

## **MT. WASHINGTON COLTS YOUTH FOOTBALL AND CHEER-DANCE LEAGUE**

### **INTRODUCTION**

The primary purpose of the league is to help young people under the program to be better athletes, to experience competition, achieve good sportsmanship and to give their maximum effort. Any changes to these by-laws must be submitted and voted on by the Mt. Washington Colts Team District Board.

### **ARTICLE I AMENDMENTS**

**Section 1:** Alterations or amendments to these by-laws shall be considered at any called meeting of the Mt. Washington Colts Team District Board between January 1<sup>st</sup> and March 1<sup>st</sup> of any given year. An amendment shall be adopted only by majority vote of all members of the new Mt. Washington Colts Team District Board.

**Section 2:** These by laws take effect on the day of voting 2020 and will be in place from the beginning of the 2020 season until the end of the 2021 season unless decided they be kept in place without being rewritten at the beginning of the 2021 season.

### **ARTICLE II MEMBERSHIP**

**Section 1:** Any resident is eligible for membership in the organization. Applications for membership and the status of membership shall be by registration of name and address with the Corporation Secretary, by payment of any membership fee required by the organization, and persons who have read and accepted the by-laws of the organization. Bylaws will be given out during all sign ups and have parents sign off at first practice.

**Section 2:** Membership into the organization entitles each member to participate in all activities in the Mt. Washington Colts Youth Football and Cheer-Dance League (MWCYFCL), as long as they and their family members/guardians remain in good standing with the entire GBCYFL.

### **ARTICLE III NOMINATION AND ELECTION OF BOARD OFFICERS**

**Section 1:** All nominees must be in good standing with the entire GBCYFL before nomination will be accepted. (Example: no outstanding balances due to any team or GBCYFL, members must comply with the MWCYFCL By-laws, GBCYFL By-laws, rules, or zero tolerance policy, and may not have been permanently removed from any fields.) If any member does not comply with the above guidelines, their nomination and/or election to the board will be void.

**Section 2:** Nominations for board positions will be taken each year prior to the banquet (before the last regular season game). A ballot will be shared publicly prior to the Annual Team Banquet. Voting will occur during the annual end-of-the-season banquet.

**Section 3:** Only eligible voters may make nominations for board members. Adult members must be involved with the MWCYFCL for one season (including present season) before a nomination for a board position will be accepted. Team district members will have two weeks to turn in all nominations for district board election. Nominations will be accepted beginning the Monday after the 7<sup>th</sup> week of the

season and will end the Sunday of the 9<sup>th</sup> week at 4:00 p.m.

**Section 4:** Nominations may only be accepted if submitted on the approved GBCYFL Nomination Form. Nomination Form must be signed and dated by the nominee, the nominator and at least two board members (not including self) to be considered valid.

**Section 5:** Adult members (18+) may only be nominated for one office on the Team District Board, Head Coaching position, or Sponsorship position.

**Section 6:** To be considered eligible to vote a person must have participated in the MWCYFCL team district during the season just completed. Example: Child on team, member of board, or Head Coach/Cheer-Dance Sponsor. To be considered an eligible voter, the party must have no outstanding financial obligations AND be in good standing with the league.

**Section 7:** Only 2 votes per family are allowed. Current Board will determine eligibility - Example: Birth Parent, stepparent, Grandparent, or guardian. Persons denied voting eligibility may appeal to the GBCYFL Board before the championship game. Only persons eligible to vote (in addition to the 2 per family) are Head Coaches of Football, Cheer, and/or Dance Sponsors. Or current Board Members.

**Section 8:** No absentee voting will be allowed unless a board member and must have a signed proxy. Each voter's signature will be required before receiving their ballot to cast vote for officers listed in Article IV. Voting ballots will be distributed during the Annual Team Banquet.

**Section 9:** There will be three adult members (one active board member and 2 non-board members not on the ballot) during the end of season banquet to verify voting eligibility of members and to count votes. All three selected members must witness the vote tallying.

**Section 10:** Results of all elections will be made public on the day of the Annual Team Banquet.

## **ARTICLE IV BOARD OFFICER POSITIONS & DUTIES**

**The CHAIRPERSON** – shall preside over all meetings of the organization. Oversee and manage day-to-day activities of the Team District, and break any tie in which the Board may be deadlocked. He/She will ensure all required information and forms are available for scheduled sign-up dates such as but not limited to: Sign-up form, medical information sheet, equipment rental form, etc. He/She will be one of two signatures on the Colts League checking account. He/She is responsible for approving all purchases of equipment and supplies necessary for the Colts organization. The Chairperson is responsible for attending the GBCYFL Board meetings and reporting back to the rest of the Colts Board the results of said meetings.

**The CO-CHAIRPERSON** – shall act in the absence of the Chairperson and assist the District Board in any matter. He/She will oversee the day-to-day activities of all football, cheerleading and dance practices and games. The Co-Chairperson is responsible for organizing and overseeing fundraising for the MWCYFCL such as but not limited to: Raffle ticket sales, sending letters to area businesses requesting donations or sponsorships including program ads, door prizes, Split the Pots, etc.

**The TREASURER** – must be one of the two signatures on the Colts League checking account. He/She shall be responsible for the accountability of all funds in and out of the checking accounts. An expense and income report shall be provided to the Team District Board at least once a month. At the end of the fiscal year a final report shall be provided to the GBCYFL Board. He/She shall be responsible for making

all deposits, paying all expenses, and reconciling the bank accounts at the end of each month. The signature card at the bank will include three board members. Two of the three must be the Chairperson and the Treasurer with the third voted on by team board. Treasurer will be responsible for keeping complete records to verify each participant meets their financial obligation as communicated and agreed upon at sign up. **All checks that are written must have no less than two (2) of the three (3) signatures to be valid. All checks to be deposited will be deposited within 2 business days or receipt. NO EXCEPTIONS.**

**The SECRETARY** – shall be responsible for the collecting and organizing of all team membership applications, birth certificates, and proof of residence that are required to participate in the GBCYFL. These forms must be kept in two sets of binders, one for the GBCYFL Board and one for the Colts records. He/She is also responsible for making sure that each football player is given their unique number to ensure that no two players will overlap in a given year. The Secretary is also responsible for maintaining all team rosters for football teams and cheerleading/dance squads. This includes keeping a digital format of the official roster given to GBCYFL. He/She shall also be responsible for keeping the minutes of every board meeting and assisting the team district board in the day-to-day activities of running the organization. He/She will also be responsible for the shredding of all documents kept on file from the previous season.

**The PROGRAM DIRECTOR** – shall be responsible for organizing team events such as but not limited to: Mt. Washington Colts spirit wear apparel/items, team pep rally, annual team banquet, age-out ceremony, etc. He/She is also responsible for collecting and organizing the Parent Ads that are placed in the GBCYFL Program each year, and for helping with team trophies for the banquet. The Program Director shall assist the team district board in the day-to-day activities of running the organization.

**The FOOTBALL COORDINATOR** – shall be responsible for recruiting the coaching staff for each season. He/She shall be responsible for ensuring all football staff have completed their background and training sessions prior to taking the field with the participants. He/She shall communicate conditioning start dates as well as practice start dates. He/She shall secure necessary approval for practice location(s). He/She shall ensure coaching staff is following the safety first policies as outlined by GBCYFL. He/She will handle complaints that parents might have that cannot be resolved first between parent and sponsor. When ordering uniforms, the Coordinator will make the final decision. He/She will relay to Head Coaches information that might come from the GBCYFL Board or the Mt. Washington Colts Board. He/She shall also assist the Team District Board with the day-to-day running of the organization.

**The CHEER-DANCE COORDINATOR** – shall be responsible for keeping track of any fundraising the cheer-dance squads may do. He/She will also ensure that all monies collected will be turned into the Treasurer to flow through the Colts checking account. He/She will handle complaints that parents might have that cannot be resolved first between parent and sponsor. When ordering uniforms, the Coordinator will make the final decision. Responsible for the recruiting of cheer and dance coaches. He/She will relay to Sponsors competitions and any other information that might come from the GBCYFL Board or the Mt. Washington Colts Board. He/She shall also assist the Team District Board with the day-to-day running of the organization.

**Non-Voting Position The EQUIPMENT MANAGER** – shall be responsible for ordering, distributing, and collecting all football equipment. Responsibilities also include: keep inventory of all equipment, keep equipment in good condition for entire season, and keep replacement parts available. Equipment must be certified every two years based upon the year purchased. This should be done no later than March 1st. An adult must assist each child for measuring and fitting of the equipment; will work with the Football Coordinator and Treasurer to receive a clearly defined budget for equipment purchases.

**Non-Voting Position The SOCIAL MEDIA COORDINATOR** – shall be responsible for developing engaging content for the Colts social media platforms. He/She shall be responsible for assisting in the creation and editing of written, video and photo content.

Amendment to all positions: All board members must participate in the majority of fundraising activities and requesting donations or sponsorships including program ads.

## **ARTICLE V SELECTION OF HEAD COACHES & SPONSORS**

**Section 1:** All Head Football/Cheer/Dance Coaches and Cheer/Dance Sponsors will be interviewed at the Board's discretion if two members are running for said position, or if they have never served in that position previously. The Team District Board at a special meeting called for that purpose will select them.

**Section 2:** Head Coaches/Cheer/Dance Sponsors will be given the opportunity to apply for position at the Annual Team Banquet. Open vacancies that exist before the reinstatement process in the Coach/Sponsor position may be advertised in the local newspaper and/or posted on social media. Those interested in an open position will be required to submit by deadline in writing to the current Team Board and an interview process will be conducted after the deadline imposed.

**Section 3:** It will be the responsibility of each Head Coach/Sponsor to obtain qualified assistants to manage their said program. If a Head Coach/Sponsor cannot find adequate assistants or fails to cover any games, the Team District Board may find available persons to fill the vacancies. Any person appointed by the Team District Board, as an assistant must agree to follow the coaching methods and guidelines of the Head Coach/Sponsor.

The Head Coach is responsible for the selection of at least three (3) assistant coaches no more than (5) including Head Coach. If more than 25 players are on the roster a fourth assistant is required. In the event an Assistant Coach quits and the Head Coach cannot fill the position, the Team District Board will appoint a replacement for the remainder of the season. Regarding Cheer/Dance coaches, selection of coaches will be dependent on the number of participants. Head coaches must name assistant coaches by March 31st.

The Board will cover background checks and required certification for head coaches and up to 2 assistant coaches. (Football only)

The Board will cover background checks and required certification for head coaches and 1 assistant and 1 team sponsor. (Cheer/Dance only)

**Section 4:** All Head Football/Cheer/Dance Sponsors and coaches will be approved each year. Any member of the Coaching Staff may be removed from their position with just cause (violation of zero tolerance or multiple complaints regarding the same topic within the league) by a special meeting called for that purpose by a majority vote of the Team District Board Members present.

**Section 5:** Selection of team moms if any will be up to the Head coach of said team.

**Section 6:** All head coaches must sign off on district and league rules of play. Also all coaches must complete heads up training, and all coaching staff at each level must have at least one person certified in CPR and First Aid training.

## **ARTICLE VI MEETING OF THE MEMBERSHIP**

**Section 1:** A meeting of the Team District Board will be held on the first Sunday of each month at a time and place that is mutually agreed upon by all Board members. This is subject to change or may be canceled without prior notice.

**Section 2:** Adult Members of the MWCYFCL will be notified via team website/social media or text message of all meetings.

## **ARTICLE VII RULES OF PROCEDURES**

**Section 1:** Any member present may question any procedure at the meeting of members of the organization when recognized by the Chairperson. As long as the secretary has been notified and placed them on the agenda at least 48 hours in advance.

**Section 2:** If an adult member of the MWCYFCL wishes to have a matter brought before the Team District Board, they must notify the Secretary 48 hours before the next scheduled meeting in writing via email or paper communication. A special meeting may be called at the discretion of the Chairperson.

**Section 3:** There will be NO selling of any item symbolizing Mt. Washington Colts at the practice or playing field, for a personal profit. Any deviation would require prior approval by the Team District Board. No money will be raised unless approved by the board for any reason whatsoever. Also a receipt MUST be given for any monies received.

## **ARTICLE VIII MEMBERSHIP RULES**

**Section 1:** Everyone affiliated with the organization must agree to abide by all the rules and by-laws of the MWCYFCL and the GBCYFL. Each participant will receive a copy of the by-laws during sign ups to take home and review. During the first week of practice a board member will have each parent sign off that they have read and agree to abide. The *GBCYFL takes precedence of the by-laws of the MWCYFCL.*

**Section 2:** Any complaint shall be registered in writing to any officers of the Team District Board. The complaint will be presented and discussed at the next scheduled meeting of the Board. In case the complaint is of a serious matter, the Chairperson may call a meeting for the purpose of addressing said complaint in a timely manner.

**Section 3:** If a child has sustained an injury during the season, and that injury requires treatment by a physician, he/she must provide a release from treatment, signed by the attending physician or parental signed medical release, to a member of the appointed Secretary prior to resuming participation. Head Coach/Sponsor are responsible for turning in the form to the Chairman, and the Chairman will turn documentation into the Big Board. If not, the Head Coach will be suspended for one game. If a child is injured at any time during practice or in a game, the injury will be logged, parent notified and two board members to sign off on the injury report.

**Section 4:** All Coaches, assistant coaches, officers, sponsors, and members of MWCYFCL shall

conduct themselves in an orderly and respectful manner at all times. Abusive language, the use of alcoholic beverages, drugs, or mistreatment of players will not be tolerated during practice sessions, league games, or at any other activities sponsored by the MWCYFCL while participants are present. If this happens at ANY function affiliated with the Colt's, this is considered zero tolerance.

**Section 5:** Any member of the organization found in violation of any section of these by-laws, upon discretion of the Board, shall be subject to the following: Anyone who slanders the organization in any way may be brought in front of the Board and may be removed from the organization. There are to be no confrontations of any kind at any practice or game. A confrontation includes arguing with a player, board member, coach or parent in front of others or one-on-one. This also includes any social media post, group text, excluding anyone, etc. Disagreements will be settled privately in the appropriate manner and away from players.

The first infraction: Anyone disobeying this rule will receive a verbal warning and receive a written warning, signed by a witness, a board member, and the offender.

The second infraction: The offender will immediately be removed from the practice field for the remainder of the season, be removed from the playing field for no less than one (1) game, and will lose all voting privileges. Neither will they be eligible to run for a position of the Team District Board for the following year. If the offender continues to come to the practice field after being removed; the child may be suspended the remainder of the season and from the playing field permanently.

**Section 6: Head Coach / Sponsors are responsible to stay until the last child has been picked up from practice and their practice area is clean of trash.** If the Head Coach/Sponsor cannot stay, they are responsible to replace themselves in this responsibility with another adult member. No child on the Little Bullitt or PeeWee team is to be dropped off at practice without an adult present. If the adult must leave they are to leave a cell phone or contact number where they can be reached in case of an emergency. This is to be discussed at Coaches meetings.

**Section 7:** If a child is to be transported to another area, written/verbal permission must be obtained from a parent/guardian. The child must be transported safely in a law-abiding manner.

**Section 8:** Prior notification of any non-scheduled event must be presented to the Board within 24 hours.

**Section 9:** Parents are required to arrive 15 minutes prior to practice ending to pick up players.

**Section 10: ALL** Board Members, Coaches (including assistants) and Sponsors are required to undergo a legal background check. Any felony conviction, financial or child involved conviction, or persistent misdemeanors will be just cause for automatic and immediate dismissal.

**Section 11:** No pets allowed at practice field unless it is a required service animal.

**Section 12:** A cheerleading squad must be at all games, cheering the entire game, including playoffs, consolation, and championship games, representing their team unless approved at least 48 hours prior to game day by the cheer coordinator.

## ARTICLE IX AWARDS

**Section 1:** At the Annual Team Banquet, trophies and awards will be presented, according to availability

of funds, to all participants who complete the season in good standing. The Team District Board will have sole discretion. Any team trophy that is awarded to any Mt. Washington Colts Team is the property of the MWCYFCL and shall be returned to the Team District Board prior to the annual banquet. Team trophies will be placed in a BCPS within the Colts District. This will be at the current Team Board's sole discretion.

**Special award trophies will not be presented to any participant who has not turned in their equipment and/or still has an outstanding balance due to MWCYFCL.**

## ARTICLE X UNIFORMS & EQUIPMENT MANAGEMENT GUIDELINES

The management of the MWCYFCL Equipment is a vital part of the overall survival of our organization. Due to the thousands of dollars and volunteer hours it has taken to provide this equipment to our members, strict guidelines must be enforced to secure our assets.

**Section 1:** Each football player will receive an inspected helmet and shoulder pads. **No equipment will be issued without a deposit check of \$150.00.** The deposit check is to be returned once equipment is returned at the end of the season. If equipment is not returned by a predetermined deadline date; the deposit check will be cashed. Break down of deposit: \$100 (helmet) and \$50 (shoulder pads). Any price increase in cost of equipment will make the deposit subject to change without notice. Parents are responsible for chin straps and mouth pieces. If a child shows up to practice or a game without a mouthpiece, one will need to be purchased for \$2.00. If they do not purchase one, their child cannot practice or play in the game.

**Section 2:** The Equipment Manager will maintain all equipment rental forms and issue all equipment. Each team will be designated a day to receive their equipment.

**Section 3:** It is the responsibility of the Coaching Staff to ensure that they have ample replacement parts in coach's bag to make repairs to equipment if Equipment Manager is not available.

**Section 4:** Players that quit before the season is over must turn their equipment into the Equipment Manager within one week of quitting or their deposit check will be cashed and forfeited. It is the head coach's responsibility to make Equipment Managers aware of any situation.

**Section 5:** Any league borrowing Colt's equipment will be required to pay a \$50 fee to use equipment (helmet, shoulder pads) per player. This fee will be due upon equipment pick up. If not returned, the league will be assessed \$150 to cover the cost of replacement.

Equipment Manager will be responsible for collecting all remaining players/coaches equipment prior to the Annual Team Banquet.

**Section 6:** If football equipment is not returned by Annual Team Banquet, legal proceedings may begin against any person that is still in possession of MWCYFCL team property and deposited check. Person in possession of equipment will be responsible for all legal fees for equipment not returned, checks being returned for insufficient funds, stop payment, etc.

Football equipment deposit checks will be deposited no later than December 15th if equipment is not returned on scheduled equipment turn in date(s).

Any persons who owe money or equipment from any previous football season will not be allowed to participate until said debts are collected.

Any player/cheerleaders/dancers that owe money or equipment to the MWCYFCL will not be eligible to receive a special trophy or award at the Annual Team Banquet.

**Section 7:** The MWCYFCL will make available a football jersey to all players at an additional cost. All Cheerleaders will have availability of uniforms at additional cost. All players will be required to wear uniforms while on the playing field or cheering. After the 2<sup>nd</sup> week of the regular season schedule games, all letters and numbers that need to be replaced on jerseys will be at member's expense. This will be considered normal wear and tear.

Uniforms for cheer and football are chosen at the discretion of the current Team District Board. No uniform may be altered without prior approval from the Team District Board. Any non-approved alterations made to MWCYFCL supplied uniform will result in members having to purchase the portion of the uniform that has been altered at current price.

**Section 8:** The Team District Board will supply \$25 per coach (maximum of 5 coaches) for a coach shirt. All coaches will wear coaches' shirts to be on the playing field or sidelines.

**Section 9:** Cheerleading uniforms. The Cheerleading Coordinator will decide upon a team cheer uniform to be worn to games. The Cheerleading Coordinator may decide upon an individual team sweat suit, with matching tops and bottoms. All team uniforms for competition and games will be the same for all age divisions. Head Coach/Sponsor will determine Hair Style, Socks & Makeup for their assigned age group.

Each cheerleader will be required to purchase game day uniforms, competition uniforms, multiple bows and shoes, along with monthly gym fees. There will be a \$150.00 deposit check post dated for 11/01/2019 and will be cashed if fees are past due or uniform purchase funds are past due. The deposit check will be returned once all financial commitments are fulfilled. Any price increase in cost of uniforms/gym fees/accessories will make the deposit subject to change without notice.

**Section 10:** MWCYFCL will purchase Age-Out gifts for all senior players of Junior Team who have been with the Colts organization for more than one (1) year.

**Section 11:** Jersey number 45 will be retired throughout the MWCYFCL in honor of Brenton Seeders.

## **ARTICLE XI SPONSORSHIP**

**Section 1:** All Sponsorships for the Colts Organization are open to all Mt Washington, Bullitt or Surrounding Counties and Louisville based businesses. Each Sponsor must meet the Zero Tolerance Policy of Greater Bullitt County, it cannot have any involvement in Drugs, Alcohol, Violence, Sexual Orientation, or Discriminate/Offend the current Zero Tolerance Policy that is in effect in any manner. If the Sponsor is found to not meet the Zero Tolerance Policy it will be placed on the "Do Not Contact or Restricted List" and will not be allowed to be used in any future seasons thereafter.

## **ARTICLE XII MEMBERSHIP DUES**

**Section 1:** The Team District Board, prior to sign-ups, determines the fees each season. Fundraising will not be required but will be made available for those that wish to participate in order to offset their individual cost.



**Section 2:** All balances must be paid before the first game or player will have to sit out until balance is paid in full. However, if the Chairperson approves a payment plan, section 6 of Article XII does not apply.

**Section 3:** Due to financial hardships, payment plans are available to help with sign-up fees, at the discretion of the Team Board. Payment Plans must be paid in full by the Annual Team Banquet in order for the player to obtain any awards or trophies or sign-up in future years.

**Section 4:** The Team District Board will schedule sign-up dates at the convenience of the school and board. They will be held between March 1 and July1. If a participant does not sign up during the scheduled sign-up date or by appointment within these dates, any additional fees will be parent/guardian(s) responsibility.