**GROTON-MYSTIC FALCONS YOUTH**

**FOOTBALL LEAGUE**

2022 BY-LAWS



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GROTON-MYSTIC FALCONS 2018

YOUTH FOOTBALL LEAGUE: RULES OF OPERATION AND BY-LAWS

I. **NAME:**

 The organization shall be known as the Groton-Mystic Falcons Youth Football League, Inc. Hereinafter called the “The League.”

II. **OBJECTIVES**

To promote the importance of sports in the Groton-Mystic Community. To pledge our cooperation with others in the field of education and sports and to administer a program that will always stress the best interest of the youth who participates in League activities.

III. **GOVERNMENT**

The constitutional by-laws and playing rules are referenced herein for the regulation that will pertain to the administration of the league. The League shall adopt and adhere to all by-laws of the Southern New England Youth Football Conference, (SNEYFC), or as modified here in and approved by the SNEYFC.

All league rules are to be strictly adhered to. If violations of the by-laws or playing rules occur, they will be reported to the League President. Any Senior, Junior, Micro, Pee Wee or Flag Team player, or Cheerleading squad not complying with the accepted by-laws and playing rules will be subject to whatever action the Executive Board of the League deems necessary. The decision of the Executive Board will be final.

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes of as specified Section 501(c) (3) of the Internal Revenue Code of 1986 and shall not carry on any activities not permitted to be carried on by organizations exempt from Federal Income Tax under IRC 501(c) (3) or corresponding provisions of any subsequent Tax Laws. No part of the net earnings of the organization shall inure of the benefit of any member, trustee, director, officer or the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organizations assets upon dissolution of the organization. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRD 501(h) or participation in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to and candidates for public office.

In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c) (3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal Tax Laws, or to the Federal Government or State or local Government for a public purpose, subject to the approval of the Supreme Court of the State of Connecticut.

In any taxable year in which the organization is a private foundation as described in IRC 509 (a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act or self dealing as defined in IRD 494 1 (d), (b) retain any excess business holdings as identified in IRC 4943 (c), (c) make any investments in such a manner as to subject the organization to tax under IRD 4944, or (d) make any taxable expenditures as defined in IRC (d) or corresponding provisions of any subsequent Federal Tax Laws.

IV. **BY-LAWS**

Officers of the League

1. Executive Board**:**

(President, Vice President, Secretary, Treasurer, Football and Cheerleading Directors)

The Executive Board will handle all matters of the League between monthly meetings under the direction of the League President. The Executive Board will handle all disciplinary matters or problems that may arise in the interim. The actions or decisions of the Executive Board must be reported at monthly meetings when deemed necessary by the executive board. The members of the Executive Board shall provide interpretations of these by-laws in the event of any conflicts in this document. No member of the Executive Board will be allowed to hold a Head Coaching position during the playing season, unless discussed and approved by a vote of the Executive Board and it is necessary for the betterment of the League and/or the children in the league. The Executive Board will decide on the number of Hardship cases the League will absorb no later than 2 weeks following the first day of practice. At least two members of the Executive Board must be present at every League function/game.

1. President:

Presides at League Meetings and assumes full responsibilities for the operation of the League. He/She must see to it that all personnel are properly briefed on all phases of the rules, regulations, and policies of the League and of the SNEYFC. He/She shall have the authority to grant and shall appoint for the purpose of filling an expired term of office on the Executive Board, and appoint all committees other than the Coaches Committee, Cheerleaders Committee, and Nominating Committee as necessary for the operation of the League. Be responsible for the arrangement and maintenance of the League insurance in conjunction with the Treasurer. Be responsible for getting facility use approved for practices and games. Be responsible to complete background checks for each staff member. Is responsible to have a proper EMT and/or ambulance at all home games for the safety of the players. However, if it is not possible to secure an EMT with an official affiliation with an EMS provider organization, it will be required to secure an individual who is a certified athletic trainer or someone who is certified in First Aid/CPR/AED either through the American Red Cross, American Heart Association or an equivalent organization. Secure fields for practices/games/league events. Accepts written appeals as a grievance by the deadline outlined in the by-laws.

1. Vice-President:

Presides in the absence of the President, works with the other officers and staff within the League, serves as chairperson of the Nominating Committee, serves as a chairperson of the By-Laws Committee, and carries out such duties and assignments as may be delegated by the President of the League. Acts as the Fundraising Committee Coordinator with the assistance of the Treasurer. All fundraisers must be approved by the Executive Board. Sends out Sponsorship letters to prospective sponsors. Orders trophies and awards for athletes who attend the annual banquet. Schedules and sets up picture day. Schedules and coordinates the annual Fundraising event.

1. Secretary:

Record minutes of monthly meetings and Executive Board meetings. Distribute announcements to team parent during the season. Keeps record of all Coaches certifications and qualifications. Keep records of attendance at League meetings. Should have copies of League By-laws available, if requested. Assist with pertinent League business. Set up monthly meeting locations and coordinates in-person registration dates. Organizes and prepares registration packets. Orders Registration signs, if needed. Is responsible to send out discipline letters to parents or players when necessary. Confirm participation in seasonal events with Town of Groton Parks and Recreation.

1. Treasurer:

Dispense League funds as approved by the Executive Board. Must keep up-to-date League Financial records and submit monthly written reports on the status of League funds with a complete list of income & expenses with a detailed explanation for each and the beginning balance and ending balance. Emergency expenditures less than $300.00 should be discussed between the Treasurer and President (Vice President if President is not available). Expenditures over $300.00 will be voted on by the Executive Board with a majority vote. All reimbursements must be accompanied with a receipt and must have prior approval from the Treasurer and President (Vice President if President is not available). There will be no less than $2,000.00 in the total treasury on the date of the Awards Banquet. All moneys coming into the League shall be counted by the Treasurer and an Executive Board member to verify amount ($) collected. Each deposit must be kept separate, i.e. Concession Stand and Apparel, etc. In the event of a bounced check, the league will charge $25 per deposit attempt per check. If the same person bounces more than 1 check at any time while a member of GMFYFL, they will lose their right to pay with checks. Brings change to each in-person registration date. Collects fundraising monies with the Vice-President. Makes sure there is change to begin on all game days. Is responsible to count money upon each concession closing with another executive board member. Pays the refs at the games. Prepares spreadsheet for taxes for accountant for their tenure. Assist Vice-President with coordinating the fundraising committee along with Fundraiser Chairperson. Renews the League insurance for the season and Competition in coordination with the President of the League.

1. Football Director:

Organize and be chair of the Football Coaches Committee. Develop training and Football directions for all divisions of football players and act as liaison between the coaches and the Executive Board. Accept responsibility and take immediate action on enforcing the *Coaches’ Code of Conduct*. Any action taken will be immediately reported to and reviewed by the Executive Board.

Will determine placement of football players on proper squads according to the By-Laws. Executive Board will be notified of such placements. The Director will assess equipment and determine whether replacement or refurbishment is necessary. A report will be given on or before the April meeting. Requests for equipment needed for the season must be submitted and voted on, on or before the April monthly league meeting so all orders can be placed and received prior to the start of the season. Act as Equipment manager if position not filled. Has the authority to grant and appoint for the purpose of filling a vacant head coach position after concurrence with agreement of the executive board.

Enforce the By-Law that a representative from each team will be present at each monthly meeting. In the absence of the Football Director, responsibility will be given to the President followed by the Vice-President. Will see that all adult Coaches are annually certified per the By-laws and that copies of all certifications are placed in the individual team books and given to the League Secretary prior to the first day of practice. Is responsible for collecting background check forms from the Coaches/adult staff to be turned over to the President prior to the first day of practice. Distribute any league purchased seasonal apparel to the appropriate Coaches and players. The remaining items will be distributed based on seniority. League staff will only wear league approved apparel on sidelines during game day.

The Head Coaches will submit to the Director, a list of prospective Assistant Coaches at the April meeting. The Director will then submit the list of the league staff at May’s meeting. All Assistant Coaches will be introduced at a League meeting so they, and the rest of the League staff, can become familiar with each other and to learn how the League functions. Each Football team is limited to one Head Coach and four Assistant Coaches. Will compile rosters and submit to the rest of the Executive Board within two weeks of the first day of practice. Collects all Coaches background checks and submits to the President

The Coaches Committee will consist of all Head Coaches in the League.

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The Coaches Committee shall:

1. Act as an advisory committee through the Football Director.
2. Coaches Committee meetings shall begin no later than the first day of June and will continue to meet once a month, or more frequently if necessary, until the end of the playing season, (including post season activity).
3. Review *Code of Conduct*
4. A Football Committee meeting shall take place in December (after the end of the season) for the purpose of putting together any and all conference football rules and conference by-law proposals. Proposals for the SNEYFC are to be outlined and read at the monthly January league meeting. Proposals will then be submitted to the SNEYFC PRIOR to the February Conference meeting. Proposals for the League By-laws are to be outlined and read at the monthly April league meeting. Proposals will be voted on at the June league meeting with amendments to be made per any Conference By-law updates.
5. Cheerleading Director:

Organize and be chair of the Cheerleader Coaches Committee. Develop training and cheering directions for all divisions of cheerleaders and acts as liaison between the coaches and the Executive Board. Accept responsibility and take immediate action on enforcing the *Coaches’ Code of Conduct*. Any action taken will be immediately reported to and reviewed by the Executive Board.

Will determine placement of cheerleaders in proper squads according to the By-Laws. Executive Board will be notified of such placements. Must be ACCA Certified (Conference By-Law). Minis and Micros will have the same uniform. Juniors and Seniors will have the same uniforms once they need to be renewed. The Director will assess equipment and determine whether replacement or refurbishment is necessary. A report will be given on or before the May meeting. Requests for equipment needed for the season must be submitted and voted on, on or before the June monthly League meeting so any and all orders can be placed and received prior to the start of the season. Shall act as Equipment Manager if the position is not filled. Has the authority to grant and appoint for the purpose of filling a vacant Head Coach position after concurrence with the Executive Board. Is responsible for coordinating with the League President in getting facility use approved for Competition practices. Is responsible to turn in books to the SNEYFC to have each squad validated for the current season and competition.

Enforce the By-Law that a representative from each team will be present at each monthly meeting. In the absence of the Cheer Director, responsibility will be given to the President followed by the Vice-President. The head coaches will submit to the Director, a list of prospective Assistant Coaches at the April meeting, the Director will then submit this list of the League Staff. All Assistant Coaches will be introduced at a League meeting so they and the rest of the League Staff can become familiar with each other and learn how the League functions. Each Cheer Squad is limited to one Head Coach, and four Assistant Coaches and/or Junior helpers as agreed upon by the Cheer Director and Executive Board.

Will see that all adult Cheer Coaches are annually certified per the By-laws and copies of all certifications are placed in the individual team books and given to the League Secretary prior to the first day of practice.Is responsible to collect background check forms from the Coaches/ adult staff to be turned into the President prior to the first day of practice. Responsible to ensure Head Coaches will be ACCA, NYCC and First Aid certified. Assistants will be NYCC and First Aid certified.

***Competition:*** A committee made up of the Director, Head Coaches, and a member of the Executive Board, whose responsibility will be to participate in the selection of the cheerleaders to participate at Competition. All cheer squads will practice through the conclusion of the regular season games. All regular season cheerleaders will not participate in the Competition practices, but will be required to participate in all half-time routines. Only the Competition squads will continue to practice for Competition routines at selected practices and two weeks prior to the Conference Cheer Competitions.

The Cheer Coaches Committee will consist of all Head Coaches involved in the league.

The Coaches Committee shall:

1. Act as an advisory committee through the Cheer Director.
2. Coaches Committee meetings shall begin no later than the first day of June and will continue to meet once a month, or more frequently if necessary, until the end of the playing season, (including post season activity).
3. Review *Code of Conduct*
4. A Cheer Coaches Committee meeting shall take place in December for the purpose of putting together any and all Cheer rules and By-law proposals. Proposals will then be submitted to the SNEYFC at the January Conference meeting. Proposals for the League are to be outlined and read at the monthly April League meeting. Proposals will be voted on at the June League meeting.

 **Competition Criteria:** At or near the end of the season, the Conference hosts a Cheer Competition. Participation in the Cheer Competition is not mandatory. Competition selection for the Mini, Micro, Junior and Senior squads is based on the following factors.

1. Selection: - Squads can consist of a maximum of up to 25 cheerleaders (Conference By-Law). Coaches will determine the number of participants based on the Coach’s prepared routine.
2. Attitude: - Positive attitude portrayed. Respectful of self and others.
3. Ability: - Must be able to learn quickly and be able to carry out routines with

sharp motions and accuracy (see Competition Criteria in Constitution)

1. Dependability: - Must not have been absent more than 5 practices prior to competition selection. All Competition practices are to be attended as practice is very rigorous. If an athlete is absent for reasons other than an “extreme emergency”, determination if the athlete should or should not remain on the Competition squad will be at the discretion of the Cheer Director.
2. Enthusiasm: Must be willing to work hard without complaints. Not one person sustains the team. Each and every person makes the team a whole.

Outside Competitions: The Competition squads may compete in additional competitions during the current playing season. Decisions to further compete will be at the discretion of the Senior and Junior Head Coach and Cheer Director with acknowledgement of the Executive Board.

1. Flag Football Director:

Will organize and be Chair of the Flag Football Coaches, develop training and playing directions for Flag Football players, act as a liaison between the Coaches and the President, accept responsibility and take immediate action on enforcing the *Coaches Code of Conduct*. In the absence of the Football Director, responsibility will be given to the President followed by the Vice President; any action taken will immediately be reported to and reviewed by the Executive Board. Responsible for constructing the current season Flag game schedule with Board approval by the end of the 2nd week of August. Flag Football Director is appointed by the Football Director with prior approval of Executive Board.

1. Trainer:

Trainer is appointed by the President. It is recommended that the Trainer is an EMT. The Trainer administers First Aid and consults the Coaching staff to determine if an injured athlete may participate in games and/or practices. Anyone with an injury or illness requiring a doctor’s attention must give the Trainer or Head Coach written permission from their doctor to resume participation.

If this position is vacant, the Head Coach has the authority to prevent a player from participating because of a possible injury. The Head Coach will make a written report to be kept on file and report injury to the League’s President.

1. Conference Representative:

Attends the Conference meetings and reports Conference notes to the League at the monthly League meetings. If the Conference Representative is not able to attend a Conference meeting, the alternate must be notified in advance, so the League is represented. Conference Representative consists of 1st person as the Football Director or officer/Coach/designated person, 2nd person alternates as the Cheer Director or officer/Coach/designated person, 3rd person alternate appointed by the President.

1. Equipment Manager:

Maintains and distributes all equipment. Communicates to all Coaches to schedule the return and storage of equipment. The Equipment Manager, with the approval and authorization of the Executive Board, shall handle all purchasing of new equipment. During practices is called upon to render minor first aid. Set up and breakdowns practice field and home games. Brings all required equipment to games. Every other year makes sure that helmets are reconditioned with the assistance of the Football Director. Repair equipment when required and submit report when equipment needs to be professionally replaced. When position is vacant the responsibility falls on the respective Directors. Equipment Managers are appointed by the respective Directors with prior approval of the Executive Board.

1. Concession Coordinator:

Maintains the upkeep and organizes the concession stand for the season. The auxiliary will consist of the Coordinator and the Executive Board. Responsible to schedule parents to work the concession stand at games. The Concession Coordinator is appointed by the President with prior approval of the Executive Board. Purchases items for the concession stand with the approval of the Executive Board.

1. Fundraising Coordinator:

Planning and managing fundraisers. Is responsible for sending out Sponsorship Letters in coordination with the Vice-President. Works on securing available grants and other sources of revenue.

1. League Staff:

The League Staff consists of the President, Vice-President, Secretary, Treasurer, Football/Cheer Directors, Football/Cheer Coaches, Concession Coordinator, Equipment Manager, and Fundraising Coordinator.

1. Voting Members:

Voting members shall consist of eligible League Staff and general membership. The League Secretary will be responsible for verifying eligibility to vote at the beginning of all League meetings.

ELECTIONS:

1. DECEMBER:
2. Vice-President shall receive in writing all nominations for Executive Board.
3. Prior and during the nomination meeting, anyone may submit a name along with position(s) wanted. At the conclusion of the nomination/December meeting, the ballots will be closed until the Election/January meeting. Nominations will be announced at the end of the December meeting.
4. JANUARY:
	1. At the voting/January meeting, anyone may submit a name along with position(s) wanted. Those nominated must be present to accept the nomination.
	2. Vote: Ballot sheet shall be distributed to all present eligible-voting members.
	3. The President and the League Secretary will count the votes for each position.
	4. The nominee who receives the majority votes wins the position and shall take office on or before February 1st during a turnover meeting which will include the current and newly elected board to ensure proper turnover.
	5. In the event of a tie, the President shall cast the deciding vote unless it’s a tie for the president then the current Executive Board will make the decide based on majority vote.
	6. Absentee ballots will not be accepted.
5. HEAD COACH SELECTION PROCESS
	1. Applications for Head Coach positions will be available December 1st.
	2. Applications for Head Coach Positions must be completed and turned into the Executive Board by the January league meeting.
	3. Applicants will be interviewed in the month of February by the current Executive Board and 1 additional person, selected at the Boards’ discretion.
	4. Applicants will be voted upon by the Executive Board with majority vote.
	5. In the event of a tie, the President shall cast the deciding vote.
	6. Absentee ballots will not be accepted.

Any Coach/staff members who have not completed their term in office and vacates their position during the season must provide proof of an emergency in doing so. If no proof is provided, or the Board does not agree, the Coach/staff members cannot be voted in or appointed to take any position within the League the following season. The vacating staff member must take 1 season off before consideration will be given by the current Bard about their return.

VOTING:

1. Obtaining the Right to Vote:
	1. Must be 18 years and older to carry a league vote.
	2. All members must attend (3) consecutive meetings to obtain general voting rights. (All votes cast with the exception on the staff elections.)
	3. Any Staff member elected or appointed at anytime during the season shall automatically become eligible voting members upon accepting their position and will take office at the end of the League meeting.
	4. All members must attend 7 out of 12 scheduled monthly meetings to be eligible to vote for League elections.
2. Relinquishing the Right to Vote:

Staff and League members that fail to attend (3) consecutive meetings shall forfeit their general voting rights.

Staff and League members that relinquished their general voting rights shall not regain them unless re-attending (3) consecutive meetings.

Staff and League members that fail to attend 7 out 0f 12 scheduled monthly meetings shall forfeit their League elections voting rights.

1. Approval of Motions:

It shall require approval of a majority of the voting members present to pass any motion made by due process with a show of hands which will be counted by the secretary to report in the minutes.

MEETINGS:

1. Quorum:

All meetings shall consist of at least seven (7) eligible League voting members including at least one Executive Board member.

1. Schedule of Meetings: The League will meet each month. The Executive Board will determine the time and location. To receive credit for attending a league meeting, you must be present for 75% of the meeting.
2. Special Meetings: The President shall have the right to call special meetings for all matters deemed necessary for or in the best interest of the League.

PRACTICES:

Practices will be held weekdays starting on August 1st or 4 weeks prior to the first game, as determined by the Conference, and continue throughout the playing season. Practice schedules will be at the discretion of the Head Coaches with the approval from the appropriate Director. Directors will inform the Executive Board no later than the end of June.

GAMES:

Coaches will only be allowed on the field of their own team/squad games unless that Coach has been asked to be a fill in Coach for that game. (Director must be notified of the change prior to the start of the game.)

BY-LAW CHANGES:

1. All requests for changes to the League By-Laws must be given to the Vice-President, in writing, one week prior to the November League meeting. The proposed changes will be discussed at the November League meeting and voted on at the December meeting. Dates may be changed to coincide with dates for Conference by-law changes.
2. Emergency changes deemed to be in the best interest of the League may be requested and made at any time during the year, provided they are submitted to all Executive Board members for review and voted on by the Executive Board and then presented at the following League meeting.

ACTIVITIES/FUNDRAISERS:

1. Any proposals for new fundraising activities must be presented to the Vice-President and/or Fundraising Coordinator for review. After approval, fundraising idea(s) will be presented at the monthly League meetings.
2. No person associated with the Groton-Mystic Falcons Youth Football League shall make

any representation or conduct any activities/fundraiser on behalf of the League without the approval of the Executive Board.

1. All football players and cheerleaders must participate in mandatory League Fundraisers (as stated in the registration packet). Other fundraisers are encouraged but optional.
2. Any items (i.e. apparel, awards, pictures, etc.) or money not claimed by the participants will be nollied by December 31st of the current year and not rolled over to the following year.

AWARDS:

1. No awards, apparel or other items indicating participation in the League will be given or worn without the approval of the Executive Board.
2. All participants who attend the end of season banquet will receive a participation certificate.

TROPHIES:

Trophy sizes will be of equal size for both football and cheerleader participants.

* 1. If the conference recognizes football playoff seating and cheerleading squads at competition the Groton-Mystic Falcons will also recognize this accomplishment with a trophy, the size being determined by place finish (only those cheerleaders competing and listed on the competition squad at roster validation in the conference competitions will be awarded a conference place trophy. All other cheerleaders will receive a participation certificate)
	2. Only players or cheerleaders who attend the end of the year banquet will receive their earned trophy/certificate.
	3. Trophy sizes will be as follows:
		+ 1. 1st Place - 24”
			2. 2nd Place - 20”
			3. 3rd Place – 18”
			4. 4th Place – 16”
			5. 5th Place – 14”
			6. 6th Place – 12”
			7. 7th Place – 10”
			8. 8th Place - 7-8”

APPLICATION TO PARTICIPATE IN LEAGUE ACTIVITIES:

1. Each application shall be accompanied by a registration fee which will cover registration

for one playing season. The entire registration fee is returnable immediately, if the applicant is found to be ineligible. Registration fee refunds for participants will not occur after two weeks from the first day of practice. Hardship cases will be reviewed on a case-by-case basis and the Executive Board will determine whether to waive the registration fee. The League will pay Registration fees for two children for Executive Board members and one child for Head Coaches. All Executive Board members and Head coaches will pay subsequent registration and all banquet fees as well as participate in all mandatory fundraisers.

1. Each football and cheerleader applicant will be required to have a physical examination

paid for by the parent. Physical forms are valid for 13-months after date of exam. No player may participate in any practice sessions without his completed form turned in.

To participate in contact football activities, the applicant must be 6 years of age as of June 1st of the current year. However, GMF will evaluate any interested applicant turning 6 after June 1st on a case-by-case basis. Flag football players must be 5 years of age as of December 31st of the current year. Under the current playing structure outlined by the SNEYFC, football players will be playing with their same age group.

14U (ages 14 and 13)

12U (ages 12 and 11)

10U (ages 10 and 9)

8U (ages 8 and 7)

Any parent may request that a player plays “UP” with the advisement of the Football Director, but no player may play lower than their age group under the current Conference structure

To participate in cheerleader activities, as annotated in the SNEYFC By-Laws,

 the applicant must be five years of age as of December 31st of the current year. Mini’s must be 7 years old or under as of December 31st of the present year and entering 2nd grade

1. Registrations will be accepted as long as there are uniforms available. Once a squad reaches maximum capacity, player and cheerleader applicants will be placed on a waiting list. Previous registration in the league does not guarantee a player/cheerleader a spot the following year.

Squads for cheerleading can be a maximum of 30 participants.

Squads are composed as follows:

Cheerleader Age

 Seniors: 12-13-14 (must not have obtained their 15th birthday before 12/31 of

the current year and is entering 7th or 8th Grade)

 Juniors: 10-11-12 (must not have obtained their 13th birthday before 12/31 of

the current year and is entering 5th or 6th Grade)

 Micros: 8-9-10 (must not have obtained their 11th birthday before 12/31 of

the current year and is entering 3rd or 4th Grade)

Mini’s: 5-6-7 (must not have obtained their 8th birthday before 12/31 of

the current year and is entering kindergarten, 1st, 2nd Grade.)

1. If any child has an outstanding uniform and/or equipment or any money owed to the Groton-Mystic Youth Football League they will not under any circumstances be permitted to attend any League functions, nor will they be allowed to register for the following season. No Exceptions will be made. A certified letter will be sent out which will include a breakdown of the uniform charges. If the family is mistakenly allowed to register, the moment the mistake is discovered the child will be given a warning to return the uniform or pay the fee. If this fee is not paid or uniform returned, the child will be suspended from all further League activities until the matter is resolved.

SCHOLARSHIP:

The G.M.F.Y.F.L. Executive Board will be advised if any child’s participation is hindered

by financial difficulties. Decisions by the Executive Board will be made no later than 2 weeks from the first day of practice***.***

The Mikayla McElewee Scholarship: A cheerleader who is interested in the scholarship must write a 500-word essay on what cheerleading means to them. The winner will be chosen by the Executive Board as to who’s essay they believe best exemplifies the passion of cheerleading and positive attitude that Mikayla showed. The recipient will receive a plaque at the end of the year banquet as well, as a waiver of the registration fee and any other uniform items that are required by the league.

The Mikayla McElewee Scholarship will be awarded annually. If there are no essays submitted, no scholarship will be awarded.

VOLUNTEERS:

All league volunteers and staff members are required to fill out a volunteer form. They must also agree for a background check to be conducted by the President of the League. Any league volunteer or staff member who is found to have a pending civil or criminal cases can be suspended from the position until the case is resolved. If they are found guilty of the charge, it is up to the discretion of the Executive Board to determine the length of the suspension.

ATTENDANCE:

Head Coaches and/or Team Moms will be responsible to keep an attendance record for each athlete at practices & games throughout the season. Monthly attendance sheets must be turned in to the Directors then over to the League Secretary.

1. **GRIEVANCE PROCEDURES:**
2. All grievances shall be submitted in writing to any member of the Executive Board for review by the Executive Board.
3. The Executive Board will respond, in writing, within 14 days with a decision.
4. Appeals, submitted in writing, will be presented at a special meeting of the League. Voting members will cast a final decision regarding the appeal.
5. Any decision made by the Executive Board can be appealed. Any appeal must be made in writing and delivered to the President within 72 hours (3 days) after the decision of the Executive Board. A special meeting of the League voting members within 48 hours (2 days) after the appeal is received shall take a unanimous vote of the eligible voting members in attendance to overturn the decision of the Executive board. The person submitting the appeal does not have the right to vote.
6. **BEHAVIOR/DISCIPLINE**

Athletes are expected to listen to their Coaches at all times while on the field during practices and games. Horseplay, bad language and fighting, to name a few, will not be tolerated. **Any physical violence to another player on or off the practice or game fields will result in immediate dismissal from the League.**

The League works on a 3-strike policy with the exceptions of A & B.

1. The first time there is a problem the athlete will be given a verbal warning by the Head Coach and a phone call will be made home to inform the parents/guardians of the problem. This will be documented by the Head Coach.
2. The second time, an official letter from the President of the League will be sent home stating the problem still exists and any further occurrences will result in dismissal from the League. The Executive Board reserves the right to issue one (1) game suspension at any time, which may or may not be in conjunction with a “strike” and will be handled by the appropriate Director.
3. If a third incident occurs, the participant will be asked to turn in their uniform and equipment.
4. Children/Parents & Staff are expected to always build a positive image of the Groton Mystic Falcons Youth Football League. If anyone is reported to the Executive Board to be “badmouthing” the League at any time, the outlined disciplinary actions will be followed. This rule will include all public media including Facebook, Instagram, and other online communities.

Exception A. If a player is suspended from school as a result of smoking, violence, drinking or drugs, the player will also be suspended from games and practices for the time equal to that of the school suspension.

Exception B. If a player is expelled from school or arrested for any reason, the player will be Suspended indefinitely from play until approval to participate is given by the Head Coach and the Executive Board. Approval can only be granted after a request to remain in the League is submitted in writing to the Executive Board from the player’s parent/guardian. The Head Coach will keep a written log of any discipline problems.

Parents and Players need to understand three (3) things when it comes to how they act:

1. They represent their community.
2. They represent their league.
3. Most important the players, THEY represent YOU, the parents.

Our **LEAGUE MOTTO** or standard that we have adopted is as follows:

***Always do the right thing***

***Whether it’s on the Playing Field or***

***The classroom or in your social life***

***If you do the right thing,***

***you’ll not only be a better player***

***YOU WILL BE A BETTER PERSON***

**VII. COACHES CODE OF CONDUCT**

1. All Head Coaches and Assistants shall sign and abide by all articles listed in the *Coaches’ Code of Conduct*.
2. The *Coaches’ Code of Conduct* shall become part of the League By-laws.
3. The Executive Board will enforce the *Coaches’ Code of Conduct.*

**VIII.** **CERTIFICATIONS**

1. The League will pay for certification and re-certification of ACCA Safety for the Head Cheer Coach and up to two assistants from Minis, Micros, Juniors and Seniors along with the Cheer Director (per Conference by-laws) annually when necessary.
2. The League will pay for First Aid Certifications of all Head Coaches, up to two assistants per team and Executive Board Members annually, when necessary, as treasury funds allow.
3. The League will pay for NYCC Certifications of all Coaches on a roster.
4. All Coaches must attend the current year’s Conference *Coaches’ Instructional Clinic* as per the Conference by-laws.
5. All Coaches must have **ALL** certifications required in order to be on the field.
6. All adult Cheer Coaches must be certified through NYCC annually each season.
7. All adult Coaches must complete concussion certification through ACCA.
8. All adult Coaches must provide copies of all certifications to the League Secretary within 10 days of completion.

**IX. COMMUNITY SERVICE**

1. High School students may do community service for school/college applications within the League under the direction of the Directors.