

Seneca Falls Junior Football and Cheerleading League

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1. The Code of Ethics

We, the members of the Seneca Falls Junior Football and Cheerleading League, shall live by and enact the following Code of Ethics:

1. We are here for the good of all children, not only what is good for my child.
2. We shall ensure that all players/cheerleaders are of equal importance within SFJFCL.
3. We shall work together as a group and in accordance with the League “Code of Conduct” agreement.
4. We will take all the problems we see or hear to the appropriate Director.
5. We will encourage open communications between all parties, coaches, parents, children and ourselves.
6. We will be flexible enough, within reason, to help the organization with whatever is needed for games, practices and other League events.
7. We shall abide by the guidelines of our positions as written in our organizations By-Laws.
8. We will set an example to all parents by not going on the practice or game field unless for an injury. We shall respect the coach’s job and judgment. We will not interfere with their ability to do their job.
9. Our actions shall reflect team work, cooperation and high moral standards.

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2. Organization

2.1. Organization Name

The name of this organization shall be Seneca Falls Junior Football and Cheerleading League, Inc. and shall be known as SFJFCL
SFJFCL Website (www.sjfcl.org).

2.2. League Name

The league that SFJFCL belongs to is called the Finger Lakes Youth Football and Cheerleading League, hereafter referred to as FLYFCL.
League Website (www.flyfcl.com).

2.3. Guidelines

The SFJFCL will function under the guidelines and policies set forth by the Finger Lakes Youth Football and Cheerleading League, Inc. of which Seneca Falls Junior Football and Cheerleading League, Inc. will be a member. The SFJFCL will abide by the rules, regulations, and high standards as set forth by the Finger Lakes Youth Football and Cheerleading League, Inc. FLYFCL By-Laws and Rule Books supersede SFJFCL By-Laws

2.4. Mission Statement

The SFJFCL is proud to be a part of FLYFCL. The mission of the League is to let the children have fun, and to give them an opportunity to learn the fundamentals of football and cheerleading with the proper adult supervision and adequate equipment in a safe environment.

2.5. Purpose

The purpose of this organization is to provide a recreational football and cheerleading program for the youth of Seneca Falls Central School District, and surrounding districts, preparing them for the school football and cheerleading programs.

2.6. Goal

It is our goal to firmly implant in the youths of the community the ideas of good sportsmanship, honesty and loyalty, so that they may be fine, strong and happier youths. It shall be the basic policy of SFJFCL that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of decent men and women is of primary importance. It is our intention to provide an

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organization, which stresses participation and professionalism, rather than winning.

2.7. Objectives

This organization provides opportunity to learn the fundamentals of football and cheerleading, emphasizing the objectives of:

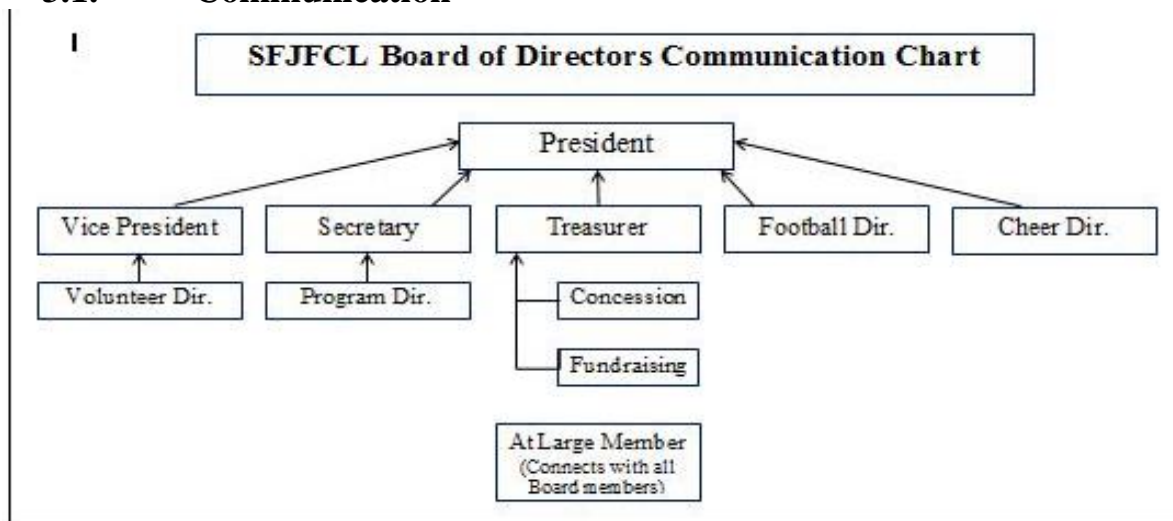
- Improving physical health of children with training, conditioning, and exercise that emphasizes participation and safety.
- Enhancing the psychological well-being of children by reinforcing positive self-image, fairness and participation.
- Using teamwork, sportsmanship, appropriate behavior, and common decency to guide children in social skills.
- Helping children to understand and appreciate the value of personal effort and dedication to team effort.

2.8. Board Member Positions

All SFJFCL Board positions are voluntary. Board members do not get monetary compensation for their time and efforts. If a Board member misses 3 meetings in a year unexcused, fails to perform his/her duties, or acts in any manner which is determined as prejudicial or detrimental to the organization, he/she can be removed by a 2/3 ballot of the other Board members present at a regularly scheduled meeting. A Board member may be removed in accordance with By-Law section 10.1, Disciplinary Action.

3. Structure of the Organization

3.1. Communication



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3.2. **Organizational Structure**

The organizational structure shall consist of an Executive Board and a Board of Directors. The people elected to the following positions will constitute the SFJFCL Board of Directors. **All Executive Board Members must be a resident of the Seneca Falls Central School District.** The remaining elected positions must be a 2/3 majority of the Seneca Falls Central School District.

3.3. **Executive Board**

Executive Board shall consist of the following members of the SFJFCL Board of Directors:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Football Director
6. Cheer Director

3.4. **Duties of the Executive Board**

The duties of the Board of Directors shall be to ensure that the Purpose and Vision of the Corporation is implemented and to ensure the legal and financial viability of the Corporation.

The Board of Directors shall:

- Have supervision, control and direction of the affairs of the Corporation, shall determine its policies and procedures or changes therein within the limits of the law and these bylaws, shall actively pursue its purpose and shall have discretion of disbursements of Corporation funds.
- Define the divisional structure of the league
- May adopt such rules and regulations, conduct such business, and appoint such agents, as it may deem necessary and advisable.
- Have jurisdiction over any infraction of the Bylaws
- Have the power to impose any disciplinary action(s) it deems necessary and appropriate for those who fail to abide by the FLYFCL & SFJFCL Bylaws and Code of Conduct
- Preside over Fact Finding Hearings, Hearing Processes, and Grievance Proceedings

3.5. **Board of Directors**

1. President
2. Vice President
3. Secretary
4. Treasurer

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- 5.** Football Director
- 6.** Cheer Director
- 7.** Concession Director
- 8.** Fundraising Director
- 9.** Program Director
- 10.** Volunteer Director
- 11.** At-Large Members

3.6. Terms

- 3.6.1.** President - 2 year term
- 3.6.2.** Vice-President - 2 year term
- 3.6.3.** Secretary - 2 year term
- 3.6.4.** Treasurer - 2 year term
- 3.6.5.** Football Director - 2 year term
- 3.6.6.** Cheer Director - 2 year term
- 3.6.7.** Concession – 1 year term
- 3.6.8.** Fundraising – 1 year term
- 3.6.9.** Program Director – 1 year term
- 3.6.10.** Volunteer Director – 1 year term

Terms start January 1 of the next calendar year after election.

Terms end December 31 of the year the office is up for re-election.

3.7. Duties of the Board of Directors

The following will describe the duties of each of the Board of Directors of the SFJFCL organization:

3.7.1. President

1. Election shall be for 2 years with elections conducted in ODD numbered years.
2. Must be familiar with the Finger Lakes Youth Football and Cheerleading League rulebook and the SFJFCL handbook and responsible for the enforcement of all FLYFCL and SFJFCL rules and bylaws.
3. Must attend all FLYFCL Presidents meetings.
4. Presides over monthly Board meetings.
5. Delegate/direct authority when needed.
6. Will establish temporary committees, and will recommend individuals for appointment to all committees, as well as any new committees he/she deems necessary in order to efficiently carry out the goals of the League.
7. Be knowledgeable of what is going on in all areas of the organization.

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8. Has the authority to make some decisions with regards to the organization without going to vote first. Any such decisions shall not be detrimental to the organization, but in its best interest, such as suspend a coach or parent from the field (pending Board review), immediately suspend from the Board anyone whose actions are detrimental to the smooth running of the Board (pending Board review).
9. Will not vote unless there is a tie. This vote will be the tiebreaker.
10. Will arrange for a qualified independent audit of the league's financial books annually. Books will be sent to auditor by February 28th. A report of the auditor's findings will be submitted to the league the month following audit completion.
11. Will work to keep communication open between Board Directors, parents, coaches, children and League office.
12. Will be the second name on the banking accounts and the PO Box.
13. Will ensure charter, affidavits, and background checks are completed and filed.
14. Responsible to meet the President of the opposing team. If at a home game, show him/her around. In the absence of the President, this duty shall be delegated to the VP.
15. Responsible to meet the referees when they arrive at your field.
16. Ensure one Board member is present for all practices and games.

3.7.2. Vice President

1. Will report to the President.
2. Election shall be for 2 years, alternating with the President, to be elected in EVEN numbered years.
3. Will work closely with the President and be kept well informed so that he/she may act in place of the President, if necessary, due to illness or absence.
4. Will attend all FLYFCL Presidents meetings.
5. Will be the third name on the banking accounts.
6. Will assist the President at each game in the general operations of day.
7. Will make sure there are first aid supplies available and accessible at practices and games, maintaining an inventory of items in stock and used.
8. Will investigate all written allegations of Bylaw infractions, violations reported, complaints, and any other violations or infractions as the Executive Board deems appropriate
9. Will act as the Hearing Officer for any complaints or grievances.

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10. Will review any coach's ejections and recommend a course of action to the SFJFCL Board with regard to the specific event.
11. In case of a vacancy in the office of the President, the Vice-President shall automatically succeed to that office for the remainder of his/her term.
12. Has voting rights unless acting as President.

3.7.3. Secretary

1. Will report to the President.
2. Election shall be for 2 years and will correspond with the Vice President in EVEN numbered years.
3. Will keep all records of the organization except the financial records for a minimum of 5 calendar years; these files can either be in electronic format or hardcopy.
 - Filed minutes from all previous meetings.
 - Filed Treasurer Reports from all previous meetings.
 - Contracts with all vendors.
 - A complete list of all members including email addresses, phone numbers, and current mailing address.
 - A copy of League Insurance.
 - Team rosters for each team, ensuring they are complete and current.
 - All past years' By-Laws and Policies.
 - Current year's Handbook.
4. Will prepare, maintain and file any necessary correspondence which is authorized by the Board, to include; bulk mailings, flyers/handouts, copies, Parent Handbook, By-Law changes, etc.
5. Will have necessary forms available for registration.
6. Will be responsible for making sure contacts are complete and ready for certification night.
7. Will be responsible for creating and updating team rosters after registration and providing these to FLYFCL, Board members and Head Coaches by the end of July. These rosters are to include participant's name, address, phone number and parent's name.
8. Will provide rosters on game day to booth/announcer(s).

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9. Will ensure all necessary participant information is provided to coaches. This information will be provided in a binder to each Head Coach containing: team roster, parent handbook, coach and Board roster, medical releases and emergency contact info.
10. Will take the minutes for all meetings, prepare them in writing and provide a copy of them to Board, in which the minutes of the previous meeting will be read to, and approved by, the Board at the beginning of each meeting
11. May be one of the officers listed as the second name on the bank accounts.
12. Pick up mail at PO Box 81.
13. Will distribute and collect coach surveys to/from parents of athletes, to be reviewed by the Executive Board. at the end of the season.
14. Will be at practices until Certification is completed.
15. Will ensure documents containing personal information from athletes are shredded at the close of season. (e.g.. birth Certificate, picture)
16. Has voting rights.

3.7.4. **Treasurer**

1. Will report to the President.
2. Election shall be for 2 years and will correspond with the President in ODD numbered years.
3. Will keep the financial records for 7 calendar years
4. Will be responsible for safekeeping of any money in the team treasury and its proper disbursements.
5. Will have books audited once a year by a 3rd party. Audit will take place at a time arranged by the President.
6. Will be the first person named on the banking accounts.
7. Will receive and immediately deposit all monies of the organization in the checking and/or savings accounts located at a bank of the Boards choosing, except for those specified as the responsibility of another Board of Director.
8. Will issue receipts for all monies received.
9. Will pay all expenses as authorized by the Board.
10. Will keep clear and comprehensive records.
11. Will prepare monthly report for monthly meetings detailing current financial position, including but not limited to account balances, outstanding bills, copy of current bank statement, and areas of financial concern and provide copies to the Board at each monthly meeting.
12. Will prepare a written Annual Income and Expense Report and have available for distribution at the November meeting.
13. Will provide Concession Director with startup cash for all home games.

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14. When games are played at home, Treasurer will report to the concession stand at the end of each game to count and verify money with the Concession Director, witnessed by the President and/or member of the Executive Board.
15. Will work with the Football Director to get names of the referees to provide payment to those referees at all home games in between the final two games.
16. Will pick up mail at PO Box 81.
17. Has voting rights.

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3.7.5. Football Director

1. Will report to the President.
2. Election shall be for 2 years and will correspond with the President in ODD numbered years.
3. Will put in facility requests with SFCSD in a timely manner to secure facilities for practices and home games.
4. Will check the eligibility of the football players throughout the season.
5. Shall represent this organization at any FLYFCL Presidents meetings and inform the Board of football activities.
6. Will keep current with all rule changes, coaching standards, and equipment. Will inform all football coaches and Board of any changes.
7. Will provide Head Coaches with a copy of the current FLYFCL Rulebook Will distribute all necessary paperwork to the players and/or coaches with regards to practices, games, scrimmages, tournaments, and other activities that may be necessary.
8. Will act as a liaison between players, parents and coaches.
9. Will supervise and direct all coaches and enforce the rules and regulations provided by SFJFCL and FLYFCL.
10. Will ensure that all coaches are aware of the anti-bullying policy (attachment A) and procedures
11. Will ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
12. Will arrange and attend a coach's class prior to the beginning of the season and ensure that all coaches are certified.
13. Will attend the FLYFCL's coach's clinic(s) and ensure coaches attend.
14. Will host a preseason meeting with Head and Assistant coaches to set the template for the season and communicate important matters (schedules, game day, player eligibility, code of conduct, expectations)
15. Will review the game stats for Ten Play Violations.
16. Will keep accurate account of football equipment on hand by keeping a log of equipment inventory, log of equipment hand-outs to players and coaches, as well as equipment hand-in logs.
17. Will report any non-returned, damaged, missing inventory to VP and Board of Directors
18. Will ensure all football equipment is maintained, certified, and replaced, if necessary
19. Will be responsible for ensuring all football equipment; including helmets, apparel, pads, etc., are clean and appropriately stored at the end of the season
20. Will be responsible for creating an Equipment Budget and submit to Board for review and approval/recommendations by November meeting.

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21. Will be responsible for making sure game field is ready on game days and all necessary equipment is present.
22. Will be responsible for appointing a Player Safety Coach (recommended to NOT be a Board member).
23. Has voting rights.

3.7.6. Cheer Director

1. Will report to the President.
2. Election shall be for two years.
3. Shall represent this organization at any FLYFCL Presidents meetings and inform the Board of cheerleading activities.
4. Will put in facility requests with SFCSD in a timely manner to secure facilities for practices and competitions.
5. Will check the eligibility of the cheerleaders throughout the season.
6. Will act as a liaison between players, parents and coaches.
7. Will supervise and direct all coaches and enforce the rules and regulations provided by SFJFCL and FLYFCL, providing Head Coaches with a copy of the current FLYFCL Rulebook...
8. Will ensure that all coaches are aware of the anti-bullying policy (attachment A) and procedures
9. Will ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
10. Will keep current with all rule changes and keep the coaches and Board informed.
11. Will arrange and attend a coach's class prior to the beginning of the season and ensure that all coaches are certified.
12. Will attend the FLYFCL's coach's clinic(s) and ensure coaches attend.
13. Will keep an accurate account of cheerleading equipment on hand; maintain a log of equipment handed out/in to all coaches and cheerleaders. Report to the VP any non-returned or missing equipment.
14. Will distribute all necessary paperwork to the players and/or coaches with regards to practices, games, scrimmages, tournaments, and other activities that may be necessary.
15. Will bring any comments or concerns cheerleading coaches, participants or parents may have to the VP and/or monthly meetings for the Board to discuss.
16. Will be responsible for budgets on new and replacement equipment, to include but not limited to uniforms, pom-poms, radios and CD's, and submit to Board for review and approval/recommendations
17. Will host a preseason meeting with Head and Assistant coaches to set the template for the season and communicate important matters

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(schedules, competitions, player eligibility, code of conduct, expectations)

18. Will seek opposing team's Cheer Director to introduce self and determine format of the day.
19. Will gather/distribute equipment to each coach at start of the season.
20. Has voting rights.

3.7.7. Program Director

1. Will report to the Secretary.
2. Election shall be for one year.
3. Will be responsible for keeping all the records pertaining to programs, ads, press releases, and insurance that are not held by the Treasurer or the Secretary for the League.
4. Will be responsible to keep themselves informed and up to date on insurance policies.
5. Will be responsible for drafting press releases, advertising, website, and social media, including the weekly game results in a timely manner
6. Will be responsible for arranging EMT certified personnel to be present at all games.
7. Will be responsible for making sure all head coaches have accident report forms at the beginning of the season and checking with them throughout the season.
8. Will be the contact person for the coaches in case of an injury and be responsible for making sure the head coach completes the necessary accident reports.
9. Will make sure that any participant that seeks medical attention for an injury has a doctor's release before being allowed to practice or play.
10. Will fill out insurance claim forms and will make sure all claims are immediately written and handled. Will tend to any follow-ups.
11. Will keep an accurate record of all treated injuries/illnesses on forms provided by the League.
12. Will provide a monthly summary report on accidents/updates to Board.
13. Has voting rights.

3.7.8. Concession Director

1. Will report to the Treasurer.
2. Election shall be for one year.
3. Will be responsible for planning a menu, purchasing the necessary supplies for concession, and for being open for business at all home games during the game times.
4. Will supervise the concession stand.

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5. Will train any volunteers assigned to Concessions, as needed and report any absent volunteers immediately to the Volunteer Director to fill and notate.
6. Will be responsible for the money collected at the concession stand and should seek the Treasurer at the end of each game.
7. Will count and verify the concession stand funds with the Treasurer, as witnessed by the President and/or member of the Executive Board, prior to leaving the field.
8. Will keep a record of money spent and money received and then report the profit/loss of each event to the Executive Board.
9. Will prepare a Monthly Report and provide copies to the Board members at the monthly meeting.
10. Will propose game day menu/prices to the Board and discuss any possible menu changes with the Board first.
11. Will keep an inventory log on game day of what is purchased/used, thrown away, items disposed of, etc.
12. Will apply for Food Permit from Seneca County Health Department
13. Will schedule a meeting with SF School Superintendent, including the President and Vice President, yearly in June, to go over their Food Policies.
14. Will ensure NYS Health Codes and School Food Policies are posted in Concession Stand
15. Will ensure all NYS Health Codes, posted in concessions, are being followed during any event.
16. Will ensure that no one under the age of 18, except students working for community service hours in Grades 9-12, is in the concession stand.
17. Has voting rights.

3.7.9. Fundraising Director

1. Reports to the Treasurer.
2. Election shall be for one year.
3. Will be responsible for locating sources for fundraising events.
4. Will submit information on the most reasonable and profitable events to the Board of Directors for approval.
5. After an event has been approved, will plan the event, place orders, make arrangements, distribute products or information and maintain necessary records.
6. May request the Board form a committee to be created to help in the planning of an event.
7. Will be responsible for all fundraising to include 50/50 raffles.
8. Will record all monies received to the Treasurer in an expedient manner.

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9. Will present a list of prospective solicitations and businesses to be lobbied to the Board of Directors for approval to avoid conflict of interest. Will then mail letters and/or visit said business and follow up.
10. Will keep accurate records of participants who have/haven't completed fundraiser.
11. Will be at practices during fundraising campaigns.
12. Will provide a Monthly Report that will include financial statements of monies collected during the previous months fundraising activities.
13. Will be in charge of all ordering and selling of merchandise at home games, etc.
14. Has voting rights.

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3.7.10. Volunteer Director

1. Will report to the Vice President.
2. Election shall be for one year.
3. Will provide Board members with a list of all individuals who are to work and what they will be doing.
4. Will advise the Board of any Family who has not signed up for the required number of volunteer slots before the first game (either home or away).
5. Will keep records of all volunteers each week.
6. Will prepare verification that volunteers have followed through with said duties.
7. In the event that a scheduled volunteer is absent, the Volunteer Coordinator will ensure that the absent volunteer has arranged for a replacement or will locate a replacement. Any absences will be reported to the Vice President at the end of the day of the game/event
8. Will be responsible for lining up help needed on the field for all away games to include the following:
 - a. 3 total volunteers to (2) work chains and (1) markers for each game (except flag)
9. Will be responsible for lining up help needed on the field for all home games to include the following:
 - a. 2 total volunteers to work 10-Plays (C, B)
 - b. 7 total volunteers for the stadium booth
 - 3 Announcers (Flag, C, B)
 - Spotters (C, B)
 - 1 Scorekeepers (C,B)
 - c. 4 volunteers for concession for each game (Flag, C, B)
 - d. 2 volunteers to sell 50/50 tickets at each game (Flag, C, B)
10. Will be responsible for letting appropriate Directors know who the volunteers for each game are and posting volunteers job/name in Concession Stand.
11. Will maintain a sign-in/sign-out sheet for every game to track volunteer hours in a Volunteer Records Log binder.
12. Has voting rights.

3.8. At Large Members

There will be 6 At Large positions. These applicants will go in front of the Board, which the Board will approve or deny the applicants.

1. Term is for one year.

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2. Will assist on any committee that is essential to the operation of the SFJFCL.
3. Identify potential problems and opportunities, working effectively toward common goals as a team member, helping to set objectives and develop action plans for selected and/or assigned projects.
4. Provide support where it is deemed necessary.
5. Has voting rights.

3.9. Committees

Committees, once established, will make their recommendations to the Board of Directors during its regular meeting. All committees shall be required to keep minutes of their meetings and report to the Board of Directors at the next regular meeting. All committee action is subject to ratification by the Board of Directors. At no time may Committees act or cause action to be taken based on their recommendations without the proper consent of the Board of Directors. Other Committees may be established from time to time in order to facilitate the business of the organization. These Committees will be established at the direction of the President and must be approved by the Board of Directors.

3.9.1. Award Banquet Committee

1. Will select a Chairperson.
2. Will book a facility to hold the Awards Banquet.
3. Will ensure that all Board members, coaches, players and cheerleaders are informed and invited to the Awards Ceremony.
4. Will have Chairperson collect all monies and turn over to the Treasurer.
5. Will consult with the Board for a nominal fee on trophies and awards, having at least 3 options for the Board to look at.
6. Will place the order, verify all spelling and League placement of all squads for trophy engraving and will follow up with the engraver.
7. Will pick up all trophies and deliver to the Awards Ceremony.
8. Will place order for cake, arrange pizza or other food order, and ensure beverages and paper products available.

3.9.2. By-Laws Committee

1. Will select a Chairperson.
2. Will be responsible for reviewing and updating By-Laws yearly, during the off season (January-April).
3. Will present possible adjustments to the Board of Directors for approval by the May meeting.
4. Will ensure existing By-Laws follow FLYFCL mandates.

3.9.3. Budget Committee

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1. Will be responsible for establishing a budget for the current year with information from the Treasurer regarding past years expenditures, budgets from Football, Cheer, and Concession Directors, as well as information from any other Budget Committee member necessary.
2. The established budget shall include, but not limited to; registration fees, fundraising requirements, spending allotments for football, cheerleading, banquet and awards.
3. The Budget Committee will then present the budget to the Board for adoption.

3.9.4 Picture Committee

1. Will select a Chairperson.
2. Will contact photographers for a presentation to the Board.
3. Will present the current photographers for the current year by March's meeting.
4. Will organize dates and locations with photographer and coaches.
5. Will be responsible for record keeping and delivery of photo packages to coaches or Team Moms/Dads (if applicable).

4. Meetings

4.1. Regular Meetings

Regular Meetings shall be held monthly on the same day each month, to be decided during January's meeting. Meetings will commence in January and continue through November. No meeting will be held in December unless urgent Team/League business needs to be addressed. During the practice/playing season the meeting may change if the Board of Directors agree. These meetings shall be open to the public. Board may move to Executive session as deemed necessary.

4.2. Emergency Meetings

The President may call Emergency meetings of this organization when they believe it is necessary and in the best interest of the organization. A written request for such a meeting can be made to the President at any time a member of the Board of Directors feels a problem must be immediately resolved. If time allows, the President will allow 3 to 5 day's notice to the other Board of Directors as to the time and place of the meeting. No other business other than that specified in the notice of the meeting shall be discussed. Any motion for Board action will require 2/3 of the Board members in attendance to enact. These meetings will be closed to the public.

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4.3. Notice of Meetings

Notification of all annual, regular and special meetings shall be given to the Board of Directors and membership by, publication, website, phone, email, or mail, as required by the bylaws.

4.4. Meeting Attendance

All Board of Director members must not miss more than three meetings in a calendar year, unless they have notified either the President or the Secretary in advance. If proper notification is not given, the member will be notified in writing of possible dismissal. After notification, there will be a discussion and possible vote by the Board concerning the proposed dismissal.

4.5. Member Forum Requests

Any Member desiring to have a special presentation, speak to the Board or supply guest speaker at a SFJFCL Board meeting, will make it known to the President and/or Secretary at least two (2) weeks prior to any regular SFJFCL meeting, in writing and to include agenda. SFJFCL will review request and make decision on said application. President or Secretary will inform requesting member of approval/denial and date scheduled for such request.

4.6. Last Meeting of the Year

November's meeting shall be the last meeting of the year. The election of Board Members for the next year shall be done and the year's business shall be concluded.

4.7. Meeting Order

Secretary will produce an agenda for League meetings, which will be strictly adhered to during all regular meetings. Any additions to the agenda must be submitted by email to the Secretary by 6 pm, two (2) days prior to the meeting. Order of the meetings shall be as follows:

- | | |
|--------------------------------------|--------------------------------|
| A. President's Report | H. Fundraising Director Report |
| B. Vice President's Report | I. Concession Director Report |
| C. Secretary's Report | J. Program Director Report |
| D. Treasurer's Report | K. Volunteer Director Report |
| E. Football Athletic Director Report | L. Committee Reports |
| F. Cheer Director Report | M. Old Business/New Business |
| G. Equipment Director Report | N. Meeting Closed by Motion |

4.8. Meeting Ejections

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Any outbursts or disrespectful behavior during a League meeting may result in the party or parties being immediately removed from the league meeting for the duration of the meeting.

5. Voting

- Voting members are those Board members listed on the FLYFCL & SFJFCL Charter, except as set forth below.
- All voting for the Board elections shall be done in writing unless the position is unopposed in which case a voice vote is sufficient.
- At regular meetings, a simple majority of the voting Board of Directors must be present to constitute a legal vote. At emergency meetings, 50% + 1 of the voting members must be present to constitute a legal vote.
- At regular meetings, voting will be conducted by floor vote, unless any SFJFCL member representative requests a closed vote. The Secretary will count all votes and report the results to the Board.
- No votes will be accepted by proxy.
- Election of the Board of Directors will be held each year at the November meeting by paper ballot. The Board of Directors will be elected by majority vote of all those in attendance at the meeting.
- Notification will be sent out in October to all parents and coaches letting them know what Board positions are up for re-election.
- Nominations will be accepted from the Board, parents, and other interested parties up to 24 hours prior to the November meeting. Nominations are to be submitted in writing to the Secretary. Spouses are excluded from holding office where a conflict of interest may exist. (i.e. President and Treasurer, or where spouses may have signatory power in matters of financial concern.)
- All individuals nominated for an office must attend the November meeting to be elected. Each nominee will be called upon to state their qualifications for the office of which they are seeking election.

6. Elections and Vacancies

The terms of all Board members shall be for one year, except the President, Vice President, Secretary, Treasurer, Football Director and Cheer Director who shall be elected for a period of two years. The President, Treasurer and Football Director will be elected in election years ending in ODD numbers and the Vice President, Secretary, and Cheer Director will be elected in election years ending in EVEN numbers.

Vacancies on the Executive Board of Directors shall be addressed in the following manner:

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President:	Will be filled by the Vice President for the remainder of the former President's elected term.
Vice President:	Will be filled by Presidential appointment with a majority of the Board's approval for the remainder of the former Vice President's term.
Treasurer:	Will be filled by Presidential appointment with a majority of the Board's approval for the remainder of the former Treasurer's term.
Secretary:	Will be filled by Presidential appointment with a majority of the Board's approval for the remainder of the former Secretary's term.
Football Director:	Will be filled by Presidential appointment with a majority of the Board's approval for the remainder of the former Football Director's term.
Cheer Director:	Will be filled by Presidential appointment with a majority of the Board's approval for the remainder of the former Cheer Director's term.

All other Board vacancies will be filled by Presidential appointment based on the recommendations of the current Board. In the event that no eligible person is nominated for the open Executive position, Board may make a motion and vote to suspend the qualifications for that office.

7. Coach Selection

The philosophy of selecting coaches for the SFJFCL program is to find the most qualified people to teach the game of football, cheerleading and proper sportsmanship. The selection of coaches is not to be based upon tenure and is not simply for parents to follow their children's progress while acting as coaches. All coaches must set an example in dress, speech, and moral conduct at **all** times. All decisions regarding placement and removal of coaches will be done based on one central theme, what is best for the participants and the program.

All coaches shall comply with all Certification requirements as required by SFJFCL and/or FYLFCL. All coaches shall observe and enforce the official Code of Conduct. Coaches will operate under direction from the Football or Cheer director.

All football and cheer coaches will be reviewed by the SFJFCL Board annually. All coaches must submit a coaching application prior to the start of the season in order to be considered for a coaching position. The application will provide the necessary information and authorization for the Board to run appropriate background checks and determine the qualifications and coaching philosophy for all coaches and parent helpers for the upcoming season.

7.1. New Coaches

The Board will interview any prospective Head Coaches.

7.2. Duties of Head Coach

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Flag, C, B and A Head Coaches

1. All individuals accepting the organization's invitation to serve as Head or Assistant Coach must obtain certification through a provider designated by the Executive Board.
2. FLYFCL may require mandatory attendance at clinics as deemed necessary for any coaches for purposes set and maintained Coaches must make themselves available for said clinics.
3. Will be responsible for all football and/or cheerleading coaching activities that occur on their respective teams during practice, games, scrimmages and tournaments, and responsible for the actions of all his/her coaches, players, parents, relatives, and fans at any FLYFCL, INC. sponsored game or event..
4. Will be responsible for the communication of important dates and decisions made by the SFJFCL.
5. Will work with the Board to gain approval to order the equipment that is needed or needs to be replaced.
6. Will report any team members who do not turn in their equipment at the designated time to the Football or Cheer Director respectively.
7. Coaches can only change FLYFCL Membership teams one (1) time during their eligibility season. If a coach changes their FLYFCL team and any more than two (2) players from previous FLYFCL team, not including his/her children, are added to the new FLYFCL team that he/she will be coaching, the coach will be suspended from coaching for the year.

7.3. Player Safety Coach Selection

Ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to responsible for the development of coaches within the organization to ensure a better, safer experience for every player. It is important for this person to work with the Board of Directors to establish a minimum threshold of coaching education to ensure every coach has been certified by USA Football's Level 1 Coach Certification and has been educated on the proper fundamentals and key elements of Heads Up Football. This person should be required to attend Heads Up Coach and Safety Clinics, host coach training sessions throughout the year and spend time observing the overall quality of coaching throughout the organization. It is recommended that the Player Safety Coach should not be a member of the SFJFCL Board.

7.4. Guidelines for Coaches

Responsibilities:

- 1) Develop and nurture a positive attitude and a positive self-image in all players/cheerleaders.
- 2) Prime importance: Direct the conditioning and training of each player/cheerleader to improve their endurance, resistance to injury, physical health, and coordination.

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- 3) All criticism should be constructive and given in private for the benefit of the player/cheerleader, and will not be degrading of him/her. At NO time shall profanity be used. Violations may result in reprimands, probation, or dismissal of a team, organization, or an individual from "FLYFCL".
- 4) Coaching will be conducted from the bench area only, except for "Flag" and "C" teams as stated in FLYFCL Rule Book
- 5) To ensure that all players/cheerleaders are of equal importance within SFJFCL.

Priorities:

- 1) Treating each player/cheerleader on squad equally and with respect.
- 2) Maximum participation of all players/cheerleaders entrusted to care.
- 3) Always approach coaching in a positive fashion, never sacrificing the principles of Human Decency, Good Sportsmanship, or Total Team Participation to obtain a win
- 4) Encouragement should always be given; any criticism should be constructive and rendered in a gentle fashion.
- 5) Find the strengths and weaknesses of each player/cheerleader, using this knowledge to help formulate your coaching plan to expand the growth of all participants.
- 6) Motivate players/cheerleaders by offering constant positive feedback on their effort, progress, performance and growth.

Conduct:

- 1) Set the best possible example for members of squad in relationship with officials, opposing players, coaches, and parents.
- 2) Personal success as a coach as measured by the won-loss record should be secondary to the proper physical and psychological development of the youths with which working.
- 3) Set an example in dress, speech, and moral conduct at all times.
- 4) Always stress the true and right spirit of competition and sportsmanship.
- 5) Focus on coaching -- not to develop superstars, but to teach the fundamentals of football and cheerleading.

7.5. Removal of Coaches

If any member of the Board determines that a coach or parent helper has become a serious detriment to the program they may recommend that coach's removal. Any such recommendation must be in writing on attached Form B and submitted to the Vice President for Board review. Any such recommendation will require a 2/3 vote to approve the coach's dismissal. Any coach/helper being considered for dismissal will have an opportunity to address the Board before such vote is taken.

7.6. Parent Concerns

Parental concerns about coaches should first be brought to the attention of the Head Coach, with the exception of game day, in which report to the appropriate Director. If there is no resolution at that time, the Football/Cheer Director would be the next person

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to contact. If concerns are not addressed, parent may submit a written complaint to the Vice President for the Board to review according to the prescribed procedure.

8. Funds

The SFJFCL is a not for profit organization that raises money for the sole purpose of funding football and cheerleading for participation in the Finger Lakes Youth Football and Cheerleading League. It is not the intention of the funds to be used for any other purpose than purchasing equipment and supplies needed to properly run a successful program in compliance with both the SFJFCL and FLYFCL guidelines.

8.1.Scholarship

It is our goal to see that all children are afforded the opportunity to play. The SFJFCL offers scholarships on an as needed basis. Scholarships are available to those families who may be in financial difficulty. There is a limit of \$500 granted per year. A scholarship application must be completed and turned into the President. The President will then take the request to the Executive Board. Scholarships are to be discussed in general terms in the Executive Session. Names will be withheld for confidentiality purpose. The President is to retain said letters for the remainder of the season for audit purposes. Those families who are given scholarships will be expected to volunteer for 4 hours. The deadline will be July 15th of the current year. If you do not meet volunteer requirements for the current year you will be ineligible to receive a scholarship for the upcoming year. See Attachment 1 for the Scholarship Application.

8.2.Purchasing

1. Any purchase made on behalf of the SFJFCL under \$99.99 requires one Executive Board member's approval prior to purchase.
2. Any purchase \$100.00 and above requires 2/3 approval of the Board of Directors prior to purchase.
3. For purchase orders, person in charge of area must price and source items needed and provide the following information to the Board:
 - A. At least 2 quotes in writing
 - B. Sample or Example, if possible
 - C. Expected delivery time
 - D. Re-order availability
 - E. Expected life or replacement time, if applicable

Board will review the information and approve or deny the request by vote or table for further information.

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4. If approved, the person who made the request will be responsible for the following:
 - A. Finalizing the purchase
 - B. Making sure the order is received in proper quantity and quality
 - C. Have all the receipts submitted to the Treasurer by the next Board meeting or if invoiced have it directed to:

SFJFCL
P.O. Box 81
Seneca Falls, NY 13148

8.3. Refunds

The Seneca Falls Jr. Devils recognizes the need to have a policy for the unfortunate circumstances that may occur when a participant cannot continue to be part of our program. Therefore the following policy shall apply:

- All refund requests must be in writing and submitted to the Board of Directors for approval.
- Any money/items from fundraisers that you have chosen to participate in must be turned in.
- All uniform and equipment issued must be returned, clean and in good repair as when issued. The replacement cost of damaged and/or missing equipment is the responsibility of the parent at current cost of the damaged and/or missing equipment.
- You will be considered for a full refund assuming all of the above criteria are met until June 1st.
- You may be considered for 50% of the registration within the first week of practice providing all of the above criteria have been met.
- You may be considered for a 30% refund after the first week of practice until the first scrimmage providing all of the above criteria have been met.
- After the first scrimmage, no refunds will be provided.

Injured players are still considered Team members. They are encouraged to participate in SFJFCL activities (when possible), attend practices and games, and are eligible to receive a trophy at the Award Banquet.

8.4. Dissolution

Should the Board of Directors vote to cease operation of the Corporation, no Officer, Director or any other member shall receive any compensation. A vote of two-thirds (2/3) of the Board of Directors called at least seven (7) days prior to the vote is needed for

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ratification to disband. After financial obligations of the Corporation have been met all remaining, all assets may be sold and/or donated as deemed fit by current SFJFCL board.

9. Code of Conduct

We, the SFJFCL members, have implemented the following Code of Conduct for the important message that it holds about the proper role of the organization in support of children in sports. Each member should read, understand and sign this form prior to participating in our organization.

Any member guilty of improper conduct at any organizational event may be asked to leave the event and a disciplinary action may follow.

I therefore agree:

1. I will show the proper respect to all and be held to the highest standards of moral conduct and character both on and off the field.
2. I will not physically harm anyone at any time.
3. I will not verbally abuse, threaten, harass, or degrade any coach, official, participant, referee or Board member at **ANY TIME**, including as a spectator during practices, games, competitions, or on social media (e.g. Facebook, Twitter, Instagram, etc.).
4. I will not use or be under the influence of tobacco, vapes, alcohol or illegal narcotics during any organizational events.
5. I will not act in any way detrimental to myself or anyone involved in the organization.
6. I will inform the Executive Board of any rule violation performed by anyone involved in the organization as per section 10.0 Complaints, of the SFJFCL By-Laws, using the General Complaint Form (attached Form C)
7. I will remember that children participate to have fun and that the game is for the youth athletes, not the adults.
8. I will be a positive role model for the children and encourage sportsmanship by showing respect and courtesy. Keep cheering positive!
9. I will not encourage any behaviors or practices that would endanger the health and well-being of anyone.
10. I will demand that the children treat others with respect regardless of race, creed, color, sex or ability.
11. I will teach the children that doing one's best is more important than winning, so that they will never feel defeated by the outcome of a competition or his/her performance.
12. I will praise the children, of both teams, for competing fairly and trying hard, and make them feel like a winner every time.
13. I will never ridicule or yell at any child for making a mistake.
14. I will emphasize skill development and practice.
15. I will respect the officials and their authority during games and competitions.

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16. I will refrain from coaching my child or other players during games, practices, scrimmages, tournaments and competitions, unless I am one of the official coaches of the child's team.

10. Coaching Complaints

1. We ask that you first try and address the concern/issue with the Head Coach. If you are not satisfied, discuss the concern/issue with the Football or Cheer Director. If you are not satisfied that the issue at hand has been resolved after speaking to the appropriate director, please use Form B to file your complaint with the Board. Said form is to be turned in to the Vice President.
2. All complaints must be submitted in writing, on a timely basis to the Vice President, or if time is a factor, it will be dealt with in the most appropriate manner.
3. The Board will not act on hearsay.
4. All complaints must be acted upon within seven days from the receipt of the complaint by the Vice President.
5. Findings will be put in writing, a copy of which will be sent to the person or persons who submitted the complaint. A copy will remain with the Secretary's records.
6. An anonymous copy will be included in the President's coach file for a minimum of 2 calendar years, for future solutions to the same or similar problems.
7. The resolution by the Board will be in the best interest of the SFJFCL and its members. Said resolution will be made without personal Prejudice and/or affiliation.

10.1. Disciplinary Action

The Executive Board of the SFJFCL shall have the power to impose any disciplinary action(s) it deems necessary and appropriate for those who fail to abide by the SFJFCL By-Laws and Code of Conduct.

Disciplinary action can range from a written reprimand to being barred from participation or association with SFJFCL.

*Any complaints received against a member of the SFJFCL shall be received in writing, in compliance with the Parent Handbook.

10.2. Fact Finding Hearing

Prior to any decision by the Executive Board for disciplinary action for Board Members, coaches, players, parents, spectators or others, a Fact Finding Hearing before a minimum of 2/3 of the Executive Board will be held in an Executive Session.

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Said hearing shall take place within a reasonable amount of time of the alleged incident unless 2/3 of the Executive Board cannot be present. The Board must schedule the next available date when 2/3 of the Executive Board will be present.

Notice of said hearing date and time shall be given to all involved via Certified U.S. Mail at least 5 days prior to the scheduled hearing.

10.2.1. Hearing Process

1. The President (or VP if the President is not available) shall run the hearing.
2. The President (or VP if the President is not available) shall read the charges brought against the accused.
3. The Executive Board MAY then hear from both sides and/or witnesses in an orderly manner.
4. The Executive Board shall then determine whether sufficient facts and/or evidence have been presented to warrant the holding of the hearing on some or all of such charges with the person(s) violating the Code of Conduct or By-Laws.
5. The Executive Board shall then judge whether or not the preponderance of the evidence presented in a hearing shows the accused to have committed the alleged acts.
6. The Executive Board, by majority vote, shall then impose any disciplinary action(s) it deems necessary and appropriate if the accused is judged to have committed such act(s) as brought before the Board.

If the accused does not appear at the hearing, the SFJFCL Executive Board will render their decision and the accused person(s) will be notified of the disciplinary action to be taken via written notice by Certified U.S. Mail.

10.3. Grievance Procedure

If the accused person(s) does not agree with the decision he/she MUST notify the SFJFCL Executive Board in writing within 15 days of being notified of the disciplinary action imposed by the Executive Board. This written grievance must be presented to the President, Vice President or Secretary in person or via Certified U.S. Mail.

Upon receiving the written grievance request, the Executive Board will meet personally with the requesting individual within 15 days to discuss the grievance and determine if any changes to the original disciplinary decision is warranted. This meeting will occur behind closed doors and will include members of the Executive Board and the accused only.

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11. Program Complaints & Concerns

11.1 Procedure

Any complaints and/or concerns for the Board must be written and signed by the person with the complaint. Upon receiving the complaint/concern, the Board will discuss the concerns in an open forum at the next Board meeting. No complaints or concerns will be handled via email, or social media (e.g., Facebook, Twitter).

12. Amendments

These By-Laws will be reviewed during the off season. When changes are made, they will be made available via our website within 10 days. League rules will supersede any material contained herein. Bylaws changes are not done during the time of August 1 through November 1. Any amendments will be submitted for vote during the regular meeting of this organization's Board of Directors. Any subsequent amendments to these By-Laws must be submitted to the Board with at least one month's prior notice. Any amendment will be considered to be adopted when 2/3 of the Board present at the meeting votes in favor of its adoption. When changes are made they will be promptly filed with the League office. League rules will super-cede any material contained herein.

Form B:

Seneca Falls Jr. Football & Cheerleading League Report of Complaint
Date of Incident: _____

