

# NORTHAMPTON YOUTH FOOTBALL LEAGUE BY- LAWS 2010

NORTHAMPTON YOUTH FOOTBALL LEAGUE BOARD OF DIRECTORS 2009-2010

## **Article I- NAME**

Section 1: The organization known as Northampton Youth Football League hereinafter is referred to as “NYFL” is a non-stock membership corporation under the laws of the Commonwealth of Massachusetts.

Section 2: NYFL is a non-profit organization exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code.

Section 3: The principal office for transaction of business for NYFL shall be located at P.O. Box 885 Northampton MA, 01060

## **Article II-AFFLIATION**

Section 1: NYFL shall annually apply for or renew affiliation with a League Organization comprised of other Youth Football organizations, currently the Suburban Amateur Football League, hereinafter referred to as “SAFL”.

Section 2: NYFL as a participant in SAFL and operates within the league rules and bylaws of the SAFL. NYFL bylaws do not supercede SAFL bylaws.

## **Article III- OBJECTIVES**

Section 1: The primary objectives of NYFL are to teach football skills while imparting the ideals of good sportsmanship, leadership, tolerance, discipline, honesty, loyalty and respect for ones self and others. Also, to nurture athletic ability and youth physical fitness.

Section 2: To achieve these objectives, NYFL will provide a supervised program under the Rules and Regulations as set forth by the SAFL Bylaws, the NYFL Bylaws, and the NYFL Participant Handbook. NYFL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive football.

## **Article IV- NYFL BYLAWS**

Section 1: The NYFL Executive Board of Directors will approve Bylaws stated herein by a majority vote.

Section 2: Bylaws will be reviewed annually and approved by the NYFL Executive Board of Directors by a majority vote.

Section 3: The power to adopt, amend or repeal the Bylaws is vested in the Board of Directors.

## **Article V – NYFL Participant Handbook**

Section 1: The NYFL Executive Board of Directors will approve The NYFL Participant Handbook stated herein by a majority vote.

Section 2: The NYFL Participant Handbook will be reviewed annually and approved by the NYFL Executive Board of Directors by a majority vote.

### **Article VI - Annual Meeting**

Section 1: The Annual meeting for the election of officers of NYFL Board of Director shall be held in the first quarter of the fiscal year.

Section 2: The fiscal year of NYFL shall begin January 1 and end on December 31 of the same year.

### **Article VII- MEMBERSHIP**

Section 1: Eligibility; Any individual residing within the City of Northampton, attending Northampton Public Schools or surrounding town that does not have an affiliation with the SAFL.

(a) Participant Members: Any child meeting the requirements of NYFL, and who resides within the authorized boundaries of NYFL as set forth herein, shall be eligible for participation.

(b) Regular Members: Any parent or guardian upon registering their child(ren) to play in NYFL and during the term that their child(ren) remains a Participant Member is a Regular Member. Regular Members are permitted to attend all Board Meetings but will not be allowed to vote. Only the Members of the Board of Directors are eligible to vote, or hold an office or any other elected or appointed position in NYFL.

(c) Coaching Membership: Any Person interested in volunteering their time to coach NYFL players. All Coaches are required to pass a CORI check, be NYSCA certified and are responsible for all documentation for this coaching position. The Board of Directors with a majority vote will appoint a Head Coach for each team. If there is more than one individual interested in the head coach position there will be an interview process to determine the most qualified person. Coaching Members are permitted to attend all Board Meetings but will not be allowed to vote unless they are on the Board of Directors. Head Coaches are not permitted to be on the Board of Directors except by a special vote of the Board of Directors.

- 1) Individuals who wish to coach a Northampton Team must first apply with the board of directors, in writing. Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of NYFL objectives.
- 2) Coaches must submit a full background information sheet. Prospective Head coaches must undergo a Board of Directors interview to be considered.
- 3) The assignment of Head Coaches shall be made at the sole discretion of the Board of Directors by a majority vote.

- 4) Head Coaches will then present a list of assistant coaches to the Board of Directors prior to August 15. Assistant Coaches will be appointed on Head Coaches recommendation and must have approval of the Board of Directors.
- 5) No walk-on personnel shall be permitted on the practice or game field without express permission of the Board of Directors.
- 6) All Coaches shall be required to adhere to all directives and responsibilities as outlined in the NYFL handbook.

Section 2: Suspension or Termination resulting from Extreme Violations

A complete description of the disciplinary process is outlined in the NYFL Participation Handbook. In cases of an extreme violation of adult or youth conduct (e.g., parent or player ejection from a game by an official, physical violence by any adult, or any other action deemed by the Executive Board of Directors to be of an extreme nature), membership may be terminated by voluntary resignation or by action of the Executive Board of Directors as follows and shall be kept confidential:

(a) The Executive Board of Directors, by majority vote of those present at any duly constituted meeting, shall have the authority to immediately suspend or terminate the membership of any Member, Coach or Board of Directors member when the conduct of such person is considered detrimental to the best interests of NYFL and/or the League. The above actions will occur only after the following steps have been executed and shall be kept confidential:

- 1) The extreme violation must be documented in writing by a witness and given to the President. Such documentation will include date, time, location, and description of extreme violation, name(s) of member(s) involved, and signature of witness.
- 2) That Director must then provide a copy of the submitted document to all Executive Board Members via email or in person within 5 days of the date of the violation.
- 3) The Executive Board of Directors, upon investigation of the violation, and upon majority agreement that an extreme violation may have occurred, will temporarily suspend the named member's rights to attend practices and games until such time as a formal meeting can be arranged.
- 4) The named member shall be notified in person by a member of the board, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.
- 5) If the named member is a minor child, the parent or legal guardian shall be notified in person of the formal meeting and required to accompany the named member at such a meeting before the Executive Board of Directors.
- 6) Failure of the named member to attend said formal meeting should not preclude the Executive Board's ability to suspend or revoke the player's, parent's, Coach's or Board Member's current NYFL membership and right to future NYFL membership.

(b) If the participation by any member of the Board of Directors poses a conflict of interest, he/she will not be able to participate in deciding such a case.

Section 3: Disciplinary Action among Assistant Coaching Staff

(a) A Head Coach is required to notify the Board of Directors and the Coaching Commissioner of any and all problems with assistant coaches.

1) First Incident – The Head Coach will provide a verbal warning to the Assistant Coach and notify the President of the league and the Coaching Commissioner.

2) Second Incident – The Head Coach will provide a written warning to the Assistant Coach. The Head Coach will provide a copy of the written warning to the Board of Directors and the Coaching Commissioner.

3) Third Incident – The Assistant Coach shall be notified in person by a member of the board, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.

Section 4: Disciplinary Action among Head Coaching Staff

(a) Any Regular Member is required to file a complaint form to notify the President and the Coaching Commissioner of severe problems with Head coaches.

1) First Incident – The President will provide a verbal warning to the Head Coach and notify the Board of Directors and the Coaching Commissioner.

2) Second Incident – The President will provide a written warning to the Head Coach. The President will provide a copy of the written warning to the Board of Directors and the Coaching Commissioner.

3) Third Incident – The Head Coach shall be notified in person by the President, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.

Section 5: All members of the NYFL Board of Directors are eligible to vote, and hold an office or any other elected or appointed position in NYFL. A motion will be passed based upon a majority vote.

Section 6: The NYFL Executive Board may override a Board of Directors vote. A two-thirds majority vote of the Executive Board is required to override a Board of Directors vote. An explanation for the override vote will be provided at the next scheduled Board of Directors meeting.

**ARTICLE VIII: FEES**

Section 1: Participant Members: a reasonable participation fee will be assessed each year to ensure the operational continuity of NYFL. It is the policy of NYFL that the inability to pay participation fees shall not keep an individual from participation in the program. Scholarships will be made available.

Section 2: Scholarships: members who cannot afford to pay the participation fee shall so indicate in writing to the Registrar, who will take such steps as necessary to assure that the suggested fee does not prevent a player from participating in NYFL. It will be based on income guidelines set by the NYFL Board of Directors. Proof of Public Assistance is required for scholarships.

Section 3: Refunds: Prior to equipment handouts, 100% refunds will be given upon request. After the first practice a written requests for refunds due to unusual circumstances may be submitted to the Board of Directors, and will be judged on a case-by-case basis.

#### **ARTICLE IX: PLAYING RULES**

Section 1: Rules and Regulations; consistent with these Bylaws NYFL will follow such rules and regulation as set forth in the SAFL Bylaws, Constitution and Rules of Play Handbook, per Article 23- playing rules: Games of the SAFL will be played under amateur rules, specifically those of the latest revision of the National Collegiate Athletic Association and those rules modifications by the Massachusetts Interscholastic Athletic Association, in addition to any special rule included in these Bylaws or passed by the league governing body.

Section 2: The Coach responsible for failure to conform to the SAFL Rules of Play is subject to discipline in accordance with the disciplinary process outlined in the SAFL Bylaws, NYFL By-law, and Rules of Play Handbook.

#### **ARTICLE X: FINANCIAL ACCOUNTING**

Section 1: The Board of Directors shall not permit the solicitation of funds in the name of NYFL unless all the funds so raised are placed in the NYFL treasury.

Section 2: The Board of Directors shall not permit the disbursement of NYFL funds for other than the conduct of NYFL activities in accordance with the rules and policies as set forth herein.

Section 3: No Board of Directors member shall receive any compensation at any time for any reason.

Section 4: All monies received shall be deposited to the credit of NYFL in a local bank and all disbursements shall be made by check signed by the authorized Board member.

Section 5: The Treasurer and an additional executive officer shall approve all expenditures in excess of \$1,000.00.

Section 6: Upon dissolution of NYFL and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of NYFL to such another Federally incorporated entity maintaining any objective similar to that set forth in.

#### **ARTICLE XI: INSURANCE**

Section 1: The Board of Directors shall obtain yearly insurance through SAFL.

## **ARTICLE XII: BOARD OF DIRECTORS:**

Section 1: Board Membership: The Executive Board membership shall be comprised of the following elected Officers - President, Vice-President, Coaching Liaison, Treasurer, and Secretary. The NYFL Board of Directors appoints the following Board positions: Registrar, Equipment Manager, and SAFL Representative (Coaching Commissioner).

Section 2: The Board of Directors shall consist of a minimum of 11 and maximum of 15 total Board Members. The Head Coach of Northampton High School's Football team or his designee will hold one of these Board positions. Vacancies may be filled by a majority vote of the remaining Directors due to death, resignation or otherwise at any regular or special meeting called by the President or the Vice-President. Quorum shall consist of 5 or more members of the Board of Director's.

Section 3: Term of office is set at (1) year. There shall be no limit set on the number of terms a Director may serve.

Section 4: Members shall be familiar with these Bylaws and NYFL Participant Handbook. Each member shall devote their energies to promote the purpose of NYFL and the SAFL. Each Director shall be prepared to report on their respective area of responsibility at each Board meeting.

Section 5: Executive sessions that deal with administrative issues will consist of Board of Director members only.

Section 6: The fiscal year of NYFL shall commence on Jan 1st of each year and conclude on the last day of December in that calendar year.

Section 7: The Board of Directors are expected to attend all NYFL meetings. Upon missing (3) meetings without notifying the President, Vice-president, or Secretary with a valid excuse, that director will be dismissed.

## **ARTICLE XIII: BOARD OF DIRECTOR'S DUTIES:**

Section 1: **President.** The President shall:

- (a) Conduct all affairs of the NYFL and execute the policies established by the Board of Directors and the SAFL.
- (b) Preside over all meetings of the Board of Directors as chairperson.
- (c) Represent NYFL at SAFL meetings if the SAFL representative cannot attend, and other meetings as necessary.
- (d) Act as spokesperson with input/direction of the Board for NYFL in all matters that Board of Directors is authorized to act.
- (e) Communicate to Board of Directors such matters as deemed appropriate, and make suggestions in the best welfare of NYFL.
- (f) Be responsible for the conduct of NYFL in strict conformity to the Policies, Principles, Rules and Regulations of the league as set forth in the NYFL Bylaws and Participant Handbook.
- (g) Make arrangements for football practices, games and scrimmages.
- (h) The President may not hold the position of Head Coach at any level in NYFL
- (i) In the event the President cannot perform his/her duties outlined above, the Vice-President shall convene a meeting of Board of Directors for the purpose of selecting a replacement.

**Section 2: Vice-President.** Vice-President shall:

- (a) Chairperson of all fundraising.
- (b) Supervise Parent Liaison and Coaching Commissioner.
- (c) The Vice- President may not hold the position of Head Coach at any level in NYFL

**Section 3: Secretary.** Secretary shall:

- (a) Be responsible for recording the activities of NYFL and maintain proper files, mailing lists, and necessary records.
- (b) Keep minutes of Board of Directors meetings and cause them to be recorded in a book kept for that purpose.
- (c) Give notice of all meetings of NYFL and the Board of Directors.

**Section 4: Treasurer.** Treasurer shall:

- (a) Receive all monies and securities, and deposit it in depository approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all moneys and securities of NYFL. Approve payments from allotted funds and draw checks therefore in agreement with the policies and agreements by Board of Directors.
- (c) Prepare an annual budget before the Annual meeting, which will be sent out electronically 1-week prior.
- (d) Prepare a written report to the board of Directors monthly, which will be sent out electronically 3 days prior, including status of all income and expenditures.
- (e) Have NYFL books, accounts and records in condition for audit at all times and ready to turn over to his/hers successors in the office of Treasurer.
- (f) Insure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets.
- (g) Prepare taxes for the fiscal year.

**Section 5: Concessionaires.** Concessionaires shall:

- (a) Be responsible for all Food Booth activities.
- (b) Coordinate volunteer assistance with Parent Liaison.
- (c) Must be Serve Safe certified.
- (d) Procure the necessary items and equipment consistent with the approved NYFL budget.
- (e) Assure set up and take down for all home games.
- (f) Assume responsibility for and assure the safe disposition of NYFL equipment.
- (g) Supervise Concession Volunteers.

**Section 6: Equipment Commissioner.** Equipment Commissioner shall:

- (a) Inspect all team equipment before, during and after the season.
- (b) Replace old and damaged equipment as needed with board approval.
- (c) Keep an accurate and up-to-date inventory of equipments, emblems (stickers) and any other such supplies as needed.
- (d) Insure that helmets are sent out for inspection biannually.
- (e) Set up and distribute to each player the necessary equipment and uniforms.
- (f) Coordinate equipment returns.
- (g) Provide equipment and supplies as needed during practice and on the sidelines at games.
- (h) Responsible for having equipment and field ready to play on game day

**Section 7: Coaching Commissioner.** Coaching Commissioner shall:

- (a) Manage and represent all coaches at Board of Directors meeting.
- (b) Hold NYSCA certification class for all new coaching applicants.
- (c) Organize all SAFL coach's applications and turn him or her into the Registrar.
- (d) Attend SAFL meeting.

**Section 8: Registrar.** Registrar shall:

- (a) Organize volunteers and operate Registration sign-ups.
- (b) Collect all documents as required by the SAFL.
- (c) Collect coach's application from Coaching Commissioner.
- (d) Organize roster numbers.
- (e) Be NYFL Representative at SAFL official weigh-ins with SAFL Representative
- (f) Work with Coaching Commissioner on documentation and background checks of coaches.

**ARTICLE XIV: OTHER MEMBER DUTIES:**

**Section 1: Parent Liaison. (Not Board Members)** Parent Liaison shall:

- (a) Maintain a parent database for communication purposes.
- (b) Communicate with all parents any and all NYFL information as directed by the Executive Board and coaching staff.
- (c) Assist the Concessionaires in the organizing of volunteers and operate concession stand at home games.
- (d) The parent representative (Parent Liaison) has the option to address the Board of Director's at NYFL monthly meetings to represent their team's parents.
- (e) Responsible for accepting complaint forms and forwarding all complaints to the Executive Board of Directors.

**Section 2: Head Coach. (Not Board Members)** Head Coach shall:

- (a) The Head Coach or his designee is required to be present at the start of the practice and required to remain on premises until each child is gone.
- (b) The Head Coach is held accountable to the Board of Directors
- (c) Responsible for all team operations
- (d) Responsible for all administrative issues for the team coaching staff
- (e) Responsible for immediate access to medical paperwork and medicine for all players during practices and games
- (f) Sets a proper example for his coaching staff and provides a positive image of NYFL.

**ARTICLE XV: INDEMNIFICATION:**

**Section 1: Indemnification:**

The organization NYFL, to the extent permissible and only to the extent that status of NYFL as an organization exempt under section 501 (c) (3) of the IRS code is not affected, shall indemnify any and all current and former Officers and Directors of the Organization and Program Entities, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being or having been Officers and Directors of the Organization and Program Entity, except in relation to matters as to which any such Officers and Director or person shall be adjudged in such proceeding to be liable for negligence or misconduct in the performance of duty.

## **Adoption and Ratification:**

The forgoing Bylaws of NYFL Articles 1 through 15 are hereby adopted and ratified as amended and are made part of the permanent organizations records of NYFL. A copy of these Bylaws is on file with the State of Massachusetts Office of the Attorney General, Division of Public Charities.

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President

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Vice President

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Secretary

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Treasurer