

# **PORTLAND YOUTH FOOTBALL LEAGUE**

## **BYLAWS**

**Updated August 11, 2015**

### **MISSION STATEMENT**

Portland Youth Football League is a community based charitable, volunteer organization charged with encouraging leadership and building character. Through our Flag, Youth Tackle and Middle School Tackle football programs for kids grades K-8, we offer the opportunity for our kids to build a superior, fundamental football foundation. Additionally, we offer a Cheering program for grades 1-8. Our ultimate goal is to safely provide our players with the football skills, fundamentals, and experiences to help them compete successfully and secure position placement on a local high school football team.

## **ARTICLE I**

### **NAME**

The name of this organization shall be the Portland Youth Football League (herein after referred to as PYFL)

## **ARTICLE II**

### **LEAGUE MEMBERSHIP**

PYFL shall be associated with Maine Sportsmanship League for grades 2-6 and Southern Maine Youth Football League for grades 7-8, and shall abide by all rules set forth by these organizational bodies. PYFL will follow guidelines for Players, Practices and Game Scheduling.

# ARTICLE III

## ORGANIZATIONAL STRUCTURE

### Board of Directors

The Board of Directors is charged with the following general duties and descriptions .

- To conduct and oversee all functions of the PYFL
- To establish any necessary committees and coordinate all league activities required to support and maintain the responsibilities of the PYFL.
- To formulate and present an Annual operating and expenditure budget
- To act as a grievance committee with the power to act

### Election and Term of Office

The Board of Directors at the regular Annual Meeting of the Board of Directors shall elect the officers of the corporation annually. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified and met all volunteer application requirements. A member may hold multiple Board of Director positions but has a single vote; there is no additional vote per position.

### Removal

Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors—whenever in its judgment the best interest of the league would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

### Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

## **Quorum**

A quorum consisting of 2/3 of the existing Board Members is required for any and all rulings and amendments to the By-laws. If 2/3 of the existing Board Members are not present, then the quorum issue will be tabled to the next meeting. All Board Members will be notified of the meeting by mail, email or phone. If unable to attend a meeting, subject to approval from the President, Board members will be allowed to vote on agenda items via proxy.

## **President**

1. Preside over all meetings
2. Call all meetings to the PYFL Board
3. Be an ex-officio member of all committees
4. Enforce all by-laws and directives
5. Request volunteers for appointment for standing and special committees
6. Have the power to remove any disorderly member impeding the progress of any meeting
7. Be responsible with the treasurer for contents of the treasury
8. In the event of a tie vote, the President shall have deciding vote
9. Must follow meeting order and present an agenda

## **Vice President**

1. Coordinate schedule of fields in alignment with MSL and SMYFL scheduling, for regular and post season games as well as practice times/locations (including regular and post season)
2. Preside over all meetings where the President is not present
3. Be responsible for all by-law documentation and amendments
4. Be an ex-officio member of all committees
5. Enforce all by-laws and directives when the President is not present
6. Be responsible with Director of Communications for all league records

## **Safety Director**

1. Coordinate Annual Concussion Assessment and Management/Safety seminar
2. Supply each Team with medical supplies, tape, ice packs and other safety equipment.
3. Gather from Trainers and Provide all injury reports and documentation to the PYFL Board of Directors

4. Schedule Trainers for all Varsity/JV and Middle School home games, as well as all Varsity/JV away games
5. Schedule ambulance coverage for Post Season Games as required

### **Treasurer**

1. Receive and be accountable for all money from all sources
2. Treasurer's report to be submitted monthly in writing, detailing a breakdown of monthly income and expense by category
3. Responsible for account set-up and distribution of League Debit Card to all authorized signers on PYFL checking account
4. Pay all bills by check or league Debit Card in a timely fashion or by due date, and to keep a record of all money correctly
5. Treasurer to submit an annual itemized statement to the Officer's for the Board at the Annual Meeting
6. Submit an annual budget detailing a breakdown of income and expenses by category, will be presented to the Board at the Annual Meeting
7. PYFL President or Board of Directors approval required for any league expenditure.
8. Annually the Board will decide who will have check writing authority for that year. The Treasurer will monitor all financial transactions by checks and balances.
9. Monthly bank statements to be reconciled monthly.
10. For any reimbursements, Treasurer will require original or photocopy paid in full receipt(s) for any goods or services purchased or incurred on behalf of PYFL. Said expenses must have been previously approved by President.

### **Director of Communications**

1. Responsible for all PYFL records
2. Give proper notification of all PYFL meetings and will keep minutes thereof and make available for all meetings and make copies upon request
3. Post the minutes to the PYFL Website immediately as recorded, for Board review, and subject to final Board approval before finalized version is re-posted to website.
4. Coordinate all media information

## **Player Agent**

1. Establish and submit full PYFL team rosters. This will include all the teams, and have weights, jersey numbers and ages by the timelines determine by MSL and/or SMYFL.
2. Record all player transactions and maintain an accurate and up-to-date record thereof
3. Receive and review applications for player candidates and assist the President in verifying residence and grade eligibility
4. Conduct the tryouts, the player draft and all other player transaction or selection meetings.
5. Oversee Little Ladd, JV and Varsity Draft
6. With assistance from Director of Communications coordinate USPS mailings, emails, flyers and all registration activities.
7. Help facilitate checking in and processing of Summer Camp athletes.

## **Director of Coaching**

1. Coordinate coach's certification process (USA Football) for each team's Head Coach
2. Responsible for presenting to the Board annually all Coaching recommendations to be voted on and approved by the Board. Create subcommittee to review and determine all Coaching candidates.
3. Responsible for coordinating all coaches and assistant coaches background checks, photo-copying licenses, and performing actual background check.
4. Coordinate and facilitate Annual Coaches Clinic
5. Solicit and implement quality coaching clinics and learning opportunities throughout regular and off season.
6. Coordinate Annual Summer Camp

## **Equipment Manager**

1. Responsible to inventory all league equipment and team uniforms with each Team every year.
2. Order and supply each team with an amount of equipment determined by the Board to be appropriate.

3. Responsible for all scholarship equipment and maintain a list of all scholarship players and an inventory of league purchased equipment
4. Authorized to purchase equipment on behalf of the Board and Teams
5. Maintain approved vendor lists.
6. Coordinate delivery and pick up of storage pod from Rigby Storage
7. Coordinate acquisition of field lighting for post season practice, if applicable

### **Concessions Director**

1. Keep the concession stand supplied with stock materials
2. Assign each Team times and games to staff the concession area
3. Coordinate with local suppliers for pick up or delivery of supplies.
4. Provide each Team Parent with a set of guidelines for staffing the Concession Stand.
5. Keep budget records for materials purchased and weekly gross receipts and submit to the Treasurer on no less than a monthly basis.
6. Provide the Treasurer with an annual projected budget for the concessions stand.
7. Authorized to purchase items necessary for the operations and inventory supply on behalf of the league.

### **Fundraising Director**

1. Responsible for all facets (organization and dissemination of information) of initiatives associated with raising funds for PYFL, including fundraising events (discount card sales, bottle/can redemption, car washes, golf scrambles etc) and Sponsorship efforts (both General Sponsorships and Team Sponsorships).
2. Accountable for follow up with and collection of funds raised through any fundraising or General/Team Sponsorship efforts.

### **Division Directors: Cheering, Middle School (MS Head Coach, see Coaches, below), Youth Tackle (Varsity, JV, Little Ladd) or Flag**

1. Based on division size and needs the Board will fill all or a portion of these Director positions annually.
2. Communicate all league information and schedule changes to appropriate levels (Coach, Player, Team Parent or Families)
3. Point of contact for Coaches, Players, Team Parents and Families.
4. Responsible for coordinating their associated Jamborees or Bowls.

## At Large Representative

1. Represent views, issues, and concerns of the members of the general public (i.e. parents and guardians of PYFL players)
2. Represent the general public in the decisions and discussions of the PYFL Board of Directors
3. Present resolutions to the PYFL Board of Directors regarding any issues that pertain to the general public and which PYFL may have the power to address
4. Attend all PYFL Board of Directors Meetings
5. At Large membership allows proven, respected leaders to continue to serve on the PYFL board after a prior term is complete. The membership can also serve to increase diversity by setting criteria for the position to include members historically lacking in the board's leadership, such as a minorities or women.

## Referee Liaison

1. Serve as liaison between governing League Officials body and PYFL Board of Directors
2. Attends all PYFL Board of Directors Meetings
3. Referee Liaison is a voting Board Member

## Coaches

1. Coach's will be nominated by the President and Director of Coaching on an annual basis and voted on by the Board of Directors needing 2/3 majority approval, subject to successful background check (please reference Article XII, below).
2. Coaches do not have voting position on the Board of Directors but are strongly encouraged to participate in all meetings.
3. Head coaches are required to attend annual Concussion Assessment and Management/Safety seminar prior to the beginning of the season. If the Head Coach is unable to attend at least one assistant coach MUST attend. It is highly recommended that ALL team coaches attend this annual meeting.
4. Head Coach's are required to be USA Football certified, reimbursed by PYFL. All Coach's are encouraged to be certified.
5. Removal of a Coach requires 2/3 majority vote of all members of Board of Directors.
6. Middle School Coaches will be selected each year. Middle School Coaches' salary will be determined at the beginning of each Organizational Year. Coach's contract will be for one year, same as League Organizational Year 1/1 through 12/31, with no guarantee of rehire. Middle School Head Coach will be responsible to fulfill Director of Middle Responsibilities which include attending all SMYFL mandated meetings

7. There is no guarantee tenure as a Coach.

## **ARTICLE IV**

### **GOVERNMENT**

The government and direction of this league and the control of its property and monies shall be vested in the Board of Directors. It is the intent of this league to allow all members of registered organizations to voice their opinions, as the PYFL is established to provide the service of a league to participating members and to meet their needs. The foregoing will not apply to Board of Director meetings at which only Board members are to be in attendance, unless called upon by the President. All voting rights are restricted solely to the Board of Directors.

### **DISSOLUTION**

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 c(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

# ARTICLE V

## LEAGUE FUNDING AND EXPENDITURES

Fees and funding of the PYFL shall be collected as described below:

- PYFL funding and team registration will be set each year by the Board of Directors no later than the date of the June General meeting of the current year.
- Registration fees must be paid to the PYFL Treasurer by all Participants in the current PYFL season.
- In the event that additional funding is required, the Board of Directors may obtain the additional funding through any method agreed upon by the Board of Directors in a majority vote.

Expenditures and use of PYFL monies shall be handled in this manner:

- PYFL monies shall be used as recompense for the following PYFL related goods and services, but not limited to: postage, photocopying, web sites, phone calls, registration fees in USA Football (coaching certifications), trophies, rule books and other Board approved initiatives.

Annually the Board of Directors can approve funding for banquets, scholarships, senior bowls and other football and cheering activities based on financial availability.

All funds received by the PYFL organization must be turned over to the Treasurer as soon as is reasonably possible.

No officer or voting member of the PYFL Board of Directors will be allowed to disburse or promise funds without prior approval of the Board of Directors.

The Treasurer is authorized to establish and maintain a checking account and league debit card(s) in the name of Portland Youth Football League with any public banking institution voted by majority of member organizations to be acceptable.

# ARTICLE VI

## MEETINGS

- The organizational year will be from January First (1/1) to December Thirty-first (12/31)
- The annual meeting of the PYFL will be held during the month of January at a place and time to be set a minimum of one month prior to the date chosen.
- The head coaches of each team will meet for an annual preseason meeting on or before the annual draft, and are required to attend annual Concussion Assessment and Management seminar. If Head Coach cannot attend at least one assistant coach MUST attend.
- General meetings of the PYFL will be held at least quarterly at a place and time to be set a minimum of one month prior to the dates chosen.
- Special meetings may be called by the President of the Board of Directors as the need arises.
- All meetings of the PYFL organization shall be governed by Parliamentary Law as set forth in Robert's Rules of Order, as outlined on the PYFL website.
  1. Call to Order (by the presiding officer)
  2. Roll Call (by the Secretary)
  3. Public Forum-limited to 15 minutes.
  4. Reading of the minutes of the previous meeting (by the Secretary}, followed by the necessary questions and a vote on acceptance of the minutes.
  5. Treasurer's report.
  6. Report of officers and committees (By Chairperson of each committee}.
  7. Old Business.
  8. New Business.
  9. Adjournment.
- Participation (voting limited as defined in Article IV) in the PYFL regular meetings will be open to the public unless an executive (closed) session is called by the President.

# ARTICLE VII

## ENROLLMENT AND ELIGIBILITY

All participants must complete the annual Registration Form, Emergency Information Form and Parent-Child Agreement Form.

PYFL is a pay to play non profit organization. Enrollment-Fee waiver and equipment loan(s) are made available on a case by case evaluation by the Board of Directors and based on financial availability from the league. Payment is expected at time of registration unless other arrangements are made with PYFL, i.e. Enrollment-Fee Waiver Form must be completed by parent, with acceptance subject to PYFL review and approval.

Player Eligibility is subject only to the player living in the city of Portland or enrollment in a Portland Public or Private school. Special requests for players living and/or attending school outside of the City of Portland will be handled on a case by case basis and are subject to approval by PYFL Board of Directors and parent League. PYFL's Flag Division will welcome players from any city or township, be it Portland or a surrounding community.

# ARTICLE VIII

## RULES

### TEAMS

#### Assignment

Annually the Board of Directors will evaluate the number of players at each division and determine the number of teams PYFL will be able to field in the respective divisions. Creation of teams for Varsity and JV divisions will follow the draft guidelines set by the Board of Directors. Little Ladd division will be assigned by the Player Agent based on assessment and number of players to field a single team. Middle school teams will be assigned based on a city boundary line evaluated annually.

#### MSL

- PYFL will present two Varsity teams and two JV teams, both with the same coaching staff. PYFL will present two Little Ladd teams comprised of 2<sup>nd</sup> and 3<sup>rd</sup> graders. There is no maximum or minimum player requirement for any Junior Tide, JV or Varsity Tide football teams. Effort will be made to assemble squad sizes that encourage safety and fair playing time availability, subject to final approval by MSL Board of Directors. Varsity teams will be made up of predominantly 6<sup>th</sup> Grade players, however select skilled 5<sup>th</sup> Grade JV players will be allowed to play at the Varsity level per the approval of the Varsity team's Head Coach. The goal should be to produce a game day team comprised of 20-24 players. 5<sup>th</sup> graders playing 12 or more plays in a Varsity game will not be allowed to play in the JV game.
- Rosters will be closed by the first scheduled game of the season.
- All kids' grades 2-6 are eligible, provided that they do not turn 13 years old before November 1<sup>st</sup> of the current year.

#### SMYFL

- Middle School players shall be less than a freshman (grade 9) in school and not have reached his/her 15<sup>th</sup> birthday before the first practice (conditioning or equipment) allowed by SMYFL.
- A player may not participate on a SMYFL team if that player is also participating in any other contact football program.

- Organizations must submit a complete roster of Middle School players to the SMYFL before the first regular season game. The SMYFL must be informed of all addition(s) or correction(s) to the submitted roster (which occur any time after the submission of the complete roster within one (1) week of the addition(s) or correction(s). Failure to comply with the submission deadline shall result in a one hundred dollar (\$100) fine levied against the non-compliant organization.

For Middle School age group, PYFL adheres to all Game Rules and Regulations as set forth in the SMYFL Bylaws, [found here](#). For Varsity, Junior Varsity, and Little Ladd (Pee Wee) Tide age groups, PYFL adheres to all Game Rules and Regulations as set forth in the MSL Bylaws, [found here](#).

## ARTICLE IX

### DRAFT

The draft is applicable for Little Ladd (2<sup>nd</sup> and 3<sup>rd</sup> Grades), and Varsity/JV (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades). The rules for the draft are listed below and are applicable to Little Ladd, Varsity and JV drafts.

Each coach will be given an overview of the total number of players they may select and the number of players in each grade they are able to draft, starting with sixth (6) graders and moving down sequentially to the fourth (4) graders. The number will be based upon the number of returning players in each category, as well as the total number of players signed up divided by the total number of teams. For example, if it is determined before the draft that each team is entitled to eight (8) Sixth graders, then once a team has picked eight (8), Sixth graders, they may not pick another.

1. At the Little Ladd level, the team with the most unsuccessful record from the previous season will draft first, beginning with 3<sup>rd</sup> Grade. Once all 3<sup>rd</sup> Graders have been selected, the same team that picked first in the 3<sup>rd</sup> Grade round will pick first in the 2<sup>nd</sup> Grade round, alternating with the other team until all players have been picked. At the Varsity and JV level, the team with the most unsuccessful JV from the previous season will have the option to draft first in any of the three grade levels. The other team will then have the option to draft first in either of the two remaining grade levels. A coin toss will determine who picks first in the remaining grade level. Drafting will commence with 6<sup>th</sup> Grade selections, alternating back and forth until all 6<sup>th</sup> Graders have been selected. 5<sup>th</sup> Graders will be selected next, in alternating fashion, followed by 4<sup>th</sup> Grade.

2. Players drafted to a particular team will remain on that team for the duration that player plays at that age level (Little Lad or Varsity/JV). If it is proposed that a player be moved from the team he was drafted to, either at a parent's or coach's request, it must be requested in writing, subject to Board review and approval.
3. Each team must designate one coach who may make draft selections. These coaches must be identified before the draft begins and will be the only ones who will be permitted to select on behalf of the team during the draft. Each team can have up to a maximum of 3 representatives at the draft.
4. Each team will have three (3) minutes to make a selection. Before the allotted time is expired, the selected coach must select for that team. If the team does not select someone within the allotted time that team must wait until the end of that round to select a player.
5. Family Rule: All siblings must play for the same team, unless otherwise requested by the parent(s) of the children. In other words, if a team drafts one brother, it automatically selects the other brother and foregoes its pick in the next round of the pertinent draft. If a team has a returning brother and he/she has a sibling entering the league as a new player, then no other team may select the sibling. The new player will be automatically placed upon his/her sibling's team and the team will be charged a draft pick based on the rating established at the Annual Assessment. A Plus Rating equals a 2<sup>nd</sup> round pick, a Neutral Rating equals a 3<sup>rd</sup> round pick, and Negative rating equals a 4<sup>th</sup> round pick. More than one new sibling entering the league in the same will be charged draft picks as just outlined. In the event that a team has two siblings in the same grade, both rated as Plus rating, the team will be charged a First round pick and a Second Round pick in their respective Grade round.
6. Honored requests – Before the draft begins each coach will be presented with any requests to their team that players may have. Requests may only be honored if a team has not reached its pre-assigned limit in that age group. A coach may choose to honor or not honor any request. A request that a coach decides not to honor will not count against that team in any way. The first honored request by any coach will result in the forfeiture of that team's First (1<sup>st</sup>) Round draft pick. The next honored request will result in the forfeiture of that team's second round pick. This process will continue until all requests have been addressed. All coaches involved in the selection process must agree upon a request before it may be granted.
7. New Assistant Coaches –If any team wishes to add a new assistant coach that has a new child entering the league then that child must request to be placed on that specific team. If the request is honored then the rules in #6 (above, i.e. if request is honored that player will be considered a 1<sup>st</sup> round draft pick) shall apply. If request is not honored then the player is in the general draft pool.

8. Any player, who signs up after the draft and was not frozen, shall go to the next team on the draft board. Except, if the next player to sign up is in an age group not available to the next team, then that team swaps places with the team below it on the draft board. This process continues indefinitely, until all players are taken. To illustrate: If Team A has the next pick (and they are at the limit of eight (8), Sixth graders, and the next available player is a Sixth grader, then Team B would get the player and Team A moves into the draft position of Team B. If Team B can not select the player, then Team C gets the player (drafting in the position of Team A) and Team B moves into the draft ~ position of Team C and so on.
9. Any expansion team shall have the first and last selections of each round. In addition, it shall have the first and second overall selections in the draft. Once the returning teams have reached the total number of players allotted per team, the expansion team shall automatically select all remaining players.
10. Any team that has an existing assistant coach with a new child entering the league; falls under the family rule and the player must be drafted by the coaches team unless otherwise requested by the parent(s). To make this scenario equitable, the team must select the new player with whatever draft pick their assessment rating dictates (i.e. Plus rating equal 2nd round pick, Neutral rating equal 3<sup>rd</sup>, negative rating equals 4<sup>th</sup> round pick. In the event there is more than one such player the team must use its next successive round selections respectively. Any player whose father is a head coach will be drafter per the sibling and Assistant Coach Draft Rules as set forth above, again based on their Assessment Rating (Plus, Neutral, or Negative).
11. During the first week of summer sessions the player agent and a representative of each team will meet to discuss all placements in the case of multiple new registrations occur on a given day. If the numbers support it then a mini draft will occur, otherwise all new players are placed based on a team according to all other draft rules.

# ARTICLE X

## SAFETY

### Concussion and Return to Play Protocol

- PYFL, in conjunction with league appointed representation, will follow standard Concussion and Management Return to Play Protocol.
- All Coach's will be required to attend an overview of concussion management annually, prior to the beginning of the season. If Head Coach is unable to attend, at least one assistant coach MUST attend.
- If a player is diagnosed with a concussion by any physician, a doctor's note is required before return to play is approved.
- Any concussion will follow, at a minimum, the graduated return to play protocol
  1. No Activity until no symptoms have been noticed for 48 hours. (Signs and symptoms: dizziness, loss of consciousness, blurred vision, double vision, loss of memory, ringing in the ears, vomiting, nausea, headache, difficulty concentrating, unbalanced, foggy or in a daze, light sensitivity, noise sensitivity, slurred speech, forgetfulness, uneven pupils, other )
  2. Day 3: Light aerobic exercise: Intensity below 70% no resistance training, no equipment
  3. Day 4: Sport- specific exercise: Running, stretching; no head impact drills, no equipment
  4. Day 5: Non-contact training drills; Progression to more complex training drills, may start resistance training.
  5. Day 6: Full contact practice; Following physician clearance, participate in normal training
  6. Day 7: Return to play: Normal game play
- If at anytime any symptoms return during the graduated return there must be a at a minimum 24 hours rest period. Once asymptomatic following the rest period the athlete will drop back to the previous asymptomatic level and the progression will resume.

# ARTICLE XI

## Code of Conduct: Athlete, Coach, Parent

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

### **Athlete**

Prior to the start of the season, PYFL athletes agree to abide by the Portland Youth Football League Athlete Code of Conduct, as outlined in policy found on the PYFL website. They also agree to the discretionary authority given to the Head Coach of their team. Failure to follow the Code of Conduct or Coaches' instruction may be deemed grounds for disciplinary action, up to and including sitting out practice, game suspension(s) or dismissal from the team.

### **Coaches**

Coaches shall be aware that he or she has a tremendous influence, either positive or negative, on the development of the athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character. The coach shall uphold the honor and dignity of Coaching, as outlined in PYFL's policy, Coaches Code of Conduct, which must be acknowledged prior to the start of the season.

### **Parents**

PYFL has also implemented a Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read and understand this document prior to their children participating in our league. It also can be found on the PYFL website and must be acknowledged prior to the start of the season. Any parent guilty of improper conduct at any game or practice will be asked to leave the sports

facility and may be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

## ARTICLE XII

### Background Checks: Coaches and Board Directors

Portland Youth Football League will require a background check through the National Center for Safety Initiatives Registration (NCSIR) at least every two years for any proposed/current coach in any PYFL Division, or for any proposed/current Board of Directors' member. PYFL will absorb the cost of these background checks, when applicable.

If during the course of the background screening process a proposed/current Head or Assistant Coach or a proposed/current candidate for Board of Directors' membership is determined to have a "Red Flag" status, as established by NCSIR, the current Board of Directors shall use its best judgement in allowing or disallowing that candidate to continue as a coach or administrator in PYFL. A Red Flag determination will not solely be cause for disallowance. Red Flags due to illegal activity associated with arrest records that include physical altercations, minor drug possession charges or petty theft charges will be interpreted on a case by case basis. Date of violation, number of infractions and severity of the crime shall be taken into consideration when reviewing a candidate's criminal record. **However, in the event that any candidate's criminal record includes gross sexual contact or abuse of any kind involving a minor child, the candidate will automatically be disqualified from participating in PYFL in any capacity.**

Candidates who are current public or private academic institution administrators and/or educators in the State of Maine may be exempt from the background screening process provided that they submit proof of a current Department of Education certification with clean Criminal History Record Check (CHRC) listed on the certification.

Any approved PYFL coach or Board member may be selected for a random background check at any time. Random screenings producing a Red Flag result will be reviewed by the Board of Directors. Any egregious violations discovered in the process, as established by the criteria set forth above, will be grounds for immediate expulsion from PYFL coaching ranks or Board of Directors.

**PYFL reserves the right to reject any Coaching or Board member application or remove a coach from their position, at their discretion, at any time, independent of a Green Light criminal background status.**