

N.S.A.Y.F.A. By-laws

ARTICLE 1: Name, location, purpose and objectives

SECTION 1: The name of the organization is New Smyrna Youth Football Association, Inc. (N.S.A.Y.F.A.)

SECTION 2: NSAYFA shall represent Southeast Volusia County, which includes New Smyrna Beach, Edgewater, Oak Hill, and Samsula and other rural Southeast Volusia County communities. The principal office shall be in New Smyrna Beach, Florida.

SECTION 3: The purpose of NSAYFA is a nonprofit organization representing Southeast Volusia County to play and participate in the East Coast Conference Pop Warner Football and Cheerleading League. The Association is subject to all Pop Warner rules and regulations.

SECTION 4: The objective of NSAYFA is to provide a positive football and cheerleading program for the youth of Southeast Volusia County and follow the same goals and philosophy of the Pop Warner Program

- (a) Any team can be added with associated cheerleading squads, with a majority vote of the League Board.
- (b) Any team can play with another Pop Warner League with approval of the Executive Board and the ECC Pop Warner Football and Cheerleading Board.
- (c) To provide leadership and supervision for all teams of this league to include all games, practices, Fundraisers and all other Board approved activities.
- (d) To encourage maximum participation by parents, players, cheerleaders and members of the community in NSAYFA football and cheerleading.
- (e) To provide inspiration for everyone in the area, regardless of race, religion, creed of financial status.
- (f) To insure that each team is provided equitable equipment and shall provide or shall coordinate the effort to provide facilities with local authorities or residents.

SECTION 5: Athletic Programs

I) Football Teams

- (a) Teams shall be divided by age and weight. Age is determined by July 31st, midnight. The current Pop Warner Rule Book establishes age and weight limits for divisions.
- (b) Any participant that can play at a lower division based on age or weight shall do so.
- (c) Once certified, team members are permanently associated with said team until graduation or upon release by the Head Coach with the approval of the Commissioner and the change duly recorded by the League Secretary.
- (d) Additional rules and regulations not in conflict with the By-Laws or the current Pop Warner Rulebook shall be presented to the Executive Board for approval prior to the commencement of play by the Commissioner

II) Cheerleading Squads

- (a) Teams shall be divided by age. Age is determined by July 31st, midnight. The current Pop Warner Rule Book establishes age limits for divisions.
- (b) Any participant that can play at a lower division based on age shall do so.

- (c) Cheerleading participation for ALL football games, including post-season play, shall be scheduled through the Cheerleading Coordinator
- (d) Any cheerleader that refuses or does not show up at post-season games without the approval of the Cheerleading Coordinator will forfeit the next season's eligibility.

ARTICLE 2: The Executive Board

SECTION 1: The Executive Board shall consist of the Commissioner, Cheerleading Coordinator, President, Vice President, Secretary, Treasurer, Athletic Director, Little Scholar Coordinator and Equipment Manager. The Executive Board shall be responsible for performing administrative Duties not directly related to coaching the football or cheerleading teams. The Executive Board shall be subject to the rules of NSAYFA and must receive majority vote approval before any decision of the Executive Board is executed. Any specific functions and duties shall be divided among the Executive Board members.

- (a) Shall be responsible for the paying of all bills, normal operating expenses and other expenditures duty approved by the Executive Board. Two (2) signatures of Executive Board members shall be required on all checks drawn on the Association. Those members who are approved signers are: The Commissioner, President, Vice President, Treasurer, Secretary, Cheerleading Coordinator, and Athletic Director. Checks written for reimbursement to any of the Executive Board members must be signed by Executive Board members other that the member receiving the check.
- (b) To receive reimbursement, a receipt must be obtained and presented before being reimbursed.
- (c) Any expense over \$100.00 must receive majority vote approval before any decision of the Executive Board is executed.
- (d) Shall investigate and recommend to the Association additional insurance coverage's as offered by the current carrier of the ECC Pop Warner Association.
- (e) Shall prepare a proposed annual budget by divisions in accordance with guidelines established by the Executive Board.
- (f) All members of the Executive Board will serve and make decisions on the Protest Committee.
- (g) All members of the Executive Board will serve and make decisions on the Head Coaches Selection Committee.
- (h) Any Executive Board member shall represent a team in the absence of either the Head Coach and or Assistant Coach.
- (i) All Executive Board members will adhere to strict confidentiality of all Executive Board decisions and meetings, otherwise you are in violation of Article 10, Section 1 (b).
- (j) Shall maintain records, i.e. rosters, certifies football teams and cheerleading squads and shall Forward to PWLS National as required. (Due upon request).
- (k) Shall maintain records of all game results as received from the Head Coaches of each team and approved and signed by the Commissioner. Results shall be forwarded to the PWLS National as required.
- (l) All members of the Executive Board Shall be present at all events hosted by NSAYFA in order to ensure the success of said event.

SECTION 2: No position shall be co-held and each Executive Board member shall have a single vote. NO two (2) immediate family members living in the same household shall serve on the Board at the same time.

- (a) If more than one (1) family member serves on the Executive Board at the same time, only one will be authorized to sign on Bank transactions.

SECTION 3: Each Board position shall be held for two (2) years. Upon completing the mandatory 4 (four) hour volunteer requirement Parents will have the right to nominate and vote on new Board

Members at the December open meeting. New Board Members shall take their positions on January 1st, however, the new Board Members and the exiting Board Members shall work together for a transitional period. During this period, all item and materials will be turned over to the new Board Members and the exiting Board Members shall inform the new Members of the specifics of the position. The exiting Members will be the only ones allowed to vote on matters until their position has ended.

ARTICLE 3: Nomination and Elections

- (a) Any adult to be considered a candidate can do so by petitioning the Executive Board with a typed document , dated, stating the reason he/she would like to run for a particular position on the Executive Board. This document is to be submitted by the end of the year banquet.
- (b) Any person nominated for the positions of Commissioner or Cheer Coordinator shall have served at least one full term on the Executive board or be appointed by the Executive Board.
- (c) In the event that there is no candidate for a board position, the position shall be voted upon by the present Board Members during a regular Board meeting or emergency meeting.
- (d) All Officers and Directors of the Executive Board shall hold office for two (2) years or until their successors are elected. The outgoing Officers shall serve as a liaison for two (2) years and is a non-voting position.
- (e) Voting for Board Positions will take place on a rotating basis. Even numbered years the following Positions will be voted on: Commissioner, Vice President, Secretary, Fundraising Coordinator and Equipment Manager. Odd numbered years the following will be voted on: President, Treasurer, Cheer Coordinator, Athletic Director, Little Scholars Director.

SECTION 1: The President

The President shall preside at all meetings of the Executive Board. The President shall be a voting member of the Executive Board and vote on any Board decisions.

SECTION 2: The Vice President

The Vice President shall succeed the President in case of vacancy in that position and shall perform the duties of the President in his/her absence and or disability. The Vice President shall be a voting member of the Executive Board and vote on any Board decisions. The Vice President shall assist the President in all matters related to NSAYFA.

SECTION 3: Secretary

The Secretary shall attend all meetings of the Executive Board and keep minutes of all meetings. The Secretary shall maintain all records and documents related to NSAYFA. The Secretary shall be a voting member of the Executive Board and shall vote on all Board decisions.

SECTION 4: The Treasurer

The Treasurer shall have charge of all financial papers, funds, and financial documents of the Association under direction of the Executive Board.

- (a) Shall keep an accurate account of all funds received and disbursed and shall present a complete report of finances at meetings of the Executive Board.
- (b) Shall submit his/her books for an annual audit by the Executive Board at any time requested.
- (c) Shall be a voting member of the Executive Board and vote on any Board decisions.

SECTION 5: The Commissioner

The Commissioner is responsible for all functions pertaining to all NSAYFA teams.

- (a) The Commissioner is the league's highest authority.
- (b) The Commissioner is responsible for scheduling, rules, protests, and investigation of rule violations.
- (c) The commissioner is responsible for establishing a season schedule for all teams playing within the Association or any games to be cross-scheduled with other Pop Warner or non-Pop Warner teams in accordance with Pop Warner National Guidelines. All game schedules must be prepared or approved by the Commissioner. The Commissioner must see that any schedule change is transmitted to all officials and affected teams at the earliest opportunity. The Commissioner shall schedule and approve all teams authorized to play in either our local bowl games or other post-season games.
- (d) The Commissioner communicates to the Executive Board, Athletic Director and Head Coaches The adopted practices for certification and in-season weighing and is responsible for appointing a weigh master for each game that he/she cannot personally attend. Only in the absence of a league official may it be the home team coach. The Kick-Off Classic certification and bowl game weigh-ins shall be conducted by the Commissioner or his/her assistant.
- (e) The Commissioner relays communications from National Headquarters, Regional and or the adopted HLA to the Association Board members, Athletic Director and Head Coaches regarding rules and rule changes and is responsible for interpretation of rules to the Executive Board, Athletic Director and Head Coaches. On any interpretations of rules that may be repeatedly controversial the Commissioner shall inform the Executive Board and make recommendations as to solutions.
- (f) Shall maintain records, I.e. rosters, certifies football teams and cheerleading squads and shall forward to PWLS National as required. (Due upon request).
- (g) Shall maintain records of all game results as received from the Head Coaches of each team and approved and signed by the Commissioner. Results shall be forwarded to the PWLS National as required.
- (h) Shall see that the PWLS and NHSFB rule books and Coaches Code of Conduct are followed and are understood by all Coaches, head and assistants prior to the start of the playing season.
- (i) Shall serve as weigh master and keep a check of the mandatory play rosters after games.
- (j) For all violation occurring during games where the adopted highest league authority has made a ruling or where violations apply to practices.
- (k) The Commissioner shall be a voting member of the Executive Board and vote on any Board decisions.

SECTION 6: The Athletic Director

The Athletic Director shall serve in conjunction with the Commissioner and shall have the following responsibilities:

- (a) Shall be present at all home games, official weigh-ins and shall represent teams, along with one head coach or assistant coach from each team.
- (b) Shall serve as Weight Master, if required, and keep a check of the mandatory play rosters after games, if required in the absence of the Commissioner.
- (c) Shall see that the PWLS and NHSFB rule books and Coaches Code of Conduct are followed and are understood by all coaches, head and assistants, prior to the start of the playing season, if required in the absence of the Commissioner.
- (d) Shall have a vote on the Executive Board.

SECTION 7: The Cheerleading Coordinator

- (a) Shall be the head of Cheerleading Coaching.
- (b) Shall have a vote on the Executive Board.

- (c) Shall coordinate functions pertaining to all cheerleading squads.
- (d) Shall represent the Association in all matters pertaining to cheerleading and will report and keep informed all findings in changes, I.e., Pop Warner national to the Executive Board and head cheerleading coaches
- (e) Investigate violations of rules or codes of conduct by cheerleading coaches and for cheerleading rules adopted by the Executive Board including interpretation to the teams and head coaches. He/she may recommend additional rules or procedures as deemed necessary. Is charged with handling protests or rule violations pertaining to cheerleading in the same manner as football.
- (f) Shall maintain records, I.e., rosters, certifies football teams and cheerleading squads and shall forward to PWLS National as required. (Due upon request).
- (g) cheerleading uniforms to be returned by specified date by the Board, if uniforms not returned a replacement cost will be assigned to the Parent.
- (h) Shall coordinate schedules and approve all cheerleading squads at Kickoff Classic certification and is responsible for appointing a representative for a certification he/she cannot personally attend.
- (i) To implement a program for coaches to teach the fundamentals of cheering and shall keep the Executive Board informed as to their progress.
- (j) Shall see that the PWLS rulebook and NCA and UCA are followed and understood by all the coaches prior to the start of the season.
- (k) Shall coordinate with the host cheerleading coordinators or hosting league representatives in the competition program at any bowl or post-season game to insure equal participation. Shall coordinate scheduling and/or host cheerleading competition in our local bowl game of other post-season competition.
- (l) Relaying communications from National headquarters, Regional and/or the adopted HLA to the Association Board members, Athletic Director, and Head Coaches regarding rules and rule changes Is responsible for interpretation of rules to the Executive Board and Head Coaches. On any interpretations of rules that may be repeatedly controversial, the Cheer Coordinator shall inform the Executive Board and make recommendations as to solutions.

SECTION 8: The Equipment Manager

- (a) Duties are to keep an inventory of football equipment to give out and receive new and used equipment under the guidelines set by the Executive Board and to keep the Board informed on the Condition of the equipment and what should be replaced through wear and tear, prior to the start Of the football practice season.
- (b) Football equipment to be returned by a specified date set by the Board, if equipment not returned a replacement cost will be assigned to the Parent.
- (c) Shall have a vote on the Executive Board.

SECTION 9: Little Scholars Director

- (a) Shall be responsible for maintaining all report cards for Little Scholars eligibility per PWLS rules and regulations.
- (b) Shall have a vote on the Executive Board.

SECTION 10: Fundraising Director

- (a) Shall be responsible for coordinating any and all fundraising efforts approved by the Executive Board.
- (b) Shall report to the Executive Board on the progress of any fundraising at the Executive Board Meetings.

Section 11: Compliance Officer

- (a) Shall be responsible for checking the new seasons books for Football and Cheer
- (b) Shall report to the Executive Board on any concerns viewed in the books on either Football or Cheer's side

SECTION 12: Head Football Coaches

- (a) Shall be selected and approved by the Executive Board.
- (b) In the event that an Executive Board member applies for a head coach or an assistant coach position, he/she will relinquish their vote for that division's coach selection only.
- (c) Shall hold the position for one (1) year. At the end of the football season and after their respective team's equipment is properly turned in, with the approval of the Executive Board, each head position shall be reviewed by the Executive Board and approved or replaced for the next year.
- (d) Coaches letter of intent must be submitted by January 1st.
- (e) The head coach shall name an assistant head coach and that position will be reviewed by the Executive Board in the event that the head coach cannot fulfill his/her duties. All assistant coaches selected by the head coach shall be approved by the Executive Board.
- (f) Shall be responsible for the safety and welfare of each player while participating in NSAYFA activities.
- (g) Shall see that the PWLS and NHSFB rulebooks and the Coaches Code of Conduct are followed and understood by all of his assistant coaches prior to the start of the playing season.
- (h) Shall be responsible at the end of the football season for their respective team of the turning in equipment to the Equipment Manager in a timely and orderly fashion at a time and place as appointed by the Equipment Manager.
- (i) All coaches must pass a comprehensive criminal background and sexual predator check. Any coach that fails a background check may not coach under any circumstances.

SECTION 13: Head Cheerleading Coaches

- (a) Shall be selected by the Executive Board. The head coach shall name an assistant head coach and that position will be reviewed by the Executive Board in the event that the head coach cannot fulfill his/her duties. All assistant coaches selected by the head coach shall be approved by the Executive Board.
- (b) In the event that an Executive Board member applies for a head coach or an assistant coach position, he/she will relinquish their vote for that division's coach selection only.
- (c) Shall hold the position for one (1) year beginning August 1st to July 31st of the following year. All Head coaching positions are terminated only upon approval of the Cheerleading Coordinator.
- (d) Shall be responsible for the safety and welfare of each cheerleader while participating in NSAYFA activities.
- (e) Shall be responsible at the end of the football season for their respective team, the turning in of uniforms and equipment to the Cheerleading Coordinator in a timely and orderly fashion at a time and place appointed by the Cheerleading Coordinator.
- (f) All coaches must pass a comprehensive criminal and sexual predator check. Any coach that fails a Background check may not coach under any circumstances.

SECTION 14: Board Member at Large

- (a) Shall be selected by the Executive Board as deemed beneficial to New Smyrna Area Youth Football Association.
- (b) Shall hold the position for one (1) year beginning January 1st and ending December 31st of that same year.

- (c) Shall work with the Executive Board to promote the best interest of New Smyrna Area Youth Football Association
- (d) The Executive Board has the authority to remove the Member at Large if at any time they through actions or words do not serve the best interest of NSAYFA

SECTION 15: Absences of the Executive Board

Any member of the Executive Board that has two (2) consecutive unexcused absences from regular or Special board meetings shall be automatically dropped from the Executive Board following due notice after the second (2nd) absence. Unexcused absences shall be determined by a majority vote of the Executive Board.

SECTION 16: Removal from the Executive Board

Any member or officer of this Association may be removed by 2/3 majority vote of the Executive Board, Who is determined through actions or words to be the following:

- (a) To be misrepresenting NSAYFA or their office.
- (b) To be disruptive and/or a non-productive member of the Executive Board of the NSAYFA athletics programs.
- (c) Does not serve through action or words the best interest of the NSAYFA Executive Board or the NSAYFA Athletic programs.

ARTICLE 4: Standing and Special Committees

SECTION 1: Standing Committees shall be established by the Executive Board, which shall designate the purpose, number of members and length of term.

ARTICLE 5: Meetings

SECTION 1: Regular meetings of the NSAYFA membership shall be scheduled during the year on a routine basis. The time and place of such meetings shall be given in advance by the Executive Board Secretary. Regular meetings of the Executive Board shall be called by the President, not less than on a monthly basis throughout the year within two (2) weeks after the ECC meeting.

SECTION 2: Any Executive Board member can call a special meeting. Notice of such meeting to the Executive Board shall be verbal to the Executive Board members, setting forth the time and place of such meetings and the purpose for which called and communicated by the Secretary or Treasurer, to each of the Executive Board members. No other matters other than those stated in such notices shall be considered at any special meetings.

ARTICLE 6: Quorum

SECTION 1: A quorum for all Executive Board meetings shall consist of more than half (1/2) of the members. At least a 24-hour notice of a meeting must be given to all Executive Board members via the Executive Board Secretary or Treasurer

ARTICLE 7: Resolutions

SECTION 1: Resolutions may be presented to the Association at any regularly scheduled meeting of the Executive Board, and may be voted on by the Executive Board or deferred to a committee on Resolutions for consideration and report or make recommendations before being disposed of.

ARTICLE 8: Amendments

SECTION 1: These by-laws may be amended or revised at a special meeting of the Executive Board when called for that purpose.

SECTION 2: All proposed amendments must first be presented in writing to the Executive Board.

SECTION 3: Any proposed amendment shall be presented at least seven (7) days prior to the meeting at which it is to be voted upon. A 2/3 majority vote is required with a quorum being present for ratification.

ARTICLE 9: Conflict of Interest

SECTION 1: No Officer of this league or member of the Ex-Executive Board may enter a bid or otherwise be eligible to purchase, sell or otherwise provide equipment, supplies, etc., to the league or any facility operated by it in which this person would normally deal in, without the express permission of the Executive Board.

ARTICLE 10: Protests

SECTION 1: Protests may be made at any time for

- (a) Failure to discharge duties.
- (b) For violations due to summary authority. (Abridgement of the by-laws).
- (c) For all violations occurring during games where the adopted highest league authority has made a ruling or where violations apply to practices.

SECTION 2: Protests cannot be made where:

- (a) The adopted highest league authority rules or regulations supersede those of NSAYFA.
- (b) All protests must be submitted in writing within 24 hours of game time to any Executive Board member.

SECTION 3: Protests may be filed for Section 1 above by Head Coaches and Executive Board members.

SECTION 4: Procedures

- (a) All protests must be submitted in writing, with evidence to support the protest, to any Executive Board member. The Vice President shall be the Chairperson for the Protest Committee. (See members of protest committee, Article 7 Section 1).
- (b) Persons from each side of the issue shall attend the meeting. If one or both sides give up their right to attend the protest meeting, the decision of the protest committee will be binding and no appeal shall be made.
- (c) All protest hearings are private and not open to the general public or the media.
- (d) If determined to be guilty of a violation by the Protest Committee, the appropriate action or actions will be taken by the Executive Board as provided for in Article 4, Section 1 and 2

ARTICLE 11: Violations and Penalties

SECTION 1: Adult offenses

- (a) Cheating of any type, forged birth certificates, false roster data, etc., to include but not limited to tampering with birth certificates, rosters, etc., Minimum penalty-suspension for one (1) year to

- permanent suspension upon second (2nd) offense.
- (b)** Threats, physical or otherwise against the team and/or any member of this Association
Minimum penalty-suspension for one (1) year to permanent suspension.
- (c)** Lack of cooperation and/or obstruction with teams and/or association or highest league authority investigation into a hearing or cases of disciplinary action or dispute and/or conflicts-Minimum penalty-suspension until the issue is finalized.
- (d)** Failure to follow rules, regulations and Code of Conduct based on the current PWLS Rule Book and NSAYFA Code of Conduct, Minimum penalty-suspension for the remainder of the season.
- (e)** There shall be no ingestion of alcoholic beverages before or during the games.
- (f)** All herein shall apply equally to all members of NSAYFA, Inc.
- (g)** Any person(s) will not be accepted or will be removed if deemed involved in conduct that is Detrimental to NSAYFA. NSAYFA Executive Board has full discretion to here said and/or stated.

SECTION 2: Player Offenses

- (a)** Upon the first (1st) violation of the team rules, a player will be reprimanded by the Head Coach, according to the guidelines set forth by the Directors. This reprimand shall be in writing, signed by the player and the Coach. A copy of which shall be brought to the Executive Board's attention and filed by the Secretary.
- (b)** Upon the second (2nd) violation of the team rules, a conference between the player, parents, coach, Commissioner and Athletic Director shall be held. Written details of the conference shall be submitted to the Executive Board by the Athletic Director.
- (c)** Upon the third (3rd) violation of the team rules the player shall be suspended for the first (1st) half Of the next game. The player shall continue to attend practices and other functions as expected.
- (d)** Upon the forth (4th) violation of the team rules the player shall be suspended for the remainder of The season.
- (e)** At any point the parent, on behalf of their child who is actively participating in NSAYFA activities, may appeal any penalty set forth by the Commissioner. It shall be in legible writing or type written to the Commissioner for reconsideration, 24 hours prior to the next executive Board meeting. In the event that the appeal cannot be satisfied by both the parent and the Commissioner, the appeal shall be forwarded to the Executive Board. All involved persons shall be at the Executive Board meeting to be heard. The findings and decision of the Executive Board shall be final.
- (f)** Should a player be ejected from a game or a playoff game the player must abide by the punishment set forth by ECC and will serve his/her punishment without interference from the Executive Board of NSAYFA.
- (g)** Any person(s) will not be accepted or will be removed if deemed involved in conduct that is detrimental to NSAYFA. NSAYFA Executive Board has full discretion to here said and/or stated.
- (h) Tardiness:** 1st tardy results in a warning, 2nd tardy: run 2 (two) laps, 3 or more: sit ½ game
- (i) Unexcused absences:** 1st:run 10 laps or sit ½ game, 2nd or more sit out entire game.
- (j) Game absences:** Sit ½ game, miss 2 or more games: no participation in competition.

ARTICLE 12: Standing Committees

SECTION 1: Protest Committees

- (a) Commissioner
- Cheer Coordinator
- Athletic Director
- President
- Vice President
- Treasurer
- Secretary
- Equipment Manager
- Little Scholar Director

SECTION 2: Head Football Coach Selection Committee

- (a) Commissioner
- Cheer Coordinator
- Athletic Director
- President
- Vice President
- Treasurer
- Secretary
- Equipment Manager
- Little Scholar Director

SECTION 3: Head Cheerleading Coach Selection Committee

- (a) Commissioner
- Cheer Coordinator
- Athletic Director
- President
- Vice President
- Treasurer
- Secretary
- Equipment Manager
- Little Scholar Director

SECTION 4: Assistant Coach Approval Committee

- (a) Commissioner
- Cheer Coordinator
- Athletic Director
- President
- Vice President
- Treasurer
- Secretary
- Equipment Manager
- Little Scholar Director