



BY-LAWS

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ARTICLE I - DEFINITIONS

CYFL –Community Youth Football League

PGTYFA –Pitt-Greenville Titan Youth Football Association

MEMBERS - Having membership in accordance with the provisions of the by-laws.

QUORUM - A majority of the active members (retaining a vote) shall constitute a quorum for the transaction of business.

BOARD - Executive Officers, Officers and Board of Representatives in good standing with PGTYFA.

ARTICLE II - MEMBERSHIP

PGTYFA is an association made up of volunteers who strive to provide a safe, healthy and fun environment for children who are interested in playing football. To become a board member one must attend a regularly scheduled Board meeting (see ARTICLE IV) and present oneself as an interested party, or one may be nominated by an eligible board member. Perspective members are accepted into PGTYFA by a quorum of eligible members (see ARTICLE III).

SECTION I - ELIGIBILITY

a. Eligibility is determined based on good moral character, willingness to assist in the duties, responsibilities and goals of PGTYFA and past behaviors and/or activities.

b. Members, coaches and volunteers are required to submit to a criminal background check, including any and all sex offender registries. Background checks will be performed utilizing a third party vendor. Results of the background check will be housed on the third parties secure database. The president and secretary will be provided login credentials for verification of results. Members, coaches, and volunteers will be required to submit written authorization and guidelines for background screening. These documents will be secured in a secure file.

c. It is the policy of the Pitt Greenville Titan Football Association that a person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the offenses identified in the guideline for background screening document. These guidelines have been adopted in compliance with the “National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers”.

SECTION II - REQUIREMENTS

All PGTYFA board members are required to abide by all CYFL by-laws and directives. Members are expected to behave in a respectful, honest and adult manner. Any actions taken by an Executive Officer, and Officer or a Board Member that are deemed to be destructive to PGTYFA will result in removal from the Association.

Members are required to attend regularly scheduled Board meetings. Upon missing two (2) consecutive regularly scheduled meetings (see ARTICLE III) from February to November, a member forfeits their right to vote for the remainder of the football season unless it is an excused absence. The member should contact the President about the absences. Upon missing four (4) regularly scheduled meetings from February to November, a member will be removed from the Board. Each board member counts only for himself or herself.

PGTYFA members are placed on committees and are expected to assist in the duties of those committees. All board members must agree to assist in the betterment of PGTYFA.

ARTICLE III - VOTING ELIGIBLY

A member may have a vote on any order of business brought before the Board three (3) months after being voted into PGTYFA.

Upon missing two (2) consecutive regularly scheduled meetings from February thru November, a member forfeits their right to vote for the remainder of the football season. (Exception being excused absences. See Section II.)

ARTICLE IV - MEETINGS

Meetings shall take place the third Wednesday of each month unless changed by the board.

Emergency meetings may be called with 24 hours notice.

ARTICLE V - OFFICERS

The Executive Officers of PGTYFA shall consist of a President, Vice-President, Secretary and Treasurer. Officers shall consist of the Sponsorship Coordinator, Marketing Coordinator, Equipment Coordinator, Coaches Coordinator, FCA Huddle Coordinator. Officers are voted in by a majority vote of eligible board members and hold a term of one year (January to January).

Board members must be an active member in good standing for a full calendar year before they are eligible to hold an officers position.

Officers are subject to replacement by a two-thirds majority vote of the remaining eligible board members.

SECTION I - DUTIES

a. **PRESIDENT** - The President is the chief officer of the Board, all other officers' report to him/her. The President presides at all meetings, has the powers to appoint committees, appoint replacements to vacancies in the other offices, call for a vote or veto and generally conducts the business side of the association.

b. **VICE-PRESIDENT** - The Vice-President has the duties of the President in his/her absence and is often used to chair various committees at the direction of the President.

c. **SECRETARY** - The Secretary shall keep a correct record of all meetings and perform other duties as may be delegated by the Board.

d. **TREASURER** - The Treasurer shall receive all monies of the Association and shall keep an accurate record of receipts and expenditures and shall pay out of the funds as authorized by the Board. He/she shall present a statement of accounting at every meeting and at other times as requested. The Treasurer shall present a full financial report at the end of the season. All checks will be signed by one of the following persons: PGTYFA President, Secretary or Treasurer.

e. **SPONSORSHIP COORDINATOR** – The Sponsorship Coordinator will be responsible for the coordination of all sponsorship activities.

g. **COACHES COORDINATOR** - The Football Coordinator is responsible for handling all routine football business. He/She is also responsible for keeping the Board apprised of all football activities and bringing recommendations before the Board for approval. The Football Coordinator will hold and chair football coach's selection committee when deemed necessary or appropriate.

h. **MARKETING COORDINATOR** – Marketing Coordinator is responsible for marketing Pitt-Greenville Titan Youth Football programs and events.

i. **EQUIPMENT COORDINATOR** - The Equipment Coordinator will maintain and control inventory of all equipment and make recommendations for repair and or replacement to the board.

j. **FCA HUDDLE COORDINATOR** – FCA Huddle Coordinator is responsible for coordination of FCA activities to include coordination of FCA Huddles to be held on a weekly basis.

***NOTE:** Both the Sponsorship Coordinator and the Marketing Coordinator will work hand in hand with the Association Treasurer where any funds are concerned.

ARTICLE VI - COACHES

a. All coaches will be required to submit an application detailing their experience as a coach. Once the coaching

selection committee has reviewed the application the committee will interview each potential Head Coach. At the conclusion of the interviews the coaches' selection committee will generate a ranking list for each division. The ranking list will then be presented to the board for approval. Once the list is approved the coaching positions will be assigned according to the list. Head Coaches will then be responsible for selecting their assistance coaches. Each Assistant Coach will be required to submit a coach's application, background guidelines, and background authorization.

b. All coaches are required to be USA Heads Up certified.

c. Head Coaches will submit Assistant Coach's and Team Mom's names to the board for approval. Each Assistant Coach and Team Mom is required to meet all membership eligibility requirements, but is not required to serve on the Board of Representatives.

d. Head Coaches are responsible for maintaining and processing all team paper work and any fund raising monies. This activity will be conducted through the team mom.

e. In addition to meeting membership eligibility and requirements (see ARTICLE II, Sections I and II), all coaches will be required to sign and abide by the current "Coaches Code of Conduct". A copy must be on file with the Association President no later than opening day of the season. If any of the rules outlined in the "Coaches Code of Conduct" are broken, the Association has the authority to impose any of the following penalties:

(1) Minor Infraction - The coach or volunteer will be placed on probation for the remainder of the season. Any subsequent violation will result in the Coach or volunteer being removed from the Association for the remainder of the season.

(2) Major Infraction - The Coach will immediately be removed from the Association for the remainder of the season.

(3) Any Coach, who has been removed by the PGTYFA Board, will not be allowed to Coach in PGTYFA for the current and subsequent two years.

f. At least one coach per roster will be required to hold a CPR certification valid for the duration of the season. A copy of the certification card must be on file with the Association President no later than opening day of the season.

ARTICLE VII - PARENTS

Parents will be required to support PGTYFA. Any parent that becomes violent or disorderly will be asked to leave the function. If the parent does not leave the Board Member will notify local law enforcement and have the parent removed. If a parent is removed for any reason the Board Member involved will file a report in writing with the Association President. The

President will then contact the County Parks and Recreational Department and request advice from them on how to handle the parent. This will ensure PGTYFA does not violate any of the County's policies. No Board Member will try to take action by him or herself.

ARTICLE VIII - AMENDMENTS

Amendments to the by-laws are submitted by:

a. Entry into the official minutes.

b. Submitted in writing to the by-laws committee.

All submissions must be approved by a quorum in order to become an official part of the by-laws.

ARTICLE IX - STANDING COMMITTEES

a. Audit Committee - comprised of not less than three (3) members who shall examine the records maintained by the Treasurer and verify that the annual treasury report is accurate and complete. Committee formed in February.

b. By-Laws Committee - comprised of not less than three (3) members who shall collect and assemble information for possible amendments to the by-laws. Committee formed in February.

ARTICLE X - MISCELLANEOUS RULES

a. Players will be assigned a division according to their age however; every attempt will be made to place each child at the youngest level of eligibility.

b. Players must meet the age and weight restrictions.

c. Players participating in a division with multiple teams will be assigned to a team through a draft. Players who have played for the coach previously will have the opportunity to remain on that team or reenter the draft. If a player wishes to reenter the draft the player's parent shall submit that decision in writing to the President. Assistant coach's child will not be entered into the draft unless requested by parent.

d. Players may be moved at the request of parent or coach with approval from the board.

SECTION I - FOOTBALL

a. The roster size for all tackle divisions will be maximum of 25, with board approval the roster size can be extended to 28 players. In order to insure a spot on a roster a player must have the registration fee, physical form and equipment rental agreement into the Association no later than opening day of the season.

b. Fundamentals for Minimizing Head Impact Exposure and Concussion Risk in Football:

(1) Full-contact should be limited during the regular season, as well as during activity outside of the traditional fall football season. For purposes of these recommendations and guidelines, full-contact consists of both "Thud" and "Live Action" using the USA Football definitions of Levels of Contact.

Rationale: By definition, "Thud" involves initiation of contact at, or up to, full speed with no pre-determined winner and no take-down to the ground. Accordingly, the task force supports that initial contact, particularly with linemen, is just as violent with "Thud" as with "Live Action." However, the task force also recognizes that "Live Action" likely carries a higher risk for other injuries to the body than does "Thud." The USA Football Levels of Contact "Air," "Bags," and "Control" are considered no- or light-contact, and thus no limitations are placed on their use.

(2) Member state associations should consider a variety of options for limiting contact in practices. The task force strongly recommends full-contact be allowed in no more than 2-3 practices per week. Consideration should also be given to limiting full-contact on consecutive days and limiting full-contact time to no more than 30 minutes per day and no more than 60-90 minutes per week.

Rationale: The task force acknowledges that there are insufficient data to specify with certainty a research-validated "best practices" standard for contact limitations. Several states (Alabama, Arizona, Maryland, and Texas) adopted varying limitations on contact prior to the 2013 football season. Preliminary High School RIO injury surveillance data suggest these states have seen a statistically significant decrease in concussion rates during practices, with no increase in concussion or other injuries during games.

(3) Pre-season practices may require more full-contact time than practices occurring later in the regular season, to allow for teaching fundamentals with sufficient repetition.

A. Pre-season acclimatization protocols and regulations regarding heat and hydration take precedent and should always be followed.

B. While total full-contact practice days and time limitations may be increased during the pre-season, the emphasis should focus on the proper principles of tackling and blocking during the first several practices, before progressing to "Thud" and "Live Contact."

Rationale: The task force acknowledges regular season practice limitations may need to be revised during the pre-season. This should be done in a specific and systematic manner to allow coaches to spend sufficient time teaching proper tackling

and blocking techniques. Emphasis should be placed upon inexperienced players, as they slowly work through tackling and blocking progressions with “Air,” “Bags,” and “Control” using the USA Football definitions of “Levels of Contact.”

(4) During pre-season twice-daily practices, only one session per day should include full contact.

Rationale: The adolescent brain needs sufficient recovery time following full-contact practices. In addition, concussion signs and/or symptoms may not develop for several hours after the initial injury.

(5) Each member state association should review its current policies regarding total quarters or games played during a one-week time frame.

Rationale: High School RIO injury surveillance data consistently show that competition presents the highest risk for concussion. The task force is concerned that participation in games at multiple levels of competition during a single week increases risk for head injury and unnecessarily increases head impact exposure. In addition, games played on consecutive days or those scheduled on the same day (Freshman and Junior Varsity games or Junior Varsity and Varsity games) may not allow the brain an opportunity to adequately recover. Consideration should be given to moderating these situations as much as possible.

(6) Consistent with efforts to minimize total exposure to full-contact, head impact exposure, and concussion risk, member state associations with jurisdiction over football outside of the traditional fall football season should review their current policies to assess if those policies stand in alignment with the Fundamentals discussed within this report and, if needed, modify the policies accordingly.

Rationale: Football played outside of the traditional fall football season presents an opportunity for learning, physical activity, and skill development. However, athletes are at further risk for head impact exposure and concussion during any full-contact activity. Consideration should be given to significantly limiting the total time of full contact. Other factors to consider include time elapsed since the previous football season and whether individual athletes have recently been, or are currently, participating in other contact/collision sports (e.g., Ice Hockey, Lacrosse, Soccer and Wrestling).

(7) Each member state association should reach out to its respective state coaches’ association on designing and implementing a coach education program that appropriately integrates youth, middle school, and high school football programs in every community. USA Football and the NFHS Fundamentals of Coaching courses should be the primary education resources for all coaches. Education for coaches should also include the proper fitting and care of helmets.

Rationale: The game of football continues to evolve and proper coaching technique at each level is fundamental to keeping the game safe and enjoyable. A proper fitting helmet may help decrease, but not eliminate concussion risk.

(8) Each member state association should regularly educate its schools on current state concussion law and policies and encourage schools to have a written Concussion Management Protocol. Schools should also be encouraged to share this information with coaches, parents, and students annually.

Rationale: Many schools experience frequent turnover of Athletic Directors and coaches. Frequent “refreshers” on state concussion laws and policies as well as sample concussion management protocols should be made available to ensure all schools are current on, and prepared for, safe and effective concussion management.

(9) An Emergency Action Plan (EAP) with clearly defined written and practiced protocols should be developed and in place at every high school. When possible, an athletic trainer should be present at all practices and games.

Rationale: An effective EAP should be in place, as a prompt and appropriate response to any emergency situation can save a life. The EAP should be designed and practiced to address all teams and all practice and game sites. An athletic trainer is a key component in any strategy to minimize injury risk and optimize safety for all participants.

c. These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

Proactive Planning:

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student athletes of the lightning policy at start of season.

d. Dehydration:

DEHYDRATION – ITS EFFECTS ON PERFORMANCE AND ITS RELATIONSHIP TO EXERTIONAL HEAT ILLNESS RISK:

1. Appropriate hydration before, during, and after physical activity is integral to healthy, safe and successful sports participation.
2. Weight loss during exercise and other physical activity represents primarily a loss of body water. A loss of just 1 to 2% of body weight (1.5 to 3 pounds for a 150-pound athlete) can negatively impact performance. A loss of 3% or more of body weight during vigorous exercise can also significantly increase the risk for exertional heat-related illness. If an athlete is already dehydrated prior to beginning activity, these effects will occur even sooner.
3. Athletes should be weighed (in shorts and T-shirt) before and after warm or hot weather practice sessions and contests to assess their estimated change in hydration status.
4. Athletes with high body fat percentages can become significantly dehydrated and over-heat faster than athletes with lower body fat percentages, while working out under the same environmental conditions at the same or similar workload.
5. Athletes have different sweating rates and some lose much more water and salt through their sweat than others. “Salty sweaters” will often have noticeable salt stains on their clothing and skin after workouts, and they often have a higher risk of developing exertional muscle cramps.
6. Poor heat acclimatization/fitness levels can greatly contribute to an athlete’s heat intolerance and exertional heat illness risk.
7. Certain medications or current/recent illness, especially for illnesses involving gastrointestinal distress (e.g., vomiting, diarrhea) and/or fever, can negatively affect an athlete’s hydration status and temperature regulation, increasing the risk for exertional heat illness.
8. Environmental temperature and humidity each independently contribute to dehydration and exertional heat illness risk.
9. Clothing that is dark or bulky, as well as protective equipment (such as helmets, shoulder pads and other padding and coverings), can increase body temperature, sweat loss and subsequent dehydration and exertional heat illness risk.
10. Even naturally dry climates can have high humidity on the field if irrigation systems are run prior to early morning practices start. This temporary increase in humidity will continue until the water completely soaks into the ground or evaporates.
11. A heat index chart should be followed to help determine if practices/contests should be modified or canceled. The NOAA National Weather Service’s heat index chart can be found at: <http://www.weather.gov/om/heat/index.shtml>

12. On-site wet-bulb temperature should be measured 10-15 minutes before practices or contests. The results should be used with a heat index to determine if practices or contests should be started, modified, or stopped.
13. If wet-bulb temperature measurement is not available, the heat index for your approximate location can be determined by entering your postal zip code: <http://www.osaa.org/heatindex/>
14. The interplay of relative humidity and temperature on sweating and the risk for exertional heat illness.
15. A combined relative humidity of 40 percent and a temperature of 95 degrees Fahrenheit are associated with a likely risk of incurring significant sweat loss and exertional heat illness during strenuous physical activity. However, even with a lower air temperature of only 85 degrees Fahrenheit, for example, the risk for extensive sweating and exertional heat illness would likely be the same or greater with a higher relative humidity of 70 percent or more.

WHAT TO DRINK DURING EXERCISE AND OTHER PHYSICAL ACTIVITY:

1. For most exercising athletes in most scenarios, water is appropriate and sufficient for pre-hydration and rehydration. Water is quickly absorbed, well-tolerated, an excellent thirst quencher and cost-effective.
2. Traditional sports drinks with an appropriate carbohydrate and sodium formulation may provide additional benefit in the following general situations.
3. Prolonged continuous or intermittent activity of greater than 60 minutes
4. Multiple, same-day bouts of intense, continuous or repeated exertion.
5. Warm-to-hot and humid conditions
6. Traditional sports drinks with an appropriate carbohydrate and sodium formulation may provide additional benefit for the following individual conditions.
7. For hydration prior to participation
8. A high sweat rate and/or “salty sweater”
9. Poor caloric intake prior to participation
10. Poor acclimatization to heat and humidity.
11. A 6 to 8% carbohydrate formulation is the maximum that should be utilized in a sports drink. Any greater concentration will slow stomach emptying and potentially cause the athlete to feel bloated. An appropriate sodium concentration (0.4–1.2 grams per liter) will help with fluid retention and distribution and decrease the risk of exertional muscle cramping.
12. The volume and color of your urine is an excellent way of determining if you’re well hydrated. Small amounts of dark urine mean that you need to drink more, while a “regular” amount of light-colored or nearly clear urine generally means you are well hydrated. A Urine Color Chart can be accessed at:
<http://at.uwa.edu/admin/UM/urinecolorchart.doc>
13. Hyponatremia is a rare, but potentially deadly disorder resulting from the over-consumption of water or other low-sodium fluid (including most sports drinks). It is most commonly seen during endurance events, such as marathons, when participants consume large amounts of water or other beverages over several hours, far exceeding fluid lost through sweating. The opposite of dehydration, hyponatremia is a condition where there is an excessive amount of water in the blood and the sodium content of the blood is consequently diluted to dangerous levels. Affected individuals may exhibit disorientation, altered mental status, headache, lethargy and seizures. A confirmed diagnosis can only be made by testing blood sodium levels. Suspected hyponatremia is a medical emergency and EMS (Emergency Medical Services) must be activated. It is treated by administering intravenous fluids containing high levels of sodium.