

**South Fayette Township Youth Football Association**

**Constitution and By-Laws**

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# **THE SOUTH FAYETTE TOWNSHIP YOUTH FOOTBALL ASSOCIATION**

## **CONSTITUTION**

### **Article # 1 - Identification**

This association shall be known as the South Fayette Township Youth Football Association (“SFTYFA”) and consist of eleven (11) elected officers and general members who are the parents/guardians of the football players.

### **Article # 2 - Purpose**

SFTYFA is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### **Article # 3 – Mission and Objective**

The Mission of the SFTYFA is to provide a program directed at teaching the fundamentals of youth football and the importance of teamwork.

The Objective of the SFTYFA is to instill in the youth of the program the desire to engage in an activity that will endeavor to teach them physical and mental skills through the enjoyment of the game of football and its related activities.

### **Article # 4 - Membership**

Membership in the SFTYFA will be comprised of parents/guardians of the football players who participate in the football program during that particular calendar year.

### **Article # 5 - Officers**

The SFTYFA will be comprised of the following offices: President, Vice President, Treasurer, Secretary, League Representative, Football Director, Director of Fundraising, Director of Concessions, Director of Registration, Director of Communications, and Director of Flag Football.

### **Article # 6 - Governorship**

The officers of the SFTYFA shall govern and make all decisions regarding the entire association. Input from the quorum at all meetings will be taken into consideration before the SFTYFA officers make a final decision.

### **Article # 7 - Meetings and Quorum**

1) “Roberts Rule of Order” (in simplified form) shall govern the proceedings of all

meetings.

- 2) Order of business for regular monthly meetings will be as follows:
  - a) Call to order by presiding officer (President or Vice President)
  - b) Roll call and attendance by the Secretary
  - c) Reading of the previous meeting minutes by the Secretary
  - d) Treasurer's report
  - e) Unfinished business
  - f) New business
  - g) Motion to Adjourn
- 3) A quorum (defined as the minimum number of officers and/or parents/guardians that must be present to conduct business) for the SFTYFA will consist of (4) four officers and any members present at the subject meeting.
- 4) Monthly meetings will be held on the first Sunday of every month with the exception of the offseason months of January and February, and if the meeting should fall on a holiday weekend. This meeting will be rescheduled only if deemed necessary by the President of the SFTYFA.
- 5) These scheduled meetings will be held at a location determined by the President. The time and location of the meeting shall be made known at least 7 days prior to the meeting and will be posted on the website, social media, and emailed to the current distribution list.

#### **Article # 8 - Amendments to the SFTYFA Constitution**

The Constitution of the SFTYFA may be amended at a regularly scheduled monthly meeting with a 2/3rds majority vote of the officers of the SFTYFA and a 2/3rds vote of the members of the SFTYFA in good standing that are in attendance at the meeting. A 2/3rds vote of the officers of the SFTYFA would constitute 7 officers being in favor of a particular change.

Revisions to the Constitution require that the change be read at (2) two consecutive regularly scheduled monthly meetings prior to voting on the change. Voting on the proposed revisions(s) can occur at the same meeting at which the second reading takes place.

THE CONSTITUTION OF THE SOUTH FAYETTE TOWNSHIP YOUTH FOOTBALL ASSOCIATION WAS ADOPTED ON APRIL 3 OF THE YEAR 2005 AT THE REGULARLY SCHEDULED MONTHLY MEETING.

REVISIONS TO THE CONSTITUTION AND BYLAWS approved this 4<sup>th</sup> day of May, 2024.

**Ryan Kacsur, President Josh Keller, Vice-President**

**THE SOUTH FAYETTE TOWNSHIP YOUTH FOOTBALL ASSOCIATION**

**("SFTYFA") BY-LAWS**

**Article # 1 - Duties of the Elected Officers**

**1) President:**

The President of the SFTYFA will be responsible to approach the Parks and Recreation Board to secure the practice fields at Fairview Park or the fields to which we will be using during the months of August through mid-November. They will also need to make sure that the application for the use of school property for the home football games has been filed with the South Fayette Township School District should the games be held on school property. This should be submitted to the school in May as a general request for the use of the stadium and concession stand for 4 home dates.

If financial assistance is to be requested from South Fayette Township, the President of the SFTYFA needs to submit the request to the Parks and Recreation Board no later than September 1<sup>st</sup>.

In the absence of the League Representative and/or Vice President at a South Hills Youth Football League (SHYFL) board meeting, the President may serve in those capacities, including as the SFTYFA Board Member if they are the only SFTYFA representative present.

**2) Vice President:**

The Vice President will run the monthly meetings of the SFTYFA should the President of the SFTYFA be unavailable.

The Vice President of the SFTYFA will also be responsible to make arrangements with the local EMS service to assure that they will be present at our league home games.

The Vice President will be responsible to set a date for pictures. This should be done prior to sign-ups. Pictures will be scheduled for a date as soon as possible so that pictures get returned in time.

The Vice President shall be the primary point of contact for Head Coaches. The Vice President will send communications from the board to the Head Coaches, when necessary.

The Vice President will serve as the SFTYFA Representative to the SHYFL board meetings as defined in the SHYFL Bylaws. In the absence of the SFTYFA League Representative at a SHYFL board meeting, the Vice President will serve in this capacity as the SFTYFA Board Member.

### **3) Treasurer:**

The Treasurer will be responsible to keep an accurate account of all monies received and all monies paid out. A detailed report of incomes, expenditures and account balance will be provided to board members electronically prior to each monthly board meeting or by the 5<sup>th</sup> of each month, whichever is earlier.

The Treasurer will be required to set up signature cards for the SFTYFA's checking account with the bank. The President, Vice President, Treasurer, and Secretary of the SFTYFA will be the only individuals able to sign checks.

The Treasurer will also be responsible to turn over the checkbook, debit card and accounting logs at the end of their term to the new Treasurer and make arrangements to set up and sign off on the signature cards at the banks.

The Treasurer will be required to make all deposits within 7 days after receipt of such monies. They will also be responsible to hold all deposits received on football equipment.

### **4) Secretary:**

The Secretary will be responsible to keep an accurate account of all matters of business conducted at the monthly meetings of the SFTYFA.

The Secretary must also create a dates to remember sheet which is to include important dates for the up and coming football season. This form should include the date and times of equipment handouts and any other dates that may be known at that time such as the first day of practice or picture day.

The Secretary will also be responsible to make sure that we have a copy of the birth certificates for all of the players that are playing for the first time in our organization.

The Secretary will be responsible for obtaining and tracking clearances for all volunteers who will interact with children in the program. The clearances will be maintained for a period of 3 years after the close of the volunteer's last season.

The secretary will be responsible for the purchase of year-end gifts and providing them to the team moms. It is desirable that these gifts be available for year-end parties hosted by individual teams.

### **5) League Representative:**

The League Representative will serve as the official voting SHYFL Board Member and be responsible to represent the SFTYFA at all league meetings and functions. They are then to report all the information back to the SFTYFA Board at each meeting. On all issues that require a vote, whenever possible, report these issues back to the officers of the SFTYFA for their approval or rejection and vote at the league meeting accordingly.

The League Representative is also responsible to make sure that the SFTYFA is represented at each league meeting/function, if both the Vice President and President are unable to attend, by another authorized league representative should they not be able to attend one of the meetings/functions.

~~Should a league meeting be missed, the League Representative will be responsible to pay the fine that is imposed.~~

The League Representative is responsible for creating team rosters and weigh-in sheets using the league's required format with the assistance of the Director of Registration.

#### **6) Football Director:**

The Football Director is responsible to letting the officers of the SFTYFA know of any equipment/uniform needs. They will also be responsible to help distribute, maintain, and collect player equipment and field equipment.

The Football Director must also maintain the equipment shed in a neat and orderly fashion and make sure that all equipment is turned back in.

The Football Director must set a date for equipment handouts prior to the date of registration. This should be added to the dates to remember sheet that should be handed out to the parents/guardians of the football players at the time of sign-ups.

Should South Fayette host weigh-ins, the Football Director is responsible for securing two (2) certified scales for the purposes of conducting the weigh-ins.

The Football Director will also help and oversee the setup of all home games. This includes sideline markers, pylons, the down markers, yard stick and chains, audio and scoreboard equipment. The Football Director is responsible for communicating the breakdown and storage requirements to the parent volunteers for that week.

#### **7) Director of Fundraising:**

The Director of Fundraising is responsible for implementing innovative and creative fundraising initiatives to help defray the cost of registration. Each year the Director of Fundraising shall require all registrants participate in a mandatory fundraiser of some sort.

The Director of Fundraising shall solicit donations from area businesses, individuals and philanthropists through mail, door to door, phone request or other appropriate means.

The Director of Fundraising shall plan other fundraising activities throughout the season



and year.

The Director of Fundraising shall work with the Director of Communications on creating a spirit wear site each year.

All board members are expected to support and assist the Director of Fundraising in executing all activities.

#### **8) Concession Coordinator:**

The Director of Concessions will be responsible for setting up time schedules for the operation of the 50/50, gate, and concession stand during the years that football controls those functions. During odd years the SFTYFA will run the 50/50 and the gate. During even years the SFTYFA will run the concession stand

The Director of Concessions is responsible for purchasing, stocking, and maintaining the concession stand.

The Director of Concessions is responsible for insuring the concession stand is cleaned on a weekly basis and kept in a neat and orderly fashion throughout the season.

Monies collected through the concession stand, 50/50 or any other game day endeavor should be given the Treasurer as soon as possible following the conclusion of the last game but no later than Sunday evening of the same weekend.

#### **9) Director of Registration:**

The Director of Registration is responsible for creating registration work flows within our website for each division and program the board wishes to offer each year. The director should consult with other board members to determine the information required for registration each year. The Director of Registration must keep a record of players names and jersey numbers to avoid duplicative numbers on a team. The Director of Registration is responsible for fielding all registration related inquiries and questions. The Director of Registration is responsible for creating a contact list for each team that includes parent's name, email address(es) and phone number(s) for the purposes of emergency contact.

#### **10) Director of Communication:**

The Director of Communications will be responsible for keeping the South Fayette Youth Football website and all SFTYFA social media platforms updated.

The Director of Communications will utilize the website to send communications to the membership of the organization under the direction of the President and Secretary. They will be responsible for replying to general correspondence from the membership both through email and through social media platforms.

The Director of Communications will be responsible for training coaches and team mom's

on the website's team communication tools and applications at the beginning of each season. The position will be responsible for setting up the teams for use throughout the season.

### **11) Director of Flag Football**

The Director of Flag Football is responsible for effective communication between the board and the league. The position will also be responsible for securing referees for hosted games if they are not provided by the league. The Director of Flag Football will work with the President for practice and game scheduling and the Director of Football for all equipment needs. The Director of Flag Football will be responsible for the set-up and breakdown of the flag fields for games by getting parental volunteers.

### **Article # 2 - Elections**

- 1) Nominations for the board positions for the following year will be taken during the month of October. A letter will be posted on the website letting the parents/guardians know of the openings for these positions. If an individual is interested in running for a particular board position they need to let a current board member know by October 31 and their name will be put on the election ballot. Elections will then be held during the SFTYFA's November monthly meeting.
- 2) President, Secretary, Football Director, Director of Concessions, and Director of Registration will have a two-year term (even years); and the Vice President, Treasurer, League Representative, Director of Communications, Director of Fundraising, and Director of Flag Football will have a two-year term (odd years).
- 3) A current officer may be nominated for either the same or a different office.
- 4) Elected officers will assume office after the last meeting of the year (December) or the last function of the year, being the end of the year party, should it fall after the December meeting.
- 5) To be eligible to vote for officers, members of the association must be in good standing and must attend a minimum of two (2) regularly scheduled monthly meetings for the current year prior to the November elections. (March through October)
- 6) Good standing is defined as a parent/guardian of a football player of the current, former or future football season who has paid all membership fees and completed all fundraising obligations for the current season.
- 7) Elections of the board members will take place during the regularly scheduled November monthly meeting. Elections may be held using written ballots or a simple raise of hands. The candidate having the highest number of votes shall be

declared the winner.

- 8) In the absence of nominations for the board positions available, the current board members shall delegate, and/or appoint persons to the open offices.
- 9) The SFTYFA officers at any time may issue a “vote of no confidence” to remove another officer from their elected position with a 2/3rds majority vote of the officers of the SFTYFA. The SFTYFA officers will then elect a new officer to serve the remainder of the term.

### **Article # 3 - Monthly Meetings**

Monthly meetings will be held on the first Sunday of every month with the exception of the off season months of January and February, unless the meeting falls on a holiday weekend. This meeting will be rescheduled only if deemed necessary by the President of the SFTYFA.

The location of these meetings will be determined by the President and can be changed, should it be necessary. Notification of meetings and any such changes shall be made known as soon as possible by email, website, and social media.

### **Article # 4 - Player eligibility**

- 1) The South Fayette Township Youth Football Association will abide by the player eligibility rules as defined by the South Hills Youth Football League (SHYFL) By-laws or the current By-laws of the league to which we belong.
- 2) Teams will be formed in the following format

Termites K-2 grade

JV 3rd-4 grade

Varsity 5 -6 grade

Ages in the South Hills Youth Football League are determined as follows:

- a) Termites/K-2 - No player can participate in this division if their 9th birthday is prior to July 1 of the current season, provided they meet the weight requirements.
- b) JV/3 -4 grade team - No player can participate in this division if their 11 birthday is prior to July 1 of the current season, provided they meet the weight requirements.
- c) Varsity/5 -6 grade team - No player can participate in this division if their 13 birthday is prior to July 1 of the current season, provided they meet the weight requirements.

3) All players will be required to play on the team in which they are grade and age appropriate. Players over the weight limit will be either issued a single dot or double dot and be required to play a certain position.

4) The weight requirements are as follows:

K-2/Termite Maximum weight is 110 lbs.

Maximum skill weight is 75 lbs.

3rd-4 /JV Maximum weight is 130 lbs.

Maximum skill weight is 95 lbs.

5th-6 /Varsity Maximum weight is 150 lbs.

Maximum skill weight is 115 lbs.

5) Skill Weight – No child over the maximum skill weight is permitted to play or line up at a skill position (QB, RB, WR, and TE), carry the ball or receive the football on offense. The TE is, however, eligible to catch a forward pass only.

#### **Article # 5 – Registration**

- 1) Registration will be open to any child who resides within South Fayette Township or within the boundaries as determined by the league to which we belong. All players must meet the team age and weight requirements as explained in Article 4 section 2.
- 2) If this is the first year the child has played for this team the parents will need to bring a copy of their birth certificate to registration. This will be put on file.
- 3) The registration fee will be reviewed annually by the SFTYFA and adjusted accordingly.
- 4) The registration fee for the children of the officers of the SFTYFA will be reduced by 100% should they be re-elected onto the board for a second term. Should an officer be re-elected onto the board for three or more terms the registration fee for their children will be waived all together. They will still be responsible for all other costs involved and all fundraising activities.
- 5) Refunds of the registration fee will be granted until the first day of practice.

#### **Article # 6 - Equipment hand out and turn in**

Equipment hand out dates will be posted on the website and social media as soon as they are established. A check deposit (amount to be determined by the SFTYFA annually) will be required at the time of equipment pickup. This check will be held until December 1 of that particular year, at which time if the equipment has yet to be returned it will then be deposited and non-refundable. Also at this time charges will be filed with the local district magistrates' office. If for whatever reason you are unable to get the equipment turned in on the equipment turn in day(s) it is the parents/guardians responsibility to make other arrangements.

### **Article # 7 - Player Rules**

- 1) Missing practice or showing up and not participating in practice will mean the possibility of not playing at the next scheduled league football game. This will be left up to the discretion of the head coach.
- 2) Arrive at the game as directed by the head coach. Failure to do so will also mean the possibility of not playing at the next scheduled league football game. This will be left up to the discretion of the head coach.
- 3) All players must attend the league wide weigh-in. The league may host a make-up weigh-in but is not required. Any player who does not attend weigh-ins will not be permitted to play in games.
- 4) Players are expected to respect their coaches and fellow teammates. Fighting or picking on other players will not be tolerated.
- 5) Players will not be permitted to play if they do not have all of the required equipment. If you are missing equipment let the head coach know prior to the day of the game, not at game time. **If you don 't have the required equipment you will not play.**
- 6) The required equipment is as follows:
  - a) mouthpiece
  - b) helmet
  - c) shoulder pads
  - d) game shirt
  - e) hip pads
  - f) thigh pads
  - h) knee pads
  - i) game pants

- j) web belt
  - k) appropriate socks
  - l) football shoes
- 7) Arrive at practice on time and be ready for warm ups
  - 8) Notify a head coach if you must miss a practice or a game. Failure to notify the head coach will result in an unexcused absence being given to the player.
  - 9) Three unexcused absences can result in that player being removed from the roster.
  - 10) Two unexcused absences from the league football games will result in a player losing any end of the year gifts that particular team might receive. Three unexcused absences will result in a player being removed from the roster all together.
  - 11) Players who play 5 consecutive years within the SFTYFA's Termite, JV, and Varsity levels will receive a 5 year gift, or a credit towards the purchase of the 5 year gift.

#### **Article # 8 - Child drop-off Policy**

Due to unexpected events such as sudden changes in weather, SFTYFA has a strict no drop-off without a designated guardian policy for the football players. If you can't stay for your child's practice or game, you must designate a guardian that is responsible for your child while you are away. Give the Head Coach a number where you can be reached and the name of the designated guardian that is responsible for your child in the event of an emergency. This policy is strictly enforced. Parents are required to be at the field 15 minutes prior to practice ending.

#### **Article # 9 - Player Dismissal**

- 1) A player's dismissal can occur at any time during the season. If a coach has problems with a player, the coach's first action is to verbally address the problem with the parents/guardian. This serves as a first warning. If the problem continues the head coach will take the issue up with the officers of the SFTYFA and after a discussion is held the player may be removed from the roster depending on the severity of the problem.
- 2) Reasons for dismissal include but are not limited to the following examples. The use of foul language towards a coach or another player, being ejected from a game, fighting with other players, or the continued violations of the team and league rules.
- 3) Players are expected to promote and uphold the SFTYFA Code of Conduct. Failure

to do so may result in suspension or dismissal from the league.

### **Article # 10 – Parents**

- 1) All parents/guardians are required to participate in all fundraising activities as mandated by the executive board. (e.g., Selling lottery tickets, Working in the Concession Stand, Selling 50/50 tickets, Selling advertisements, holding sticks, etc.) All coaches, head or assistant and all board members are also required to participate in these activities. Failure to participate in a fundraising activity could result in that parents/guardians child being ineligible to play in the following week's league game. Failure to participate in a second fundraising activity could result in the immediate removal of that parents/guardians child from the program.
- 2) Head Coaches are exempt from filling volunteer slots throughout the season. Assistant Coaches only need to fill one volunteer slot throughout the season. All coaches are still responsible for fundraising activities.
- 3) All parents/guardians are required to volunteer throughout the program year. The SFTYFA will determine the number of volunteer slots required for each participant or family on an annual basis after registration has concluded. Head coaches and SFTYFA board members are exempt from the volunteer requirements because of their ongoing commitment to the program. Assistant coaches will be responsible for 50% of the volunteer slots required for a participant or family.
- 3) Parents/guardians are not permitted to approach any coach, head or assistant for 24 hours following a league game regarding any issues related to playing time and player positioning. Failure to comply will result in that parents/guardians child being ineligible to play in the following week's league game.
- 4) Disrespect or the use of profanity by a parent/guardian towards coaches, opposing teams or officials, or continued unruly behavior will not be tolerated and will result in the immediate suspension of attendance from games.
- 5) Parents are expected to promote and uphold the SFTYFA Code of Conduct. Failure to do so may result in suspension or dismissal from the league.

### **Article # 11 – Coaches**

- 1) The SFTYFA officers will approve all head-coaching positions. If there are multiple candidates, a private interview process will be conducted. The candidate with the majority of votes will be named head coach.
- 2) All football teams will have one head coach and additional assistant coaches.
- 3) Once the head coaches are selected and approved by the SFTYFA officers, the head coaches will select their assistant coaches. If there are multiple teams The Head

Coach will only be able to select two (2) Assistant Coaches. The remaining coaches will be selected after the draft is held.

- 4) Coaches are to follow the SFTYFA By-laws and the By-Laws and General Rules of the SHYFL (South Hills Youth Football League) or the current By-laws of the league to which we belong.
- 5) Coaches are expected to implement offensive and defensive strategies that provide our children with opportunities to develop their skills.
- 6) All coaches and assistant coaches are subject to a background check and child abuse clearance.
- 7) All head coaches are responsible for the behavior of assistant coaches. A head coach must address inappropriate behavior with assistant coaches immediately when the behavior occurs.
- 8) All head coaches must hold organized practices using the current league guidelines.
- 9) Coaches are required to stay until every child is picked up from the games and practices.
- 10) Coaches are required to treat all team members equally at both practices and games.
- 11) Coaches are required to make sure that every player that is willing plays a minimum of 6 plays at every game, including playoff games and the Super Bowl. If a player doesn't want to play in a particular game the Head Coach or an Assistant Coach, along with the player in question should address that player's parent/guardian as soon as time permits to avoid any issues that may arise regarding the lack of playing time.
- 12) Coaches are required to communicate with the parents through SFTYFA technology platform.
- 13) Coaches and Board Members are responsible to make sure that there are no parents on the sidelines during league games. Only coaches, SFTYFA board members, and individuals holding the chains and down markers are permitted to be on the sidelines. (NO EXCEPTIONS)
- 14) All coaches have to follow the league bylaws or may be removed by a majority vote.  
Coaches are responsible for their own SHYFL fines.
- 15) Coaches are expected to promote and uphold the SFTYFA Code of Conduct.  
Failure to do so may result in suspension or dismissal from the league.

#### **Article # 12 – Multiple Teams**

- 1) Abiding by SHYFL rules, the Board will set the number of teams at each level prior to the combine. The Board will use its discretion to field safe and competitive teams while maximizing playing time for all children in the program.



- 2) If numbers dictate that there will be multiple teams, all players at that level will attend a mandatory 2-day evaluation combine to determine draft status. We strongly recommend that players attend both days of the evaluation combine but if a player must miss one, they must attend the other. Evaluation combine dates must be communicated to parents the first day registration is open. Teams will then be selected and communicated to parents within a week of the 2<sup>nd</sup> evaluation combine.
- 3) A player draft will be held within one week of the 2<sup>nd</sup> evaluation combine. The direct purpose of this draft is to ensure that there is a competitive balance between teams. Each head coach's child will automatically be placed on their team. Each head coach will be allowed to pick two Assistant coaches and their children will automatically be placed on their team's roster. At this point, players will be split equally between the two teams. The senior Head Coach gets to call the toss. This draft will be held at a location selected by the board. The only individuals permitted to be present at the draft are the Head Coaches, Assistant Head Coaches and the Board Members.
- 4) The winner of the toss will get the first pick. The other coach will get the second and third pick. Then it should continue to snake until all players are selected. All players are eligible to be selected at any time. Age and/or grade level does not matter.
- 5) Should there be 3 teams at any particular level; straws will be drawn to decide the order of the pick. The longest straw will get the first pick, the in-between straw will get the second pick and the shortest straw will get the third and fourth pick. Then the in-between straw gets the fifth pick and the longest straw gets the sixth and seventh pick. The draft will continue in this manner until all players are selected. All players are eligible to be selected at any time. Age and/or grade level does not matter.
- 6) The purpose of this draft is to ensure the competitive balance as mandated by league rules.
- 7) Siblings playing at the same level (Termite, Junior Varsity, or Varsity) will be placed on the same team.
- 8) A record of the draft must be signed by the Head Coaches and Assistant Head Coaches and then handed in to the President or Vice President of the SFTYFA so it can be kept on file.
- 9) Once the draft is finalized the players will be notified at the next practice or by public posting as to which team they will be playing on. Once a child is placed on a team there will be no changes made. (If a player quits following the draft for any reason other than a medical reason, they will be ineligible to play the following

season.) (Quitting prior to the draft will have no consequences for the following season)

- 10) At the conclusion of the draft each team will select their team color designation (Green, White, Black, Silver, etc.) This will be used by the SHYFL League to develop the season schedule.

### **Article # 13 - Inclement Weather Policy**

#### **Practice Cancellations:**

Football players are expected to show up for practices unless they receive a phone call / email from their coach or team mom. Never assume a practice has been cancelled because of bad weather. Decisions to cancel or postpone practices will be made by the coach of that team and communicated through SFTYFA technology platforms.

#### **Game Cancellations:**

Football games are rarely ever cancelled so football players are expected to arrive for every game regardless of the weather conditions. Failure to do so will result in an unexcused absence.

### **Article # 14 – Dissolution**

A vote of three-quarters (3/4) of the current members of the SFTYFA in good standing is required in order to dissolve the SFTYFA. Notice that dissolution of the SFTYFA will be considered at a meeting must be given to all current members by first class mail, no later than thirty (30) days prior to the date of the meeting.

Upon the dissolution of SFTYFA, 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 county in which the principal office of the SFTYFA is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In the event of dissolution of the SFTYFA, and after all outstanding debts and claims have been satisfied, it is the intent of the SFTYFA that the property of the SFTYFA be distributed to other youth football organizations in the township of South Fayette or surrounding areas, so long as distribution to such other youth football organizations shall be an exempt purpose within the meaning of section 501(c)(3) of the Internal Revenue Code, and that all remaining monies be distributed to a non-profit organization in accordance with the provisions of this Article.

The SFTYFA may not take action that would be inconsistent with the requirements for tax

exemption under Section 501(c)(3).

No part of the earnings, assets, cash, and/or liquid assets of the association shall inure to the benefit of, or be distributed to its members, trustees, directors, officers, or other private persons in the event of a sale or dissolution of the organization.

#### **Article # 15 - Amendments to the SFTYFA By-Laws**

The By-Laws of the SFTYFA may be amended at a regularly scheduled monthly meeting with a 2/3rds majority vote of the officers of the SFTYFA and a 2/3rds vote of the members of the SFTYFA in good standing that are in attendance at the meeting. (A 2/3rds vote of the officers of the SFTYFA would constitute 6 officers being in favor of a particular change.)

Revisions to the By-Laws require that the change be read at (2) two consecutive regularly scheduled monthly meetings prior to voting on the change. Voting on the proposed revisions(s) can occur at the same meeting at which the second reading takes place.

The By-Laws, which are a part of the SHYFL (South Hills Youth Football League) By-Laws or the league to which we belong cannot be changed unless the league changes them.

#### **Article #16 – Season Planning with Cheer**

- 1) Create a committee composed of two football, and two cheerleading representatives which will be known as Season Planning Committee. A minimum of one representative from each organization will be a current board member.
- 3) Meetings will be held beginning in July and meeting at least monthly during season or as deemed necessary by committee.
- 4) Purpose of committee is to coordinate game day activities for football and cheerleading.
- 5) A list of rotating responsibilities will be added to bylaws of each organization, and are as follows for 2007 and will rotate yearly:

##### Cheerleading Responsibilities:

- a) Provide concession stand for all home games.
- b) Clean up concession stand
- c) Pay for referees
- d) Arrange and pay for security for games. (Football and Cheerleading will split cost)
- d) Access to fields (gates open)

##### Football Responsibilities:

- a) 50/50
- b) Football/Cheerleading yearbooks
- c) Sell any other gate items, i.e. cow bells, seat cushions, etc.
- e) Clean common areas

Football will be responsible for scheduling home games, and therefore insuring custodians, and that doors are open to restrooms and scoreboard---every year.

Changes to this amendment can only be made by a special meeting between both boards and a 2/3 majority vote.

#### **Article #17 – Use of Equipment Policy**

All use of South Fayette equipment will be approved by the Officers.

#### **Article #18 – Conflicts of Interest Policy**

##### **1) Purpose:**

The purpose of the conflicts of interest policy is to protect SFTYFA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the SFTYFA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

##### **2) Definitions:**

###### a) Interested Person

Any officer who has a direct or indirect financial interest, as defined below, is an interested person.

###### b) Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- i. An ownership or investment interest in any entity with which the SFTYFA has a transaction or arrangement,
- ii. A compensation arrangement with the SFTYFA or with any entity or individual with which the SFTYFA has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the SFTYFA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Paragraph 3(b), a person who has a financial interest may have a conflict of interest only if the remaining officers decide that a conflict of interest exists.

### **3) Procedures:**

#### a) Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers considering the proposed transaction or arrangement.

#### b) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining officers and members present at the meeting shall decide if a conflict of interest exists.

#### c) Procedures for Addressing the Conflict of Interest

- i. An interested person may make a presentation at the regular monthly meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The presiding officer shall, if appropriate, appoint a disinterested officer or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the remaining officers shall determine whether the SFTYFA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the remaining officers shall determine by a majority vote of the disinterested officers and members present at the subject meeting whether the transaction or arrangement is in the SFTYFA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

d) Violations of the Conflicts of Interest Policy

- i. If the officers have reasonable cause to believe an officer has failed to disclose actual or possible conflicts of interest, they shall inform the officer of the basis for such belief and afford the officer an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the officer's response and after making further investigation as warranted by the circumstances, the remaining officers determine the officer has failed to disclose an actual or possible conflict of interest, they shall take appropriate disciplinary and corrective action.

**4) Records of Proceedings:**

The minutes of the subject meeting shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the SFTYFA officers' decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**5) Compensation:**

- a) An officer or member in good standing present at the subject meeting who receives compensation, directly or indirectly, from the SFTYFA for services is precluded from voting on matters pertaining to that officer's compensation.
- b) An officer or member in good standing present at the subject meeting whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the SFTYFA for services is precluded from voting on matters pertaining to that officer or member's compensation.
- c) No officer or member in good standing present at the subject meeting whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the SFTYFA, either individually or collectively, is prohibited from providing information to any officer regarding compensation.

**6) Annual Statements:**

Each officer shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understands the policy,

- c) Has agreed to comply with the policy, and
- d) Understands the SFTYFA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **7) Periodic Reviews:**

To ensure the SFTYFA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the SFTYFA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **8) Use of Outside Experts:**

When conducting the periodic reviews as provided for in Article 7, the SFTYFA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the officers of their responsibility for ensuring periodic reviews are conducted.

## **Article #19 – Code of Conduct Policy (Officers, Coaches, Parents, Players, Fans)**

### **1) Purpose**

The operation of the SFTYFA is to teach the fundamentals of football to the youth of South Fayette. Winning should never come before player safety and teaching football. Failure to uphold the SFTYFA Code of Conduct may result in dismissal from the league.

### **2) Code of Conduct**

For purposes of this document, the term Member refers to SFTYFA Board Members, Coaches, Parents, Fans, Players, Officials and anyone else who may be involved in the SFTYFA or an SFTYFA Event (including but not limited to football games, practices, fundraisers, league meetings, etc.). As a Member of the South Fayette Township Youth Football Association (SFTYFA), I agree to represent the SFTYFA in a positive and appropriate manner following this Code of Conduct document.

1. I will treat other Members in a civil manner and with respect

2. I will not engage in or tolerate behavior that endangers the well-being of a child (including but not limited to screaming, fighting, bullying, teasing, ridiculing, throwing equipment, etc.)
3. I will not swear or use abusive language at any SFTYFA event (including but not limited to games, practices, meetings, fundraisers, etc.)
4. I will accept the decision of the officials as being fair and will not use any verbal or physical abuse of any kind against any official no matter what the call
5. I will lead by example and show good sportsmanship and emphasize teamwork. I will be a positive role model and help teach the game of football to the best of my ability
6. I will respect the property, fields, and all equipment of the SFTYFA
7. I will comply with all rules that were established by the league and the SFTYFA.
8. I will remember that the SFTYFA is for the benefit of all players and the experience should be fun for them and to teach them the fundamentals about football

I further understand that for violation of this Code of Conduct, I could be subject to consequences that may lead to discipline, suspension or termination from the SFTYFA as reasonably determined by the SFTYFA Board Members. Should any concern arise about another Member, I will contact an SFTYFA Board Member.

### **3) Penalties for Violation of the Code of Conduct Policy**

The SFTYFA Board of Directors has the power to impose any disciplinary actions it deems necessary for those who fail to abide by the Code of Conduct policy set forth in Article #19 Section 2. Penalties could and will range from the following: written warning and probation; one week's suspension (to include a game if that week does not include a game); to suspension from the remainder of the season.