



# SEDRO-WOOLLEY YOUTH FOOTBALL & CHEER BY-LAWS

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## **ARTICLE 1**

### **NAME & OFFICE**

- Section 1 The name of the organization: Sedro-Woolley Youth Football and Cheer referred herein as SWYFC (Sedro-Woolley Youth Football League).
- Section 2 The Organization is composed of all volunteers and the principal office of the organization shall be the SWYFC, PO Box 862 Sedro-Woolley, WA 98284, or such place or places as the SWYFC Board of Executive Directors may designate from time-to-time.

## **ARTICLE 2**

### **STATEMENT OF PURPOSE**

- Section 1 The purpose of the organization is to administer the following:
- a) A Youth Tackle Football Program for children ages 6-8 (Pee-Wee), 9-10 (Midgets), 11-12 (Juniors), 13-14 (Seniors) that reside within Sedro-Woolley School District in supporting and upholding the rules and regulations of the North Cascade Youth Football League (NCYFL).
  - b) A Youth Cheer Program for children ages 6-8 (Pee-Wee), 9- 10 (Midgets), 11-12 (Juniors), 13-14 (Seniors) that reside within Sedro-Woolley School District in supporting and upholding the rules and regulations of the NCYFL.

## **ARTICLE 3**

### **NONPROFIT STATUS**

- Section 1 SWYFC is a nonprofit youth sports organization and is registered with Washington State, having our current Articles of Incorporation on file in Olympia. This nonprofit status requires annual renewal with the Secretary of State through a nonprofit corporation annual report form. Any change in the SWYFC registered Officers or Executive Board Members requires an updated report to be filed with the State of Washington.
- Section 2 No part of the net earnings of the organization shall be paid to the benefit of the organization's members, officers, or private individuals, but the appointed and applicable officers shall be authorized to make payments and reimbursements to sustain services rendered in furtherance of the purpose of this organization.
- Section 3 Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for payment of all the liabilities of the organization, distribute all of the assets of the organization exclusively for charitable or educational purposes to such "qualified" organizations as the Board determines.

## ARTICLE 4

### ASSOCIATE MEMBERSHIP

- Section 1 All Head Coaches, Assistant Coaches, Players, Parents or Legal Guardians of Registered Players, and SWYFC Sponsors will be considered “Associate Members” in the SWYFC Organization.
- Section 2 Associate Membership within the SWYFC will begin from the time of appointment by the Executive Board Members into a Head Coaching position for a specific season, confirmation of appointment for Assistant Coaching positions for a specific season, and or the fully paid registration of a Player/Cheerleader at the time of registration for a specific season, through December 31st of the same calendar year.
- Section 3 Registration must be paid in full prior to participation in the regular seasons SWYFC & NCYFL scheduled events unless other approved payment arrangements have been made with the Executive Board of Directors.
- Section 4 All Associate Members must abide by the NCYFL Handbook, NCYFL Code of Conduct, the SWYFC Bylaws and SWYFC Grievance Policy.
- a) A signed NCYFL Code of Conduct must be on file for all Associate Members in order for any Football Player and/or Cheerleader/s to participate in any NCYFL or SWYFC Event.
  - b) Associate Members are responsible for the conduct of any person brought to a SWYFC or NCYFL event affiliated with their respective Player/s and/or Cheerleader/s. This includes all household members, relatives, and acquaintances regardless of whether they signed a NCYFL Code of Conduct.
  - c) Any associated member ejected or removed from any SWYFC event, is an automatic one game suspension at the next scheduled NCYFL game and a minimum one-week suspension of any and all SWYFC activities.
- Section 5 All Associate Members will follow the steps outlined in the SWYFC Grievance Policy to address concerns or complaints within the SWYFC that are a direct violation of the NCYFL Handbook, NCYFL Code of Conduct, or SWYFC Bylaws.
- Section 6 Associate Members are encouraged and welcome to present an item to be placed on the meeting agenda up to 1 day before any scheduled Executive Board Meeting via email: [contact@SWYFC.org](mailto:contact@SWYFC.org).

- Section 7 Associate Members are welcome to attend any scheduled Executive Board Meeting; however, they are NOT eligible to make motions or vote for motions made.
- Section 8 Associate Members are encouraged and welcomed to join Committees to help support the operations of the SWYFC.
- Section 9 Associate Members will only carry a vote for Executive Board Member Elections at the November/December General Annual Meeting.
- Section 10 Associate Membership to the SWYFC Organization may be suspended or terminated by majority vote of the Executive Board Members for violations of the NCYFL Handbook, NCYFL Code of Conduct, or SWYFC Bylaws.
- a) The Executive Board, by a simple majority vote of those present at a duly constituted meeting (over 50% of the Executive Board Members present) shall have the authority to discipline, suspend, or terminate any Associate Membership to the SWYFC.
- Section 11 A request for Meeting Minutes may be made in writing to [contact@SWYFC.org](mailto:contact@SWYFC.org) for a specific intended purpose with good intention.

## **ARTICLE 5**

### **EXECUTIVE BOARD OF DIRECTOR APPOINTMENT**

- Section 1 The Executive Board of Directors shall manage all business affairs of the SWYFC. This will include, but is not limited to, managing the overall business operations of the organization, organization planning, organization policy, public relations, finance, and budgeting. The Executive Board of Directors shall also have specific authority as set by these Bylaws.
- Section 2 All Members of the Executive Board shall be elected to a two-year term with their term starting the January after the November/December Annual Associate Member General Meeting.
- a) The maximum term of an Executive Board Directors shall not exceed a two-year term. The two-year term is time specific, not position specific with the exception of the President.
- b) The office of President shall be voted on by the active Associate Members every two years.

- c) Upon the completion of an Executive Board Directors two-year term, they may “only” be voted back on the Executive Board at another Annual Associate Member General Meeting.
- d) Executive Board Directors are not to be Head Coaches for the SWYFC.
- e) Elections shall be conducted by secret ballot, except that, for any office for which there is only one nominee, election shall be by acclamation, declared by the President. Election by secret ballot requires a majority of members voting, if one nominee does not attain a majority vote then there shall be a runoff election of the highest two vote getters, if there is still not a majority vote then the President will vote to break the deadlock. (If the President is one of the people in the election, then the Vice President will break the tie).
- f) Any future proposed changes to these Bylaws regarding Article 5, Section 2 should be brought to a vote at the Annual Associate Member General Meeting. This two-year maximum term length before having to be voted back onto the Executive Board by the Associate Members at the Annual Associate Member General Meeting is to ensure a proper balance of new and veteran Executive Board Directors and to ensure representation of the Associate Members.

Section 3      The following positions within the organization will be considered the “Executive Board of Directors” and have voting privileges as well as being considered the Executive Board:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) League Representative
- f) Equipment Manager
- g) Fundraising Coordinator
- h) Coach Representative
- i) Advertising Rep
- j) Cheerleader Rep
- k) Field Coordinator

Section 4      The appointment onto the Executive Board of Directors within the SWYFC will be afforded annually from January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 5      The position of President will only be allowed to vote on matters before the Executive Board of Directors if a tie exists. The President shall be afforded the right to veto any vote decided by the Executive Board that is less than

unanimous. All vetoed votes will automatically be put into motion at the subsequent scheduled meeting of the Executive Board of Directors.

Section 6 A previous Executive Board Director must hold the position of President, with at least one calendar year on the Executive Board, except for if no other previous Executive Board Director wants the position.

Section 7 Vacant Executive Board Director positions will be open for nomination at the Annual Associate Member General Meeting.

a) It shall be the responsibility of the Executive Board to post available positions and a description of each position's duties a minimum of 15 days prior to the Annual General Associate Membership meeting. Posting on the Sedro-Woolley Youth Football League Facebook page shall fulfill this requirement.

b) No name shall be placed in nomination of a vacant Executive Board Director position unless the person being nominated has first agreed or expressed interest in the open or vacant position.

c) There shall be no persons of the same household or living together on the Executive Board at the same time.

d) Executive Board Directors who have been previously removed from the Executive Board by majority vote as a disciplinary action, or who violated the Executive Board of Directors Code of Conduct, are not eligible for future appointment or reelection.

e) All appointed Executive Board of Directors will sign and be held accountable to the Executive Board of Directors Ethics and Code of Conduct as a condition of their participation on the Executive Board of Directors.

Section 8 Executive Appointment to the SWYFC Organization may be terminated by resignation or by majority vote of the Executive Board of Directors

a) The Executive Board of Directors, by a simple majority vote of those present at a duly constituted meeting (over 50% of the Executive Board Directors present) shall have the authority to discipline, suspend, or terminate the Executive Appointment of any Executive Board Director of the Organization.

b) Prior to discipline or involuntary termination of membership, all Executive Board Directors shall be notified in writing of the time and place of the

meeting at which the termination of his or her membership shall be addressed. In the instance it is unsafe to do so, an alternative meeting shall be offered such as zoom.

- c) The Executive Board Director shall be given the opportunity to be heard before any action of terminating the Director is taken.
- d) Acceptable notification can include email.

**Section 9** In the event of a vacant or open Executive Board Director position due to resignation, termination, or other circumstances, those replacement positions may be nominated and voted on during any scheduled Board of Executive Directors Meeting by the remaining and current Executive Board Directors where a quorum (over 50% of the Executive Board Directors) are present.

- a) The replacement Executive Board Director will only hold the position until the next Annual Associate Member General Meeting, with the exception of the President who will fulfill their predecessor's remaining term.
- b) If the replacement Executive Board Director wishes to maintain their position, they must be nominated and voted into their own 2-year term by the Associate Members at the General Annual Meeting.
- c) The 2-year term time limit does not apply to the replacement Executive Board Director. A replacement Board Directors 2-year time limit will start after being voted into a position at the General Annual Meeting.

**Section 10** Upon any Executive Board Director not attending two consecutive scheduled Executive Board of Directors Meetings, or three meetings in any one year, that Executive Board Director can be removed from the Executive Board and replaced at the discretion of the President and voted on by the Executive Board of Directors

**Section 11** As an Executive Board of Directors, you have an obligation to hold in confidence those things that are mutually determined by your fellow Executive Board Directors to be confidential.

- a) All data, materials, knowledge and proprietary information generated through, originating from, or having to do with the SWYFC or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, uniform or logo designs, printed material, draft policies and procedures, conversations, meetings, messages (received or transmitted), resources, contacts, e-mail



lists, e-mail messages, whether internally between members or outside the SWYFC is confidential and the sole property of the SWYFC.

- b) Any disclosure, misuse, copying or transmitting of any material, data, or information, whether intentional or unintentional, will be subject to disciplinary action, including suspension or termination.

Section 12 All motions and voting must take place either in person during a scheduled Executive Board of Directors Meeting or via Digital Conference Meetings such as Zoom, MS Teams, ect. when necessary. There will be no motions made or voted on in group text messages or applications that host group chats. All Executive Board Directors must be invited to any scheduled in person or Digital Conference Meeting with the exception only if the meeting is to discuss the termination of that Executive Director, then Section 8b applies.

Section 13 An invitation will be extended to Sedro-Woolley High School Football and Cheer Coaches for the position of advisory to the Executive Board of Directors. This position will hold no voting rights on the Executive Board.

## ARTICLE 6

### DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS

Section 1 The SWYFC is a member of the NCYFL, and therefore the rules and regulations listed in the NCYFL Handbook will automatically be adopted by SWYFC and all the Executive Board of Directors shall abide by and uphold the current rules and regulations of the NCYFL Handbook, NCYFL Code of Conduct, SWYFC Bylaws, and SWYFC Grievance Policy, and the SWYFC Executive Board of Directors Code of Conduct.

- a) It is the responsibility of the SWYFC Executive Board of Directors to update and maintain the SWYFC Bylaws, SWYFC Grievance Policy, SWYFC Executive Board of Directors Code of Conduct, SWYFC Code of Conduct Supplements, and Head & Assistant Coaches Job Descriptions as needed.

Section 2 Ensure all Associate Members and the Executive Board of Directors and organizations participating in the NCYFL and SWYFC events and activities abide by the rules and regulations of the NCYFL, SWYFC and the State of Washington regarding Nonprofit Organizations.

Section 3 The SWYFC shall use Robert's Rules of Order as a guide for protocol and procedure.

- Section 4 All Formal Complaints must be in the form of email and sent to [contact@SWYFC.org](mailto:contact@SWYFC.org) and will not be accepted if anonymous.
- Section 5 An Executive Board of Director quorum (at over 50% of the Executive Board of Directors) must be present at meetings before any decision, ruling, or actions become binding to the SWYFC program.
- Section 6 The Executive Board of Directors will ensure proper record keeping in accordance with the Washington State Nonprofit Statute.
- Section 7 The duties of the Executive Board of Directors positions are defined as follows:

**a) President**

- Attend and preside over all scheduled Executive Board and/or organizational meetings.
- Oversee, investigate, and take decisive action on complaints/ concerns. Assure delivery of written warnings, suspensions, follow up are completed based on the Grievance Policy.
- Responsible for the overall supervision and management of the organization following the policies, rules, and regulations of the SWYFC and the NCYFL.
- Preside over all player draft sessions (Team Split) and have final authority on any disputes concerning drafting matters.
- Responsible for the overall management of the organizational finances with the Treasurer.
- Have access to the SWYFC Bank Account @ North Coast Credit Union, and act as a signer on the account.
- Act as the alternate League Representative to all NCYFL meetings when needed.
- Have access to all affiliated Facebook Pages, SWYFC Website, and the [contact@SWYFC.org](mailto:contact@SWYFC.org) email account.
- Authorized to make purchases up to but not exceeding \$250.00 and must provide receipt for proof of purchase for reimbursement.
- Perform all other duties customary to this position.

**b) Vice-President**

- Is the Chairperson for the Registration Committee.
- Act as the President in the absence of the President.
- Initiate WSP background checks for all volunteers and give records to the Secretary.
- Ensure Head Coaches have an updated list of approved volunteers for each team, as well as copies of blank background check forms to hand out to volunteers as needed.
- Collaborate with the President and Secretary on investigations of complaints/concerns.

- Oversee the management of the Complaint/Concerns Log to ensure follow-up in a timely manner.
- Responsible for building the initial Team Rosters from registration and overseeing the Registration Committee to verify birthdays and birth certificates for each team.
- Provide Secretary with copies of updated Rosters for submission to NCYFL in NCYFL roster format.
- Have access to all affiliated Facebook Pages, SWYFC Website, and the [contact@SWYFC.org](mailto:contact@SWYFC.org) email account.
- Perform all other duties customary to this position.

**c) Treasurer**

- Have In charge of and be responsible for all funds, securities, receipts, and disbursements of the organization.
- Make Deposits to the SWYFC account @ North Coast Credit Union. Act as a signer on the account.
- Maintain, in writing, and in accordance with good bookkeeping, detailed financial records of the organization as well as preparing and submitting tax documents on time. (IRS 990 and WA State SOS compliant and current Art. Of Incorporation on file with SOS).
- Maintain our 501 3(c) status.
- Create and maintain 501 3(c) tax write-off forms and distribute as requested for Sponsorships.
- Pay all organization bills.
- Provide a written Treasurer's Report of income & expense transactions and account balance for each monthly Executive Board meeting or as the Executive Board may require. Also have Live Google Doc Spreadsheet for viewing only to All Board of Directors.
- Oversee and audit all fundraising activities. Have a cash box with change for events.
- Ensure at least 2 Executive Board Members are attending each fundraising event when accepting payments electronically or in cash on behalf of the SWYFC.
- Have access to all electronic payment platforms, Venmo, PayPal, Square, ect, as needed.
- Follow up on Registration payments not paid in full.
- Send invoices to Associate Members for gear that is not turned in at the end of the season.
- Maintain and keep the Sedro-Woolley PO Box, with weekly checks to collect the mail and distribute as necessary.
- Manage scholarship applications and 3rd party payments for registration costs.
- Maintain insurance policies as needed.
- Perform all other duties customary to this position.

**d) Secretary**

- Record minutes of all meetings and maintain the register of all the Executive Board of Directors.
- Email the Executive Board of Directors with minutes/agenda and meeting reminders at least 48 hours prior to and after each meeting.
- At each Executive Board of Directors meeting, distribute a copy of the previous Executive Board of Directors meeting minutes to be read then approved or corrected for permanent record of Executive Board of Directors Actions.
- Organize and disperse the mandated “Coach’s Book” for each team. The Coach’s Book will include the following information
  - Team Roster (as well as 30 Exchange Rosters)
  - Current NCYFL Handbook
  - Current SWYFC Bylaws
  - Current Grievance Policy
  - Copy of Registrations and Medical Release Forms
  - NCYFL Coaches Code of Conduct
  - NCYFL Parent and Players Code of Conduct with SWYFC Supplement
  - WSP Approved Volunteer List
  - Additional blank volunteer background check forms
  - CPR/USA Certifications for each Coach.
  - Playdown Documentation (if any)
  - Blank Site Reports
  - Contact information for each opposing NCYFL Head Coach
  - Contact information for Executive Board Members
- Access to Permanent Birth Certificate Records of the last 2 seasons. These are kept in a separate binder for safekeeping. (If asked to present Birth Certificates, we have 24 hours to provide.)
- Be the secondary key holder for the PO Box and work in coordination with the Treasurer to maintain and distribute the mail.
- Has access to all affiliated Facebook Pages, SWYFC Website, and the [contact@SWYFC.org](mailto:contact@SWYFC.org) email account.
- Maintain Complaint/Concern Log with the Vice President.
- Collaborate with the President and Vice President on investigations of complaints/concerns and keep record of written warnings/suspensions.
- Perform all other duties customary to this position.

**e) Equipment Manager**

- Chairperson for the Equipment Committee.
- Manage and oversee the pre and post season organization of gear for check out and returns with the Equipment Committee.
- Create and maintain Equipment Checkout Forms

- Secure a signed Equipment Checkout Form from each player and parent and deliver all forms to the Secretary for record keeping.
- Will perform inspections and record and track confirmation of Player Owned Gear Inspection.
- Responsible for the maintenance, repairs, distribution, collection, and storage of all equipment.
- Responsible for creating and maintaining a written and digital (suggest Excel) inventory of all SWYFC equipment, practice gear and other assets.
- Ensure that the President, Vice President, and Secretary have updated copies of the inventory paperwork.
- Determine the condition of assets and make recommendations to the Executive Board for disposition of equipment aging out, the need for refurbishments, and/or the acquisition of new assets.
- Make recommendations for removing any equipment that is faulty or damaged.
- Authorized to make purchases up to but not exceeding \$250.00 and must provide receipt for proof of purchase for reimbursement.
- Purchases over \$250.00 must have Executive Board of Director approval.
- At the end of season, ensure all equipment is returned to proper storage areas and gear is inventoried with a written report of any unreturned gear submitted to the President, Secretary, Coaches Rep and Treasurer for collection and possible billing.
- Responsible for gathering quotes from vendors for uniforms and gear or other assets as needed.
- Each season presents uniform options to the Executive Board of Directors for vote.
- Order sizing kits from uniform vendors to ensure proper sizing.
- Help to organize and oversee the uniform sizing and gear fitting with the Equipment Committee.
- Responsible for the creation and execution of uniform orders from sizing's, including number selection for players. (See Article 13, Section 3 regarding Player jersey number selection)
- Ensure the proper Checkout Forms for the coaches' practice gear are in order with the Coaches Representative at the start of the season and give copies to the Secretary for record keeping.
- Inventory the Coaches practice gear at the end of season, turn in and update records as needed with the Coaches Representative.
- Perform all other duties customary to this position.

**f) Fundraising Director**

- Is the Chairperson for the Fundraising Committee.
- Submit new fundraising ideas to the Executive Board of Directors for approval.

- Responsible for the scheduling, coordination, and execution of all fundraising activities in support of the SWYFC operations.
- Responsible for acquiring Picture Day quotes from Vendors and presenting them to the Executive Board of Directors for vote.
- Responsible for the scheduling and management of Picture Day.
- Manages the development of fundraising goals and helps to identify new potential donors and organizes initiatives to solicit funding.
- Provide 501 3(c) forms as requested for Sponsorship tax write-offs.
- Takes initiative to search for and apply to community grants and scholarships on behalf of the SWYFC and its Associate Members.
- Maintaining contact with donor records to ensure that all donations are recorded accurately.
- Create and manage the organization's records of donors, including contact information and history of donations.
- Work with the Treasurer for access to electronic platforms to receive funds in the absence of the Treasurer.
- Responsible for getting Sponsors any promised items in support of the SWYFC (example: Signed Banners, Team Pictures)
- Perform all other duties customary to this position.

**g) Coaches Representative**

- Attend and provide input to all scheduled Executive Board of Directors meetings representing the Coaches involved with the SWYFC.
- Responsible for the creation and maintenance of the Head Coach and Assistant Coach Job Descriptions.
- Disperse NCYFL Game Day Schedules and any schedule changes to both Football and Cheer Coaches.
- Make sure Coaches abide by the NCYFL Handbook, Code of Conduct, SWYFC Bylaws, Coaches Job Descriptions, and Grievance Policy.
- Assist the Equipment Manager to ensure Coaches Bags are equipped with the appropriate gear and first aid supplies in accordance with the listed inventory and coaches gear checkout forms, to be approved by the Executive Board of Directors.
- Authorized to make purchases up to but not exceeding \$250.00 and must provide receipt for proof of purchase for reimbursement.
- Purchases over \$250.00 must have prior Executive Board of Directors approval.
- Responsible for providing Head Coaches with the Coaches Handbooks in coordination with the Secretary.
- Create and maintain a register of the Coaches contact information.
- Responsible for the scheduling and organization of a Head Coaches meeting to be held at the beginning of season.
  - Review of Job Descriptions for Head Coaches
  - Review of the Grievance Policy

- NCYFL Handbook
- Game Day Expectations
- 6 Play Rule
- Ensure Coaches Handbooks are complete
- Ensure Coaches have signed all necessary paperwork
- Educate coaches as needed throughout the season.
- Check in with coaches at least weekly.
- Make sure all Coaches have completed the USA Certificate Training as required by the NCYFL.
- Ensure that at least one Coach on each team has CPR and First Aid training and certification.
- Verify that each Coach has at least 1 Field Monitor for each Game Day, and they are properly trained, with clipboards and blank Field Report Forms.
- Report weekly game scores to the NCYFL and Advertising Representative.
- Pass on the weekly NCYFL Site Reports from the NCYFL Rep to the Head Coach of each team.
- Perform all other duties customary to this position.

**h) NCYFL League Representative**

- Act as the SWYFC Representative to the NCYFL on behalf of the organization.
- Responsible for casting votes on NCYFL matters in the name of the SWYFC.
- Attend all scheduled meetings for the NCYFL Board of Directors and report any updates or important information back to the SWYFC Executive Board of Directors.
- Act as the main Point of Contact for SWYFC regarding any NCYFL concerns.
- Responsible for maintaining NCYFL Member status, including all applicable paperwork, and providing any NCYFL bills to the Treasurer.
- Attend Roster Meetings with NCYFL to provide verification of Rosters and verify other League's Rosters prior to season start.
- Provide Site reports to SWYFC Executive Board of Directors after Game Day and follow up on any action required by the SWYFC as requested in the Site Report.
- Ensure that the SWYFC has current copies and access to the NCYFL Handbook and Code of Conduct.
- Perform all other duties customary to this position.

**i) Advertising Representative**

- Responsible for identifying new opportunities for online traffic growth and increasing social media engagements.

- Act as the SWYFC Youth Football Facebook, and other social media platform, Administrator and Content Creator.
- Responsible for scheduling social media posts, monitoring comments, and replying to Direct Messages as needed in a timely manner.
- Pass on concerns/complaints coming into Facebook, or other social media platforms, to the appropriate Executive Board of Directors.
- Responsible for the creation and maintenance of signage for Football and Cheer Open Registration, and Fundraising Activities.
- Assist the Fundraising Director with Sponsorship Advertising.
- Responsible for the coordination and collection of banners to advertise sponsorships as required.
- Create mass emails for league wide announcements as needed.
- Create Flyers for mass distribution as needed.
- Perform all other duties customary to this position.

**j) Field Coordinator**

- Is the Chairperson for the Field Coordination Committee.
- Coordinate practice schedules with field availability.
- Responsible for field lighting needs, includes gathering and submitting lighting quotes as needed.
- Coordinate the painting of lines on the Denny Engberg Field as needed.
- Schedule mowing of the field and maintain a contract as needed with a landscaping/mowing company if required.
- Responsible for the overall supervision and coordination of volunteers for set up, take down and clean up on Game Days.
- Act as the Point of Contact for Sedro-Woolley High School (SWHS) or Sedro-Woolley School District as needed for field and facility use.
- Responsible for the inventory, storage and maintenance of all Field Gear in coordination with the Equipment Manager during transportation and Game Day use.
- Manage all field maintenance projects, including repairs as needed.
- Coordinate with PUD as needed for water access on Denny Engberg Memorial Field.
- Act as the Point of Contact for the City of Sedro-Woolley if additional Bleachers are needed at Denny Engberg Field.
- Responsible for providing Portable Toilets to practice sites, which includes gathering quotes, managing the contract, and reporting any issues to the Vendor.
- Responsible for coordinating Trash Collection at Denny Engberg Memorial Field.
- Authorized to make purchases up to but not exceeding \$250.00 and must provide receipt for proof of purchase for reimbursement.
- Provide any bills or expenses to the Treasurer as needed or required for payment.



- Perform all other duties customary to this position.

**k) Cheer Representative**

- Is the Chairperson for the Cheer Committee.
- Attend and provide input to all Executive Board of Director meetings representing all Cheerleading information.
- Authorized to make purchases up to but not exceeding \$250.00 and must provide receipt for proof of purchase for reimbursement.
- Purchases over \$250.00 must have prior Executive Board of Directors approval.
- Maintain Complaint / Concern Log and share updates with the Executive Board of Directors in coordination with the Secretary.
- Responsible for creating and maintaining a written and current digital inventory of all SWYFC Cheer equipment, practice gear and other assets.
- Responsible for gathering vendor quotes for Cheer Uniforms, to be voted on by the Executive Board of Directors.
- Order sizing kits from uniform vendors to ensure proper sizing.
- Help to organize and oversee the uniform sizing and gear fitting with the Cheer Committee.
- Responsible for the creation and execution of uniform orders from sizing's.
- Organize a space for Indoor Cheer Practice once the weather gets too cold to be outdoors.
- Has administrative access to the SWYFC Facebook Page for communication and content creation targeted for Cheerleading in coordination with the Advertising Representative.
- Responsible for scheduling social media posts, monitoring comments, and replying to Direct Messages as needed in a timely manner.
- Pass on concerns/complaints coming into Facebook, or other social media platforms, to the appropriate Executive Board of Directors.
- Report concerns Cheer related issues to the Executive Board of Directors.
- Responsible for the creation and maintenance of the Head Cheer Coach Job Description.
- Organize the interview of Head Cheer Coaches.
- Empower and mentor Head Coaches throughout the season to ensure their success.
- Make sure Cheer Coaches abide by the NCYFL Handbook, Code of Conduct, SWYFC Bylaws and Grievance Policy in coordination with the SWYFC Coaches Representative.
- Ensure that all registered Associate Members in Cheer have signed the NCYFL Code of Conduct with SWYFC Supplement and that copies of the signed forms are given to the Secretary.

**ARTICLE 7**

## COMMITTEES

- Section 1 Committees will be formed as needed to support the operations of the SWYFC efficiently and are composed of both Associate Members and Executive Board Director
- Section 2 The number of Committees may vary, expand, or dissolve at any time, subject to the approval of the Executive Board of Directors.
- Section 3 Each Committee is required to have one Executive Board of Directors Chairperson that will report back to the Executive Board of Directors at each monthly scheduled Executive Board of Directors Meeting.
- Section 4 Executive Board of Directors may serve on more than one Committee at a time.

## ARTICLE 8

### FINANCIAL MANAGEMENT

- Section 1 All income and funds shall be placed in an Organization Treasury Fund of a local financial institution (bank).
- Section 2 The Executive Board of Directors shall not permit the solicitation of funds in the name of SWYFC unless all funds raised are deposited in the organization's common treasury fund.
- Section 3 Disbursement of organization funds shall be made by the Treasurer. In the absence of the Treasurer the President shall disburse funds if necessary. Any spending in the absence of the Treasurer will be documented and reported to the Treasurer.
- Section 4 The Executive Board of Directors must approve all business expenditures over \$250.00.
- Section 5 An Audit Committee composed of the Executive Board of Directors, appointed by the President, and approved by the Executive Board of Directors shall audit the books of the organization semi-annually, in the months of June and December.
- a) The Audit Committee will consist of two Executive Board Directors who are not the President or Treasurer.

Section 6 Associate Members will not fundraise on behalf of the SWYFC without the permission and coordination of the Fundraising Director and Executive Board of Directors.

## **ARTICLE 9**

### INTERPRETATION OF THE BY- LAWS

Section 1 On all questions as to the interpretation and meaning of these By-Laws and the rules of the organization and the Executive Board of Directors, a majority vote of the Executive Board of Directors is final.

Section 2 These By-Laws may be amended, repealed, or altered in whole or in part by the majority vote of the Executive Board of Directors. All Directors of the Executive Board will be notified promptly of any amendments.

## **ARTICLE 10**

### DRAFT PROCEDURE

Section 1 The Executive Board of Directors has the final say regarding the maximum team sizes of each given year. If after sign-ups it is determined that there will be a split for any age divisions into two or more teams, the following procedure will apply:

- a) One Team to Two Teams.
  - Full draft of all Players.
  - Each team will start over every year, there will be no returning teams from previous years.
  - The first hired Head Coach will get the first-round draft pick, then alternating pick to pick.
  - The Coach's Player will be frozen until the 5th round.
  - One Assistant Coach Player will be frozen until the 6th round.
  - If a Coach drafts a Player who has a sibling in the same age group, the sibling is frozen for 1 round and will need to be drafted the next round, unless the Player's Parent or Guardian request to have siblings on separate teams.
  - All other Players are open for draft with no restrictions.
  - Each Team must be similar in size and age.
  - Any other NCYFL Draft Guidance must be followed.
  
- b) Additional Rules
  - Only one Coach per team will be allowed at the draft.
  - The Secretary and President will be present.
  - The draft will happen off the football field and behind closed doors.
  - The draft will happen immediately after the 2nd day of practice.

- All trades must be done prior to leaving the draft meeting.
- Only drafted kids can be traded, unless approved by SWYFC President and Secretary at the time of the draft meeting.
- Request for placement on a specific team is not allowed unless a special circumstance is submitted in writing at least 24 hours in advance to the Executive Board via [contact@SWYFC.org](mailto:contact@SWYFC.org) prior to draft meeting.

Section 2 Requests for a certain Team/Coach are not guaranteed. The SWYFC realizes that “friends” could end up on separate teams and there might be a Coach preference, but requests of that nature would only add to the difficulty of the draft and interfere with the attempt to create equal teams. Specific teammates' requests for carpool reasons may be considered in a special circumstance, but the situation must be explained in writing to the SWYFC and meet Executive Board of Director approval prior to the draft meeting. An honest attempt will be made to be fair and make the teams as equal as possible.

Section 3 The only guarantee that a Player will be on a particular team is if his/or her parent or legal guardian is the selected Head Coach of that team.

## **ARTICLE 11**

### **COACHES OBLIGATIONS**

Section 1 Head Coach candidates are required to submit their application along with a completed background check form, in accordance with the duties and responsibilities listed in the Head Coaches and Assistant Coaches Job Description, prior to the season.

- a) All applicants for each Head Coach position will be reviewed and selected annually, by the Executive Board of Directors via majority vote, Or a Selected interview panel with a non biased opinion while bringing the recommendation for the best candidate to the SWYFC Executive Board of Directors for acceptance.
- b) Having previously held a Head Coaching position does not guarantee continuation or future selection as a Head Coach.
- c) If a Head Coach quits mid-season, they are automatically disqualified from holding a Head Coaching position in the following year.

- d) Head Coaches must complete the USA Football Heads Up Tackling Certification and provide a copy of their certification to the Executive Board of Directors via the Coach Representative prior to coaching.
- e) Head Coaches must sign the NCYFL Coaches Code of Conduct, and acknowledgement of the NCYFL Handbook, the SWYFC Bylaws and SWYFC Grievance Policy and provide a signed copy to the SWYFC Executive Board of Directors prior to coaching.
- f) Head Coaches are responsible for all gear checked out from the SWYFC and will sign a detailed inventory list at the beginning and end of each season.
- g) Head Coaches will ensure that the SWYFC Secretary has a copy of all signed NCYFL Parent/Player Code of Conduct forms.
- h) Head Coaches will work alongside the SWYFC Board of Directors as a cohesive and collaborative team with ongoing and open communication.
- i) The SWYFC Coaches Rep will have access to any communication tools used by the Coaching Staff that is used to communicate with the Associate Members, such as but not limited to; Spond, Slack, or Private FB Pages for Cheer and Football.
- j) Team Rosters will be made available to Head Coaches as soon as registration is closed, and information has been verified to ensure all players are on the correct team.
- k) Coaches will not alter the provided uniforms or add additional items to the uniform without the permission and coordination with the Executive Board of Directors.

Section 2 Assistant Coaches are selected by the appointed Head Coaches, in accordance with the duties and responsibilities listed in the Assistant Coaches Job Description.

- a) Assistant Coaches are required to submit their application along with a completed background check form to the Executive Board of Directors.
- b) Assistant Coaches must be confirmed by the Executive Board of Directors, prior to the season.

- c) Assistant Coaches must complete the USA Football Heads Up Tackling Certification and provide a copy of their certification to the Executive Board of Directors via the Coach Representative prior to coaching.
- d) Assistant Coaches must sign the NCYFL Coaches Code of Conduct, and acknowledgement of the NCYFL Handbook, the SWYFC Bylaws and SWYFC Grievance Policy and provide a signed copy to the SWYFC Executive Board of Directors prior to coaching.

Section 3 All Coaches will uphold the roles and responsibilities as listed in the Head Coach and Assistant Coach Job Descriptions, as well as the rules and regulations outlined in the NCYFL Handbook, NCYFL Code of Conduct, SWYFC Grievance Policy, and SWYFC Bylaws.

Section 4 Coaches will ensure that all Associate Members and organizations participating in the NCYFL and SWYFC events and activities abide by the rules and regulations of the NCYFL Handbook, NCYFL Code of Conduct and SWYFC Bylaws.

Section 5 Coaches will bring matters of concern to the attention of the SWYFC Executive Board of Directors in accordance with the SWYFC Grievance Policy.

Section 6 Coaches will maintain the privacy and confidentiality of the league’s Associate Members contact information and will only use registration contact details for team specific communication or SWYFC updates as provided by the SWYFC Executive Board of Directors.

- a) Coaches will use the Blind Carbon Copy (BCC) field as a best practice when sending an email message to their respective team contacts.

## **ARTICLE 12**

### **SOCIAL MEDIA GUIDELINES**

Section 1 As an organization, the SWYFC recognizes that social media and other communication apps are a practical and necessary tool for distributing information. When using these online tools, we must uphold some ethical standards with respect and integrity, understanding that anything posted online could have a direct impact on the SWYFC organization and its members.

Section 2 The following guidelines will apply to all SWYFC Associate and the Executive Board of Directors when creating, contributing, and operating within social media and online communities for SWYFC organizational use:

- a) Public vs Private - Despite the existence of privacy options, many items published online are publicly accessible and it can be difficult to guarantee

that posts are fully private. As such, always start with the assumption that anything you say online can be read by anyone, anywhere, at any time. Always exercise good judgment when posting and be aware that inappropriate conduct can negatively affect our organization, the community, and SWYFC Members. Violations of the NCYFL Handbook, Code of Conduct or other types of misconduct, negativity, gossip, or disparaging remarks could lead to disciplinary action.

- b) Confidentiality - Only reference and share information that is publicly available. Do not disclose any information that is confidential or proprietary to the SWYFC organization, its Associate Members, the Executive Board of Directors, or any third party that has confidentially disclosed information to you as it relates to the SWYFC. Examples of confidential information could include but are not limited to; team rosters, league or coaches' playbooks, players performance, practice and game day videos, financial and billing information, sponsors information, coaching appointments, staffing or board member changes, member suspensions or terminations.
  
- c) Online Blogs, Chat Rooms, and Commentary - Once you have created or joined an online format in association with the SWYFC for the purpose of sharing team or organizational information with SWYFC Associate and, the Executive Board of Directors anything posted should reflect our organization values and align with the rules outlined in the NCYFL Handbook, Code of Conduct and the SWYFC Bylaws. This includes monitoring, enforcing, and removing commentary made by anyone participating in the format that violates these guidelines. If you respond to published comments, always be accurate and professional. The format created may only be used during the duration of the football season and must be deactivated after the completion of the season or end of season social events. A SWYFC Executive Board Director must be included/invited with at least one Executive Board Director also having administrative access to the created format for oversight.
  
- d) Emails - Any contact made to the SWYFC organization Associate and Board of Directors-via email, on behalf or in affiliation with the SWYFC, will abide by the same ethical principles as all other online content. All contact information shared by the SWYFC to Coaches and their staff is strictly confidential and can only be used for the purpose of sharing information relevant to their respective football teams for practice schedules, game day information, snack sign ups, and end of season celebrations unless otherwise requested by the SWYFC Executive Board of Directors. Any other use of a registered Associate Member's contact information by Coaches, Executive Board Directors or Associate Members is strictly prohibited and

could lead to the dismissal and permanent suspension of any Executive Board Director or Associate Member at any time.

### **ARTICLE 13**

#### PLAYER AND CHEER LOGISTICS

- Section 1      Football and Cheer Play-Up and Play-Down Requests must be sent via email to [contact@SWYFC.org](mailto:contact@SWYFC.org) during open registration. Requests submitted after registration is closed will not be accepted, unless on a case-by-case basis.
- a)      Each request must provide the Player or Cheerleader's name, date of birth, and reason for request.
  - b)      Play-Up and Play-Down Requests will be handled on a case-by-case basis by the SWYFC Executive Board of Directors.
  - c)      If approved by the SWYFC Board of Directors, the Play-Down Requests will be forwarded by the SWYFC Executive Board to the NCYFL Executive Board for approval as required.
- Section 2      Each registered Football Player will be provided with a Helmet and Shoulder Pads which meet safety, reconditioning, and recertification guidelines.
- a)      If a Player chooses to wear their own personally procured equipment, the Helmet and/or Shoulder Pads must be inspected by the SWYFC Equipment Manager for fit and condition at the beginning of each season.
  - b)      The Equipment Manager will record, and track confirmation of Player owned gear inspection.
  - c)      Personally procured Helmets must be less than 10 years from manufacture date and be reconditioned and recertified bi-yearly.
  - d)      Players must be able to provide proof of reconditioning and recertification by the equipment manufacturer or licensed representative at the beginning of the season.
  - e)      The SWYFC will not pay for the reconditioning or recertification of personally procured Helmets.
- Section 3      Player jersey number requests are not guaranteed.



- a) If both Players are returning Players, then priority goes to the player that has played the greatest number of years with SWYFC.
- b) If registration dates and time are the same, the number of years playing for the SWYFC will be used as a last resort in making the determination.
- c) Any complaints about Jersey numbers should be sent directly to the SWYFC Executive Board of Directors in compliance with the Grievance Policy.

These By-Laws of the Sedro-Woolley Youth Football League (SWYFC) were revised by the Executive Board of Directors as referenced in the meeting minutes of the SWYFC Board of Directors Meeting held on the 2<sup>nd</sup> day of January, in the year 2024.

Signed:

A handwritten signature in black ink, appearing to read 'Justin Ward', with a large, stylized initial 'J' and 'W'.

Justin Ward  
President of SWYFC

Date: 01/02/2024