

**SPRING GROVE YOUTH ATHLETIC ASSOCIATION  
CONSTITUTION AND BY-LAWS  
LAST REVISED 4/28/2021**

**ARTICLE I - NAME AND PURPOSE**

- A. The name of the organization shall be the Spring Grove Youth Athletic Association (SGYAA)
- B. The purpose of this organization:
  - a. To set up a program of supervised athletics for youth living in the Spring Grove Area School District on a strictly nonsectarian basis without distinction as to race, color or sex, thereby promoting good character building, good citizenship, spiritual and physical development.
  - b. To promote, by example, the highest standards of sportsmanship and good team fellowship, thereby helping to build a better community in which to live, without financial gain or profit, incidental or otherwise to its members.

**ARTICLE II - MEMBERSHIP**

- A. Parents or legal guardians will receive automatic membership to the organization when registration fee is paid for their player to participate in a sport.
  - a. Any other individual acting with good faith and best interest to the organization shall gain membership.
- B. Membership can be suspended or revoked permanently due to actions or behavior detrimental to the good of the club. See Article XVII.

**ARTICLE III - MEMBERSHIP MEETINGS**

- A. Regular meetings shall be held the fourth Wednesday of each month, at 7:30 P.M, during the season and at 7:00 PM during the off season.
- B. Special meetings may be held at the call of the president or upon written request from five (5) members. Such meetings will require a minimum of forty-eight (48) hours notice by the president, who will set the time and place of the meeting.

**ARTICLE IV - VOTING**

- A. Each person present shall have one (1) vote upon any motion presented at any regular or special meeting unless otherwise stated, provided they have attended two (2) regular or special meetings in the past six (6) months.

- B. To vote on certain topics where notated each person voting must have attended six (6) meetings in the calendar year and volunteered a minimum of two (2) times during the football season. These votes must be in done person. This is to be documented and updated by the Secretary.

#### ARTICLE V - QUORUM

- A. Seven (7) board members in good standing shall be a quorum for the membership meetings and meeting of the elected officers. If seven (7) board members are not present, no voting may occur until the next meeting or the President may call a special meeting where voting will occur.

#### ARTICLE VI - CLEARANCES

- A. All volunteer clearances must be in line with the Spring Grove Area School District in accordance with school policies regarding volunteer criteria.

#### ARTICLE VII - THE BOARD

- A. The board of the organization shall consist of a President, Vice-President, Secretary, Treasurer, Athletic Director, Assistant Athletic Director, Cheer Coordinator, Assistant Cheer Coordinator, Equipment Manager, Concessions Coordinator, and Fundraising Coordinator. The board members of the organization shall be members in good standing prior to their elections.

#### ARTICLE VIII - POWER OF THE BOARD

- A. The Board - The elected officers shall be responsible for the management of the organization. They shall engage in open conversations regarding policies, membership, and vote on policies presented by the membership. In the specific case of dismissal of a board member, coach, or member; such cases shall be reviewed by a special meeting of the board.
  - a. The board has the ability to replace any board member that falls out of good standing with the organization. Good standing included, but is not limited to, meeting attendance and adhering to the rules set forth in ARTICLE XVII.
- B. Board Member - The board members are responsible for helping oversee the management of the organization. They shall be responsible for things such as, but not limited to, concessions, fundraising, equipment management, and events.
  - a. If in good standing, the registration fees of the children of the board shall be covered.

- C. President - The President shall oversee all operations pertaining to Spring Grove Youth Athletic Association (SGYAA). He/she shall represent the organization before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office.
- D. Vice-President - The Vice-President shall perform all the duties of the President in case of his/ her absence or disability and shall succeed to the President in the event of the President's resignation and /or removal from office. He/she will perform other duties as assigned by the President.
- E. Secretary - The Secretary shall maintain files on the members of the organization and participating children. He/she shall assist the President with the correspondence of the organization. He/she shall keep accurate minutes of all meetings. He/she shall be custodian of all records that pertain to the functions of the organization. He/she shall keep a book containing the Constitution and By-Laws at each meeting. He/she shall keep a record of attendance of the membership meetings. He/she shall be an eligible co-signer along with the President and Treasurer of financial accounts.
- F. Treasurer - The Treasurer shall hold the funds of the organization and disburse them upon approval of the The Board during the fiscal year of January 1st to December 31st. He/she shall keep an account of the receipts and disbursements, report to each membership meeting and prepare an annual financial statement for publication to members at the February meeting. He/she shall present the books to a certified public accountant for auditing and tax preparation after March 15th. He/she shall keep the President and elected officers informed of the financial condition of the organization. He/she shall perform duties connected with the organization's insurance program. He/she is responsible for reimbursing Spring Grove Youth Athletic Association (SGYAA) members, only if proper receipts are received. If a financial situation arises with a family, helping that family will be dealt with at the discretion of the treasurer.
- G. Athletic Director - The Athletic Director shall coordinate the uniformity of play between all teams and maintain good communication between coaches. He/she shall be responsible for meeting player eligibility and requirements for all teams set forth by the York County Youth Football Association (YCYFA). He/she shall be aware of the safety and well-being of all players. He/she shall assist to organize and conduct player registration. He/she shall work closely with the Treasurer concerning the management of medical payments and insurance. He/she shall act as the spokesperson for the organization. He/she shall be responsible for the scheduling and cancellation of practices and games in cooperation with school authorities. He/she shall conduct a meeting during the season with coaches to review coaching guidelines and conduct and hold weekly meetings during the season with head coaches. He/she shall try to promote sportsmanship and develop character among participants. He/she shall present to the board, for approval, a list of head coaches and assistant coaches prior to the season. He/she shall oversee all practices, home games and away games, as needed. If he/she is unavailable, a board member shall be appointed to stand in. He/she shall oversee equipment hand-outs and turn-ins. He/she shall assist in completion of certificates.

He/she shall attend the York County Youth Football Association (YCYFA) meetings and bring the information back to Spring Grove Youth Athletic Association (SGYAA).

- H. Cheer Coordinator - To oversee all operations within the cheer program. This individual will be responsible for setting practice times and coordinating game time schedules with the Athletic Director. Maintaining a safe environment for all cheer participants at all times. Hold weekly meetings with all coaches to ensure guidelines are being followed. Work closely with the equipment manager to make sure all uniform needs are being met. If unavailable a board member shall be appointed to step in.
- I. Equipment Manager - Ensure all equipment needs are being met. To work closely with the Treasurer on any current or future cost the club will experience. During the season handle all equipment needs that may arise.
- J. Assistant Athletic Director - To support the Athletic Director in their role.
- K. Concessions Coordinator - Maintain health and safety guidelines. Make sure the concession stand is operational for home game days. Manage a concessions budget with the Treasurer to ensure proper cash flow. Assist in creating a volunteer schedule that will be followed throughout the season.
- L. Assistant Cheer Coordinator - To support the Cheer Coordinator in their role.
- M. Fundraising Coordinator - This person shall be in charge of all fundraising for the organization. He/She will be the main contact in regards to fundraising and represent the organization to potential partners. This individual will work closely with the board to help generate revenue ideas.

#### ARTICLE IX - OFFICERS TERMS AND SUCCESSION

- A. The office of President and Treasurer shall be elected for a two (2) year term being elected on even numbered years.
- B. The office of Vice-President, Secretary & Athletic Director shall be elected to a two (2) year term being elected on odd numbered years.
- C. All other board positions shall be elected to a one (1) year term. Whenever the offices of both the President and Vice-President become vacant between elections the remaining members of the elected officers shall choose one of their members to serve as President until the membership can fill the vacancies.
- D. Whenever offices become vacant, other than President, the elected members shall choose a member to fill the vacancy until the membership can elect a replacement.
- E. If a position becomes available during a non-election year, the elected replacement will fulfill the remainder of the current term and the subsequent two (2) year term.

## ARTICLE X - ELECTIONS

- A. Nominations will take place during the month of November, the membership will nominate candidates for all available board positions. They will be presented and voted upon at a special December meeting. The date of the December meeting will be determined at the November meeting.
- B. To be eligible to vote, a person must be a member in good standing as per Article IV subsection B.
- C. At the special December meeting, the members shall vote for board members by secret ballot, if more than one (1) nominee is nominated. If unopposed, a voice vote will be satisfactory. New board members shall assume duties beginning January 1st.

## ARTICLE XI - SPORTS PRACTICES

- A. Football practices should be limited to three (3) or four (4) days a week, with no more than six (6) hours of contact practice per week. A walk-thru practice may be held on Fridays, at the discretion of the coach. The Athletic Director, due to weather conditions, can change start times and end times of practice and will notify the Secretary so that adequate communication can go to parents regarding the change.
  - a. Refunds may be given for first year rinks playing football, if requested by the parent/guardian to the Athletic Director before the first week of mandatory practice is over. Other refunds shall not be given after mandatory practices have started, for football or cheerleading, for any reason.
- B. Cheerleading practices shall be organized by the Cheer Coordinator and shall not exceed six (6) hours of practice per week.

## ARTICLE XII - MISCELLANEOUS

- A. The Land, Building and Emergency fund can be used at the discretion of The Board with a majority approval.
- B. SCHOLARSHIP COMMITTEE shall consist of the President, Secretary and Athletic Director. The President shall contact the school and see that applications are in the guidance office by January of each year. Once they are received the committee shall review all eligible applications and select the recipient/recipients.

## ARTICLE XIII - DISPOSAL OF PROPERTY

- A. In the event of the demise of this organization, all property shall be given to such organizations whose objectives closely parallel this organization, provided such organizations have a legal non-profit status according to Pennsylvania State law.

#### ARTICLE XIV -

- A. The Constitution and By-Laws may be amended by the majority vote at any board meeting.
- B. All approved amendments shall be published and written into the Constitution and By-Laws.

#### ARTICLE XV - RATIFICATION AND ADOPTION

- A. The Constitution and By-Laws shall be ratified and effective upon the majority vote of the board and any attendees in good standing of the organization.
- B. The Constitution and By-Laws shall be reviewed in January of each year by the board, at a special meeting, to be sure that they are being upheld and are up to date with the direction of the organization. A By-Law Committee shall be formed by the President, made up of four (4) board members and one (1) non board member. They will meet in February as much as needed to present changes at the February board meeting for voting to be held in March.

#### ARTICLE XVI - COACHING GUIDELINES AND RESPONSIBILITIES

- A. All head coaches and assistant coaches shall be approved by The Board. All football coaches need to become USA Football Heads Up certified before the first day of mandatory practice in order to coach. No exceptions.
  - a. All coaches will sign a code of conduct and abide by all rules set forth by Spring Grove Youth Athletic Association (SGYAA) and York County Youth Football Association (YCYFA).

#### ARTICLE XVII - CONDUCT OF BOARD MEMBER, COACH, PLAYER, PARENTS OR SPECTATORS

- A. In order to participate in a sport, all players, coaches, and parents or guardians must sign a written code of conduct and will not be allowed to play or coach until that form has been properly signed and returned.
- B. Coach's decisions are final in regards to the player's involvement.
- C. All parents will confine discussions with coaches to the times set forth in the documentation received prior to the season.
- D. Upon a legitimate complaint, a player or parent must:
  - a. Contact the head coach. If not satisfied they must then:
    - i. Contact the Athletic Director or Assistant Athletic Director for football. Contact the Cheer Coordinator or Assistant Cheer Coordinator for cheerleading.

- ii. Contact an officer of the organization in writing.
- E. Any violation of the York County Youth Football Association (YCYFA) code of conduct can result in a warning or further action, including suspension.
- F. Reasons for warning or possible further action to include, but not limited to:
  - a. Any coach or player who conducts himself/herself in an ungentlemanly or unsportsmanlike- manner (which would reflect discredit to this program) could be removed from further participation.
  - b. No player, coach or any party associated with the Spring Grove Youth Athletic Association shall taunt, abuse, heckle or make any uncomplimentary remarks, whatsoever, to any opposing player, coach or official.
  - c. Coaches or any party associated with the Spring Grove Youth Athletic Association is prohibited to smoke or chew tobacco during practice or game time.
  - d. No alcoholic beverages are permitted at a club's playing complex during practice hours or a scheduled league function.
  - e. Never physically handle a player other than to demonstrate a football, cheerleading or basketball technique. Charges can be filed against you if found otherwise.
  - f. We request that all coaches and parents would attend at least one (1) meeting during the time of their seasonal sport. This is the best way to stay informed.
  - g. If and when a coach gets out of line or if his/her training techniques are not up to standards, the Officers of the Spring Grove Youth Athletic Association will take action and correct the problem.
- G. Reasons for suspension to include, but not limited to:
  - a. Using abusive language.
  - b. Making any obscene gesture in protesting any official's decision. (Only the head coach may ask for a clarification of a rule, BUT NEVER ARGUE)
  - c. Throwing any object, including equipment, in an unsportsmanlike manner associated with any of the sports programs.
  - d. Resorting to threatening language, roughness on the field, or in the gyms.
  - e. Intoxication.
  - f. Any immoral act.
  - g. Using, Distributing or selling of any kind of illegal substance.
  - h. Any conduct that results in ejection from a game or contest.

## H. PUNISHMENT

- a. First offense will result in suspension for one (1) week. Players or cheerleaders must arrive at the game fully dressed, but will be unable to participate.
- b. Second offense will result in suspension for the rest of the year.
- c. May be reinstated after one (1) year of suspension, but will be placed on one (1) year probation.
- d. All punishments must be fulfilled before participation in ANY other SGYAA offered sport.

## ARTICLE XVIII - SGYAA AWARDS

- A. Certificate of participation and award each year.
- B. Jacket after receiving three (3) credited participation seasons for any player or cheerleader.
- C. Individual player/cheerleader recognition will be given by each coach for special achievements throughout the season or at year end. NO PHYSICAL INDIVIDUAL AWARDS, other than the certificate and award, will be purchased or given by the organization.