

**Joshua Youth Football and Cheer Association  
operating as Joshua Youth Sports Association**

**Policies**

Proposed January 26, 2024

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## **Article I – JYSA Membership**

### **Section 1 – Membership**

- A. JYSA Membership shall be open to any person of good moral character interested in participating in and/or promoting the purpose of JYSA.
- B. JYSA Members are defined as players, cheerleaders, parents, registered volunteers, coaches and Board members.
- C. Players and cheerleaders, by default, become JYSA members upon registration.

### **Section 2 – Code of Conduct**

- A. All members shall;
  - 1. Be loyal to JYSA.
  - 2. Promote the mission and goals of the Association.
  - 3. Conduct personal behavior in a courteous and respectful manner.
  - 4. Comply with JYSA By-laws, Policies and Procedures.
- B. Failure to comply with any JYSA By-law, Policy or Procedure will result in prompt and appropriate disciplinary action.
- C. See Policies and Procedures for further delineation.

## **Article II – Governance**

### **Section 1 – By-Laws, Policies and Procedures**

- A. JYSA Board of Directors and members are governed by and operate to the provisions of the By-Laws, Policies and Procedures as defined.
  - 1. By-Laws - set the foundation of the Association structure and basis of decision making.
    - a. By-Laws are reviewed annually between Dec 1 and Dec 31; amended if needed.
    - b. By-Law review requires a quorum of the Board of Directors.

- c. By-Law changes require a 2/3 vote of the entire Board.
  - d. By-Laws are set by January 1<sup>st</sup> annually and stand in effect through annual review and acceptance period on or about December 31.
  - e. By-Laws may be amended after the review period by the call of a special meeting, attended by all of the Board of Directors, and by a 2/3 vote of the entire Board.
- 2. Policies - are the operational tool of the Association intended to guide decisions and activities.
  - a. Policies can be reviewed and amended at any time.
  - b. Policy changes require a simple majority vote of the quorum of the Board.
  - c. A policy cannot, by design, conflict with a standing By-Law.
- 3. Procedures – if deemed necessary may augment a specific policy, or stand alone, and establish a set process.
- B. The government and direction of JYSA and the control of its property and monies shall be vested in the Board of Directors.
- C. All voting rights are restricted solely to the Board of Directors.

**Section 2 – Board of Directors**

- A. The governing body of JYSA shall be the Board of Directors.
- B. JYSA’s Executive Board of Directors, referred hence forth as the Executive Board, shall consist of Ten (10) executive officers: President, Vice President, Treasurer, Secretary, Cheerleading Director, Football Director, Basketball Director, Baseball Director, Softball Director, and Concession Director.
- C. The General Board Member positions by title will assume responsibility of one or more following Officer Roles: Town Representative, Field/Equipment Director, Assistant Football Director, Assistant Cheer Director, Assistant Basketball Director, Assistant Baseball Director, Assistant Softball Director, Assistant Concession Director, Assistant Field/Equipment Director, Assistant Town Representative, Football Registrar, Cheer Registrar, Basketball Registrar, Baseball Registrar, Softball Registrar, Team Parent Resource Officer, Communications Officer, Fundraising Officer, and Volunteer(s).

1. Officers may be assigned roles not identified above.
  2. Officers may be called upon to share responsibilities.
  3. Officers are required to attend at least 6 pre-scheduled Board Meetings per year.
  4. The Volunteer position(s) is for parents looking to help in exchange for discounted registration. Many volunteers can fall under this single position.
- D. Seating of all Executive Board positions is as follows.
1. Executive Board Positions are elected on an bi-annual basis, with half of the Executive Board being elected yearly.
    - i. President, Cheer Director, Secretary, Baseball Director, and Basketball Director are elected on odd years.
    - ii. Vice President, Football Director, Concession Director, Treasurer, and Softball Director are elected on even years.
  2. Executive Positions up for election shall be posted on JYSA website/social media at least 30 days before an election and shall remain until election day.
  3. Nominations and/or ballot requests are due 24 hours before the election.
  4. Elections shall be held at the December Monthly Board Meeting, to be effective on January 1 the following year. For instance, 2023 Board Members (odd year) are elected in December of 2022, and go into effect January 1, 2023.
  5. An Executive member may fulfill, in an interim capacity, the duties of a vacant Executive position by a unanimous vote of the Executive Board until a new executive officer is elected.
- E. The Executive Board shall have authority over all matters of the Association and shall write, amend and enforce the Association By-Laws and Policies.
1. General business decisions require a simple majority vote of the quorum of the Executive Board members to move a motion.
  2. Matters pertaining to the discipline and/or removal of an existing Board Member (Executive or General Member), a 2/3-majority vote of the Executive Board members will be required to move a motion. In order to call for a 2/3 vote, two-thirds plus one of the total number of Executive Board members must be present.

3. The Board President will determine the outcome in the occurrence of a tie vote on any decision.
- F. Voting rights in meetings are limited to the Executive Board. The General Board shall not vote in monthly Board Meetings.

### **Section 3 – Responsibilities of Executive Officers**

- A. The President shall:
1. Preside over all meetings.
  2. Call all meetings of the JYSA Board.
  3. Be an ex-officio member of all committees.
  4. Enforce all JYSA By-Laws, Policies and Procedures.
  5. Request volunteers for appointment for standing and special committees.
  6. Have power to remove any disorderly member impeding the progress of any meeting.
  7. Be responsible with the Treasurer for contents of the treasury.
  8. Provide deciding vote in the event of a tie vote.
  9. Present and follow meeting agenda.
- B. The Vice President shall:
1. Preside over all meetings in absence of President.
  2. Be an ex-officio member of all committees.
  3. Be responsible for the documentation and amendment of JYSA By-Laws, Policies and Procedures.
  4. Enforce all JYSA By-Laws, Policies and Procedures in the absence of the President.
  5. Be responsible with Secretary for all JYSA records.
- C. The Secretary shall:
1. Be responsible for all JYSA records.
  2. Maintain the JYSA Book of Minutes.
  3. Provide proper notification of all JYSA meetings and will keep the minutes thereof.
  4. Provide meeting minutes via email to all Board members.
  5. Shall transmit all records to any person elected to succeed him/her.
  6. Work with Communications Officer to publish accurate Association information across all Association social platforms.
- D. The Treasurer shall:

1. Receive and be accountable for all money from all sources.
  2. Is accountable for normal operating expenditures.
  3. Pay all bills by check/debit card and keep a record of all monetary transactions.
  4. Submit a written monthly financial statement/reconciliation to all Board members (typically provided for monthly meeting to be made part of the minutes).
  5. Provide a Treasurers' report at each JYSA Board meeting.
  6. Submit an annual, end-of-year, itemized financial statement/reconciliation to all Board members.
  7. Disburse funds with approval of the Board members.
  8. Shall transmit all financial records to any person elected to succeed him/her.
- E. The Football Director Shall:
1. Chair the Football Committee
  2. Recruit and choose potential coaches for both tackle and 7 on 7
  3. Work with Cheer Director to set dates and location of signups.
  4. Orient Coaches and parents with JYSA rules, policies and procedures
  5. Be the Point of Contact for all football related matters within the Association.
  6. If needed, decide on team breakdown and hold coaches accountable during the draft, regular season, and postseason.
  7. Maintain and reinforce the Association's core values to coaches, parents, and players.
- F. The Cheer Director Shall:
1. Chair the Cheer Committee.
  2. Recruit and choose potential coaches.
  3. Work with Football Director to set dates and location of signups.
  4. Orient Coaches and parents with JYSA rules, policies and procedures
  5. Be the Point of Contact for all cheer related matters within the Association.
  6. Decide squad assignments.
  7. Hold coaches accountable for weekly practices and set the minimum standards for on-field presentation.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- G. The Basketball Director Shall:

1. Chair the Basketball Committee
  2. Recruit and choose potential coaches.
  3. Choose Uniform Vendor and Pricing
  4. Set registration dates and location of signups/sizings.
  5. Orient Coaches and parents with JYSA rules, policies, and procedures.
  6. Be the Point of Contact for all basketball related matters within the Association.
  7. Handle Team/Player drafts, finalize team rosters, and place uniform order.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- H. The Baseball Director shall:
1. Chair the Baseball Committee.
  2. Recruit and choose potential coaches.
  3. Choose Uniform Vendor and Pricing
  4. Work with Softball Director to set dates and location of signups.
  5. Orient Coaches and parents with JYSA rules, policies, and procedures.
  6. Be the Point of Contact for all baseball related matters within the Association.
  7. Handle Team/Player drafts, finalize team rosters, and place uniform order.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- I. The Softball Director shall:
1. Chair the Baseball Committee.
  2. Recruit and choose potential coaches.
  3. Choose Uniform Vendor and Pricing
  4. Work with Baseball Director to set dates and location of signups.
  5. Orient Coaches and parents with JYSA rules, policies, and procedures.
  6. Be the Point of Contact for all softball related matters within the Association.
  7. Handle Team/Player drafts, finalize team rosters, and place uniform order.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.

- J. The Concession Director shall:
  1. Chair the Concession Committee.
  2. Be responsible for concessions operations at all JYSA events.
  3. Make sure the concession stand is fully stocked with supplies on game day.
  4. Have check/debit card signing rights to JYSA checking account.
  5. Be accountable with the Treasurer for recording all expenditures associated with concessions operations.
  6. Collecting receipts from check purchases.
    - i. Tracking petty cash flow and maintaining receipts.
    - ii. Preparing weekly deposits and transferring to Treasurer.
    - iii. Maintain a weekly operating balance in cash box

#### **Section 4 – Responsibilities of General Board Members**

- A. The Assistant Concession Director shall:
  1. Assist Concession Director in all duties and responsibilities.
  2. Be responsible for concessions operations at all JYSA events in absence of Concession Director
  3. Maintain a weekly operating balance in cash box in absence of Concession Director.
  4. Provide Concessions report at Board meetings in absence of Concession Director.
  5. This is a non-voting membership.
- B. The Assistant Basketball Director
  1. Assist the Basketball Director in all duties and responsibilities.
  2. Help coordinate and direct the sign-up of basketball players and fitting of uniforms at sign-up events.
  3. Help procure basketball uniforms and “extras” package.
    - i. Solicit vendors.
    - ii. Compares packages.
    - iii. Selects proposed options for Board acceptance.
  4. Head coaches, new or returning, must participate in the annual application/interview process.
  5. Help coordinate and direct annual Draft Camp.
  6. Orients basketball coaches to JYSA rules, policies& procedures, and disseminates information from the Board.
    - i. Director is primary point of contact for basketball coaches.
    - ii. Director investigates and resolves minor basketball issues.
    - iii. Director solicits assistance from Board on major basketball issues.



7. Member of the basketball Committee.
8. This is a non-voting membership.

C. The Assistant Football Director shall:

1. Assist the Football Director in all duties and responsibilities.
2. Help coordinate and direct the sign-up of football players and fitting of uniforms at sign-up events.
3. Help procure football uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
4. Head coaches, new or returning, must participate in the annual application/interview process.
5. Help coordinate and direct annual Draft Camp.
6. Orients football coaches to JYSA rules, policies & procedures, and disseminates information from the Board.
  - i. Director is primary point of contact for football coaches.
  - ii. Director investigates and resolves minor football issues.
  - iii. Director solicits assistance from Board on major football issues.
7. Member of the Football Committee

D. The Assistant Cheerleading Director shall:

1. Assist Cheer Director in all duties and responsibilities.
2. Help coordinate and direct the sign-up of cheerleaders and fitting of uniforms at sign-up events.
3. Help procure cheerleader uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
4. Decide squad assignments.
5. Orients cheerleading coaches to JYSA rules, policies & procedures, and disseminates information from the Board.
6. Member of the Cheer Committee

E. The Assistant Baseball Director shall:

1. Assist the Baseball Director in all duties and responsibilities.
2. Help coordinate and direct the sign-up of baseball players and fitting of uniforms at sign-up events.
3. Help procure baseball uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.

4. Head coaches, new or returning, must participate in the annual application/interview process.
5. Help coordinate and direct annual Draft Camp.
6. Orients baseball coaches to JYSA rules, policies& procedures, and disseminates information from the Board.
  - i. Director is primary point of contact for baseball coaches.
  - ii. Director investigates and resolves minor baseball issues.
  - iii. Director solicits assistance from Board on major baseball issues.
7. Member of the baseball Committee.
8. This is a non-voting membership.

F. The Assistant Softball Director

1. Assist the Softball Director in all duties and responsibilities.
2. Help coordinate and direct the sign-up of softball players and fitting of uniforms at sign-up events.
3. Help procure softball uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
4. Head coaches, new or returning, must participate in the annual application/interview process.
5. Help coordinate and direct annual Draft Camp.
6. Orients softball coaches to JYSA rules, policies& procedures, and disseminates information from the Board.
  - i. Director is primary point of contact for softball coaches.
  - ii. Director investigates and resolves minor softball issues.
  - iii. Director solicits assistance from Board on major softball issues.
  - iv. Member of the softball Committee.
7. This is a non-voting membership.

G. The Town Representative shall:

1. Be primary liaison between JYSA and Metroplex Youth Football Association (MYFA).
2. Be responsible for submitting required documentation from JYSA to MYFA.
3. Provide a Town Representative report at each JYSA Board meeting.
4. Reach out to newly registered members extending a welcome, communicating JYSA purpose, volunteer opportunities and their membership rights.
5. Promote JYSA at school functions and Association events.
6. May chair a committee upon assignment from President or Board.
7. Complete special projects as applicable to Association business.

8. This is a non-voting membership.
- H. The Assistant Town Representative shall:
1. Be secondary liaison between JYSA and Metroplex Youth Football Association (MYFA).
  2. In the absence of the Town Rep, be responsible for submitting required documentation from JYSA to MYFA.
  3. Reach out to newly registered members extending a welcome, communicating JYSA purpose, volunteer opportunities and their membership rights.
  4. Help promote JYSA at school functions and Association events.
  5. Recruit quality Coaches that are willing to help lead the kids of Joshua and turn them into quality young me.
  6. Recruit kids within Joshua to join JYSA.
  7. This is a non-voting membership.
- I. The Field/Equipment Director shall:
1. Be responsible for the preparation and maintenance of practice and playing fields.
  2. Ensure facilities are accessible and ready for play on game days and for practices.
  3. Ensure facilities are cleaned and secured at the end of game day and practices.
  4. Be responsible for maintaining all existing equipment in proper working order.
  5. Maintain and submit a written inventory of all equipment at the May and November Board Meetings.
  6. This is a non-voting membership.
- J. The Assistant Field/Equipment Director shall:
1. Assist the Field/Equipment Director in duties and responsibilities.
  2. Help with the preparation and maintenance of practice and playing fields.
  3. Help ensure facilities are accessible and ready for play on game days and for practices.
  4. Help ensure facilities are cleaned and secured at the end of game day and practices.
  5. Help maintain that all existing equipment in proper working order.
  6. Inspect and inventory existing Association equipment.
  7. May chair a committee or enlist aid of volunteers.
  8. This is a non-voting membership.
- K. Football Registrar
1. Assist the Football Director in duties and responsibilities.

2. Shall be responsible for all football signups and information
  - i. Player Name and Contact Info
  - ii. Proof of Age and School
  - iii. Uniform Sizes and Jersey Numbers
  - iv. Team Roster Size
3. Procure football uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
4. Assemble "Coach's Binders"
5. Member of the Football Committee.
6. This is a non-voting membership.

#### L. Cheer Registrar

1. Assist the Cheer Director in duties and responsibilities.
2. Shall be responsible for all cheer signups and information
  - i. Player Name and Contact Info
  - ii. Uniform Sizes
  - iii. Tracking Team Roster Size
3. Procure cheer uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compare packages.
  - iii. Selects proposed options for Board acceptance.
4. Member of the Football Committee.
5. This is a non-voting membership.

#### M. Basketball Registrar

1. Assist the Basketball Director in duties and responsibilities.
2. Shall be responsible for all basketball signups and information
  - i. Player Name and Contact Info
  - ii. Proof of Age and School
  - iii. Uniform Sizes and Jersey Numbers
  - iv. Team Roster Size
3. Help procure basketball uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
4. Assemble "Coach's Binders"
5. Member of the Basketball Committee.
6. This is a non-voting membership.

#### N. Baseball Registrar

1. Assist the Baseball Director in duties and responsibilities.
2. Shall be responsible for all baseball signups and information

- i. Player Name and Contact Info
  - ii. Proof of Age and School
  - iii. Uniform Sizes and Jersey Numbers
  - iv. Team Roster Size
- 3. Help procure baseball uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
- 4. Assemble "Coach's Binders"
- 5. Member of the Baseball Committee.
- 6. This is a non-voting membership.

O. Softball Registrar

- 1. Assist the Softball Director in duties and responsibilities.
- 2. Shall be responsible for all softball signups and information
  - i. Player Name and Contact Info
  - ii. Proof of Age and School
  - iii. Uniform Sizes and Jersey Numbers
  - iv. Team Roster Size
- 3. Help procure softball uniforms and "extras" package.
  - i. Solicit vendors.
  - ii. Compares packages.
  - iii. Selects proposed options for Board acceptance.
- 4. Assemble "Coach's Binders"
- 5. Member of the softball Committee
- 6. This is a non-voting membership.

P. Team Parent Resource Officer

- 1. Shall be the point of contact for all team moms with the Board.
- 2. Shall be the point of contact for any parent related issues.
  - i. Parents should always go to the coach first.
  - ii. If the issue is with the coach, bring the matter to the Discipline Committee.
- 3. Help distribute information to the teams through an Association approved communication source.
- 4. Member of the Communications Committee
- 5. This is a non-voting membership.

Q. Communications Officer

- 1. Maintain the Association Website
- 2. Maintain all Association Social Media Accounts.
  - i. posting notice of meetings, team schedules and standings, photos, promotional media, and other pertinent information.
- 3. Maintain the Association Email.

4. Member of the Communications Committee.
5. This is a non-voting membership.

R. The Fundraising Officer shall:

1. Head all fund-raising projects, special or otherwise.
2. Oversee and direct the preparation and logistics of JYSA special events including, but not limited to, Kick-Off Classic, Car Wash, Team photos, and Homecoming.
3. May chair a committee upon assignment from President or Board.
6. Submit monthly fund-raising reports to Board.
7. This is a non-voting membership.

S. Volunteer shall:

1. Assist the General Board in any capacity necessary.
2. Shall be part of any Committee deemed necessary by the President or Committee Chair.
3. May use the authority of the Board when acting in an official Board capacity.
4. This is a non-voting membership.

T. Additional Notes:

1. Directors may be assigned roles not identified above.
2. Directors may be called upon to share responsibilities.
3. Directors may be responsible for chairing a committee.
4. Directors are required to attend at least 6 pre-scheduled Board Meetings per year.

### **Section 5 – Discipline of Board Members**

- A. Board members are held to the highest standards. Sportsmanship, professionalism, citizenship, and moral conduct are paramount. Lack of said standards is reason to be brought before the Board.
  1. All misbehavior will be investigated accordingly.
  2. All decisions shall be at the discretion of the Board members
- B. Board members are accountable for the obligations they committed themselves to by joining JYSA and/or the Board of Directors.
  1. Failure to uphold the duties of elected position is reason to be brought before remainder of Board for discipline.
  2. Non-participation in three (3) consecutive scheduled Board meetings and/or JYSA events may be considered abandonment of Board position and is subject to Board review and/or removal from Board.
  3. Violation of any JYSA By-Law, Policy or Procedure is reason for immediate discipline.

- C. Board members subject to disciplinary actions shall have the opportunity to defend themselves at a consideration meeting arranged by remaining Board members.
- D. A 2/3-majority vote of Board members is required to apply disciplinary actions. In order to call for a 2/3 vote, two thirds plus one of the total numbers of board members must be present.
- E. The Board President will determine the outcome in the occurrence of a tie vote.

## **Article III – Meetings**

### **Section 1 – Meetings**

- A. A quorum of the Board of Directors is required to commence a meeting to conduct Association business.
  - 1. A simple majority vote of the quorum will move a motion.
- B. The Board shall hold regular monthly meetings, January through December.
  - 1. All JYSA meetings are deemed mandatory for Executive Board members.
  - 2. Scheduled monthly meetings are posted on JYSA social media accounts.
  - 3. Scheduled monthly meetings are open to Association members.
  - 4. Meeting times and place are determined by the Board.
- C. Closed Session meetings may be called by the President, or at the request of not less than five (5) members of the Board.
- D. An “Annual” meeting will be held on or about third the (3<sup>rd</sup>) week of December each year.
  - 1. The annual meeting is open to Association members.
- E. Meetings may be conducted per following Order of Business.
  - 1. Roll Call
  - 2. Reading and acceptance of previous meeting minutes.
  - 3. Treasurer’s report
  - 4. Football report
  - 5. Cheer report
  - 6. Basketball report
  - 7. Baseball report
  - 8. Softball report
  - 9. Concession report
  - 10. New Business
  - 11. Old Business
  - 12. Public Forum

## 13. Adjournment

### **Article IV – Committees**

#### **Section I – Committees**

- A. The President and/or Board may assemble committees as deemed necessary to fulfill the objectives and purpose of JYSA.
- B. A Board member is required to chair a committee.
- C. Committee members may be comprised of any current member, in good standing, of the Association:
  - a. Board Members
  - b. Coaches
  - c. Parents
  - d. Approved volunteers
- D. The President and Vice President are ex-officio members of all committees.
- E. Committees may organize and conduct business at any time or place in an effort to maximize resources.
- F. Committee Chairs will provide a committee report at each Board meeting

### **Article V – Football**

As a member association participating within the league structure of the Metroplex Youth Football Association (MYFA), JYSA is subject to, and will comply with, the conditions relative to football as outlined in the MYFA rules. Any additional information provided in following sections is not intended to augment (for JYSA purposes) MYFA rules. In circumstance of a conflict, MYFA rule will take precedence.

#### **Section 1 – Definitions**

- A. **Unassigned player** – any player that has not been assigned to a team due to being a freeze player, a coach’s child, or the sibling of a freeze player.
- B. **Freeze player** – a player who is being protected from the draft by a head coach participating in the team draft. A player can ONLY be a freeze player if he/she shared a player/coach relationship with a head coach or assistant coach the season immediately prior to the current season to which this set of policies applies. The head coach exercising the freeze must secure a completed parental consent form (for each freeze player) and turn in to Board prior to draft.
- C. **Coach’s child** – player that is the blood relation, step relation or resides within the same household of a given head coach or assistant coach.



- D. **Sibling players** – players within same age division that are blood relation, step relation or reside within the same household. Cousins, not residing in same home, are not siblings.
- E. **Head coach** – any head coach that held a head coach or assistant coach position during the season immediately prior to the current season to which this set of policies applies.
- F. **Assistant coach** – any individual identified on a particular team’s official JPWFA team roster as an assistant coach during the season immediately prior to the current season to which this set of policies apply.
- G. **First Coach** – The head coach selected by the Board to lead the only team within a given age division when the number of players signed up allows for the formation of only one team.
- H. **Second Coach** – The head coach selected by Board to lead a second team within a given age division when the number of players signed up allows for the formation of a 2<sup>nd</sup> complete team.
- I. **Third Coach** – The head coach selected by the Board to lead a third team within a given age division when the number of players signed up allows for the formation of a 3<sup>rd</sup> complete team.

## **Section 2 – League Structure**

- A. Refer to MYFA rules manual.

## **Section 3 – Divisions**

- A. Refer to MYFA rules manual.

## **Section 4 – Parental Permission and Insurance**

- A. Refer to MYFA rules manual.

## **Section 5 – Player Residence Requirements and Special Considerations**

- A. Refer to MYFA rules manual.

## **Section 6 – Assignment of Football Coaches**

- A. As a member of MYFA, JYSA coaching assignments are accountable to the conditions outlined in MYFA rules. In the event of conflicting circumstances MYFA rules will take precedence.
- B. All prospective head coaches, new or returning, must participate in the annual application/interview process.
- C. Football coach applicants must submit a written application to the Board of Directors for the current season of the year in which they desire to coach.
  - 1. Applications should include team and/or age division for which the prospective coach is applying.
  - 2. Head coaches must be at least 18 years old.
- D. Coaching assignments are contingent upon a criminal background check.

1. An application and criminal background check form must be turned into JYSA prior to the first practice.
  2. Upon completion of the criminal history check, the following will be grounds for automatic denial of coaching assignment.
    - a. Violence charges
    - b. Sexual Charges
    - c. Injury to a child
    - d. Illicit drug charges
    - e. 2<sup>nd</sup> offense of DWI/DUI
  3. JYSA provides an appeal process for extenuating circumstances. A written request from the prospect coach must be submitted to JYSA Town Representative, and a hearing scheduled with JYSA.
  4. If a Coach is approved by JYSA but denied by the League, JYSA will help facilitate an appeal with the league. League decisions will be final.
- E. Head coach assignments will be completed by the Football Committee prior to the first organized team practice.
- F. Returning coaches holding head coach assignments during the prior season are not guaranteed a head coaching assignment during the current season for which this set of policies apply.
- G. The application/interview process is intended to be competitive, fair and unbiased. The Football Committee will consider the following skills and character traits when conducting selections.
1. Ability to work with children and their parents.
  2. Coaching/teaching ability.
  3. Amount of coaching experience.
  4. Amount of football knowledge and positional techniques.
  5. Past conduct within JYSA.
  6. Success of past coaching assignment (player respect, parent approval, team cohesion).
  7. Personality.
- H. The Football Committee will meet, discuss all coach applicants, and make a decision on the Head Coaches.
1. A returning head coach is not guaranteed a First or Second coach assignment.
  2. Second and Third coach assignments will be awarded teams as the total number of players available allows for the organization of additional teams.
- I. JYSA reserves the right to deny an applicant a coaching position for any reason deemed suitable by the Football Committee.

## **Section 7 – Head Football Coach Responsibility**

- A. Head coaches have the prerogative to select their assistant coaches.

1. Assistant coaches must meet Football Committee approval and undergo a criminal background check.
  2. At least two of the head coach's four assistant coaches must be 18 years or older.
  3. Prior to the draft, a head coach may declare up to two assistants each season with sons who would normally go through the draft. The children of the assistant coach(s) will count against the head coach's allowed freeze player total.
  4. The head coach may replace his assistants with prior approval of the Football Committee. The Football Committee may be called upon to assist with the replacement/removal of said assistant, and as such it may be an obligation of the Football Committee to provide support.
- B. Head coaches are responsible for the conduct of their assistant coaches, players, on-field volunteers, parents, and visitors at all times.
1. Head coaches shall have the authority to remove problem parents from a game or practice at their sole discretion.
  2. Any Parent ejected from a game by a referee or another town's director will result in the suspension of the head coach.
- C. Head coaches will have the authority to select offensive and defensive plays that coincide with the Program Scheme implemented by the Football Committee. The Football Committee will provide a list of plays that each coach must run to familiarize the players in the Program.
- D. The head coach will abide by the set practice schedule.
1. First practice – First game of year: Monday-Thursday, plus 1 day (limit of 4 events)
  2. First game of year – End of year: Monday-Thursday, from 6pm to 8pm (limit 3).
- E. Team mom(s) will be chosen from the player's parents under the direction of the head coach.
1. Team mom(s) must pass a JYSA background check.
  2. Team mom(s) must be in contact with the Team Parent Resource Officer.
- F. The head coach should be aware of the necessity of each player to play the maximum amount of time during the game.
1. Players will not be discriminated against based upon ability but should be evaluated on all aspects and positioned accordingly.
  2. Coaches will play each player on his team the amount equal to six (6) plays (minimally) in every game.
  3. A statistician (or assistant coach) will be required to keep track of minimum plays for each player, and submit to the Town Rep following each game.
  4. Coaches are required to familiarize themselves with the League rules regarding 6 plays.

- G. Coaches are encouraged to inspect all player equipment for fit, safety and approved for competition.
- H. The head coach will be required to maintain and make available upon request a "Coaches Binder".
- I. The head coach, and his assistants, will support the activities of his/their respective cheer squad. This includes, but is not limited to, any organized dance routines, homecoming parade, homecoming walk, homecoming halftime routine, and pep rallies.

### **Section 8 – Team Size**

- A. Refer to MYFA rules manual.
- B. JYSA may elect to divide players into two teams when number of registered players within any division reaches 30; players MUST split at 34.

### **Section 9 – JYSA Team Formation**

- A. JYSA player draft and trade.
  - 1. All unassigned players will be placed on respective teams via an open draft. Procedure described as follows:
    - a. Prior to start of draft process all head coaches will provide the names of the players they intend to freeze and assign to their roster.
    - b. Prior to start of draft process all head coaches must declare any assistant coach (up to 2, see above section) having a child which would otherwise be available for draft.
    - c. It is not required that a head coach declare any assistants at this time.
    - d. All freeze players will be assigned to their respective rosters and thus protected from draft before any unassigned player is selected.
    - e. Only 2 freeze player per returning head coach will be allowed. These freezes include:
      - 1. Head Coach's child
      - 2. 1 Assistant Coach's child
      - 3. Freezes for additional Coach's children will be reviewed by the Football Committee.
    - f. The coach(s) with the least number of assigned players will select first, drafting up to the number of players the other coach(s) have. If more than one coach is deficient, selections will alternate. Once teams are balanced the draft will proceed (per draft order, see "b" below) with coaches alternating turns and drafting one player each time.
    - g. Draft order will be a "snake" format. Round 1 – Teams 1,2,3,4... Round 2 – Teams 4,3,2,1.

- h. Coaches and JYSA are not obligated to honor parent requests when drafting their teams.
  - i. All draft proceedings shall be proctored by a JYSA Football Committee member.
  - j. No assistant coaches allowed in draft room during draft process.
  - k. Communication (of any type) with any individual not present in the draft room is prohibited. Doing so will result in a loss of 1 draft selection per violation.
2. Player trade period
- a. Upon completion of the draft a one (1) hour trade period will be provided.
    - i. The trade period will only be provided upon request by the head coaches participating in the draft. If a trade period is not requested, the team rosters will be finalized as they were drafted.
    - ii. The JYSA Football Committee member proctoring the draft will indicate the start and stop time for the trade period.
    - iii. Only the head coaches of each team will return (to their respective Board member) with final rosters at end of trade period.
  - b. NO trades will be allowed after the end of trade period.
  - c. Head coaches cannot trade away freeze players.
  - d. Final rosters must comply with MYFA.

### **Section 10 – Player Equipment**

- A. Refer to MYFA rules manual for equipment requirements.
- B. JYSA supplies a game jersey, game pant w/ integrated pads, game socks, and helmet decal.
- C. JYSA football players are responsible for helmet, shoulder pads, mouthpiece, football cleats (no screw-in/detachable spikes), practice pants w/ integrated pads and practice jersey.
  - a. Mouthpiece must be attached to facemask.
  - b. Mouthpiece with lip guard is a suitable alternative.

### **Section 11 – Practices**

- A. Refer to MYFA rules manual.
- B. MYFA will specify the beginning practice date.
- C. Head coaches shall abide by the set practice schedule.
- D. There shall be no more than one (1) practice per day or more than four (4) practices in a consecutive seven (7) day period before the first game of the year.

- E. No more than three (3) practices are allowed in a consecutive seven (7) day period after the first game of the year.
- F. A JYSA Board of Directors representative must be aware of all practices.
- G. Head Coaches must provide their practice schedule to the Football Committee.
- H. All teams must utilize the specified location for their practices.
- I. New practice locations must be approved by the Board and cannot be used prior to approval.
- J. No pets/animals allowed at practice.

## **Section 12 – Player Certification Weigh In, and Team Rosters**

- A. Refer to MYFA rules manual.

## **Section 13 – Game Rules and Regulations**

- A. JYSA holds forth the minimum 6 play rule.
  - a. Each player must play a minimum of 6 plays.
- B. Refer to MYFA rules manual.
- C. MYFA games shall be played under NCAA rules except where MYFA rules are different.

## **Article VI – Cheerleading**

### **Section 1 – Cheerleading**

- A. Cheer squads will not be limited in number.
- B. Age of cheerleaders is four years old (by September 1<sup>st</sup> of the current year) to sixth grade.
- C. Cheer squads will begin practicing after the football draft has established the football teams.
- D. The first obligation of the cheer squad is to support its assigned football team. Upon anytime the team and/or cheer squad wishes to participate in any other activity, it will be at the discretion of the Cheer Committee. If circumstances involving any other activity and cheering for team and/or games create a conflict, the obligation to the team will prevail.
- E. Coaches and cheerleaders are the only individuals allowed on the field or sidelines during a JYSA game.
- F. Cheer squads must be in uniform, in attendance, and active at every game. Coaches may be penalized for a lack of involvement.

### **Section 2 – Assignment of Cheerleading Coaches**

- A. Cheerleading coaches will ultimately be selected by the Cheer Committee.
- B. All actions of the Cheer Director will be under the supervision and support of the Board of Directors.
- C. All prospective cheer coaches, new or returning, must participate in annual application/interview process.

- D. Prospective cheer coaches must submit in writing, their application to the Cheer Director or the JYSA email.
  - 1. Application should include desired division and team for which coach is seeking assignment.
  - 2. Head cheer coaches must be at least 18 years old.
- E. No cheerleading coach applicant will be given preference over another new or returning coach by the Cheer Committee or Board of Directors during the assignment of positions.
- F. Coaching assignments are contingent upon a criminal background check.

### **Section 3 – Head Cheerleading Coaches Responsibility**

- A. Head coaches have the prerogative to select their assistant coaches.
  - 1. Assistant coaches must meet Cheer Committee approval and undergo a criminal background check.
  - 2. At least one assistant cheer coach must be 18 years old or over.
  - 3. Junior assistant cheer coaches must be 7<sup>th</sup> grade or older.
- B. Head coaches are responsible for the conduct of their assistant coaches, cheerleaders, parents and visitors.
- C. The Head Coach shall ensure that each cheerleader will cheer in each game, except for disciplinary reasons.
  - 1. These reasons shall be determined by individual coaches.
- D. Coaches should be aware of the necessity for each child to cheer the maximum amount of time during each game.
- E. A coach will not discriminate solely based on ability but will evaluate the cheerleader on all aspects.
- F. Head coaches will abide by the set practice schedule.

### **Section 4 – Cheer Equipment**

- A. JYSA will supply everything outlined in the Cheer package advertised at signups. This cheer package will change on an annual basis based on equipment cost, availability, and turnaround time.

### **Article VII – Basketball**

### **Article VIII – Baseball**

### **Article IV - Softball**

### **Article X – Parental Requirements and Registration Fees**

#### **Section 1 – Parental Requirements**

- A. All players and cheerleaders must always supply written permission from their parent/guardian along with medical consent form for emergency treatment to remain in the coach's possession.

- B. For safety reasons one parent/guardian must be present at all practices, games, or other association activities.
- C. Parents/guardians must complete AND ABIDE BY the Code of Conduct form. **JYSA** has a ZERO TOLERANCE policy when it comes to parent conduct. JYSA can and will remove a parent without warning from any practice, game, or any other JYSA event.
- D. Physicals are recommended, but not required. JYSA is not liable for injuries occurring from on-going medical condition not disclosed if no physical is obtained.

## **Section 2 – Registration Fees**

- A. Registration fees for football and cheerleading are reviewed and set by the Committee Chairs annually.
  - 1. Committee Chairs shall work within their committees to come up with a cost analysis for uniforms, insurance, and league fees; and shall set registration fees accordingly.
  - 2. The Executive Board will vote to approve the registration cost.
  - 3. No refund will be given after uniforms are ordered.

## **Article XI – Discipline and Adverse Actions**

JYSA adopts the following standards for Board Members, Coaches, Assistant Coaches, Teams, Players, Volunteers, Parents including Family Members and Spectators to maintain high standards of personal conduct and integrity when participating in all events and activities at permitted facilities and confines of the organization, and to adhere to this Discipline & Adverse Action policy without prejudice.

Formal disciplinary and adverse actions will be taken for good cause after considering all mitigating and aggravating circumstances and should be consistent with all other such actions taken by JYSA for similar infractions. It is essential that prompt and just corrective action be taken to promote efficiency, integrity and consistency within the organization.



**Section 1 – Basic Principles; all such actions shall be governed by the following principles.**

- A. **Corrective.** The intent of discipline or adverse action is not to punish, but to correct unacceptable behavior. Accordingly, discipline or adverse action should only be as severe as necessary to bring about desired change.
- B. **Consistent.** Similar penalties shall be imposed for like offenses.
- C. **Nondiscriminatory.** Discipline and Adverse Actions shall not be influenced by race, color, religion, sex, age, financial status, political beliefs, national origin, physical handicap, or sexual orientation.
- D. **Timely.** Discipline and Adverse Action shall be initiated as soon as practical following the occurrence of the said infraction.
- E. **Progressive.** A more severe action shall be imposed upon an individual if the person has received prior disciplinary action. Prior offenses need not have been of the same nature as the current offense to warrant a more severe action.

**Section 2 – Definitions**

- A. **Assault.** The intentional act of physical violence including but not limited to, the following acts upon another individual: hitting, kicking, punching, pushing, choking, spitting at or on, grabbing, poking, deliberate bodily running into, the act of kicking or throwing an object at, and/or damaging property.
- B. **Dissent.** Demonstrated continuous disagreement with; a game Umpire/Referee, Program Officials, Coaches, Assistant Coaches, Teams, Players, Volunteers, and Parents including family members and/or Spectators by either action or word.
- C. **Ejection.** The temporary removal of an individual from a game, the field, and vicinity of the field by an Umpire/Referee or JPWFA/ MYFA program official for conduct reasons.
- D. **Expulsion.** The permanent removal of an individual for disciplinary reasons from all affiliated facilities and confines of the organization.
- E. **Formal Disciplinary Action.** A letter of reprimand (notification, including email) to the offender outlining the offense and adverse action being taken.
- F. **Individual.** Shall be defined as any Umpire/Referee, JPWFA Board Member, Coach, Assistant Coach, Player, Volunteer, and Parent(s) including Family Members, Legal Guardians and/or Spectators.
- G. **Obscene.** Profane or vulgar language. Any word, remark or gesture deemed unacceptable during JPWFA/ MYFA activities and or events.
- H. **Affiliated Facilities.** All areas under the direct responsibility, authority and control of JPWFA activities or events, to include fields, parking lots, pavilions, gymnasiums, host facilities of corroborated MYFA league events, or other venues.

- I. **Suspension.** The temporary removal of an individual for disciplinary reasons from all affiliated facilities and confines of the organization.
- J. **Theft or Larceny.** The wrongful and/or unlawful taking of goods of another with intent of permanently depriving the owner thereof.
- K. **Threats.** Shall be defined as any remarks, verbal statements, gestures or physical act not resulting in bodily contact that carry the implied threat of physical harm against an individual or their property. Threats will not be made by phone, text message, voicemail, email, or by any sources of social media to include but not limited to Facebook, Twitter, Instagram, etc...
- L. **Umpire/Referee Abuse.** Shall be defined as the use of foul or abusive action by word, sign, gesture, or language toward an Umpire or Referee.
- M. **JYSA Official/Board Member.** Any JYSA Board Member or any person(s) acting in an official capacity on behalf of Joshua Pee Wee Football Association, to include volunteers, sponsors or partners.

### **Section 3 – Classes of Misconduct**

Actions and conduct considered inappropriate by JYSA have been designated by class. The following three classifications describe behavior prohibited at all JYSA meetings, practices, games and activities.

#### **A. Class I**

- 1. Use of profane, obscene, inappropriate, or unacceptable language, remarks, or gestures by word or sign at any time.
- 2. Any behavior that is deemed by the Board to be derogatory or defamatory towards a Member of JYSA (Board Members, Coaches, Parents, Players) or a Member of MYFA (Referees, other Coaches, Parents, or Players).
- 3. Inciting or participating in disruptive behavior (disturbing the natural process of a meeting, practice, game or any official activity)
- 4. Making insulting or derogatory remarks or gestures about any individual or group at any time.
- 5. Coaches and or Assistant Coaches receiving a verbal warning from an Umpire/Referee during a scrimmage or game.
- 6. Abuse of an Umpire/Referee – excessive dissent.
- 7. Umpire/Referee Official sanctioned ejection.
- 8. Possession/use of alcoholic beverages, illegal drugs or tobacco products in or on JYSA affiliated facilities.

#### **B. Class II**

- 1. Direct or implied threats or innuendos.
- 2. Inappropriate or threatening gestures.
- 3. Excessive dissent (threatening).
- 4. Any behavior that is deemed by the Board to be derogatory or defamatory towards a Member of JYSA (Board Members, Coaches,

Parents, Players) or a Member of MYFA (Referees, other Coaches, Parents, or Players).

**C. Class III**

1. Physical striking of any Board Member, Official JYSA Representative, Coach, Assistant Coach, Player, Umpire/Referee, Volunteer, Parent including Family Member and Spectators at all affiliated facilities and confines of the organization.
2. Willful or malicious destruction of organization (including school facilities) property or affiliated facilities to include fields, parking lots, pavilions, gymnasiums or personal property of any individual participating in a sponsored activity.
3. Criminal or illegal activity conducted on any JPWFA affiliated facility or confine.
4. Unethical behavior while acting in an official capacity representing JYSA.
5. Theft or larceny of money, assets, equipment, or services under the affiliated facilities and the confines of JPWFA and its affiliated activities.

**Section 4 – Penalties and Adverse Actions**

Any JYSA Board Member or Representative, Coach, Assistant Coach, Player, Team, Umpire/Referee, Volunteer, Parent (including Family Members and Spectators) found guilty of misconduct is subject to minimum disciplinary action as follows:

**A. Class I**

1. First Offense – Written reprimand if previously given a verbal warning. Suspension for one (1) game and/or (1) entire calendar week if previously given a written reprimand.
  - i. Verbal or Written reprimand not is not a required prerequisite for a suspension.
2. Second Offense – Suspension for remainder of season.

**B. Class II**

1. First Offense – Suspension for two (2) games and/or two (2) calendar weeks.
2. Second Offense – Suspension for remainder of season.

**C. Class III**

1. Permanent expulsion from the association.

**NOTE – Class III offenses may be subject for referral to the appropriate law enforcement entity and/or District Attorney’s Office for further action.**

**Section 5 – Conduct and Disciplinary Committee**

- A. JYSA Conduct and Disciplinary Committee are responsible for the review, investigation, and issuance of all discipline and adverse actions pertaining to any conduct complaints brought to them through JYSA activities.
- B. The Committee shall have the authority to impose any penalty up to and including all Class I, II and III offenses.
- C. Copies of the Committee's findings shall be filed and kept by the JYSA Executive Board.

### **Section 6 – Formal Proceedings**

- A. Once an infraction is reported, a written notice of infraction shall be sent to the accused.
- B. The Discipline Committee will meet with the accused and discuss the infraction.
- C. The Discipline Committee will determine whether the action warrants discipline.
- D. The Chair of the Discipline Committee will serve the accused with the Committee's decision.
- E. Once the decision is served, the discipline (if any) will start.
- F. All conduct infraction(s) handled shall have appeal rights to the JYSA Executive Board.
- G. Upon receipt of a written appeal, by the JYSA Executive Board, the President will call an emergency meeting of the Discipline Committee, schedule a conference call or send an email to discuss the appeal procedures, including if requested, an official hearing before the Committee.
- H. The Discipline Committee will then conduct an investigation of the facts of the case in a timely manner. The President of JPWFA can appoint particular individuals to conduct the investigation.
- I. Following the investigation, and possible hearing, the Discipline Committee shall issue the appropriate corrective action to be issued in writing to the appellant.
- J. Class III offenses may be subject for referral to the appropriate law enforcement entity and/or District Attorney's Office for further action.
- K. All Executive Board Decisions are Final.

### **Section 7 – Appeals**

- A. All appeals, determinations/decisions must be made in writing to the JYSA Executive Board within three (3) business days of the issuance of the disciplinary action.
- B. Appeals will be reviewed, and an opinion issued by the JYSA Executive Board within three (3) business days of receipt.
- C. All Appeal Decisions are final.

## **Section 8 – Unethical Behavior**

The following acts may be subject to disciplinary action by the JYSA Board;

- A. Falsification of documents, including but not limited to, registration data, birth certificates, and rosters
- B. Allowing unregistered or ineligible players to participate in games.
- C. Knowingly violating a League/Association rule.
- D. Any attempt to deceive or mislead the League/Association.
- E. Misappropriation or mishandling of any team or JYSA funds.
- F. Any criminal or illegal activity conducted on affiliated facilities.

## **Section 9 – Records Retention**

The JYSA Executive Board may maintain all records associated with all Discipline and Adverse Action findings and judgements in accordance to the following disposal schedule;

- A. Class I = Ten (10) years from date of offense.
- B. Class II = Ten (10) years from date of offense.
- C. Class III = Indefinite.

## **Article XII – Metroplex Youth Football Association Membership**

### **Section 1 – The Metroplex Youth Football Association (MYFA)**

- A. JYSA, as a member association of MYFA, is subject to the by-laws and rules of MYFA.
- B. JYSA shall provide representation at required MYFA meetings.

## **Article XIII – Insurance**

### **Section 1 – Insurance**

- A. The Association must have insurance covering all players and cheerleaders.
  1. General Liability Insurance and Excess Accidental Medical Insurance are provided secondary and in excess to any same or similar coverage afforded to any player and cheerleader under any validly collectible insurance policy from any source.
    - a. Minimum Liability requirements
      1. \$1,000,000.00 in coverage
      2. \$2,000,000.00 in aggregate
    - b. Minimum Excess Accident Requirements
      1. \$25,000.00 per participant per injury