

The Montville Youth Football League



By-Laws

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Montville Youth Football Rules for Operation and By-Laws

I. Name

- A. The organization known as the “Montville Youth Football League” hereafter called the “League.”

II. Objectives

- A. To promote the importance of sports in the Town of Montville. To Pledge our cooperation with others in the field of education and sports and to administer a program that will always stress the best interest of youth who participate in the League activities.

III. Government

The constitutional by-laws and playing rules are referenced here for the regulations that will pertain to the administration of the League.

The League shall adopt and adhere to all by-laws of the Southern New England Youth Football Conference (SNEYFC) or as modified herein and approved by the SNEYFC. The League may establish developmental programs independent of the SNEYFC for the development of players. In the event developmental programs are established, playing rules independent of SNEYFC will be established.

All League rules are to be strictly adhered to. If violation of the by-laws or playing rules occurs, they shall be reported to the League President. Any person or persons, associated in any way with the football or cheerleading programs, not complying with the accepted bylaws and playing rules, will be subject to whatever action the Executive Board of the League deems necessary. The decision of the Executive Board will be final.

Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one or more purposes as specified in Section 501©(3) of the Internal Revenue Code of 1954 (IRC), and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under IRC Section 501©(3) or corresponding provisions of any subsequent Federal Tax Laws.

No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any corporate assets upon dissolution of the corporation.

No substantial part of the activities of the corporation shall be carrying propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC Section 501(h)), and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

In the event of dissolution, all remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to another organization exempt under IRC 501©(3), or corresponding provisions of any subsequent Federal Tax Laws, or to the Federal Government, or state or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Connecticut.

In any taxable year in which the corporation is a private foundation as described in the IRC Section 509(a), the corporation shall distribute its income for said period at such time and manner as not to subject it to tax under IRC section 494, and the corporation shall not (a) engage in any act of self-dealing as defined in the IRC Section 4943 ©,(b) make any investments in such a manner as to subject the corporation to tax under IRC Section 4944, or © make any taxable expenditures as defined in IRC Section 4945, (d) or corresponding provisions of any subsequent Federal Laws.

The League fiscal year is established and shall run from February 1st to January 31st. All prescribed records shall run concurrent with the fiscal year.

IV. Sportsmanship (conference by-law)

“Conduct of coaches, players, cheerleaders and fans must always exemplify the objectives of the Conference. When unsportsmanlike conduct occurs, it should be reported to the Conference President in writing. There shall be no time limit as to when infractions should or could be reported. Any interested party may report infractions, as long as it is in the best interest of the youth of the Conference. However, once the letter is submitted to the Conference President, the author or his/her representative will appear before the Executive Board at the meeting the letter is to be read and he/she shall be notified by the Conference President of which meeting to attend. Also a copy of said letter will be sent to the parties concerned, by the Conference President, so they may appear at the meeting. The Conference Executive Board will handle all matters of this type subject to approval by the Board of Directors of the Conference.”

A copy of any letters/reports to the Conference President shall be submitted concurrently to the League President.

V. Player Safety

A. Medical Examination

All players shall undergo a medical examination prior to participation in ANY League activities, including practice sessions. This examination must be performed by a medical doctor, or other individual specifically approved by the Board of Directors of the SNEYFC. The physical must be performed between January 1st and August 1st of the current year. The form must be signed by a medical provider. A copy of state form or medical forms supplied by the MYFL are acceptable for this purpose.

B. Injuries

All injuries shall be reported to the football director or cheer director immediately.

C. Documentation

Any player or cheerleader sent to a medical professional as a result of an injury incurred while participating in any League activity, or under a doctor's care for any reason, must provide a signed statement from a doctor, plus the parent/guardian, stating that they are able to resume participation in League activities. Documentation needs to be reviewed by the respective Director of Football and/or Cheer, and President.

D. Coach Training

- I. All coaches from each and every team shall be certified in CPR/First Aid and familiarize themselves with emergency procedures that may be necessary for children with special medical needs (allergy to bee stings, asthma, etc.).
- II. All coaches from each and every team must be trained in observing the signs and symptoms of a concussion

E. Internal Medications

No League member shall supply or administer internal medications, except as authorized by a parent or guardian, for special cases noted in paragraph D above.

VI. By-Laws

A. Elected Officers of the League

1. **Executive Board:** The Executive Board will handle all matters of the League, between monthly meetings, under the direction of the League President. The responsibilities of the Executive Board are:
 - a. Handle all disciplinary matters or problems that may arise in the League. The actions or decisions of the Executive Board must be reported at the monthly meetings to the Board of Directors.
 - b. Assign all Appointed Officers of the League.
 - c. Approve all Head Football and Head Cheerleading Coaches and the Assistant Director of Football and Cheer.
 - d. Provide interpretation of these by-laws in the event of any conflicts in this documentation.
 - e. No members of the Executive Board shall be related by blood or through marriage to prevent a conflict of interest concerning the operation of the League.

2. **President:** Presides at League meetings and assumes full responsibility for the operation of the League. Other responsibilities are:
 - a. Ensure that all staff personnel are properly briefed on all phases of the rules, regulations and policies of the League and of the SNEYFC.
 - b. Grants appointments for the purpose of filling a vacant position on the Executive Board.
 - c. Ensure meetings are attended by all coaches.

3. **Vice President:** Presides in the absence of the President. Other responsibilities are:
 - a. Oversee auxiliary and fundraising.
 - b. Carries out such duties and assignments as may be delegated by the President of the League.
 - c. Responsible for maintaining and overseeing registration documents including, but not limited to, birth certificates, physicals, and any other documents needed for proper certification of player/cheerleaders.
 - d. Responsible for the scheduling of open registration dates and communicating with the proper personnel to acquire registration locations.
 - e. Report and Maintain any insurance claims submitted to the League.
 - f. Arrange turnover of all registration proceeds to the Treasurer.
 - g. Inventory football and cheer equipment.
 - h. Provide a list of required purchases for player, cheer and field equipment to the Executive Board for consideration by the Board of Directors.

4. **Treasurer:** The Treasurer of the League shall:
 - a. Disperse League funds as approved by the Executive Board.
 - b. May make expenditures of not more than \$150 with prior approval from the executive board.
 - c. Maintain League financial records and present monthly reports on the status of League Funds.
 - d. Arrange and maintain insurance for the League
 - e. Maintain the League's tax-exempt status.

- f. Maintain League corporation status and update status of League of Officers as required by the State of Connecticut.
- g. Ensure completion of required tax returns prior to March 31st of the current year.

5. **Director of Football:** Duties and Responsibilities include:

- a. Develop training and playing direction for all divisions of players.
- b. Provide a list of nominees for Assistant Director of Football and the Head Coaching positions for each team to the Executive Board on/or before the February League meeting but no later than the April League meeting. This list shall be considered and approved/disapproved by the Executive Board in a closed session. The results of this decision shall be reported no earlier than the February League meeting but no later than the May League meeting. If the list is not approved, the Director of Football will recruit replacements for those Head Coaches not approved. The names of the replacements will once again be submitted to the Executive Board for approval, until such time all Head Coach positions are filled. All Head Coaches nominated and accepted shall be responsible for submitting nominations for Assistant Coaches to the Coaches Committee. The Executive Board may discharge any Head Coach or Assistant Coach upon recommendation by any Executive Board member through a closed hearing and a vote two-thirds of the full Executive Board.
- c. The Director of Football will coordinate and approve all movements of players from one team to another. This includes coordination between the Head Coaches of the teams involved, the parents of the child involved and the Executive Board if the movement between Peewee and Micro and/or Micro and Junior. 14 year old participants must play on the Senior team. At no time will any coach approach a player or parent about movement between teams without prior approval by the Director of Football. The Executive Board will be notified of all movements between squads. If any coach violates the above procedure, that coach will be automatically suspended. The Executive Board will determine the length of the suspension and take the appropriate actions as required, depending on the severity of the violation.
- d. Provide direction to the Assistant Director of Football, who acts in the absence of the Director of Football.
- e. Oversee the operation and developmental football programs including Head Coaches, Assistant Coaches, Player Placement, and schedule preparation.

- f. Oversee equipment manager.
- g. Arrange an annual certification of all helmets.
- h. Ensure that all level booklets containing all pertinent children information is returned to the MYFL Field House at the end of the MYFL season.
- i. Oversee Team Parents and relay pertinent information to be distributed to all teams.
- j. Management of team books.
- k. Game day responsibilities including all volunteers needed.
- l. Announcer and Operator assignments.
- m. Chain Crew assignments.
- n. Security for all home games.
- o. Set up and breakdown crew for all home games.
- p. Proper chain for team issues, complaints and requests.

6. Director of Cheer: Duties and Responsibilities include:

- a. Develop training for all divisions of cheerleaders.
- b. Provide a list of nominees for Assistant Director of Cheer and the Head Coaching positions for each team to the Executive Board on/or before the February League meeting but no later than the April League meeting. This list shall be considered and approved/disapproved by the Executive Board in a closed session. The results of this decision shall be reported no earlier than the February League meeting but no later than the May League meeting. If the list is not approved, the Director of Cheer will recruit replacements for those Head Coaches not approved. The names of the replacements will once again be submitted to the Executive Board for approval, until such time all Head Coach positions are filled. All Head Coaches nominated and accepted shall be responsible for submitting nominations for Assistant Coaches to the Coaches Committee. The Executive Board may discharge any Head Coach or Assistant Coach upon recommendation by any Executive Board member through a closed hearing and a vote two-thirds of the full Executive Board.
- c. Provide direction to the Assistant Director of Cheer, who acts in the absence of the Director of Cheer.

- d. Oversee the operation and developmental cheer programs including Head Coaches, Assistant Coaches and cheerleader placement.
- e. Report all monetary activity to the Treasurer on a weekly basis to be presented to the Executive Board.
- f. Ensure that all level booklets containing all pertinent children information is returned to the MYFL Field House at the end of the MYFL season.

7. **Director of Auxiliary:** Duties and responsibilities are:

- a. Organize and direct the Parent Auxiliary, the operation of the concession stand and fundraising activities.
- b. Disperse Auxiliary funds as approved by the Executive Board. Make expenditures for the operation of the concession stand and materials needed for fundraising and registration events.
- c. Assure maintenance of Auxiliary financial records and present monthly reports on the status of Auxiliary funds at the monthly League meeting.
- d. Arrange turnover of any concession, fundraising and registration receipts to the League Treasurer on a weekly basis during the playing season.
- e. Ensure proper staffing levels for the successful operation of the concession stand.
- f. Adhere to the policy and procedure for the seasonal opening and shutdown of the concession stand.
- g. Coordinating the appropriate personnel to open the concession stand (i.e. Fire Marshal, Health Inspector).
- h. Conduct weekly inventories and submit order forms.
- i. Advise the Treasurer as to the need of purchasing supplies and food.
- j. Adhere to and ensure the adherence of all health and safety guidelines.

8. **Secretary:** Duties and responsibilities are:

- a. Maintain the minutes of all League meetings.
- b. Responsible for other duties as assigned by the President of the League.

- c. Maintain League incorporation status and update status of League Officers as required by the State of Connecticut.

B. Appointed Officers of the League:

1. **Equipment Manager:** The Equipment Manager will be appointed by the Executive Board and will be overseen by the Football Director. The responsibilities include:
 - a. Maintain inventory of all football equipment owned by the League.
 - b. Ensure that all equipment is suitable for play.
 - c. Maintain a supply of spare parts for all equipment.
 - d. Arrange an annual certification of all helmets used during the previous season.
 - e. Conduct an inspection of all shoulder pads for defects and arrange for repair as necessary.
 - f. Provide a list of required purchases for uniforms, equipment, field equipment and maintenance supplies to the Executive Board for consideration by the Board of Directors.

2. **Fundraising Manager:** The Fundraising Manager will be appointed by the Executive Board and will be overseen by the Director of Auxiliary. The responsibilities include:
 - a. Will oversee all fundraising activities.
 - b. Will be the direct representative of the Board for contact of any prospective or future fundraisers.
 - c. Maintain inventory of all fundraising items and provide the Director of Auxiliary with monthly reports for presentation to the Board of Directors.
 - d. Provide a list of required purchases and cost analysis of each fundraising activity to the Director of Auxiliary for presentation to the Executive Board for consideration by the Board of Directors.
 - e. Arrange turnover of all fundraising proceeds to the Treasurer.
 - f. Report all monetary transactions and fundraising activity status to the Director of Auxiliary to be presented to the Executive Board.

3. **Website Administrator:** The Website Administrator will be appointed by the Executive Board and will be overseen by the Vice President. The responsibilities include:

- a. Responsible for maintaining, overseeing and updating the MYFL website including, but not limited to, League news, uploading appropriate forms, photos and scores.
- b. Responsible for maintaining the League email addresses
- c. Ensure that the Executive Board has access to all MYFL web functions, emails and passwords.
- d. Oversee and distribute information to social media outlets including, but not limited to, the MYFL Facebook page, Twitter, Instagram and Patch accounts.
- e. Supply a detailed report to the Vice President, in both word and document, about any online registration activities, inquiries and fees.

C. League Staff

1. The League Staff consists of all Football coaches, Cheer coaches and Appointed Officers of the League.
2. League staff, once approved by the Executive Board and announced to the Board of Directors, shall be granted voting rights for the duration of the designated period, and voting rights will continue so long as they meet the requirements for maintenance of voting rights. Head coaches shall be required to attend every monthly Board meeting between the months of June and November, including the Conference Playing Rules meeting for football. Failure to attend monthly meetings will result in disciplinary action as the Executive Boards deems appropriate.

D. Election of the Executive Board

1. The Executive Board shall be elected annually through open voting from current participants of the League at the December League meeting. Current participants are defined as; parents of registered players/cheerleaders from the current season, volunteers over the age of 18, Board of Directors and Executive Board members. The election shall be a majority vote. Elected officers shall take office on January 1st and run through December 31st.

E. Election Procedures for the Executive Board

1. The Executive Board shall submit a slate of officers at the November League meeting. The committee shall recommend one or more names for each position. Once the Nominating Committee has submitted the slate, the floor will be open for other nominations. All nominations from the floor must be made by a voting member of the League.
2. The Vice President will supervise these elections during the December League meeting.
3. The election will be held for one office at a time in the following order: President, Vice President, Director of Auxiliary, Director of Football, Director of Cheer, Treasurer and Secretary.
4. In the event of two or more nominations for a single position, the vote shall be done by secret ballot. The nominee who receives the majority of the votes will win the election. If a tie results, the President of the League will cast the deciding vote.

F. Board of Directors:

1. The Board of Directors shall consist of all voting members of the League.

G. Voting

1. Voting Membership: In order to gain voting rights within the League, a person shall be at least 18 years of age and be required to attend 6 of 12 monthly meetings as annotated in the attendance records within the current year. Their vote shall be counted at the sixth meeting attended and thereafter. They shall also meet one of the following criteria: Be a resident of the Town of Montville, or one of the League's optional areas; have a child participating in the League; or be a member of the League's Staff.
2. Relinquishing the right to vote: Any member failing to attend a monthly meeting for two (2) consecutive months or 3 in a 12 month period shall forfeit their voting rights within the League.

3. Restoration of voting rights: Voting rights can be restored after attending 4 consecutive meetings, if no more than 2 months have elapsed since loss of voting rights, otherwise the 6 of 12 regular meetings rule will apply.
4. Approval of excused absences: The Executive Board by a simple majority could excuse absences from meetings for legitimate excuses such as illness, death in the family, work conflicts, coaching another sport, etc.
5. Approval of Motions: It shall require approval of a majority of the voting members present during a meeting to pass any motion made by due process.
6. A quorum consists of four (4) voting members of the League of which two (2) must be Executive Board members. A quorum is required to change these by-laws or to dismiss any officer or voting member of the League.
7. Changes in by-laws: At least 51 percent of the Board of Directors must be present in order to vote on proposed changes to the League by-laws. In order to pass a proposed by-law change, two-thirds of the Board of Directors present at the meeting must approve the change. Voting will be done by secret ballot.
8. Changes in Playing Rules: In order to pass a proposed playing rule change to the SNEYFC, at least 51 percent of the Board of Directors present at the meeting must approve the change.

H. Application to Participate in League Activities

1. Each registration shall be accompanied by a registration fee which will cover registration for one playing season. A determination will be made, concerning the returning of the registration fee if withdrawal is made by the applicant on a case by case basis.
2. Each participant will be required to have an up to date physical examination, paid for by the applicant.
3. To participate in the Football Program, the applicant must be seven (7) years old or older as of June 1st of the current year for tackle and five (5) years old for flag..

4. To participate in the Cheerleading Program, the applicant must be seven (7) years old or older as of June 1st of the current year and going into 1st grade that fall for competitive cheer and five (5) years old for munchkins (non-competing team).
5. Applications for Football players will not be accepted after SNEYFC weigh-ins in August. Applications for Cheerleaders will not be accepted after the second complete week of practice in August.

I. Meetings

1. Schedule of Meetings: The League will meet each month. The time and location shall be determined by the Executive Board.

J. By-Law Changes and Playing Rule Changes:

1. Voting members of the League may submit a request for the by-law change. All requests or changes to the League by-laws must be submitted to the Executive Board, in writing, by the March League meeting. The requested changes will be discussed at the April meeting and voted on at the May League meeting.
2. Emergency changes deemed to be in the best interest of the League may be requested and made at any time during the year (and playing season). Emergency changes must be submitted in writing to all members of the Executive Board for review and discussion prior to a formal vote by the Board of Directors.

K. League Representation/ Activities:

1. No person or persons shall make any representation, or conduct any activities, on behalf of the Montville Youth Football League, without the explicit written consent of the Executive Board. Any such requests shall be submitted in writing to the Executive Board.

L. Awards

1. No awards, apparel, or any other items indicating participation in this League will be given or worn without the approval of the Executive Board.
2. Special Awards for winning a Football Championship (senior or junior superbowl, or micro championship) or placing first in a Cheerleading Competition, may be awarded as voted upon by the Board of Directors and approved by the Executive Board. A runner-up or second place finish will warrant consideration for a special award only as voted upon by the Board of Directors and upon approval by the Executive Board.

3. P.R.I.D.E. Award/Tyler Quidgeon Award

- a. P.R.I.D.E. – The Core Values of Passion, Respect, Integrity, Drive and Excellence
- b. Players/Cheerleaders who exemplify the MYFL Core Values either on the field, in school or in the community will receive the MYFL "P.R.I.D.E." certificate.
- c. The MYFL coaches and Executive Board may nominate a child.
- d. Nominations are to be received by the Board of Directors in the October meeting so there may be time to present at the end of year ceremony. One winner from each level and sport will be selected.
- e. Tyler Quidgeon Award is awarded to a senior football player and nominated by the senior football coaches.

M. Montville Youth Football League Senior Scholarship Award

1. Award: The Montville Youth Football League Senior Scholarship award may be presented to the Senior Cheerleader or Senior Football Player who consistently demonstrated superior; Leadership, Scholarship, and Citizenship throughout the academic year. As recommended by the Executive Board and approved by the Board of Directors this award is optional and is dependent upon available funds.
1. Purpose: The Montville Youth Football League recognizes that athletics is an important part of growth and development. The League also believes that Leadership, Scholarship, and Citizenship are the qualities that go hand in hand with sports programs. Each year, athletes spend many demanding hours after school in dedication to Cheerleading and Football. Despite the arduous rigors of extra-curricular activities many of these young adults go beyond the call in achieving academic excellence. There are a few each year that give selflessly to their team, schoolwork and still find time to be leaders and outstanding citizens. The purpose of this award is to recognize the two (2) Montville Youth Football League members that stand out from the rest.
2. Eligibility:
 - a. Must be a member in good standing in the League.

- b. Must have participated in and completed the current year. (Players/Cheerleaders sidelined for injury will also be eligible.)
- c. Must maintain a B average or better during the Academic Year, with no single grade below a C.

3. Selection:

- a. Criteria: The Tyl Middle School will designate a selection committee for the award. The committee will select one Cheerleader and one Football Player from the list of eligible League Seniors provided by the League Executive Board. The process will be in two phases:

- i. Phase 1: This phase will be based upon a weighted criterion and is designed to reduce the field to eight (8) finalists for the award (4 for cheerleading and 4 for football). The selection will be made after considering each of the following three weighted areas:

- 1. Academics 40%

- a. GPA 20%
- b. Effort (working at or above ability) 60%
- c. Balance (degree of effort across all disciplines) 20%

- 2. Leadership 30%

- a. Attendance 10%
- b. Participation in School Committees/Office holding 30%
- c. Demonstrated Leadership in the Classroom (helping classmates, teachers, etc) 50%

- 3. Citizenship 30%

- a. Volunteer work in school 30%
- b. Contribution (degree of effectiveness or impact that resulted from efforts and involvement) 70%

- ii. Phase 2: The eight finalists will be notified of their selection as finalists they are offered the opportunity to submit a 500 word essay (+ or - 20 words) to the committee. The subject of the Essay will be "What is the most important contribution I have made to my school or community, and what impact did it have?" This essay will be submitted in each finalist's own handwriting (not typed). The essay will be judged for content, structure, neatness, spelling and grammar. The committee will select the two essays (one football and one cheerleading) that in their judgment reflect the best representatives for the award. (If a tie should result the League's Executive Board will convene a special meeting, review the essays and Phase 1 evaluations of the tied individuals and break the tie through a simple majority vote.) The Tyl Middle School will disclose the award recipient's name to the President of the League

approximately four weeks prior to graduation, in order to allow time for the awards to be prepared for presentation at graduation.

The award shall be a \$100.00 check and a plaque for each of the two selectees.

N. Management of League Finances

The following guidelines are designed to ensure that the League remains solvent so long as the League desires to exist. The guidelines are based upon sound and generally accepted accounting principles. Operations outside these guidelines should be undertaken only in the most extreme fiscal emergency.

1. Fiscal Year:

The fiscal year will run from February 1st to January 31st each year.

2. Tax Return:

The League Tax Return is due to the IRS on March 15th annually. The return will be completed by the Treasurer and reviewed by a certified accountant for accuracy prior to being mailed by March 10th to ensure it is at the IRS on time and the maintenance of the League as a non-profit tax free corporation. The Treasurer will review the tax return with the President prior to mailing and report the mailing of the return to the President on or before the March 10th date. The submission of the tax return will be reported to the Board of Directors at the March League meeting.

3. Treasury:

The League Treasury will consist of all accounts, certificates, bonds and cash on hand. There **shall not be less than \$5000 in the total treasury** on the date of the awards ceremony however, every effort should be made to keep \$10,000 in the total treasury at all times. If the balance should fall below that, an executive board meeting is required.

4. League Accounts:

The League will establish and maintain accounts as follows:

- a. A Checking Account will be maintained in conjunction with a Savings Account. The checking account will be maintained at a balance of \$2000 with automatic debits to maintain that balance coming from the savings account.
- b. Certificates of Deposit may be authorized as the Board of Directors requires for the long and short term management of windfall grants or excess funds not necessary to operate the League during the fiscal year those funds are collected. The Treasurer is required to report to the Executive Board any time an excess of funds in the amount of \$2000 or greater exists and that excess balance is anticipated to extend beyond six (6) months. Upon such a report the Executive Board will recommend that a CD (multiple CD's) be purchased to maximize return and protection of said funds for targeted expenditures. (Example: The League is granted \$10,000 from a benefactor. The budget committee establishes that the funds should be consumed in two (2) \$5000 disbursements for uniform purchase. Two CD's are purchased, one for \$5000 with a 5 year maturity and a

second with a 10 year maturity. Those CD's will be reported and referred to as the future uniform purchase deposits until maturity and disbursement for the intended purpose.) Or (the balance of the League savings account exceeds budgetary requirements for the current year by \$3800. A CD is purchased in the amount of \$2000 for a six-month period and reported as the excess funds CD, etc.) There shall not be less than \$5000 in the total treasury on the date of the awards ceremony.

5. Income:

All income/funds collected, regardless of source, will be turned over to the Treasurer for deposit. All deposits are to be counted and verified by at least one additional member of the Executive Board of Directors with a report of funds.

6. Disbursement:

The Treasurer will disburse funds in accordance with the current budget and the approval of the President (or Vice-President in the President's absence). The President or Vice-President may approve single expenditures not to exceed \$150 for emergency requirements. Such emergent expenditures will be reported at the next monthly meeting. Reimbursement will be made for cash expenditures, approved by the Executive Board, upon presentation of proper receipt.

7. Budget

- a. Budget Process: The League shall establish a budget each year. The Budget will be developed by each officer and approved by the Executive Board. The approved Budget will be voted upon by the Board of Directors at the March League meeting. In the event that the Budget is not approved at the March meeting, the Executive Board will modify and re-submit at the April League meeting.
- b. Budget Guidelines: The Budget should utilize only those funds in place on February 1st of the year the budget is written for capital expenditures and overhead costs necessary to operate the League. The budget should allow enough cash on hand to conduct fundraising activities such as the concession stand, however the funds necessary to front revenue generating items should not be included in the operating expenses. Only those funds that will be expended without expectation of a return will be placed in the operational budget. For example: (Uniforms, equipment, officials, construction costs fees, insurance, etc, are operational or Capital expenditures). Funds collected as a result of fund raising activities after February 1st should be accrued for the following year: Example (On February 1st there is \$25000 in the League Treasury as follows: Checking = \$2000, Savings = \$18000, CD'S = \$5000. Then there is \$25000 available to budget for that fiscal year.) The budget should be planned with quarterly expenditures to ensure that funds remain in place to operate the League quarter to quarter and that at no time does the balance dip below \$10,000. The Board of Directors should refrain from planning expenditures on expected funds. However if the Board expects a significant windfall such as a grant, or donation it may include any portion of that amount into the current year's budget. In the case that a budget shortfall exists, additional fundraising activity may be authorized for the targeted shortfall and the budget for that item may be tentatively approved. Funds generated toward that item will be deposited and utilized if the target amount is reached. Example: (The League wants to have an awards banquet that will cost approximately \$5000. The current balance and budget proposal allows for \$3200. An \$1800 shortfall exists. The

Board may propose that we still proceed with plans for the banquet based upon projected proceeds from a tag sale and admission price for the banquet. If the proposal is accepted by the Board of Directors it will be incorporated into the current year budget.) Under no circumstances will any proposal exceed current budget by more than 10% of the balance in the savings account.

- c. **Unbudgeted Expenses:** Any item/items not budgeted for that exceed \$500 shall be voted upon by the Board of Directors. Example: (One of our teams wins a championship and the League wants to purchase jackets for the team.) The cost will be absorbed from the funds currently in our accounts and therefore rendered unavailable for the next year's budget. Under no circumstances will the League use Certificates of Deposit or targeted funds for the purpose of unbudgeted expenses. *Note...every attempt should be made during the budget process to provide funds for unbudgeted expenses and in fact unbudgeted should be a line item in the budget.
- d. **Execution of the budget:** Once the budget for the year is approved, the President will approve expenditures in accordance with the approved budget. The President is responsible to manage the budget and League Treasury in a responsible manner. The Treasurer is responsible for disbursing funds in accordance with the aforementioned guidelines and notify the President and Executive Board if the budget is going to be exceeded in any area or overall. The Executive Board has the discretion to move funds from one line item to another within the confines of the approved budget, provided that the line item in question is satisfied or no longer necessary and the move of said funds is in the best interest of the League. The movement of funds will be reported to the Board of Directors at the next monthly meeting.
- e. **Reporting Guidelines:** The Treasurer shall report to the Board of Directors monthly. This report will include all funds on deposit, funds disbursed and funds collected during the preceding month. The Treasurer will report any excess amounts available for long term deposit in the form of a CD and make recommendations on such matters. The treasurer has the right to refuse disbursement of funds that he/she deems frivolous in nature or not in the best interest of the League. The Executive Board overrides the decision of the Treasurer the expenditure in question will be reported to the Board of Directors at the next monthly meeting.
- f. **Audits:** The League funds will be audited in accordance with the budget committee guidelines and any time that the Executive Board or Board of Directors deems necessary. In any case the Treasurer will be audited twice (2) a year. One audit will occur as a part of the Budget Process in February/March. Results of audits will be reported at the next monthly meeting.

O. Unauthorized Persons on the Sidelines

1. No person shall be permitted on the sidelines during a scheduled game with the exception of:

- a. Football/Cheer coaching staff specific to the current contest.
- b. Football players/cheerleaders specific to the current contest.
- c. Officials
- d. Game administrators
- e. Ambulance/Public Safety Personnel
- f. Those designated by the League (i.e. “Chain Gang”, etc.)

P. MYFL Social Media Policies

1. It is the policy of the Montville Youth Football League (herein known as MYFL) to practice positive and clean social media usage. It is a priority of the MYFL to require its volunteers and coaches to be professional at all times including, but not limited to, the use of social media. It is imperative to remember that the MYFL is a “Youth League”. As a coach and/or volunteer, you are looked upon as a mentor and some comments and behaviors are inappropriate and detrimental to the MYFL’s values of providing a safe and fun atmosphere for our children to flourish in their respective sports.

The following will constitute poor social media practices and may lead to disciplinary action from the MYFL, up to/including removal from the League and League activities. The following are examples and should not be perceived as a complete list.

- a. Refrain from using language that may negatively construe the opinions of the public regarding the MYFL, its volunteers, coaches, parents, players/cheerleaders, affiliates and community partners.
- b. Refrain from using offensive, abusive and degrading language.
- c. Refrain from posting pictures that may be deemed offensive, abusive and degrading.
- d. Refrain from posting pictures, comments and status updates that refer to underage alcohol use and narcotics.

VII. Grievance Procedures

1. All grievances shall be submitted to the League President, or the Vice President in their absence, in writing. Once a letter is submitted, a copy of the letter will be sent to all parties involved in the grievance. A Grievance Committee will be formed of the Executive Board and two (2), unbiased voting members. All parties receive notification to appear at a special meeting where the letter will be read before the Grievance Committee and all parties involved. The Grievance Committee will arbitrate and resolve all grievances in the best interest of the League. The result of such grievances will be reported to the Board of Directors.
2. If the grievance is in regards to one of the members of the Executive Board, that member shall be excused from the Grievance Committee and a substitute will be selected from the voting members. The substitute shall be a unanimous selection from the remaining members of the Grievance Committee.

Appendix A
The Montville Youth Football League
2023 Executive Board

President	Erica Day
Vice President	Tanya Lutyen
Director of Football	Brandon Brown
Director of Cheer	Chelsey Tomaszek
Director of Auxiliary	Kathy Calash
Treasurer	Kayla Simon
Secretary	Michelle Miller

Appendix B

Cheer Rules and Regulations

1. TEAM PLACEMENT OF PARTICIPANTS:

Placement of the participants on a team is based on grade and age using guidelines set forth by the SNEYFC or the MYFL governing bodies. A cheerleader's placement on a team will be done after registrations have finished. A team's roster will remain preliminary and not become final until the MYFL Cheer Director reviews it. In the case of too many in a division, it is the MYFL Cheer Director's right to choose the method of placement of the cheerleaders on a roster.

2. PRIMARY SPORT:

While we encourage our participants to be active in other sports/activities, we do not recognize any other sport/activity taking priority over CHEER from the start of the season until the final competition of the season or any playoff games that the team goes to. ALL Cheer related obligations (practices, games and competitions) would be viewed as priority functions over athletic or any social activities.

3. RESPECT:

A cheerleader must always show respect towards coaches, teaching staff and other members of their squad.

A cheerleader must always show respect for the MYF uniform and the organization they represent.

4. SPORTSMANSHIP:

You must remember that you are a team representing the MYFL and should always conduct yourself in a proper manner.

Always display good sportsmanship in manners to the organization, team members and opposing teams.

5. ATTENDANCE:

Attendance is mandatory and will be kept cheerleaders must attend all practices, games and other activities. In case of illness your respective coach must be notified prior to the day's affected activities.

There will be a limit of three (3) absences from practice beginning September 1st.

Absences will be monitored and dismissal from the squad could occur if the child exceeds the limit. In case of serious illness or injuries consideration will be given.

There will be a limit of two (2) unexcused games missed.

All squads are required by the MYFL to cheer at all games regardless of weather. If the Football Team plays, the Cheerleaders will cheer.

A committee of the MYFL will deal with any infractions of attendance rules accordingly.

6. PRACTICES:

All practices cheerleaders are required to wear athletic clothing – t-shirts, shorts (not denim) socks and sneakers. Cheerleaders may wear sweatshirts and sweatpants in the colder weather. No pj pants, jeans or long shirts allowed at practice if you come to practice not ready this will be an unexcused absence.

Hair must be pulled back from the face and a water bottle is needed.

All cheerleaders must arrive at the scheduled time on the MYF field at the place specified by the coaches. When picking up your cheerleader please be prompt picking up your child at the end of practice. Please be considerate, coaches are volunteering their time.

Constant tardiness will not be tolerated.

7. INDOOR/COMPETITION PRACTICES:

There is a cheer competition at the end of the season in which all of our squads compete. Competition practice is mandatory. Once we have started competition practice there can be no absences- if this occurs she/he can remain a game day cheerleader, but will not be able to compete. The MYFL will review any absence due to illness or injury.

We will move our practice indoors. Time and place will be announced during the season.

Practice time and location will depend on the availability of schools. Schedules may change week to week and will be announced.

Our school functions take priority so our schedules sometimes have to be shuffled. Remember we have 4 different schools that we are dealing with, all changes in the schedule will have notices sent out.

All practices are closed off to parents and siblings.

8. GAMES AND ACTIVITIES:

Our games are played on a Saturday or a Sunday. We have 9 games total .The Micro C teams games are scheduled on Thursday nights and we cheer at the home games.

There is a possibility that our football team will make it to the playoffs, these games are a mandatory obligation for the cheerleaders to attend cheering on those teams.

Directions will be given for away games. It is your responsibility to be there on time. Parents are responsible for transportation to and from activities, games and practices.

9: UNIFORMS:

You are responsible for keeping uniforms clean and in good condition.

Uniforms are to be hand or machine-washed on the gentle cycle. Hang dry – DO NOT PUT IN DRYER. Do not iron uniforms. This material tends to burn and melt easily.

ALL Uniforms are the property of the MYFL and are not to be worn outside of League sponsored functions (i.e. Halloween). There is no Eating in your uniform an oversized shirt may be brought to games and functions to be worn over the uniform. There are No colored drinks while in your uniform because the uniform stains easily. Your drinks should be water or clear drinks only. (Examples: red, orange, blue etc. these sports drinks are not allowed) and please no Soda this not

only attracts bees to the girls but on our hot days it's not a healthy drink and again we are dealing with those stains.

No alterations are allowed without permission from the Cheer Director.

Uniforms will be returned at the end of the season at the SNEYFC competition. If not returned or if returned damaged the responsibility of reimbursement is the cheerleaders' parent or guardian. Failure to meet this responsibility will result in participants being ineligible for roster to a team in the future until said obligation is met.

10. APPEARANCE:

All cheerleaders hair must be worn pulled back, off the face in a ponytail or braid. Short hair must be neat and off the face. There is absolutely no makeup, nail polish or jewelry worn.

Nails cannot be longer than your fingertips.

11. CHEERLEADER CONDUCT:

Fighting, intimidation, use of illegal substances (including cigarettes) or disrespect for authority during practices, games or any MYFL event will result in the following:

1st offense: benched (must attend) from remaining practices and games for that week without participating

2nd offense: removed from competition

3rd offense: suspension from program for the remainder of the season with no refund.

A coach or board member must witness such offenses. The Cheer Director will handle suspension.

12. SPECTATOR CONDUCT:

All spectators will be expected to conduct themselves in a lawful manner at any MYFL activity. Any unlawful or unethical conduct by anyone witnessed by two or more members of the Board of Directors will result in expulsion from that venue for the duration of that day's event and could possibly result in banishment for the entire season from the MYFL activities.

A mutual relationship of respect is maintained between all in the MYF League. Any conduct or behavior that could compromise that relationship will not be tolerated.

13. FUNDRAISING:

In all fundraising for the MYFL our cheerleaders are obligated to help out.

Appendix C

Montville Youth Cheerleading Competition Contract

I HAVE BEEN SELECTED AS A MEMBER OF THE COMPETITION SQUAD.

I UNDERSTAND THE FOLLOWING RULES MUST BE FOLLOWED AND BY SIGNING, BOTH PARENT AND CHEERLEADER AGREE TO THE SAME.

1. I UNDERSTAND THAT PREPARING TO COMPETE WILL BE A LONG & TIRING PROCESS AND THAT I AM WILLING TO DO MY BEST AND GIVE IT MY ALL.
2. I UNDERSTAND **COMPETITION PRACTICES ARE MANDATORY** AND THAT MY ATTENDANCE IS REQUIRED. I UNDERSTAND I AM MAKING A COMMITMENT TO COMPETE WITH MY SQUAD AND THAT I MUST BE IN ATTENDANCE AT EACH AND EVERY PRACTICE.
3. I UNDERSTAND THAT ONCE I Am SELECTED, I WILL BE GIVEN A SCHEDULE OF MANDATORY PRACTICES AND THAT IF I MISS A PRACTICE, I WILL BE CUT FROM THE COMPETITION SQUAD. UNLESS, PRE APPROVED ARRANGEMENTS HAVE BEEN MADE BEFORE THE 1ST COMPETITION PRACTICE WITH THE HEAD COACH AND CHEERLEADING DIRECTOR. ILLNESS WILL ONLY BE EXCUSED WITH A PARENT'S WRITTEN NOTE/DR NOTE.
4. I UNDERSTAND I MUST WORK AS A TEAM PLAYER AND AGREE TO LEAVE ANY AND ALL PERSONAL ISSUES WITH TEAMMATES OUT OF PRACTICE TIMES.
5. I AGREE TO ARRIVE TO PRACTICES ON TIME AND BE READY TO WORK TO MY FULL POTENTIAL.
6. I UNDERSTAND THAT I MUST BE PROPERLY DRESSED FOR PRACTICES AND THAT ABSOLUTELY NO JEWELRY OF ANY KIND IS TO BE WORN (including studs, belly rings, etc).THIS IS A NATIONAL FEDERATION RULE [R2 Section 2 RT.2]

FAILURE TO COMPLY WITH THIS CONTRACT WILL RESULT IN TERMINATION FROM COMPETING.

Cheerleader's Signature

Parent's Signature

APPENDIX D COACHES CODES OF CONDUCT

1. Refrain from smoking on the field.
2. Do not criticize players in front of spectators, but reserve constructive criticism for private, or in the presence of the team players if others might benefit.
3. Accept decisions of the game officials on the field as being fair and called to the best ability of said official.
4. Do not criticize an opposing team, its players, coaches, or fans by word of mouth or gesture.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Strive to make every football activity serve as a training ground for life, and a basis for good mental and physical health.
7. Emphasize that winning is the result of good teamwork.
8. Refrain from using abusive and profane language before anyone.
9. Abstain from the drinking of alcoholic beverages on both the game field and practice fields.
10. Do not deliberately incite unsportsmanlike conduct.
11. Refrain from excessive sideline coaching.
12. Together with game officials, you are jointly responsible for the conduct and control of team fans and spectators.
13. Be honest and fair to all players. Remember they are young people taking your direction.
14. Make no promises you cannot or do not intend to keep
15. The main objective of coaching is to teach the fundamentals of football/cheerleading. Winning is not the most important thing, especially at our level of competition.
16. Uphold all rules and regulations of the SNEYFC and any others adopted by our organization.
17. Refrain from running up the score as the phrase is used. When a commanding lead is obvious, every effort shall be made to let all players play.
18. Coaches do not make team or League policy they carry it out. However, on the playing fields, the coaching staff is in complete charge and shall not be interfered with except in cases of rules violations and any other conduct deemed by higher authority to be inimical to the welfare of the players.
19. It is a priority to require coaches to be professional at all times and to be mindful to keep the reputation of the league in mind at all times.

Coaches Signature _____