

WENTZVILLE WILDCATS YOUTH FOOTBALL ASSOCIATION

BY-LAWS

AMENDED October 2025

ARTICLE I – NAME

1. This organization shall be known as WENTZVILLE WILDCATS YOUTH FOOTBALL ASSOCIATION, INC. (WWYFA)
2. The Association was incorporated on May 23, 1991 under the authority of the State of Missouri.
3. The corporation is an organization exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE II – MISSION STATEMENT

1. The object of this organization is to provide instruction, guidance and counseling in sportsmanship and the playing of American tackle football by providing supervised practices, game conditions, and cheerleading.
2. Upon the dissolution of the corporation the Board of Directors shall:
 - a. Pay or make provisions for the payment of all liabilities of the corporation.
 - b. Dispose of all the assets of the corporation in the manner that qualified the organization as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.
 - c. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is located.

ARTICLE III – MEMBERSHIP ELIGIBILITY

1. To be eligible to participate in the WWYFA, all the following requirements must be met:
 - a. All youth tackle football players must be between the ages of six (6) and fourteen (14) by January 1st of the current year as set forth by the league(s) WWYFA is a member of during each season.
 - b. All youth flag football players and cheerleaders must be between the ages of four (4) and fourteen (14) by January 1st of the current year.
 - c. All players must be in the eighth grade or under.
 - d. A registration form must be completed online by the parents and/or legal guardians through the WWYFA website. The registration form will include a release of liability in regards to any injuries sustained while participating in any league activities along with a pandemic release, if necessary.
2. A parent and/or legal guardian, as a representative of the participating child's family, must also electronically sign and comply with the WWYFA "Parents Code of Conduct" before a registration can be considered completed.

ARTICLE IV – BOARD OF DIRECTORS

The Executive Board of this organization shall include the following positions and list of responsibilities and those responsibilities shall carry over to the entire organization including football and cheerleading. The Board reserves the right to add or remove board positions as needed. A $\frac{3}{4}$ vote is required to create, eliminate or hold open a board position.

RESPONSIBILITIES OF ALL BOARD MEMBERS

1. Develop and control the policies and operations of Wentzville Wildcats Youth Football Association.
2. Carry out duties necessary for the organization to function with consideration of all participants within the organization.
3. Maintain confidentiality as it relates to board discussions and decisions unless it has been deemed as public or open knowledge of other WWYFA staff or participants within the organization.
4. Participate in various board committee discussions and decision making as appointed by the President.
5. Participate in Field Marshall activities during home games i.e. be present to interact with participants and families, monitor field activities, address any issues or concerns with fields, bystanders, referees, coaches, players, etc.
6. Participate in WWYFA activities and events, including fundraising, obtaining sponsorships, equipment distribution and collection, other activities as needed.
7. A high-level overview of responsibilities is outlined below however; additional duties will be required across the board to ensure operational needs are met.

PRESIDENT

1. President shall only vote in the event of a tie during Board voting sessions.
2. In order to be elected as WWYFA President, a prospect must serve a minimum term of one (1) year in a Board voting position.
3. Presides over board meeting by Robert's Rule of Order and schedules emergency meetings if/as needed.
4. Appoints board members to functional committees. President shall hold a seat on the Coaching and Tackle Committees. President shall chair the Bylaws Committee.
5. Poses as WWYFA representative and League point of contact. Appoints additional WWYFA contacts and admins as appropriate.
6. In partnership with Treasurer, serves as point of contact for all communications with City of Wentzville regarding field/park usage, contractual discussions and obligations, etc.
7. In conjunction with Coaching Director and Webmaster, will collaborate to ensure that all registered participants are appropriately placed on a team roster and tracked within the system of record.
8. Acts as secondary level of escalation with any matter presented to Coaching Director, Cheer Director and Team Manager & Fundraising Coordinator.

9. Collaborates with appropriate board members to resolve any internal, league, coach, parent or participant issues or escalations.
10. Coordinates with Player Safety Coordinator to review and cascade field safety and security plan.

SECRETARY/SOCIAL MEDIA COORDINATOR

1. Secretary is a Board voting position.
2. Schedule all board meetings.
3. Prepare monthly agenda, take minutes and disseminate to board members, track meeting attendance.
4. Set up and maintain spirit wear store as requested.
5. Coordinate Field Marshals for home field game schedules.
6. Partner with Coaching Director to update and maintain spring and fall flag rule books.
7. Create content, maintain and update social media pages.
8. Interact with social media followers by communicating, answering questions, responding to messages via social media forums.
9. Coordinate with Webmaster to outline dates for campaigns for registration and other important events as identified.

TREASURER

1. Treasurer is a Board voting position.
2. Treasurer shall chair the Budget committee.
3. Maintains all financial records and funds for WWYFA and is responsible for scheduling yearly taxes and audits.
4. Coordinate with Team Manager & Fundraising Coordinator to determine fundraising goals and activities.
5. It is the responsibility of the Treasurer to communicate with each program committee the spend available/player.
6. Treasurer shall communicate account balances, fundraising needs, equipment budgets, etc. with the Board and appropriate Committees.
7. Treasurer is responsible for filing Annual Report to Missouri Secretary of State and update Registered Agent information as changes occur.
8. Obtain and maintain WWYFA insurance and serve as direct contact for insurance agent.
9. Tracking and issuance of payments to referees, trainers and additional vendor staff as needed.
10. Ensure that all invoices are paid in a timely manner.

COACHING DIRECTOR

1. Coaching director is a Board voting position.
2. Serves as chair of Coaching Committee.
3. Recruits and secures head and assistant coaches for flag and tackle football.
4. All volunteer head coaches are required to be interviewed by the Coaching Committee; questioned to determine background, experience and fit with WWYFA program. Interviews to be scheduled by Coaching Director. All are subject to final approval by Coaching Director. If a final decision cannot be achieved, second escalation to the Board President. If president is not in place, escalation will be deferred to the respective Committee (Spring Flag/Fall Flag/Tackle Football).
5. Coordinates with Cheer Director to provide assistance to ensure that coaching needs are met and assist with recruiting as necessary.
6. Ensures that details are communicated thoroughly to all coaches pre/during/post season; including but not limited to bylaws, program and league rules, weather related information, practice field availability, etc.
7. Facilitates pre-season coach's meeting prior to the start of each football program session.
8. First point of escalation for coach/parent conflicts. Reports incidents/concerns to President and Coaching Committee as appropriate.
9. Partners with Secretary to ensure that flag football rule books are updated accurately and timely.

CHEER DIRECTOR

1. Cheer Director is a Board voting position.
2. Cheer Director shall serve as the chair of the Cheer Committee.
3. Oversees, designs and maintains the operational structure of the cheerleading program, including administration, operations and staffing and program safety.
4. Recruit, approve and supervise all cheer head coaches. Cheer Director will provide ongoing guidance, observation and support to cheer coaches as needed.
5. Cheer Director shall work in partnership with the Equipment & Field Director, Player Safety Coordinator, Team Manager & Fundraising Coordinator and the Budget Committee to coordinate program needs and maintain accountability.
6. Ensure all coaches are informed of bylaws, schedules, logistics, fundraising and events.
7. Promote and maintain a safe, fun and educational environment focused on skill development, teamwork and sportsmanship.
8. Create team rosters for each cheer session, based on registration numbers and available coaching staff.
9. Coordinate team scheduling, practice locations and make necessary adjustments throughout the season(s).
10. Collaborate with cheer coaches to evaluate cheerleader skillset and ensure stunt and safety compliance in all practices and performances.

11. Serve as the primary point of contact for all cheer related issues and concerns. Any unresolved matters will be escalated to include the President, and Cheer Committee as deemed necessary.

EQUIPMENT & FIELD COORDINATOR

1. Equipment & Field Director is a Board Voting position.
2. Serves as the chair of the Equipment Committee.
3. Ensures that an accurate inventory and storage of all football and cheer equipment is maintained. Including coach's kits, helmets, football and cheer wearable equipment, field equipment, practice equipment, scoreboards, pull behind trailers, etc.
4. Coordinates with Cheer Director and the Budget Committee to determine new equipment needs and procurement is executed as needed.
5. Monitors and ensures upkeep of equipment storage containers, storage tower and trailers.
6. Ensures that proper field equipment is delivered to home field for set up and returned to storage.

PLAYER SAFETY COORDINATOR

1. Player Safety Coordinator is a Board voting position
2. Sits as a member of the Coaching Committee
3. Track completion of Head's Up Certification for all fall tackle football and head cheerleading coaches.
4. In coordination with the Coaching Director, assist with coach's meeting and conduct a minimum of one (1) Head's Up coach's clinic for fall tackle coaches. Clinic shall cover equipment fitting, proper tackling reducing helmet contact, concussion management and emergency plans.
5. Observe practices as needed and provide guidance to coaches relative to Head's Up Football points of emphasis.
6. Coordinate with Equipment Committee to schedule equipment fitting. Be present and assist with execution of fittings and distribution.
7. Assist Cheer Director with identifying resources to ensure safety practices are implemented.
8. Provide support to coaching staff as identified by Coaching and Cheer Directors.

TEAM MANAGER & FUNDRAISING COORDINATOR

1. Team Manager & Fundraising Coordinator is a Board voting position.
2. Team Manager & Fundraising Coordinator shall serve as the chair of the Fundraising Committee.
3. Holds annual mandatory meeting with team managers prior to the fall tackle football season. Clearly communicates any player requirements, league and WWYFA information as necessary.
4. Serves as escalation first point of contact for team manager issues.
5. Coordinates and secures vendors and necessary supplies for fundraising, organization events, team photos, camps, etc.
6. Plan and coordinate the end of year coach's appreciation.
7. Responsible for creating, distributing and maintaining sponsorship information as well as planning, coordinating and executing WWYFA fundraising events.

WEB MASTER

1. Webmaster is a Board voting position.
2. Oversees all activities related to updating and maintaining the WWYFA web page and ensuring that information is current and accessible, including edits to each program specific page, registration forms, general information and sponsor information.
3. Build appropriate registration forms for each program in a timely manner.
4. Provide registration reporting of volunteer and participant sign ups early and often throughout the registration timeline to appropriate contacts (i.e. President, Coaching Director and Cheer Director). Registration totals should be shared with the board to ensure identification of divisions that are of concerns and need additional attention.
5. Maintain email addresses, accessibility and functionality for all sitting board members.
6. Manage incoming emails, respond as appropriate, escalate as needed, forward to appropriate contacts and committees as needed.
7. Partner with the Coaching Director and President to build team rosters. Ensure that football and cheer head coach and team roster/squad is accurate, accurate and entered into system of record.
8. Create and schedule email blasts to the WWYFA recipient database as needed.
9. Presides over WWYFA Board elections in accordance with Article XIII of these Bylaws.

TRUSTEE

1. Trustee is a *non-voting* Board position
2. Members new to the board shall serve a minimum of one (1) year as a trustee prior to being elected to an Executive Board voting position.
3. If interested in a Board position, the Trustee shall utilize their time shadowing and becoming familiar with not only the overall operations of the WWYFA Board but also the duties of the position of interest.
4. Assist with general management duties of the WWYFA organization as assigned.
5. There is no minimum number of trustees required however, there shall be no more than five (5) sitting Trustees per annual board session.
6. Trustees may be removed At Will with a majority vote of the Board.

ARTICLE V – TERM OF OFFICE

All board positions are one (1) year terms and will go through the election process each year.

ARTICLE VI – RULES

The WENTZVILLE WILDCATS YOUTH FOOTBALL ASSOCIATION, INC. shall follow the rules of the Missouri State High School Athletic Association (MSHAA) as modified by the league(s) WWFYA is a member of during each season.

ARTICLE VII – IMPEACHMENT

The Board has the power to conduct investigations to determine the existence of cause for impeachment, and, by the vote of two-thirds (2/3) of the elected members to impeach Trustees, Directors and Assistant Directors. An impeached Board member may not be reconsidered for an elected position to the Board for five (5) years thereafter. Any act that is deemed unbecoming conduct for a Board member may be grounds for impeachment. The following are examples of unbecoming conduct, but not limited to:

1. Breach of Confidentiality - Any items discussed within the meetings of the WWYFA Board shall remain completely confidential.
2. No more than three (3) unexcused absences from any Board meeting this includes virtual meetings.
3. Accepting any form of compensation in connection with services to the WWYFA.
4. Discrimination against any person on the grounds of race, color, religion, national origin, disability, age, sex, marital status, or affectional orientation.
5. Any harassment, including offensive or degrading remarks or conduct.
6. Actions considered threatening to the property or physical wellbeing of any person.
7. Impairment of any alcoholic beverage, intoxicant or non-prescription drug while attending any WWYFA activity.
8. Any use of WWYFA property, including stationary, participant and/or sponsor lists, and equipment without board approval.
9. Any activity prohibited by criminal law.

ARTICLE VIII – RESIGNATION

Any board member may resign at any given time by giving written notice to the Board President.

ARTICLE IX – COMPENSATION

No person serving in the WWYFA, other than football referees, football announcers and cheerleading competition judges, shall receive any monetary compensation for their services.

ARTICLE X – FUNDING AND AUDITS

The WWYFA shall be funded and audited in the following manner:

1. Funding
 - a. A registration fee, the amount of the fee to be set by the board, shall be paid by each participant.
 - b. A non-charitable fund drive may be initiated each year as well as other fundraising activities that may be determined by the board as necessary.
 - c. The players and cheerleaders in the program may be required to solicit support in these fund drives.
 - d. No fundraising projects will be taken on behalf of the WWYFA, its teams or individuals associated with its teams, without prior consent of the board, as determined by majority vote with a quorum.
present. Fundraising Director will engage with the board. Decisions will be made depending on the case.
 - e. Tax Deductible donations: Those made under the WWYFA Tax ID number and 501(c)3 status are for the benefit of the entire WWYFA; not a specific team, individual or group.
2. Auditing
 - a. The financial status of the WWYFA is subject to an annual audit at the conclusion of the fiscal year. The fiscal year runs from January 1 - December 31.

ARTICLE XI – OPERATING RULES

The general rules governing the day-to-day operations of the WWYFA, shall be those found in these Bylaws.

1. Amendment and Notice
 - a. The Bylaws for the WWYFA may be amended by the affirmative vote of not less than three-fourths (3/4) of the Board of Directors (or a quorum is in attendance), providing the following procedures have been complied with:
 - i. The proposed amendment has been submitted to the Bylaws/Rules Committee for review and editing.
 - ii. Within thirty (30) days the respective committee shall send a complete text of the proposed amendment, along with the committee recommendation to all Board of Directors and the President.

- iii. A fifteen (15) days written notice of the proposed amendment in advance of said meeting has been given to all WWYFA Board of Directors and President.
- iv. The Bylaws of the WWYFA may also be amended by three-fourths (3/4) vote of the Board of Directors without notice, only if all Board of Directors are present at the meeting during which said amendment is made.
- v. Whenever an amendment or new bylaw is adopted, it shall be copied in the book of bylaws with the original bylaws, in the appropriate place. If any bylaw is repealed, the fact of repeal with the date of the meeting the repeal was enacted or written shall be stated in said book.
- vi. The meeting notes of any meeting when a bylaw or amendment vote was taken shall act as the official document relating to the enforcement of the bylaws or amendment acceptance or rejection.
- vii. Once yearly the bylaws/rules committee may correct and update the rules and bylaw book.
- viii. The bylaws of the league(s) WWFYA is a member of during each season and the WWYFA Bylaws shall be distributed to all Board of Directors and Head Coaches on an annual basis.

ARTICLE XII – VOTING ON NON-ELECTION ISSUES

Right to vote:

- 1. All Board members should have the right to vote at elections, regular, and special meetings.
- 2. Each member present shall have one vote, except for the President's vote, which shall be taken in case of a tie.
 - a. In the event the President positions is unfilled at the time of a vote and there is a tie, the Secretary then becomes the tie breaker vote.
- 3. Voting shall take place by voice, show of hands, or by any method called for with the approval of the majority present.
- 4. A quorum shall be declared if fifty (50) percent or more of the board is present.
- 5. There shall be no proxy voting.
- 6. There shall be no absentee voting unless deemed necessary by the President or Vice President.
- 7. Absentee voting shall be completed by electronic mail in a period of time to be determined at the time the special vote is called for.

ARTICLE XIII – ELECTION OF BOARD OF DIRECTORS

Preparation

1. The Election of the Board of Directors shall occur each calendar year at the November or December meeting of the Board of Directors.
 - a. Each Board Member must announce intent to run for current or different position one month prior to elections
2. The Webmaster will lead the effort to seek candidates for all positions. Candidates for the Board of Directors Positions may submit a resume to the Webmaster for the board's review.
3. The Webmaster will be responsible for soliciting current Board of Directors to determine if they will be seeking reelection to their current position, or if they will be a candidate for a new position. Current Board of Directors should also inform the Webmaster if they are not going to be a candidate for any Board of Director's position.

Election Meeting

1. The Webmaster shall bring ballots with all the nominations he/she has collected to the election meeting.
2. The Board shall perform an initial review of the candidates at the beginning of the election meeting. During this initial review a Board Member may nominate additional candidates. Self-nominations (by current Board Members and non-Board members) can also occur during this initial review.
3. A candidate can only run for one Board of Directors Position on the initial ballot.
4. Each current Board of Director member shall have one vote, except for the President's, for each Board of Director position being elected. The President's vote shall only be taken in the case of a tie between candidates.
5. In the event the President position is unfilled at the time a vote and there is a tie, the Vice President then becomes the tie breaker vote. In the event the President and Vice President positions are unfilled at the time of a vote and there is a tie, the Secretary then becomes the tie breaker vote.
6. There shall be no absentee and/or proxy voting. Exception would be in case of an emergency, the absent board member must attend the voting meeting virtually or by phone and cast votes via email to Webmaster or verbally.
7. The voting process shall occur by each Board Member submitting a ballot with the written name of their candidate of choice to the Webmaster for tabulation. The Secretary and President may assist the Webmaster in the tabulation process.
8. The voting for each Board of Director position will begin at the President's position and move down through the Board of Directors in the order of the positions shown in the By-Laws.

9. Review of Candidates
- a. During the review period the candidates shall be asked to leave the voting room.
 - b. At the review period the Webmaster shall distribute any resumes from candidates for this Board of Director position for the board to review.
 - c. At the beginning of the review period any candidate can alert the Webmaster that they wish to address the board and give a three-minute verbal resume describing their desire to be elected to the board. The Webmaster will notify any Candidate wishing to address the board when to re-enter the voting room to address the board. All other candidates shall remain outside the voting room when a candidate is addressing the board during this review period.
 - d. During this review period the board can discuss all candidates.
 - e. During the review period the Webmaster can ask for any additional nominations for this Board of Director Position. Nominations can come from a current Board Member of another candidate, or a self-nomination from someone who has not run for a position during this current election. If a candidate fails to win an individual position, then they cannot self-nominate themselves for another Board of Directors position. Another Board Member can nominate them, but self-nomination at this time is not allowed.
 - f. After the review of resumes, the call for new nominations, and the discussion of all candidates, the Webmaster shall declare the discussion over and call for the voting process to begin for the current Board of Director position being elected.
 - g. The Webmaster shall ask all current Board Member candidates to return to the voting room at this time so that they are present during the actual casting of ballots. This will assure that any current Board Member who is a candidate, will be able to cast a vote.
 - h. If more than one (1) candidate is seeking election for an individual Board of Directors position, then the candidate who collects a simple majority vote from the Board of Directors present at the election shall be declared the winner.
 - i. If a candidate is seeking election for an individual Board Directors position, and that said person is running unopposed, then that candidate must gather a simple majority vote from the Board of Directors present in support of their candidacy. A simple majority in this instance shall be defined as "Requiring more votes in support than against. A nonvote from an individual Board of Director present at the election shall be recognized as a vote against."
 - j. If at the conclusion of the voting process there are still unfilled Board of Director positions, then the board can fill these positions at any other board meeting. A candidate, or nominator of a candidate, shall notify the Webmaster of the interest in being elected to a position. The Secretary

shall be notified to add an election to the next meeting's Agenda, and the election process shall be followed.

Notification of Elected Board or Directors

1. It is the President of the Board of Directors responsibility to notify all the new Board of Directors of their election to the board and to supply a copy of the By Laws.

ARTICLE XIV – MEETINGS

Regular meeting will be held monthly and shall be governed by Roberts Rules of Order. Meeting dates will be set at the first Board meeting of each calendar year.

1. The President may call special meetings or on request of thirty (30) percent of the board with at least twenty-four (24) hours' notice. necessary. Board of Directors request for a special meeting will be presented to the President.
 - a. At the January meeting, or the first meeting of the new calendar year, regular monthly meetings will be set for the remainder of the year.

ARTICLE XV – CHEERLEADING PROGRAM

Cheer Head Coach

1. All volunteers must be at least eighteen (18) years of age. All head coaches must be approved by the Cheer Director and pass a background check.
 - a. Domestic violence/or crimes against children, can result in immediate dismissal of organization.
2. Cheer coaches shall work with the Cheer Director to foster an environment that is positive, safe, fun, educational and inclusive of cheerleaders of all skill sets.
3. Coaches shall evaluate cheerleaders' skill levels and implement age/skill-appropriate cheers and stunts.
4. Each cheer coach should consider the Cheer Director the primary point of contact for all cheer program and squad concerns.
5. Head coaches are responsible for direct communication with team parents regarding changes, practice/game updates and event details.
6. Head coaches shall assist with equipment and uniform distribution and return.
7. Any equipment and uniform issues or concerns should be reported to the Cheer Director.
8. Coaches shall participate in and support team and organization fundraising activities. Coaches will promote participation and teamwork in these efforts.
9. Squad coaches shall not make any disciplinary or administrative decisions without the authority of the Cheer Director.
10. All coaches must adhere to WWYFA Code of Conduct during practices and events. Coaches are expected to model appropriate behavior and ensure that cheerleaders uphold the same standards of respect and sportsmanship. Any coach, head or assistant, may be placed on probation or suspension, either temporarily or permanently, from further participation in any WWYFA activity if their action or conduct is not in the best interest of the WWYFA or the league(s) WWFYA is a member of during each season.

Participant Expectations

1. All participants must submit a completed online registration and complete a Parent Code of Conduct and Medical Release form.
2. Eligible participants must be a minimum age of five (5) and a maximum of eighth (8th) grade.
3. Age may be verified through a birth certificate or legal document prior to placement.

Cheer Program

1. All cheer coaches, cheerleaders and volunteers fall under the authority of the Cheer Director.
2. Once a squad has deemed by the Cheer Director to be at capacity, participants may be reassigned to squads with open spaces.
3. All practices must have a cheer coach present. Each head coach must maintain an emergency contact list for each squad member and have it available at all practices and games. All practice locations must be safe, supervised and appropriate for cheer activities.
4. Safety protocols stunt restrictions must always be enforced.
5. Any external cheerleading clinics are not affiliated with WWYFA and unrelated to WWYFA registration fees, activities or participation status. All external clinics, performances or events will be presented to and approved by the Cheer Director.

ARTICLE XVI – FOOTBALL PROGRAM**Requirements**

1. All volunteers must be at least eighteen (18) years of age. All head coaches must be approved by the Coaching Director and pass a background check.
2. Any head-coaching candidate shall be required to submit their name and interviewed by the Coaching Committee.
 - a. The Coaching Committee will consist of: President, Coaching Director, Player Safety Coordinator, Cheerleading Director and 5th member as appointed by the President.

Football Head Coaches

1. The WWYFA recommends that all coaching staffs attend or hold clinic to evaluate player skillset.
2. Each member of the coaching staff must complete a criminal record check and pass, or any other type of background check that the board deems appropriate.
 - a. Any felony convictions, physical, or violent acts in the last five (5) years appear on the criminal background check, this will result in review by the President and Coaching Director.

- i. Domestic violence/offence against a child, or anything that would not show up on a criminal background check can result in immediate dismissal of organization.
- 3. Responsibilities of the head coach:
 - a. The head coach will be responsible for all actions involving their staff and players.
 - b. The head coach, or a member of his staff, must be present at all team functions or activities, and shall be responsible for the players during said function or activity.
 - c. The head coach, or a member of his staff, will be responsible for the players from the scheduled arrival time of practice or game until the players are released back in to the custody of their parent or guardian.
 - d. The head coach is responsible for the organization of team practice schedule.
 - e. The determination of playing time is the responsibility of the head coach and may be based on attendance, attentiveness and performance during practice.
 - i. While the goal of competition is to win, each registered player should be given an opportunity to learn the game and expectation during game time as deemed appropriate by the head coach.
 - ii. The head coach will determine if the player has demonstrated the ability to keep themselves and their teammates safe based on their position of play.
 - iii. If there is a head coach/parent conflict regarding playing time that cannot be resolved at a team level, next escalation should be to the Coaching Director. The Coaching Director will make every effort to resolve the conflict. If not achieved, secondary escalation contact will be sent to include the President.
 - f. The head coach is responsible for turning in the game results within a reasonable amount of time to the Coaching Director.
 - g. The head coach and his assistant's time shall be spent in coaching activity and any reasonable request for assistance in administrative or other areas and duties; including equipment issuance/return and field preparation.
 - h. Coaching Identification
 - i. At all games, coaches shall wear the coaching shirts approved by the Board.
 - ii. At no time during any WWYFA sanctioned event, registration, practice, or game will a member of the coaching staff be allowed to wear any clothing advertising any form of alcohol or tobacco products or slogans.

Penalties

1. Any coach, head or assistant, may be placed on probation or suspension, either temporarily or permanently, from further participation in any WWYFA activity if their action or conduct is not in the best interest of the WWYFA or the league(s) WWFYA is a member of during each season.
2. This probation or suspension, either temporarily or permanently, is the sole discretion of the Coaching Committee.
3. To place a coach on probation or suspension the Coaching Committee shall reach a simple majority.
4. The suspended coach has the right to appeal any probation or suspension to the Board.
5. To reverse a Coaching Committee decision for either probation or suspension, there must be a two-thirds (2/3) majority vote from the Board, excluding the Coaching Committee.

11. ARTICLE XVII – CONDUCT, PROBATION, SUSPENSION & APPEALS (COACHES, PARENTS, PLAYERS, CHEERLEADERS, OR FANS)

Conduct

1. The WWYFA will not tolerate any form of violence, threats of violence, intimidation of others or attempts to instill fear in others.
2. Violations may lead to disciplinary action up to and including banishment from the league and the involvement of appropriate law enforcement authorities as needed.
3. All coaches, parents, players, cheerleaders, and fans at a WWYFA sponsored event are under the authority of the board and all conduct violations shall be referred to said board.
4. Any person who exhibits threatening behavior or commits a violent act at a WWYFA sponsored event will be removed from said event as quickly as safety permits.
5. This person will be asked to remain away from all WWYFA activities pending the outcome of an investigation. A special committee appointed by the President of the WWYFA Board will conduct this investigation.
6. Individuals who commit these acts outside a WWYFA sponsored activity, but affect the WWYFA, also are violating above rule and will be dealt with in the same manner stated above.
7. All football coaches, assistant football coaches or anyone who assists coaching during practices or games shall adhere to the parent code of conduct and coaches' code of conduct at all games, practices or any WWYFA event.
8. Disciplinary action will be conveyed to coaches by Tuesday to allow teams to prepare for upcoming games.
9. Actions deemed detrimental to the WWYFA or league by either the WWYFA or the league(s) WWFYA is a member of during each season will be subject to actions of up to and including expulsion from the WWYFA.

Probation and/or Suspension

1. The Board may, at its discretion, place an individual on probation or suspension if their action or conduct is not in the best interests of the WWYFA or the league(s) WWYFA is a member of during each season.
2. The probation gives the offender a second chance and fair notice of the WWYFA's awareness of some wrongdoing and allows for the offender to correct the problem.
3. The President shall send written confirmation of probation or suspension to the individual by certified mail on the next business day.
4. The length of probation or suspension is left to the sole discretion of the Board.
5. To place an individual on probation or suspension requires two-thirds (2/3) of the entire Board to vote in favor of probation or suspension.
 - a. Appeals
 - i. of Appeal - Any individual aggrieved by a decision concerning disciplinary action shall be entitled to appeal the said action to the board.
 - ii. Such an appeal shall involve the following steps:

The appeal shall be made in writing and shall contain a statement of the case, the exceptions taken to the decision being appealed, and grounds upon which the exception is based.

This shall be completed within twenty (20) days following the date the said decision was rendered. If not completed within twenty (20) days the individual loses the right for an appeal.

The written appeal shall be delivered to the President.

Action on Appeal – The board shall be required to investigate the circumstances surrounding the appeal and provide a hearing date for the appellant within twenty (20) days after the next scheduled board meeting.

An appeal will not be allowed to extend past ninety (90) days from the date the appeal was submitted using the postmark on the letter as the filing date.

ARTICLE XVIII – EQUIPMENT POLICY

Equipment

1. All equipment, except for the mouthpieces, shoes, girdles, socks, athletic supporters, and cups will be furnished by the WWYFA.
2. All players shall wear protective equipment at all practices and at games.
3. This equipment will, at a minimum, meet or exceed the requirements of the Missouri State High School Activities Association (MSHSAA).
4. All teams will play in WWYFA issued jersey, an alternate jersey will be a single design offered and approved by the board (but not provided).
5. Distribution of Equipment
 - a. Every head coach or his assistant coach shall be present at equipment distribution, and assist with the moving of the equipment from the storage area and assist with the distribution of said equipment.
 - b. The Equipment Director will schedule a time period for each team and notify head coach of this time period. The head coach is responsible for making sure his entire team is present at this time period. The head coach is responsible for the proper fit of all equipment for each player on his team.
 - c. At this time period, the head coach is responsible for the designation of jersey numbers and correct spelling of all last names and supplying them to Equipment Director for prompt order of said jerseys.
 - d. Any alternate jersey must be purchased by the team.
6. Equipment Return
 - a. At the end of each season, it will be the responsibility of the Equipment Director, Co-Equipment Director, and head coach of each team to make certain that all equipment issued to his team is returned in the best possible condition.
 - b. Normal equipment wear and tear is expected, however, flagrant disregard for league equipment is unacceptable. All equipment must be thoroughly cleaned before it is returned at the end of the season. If this is not done, the equipment deposit will not be returned and will be cashed.
 - c. The head coach shall emphasize to each and every parent at the beginning of the season this equipment return policy.
 - d. An equipment deposit will be collected at the time of registration for each player.
 - e. The Equipment Director will set a specified time and place for equipment return dates. If all equipment is not returned by the set dates, the board can proceed with cashing individual deposit checks.

XIX – REGISTRATION

Responsibility

1. The responsibility for registration for players and cheerleaders shall rest with the board.
2. The number of registrations held each year shall be at the discretion of the Board.
3. The Board shall set the dates for the registration each year.

Early Registration

1. There shall be no provisions for early registration prior to the first set date for formal registration.

Late Registration

1. Late registration, after final registration date has passed, shall be permitted, if openings are available.
2. Each team's roster will be considered full at twenty-four (24) players. However, at the discretion of the Coaching Director, players may be added up to the limit set by the league(s) WWFYA is a member of during each season.
3. A late registration Fee can be set at any time as determined by the board which may include fees related to returned checks assessed by a financial institution.

Registration Fees

1. The board shall determine the registration fee, for all football players and cheerleaders.
2. All fees will be collected at the time of online registration unless a payment plan is in place.
3. In the case of families with special circumstances, the board will consider each on a case-by-case basis.

Registration Procedures

1. Applicants must complete the online registration form. All applicable portions of the form shall be printed legibly.
2. A parent or legal guardian must sign medical consent form, parent code of conduct and a pandemic release, if necessary.
3. Applicants must have a signed physical form from a licensed Physician/Chiropractor stating they are physically capable of participating. This physical must be turned in prior to the first practice.
4. A state ID is required for age verification at time of registration.
5. Medical insurance card(s) must be turned in at time of registration.

Registration Publicity/Advertising

1. Registration publicity shall be made in the form the board deems appropriate.
2. This publicity shall include information regarding fees and state ID.

Registration Refunds

1. The registration fee refund will be issued within 4 to 6 weeks of receipt of the written request.
2. The Board has the discretion to make exceptions on individual cases after the start of the season if a written request is filed.
3. If any equipment has already been issued to the player, requesting a registration refund, then the return of the equipment must be coordinated as part of the registration refund. No registration refund will be given until the Equipment has been returned to WWYFA.
4. Refunds will be honored in accordance with the refund policy on the WWYFA website.

XX – COMMITTEES

The Board of Directors shall always have, at a minimum, the following four Committees active:

1. Coaching Committee
2. By-Laws Committee
3. Budget Committee
4. Fundraising Committee
5. Appointed committees deemed appropriate by the President

Formations and Chairs of the Board of Directors Committees

1. The Coaching Committee shall be formed by, at a minimum, the President, Coaching Director, Player Safety Coordinator, Cheer Director and 5th member as appointed by the President. This Committee is chaired by the Coaching Director.
2. The By-Law Committee shall be Chaired, and selected, by the President.
3. The Budget Committee shall be formed by, at a minimum, Treasurer, Fundraising Director, President, Equipment Director and Cheer Director. This Committee is chaired by the Treasurer.

ARTICLE XXI – BOARD MEMBER REGISTRATION

1. All board members that may have a child, sibling or grandchild in a WWYFA program may play with free registration. This may be changed due to certain situations.
2. Trustee board member will pay 50% of current registration fee.
3. If a board member leaves or gets let go, they must pay the full registration fee upon leaving.