

WENTZVILLE WILDCATS YOUTH FOOTBALL ASSOCIATION

BY-LAWS

AMENDED November 2022

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) WWFYA 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.
- e) 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. Sit on and participate in various board committees as appointed by the President.
2. Be present at home games to assist with issues or concerns regarding fields, referees, coaches, players and referees.
3. Be present and assist with equipment pickups, drop-offs and fittings.
4. Solicit and secure sponsorships for WWYFA.

PRESIDENT

1. Schedules all board meetings.
2. Presides over all board meetings.
3. Schedules all emergency board meetings

4. Presides over and selects Bylaw Committee.
5. Maintains and updates Bylaws.
6. Runs all meetings by Robert's Rules of Order.
7. Has only tie breaking vote.
8. Attends League meetings with appointed board member.
9. Oversees placement of players with Coaching Director.
10. Resolves issues between coaches and parents as second level escalation.
11. Member of Coaching Committee.
12. Maintains communication between the WWYFA and the City of Wentzville regarding all contractual matters.
13. Creates committees and appoints board members to committees.
14. Works with each board member to create a checklist of their duties and responsibilities for purposes of board member succession.

VICE PRESIDENT

1. Contacts the league(s) WWYFA is a member of during each season for weekly standings and reports standings to board for distribution to organization.
2. Solicit bids for trophies.
3. Oversees placement of players with Coaching Director.
4. Member of Coaching Committee.
5. Assist Coaching Director as necessary.
6. Assist football committees in securing referees and communicates game schedules to referees.
7. Coordinates spring and flag seasons with assistance of flag committee.
8. Notifies the league(s) WWYFA is a member of during each season of the results of games played.

SECRETARY/CO-SECRETARY

1. Dissemination of WWYFA information to public.
2. Manage WWYFA social media accounts (Facebook, Instagram, Twitter).
3. Prepare monthly meeting agendas, take minutes of monthly meetings and maintain agendas, minutes and other WWYFA documents in WWYFA's Google Drive.

4. Manage online spirit wear store.
5. Coordinate and secure background checks for all tackle and cheer coaches for fall tackle season.
6. Coordinate field marshals for game days.

TREASURER

1. Maintains all financial records and funds for the WWYFA.
2. Coordinate with Fundraising Director all fundraising activities.
3. Obtain WWYFA insurance.
4. Payment of referees.
5. Responsible for scheduling yearly taxes and audit of financial records.

COACHING DIRECTOR/CO-COACHING DIRECTOR

1. Recruits and secures coaches and assistant coaches for flag and tackle football.
 - a. All volunteer head coaches are required to be interviewed by the Coaching Committee and are questioned regarding their coaching background and experience, etc.
 - b. All volunteer coaches are subject to approval by the Coaching Committee.
2. Supports flag and tackle football coaches needs before, during and after the seasons.
3. Hold a coaches meeting before the start of each season (flag and tackle) to set and communicate WWYFA coach expectations.
4. Coordinates Heads Up Certification for all fall tackle coaches and coordinates Glazier Clinic attendance for fall tackle coaches.
4. Coordinates and sets football team rosters for spring and fall flag and tackle (based on requests and Coach fulfillment needs).
5. Chair of Coaching Committee.
6. Acts as mediator between coaches and parents, first level escalation, and reports any incidents/concerns to the Coaching Committee, as necessary.
7. Communicates with coaches regularly before, during and after the season to address any concerns or issues that may arise.

8. Coordinates, prepares and distributes the spring and fall flag football schedules.
9. Communicates with coaches (flag and tackle) before, during and after the season regarding all necessary information, including but not limited to the following:
 - a. Bylaws
 - b. Schedules
 - c. Rulebooks and league rules
 - d. Weather communications and weather-related cancellations
 - e. Practice field availability and adjustments
 - f. Fundraising expectations and issues
 - g. Coaches appreciation party
10. Observes practices as needed and provides guidance to coaches relative to Heads Up Football's points of emphasis.
11. Acts as a liaison for equipment issues from coaches.
12. Updates flag rulebook with assistance of Flag Committee based on prior season feedback and any discrepancies that arose.
13. Communicates with spring and fall flag referees as follows:
 - a. Holds a referee meeting prior to each season to set WWYFA flag referee expectations.
 - b. Discuss rulebook and any changes thereto from prior seasons.

EQUIPMENT DIRECTOR/CO-EQUIPMENT DIRECTOR

1. Orders all football equipment and jerseys.
2. Issues and maintains all registered participant and coaching equipment throughout the season.
3. Record keeper of all equipment issued and returned.
4. Maintains equipment shed and tower.
5. Responsible to move and maintain equipment trailers.
6. Keeps and maintains inventory of equipment.
7. Secure dates for equipment pick up and return.
8. Chair of Equipment Committee.
9. Must have valid driver's license.

EVENT/FUNDRAISING DIRECTOR

1. Coordinates and secures vendors and necessary supplies for fundraising events, camps, etc.
2. Plans and coordinates coaches appreciation party.
3. Turn all funds in to Treasurer.
4. Responsible for creating, distributing and maintaining sponsorship information and responsible for planning, coordinating and executing WWYFA fundraisers.

TEAM PARENT DIRECTOR

1. Holds a mandatory meeting with team managers before the start of each season to provide information and guidance for the upcoming season
2. Address all concerns and questions from all team managers before, during and after the seasons.
3. Keep team managers informed on all WWYFA communication and events.
4. Secure vendor for and coordinate team pictures.

FIELD DIRECTOR/CO-FIELD DIRECTOR

1. Maintain communication between the WWYFA and the City of Wentzville regarding all field scheduling for games and practices and for any game or practice field related matters.
2. Prepares and maintains football field and sound equipment for game days.
3. Take and/or arrange for set-up and break down of game day field equipment (pilons, yard markers, down markers, scoreboards, sponsor banner and sound equipment).
4. Keep field lines cut and striped (if necessary).
5. Coordinate schedule for announcer, clock operator and trainer.
6. Supervise and coordinate cleanup efforts on the fields, if necessary.
7. Have a valid driver's license.

CHEERLEADING DIRECTOR/CO-CHEERLEADING DIRECTOR

1. Organize and maintain all cheerleading related activities (refer to Article XV of these Bylaws)

WEB MASTER

1. Oversees all activities related to keeping the WWYFA web page current and accessible, including but not limited to building registration for each WWYFA program. Edits to each program's WWYFA page should be reviewed and necessary updates provided to the Webmaster by a designee of each respective program.
2. Maintains WWYFA website.
3. Maintain current board member email access and update as needed.
4. Forward all incoming emails to the appropriate recipient or committee for review, consideration and reply.
5. Provide registration reporting to the board as needed. Assist with additional reporting needs as requested by the board.
6. Partner with the Coaching Director to build team rosters. Ensure that football and cheer head coach and team roster/squad is accurate with SportsConnect.
7. Create and schedule email blasts to the WWYFA recipient database as needed.
8. Presides over WWYFA Board elections in accordance with Article XIII of these Bylaws.

TRUSTEE

1. If needed, will assist with knowledge in the general management of the WWYFA
2. This is a non-voting position
3. Trustees can be elected or removed each year by following the voting procedure
4. The number of trustees can be as many as the Board sees fit
5. Trustees MUST attend as many meetings as possible

PLAYER SAFETY DIRECTOR

1. Shall ensure all coaches within the organization have completed Heads Up Certification.

2. Shall conduct one Heads Up coach's clinic for all coaches. Clinics will cover equipment fitting, proper tackling, reducing helmet contact and concussion management.
3. Shall observe practices as needed and provide guidance to coaches relative to Heads Up Football's points of emphasis.

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

1. Right to vote:

- a) All Board members should have the right to vote at elections, regular, and special meetings.
- b) Each member present shall have one vote, except for the President's vote, which shall be taken in case of a tie.
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.
- c) Voting shall take place by voice, show of hands, or by any method called for with the approval of the majority present.
- d) A quorum shall be declared if fifty (50) percent or more of the board is present.
- e) There shall be no proxy voting.
- f) There shall be no absentee voting unless deemed necessary by the President or Vice President.
 - i. 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

A. 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.

B. 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.

4. A candidate can only run for one Board of Directors Position on the initial ballot.

5. 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.

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.

C. 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.

a) 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.

b) 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

1. Responsibility of Director and Assistant Director:

- a) Create and implement the organization chart and position that best meet the needs and expectations for the cheerleading program.
- b) All volunteers are required to complete a criminal background check.
- c) All volunteers are subject to the approval by the Cheerleading Director.
- d) The Cheerleading coach must be at least eighteen (18) years of age, and knowledgeable of cheerleading activities.
- e) The Cheer directors are responsible for recruiting and securing cheer coaches.
- f) The Cheer directors are responsible for a yearly inventory of all cheer equipment, including pom poms and uniforms.
- g) The Cheer directors are responsible for cleaning and maintaining all cheer uniforms and equipment upon turn-in each season.

2. Cheerleading Clinics

- a) Volunteers of the WWYFA may advise children of the existence of cheerleading clinics. These clinics are not under the jurisdiction of the WWYFA and the WWYFA is not responsible for any volunteer being there. These clinics are optional and are in no way to be considered a part of the WWYFA cheerleading program. Any fees or equipment required by these clinics are the sole responsibility of the parents and are in no way connected with the fees charged by the WWYFA. The above is true unless the WWYFA prohibit such actions.

3. General Requirements

- a) All cheerleaders participating in the program shall be registered online.
- b) No applicant shall be permitted to practice until, as a minimum, the application has been completed and signed by the parent or guardian along with Parent Code of Conduct and pandemic release, if necessary.
- c) Registration fees shall be set by the Board.

4. Age Requirements

- a) All cheerleaders shall be a minimum of five (5) years of age and a maximum of eighth grade, as established by the registration form.
- b) The proof of age shall be verified by any of the following:

- i. Birth Certificate.
 - ii. Other legal document verifying date of birth.
- 5. Cheerleading Coaches and Rosters
 - a) There shall be a minimum of one (1) Cheerleading Coach over the age of eighteen (18) for every twelve (12) cheerleaders.
 - b) Once all squad rosters for cheerleaders within a division are filled, then available non-attached cheerleaders shall be moved to squads in the other open divisions.
 - c) Once all squads are filled, no additional applications will be accepted.
 - d) Cheerleaders wishing to cheer for a family member shall be placed on that squad if there are available openings and they meet the age requirements.
- 6. Awards
 - a) All cheerleaders will receive a participation award.
- 7. Practices
 - a) No practice will be held without the Cheerleading Director or Cheerleading Coach present for their squad.
 - b) The Cheerleading Director or Cheerleading Coach shall complete an emergency phone list for the squad for every practice, game, or event. This list shall include pertinent emergency phone numbers and the complete address and location of the practice, game, or event.
 - c) All practice sessions shall be held in a location suitable for the activities of cheerleading. The Cheerleading Director or Cheerleading Coach shall take location, lighting, and weather conditions into consideration before engaging in physical activity.
- 8. Conduct
 - a) All cheerleaders, cheerleading Coaches, and volunteers are under the authority of the Cheerleading Director and Assistant Cheerleading Director.
 - b) All conduct violations shall be referred to the Cheerleading Director.

- c) Any conduct or other violations not resolved by the Cheerleading Director will fall under the jurisdiction of the President and the Board of Directors.
- d) All cheerleading coaches, assistant cheerleading 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.
- e) Refund Policy is the exact same as the refund policy for football players.

ARTICLE XVI – FOOTBALL COACHES

1. Requirements
 - a) The position of coach shall be open to any responsible qualified person with a sufficient knowledge and interest in the game.
 - b) Any head-coaching candidate shall be required to submit their name to the Coaching Committee.
2. The Coaching Committee will consist of:
 1. President
 2. Vice-President
 3. Coaching Director (Chair)
 4. Assistant Coaching Director
 5. 4th member as assigned by Coaching Committee
3. The Coaching Committee must interview each head-coaching candidate.
4. The Coaching Committee will be responsible for the selection of each head coaching position.
 - a) There shall be one (1) head coach for each team in each age division.
 - b) The head coach has the privilege of selecting his own assistant coaches.
5. All Coaching Committee decisions are final.
6. Qualifications

- a) All head coaches and assistant coaches shall be at least eighteen (18) years of age unless sponsored by a Head Coach and approved by a Coaching Director.
- b) The WWYFA recommends that all coaching staffs attend a coaching clinic ran by the Coaching Director.
- c) 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.
 - i. This application, once returned from the Highway Patrol, will be kept with the Director of Coaching.
 - ii. If any felony convictions, physical, or violent acts in the last five (5) years appear on the criminal background check, this will result in that person being barred from coaching.
 - iii. Domestic violence/offence against a child, or anything that would not show up on a criminal background check (against children), can result in immediate dismissal of organization.

7. 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 head coach is responsible for determining the playing time of each of his players, within the following parameters:
 - 1. OPEN DIVISION; Grades 2-5: Coaches are expected to play ALL PLAYERS as much as possible for the betterment of the team. Playing requirements will NOT be enforced unless Coaches are found to be restricting certain players who are eager to play. This rule is being

left to Coaches discretion, but will be overruled by the Board if deemed appropriate.

2. OPEN DIVISION; Grades 6-8: No play time requirements.
 3. PLAYOFFS; No restrictions.
8. The head coach is responsible for turning in the game results within a reasonable amount of time to the Coaching Director.
9. Coaching Identification
- a) At all games, coaches shall wear the coaching shirts approved by the Board.
 - b) 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.
10. Penalties
- a) 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.
 - b) This probation or suspension, either temporarily or permanently, is the sole discretion of the Coaching Committee.
 - c) To place a coach on probation or suspension the Coaching Committee shall reach a simple majority.
 - d) The suspended coach has the right to appeal any probation or suspension to the Board.
 - e) 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. WWYFA Assistance
- a) 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.
 - b) These duties may include but are not limited to:
 - i. Equipment hand-out and return

ii. Field preparation

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

1. Conduct

- a) The WWYFA will not tolerate any form of violence, threats of violence, intimidation of others or attempts to instill fear in others.
- b) Violations may lead to disciplinary action up to and including banishment from the league and the involvement of appropriate law enforcement authorities as needed.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) Disciplinary action will be conveyed to coaches by Tuesday to allow teams to prepare for upcoming games.
- i) 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.

2. Probation and/or Suspension

- a) 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) WWFYA is a member of during each season.
- b) 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.
- c) The President shall send written confirmation of probation or suspension to the individual by certified mail on the next business day.
- d) The length of probation or suspension is left to the sole discretion of the Board.
- e) 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.

3. Appeals

- a) Petition of Appeal - Any individual aggrieved by a decision concerning disciplinary action shall be entitled to appeal the said action to the board.
- b) Such an appeal shall involve the following steps:
 - i. 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.
 - ii. 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.
 - iii. The written appeal shall be delivered to the President.
 - iv. 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.
 - v. 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

1. Equipment

- a) All equipment, except for the mouthpieces, shoes, girdles, socks, athletic supporters, and cups will be furnished by the WWYFA.
- b) All players shall wear protective equipment at all practices and at games.
- c) This equipment will, at a minimum, meet or exceed the requirements of the Missouri State High School Activities Association (MSHSAA).
- d) 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).

2. 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.

3. 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.

XX – REGISTRATION

1. Responsibility
 - a) The responsibility for registration for players and cheerleaders shall rest with the board.
 - b) The number of registrations held each year shall be at the discretion of the Board.
 - c) The Board shall set the dates for the registration each year.
2. Early Registration
 - a) There shall be no provisions for early registration prior to the first set date for formal registration.
3. Late Registration
 - a) Late registration, after final registration date has passed, shall be permitted, if openings are available.
 - b) 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.
 - c) 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.
4. Registration Fees
 - a) The board shall determine the registration fee, for all football players and cheerleaders.
 - b) All fees will be collected at the time of online registration unless a payment plan is in place.
 - c) In the case of families with special circumstances, the board will consider each on a case-by-case basis.

5. Registration Procedures

- a) Applicants must complete the online registration form. All applicable portions of the form shall be printed legibly.
- b) A parent or legal guardian must sign medical consent form, parent code of conduct and a pandemic release, if necessary.
- c) 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.
- d) A state ID is required for age verification at time of registration.
- e) Medical insurance card(s) must be turned in at time of registration.

6. Registration Publicity/Advertising

- a) Registration publicity shall be made in the form the board deems appropriate.
- b) This publicity shall include information regarding fees and state ID.

7. Registration Refunds

- a) The registration fee refund will be issued within 4 to 6 weeks of receipt of the written request.
- b) The Board has the discretion to make exceptions on individual cases after the start of the season if a written request is filed.
- c) 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.
- d) Refunds will be honored in accordance with the refund policy on the WWYFA website.

XXI – COMMITTEES

1. The Board of Directors shall always have, at a minimum, the following four Committees active:
 - a) Coaching Committee
 - b) By-Laws Committee

- c) Budget Committee
 - d) Fundraising Committee
 - e) Appointed committees deemed appropriate by the President
2. Formations and Chairs of the Board of Directors Committees
- a) The Coaching Committee shall be formed by, at a minimum, the President, Vice President, Coaching Director, Co-Coaching Director and a Designee of the Coaching Committee. This Committee is chaired by the Coaching Director.
 - b) The By-Law Committee shall be Chaired, and selected, by the President.
 - c) The Budget Committee shall be formed by, at a minimum, Treasurer, Fundraising Director, a representative from Cheerleading and a representative from Equipment and the President OR Vice President. This Committee is chaired by the Treasurer.

ARTICLE XXII-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.