERSEY	PANTS	HELMET
FLEETWOOD “TIGERS”	Red	White	White
HAMBURG “HAWKS”	White	Black	Red
OLEY VALLEY “LYNX”	Blue/White	Grey	White
SCHUYLKILL VALLEY “PANTHERS”	Black/Red	Black	Black

#### **Section 2 -Members**

The Following Organizations are recognized as Members of the BAYFL:

Team	Jersey	Pants	Helmet
Conrad Weiser "Little Scouts"	Blue	Grey	White
Myerstown	Black /Red	Black	Red
Kutztown	Navy/Maroon	Navy	White
Reading Nightmare	Purple/Green	Black	Black
Muhlenberg	Navy/White	Navy/White	Gold
Lebanon Cedar Lions			
Blue Mountian			

### **Section 3 - Charter Member Rights Charter Member Rights –**

As founding members of the BAYFL, Charter Members shall have extended rights during instances where voting takes place. Each vote cast by Charter Members shall be weighed and recorded as two.

### **Section 4 - New Teams**

Teams are accepted into the BAYFL by a majority approval of the voting members from the league. Directors, head coaches, and league representatives will be required to read and sign a By-Laws confirmation sheet. These confirmation sheets must be submitted to the Secretary prior to the August BAYFL meeting. Applying teams must also demonstrate their willingness and ability to run their programs in a manner that is consistent with the objectives and guidelines of the BAYFL concerning good sportsmanship and fan management. Every team's school district should have a portion of the district in Berks County to be eligible to be a member in the BAYFL. Any organization outside Berks County within a reasonable travel distance may be admitted into the league, with a majority league vote.

### **Section 5 –League Representative**

Each team shall have one League Representative and one alternate. In his or her absence, the alternate may cast the vote place of the League Representative.

### **Section 6- Dues**

Dues shall be collected by the championship hosting team from each BAYFL Member in that respective year. The dues will be determined by a majority vote of the members within the current year.

## ***Article IV Meeting Section 1 – Roberts Rules***

All meetings will be structured and conducted as per Roberts Rules of Order.

### **Section 2 - Behavior**

The President may adjourn the meeting at any time should the behavior of the members be such that it cannot be called to order.

### **Section 3 - Alcohol**

Alcoholic beverages are prohibited from all meetings of the BAYFL.

#### **Section 4 - Meeting Schedule**

The meeting schedule will be announced at the first meeting of the New Year by the Secretary. Meeting locations shall be announced at least 14 days prior. BAYFL monthly meetings will be held on the 3rd Thursday of the month.

#### **Section 5 - Attendance**

Attendance – Any BAYFL member that is not represented at a scheduled meeting will receive a verbal warning for the first offense, a written warning for the second offense.

- 1st meeting missed is a warning
- 2nd meeting missed is a \$100.00 fine and final warning before being placed on probation and losing voting rights for 12 months
- 3rd meeting missed within a 12-month calendar year will result in a \$50 fine, loss of voting rights and 12 months of probation. The President of the member organization will be notified by the BAYFL President that they were not represented at the meeting and advised of any punishment.

#### **Section 6 – Quorum**

Two (2) members of the Executive Board plus seventy-five (75%) of the BAYFL members shall constitute a quorum which is necessary for the conduct of official business of the BAYFL. In the absence of a quorum, no official business may be conducted or voted upon.

#### **Section 7 – Persons Eligible to Attend Meetings**

The following people or categories of persons shall be entitled to attend meetings of the BAYFL:

1. League Representatives of each Member Organization.
2. The President or Vice President of each Member Organization; and,
3. Others upon invitation from the Executive Board or upon invitation from any League Representative of any Member Organization following clearance with the BAYFL President or Vice President.

### ***Article V Officers and Elections***

#### **Section 1- Officers**

Officers of the BAYFL will be as follows:

- A. President
- B. Vice President
- C. Secretary/Treasurer
- D. Sargent of Arms

#### **Section 2 - Membership**

All officers must be past or present members of a BAYFL organization. No more than one member of the same organization may hold positions as officers of BAYFL, except for USA Football Coordinator.

### **Section 3 - Terms**

The officers of President, Vice President, Sargent of Arms and Secretary shall be for 2-year terms. The Office of President and Sargent of Arms will be elected on even number years. The Office of Vice President and Secretary/Treasurer will be elected on odd number years. Members may hold any office for no more than 6 years in succession. A member may be elected to only one office at a time. Nominations will be held in November and official voting procedures will take place at the 1st Board meeting of the New Year. In order to be considered for an elected position, a member must have served as a designated League Representative or alternate for a period of 1 year.

### **Section 4- Vacancies**

If the office of President becomes vacant between elections, the Vice President will assume the duties of President for the remainder of the President's term. Section 5 - Vacancies Appointments If the office of Vice President, or Secretary becomes vacant between elections, the President will appoint a successor who will be confirmed by a majority vote at the next scheduled meeting.

## ***Article VI Duties of Officers***

### **Section 1 – President**

The President shall preside at all meetings of the BAYFL and appoint all committees. The President shall develop an agenda of items to be covered at each meeting. The President shall appoint reps at the beginning of each season. It is the President's duty to uphold the by-laws of the BAYFL.

### **Section 2 – Vice President**

The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President, the Vice-President will preside at all meetings. The Vice President should be aware of all actions being considered by the President in the event that he/she would have to assume the duties of the President.

### **Section 3 – Sargent of Arms**

The Sargent of Arms, under the direction of the presiding officers, maintains order and decorum among the members and all persons present at a meeting, and may even expel persons from the meeting for cause. He may act as doorkeeper and is responsible for admitting only eligible people, as set forth in Article 3, Section 7. He acts as an usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly. It is his duty to arrange the meeting equipment, such as chairs and tables.

### **Section 4 – Secretary**

The Secretary/Treasurer shall be responsible for recording the minutes of the monthly meetings, office procedures, correspondence, and records. The Secretary/Treasurer shall maintain an expense and

deposit report submitted to the board and representatives at each meeting; provide an annual report for tax purposes to the approved certified accountant who will be chosen by the board and representatives; establish and maintain a bank account for BAYFL, Inc.; ensure that the league is maintaining all required items to maintain its non-profit status; and provide reports to the officers and to the BAYFL as required.

## **Section 5- Executive Board**

The Executive Board consisting of the President, Vice President, Sargent of Arms and Secretary/Treasurer shall have the authority to act in the name of the BAYFL during intervals between meetings. Such acts will be subject to confirmation by the membership at the next regular meeting. In the event of any violations of league rules or codes of conduct by a member organization, its players, coaches, or fans, the Executive Board may levy penalties as a result of said conduct against member organizations, coaches, and/or players, subject to an opportunity to appeal as set forth in Article 12, Section 4.

## ***Article VII Player Eligibility***

### **Section 1 - Levels**

Flag Age Eligibility - Players may not turn 7 prior to July 1st of the league year

Mighty Mites Age Eligibility - Players may not turn 9 prior to July 1st of the league year

Mites Age Eligibility - Players may not turn 11 prior to July 1st of the league year

Midgets Age Eligibility - Players may not turn 13 prior to July 1st of the league year

8th Grade Ineligibility - 8th grade students are ineligible from playing on their respective Midget team no matter their age. (revised 4/2019)

### **Section 2 - Roster**

Any player on a BAYFL team roster during any football season would be declared ineligible if he/she is participating in any other organized football program, i.e. Junior High School. If a player is found ineligible, his/her team will automatically forfeit all games played while he/she is on their roster. The team will also be placed on probation for the remainder of the current season and all of the following season. Upon a second violation, the team will be suspended from the league. Exception: Exceptions to this rule will be considered by Member Organizations on a case-by-case basis. Exceptions may be granted by majority vote.

Each member organization shall endeavor to field a Varsity and Junior Varsity team at each level specified in Section 1, above, and to identify players at each level as either Varsity or Junior Varsity players.

### **Section 3 – Rosters are due**

BAYFL June 2025 Minutes All rosters and supporting documents will be due at the August Coach Meeting. A review date of these documents will be done by all organizations in a group effort. The date of the review will be set by the Secretary if unable to review on the date of the August Coach Meeting.

*Rosters will include Athlete Name, Date of Birth, and the school district in which the athlete is registered/resides.*

A final copy of the roster, after all corrections have been made, must be submitted to the league secretary for distribution prior to week 1 of league games. Supporting documents include a valid birth certificate for every athlete. Birth certificates are not required to be original but must show the government seal of the state or country of issue. This is effective for all athletes including flag age athletes.

Any team or athletes not in compliance prior to participation in a league game, are subject to forfeit or suspension.

Any athletes added to the roster after the August review must submit the required supporting document, and roster must be updated and emailed prior to the new athletes participating in a league game or the team and athlete are subject to forfeit or suspension.

#### **Section 4 - Certificate of Insurance**

The league reps shall present a copy of their certificate of insurance to the secretary for filing at the August meeting. The minimum amount of coverage shall be no less than (1) Million Dollars of commercial general liability insurance.

#### **Section 5 - Mid-season moves**

Any player who moves out of his/her territory shall be allowed to complete his/her season in the organization where they were originally registered if her/she desires to do so. No Player may change teams within the BAYFL during the same season without a letter releasing the player from their current organization. Players who have played at least 2 or more seasons for an organization may play one last season out of their assigned organization to end their participation in the youth program.

#### **Section 6 - Last day of roster updates**

The last day players can be added to a roster will be Sept 30th. After that date, league approval is required to add players to a roster. The league must be notified of added players information (see Article VIII Section 3).

### ***Article VIII Territories***

#### **Section 1 – Territories list**

- Fleetwood - Fleetwood School District
- Hamburg - Hamburg School District,
- Kutztown - Kutztown School District & Brandywine School District
  - resigned as a member of BAYFL on 5/17/2018
  - reinstated as a member of BAYFL on 5/16/2019
- Oley Valley - Antietam, Exeter, and Oley Valley School Districts
- Schuylkill Valley - Schuylkill Valley School District
- Conrad Weiser – Conrad Wiser School District
- Myerstown – ELCO school district

- Reading Nightmare- Reading School District
- Muhlenberg- Muhlenberg School District
- Lebanon Cedar Lions- Lebanon School District 5/2025
- Blue Mountain-Blue Mountain School District
  - resigned as a member of BAYFL on 6/2019
  - reinstated as a member of BAYFL on 5/2025

## **Section 2 – Player territories**

Players are required to play for the BAYFL Member organization whose territory covers the address in which they reside. Players in school districts without a youth football program or players ineligible to participate in their local youth football program (IE: weight limits), will be permitted to participate in any BAYFL organization with the approval of the BAYFL Members by majority vote.

## ***Article IX Scheduling***

### **Section 1 – Varsity teams**

Each BAYFL organization shall field on (1) Varsity team at each contact football level except the Junior level. Varsity and JV game scheduling will be completed no later than the August meeting and provided to league representatives. (revision3 6)

### **Section 2 - Start times**

Starting times for varsity games on Sunday will be 12:30 PM as permitted. Starting with the Midget teams, follow by Mites and then Mighty Mites. The Starting time for Junior Varsity games on Saturday is 10:30 AM, starting with the Might Mites follow by the Mites and Midgets. Flag games will begin at 9:30 on Saturday mornings. No Game will begin after 9:00 PM.

### **Section 3 - Playoffs**

Will consist of all teams making the playoffs by seeding with pre-determined locations for the games. Each playoff game will need a winner and loser by play which will include overtime if needed. Over time format will follow the PIAA format. The playoff structure will be defined by the BAYFL rule book (revised 4/2019).

### **Section 4 – Championship game**

Championship games will be played between the top two Mighty-Mite, Mite and Midget Varsity teams. The Championship game will be played the weekend immediately following the playoffs. The game will be hosted on a rotating basis determined by alphabetical order. The higher ranked team will be considered the home team and may choose which side of the field they will use.

## ***Article X Organization***

### **Section 1 - Representatives**

Each league member shall register a representative and one alternate with the League Secretary at the February meeting. A second alternate League Representative may be a member of a league member's board of directors. Each program will have one vote for league business, whether cast by the representative, or by the alternate. In the event of a tie, the President shall cast the deciding vote.

### **Section 2 - Structure**

The structure of the league shall consist of one division for the initial year; however, a two-division format may be used if most of the voting BAYFL Members determine the latter to be in the best interest of the League.

### **Section 3 - Board**

The Executive board shall exist as defined in Article VI Section 5 of the BAYFL Bylaws.

### **Section 4 – USA football**

#### **Coach Certification Requirements**

Please Note: All first-year tackle coaches are required to take the youth tackle certification course and all first-year flag coaches are required to take the (non-contact) course and are required to complete these certifications through USA Football ( <https://www.usafootball.com/> ), regardless of any other certifications held.

For all returning coaches and to ensure a safe and supportive environment for all players, all coaches are required to complete appropriate safety training. Returning coaches may select the certification path that best aligns with their previous training and experience.

- Head Coaches – Must be certified through one of the following recognized programs:
- USA Football ( <https://www.usafootball.com/> )
- NFHS ( <https://nfhslearn.com/> ) – Must include:
  - Concussion in Sports
  - Heat Illness Prevention
  - Sudden Cardiac Arrest
- Sports Safety International ( <https://sportssafety.com/> ) – Must include:
  - Concussion Wise
  - Cardiac Wise
  - Heat Wise
  - Sports First Aid



- Assistant Coaches – Must be certified through one of the following recognized programs:

- USA Football ( <https://www.usafootball.com/> )

- NFHS ( <https://nfhslearn.com/> ) – Must include:

- Concussion in Sports

- Heat Illness Prevention

- Sudden Cardiac Arrest

- Sports Safety International ( <https://sportssafety.com/> ) – Must include:

- Concussion Wise

- Cardiac Wise

- Heat Wise

- Sports First Aid

This flexible approach allows returning coaches to build on prior certifications while ensuring all teams are led by individuals trained in player safety and emergency preparedness.

## ***Article XI Current Membership***

### **Section 1 - Procedures**

Any organization interested in making applications to the BAYFL must adhere to the following procedures:

A. A letter must be submitted to the league stating a desire to join. Once received, the league will send an application, which the applicant must fill out completely and returned.

B. Each organization interested in joining must field one varsity team at the Mighty Mite, Mite and Midget levels.

C. The organization making application must attend at least 2 pre-determined BAYFL monthly meetings.

### **Section 2 - Vote**

After receiving and reviewing any applications to the BAYFL, acceptance or rejection shall be determined by a majority vote of eligible voting members.

## ***Article XII Acceptance to BAYFL***

### **Section 1- Participation**

Once an organization has been accepted into the league, it may participate with all privileges of general membership. Exception: Executive Board Position requirements.

### **Section 2 - Evaluation**

At the conclusion of each season, all teams may be evaluated. Teams not adhering to the BAYFL by-laws may be placed on a probationary period by Majority Vote. The Executive Board shall decide the probationary period and vote on by the Membership.

### **Section 3 - Probation**

During the period of probation, a representative from the program on probation may not hold an elected office on the BAYFL Board and voting rights will be revoked.

## ***Article XIII League Fees***

### **Section 1 - Costs**

Each member organization shall be responsible for the costs of the officials for each season for games played on their home fields. The terms of the payment of officials shall be referred to in the League/Officials Agreement.

### **Section 2 – Maintenance**

Fees A Maintenance Fee may be assessed to each BAYFL Organization for the purpose of League Operating Expenses. This assessment shall be approved by majority vote. (revision 3 8)

## ***Article XIV Disciplinary Proceedings***

### **Section 1 – Protest**

BAYFL encourages coaches and programs to work out any disputes amongst themselves and avoid BAYFL involvement unless necessary. To that end, any agreed-upon disciplinary measures levied upon players or coaches in lieu of the filing of protests are to be reported to the Executive Board. There shall be no additional penalties levied by the Executive Board unless egregious conduct is exhibited by a player or coach.

In the event such dispute resolution is not possible, any BAYFL Member team has the right to protest a game due to violations of League By-Laws or Constitution. All protests shall be transmitted electronically to the League President and copied to the Secretary post marked no later than 24 hours following completion of the protested game and a Protest Fee of \$100.00 must be received by the President within 3 days of the protest. Copies of the protest letter will be forwarded to the opposing

team by the League President. The opposing team shall have 24 hours receipt of the notice of the protest to answer the allegations contained in the protest and file an counter-protest, if desired.

## **Section 2 – Appeal**

Whenever any action OF DISCIPLINE is ENFORCED by the Executive Board, AGAINST any organization, coach, or player WITHIN BAYFL, said organizations subject to said penalty or aggrieved by said action shall have the opportunity to appeal the penalty or action by transmitting a written concise statement detailing the grounds and reasons for said appeal to the League President, along with a \$250 appeal fee within TWENTY FOUR HOURS (24) of receiving written notification of the penalty from the Executive Board.

Upon receiving an appeal, the League President shall circulate the appeal AND OR APPEALS to the members of the BAYFL, AND schedule a Special Meeting of the BAYFL MEMBERS where the Appellant will have the opportunity to appear and present testimony and evidence germane to the subject matter of the appeal. The Appellant may call witnesses and present evidence in the form of in-person testimony, audio-visual recordings, and other evidence at the discretion of the BAYFL MEMBERS. At the conclusion of the Appellant's presentation, the Appellant and all guests will leave the room while the BAYFL members discuss whether the penalties issued by the Executive Board should be upheld, stricken, or modified, either through reductions, or increases in severity. Final action on the appeal must pass by majority vote of eligible voting members present for the Special Meeting. For appellate voting purposes, the organization involved in the appeal, the opposing organization (if the appeal is a result of a protested game), and the Executive Board shall not have voting privileges WITHIN THE AFOREMENTIONED SPECIAL MEETING.

If the appeal is successful, the Appellant/receives a refund of their \$250 appeal fee.

## ***Amendments Section 1 - Votes for changes***

Proposed changes to the by-laws shall be presented in writing to all members at consecutive meetings for discussion before being brought to a vote. A majority vote of all members present at next regular meetings is required to pass the amendment.

Approved this day of May \_\_\_\_, 202\_ by:

Conrad Weiser \_\_\_\_\_

Fleetwood \_\_\_\_\_

Hamburg \_\_\_\_\_

Kutztown/Brandywine \_\_\_\_\_

Muhlenberg \_\_\_\_\_

Oley Valley \_\_\_\_\_

Myerstown \_\_\_\_\_

Reading Nightmare \_\_\_\_\_

Schuylkill Valley \_\_\_\_\_

Lebanon Cedar Loins \_\_\_\_\_

Blue Mountain \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Sargent at Arms: \_\_\_\_\_

#### Removed sections

~~Flag K — 1st grade, ages 5-7 (child is 5 before 9/1 and can't turn 8 before 12/31)~~

~~Mighty Mites 2nd — 3rd grade, ages 7-9 (child is 7 before 9/1 and can't turn 10 before 12/31)~~

~~Mites 4th — 5th grade, ages 9-11 (child is 9 before 9/1 and can't turn 12 before 12/31)~~

~~Midgets 6th — 7th grade, ages 11-13 (child is 11 before 9/1 and can't turn 14 before 12/31)~~

~~Juniors 8th grade (can't turn 15 before 12/31)~~

#### Team no longer with BAYFL

- Twin Valley - Twin Valley School District
- Blue Mountain - Blue Mountain School District
- Upper Perk – Upper Perkiomen Valley
- Reading Outsidez – Reading School District
- NorChester-Owen J Roberts Scholl District
- 

#### Chartered members list that left

TEAM	JERSEY	PANTS	HELMET
<del>KUTZTOWN/BRANDYWINE “KB COUGARS” (RESIGNED 5/17/18)</del>	<del>Navy</del>	<del>Navy</del>	<del>Navy</del>
<del>TWIN VALLEY “RAIDERS”(RESIGNED 3/2019)</del>	<del>White</del>	<del>Green</del>	<del>White</del>
<del>BLUE MOUNTAIN “EAGLES”(RESIGNED 6/2019)</del>	<del>Blue</del>	<del>Blue</del>	<del>Blue</del>

#### Removed 7/18/25- Section 4 USA Football

Positions appointed by the President and confirmed by the Members. USA Football Coordinator – One person shall hold this position, they will coordinate the training for all the Master Trainers, Player Safety Coaches (PSC) and the coaches. The coordinator will report to the BAYFL board. The coordinator will also

handle all contact with the NFL/NCAA and any other donators to the program. All leagues will request donated items through the coordinator. Must be retrained every year with USA football.

Master Trainers – Will report to the coordinator, must be retrained every year with USA football.

Player Safety Coaches (PSC) - Will report to the coordinator, three PSCs per level does not exceed 14. Must be retrained every year with USA football.

Coaches and Assistants, All head and assistants will be USA football heads-up certified, no volunteers are allowed to assist without being USA football heads up certified.

Removed 7/18/25 Rosters

All BAYFL rosters will be due at the August meeting and will include a list of names, League Age, grade player will be enrolled in during the season and the school and/or Parish they attend. Each League Representative is required to supply a copy of their League Roster to each BAYFL Member Organization at the August Meeting.