



Guilford Youth Football By-laws

Article I – Name

1. The name of the organization shall be The Guilford Youth Football League (GYF).

Article II – Purpose

- a. Promote appreciation for and long-term participation in the game of football within the town of Guilford
- b. Provide a playing opportunity for every youth of appropriate age who wants to play
- c. Promote the development of coaching and player skills to enhance team play and the overall football experience
- d. Emphasize fun, good sportsmanship, physical fitness, respectful and healthy attitudes and team play
- e. Assist as many children as practical in learning and enjoying the sport of football.
- f. Prepare players for playing high school football.
- g. Instill a spirit of competitive play and sportsmanship.
- h. To help inspire in our youths a sense of responsibility, cooperation, self-reliance.
- i. To assist all other youth groups in any way possible.
- j. To conduct football leagues and to do all things that are properly in the scope of the League for the welfare of its members and community.
- k. To raise, hold and use funds in order to carry out the above purposes.

Article III – Membership

1. Membership is automatically conferred upon any person 18 years of age or older and who is at least one of the following:
 - a. A parent or guardian of a player registered to GYF
 - b. An active coach of any team registered with GYF
 - c. Any officer of GYF
2. Membership is open to any other person 18 years of age or older who is a resident of Guilford and evidences a bona fide interest in the objectives of GYF.
3. Membership in good standing shall be granted to any member attending 6 of the previous 12 Board meetings.
4. Membership shall automatically cease in the event that any member shall resign or fail to meet the qualifications of membership during the previous 12-month period.

Article IV-Executive Board Officers and Members

1. The Executive Board Officers shall conduct the Business of the League including elections and oversight of subcommittees.
 - a. The seven (7) Executive Board Officer Positions shall be composed of:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Shoreline Representative
 6. Cheerleading Coordinator
 7. Fields/Game Day Coordinator
 - b. The Executive Board Officers may appoint additional Board Members for heading up positions such as but not limited to:
 8. Fund Raising
 9. Equipment
 10. Publicity
 11. Concessions
 12. Alternate Shoreline Representative
 13. Flag Football Coordinator

Article V – Executive Board Officer Duties

1. **President**
 - a. The President shall be the chief executive officer of the League. He shall preside over all meetings of the Executive Board and the League. He shall carry out the business of the League and see that all orders and resolutions of the League are carried into effect.
 - b. He shall appoint the chairman for, and be an executive office member of, all standing and special committees.
 - c. He shall, at least 3 months prior to the expiration of his term of office, appoint a committee to nominate a slate of officers for the following year to be elected by the membership, and shall be an active member for at least 4 months following his or her term of office to assist the active president and board.
2. **Vice-President**
 - a. The Vice-President shall perform the duties of the President when he is unable to do so.
 - b. He shall be responsible for the yearly awards banquet.
 - c. He shall be responsible for field preparation and coordinating game day operations.

3. **Secretary**

- a. Shall preserve in books of the League true minutes of the proceedings of all meeting of the league, including a list of those members at each meeting. He shall read the minutes of the proceeding meeting at each meeting for acceptance by the membership.
- b. He shall give all notices required by statue or by-laws or resolution.
- c. He shall maintain a current list of membership and functions and shall prepare and mail notices of meetings. He shall carry on correspondence of the League exclusive of that related to the responsibilities of the Treasurer. He shall perform the duties of the Secretary as stated above.

4. **Treasurer**

- a. Shall have custody of all funds and securities and shall keep in books belonging to the league, full accounts of all receipts and disbursements.
- b. He shall deposit all money, securities; and other valuable effects in the name of the League in such depositories as may be designated by the League, for that purpose by the League.
- c. He shall distribute the funds of the League as he is directed by the League, taking proper vouchers for such disbursement, and shall render to the members at the regular monthly meetings of the League and whenever requested by them, an account of all transactions as Treasurer and of the financial conditions of the League.
- d. Said accounts when accepted 'subject to audit" and it will be so noted by the Secretary in the minutes of the meeting. (If requested by the Board, the Treasurer agrees to complete application for and deliver to the President of the League, a bond in form amount and with a surety or sureties satisfactory to the members, conditioned for faithful performance of the duties of his office, and restoration to the League.) In case of his death, resignation, retirement or removal from office, all books, papers vouchers, money and property of whatever kind in his possession or under his control belonging to the League shall be returned to the League.

5. **Shoreline Representative**

- a. Shall act as liaison between the Shoreline League and GYF.
- b. Shall ensure local compliance with league rules and regulations.

6. **Cheerleading Coordinator**

- a. Shall coordinate all cheerleading activities.

7. **Fields/Game Day Coordinator**

- a. Shall be responsible for scheduling all practices and game facilities including but not limited to field(s), concessions, lavatories, press box and lighting.
- b. Shall ensure fields are set up & torn down on game days.
- c. Shall schedule emergency services and custodians, as needed.
- d. Shall act as a liaison to league officials to ensure game officials are scheduled.

- e. In the event of weather related delays or cancellations, shall coordinate facilities, officials, and other towns to reschedule.
8. **All Officers**
- a. No officer shall accept gratuities or money for services rendered on behalf of this League, unless such gratuities are approved by a majority vote of the League.
 - b. In the event of one or more Executive Board Officers becoming unable to perform their respective duties, a special meeting shall be called for the purpose of electing successors to these officers who have become unable or disqualified to serve provided the written notice of the date, time, place and purpose of the meeting is given each member of the League by the Secretary or elected officer at least five (5) days prior to the said meeting.
 - c. Duties and responsibilities of all Board positions are subject to change from time to time based upon the decisions of the Executive Board.

Article VI – Meetings

1. Place of meeting

Any and all meetings of GYF requiring a vote of the membership shall be held within the town of Guilford, Connecticut.

2. Annual meeting

- a. The annual meeting of GYF will be held the 2nd Monday of January at 7:00 p.m. or on a date approved by the board, unless such date shall conflict with some national obligation or national holiday.
- b. Notice of annual meeting At least 5 days prior to the date of annual meeting, written notice of the date, time, place and purposes of such meeting shall be posted on the web site and/or mailed/e-mailed to each member of the League
- c. The order of business at the annual meeting shall be as follows.
 - 1. Readings of the notice of the meeting.
 - 2. Reading of the minutes of the preceding meeting.
 - 3. Report of the treasurer.
 - 4. Report of any committee.
 - 5. Transaction of such other business as may have been mentioned in the notice of the meeting, or as may properly come before the meeting.
 - 6. Election of Executive Board.
 - 7. Adjournment.
- d. Seating of officers will take place at the next meeting of the League.
- e. The Executive Board Officers must be members in good standing in the League.
- f. Relatives (spouses, siblings, etc) shall not be allowed to hold multiple positions on the executive board.

3. **Regular Meetings**
 - a. Regular meetings of the League shall be held on the 2nd Monday of each month at 7:00 p.m. unless such date shall conflict with some national obligation or national holiday or agreed upon by the Executive Board Officers by majority vote.
 - b. The order of business at the regular meetings shall be the same as the order of business for the annual meeting except for section 6, which are elections.
 - c. Children and players shall not be allowed to attend Guilford Youth Football monthly meetings unless called upon by the board or having been added to the meeting agenda.
4. **Special meetings** of the League may be called by the President or by a majority of the officers at any time. Provided written notice of the date, time, place and purpose of such meeting is given to each member in good standing at least 3 days prior to the date of the meeting.
5. **Executive Board meetings** may be called by the President or by a majority of the officers at any time, provided that Executive Board members are given 3 days notice via phone or e-mail or that such notice is waived by unanimous consent.
6. **All subcommittee meetings** shall be opened to all board members. Any board member wishing to attend a subcommittee meeting of which they are not a member must request notification pertaining to the time and date of the meeting. The request must be made to the chairperson of the subcommittee.

Article VII – Quorum

1. Presence of not less than four (4) Executive Board Officers and a total of seven (7) Board members in good standing of this League shall constitute a quorum for the transaction of League business at any regularly scheduled meeting.

Article VIII –Voting

1. GYF Members must have attended at least 6 of the last 12 last meetings.
 - a. Members vote on Executive Board positions with a simple majority vote.
 - b. Members vote on amendments to the Bylaws per Article XI – Amendments below.
2. Only Board members can vote on league business including but not limited to all Shoreline Youth Football matters and election of coaches.

Article IX – Nominating Committee

1. The nominating committee shall present to the Guilford Youth Football League a full slate of officers for the succeeding year. Their selection shall be presented to the membership at least one (1) month prior to the annual meeting; nominations from the floor will also be accepted. Executive Board nominees must be in good standing (Attendance in at least 6 of the last 12 meetings). Nominations for the Executive Board shall be made at or before the December Board meeting.

Article X – Execution of Instruments

1. Checks, etc. All checks, drafts and orders for payment of money shall be signed in the name of the League. Three signatures shall be accepted with the President, Treasurer and Vice-President so empowered to act, however, only two signatures will be necessary on a check.
2. All non-“medical emergency” expenditures must be approved by the Executive Board. Notwithstanding the previous sentence, the President or Vice-President may approve expenditures less than five-hundred dollars without Executive Board approval.

Article XI – Amendments

Amendments to these by-laws shall be made by a vote of two-thirds of the membership in good standing, present and voting, provided a quorum is present at a meeting of the members duly called to consider such amendment, provided that at least five (5) days notice of said proposed amendment is given to each member in good standing and notice of the time and place of such meeting.

These by-laws may only be amended once per year. Amendments shall be proposed in March and voted on in April. Notwithstanding the above, the bylaws may be open for amendment at other times, according to the procedures above, with a unanimous vote of the Executive Board and provided that said amendment shall be first submitted at one (1) meeting and voted upon at the next meeting.

The approved changes will be signed by the Executive Board Officers indicating acceptance and date for the record.

Article XII – Rules of Order to Govern at Meeting

1. The rules contained in Roberts Rules of Order Revised shall govern the meetings of the League where they are not inconsistent with these bylaws.

Article XIII – Dissolution

No part of the funds or assets of this League shall inure to the benefit of, or be distributed to the members. In case of dissolution, the funds and assets of the League shall be distributed to one or more regularly organized non-profit organizations, devoted to one or more of the objects and purposes of this League, or to the Town of Guilford for recreational purposes, or to one or more regularly organized educational, recreational or charitable organizations to be selected by the League.

Article XIV – Coaches Ethics Review Committee

1. Coaches conduct shall be governed by the Guilford Youth Football League Code of Ethics attached hereto as Schedule A (“Code of Ethics”).
2. The Coaches Ethics Review Committee shall consist of three persons -the league President and two head coaches. Head Coaches will be those representing teams not being reviewed.
3. The purpose of the committee shall be to review all complaints made in regard to any coach within the Guilford Youth Football League. After review, the committee shall present the original complaint and their findings to the full board along with a recommended action. The full board shall then debate and vote on the recommended action. If the board does not accept the recommendation of the committee then recommended actions will be accepted from the floor and voted on.

Article XV – Selection of Coaches

1. Head Coaches shall be nominated no later than June and voted no later than July.
2. Head coaches will present to the Executive Board, a list of assistant coaches for approval. At any level where GYF fields only one team, the Head Coach will submit a list of assistant coach candidates prior to the 1st practice. At any level where GYF fields multiple teams, the Head Coaches will submit a list of assistant coach candidates immediately after team selections are completed. Additions to the coaching rosters are permitted – but any addition must be first approved by the Executive Board prior to that coach's participation in team activities.

Article XVI – Splitting of Teams

The splitting of teams within an age group or division shall be accomplished so as to create two teams that are as close to having equal talent as possible. Head coaches will flip a coin for the right to choose first and then will alternate player selections until all players have been chosen.

- a. If the age group or division had multiple teams the year before, the returning players would automatically return to their team from the previous year. When there is a difference between the number of returning players (team 1), the team with the fewer number of returning players will make draft picks at a two to one advantage to team 2 until team 1 equals or exceeds team 2 in players at which time the draft will continue on a one to one pick rotation until all players have been selected.
- b. All players moving from one division to another will be considered part of the draft pool of the division they are entering. Head coach's son(s) moving to the head coach's division will not be considered part of the general draft, however, they will be assigned a draft pick number that shall be mutually agreed upon by the head coaches of the effected division. If no agreement can be made between the coaches the board, by vote, will decide the draft pick of the player(s) in question.
- c. Should 2 or more siblings be playing at the same level, they will be drafted as a group and go to the team that chooses the first one. The opposing head coach would get the next 2 (or more) draft picks to equalize the selection process. After that, alternating picks would continue. Siblings cannot be broken up between teams.
- d. Coaches are to take into consideration and attempt to accommodate parent requests for children to play on the same team. Such requests should be for legitimate reasons such as guardianship or transportation reasons. Parents may request a waiver from one team to another (after the draft process is complete) by coming before the executive board.
- e. Head coaches will insure, and the Executive Board will verify and approve that final team selections conform to any and all requirements set forth by the Shoreline Youth Football Conference.

Schedule A

Guilford Youth Football League Code of Ethics

1. The Guilford Youth Football League depends upon mature, respected, dependable volunteers to work as managers, coaches, and in other leadership capacity for the good of the youngsters and the organization itself.
2. This Code of Ethics has been prepared and approved by the League to assist you to better understand your responsibility and privileges and to offer you suggestions which may help you carry this important task.

TREATMENT OF YOUNGSTERS

ALL LEAGUE OFFICIALS, MANAGERS, AND COACHES MUST:

1. Be alert to the physical safety of players and spectators.
2. Be consistent in handling players and problems so that standards of conduct may be established.
3. Be willing to encourage rather than humiliate players in front of their teammates.
4. Properly condition the players to the extent that they can safely and adequately meet the physical demands of the sport. A thorough warm-up, for example, should precede each practice and game.
5. Be constantly alert to the opportunities which they have to help the players develop desirable habits and attitudes such as promptness, cooperation, self-discipline, and sportsmanship, and fair play.

BEHAVIOR OF THE MANAGERS AND COACHES

ALL LEAGUE OFFICIALS, MANAGERS, AND COACHES MUST:

1. Be conscious that they set a personal example for youth, both on and off the field.
2. Insist that sportsmanship be a major emphasis in the game.
3. Create an atmosphere of respect for authority, rules, game officials, etc.
4. Be dependable to the youth and the League.
5. Become familiar with and adhere to League rules as well as those of the game.
6. Not vocally interfere with or position himself so as to interfere with the playing of a game while a spectator.

RESPONSIBILITY TO LEAGUE

LEAGUE OFFICIALS, MANAGERS, AND COACHES MUST

1. Notify the insurance agent representative or other delegated officer of injuries sustained by player leader personnel within 48 hours of such accident.
2. Properly protect all League equipment and promptly return same when asked to teach protection of town property also.

3. Realize that attendance at League business meetings is as important as participating in field play.
4. Cooperate with and be willing to assist the League in as many of its functions as possible without injury to his personal or business life.
5. Speedily comply with all rulings and regulations of the League.

UNDER POSSIBLE PENALTY OF EJECTION FROM THE GAME, PLAYERS, MANAGERS, and ALL COACHES SHALL NOT:

1. Argue or fight with any spectator, or League member.
2. Raise their voice, above normal speaking tones, to the umpire, an opposing player, manager or coach.
3. Continue any dispute longer than three (3) minutes.
4. Heckle any opposing players, directly or indirectly.
5. Conduct themselves in any other manner which may bring discredit on the League.
6. Use profane, abusive or vilifying language toward anyone on the premises of the playing field.

THE ACTION OF PLAYERS, MANAGERS, COACHES, FIELD COMMISSIONERS, AND LEAGUE OFFICIALS MUST BE ABOVE REPROACH AND MUST AT ALL TIMES REFLECT CREDIT ON THE LEAGUE

- A) If any manager, coach, or other representative of the Guilford Youth Football League is ejected from a ball game or reported, in writing, by other members of the League or officials for behavior unfitting of a member twice during the current season, he shall be automatically suspended until said party has a hearing before the executive board. This meeting should be called within ten days from the time of suspension. The executive board shall determine the extent of the infraction and shall either;
 1. Exonerate the person.
 2. Warn the person and extend provisional reinstatement.
 3. Expel the person from the League ratification.
- B) The board can suspend an individual based on any one incident if the infraction is serious.
- C) Any manager, coach, or other representative of the Guilford Youth Football League willfully striking another person during any League function shall be automatically expelled from the Guilford Youth Football League.

GUILFORD YOUTH FOOTBALL FIELD COMMISSIONER

- A) Shall be a member of the League.
- B) Will not be a coach in the League.
- C) Will act as a liaison between coaches and officials on the field regarding rules and rule interpretations.
- D) Will make certain that the Code of Ethics and the Rules of the League are adhered to during games and practice sessions.

Revision History			
Revision Date	Author	Meeting Presented	Meeting Approved
4/8/2013	M. Chapman	March 11, 2013	April 8, 2013