



HAMBURG PIRATE YOUTH FOOTBALL ASSOCIATION BY-LAWS

Amended 1/9/13 | Amended 2/6/13 | Amended 7/1/16

Amended 1/12/20

Mission Statement

To promote a positive environment in competitive youth tackle football and cheer/pom, fostering character, athleticism, teamwork and sportsmanship.

I. Membership

The membership of the Hamburg Pirate Youth Football Association will include all football player and cheer/pom participants, parents or guardians of participants, & volunteers. It is the intent of HPYFA to maintain an open association that welcomes participation from all who wish to be members.

II. Subjugation

The Association will be subject to these by-laws and to the Kensington Valley Youth Football Conference (KVYFC/KVC) and Livingston County Area Cheer/Pom Commissioners (LCACC) rules and by-laws. The KVC and LCACC by-laws take precedence over the HPYFA by-laws.

III. Association Meetings

A. Monthly Meeting

A meeting of the members of this Association will be held on the 1st Monday of each month at a suitable location within the boundaries of the Pinckney School District. All meetings will begin at 7:00pm. During the months of August – October they will start at 9:00pm or immediately after football practice. The Board of Directors will have the authority to change the time, date and location of said meetings provided proper notice is given to the members. Written notice of

such meetings is not required but should be published on the website or Facebook page to make area residents aware of the times and locations of meetings.

B. Rules of Procedure

The rules contained in Robert's Rules of Order Revised will govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or other rules of the organization.

IV. Board of Directors

A. Executive Board & Trustee Members

The Executive Board of this Association will consist of a President, Football Vice-President, Cheer/Pom Vice-President, Secretary, Treasurer, Registrar/Asst. Treasurer, Equipment Manager, Fundraising Coordinator, Compliance Officer, and three at-large members. Members must come to three (3) out of four (4) meetings, does NOT have to be consecutive, to be nominated for Trustee status. Members eligible for Trustee status must be nominated from the floor at any regular Board meeting and be approved by a majority of Executive Board Members and Trustees present at that meeting. If the vote is tied the President will make final decision. If the nominated Member is turned down for trustee status, they must start the process over. Attending three (3) out of four (4) board meetings, does NOT have to be consecutive, to be nominated and voted on by voting members and receive a majority vote in favor of the requested nomination for Trustee status at that time. Trustees must continue to attend three (3) of every four (4) consecutive Board Meetings to maintain their Trustee status. Executive Board Members and Trustees are the only members entitled to a vote at Meetings of the Association. Members must hold Trustee status to be nominated and elected to the Executive Board. Any Executive Board Member seeking a head coach position will be eliminated from the entire coach interview process (i.e., selecting interview panel, participating in interviews, and voting).

B. Succession and Vacancies

In the event that the office of the President becomes vacant, the position of Interim President will be filled by the next officer in succession following the order in Article IV, Section A of these By-Laws. The Interim President will conduct the election of a new President as soon as possible and will serve as President until a replacement is elected. The newly elected President will serve for the remainder of the term that was vacated.

In the event that any other position on the Executive Board becomes vacant, the President will conduct an election to fill the vacant position as soon as possible. The newly elected Executive Board Member will serve for the remainder of the term that was vacated.

Candidates for vacated President or Executive Board terms must meet all requirements for nomination to the Executive Board as outlined in Article IV, Section A of these By-Laws.

C. Election

Officers are elected to two year terms at the January Meeting of the members, with the last full day of service being 1st Wednesday of January. The Executive Board Members will be elected according to the following schedule:

Every Two Years:

President	Vice President Football
Treasurer	Vice President-Cheer & Pom
Secretary	Registrar/Asst. Treasurer
Equipment Manager	Fundraising Coordinator
Compliance Officer	Trustee
Trustee	Trustee

New Executive Board Members will be elected by the Trustees at the January meeting of the Association. The election will be facilitated by the outgoing President or his/her designee. If the

outgoing president is running for a second term of office as President, the election will be facilitated by the next outgoing officer who is not running for reelection to office, following the order of succession. Nominations will be taken from the floor during the December meeting. At the January meeting votes will be cast by written ballot or roll call. Ballots will be counted by the outgoing President or other outgoing Executive Board member. Following election, the new President will assume full control of the Association, including the remainder of the first regular meeting. Each board member will have only one vote regardless of the number of positions held on the board.

D. Board Meetings

All regular board meetings are open meetings which may be attended by any member of the Association. A schedule of regular meetings will be published on our website. However, during these meetings, only Executive Board Members and Trustees may vote on issues brought before the board. Each board member will have only one vote regardless of the number of positions held on the board. Board members are expected to attend all meetings for the scheduled duration of the meeting. Attendance will be recorded in the minutes as present.

E. Terms of Office

Board members will serve a term of office of two years, commencing on the 1st Wednesday of January following election and ending on the 1st Tuesday of January of the second year. Board positions may be vacated by the written resignation submitted to the President and accepted by the board at the next regular meeting.

F. Duties

The President will preside at all meetings of the members and will have general charge of the business of the Association and make, execute and acknowledge for and on behalf of the Association, any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of the Association or in conducting the business of this Association. The President or his/her designee will attend KVC league meetings for the Association. The President will directly oversee activities of all board members and volunteers, serve as the Association liaison to the community and mediate disputes among members and with other organizations. The President and his/her Designee(s) will be responsible for the assignment of players to particular teams and the selection of head coaches with the advice of the Executive Board. In the event of a tie the President will have final say on all head coaching positions. The President will have the ability to declare any player ineligible, to perform such duties as may be required by any league in which the association fields teams in and to suspend any parent, player or coach for up to two

games per season without the approval of the Board. The President will have the discretion to grant scholarships and/or waive any charges or fees of the association. The President will have the tie breaking vote on any issue. The President will also appoint a Red & Black Football Commissioner, if applicable, and will oversee all games.

The President will arrange for the following to start the selection of head football coaches:

1. Coaching clinics with Pinckney High School coaching staff.
2. Coach candidate interviews according to boards requirements
3. Coach interview form.
4. Review program schedule and progress to date with board at regular meetings

The President may also at his/her discretion arrange for the following:

1. Distribute and retrieve parent and participant feedback forms at the end of the season
2. Review each head coach's performance at the end of the season with the board

The Football Vice President will work with the President and will help with the charge of the business of the Association, and perform duties as assigned by the President. The Vice President will preside over all meetings with the President. The Vice President along with the Executive Board will be responsible for selection of head coaches. The Vice President will arrange for the following:

1. Concussion training and certification of head and assistant coaches including the board members.
2. Complete background checks of all coach candidates and board members.
3. Arrange for field use with the school district and Hamburg Township as needed.
4. Represent the Association on the school district & township field and facilities boards.

The Cheer/Pom Vice President will be responsible for attending all LCACC meetings and work on forming a separate Cheer/Pom Committee made up of parents and/or board members. The

Cheer/Pom Vice president will report on committee meetings at the monthly Association meetings. All committee issues will be made final at Association meetings. Any Cheer/Pom complaints will be heard at committee meetings & presented to the Association Board with a possible solution. The Cheer/Pom Vice President is also responsible for choosing Cheer/Pom commissioners for Red and Black teams, if applicable. The Cheer/Pom Vice President will also work with the Registrar on team placement following LCACC rules. The Cheer/Pom Vice President will also arrange:

1. Coaching clinics with Pinckney High School Coaching Staff.
2. Coach candidate interviews according to board requirements.
3. Coach interview form.
4. Review program schedule and progress to date with board at regular meeting.
5. Arrange for practice locations with the school district and Hamburg Township, as needed.

The Cheer/Pom Vice President may also at his/her discretion arrange for the following:

1. Review each head coach's performance at the end of the season with the board.

The Secretary will maintain minutes of all board and Association meetings; issue all notices to the members; be responsible for the custody of the by-laws, conduct correspondence; and perform other duties as assigned by the President/Vice President.

The Treasurer will develop and administer the financial policy of the Association and will be responsible for the control of the funds of the Association, for their proper disbursement, and for investment of funds as directed by the President. The Treasurer will oversee the scholarship awards process for the President and administer scholarship awards based on financial need of the participant. The Treasurer will render a statement of the accounts of the corporation whenever required by the board and will be responsible for the filing of an annual information return to the Internal Revenue Service. The Treasurer will be responsible for submitting all information to the State of Michigan to ensure the leagues active/good standing. The Treasurer will also be responsible for maintaining our 501C status, holding all volunteer and equipment deposit checks, and keeping our liability insurance up to date. At the end of the term of office, all books, records, funds, papers, documents and all other property of the Association having to do with the financial or other transactions of the Association which may have come into the Treasurer's possession or may have been compiled or created during the term of office must be turned over to the successor.

The Fundraising Coordinator will be concerned with developing and implementing all programs related to building funds for the operation of the Association and support of community improvement programs involving Pinckney Community Schools & Hamburg Township Parks and Recreation Board. Together with the Treasurer, the Fundraising Coordinator will submit a fundraising plan, designed to meet Association fund requirements for the coming year, to the board by May 1st for review and approval. The Fundraising Coordinator will oversee activities.

The Registrar/Asst. Treasurer will prepare all materials for pre-registration; maintain pre-registration information and provide it to the board as needed; administer the registration website; coordinate registration events; obtaining necessary signatures. At the end of the term of office, all papers, books, documents, and other records of property of the Association which may have come into his/her possession or have been compiled or created during the term of office must be turned over to the successor. The Registrar/Asst. Treasurer will assist the Treasurer when necessary.

The Volunteer Coordinator is responsible for creating the Sign Up for parents' volunteer times and jobs including press box, chain gang, concession, and gate help. The Volunteer Coordinator will track all volunteer hours completed by each family and report compliance at the end of the season to the Treasurer.

The Equipment/Field Manager will develop a plan for acquisition of equipment, secure timely and appropriate maintenance of equipment and medical kits; oversee and coordinate distribution and collection of equipment; supervise storage and inventory of equipment; and coordinate activities with the Vice President of Football and coaches, as needed; check and prepare fields for home games; set out field markers, cones, portable clock, and supervise volunteer chain gangs for home games. Equipment/Field Manager will provide/or train a weigh master.

The Concession Manager will order and stock product and supplies; supervise volunteer staff for home game concession sales, hand all funds securely over to the Treasurer; supervise the balance and exchanging of funds between the front gate and concession cash box to ensure proper change is available; and will notify the Treasurer if other denominations need to be obtained from the bank.

The Web Page Coordinator will maintain the HPYFA web site. Perform duties as assigned by the President/Vice President to update the web site including the weekly game results in a timely manner.

The Compliance Officer will field all complaints, issues, concerns, et cetera, whereupon he/she will forward that information to the Executive Board for discussion. In the event a complaint is filed against a member of the Board he/she will be removed from the discussion/investigation and decision making process.

G. Social Media Policy

Hamburg Pirate Youth Football Association (“HPYFA”) recognizes the importance of the Internet in shaping the public’s perception of our organization. HPYFA also recognizes the importance in leading and setting the tone of social media interactions in a manner that advances HPYFA’s mission and goals.

Applicability

This Social Media Policy applies to all Board members, trustees, coaches, and volunteers (“HPYFA Members”). This Social Media Policy applies to all social media content posted by HPYFA Members in their professional and personal capacity to the extent such content is related to HPYFA.

Guidelines

Social media includes any Web site in which visitors are able to publish content to a larger group. Content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or business information. Examples of such destinations include large branded entities such as Facebook, Twitter, YouTube, and LinkedIn. However, blogs, special interest forums, user communities are also considered social media.

All HPYFA Members shall abide by the following guidelines when using social media:

- Be positive and respectful, and always take the high road. When disagreeing with others’ opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the HPYFA Board of Directors for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on HPYFA.

- Do not post content that would harm HPYFA or damage HPYFA's reputation. Remember that even while you are on your own personal time, you are a representative of HPYFA, and people may interpret your online postings or social interactions as though they were official HPYFA statements.
- Use good judgment when posting comments on any official HPYFA sites. Bear in mind that your comments can create liability for HPYFA. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the Board of Directors.
- Personally identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official HPYFA social networking sites.

Violations of the Social Media Policy

- The HPYFA Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The HPYFA Board of Directors shall have the authority to remove any inappropriate or offensive comments from official HPYFA sites and to block any individual or organization from posting on any official HPYFA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of HPYFA.
- The failure of any HPYFA Member to adhere to this Social Media Policy shall be considered a violation of the HPYFA Code of Conduct, and any HPYFA Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in HPYFA.

H. Removal

Any member of the board may request to remove a member by taking the following steps:

1. The member must file a signed grievance letter, naming the officer(s) involved in the grievance and describing the reasons for removal. This letter will be submitted to the President and the person or persons subject to removal.

2. The President will call a special meeting of the executive board within ten days and review the grievance. The board will vote on removal in an anonymous ballot. If a quorum is in favor of removal, then the officer(s) will be removed. The decision of the board is final.
3. There will be no double jeopardy. No member may be reviewed for removal twice for the same incident.

Executive Board Members will forfeit their board position if they fail to maintain Trustee status as defined in these By-Laws.

I. CHILD ABUSE POLICY AND PROCEDURE

1. PURPOSE

Hamburg Pirate Youth Football Association has developed and implemented the following Policies and Procedures in an effort to provide a safe environment for our members, athletes, and coaches. The Board of Directors shall annually review this policy and update it as needed, including the defining of prohibited and discouraged behaviors.

2. DEFINITIONS

Child Abuse: Verbal abuse (ridicule or put-downs), physical abuse (any hurting touching or excessive exercise used as punishment), emotional abuse (threats to perform unreasonable tasks), and sexual abuse.

Sexual Abuse: Refers to a wide spectrum of interactions including rape, physical assault, sexual battery, unwanted physical sexual contact, unwelcome sexually explicit or offensive verbal communication, coercive or expletive sexual contact, verbal sexual harassment, and/or sexualized attention or contact with a minor.

Volunteer: Citizens who perform the various functions entailed in the running of a league without pay including league officers and directors, committee personnel, coaches, managers, scorekeepers, concession workers, etc.

Criminal Background Check (CBC): Hamburg Pirate Youth Football Association will conduct yearly Criminal Background Checks on all coaches (Head and Assistants) within the league.

3. POLICIES ON CHILD ABUSE/MOLESTATION

Limit One On One Contact: It is HAMBURG PIRATE YOUTH FOOTBALL ASSOCIATION policy that no activities shall take place involving one on one contact between a single, non-related league volunteer and a child if such activities can be practically avoided. Instead, a "buddy system" is encouraged where two (2) adults should always be present during practices, games, and special events.

Touch Policy: Touch is acceptable only if it is "respectful and appropriate".

Verbal Conduct Policy: Inappropriate comments of a sexual nature and suggestive jokes are prohibited.

Child Abuse Prohibition: All forms of sexual, physical, verbal and emotional abuse are prohibited.

Name Distribution: The distribution of directories/rosters with names, phone numbers, addresses, and pictures will be limited to persons on a "need to know" basis.

4. EXAMPLES OF ABUSE/MOLESTATION

Emotional Abuse: Yelling or making the following statements:

- *You're stupid;*
- *You're an idiot;*
- *You're an embarrassment;*
- *You're not worth the uniform you play in; etc.*

Physical Abuse: Besides the obvious examples of a coach hitting, kicking, throwing equipment, or shaking a player, watch out for the following:

- Behaviors seem violent versus disciplinary;
- Training practices become abusive
- Fighting is encouraged or ignored;
- Illegal moves, often associated with injuries are encouraged;
- Coaches teach improper techniques or encourage conduct which violates safety rules;
- Coaches allow athlete(s) to become physically or verbally abusive;
- Behaviors result in injuries to the athlete(s); etc.

Sexual Abuse: An adult may not improperly sexualize touch by fondling, kissing, or seductive stroking of various body parts. On the other hand, appropriate touching can be used when a young athlete needs comfort, reassurance, and support. Appropriate touch is respectful of a person's personal boundaries, public (done in front of others and not secretly), and nurturing (not sexualized).

- Misuse of power and authority;
- Misuse of love and affection;
- Manipulation or tricks:
 - *This is love;*
 - *This is what you need to be a part of the team;*
 - *This is what we do for initiation*
- Grooming: desensitization that begins with appropriate touch, then the touch change. Examples:
 - *You liked the touch before;*
 - *What's wrong? Don't you trust me?; or courting (gifts, time, attention);*
 - *romancing (talking of love or attraction);*
 - *line (you're special, I don't usually do this sort of thing, you're so mature, you're so attractive); or*
 - *secrets (this is our special secret, others wouldn't understand, you or I would get in trouble)*

5.WARNING SIGNS OF ABUSE/MOLESTATION

With some forms of abuse, there may be physical indicators (examples: with physical abuse, bruises, welts, broken bones) or with sexual abuse venereal diseases, genital swelling/soreness, difficulty sitting or walking, pain or itching when urinating or defecating, stomach aches, pain/itching in genital area, and frequently unexplained sore throats. But most often the effects of sexual abuse are less obvious. For example, sudden shifts in behavior or attitudes when the outgoing child suddenly builds a protected, closed wall or a generally happy

child becomes aggressive and angry or a trusting child becomes fearful may be an indication of abuse. In sports, this can show up as losing interest or wanting to drop out of sports or a sudden decline in ability or functions.

Please note that no indicators or symptoms are absolute. Many of these could be indicators of problems other than child abuse. However, if some of these things are going on, consider them to be a red flag. One difficulty is that some signs are ambiguous. Children may respond in different ways and some may show no sign at all. Some indicators include:

- Disclosure by a child. Most children won't just come out and say they have been abused, but instead, may hint at it.
- Observations, complaints, concerns, or allegations about league volunteers.
- Attitudes/behaviors expressed on the part of an adult that may be associated with inappropriate or abusive behavior (racist, poor sense of athlete development, raging temper, extremely controlling, jealous, hypersensitive, poor sexual boundaries, bullying, intimidating manner, unrealistic or inappropriate training practices, and risks, etc.)
- Unexplained/unlikely explanation of injuries.
- Extreme fear of a league volunteer;
- Extreme low self-esteem, self-worth;
- A child's attachment to a coach/staff to the point of isolation from others;
- A coach/staff with an interest beyond caring concerns, special interest in a child (time, gifts, attention, obsession, unrealistic expectations)
- A child's desire to drop out without a clear explanation, or without one that makes sense;
- A child that misses a lot of practices or games with suspicious explanations or excuses.

Despite increased sensitivity to abuse, there is still a tendency to blame the victims instead of holding

the person(s) accountable who:

- lost their temper;
- got a little out of control;
- were just having a dispute;
- misinterpreted the touch;
- is really a wonderful person; etc.
- Listen to what the athlete is saying.

6.ALLEGATIONS OF ABUSE/MOLESTATION AND OTHER POLICY VIOLATIONS

The point of Contact: Any suspected level of abuse should be directed to HAMBURG PIRATE YOUTH FOOTBALL ASSOCIATION President or either of the Vice-Presidents.

Information Gathering:

Upon receipt of a complaint of child/sexual abuse or of a policy violation the Executive Board of Directors will gather all pertinent facts in a fair, respectful, and confidential manner and review with both the accuser and accused.

The Executive Board of Directors will immediately report to the authorities when there is reasonable cause to believe that physical abuse or sexual abuse has occurred. At this point, the Executive Board of Directors will never investigate as this is the role of the law enforcement authorities.

Suspension/Termination: The findings of the Executive Board of Directors and all proceedings will be confidential. If the alleged abuser or policy violator admits to the conduct, the Board can employ the most appropriate punishment. If the alleged abuser or policy violator denies the conduct, the Board can conduct further investigations (except when a reasonable cause of physical or sexual abuse exists that should be reported to the authorities) deemed necessary prior to rendering any appropriate punishment or exoneration.

Remember, the alleged violations range from inappropriate, but not illegal behavior to clear cut child/sexual abuse and the punishment must be tailored to the violation.

Suspension: Less egregious conduct on the part of the volunteer will result in a verbal reprimand for the first occurrence. Any further violation of the same after the verbal reprimand will result in suspension of varying time lengths depending on the nature of the conduct. The suspension could range from one week to one year to indefinitely.

Termination: All volunteers are subject to immediate termination if the Executive Board of Directors deems necessary.

Duty to Disclose/Immunity/Confidentiality:

All volunteers are required by state law to report suspected cases of child/sexual abuse. Any person(s) who makes or participates in the making of a good-faith report of abuse/neglect, participates in the investigation, or in judicial proceedings shall in so doing may be provided with complete and absolute immunity from civil liability.

The identity of the complainant reporting a case of suspected child/sexual abuse will not be revealed. All records and reports concerning investigations and their outcome are protected by various confidentiality laws. Unauthorized disclosure of such records is a possible criminal offense which could subject the violator to fines and /or imprisonment.

7. VOLUNTEER SCREENING

Volunteer Application and Consent/Release Form:

All volunteers who have regular access to or repeated contact with athletes must complete the "Volunteer Application." This will include all head coaches and assistant coaches. Refusal to comply will result in immediate dismissal from HAMBURG PIRATE YOUTH FOOTBALL ASSOCIATION even if the volunteer has been allowed to participate in the past.

The Executive Board of Directors will review all such applications and Criminal Background Checks and may conduct a follow-up interview to clarify questions, and will decide whether or not the candidate is disqualified based on this information.

V. General Objectives

It will be the objective of the Association to provide an opportunity for all youths in the 1st through 6th grade to participate in a competitive tackle football program, and for all youths in the 1st through 6th grade to participate in a cheer/pom program. A total of 32 participants per football, cheer/pom teams at both the Instructional level & Freshman level. The Junior Varsity level will carry 30 participants per team. The total number of participants per level can be increased, only if the coach can assure playing time as stated by KVC rules. Once a child is placed on a color they must remain on that color until their eligibility runs out (this includes sitting out a year(s)).

The purpose of the association will be to provide and coordinate youth football and cheer/pom within the Pinckney Community Schools attendance boundaries. The association will be a member of the Kensington Valley Youth Football Conference (KVYFC/KVC), and its associated Livingston County Area Cheer/Pom Commission, unless the Board of Directors expressly determines otherwise. The Association will be and operate as a non-profit association.

It will be the philosophy of the Association to recognize and set forth to its non-voting members that the word "opportunity" does not constitute the "right" to participate. It will be the further philosophy of the Association that because of the uniqueness, injury risk, and dedication required, the Association football program be presented as a "recreational" program, not a "competitive" program.

It will be the general objective of the Association to inspire youth to practice ideals of the health, citizenship and character as reflected in the lives of the distinguished members of the KVC and LCACC , and to instill in its participants camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship.

Specifically, it will be the purpose of the Association, through the policy of its coaches, to:

1. Acquaint participating football players with the fundamentals of football rules, passing, running, kicking, blocking, and tackling.
2. Acquaint participating cheer/pom participants with the fundamentals of cheerleading and dance, building self-esteem, leadership, and sportsmanship.
3. Teach sportsmanship, love of the game, and the ability to endure and enjoy physical effort.
4. It will be further recognized and noted that the ideals and philosophies set forth by this Association may differ from those of other organized youth sports. It will also be stated that the HPYFA is staffed strictly by volunteers and is funded through private donations with no national organizational ties.
5. Reinforcing the primary importance of school work in children's lives.

Finally, it will be so stated that any participant in HPYFA will understand and accept the philosophies of the Association and adhere to the policies of its governing board and both KVC and LCACC rules and regulations.

VI. Interpretation of By-Laws

All questions of interpretation of the by-laws will be decided by the executive board.

VII. Amendments

Amendments to the by-laws of this Association may be proposed at any meeting of the members at which there is a quorum of voting members in attendance. A quorum will be defined as five Executive Board Members and all Trustees present at any regularly scheduled or special meeting of the members. If an amendment is approved by two-thirds of the members present at such meeting, it will then be declared effective.

VIII. Limitation on Liabilities and Indemnification

A. Limit on Liabilities

Nothing herein will constitute members of the Association as partners for any purpose. No member, officer, agent, or employee of this Association will be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the Association. Nor will any member, officer, agent, or employee be liable for his acts or failure to act under these by-laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

B. Indemnification

Any officer or director of the Association or former officer or director of the Association will be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or a party, by reason of having been directors or a director or officer of the Association, except in relation to matters as to which such a director or officer, or former director

or officer, will be adjudged in such actions, suits, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to such matters as will be settled by agreement predicated on the existence of such a liability.

IX. Coaches By-Laws

The coaching staff of a team, be it cheer/pom or football, is in complete charge of the team whenever it is together at practice or on the playing field, whenever it is traveling as a group to and from practice sessions and games, or whenever it is together for any other team function, such as a banquet or Cheerfest. The coaching staff is under the direction of the President and Vice President of either Football or Cheer/Pom. Other coaches are called assistant coaches.

All coaches must abide strictly by the KVC and LCACC coaches code of conduct and the HPYFA coaches code of conduct. Coaches must complete a coaching application. Coaches must submit their names (and any aliases) for a police records check (a local, regional, and state records check at a minimum).

A head coach must be at least twenty-one years of age.

Assistant coaches must be at least eighteen years of age or a high school graduate.

Teams are permitted to carry coach-trainees, who must be at least fifteen years of age. These persons must conduct all coaching in the presence of the head coach or at least one of the assistant coaches, and may not handle players independently, or carry out disciplinary action on any participant for any reason. Players may not be left in the sole care of a coach-trainee at any time. Normally, coach-trainees will assist the other coaches at various phases of instruction and will gain most of their knowledge by observation, not initiative.

Coaches are appointed and supervised by the Vice Presidents of their respective sports and the Executive Board. All coaches must apply annually. The President and Vice President must approve the coach roster prior to August 1 of each year. For football, the head coach will determine the selection and assignment of assistant coaches and coach-trainees. For cheer/pom, the Vice President of Cheer/Pom will select and assign assistant coaches and

coach-trainees. The Executive Board will have final say on all assistant coaches & coach trainees.

All coaching positions are automatically terminated at the close of each season, unless terminated prior to the close of the season by. All coaches must reapply every year, and be approved by the Vice Presidents and Executive Board.

Any coach charged with a felony will be temporarily suspended from coaching pending the final disposition of the charge.

Coaches do not make team or Association policy. Rather, they carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and will not be interfered with, except in cases of rules violations and any other conduct deemed by a higher authority to be harmful/adverse to the welfare of youth. In cases of rules violations and any other conduct deemed by higher authority to be harmful/adverse to the welfare of youth, a written grievance will be filed within 48 hours with the President to make record of the event. The intent of these rules is to ensure that issues are addressed off the playing field, rather than in front of the youth of the Association.

All coaches will hold practices for football and cheer/pom at Bennett Park on Merrill Road or at such locations approved by the Executive Board of the Association. Cheer/Pom practice the two weeks before Cheerfest will be held indoors at Navigator/Pathfinder complex, as well as any additional indoor practice the Vice President of Cheer/Pom feels is necessary. Coaches may not move practice times and locations without permission. Absolutely no practices will start before 5:30 pm on weekdays and will be no more than 3 hours long in August and 2 hours long after the season starts. Football scrimmages in August are permitted for the last Saturday before opening day only. Any other scrimmages must be done during weekday practice.

The head coach has final responsibility for his/her actions, those of his/her assistant coaches, coach-trainees, team members, and staff. Should anyone wish to file a grievance against a coach, it must be submitted in writing, with signature, to the President and Vice President of Football or Cheer/Pom. Depending on the level of severity of the complaint the coach may be removed by a vote of the executive board. The complaint will be answered to the involved party within 48 hours of written notification.