

Hudson Youth Football and Cheerleading Association, Inc.

P.O. Box 643
Hudson, Massachusetts 01749
www.hudsonyouthfootball.com

Association By-Laws

(Revised December 2014)

Constitution and Bylaws

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ARTICLE I - Name

The name of this Association shall be Hudson Youth Football and Cheerleading Association, Inc.

ARTICLE II - Statement of Affiliation

Hudson Youth Football and Cheerleading Association, Inc. (hereinafter referred to as "HYFC" or the "Association") shall be affiliated with American Youth Football, Inc., (hereinafter referred to as "AYF") and shall be governed by and comply with the principles, rules and regulations enunciated and decreed by AYF, and the highest local authority, Central Mass Youth Football and Cheerleading Conference, Inc. (hereinafter referred to as "CMYFCC") as chartered by AYF in which HYFC maintains membership.

ARTICLE III - Site of Principal Operation

The principal operation of HYFC shall be located in the Town of Hudson, County of Middlesex, State of Massachusetts, but may extend into such areas as are permitted by the rules and regulations of AYF, and said CMYFCC in which HYFC maintains membership. The mailing address for the organization shall be P.O. Box 643 Hudson, MA 01749.

ARTICLE IV - Objective

The mission of HYFC shall be to develop and operate a football/cheerleading program in affiliation with AYF, in conformity with and pursuant to the principles, rules and regulations enunciated by said AYF. In conjunction with such purposes, the objective of this Association, through the medium of a supervised competitive football and cheerleading program, guided and governed by said AYF., and CMYFCC, is to seek to implant in the youth of Hudson (regardless of gender, race, creed, religion, or national origin) the ideals of good sportsmanship, honesty, loyalty, courage, scholarship, and reverence, so that they may be finer, stronger and happier youth who will grow to be good, healthy adults.

ARTICLE V - Members

HYFC shall have no members. No person now or hereafter designated by HYFC as a "member" for any purpose shall be or shall be deemed to be a member of HYFC for purposes of the Articles of Organization, as amended from time to time or the Amended & Restated Bylaws of HYFC, as amended from time to time, or for purposes of Massachusetts General Laws Chapter 180, as amended, or any other law, rule or regulation. Any action or vote required or permitted by Chapter 180 or any other law, rule or regulation to be taken by members shall be taken by action or vote of the same percentage of the Executive Board or GAC of HYFC.

ARTICLE VI - General Association Committee

The General Association Committee (hereinafter referred to as GAC) of HYFC, shall be comprised of the following divisions:

- (1) Executive Board
- (2) Auxiliary Board

Section 1 - Executive Board: The Executive Board of HYFC will be comprised of five (5) members (in presiding order) as follows:

- President
- First Vice President
- Second Vice President
- Treasurer
- Secretary

Authority. When necessary, the Executive Board shall administer a final and binding decision pertaining to issues with regard to Association policy, which are consistent with and not contrary to the rules and regulations of AYF, and in conjunction with the CMYFCC to which HYFC is a member. This will include but is not limited to all aspects of the administration of the Association and the suspension or dismissal of participants and/or parents. The Executive Board shall make all rules and regulations which it deems necessary and proper for the conduct of corporate affairs and the management of the Association's property consistent with the mission and purposes of the Association. The entire GAC shall administer a final and binding decision pertaining to issues with regard to the hiring and firing of coaches.

Section 2 - Auxiliary Board: The Auxiliary Board of HYFC shall be comprised of the following positions:

- Football Director
- Cheerleading Director
- Equipment Manager
- Fundraising/Special Events Coordinator
- Concessions Manager
- Director of Publicity
- Safety/Risk Manager

All Auxiliary Board members are appointed by the Executive Board. Additional positions may be created as deemed necessary by the Executive Board. In addition to duties specifically assigned to them, Auxiliary Board members are to issue reports at GAC meetings as it pertains to their department.

The need to fill any Auxiliary Board position will be determined by the Executive Board, annually, or as a vacancy arises, and any appointments made will be made at the Executive Board's sole discretion.

ARTICLE VII - Voting Rights

Voting Rights: The Executive Board shall have one (1) vote per item as it pertains to the management of the program. The President shall only have a vote in the event of a tie. The Auxiliary Board shall have the responsibility of issuing recommendations to the Executive Board regarding items as they pertain to the management of the program. When a decision has been determined by the Executive Board that an issue needs to be voted on by the entire GAC, each member of the GAC shall have one vote. The President shall only have a vote in the event of a tie. The Executive Board shall have the sole discretion as to whether or not a matter is voted upon solely by the Executive Board, or voted on by the entire GAC.

ARTICLE VIII - Powers

The GAC shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:

Section 1 - Rules: To make and enforce rules and regulations to govern itself on a local basis, which are consistent with and not contrary to any rules and regulations promulgated by said AYF and CMYFCC to which HYFC maintains membership.

Section 2 - Money: To solicit contributions, secure sponsorships, and raise funds.

Section 3 - Contracts: To enter into contractual agreements as deemed necessary to sustain operations, such as, but not limited to, transportation, equipment purchases, medical services/supplies, and field access.

Section 4 - Verification: To conduct background checks on any/all volunteers when deemed necessary.

Any individual who has been convicted of a felony, within the past ten (10) years, is strictly forbidden from holding any coaching position or position on Executive Board and/or GAC

ARTICLE IX – Nominations, Resignation, and Termination

Nomination forms for the following year, as it pertains to the Executive Board of Hudson Youth Football and Cheerleading Association, Inc., must be requested and signed out from the President of the league no earlier than October 10 of the then current football/cheerleading season. Nomination papers containing twenty (20) parent signatures must be completed and filed with the President on or before by November 1 of the current football/cheerleading season. The President shall then file the nomination papers with the Secretary no later than November 10 of the current football/cheerleading season. The GAC will serve as the Election Committee. Elections for contested positions will be held at the annual meeting to be held on the first Saturday following the end of year awards ceremony, or at a special meeting in lieu of an annual meeting of the GAC. Vacant Executive Board positions may be filled by the league President at any time, with the majority approval of the remaining Executive Board members. Incumbents on the Executive Board are not required to submit nomination papers.

Resignation and Termination: Any member of the GAC may resign by delivering his or her written resignation to the Association at its principal office or to the President, Vice-President, Secretary/Clerk, or Treasurer. Such resignation shall be effective two weeks after its receipt unless it is specified to be effective at some other time or upon the happening of some other event. Any member of the GAC who fails to attend three (3) meetings of the GAC in any one year without a satisfactory excuse shall be deemed to have submitted his or her resignation from the GAC as determined by majority vote of the other members of the Board Executive Board.

ARTICLE X – Meetings, Quorum, Confidentiality

Meetings: Ten (10) regular meetings of the GAC shall be held, March through December, one such meeting to be held each month, subject to exception for good cause, without call or notice at such places and at such times as the Executive Board may from time to time determine, provided that any member of the GAC who is absent when such determination is made shall be given notice of the determination. Special meetings of the GAC may be held upon the oral or written call by the President, or two or more of the Vice President(s), Secretary and Treasurer, in writing or by call, designating the date, hour and place thereof.

Notice of Special Meetings: Notice of the date, hour, and place of all special meetings of the GAC shall be given to each member of the GAC by the President, or, in case of the death, absence, incapacity, or refusal of such person, other members of the Executive Board calling the meeting. Notice shall be given to each member of the GAC either in person, or by telephone, e-mail, fax, at least twenty-four hours in advance of the meeting. Notice need not be given to a member of the GAC if a written waiver of notice is executed by such GAC member before or after a meeting and is filed with the records of the meeting, or to any member of the GAC who attends the meeting without protesting prior thereto or at its commencement of the lack of notice

to such member of the GAC. A notice or waiver of notice of a meeting of the GAC need not specify the purposes of the meeting.

Quorum: A Quorum of at least fifty-one percent (51%) of the voting board must be present to pass an item. At any meeting of the Executive Board or GAC, a majority of the then individuals in office shall constitute a quorum. Less than a quorum may adjourn any meeting from time to time, and the meeting may be held as adjourned without further notice. One or more members of the Executive Board or GAC may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can communicate with each other at the same time. Participation in a meeting pursuant to the foregoing sentence shall constitute presence in person at such meeting. Members of the GAC not able to attend a meeting may vote by written proxy through the President. Written proxy via electronic mail shall be a sufficient form of proxy.

Action at Meeting: At any meeting of the Executive Board and/or GAC at which a quorum is present, a majority of those present may take any action on behalf of the Executive Board and/or GAC except to the extent that a larger number is required by law, the Restated Articles of Organization, as amended, or these Amended and Restated Bylaws.

Action Without Meeting: Any action by the Executive Board may be taken without a meeting if a written consent thereto is signed by all of the members of the Executive Board then in office and filed with the records of the meetings of the Executive Board. Such consent shall be treated as a vote of the Executive Board for all purposes.

Meeting Format: All meetings of the Executive Board and GAC are to be governed by Roberts Rules of Order. Issues may be subjected to a time limitation. Anyone wishing to be heard at the meeting needs to notify the President, in writing, one week prior to the meeting to be placed on the official agenda.

Confidentiality: Each member of the Executive Board and/or GAC shall hold all matters discussed by the Executive Board and/or GAC and any committees in strict confidence, in accordance with guidelines set by the Executive Board and/or GAC. The Executive Board shall establish guidelines for confidentiality which are in compliance with all applicable standards, statutes and regulations.

ARTICLE XI - Amendments

Amendments: For an amendment to these By-Laws to be adopted a two-thirds (2/3) vote of the Executive Board is mandated. All amendments to By-Laws are effective immediately upon successful passage, unless otherwise designated. Any obvious mistakes or scrivener's errors in the By-Laws may be corrected by 2/3 of the then present voting members at any time.

ARTICLE XII - Government

HYFC will abide by all rules and regulations of CMYFCC which it is a member under the guidelines set forth by the official rules of AYP.

To deal effectively with all program communications, HYFC will use the following as a guide for all communications within the organization.

Executive Board

Football Director Cheerleading Director

Head Coach - Football Head Coach Cheerleading

Assistant Coach - Football Assistant Coach Cheerleading

Parent/Participants

Participants and their parents will be encouraged to direct concerns to the coaches on their team first, then the Director before approaching the Executive Board. However, at no time will parents or participants be denied access to the Executive Board.

Section 1 - Complaints: A complaint or request for actions submitted to the Executive Board will not be acted upon until the next regularly scheduled monthly meeting, unless the Executive Board determines that the matter needs immediate action. No complaint or request shall be acted upon unless all details are given in writing and signed by the party(ies) requesting action. The party(ies) requesting the action will receive a response within fourteen (14) days of said meeting, with the stipulation that all the above requirements have been met.

Section 2- Formal Hearings: In the event that the Executive Board determines that a matter need a formal hearing, the formal hearing of the Executive Board shall consist of the President, Vice President(s), Treasurer and Secretary. Written notice of a formal hearing must be delivered to each party. The notice must include the date, place and time of the hearing and a list of specific charges. It must also advise the parties of their right to be represented at the hearing by counsel of their choice. At least seven (7) days must pass between the date the charged party(s) written notice is sent, and the hearing itself. Charged parties shall have the right to introduce witnesses and/or bring documents to support a defense, cross examine witnesses and inspect any items introduced as evidence at the time it is presented. Formal hearings may be audio recorded with the Approval of the Executive Board. After the hearing, a written statement and decision must be delivered to each party within fourteen (14) days of the hearing. Said statement must include any penalties imposed. The Secretary shall record the minutes of the meeting, and shall audio record the meeting, at the discretion of the Executive Board. In the event that a formal hearing is mandated for an act of a member of the Executive Board, notification must be sent to the President of the CMYFCC in which HYFC maintains membership.

ARTICLE XIII - Responsibilities

Section 1 - President: It shall be the duty of the President to attend all CMYFCC meetings or send a representative, and to preside at all meetings of HYFC. He/she shall also be responsible

for the overall administration of the Association and will act as spokesperson concerning any internal/external problems/conflicts. He/she may also be responsible for soliciting donations for the program.

Section 2 – First Vice President: It shall be the duty of the First Vice President to assist the President with his/her duties. In the absence or disability of the President, the First Vice President shall perform all of the duties of the President. The First Vice President shall also assume all duties of the Director of Flag Football. The First Vice President shall coordinate all aspects of spring flag football and report directly to the President on the same. He/she may also be responsible for soliciting donations for the program.

Section 3 – Second Vice President: It shall be the duty of the Second Vice President to assist the President and First Vice President with his/her/their duties. In the absence or disability of the President and First Vice President, the Second Vice President shall perform all of the duties of the President. The First Vice President shall manage the Equipment Manager and assist the Equipment manager as needed and report directly to the President on the same. He/she may also be responsible for soliciting donations for the program.

Section 4 - Treasurer: It shall be the duty of the Treasurer to receive and safely keep all funds of the Association and pay out the same only on the approval of the President. He/she is also responsible for balancing monthly bank statements, reporting financial status of the Association at each GAC meeting and filing annual tax reports for HYFC. He/she may also be responsible for soliciting donations for the program.

Section 5 - Secretary: It shall be the duty of the Secretary to keep the minutes of all proceedings and record the same and maintain said minutes, as approved, in a HYFC Minutes Book. He/she shall read minutes at all GAC meetings for approval, notify all officers of their election, and perform other duties as this position may require. He/she may also be responsible for soliciting donations for the program.

Section 6 – Football Director: The Football Director is an Auxiliary Board member and is an extremely important position within the HYFC organization, and requires a significant time commitment.

The HYFC Football Director is responsible for:

- Coordination and operation of all football activities
- Interviewing & nominating football coaches for Executive Board consideration,
- Become familiar with the Sport sign up system and work to establish the rosters for each of HYFC's football teams,
- Overseeing the conduct of the league's football coaches and administer disciplinary action when necessary,
- Ensuring coach registration/participation in required coaching clinics,
- Assist in the coordinating the collection of all required participant paperwork,
- Collaborating with other CMYFCC football directors to schedule & coordinate scrimmages for approval by the president,

- Working with other Executive & Auxiliary Board members to schedule & coordinate equipment handout & equipment collection dates,
- Attending all home games to coordinate field set-up & breakdown
- Attending all home games to serve as the league's team liaison to meet and greet opponents
- Attend all home games to ensure that all game day rules are followed such as MPR and mercy rules when applicable.
- During the start of season practice ensure that all the requirements of participant conditioning are met

The HYFC Football Director will report directly to the HYFC President, and will serve as the liaison between the football operation & the HYFC Executive Board. This will include ensuring that all critical league communications are disseminated in a timely fashion, and ensuring that the Executive Board is kept apprised of all issues affecting the football operation.

On occasion, the HYFC Football Director may be asked to attend monthly CMYFCC meetings, if the meeting agenda will involve discussion items pertinent to HYFC's football operation.

In accordance with HYFC bylaws, the HYFC Football Director cannot simultaneously hold the Football Director's position AND serve as a Head Football Coach.

If the Football director participates as an assistant coach then it is understood that the priority must be to sure the responsibilities of football director are maintained and met over assistant coaching.

He/she may also be responsible for soliciting donations for the program. The Football Director shall be present at all home games.

Section 7: Cheerleading Director

The Cheerleading Director is an Auxiliary Board Member who shall have the responsibility to nominate all head coaches for the upcoming season. This should be done by the May meeting. He/she is also responsible for overseeing the conduct of all cheerleading coaches. Directors will be required to form all teams for the upcoming season, be done in concert with the Executive Board to ensure parity. The Director shall also be responsible for coordinating paperwork. In the event of a disciplinary problem with either a coach or participant, the Director with no special interest shall sit on the board. He/she may also be responsible for soliciting donations for the program. The Cheerleading Director shall be present at all home games.

Section 8 -Equipment Manager:

The Equipment Manager's position is an Auxiliary Board position that will require significant hands-on involvement at the beginning & end of the league season. A significant amount of time needs to be given to the program in the first weeks of football practice to help facilitate the needs of the program as they come up and continue to fulfill those needs through out the entire season as needed. This role will ideally be served by an individual who drives or has access to a pick-up

truck or SUV, and who does not mind keeping an inventory of league equipment (i.e. pads, helmets, helmet parts, mouth pieces, belts, ice packs, etc.) in his or her vehicle.

The HYFC Equipment Manager is responsible for:

- Ordering all football equipment with board approval.
- Will inspect all equipment and deem it safe from all imperfection that may cause harm.
- Will fit each child with a uniform and gear that fits comfortably and functions properly.
- Maintaining a master inventory of all football equipment,
- Coordinating equipment hand-out & equipment return with the help of coaches and their assistants scheduled with the league's Executive Board,
- Verifying the return of all issued equipment,
- Reporting any equipment shortages to the Executive Board immediately, and
- Coordinating the delivery & receipt of all new and reconditioned equipment,

The HYFC Equipment Manager will report directly to the HYFC Vice-President(s) & Treasurer.

Section 9 – Fundraising/Special Events Coordinator: The Fundraising Coordinator is an Auxiliary Board member responsible for managing all aspects of participant based fundraisers. This shall include, but is not limited to, distribution of products, catalogs and sponsor sheets, the collection of funds as determined by the schedule established by the GAC, reporting collection problems to the appropriate Director, and ensuring a proper accounting of all products and funds and reporting any discrepancies to the Treasurer and President immediately. It shall be the duty of the Fundraising/ Special Events Coordinator to work in concert with a committee to oversee the end of the season banquet(s) and any other special events like homecoming week and kick-off barbecue. He/she may also be responsible for soliciting donations for the program

Section 10- Concession Manager: The Concession Manager is an Auxiliary Board member who shall assume the duty of handling all aspects related to concession stand sales. This includes, but is not limited to, inventory control, staffing (with the assistance of the Head Coaches), opening and closing of the concession stand. All funds are to be collected by the President, Vice President or Treasurer only. He/she may also be responsible for soliciting donations for the program.

Section 11 - Director of Publicity: The Director of Publicity is an Auxiliary Board member who is responsible for:

1. Maintaining HYFC's web & registration sites,
2. Updating HYFC's website to ensure that the calendar of events remains current,
3. Periodically checking the HYFC website to ensure that all links remain current & active, and
4. Making recommendations to the HYFC Executive Board on improvements that could be made to increase efficiency, facilitate communication, etc.
5. Be responsible for distributing all HYFC publicity material.

The Director of Publicity will report directly to the Executive Board, and will also work closely with the HYFC

Publicity Director to ensure that all league events are properly updated & included on the league website.

Section 12 – Safety/Risk Manager: This Auxiliary Board member assist in collection of league required paperwork and ensure that it is correctly filled out and dated. This person will make sure that the league requirement of conditioning are fulfilled and will be aware of all football and cheer related injury's and see that the proper reports are filled out and filled with the insurance company. This person will track the progress of any injured participant and upon their return will make sure that the official "resume to play" form is filled out and put into the team book.

ARTICLE XIV - Youth Eligibility

All football players and cheerleaders, to be eligible to participate, must meet all requirements set forth by CMYFCC and AYF to which HYFC maintains membership. All Players and Cheerleaders will be placed in the lowest level allowed by AYF rules, the only exception is when a participant is needed to be moved up to fill out a team, under no circumstances shall a parental request be granted unless a hardship can be proven as determined by the Executive Board. All participants shall be from the towns of Hudson and Berlin unless a waiver is obtained from the town they reside in as long as they are a competing program within CMYFCC and only will be considered on a case by case basis and granted under hardship cases only. Waivers for participants from within HYFC boundaries to participate in a competing program must be presented to the Hudson Executive Board no later than June 1 of the upcoming season. All waiver requests will be voted upon by the Executive Board at the June meeting. **WAIVERS WILL BE CONSIDERED ON A CASE BY CASE BASIS AND SHALL ONLY BE GRANTED IN THE CASE OF HARDSHIP.** Prior to any player being eligible to start the season all league required forms must be submitted to HYFC and all tuitions must be paid in full or the waiver form filled out. Unexcused absences from practice or games may result in the player being excluded from participation of the game or competition that week. If any team moves on National competition, it shall be the responsibility of that team to raise all funds for that trip. A player who is removed from a game by a coach, EMT, or other qualified individual, due to a possible head injury, must remain out of play for a minimum of 2 weeks without first being cleared by a Doctor. Doctors "return to play" must be in writing. It is recommended that the resume play form for this purpose. All accidents or injuries during games and practice must be reported immediately. In the event of an accident or injury an injury report or accident claim form will need to be filled out and filed with the HYFC Risk Manager and Sadler insurance company. These forms are found on the HYFC website and the appropriate HYFC official should fill out the portion required to be filled out by the organization and the parent or guardian should fill out the remainder. A copy needs to be filed with HYFC and it shall be the parents responsibility to move forward and open a claim up with the insurance company.

ARTICLE XV – Coaching and Coaches Code of Conduct

All coaches and coaching staff for football and cheerleading must be approved by the executive board and will abide by the following Coaches Code of Conduct as enunciated by AYF Inc. If any of these rules are broken, the HLA to which HYFC maintains membership shall have the authority to impose a penalty, the most severe being the banishment of HYFC from CMYFCC. All coaches by their appointment to coach, are bound by the "Coaches Pledge," "Coaches Code" and "Standard of Conduct."

A. HYFC is required to perform Background Checks on all of their Coaches and any and all volunteers deemed to have repeated contact with the participants, each year. Conferences are required to obtain an Affidavit that all background checks have been completed from their member associations. Conferences must submit all collected Affidavits to the AYF National Office.

- B. All coaches must be approved by and serve at the pleasure of the Local Association.
- C. Coaching assignments are for one playing season only and are therefore automatically terminated at the close of each season. Coaches must re-apply for coaching positions annually. The close of the season will be determined by the local Association but must not extend past the “End of the Year Banquet/Awards Ceremony”.
- D. All Coaching appointments and their appropriate contact info must be submitted to the National Office each year by August 31.
- E. Head coaches must be at least 21 years of age. The coaching staff will be under his/her direction and supervision.
- F. Assistant coaches must be at least 18 years of age and have graduated from high school or hold a GED certificate. They must have a general knowledge of the game of football.
- G. Coach Trainees must be a minimum of 16 years old and may only carry out the instructions of the Head or Assistant coaches.
- H. Each Team must have a Coach or Volunteer that is the holder of a current Red Cross Certificate in Community CPR and First Aid or its equivalent.
- I. Head coaches are in complete charge of their players. They are responsible for their own actions or inactions, their assistants’ actions or inactions and the actions of their players.
- J. Each team will present a Substance Abuse lecture to players and cheerleaders at all levels of play. The lecture will be presented during the first week of practice and will be repeated as many times as necessary to ensure all American Youth participants are aware of the harmful effects of drugs, alcohol and tobacco. The lecture must be given by a member of the coaching staff or an adult volunteer designated for that purpose. Some examples would be “just say no” or “DARE” programs. Also included with this talk should be topics like “Academics – Tolerance – Giving Back to the Community”.
- K. Head coaches may be required to be certified through any available training program available to their Association/Conference. The Association/Conference may also make this a requirement of assistant coaches.

COACHES AND ADMINISTRATORS PLEDGE

All administrators and volunteers are bound by the “Pledge,” “Code” and “Standard of Conduct”.

COACHES PLEDGE:

Each game and practice I participate in or administer over will provide me with an opportunity to be a Champion of Character. I pledge, as an AYF member to accept the five core character values of American Youth Football and will do my best to represent AYF, my Conference, my Association, my Team, and myself by: respecting my opponent, the officials, my team, my administrators, coaches, myself and the game; taking responsibility for my

actions in all areas of my life; having the integrity to stand by my word; providing leadership where I serve others while striving to be a personal and team leader; and being an example of sportsmanship by holding myself to the highest standards of fair play.

COACHES CORE VALUES:

Coaches can make a conscious choice to uphold the best of values. Individual players can make choices that will define them as athletes. American Youth Football believes in the following five core values.

- a. Leadership
- b. Integrity
- c. Respect
- d. Responsibility
- e. Sportsmanship

COACHES AND ADMINISTRATORS CODE

a. I believe in the power of athletics as a program for the training of youth for a strong and efficient democracy.
b. I believe in athletics for the building of good character and personality.
c. I believe in athletics as a significant part of a sound educational program.
d. I believe in athletics as a constructive force in the lives of millions of sports followers throughout our nation. Therefore, I will hold sportsmanship and fair play high above all other values to be gained through sports participation.

e. I consider the privilege of guiding youth through participation in sports as a sacred trust.

f. I will always keep the best interests of each participant as my aim. I shall never be guilty of enhancing my progress by the use of a participant's skill for my benefit.

g. I will forever keep before the participants under my direction the high ideals, honesty, sincerity, and integrity which have made our nation great. I will not encourage, or tolerate, any form of trickery or evasion of rules in order to gain an advantage over an opponent.

h. I will do all in my power to instill in those under my direction a tolerance for all races and creeds, and I will stand out against intolerance wherever it may occur.

i. I will strive to instill in every youth great purposes and aims in living and will use the desire to play not as an end, but as a training ground for the participant's highest development.

j. I will strive to teach each participant's to be humble in victory and gracious in defeat, to be above bragging or using alibis, and shall help develop inner strength and poise.

k. I will use only fair and honest means in my desire for personal achievement and shall count the goodwill of my peers far above any achievement unfairly gained.

l. I will not sacrifice the values to be gained through a wholesome enjoyment of challenging sports activity for institutional pride or commercial ends.

m. I will use only fair and honest means of securing talent for athletic teams and never stoop to trickery or insincere promises in influencing participants in the selection of their experience.

n. I will use every means at my command to protect the moral, mental and physical health of the participant's under my guidance and will never be party to the use of athletics for the financial or political gain of any office or group.

o. I will encourage each participant to avail himself/herself of the best experience to be gained in a

well-rounded education and to progress normally toward graduation. I will never encourage participation in

athletics as an end in itself.

- p. I will help each participant under my guidance toward the development of honest habits of work and pride in work well done and I shall not practice or allow evasion in any obligation surrounding the athletics program.
- q. I will shoulder my total responsibility as a leader through athletics and will not allow that responsibility to be transferred to any person or group outside the organization. I will not violate this sacred trust for financial support or political prestige.

ADMINISTRATORS, COACHES, VOLUNTEERS STANDARD OF CONDUCT
STANDARD OF CONDUCT:

All Administrators, Coaches, and Volunteers will abide by a Standard of Conduct, which includes the following provisions. If any of these provisions are violated, the Association / Conference shall have the authority to impose any penalty they see fit. If any of these provisions are violated during a Regional or National event, the National Office at its sole discretion shall have the authority to impose any penalty it sees fit with no right to appeal. Administrators, Coaches, and Volunteers, having already accepted and agreed to abide by the Coach and Administrators Pledge and the Coach and Administrators Code, by their accepting and active participation in membership, shall follow the intent of the Pledge and Code and shall inclusively and/or additionally agree to:

1. Not smoke and/or use smokeless tobacco on the field or in front of participants at any time.
2. Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on the field or in front of participants at any time.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best of their ability.
4. Not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.
5. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any parent, guardian, or fan that becomes a nuisance and out of control must be asked to leave.
6. Not use abusive or profane language at any time.
7. Not encourage their team to intentionally run up the score on an opponent. In the event of a commanding lead every effort shall be made to let all players play.
8. Not permit or encourage, "extreme dieting", or "sweating down" tactics of any kind for any reason. Must report any instance witnessed or suspected to the parent/guardian and local administrator.
9. Not recommend or distribute any medication, controlled or over the counter
10. Not deliberately incite unsportsmanlike conduct.
11. Not criticize/berate participants ever, to provide constructive criticism, in private, or in the presence of team/squad members if others might benefit.
12. Remove from a game or practice any participant when his/her health is in question, whether or not as a result of injury, until competent medical advice is available.
13. A coach will follow the parameters of the Anti-Substance Abuse Rule and see that it's carried out faithfully and that all players understand its importance.
14. A coach will not use ineligible players and will take the responsibility of having proper and legal documents on each and every player proving his eligibility at all times.

15. Insure that all participants meet the minimum required number of plays under the Mandatory Play Rules and Regulations.

16. Uphold all rules and regulations of Association, Conference, Region, and National AYF.

17. A coach must discourage the wearing of Gang colors or any gang symbol and the use of any gang related forms of communication during any and all team related activities including but not limited to team practices.

ANTI-SUBSTANCE ABUSE RULE

PENALTIES: - MINIMUM PENALTIES

A) Coach/Administrators

The following are the minimum penalties to be enforced for violation of, but not limited to the following rules. Anyone found to have allowed a variance to this rulebook, the rules regulations and the spirit of the rules and regulations without filing and receiving written approval may be suspended.

Anyone found not enforcing this rulebook, the rules regulations and the spirit of the rules and regulations may be suspended.

A,1 Cheating: Permanent suspension. (Roster/Participant Manipulation/Mandatory Play will be considered cheating) – Mandatory Play violation would be if player does not start in the 4th quarter.

a. First offense: suspension for two games and two weeks of practice

b. Second Offense: permanent suspension

A,2 Failure to keep faith with juveniles & parents: Defined as any deliberate practice of a coach, which placed the health, welfare and safety of juveniles in jeopardy, or exploits or treats them in such a manner that the juvenile becomes a “tool” of the team.

a. First offense: permanent suspension.

A,3 Badgering of game officials with threats and inciting fans to display poor sportsmanship:

a. First offense: suspension for two games and two weeks of practice.

b. Second offense: permanent suspension (If ejected from game - automatic permanent suspension).

A,4 Fighting of any kind:

a. Permanent Suspension and subject to criminal proceedings.

A,5 Inciting a confrontation: (Verbal/Threatening/Use of Profanity; may include one or all)

a. First offense: suspension for two games and two weeks of practice. MAY not be present at field, during practices or game.

b. Permanent Suspension

A,6 Disrespect for coaches, participants, conference staff, game and team officials:

a. First offense: removal from the game/practice and parental/guardian conference and suspension for two games and two weeks of practice.

b. Second offense: Permanent Suspension

A,7 Failure to control parents or fans:

a. First offense: Warning of Suspension of Association; Head Coach is suspended for 2 games and two weeks of practice, if no effective action was taken by the Head Coach.

b. Second offense: Suspension of the Association from the Conference until the administration of the Association can submit evidence satisfactory to the Conference that the problem has been rectified; Head Coach Suspended for the remainder of the season, if no effective action was taken by the Head Coach.

Note: Both Punishments may be implemented at same event

A,8 Failure to control coaches from actions contrary to the health, safety and welfare of players.

This would include failing to enforce punishments implemented by the conference, failure to take corrective action including training, supervision, or removal of a coach who isn't able to comply with codes of conduct.

a. First offense: Probation for the entire Association for the remainder of the season.

b. Second offense: Suspension of the Association from the Conference until the administration of the Association can submit evidence satisfactory to the Conference that the problems have been rectified.

A,9 Teaching players dirty tactics:

a. First offense: Permanent suspension.

A,10 Falsifying birth or any other documents to make a participant eligible is grounds for forfeiture of all games in which they have participated;

a. permanent suspension of the adult(s) responsible for the act

A,11 Playing ineligible players:

a. Suspension for rest of season. Conference will review status for next season.

Suspension may be appealed, if an appeal process exists, to the Conference depending on the nature of the ineligibility.

i. When ineligible players are found, all games of which the ineligible players have participated in are forfeited and will count in the league standings as such.

ii. When ineligible players are found the Team is ineligible for post-season play of any kind regardless of the number of losses it has suffered for playing ineligible players.

A,12 Scouting rules:

i. Any videotaping allowed by your local Conference is prohibited from the field level end zone and from home side of the field, unless it is your home field or with permission from Home team.

ii. Scouting of any kind during a team's practice session is strictly prohibited.

a. First offense: 2 weeks from practices and the following two games for both the person involved and the head coach.

b. Second offense: suspension of the person involved and the head coach for remainder of season.

Note: AYF will allow scouting of teams during post-season play in the form of video and written reports as long as the minimum rules listed above are followed.

ARTICLE XVI - Term of Office

The term of office for all Executive Board positions automatically is terminated at the conclusion of the end of year awards ceremony. All other positions are terminated upon the conclusion of the end of year awards ceremony. Existing members of the Executive Board will retain their positions by default if there are no nominations for that position.

ARTICLE XVII - Order of Business

Call to Order - By Presiding Officer
Roll Call - By Secretary
Reading of Previous Minutes - By Secretary
Amend/Accept Minutes
Treasurer's Report
Auxiliary Board Member Reports
Old Business
New Business
Notification of Next Meeting - By Secretary
Adjournment

ARTICLE XVIII - HLA Membership

Central Massachusetts Youth Football & Cheerleading Conference