

# By-Laws of the Walton County Athletic League

Established 01 March 2008

Adopted 10 July 2008

Revised 01 October 2009

## **Article I – Organization**

Organization shall be the Walton County Athletic League, Incorporated, hereinafter referred to as the Association. This league is a member of, and supports the rules of, the Panhandle Youth Football Association. This league provides a program for boys and girls of ages 5 – 12 years old to participate in tackle football and cheerleading.

## **Article II – Purpose**

The purpose of the Association

- a) To teach and promote the sport of football and cheerleading.
- b) To encourage courtesy, proper conduct, and respect for authority.
- c) To promote a sense of fairness, self-confidence, and the development of leadership.
- d) To develop physical fitness, self-discipline, good sportsmanship, teamwork, and responsibility.
- e) To build character, teach good citizenship, and promote community involvement.

## **Article III – Membership and Meetings**

**3.1** The membership of the Association shall consist of four Officers and three General Board.

**3.2** At all meetings, four members of the Association shall constitute a quorum for the transaction of business.

**3.3** During the football/cheer season the Executive Board shall be required to meet at least once a month in either a formal or workshop session for fundraising, staffing, advertising, etc.

**3.4** During the football/cheer season the Board of Directors will meet to ratify the by-laws.

**4.4** Order of business at board meetings shall be as followed.

- a. Call to order and opening
- b. Reading of minutes of previous meeting
- c. Report of officers and committees

- d. New Business
- e. Announcements
- f. Adjournment

## **Article IV- Board of Directors**

The Board of Directors will consist of the Executive Board and General Board.

### **4.1 Responsibility**

The Board of Directors has the authority and responsibility to conduct all Association business functions, enforce by-laws as ratified by the association members, represent the Association in all matters, and govern the activities of the Association. The Directors shall develop written guidelines and procedures for the conduct of Association business and enforcement of the policies. All guidelines and procedures must be approved by a majority of Board of Directors present at the time of presentation. The Directors may from time to time appoint such positions and committees from their membership as shall be necessary and advisable to fulfill the objects of the Association. No expenses incurred by any officer or member of the WCAL in directing or managing the affairs of the Association or in carrying out any of the duties of their office shall be paid from the funds of the Association unless they're authorized by the Executive Board.

## **Article V – Executive Board**

### **5.1 Members of the Executive Board**

The Executive Board consists of the President, Vice President, Secretary, and Treasurer. The President and Vice-President shall be elected for a one year term and will have served in the General Board for at least one (1) year in the past two (2) years prior to election. The Secretary and Treasurer shall be elected for a one (1) year term.

### **5.2 Duties and Responsibilities**

- 1) President. Shall act as the Chief Executive Officer of the Association. He/She shall conduct any business on behalf of the Association and make every reasonable effort to further the policies adopted by the Association and the Board of Directors. President shall preside at all board and/or organizational meetings of the Association. In the event of his/her absence or disability, the Vice-President shall preside. President will only be allowed to vote on matters before the board if a tie exists.

- 2) Vice-President. In the absence of the President, the Vice President shall assume the responsibilities of the President. Assist the President by performing all duties assigned by the President and/or Executive Board. Attend board and/or organizational meetings of the Associations.
- 3) Secretary. Shall attend all board and/or organizational meetings of the Association, and shall record the proceedings. In the absence of the Secretary at a meeting, a Temporary Secretary may be chosen. Perform any other administrative tasks associated with the position of Secretary. Assist other Executive Board members in their duties.
- 4) Treasurer. Responsible for all monies of the Association through accounts maintained at a bank approved by Board of Directors. Ensure that bills such as equipment invoices, rental fees, and insurance premiums are paid in a timely manner. He/She shall sign all checks for disbursing funds of the Association. Collect monies from registration, fundraising, and concessions. Deposits all funds of the Association. He/She shall render financial reports to the Directors, whenever requested, and shall give full information as to the financial condition of the Association at all times. He/she shall be elected for a one (1) year term.

#### **Article VI - Voting Authority**

Each member of the Board of Directors shall have one (1) vote in all Association matters requiring a vote. The presence of a quorum of Board members shall be required to conduct business requiring a vote, and a majority vote is required to pass motion.

#### **Article VII – Attendance**

Any Board member absenting self, without cause, from three (3) consecutive meetings or willing neglecting his/her duties to the Association shall be deemed to have forfeited his/her position. A two-thirds (2/3) vote of the Board shall be required to declare a position forfeited.

#### **Article VIII – Appointed Positions**

### **8.1 Head Coaches**

There will be one (1) Head Coach in each division of Football and Cheerleading. Head Coach will be required to complete application and background check for approval by the Board of Directors. All Head Coaches shall be no less than 18 years of age.

### **8.1.1 Term**

The term of a Head Coach appointment shall be for one (1) year January 1 to December 31, and must be renewed annually. A Head Coach who wishes to be considered for the following year shall submit a letter of intent or verbal commitment each year by January 1 to be assured first consideration for the Head Coach position. Any position that becomes vacant during the year will be filled by appointment by the Executive Board of Directors.

### **8.1.2 Responsibilities/Behavior**

The volunteer efforts put forth by the coaching staff for the enrichment of our young people is a tribute to their caring natures. We welcome them and thank them for their time and ask them to accept the responsibilities as a Coach representing Walton County Athletic League as such to uphold the By-Laws, Standing Rules, and the terms of the Coaches Agreement and Code of Conduct.

Outline of goals and some responsibilities which go with the tasks as a WCAL coach.

1. Head Coaches are specifically responsible for the conduct of all Assistant Coaches and Team Members.
2. Assistant Coaches shall serve at the discretion of the Head Coaches. They may be removed by the Head Coach or as directed by the Board.
3. Head Coaches may be removed or suspended by the President and/or Board action. Such removal by the board must be a 2/3 vote. Violation of By-Laws, Standing Rules, or Coaches Agreement and Code of Conduct shall be grounds for dismissal.
4. The Head Coach and his Assistant(s) must attend the annual meeting for the review of the By-Laws, and the Standing Rules.
5. The Head Coach or his assistant(s) must be present at all practices and scheduled games.
6. A Head Coach may request the removal of a player/cheerleader from his/her team for misconduct, or failure to abide by and/or support the rules of the Organization. Within 24 hours after such request the WCAL Board will contact the parent(s) of the player/cheerleader and file written notice of removal request with the President and Board Secretary. The Board will, if necessary, meet for the purpose of upholding the removal. Final Board action will reflect concern for the good of the player/cheerleader as well as the Organization.

7. All Coaches will encourage their team members to vigorously support the fundraising programs of the Association.
8. Head Coaches are responsible for the actions and behavior of the players at scheduled games and practices. All coaches, will at all times by personal action, present an example of gentlemanly or lady like behavior. They will not encourage, or cause to be encourages, any overt or extreme actions by parents at games, practices, or events.
9. During the season, Board action against a coach, the following procedure will apply:
  - a) The coach and the complainant will appear before the Board. Each party will be afforded the opportunity to present his/her side of the case
  - b) The Board will then vote in close session. Both parties will then be called in and advised of the decision. Penalties could range from reprimand to dismissal.
10. Head Coach is responsible for carrying medical release/information to all games in such case an injury occurs.
11. Head Coach is responsible for signing out and keeping a medical box for all games.
12. Accept the decisions of the officials on the field as being fair and called to the best of their ability. Any protest of calls or games shall be made to the President or Vice-President for presentation to the PYFA.

### **8.1.3 Code of Conduct**

With respect to the essential fact we are all adults and dealing with children, we are constantly under public scrutiny. We will strive to present to all who observe us, the best possible image. The CODE OF CONDUCT is directed toward that end, and shall apply to all levels of involvement in the Association, including the WCAL Board, Team Parents and all Coaches, in whatever category.

1. This code as regards to the treatment of players/cheerleaders is inflexible and will be strictly enforced. The physical abuse of any player/cheerleader by any coach is specifically forbidden or any overt physical contact with the player/cheerleader designed to discipline or humiliate them.
2. Profanity or obscenities, in whatever form, is to be avoided.
3. Any extreme or unusual practice or drill that could be harmful is not allowed.
4. Any display of poor sportsmanship, such as aggressive or profane abuse directed at game officials from the sidelines is also forbidden. As regards sportsmanship, it is neither the intent of, nor in the spirit of the Organization to humiliate children or feed coaches egos.
5. Coaches and Team Parents will exercise great care in all cases or injury or possible injury. If the player is down the coach will first try to determine the nature and extent of the injury before moving the player. (DO NOT RUN OUT JERK THE PLAYER UP AND RUN THEM OFF THE FIELD).
6. In case of injury requiring medical attention or examination, first try to reach the player's parent. If the player's parent is not immediately available, get the player to his family doctor or the hospital emergency room and notify the parent as soon as possible.

This code of conduct is not written with the intent to limit or restrict a coach's desire or ability to teach and lead the youths he or she is working with. Rather it is to enable us all to present a public posture that is above reproach or outside criticism on and off the field.

WCAL President is responsible for the integrity and quality of the program. Therefore, the conduct of the board and coaches on and off the field must never open the league to speculation of impropriety or liability.

## **8.2 Football Coordinator**

- a. Assist with Football registration.
- b. Responsible for providing the President with a list of items needed for the season- such as equipment, gear, uniforms and etc.
- c. Maintaining Football rosters for teams.
- d. Coordinate camps for teams.
- e. Coordinate uniform handout and collection.
- f. Coordinate football fundraising upon board approval.
- g. Handle complaints made by coaches, parents and/or players. If the problem cannot be solved to the satisfaction of the participants the issue will be brought to the WCAL General Board for final action.

## **8.3 Cheer Coordinator**

- a. Assist with Cheerleading registration.
- b. Responsible for providing the President with a list of items needed for the season-such as uniforms, poms, sign paper and etc.
- c. Maintaining Cheer rosters for squads.
- d. Coordinate cheer camps for squads.
- e. Coordinate uniform handout and collection.
- f. Coordinate Cheerleaders fundraising upon board approval.

- g. Handle complaints made by coaches, parents and/or cheerleaders. If the problem cannot be solved to the satisfaction of the participants the issue will be brought to the WCAL General Board for final action.

#### **8.4 Concession Coordinator**

- a. Responsible to coordinate with volunteers.
- b. Take inventory of supplies for concession stand.
- c. Turn order of needed items in to President for placing order.
- d. Coordinate merchandise handed out and monies/merchandise returned.
- e. Collect monies from concession.
- f. Keep accurate and detailed account of all monies and merchandise.
- g. Coordinate with Treasure for deposit of all concession monies.

#### **8.5 Field Coordinator**

- a. Responsible to coordinate with volunteers.
- b. Keeping the field clean.
- c. Stripping of the field for game days.
- d. The placing of field markers.
- e. Rope area for players and cheerleaders on game day.
- f. Keeping inventory of supplies needed for the field.

#### **8.6 Team Parent**

- a. Helping the Head Coach maintain roster.
- b. Making calls to parents for schedule changes (practice or game day).
- c. Helping on the field with water breaks (practice or game day).
- d. Coordinate with parents for half time drinks and snacks.
- e. Encourage help with concession, daily clean up and fundraising.
- f. Responsible to coordinate with volunteers.

### **Article IX – Eligibility**

#### **9.1 Eligibility guidelines**

##### Football Players

Players must meet eligibility requirements as established by the PYFA in Section 5 and 6 of their by-laws.

## **9.2 Player/Cheerleader Code of Conduct**

Hard work and dedication will be required from Players/Cheerleaders. Being a member of the team means much more than just learning about and playing football or being a cheerleader. As a player/cheerleader, both on and off the field, you are a representative of your association and are expected to act accordingly. No matter what the circumstances, whether in victory or defeat, always conduct yourself with PRIDE and POISE.

1. Vulgarity, temper tantrums, or fighting is absolutely prohibited. Good citizenship is a must.
2. Any player or cheerleader who has and or is observed displaying conduct below the acceptable standards of a player or cheerleader will face possible suspension from the team.
3. Players/Cheerleaders may be benched, not allowed to participate in a game, or suspended from the team at the discretion of his/her coach for the reasons of missing practices, not giving 100% at practices, not knowing your plays or assignments, being out of condition, and disciplinary violations. Missing or cutting practice will hurt both individuals and teammates.
4. There is no excuse for being late to practice or games.
5. If you are going to miss a practice or game, you must notify your coach.
6. When addressed or replying to any coach, you will be expected to do so with respect. Game officials are also to be respected as such.
7. Football players must wear a protective mouthpiece in all practices and games. The mouthpiece must be attached via a tether on the helmet. Players should never sit on their helmet.
8. Report all equipment problems to your coach immediately. It is the Players/Cheerleaders responsibility, not their parents, to keep their uniform and equipment in good repair.
9. Players/Cheerleaders practice and game uniforms must be washed on a regular basis. Never use bleach on any cheer/football gear or equipment.
10. Players/Cheerleaders are responsible for returning the equipment and uniforms issued to them in good condition less reasonable wear and tear, otherwise they shall be responsible for paying replacement cost for such items.

## **9.3 Parent Contract**

The support of parents/guardians is essential to the success of any youth program. This support, however, should be of the off field variety in such activities as fundraising, volunteer hours, equipment maintenance and team sponsorship.

The WCAL Football and Cheerleading is comprised entirely of volunteers, coaches, administrators and other volunteers spend time in the off season, as well as during the season, to provide a football and

cheerleading program for our children. Overzealous, but well meaning parents can cause problems if they are not familiar with the policies and philosophies of youth football and cheer. Consequently, WCAL has rules concerning the conduct of parents.

1. Parents should clearly understand that the goal of WCAL is to teach their children teamwork, good sportsmanship, fair play and a love for the sport of football and/or cheerleading.
2. Alcohol and drugs at practice and games are strictly prohibited.
3. Parent's exempt parent/coaches are never allowed on the practice field during football or cheer practice time. Parents are not allowed on the sidelines or playing field(s) at games. All spectators must remain in the stands. Only players, coaches and appointed association officials may be on the sidelines or on the track in front of the stands during games. This action could cause forfeiture of the game.
4. Youth football **is not** professional football. Parents should cheer loud and strong for their team, but your fan support must be kept in the proper perspective and always in good taste.
5. Un-sportsmanship conduct in the stands during the games or during practice is prohibited and could result in expulsion from WCAL.
6. Derogatory statements towards coaches, league administrators, WCAL, game officials or the opposing team are prohibited and may result in forfeiture of a game and expulsion from WCAL.
7. A positive mental attitude, free from parental pressures, is an important ingredient for the success of any children participating in the program. Parents should refrain from open criticisms.
8. Parents /Guardians should encourage attendance at all practice sessions. Absences impede each player's/Cheerleader's progress and hurt the team overall. Missing practice is a prime cause for not playing or cheering in a game and can lead to suspension from the team for repeated occurrences. Missing practice and games should be limited to illness or serious injuries; players with minor injuries, although not able to participate in full contact can still benefit from observing.
9. All questions or problems should be directed to a WCAL representative in attendance at all practice sessions. Coaches should never be interrupted during practice or on game day. Coaches should be contacted prior to or at the end of practice or games for individual problems or questions.
10. Parent/Guardians are responsible for transportation of their children to and from any youth football/cheerleading activities unless other provisions have been made and approved. WCAL will not be held liable/responsible for transportation to/from any/all activities.
11. WCAL cannot be held responsible for the health and well being of unattended children at practices and games. Siblings of players and cheerleaders will not be supervised by WCAL representatives.
12. Parents/Guardians accept complete financial responsibility for their child's/children's participation in WCAL football and cheerleading program. This responsibility includes mandatory participation in fundraising program and volunteer hours, the payment of all fees and the timely return of equipment and uniforms, fully cleaned, in a condition of reasonable wear for use, free from excessive damage. Equipment that is lost or stolen will be paid for at current market replacement costs.
13. Parents/Guardians should understand that their personal medical insurance will be the primary carrier should any injury result from their child's/children's participation. Any insurance provided by WCAL is classed as secondary carrier and is subject to an annual deductible.
14. Parents/Guardians agree to hold harmless the Walton County Athletic League and its representatives, sponsors, affiliated associates, organizers, officers, officials and participants for any and all damages suffered by myself or my family in connection with this activity.

Most importantly the following:

- ⇒ I hereby agree to **pay all required registration fees and provide required information**, and understand that I will not be allowed to participate unless all fees are paid and paid no later than equipment check-out.
- ⇒ I hereby agree to **abide by the Football/Cheerleading Policies and Guidelines**.
- ⇒ I hereby understand the WCAL is a program run solely by volunteers, and I will commit to volunteering with fundraising and other functions to provide a successful year.
- ⇒ I hereby agree **to return Football/Cheerleading equipment** (game pants, game jersey, helmet, shoulder pads with hip, butt, thigh and knee pads and/or cheerleading uniform).

## 9.4 Grievance Procedures

Parents/guardians have the right (obligation) to protest treatment of their child with regard to playing time, infraction of rules, etc. However they must follow the guidelines established below:

1. Meeting with the Head Coach to discuss your concerns.
2. Concerns have not be meet a letter must be mailed or hand delivered to the Coordinator stating the concern of the parent/guardian.
3. The Coordinator, upon receiving the letter, shall set a meeting within 48 hours involving the Coordinator, coaching staff and parent/guardian.
4. If the problem cannot be solved to the satisfaction of the participants, the parent/guardian may request that the concern be taken to the league General Board for final action.
5. All steps by the parent/guardian must be completed within ten (10) days. League General Board members are required to schedule the meetings in a timely manner to allow the parent/guardian to comply with the given time frame.

## Article X – Practice Sessions

Teams must have a minimum of three (3) practice days of physical conditioning before starting drills involving body contact or hitting. Four (4) practice sessions per week will be allowed prior to the first game. However sessions will not last more than two (2) hours or be held more than once a day. Three (3) practice sessions will be allowed per week after exhibition game (same conditions apply as stated

above). If a team has a by week they may have one (1) additional two (2) hour practice session. Six (6) hours is the maximum practice per week any team is allowed. Rules established by the PYFA by-laws section 10.

A member of the coaching staff must be with the team at all functions until parents arrive to pick them up. AT NO TIME SHALL A CHILD BE LEFT UNATTENDED BY ADULT SUPERVISION.

## Article XI – Equipment

### Gear/uniform requirements

The following is a list of what the league will provide for your child to participate in football/cheerleading and a list of what you as the parent/guardian will be responsible for providing: (PLEASE NOTE THAT THE ITEMS PROVIDED BY THE LEAGUE WILL BE THE PARENTS/GUARDIAN RESPONSIBILITY TO TURN IN AT THE END OF THE SEASON- PARENTS WILL BE HELD LIABLE FOR GEAR REPLACEMENT)

### 11.1 Items to be provided by the WCAL

#### Football Players

- ✓ Helmet
- ✓ Game Jersey-**to be worn on game days only**
- ✓ Game Pants-**to be worn on game days only**
- ✓ Pads to include: shoulder, butt, hip, thigh and knee
- ✓ (1) Mouth piece-(please see note listed below)

#### Cheerleaders

- ✓ Pom Poms
- ✓ Uniform-**to be worn on game days only**

### 11.2 Items that will need to be purchased or provided outside the league by parent/guardian

## Football players

- ✓ Cleats-(any questions speak with a coach)
- ✓ Practice Pants- can be purchased through the league
- ✓ Practice Jersey-can be purchased through the league or a bigger size t-shirt works great
- ✓ Extra mouthpieces-(children can not go on the field without this piece-while the majority of the time a coach will have extra for purchasing (\$1.00) it is parent/guardian's responsibility to ensure the player has this piece)

## Cheerleaders

- ✓ Shoes- White only or cheer shoes
- ✓ Socks- White only or cheer socks

## **Article XII – Registration Procedures and Fees**

**12.1** Adequate registration sessions shall be held. Registration will be held in June and July, One (1) registration session in June and two (2) in July. Dates will be set by the Executive Board and advertised in schools, local businesses and signs.

**12.2** Registration forms will include the following: Participant's name, address, telephone number, date of birth, parental consent, medical release, emergency care information.

**12.3** Participants must furnish copy of birth certificate and wallet size photo.

**12.4** The Executive Board will set the registration fees for the year based upon budget needs.

**12.5** The Executive Board shall review on an individual basis any hardship and may authorize the registration fee to be subsidized or waived at its discretion.

**12.6** The refund policy for the Walton County Athletic League will be as follows: Request for refund prior to August 1<sup>st</sup> - 100% of registration fee. After August 1<sup>st</sup> there will be no refunds due to the league allocating funds for your child to insurance, equipment and uniforms. Exceptions will be reviewed on a case by case basis and only in case of medical reasons or family emergencies. All refund requests will be submitted directly to the league President for review of approval by the WCAL Board.

**12.7** A fee of \$25.00 will be applied to all checks made payable to Walton County Athletic League (WCAL) for non-sufficient funds. Fourteen (14) business days will be given before contacting the States Attorneys office for legal action.

**Article XIII - Dissolution**

Upon dissolution of the association, the Executive Board shall, after paying or making provisions for payment of all the liabilities of the association, distribute all assets of the association exclusively for charitable, educational, or scientific purposes to such “qualified” organizations as the Board determine.

**Article XIV – Modification of By-Laws**

These By-Laws may be amended, repealed or altered in whole or in part by the majority vote of the Executive Board. All members of the Executive Board will be notified promptly of any amendments.

The within and foregoing By-Laws of Walton County Athletic League Inc. were duly adopted by the General Board as referenced in the minutes of the WCAL Board meeting held on the 10th day of July in the year 2008.

Signed: Joy Mitchem  
WCAL President

