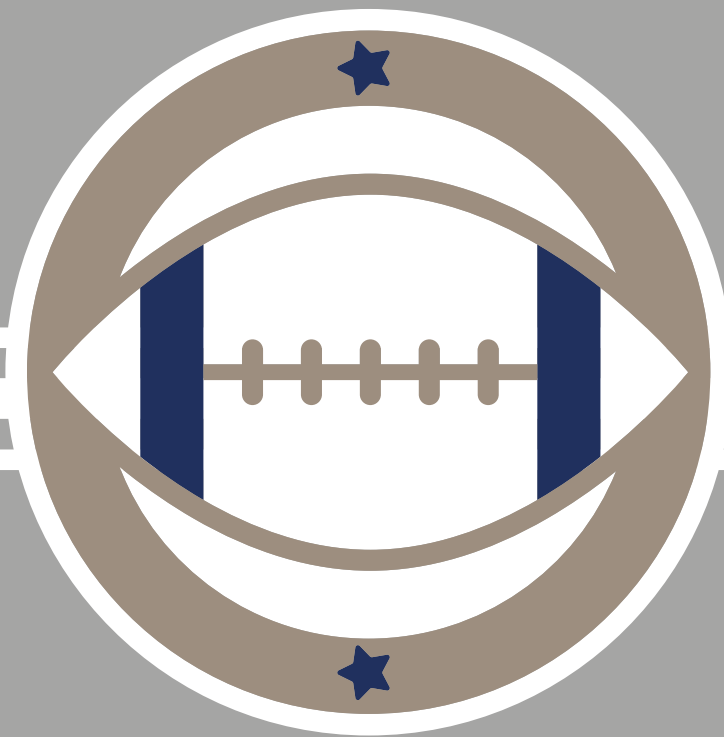


PVYFA  
**BY-LAWS**



**YOUTH FOOTBALL  
YOUTH CHEER**



# ByLaws

## Pequea Valley Youth Football Association

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### Article 1 - Name and Purpose of the Board

- Pequea Valley Youth Football Association
- PVYFA is a nonprofit 501(c)(3) organization
- No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services herein. No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this document, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from income tax under section 501 (c)(3)of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contribution to which are deductible under sections 107(c)(2) of the Internal Revenue Code, or the corresponding code of any future federal tax code.
- Upon the dissolution of this corporation, assets remaining shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

- To control the organization.
- To set organizational policy.
- To take care of all matters dealing with the organization.
- To set, direct and control all monetary policy.
- To have the authority to carry out all duties, whether or not specifically enumerated within the by-laws, for the organization to function.
- The Board and all members, coaches and participant's will follow any and all bylaws in accordance with any league the organization joins. Failure to meet this requirement will be met with discipline or removal.

## **Article 2 - Objective**

- Help build Sportsmanship, Character, and Self-Confidence in the players.
- To instill Responsibility and Teamwork.
- To provide an opportunity to play the game in a supervised, organized and safety oriented manner and keep the welfare of the participants free of any adult ambition and personal glory.
- To encourage discipline and promote high standards in sportsmanship, and the fundamentals of Football.

## **Article 3 - Board Policies**

- Board members may serve in more than one of the forgoing elected positions, but will have only one vote when conducting Organization business.
- The Board may terminate elected or appointed members with a 2/3 vote and make new appointments as required, completing vacated positions.
- The Board shall meet at minimum 4 times per year beginning in January. Meeting time and place is to be specified in the minutes of the previously scheduled meeting. Time and location of such meeting may be changed on a 24-hour notice given by either the Secretary or President.

- Special meetings may be called by a majority vote of board members. The Secretary or President will give a verbal notice 24 hours prior to such meeting to all board members.
- The Board of Directors cannot conduct business without a quorum, which is defined as a majority of its duly elected members.
- Amendments to these By Laws may be made by a 2/3-majority vote of the Board and put into effect immediately.
- Board members shall serve in office a term of two(2) years at the beginning of their election.
- On approach of a Board Members term their position will be put to a vote. If 2/3 vote of approval from the Board Members, besides said position, they will continue in their position for another term. If there is not a 2/3 vote they will immediately disband their position and either a new member will take the position or it will be posted and an emergency meeting to vote in a new member will be placed.

#### **Article 4 - Board of Directors**

- The board shall be the governing body to the PV Youth Football Association and may rule on all matters not specifically covered by these by-laws.
- The Board shall consist of a minimum of three members at all times. President, Treasurer, and Secretary.
- The Board may be comprised but is not limited to the following positions:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Cheer Director
  - Ass. Cheer Director
  - Football Director
  - Asst. Football Director

- PVYFA shall have the power to make and enforce rules and regulations to govern itself.
- Rule changes can only occur prior to the start of each season or in emergency cases with full board support.
- Board members shall serve until replaced.
- Board members shall attend all scheduled meetings unless excused by the president.
- Two unexcused consecutive absences shall result in consideration for removal.
- Board members may be dismissed by a majority vote of the entire board.
- All directors and coaches have to sign the code of conduct.
- Board of directors shall enforce playing by the rules of PVYFA
- Disciplinary action, if necessary, of any football or cheerleading coach or league official for violating the coaches code of conduct will be administered by the President or acting Vice President.

## Article 5 - Duties of Officers

### *1. President*

- Preside at all meetings.
- Oversee all organization activities.
- Act as the official representative for PVYFA at all league and official functions or to appoint a representative to do so if unavailable.
- Fill by temporary appointment, any office that becomes vacant for any reason.
- Arbitrate all conflicts that may arise between members of the organization.
- Designate all meetings, the time and location.

- Shall be responsible for imposing and enforcing any league disciplinary action voted on by the board.
- Responsible for signing checks, and/or making deposits.

## ***2. Vice President***

- Perform in the absence of the president and the duties of the president.
- Support all other board members in the execution of their duties.

## ***3. Secretary***

- Document and maintain all meetings and minutes for PVYFA which includes but is not limited to:
  1. Meeting agendas and notes.
  2. Official rosters for all teams.
  3. Birth Certificate verification for all participants
  4. Registration forms for all participants
  5. Keep record of Insurance policy
  6. Maintain website
  7. Maintain Sports Connect registration portal

#### ***4. Treasurer***

- Maintain all state and federal license requirements for non-profit status.
- Maintain and report on calendar operating budget.
- Issue and reconcile all checks, income and expenses.
- Maintain relationship with the bank.
- Responsible for signing checks, and/or making deposits.
- All checks and monies must be deposited into PVYFA's checking account within 72 hours of receipt.

#### ***5. Football Director/Equipment Director***

- Conduct liaison between the board and coaches regarding rules, policy of the organization, and dissemination of information.
- Present Coaches for board approval.
- Responsible for coach compliance with league rules.
- Responsible for making arrangement and ensuring all coaches are CPR/First Aid/USA Football certified
- Work with the Treasurer to order and maintain, as directed by budget, all medical supplies needed for all teams as well as field medical kit for all home games.
- Maintains master roster of all equipment issued, returned and keep current throughout tryouts and final cuts
- Submits equipment purchase recommendations to the Board for approval
- Establishes method of issuance and return of issued equipment
- Arranges annual repair/replacement as required (budget item)
- Prepares annual inventory with shortage noted

- Maintain record of procedures, contacts, suppliers, etc. for future reference
- Oversee all league rules and guidelines and ensure compliance with the league rules.
- Responsible for the annual league renewal/application
- Must attend all league meetings.

## ***6. Assistant Football Director***

- Support the Football Director as necessary throughout the entire season. They will assume the responsibilities in the absence of the Football Director.
- Ensure all required paperwork is reviewed and completed properly to the correct standards with the cooperation of the Football Director.
- Be responsible for communicating any information/procedures to the football coaches for or in the absence of the Football Director throughout the season.

In the event there is no capable individual to hold this capacity, the position may remain vacant through any given season. In the absence of an Asst. Football Director, the Football Director would assume all responsibilities for both capacities.

## ***7. Cheer Director***

- Responsible for all Cheerleading activities that the organization may engage in
- Serve as liaison between the Cheerleading teams and the Board.
- Shall be responsible for the coaching staff;
- Shall be responsible for presenting coaching staff for Board approval.
- Maintain complete roster of all members in cheerleading in the PVYFA
- Shall oversee the collection of uniforms at the end of the season.
- Shall visit at least 4 practices at minimum a season to oversee the active teams and ensure that no issues exist. Any issues reported should be given to the President/Board. The practice visits cannot be back to back practices.



## ***8. Assistant Cheer Director***

- Support the Cheer Director as necessary throughout the entire season. They will assume the responsibilities in the absence of the Cheer Director.
- They will serve as the Equipment Mgr. in outfitting the squads for uniforms and any other necessary equipment/apparel.
- Be responsible for communicating any information/procedures to the cheer coaches for or in the absence of the Cheer Director throughout the season.

In the event there is no capable individual to hold this capacity, the position may remain vacant through any given season. In the absence of an Asst. Cheer Director, the Cheer Director would assume all responsibilities for both capacities.

## **Article 6 - Coaches**

- Coaches must sign and follow our code of conduct. Failure to follow the code of conduct could result in a suspension.
- Coaches are responsible for the parents of your players.
- All coaches must complete any, and all classes in regards to safety which can include but is not limited to concussion safety, first aid, and covid. Failure to meet this guideline will result in automatic termination.
- The minimum number of coaches to be present at each football or cheerleading practice or game shall be as required to comply with the league/conference requirements.
- Final approval of coaching volunteers will be a Board decision.
- Coaches must demonstrate a positive attitude when dealing with their players, parents and fellow coaches. Sportsmanship must be demonstrated at all times
- All coaches are subject to the Coaches Code of Conduct at all times. (See Code of Conduct Handbook)
- Violation of the Coaches Code of Conduct is ground for suspension and/or termination from coaching privileges, which will be determined by the board.
- Qualifications for coaches will comply with the league/conference in which the PVYFA participates

- If a coach's conduct or performance is deemed inappropriate or unbecoming, the head coach may ask a coach to leave a practice, game or event and notify the Board. This matter will be brought before the Board at the next scheduled Board meeting or a special Board meeting to address the matter.
- If a coaches' conduct or performance is deemed detrimental to Youth Football and Cheer, he/she may be removed at any time by a vote of the Board present at the meeting when said ability or performance is brought to question
- A special meeting must be held prior to the removal of a coach at which time the Executive Board and the involved coach(es) must attend. Failure by a coach to attend the special meeting will be grounds for immediate removal.
- Coaches uniforms: A long and short sleeve shirt will be provided to each coach. Pants will not be provided but must be presentable and the color grey.

## Article 7 - Meetings

- Yearly Meetings shall be held in January.
- Regular meetings are performed every 2<sup>nd</sup> Tuesday of each months or as needed.
- If an individual wishes to address the board or add an item to the agenda, then he/she/they must notify the board or add an item to the agenda at least seven (7) days prior to the meeting. The individual must also specify the topic of discussion at that time. Addition of the agenda item shall be at the discussion of the board.
- Meetings will be presided over by the president. In his/her/their absence, the Vice President or an elected representative will assume the duties.
- Two-thirds (2/3) members of the Board must be in attendance to have a vote on any topic.
- Voting shall be restricted to members of the executive board. Each person, meeting the above requirements for voting, has on (1) vote.
- In the event of a matter that needs immediate board approval, telephone or video voting as well as text will be used to vote. ByLaws or issue of the personnel of the organization will is excluded from this use.
- Unless detailed otherwise, board motions shall be approved by a majority vote at a meeting where a quorum of board members are present.

## Article 8 - Committees

- The Board will appoint all committees and committee chairpersons as deemed necessary. The board may dissolve any such committee, or remove its chairperson, at any time.
- Committee positions are non-voting positions.

## Article 9 - Team Organizations

- The Pequea Valley Youth Football and Cheer teams may consist of Mighty Mites, Mites and Midget teams, with cheerleading squads following the same format.
- The team colors may consist of White, Red, and/or Grey or other colors designated by the Board of Directors.

## Article 10 - Boys and Girls Participation's

- Qualifications for players/cheerleaders will comply with the league/conference in which the Pequea Valley Youth Football Association organization participates.
- Any player/cheerleader not complying with the qualifications, rules, or guidelines will be susceptible to removal from the organization.
- Any player/cheerleader found to be in violation of the participant contract may be removed from the program upon a finding by the board.

## Article 11 - Registration

- The board, at the January meeting, shall determine the registration fee for the upcoming season's registration.
- The board sets the dates of registration.
- All registration forms must be filled out completely with any required documents required by the league, before a child will be able to participate in any function with the league, including practice, games or scrimmages.
- Any player/cheerleader who leaves/quits the program prior to completion of the season will not be entitled to a trophy. It is the discretion of the Football Director or

Cheer Director, respectively, to allow the return of any player/cheerleader to their team/squad.

- There will be no refunds of registration fees after July 1<sup>st</sup> of each season unless specifically approved by the Board.
- The Board will consider financial assistance for participants in part or full based on a review of individual's hardship and/or need. Any child whose parent cannot meet part/all of the registration fee may be considered for assistance.
- Payment plans may also be considered by request from participants. Applicants' names will be presented to the Board for approval. If approved the full registration fee must be paid in full by July 1<sup>st</sup> of the season year.

## **Article 12 - Playing Schedule and Tournament/Playoffs**

- The league in which the PVYFA participates will regulate the schedule of regular season games and post-season games.
- All open dates and post-season (other than playoff and championship) games shall be at the discretion of the board.

## **Article 13 - Financial Policy**

- The board shall be responsible for the funds of the Pequea Valley Youth Football Association.
- It shall be the board policy to place all funds in a checking and /or savings account for the payment of program debts.
- The President and Treasurer will be responsible for signing checks and/or making deposits.
- With board's approval, the organization credit and/or debit card can be used for purchases by other members of the board or head coaches.
- No check for goods or services that has not been previously included in the budget and which exceeds two hundred and fifty dollars (\$250.00) shall be cut without the prior approval of the board present and voting at the meeting where the request is

made. Emergency expenditures may be authorized by a vote of the board via text, video conference or meeting.

- All contributions and/or solicitations shall be for the sole benefit of the organization as a whole.
- No part of the funds or assets of Pequea Valley Youth Football Association shall be distributed to its members or board unless it is for reimbursement for something purchased for the use of the program. Expense report and supporting receipts must be provided to the treasurer no later than 30 days after expenditure.
- During the fundraising drive/event, moneys can be turned into the Treasurer. Failure to account for and present all funds to the board could result in criminal charges.
- All received monies must be deposited within 72 hours of receipt.
- There shall be no fundraising for a specific purpose or event without prior approval of a majority of the board. Any unauthorized fundraising will be brought before the board and may result in disciplinary action from the organization
- The Board, may at its discretion, appoint a Financial Audit Committee, one who secures a CPA who will work for pro-bono or a reasonable fee, to complete an audit of the financial records as of December 31 of each year, and who reports the findings of the CPA to the board.

## **Article 14 - Amending the By-Laws**

- The ByLaws will be proposed and reviewed annually in January and voted on. The ByLaws may be amended or altered in whole or in part by a 75% vote of a quorum of board members via text, video conference or meeting.

# Players and Parents Code of Conduct

Participation in the Pequea Valley Youth Football and Cheer program is a privilege and not a right. Pequea Valley Youth Football and Cheer has an expectation of good sportsmanship and citizenship. All coaches, players, and parents are required to sign a contract regarding his/her conduct during the season. Please carefully read and sign the following:

**Player Contract:** I agree to cooperate with and show respect to my coaches, teammates, opponents, and referees during the season. I will not argue with referees and I will not use foul language. I will attend all practices and games with few exceptions. Whenever possible, I will let my coach know in advance if I will not be able to attend any previously scheduled practice, game or event. Finally, I agree not to use any tobacco, alcohol or drugs, including steroids. I understand that if I do not follow these rules or if I display disrespectful or unsportsmanlike behavior, I may be suspended from playing in the League.

I have carefully read the above and agree.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent Contract:**

I agree to support the Pequea Valley Youth Football and Cheer representatives with the overriding goal of teaching good sportsmanship, teamwork, and self-discipline to the children of the Pequea Valley Youth Football and Cheer program. I agree to read and support the player's contract above. I will donate my time when possible and present any criticism that I may have in a positive way to program representatives. I agree to attend games when possible and to act as a role model at those games. I will refrain from engaging in any behavior that is not in the best interest of the Pequea Valley Youth Football and Cheer program. Such behavior includes, but is not limited to: criticizing players or coaches on or off the field; using loud, derogatory, obscene, foul or threatening language; or acting in any threatening, intimidating, or abusive manner. I will refrain from arguing with referees, program parents and fans, opposing players, opposing coaches, and opposing parents and fans. I will refrain from using any alcohol or drugs at any Pequea Valley Youth and Cheer event. I understand that not following these rules, or displaying disrespectful behavior, can result in my being asked to leave the practice, game, or event and/or not be allowed to attend future practices, games, or program events. Such disciplinary actions may be taken by the Board of Directors, a Disciplinary Committee or a designated board member. I have carefully read the above and agree.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Player Name: \_\_\_\_\_

The Pequea Valley Youth Football Association does not limit participation in its activities on the basis race, color, creed, national origin, gender or religious preference.

## Coaches Code of Conduct

Participation in the Pequea Valley Youth Football Association is a privilege and not a right. Pequea Valley Youth Football Association has an expectation of good sportsmanship. As part of this effort, we require all coaches to sign a contract regarding their conduct during the season. Please carefully read and sign the following: As a coach of a Pequea Valley Youth Football Team or Cheer Squad, I understand the position of trust and responsibility that I have accepted. I understand that my actions must be above reproach.

I agree to the following:

1. I will behave as a positive role model for all program participants.
2. I will encourage my players at every opportunity and refrain from using negative coaching tactics.
3. I will address all referees, program parents and fans, opposing players, opposing coaches, and opposing parents and fans in a respectful manner as a representative of the Pequea Valley Youth Football Association. All conversations and discussions with referees will be conducted in a mature, calm, and respectful manner and in accordance with the rules established by the league of which our program is a member.
4. I will encourage players to develop good sportsmanship, teamwork and self-discipline whether the team wins or loses.
5. I will know and play by the rules of our League.
6. I will read and support the player's conduct contract.
7. I will instill in all players a desire to improve as football players and cheerleaders.
8. I will provide an opportunity for all players to participate in accordance with program and league requirements.
9. I will communicate with the parents of my players to help them understand the philosophy of Pequea Valley Youth Football and Cheer and my team in particular, and to gain their cooperation in dealing with any behavioral problems that arise.
10. I will refrain from arguing or criticizing any other coach in the presence of any player or parent. I understand that any disrespectful or unsportsmanlike behavior on my part, or my (in any way) demonstrating conduct/behavior deemed to be unfitting of my position can lead to my suspension or removal from my coaching duties. I understand that in these circumstances, the Board of Directors, Disciplinary Committee, or designated board member may take any action that they feel is justified. I agree to communicate these rules consistently to my fellow coaches in an ongoing effort to support this code of conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Name: \_\_\_\_\_

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## Board Member Code of Conduct

Participation in the Pequea Valley Youth Football Association is a privilege and not a right. Pequea Valley Youth Football Association has an expectation of good sportsmanship. As part of this effort, we require all coaches, players, parents and board members to sign a contract regarding their conduct during the season. Please carefully read and sign after the following:

1. I will behave as a positive role model for all program participants.
2. I will address all referees, program parents and fans, opposing players, opposing coaches, opposing parents and fans in a respectful manner as a representative of the Pequea Valley Youth Football Association. All conversations and discussions with referees will be conducted in a mature, calm, and respectful manner. This will be in accordance with the rules established by the league of which our program is a member.
3. During board meetings I will act in a professional manner. This includes but is not limited to:
4. Not speaking out of turn.
5. Not using foul language or foul mannerisms.
6. No mocking, mimicking or acting in an unprofessional manner.
7. I will inform the board of any rule violation by other board members, coaches, players, cheerleaders, managers, spectators or others. Board members will document and observe the violation. Documenting the date and time of the incident.
8. I will always conduct business with the understanding that the program is for the children involved and not the adult, or just for my child (if your child is involved). It is for the good of the program as a whole.
9. I will refrain from arguing or criticizing any other board member in the presence of any player, parent or the public. I understand that any disrespectful behavior on my part, or by (in any way) demonstrating conduct/behavior deemed to be unfitting of my position can lead to my suspension or removal from my board member position. Removal will be by a quorum of 75% of the Board. I understand that in these circumstances, the Board of Directors will ask that I relinquish my duty effective immediately and I will have 48 hours to return or sign over any articles from my possession and position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Name: \_\_\_\_\_

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## Current Board Member Roster 2021-2023

**President:** Melissa Warmiak

**Vice President:** OPEN

**Secretary:** Nicole Diehl O'Hara

**Treasurer:** Lindsey Carson

**Football Director:** Jeff O'Hara

**Assistant Football Director:** Gary Warmiak Jr.

**Cheer Director:** Lindsay Arbutina

**Assistant Cheer Director:** Modesty Hofmann