

WENTZVILLE WILDCATS YOUTH FOOTBALL ASSOCIATION

BY-LAWS

AMENDED July 2018

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 without 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:
 1. Pay or make provisions for the payment of all liabilities of the corporation.
 2. 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 for the corresponding provision of any future United States Internal Revenue law.
 3. 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

1. 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 Gateway Football League (GFL).
2. 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.
3. All players must be in the eighth grade or under.
4. A registration form must be signed by the parents and/or legal guardian and turned into the Board. The registration form will include a release of liability in regards to any injuries sustained while participating in any league activities.
5. A parent and/or legal guardian, as a representative of the participating child's family, must also 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 of football and cheerleading. The Board reserves the right to add or remove board positions as needed. A $\frac{3}{4}$ vote necessary to create, eliminate or hold open a board position.

1. 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.

2. VICE PRESIDENT

1. Secure fields for practices and games.
2. Contact GFL for weekly standings and reports standings
3. Assists other board members with assigned responsibilities.
4. Solicit bids for trophies and team pictures.
5. Oversees placement of players with Coaching Director.
6. Member of Coaching Committee.
7. Assist Coaching Director in all duties.
8. Assist President in hiring flag football referees
9. Notify GFL of the results of game played.

3. SECRETARY/CO-SECRETARY

1. Responsible for coordinating and organizing information regarding yearly registration for football and cheerleading.
2. Placing advertisement and flyers where designated by the President.
3. Selecting dates for registration in conjunction with the President.
4. Track all Registration paperwork
5. Track resident and non-resident lists
6. Take minutes of monthly meetings.
 1. One year's meeting minutes shall be given to the Treasurer for holding. A copy of the GFL rules shall be a part of this package.
7. Keeper of all records for the WWYFA.
8. Compile GFL certification requirements

4. 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.

5. COACHING DIRECTOR/CO-COACHING DIRECTOR

1. Responsible for sign-ups for all coaches and assistant coaches at registration.

2. Coordinates coaches clinics and certification, including criminal background check.
3. Obtain Head Coaching Candidates.
 1. All volunteer Head Coaches are required to be interviewed by the Coaching Committee outlining their coaching background and experience.
 2. All volunteer Head Coaches are subject to approval by the coaching committee.
4. Responsible for player placement.
5. Chair of Coaching Committee.
6. Act as mediator between coaches and parents, first level escalation, log any incidents to the coaching committee.
7. Perform periodic checks on coaches during season.
8. Coordinate the year-end coaches' evaluations.

6. EQUIPMENT DIRECTOR/CO-EQUIPMENT DIRECTOR

1. Orders all football equipment and jerseys.
2. Issues and maintains all football equipment throughout the season, and will assist the Cheerleaders, as requested, on issues relating to Equipment.
3. Record keeper of all equipment issued and returned.
4. Maintains equipment shed and tower.
5. Assist Equipment Director with all above-mentioned duties.

6. EVENT DIRECTOR/CO-EVENT DIRECTOR

1. Manage concessions (i.e. Jamboree, Fundraising Events, Camps) and order all necessary supplies.
2. Schedule volunteers for concessions as needed.
3. Keep accurate concession records for items ordered and sold.
4. Plan and coordinate Coaches Dinner.
5. Turn all funds in to Treasurer.

7. TEAM PARENT DIRECTOR

1. Presides over WWYFA Board elections

1. Make up election ballots with return address.
2. Obtain resume for candidates.
3. Distribute nomination forms to all parents.
2. Give parents notice of each Board meeting and a reminder that each board meeting is open to the public.
3. Schedule meetings with team parents.
4. Collect information from any Board member to be distributed to parents.
5. Keep team parents informed on upcoming events.

8. FIELD DIRECTOR/CO-FIELD DIRECTOR

1. Prepares and maintains football field for game days.
2. Arrange for set-up and break down of field.
3. Keep field lines cut and striped.
4. Coordinate schedule for announcer and clock operation.
5. Field Marshall during home games.
6. Assist all other board members with duties.
7. Take equipment to designated location to be set up.

9. FUNDRAISING DIRECTOR/CO-FUNDRAISING DIRECTOR

1. Responsibilities include all Fundraising Activities.
2. Maintain contact with Treasurer and Team Parent Coordinator.
3. In charge of Sponsorship information for Fundraisers.

1. Collecting and writing letters
2. Distributing letters to Area Businesses

4. Picks our annual organizational fundraiser and forms a committee to help with duties.

10.SPIRIT WEAR DIRECTOR

1. Coordinate and research spirit wear companies.
2. Order all football/cheer paraphernalia for resale at WWYFA events.
3. Inventory and keep all Team logoed merchandise for sale.
4. Assist Fundraising Director as needed.

5. Must present a beginning and end-of-season inventory.

11.CHEERLEADING DIRECTOR/CO-CHEERLEADING DIRECTOR

1. Organize and maintain all cheerleading related activities.

12.WEB MASTER

1. Oversees all activities related to keeping a WWYFA Web Page current and accessible.

2. All changes to the Web page must be requested via email to the web master and the VP. The changes will be made upon approval of the VP.

3. Issue and maintain all Board Member email addresses.

13.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.

14.PLAYER SAFETY COACH

1. Shall ensure all coaches within the organization have completed the USA Football Level 1 Coach Certification Course.

2. Shall conduct one Heads Up coaches clinic for all coaches. Clinics will cover equipment fitting, proper tackling, reducing helmet contact and concussion management.

3. Shall conduct a Heads Up clinic for Parents, as needed.

4. Shall observe practices as needed and provide guidance to coaches relative to Heads Up Football's points of emphasis.

5. Shall attend games as often as possible.

6. Shall serve as the league liaison and gather information from USA Football.

Each Board member is responsible for keeping records/files of their activity for the year. These records should be kept in duplicate. One set of records/files should be given to the Secretary for filing in the Board's record cabinet. The other set will be kept by the Board member to hand down to newly elected Board members.

ARTICLE V – TERM OF OFFICE

All Board positions 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 Gateway Football League (GFL) local rules.

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. 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.
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
 1. A registration fee, the amount of the fee to be set by the Board, shall be paid by each participant.
 2. 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.
 3. The players and cheerleaders in the program may be required to solicit support in these fund drives.
 4. 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.
 5. Tax Deductible donations: Those made under the WWYFA Tax ID number and 501(c)3 status are for the benefit of the league; not a specific team, individual or group.

2. Auditing

1. 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

1. 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:
 1. The proposed amendment has been submitted to the Bylaws/Rules Committee for review and editing.
 2. 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.
 3. 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.
 4. 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.
 5. 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.

6. 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.
7. Once yearly the bylaws/rules committee may correct and update the rules and bylaw book.
8. The GFL rules and Bylaw's 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

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.
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
 1. 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 Team Parent Coordinator will lead the effort to seek candidates for all positions. Candidates for the Board of Directors Positions may submit a Resume to the Team Parent Coordinator for the Board's review.

3. The Team Parent Coordinator 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 Team Parent Director if they are not going to be a candidate for any Board of Director's position.

B. Election Meeting

1. The Team Parent Coordinator 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.

6. There shall be no absentee and/or proxy voting.

7. The voting process shall occur by each Board Member submitting a ballot with the written name of their candidate of choice to the Team Parent Coordinator for tabulation. The Secretary and President may assist the Team Parent Coordinator 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 Team Parent Coordinator 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 Parent Team Coordinator that they wish to address the Board and give a three minute verbal resume describing their desire to be elected to the Board. The Team Parent Coordinator 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 Team Parent Coordinator 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.

10. After the Review of resumes, the call for new nominations, and the discussion of all candidates, the Team Parent Coordinator shall declare the discussion over and call for the voting process to begin for the current Board of Director Position being elected.

11. The Team Parent Coordinator 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.

12. 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.

13. If a Candidate is seeking election for an individual Board Directors Position, and that said person is running un-opposed, 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 non-vote from an individual Board of Director present at the election shall be recognized as a vote against.”

14. If at the conclusion of the Voting Process there are still un-filled 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 Team Parent Coordinator of the interest in being elected to a position. The Secretary shall be notified to add an Election to the next meetings Agenda, and this 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

A. 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.

2. 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.

3. 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

1. Create and implement the organization chart and position that best meet the needs and expectations for the cheerleading program.
2. All volunteers are required to complete a Criminal Background check.
3. All volunteers are subject to the approval by the Cheerleading Director.
4. The Cheerleading Coach must be at least eighteen (18) years of age, and knowledgeable of cheerleading activities.

2. Cheerleading Clinics

1. 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

1. Registration

1. All cheerleaders participating in the program shall be registered on the registration form provided by the league.
2. No applicant shall be permitted to practice until, as a minimum, the application has been completed and signed by the parent or guardian.
3. Registration fees shall be set by the Board.
- 4.

4. Age Requirements

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

- a. Birth Certificate.
- b. Other legal document verifying date of birth.

5. Cheerleading Coaches and Rosters

1. There shall be a minimum of one (1) Cheerleading Coach over the age of eighteen (18) for every twelve (12) cheerleaders.
2. 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.
3. Once all squads are filled, no additional applications will be accepted.
4. 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

1. All cheerleaders will receive a comparable award as the football players on the same team receive.

7. Practices

1. No practice will be held without the cheerleading Director or Cheerleading Coach present for their squad.
2. 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.
3. 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

1. All cheerleaders, cheerleading Coaches, and volunteers are under the authority of the Cheerleading Director and Assistant Cheerleading Director.
2. All conduct violations shall be referred to the Cheerleading Director.
3. Any conduct or other violations not resolved by the Cheerleading Director will fall under the jurisdiction of the President and the Board of Directors.
4. 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.

9. Refund Policy is the exact same as the refund policy for football players.

ARTICLE XVI – FOOTBALL COACHES

1. Requirements

1. The position of coach shall be open to any responsible qualified person with a sufficient knowledge and interest in the game.
2. 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. 5th 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.

1. There shall be one (1) head coach for each team in each age division.
2. The head coach has the privilege of selecting his own assistant coaches.

5. All Coaching Committee decisions are final.

6. Qualifications

1. 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
2. The WWYFA recommends that all coaching staffs attend a coaching clinic ran by the Coaching Director.
3. 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.

1. This application, once returned from the Highway Patrol, will be kept with the Director of Coaching.
2. 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.
3. 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

1. The head coach will be responsible for all actions involving their staff and players.
2. 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.
3. 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.
4. The head coach is responsible for the organization of team practice schedule.
5. 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
1. At all games, coaches shall wear the coaching shirts approved by the Board.
 2. 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
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 GFL.
 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. League Assistance

1. 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.
2. These duties may include but are not limited to:
 1. Equipment hand-out and return
 2. Field preparation
 3. Assist players with selling raffle tickets to cover the cost of league fees as needed
 4. Attend registrations

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

1. 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 league by either the WWYFA or the GFL will be subject to actions of up to and including expulsion from the league.

1. 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 GFL.
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.

1. Appeals

1. Petition of Appeal - Any individual aggrieved by a decision concerning disciplinary action shall be entitled to appeal the said action to the Board.
2. Such an appeal shall involve the following steps:
 1. 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.
 2. 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.
 3. The written appeal shall be delivered to the President.

3. 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.
4. 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

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).

2. Distribution of Equipment

1. 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.
2. 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.
3. 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.
4. Any alternate jersey must be purchased by the Team.

3. Equipment Return

1. At the end of each season, it will be the responsibility of the Equipment Director, Assistant 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.
2. 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.
3. The head coach shall emphasize to each and every parent at the beginning of the season this equipment return policy.
4. An equipment deposit will be collected at the time of registration for each player.
5. 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

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.

2. Early Registration

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

3. 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 GFL.
3. All WWYFA teams shall be required to register all applicants before the official weigh-ins through the GFL
4. 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

1. The Board shall determine the registration fee, for all football players and cheerleaders.
2. All fees will be collected at the time of registration unless raffle tickets are being sold in lieu of the registration fees.
3. In the case of families with special circumstances, the board will consider each on a case-by-case basis.

5. Registration Procedures

1. Applicants must complete the Registration form. All applicable portions of the form shall be printed legibly.
2. A parent or legal guardian must sign medical consent form.
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 birth certificate is required for age verification at time of registration.
5. Report card for last completed school grade.
6. Medical insurance card(s) must be turned in at time of registration.
7. A parent or legal guardian must read, sign, and turn in the WWYFA "Parents Code of Conduct."

6. Registration Publicity

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

3. Prior to registration, announcements shall be distributed at schools, fields, and park recreation programs.

7. Registration Refunds

1. The registration fee or a portion of the registration fee will be refunded upon return of any unsold raffle tickets. Only the value of the returned raffle tickets will be refunded. No refunds will be given once the raffle drawing is completed at the first practice.
2. The registration fee refund will be issued within 4 to 6 weeks of receipt of the written request and the return of unsold raffle tickets prior to the drawing.
3. The registration fee is non-refundable after the raffle drawing is completed.
4. The Board has the discretion to make exceptions on individual cases after the start of the season if a written request is filed.
5. 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.

I. Scholarship information: Bylaws Committee asks this to be provided by the Budget Committee.

XXI – COMMITTEES

1. The Board of Directors shall always have, at a minimum, the following four Committees active:
 1. Coaching Committee
 2. By-Law Committee
 3. Budget Committee
 4. Fundraising Committee
 5. Appointed ad hoc committees deemed appropriate by the President
2. Formations and Chairs of the Board of Directors Committees

1. 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.
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, A representative from Cheerleading and a representative from Equipment and the President OR Vice President. This Committee is chaired by the Treasurer.

ARTICLE XXII-

1. All board members that may have a child, sibling or grandchild in 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 must pay the full registration fee upon leaving.