

BYLAWS OF PALM HARBOR YOUTH FOOTBALL ASSOCIATION, INC (ALSO KNOWN AS THE NORTH PINELLAS PANTHERS) REVISION JAN 2024

ARTICLE I

NAME AND DEFINITION

1.1 Name

This organization shall be known as Palm Harbor Youth Football Association, Inc., (hereafter referred to as PHYFA).

1.2 Address

The organization is located in Oldsmar, Pinellas Country, State of Florida. The mailing address is P.O. Box 902 Palm Harbor, FL 34682.

ARTICLE II

OBJECTIVES

2.1

The purpose for which this corporation is formed is exclusively charitable within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

- PHYFA is organized to develop and operate a football/cheerleading program in affiliation with the FYD and PWLS in conformity with and pursuant to the principles, rules and regulations enunciated by PWLS.
- To inspire youth, regardless of race, creed, color, religion, sex or financial status, to promote academic achievement, to practice the ideals of sportsmanship and physical fitness; to bring the area youth closer together through the means of a common interest in sportsmanship, fellowship, scholarship, reverence and athletic competition; to encourage adults to behave in an exemplary manner when supervising youth and to keep the welfare of the youth foremost and free from any adult compulsion for power and glory.
- To promote "safety first" play by encouraging strict controls over age, equipment; to acquaint boys and girls with such fundamentals as required to maintain sound physical, mental, and moral conditioning.
- To promote community relations and cooperation between the youth, their families, and other constituent bodies.

ARTICLE III

ORGANIZATION AND MEMBERSHIP

3.1 Organization

PHYFA shall be comprised of football teams and cheerleading teams of boys and girls playing in accordance with the rules and bylaws adapted by the Foundation for Youth Development (FYD) League and Pop Warner Little Scholars (PWLS). PHYFA shall be divided into teams as established by PWLS guidelines.

3.2 Governing By-laws

All bylaws of the governing League shall be the basis under which all PHYFA shall be written, Bylaws can be greater than but not lesser than the current governing League.

3.3 Registration/roster priority

3.3.1 PHYFA shall be comprised of boys and girls that register on a first come first serve basis and live within PHYFA boundary as defined by FYD. Returning athletes will be given a period to register prior to registration being open to new athletes. All athletes will be placed on a waiting list upon initial registration, and then moved to the active roster at a later date if space is available.

3.3.2 PHYFA shall be comprised of football teams and cheerleading squads playing within specific age, and/or as defined by PWLS and in accordance with the rules and by-laws adopted by the PWLS and FYD.

3.3.3 The Compliance Director or designee will certify rosters according to the guidelines provided with PWLS and roster size requirements.

3.3.4 The following documentation is required for all players and is subject to change based on required by the Association, FYD, or PWLS.

- Original or certified birth certificate
- Current sports physical
- Full year report card
- Player/participant contract

3.4 Members

3.4.1 Membership shall be comprised of all current athletes, their parents/guardians, immediate family, coaches, and volunteers.

3.4.1.1 Membership is renewed annually, and automatically terminated annually upon competition of league organized event in December.

3.5 Termination of Membership

3.5.1 Membership of any member can be suspended for violations of the code of conduct without warnings by two (2) members of the executive board and may be terminated or reinstated after a meeting with the executive board.

3.5.2 Membership in the PHYFA may be terminated by resignation or expulsion for cause, as determined by the Board of Directors through quorum majority vote. Initial complaints shall be filed in writing with the Football Commissioner/Cheer Coordinator. The Football Commissioner/Cheer Coordinator shall review and investigate said complaint and may submit the complaint, and all related facts pertaining to the complaint, to the Board of Directors for review, verification, and action, if deemed necessary. The Member filing a complaint that has been forwarded to the Board will be granted a fair opportunity to present their case to the board. Any Board expulsion or disciplinary actions shall be final with no right to appeal.

3.6 Insurance

It shall be mandatory that the organization have supplemental insurance and board insurance to cover accidents and injuries to athletes, and other official association member while playing, traveling, or practicing. A copy of this policy shall be on file with the organization.

3.7 Incident report

Any member or athlete who becomes injured, caused harm (including arguments, fighting, harassment, etc.) will be subject to an incident report which will be signed by all involved parties and witnesses by the President, Football Commissioner, and/or

Cheerleading Coordinator.

ARTICLE IV

CORPORATE STRUCTURE

4.1 Board of Directors

4.1.1 Board Structure

The PHYFA shall be governed by a Board of Directors that is comprised of a minimum of 12 members and a maximum of 32 members. Within the Board of Directors will be an Executive Board.

4.1.2 Terms

The Board of Directors are elected to a two (2) year term of office and may be re-elected to serve successive terms.

4.1.3 Quorum

A quorum of two-thirds voting board members is required to conduct business and or set policy on behalf of the PHYFA.

4.1.4 Voting

Each board member apart from the Parliamentarian and President are entitled to one vote on motions presented before the board. The President may only vote in a tie.

4.1.5 Duties and responsibilities of the board

4.1.5.1 Manage the property, business, and affairs of PHYFA.

4.1.5.2 Transact all business in accordance with the policies and guidelines as set forth by the bylaws of PHYFA and the FYD policies and guidelines.

4.1.5.2 By a majority vote, fill vacancies where necessary, on the Board for the remainder for the term of the board member that is being replaced.

4.1.5.3 Elect by a majority vote: President, Vice President, Secretary, Treasurer, Football Commissioner, Cheerleading Coordinator, and Parliamentarian.

4.1.5.4 By Majority vote remove a member from the PHYFA organization.

4.1.5.5 Each board member is responsible to serve on a Minimum of one (1) committee (i.e. volunteer, fundraiser, scholarship, etc.).

4.1.5.6 All board members will be required to acknowledge a board member code of conduct and any breach of this code of conduct can result in removal from the board.

4.2 Executive Board Structure

The PHYFA executive board is made of up members of the board. It shall be comprised of the President, Vice President, Secretary, Treasurer, Football Commissioner, Cheer Coordinator, Parliamentarian and four at large seats selected by the President and Vice President from members of the board. The Executive Board is to manage the workload of the organization, make recommendations, and streamline activities of the Board of Directors of PHYFA.

- The Executive Board will meet monthly to discuss matters of the organization.
- The Executive Board will make non-binding votes on matters before the Executive Board. These votes shall serve as a recommendation to be presented to

the Board of Directors for the binding votes of the organization.

- The Executive Board may make additional recommendations on matters of interest to the board members of the organization.

4.2.1 Executive Officers

4.2.1.1 PRESIDENT

- Preside at all PHYFA Board meetings.
- Chair the Executive board.
- In conjunction with the Vice President select and recommend four (4) “at large” nominees to the Executive Board that have been members of the board for a least 1 year.
- Make designated PHYFA committee appointments, subject to the approval of the board.
- Serve on the Grievance, By-laws, and Budget committees.
- Present periodic reports to the board and membership of PHYFA.
- Represent the PHYFA and promote interests.
- Represents PHYFA at FYD board meetings and reports back to the PHYFA Board, may also be required to attend other meetings where PHYFA is a member of the organization (i.e. City of Oldsmar, CFY) In the absence of the President, the President may appoint a proxy who is a member of the executive board to attend in their place.
- Chair Grounds Committee.
- Assure that all official PHYFA positions are filled.
- Be entitled to one vote in cases where the board has voted in a tie.
- Can remove a member immediately if necessary.
- Cannot serve on the FYD Executive Board.
- Cannot be the spouse of or reside in the same household as the Treasurer.

4.2.1.2 VICE PRESIDENT

- President at the PHYFA Board meetings in absence of the president.
- Chair By-Laws Committee.
- In conjunction with the President select and recommend four (4) “at large” nominees to the Executive Board that have been members of the board for at least 1 year.
- Serve on Grievance Committee.
- Serve on the Executive Board.
- Assist President as needed and perform all other duties necessary.
- Can remove a member immediately if necessary.
- Cannot be the spouse of, or resident in the same household as the Treasurer.

4.2.1.3 SECRETARY

- Record minutes of all PHYFA Board Meetings.
- Prepare the minutes of the meeting a reasonable time.
- Supply a copy of the minutes to each board member by the next regularly scheduled board meetings.
- Give notice of all meetings.
- Carry on all official correspondence of the association as designated by the

board or the President.

- Prepare any such report as may be required.
- Perform such other duties as may be designated by the board or the president.
- Assure that PHYFA members and or board members receive any necessary board direction affection their area of responsibility.
- Keep on file all minutes, committee reports and correspondence.
- Keep a record of all background check applications and submit the required documents for clearance into the organization.
- Serve on the Executive board.
- Assist President as needed.
- Cannot be the spouse of or reside in the same household as the treasurer.

4.2.1.4 TREASURER

- Be custodian of all funds and securities of the corporation.
- Keep a record of accounts of the corporation and report thereon at each regular board meeting.
- Make a report at the annual meeting and special reports when required. Prepare any fiscal report as may be required by law.
- Deposit all monies of the corporation in the name of PHYFA in the banks selected and designated by the board of directors, subject to withdrawals for authorized purposes.
- All deposits shall be made in a timely manner.
- The Treasurer's accounts and records shall be audited annually by the budget committee.
- Chair budget committee.
- Serve on the Executive Board.
- Assist President as needed.
- Cannot be the spouse of, or reside in the same household as the President, Vice President, or Secretary.
- Write financial policies and/or procedures in the best interest of the organization, to be submitted to the board for approval.

4.2.1.5 FOOTBALL COMMISSIONER

- Primarily responsible for the development and execution of the football athletic program.
- Serve as liaison between football coaches, players, and parents/guardians to the PHYFA board members.
- Investigate all disciplinary actions taken by officials against football coaches and players, and reports to the board members.
- Chair football coaches committee.
- Represents PHYFA on the FYD grievance committee.
- May appoint up to two assistant football commissioners, subject to approval of the Board.
- Serve on grievance, registration, budget, and by-laws committees.
- Serve on the executive board.

- Assist President as needed.
- Can remove a member immediately if necessary.

4.2.1.6 CHEER COORIDNATOR

- Primarily responsible for the development and execution of the cheerleading athletic program.
- Serve as liaison between cheer coaches, players, and parents/guardians to the PHYFA board members.
- Investigate all disciplinary actions taken by officials against cheer coaches and athletes, and reports to the board members.
- Chair cheer coaches committee.
- Represents PHYFA on the FYD grievance committee.
- May appoint up to two assistant cheer coordinators, subject to approval of the Board.
- Serve on grievance, registration, budget, and by-laws committees.
- Serve on the executive board.
- Assist president as needed.
- Can remove a member immediately if necessary.

4.2.1.7 PARLIAMENTARIAN

- Serve as Parliamentarian at all meetings of the Board of Directors.
- Serve on budget committee.
- Serve on by-laws committee.
- Assist the president as needed.
- Responsible for tallying votes for board and executive board therefore will not have a counting vote.
- Serve on the executive board.

4.3 ADDITIONAL PHYFA POSITIONS

The following positions may be appointed by the Executive Board from interested parties within the PHYFA membership at large for a one-year term, which may be successive. The Board must approve applicants for these positions annually, all applicants must preside on the PHYFA board. The positions may include but are not limited to:

4.3.1 CONCESSIONS COORDINATOR

- Manage concessions operations at all PHYFA practices, games, and special events.
- Manage concessions account and operating budget and report thereon at each regular meeting of the board of directors.
- Transfer all proceeds in a timely manner to the Treasurer.
- Chair concessions committee.
- Serve on budget committee.
- Assist president as needed.
- Can appoint up to two assistant concessions coordinators subject to board approval.

4.3.2 FUNDRAISING COORDINATOR

- Chair fundraising committee.

- Submit plans for all fundraising projects to the board for approval.
- Serve as coordinator for all PHYFA fundraising events.
- Serve on the budget committee.
- Assist President as needed.
- May appoint up to two assistant fundraising coordinators subject to approval by the board.

4.3.3 SCHOLASTICS COORDINATOR

- Chair scholastics committee.
- Verify Scholastic fitness of each participant in the association.
- Ensures that any participant 5th grade and above with 96% GPA or above receives a Pop Warner All American Scholar application.
- Submits All American applications and spreadsheet to league scholastic coordinator.
- Track those participants that have completed SEF or HSF for scholastic fitness and collect progress reports as required.
- Attend the annual scholastics banquet.
- Assist president as needed.
- May appoint up to two assistant scholastics coordinators subject to board approval.

4.3.4 PUBLIC RELATIONS/COMMUNICATION COORDINATOR

- Responsible for coordinating the flow of information to PHYFA membership at large.
- Responsible for all media communications including but not limited to PHYFA website, Panther Paw email, and social media sites.
- Responsible for coordinating all PHYFA community public relation initiatives.
- May appoint up to two assistant public relations coordinators subject to board approval.
- Assist President as needed.

4.3.5 FOOTBALL EQUIPMENT MANAGER

- Responsible for all equipment assigned to the football program.
- Responsible for the distribution and collection of football equipment.
- Shall maintain a current inventory of football equipment.
- Shall assure that all football uniforms and equipment are properly cared for and stored.
- Shall report football equipment needs and recommendations to the football commissioner.
- Serve on the budget committee.

4.3.6 CHEER EQUIPMENT MANAGER

- Responsible for all equipment assigned to the cheerleading program.
- Responsible for the distribution and collection of cheerleading equipment.
- Shall maintain a current inventory of cheerleading equipment.
- Shall assure that all cheerleading uniforms and equipment are properly

- cared for and stored.
- Shall report cheerleading equipment needs and recommendations to the cheer coordinator.
- Serve on the budget committee.

4.3.7 TEAM MOM COORDINATOR

- Responsible for communication to or from team moms.
- Assist the public relations coordinator in relaying information to the teams.
- Assist the fundraising coordinator, as necessary, in relaying information to the teams.
- Assist the volunteer coordinator as necessary in coordinating and tracking volunteer hours.

4.3.8 SPECIAL EVENTS COORDINATOR

- Chair special events committee.
- Responsible for coordinating all PHYFA activities for special events, including hosting or participating in FYD or PWLS special events, approved by The Board.
- Report regularly to the board progress on scheduled events.
- Submit a recap of each event at the next regularly scheduled board meeting.

4.3.9 FOOTBALL/CHEER REGISTRATION COMPLIANCE COORDINATOR

- Chair registration committee.
- Responsible for managing the registration process.
- Responsible for receiving board approval for registration and associated fees, payment schedule and scholarship applications.
- Registration Committee shall determine the validity of application requirements of all team members and shall submit same to the conference as required for certification.
- Serve on the scholarship committee.

4.3.10 GRIEVANCE COORDINATOR

- Chair grievance committee.
- Report to the board on any grievances that has occurred.

4.3.11 SCHOLARSHIP COORDINATOR

- Chair scholarship committee.
- Responsible for collecting appropriate paperwork for applications.
- Report to executive board for approval of scholarships.
- Correspond to scholarship recipients in a timely manner their scholarship status and requirements.

4.3.12 SPIRIT COORDINATOR

- Responsible for ordering spirit merchandise.
- Responsible for distributing merchandise to appropriate people.
- Serve on budget committee.

4.4 ADVISORY BOARD

The advisory board if one is desired by the board shall consist of individuals who are prominent members of the local community including elected officials, business leaders, clergy etc.

4.4.1 Shall be selected by the board of directors.

4.4.2 Members of the advisory board shall not vote but shall be invited to participate in all board meetings and PHYFA events. The purpose of the advisory board is to share the experience(s) of the individuals to lend advice to the board, and to act as a liaison with the community.

ARTICLE V

MEETING OF MEMBERS

5.1 MEETINGS

The Board Members of PHYFA shall meet once a month of as required during the season, times, dates, and locations shall be set by the newly elected executive board.

5.2 SPECIAL MEETINGS

A special meeting shall be called as needed by the President, or Vice President, or at the request of three board members. There shall be a minimum of 24 hours advance notice to all Board Members for any special meeting to be held.

5.3 ORDER OF BUSINESS

Establish a quorum, roll call, approval of minutes of the previous meeting, report of the treasurer, report of the President, reports of officers, reports of committees, election of new members as necessary, old business, new business, and comments from members of PHYFA, or others invited to the meeting, and adjournment.

5.4 QUORUM

A majority of the board members physically present shall constitute a quorum for the transaction of business. If at any meeting there shall be less than a quorum, those present shall adjourn.

5.5 ELECTRONIC VOTING

On occasion business of PHYFA may occur between monthly meetings. The President, Vice President or a committee chair may require action from the Board, or a specific committee, that requires immediate action. In this case, the Board, or committee thereof, may take action without a meeting if applicable, via electronic voting. Electronic voting will be submitted directly to the parliamentarian (in the absence of the parliamentarian voting can be submitted to the secretary.) Once a topic is brought before the board for a vote, all members will have 24 hours to send their vote in. The parliamentarian will then count the votes and provide the results to the board within 24 hours of voting being completed.

5.6 VOTING

All voting board members shall be entitled to one vote a simple majority (one-half plus one) shall be necessary to carry a vote, except as provided herein.

5.7 FINAL DISPOSITION OF MATTERS

Once a final vote has been accepted a matter may not be raised and re-voted upon unless prior approval is granted by a $\frac{3}{4}$ majority vote. Any subsequent change or addition must be approved by a $\frac{3}{4}$ majority vote.

5.8 FAILURE TO ATTEND MEETINGS

5.8.1 A board member who is absent from two consecutively regularly scheduled meetings either excused or unexcused, may lose the right to vote at the next meeting attended.

5.8.2 Board members with three (3) absences, excused or unexcused from regularly scheduled meetings during any board year may result in dismissal by the board of directors.

5.8.3 Notice of inability to attend any Board meeting must be submitted in advance to a member of the executive board. If proper notice is provided to the executive board a voting member may also send their vote via proxy to the meeting. The proxy must also be given to the executive board prior to the meeting and be a current standing member of the PHYFA board.

5.9 STANDING COMMITTEES

Standing Committees may be formed with the approval of the board.

5.10 SPECIAL COMMITTEES

Special Committees may be formed as need by the executive board with board approval.

5.11 ANNUAL MEMBERSHIP MEETING

The Town Hall Meeting of the PHYFA shall be in October, for the purpose of electing the Members for the ensuing year. If a schedule conflict or force- majeure prevents the meeting from occurring in October, the meeting shall be held at the earliest opportunity, but no later than November 30.

5.11.1 Notice of the Annual Town Meeting shall be provided to the membership at large no less than 7 days prior to the meeting date.

5.11.2 After the town hall meeting, anyone who is interested in being a member of the PHYFA board may submit in writing their request to join the board to any current executive board member.

5.12 ANNUAL BOARD MEETING

The Annual Board Meeting shall be held in January with not less than 14 days prior notice.

5.12.1 Nominations for PHYFA Officers must be submitted in writing to the current Parliamentarian prior to the Annual Board Meeting but no earlier than the completion of the Town Hall Meeting.

5.12.2 One (1) week prior to the Annual Board Meeting, the Parliamentarian shall distribute a list of all nominees and the positions for which they are nominated. Included with this list, the Parliamentarian shall distribute appropriate sections of Robert's Rules of Order germane to the Election of Officers to include nominations, balloting, contested positions, voting, proxy voting, etc.

ARTICLE VI

COACHES COMMITTEES

Coaches' committees shall meet during the off-season to assess the applicants for head coaching positions and plan for the next season.

6.1 FOOTBALL COACHES COMMITTEE

Shall be chaired and appointed by the Football Commissioner. The committee should consist of an odd number of Members (not including the commissioner) so that a tie does not occur. Applicants for a head coaching position shall not serve on this

committee. Committee shall review all applicants including the application and background. The Board shall approve committee membership.

6.2 CHEERLEADING COACHES COMMITTEE

Shall be chaired and appointed by the Cheerleading Coordinator. The committee should consist of an odd number of Members (not including the coordinator) so that a tie does not occur. Applicants for a head coaching position shall not serve on this committee. Committee shall review all applicants including the application and background. The Board shall approve committee membership.

ARTICLE VII

DISPOSITION OF CORPORATION CORPORATE ASSETS UPON DISSOLUTION

In the event of dissolution of PHYFA, the residual assets of PHYFA shall be turned over to one or more organizations, which themselves are exempt *as* organizations described in Sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954, or corresponding sections of any local government for exclusive public purposes.

ARTICLE VIII

FISCAL RESPONSIBILITY

Sound fiscal awareness is of the utmost importance to the success of the PHYFA. Each Board Member, and specifically the Treasurer, is expected to use sound fiscal judgment in managing and accounting of all monies received and expended by the PHYFA. The following items are the very minimum necessary to insure a sound fiscal management:

8.1 BUDGET COMMITTEE

A budget committee shall be formed at the Annual Board Meeting. It is recommended that the Treasurer chair the committee and that at a minimum, the members of the committee include the President, Vice President, Concessions Director, Fundraising Coordinator, Football Commissioner, Cheerleading Coordinator, Parliamentarian, and Equipment Managers. If any of these positions remain unfilled, it is recommended that the committee be formed by outgoing board members or other current board members who have knowledge or experience with the league.

8.2 ANNUAL BUDGET

The budget committee is responsible for developing the budget and presenting it to the Board for approval at the first meeting of the new fiscal year (February).

8.3 BUDGETED PURCHASES

Purchases covered in the budget are authorized for payment. Each chairperson shall be fiscally responsible for monies budgeted to their committees or office.

8.4 UNBUDGETED PURCHASES

Any unbudgeted purchases over \$500 must have board approval prior to purchase. All special project budgets shall be approved by the PHYFA Board of Directors and require a detailed project report. This report must be submitted to the Board, at the project's conclusion, along with a breakdown of expenditures supported by receipts.

8.5 FISCAL YEAR

The fiscal year of the PHYFA shall be the calendar year.

8.6 METHOD OF ACCOUNTING

Generally accepted accounting principles and proper fund accounting should be used to

maintain the fiscal records. The cash basis method of accounting shall be used as the method of accounting for all income and expenditures of the PHYFA.

8.7 AUDITS

8.7.1 Internal audits- the treasurer shall present to the board an audit of the books and records of the PHYFA at least annually for approval.

8.7.2 Formal audits- The budget committee shall audit treasurer's accounts and records annually. A copy of this audit report shall be presented to the board of directors for approval.

8.8 COLLECTION OF MONIES

8.8.1 All Board Members are authorized to collect monies on behalf of PHYFA. Additionally, the Team Mom or Head Coach may collect money on behalf of their team (aka "Spirit Fee"). The Executive Board shall select and approve additional members to collect money.

8.8.2 Cash collections should be counted by two Board Members before turning over to the Treasurer. Credit Card collections should have a "note" indicating the purpose for collection. Check collections should have purpose indicated on the check.

ARTICLE IX

RULES OF ORDER

At all meetings, "Robert's Rules of Order" shall be the parliamentary authority of all matters of procedure not specifically covered by these by-laws.

ARTICLE X

AMENDMENTS AND CHANGES TO BY-LAWS

All Directors and/or the President may submit for consideration, written amendments, or changes to these By-Laws and/or the Board of Members may appoint a By- Laws Committee to recommend amendments or changes to these By-laws. By-laws may be amended or changed by a 3/4-majority vote of all Members of PHYFA on an emergency basis; or, during the annual review by the by-laws committee.

ARTICLE XI

DUTIES AND RESPONSIBILITIES OF HEAD COACHES AND COACHING STAFF

Those adults involved most intimately with the young people must strive to develop character, sportsmanship, discipline, athletic ability, a spirit of team unity and comradeship within those in their charge.

11.1 COACHES

11.1.1 All coaches will be required to acknowledge a board member code of conduct and breach of this code conduct can result in removal from the coaching staff.

11.1.2 All coaches will be required to complete and pass a background check, and all training required by the association, FYD, or PWLS.

11.1.3 Coaches shall always attempt to develop within team members a feeling of respect and trust for figures of authority, such as themselves, officials, parents, teachers, and all members of the community.

11.1.4 Coaches shall develop equal amounts of time and energy in developing the body and mind of each athlete, on the team by teaching fundamentals, rules, and the science of the sport. Coaches should be ever mindful that program is not to develop future

superstars.

11.1.5 Discipline of team members is a primary responsibility of coaches, Head coaches shall be responsible for monitoring the conduct of their assistant coaches and team members during games practice, competitions, or other association events.

11.1.6 Coaches are responsible for assuring maximum participation by their teams and coaching staff at all PWLS functions and PHYFA special events.

11.1.6.1 Head coaches, and assistant coaches are expected to be at 75% of all team events, including but not limited to practices, and games.

11.1.6.2 Student demonstrators, junior coaches, are expected to be at 50% of all team events including but not limited to practices and games.

11.2 HEAD COACH

11.2.1 All applicants for head coaching positions shall submit annually an application, which shall include a signed background check application and a photocopy of their driver's license or other government issued identification card.

11.2.2 Football coaches' applications must be received by the football commissioner on or before February 15th.

11.2.3 Cheerleading coaches' applications must be received by the cheerleading coordinator on or before January 15th.

11.2.4 Subsequent applications may be requested by the Football Commissioner and/or Cheerleading Coordinator as needed to fill remaining vacant coaching positions.

11.2.5 The football commissioner/cheer coordinator along with the coaches' committees will review all submitted head coach applications and select individuals for interviews.

11.2.6 Each head coach applicant who is selected for an interview will be granted a 15-minute interview session to be interviewed by the coaches committee. Interview time slot will be given 1 week in advance to the selected individuals.

11.2.7 All coaches shall be governed by these By-Laws, Rules and Procedures as set forth by PHYFA, FYD and PWLS.

11.2.8 Length of service shall be one year and terminated each year after the last association organized event.

11.2.9 Selecting assistant coaches to present to the cheer coordinator/ football commissioner for approval.

11.2.10 Selecting the team mom to present to team mom coordinator for approval.

11.2.11 Responsible to ensure all required training is completed for themselves, and their coaching staff.

11.3 ASSISTANT COACHES

11.3.1 Shall be nominated by head coaches who shall submit names to the football commissioner or cheer coordinator for final approval, or by the coaches committee, who shall submit them for background check.

11.3.2 Complete all required training.

ARTICLE XII

DISCIPLINARY GUIDELINES

12.1 FOUNDATION OF DEVELOPMENT Promoting each participant's independence and self-esteem is the foundation for development as a person, as well as an athlete. The PHYFA disciplinary policy has been developed with this understanding, and further recognizes a responsibility to promote and facilitate:

- A feeling of one's value and importance.
- An understanding of one's right to be respected, to be heard, and the right not to be intentionally injured either physically or emotionally.
- The development of personal controls and the ability to direct one's actions.
- An ability to communicate verbally one's needs and wants.
- A growing ability to respond appropriately to the needs of others.

12.2 GENERAL MISCONDUCT INCLUDING ALL PHYFA

Misconduct is considered, but not limited to the following:

- "Trash-talking" to opponents at any time.
- Cheering or taunting opponents who make errors.
- "Showboating" or prancing, on the field of play.
- Screaming in a condescending manner to teammates, coaches, officials, opposing players and spectators.
- Leaving the field of play before meaningfully shaking an opponent's hand.
- Demeaning comments to teammates, coaches, officials, opposing players and spectators intended to publicly embarrass them.
- Significant changes in attitude or approach to the game because of defeat.
- Addressing a coach and or field official in an informal manner (e.g., hey, etc.).
- Lack of hustle on and off the field.
- Use of excessive gear with no actual purpose.
- Exhibiting signs of disrespect (e.g., eye rolling, moping, lack of hustle, questioning coaching decisions at inappropriate times).
- Harassment and/or bullying of fellow team members, including football players, cheerleading coaches, board members and or parents.
- Response to an officiating call with angry displays of temper that include rude or obscene gestures or foul language.
- Extreme displays of emotional immaturity (e. g., tossing one's helmet in response to an error).
- Joining in an existing altercation.

12.3 PENALTY MATRIX

12.3.1 PENALTY MATRIX - PLAYER

- First Infraction—Counseling.
- Second Infraction—assignment of additional conditioning training that must be completed at the end of the official practice session or, if the infraction occurs during a game, at the end of the following practice season.
- Third Infraction--Dismissal from practice, removal from game, or one game suspension at the head coach's discretion.

12.3.2 *FIGHTING PENALTY MATRIX - PLAYER

- During practice - Head coach's discretion including one game suspension.
- During a game or while attending a function at any FYD Event - Three game suspension.
- Entering the field to join an altercation or second fighting offense – one-year suspension.

12.3.3 PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY PHYFA PRACTICE, GAME or EVENT

- First Infraction—Counseling.
- Second Infraction—Removal from practice, game, or event.
- Third Infraction—Suspension for the remainder of season or 3 games (whichever is greater).

12.3.4 *FIGHTING PENALTY MATRIX – SPECTATOR/PARENT/GUEST AT ANY PRACTICE GAME OR EVENT

- Removal from program – subject to review by Grievance Committee upon appeal.

**Any Physical contact that is not “part of the game” such as, but not limited to, wrestling, pushing, shoving, charging, chest bumping, face to face shouting, spitting, or failed attempt at any of these can be considered “Fighting”. Punching is not required. Leaving your seat to “de-escalate” can also be considered in the “fighting” category.*

ARTICLE XIII

RULES FOR PARENTS, AND ATHLETES

13.1 At the time of registration, each parent and player/cheerleader shall receive a copy of the ADULT CODE OF CONDUCT and PLAYER/CHEERLEADER CODE OF CONDUCT. Each player/cheerleader shall initial and sign, in the appropriate places on the PARENT- PLAYER/CHEERLEADER AGREEMENT/ACKNOWLEDGMENT form that they have read, understand, and received a copy of the PARENT and PLAYER/CHEERLEADER CODE OF CONDUCT and agree to follow all rules, regulations, and conditions. Also, that the parent and player/cheerleader understand the actions that shall or could result in their failure to follow the rules.

13.2 Football commissioner/ Cheer coordinator, along with coaching staff will hold team parent meetings prior to the start of the season, or shortly thereafter, to review parent and player expectations.

13.3 Athletes will not receive equipment or uniforms until all registration requirements have been met and parent/guardian have attended the parent meeting.

13.4 Athletes are required to completed conditioning hours prior to moving to the next level of practice. Athletes who miss more than 1 practice during any week may not be allowed to participate in that week's game, at the discretion of the head coach, football commissioner or cheer coordinator. Athletes who miss 2 or more regular season games may not be allowed to participate in post season games or competitions at the discretion of the head coach, football

commissioner or cheer coordinator.

13.5 ADULT CODE OF CONDUCT

13.5.1 In order to uphold the goals of Pop Warner and ensure that all participants have the benefit of a safe and fun learning environment, all parents, guardians and other adults and attendees of Pop Warner events, including but not limited to practices, competitions, and banquets, must behave accordingly in a respectful, courteous, and sportsmanlike manner at all times.

13.5.2 Any adult who is using alcohol, tobacco or non-prescription drugs and/or appears intoxicated at a Pop Warner event, and/or who is flagrantly rude, attempts to intimidate, verbally abuse, heckles, taunts, ridicules, boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other event attendee, must receive a verbal warning and/or be asked to leave a Pop Warner event. The member organization may also provide a written warning to the individual regarding the misbehavior. The adult's children may also be removed from the event. Any adult who commits one of the above stated offenses a second time, will be banned from any and all Pop Warner events for a period of one year from the date of the second offense, and their children may also be removed from the program(s) for that time period.

13.5.3 Any adult who physically assaults an official, coach, volunteer, staff member or participant or threatens grave bodily harm may be banned from any and all Pop Warner events for one year from the date of the offense, and their children may also be removed from any and all Pop Warner programs for that same period of time. After the ban has expired, if the individual commits another offense of the adult code of conduct, the individual will be permanently banned from any and all Pop Warner events and the individual's children may also be permanently removed from any and all Pop Warner programs.

13.6 ATHLETE CODE OF CONDUCT-The following actions may result in automatic dismissal from the program.

- Use of drugs, alcohol, or tobacco.
- Striking a coach or official or judge or another athlete.
- Use of foul language.
- Throwing or any intentional misuse of equipment.
- Abusive language or gestures to coaches, officials, judges, athletes, or other members of the association or opposing association.
- Striking an athlete or fan.
- Disrespect or blatant defiance towards a coach, official, judge or board member of PHYFA, FYD, or PWLS.
- Encouraging or prompting un-sportsmanlike conduct.
- Intentional abuse or misuse of any property.
- Expulsion from school.
- At no time under any circumstance shall a fellow athlete be verbally or physical abused.

13.6.1 Any athlete who quits prior to the end of the teams last game or competition shall not receive an individual (PHYFA) or team trophy, shall lose their status as a returning player the following year, and shall not be permitted to pre-register.

13.6.2 No jewelry is to be worn to practice or during a game.

13.6.3 No nail polish during practices, game or competitions.

13.6.4 Make up is to be kept minimal and natural looking. No loose glitter allowed.

13.6.7 Eating food, or chewing gum while participating in practice, games, or competition is prohibited.

13.6.8 Alteration of equipment or uniforms is strictly forbidden.

13.7 ATHLETE ELIGIBILITY

13.7.1 Player/cheerleader eligibility for age, physical and academic performance shall be determined by the rules of PWLS. ineligible football players/cheerleaders may wear their uniform and/or jersey and shall be permitted to sit on the sidelines.

13.7.2 It is recommended that players/cheerleaders that have received an in-school suspension during the week prior to the game be suspended from participating in the first half of the next game.

13.7.3. It is recommended that players/cheerleaders that have received an out-of-school suspension not be permitted to participate in the next game.

13.7.4 It is recommended that players/cheerleaders that have substantiated reports in the terms of bullying at school shall not be permitted to participate in practice, game, or competition.

13.7.5 The parent or player/cheerleader is responsible for informing the Head Coach of his/her suspension. If the player fails to inform the Coach prior to the next game, and if the Coach was not informed and learns of the suspension at any time during the season, it is recommended that the player be suspended from participating in the next game.

13.8.6 It is recommended that if a player/cheerleader misses two or more practices during a week that he/she shall not participate in the ensuing game.

13.8.7 The Head Coach, at his/her discretion may impose additional discipline for players/cheerleaders who exhibit improper behavior during practice or game, are frequently tardy to practices/games, exhibit a poor attitude, are injured, or appear to be injured, do not have the proper equipment or do not practice good sportsmanship.

13.9 EQUIPMENT/ UNIFORM CARE AND USE

Equipment/Uniform care instructions shall be given out with the equipment/uniforms at the beginning of the season, or soon thereafter. The equipment/uniform must be returned as soon as the player/cheerleader no longer participates in the PHYFA program.

13.9.1 All athletes will be required to submit an equipment deposit prior to receiving equipment/uniform, which will be returned upon the return of equipment/uniform in satisfactory condition.

13.10 INJURIES

Certain injuries require clearance from a doctor before a player/cheerleader is allowed to return to active participation. Situations that require a doctor's note indicating that the player/cheerleader is allowed to return to football/cheer activities include but are not limited to the following.

13.10.1 Athlete is removed from the field/mat by an ambulance.

13.10.2 Athlete suffers a head, neck, or back injury.

13.10.3 Athlete suffers a broken bone or severe muscle or ligament sprain.

13.10.4 At the discretion of the board it is deemed in the best interest of the athlete.

13.11 REGISTRATION

13.11.1 No athlete shall be eligible to practice until all required paperwork has been

completed. Paperwork includes by may not be limited to

- Original or certified birth certificate
- Current sports physical
- Full year report card
- Player/participant contract

13.11.2 No athlete shall be eligible to practice until registration fee has been paid or The Board has approved scholarship. If a uniform fee, spirit fee, or volunteer fee is charged separate from the registration fee, then no player/cheerleader shall be permitted to participate *in* a game until the fee has been paid in full or The Board has approved a waiver.

ARTICLE XIV

AUTHORIZED PERSONNEL ON PLAYING FIELD

The Football Commissioner /Cheer Coordinator or member of the executive board will ensure that only badged personnel and required volunteers are allowed on the field of practice/play. Unauthorized person encountered on the playing field will be asked to return to the viewing stands. Refusal To follow the directions of an authorized member residing on the playing field will result in removal from the PHYFA football complex, or other practice areas including the adjoining parking and recreation area.