



League By-Laws

February 6, 2017

ARTICLE I. GENERAL BY-LAWS

A. OBJECTIVE: The objective of the Williamsburg Youth Football and Cheerleading League (WYFCL) is to teach boys and girls, the physical and mental skills of individual responsibility and teamwork through playing the game of football, cheerleading and their related activities.

B. MISSION STATEMENT:

1. Develop the fundamentals of the game of football and cheerleading.
2. Act as a feeder system for experienced players and cheerleaders to local middle schools and high schools.
3. Introduce the team concept to participating children, coaches and parents.
4. Establish an understanding of the commitment necessary by the parents and the athletes in order to enhance their success, both on and off the field.
5. Promote fitness and health conscience children.
6. Create a safe environment for children to use their talents in a positive way.

C. ORGANIZATION:

The WYFCL will consist of a governing body called the WYFCL Board of Directors, administrative staff and coaches, football players and cheerleaders organized into five age divisions: Mini-Mites, Mites, Mighty Mites and Midgets. A junior's team will only be fielded if a minimum of 20 players are registered by May 1st of each season.

The WYFCL will operate as a non-profit organization.

Upon dissolution of the Williamsburg Youth Football and Cheerleading League, the Board of Directors of the WYFCL is directed to distribute all assets to qualifying charitable beneficiaries.

D. GOVERNMENT:

ELECTION OF BOARD MEMBERS:

An annual meeting of the WYFCL Board of Directors must be held as soon as possible following the end of the season to close out business for that year and to elect the President for the next year. This meeting should take place on or as close to the first Sunday in December. A meeting for the purpose of electing new board members and re-electing current board members and conducting business for the upcoming season must be held prior to March 1st of the upcoming season and should be held in January if at all possible. A member of the Board may nominate a candidate to run against any current member of the Board or to fill a vacant position. All board members will hold their positions for a one-year term provided that they meet all requirements of the Board and the By-Laws. To be eligible to vote for the President and Board positions you must be present for a minimum of 75% of ALL the board meetings conducted during the season from January to November or from the date you joined the Board. All outgoing board members will be eligible to vote for any of the upcoming positions including the vote for President, but must be present to do so. There will be no proxy votes for any position including President and the majority vote of present and eligible board members will elect the President and new board members for the upcoming season. It is imperative that ALL Board Members understand the importance of attending ALL of the Board meetings and will strive to attend the meetings with the exception of family emergencies or unforeseen circumstances.

The By-laws become permanent on July 1st each year and will not change for the remainder of the upcoming season. As an exception, the Board of Directors by a $\frac{3}{4}$ majority vote of present board members may call for a review of an amendment to the By-laws that have already been considered during the current year. Any change must also prevail by a $\frac{3}{4}$ majority vote of present board members. A maximum of two voting sessions may be exercised on any one amendment during the calendar year. Any Board position can be challenged during the year by a majority vote, with dismissal by a two-thirds vote of present Board members. Any WYFCL Board member, who becomes affiliated with another recreational football league or cheerleading program, creates a conflict of interest with WYFCL and will not be allowed to serve on the WYFCL Board. If a board member registers with another league they will take a mandatory leave of absence for the WYFCL BOD until the May board meeting and or until it is officially determined which league your child will participate in.

BOARD OF DIRECTORS:

The WYFCL Board of Directors, hereafter referred to as the Board, shall be comprised of the following Executive Board Members and Coordinators on the Board and shall be known as the Williamsburg Youth Football and Cheerleading League Board. The officers of the board shall be considered the Executive Agents of the Board. The Executive Agents will have the authority to act in the best interests of the Board: 1) in the case of an emergency when there is no time to convene the entire board, 2) during the off-season when unable to get a quorum of board members to attend a meeting, and 3) in the event that an internal Board investigation is required. Any decision made by the Executive Agents will be reported to the entire Board at the next scheduled meeting. The Board of Directors will consist of Executive Board Members and Commissioners and Coordinators on the Board. Executive Board Members will be eligible to vote on all matters brought before the board as long as they are eligible and present to do so. The President Emeritus will not be eligible to vote. The Board shall abide by all By-laws and operate under a code of ethics. The goal of the Board of Directors for the WYFCL is to have a balanced board of equal Green and Gold members. Every effort will be made to have a balanced board, but if not enough volunteers from one side or the other do not want to participate it will not be absolute.

Note: The responsibilities of any unfilled board position(s) will be assumed by the sitting board members if they are unable to be filled.

Executive Board: Voting Positions

1. President
2. Green and Gold VP's
3. Director of Football Operations
4. Green and Gold Football Commissioners
5. Cheer Director
6. League Liaison
7. Secretary
8. Finance /Treasurer
9. Director of Operations- Non Revenue
10. Director of Operations- Revenue

Commissioners and Coordinators on the Board: Non-Voting Positions

1. Green and Gold Cheerleading Commissioners
2. Equipment and Field Manager

3. Marketing/Publicity and Website Coordinator
4. Concessions Coordinator
5. Fundraising Coordinator (s)
6. Sponsorship Coordinator (s)
7. Green and Gold Volunteer and Team Mom Coordinators
8. Green and Gold Registration Coordinators
9. Special Events Coordinator
10. Apparel Coordinator
11. Head Coaches
12. Coaches
13. Blue Hats
14. President Emeritus

OFFICERS:

All Executive Board positions are voting positions.

EXECUTIVE BOARD POSITIONS:

1. President: The WYFCL President shall be the administrative head. The president will:

- oversee all game day operations
- oversee and be in charge of all aspects of the WYFCL
- be responsible for the operation, and financial management of the league
- be required to call meetings of the Board and act as Board Chairperson
- be responsible for assembling the agenda for each meeting of the Board
- be responsible for the orderly and prompt conduct of business
- schedule meetings of the WYFCL Board
- publish a meeting agenda
- notify board members of meetings

The President is the league representative on the Peninsula Youth Football and Cheerleading Organization (PYFCO) Board of Directors. The President shall have one (1) vote in the event of a tie during Board Meetings. The President will assign Proxies for PYFCO to attend meetings in his/her absence

2. Green/ Gold Vice Presidents: The WYFCL Vice President (s) shall act as the judicial administrators in league related matters. He/she shall be responsible for:

- overseeing all Game Day Operations
- administrative oversight of both the football and cheerleading programs
- creating team rosters for WYFCL coaches and PYFCO officials
- establishing player/cheerleader eligibility, initial game day rosters w/Registration Chair
- maintaining the WYFCL By-laws (in conjunction with President)
- chairing Ethics Committee hearings (in conjunction with President)
- overseeing Sub-committees
- report all game scores to the PYFCO Commissioners
- serve as proxies at PYFCO meetings in absence of the President
- ensuring referees are paid at all home games

He/she will also serve in the capacity of President at the board meetings in case the President is absent. Next to the President he/she shall be the most senior officer at the playing field with jurisdiction over all WYFCL game day functions concerning football,

cheerleading and retail sales in the absence of the President.

3. Director of Football Operations

The WYFCL Director of Football Operations can come from either the Green or the Gold side and shall oversee ALL football related activities and functions that are involved with successfully running the football program.

- Work with both Football Commissioners to insure all coaches are USA certified and background checked prior to the start of the first practice
- Insure all Head Coaches and Blue Hats are properly trained and understand the PYFCO rules for each season
- Insure that the Williamsburg Hornets are following all safety practices and look for programs that we could use to improve our safety program and players
- Conduct a pre-season coaches meeting to review and discuss all pertinent information and rule changes for the upcoming season
- Oversee the sub-committee to elect ALL of the head coaches for the upcoming season
- Insure that ALL teams are put together in a fair and harmonious manner to insure each side is equal at all levels to the best of our ability and work with the registration chair to coordinate new player add-ons
- Schedule and organize equipment hand-out and turn-in dates and insure that all equipment is accounted for each season
- Order all necessary equipment for the upcoming season and insure that we are prepared for the beginning of the season with all of our equipment needs
- Organize the helmet re-conditioning process and helmet cleaning dates
- Order uniforms to include: jersey's, pants, socks, mouthpieces, etc. for the upcoming season
- Prepare a budget for the upcoming season by no later than March 1st of each season
- Work with the Equipment Manager on all equipment issues and necessities if we have one
- Insure that the game field is painted and ready for play prior to each game

4. Green/Gold Football Commissioners: The Commissioners shall act as the supervisor of their respective football programs and shall be responsible for:

- bringing football coaching applications to the Board for approval
- overseeing coaching certification; assuring all coaches are USA Coach certified
- making sure coaching guidelines are being followed
- making sure playing/coaching manuals for football are available to coaches
- reviewing game day rosters and notifying VPs of any personnel changes
- maintaining player eligibility (i.e., mid-season re-weighs required by the PYFCO)
- maintaining game day rosters/addendums (after initial eligibility)
- nominating and ensuring the training of WYFCL "blue hats" as defined by PYFCO
- monitoring all players, playing rules; resolving playing rule disputes
- all other activities directly affecting play
- Ensuring the preparation of the playing field (lining) before home games.
- ensuring proper, organized breakdown/closing of playing field after home games
- establish a Head Coaches and Blue Hat roster for each game
- Attend the USA Football mandatory training day held in the summer prior to the start of every season.

5. Cheer Director:

The Cheer Director shall be responsible for:

- Overseeing and directing all cheer activities related to the WYFCL and work with the respective Cheer Commissioners to ensure that the WYFCL Cheer program is the best it can be selecting cheer uniforms and accessories, approved by the Board for

purchase

- communicating WYFCL & PYFCO decisions, regulations, rules to cheer coaches
- bringing cheerleading coaching applications to the Board for approval
- selecting competition dates and locations
- requesting extra practice space if needed

6. League Liaison: Will act as an assistant to the president in all matters dealing with outside agencies and as the investigator of incidents involving parent, player or coach disputes. Oversees the Grievance Committee for the WYFCL

- ensures all coaches are in compliance with PYFCO and USA football standards required for coaches
- coordinates background investigations with James City County
- handles inquiries from outside agencies concerning football or cheerleading operations
- investigates disputes between parents, players and coaches
- prepares written reports of investigations for the president WYFCL
- coordinate with James City County police if necessary
- ensures WYFCL bylaws are in compliance with PYFCO bylaws
- serve on subcommittees as directed by the President of the WYFCL
- *perform any other duties as directed by the President of the WYFCL*

7. Secretary: The WYFCL Secretary can come from either the Green or Gold side, and shall be responsible for:

- Maintaining a historical record of the current operating season for the league, including all meeting minutes and any other appropriate material.
- Collecting, tabulating and submitting PYFCO Academic Award information to the PYFCO, working with team moms collection of materials in a timely, cohesive manner
- Maintain the Hornets social media outlets; such as the Facebook and the website.

He/she shall record minutes of the meeting and review the most recent minutes at the start of each meeting.

8. Finance / Treasurer

The WYFCL Treasurer can come from either the Green or Gold side and shall be accountable for the administration of the League's financial record keeping and budget. He/she will provide checks and balances of the finances. He/she is furthermore responsible for:

- Maintaining all financial records to include auditing of accounts receivable and accounts payable, payment of sales taxes, filing of all Federal & State forms and payment of any taxes due.
- Reporting to the Board on a monthly basis, usually at Board meetings, the status of all League accounts
- Presenting all financial records for signatures, such as taxes, to the President for final approval
- Working closely with the registration coordinator(s) and collecting and processing registration payments; they also work with parents on scholarships and payment plans
- Keeping a list of all JCC and non-JCC county residents on the roster (once registration starts) for accurate payment to James City County
- Providing timely financial information to the Board for the purpose of seasonal budgeting and giving guidance in such matters
- Managing budget requests and changes; presenting budget to the board

- Managing sponsorship accounts, making deposits of sponsorship money, providing reports to the board on a monthly basis in regards to sponsorships and fundraising
- Advising the Board of the current state of all financial activities
- Contacting parents to collect outstanding balances

9. Director of Operations- Non Revenue

The WYFCL Director of Operations- Non Revenue can come from either the Green or the Gold side and oversees most non-revenue generating, non-football related activities, and non-cheerleading activities and functions that are involved with successfully running the WYFCL.

- Oversee the Green and Gold Volunteer Coordinators and Team Mom Coordinators
- Oversee Special Events Coordinator to insure the successful implementation of the Christmas Parade, Pep Rallies and year end Banquets, etc.
- Oversee the successful implementation of the Hornets Registration process. Work with the Gold and the Green Registration Coordinators to insure all functions related to the registration process are conducted correctly.

10. Director of Operations- Revenue

The WYFCL Director of Operations- Revenue can come from either the Green or the Gold side and oversees most revenue generating, non-football related activities and non-cheerleading activities and functions that are involved with successfully running the Williamsburg Hornets Football and Cheerleading League.

- Oversees Apparel coordinator to insure the successful implementation of Hornet apparel selling drives.
- Oversees the Fundraising coordinator and all fundraising events and processes.
- Oversees the Concessions coordinator and all related game day activities.
- Maintain the league newsletter, marketing and public relations for the league.

Subcommittees:

Football Coaches: President, Green VP, Gold VP, Director of Football Operations, Green Football Commissioner, Gold Football Commissioner, League Liaison

Cheer Coaches: President, Green VP, Gold VP, Green Cheer Commissioner, Gold Cheer Commissioner, Cheer Director, League Liaison

COORDINATORS ON THE BOARD (non-voting positions):

1. Accountant: The WYFCL accountant is responsible for audits and tax preparations.

2. Concessions Coordinator: The WYFCL Concessions Coordinator can come from either the Green or Gold side, and shall be responsible for:

- Selection, purchase, storage, inventory, organization and sales of concessions at all WYFCL Green or Gold home games
- the purchase and maintenance of any equipment to be used in conjunction with concessions with Board approval
- accounting and reporting all concession purchases / sales, funds to WYFCL President, Green / Gold VP & Treasurer, and giving funds from game day concessions to either the President, VP or Treasurer
- running a profitable Concessions program

3. Fundraising / Sponsorship Coordinators: (Separate positions individually)

The WYFCL Fund-Raising / Sponsorship Coordinators for the Green and Gold side: Responsibilities:

- striving to generate minimum of \$10,000 annually from each side to benefit WYFCL operations
- having subcommittees and coordinators to help generate income
- utilizing hard hitting, fun, and easy to accomplish fund-raising methods such as: Pizza Kits, Family Nights, Raffles, sponsorships
- providing timeline for events, projected income to President, VPs and Treasurer
- All fund-raising activities outside registration revenue & concessions to include:
 1. Program ads
 2. corporate and individual sponsors
 3. any other activity designed to create revenue as approved by the Board

4. Green and Gold Volunteer and Team Mom Coordinators:

Ensure smooth running, successful programs and events by creating a list of volunteers and signups for volunteer positions, as well as hiring workers as necessary. Parent Volunteer Coordinators shall be responsible for:

- assigning parents to support home games in concessions, grilling, preparation, as well as field set-up and game operations (announcer, scoreboard, chain gang)
- Weekly email reminders to Team Moms, VPs, and Concessions. Showing volunteer positions coverage for each home game
- Work with team moms to ensure volunteers know their roles and that they show up as scheduled. Find replacements on game day as necessary
- work with all team moms to make sure all functions of each team are coordinated and accounted for and that everything runs smoothly and successfully

5. Green and Gold Registration Coordinators:

The WYFCL Green and Gold Registration Coordinators are responsible for:

- designing and distributing registration information with Board input and review
- the collection and accurate recording of all registration information and payment
- maintaining all registration information; following up on needed items
- generating accurate master list of all those who registered to be given to the VPs
- coordinating equitable roster placement for new applicants working with VPs
- working directly with finance committee on all registration fee related things

6. Special Events Coordinator:

Is responsible for planning year end Banquet/ Team Parties, Pep Rally and Christmas Parade. Banquet is at least a “break-even” function; planning should be completed by the July board meeting.

Christmas Parade:

- Organize and Decorate float; costumes, music, cheers, themes (put with the Events Coordinator)
- Ensure registration with City of Williamsburg in coordination with the Publicity Commissioner (put with events coordinator)

7. Marketing/Publicity/Website Coordinator:

The Marketing/Publicity/Website Commissioner is responsible for the oversight and management of all activities related to communication for the WYFCL. He or she is also responsible for all WYFCL publicity to include:

- generation of the weekly league newspaper (“The Buzz”)

- providing local newspapers press releases, and photos
- WYFCL day at W&M
- league registration info to local papers / schools
- all other public relations activities
- manages and coordinates all functions related to the WYFCL website

8. Equipment/Uniform/Field Manager

The WYFCL Equipment/Field Manager- shall be responsible for:

- establishing a budget for football equipment purchases
- getting three estimates for all necessary purchases and turning it in to the president
- selecting all football equipment as approved by the Board for purchase and responsible for selecting football uniforms and insuring they are ordered in a timely manner for distribution by no later than August 15th of each season
- advising treasurer of received items and outstanding invoices
- arranging for the preparation of the playing field (lining) before all home games as well as at the beginning of the season
- storing, inventory, issuing and collection of all football equipment
- repairing or replacing equipment during green or gold practices and/or games during the season
- issuing equipment to all football players
- keeping an inventory and accountability of all equipment

The Equipment/Uniform/Field Manager will generate a report at the end of the playing season to be presented to the Board that lists all players that have not turned in football equipment and identifying the items that are outstanding for each participant. This position should have more than one individual and should have volunteers from both sides working together to insure that all of our football players are properly equipped and our fields are properly marked for each home game.

9. Apparel Coordinator: The WYFCL Apparel Coordinator is responsible for:

- Selecting and purchasing WYFCL Merchandise for sale; with Board approval
- keeping records of all apparel sales through inventory control measures
- fulfill online orders and ensure delivery
- accounting and reporting, profitability of apparel sales to WYFCL Treasurer working in conjunction w/Fund-Raising Chairman on pre-year merchandise sales
- Being present and selling apparel at pre-season events. (Registration, equipment handout, etc.)
- giving monthly status reports of apparel sales to the Board

10. Head Coaches:

Head Coaches must have complete control of their players and assistant coaches at all times. No unsportsmanlike conduct by the players or by their coaches will be allowed. When a team reaches three total unsportsmanlike conduct penalties on Coaches, the head coach will be ejected on that third penalty. WYFCL Head Coaches will be held to the highest integrity and are expected to be of high morals and conduct themselves in a professional manner at all times.

11. Assistant Coaches: will perform duties as directed by the head coach and must meet same standards as required of the head coaches. All Assistant Coaches will be approved by

the WYFCL BOD.

12. Blue Hats: The WYFCL must provide a “Blue Hat” for each game. The “Blue Hat” serves as a representative of the PYFCO (Peninsula Youth Football and Cheerleading Organization), not the WYFCL and must maintain control of sidelines and spectators, assist the officials, ensure PYFCO playing rules are followed, and assist coaches in administering and following the “24 Point Rule” (Blue Hats must attend a 2-hr training session in Mid-August)

13. President Emeritus: The WYFCL President Emeritus shall serve as a consultant to the Board. This position can only be held by the previous President of the WYFCL.

Note: responsibilities of unfilled board positions will be assumed by sitting board members.

14. Green/Gold Cheerleading Commissioners:

The Cheerleading Commissioner shall act as the supervisor of their respective cheerleading programs and be directly responsible for:

- distributing & collecting all cheer uniforms loaned for the season
- recruiting coaches
- assuring all coaches are certified by the NAYS
- overseeing playing/coaching manual for cheerleading
- selecting cheers
- communicate on items related to the cheer program (equipment issue and turn in, cheers, competitions)
- arranging for the preparation of the cheer area before home games including the purchase (as approved by the Board) of any items necessary to prepare the field
- ensuring proper, organized breakdown/closing of playing field after home games
- The Cheerleading Commissioners will generate a report at the end of the season to be presented to the Board that lists the cheerleaders who have not turned in their uniforms and identifying the items that have not been returned.

E. INSURANCE: The WYFCL shall not be responsible for any injuries. All participants shall participate entirely at their own risk. WYFCL is required to pay insurance premiums to the PYFCO Treasurer by 1 July of each year. The WYFCL will also insure all equipment at the field house.

F. FINANCES: The WYFCL shall maintain an account/fund to pay annual operating expenses. At the beginning of each season, the Treasurer shall identify the location and status of the account. All spending must be brought to the President so that it can be put on the agenda for the next board meeting. The President can authorize up to \$300 for miscellaneous expenses. In case of an emergency, the President shall authorize any spending not to exceed \$500.00. All checks require two signatures to be deemed proper. All league financial records shall be subject to random audits by an outside agency. The President can request any financial records at any time and is responsible to the league for the proper accounting of the league’s finances. If at any time the record keeping comes into question and is deemed inappropriate, it is the President’s responsibility to remove the person from this position. At that time, if warranted, the person in question will be held responsible to the full extent of the law.

G. COACHES:

FOOTBALL and CHEERLEADING

All Board members may be present for the interview process and discussion.

- 1) The board will approve all coaches.

- 2) Article IV, Rules and Regulations of these By-laws will contain coach's rules and regulations.
- 3) All coaches will be certified by the PYFCO standards.
- 4) Coaches are to follow the Board guidelines in regards to coaching but are allowed to make up their own coaching philosophies and plays.
- 5) All football teams will have one head coach and a minimum of three assistant coaches who will be approved by the board. Other assistant coaches may be added, but each must be certified and approved by the board.
- 6) All cheerleading squads will have one head coach and a minimum of one assistant coach who will be approved by the board. Other assistant coaches may be added, but each must be certified and approved by the board.
- 7) All Head coaching candidates will be interviewed by the Board before selection. Candidates for Head coaching positions must be nominated by a current Board member after the interviews. In the event that more than one person applies for a Head coaching position, the person who receives the majority of the votes will be assigned as the Head Coach
- 8) All Head Coaches are expected and required to act in a positive and professional manner at all times.

H. CODE OF ETHICS:

Members of the Board for the Williamsburg Youth Football and Cheerleading League are expected and required to act in the best interests of the Board and the children of the WYFCL. Board members will provide positive support to the League and other Board members. Board business will be conducted in a professional and ethical manner. We are here for one common goal, promoting youth football and cheerleading." Any League administrator, coach, player or parent that signs an "Ethics Form" and exhibits any unethical practices such as personal misconduct, flagrant poor sportsmanship or knowingly giving false information or misrepresent by word or deed will be subject to disciplinary actions as deemed appropriate by the WYFCL Board of Directors. Such corrective action may call for dismissal from further administrative or coaching responsibilities for the remainder of the playing season or longer as determined by the WYFCL Board of Directors.

I. REGISTRATION:

- 1) Registration for the current season will be determined by the Board. Registration will be done in the following order of precedence:
 - The WYFCL has the right to refuse registration to any individual when deemed in the best interest of the league. Refusal will not be made if it entails discrimination against someone because of that person's race, color, religion, sex, national origin, age (40 or older), or disability.
 - Any player, parent or coach that has had issues or disciplinary action taken against them due to their behavior from the previous season will risk the potential of not being welcome to return to the WYFCL the following season.
 - **Returned checks:** The board shall execute all legal means granted corporations under Title 13 of the Code of Virginia in an attempt to collect on bad checks; including but not limited to; imposing a fee of no less than \$35.00 but no more than \$100.00 and shall follow the notification/collection procedure outlined in title 18.2-181-181.1 of the Code of VA. **Anyone owing the league monies, regardless of reason, cannot register with WYFCL or any other PYFCO organization.**
 - Families that have been in the league for the past year will register first.
 - Siblings of current football players and/or cheerleaders will be allowed to register when the league member registers.
 - Open registration for any new families will be held last.
- 2) Once a team/squad has been filled, anyone that registers for that team/squad will be placed on a waiting list, or given the option to play/cheer in the next age group, if space is

available.

- 3) Notification of registration dates will be sent to returning WYFCL members. Flyers will be put in all Williamsburg/James City County and Upper York County Elementary and Middle Schools once approved by the James City County and York County School Boards.
- 4) The registration fee will be reviewed annually by the Board and adjusted accordingly.
- 5) Refund of the registration fee will be granted until May 1. After May 1, partial refunds will be considered on a case by case basis. No refunds after August 1. No refunds will be given once the playing season starts the first day of practice.

J. TEAM ASSIGNMENT:

- 1) A placement meeting will be held following the close of registration to place new players/cheerleaders on a WYFCL Squad. The recommended attendees for the football placement meeting will include the President, Vice Presidents, Director of Football Operations and Football Commissioners. Each Head Coach will submit in writing at least 1 week prior to the placement meeting to the Director of Football Operations their top 5 new players. If any of the previous mentioned board members are Head Coaches and the corresponding Head Coach is not a board member for the up-coming season, then they will not be able to attend the placement for the corresponding team. The League Liaison will fill in for that board member to ensure fairness. A separate meeting will be held after footballs teams have been assigned to place cheerleaders on their respective teams. The recommended attendees for the cheerleading placement meeting will include the President, Vice Presidents, Cheer Director and the Cheer Commissioners. If any of the previous mentioned board members are Head Coaches for the up-coming season, then they will not be able to attend.
- 2) Players will conform to the PYFCO age/weight requirements for a given division.
- 3) Returning players will remain on the same side of the league (Green/Gold) unless the league only has one team at that player's level or there is a request to change sides from one side to the other and approved by the BOD.
- 4) Returning players that wish to switch sides of the league (Green/Gold) are required to submit a formal letter to the President detailing why the switch is requested. All player switches must be discussed at minimum amongst the President/Vice Presidents/Football Commissioners and Cheer Commissioners and voted on by the BOD prior to approval being granted by no later than May 1st. Requests are discouraged and should only be approved in a hardship situation or as deemed appropriate by the BOD based on the information provided by the player/parent. Every effort should be made to determine the reason behind the request and to determine if the request is justified or not. The goal of the WYFCL is to make each player and parent of the league satisfied with all aspects of our organization and if they are not satisfied they have the right to request a team change. That request may or may not be granted and at that time the player/parent has the right to decide if they want to stay with the WYFCL or find another organization to participate with. The WYFCL should not allow any of their decisions to severely impact any team to their detriment, but should allow a family the opportunity to change sides if they feel the need to do so upon BOD approval.
- 5) New players will be divided with every attempt to maintain competitive balance between any teams in the league. For example, efforts will be made for both Mites teams (Green/Gold) to have roughly the same number of 7-year-old and 8-year-old players on both squads as well as with the Mighty Mite and Midget teams to have equal age differentials to the best of our ability. New player requests will be evaluated on the following merits:

A player or parent knows another player/parent or coach and would like to play on that team based on this relationship. Said parent should write on the application their request at the time of registration. This is not a guarantee of a team, but a request that will be addressed by the league. Every effort should be made to honor the request unless there is an issue that needs to be discussed before finalizing

all teams.

A coach is “in the know” or has a relationship with a player or parent and would like for that player to play football or be a cheerleader for that team or squad. These players or cheerleaders names will be provided to the President of the WYFCL prior to the first OPEN registration. If both coaches submit the same name then the two coaches will try to work it out amongst themselves. If a resolution is not apparent then a flip of a coin will occur to make the final determination. Head Coaches, Assistant Coaches and board members are not allowed to sway a new player to one side or the other. Disciplinary action will be taken if it is determined that this has taken place.

- 6) Waitlisted players will be placed on a team as space permits. Waitlisted players that are not selected will be notified as soon as practical to allow players to sign up for other youth football leagues. Waitlisted players should be informed that the process for determining players is that players will be drawn “randomly” after our final registration date in April.

ARTICLE II. OPERATIONAL PROCEDURES:

The WYFCL will abide by the operational procedures as defined by the PYFCO By-laws for the operation of the current year. Everything set forth in the WYFCL by-laws and all other related rules and regulations will serve two purposes:

1. to teach the children to enjoy the game of football and sport of cheerleading
2. To teach the children correct football and cheerleading techniques through the training of fundamentals for both sports.

ARTICLE III. PLAYER ELIGIBILITY:

The WYFCL will abide by the player eligibility rules as defined in the PYFCO By-Laws for the current year. Ages are determined by the age of the child on July 31 of that year.

ARTICLE IV. RULES and REGULATIONS:

A. CHEERLEADING

Section I – Participation

Williamsburg Youth Football and Cheerleading League cheerleaders will be provided the Opportunity to participate in sideline cheerleading.

Section II – Squad Make up

Sideline

Mini Mites: 5 to 6-year-olds

Mites: 7 to 8-year-olds

Mighty Mites: 9 to 10-year-olds

Midgets: 11 to 12-year-olds

Juniors: 13 to 14-year-olds WYFCL may not have a junior's team depending on sign-up numbers

Section III – Practices

Schedule:

August/Summer

ALL cheerleaders will practice 3 nights per week during the month of August.

School Year - Sideline Squads will practice two nights per week during the entire school season. Any squad whose football team moves into the playoff season will continue to practice until the team's final game or until after the Super Bowl, whichever comes first.

Attendance:

Practice is important and on time attendance at practice is expected of all cheerleaders. If a child misses practice, their knowledge of the routine and the squad's stunt ability is deficient. Each child is an integral part of the routine and absenteeism affects the entire practice for the whole squad. Failure to attend practices and late arrival will not be accepted. Cheerleaders must participate during the first half of each game in order to participate in the half time routine.

Parents or a responsible adult are required to observe practice. Parental coaching from the sidelines is detrimental to a squad and will not be tolerated. Commissioners reserve the right to "close" practices at the request of the head coach if this type of behavior becomes an issue. Parental concerns should be addressed in private after practice with the coach.

Section IV – Game Day

A. Game Day Operations

Game day set up is the responsibility of the Mini Mites teams. Coaches and parents need to work together to get the fields and concessions set up for the day. The Volunteer Coordinator and team moms are responsible for ensuring parents are available to assist with set up.

The Mighty Mites parents and coaches are responsible for maintenance (i.e. Trash pickup and adding fresh trash bags) before and after their game. Team Moms are responsible for ensuring parents are available.

The Midgets parents and coaches are responsible for break down after the Midgets game. All field equipment and concessions need to be cleaned up and secured. Team Moms are responsible for ensuring parents are available to assist with clean up and break down.

Cheerleaders must arrive in full uniform 45 minutes prior to game time and are expect to stay for the entire game. Failure to do so may result in disciplinary action. Arriving 45 minutes prior to a game allows the coach time to rework half-time shows for missing or late girls.

Attire

Cheerleaders must bring all uniform pieces to every game in the event that weather changes require uniform substitutions. This includes skirt, shell, long-sleeve white shirt, cheer shoes, white no-show ankle socks, warm ups, and bow. Cheerleaders who do not have the proper game day attire may not cheer.

B. Football Players

Section I – If You Don’t Practice, You Don’t Play.

1. Missing practice or showing up and not participating in practice will decrease playing time in games at the discretion of the head coach.
2. Arrive to games as directed by the head coach. Players who are late will not be considered for a starting position that day.

Section II – Respect

1. Players are expected to respect their coaches and other players. Fighting or picking on other players will not be tolerated.
2. Players are expected to respect WYFCL and PYFCO officials.

Section III – Other Important Player Guidelines

1. Players are not allowed to actively practice or play in a game without proper equipment
2. The first two weeks of practice will be an evaluation period. The coaches will evaluate the skill and ability level and determine the best position for each player. The first week of practice the WYFCL will follow the VHSL guidelines.
3. Players will have their game jerseys tucked in at all times.
4. Players will let the head coach know as soon as possible when they arrive at the playing field on game day if they are not wearing their assigned jersey for the game. A temporary number change on the PYFCO 3-part form needs to be filled out in order for that player to be allowed to play in the game.
5. Let coaches know when you have an equipment problem so it can be repaired.
6. Arrive at practice on time ready for warm-ups.
7. Notify the head coach in advance if you must miss a practice or game. Failure to notify the head coach will result in an unexcused absence being given to the player.
8. Any player that is not eligible (proof of age (birth certificate), PYFCO Ethical Standards form, official PYFCO weigh-in) by the third PYFCO Eligibility Day will lose his roster spot.
9. In the event that the WYFCL is unable to field a competitive football team (have at least 24 eligible players for a specific team) at any age level by the third Saturday in

August, that team will be disbanded for the current season. Refund of the registration fee (minus the cost of the jersey) will be given to each member of the team. NOTE: this does not apply to 7 on 7 teams.

C. Inclement Weather Policy

Practice Cancellations:

Cheerleaders and football players are expected to show up for practices unless they receive a phone call, email or text from their coach. Never assume a practice has been canceled because of bad weather. Decisions to cancel or postpone practices will be made by the President, Vice President, or your head coach who will notify the parents. During the month of August, brief storms are known to pop up in the early evening. While it might be raining at your house the practice field may be sunny and dry. Therefore, do not expect a phone call, email or text message to cancel practice. Except in extreme cases, no decision will be made until after we arrive at the practice field.

Game Cancellations:

All cheerleaders and football players are expected to arrive on time for every game regardless of weather conditions. For football players, the decision to cancel or postpone a game will be made by PYFCO. For cheerleaders, the Vice President and the Cheerleading director will make decisions pertaining to canceling a game day performance at game time.

D. Football Player or Cheerleader Dismissal

Method of Dismissal:

1. Dismissal can occur at any time during the season. If a coach has problems with a player/cheerleader, the coach's first action is to address the problem with both the player/cheerleader and his or her parents either verbally or in writing. This serves as the first warning. If the problem persists, the coach will take the issue to the Football Commissioner or Cheerleading Director. The Football Commissioner or Cheerleading Director will meet with the player/cheerleader, his or her parent and the coach in an attempt to resolve the matter. This serves as the second warning and can result in the suspension of the player/cheerleader until a Board hearing is held. If the problem persists, the Football Commissioner or Cheerleading Director will bring the issue to the Board along with a recommendation that the player/cheerleader be dismissed from the league. Dismissal can only occur when a majority of the Board votes for a player/cheerleader to be dismissed.
2. The player or cheerleader will have the right to due process (that person will be able to speak on his or her behalf) at the next WYFCL board meeting and before a vote of dismissal is taken. An Emergency board meeting may be held based on the severity of the circumstances or timing of the circumstances to determine if dismissal should be taken.
3. Based on the severity of the offense, the WYFCL Board reserves the right to impose warnings, suspensions and the dismissal of players/cheerleaders as issues are brought forward, which would override due process.

Reasons for Dismissal:

1. Any form of illegal drug use or abuse and use of alcohol at any WYFCL function. Being under the influence of any form of illegal drug or alcohol is also a reason for dismissal.
2. Any use of foul language or physical abuse of an adult or another child in any way.
3. Being ejected from a game more than once in a season. The PYFCO requires a player to be suspended for one week following ejection from a game. The WYFCL will dismiss a player after a second ejection.
4. Continued violation of team, WYFCL and PYFCO rules or guidelines.

E. Equipment Return, End of Season:

Cheerleaders:

Pom poms, shell, and skirt will be returned in good condition at the Field House during scheduled turn in. The parents will be notified of the dates and times by their Head Coach and/or the Equipment Manager. The cheerleader may keep all other equipment (bloomers, bow and warm ups). Parents will sign a letter of responsibility that if the uniform is not returned in good condition or at all, they will assume all cost of replacement.

Football Players:

Football helmet, chin strap, ear pads, shoulder pads, game pants will be returned in good condition at the Field House during scheduled turn in. The parents will be notified of the dates and times by their Head Coach and/or Equipment Manager. The player may keep all other equipment (jersey, mouth piece, socks). Parents will sign a letter of responsibility that if the equipment is not returned in good condition or at all, they will assume all cost of replacement.

F. Football and Cheerleading Coaches

The Williamsburg Youth Football & Cheerleading League coach must be of good character, have knowledge of the respective discipline (football or cheerleading), and most of all, the ability to communicate and get along with others. Each person selected as a coach must impart appropriate football or cheerleading knowledge and exert a positive influence on every child he or she is charged with, stressing instruction first and winning second. If they are unable to perform any of these duties they may be relieved of their coaching duties at the discretion of the Board of Directors, without due process if necessary.

Section I – Selection of Coaches

Qualities of the coach – A coach must:

1. Show commitment to provide well-planned instruction to the team or squad members.
2. Abide by WYFCL and PYFCO policies and rules.
3. Communicate with parents, team or squad members, other coaches, WYFCL board members and other league officials.
4. Deal effectively in adverse conditions in a fair and impartial way with other coaches, parents, WYFCL board members and officials. Always maintain a positive attitude with team or squad members and parents.

5. Make practices and games interesting for the team or squad while also providing high quality instruction. If they are having fun, they will want to come back!
6. Be a positive role model for the team or squad members.
7. Have the ability to teach every position on the field or every basic cheerleading position or ensure each child is being taught all basic positions properly.
8. Football coaches will keep the perspective of "Players first, winning second".

Method of Selection

1. All prospective coaches will file an application with the league before the designated date set by the Director of Football Operations of the current season.
2. The Football Commissioners or Cheer Commissioners and Cheer Director, along with the respective Head Coach, will interview each assistant coaching applicant. The Football Commissioner and Cheer Commissioners and Cheer Director will then make recommendations to the WYFCL Board.
3. A majority vote by the Board is required for all Head Coaches approval. All Assistant Coaches will also be required to be approved the Board before being eligible to coach.
4. James City County requires that all coaches undergo a background check before they are allowed to coach. Each coach will pay for the background check.
5. All Coaches have to complete USA Football Certification before the first day of practice.

Failure to meet any of these requirements will result in the coach's suspension from the football / practice field until all requirements are met.

Section II – Coaching Responsibilities

To the Player or Cheerleader/Parent/The League

1. All new coaches will be USA Football Association certified (minimum of level one) prior to the first scheduled practice and they must be certified prior to the first Official game. Coaches with current NYSCA certifications will be able to maintain that certification until it expires, at which point they will convert to USA Football Association certification. All coaches must be certified before they can take an active role with the team or squad.
2. Head coaches must make initial contact with team or squad member and parent as soon as the child is selected to the coach's team or squad. The roster for the team or squad will be provided by the Football Commissioners or Cheerleading Director.
3. Coaches work under the guidance of the Football Commissioners or Cheer Director. The Football Commissioners and Cheer Commissioners will ensure that coaches are following all league rules and regulations.
4. Coaches must ensure that each family receives league notices or other information as soon as it is available. Selecting a Team Parent and assistant team parent to serve as an assistant and liaison to the other parents of the team or squad is a necessity.
5. Coaches are required to treat all team or squad members equally at both practices and games.
6. Coaches should be up-front and very clear with each child and parent that other sport and activities should not interfere with the teams or squad's practices and games during the season. However, coaches will not demean or belittle a team or squad member because he or she misses a practice for another activity. Coaches have the right to adjust playing time for those players who miss practices and games, or to adjust halftime routines for cheerleading squad members who miss practices and games, for

Other activities or other reasons, such as discipline or safety, due to missing too many practices. It is the coach's responsibility to determine each child's playing time based on ability and practice.

7. A coach's behavior must reflect leadership and good sportsmanship. Coaches will provide an enjoyable and safe environment for cheerleaders and players during games and practices.
8. Properly plan and supervise practices and games and help the child set realistic and achievable goals.
9. The head coach is required to evaluate team or squad member's injuries and act immediately with regard to the child's safety. The head coach is required to evaluate the ability to perform due to some incapacity.
10. Coaches will check to make sure equipment is proper, fitted correctly and safe at all times.
11. **NO smoking** or use of any tobacco products is permitted on the practice field or sidelines at any time.
12. **Use of alcohol or drugs is NOT permitted** at any Williamsburg Youth Football & Cheerleading League function. It is also unacceptable for anyone representing the league to appear at any WYFCL function under the influence of drugs or alcohol.
13. 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.
14. All coaches must hold organized practices for instruction using the following guide lines:
 - a. 4 (football) or 3 (cheerleading) per week maximum prior to school starting.
 - b. 2 per week minimum after school starts for Cheerleaders and 3 per week minimum after school starts for Football players
 - c. 2-hour maximum time for practices.
15. Head coaches are required to oversee the collection and turn in of all uniforms and league equipment at the end of the season.
16. All coaches need to be at all games and practices to the best of their ability.
17. All coaches must have a signed Coaches Ethics form on file with the league. This form is also required by the PYFCO and kept on file each year.
18. Coaches must respect their fellow coaches, their team or squad members, and the opposing team's coaches and team or squad members.
19. Head coaches in the WYFCL will attend one meeting per week at the practice field throughout the season to discuss important information. These meetings will be conducted by the Football and Cheer Commissioners and/or the League President.
20. Football coaches must follow and understand all playing rules used by the WYFCL and the PYFCO
21. All head football coaches will be given a copy of the National Federation of State High School Associations playing rules used by the PYFCO, which they are expected to read and be familiar with.
22. Head football coaches are required to fill out game day rosters no later than 30 minutes before the start of his team's game. If a player is not at the field ready to play at this time, he will not be a starter for the game. This will give the Blue Hat or Football Director time to get the required signatures from the Opposing Team's Head Coach and Blue Hat and receive the Opposing team's roster.
23. The Head football coach must fill out the official PYFA 3-part form for any player not wearing his assigned jersey for that day's game. If the form is not filled out, the player will not be allowed to play. The form can be obtained from the Football Director or the Blue Hat.
24. All team parties/functions/gatherings must be approved by the WYFCL Board and all team members must be invited.
25. Players will be limited to a maximum of 90 minutes of full-contact practice per week under a new rule passed by the Virginia High School League's Committee in 2014.

Section III – Dismissal:

Method of Dismissal

1. Dismissal can occur at any time during the season or at season's end. This can only occur when a majority of the Board votes for a coach to be dismissed. The recommendation for dismissal will be brought to the Board by any Board member.
2. The coach will have the right to due process (that person will be able to speak on his/her behalf) at the next WYFCL board meeting and before a vote of dismissal is taken.
3. Based on the severity of the offense, the WYFCL Board reserves the right to impose warnings, suspensions and the dismissal of coaches as issues are brought forward. The WYFCL board may deem the infraction warrants an immediate suspension or dismissal and reserves the right to do so without due process if a two-thirds vote of the current voting board members votes in favor of immediate suspension or dismissal.

Reasons for Dismissal

- THE WYFCL BOARD RESERVES THE RIGHT BY A TWO-THIRDS MAJORITY VOTE TO SUSPEND OR DISMISS ANY COACH WITHOUT DUE PROCESS IF IT IS DETERMINED THAT A COACH HAS CONDUCTED THEMSELVES IN A MANNER THAT IS IMMORAL, UNETHICAL OR DETRIMENTAL TO THE WYFCL IN ANY WAY.
1. Any form of illegal drug use will not be tolerated by the WYFCL. Any use of alcohol or tobacco at any WYFCL function will also not be tolerated. Being under the influence of any form of illegal drug or alcohol is also a reason for dismissal.
 2. Any use of foul language or physical abuse of a child in any way.
 3. Inability to work constructively with children, parents, other coaches, or league officials.
 4. Failure to comply with or adhere to any of the league rules or policies as determined by the Board.
 5. Being ejected from a game more than once in a season. The PYFCO requires a coach to be suspended for one week following ejection from a game. The WYFCL will dismiss a coach of his or her duties after a second ejection.
 6. Grabbing or pulling a player by the facemask.
 7. Instructing players to participate in cheap shots, taunting or any illegal tactics. These illegal activities are explained in the NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS rulebook, which will be given to each head football coach.
 8. Failure to teach or play all football team members or cheerleaders. Every team or squad member deserves the same type of instruction and the right to participate at some level in each game. All football players MUST play a minimum of FOUR plays in every game per the PYFCO by-laws.

G. Parent/Guardian Responsibilities:

Parents have the following responsibilities:

General:

- Sign the Peninsula Youth Football Cheerleading Organization (PYFCO) Code of Ethics form for the cheerleader/football player as part of the eligibility.

- Provide 2 copies of the cheerleader's or football player's birth certificate as proof of age for all **NEW** league participants as part of eligibility.
- Ensure that the football player attends the scheduled PYFCO Eligibility Day to be weighed as the third part of eligibility.
- Ensure all registration payments and/or payment arrangements are made by equipment handout. Participants will not receive equipment until payment or payment arrangements are made and all prior outstanding balances have been paid.

Parent/Guardian Participation/Volunteer Time:

All parents/guardians must participate in volunteer activities; the minimum time required is 3 hours per family. There is a buyout option at the rate of \$25.00 per hour.

The mandatory three hour volunteer requirement will be in the concession, preparation, grilling, and apparel sales area as well as the chain gang, scoreboard, announcer, field set-up and field take down. A Sign Up Genius will be sent out in July/August once the PYFCO schedule has been released for parents to sign up for their three hours of volunteer time. Parents may be assigned volunteer times if they have not fulfilled their three hour requirements by either their Team Mom or their league Parent Coordinator.

Volunteer time is critical to the success of our game day operations. It is imperative that all families fulfill their minimum volunteer commitment and it is expected that each family commit to their minimum time requirement. We are not against anyone that would like to volunteer for more than the three hours.

Practices:

- Attend all practices or ensure that the cheerleader or football player has a responsible adult in attendance in case of emergency or cancellation of practice. If a responsible adult is not present for the child, the child will not be allowed to participate in practice.
- Respect the coaches, team or squad members, and other parents.
- Ensure that the cheerleader or football player arrives at practice on time, in proper equipment for practice.

Games:

- Attend all games or make sure that a responsible adult is present for the cheerleader or football player in case of emergency or game cancellation. If a responsible adult is not present for the child, the child will not be allowed to participate in the game.
- Act appropriately toward WYFCL coaches, the team or squad members, the opposing team's coaches and team or squad members, the officials, and all WYFCL Board members. The goal of this league is teach the cheerleaders and football players about their respective disciplines. Winning is secondary. Remember this and act accordingly at the games.
- Ensure that the cheerleader or football player arrives at the game on time, in proper game day equipment.

- Parent dismissal or suspension will follow the same rules as coaches

H. PLAYING RULES

The WYFCL will abide by the playing rules as defined in the PYFCO By-laws for the current year. It is up to the individual coaches on which position the children play. Article IV, Rules and Regulations contains the player rules and regulations.

ARTICLE V. ETHICS

A. PYFCO ETHICAL STANDARDS:

All coaches, parents and guardians are to read, sign, and date the appropriate PYFCO Ethical Standards form that is to be returned to the PYFCO Commissioner prior to the first Association scheduled game. If the form is not signed and returned, the individual will not be allowed to coach for PYFCO, or, in case of the parent/guardian, the child will be ineligible for games and practice until such form is signed, dated and returned.

B. ETHICS COMMITTEE:

Any individual shall be subject to corrective action if that person should demonstrate unethical practices, flagrant poor sportsmanship, or personal misconduct unbecoming the best interest of youth football and cheerleading, as defined by the WYFCL Board. Such corrective action may call for dismissal from association with the WYFCL (either as a parent, participant, coach, or administrator) for the remainder of that playing season, or longer, as determined by the WYFCL Board.

The WYFCL Board will determine if an Ethics Committee hearing is necessary, or if the offending individual can be reprimanded without a hearing. However, if the Board determines that the actions of the party/parties in question are so flagrant (as determined by the Board) to merit immediate intervention, then the WYFCL President will convene an Ethics Committee to conduct a hearing with the offending member(s). The Ethics Committee will consist of the WYFCL Vice President (s) and four additional Board members not involved in the dispute who do not stand to benefit from the hearing. One of the Vice Presidents will act as the committee chairman. The President will oversee the proceedings. The WYFCL President will notify all WYFCL Board members of the time, date, place, and reason for such meetings. Within a week of notifying the offending member, the Ethics committee will meet, allowing the offending member the right to represent himself and present witnesses on his behalf. Speakers allowed at the Ethics Committee hearings will be the accused individual or his representative, the Ethics Committee members, and the WYFCL President. A maximum of two speakers will be allowed to address the Board for a maximum of five minutes each. There will be no abstentions allowed during votes taken within the Ethics Committee. The committee will render a decision immediately and report the findings immediately to the affected parties within 24 hours. The Ethics committee can apply any penalty short of expulsion from the league. If the committee recommends that a person be expelled from the league, that person will be suspended from the league until the next scheduled Board meeting, where the final decision will be made. Anyone found guilty of an ethics violation will have the right to appeal the decision to the Board at the next Board meeting. The committee's findings and related decisions will be presented in writing to the WYFCL Board at large at the next Board meeting. Findings become effective immediately upon a decision by the Ethics Committee.