

# NORWALK JR FOOTBALL, INC. BY-LAWS

Affiliated With:  
Norwalk Athletic Association (NAA) Football and Cheer  
(Adopted June 2012)

## ARTICLE 1: NAME

This organization shall be known as **NORWALK JR FOOTBALL, INC.**, hereinafter referred to as “NJF” or “Association”. The outreach of the association will be defined by the geographical area of Norwalk, CT and will accept children from other towns that abut the aforementioned areas and which do not have American Youth Football/Cheerleading organizations.

## ARTICLE 2: OBJECTIVE

The Association is a 501 (c) 3 non-profit organization and shall provide a wholesome athletic environment that:

- A) Inspires youth (regardless of race, creed, color, or sex) to practice the ideals of sportsmanship, teamwork, physical fitness, and healthy competition and strive to be “the best that they can be,”
- B) Requires adults to behave in an exemplary manner when supervising youth, attending practices and games, and working with coaches and/or each other.

## ARTICLE 3: MEMBERSHIP

### SECTION 1. Members of the Association

All Members of the Association (“Members”) must adhere to the rules and regulations as approved by the Board of Directors to be eligible for participation in the Association. A copy of the Association’s rules and regulations, also referred to as the Parent-Player Contract, shall be given to all members no later than the start of every season. A copy of the By-Laws shall be made available upon the reasonable request of any Member. There shall be two (2) classes of members:

- A) **Player Member/Cheerleader Member:** (i) Any child meeting the requirements of the National American Youth Football/Cheerleading Organization, Colonial Youth Football & Cheer League, and **NORWALK JR FOOTBALL, INC.** and having paid his/her fees in full, shall be eligible to participate, but have no rights, duties or obligations in the management of the team. The only exception with respect to eligibility for a particular child shall be when a particular team, appropriate for such child in conformance to the requirements of the National AYF Organization, exceeds the limits as specified by the National AYF organization. Children entering the program after a particular team reaches the limit of players as specified by the National AYF Organization shall be placed on a waiting list. In the event a space becomes available for a particular team that was previously full, notification of such opening shall be made on a “first come- first serve basis”. (ii) If a child should leave the program, written notification is required. The amount of refund follows:

- 1) Post marked on or before the start of the season (8/6/12) – Participation fees, minus Deposit
- 2) Post marked after start of the season (8/7/12) – No refund

B) **Adult Member:** The parent(s) of every child and/or other adult who actively participates in the NJF Association are considered to be Members of NORWALK JR FOOTBALL, INC., and as such, agree to be bound by the rules and regulations of the Association as stipulated herein. All Adult Members are required to participate in at least one (1) of the following and, in so doing, shall be considered a Member in good standing

- 1) Serve on a committee,
- 2) Participate as a coach,
- 3) Hold elected or appointed office,
- 4) Help with duties as requested by a committee member or member of the Board of Directors.

Any Adult Members, at the sole discretion of the Board of Directors of the Association, could be considered a Member not in good standing if such Adult Member shall:

- 1) Breach the spectator code, and/or,
- 2) Breach the Players and Coaches code of ethics, and/or
- 3) Be disciplined for improper behavior as defined in Article 3, Section 1. E and/or
- 4) Breach the Chain of Communication, as defined in Article 3; Section 1. F hereof.

C) **Spectator Code** – Adult Members, their children, and their guests (“Spectators”) attending practices and games shall adhere and agree to adhere to the following:

- 1) Spectators will manifest to players and cheerleaders, other teams, all coaches, and fellow spectators the highest standards of courtesy, fair play, and sportsmanship.
- 2) Spectators will not smoke or drink alcoholic beverages at any NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE or AYF child-attended functions.
- 3) Spectators will abide by the rules of various facilities/fields used.
- 4) Spectators will abide by the written and verbal directions of the Coaches and Board of Directors.

D) **Players, Parent and Coaches Code of Ethics**

- 1) It is the responsibility of each coach to insure that each player and at least one Adult Member responsible for that child receives and signs a copy of the Player Code of Ethics (See Appendix A). Copies of signed sheets shall be given to the Secretary.
- 2) It is the responsibility of the Commissioners (as defined in Article 6) to insure that each coach receives and signs a copy of the Coaches Code of Ethics (See Appendix B). Copies of signed sheets shall be given to the Secretary

E) **Disciplinary Action**

- 1) The Board of Directors, with a quorum in attendance, shall have the authority to discipline, suspend or terminate the membership of any member or coach should the conduct of such person be considered to be detrimental to the best interests of the Association, or as outlined in Article 3, Section 1.B, 1.C, 1.D herein. Such member or coach shall be notified in writing regarding the general nature of the charges and an appropriate meeting date to be given an opportunity to appear at the meeting to answer such charges.

- 2) In the case of a player or cheerleader who breaches the Player Code of Ethics, the Board of Directors shall give written notice to both the coach of the team or squad of which the child is a member and to his/her parents or guardian, requesting that the child, his/her parents or guardian, and the appropriate coach(es) appear before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke the child's rights to future participation within the guidelines set by the National AYF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE, NORWALK JR FOOTBALL, INC., or NORWALK ATHLETIC ASSOICIATON.

F) **Observing the Chain of Communication; Inappropriate Communications; and Members in Good Standing**

- 1) **CHAIN OF COMMUNICATION:** The members of the Association are required to observe a Chain of Communication ("CoC") which has been designed to address the concerns and grievances of NJF Members in Good Standing (parents and other volunteers) and the children.

A Member in Good Standing is one not currently being disciplined for improper behavior as defined in the by-laws of the NJF or the American Youth Football/Cheerleading Organization.

In the event of a particular concern or grievance, the CoC begins with a team's head coach. If a concern or grievance cannot be resolved with the team head coach, the member can then bring their written concern or grievance to the attention of the Football or Cheerleading Commissioner. If satisfaction is not received at this level, the member can then bring a copy of their written concern or grievance to the President of the Association, who as prescribed in the By-Laws has several methods by which to determine the validity of the complaint or grievance and implement a resolution.

If the member has still not had their concern or grievance resolved to their satisfaction, the NJF President and the member may agree jointly to bring it to the attention of the COLONIAL YOUTH FOOTBALL & CHEER LEAGUE, Regional, or National.

- 2) **INAPPROPRIATE COMMUNICATIONS:** There are five levels of Inappropriate Communications. Communication for the purposes of this section shall be defined as any interpersonal or telephonic discussions, any written correspondence, any direct email, or questions forwarded to any of these organizations, including queries directed through their respective websites.
  - a) The disregard for the CoC within the NJF Association designed to address any member concern or grievance. This is an intra-association situation, which is not a fineable offense to the Association, but a regular pattern of disregard for the CoC may result in disciplinary action being taken against this Member.
  - b) Any contact with a COLONIAL YOUTH FOOTBALL & CHEER LEAGUE representative during which the member's concern or grievance is discussed - prior to following the CoC as described hereinabove. COLONIAL YOUTH FOOTBALL & CHEER LEAGUE considers this to be a fineable offense that may also result in disciplinary action being taken against NJF and the member.
  - c) Any contact with a Regional AYF representative during which the member's concern or grievance is discussed- prior to following the CoC as described hereinabove. This is a fineable offense that may also result in disciplinary action being taken against NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE and the member.

- d) Any contact with a National AYF representative during which the member's concern or grievance is discussed- prior to following the CoC as described hereinabove. This is a fineable offense that may also result in disciplinary action being taken against NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE, Regional and the member.
- e) Any use of e-mail, e-mail address lists, phone number listings or member address lists for communication, other than for official NJF or NAA purposes is prohibited and may result in disciplinary action being taken against the offending Member.

- 3) **MEMBERS IN GOOD STANDING:** Association Members in Good Standing should understand that any inappropriate contact raises the possibility that NJF may be fined. Failure to pay fines levied by COLONIAL YOUTH FOOTBALL & CHEER LEAGUE, Regional or National will prevent NJF teams from competing in post season play and may even result in NJF being asked to leave AYF.

Association members wanting to remain in Good Standing shall be required to reimburse the Association for any fines incurred as a result of their Inappropriate Contacts (intentional or otherwise) with either COLONIAL YOUTH FOOTBALL & CHEER LEAGUE, Regional or National.

A second offense which results in a fine being levied against the Association by the same member within the same season shall result in the member's immediate suspension from participating and attending all Association functions and competitions (football and cheerleading) for one full year. This includes all Association sanctioned events, such as regular monthly meetings, year-end banquets, practice sessions and scrimmages. Any suspension will automatically remove this member's Good Standing status and they forfeit all benefits accorded to such members of the Association.

A third offense that results in a fine being levied against the Association by the same member within the same season will result in the immediate expulsion from NJF. This expulsion shall include the member's child or children. The expelled member may petition the Association's Board of Directors one (1) calendar year following their expulsion for readmission into the Association by contacting the President in writing and with the approval of a majority of the Board of Directors.

**G) Inappropriate Spectator Behavior**

**Adult Behavior:**

- 1) Any adult or person acting in any of the manners listed below will be asked and required to leave that specific AYF event, meeting, practice, game or competition. The offensive actions specifically include, but are not limited to, the following:
  - Verbal abuses
  - Attempts to intimidate
  - Flagrant and open rudeness
  - Inability to control their actions or language with an official, player, cheerleader, parent, coach or AYF volunteer

The offending person will receive a written warning regarding their inappropriate behavior and the associated player(s) and/or cheerleader(s) are subject to immediate removal from the AYF event.

- 2) Any adult or person who commits a second offense of a similar nature will be banned from AYF events for the remainder of that season, including any post-season events, and the associated player(s) and/or cheerleader(s) are subject to removal from AYF for the remainder of that season, including any post-season events.
- 3) Any adult or person who physically assaults an official, player, cheerleader, parent, coach or AYF volunteer will be banned from an AYF event for a period of one full year from the date of the offense. The associated player(s) and/or cheerleader(s) are also subject to removal from all AYF events for the same period of time and may not participate in another AYF Association during this sanction period. After one full calendar year, the sanctioned person may apply for re-instatement. If, after re-instatement, the adult commits a second offense, he or she will be permanently banned from AYF and the associated player(s) and/or cheerleader(s) permanently removed from any AYF participation.

The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement or object.

## **ARTICLE 4: BOARD OF DIRECTORS**

### **SECTION 1. BOARD OF DIRECTORS**

The management of the property and affairs of the Association shall be vested in the Board of Directors. The Board of Directors shall upon election or appointment, immediately perform their duties and shall continue in office until their successors have been duly elected or appointed. The Board of Directors shall be comprised of impartial, elected or appointed members of the Board, i.e., Football Commissioner, Cheerleading Commissioner, Secretary, Treasurer, and the Registrar. A member of the Board of Directors shall not hold a position on the Board of Directors of a conflicting organization.

### **SECTION 2. ANNUAL ELECTIONS AND TERM OF OFFICE**

- A) Nominations for the Board of Directors should be conducted during the February monthly meeting immediately preceding the elections in March. Any Adult Member in good standing may nominate any other Adult Member in good standing. An Adult Member may be nominated for more than one position on the Board of Directors; however, no member shall run for more than one position. The individual nominated, even if unopposed, must be present at the meeting and agree to his/her nomination, or explain in writing to the Secretary of the Association the reason for the absence.
- B) Elections should be held at the March monthly meeting for the purpose of electing Board of Directors members for the coming year. All Adult Members in good standing are eligible to vote. The vote shall be conducted by secret ballot and positions shall be elected by a majority vote, as counted by an appointee of the Board of Directors. An individual who has been nominated for office must be present to be elected or explain in writing to the Secretary the reason for his/her absence.
- C) If there is a tie vote, the following procedures will apply: All Adult Members shall vote again by secret ballot for those individuals having the tied position. The individual receiving the majority of votes, as

counted by an appointee of the Board of Directors, shall be declared the winner. If the second vote does not break the deadlock, the existing Board of Directors shall vote again by secret ballot and the winner(s) of the tied position(s) shall be elected by the majority of that vote.

- D) Following the election, the newly constituted Board of Directors will hear proposals for all other NJF Committee positions as defined in Article 6, Section 1.C. The Board of Directors may, at its discretion, choose to fill all these positions during this election meeting or may hold another meeting before the April Annual Meeting.
- E) **Term of Office:**
  - 1) The newly constituted Board of Directors shall meet immediately after the election meeting.
  - 2) The term of office for the five (5) Board of Directors positions shall be for two (2) years.
  - 3) Any adult may hold any Board of Directors position for an unlimited number of terms, per all other stipulations, rules and regulations of the NORWALK JR FOOTBALL, INC.

### **SECTION 3. VACANCIES**

If a vacancy should occur on the Board of Directors by death, resignation, or otherwise, it may be filled by appointment of Board of Directors at any regular meeting, or at any special meeting called for that purpose. If agreement of appointment cannot be reached, a majority vote of the Board of Directors should determine the new member to fill the vacancy.

### **SECTION 4. RESIGNATION AND REMOVAL**

- A) An officer may resign at any time by delivering notice to the Association. A resignation is effective when the notice is delivered unless the notice specifies a later effective time. If a resignation is made effective at a later time and the board of directors or the appointing officer accepts the future effective time, the board or the appointing officer may fill the pending vacancy before the effective time if the board or the appointing officer provides that the successor does not take office until the effective time.
- B) An officer may be removed at any time with or without cause by: (1) The board of directors; or (2) the officer who appointed such officer.
- C) In this section, "appointing officer" means the officer, including any successor to that officer, who appointed the officer resigning or being removed.

### **SECTION 5. DUTIES AND POWERS**

- A) The Board of Directors shall have the power to establish standing and special committees as it shall determine necessary, and to delegate such powers to them as they shall deem advisable.
- B) The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Association, as it deems proper.
- C) The Board of Directors shall have the power by a 75% vote of its members at any regular or special meeting, to discipline, suspend or remove any Director, Officer, Committee Member, Coach, Head Coach, Player Member, Cheerleader Member, or Adult Member in accordance with the responsibilities set forth in Article 3, Section D.1, D.2 and Section F.1, F.2. F.3.
- D) At the Annual Meeting of the Members of the Association, the Board of Directors shall receive a report, verified by the Football Commissioner and Treasurer that lists the whole amount of real and personal property and assets owned by it. The report will contain the following information: where the property

and assets are located, and where and how invested; the amount and nature of the property and assets acquired during the year immediately preceding the date of the report, the manner of the acquisition, the amount applied, appropriated or expended during the year immediately preceding such date; the purpose, objects, or persons to or for which such applications, appropriations or expenditures have been made; the name and places of residence of the persons who have been admitted to membership in the Association during such year. The report shall be filed with the records of the NORWALK JR FOOTBALL, INC. and an abstract entered in the minutes of the Annual Meeting.

## **ARTICLE 5: MEETINGS**

### **SECTION 1. MEETING OF BOARD OF DIRECTORS**

The Board of Directors should hold its first meeting prior to the February monthly meeting for the purpose of setting schedules for that year, assigning specific responsibilities to meet those schedules, and for the transaction of such business as may properly come before the meeting.

### **SECTION 2. GENERAL & EXECUTIVE MEETINGS**

- A) Two (2) General meetings open to all Adult Members of the NORWALK JR FOOTBALL, INC. should be held in Spring and Fall, specific dates will be announced with a minimum of 3 weeks in advance.
- B) Twelve (12) Executive meetings shall be held on second Tuesday of the month. The purpose of these meetings is to address operating and administrative items. Attendance will be limited to Board Members, other positions as outlined in Article 6 and invited Members, as deemed necessary.
- C) Only Members of the Board of Directors shall have voting rights at regular meetings. However, at the election meeting in March, all Adult Members in Good Standing (see Article 3.1.B and F) may vote.
- D) To transact Association business at Regular Meetings, a simple majority of the Board of Directors is required to be in attendance. If the simple majority threshold is not met, proposals raised during the Regular Meeting may be acted upon during a Special Meeting called for at the request of the Football Commissioner, or carried into the following Regular Meeting under the agenda item of "Old Business."

### **SECTION 3. SPECIAL MEETING**

The Football Commissioner may call a Special Meeting whenever he/she deems it advisable. Notice of the Special Meeting, stating the date, time, and purpose, shall be given by the Secretary to each member of the Board with an effort to advise Adult Association Members of the details of said Special Meeting. No matters not so stated may be acted upon at the Special Meeting.

### **SECTION 4. ANNUAL MEETING**

An Annual Meeting shall be held at the start of every fiscal year. Summary reports of activities and expenditures for the preceding year will be submitted by the Secretary, Treasurer, and all other relevant Committee Chairpersons as requested by the Football Commissioner.

### **SECTION 5. QUORUM**

To constitute a quorum, it shall be necessary to have seventy-five percent (75%) of the Board of Directors, whose positions are presently occupied.

## **SECTION 6. VOTING**

Adult Members in Good Standing shall have voting rights at the annual Elections Meeting.

## **SECTION 7. PROXY VOTE**

A proxy vote for the annual elections will be accepted from an Adult Member in good standing. This vote must be in writing, signed by the Member, and in a sealed envelope. An Adult Member may give her/his voting power to any other Adult Member to submit at the meeting, but the Board of Directors may not accept more than two (2) proxy votes from the attending Adult Member.

## **SECTION 8. RULES OF ORDER**

Parliamentary rules as defined by Roberts Rules of Order shall govern the round-table proceedings of NORWALK JR FOOTBALL, INC. meetings. However, in all cases the by-laws of the Association shall supersede those defined in Roberts Rules of Order. The Football Commissioner will preside over meetings.

# **ARTICLE 6: BOARD DUTIES AND POWERS**

## **SECTION 1. BOARD MEMBERS**

- A) The Board of Directors of the NORWALK JR FOOTBALL, INC., shall consist of five (5) individuals with voting rights: Football Commissioner, Cheerleading Commissioner, Treasurer, Secretary, and Registrar.
- B) Members of the Board of Directors shall make best efforts to attend all regularly scheduled meetings.
- C) The Board of Directors shall appoint Committee Chairpersons, as it deems necessary or desirable, and shall prescribe the powers and duties of each.

## **SECTION 2. FOOTBALL COMMISSIONER**

- A) The Football Commissioner shall be responsible for conducting the affairs of the Association, and for executing the policies established by the Board of Directors. He/she shall communicate to the Board of Directors such matters and make such suggestions as may, in his/her opinion, promote the welfare of the Association.
- B) He/she shall present a report of the condition of the Association at the Annual Meeting, and at such other times, as he/she or the Board of Directors shall deem appropriate.
- C) The Football Commissioner, or such other Committee Chairs or persons he/she may designate in writing, shall have the power to make and execute for and in the name of the Association, NORWALK JR FOOTBALL, INC., such contracts and leases as have received the prior approval of the Board of Directors.
- D) He/she shall investigate complaints, irregularities, and conditions detrimental to the Association, which are submitted in writing and reported to the Board of Directors.



- E) The Football Commissioner, at his/her discretion, and with the approval of the Board of Directors, may appoint Committees and Representatives necessary to conduct the Association's business.
- F) The Football Commissioner will maintain contact with COLONIAL YOUTH FOOTBALL & CHEER LEAGUE and attend COLONIAL YOUTH FOOTBALL & CHEER LEAGUE meetings with the League Reps whenever possible.
- G) The Football Commissioner will act as the liaison between EMS/EMT to ensure necessary coverage at football games and proper CPR training for cheer and football coaches.
- H) The Football Commissioner shall propose candidates for the positions of Head Football coaches to the Board of Directors. In addition, they will present the slate of assistant coaches and team managers selected by these head coaches to the Board of Directors for approval.
- I) The Football Commissioner shall set conditioning, exercise, practice, and contact standards for all teams and see that these standards are communicated to all coaches with the assistance of the Team Continuity Committee.
- J) The Football Commissioner shall be responsible for ensuring the appropriate on and off field dress and behaviors of players, cheerleaders, and coaches, consistent with NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE and AYF Rules and Regulations.
- K) The Football Commissioner shall periodically, but at least twice a season, conduct meetings for all Head and Assistant Coaches to review the rules of NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE and AYF Organizations.
- L) The Football Commissioner shall be responsible for the inventory, maintenance, reconditioning and purchasing of all necessary player and field equipment and uniforms. He/she will assign Equipment Managers at the association and team level as necessary.
- M) The Football Commissioner shall be responsible for coordinating player, field and game operations. Specifically, he/she shall:
  - Secure practice fields
  - Secure medical coverage for practices and games
  - Obtain game cancellation information from the appropriate people and notify all Head Coaches
  - Secure referees for home games
  - Secure sideline workers for games with the assistance of the volunteer directors.
  - Arrange for adult parking, player/cheerleader drop off
  - Arrange for volunteer clean up personnel after practice/home games with the assistance of the volunteer directors.
- N) The Football Commissioner shall set the dates and schedule practice sessions and scrimmages for teams, and notify players of team assignments. Changes to regular practice times shall require as much advance notice as is practical to give participants and parents' adequate time to coordinate their schedules.
- O) The Football Commissioner shall be responsible for the placement, upkeep, and return of any items rented by the Board of Directors, such as porta-johns and portable lights; following all stipulations and guidelines of both the rental companies and the appropriate governing authorities of the fields and their accompanying facilities.

### **SECTION 3. CHEERLEADING COMMISSIONER**

- A) The Cheerleading Commissioner shall propose candidates for the positions of Head Cheerleading coaches to the Board of Directors. In addition, they will present the slate of assistant coaches and team managers selected by these head coaches to the Board of Directors for approval.
- B) The Cheerleading Commissioner shall set conditioning, exercise, practice, and contact standards for all teams and see that these standards are communicated to all coaches with the assistance of the Team Continuity Committee.
- C) The Cheerleading Commissioner shall be responsible for ensuring the appropriate on and off field dress and behaviors of players, cheerleaders, and coaches, consistent with NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE and AYF Rules and Regulations.
- D) The Cheerleading Commissioner shall periodically, but at least twice a season, conduct meetings for all Head and Assistant Coaches to review the rules of NJF, COLONIAL YOUTH FOOTBALL & CHEER LEAGUE and AYF Organizations.
- E) The Cheerleading Commissioner shall propose candidates for the positions of Head Football coaches to the Board of Directors. In addition, they will present the slate of assistant coaches and team managers selected by these head coaches to the Board of Directors for approval.
- F) The Cheerleading Commissioner shall set conditioning, exercise, practice, and contact standards for all teams and see that these standards are communicated to all coaches with the assistance of the Team Continuity Committee.
- G) The Cheerleading Commissioner shall be responsible for the inventory, maintenance, reconditioning and purchasing of all necessary cheer equipment and uniforms.
- H) The Cheerleading Commissioner shall set the dates and schedule practice sessions and notify cheerleaders of team assignments. Changes to regular practice times shall require as much advance notice as is practical to give participants and parents' adequate time to coordinate their schedules.
- I) The Cheerleading Commissioner shall be responsible for the placement, upkeep, and return of any items rented by the Board of Directors, such as porta-johns and portable lights; following all stipulations and guidelines of both the rental companies and the appropriate governing authorities of the fields and their accompanying facilities.
- J) The Commissioner of Cheerleading shall be the representatives of the Organization for all COLONIAL YOUTH FOOTBALL & CHEER LEAGUE meetings and matters. To the extent they cannot attend a meeting, they will appoint another Board Member or Member in good standing to attend the meeting and report back to the Board any matters of business.

#### **SECTION 4. SECRETARY**

- A) The Secretary shall be responsible for recording the activities of the Association and maintaining appropriate files, mailing lists, and all other records/letters pertaining to National, Regional, Candlewood Valley, and the NORWALK JUNIOR FOOTBALL & CHEER, INC. This will include maintaining insurance for the Association and providing proof to practice/game locations as necessary. The Secretary shall also perform such duties as are customary to the office of Secretary or as may be assigned by the Board of Directors.
- B) The Secretary shall maintain a list of Adult Members and Committee Members give notice of all meetings of the Association to the Board of Directors, Committees, and members as appropriate, and log attendance.
- C) The Secretary shall notify the Board of Directors if members do not meet the attendance requirements.

- D) The Secretary shall keep the minutes of the meetings and record them in a book kept for the purpose. The Secretary shall deliver copies of the minutes to all members of the Board of Directors, at least three (3) days prior to the next regularly scheduled meeting. Once approved, minutes will be posted in the documents section on the league website.
- E) The Secretary, in conjunction with the President, shall set the agenda for the meetings, and shall deliver the prospective agenda to all Board of Directors members at least three (3) days prior to the meeting.
- F) The Secretary shall conduct all correspondence not otherwise specifically delegated, and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- G) The Secretary shall maintain files, updated yearly, on the activities and correspondences of the Association.
- H) The Secretary shall be responsible for the Website and appointing a Webmaster.
- I) The Secretary will oversee the public relations aspects of the association and assign a director or committee of public relations to execute as necessary
- J) Secretary shall be responsible for reference checks on coaches, assistant coaches, directors and all significant volunteer positions, consistent with National AYF Rules and Regulations.
- K) The Secretary shall be responsible for the annual team pictures and appointing a volunteer to coordinate the effort.
- L) The Secretary will oversee the annual football and cheer banquet and assign a director or committee to execute as necessary.
- A) The Secretary shall oversee the Volunteer Director(s) and see that volunteer needs are communicated to the membership and member volunteer hours are recorded and recognized. The Secretary shall maintain the records of volunteer hours and with the assistance of a Volunteer Coordinator.

## **SECTION 5. TREASURER**

- B) The Treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the Office of Treasurer or may be assigned to him/her by the Board of Directors.
- C) The Treasurer shall receive all monies and securities, and deposit same in an account(s) at a depository approved by the Board of Directors. The account(s) must be accessible by both the Treasurer and at least one other member of the Board of Directors.
- D) The Treasurer shall keep records of the receipt and disbursement of all monies and securities of the Association, approve all payments from allotted funds, and draw checks thereof.
- E) The Treasurer shall submit a monthly report to be incorporated in the minutes of the regularly scheduled meetings.
- F) The Treasurer shall prepare an Annual Report for submission to the Board of Directors at the Annual Meeting. If the Treasurer leaves Office, he shall work with the new Treasurer to assist him/her in preparing the annual report.
- G) The Treasurer shall be responsible for maintaining the insurance policies for the organization.
- H) The Treasurer will meet with each board member at the start of each calendar year to determine budgetary needs and produce a budget for board approval before registration begins. The Treasurer will oversee the annual tax preparation and filing for the association.

- I) The Treasurer shall oversee all Organization Fundraising and see that football and cheer representation meet the organization's fund raising goals for the year. The Treasurer shall work in concert with the Director(s) of Fundraising and support him/her in the efforts to finance the Association.
- J) The Treasurer will maintain a list of donations to the association and send the appropriate thank you letters to donors for tax purposes.
- K) The Treasurer will oversee the operation of the concession stand and assign a director or committee to execute as necessary.

## **SECTION 6. REGISTRAR**

- A) The Registrar will oversee the registration, validation and scholastic process for the organization and assign a football and cheer director to execute for each group. He/she shall will examine and certify the applications and supporting documents of age, residence, health, and academic performance, of every player/cheerleading candidate before the child may be accepted as an NJF Player Member. The Registrar will also see that current player and cheerleader records are maintained on the website.
- B) The Registrar shall be responsible for securing registration dates, overseeing online registration set up, in-person locations (if necessary), support personnel and handout materials.
- C) The Registrar shall make sure registration documents are updated.
- D) The Registrar shall communicate all registration dates and times as necessary to the public via town newspapers, school newsletters, emails, and flyers.
- E) The Registrar shall collect all registration materials from online registration, in person registration and through the mail.
- F) The Registrar shall maintain and update all required registration records by way of the computer program, Sports Sign Up.
- G) The Registrar shall notify team managers of missing materials and confirm their collection.
- H) The Registrar shall supervise the validation and scholastic process with the Team Managers.
- I) The Registrar will be sure every football player and cheerleader qualifies academically to participate with the NJF according to national, league and association guidelines.
- J) The Registrar will work with Team Managers to calculate the full-end of year grade average for every student and if it is not adequate, be sure the 3B Section of the Multipurpose Scholastics Form is completed by a school official before the child be allowed to participate.
- K) The Registrar will work with Team Managers on National and League academic recognition applications.
- L) The Registrar will supervise Financial Aid applications.

## **SECTION 7. DIRECTOR(S) OF FUNDRAISING (Report to the Treasurer)**

- A) The Football and Cheer Director(s) of Fundraising shall investigate ways and means of financing the Association and submit recommendations to Board of Directors.
- B) The Football and Cheer Director(s) of Fundraising shall be responsible for overseeing all fundraising, promotion, and spirit sales/activities committees.

- C) The Football and Cheer Director(s) of Fundraising shall attend his/her committees' meetings that set operating policy, and shall report his/her committees' activities, expenditures, and needs as is appropriate at regularly scheduled meetings.
- D) The Football and Cheer Director(s) of Fundraising must attain prior approval for all expenditures from the Board of Directors, and keep the Treasurer updated of monies received and expended on a monthly basis. No one will receive reimbursement from the Treasurer for expenditures that were undertaken without approval by the Board of Directors.

**SECTION 8. VOLUNTEER DIRECTOR(S) (Report to the Secretary)**

- A) The Volunteer Director(s), preferably one for cheer as well as football, working with the Board Members, Directors and Committee Chairpersons, shall identify, recruit and coordinate volunteers to support the efforts of the Association, its football teams and cheerleading squads.
- B) The Volunteer Directors shall monitor and report on the Members' volunteer involvement, including the determination of whether Members have met any mandatory volunteer requirements, set by the Association through the association website.

**SECTION 9. DIRECTOR OF PUBLIC RELATIONS (Reports to the Secretary)**

- A) The Director of Public Relations shall be responsible for the ads/reports/articles/photographs regarding game schedules, results, cancellations, etc. that are placed in all appropriate newspapers and radio stations serving the three towns, as allowed by National, Regional and Colonial Rules and Regulations.
- B) The Director of Public Relations shall assist other Committee Chairpersons in placing ads and/or securing articles regarding their activities/events as approved and instructed by the Board of Directors.
- C) The Director of Public Relations shall make a best effort to ensure that each Player Member is mentioned at least once during the season in articles or photographs submitted to the press.

**SECTION 10. WEB MASTER (Reports to the Secretary)**

- A) The Web Master shall maintain and organize the NORWALK JR FOOTBALL, INC. web pages, including but not limited to photographs, scores, rosters, news, and announcements
- B) The Web Master, working with Team managers and Coaches; shall maintain team passwords
- C) The Web Master shall assist board members in converting information to Web format and placing it on the Association homepage
- D) The Web Master shall manage the Association electronic mailing list and answer user inquiries
- E) The Web Master shall create forms and other special content when necessary
- F) The Web Master shall assist the Registrar with online registration
- G) The Web Master shall maintain the Association by-laws online
- H) The Web Master shall perform other duties as required by the Board of Directors.

**SECTION 11. HEAD FOOTBALL AND CHEERLEADING COACHES (Report to the Commissioners of Cheer and Football)**

- A) Head Football and Cheerleading Coaches shall be selected annually, nominated by the Commissioners and appointed by the Board of Directors. Individuals wishing to be a Head Coach must submit their request in writing to the Cheerleading and Football Commissioner. Head Coaches are relieved of their duties when the season ends.
- B) Assistant Coaches and Team Managers shall be selected by the Head Coaches and must meet the requirements of either the Football or Cheerleading Commissioners, as instructed by the Board of Directors. Assistant Coaches and Team Managers will then be nominated by the Commissioners and appointed by the Board of Directors.
- C) Head Coaches shall be responsible for the actions of their players, coaches, and Adult Member assistants (i.e., field spotters) on the field. Any reprimands, sanctions, or fines levied against the Association by COLONIAL YOUTH FOOTBALL & CHEER LEAGUE, Regional or National as a result of the actions of a head coach, assistant coach, players or Adult Member Assistants will be the responsibility of the head coach. Failure to accept these responsibilities will lead to the coach's suspension from all NJF activities.
- D) Any penalty for unsportsmanlike conduct will result in an immediate review of the incident with the Commissioner, head coach, and penalized party with a memo outlining the incident and corrective action filed with the Board of Directors.
- E) Head Coaches shall be responsible for submitting accurate player/cheerleading verification books as well as all other information required by Colonial, Regional and National.
- F) All Head and Assistant Coaches shall acquire an understanding of all National, Colonial, NJF and NAA rules. In addition, they shall, at their own cost, attend regularly scheduled Coaches' Clinics and become first aid certified as soon as possible after joining the Association in a coaching capacity. When questions or parent/player issues arise, all coaches should immediately consult either of the Commissioners, or the Board of Directors.
- G) Any coach failing to meet the standards set forth in the Rules and Regulations of American Youth Football and Cheerleading, NORWALK JR FOOTBALL, INC., and NAA Parent and/or Coaches Code of Conduct, Parent and/or Coaches Code of Ethics, Parent-Player Contract, or any other rules, regulations or expectations communicated to the coaches by their respective Commissioners or the Board of Directors will be required, as requested by the respective Commissioner or member of the Board of Directors observing such failure, to immediately implement a corrective action for such failure. If the coach fails to comply with a Commissioner's or member of the Board of Directors request for corrective action, the observed failure will lead to their immediate dismissal from the practice and/or game field or Association function – including, but not limited to regular meetings, special meetings, year end banquets, etc. Failure to follow such instruction in a civil manner will also result in that coach's immediate suspension from the Association, pending a review by the Board of Directors as prescribed in Article 3.E.1 and E.2.
- H) All coaches are expected to put the goals of the Association ahead of their goals and schedules for their team.
- I) Head Coaches, Assistant Coaches, Rostered Personnel and Team Parents must be members of the Norwalk Athletic Association.
- J) Head Coaches, Assistant Coaches, Rostered Personnel and Team Parents must understand and sign a Coaches Conduct contract provided by the affiliated league.

- K) Head Coaches, Assistant Coaches, Rostered Personnel and Team Parents are subject to random police background checks per NAA member rules, and will be performed at the cost of NJF.

**SECTION 12. FOOTBALL AND CHEER EQUIPMENT MANAGERS (Report to the Commissioners of Cheer and Football)**

- A) The Football and Cheer Equipment Managers, working with the Commissioners of Cheerleading and Football shall secure bids on needed supplies and equipment and make recommendations for purchase to the Board of Directors.
- B) The Football and Cheer Equipment Managers shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning, inventorying, and storage thereof both during and at the close of the season.

**SECTION 13. FIELDS COMMITTEE (Reports to Football Commissioner)**

- A) The Fields Committee shall serve to secure and coordinate practice and game fields.
- B) The Fields Committee shall be the main points of contact with the Park and Recreation's Department, and High School Athletic Directors.

**SECTION 14. GYM/PRACTICE DIRECTOR (or COMMITTEE) (Reports to Cheer)**

- A) The Gym/Practice Director will be responsible for securing practice locations for the cheerleading squads once they begin practicing inside in September.
- B) The Gym/Practice Director shall be the main point of contact with the Park and Park and Recreation's Department, and High School Athletic Directors.

**SECTION 15. LEAGUE REPRESENTATIVE**

- A) The League Representative has the power to vote for the Association's interests at all Colonial Youth Football & Cheer League meetings. The League Representative knows that a \$50 fine is paid to the League if he/she misses a meeting, and so must notify the Cheerleading Commissioner, Football Commissioner if they are unable to attend a meeting.
- B) The League Representative shall make every effort to attend all regularly scheduled and special meetings. If they are unable to attend, a verbal or written report shall be submitted to the Cheerleading or Football Commissioner, which can then be submitted at such meetings.
- C) The League Representative, working with the Cheerleading and Football Commissioners shall communicate cheerleader and player validation requirements with the League to the Registrar.

## **SECTION 16. GRIEVANCES**

- A) Any player, cheerleader, parent or coach may file a grievance and request a hearing.
- B) The grievance must be submitted in writing to the Football Commissioner or Board of Directors, who will utilize best efforts to convene the Grievance Committee within 30 days of receiving the written grievance. (The Grievance Committee will hold a hearing and act upon the complaint within 72 hours.)
- C) Complaints in regard to League rules, eligibility, and conduct of players will be determined by the Grievance Committee. The decision of the Grievance Committee is final and cannot be reviewed.
- D) The Grievance Committee will have the subject of complaint provide a written rebuttal. And both parties will have the chance to address the committee in person.
- E) The Grievance Committee will be comprised of a member of the Board of Directors (who will chair the hearing), a cheerleading coach, a football coach, and two (2) parents not materially involved with the aggrieved parties. The Chair will not vote unless to break a tie.
- F) The member of the Board of Directors shall notify the person requesting a hearing of the Committee's ruling(s) both at the end of the hearing and in writing no later than seven (7) days after the hearing has been concluded.
- G) A copy of the letter and related file information will also be filed in the Association's records.
- H) The executive committee may pass the complaint to the Colonial Executive Committee Board for further review, if warranted.
- I) Any complaint not settled to satisfaction (with the exception of complaints in regard to League rules, eligibility, and conduct of players) may be submitted to the Norwalk Athletic Association for further review. Action must be taken within 48 hours. The decision of the NAA Board is final and cannot be reviewed.

## **ARTICLE 7: AFFILIATION**

### **SECTION 1.**

NORWALK JR FOOTBALL, INC. under the guidance of the NORWALK ATHLETIC ASSOCIATION shall annually register with a member organization of American Youth Football or recognized league overseeing organized competition for youth football and/or cheerleading.

### **SECTION 2.**

The Official Playing Rules and Regulations of the affiliated League shall be binding on the Association.

## **ARTICLE 8: FINANCIAL AND ACCOUNTING**

### **SECTION 1.**

The Board of Directors shall decide all matters pertaining to the finances of the Association and shall place all income in a common Association Treasury, directing expenditures in such manner as will give no individual or team advantage.



## **SECTION 2.**

The Board of Directors shall not permit the contribution of funds or property to individual teams, but shall solicit same for the common treasury of the Association to discourage favoritism among teams. The only exception being, funds raised may be used to help defray costs for individual teams who make post-season play.

## **SECTION 3.**

The Board of Directors shall not permit the solicitation of funds in the name of the Association unless all of the funds so raised are placed in the Association's Treasury.

## **SECTION 4.**

No Members of the Board of Directors of NORWALK JR FOOTBALL, INC. shall receive, directly or indirectly, any salary or compensation from the Association for services rendered as member of the Board of Directors, Officer, or Member. Each Board Member shall disclose to the Board any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of NJF's Board of Directors or Staff shall refrain from obtaining any list of NJF clients, members, or vendors for personal or private solicitation purposes at any time during the term of their affiliation. This is a non-profit Organization.

## **SECTION 5.**

All money received shall be deposited to the credit of the Association in a bank, all disbursement shall be made by check, and all checks shall be signed by the Treasurer and such other Director or person determined by the Board of Directors.

## **SECTION 6.**

The Fiscal Year of the Association shall begin on the first day of January and shall end on the last day of December.

## **SECTION 7.**

Under the guidance of the Treasurer, the Association will annually purchase a liability policy that covers the good faith actions and omissions of all members of the Board of Directors, Committee members, and Coaches.

# **ARTICLE 9: BY-LAWS**

## **SECTION 1.**

- A) The By-Laws may be amended, or altered in whole, or in part, by a 75% vote at any duly organized meeting of the Board of Directors. Notice of the proposed change must be made at the meeting prior to the meeting where the vote of approval is taken.
- B) Any member may propose an Amendment to the Bylaws at any time by presenting it in writing to the Secretary. The Secretary shall distribute the proposed amendment to the Board of Directors which shall make a written recommendation, including the grounds for the recommendation, for or against the proposed change of the Bylaws.

- C) The Secretary shall distribute the proposed amendment and the recommendation of the Board of Directors at least seven (7) days prior to the next regular or special meeting of the Board of Directors at which the amendment shall be considered.
- D) If the amendment is not approved, it shall not be tabled again for consideration by the Board of Directors for a period of one year.

**SECTION 2. INTERPRETATION**

The Board of Directors will resolve any problems regarding interpretation of the wording of the By-Laws.

**ARTICLE 10: DISTRIBUTION OF PROPERTY UPON DISSOLUTION**

**SECTION 1.**

A vote must be taken with the Board of Directors to disband or combine with another organization.

**SECTION 2.**

Upon dissolution of Association, and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of the Association to such Association maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501(c) 3 of the Internal Revenue Code or any future corresponding provision.

## APPENDIX A: PLAYERS AND PARENTS CODE OF ETHICS

### **As a football player, I pledge to follow this Code of Ethics:**

1. I will encourage good sportsmanship from fellow players, coaches, and parents at all times.
2. I understand that football is a large commitment. I have read the attendance requirements and will attend every game and practice that is reasonably possible and will timely notify my coach if I cannot.
3. I will expect to receive a fair amount of playing time.
4. I will listen and learn from my coaches.
5. I will treat my coaches and teammates with respect and I will expect to be treated accordingly.
6. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
7. I deserve to play in an alcohol, tobacco, and drug-free environment and expect adults to respect that wish.
8. I will encourage my parent's to be involved with my team in some capacity because it is important to me.
9. I will do my very best in school.
10. **I will remember that a sport is an opportunity to learn and have fun.**

### **As a football parent, I pledge to follow this Code of Ethics:**

1. I understand that football is a big commitment and I have read and understand the importance/consequences of attending practices and games.
2. I understand that the NJF Organization is run by volunteers and that its success is in part based on my participation and willingness to volunteer.
3. I understand that my child's coaches are volunteers and they should be treated with respect. To the extent I have an issue; I will first address it with the coaches.
4. I will encourage my child to be a good teammate and to speak with the coaches to the extent he/she has a question or issue.
5. I understand that all children deserve to play in an alcohol, tobacco, and drug-free environment and will respect that wish.
6. Unless my child's coach has requested my presence, as a volunteer, I will NOT enter the field of play during practices, scrimmages and games.
7. **I will remember that a sport is an opportunity to learn and have fun.**

### **As a cheerleader, I pledge to follow this Code of Ethics:**

1. I will encourage good sportsmanship from fellow cheerleaders, coaches and parents at all times.
2. I understand that cheerleading is a huge commitment. I have read the attendance requirements and will attend every game and practice that is reasonably possible and will notify my coach if I cannot.
3. I will listen and learn from my coaches.
4. I will treat my coaches and fellow cheerleaders with respect and I will expect to be treated accordingly.
5. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
6. I deserve to cheer in an alcohol, tobacco and drug-free environment and expect adults to respect that wish.
7. I will encourage my parents to be involved with my squad in some capacity because it is important to me.
8. I will do my very best in school.
9. **I will remember that cheerleading is an opportunity to learn and have fun!**

**As a cheerleader parent, I pledge to follow this Code of Ethics:**

1. I understand that cheerleading is a huge commitment and I have read and understand the importance of attending practices and games.
2. I understand that the NJF Organization is run by volunteers and that its success is in part based on my participation and willingness to volunteer.
3. I understand that my child's coaches are volunteers and they should be treated with respect. To the extent that I have an issue, I will first address it with the coaches.
4. I will encourage my child to be a good teammate and to speak with the coaches to the extent she has a question or issue.
5. I understand that all children deserve to cheer in an alcohol, tobacco and drug-free environment and will respect that wish.
6. Unless my child's coach has requested my presence as a volunteer, I will not enter the practice area in the gym or cheer area during the games.
7. **I will remember that a sport is an opportunity to learn and have fun.**

## APPENDIX B: COACHES CODE OF ETHICS

### **As a football coach, I pledge to follow this Code of Ethics:**

1. I will do my best to learn, teach and practice the NJF Way.
2. I will attend as many of the coaching clinics as possible.
3. I have read the NJF attendance policy and will enforce it throughout the season.
4. I will place the emotional well being of my players ahead of a personal desire to win.
5. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
6. I will do my best to provide a safe playing situation for my players.
7. I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
8. I will do my best to organize practices that are fun and challenging for all my players.
9. I will lead by example in demonstrating fair play and sportsmanship to all my players.
10. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
11. I will use those coaching techniques appropriate for each of the skills that I teach.
12. I will remember that I am a youth sports coach, and that the game is for children and not adults.
13. I will demonstrate objectivity and fair play in determining positions and playing time for players. In cases where my objectivity is in question, I will defer to the direction of the Football Commissioner. I recognize that as a volunteer, my objectivity may be compromised, and that I will seek the advice of the Football Commissioner and fellow coaches, as appropriate.
14. I will ensure that each player receives fair playing time, including at least two plays in each half of each game and that all minimum play requirements will be satisfied prior to the start of the fourth quarter.
15. It is my goal that every player plays more than the required minimum plays; situation, game conditions and roster size permitting.
16. I will insure that I adhere to all the rules outlined in the Parent-Player Contract and bylaws of NJF and NAA.

### **As a cheerleading coach, I pledge to follow this Code of Ethics:**

1. I will do my best to learn, teach and practice the NJF Way.
2. I will attend as many of the coaching clinics as possible.
3. I have read the NJF attendance policy and will enforce it throughout the season.
4. I will place the emotional well being of my cheerleaders ahead of a personal desire to win.
5. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
6. I will do my best to provide a safe situation for my cheerleaders.
7. I will promise to review and practice the basic first aid principles needed to treat injuries of my cheerleaders.
8. I will do my best to organize practices that are fun and challenging for all my cheerleaders.
9. I will lead by example in demonstrating fair play and sportsmanship to all my cheerleaders.
10. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my cheerleaders.
11. I will use those coaching techniques appropriate for each of the skills that I teach.
12. I will remember that I am a youth sports coach, and that the game is for children and not adults.
13. I will demonstrate objectivity and fair play in determining positions for cheerleaders. In cases where my objectivity is in question, I will defer to the direction of the Cheerleading Commissioner. I recognize that as a volunteer, my objectivity may be compromised, and that I will seek the advice of the Cheerleading Commissioner and fellow coaches, as appropriate.
14. I will ensure that each cheerleaders receives fair treatment.
16. I will insure that I adhere to all the rules outlined in the Parent-Player Contract and bylaws of NJF and NAA.