

HAMBURG PIRATE YOUTH FOOTBALL ASSOCIATION



BY-LAWS

Mission Statement

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

I. Membership

The membership of the Hamburg Pirate Youth Football Association shall include all football player and cheerleader 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 Livingston County Area Junior Football League rules & by-laws. The LCAJFL by-laws take precedence over the HPYFA by-laws.

III. Association Meetings

A. Monthly Meeting

A meeting of the members of this Association shall be held 1st Thursday of each month at the Hamburg Senior Center or another suitable location within the boundaries of the Pinckney School District. All meetings will begin at 7:00pm. During the months of August – October the will start at 9:00pm or immediately after football practice.

Written notice of such meetings is not required, but should be published on our web site to make area residents aware of the times & locations of meetings.

B. Annual Meeting

Annual meeting will be held 1st Thursday of January. Elections will be held for all executive board members whose term is up.

C. Rules of Procedure

The rules contained in Robert's Rules of Order Revised shall 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 & Board Members

The Executive Board of this Association shall consist of a President, Football Vice-President, Cheer Vice-President, Pom vice president, Secretary, Treasurer, & at large member. Regular board members must come to four (4) consecutive meetings to be nominated by the floor, followed by the election by all eligible board members. If the vote is tied the President will make final decision.

B. Succession

In the event that the office of the president becomes vacant, the position of interim president shall be filled by the next officer in succession following the order named under Executive Board. The interim president shall conduct the election of a new president as soon as possible and will serve as president until a replacement is elected.

C. Election

Officers are elected to two year terms, with the last full day of service being 1st Wednesday of January. The election of new officers, shall be elected by board of directors from its own membership at the annual 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 shall be cast by written ballot. 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 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 in the newsletter. However, during these meetings, only board members may vote on issues brought before the board. Each board member will have only one vote regardless of 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 or absent.

E. Terms of Office

Board members shall serve a term of office of two years, commencing on

the 1st Thursday of January following election and ending on the 1st Wednesday 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** shall preside at all meetings of the members and shall 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 will attend LCAJFL league meetings for the Association, 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 the Registrar shall be responsible for the assignment of players to particular teams and the selection of head coaches with the advice of the Executive Board. The President will have final say on all head coaching and assistant coaching positions. The President shall 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 shall have the discretion to 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 and will oversee all red & black games. The President shall arrange for the following to start the selection of head football coaches:

1. Coaching clinics with Pinckney High School coaching staff.
2. Equipment training for all coaches, specifically in proper helmet fitting technique.
3. Coach candidate interviews according to boards requirements
4. Coach interview form.
5. Review program schedule and progress to date with board at regular meetings
6. Distribute and retrieve parent and participant feedback forms at the end of the season
7. Review each head coach's performance at the end of the season with the board

The **Football Vice-President** shall work with the president and shall help

with the charge of the business of the Association, and perform duties as assigned by the president. The Vice-President shall preside over all meetings with the President. The Vice -President along with the Executive Board shall be responsible for selection of head coaches. The Vice-President shall arrange for the following: Medical training and certification of head and assistant coaches including the board members. Complete background checks of all coach candidates and board members. Will arrange for field use with the school district and Hamburg Township as needed; represent the Association on the school district & township field and facilities boards.

The **Cheer Vice President** shall work with the President & Pom Vice President on forming a separate Cheer & Pom Committee made up of parents and/or board members. The Cheer vice president will report on committee meetings at the monthly association meetings. All committee issues will be made final at association meetings. Any Cheer complaints will be heard at committee meetings & presented to the Association Board with a possible solution. The Cheer Vice President is also responsible for choosing Cheer commissioners for Red , Black, & White teams. The Cheer Vice President will also work with the Registrar on team placement following LCAJFL rules. The Cheer 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. Prompt written communication on coaching through the newsletter.
5. Review program schedule and progress to date with board at regular meeting.
6. Review each head coach's performance at the end of the season with the board.

The **Pom Vice President** shall work with the President & Cheer Vice President on forming a separate Cheer & Pom Committee made up of parents and/or board members. The Pom vice president will report on committee meetings at the monthly association meetings. All committee issues will be made final at association meetings. Any Pom complaints will be heard at committee meetings & presented to the Association Board with a possible solution. The Pom Vice President is also responsible for choosing Pom commissioners for Red , Black, & White teams. The Pom Vice President will also work with the Registrar on team placement following LCAJFL rules. The 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. Prompt written communication on coaching through the newsletter.
5. Review program schedule and progress to date with board at regular meeting.
6. Review each head coach's performance at the end of the season with the board.

The **Secretary/Newsletter** shall 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 Secretary shall call in weekly game results to the League hotline or email. The secretary shall type and print the association newsletters.

The **Treasurer** shall develop and administer the financial policy of the Association and shall 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 shall oversee the scholarship awards process for the President and administer scholarship awards based on financial need of the participant. The Treasurer shall 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. 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 **Fund Raising Coordinator** shall 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 Recreation Board. Together with the Treasurer, the Fund Raising Coordinator will submit a fund raising plan, designed to meet Association fund requirements for the coming year, to the board by August 1st for review and approval. The Fund Raising Coordinator shall oversee activities.

The **Registrar** shall prepare all materials for pre-registration; maintain pre-registration information and provide it to the board as needed; administer the registration book; coordinate registration events; oversee annual team book verification including arranging for photos, 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 **Team Parent Coordinator** shall secure team parents for all teams; lead the process to determine the duties of team parents; train team parents systematically; serve as a central point of communication for team parents; and develop incentives and awards to motivate team parents during the season and to recognize team parents at the end of the season.

The **Volunteer Coordinator** is responsible for scheduling parents volunteer times and jobs including press box, chain gang, merchandise, concession & gate help.

The **Equipment/Field Manager** shall 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 Football Coaching Director and Team Parent Coordinator. Check and prepare fields for home games; set out field markers, cones, portable clock and arrange for the game timekeeper; schedule and supervise volunteer chain gangs for home games; and arrange for clean-up crews to stow equipment and police the field after the last home game of the day. The Equipment/Field Manager will coordinate with the Team Parent Coordinator of each home team to identify volunteers for these tasks. Equipment/Field Manager will provide/or train a weigh master.

The **Merchandise Manager** shall sell apparel at all Association events; maintain inventory and sales records; and handle all funds securely, making timely deposits to the Treasurer. Manage all volunteers. The merchandise manager will control all vendors and make certain that they do not sell outside of our program or risk being replaced by somebody who will follow HPYFA guidelines.

The **Concession Manager/Gate Manager** shall order and stock product and supplies; supervise volunteer staff for home game concession sales & gate sales, and handle all funds securely, making timely deposits to the Treasurer.

The **Special Events Coordinator** shall organize events such as pep rally, picture day, awards night & end of season dance. For end of season dance, the special events coordinator shall ensure that adequate supervision of youth is present at all times.

The **Web Page Coordinator** shall 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. This can be a paid outside source.

G. 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.

V. General Objectives

It shall be the objective of the Association to provide an opportunity for all youths ages 7-14 to participate in a competitive tackle football program, (high school freshman will not be allowed to participate), and for all youths ages 2nd through 8th grade to participate in a cheer & pom program. A total of 30 participants per football, cheer, & pom teams at both the Instructional level & Freshman level. The Junior Varsity & Varsity levels will carry 25 participants per team. The total number of participants per level can be increased, only if the coach can assure playing time as stated by LCAJFL 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 shall be to provide and coordinate youth football and cheer & pom within the Pinckney Community Schools attendance boundaries. The association shall be a member of the Livingston County Area Junior Football League (LCAJFL), unless the Board of Directors expressly determines otherwise. The Association shall be and operate as a non-profit association.

It shall 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 shall 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 shall 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 Livingston County Area Junior Football Association (LCAJFL) , and to instill in its participants camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship.

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

1. Acquaint participating players with the fundamentals of football rules, passing, running, kicking, blocking, and tackling.
2. Acquaint participating cheerleaders & poms with the fundamentals of cheerleading & dance, building self-esteem, leadership, and sportsmanship.
3. Teach, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical effort.
4. It shall 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 shall 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 shall be so stated that any participant in HPYFA shall understand and accept the philosophies of the Association and adhere to the policies of its governing board and LCAJFL rules and regulations.

VI. Interpretation of By-Laws

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

VII. Amendments

Amendments to the by-laws of this Association may be proposed at any annual January at which there is a quorum of voting members in attendance. If an amendment is approved by two-thirds of the members present at such meeting, it shall then be declared effective.

VIII. Limitation on Liabilities and Indemnification

A. Limit on Liabilities

Nothing herein shall constitute members of the Association as partners for any purpose. No member, officer, agent, or employee of this Association shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the Association. Nor shall 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 shall 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, shall 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 shall be settled by agreement predicated on the existence of such a liability.

IX. Coaches By-Laws

The coaching staff of a team, be it a cheerleading, poms, or a football team, is in complete charge of the team whenever it is together on the practice or 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. The coaching staff is under the direction of the Football Coaching Director, President and Vice-President. Other coaches are called assistant coaches.

All coaches must abide strictly by the Livingston County Area Junior Football Association 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 or cheerleaders independently, or carry out disciplinary action on any participant for any reason. Players and cheerleaders 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.

A team may have a maximum of six assistant coaches, including coach-trainees.

At least one of the coaches present at any practice or game must be the holder of a valid CPR Card or its equivalent, or the head coach must arrange to have present a trained person affiliated with the team in medical practices (e.g. physician, paramedic, or trained volunteer holding a CPR Card or equivalent) in order for play to occur.

Coaches are appointed and supervised by the Football Coaching Director,

& Executive Board. All coaches must apply annually as instructed by Football Coaching Director. The President and Vice-President must approve the coach roster prior to August 1 of each year. The head coach will determine the selection and assignment of 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 the Football Coaching Director under the direction of the President and Vice-President. All coaches must reapply every year, and be approved by the Coaching Director & executive board.

Any coach charged with a felony shall 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 shall 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 shall 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, cheer & pom at Bennett Park on Merrill Rd. Due to Insurance reasons no practices will be held outside of this location. Absolutely no practices will start before 5:30 pm on weekdays and shall be no more than 3 hours long in August & 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 actions, those of his 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 Football Coaching Director and President. 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.

All coaches must make all Pirate apparel purchases from the Merchandise Manager to support HYPFA.