

JAMES CITY YOUTH
FOOTBALL AND
CHEERLEADING
LEAGUE

BY-LAWS

January
2018

**Reviewed and approved by the
James City Youth Football and Cheerleading League Board of
Directors**

2018 Board of Directors

Gerald Howell
President

Anthony Colosi
Vice President

Michelle Coffman
Secretary

Nicole Pineman
Treasurer

Parker Mills
Football Coordinator

Jessica Snead
Cheerleading Coordinator

Mike Merz
Equipment Coordinator

Open
Concessions Coordinator

Nick Powers
Communications

Open
Blue Hat

Open
Fundraising/Sponsorship Coordinator

ARTICLE I. GENERAL BY-LAWS

OBJECTIVE: The objective of the James City Youth Football and Cheerleading League (JCYFCL) is to implant firmly in the children of the community, the ideals of good sportsmanship, honesty, courage, reverence, and discipline by establishing, maintaining and conducting a supervised competitive football program and a sideline cheer program for children ages four through fourteen years and to do all things necessary and incidental to such a purpose.

A. MISSION STATEMENT:

1. Provide local boys and girls, five through fourteen years of age, the opportunity to learn through the physical and mental skills necessary to teach individual responsibility, accountability, teamwork, and sportsmanship through participation in organized football, cheerleading and related activities.
2. Develop and teach the basic fundamentals of the game of football and cheerleading.
3. Act as a feeder system for experienced players and cheerleaders to local middle schools and high schools.
4. Introduce the team concept to participating children, coaches and parents.
5. Establish an understanding of the commitment necessary by the parents and the athletes in order to enhance their success, both on and off the field.

B. ORGANIZATION: The JCYFCL will consist of a governing body called the James City Youth Football and Cheerleading League Board of Directors (JCYFCL BOD), administrative staff and coaches, football players and cheerleaders organized into age divisions: Flag 5-6 (ages 5-6), Mites (ages 7-8), Mighty Mites (age 9-10), Midgets (ages 11-12), and Juniors (ages 13-14). Ages are determined by the age of the participant on July 31st of that year.

- The League may be affiliated with such national, regional, or local associations or organizations as the Executive Board of Directors may from time to time determine.
- The JCYFCL will operate as a non-profit organization.
- Upon dissolution of the JCYFCL, the BOD of the JCYFCL is directed to distribute all assets to qualifying charitable beneficiaries.

C. GOVERNMENT:

BOARD OF DIRECTORS:

The JCYFCL Board of Directors, hereafter referred to as the Board, shall be comprised of the following Executive Board Members and Coordinators on the Board and shall be known as the James City Youth Football and Cheerleading League Board. The officers of the Board shall be considered the executive Members of the Board. The Executive Members will have the authority to act in the best interest of the Board: 1) in the case of an emergency when there is no time to include the entire board, 2) during the off season when unable to get a quorum of board members to attend a meeting, and 3) in the event that an internal Board investigation be required. Any decision made by the executive Board Members will be reported to the entire Board at the next scheduled meeting. The Board will consist of Executive Board Members, Board Members, and Coordinators on the board. Executive Board members, with the

exception of the President, will be eligible to vote on all matters brought before the Board as long as they are eligible and present to do so.

Note: The responsibilities of the unfilled Board position(s) will be assumed by the sitting Board members if they are unable to be filled.

Executive Board Members: Voting Positions

- 1) President
- 2) Vice President
- 3) Treasurer

Board Members: Voting Positions

- 1) Secretary
- 2) Football Coordinator
- 3) Cheerleading Coordinator
- 4) Equipment Coordinator
- 5) Concessions Coordinator
- 6) Communications Coordinator

Coordinators on the Board: Non-Voting Positions

- 1) Concessions Coordinator Assistant
- 2) Cheerleading Coordinator Assistant
- 3) Blue Hat
- 4) Fundraiser/Sponsorship Coordinator(s)
- 5) Player Safety Coach
- 6) Blue Hat Assistant(s)

EXECUTIVE BOARD POSITIONS:

1. **President:** The JCYFCL President shall be the administrative head. He/she shall be responsible for:

- Oversee all game day operations
- Oversee and be in charge of all aspects of JCYFCL
- Be responsible for the operation of the League

- Be required to call meetings of the Board and act as the Board Chairperson
- Be responsible for the orderly and prompt conduct of business
- Schedule meetings of the JCYFCL Board
- Vote in the event of a tie during Board Meetings
- Coordinates background investigations with the help of the Vice President for Williamsburg James City County (WJCC)
- Handles inquiries from outside agencies concerning football and cheerleading operations

2. **Vice President:** The Vice President shall act as the judicial administrator in league- related matters. He/she shall be responsible for:

- Oversee all game day operations
- Administrative oversight for both football and cheer programs
- Maintaining the JCYFCL By-Laws (in conjunction with the President)
- Oversee subcommittees
- Ensure By-Laws are in compliance with PYFCO By-Laws
- All other activities directly affecting play (i.e. weather)

He/she will also serve in the capacity of the President at the Board Meetings in case the President is absent. Next to the President he/she shall be the most senior officer at the playing field with jurisdiction over all JCYFCL game day functions concerning football, cheerleading, and retail sales.

3. **Treasurer:** The JCYFCL Treasurer shall be responsible the administration of the League's financial record keeping and budget. He/she will provide checks and balances of the finances. He/she is furthermore responsible for:

- Maintaining all financial records to include auditing of accounts receivable and accounts payable, payment of sales taxes, filing of Federal & State forms and payment of taxes due
- Reporting to the Board on a monthly basis, usually at Board Meetings, the status of all League accounts
- Presenting all financial records for signatures, such as taxes to the President for final approval
- Collecting and processing registration payments, scholarships, and payment plans
- Keeping a list of all WJCC and non-WJCC residents (once registration starts) for accurate payment to James City County
- Providing timely financial information to the Board for the purpose of seasonal budgeting and giving guidance in such matters
- Managing budget requests and changes; presenting budgets to the Board
- Managing sponsorship accounts, making deposits of sponsorship money, providing reports to the Board of the current state of all financial activities contacting parents to collect outstanding debts
- Assuring all referees are paid at home games
- Depositing all funds into league bank account
- Purchasing items on behalf of the league with Board approval

BOARD POSITIONS:

1. Secretary: The Secretary shall be responsible for:

- Maintaining a historical record of the current operating season for the league, including all meeting minutes and any other appropriate material
- Publish a meeting agenda
- Notify Board members of meetings
- Record minutes of the meeting and review the most recent minutes at the start of each meeting
- Provide a copy of each meetings minutes within a reasonable amount of time to each Board member for review

2. Football Coordinator: The JCYFCL Football Coordinator shall act as the supervisor of the football program. He/She shall be responsible for:

- Making sure coaching guidelines are being followed
- Reviewing game day rosters and notifying the Vice President of any personnel changes
- Maintaining player eligibility (i.e. 14 year old weights required by the PYFCO)
- Monitoring all playing rules
- Bringing football coaching applications to the BOD for approval
- Assuring all coaches are certified in accordance to PYFCO standards
- Overseeing playing/coaching manual for football
- Ensures football coaching certification is completed and documented
- Ensuring all football coaches are in compliance with the PYFCO and USA football standards
- Coordinating background investigations with James City County for football coaches
- Investigating disputes between parents, players, and coaches
- Prepares written reports of investigations for the Board

3. Cheerleading Coordinator: He/She shall be responsible for:

- Selecting all cheerleading uniforms and accessories in accordance with the Board approved budget; creating a price and product list for said items; and submitting list to the Board for approval
- Generating rosters for each team and providing a copy to the President
- Bringing cheerleading coaching applications to the executive BOD for approval
- Overseeing playing/coaching manual for cheerleading
- Selecting cheers
- Communicating JCYFCL and PYFCO decisions, regulations, and rules to all cheer coaches
- Coordinating background investigations with James City County for cheer coaches
- Ensuring that all JCYFCL cheer teams participate in all JCYFCL games and all PYFCO hosted events. This includes all playoff and championship games. Making a sincere effort to organize and host a minimum of one (1) cheer competition on behalf of the JCYFCL
- Overseeing the Competitive Cheerleading program
- Distributing and collecting all cheerleader uniforms loaned to the girls for the season
- Coordinating with the Equipment Chairperson for the storage of cheerleading equipment and uniforms
- Organizes and coordinates for participation in the Williamsburg Christmas Parade

4. Blue Hat: The Blue Hat shall be responsible for:

- Creating official team rosters for the JCYFCL Coaches and PYFCO Officials
- Reporting all game day scores to the PYFCO Commissioner
- Assist with Roster and Add-on Nights

5. Equipment Coordinator: The Equipment Coordinator shall be responsible for:

- Arranging for the preparation of playing field before home games
- Ensuring proper, organized breakdown/closing of playing field after home games
- Storing, inventory, issuing, and collection of football equipment
- Repairing and/or replacing equipment during practices and/or games during the season
- Issuing properly sized equipment to all football players, ensuring every player has signed a liability statement for gear issued, recording each player's measurements (head circumference, chest, & shoulders) and reporting sizes to Board to maintain records, and ensuring players are not issued gear unless his or her account is paid in full
- Keeping inventory and accountability of all equipment
- Advising Treasurer of received items and outstanding invoices
- Updating Board with damaged equipment reports as necessary
- Establishing a budget for equipment purchases
- Getting a minimum of three estimates for all necessary purchases and turning it into the Treasurer for Board approval
- Selecting football equipment as approved by the Board for purchase

The Equipment Coordinator will generate a report at the end of the playing season to be presented to the Board that lists all players who have not turned in football equipment and identifying the items that are outstanding for each participant.

6. Concessions Coordinator: The Concessions Coordinator shall be responsible for:

- Generating a list of items necessary for sales in concessions once weekly during the playing season
- Inventorying and maintaining accountability of all products sold in concessions
- Creating team volunteer schedules for each football and cheer team to be given to each coach no later than the first day of opening season
- Presents to the Board for approval any equipment necessary for purchasing to be used in conjunction with concessions

- Getting a minimum of three estimates for all necessary purchases and turning it into the Treasurer for Board approval
- Accounting and reporting all concession purchases, sales, and funds collected to the President, Vice President, and Treasurer
- Running a profitable Concessions program
- Ensuring 2 people count all funds at the close of business each day and records daily sales totals with signatures
- Provides Treasurer with a copy of all recorded daily sales totals on a weekly basis
- Provides Treasurer with any sum in the cash register exceeding \$50.00 at the close of business each day

7. Communications Chairperson: The Communications Chairperson shall be responsible for all JCYFCL publicity to include:

- Maintaining the JCYFCL website
- Maintaining the JCYFCL Facebook Page
- League registration
- All other public relations activities
- Publication of the JCYFCL newsletter; if applicable
- Relays league information from the Board and committee chairs as necessary to coaches, team mom to pass along to parents, and JCYFCL families
- Ensures PA system is set up prior to the start of all home games

All voting Board members will receive a discounted registration rate of \$25.00 for the first participant and \$75.00 per each additional participant during each season he/she sits on the Board. Discounted rates apply only to immediate family (guardianship included). Cousins, nieces, nephews, etc. will not be considered for the discounted Board rate.

BOARD COORDINATORS:

1. Concessions Coordinator Assistant: The Concessions Coordinator Assist shall be responsible for:

- Assisting the Concessions Coordinator in all daily activities required to successfully run concessions during the playing season

2. Cheerleading Coordinator Assistant: The Cheerleading Coordinator Assistant shall be responsible for:

- Assisting the Cheerleading Coordinator in all daily activities required to successfully run the JCYFCL Cheer Program

3. Blue Hat Assistant(s): The Blue Hats shall be responsible for:

- Assisting the Blue Hat in all daily activities required of the Blue Hat

4. Fundraiser/Sponsorship Coordinator(s): The fundraising/Sponsorship Coordinator(s) shall be responsible for:

The JCYFCL Fund-Raising Chairperson shall be responsible for: All fundraising activities outside of registration revenue and concessions to include:

- Program advertisements
- Individual sponsors
- Any other activity designed to create revenue as approved by the Board
- Submitting invoices and closeout reports within 30 days of each fundraiser closing
- Organizing Spirit Nights and obtain Board approval for all Spirit Nights
- Contacting corporations for sponsorship
- Sending info to Board
- Contacting Communication chairperson to post sponsors on website
- Collecting funds and providing funds to Treasurer within 24 hours of collection
- Ensuring sponsor banners are up to date and displayed on game day
- Striving to generate minimum of \$10,000.00 annually to benefit the JCYFCL operations
- Utilizing hard hitting, fun, and easy to accomplish fund-raising methods such as: Family Nights, raffles, sponsorships, special events
- Providing timeline for events with projected income to the President, Vice President and Treasurer

The Fundraising Chairperson is encouraged to have subcommittees to help generate income to the JCYFCL.

5. Player Safety Coach: The Player Safety Coach shall be responsible for:

- Attending a USA Football Player Safety Coach Clinic
- Supervise the safety of players and coaches on the fields during practices and games
- Advise coaches on proper safety techniques and ensure proper safety techniques are being followed

The PSC must be a member of the Board. He or she must complete the USA Football Coaching Education Program (CEP) and become certified for the upcoming season no later than the assigned PSC training date.

All non-voting Board Coordinator members will receive a discounted registration rate of \$75.00 for the first participant and \$125.00 per each additional participant during each season he/she volunteers on the Board. Discounted rates apply only to immediate family (guardianship included). Cousins, nieces, nephews, etc. will not be considered for the discounted Board rate.

ELECTION OF BOD MEMBERS:

In accordance with the Articles of Incorporation, the JCYFCL shall consist of seven (7) Directors of the league who shall be elected by a majority vote of members of the league in attendance or by proxy at the annual meeting who shall serve a term of two (2) years; except the initial Board whose terms are as follows: Three, who shall be determined by the initial Board, shall serve three (3) years (President, Secretary & Treasurer); one shall serve two (2) years (Vice President) and two shall serve two (2) years (Football Coordinator & 9

Cheerleading Coordinator), so that at least two members shall be elected at every annual meeting. With the exception of President and Treasurer, to be eligible to serve on the executive Board as a President or Treasurer, one must be a member of the Jaguar organization, in good standing, in any capacity for a period of two (2) or more years (this may be waived by a majority vote of the current sitting Board). The office of President shall be by a majority vote, from and by the current sitting Board, and shall be a two-year term. The office of Treasurer shall be by appointment only, from and by the current sitting Board, and shall be a two-year term. Other Board members will hold their positions for a two-year term provided that they meet all requirements of the Executive Board and the By-Laws and be a member in good standing.

Vacancies which occur on the Board before the next annual Board meeting shall be filled by a majority vote of the remaining Board members and the person so elected shall serve the balance of the term of the person whose position is vacant. If there are no qualified candidates interested in a vacant position, the Board has the authority to appoint an individual currently holding an elected executive position to the vacant position. If an individual holds more than one position/title, they may only cast one vote. Any Board position can be challenged during the year by a majority vote with dismissal by a unanimous vote of the Board. Any JCYFCL Board member who becomes a board member or a coach affiliated with another recreational football league or cheerleading program that is in direct competition with the JCYFCL creates a conflict of interest with JCYFCL and will not be allowed to serve on the JCYFCL Board. Any Board member who misses four (4) consecutive Board meetings in a row will be removed from his/her Board position permanently. Removal of a Board member for missing four (4) consecutive Board meetings will be effective without a vote of the remaining Board and will become effective at 12:01 AM of the day which follows the fourth missed Board Meeting.

An annual meeting of the JCYFCL Board must be held prior to December 15th following the end of the season to close out business for that year. A meeting for the purpose of electing executive Board Officers and members, as applicable, for the next term and conducting business for the upcoming season must also be held prior to December 15th. Any member of the Board may nominate a candidate to run to fill a vacant position.

The By-Laws become permanent on August 1st through July 31st each year and will not change for the remainder of the upcoming season. As an exception, the Board by a three-fourth majority vote may call for an emergency Board meeting to review an amendment to the By- Laws that have already been considered during the current year. Any change must also prevail by a three-fourth majority vote. A maximum of two voting sessions may be exercised on any one amendment during the calendar year.

INSURANCE:

The JCYFCL shall not be responsible for any injuries. All Participants shall participate entirely at their own risk. The JCYFCL is required to pay insurance premiums to the PYFCO Treasurer for supplemental insurance. The JCYFCL will also insure all equipment at the equipment storage location.

FINANCES:

The JCYFCL shall maintain an account/fund to pay annual operating expenses. At the beginning of each season the Treasurer shall identify the location and status of the account. Any Board member is authorized to spend up to \$100.00 for concession's need without prior approval. All other purchases and spending must be brought before the Board for approval prior to purchase. There will be three authorized signers for the checks on the league account. Authorized signers shall be the JCYFCL President, Vice President, and Treasurer. All League financial records shall be subject to random audits by an outside agency. All concessions monies shall be counted twice and two signatures are required to verify the amount. It is preferred that one of the signatures is the Treasurer; however, if the Treasurer is unavailable the second signature can be the JCYFCL Secretary or President's signature. This will be documented on a League form provided by the Treasurer.

REGISTRATION:

Registration for the current season will be determined by the Board. Registration will be done in the following order of precedence:

- 1) Returning Players
- 2) Siblings of Returning Players
- 3) Open Registration

The Registration Fee will be reviewed annually by the Board and adjusted accordingly.

Payment Plan: The option of a Payment Plan will be determined annually by the Board. If a payment plan is offered, each participant electing to pay via this method will be required to fill out a Payment Plan Agreement form. Registrants are not added to the roster until the entire registration fee is paid in full.

SIBLING DISCOUNT:

The JCYFCL offers a \$10.00 sibling discount. Sibling discounts apply to each additional child registered in the same family.

JCC FIELD USAGE FEE:

Each participant is required to pay a JCC field usage fee in addition to registration. The JCC Field usage fee is determined by JCC. WJCC residents are required to pay an additional \$15 per player and non-residents are required to pay an additional \$25.00 per player to cover this cost.

REFUNDS:

Refunds of the registration fee will be granted until April 1st and are subject to a 25% cancellation fee. Registrants must submit a JCYFCL Withdrawal Form no later than 11:59 PM on April 1st to receive a refund. After April 1st partial refunds will be considered on a case-by-case basis and must be approved by a majority vote of the Board. Partial refunds will be subject to a minimum 25% cancellation fee. Absolutely **NO REFUNDS** of any kind will be issued after June 1st with the following exceptions:

- 1) Military family PCS - a copy of PCS orders must be provided prior to refund being issued. There will be a 25% cancellation fee per participant.
- 2) Military Deployment (must be mother, father, or legal guardian) – a copy of orders must be provided prior to refund being issued. There will be a 25% cancellation fee per participant.
- 3) Participant does NOT meet the age requirements of the league.

The JCYFCL Board does not have the authority to process refunds after June 1st for any reason other than those listed above.

WAIT LIST:

Registration forms and payments will be accepted for each team until that team is full or PYFCO Roster Night, whichever comes first. Once a team is full, providing it is prior to PYFCO Roster Night, the JCYFCL will implement a waiting list. Teams with a waiting list status will be listed on the JCYFCL website. Applicants will be allowed to fill out a wait list application and will be notified if a spot on the roster becomes available. No payment is necessary to be on the wait list; however, registrants have 48 hours to make payment once a roster spot is offered to him or her. If payment is not received within 48 hours, the roster spot will be offered to the next available candidate.

SCHOLARSHIPS:

The Board will determine how many scholarships will be offered each year based on available funds. Scholarships are need based and applicants will be required to apply for funds and supply proof of income by the deadline posted on the scholarship application. Scholarship recipients and/or their families are required to work additional volunteer shifts as stated on the scholarship application. Any scholarship recipient who fails to meet the volunteer requirements by October 1st of the receiving year must pay the entire registration fee plus any applicable JCC field usage fees. Fees must be paid to the JCYFCL in full within 24 hours of default. In the event recipient defaults on volunteer obligations and fails to pay the applicable fees within the allotted time frame, the player will be removed from the JCYFCL program and will be banned from the program for no less than one (1) year. These terms are non-negotiable.

RETURNED CHECKS:

The Board shall execute all legal means granted corporations under Title 13 of the Code of Conduct of Virginia in attempt to collect on bad checks; including, but not limited to; imposing a fee of no less than \$35.00 but no more than \$100.00 and shall follow the notification/collection procedure outlined in title 18.2-181-181.1 of the Code of VA. Anyone owing monies, regardless of the reason, cannot register with JCYFCL or any other PYFCO organization until such debts are paid in full.

FUNDRAISING:

Fundraising is mandatory for all players. There will be a minimum of two (2) fundraisers per year. Participants may elect to opt out of fundraising by submitting a \$75.00 waiver fee per participant. Each fundraiser will have a minimum amount of sales required. In the event the

minimum(s) is not met, the participant agrees to pay the difference – not to exceed \$75.00 total.

CHILD IDENTIFICATION CARDS:

Players are required to have a Child Identification Card issued by the Virginia Department of Motor Vehicles. Registrants will not be allowed to participate in practice until proof of identification is received and submitted to the league. ID cards must be handed in to the League and will be returned at the conclusion of the season. Players who fail to submit their ID card before the PYFCO deadline will NOT be allowed to participate in the JCYFCL. No refunds will be issued to players for failure to provide an ID card by the PYFCO deadline.

COACHES

FOOTBALL and CHEERLEADING:

1. The executive Board will approve all coaches.
2. All football coaches will be USA Football Tackle Certified and will meet all certifications required by the PYFCO.
3. Coaches will follow the Board requirements, policies, rules and guidelines in regard to coaching.
4. Football teams will have one (1) head coach and a minimum of two assistant coaches who will be approved by the Board. Other assistant coaches may be added with head coach's approval. Each coach must be certified and attend a mandatory PYFCO Coaches Meeting as well as a mandatory JCYFCL Coaches Meeting.
5. All cheerleading squads will have one head coach and a minimum of one assistant coach who will be approved by the Board. Other assistant coaches may be added at the head coach's discretion. Each cheer coach must be certified and attend all mandatory PYFCO and JCYFCL Coach's Meetings.
6. All coaching applications must be received in accordance with PYFCO By-Laws.
7. A coach's term expires at the end of the official playing season.
8. Head coaches will be selected by May 1st of the upcoming season.
9. Coaches are not authorized to implement mandatory purchase requirements for players which have not been given prior approval by the Board.
10. Board members seeking a coaching position will remove him/herself from the discussion/selection process and will excuse him or herself from the voting process.

SELECTION OF COACHES:

Qualities of the coach – A coach must:

1. Abide by all JCYFCL and PYFCO policies and rules at all times.
2. Communicate with parents, team or squad members, other coaches, JCYFCL BOD Members and other league officials.
3. Deal effectively in adverse conditions and act in a fair and impartial way with other coaches, parents, JCYFCL BOD members and officials.
4. Always maintain a positive attitude with team or squad members and parents.
5. Always be a positive role model for the team or squad members.
6. Football coaches will keep the perspective of "Players first, winning second".

Method of Selection

1. All perspective coaches will file an application with the league by August 1st of the current year or sooner as decided by the Board.
2. All head coaches are subject to be interviewed by their respective coordinators and at least two Board members. Assistant coaches are also subject to be interviewed by the respective coordinators and Board members before selection.
3. A majority vote by the executive Board is required for a head coach's approval.
4. In the event that more than one person applies for a head coaching position, all head coaching applicants will be brought before the board for consideration and the football/cheerleading coordinators will make their recommendation for the Board's consideration. The person who receives the majority of the votes will be assigned to that position.
5. All coaches are subject to a full background check in accordance with James City County Parks and Rec. As a minimum, a search of the Virginia State Police Sex Offender Registry (www.sex-offender.vsp.virginia.gov/sor) will be accomplished for all personnel that have direct contact with players and cheerleaders. This includes, but is not limited to, board members, coaches, team moms/dads and equipment personnel. Anyone listed in the Virginia State Police Sex Offender Registry (both currently/previously) or is convicted sex offender not listed on the registry, will not be eligible to participate in any capacity for PYFCO or any member league, other than as a parent or guardian.

Coaching Responsibilities

1. All coaches must be certified in accordance with PYFCO By-Laws to include successful completion of USA Tackle Football Certification.
2. Head coaches must make initial contact with team or squad member and parent as soon as the child is selected to the coach's team or squad.
3. Coaches work under the guidance of the Football or Cheerleading Coordinator. The Football and Cheerleading Coordinators will ensure that coaches are following all league rules and regulations.
4. Coaches must ensure that each family receives league notices or other information as soon as it is available. Selecting a Team Parent to serve as an assistant and liaison to the other parents of the team or squad is a necessity.
5. Coaches are required to treat all team or squad members equally at both practices and games. Coaches should be up-front and very clear with each child and parent that other sports and activities should not interfere with the teams or squad's practices and games during the season. Minimum play rule is set by PYFCO standards of 4 plays (to include special teams).

PYFCO mandatory 4-play rule includes any official down (including special teams). It is the coach's responsibility to determine each child's playing time based on ability and practice. Coaches have the right to adjust playing time for those football players/cheerleaders who miss practices and games, for other activities, illness or injury, or other reasons, such as discipline issues, attitude, safety, or excessive absences.

- Head Coaches must fill out a Reduction of Play Time form and submit it to the Board prior to adjusting play time below the minimum 6-play rule for any player for any reason. Coaches are also required to inform the player of his or her reduction of play time and the reason for the reduction prior to game day (minimum of 24 hours' notice required). The Board has the right, at its own discretion, to veto any Reduction of Play Time form thus requiring the coach to fulfill the PYFCO 4-play rule.

- Unexcused absences from practice could result in loss of playing time. Multiple unexcused absences from practice and/or games could result in the removal from team roster. Unexcused absences consists of no contact with Head Coach of Football or Cheerleading team. Excused absences could result in loss of playing time; however, they will be play their minimum 6 official plays.
6. Teams will be limited to 30 players. Five additional players may be added at the coach's discretion.
 7. A coach's behavior must reflect leadership and good sportsmanship. Coaches will provide a productive and safe environment for cheerleaders and football players during games and practices.
 8. Properly plan and supervise practices and games and help the child set realistic and achievable goals.
 9. The head coach is required act immediately with regard to the child's safety.
 10. Coaches will check to make sure equipment is proper, fitted correctly and safe at all times.
 11. **Smoking is not permitted** on the practice field or sidelines at any time.
 12. **Use of alcohol or drugs is NOT permitted** at any JCYFCL function. It is also unacceptable for anyone representing the League to appear at any JCYFCL function under the influence of drugs or alcohol.
 13. All head coaches are responsible for the behavior of assistant coaches to the extent possible. A head coach has the authority to immediately remove an assistant from the game sidelines or practice area until the Board can convene a meeting to address the issue.
 14. All coaches must hold organized practices for instruction using the following guidelines:
 - a. Generally, four (4) (football) and four (4) (cheerleading) practices per week up until the first week of public school
 - b. Five (5) practices per week is up to coaches' discretion prior to Labor Day
 - c. Three (3) practices per week **maximum** after Labor Day which will take place on Mondays, Wednesday, and Thursdays
 - d. Two (2) hours maximum time for practices
 15. Head coaches will assist the Equipment Coordinator and are required to oversee the collection and turn in of all uniforms and league equipment at the end of the season.
 16. All coaches need to be at all games and practices to the best of their ability.
 17. Excessive absences/tardiness can result in the coach's suspension or removal.
 18. The assistant coaches will implement the head coaches' practice and game day plays and policies and will not make changes to or deviate from the head coach's program without the head coach's prior approval. An assistant coach can be suspended or removed for violating this policy.
 19. All coaches must have a signed Coaches Ethics form on file with the League. This form is also required by the PYFCO and kept on file each year.
 20. Coaches must respect their fellow coaches, their team or squad members, and the opposing team's coaches and team or squad members.
 21. Football coaches must follow and understand all playing rules used by the JCYFCL and the PYFCO.
 22. Head football coaches are expected to read and be familiar with the National Federation of State High School Associations playing rules used by the PYFCO.
 23. Head football coaches are required to have their team ready for check in 30 minutes before the start of his team's game (half time of the previous game). If a player is not at check in, they will not be allowed to play in the game.
 24. The Head football coach must fill out the official PYFCO three-part form for any player not wearing his assigned jersey for that day's game. If the form is not filled out, the player will not be allowed to play. The form can be obtained from the Football Coordinator or Blue Hat.

25. Any Coach who gets fined for unsportsmanlike behavior or behavior that is not consistent with JCYFCL or PYFCO, will be responsible to pay said fine amount and will be suspended until fine is paid in full.

- a. Any coach who refuses to pay a fine will be removed from the JCYFCL coaching staff immediately.
- b. Any coach who refuses to pay a fine will also be removed from the JCYFCL for one year from the time of the infraction.
- c. Any coach removed from the JCYFCL for failure to pay a fine will not be allowed to coach regardless of the duration of time from the infraction until the fine is paid in full.
- d. The JCYFCL shall follow the notification/collection procedure outlined in the Title 18.2-181-181.1 of the Code of VA. Anyone owing monies, regardless of the reason, cannot register with the JCYFCL or any other PYFCO organization until such debts are paid in full.

DISMISSAL:

Method of Dismissal

1. Dismissal can occur at any time during the season or at season's end. Dismissal of any coach can only occur when a majority of the Board votes for a coach to be dismissed. The recommendation for dismissal will be brought to the executive Board by the respective coordinator.
2. The coach will have the right to due process (that person will be able to speak on his/her behalf) at the next JCYFCL Board meeting and before a vote of dismissal is taken.
3. Based on the severity of the offense, any JCYFCL executive Board Member reserves the right to impose immediate warnings, suspensions and the dismissal of coaches as issues are brought forward.

Reasons for Dismissal

1. **Any form of alcohol use at any JCYFCL or PYFCO function or illegal drug use will not be tolerated** by the JCYFCL when children are present.
2. Being under the influence of any form of illegal drugs or alcohols at any JCYFCL practice or game is also a reason for dismissal.
3. Any use of foul language or physical abuse of a child in any way.
4. Inability to work constructively with children, parents, other coaches, or league officials.
5. Failure to comply with or adhere to any of the league rules or policies as determined by the Board.
6. The PYFCO requires a coach to be suspended for one week following ejection from a game.
7. Instructing players to participate in cheap shots, taunting or any illegal tactics.
8. These illegal activities are explained in the NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS rulebook.
9. Failure to teach or play all football team members or cheerleaders. Every team or squad member deserves the same type of instruction and the right to participate at some level in each game.

PLAYER ELIGIBILITY:

The JCYFCL will abide by the player eligibility rules as defined in the PYFCO By-Laws for the current year. Ages are determined by the age of the child on September 30th of that current year with the exception of children age 5. Children must turn 5 years old by July 31st to be eligible to play.

RULES AND REGULATIONS:

CHEERLEADING PARTICIPATION

JCYFCL cheerleaders will be provided the opportunity to participate in sideline cheerleading. Competitive cheerleading will be offered at the Board's discretion.

Squad Make Up – Sideline Cheer

Flag: 5 & 6 year olds
8U: 7 & 8 year olds
10U: 9 & 10 year olds
11U: 11 year olds
12U: 11 & 12 year olds
Juniors: 13 & 14 year olds

Movement from one age group to another is at the sole direction of the Cheerleading Coordinator with PYFCO approval. A waiver form must be completed.

Practices Schedule:

August/Summer

All cheerleader practices will coincide with respective football team practices, unless deviation is approved by the Cheer Coordinator and Board.

School Year:

All cheerleader practices will coincide with respective football team practices, unless deviation is approved by the Cheer Coordinator and Board. Any squad whose football team moves into the playoff season will continue to practice until the conclusion of the team's final game or until after the Championship, whichever comes first.

Attendance:

Practice is important and on time attendance at practice is expected of all cheerleaders. If a child misses practice, their knowledge of the routine and the squad's stunt ability is deficient. Each child is an integral part of the routine and absenteeism affects the entire practice for the whole squad. Failure to attend practices and late arrival will not be accepted. Cheerleaders must participate during the first half of each game in order to participate in the half time routine.

Parents or a responsible adult are required to observe practice. Parental coaching from the sidelines is detrimental to a squad and will not be tolerated. The Cheer Coordinator reserves the right to "close" practices at the request of the head coach if this type of behavior becomes

an issue. Parental concerns should be addressed in private after practice with the coach. Disciplinary actions, as applicable, will be at the discretion of the Head Coach and/or Cheer Coordinator—no practice, no cheer.

Practice Attire:

Appropriate attire is critical to quality practices. It is important for cheerleaders to be in comfortable clothes that allow full range of motion and flexibility.

Jeans, Jean shorts, skirts, shorts, dresses, tank tops, halter tops, sandals, flip flops, platform shoes nor any other kind of clothing or footwear deemed inappropriate will NOT be allowed at practice.

Girls who show up in anything other than the “practice uniform” will NOT be allowed to practice. The cheerleading coach will define “practice uniform” at the beginning of the season.

Game Day:

Cheerleaders must arrive as instructed by the coach. Failure to arrive at the designated time as determined by the head coach, may result in disciplinary action.

Uniform:

Uniforms will consist of those items designated by the Cheer Coordinator and approved by the Board. No uniform shall be altered without prior consent and approval by the Cheerleading Coordinator. Any uniform not returned in its original condition shall be considered damaged (this includes stains). Parent(s) and/or guardians will be required to pay all costs associated with the replacement of the uniform. Uniforms will be inspected by the Cheer Coordinator.

Cheerleading shoe:

Cheerleaders are required to wear an official cheerleading shoe. This will be defined by the Cheerleading Coordinator at the beginning of the season.

Hair:

Hair will be pulled back away from the face and secured at all times. This includes practice and games.

No Jewelry:

No Jewelry or other accessories may be added to the JCYFCL uniform.

Break time:

1. Water and bathroom breaks will be at the discretion of the coaches. Cheerleaders will take their bathroom break as a squad and will be accompanied by the coach, assistant coach, or Team Mom.
2. Cheerleaders will not purchase items from the concession stands during the game.

Snack will be limited to the snack provided by the snack mom/s after the game.

Stunting:

****ABSOLUTELY NO STUNTING IS ALLOWED WITHOUT DIRECT SUPERVISION BY A CHEERLEADING COACH OR COORDINATOR!****

FOOTBALL PARTICIPATION

If You Don't Practice, You Don't Play.

1. Missing practice or showing up and not participating in practice will decrease playing time in games at the discretion of the head coach.
2. Arrive to games as directed by the head coach. Players who are late will not be considered for a starting position that day and may not be allowed to play until they can be officially checked in per PYFCO standards.
3. All players must have and present a valid VA Youth DMV ID card or valid Military Identification card at each game. Failure to submit identification card will result in the player not be allowed to participate in the game.
4. Players are required to check in 30 minutes before the start of his team's game (half time of the previous game). If a player is not at check in they will not be allowed to play in the game play at this time. He or she will not be a starter for the game.
5. Each football participant will report to check in prior to the game in which he or she will be participating in by providing an original D.M.V. ID CARD or a League-approved photo ID worn around his or her neck so it can be seen by the Metro Rep conducting check in. He or she must also recite his or her name and jersey number and be weighed if required by the Constitution on a calibrated Metro-approved scale. If a participant is to be weighed it must be recorded in the game day weight column on Addendum 3. A Participant must wear game jersey, game pants and game socks when being weighed. An allowance of 2 pounds will be given for equipment.
6. If a child misses practice, the coach is not obligated to or bound by the minimum play rule (see Coaching Responsibilities).
7. Coaches determine what position each child plays and the playing time allotted to each child.

Respect:

1. Players are expected to respect their coaches and other players. Fighting or picking on other players will not be tolerated.
2. Players are expected to respect league and PYFCO officials.
3. Unsportsmanlike conduct will not be tolerated.

Other Important Player Guidelines:

1. Players are not allowed to actively practice or play in a game without proper equipment.
2. Players will have their game jerseys tucked in at all times.
3. Players will let the head coach know as soon as possible when they arrive at the playing field on game day if they are not wearing their assigned jersey for the game. A temporary number change on the PYFCO three-part form needs to be filled out in order for that player to be allowed to play in the game.

4. Players are required to let coaches know when they have an equipment problem so it can be repaired.
5. Players are required to arrive at practice on time, properly dressed, and ready for warm ups.
6. Notify the head coach in advance if you must miss a practice or game. Failure to notify the head coach will result in an unexcused absence being given to the player.
7. Two unexcused absences by any player may result in that player losing his roster spot.
8. Any player that is not eligible for failure to provide an approved ID card, failure to sign a PYFCO Ethical Standards form, or fails to meet the official PYFCO weight standards will lose his/her roster spot. No refund will be given.
9. In the event that the JCYFCL is unable to field a competitive football team (have at least 15 eligible players for a specific team) at any age level, that team will be disbanded for the current season. Refund of the registration fee will be given to each member of the team.

FOOTBALL PLAYER OR CHEERLEADER DISMISSAL

Method of Dismissal:

1. Dismissal can occur at any time during the season.
2. In the event a coach has problems with a player/cheerleader, the coach's first action is to address the problem with both the player/cheerleader and his or her parent either verbally or in writing. This serves as the first warning.
3. If the problem persists, the coach will take the issue to the Football or Cheerleading Coordinator. The Football or Cheerleading Coordinator will meet with the player/cheerleader, his or her parent, and the coach in an attempt to resolve the matter. This serves as the second warning and can result in the suspension of the player/cheerleader until a Board hearing is held.
4. If the problem persists, the Football or Cheerleading Coordinator will bring the issue to the Board along with a recommendation that the player/cheerleader be dismissed from the League.
5. Dismissal can only occur when a majority of the Board votes for a player/cheerleader to be dismissed.
6. The football player or cheerleader will have the right to due process (that person will be able to speak on his behalf) at the next JCYFCL Board meeting and before a vote of dismissal is taken.
7. Based on the severity of the offense, the JCYFCL executive Board reserves the right to impose warnings, suspensions, and the dismissal of players/cheerleaders as issues are brought forward.

Reasons for Dismissal:

1. Any form of illegal drug use or abuse and use of alcohol at any JCYFCL function. Being under the influence of any form of illegal drug or alcohol is also a reason for dismissal.
2. Any use of foul language or physical abuse of an adult or another child in any way.
3. Being ejected from a game during the season. The PYFCO requires a player to be suspended for one week following ejection from a game. The JCYFCL may dismiss a player after a second ejection.
4. Continued violation of team, JCYFCL, and PYFCO rules or guidelines.

5. This list is not all inclusive.

INCLEMENT WEATHER POLICY

Practice Cancellations:

Cheerleaders and football players are expected to show up for practices unless they have been notified by their child's coach or designated team representative. Never assume a practice has been cancelled because of bad weather (bad weather includes, but is not limited to, rain, snow, cold, hot, and windy weather). Decisions to cancel or postpone practices for the entire JCYFCL will be made by the JCYFCL Vice President; therefore, do not expect a phone call to cancel practice. **Except in extreme cases, no decision will be made until after we arrive at the practice field. Extreme weather conditions will be handled in accordance to the VHSL rules as amended.**

Equipment Return, End of Season:

Cheerleaders:

Shell, skirt, and Pom Poms will be returned clean, dry, and in good condition at a time and location to be determined by the Cheer Coordinator. Pom Poms may be purchased from JCYFCL at the end of the season. Parents will sign a letter of responsibility that if the uniform is not returned in good condition or at all, they will assume all cost of replacement.

Football Players:

Football helmet, chin strap, ear pads, shoulder pads, and game pants will be returned in good condition at the end of the last game. The football player may keep all other equipment (jersey, mouth piece, socks). Please bring a change of clothes on that day. Parents will sign a letter of responsibility that if the equipment is not returned in good condition or at all they will assume all cost of replacement.

PARENT/GUARDIAN RESPONSIBILITIES

Parents have the following responsibilities:

General:

1. Sign and abide by the PYFCO Youth Football and Cheerleading Code of Ethics form for the cheerleader/football player as part of the eligibility.
2. Provide the football player's DMV Youth Identification Card as proof of age for all participants as part of eligibility which will be kept by the Board until the conclusion of the season.
3. Provide a copy of the cheerleader's birth certificate and picture as proof of age for all participants as part of eligibility which will be kept by the Board.
4. Are required to work in the concession stand for two 90-minute shifts per child or two games of field work. Coaches and Board members are exempt from this policy.
5. **A child will be benched for a parent's failure to fulfill the mandatory concession assignments for a minimum of 2 games or up until the obligation has been filled. No coach will be allowed to override this rule for any reason.**
6. If applicable, ensure the football player attends the scheduled PYFCO Eligibility Day to be 21

weighed as the third part of eligibility.

Practices:

1. Attend all practices or ensure that the cheerleader or football player has a responsible adult in attendance in case of emergency or cancellation of practice. If a responsible adult is not present for the child, the child will not be allowed to participate in practice.
2. Respect the coaches, team or squad members, and other parents.
3. Ensure that the cheerleader or football player arrives at practice on time, in proper equipment for practice.
4. Refrain from sideline coaching any player or coach during practices.
5. Stay off of the field during all practices unless said parent is a JCYFCL Coach or is a member of the JCYFCL Board.

Games:

1. Attend all games or make sure that a responsible adult is present for the cheerleader or football player in case of emergency or game cancellation. If a responsible adult is not present for the child, the child will not be allowed to participate in the game.
2. Act appropriately toward JCYFCL coaches, the team or squad members, the opposing team's coaches and team or squad members, the officials, and all JCYFCL Board members. The goal of this League is to teach the cheerleaders and football players about their respective disciplines. Winning is secondary. Remember this and act accordingly at the games.
3. Refrain from sideline coaching any player or coach during games.
4. Stay off of the field during all practices unless said parent is a JCYFCL Coach, Team Parent, a member of the JCYFCL medical staff, or is a member of the Board.
5. Ensure that the cheerleader or football player arrives at the game on time and in proper game day equipment.

PLAYING RULES

The JCYFCL will abide by the playing rules as defined in the PYFCO By-Laws for the current year (6 plays to include special teams). In accordance with the JCYFCL coach's contract, each child will play in accordance to a minimum play rule as outlined in these By-Laws. It is up to the individual head coaches to which position the children play and playing time allotted.

STANDARDS OF CONDUCT

PYFCO STANDARDS OF CONDUCT:

All coaches, parents and guardians are to read, sign, and date the appropriate PYFCO Standards of Conduct form. If the form is not signed and returned, the individual will not be allowed to coach for PYFCO, or, in case of the parent/guardian, the child will be ineligible for games and practice until such form is signed, dated and returned.

JCYFCL STANDARDS OF CONDUCT:

All parents or guardians of football players and cheerleaders are required to read, sign, and date a JCYFCL ethical standards form before the start of each season. If the form is not signed and returned to the Vice President, the child will not be allowed to participate in league activities until the signed form is received.

STANDARDS OF CONDUCT COMMITTEE:

Any individual shall be subject to corrective action if that person should demonstrate conduct or practices unbecoming in the best interest of the JCYFCL, practices flagrant poor sportsmanship, or personal misconduct unbecoming the best interest of youth football and cheerleading, as defined by the JCYFCL Board. Such corrective action may call for dismissal from association with the JCYFCL (either as participant, coach, or administrator) for the remainder of that playing season, or longer, as determined by the JCYFCL Board.

The JCYFCL Executive Board will determine if a Standards of Conduct Committee hearing is necessary, or if the offending individual can be reprimanded without a hearing. However, if the Board determines that the actions of the party/parties in question are so flagrant (as determined by the executive Board) to merit immediate intervention, then the JCYFCL President will convene Standards of Conduct Committee to conduct a hearing with the offending member(s). The Standards of Conduct Committee will consist of the JCYFCL Vice President and four additional Board members not involved in the dispute who do not stand to benefit from the hearing. The Vice President will act as the committee chairperson. The President will have the right to oversee the proceedings. The JCYFCL Vice President will notify all JCYFCL Board members of the time, date, place, and reason for such meetings. Within a week of notifying the offending member, the Standards of Conduct Committee will meet, allowing the offending member the right to represent himself/herself and present witnesses on his or her behalf. Speakers allowed at the Standards of Conduct Committee hearings will be the accused individual or his representative, the individual's witnesses, and the Standards of Conduct Committee members. There will be no abstentions allowed during votes taken within the Standards of Conduct Committee.

The Committee will render a decision immediately and report the findings immediately to the affected parties. The Standards of Conduct committee can apply any penalty short of expulsion from the League. If the Committee recommends that a person be expelled from the League, that person will be suspended from the League until the next scheduled Board meeting where the final decision will be made. Anyone found guilty of Standards of Conduct violation will have the right to appeal the decision to the Board at the next Board meeting. The Committee's findings and related decisions will be presented in writing to the JCYFCL Board at the next BOD meeting. Findings become effective immediately upon a decision by the Standards of Conduct Committee.