



**DUNMORE JR BUCKS  
FOOTBALL/CHEER  
BY-LAWS  
2020**



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**ARTICLE I**  
**Name**

This organization shall be known as the Dunmore Midget Football Organization.

**ARTICLE II**  
**Mission and Objective**

1. It is the purpose of the Dunmore Midget Football Organization (DMFO) to teach and promote youth football and cheerleading. Our primary concern is that our children learn the sports of football and cheerleading properly and by the rules. We believe winning is secondary to good sportsmanship. We believe that all children and parents should feel confident that they are participating in a safe, healthy, and fun activity. To insure this DMFO insists on high standards of conduct and fair play from all its members, coaches, players, and parents.
2. Provide a safe environment for our players as they participate in junior football and cheerleading activities. Our responsibility is to the participants of our organization.
3. Promote good sportsmanship between all members of the organization teaching values of fairness, respect, and compassion. We will demonstrate those values every day as we lead by example.
4. Place the good of the organization over and above all else. Individual accomplishments will never take precedence over the well-being of the organization.
5. The objective and mission statement must be read at each function by the organization following the pledge allegiance.

**ARTICLE III**  
**Government**

1. The government of this organization shall be vested in the Board of Directors.
2. The Board of Directors will consist of the officers of the organization (refer to the section OFFICERS)
3. By-laws cannot address all situations that may arise during the year. When it is necessary to act on a situation not addressed in the by-laws or policy, a special meeting will be called by the president and the Board of Directors will make a decision based on discussion and investigations. If necessary, a by-law amendment will be written.

**ARTICLE IV**  
**Meetings**

1. Regularly scheduled organization meetings will be held the second Monday of each month in the off-season and every Tuesday during the season.
2. All motions that are brought up at a meeting will be tabled for one meeting unless 2/3 majority of the body present agrees to vote on it at that meeting.
3. To change a bylaw any time during the year, except for the yearly review, you must have 2/3 votes in favor at the special meeting called for that purpose.
4. All meetings will be conducted in accordance with Roberts Rules of Order

**In Season Meetings** are from first practice of the season up to the banquet you must attend one organization meeting a month

**Off Season Meetings** are from the banquet to the first practice of the season you must attend one of the monthly organization meetings or upon being recognized by the board

If the minimum number of required meetings are not attended a viable excuse may be requested by the board.

## **Types of Meetings:**

- **Organization Meeting**
- **Board Meeting**
- **Special Meeting**

### **Organization meeting:**

Regularly scheduled meetings of the organization for all membership to attend regarding organization business  
A quorum of seven (7) people including at least four (4) Board Members must be present to conduct a meeting.  
A quorum of seven (7) people including at least four (4) Board Members must be present to vote on any issues. One of the four (4) Board Members must be either the President or Vice President or Both.  
All subjects pertaining to organization operations shall be ruled on during board meetings and then presented at regular organization meetings for final approval.  
The authority to approve or deny any given board decision or any other vote to be taken lies with a majority vote of all members present at the organization meeting.

### **Board Meeting:**

The Board may hold board meetings in order to facilitate the direction of the Association. The Board of Directors must report their findings at the next monthly meeting unless the issue is of a private/personal matter.  
The Board may have a private working session/caucus prior to this meeting.  
Only board members vote at these meetings  
A quorum of (5) Board Members must be present to conduct a meeting.  
A quorum of (5) Board Members must be present to vote on any issues. One of the four (5) Board Members must be either the President or Vice President or Both

**Special Meeting** is a meeting called by the president and is any meeting other than a regular scheduled organization meeting or board meeting. The special meeting will only cover the reason it was called, and no other business will be discussed. The secretary will contact members of the organization to notify them of the date & time. The authority to approve or deny any vote lies with a majority vote of all active members present at the special meeting, no absentee votes are allowed the active members must be present to vote.  
A quorum of seven (7) people including at least four (4) Board Members must be present to conduct a meeting.  
A quorum of seven (7) people including at least four (4) Board Members must be present to vote on any issues. One of the four (4) Board Members must be either the President or Vice President or Both.

All meetings will be made public for all members to attend

## **Meeting Attendance Team/Squad Violations**

A team/squad will be represented at each meeting by at least one representative who is a coach for that team. If a team misses 3 scheduled meetings in a row without a viable excuse, the following violations shall be imposed on the Head Coach of that team.

1. First offense:  
One game suspension and cannot be on the sidelines.
2. Second Offense:  
Suspension for 2 games and cannot be on the sidelines.
3. Third Offense:  
Suspension from coaching for the rest of the year  
All punishments carry over to the following season.

## **ARTICLE V Registration**

Registration will be held through our website and in person. Time, date, and locations for in person as well as start and end dates for registration to be determined by the board and will be distributed to prospective and current members.

1. Each player or cheerleader will be required to pay the set annual registration fee to be decided at the first organization meeting.
2. If, by the first official day of practice, (first practice is the last full week in July) the participant decides not to participate and/or is unable to participate due to personal reasons reimbursement will be made, up to and including Thursday, the first week of practice.
3. After this period of time, no reimbursement will be made to anyone leaving the organization voluntarily, or due to disciplinary action.
4. All regular fees and signatures must be submitted by first day of practice.
5. All financial obligations must be met by uniform handouts, unless otherwise noted.
6. If obligations are not met the child will not participate until all obligations are met. Any exceptions are subject to board discretion.

## **ARTICLE VI Membership**

**Active Member is defined as a member (coach, committee, or board member) in good standing that has fulfilled all his/her obligations as to funding raising, meeting attendance, stand obligations, good conduct, etc. and has been a member for the entire current season. (See below)**

**General Membership is a legal guardian that has or previously had a child in the organization or is approved by the current board members**

1. All members must attend 2/3 of a meeting to get credit for that meeting.
2. In order for a new member to become active, he or she must be a member the entire current season with all necessary background checks in accordance with Pennsylvania law.
3. His/Her year begins when he or she is recognized at a meeting and his or her name is recorded in the minutes.
4. He/She must make required meetings during the year. At least one meeting during the off season and at least one meeting per month in season.
5. Certain active members (appointed by the president) will have keys to the field house and are responsible to provide a key at their own cost. Equipment room will have a separate lock on door. Only the equipment manager and assistant will have keys to that room.
6. Any member not present at the nominations will be notified for the election meeting

**All persons requesting to act as a coach, board member or committee member for the DMFO shall comply with Pennsylvania law. No applicant will become a member until information is reviewed and voted on by the membership. All members will be reviewed as necessary.**

**ARTICLE VII  
Elections**

1. At the November organization meeting nominations for all open positions will be opened and are to be taken from the floor from any member (active or general).
2. To be nominated for an office the person nominated must be an active member. They do not need a second on the nomination. They also must accept or decline the nomination before nominations close in December.
3. To vote in elections, you must be an active member. A list of active members will be approved by the board prior to nominations taking place.
4. Prior to elections during the December organization meeting, additional nominations may be made.
5. Then nominations will close and Elections will be held at the same December organization meeting.
6. In the event of a tie, one re-vote will be held. If that re-vote again results in a tie, the incumbent will remain in the position.
7. Board members shall be voted on as follows only active members shall vote in elections: Officers shall be elected by written vote of active members present at the meeting in December.
  - Active members will write names of choice on a provided piece of paper.
  - Votes will be tabulated by two 2 volunteers not running for office and counts will be recorded by the Secretary for review. Vote totals will not be announced
  - Board positions will be voted on every year

**ARTICLE VIII  
Officers**

1. The officers of the Dunmore Midget Football Organization shall be as follows:
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
  - E. By-Laws Officer (Sgt. At Arms)-Appointed by the President
  - F. Cheer Commissioner(s) Maximum of 2 - count as 1 vote during board meetings
  - G. Football Commissioner(s) Maximum of 2 - count as 1 vote during board meetings
  - H. Booster Chair(s) Maximum of 2 - count as 1 vote during board meetings
2. Any vacancies, which may exist, will be filled by the board at a special meeting for the remainder of the year. After the year has ended the regular bylaws addressing elections shall be followed.
3. No member can hold an executive office in the league unless he or she is active for one year unless voted upon by current board members.

**ARTICLE IX**  
**Duties of the Officers**

1. The President shall:
  - a) Preside at all meetings & activities of the league.
  - b) Will have the tiebreaker vote at all meetings.
  - c) Call special meetings
  - d) Represent or appoint a representative to the ACC meetings and functions.
  - e) Serve as an ex-official member of all committees
  - f) Responsible for appointing all committees and their chair with Vice President
  
2. The Vice President shall:
  - a) Assumes responsibility of president when he is not available.
  - b) Takes over the duties of the president in the event that the president resigns or is removed.
  - c) Responsible for appointing all committees and their chair with the President.
  
3. The Secretary shall:
  - a) Record all minutes at all meetings and read these minutes at the next meeting.
  - b) Be responsible for all league correspondence
  - c) Assist President in contacting members for special meetings.
  - d) Maintain an active member list
  - e) Responsible for uploading meeting minutes to the website
  - f) Record any receipts for purchases in the meeting minutes
  
4. The Treasurer shall:
  - a) Be responsible for all league funds. Collect any receipt or bills and responsible for any deposits into the organization account.
  - b) Be responsible for paying all league bills according to the rules set by the by-laws by two (2) signatures (President, Vice President and Treasurer)
  - c) Give a financial report at organization meetings once a month and a year-end report.
  - d) Provide a written annual summary report to be presented to the membership meeting and kept on file with the secretary annually after the banquet.
  - e) Responsible for collecting funds from food concession stand after games
  
5. Sgt. at Arms shall:
  - a) Maintain order at all meetings.
  - b) Be responsible for the following of all by-laws and its interpretations.
  - c) Bringing current by-laws to every meeting.
  - d) Be appointed by the president and assure all non committee meetings are under control.
  
6. Cheer Commissioner(s):
  - a) Attend all meetings and activities of the DMFO.
  - b) Oversee all cheerleading activities.
  - c) Coordinate practices in conjunction with head coaches
  - d) Works with Board to assign head coaches
  - e) Represent or appoint a representative to the ACC meetings and functions.
  - f) Act as liaison between coaches, parents and the organization board
  - g) Responsible for the collection of all proper documentation to ensure the cheerleader eligibility
  - h) Be available for all games for handling of any cheer related issues that may arise
  
7. Football Commissioner(s):
  - a) Attend all meetings and activities of the DMFO.
  - b) Oversee all football activities.
  - c) Coordinate practices in conjunction with head coaches
  - d) Works with Board to assign head coaches
  - e) Represent or appoint a representative to the ACC meetings and functions.
  - f) Act as liaison between coaches, parents and the organization board
  - g) Responsible for the collection of all proper documentation to ensure the player eligibility
  - h) Be available for all games for handling of any football related issues that may arise
  
8. Booster Chair(s) shall:
  - a. Coordinate(s) and oversees booster committees

Any officer who is not performing their duties in accordance with the by-laws will be replaced by a vote at a special meeting; this vote must be 2/3 in favor to be removed.

**ARTICLE X**  
**Rules and Regulations**

**The league shall be governed by the P.I.A.A. / ACC rules along with the following rules and regulations. If our league by-laws contradict with the P.I.A.A. rules the more stringent rule will take prescient.**

1. Boundaries

- a. Players that do not reside in Dunmore that played on an ACC team in for the previous season, must obtain a waiver from that team to be allowed to play for the Dunmore Football Organization.
- b. All players requesting a release from his or her team must get three (3) copies of the standard release form signed by the releasing team. One copy of this form will be given to the secretary of the ACC with the remaining two (2) copies kept by the new team. If a player or family member has not returned **equipment** or paid all fees to any team in the ACC that player cannot sign up with another team in the ACC until the issue is resolved.
- c. When a player starts with a participating organization, that player may stay in that organization, even if the player was to relocate out of the organization area or for any other reason not stated here. Once a child starts in an organization the family can stay with that organization (Grandfathered). Once a player leaves their 1<sup>st</sup> organization to play for another, that player cannot return to the first organization unless they move back to or reside within the Dunmore borough boundaries.

2. PRACTICE

- a) The first day of practice is determined by the ACCJFL.
- b) In the absence of the head coach, the assistant coaches are responsible for all situations dealing with daily practices.
- c) Any cancellations (weather, etc) will be the responsibility of the head coach of each team or Organization President.
- d) After cheer competition cheerleaders will practice a minimum of one day a week until the end of the season.
- e) Practice locations will be determined by the league. Ex. safety, convenience, size of practice area, and other factors to be determined.

3. PLAYERS RESPONSIBILITY

- a. The DMFO will take football players and cheerleaders that reside within the borough of Dunmore or in accordance with ACC rules.
- b. If a football player or cheerleader is contacted by a head coach for missing practices and the player continues to miss practice then the head coach has the right to make a decision on that player's status for game time.
- c. If a football player or cheerleader is injured during practice or a game his status is still active as far as post-season awards.
- d. Any football player or cheerleader that quits at any time during the season will not be eligible for any league awards or benefits.
- e. To be eligible for the Gianzanti Award, a football player must have participated 5 consecutive years and be a graduate in the league or with board approval.
- f. Any football player that is eligible to return to the league and chooses not to and would like to receive a graduate award he must:
  - Have at least 3 years participation in the league and
  - Must have weight problems during the year
  - Is a true freshman



- g. All footballs and equipment must be turned in at least a week prior to the banquet. Benefits will not be given at the banquet if the equipment is not turned in.
- h. Any other questions on bylaws or league policies can be discussed with any league officer or member.

#### 4. AGE REQUIREMENTS

##### Football Players

All children listed as football players on the team rosters must meet age requirements set forth by the league.

- a) A Team- A youngster who is fourteen (14) years of age before May 1st of the current season will be ineligible to compete on the A team unless the player is 120 pounds or less and will not turn fifteen (15) prior to the end of the season
- b) B Team- A youngster who becomes twelve (12) years of age before Aug 1st of the current season will be ineligible to compete on the B team.
- c) C Team- A youngster who becomes ten (10) years of age before Aug 1st of the current season will be ineligible to compete on the C team.
  - a. Example: If a child turns 14 on April 30th that child is not ineligible for Junior Football unless the player weights 120 pounds or less, is in 8<sup>th</sup> grade or below and will not turn 15 prior to the end of the season and the team has 14 players or less on the roster as the time of sign ups.
- d) **D Team age limit requires any 5-year-old must turn 6 years of age before Dec. 31<sup>st</sup> before being allowed to play. This younger player will be a D team player but can play in C- team games at the discretion of the C-team coach & Guardian**
- e) Original Birth Certificates or Birth Registrations and a copy of either will be attached to the A.C.C. application along with a recent picture. If a Birth Certificate is not available a Passport, Baptismal, or a letter from a school official with signature along with phone number is acceptable. An A.C.C. officer or designate will sign the copy of the Birth Certificate or Birth Registration and it will be valid as long as the youngster plays in the league. All teams will use the standard applications approved by the A.C.C. Board of Directors, and must be signed by a parent or legal guardian before practice starts.

##### Cheerleaders

All Cheerleaders listed on team rosters must meet age requirements set forth by the ACC League.

- a) **A Team** - A team will consist of girls in 7<sup>th</sup> and 8<sup>th</sup> grades.
- b) **B Team** - B team will consist of girls in 5<sup>th</sup> and 6<sup>th</sup> grades.
- c) **C Team** - C team will consist of girls in 3<sup>d</sup> and 4<sup>th</sup> grades.
- d) **I Team** - I (or D) team will consist of girls in kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades.

An original birth certificate and photograph will be attached to the ACC registration form as proof of age. The Cheer Commissioner(s) of the organization will validate the registration form.

#### 5. WEIGHT REQUIREMENTS

All football players must meet weight requirements set fourth by the ACC. These weights are as follows:

1. A Team- A football player's weight cannot exceed 170 pounds prior to the first game. There will be no progressive weight gain.
2. B Team- B football players' weight cannot exceed 140 pounds prior to the first game. There will be no progressive weight gain.
3. C Team- C football players' weight cannot exceed 115 pounds prior to the first game. There will be no progressive weight gain. Maximum weight for D team cannot exceed 105 pounds.
4. ACC rules on weights can be referred to the ACC league by-laws.

**NOTE:** A 50-lb. weight will be kept at all home games by the scale to verify the accuracy of the scale if necessary.

5. All parents & football players shall be aware that if their child is over their division (A, B, C) weight limit that the coaches will have the authority to have that player refrain from certain contact drills or activities in practice if the coaches felt that the safety of others will be at risk.

6. If after a certain time period the above football player does not progress downward toward the weight limit, this player's parents will be contacted for discussion on possibly moving the player up to the next division. If the parent refuses to move their child up they must realize that their child may not be able to practice certain drills or activities for the safety of others.

7. All coaches will discuss this issue among themselves, and only themselves, but the final decision will be the head coaches. If for some reason it cannot be resolved among the coaches the board will be contacted about the issue to help resolve it.

## 6. APPLICATIONS AND ROSTERS

a) Each team must complete their roster at the required time as stated by the ACCJFL to the League Representative at a designated place. All copies of the rosters will be distributed at this time.

i. The roster, shall be in numeric order, and include the following: the players number name, birth date, weight, and initials of one of the Board Members. The ACCJFL registration forms for each player and a verified copy of their birth certificate must be signed by an ACCJFL officer and be kept in the Team book.

ii. No player may be added to the roster, without notification to the President and each team in writing or by phone call, excluding the I-Team. No player can be advanced a level for any reason after the fourth game. After the teams third game of the season no player can be added to the roster without approval of the Board. After roster turn in you cannot be on two rosters.

iii. Violation of Section D Rule 1b will result in a one game suspension for the coach and forfeiture of the games that the illegal player played in.

iv. In emergency circumstances, the opposing coach must be informed of a jersey number change of any player(s) prior to the individual(s) playing in the game, failure to inform the opposing coach will result in a one game suspension for the head coach.

2. If a player is on the roster of an eight grade or freshman team at the time of our first (1st) game, the player is ineligible for play in the A.C.C. while the player is on the freshman or eight grade roster. If the player is off the freshman roster by the third game the player is eligible for play in the A.C.C.

a. Any player who dropped out of Junior Football and then dropped out of freshman football or eight grade football, before the first regular scheduled game or by the third game, will be allowed to play in the A.C.C.

b. Violation of Section D Rule 2 or 2a will result in a one game suspension for the coach and a forfeiture of all games that the ineligible player played in.

3. Applications, birth certificates or registrations, pictures and medical information form must be checked by an A.C.C. Board member at the roster turn in and must be available to any opposing coach before any regular seasons games.

a. Any birth certificates or registration that does not meet standards will be accompanied by a signed letter by the coach, parents, and school officials verifying the date of birth from the school. This will be standardized form from the league.

b. Birth certificate copies must have original ink on them; copies of the copies will not be accepted. Full legible signatures and team affiliation are required on all birth certificates, if possible use red ink. Illegible signatures must have the name printed below it. A.C.C. Officers will handle all team weigh-ins, and seal each birth certificate. A.C.C. Officers are prohibited from certifying players from their own team.

c. Baptismal, Passport, or hospital certificates are acceptable.

All applications will be filled out & registration fees will be paid prior to any child practicing, playing, or cheering in any games. All rosters will be provided to the secretary by all head coaches and be kept on file.

The ACC bylaws require the official roster book to be present at all games with all requirements in place i.e. pictures, weights, jersey numbers and required signatures verifying all weights, ages, etc.

## **7. MANDATORY PLAY RULE**

1. The following shall be a Minimum Play Rule (MPR) for all A.C.C. teams. If a child makes three practices during the week, the player shall receive six (6) plays including special teams.
2. Prior to the start of each game during weigh-ins each coach shall provide a list, if any, of all players that are excluded from the Mandatory Play Rule to the opposing coach. This list shall be in the form of a complete roster with those excluded players clearly identified by number. The reason for the exclusion is not required. Excluded players may play in the game at the coach's discretion. In the event of a protest the head coach shall be required to present to the ACCJFL the reasons for exclusion within 24 hours of protest.

## **8. PLAYERS**

1. Any player ejected by officials on game day will be suspended for the following game. 1a. The ejected player will be listed on the roster sheet as being ejected from the game.
  - a. A forfeiture or an open date does not constitute a game of suspension.
  - b. In the event the ejected player plays, their team will forfeit that game the player plays in and any other game until that players serves their suspension.

## **9. Player Equipment**

The DMFO will follow Article VII Section I of the ACC Bylaws regarding equipment.

## **10. MISCELLANEOUS**

- a) All teams' practices will be at selected fields based on availability at the beginning of the season.
- b) All teams must have a first aid kit available. Coaches will ensure that the first aid kit will be present at all games and practices.
- c) The following organizations have combined into 1 overall organization, with the Dunmore Oilers Jr Football Organization board of directors being the final decision-making body.
  - The Dunmore Jr Bucks Football Organization
  - The Dunmore Jr Bucks Booster Club
  - The Dunmore Jr Bucks Cheerleaders Organization

The Dunmore Jr Bucks Boosters will pay for all of the gifts for the graduating boys & girls at the annual banquet if an adequate amount of funds are in their account.

## **11. COMMITTEES**

The President and Vice President will appoint the following committee chair people. The Chair will then fill their committees from interested members

- Concession committee chairperson
- Fundraising committee chairperson
- Banquet Committee chairperson
- By Law Committee

## Committee Functions

### Concession committee:

- Stand operations for all times stand is to be open. Bucks games, junior bucks games and special events and other games as needed
- Inventory for the stand
- Donations and fundraising for the stand to offset costs
- Schedules for the stand and chains during DMFO home games

### Fundraising committee

- Planning an organizing fund-raising events for the organization

### Banquet committee

- Plan and organize banquet in conjunction with boosters

### By Law committee

- Responsible for opening and reviewing bylaws on a yearly basis
- Committee not to exceed 15 people with no more than 50% of board members and must be an odd number

Committees will have meetings on their own and bring their proposals to the board for final decision before being brought to an organization meeting.

## **ARTICLE XI**

### **Insurance**

1. A copy of the organization's annual insurance policy will be kept on file with the secretary.
2. Bids will be sent out annually for the organizations insurance. These bids will be voted upon by the membership.

## **ARTICLE XII**

### **Medical Issues**

1. If the child is able to play it will be the responsibility of the parents/guardian to inform the coach(s) of their child's conditions. If medication is required to be present during practices, games, or competition it will be the parents/guardian responsibility to be present during all activities to administer the medication to their child if necessary. No coach will be responsible to administer any medication other than basic first aid.
2. Each parent will be required to fill out a medical information form prior to their child's participation in any practices or games.

## **ARTICLE XIII**

### **Participant Health and Safety**

All coaches shall annually take the classes Heat Wise, Concussion Wise and Cardiac Wise, offered by [sportssafetyinternational.org](http://sportssafetyinternational.org), and present the earned certificates of completion prior to the first day of practice. The president shall verify that all coaches completed the required classes and provide a letter of certification to the ACCJFL that all coaches have successfully completed these required classes.

**ARTICLE XIV**  
**Coaches Code of Conduct**

**Disciplinary actions in violations of the code will be referred to the section of the by-laws as such.**

*This code of conduct will be read at the first meeting prior to the first practice of the season, this is mandatory and will be read annually by the secretary.*

1. CODE OF CONDUCT (ALSO REFER TO LAST SHEET IN THESE BY-LAWS)

All coaches of football and cheerleading will abide by a Code of Conduct, which includes the following provisions. This Code of Conduct will include all the provisions within the Dunmore organization along with all Codes directed by the ACC rules. If any of these rules are broken, the DMFO board of directors shall have the authority to impose a penalty.

The Coaches Shall:

1. Not use tobacco on the field or in the field house with children present.
2. Inappropriate criticism of players/cheerleaders/parents in front of spectators, but reserve constructive criticism for later, in private, or in the presence of the team members if others might benefit.
3. Accept decisions of the game officials and judges on the field in competitions as being fair and called to the best of said officials.
4. Not criticize an opposing team, its players, coaches, cheerleaders or fans by word of mouth or by gesture.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Strive to make every league activity serve as a training ground for life, and basis for good mental and physical health.
7. Emphasize that winning is the result of good teamwork.
8. Not engage in overly excessive sideline coaching.
9. Together with team officials, be jointly responsible for the conduct and control of the team, fans, and spectators. Any fan that becomes a nuisance and out of control will be asked to leave the stadium area, if the person will not comply the Dunmore Police will be notified.
10. No use of abusive or profane language at any time.
11. No (pile it on); not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
12. Do not permit or encourage sweating down tactics in order for a player to make the team weight.
13. Not recommend or distribute any medication, controlled or over the counter. A signed physician note **MUST** be presented to the head coach (and presented to the secretary to keep on file) by the parent before such player will be able to participate if any needed medication is to be kept at practice/games (i.e. inhalers). The player's parents/guardian must be present at all practices and games to administer the needed medication if necessary. It will not be the coach's responsibility to administer any medication.
14. Not permit any ineligible player to participate in a game.
15. Not deliberately incite unsportsmanlike conduct.
16. Abstain from possession and drinking of alcoholic beverages and the possession of illegal substances on both the practice and game fields.
17. Remove from a game or practice any participant when even slightly in doubt about their health. If this occurs it will be the judgment of the head coach if the player is able to continue in the game/or return to practice. If a parent insists that his son is able to return a written release form must be provided to the coach (and kept on file with the sec.) from a physician to approve the players return. If this situation occurs during a game only a physician's written or verbal (with witnesses) approval will allow the player to continue if the head coach deems necessary.
18. Remember, as a team coach you are responsible for your team and fan reaction will usually be in step with your reaction. As a coach you are expected to lead by example
19. Uphold all rules and regulation, regarding the ACC and Dunmore by-laws.

**ARTICLE XV**  
**Sportsmanship and Conduct and**  
**Disciplinary Action Procedures**

**Inappropriate conduct will be defined as unacceptable conduct while engaged in organization activities**

1. See Article II
2. All players, coaches, and officials must conduct themselves in a sportsmanship like manner
3. The league will not tolerate unsportsmanlike conduct or profanity at any event by any member, coach, player, or parent.
4. Anyone that represents the team as a parent/fan may bring a complaint against a coach/member verbally or in writing to the board of directors within that season (from the 1<sup>st</sup> day of practice until 2 weeks after the season has ended) when the incident has occurred. Any complaint presented by a member/parent shall first be directed to the head coach to see if the issue can be resolved. (chain of command)
  - If the head coach cannot resolve the issue in question or the issue is directed specifically to the board, the board will investigate.
  - The board of directors will hold a special meeting with the person(s) involved either together or separate to state their concerns. This will be the only time any party involved will speak their concerns.
  - The board will investigate (via special meeting) the issue to see if the complaint is necessary to bring to the membership for a vote on disciplinary action or if it can be resolved at that level by both parties involved without membership vote.
  - This meeting will be held on an agreed date and time convenient for both parties. If the complaining party does not show up at the agreed upon date and time without a justified excuse, or he/she does not send a representative or written statement of their complaints or make any effort to state their concerns verbally or in writing, the issue will be dropped and no further action will be taken.
  - If the member or coach does not show up a vote will be taken without his/her explanation.
  - At no time can the coach or member make their argument during the vote or explanation of evidence. If it gets this far, the person(s) involved will be required to leave the room, because the other party will not be present to refute any concerns.
  - Only the board will be able to explain any of the investigation (i.e. letters, evidence) to the membership prior to the vote.
  - Minutes will be taken by the secretary at all special meetings for any reference if needed and outcomes/final decisions will be noted.
5. If it is necessary to vote on a disciplinary action the board will be contacted by the secretary as to the special vote. The complaint will be explained to the membership with any facts researched by the board members in its investigation. **A 2/3 vote at the meeting will be necessary for disciplinary action to be imposed. ALL VOTING WILL BE DONE BY SECRET BALLOT. The original vote is FINAL. There will be no appeals.**
6. If the party involved is a member of the board this will be referred to the ACCJFL for investigation
7. Social Media Policy will be governed by the rules set forth in the ACCJFL By-laws.
8. The following protocol will be used when handling complaints
  - a. The proper chain of command is as follows
    - i. Football: 1<sup>st</sup> Head Coach, 2<sup>nd</sup> Football Commissioner, 3<sup>rd</sup> Board of Directors
    - ii. Cheerleading: 1<sup>st</sup> Head Coach, 2<sup>nd</sup> Cheer Commissioner, 3<sup>rd</sup> Board of Directors
  - b. After exhausting all avenues, the Board of Directors will refer to the complaint to the ACCJFL
9. Those members found to be engaged in inappropriate conduct or misappropriating organization funds will
  - a. Make restitution of funds in question
  - b. Asked to resign
  - c. Face potential criminal action if necessary
10. Head Coaches and commissioners will have the authority to temporarily suspend any Assistant Coach and/or player for just cause. This is subject to Board approval. Assistant Coaches and players will have the right to appeal such actions to the board.

11. If the head coach of any team football or cheer wishes to dismiss an assistant coach from the team it must be brought before their commissioner and the board. Information will be gathered and presented and a decision will be put forth after review. If the assistant coach wishes to grieve the decision they may do so to the board and a review of that grievance will be heard and a decision will be given.
12. The President will have the authority to recommend the removal of any member of the organization due to inappropriate behavior or conduct, with a majority vote of the Board of Directors.

**Classification of Infractions that can result in disciplinary action:**

1. Infractions or complaints imposed upon a member/coach of the organization shall be classified in 3 different categories.
2. These categories are as follows: **Major, Moderate, and Minor**. Because every incident cannot be listed or anticipated it will be the judgment of the board and/or membership by 2/3 vote (secret ballot) to determine what category the infraction falls into.

**MAJOR INFRACTION:**

After reviewed and investigated by the board and deemed necessary for a vote, these infractions will result in **immediate expulsion** from the organization after an investigation has been done. Requires a 2/3 vote (secret ballot) for expulsion from the membership (no appeals).

Example: Striking/ touching a player/coach/parent or any other person in any inappropriate manner.

**MODERATE INFRACTION:**

If a 2/3 vote (secret ballot) finds the person guilty of any offense:

Example: Swearing or cursing at a player or parent or any other person.

- **First offense** shall result in a written warning from the board to the member/coach and will require the member/coach involved to submit a written or verbal apology to the person(s) involved. This apology shall be prior to the next immediate game or within 1 week of infraction or vote if guilty of the offense. A copy of both letters(if written) will be kept on file with the secretary. If the member/coach refuses to comply, the member shall be expelled from the organization (no exceptions). The president will be required to contact the complaining person to inform them of the result of the first offense.
- **Second offense** (which may or may not be related to the 1<sup>st</sup> offense) will result in a 1 game suspension (including all practices) for the member/coach involved. Again the president will contact the complaining person to inform them of the result of the second offense.
- **Third offense** (which may or may not be related to the 1<sup>st</sup> or 2<sup>nd</sup> offense) will result in expulsion from the organization.

**MINOR INFRACTION:**

- **First offense** shall result in a verbal warning from the board of the incident and noted in the minutes with the secretary.
- **Second offense** shall result in a written warning.
- **Third offense** shall result in a 1 game suspension (including all practices).
- **Fourth offense** shall result in expulsion for the remainder on the year.

**ARTICLE XVII  
CLUB FUNDS**

1. Any purchases over \$250.00 require bid forms to be presented to the Treasurer
2. Any purchase over \$500.00 needs to be voted on by at least 2/3 of the board. If approved a check will be issued and a receipt with items and price listed must be presented to the Treasurer or board member at the next meeting or sooner.
3. Funds will be used to purchase gifts and 100% of the trophies that the players receive at the banquet. (See Club Funds section 2 & 6)
4. Funds will be used to purchase needed organizational supplies. (Tables, Chairs, Paper, Tickets, etc.) (See Club Funds Section 2)
- 5: Any club money left over after the banquet will be used for:
  - A. Any needed player's equipment.
  - B. Start up for next year's fundraisers.
  - C. Any needed supplies.(See Club Funds Section 2)
6. The President, Vice President and Treasurer will be signers on the checking account, with two (2) signatures needed on each check. (See Article VIII Section 6)
7. If the DJBBC does not have sufficient funds available to cover all listed expenses, all expenses will refer back to the DMFO.
8. If the DJBBC receives a check that is returned by the bank for any reason, the member will be subject to paying all bank fees to the DJBBC.
9. If for any reason the DJBBC dissolves, any and all funds will be transferred to the Dunmore Jr Buck Football Organization's account immediately.
10. The DJBBC account to be reduced to \$800.00 and the rest of the funds transferred to the DMFO account after the banquet



**ARTICLE XVIII  
By-Laws Agreement**

As a Dunmore Oilers coach/representative I agree to abide by all rules & regulations as indicated within these by-laws. These signatures will be valid as long as the member/coach is an active member. Any new member will be required to sign prior to becoming an active member. **I certify that I have read and understand all the rules and guidelines of the "THE CODE OF CONDUCT" of the Dunmore Jr Bucks Football Organization.**

Signature

Print Name

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