



Bylaws

Cromwell Youth Football

Preface: All articles may be modified by the Officers of the Executive Board and Board Members, should the need arise. A vote of 50% +1 will be needed to make an exception.

Article I Name and Location

The name of this organization is **Cromwell Youth Football, LLC (CYF)** and shall be located in Cromwell, CT.

Article II Objective

The objective of this program is to instill in its youth participants the life-long principles of citizenship, sportsmanship, respect, dedication, confidence, self-discipline and leadership through the teaching of the fundamentals of football and cheerleading.

Article III Management

1. Governing Body

- a. The governing body of the CYF Program shall be its Officers of the Executive Board and Members of the Board, collectively referred to hereinafter as "The Board".
- b. The Board shall manage the affairs of CYF and make decisions with the best interest of the participants in mind.
- c. All prospective board members must submit an application, receive a majority vote from current voting board members and undergo a background check to determine if a criminal record exists that would conflict with the roles and/or duties of the position they have applied for. The background check will be repeated every two years for the duration of the members' involvement.

- d. The Board shall be elected on the basis of their character, adherence to the objectives of the organization, and the reasonable ability to perform the duties of their office.

2. Officers of the Executive Board (E-Board)

- a. The E-Board includes the President, Vice President, Secretary and Treasurer.
- b. The E-Board will be comprised of at least 3 Cromwell Residents. The nonresident must have or have had a child in the program.
- c. An E-Board member must serve for at least two (2) years in the program in the capacity of board member prior to being elected to the E-Board.
- d. An E-Board member may hold two positions should the need arise until the vacant position can be filled. Said member would still only have 1 vote.

3. Members of the Board

- a. Members of the Board include the Equipment Manager, Field Manager, Football Director, Cheer Director, Player Representative, Cheerleader Representative, Fundraising Coordinator, Concession Manager, Website Administrator, Registration Coordinator, Sponsorship Coordinator, Social Media & Public Relations Coordinator.
- b. The Members of the Board will be comprised of a minimum of 60% Cromwell residents or have a participant in the program that is a Cromwell resident.

4. Elections

- a. At the end of each regular season, all positions, (excluding the E-Board, which will occur only in even years) will be available for nominations/applications to be turned in no later than the November meeting. A ballot will be created to include all eligible candidates for each position being voted on. The vote will be held at the December meeting (which is frequently held in early January due to the holidays).
- b. A majority vote is required to be elected as a new board member. Newly elected members can fully participate with voting rights at the next scheduled meeting following a satisfactory background check.
- c. Advanced notice of elections will be posted in a way that is reasonably accessible to those involved in the CYF program. An individual desiring to fill a position must submit an application.
- d. In the event a position remains open after annual elections, a special election may be scheduled at the discretion of the President once an

application is received. The individual can fully participate and will have voting rights following a satisfactory background check.

5. Mid-Term open board positions

- a. In the event of a mid-term vacancy of any board position, the Secretary shall notify the board members of an open board position.
- b. Current members of the board have the right to express interest in moving to the vacant position. Such an interest must be formally declared in writing to the Secretary.
- c. A special meeting shall be held. Moving to the vacant position requires a majority vote of the present board members. The voting process shall be conducted as follows:
 - Each candidate will be given an opportunity to present their interest to the board.
 - Voting shall be conducted by a secret ballot to ensure fairness.
- d. Board members who receive a majority vote in favor will move to the new position for the remainder of the term.
- e. Board members who express interest but do not receive a majority vote will remain in their current role until the end of their respective terms.
- f. In the event there is no interest in the vacant position among current board members, the process outlined in Article III.4.b-c. above will be followed.

6. Attendance

- a. All board members will attend monthly and specially scheduled board meetings. Attendance will be taken at each meeting.
- b. All board members will cooperate to ensure adequate board representation at every game of the season. This may be accomplished through the distribution of a sign up upon receipt of the game schedule. Home games, especially, require increased board member attendance. Each board member will endeavor to assist at home games, as necessary, by consulting the Concessions Manager and Field Manager to determine if volunteer shifts are adequately manned and if help is required.
- c. If any member of The Board has an unexcused absence for two (2) meetings within the course of a one (1) year span, they shall be eligible for expulsion through the process outlined herein.

7. Voting

- a. All members of the board are considered voting members unless otherwise noted in the position description.

- b. If a tie vote occurs, the decision will be made by majority vote of the E-Board members. If the vote by the E-Board results in a tie, the President will make the final decision on the matter.

8. Expulsion

- a. A board member can be expelled from the program, if, by the determination of The Board, said person has acted contrary to the Board's Code of Ethics or otherwise is deemed unable to satisfactorily fulfill the responsibilities of their position (i.e. misuse of league funds, improper dissemination of a meeting recording, inappropriate language and/or behavior at league events, frequent absences, willful failure to fulfill required duties).
- b. Expulsion of a board member will be determined at a special board meeting. This meeting will be convened separately from the regularly scheduled meeting.
- c. The expulsion process is initiated with the written request of expulsion by a majority (50% plus one) of the current board members. The written requests are to be submitted to the President who will notify the affected board member in writing and schedule a special board meeting. The affected board member must be notified at least seven (7) days prior to the scheduled special meeting and the special meeting must be scheduled within fourteen (14) days of the written request for expulsion.
- d. The vote required for expulsion is a majority (50% plus one) of the board members in favor. Board members must be in attendance at the special meeting in order to cast a vote.

9. Functions and Responsibilities

- a. The function of The Board is to regulate the playing program of CYF, including:
 - i. Coaches Conduct
 - ii. Player Eligibility
 - iii. Player Conduct
 - iv. Arbitrate Grievances
 - v. Uphold the rules prescribed by the conference or league in which Cromwell participates.
 - vi. Elect by majority vote additional board members as appropriate during the year.
 - vii. Parents Conduct
 - viii. Recruit players and cheerleaders
 - ix. Organize and participate in fundraising
 - x. Oversee and maintain equipment and field needs
 - xi. Appoint volunteers, as needed
 - xii. Plan and manage events

10. Quorum

- a. A quorum (50% plus one) of board members must be present for the following to occur:
 - i. A Board Meeting
 - ii. Elections of The Board
 - iii. Selection of the types of fundraising events and company/companies participating
 - iv. Publicity and advertising for registration and other activities
 - v. Determination of registration and deposit fees
 - vi. Expenditures of funds exceeding \$400.00 for purchase i.e. (equipment)

Article IV Board Code of Ethics

All members of The Board will adhere to the following Code of Ethics:

- *All of our affairs will be conducted with transparency, integrity and honesty;*
- *We always show respect for the worth and dignity of all board members, participants, parents, coaches and volunteers;*
- *We always follow the rules of our organization;*
- *Commitment to excellence in all that we do.*

All board members of CYF shall adhere to these general standards and ensure duties are discharged:

- *With our Principles and Values in mind;*
- *In good faith;*
- *In the best interests of the CYF Program;*
- *With an appropriate level of confidentiality;*
- *Exercising due diligence in decision making.*

All board members will provide and will be provided with information, reports, statements or financial data that is:

- *Accurate;*
- *Timely;*
- *Legal;*
- *Not tainted by conflicts of interest.*

Article V Board Positions

Any position, excluding the E-Board, may have an assistant to help coordinate the role of said position. This ensures an easier transition if a current member decides to step down. The position in question still would only have 1 vote.

Any board member with a position that requires a key shall receive only that key and shall not duplicate or distribute said key. Any and all keys shall be returned to the President or Vice President upon vacation of the key-holding position.

1. President:

The President is responsible for the overall administration of the CYF Program. The President shall preside at all meetings of The Board, and will take an active part in the voting process. The President shall be responsible for the appointment of all committees except The Board. The President shall enforce the policies of the organization for the proper, efficient, and safe administration of the program. The President must be present at a minimum of two (2) games each week during the season. The President will also be responsible for selecting a committee to place players and cheerleaders on their respective squads. The President must attend two (2) league meetings per year in addition to any special league meetings.

2. Vice President:

The Vice President shall administrate the CYF Program in the absence of the President. The Vice President will be responsible for coordinating all suggestions made by board members. These suggestions will be presented to the President so they may be added to the meeting agenda for discussion and/or voting. The Vice President must be present at a minimum of two (2) games each week during the season. These games shall be the ones the President is not present at. The specifics are to be coordinated with the President prior to each week's game.

3. Secretary:

The Secretary shall distribute the agenda for board meetings, record the minutes of all meetings of The Board and distribute them within ten (10) calendar days of the meeting. The Secretary shall maintain the historical records, forms, documents and Bylaws of CYF and oversee all correspondence. In the absence of the President and Vice President, this individual shall perform their duties. This individual will also be responsible for all data entry required by CYF and the League we are associated with. In consultation with the President, the Secretary may empanel and chair a bylaw revision committee.

4. Treasurer:

The Treasurer shall be responsible for the accounting of all monies, report of all deposits and disbursements and shall be accurately accounted for at each meeting. The Treasurer will be required to submit an annual statement at the annual meeting. The Treasurer shall administrate all income then. The Treasurer must have the co-signature of the President on all checks written above the amount that requires a quorum. A written monthly report detailing revenue, expenditures and bank balance will be submitted to The Board and included with the minutes at each regularly scheduled meeting.

5. Football Director:

This individual will be responsible for attending all monthly League meetings having to do with football issues and reporting back to The Board and Head Coaches all information in written form along with any paperwork to be handed out. Reporting to The Board will be done at the next regularly scheduled board meeting following the league meeting. The Football Director will be head of all football operations. This individual will also be responsible for aggressively seeking out additional ways to further enhance the Football program including, but not limited to, clinics, camps, classes and practice facilities. They will be responsible for and lead all Head Coaches as well as assistants as far as practice scheduling, scrimmages, coaches meetings, etc. The individual must be a Head Coach or an Assistant Coach for at least one year to be eligible for this role. This individual will be responsible for promoting scholarships from the League that the program participates in to past CYF players.

6. Cheer Director:

This individual will be responsible for attending all monthly League meetings having to do with cheerleading issues and reporting back to The Board and Head Coaches all information in written form along with any paperwork to be handed out. Reporting to The Board will be done at the next regularly scheduled board meeting following the league meeting. The Cheer Director will be head of all Cheer operations. This individual will also be responsible for aggressively seeking out additional ways to further enhance the Cheerleading program including, but not limited to, clinics, camps, tumbling classes and practice facilities. Any individual serving as Cheer Director must obtain AACCA Certification within a reasonable amount of time. Funding for this certification will be provided by CYF. The individual must be a Head Coach or an Assistant Coach for at least one year to be eligible for this role. This individual will be responsible for promoting scholarships from the League that the program participates in to past CYF players.

7. Equipment Manager:

This individual shall be responsible for the purchase, receipt from supplier and timely distribution of equipment. The Equipment Manager shall be required to report on the inventory of equipment including the condition of said equipment, at the annual meeting. A written record of distribution will be kept, as well as ensuring that the collection of all equipment is coordinated with the Head Coaches. End-of-year inventory must be conducted by the Equipment Manager and the Football Director and Cheer Director, respectively (or other board members appointed by the President). The manager will not make any purchase without prior approval of the President or, make any purchases greater than \$250.00, without the approval of the E-Board.

8. Field Manager:

This person must be present for all home games unless otherwise excused by the President and will be responsible for the set up and take down of the field. This includes all ropes, end zone pads and yardage markers. This person shall

be responsible for confirming all required personnel are secured for home games. This includes but is not limited to: EMTs, Police (if required), Referees, Scorekeeper, 50/50 Raffle Volunteers, Game Announcers and Concession Volunteers. The Field Manager will provide facilities support during the home games, including emptying trash into the dumpster and restocking concessions, as needed. This person is responsible for all communication and coordination with the Recreation Department regarding the lining of the fields, field closures, obtaining the keypad for the scoreboard and access to turn on and off field lights.

9. Player Representative:

This individual will handle any disputes between players, coaches, parents, and any combination of the three, involved with CYF. It will be the responsibility of this position to mediate any disputes among the parties involved and to the best of their ability, in a discreet manner, handle the matter to the satisfaction of everyone involved. If this cannot be accomplished the matter will be turned over to the President and an emergency meeting of The Board will be held to resolve the situation. At each regularly scheduled board meeting, the Player Representative will report on any disputes and dispute resolutions that occurred since the prior meeting. The representative will also be responsible for maintaining a log of disputes, interactions and resolutions that occurred.

10. Cheerleader Representative:

This individual will handle any disputes between cheerleaders, coaches, parents, and any combination of the three, involved with CYF. It will be the responsibility of this position to mediate any disputes among the parties involved and to the best of their ability, in a discreet manner, handle the matter to the satisfaction of everyone involved. If this cannot be accomplished the matter will be turned over to the President and an emergency meeting of The Board will be held to resolve the situation. At each regularly scheduled board meeting, the Cheerleader Representative will report on any disputes and dispute resolutions that occurred since the prior meeting. The representative will also be responsible for maintaining a log of disputes, interactions and resolutions that occurred.

***** Disputes involving both football and cheer participants jointly will be the joint responsibility of the Player Representative and the Cheerleader Representative to mediate. If the matter at hand cannot be resolved by the representatives jointly, the matter will be turned over to the President and an emergency meeting of The Board will be held to resolve the situation.**

11. Fundraising Coordinator:

This individual is responsible for initiating and organizing any fundraising for CYF including any sub committees necessary. There shall be a minimum of two (2) fundraising events. The Board must approve all ideas and the members of said subcommittee. All funds collected from any fundraising event will be turned over to the Treasurer within three (3) calendar days of receipt.

12. Concession Manager:

This individual must be present for all home games unless otherwise excused by the President and will be responsible for running the concession stand. This includes the purchasing of all food and drink required for each home game. All monies collected along with receipts for monies spent will be turned over to the Treasurer no later than the Wednesday after each home game. The menu for the season will be created by the Concession Manager and reviewed by The Board. With the approval of the President, this person will be allowed purchases without a quorum beyond the \$400 limit set out in Article III.9.f. on home game weeks in order to stock concessions.

13. Website Administrator:

This individual will be responsible for enhancing and updating the CYF website. The website shall be kept up-to-date on a weekly basis at minimum during the season, and on a monthly basis or as content is available in the off-season. All postings must be pre approved by the President or E-Board.

14. Registration Coordinator:

This individual will be responsible for organizing, and keeping track of all football & cheer registration paperwork, waivers, monies and fees collected & owed. All monies collected will be submitted to the Treasurer along with a listing of paid participants and payment information within 48 hours of a scheduled registration. This individual will present monthly updates at board meetings with a roster for each squad. This individual must make an appearance at a minimum of two (2) events (i.e. family fun night, other sports events, rec department events) for the express purpose of promoting registration during the late winter/early spring. This individual must attend equipment handouts to collect and organize registration paperwork. They will collect outstanding registration paperwork and organize the team books in collaboration with the Head coaches and Team Parents. The initial compilation of the team books are the responsibility of the Registration Coordinator who may attend and submit them at the book signing with the President before handing them off to respective Head Coaches. The Registration Coordinator shall be responsible for securing and tracking all parent volunteers for home games, including but not limited to, concessions, 50/50 raffle and scorekeeper, and report the status of such to the Field Manager.

15. Sponsorship Coordinator:

This individual is responsible for soliciting local business/community members to sponsor our organization during the off-season, which must be completed with a list submitted to The Board by August 15th each year. This individual shall maintain and keep records of sponsors past and present. This person shall be responsible for purchasing and maintaining all sponsorship banners and/or signs to promote sponsors and shall post them in the morning before every home game and take them down to be returned to storage in the afternoon following every home game.

16. Social Media & Public Relations Coordinator:

This individual is responsible for updating and maintaining all of the program's social media pages so they remain current and relevant to the community. This includes the creation of fliers and other content. This individual will oversee all matters dealing with disseminating information to the public to promote CYF. This includes providing information to different media outlets about registration and all events for football and cheer, i.e. games, tournaments, competitions as well as fundraising events and promoting sponsors.

Article VI Team Staff

The **Head Coach** will be appointed by the Football Director or Cheer Director, respectively, by the March meeting each year. He/she is the most visible and important position in our league. The Head Coach must be at least 21 years old. He/she must have completed at least one year of coaching with the league in which CYF participates (this requirement may be waived in exceptional circumstances). He/she is responsible for the team, players/cheerleaders, his/her coaching staff, and the entire operation of the team. This includes maintaining a safe environment, maintaining rosters, player/cheer books, equipment, uniform handout, schedules, and reporting game results. The Head Coach will select Assistant Coaches, appoint coaching responsibilities, and will make decisions involved with the cooperation and performance of his/her team. Anyone interested in a Head Coach position, must complete an application and submit it to The E-Board for approval.

The **Assistant Coach** is selected by the Head Coach, and supports all league activities. The Head Coach must present his/her list of appointed Assistant Coaches to The Board for approval by the June meeting each year.

Team Parent is a role appointed by each team's Head Coach on an as needed basis. This person will assist coaches and The Board in various duties. Any team can have up to two (2) team parents. Every team parent must undergo a background check. A team parent's duties include but are not limited to assisting with the team book, communication, fundraising, half-time snack assignments, recruiting volunteers, distributing equipment/gear, game day weigh-ins, squad events, etc.

- A. Any individual who desires to coach or be a Team Parent will submit an application to The Board. All applicants will undergo a background check to determine if a criminal record exists that would conflict with the roles and/or duties of the position they have applied for. The background check

- will be repeated every two years for the duration of the staff member's involvement
- B. All Coaches must be certified as required by CYF's affiliated league and need to demonstrate positive attitudes when dealing with their players/cheerleaders. Sportsmanship must be demonstrated at all times.
 - C. If any coach or Team Parent's ability to perform is deemed detrimental by not acting in the best interest of the program and/or participants, he/she may be removed at any time by a majority vote of The Board members.
 - D. Assistant Coaches and Team Parents will be chosen by the Head Coach and approved by The Board. The Head Coach has the authority to remove any of his Assistant Coaches and/or Team Parents as he/she sees fit so long as it is approved by the majority of board members.
 - E. No cheerleader or football squad shall be coached by only one (1) person.
 - F. All Coaches, Assistant Coaches and Team Parents must be 18 years of age. Coach Trainees under the age of 18 must fill out the CYF Coach Application.
 - G. All Coaches must abide by the CYF Coaches Codes of Conduct. Each football and cheerleading team must have at least one (1) coach that is First Aid and CPR Certified.

Article VII Participation

Qualifications for coaches, football players and cheerleaders will comply with the conference/league in which CYF participates. Any of the aforementioned individuals not complying with qualifications, rules, or guidelines will be susceptible to removal from the program.

Article VIII Registration

1. Registration fees and dates shall be determined annually by The Board.
2. There shall be no refunds of registration fees after July 1st of each season unless specifically approved by the board.
3. In the event that a family cannot afford the registration fees, they shall request to the board in writing to be granted partial or full scholarship and shall include the potential participant(s)'s name, age, address and a brief description of the hardship. Scholarship approval shall depend on several things, including but not limited to participant eligibility and the current financial position of the program.
4. Player and Cheerleader eligibility requirements shall comply with those set forth by the league in which CYF participates.
5. All registration forms must be filled out completely and be accompanied by required documentation before a child will be allowed to participate in any activity, including but not limited to, games and scrimmages.

6. Registration forms will be compiled into an initial registration roster of participants. The Football Director will be responsible for maintaining the roster for the football portion of the program. The Cheer Director will be responsible for maintaining the roster for the cheer portion of the program. If the Football Director and/or Cheer Director are unable to fulfill this task, the President has the discretion to appoint alternate board members to this role.

Article IX Complaint Procedure

1. General Procedure

As a general rule, the formal complaint process and escalation is --
Player → Parent → Coach → Player Rep → Cheer/Football Director
→ Board Members → Executive Board Members.

Any variation of said process shall incur the de-escalation to include the person removed from the above example. The desire is to resolve said problem or issue with the appropriate party.

Coaches and parents of players are encouraged to discuss and work cooperatively to resolve any problem or issue of concern directly. Coaches should allot time before or after each practice and game to speak directly with parents about any issues or concerns they may have. It is appreciated if time/a meeting can be scheduled at the convenience of each party, not immediately after an issue arises, but soon after so that the issue and discussion is fresh in the mind and timely. Should the Coach and Parent fail to resolve any emergent disputes, the Coach or Parent may then contact the appropriate Player Representative in an attempt to resolve the matter. If the Player Representative and the parties involved in the dispute are unable to resolve this matter, they may bring this matter to the Football Director or Cheer Director. If the parties involved in the dispute are unable to resolve the matter, please follow the Formal Complaint procedures.

2. Formal Complaint Procedure

Persons wishing to register a complaint concerning any activity involving CYF shall file said complaint with the President, in writing (or via email). If the complaint involves a President, the complaint shall be filed, in writing (or via email), to the Vice President.

3. Disciplinary Process

The disciplinary procedure involves a thorough review of any breach of the bylaws or code of conduct by individuals affiliated with CYF. This includes any member (player or parent), coach, or board member. Actions that compromise the organization's integrity or reputation will prompt an activation of a Disciplinary Committee. The Disciplinary Committee will consist of the President or Vice President, along with two uninvolved

board members. The Disciplinary Committee will conduct an investigation. The Disciplinary Committee has the authority to give a warning, suspension or expulsion, based on what they deem suitable. All actions by the Disciplinary Committee must be written and forwarded to the CYF Secretary.

4. Grievance Procedure

If any member of the CYF feels they have encountered an issue that requires further attention or resolution beyond the local level, they can file a grievance with CTFYL. All grievance procedures must initially be directed to either the Cheer or Football Directors at the local level. The Directors will then proceed according to the bylaws of the CTFYL to advance the grievance for further review and resolution.

Article X Financial Policy

The board shall be responsible for the funds of CYF. No person or group of persons shall in any way or by any device, incur indebtedness on behalf of the organization or make expenditures, allocations, or disposition of any of the organization's assets, funds or monies, except as approved by The Board.

1. It shall be the Board policy to place all funds in a checking and/or savings account for payment of all program debts.
2. Any expenditure that is not included in the approved budget and that exceeds \$400 shall require a majority vote of The Board.
3. Any Board Member whose position involves income and/or expenditures shall submit estimates and/or proposals of upcoming income and/or expenditures for inclusion in the budget each year.
4. Any Board Member whose position involves income and/or expenditures shall submit details of such, including receipts when applicable, of said income and/or expenditures to the treasurer within 10 days of occurrence.
5. Any and all fundraising activities shall be approved by The Board.
6. All contributions or solicitations shall be for the sole benefit of CYF as a whole. Failure to account for and present all funds to The Board could result in criminal charges.
7. No part of the funds or assets of CYF shall be distributed to its members or board except as in accordance with the Non-Profit Corporation Law of the State of Connecticut and the Federal 501c3 laws.

Article XI Provision for Insurance

Liability and medical insurance coverage shall be carried and maintained with reasonable limits and deductibles. Such coverage shall be purchased either through the league in which CYF participates or individually.

Article XII Meetings

*Meetings will be audio recorded from call to order through adjournment.

1. The meeting shall be presided over by the President.
2. Regular meetings shall be held at least monthly and as determined by The Board. January's meeting is designated as the "Annual Meeting".
3. Special meetings may be called by the President or by a majority of the members of The Board.
4. The first 15 minutes of the regular meeting will be open to the public. At its discretion, the board can elect to extend the open period or to schedule additional open or closed sessions to fit the needs of The Board.
5. In matters **NOT** covered by the bylaws of CYF, Roberts Rules of Order shall govern.
6. A quorum shall consist of half plus one of all board members and must exist at a meeting to conduct business.
7. Voting shall be restricted to all members of The Board exclusively. All board members vote as one class, and each board member has one vote, unless otherwise agreed upon.
8. Audio recording of meetings shall be for the sole purpose of creating minutes, saved to a single device and deleted after the final version of the minutes has been approved at the following meeting.

Article XIII Player and Cheer Practices

Practices will not begin prior to the date allowed by the league we are affiliated with and will be limited as set forth in the bylaws of said league.

Article XIV Placement of Players and Cheerleaders

The placement of players and cheerleaders to a particular squad will be the responsibility of the President, Vice President, Head Coaches, the Football Director and the Cheer Director. Selections will be made based on league rules, experience and team roster size. A final roster will be submitted to the Secretary for inclusion in the CYF records. Any participant changes must be reported to the E-Board as well as the Football Director or Cheer Director as appropriate.

Article XV Bylaw Revisions

The Secretary shall commission a Bylaws Committee biannually, at a minimum, to review the current version of the bylaws. Any proposed revisions to the bylaws must be formally submitted to The Board. Revisions will be voted on and, if approved, will go into effect immediately.

Current Revision April 29, 2024
Previously Revised on June 26, 2023
Previously Revised on February 27, 2023
Previously Revised on March 11, 2019
Previously Revised on September 11, 2012