Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE 1 - NAME

The name of the organization shall be known as the "Washington Township Youth Football" or WTYFB for the remainder of this document.

ARTICLE 2 – OBJECTIVE

The objective of the Washington Township Youth Football program will be to teach and promote the sport of football to the youth of Washington Township, with an emphasis on sportsmanship and respect for coaches, teammates and opponents.

ARTICLE 3 – GOVERNING BODY

The governing body of the organization shall be the Washington Township Youth Football Board, identified as WTYFB in this document.

A. The WTYFB shall consist of Washington Twp. residents
B. A quorum shall consist of a simple majority of all elected, voting positions.
C. Board Member Vacancies
    a. Vacancies leaving and unexpired term may be filled by appointment by the WTYFB. This appointment shall require a majority of members in attendance voting in the affirmative.
    b. Appointments will then be submitted to the Sports Advisory Board (SAB) for approval.
D. Open Board positions
    a. All open board positions will be posted on the WTYFB website www.wtyouthfootball.org when they become available.
    b. Resumes for potential board members will be submitted to the WTYFB by the closing date determined by the WTYFB Commissioner.
    c. All prerequisites listed in article shall be followed.

E. Removal of Board Member
    a. Any Board member may be removed by the SAB or by the WTYFB (after receiving SAB approval). Reasons for dismissal from the WTYFB could include but are not limited to;
        i. Neglect of Duty
        ii. Dishonesty
        iii. Misuse of WTYFB funds
        iv. Any action that tends to discredit the WTYFB and/ or the Twp. of Washington.
        v. Physical or extreme verbal abuse of any player, parent, coach or referee at any practice, scrimmage or league game.
F. The WTYFB shall maintain a volunteer list of adults who have worked for the organization completing approved duties. This list will assist in providing seniority information when WTYFB positions become available.

Refer to Article 7 for a complete list of WTYFB members and their voting status.

Article 3A – DISSOULUTION CLAUSE

A. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is located. Disposal shall be made exclusively for exempt or public purposes or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE 4 – FOOTBALL COACHES

Requirements

A. All Coaches shall live in Washington Twp., unless there exist a special need or outstanding circumstances. All residency exceptions must be approved by the WTYFB
B. All Coaches must obtain the following certifications.
    a. Rutgers S.A.F.E.T.Y. Certification
    b. Pass a criminal background check per WT Ord
    c. Must obtain all certifications and /or credentials required by the South Jersey Independent Youth Football Association (SJIYFA).
C. All Head Coaches must meet a two (2) year minimum volunteer requirement within the WTYFB.
    a. Volunteering is defined as a service given, not tied directly to a son or daughter, but for the benefit of the entire organization.
D. HEAD COACHES
    a. Shall be appointed by the WTYFB in accordance with the stated volunteer policy, in addition.
        i. Must be a minimum of 21 years of age.
        ii. Approved by a majority vote of the WTYFB.
        iii. Recommended to and approved by the SAB.
E. Replacing Current Head Coach
    a. The Head Coach position will be opened to all current members of the staff from the year prior looking for a new head coach. If a member of the staff wants to fulfil the role, then he/she will be given the chance.
    b. If more than one member of the staff wishes to fulfil the role, then the position would be filled per section J of this Article.
    c. If a Head Coach leaves or is dismissed by the WTYFB or SAB in the middle of the season, a member of the coaching staff will be appointed “Interim Head Coach” by the WTYFB Commissioner and finish out the year.
    d. Head Coaches shall be fully accountable to WTYFB for not only their own actions and conduct, but also for the actions and conduct of their entire coaching staff along with the players on his/her team.
    e. They must attend 75% of the scheduled WTYFB meeting throughout the calendar year. Any absences beyond the 75% mark must be approved by the WTYFB.

i. Any member of his/her staff may attend meetings as a substitute to the Head Coach to maintain the 75% requirement. This staff member shall be responsible for disseminating the information contained in the meeting.

f. Head Coaches shall sign a "Coach's Contract" each year, at the February Board Meeting. They must comply with the contract or be sanctioned as outlined in Article 4 of the By-Laws.

i. This essentially will be an annual review of each coach in writing, providing documentation going forward, and requiring annual WTYFB approval.

F. Assistant Head Coaches
   a. Adhere to all coaching requirements set forth in this Article
   b. Shall assume the duties and responsibilities of the Head Coach in his/her absence.

G. JV Head Coach
   a. Adhere to all coaching requirements set forth in this Article
   b. Selected by the Head Coach
   c. Is accountable to the JV Coordinator for the WTYFB
      i. The primary role of the JV Head Coach will be to make sure that all players are treated as fair as possible and to do his/her best to maintain equity where plating time is an issue.

H. Assistant Coaches
   a. All assistant coaches must abide by the requirements set forth in this Article.
      i. Must follow the direction and rules set forth by the Head Coach
      ii. Failure to follow the Head Coach's rules may result in suspension or termination.

I. Team Administrator (Team Mom/Dad)
   a. Appointed by the Head Coach
   b. Must pass a criminal background check per WT Ord. including District School Teachers
   c. Will assist the Head Coach in the administrative duties associated with the team.
      i. These duties include but are not limited to;
         1. Disseminating team, league, and WTYFB information to the parents

2. Assist with recruiting volunteers to assist with game day preparations and special events put on by the WTYFB.

d. Team Mom/Dad will be appointed to the WTYFB as a non-voting member on a yearly basis.

ARTICLE 5 – ELIGIBILITY

Participants

A. Teams shall be comprised of players from the Township of Washington with the following exceptions.
    a. A player comes from a town that does not have an organized Football Program.
        i. This will be confirmed by the Washington Twp. Parks & Recreation (WTP&R) Office.
    b. A player has any special circumstances as determined and supported by the WTYFB Commissioner.
        i. WTYFB approval is needed.
B. All players shall abide by the age and weight requirements of the SJIYFA
C. All players must attend the required “weigh-in” and obtain proper league identifications
D. All players must abide by all rules set forth by the WTYFB and the SJIYFA. Failure to comply with these rules may result in suspension or expulsion from the program.



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE 6 – REGISTRATION and FEES

Registration of players

A. On-Line sign-ups will open on or about April 1st and will be open until or about July 31st . These dates are subject to change and are predicated on Game Jersey availability.
B. Late sign-ups (after the end of on-line sign-ups) will only be accepted at the Washington Twp. Parks & Rec Office. A $25.00 late fee will be applied to those late sign-ups.
    a. A waiting list, **although rarely used**, may be imposed by the WTYFB, if it is determined that the number of sign-ups exceeds the availability of equipment (i.e. Game Jerseys, helmets, etc.).
    b. This waiting list, if imposed, must be conveyed to the WTP&R Office no later than July 31st by the WTYFB Commissioner in writing.
C. Late sign-ups will officially end on or about August 22nd of the current football season.
D. Registration fees shall be determined by the WTYFB and submitted to the SAB for approval. All fees shall be paid prior to participation.
    a. The registration fee shall be $200.00 per child as of April 1, 2026.
    b. Any family signing up with more than three (3) children shall only pay for the first 2 children. All remaining children's fees will be waived by the WTYFB.
E. WAIVED Registration Fees
    a. No child will be denied the ability to participate due to financial hardship.
    b. WTP&R will approve and/or deny all financial hardship requests.
F. REFUNDS
    A. Full refunds will be available to all registrants until one (1) week after the beginning of practice in full pads.
        a. All issued equipment must be returned prior to receiving a refund.
    B. Partial refunds will be available after the first week of "in pad" practice until August 22.
        a. The cost of the game jersey/uniform ($75.00) and a processing fee ($10.00) will be assessed.
        b. All issued equipment must be returned prior to receiving a refund.
    C. No refunds, of any kind, will be issued after August 22 with the exceptions listed in part D of this section.
    D. Exceptions to the Refund Rule
        a. <u>A full refund</u>, minus the $10.00 processing fee, will be made available if;

i. a player fails to make the required weight for his/her age group at the Official SJIYFA Weigh-in and chooses not to play "Tackle to Tackle"

ARTICLE 7 – BOARD POSITIONS, COMMITTEES and VOTING RIGHTS

A. Commissioner
- Call special Advisory Board meeting when necessary
- Bring rule and by-law changes to the attention of the Sports Advisory Board
- Oversee all program activities
- Levy all Advisory Board-mandated disciplinary actions per the by-laws
- Appoint committees for subsequent confirmation by the Advisory Board
- Delegate responsibilities as necessary
- Recruit/Appoint coaches, as necessary
- Oversee the football coaching staff and program activities
- Ensure adherence to by-laws, rules, and regulations ·
- Ensure that activities and donations to charities are administered properly.
- Appoint committees for specific needs to be approved by the Advisory Board.
- Annually prepare and provide updated By-Laws to the Sports Advisory Board
- Elections Czar each year
- Submit to the Sports Advisory Board a current Advisory Board member list in January for approval when applicable.
- Submit a list of coaches for Sports Advisory Board approval
- Establish and discuss action plans associated with complaints, if applicable
- Designate a representative to attend Sports Advisory Meetings monthly
    i. 3-year term
    ii. Votes only in the case of a tie

B. Assistant Commissioner
- Call a special Advisory Board meeting, when necessary, at the President's absence
- Work with the President to levy all Advisory Board-mandated disciplinary actions per the by-laws
- Assume the responsibilities of the President when unavailable
    i. 3-year term
    ii. Voting

C. Secretary
    - Keep accurate minutes of all meetings both scheduled and special and provide copies to all board members the week following the meeting.
    - Keep record of all votes.
    - Send out all emails associated with the need for a vote
    - Receive and send all organizational correspondence
        i. 2-year term
        ii. Voting

D. Treasurer
    - Have custody of all organizational funds received from the Booster Club.
    - Deposit funds in the name of the organization in a bank approved by the Advisory Board
    - Pay all bills as approved by the WTYFB.
    - Record all finances and serve as signature authority (together with President, Vice President, and Secretary and Charity Coordinator) on all checks written by the organization
    - Report on the status of funding at each regularly scheduled meeting and provide a year-end financial statement
    - Signature card will be signed by the Treasurer, President, Vice President, and Secretary
        i. 2-year term
        ii. Voting

E. Equipment Coordinator
    - Maintain an inventory of all equipment (available for review)
    - Issue equipment to each player
    - Coordinate the collection of all equipment from each player at the end of the season.
    - Proposed equipment needs to the Advisory Boards
    - Obtain bids as necessary/required by Parks and Recreation
        i. 2-year term
        ii. Voting

F. Assistant Equipment Coordinator
    - Assist with all the duties assigned by the Equipment Coordinator
    - Be available to distribute and collect equipment as needed
        i. Appointed
        ii. No Vote

G. Member at Large
    i. Duties include a variety of tasks at the discretion of the commissioner
    b. 2-year Term
    c. Voting
H. Member at Large
    i. Duties include a variety of tasks at the discretion of the commissioner
    b. Appointed
    c. No Vote
I. Charity and Events Coordinator
- Duties include planning and coordinating all special events for the program
- Vet Cup
- Order flowers for those who have departed this earth.
- Order flowers for those afflicted with illness
- Coordinate all suggested donations with the football board.
- Gifts for special occasions, childbirth, etc.
    i. 2-year term
    ii. Voting

J. Apparel Coordinator
- Duties include maintaining fundraising apparel shed for the program
- Ordering merchandise to sell
- Inventorying said merchandise
    i. 2-year term
    ii. Voting

K. Assistant Apparel Coordinator
- Duties include maintaining fundraising apparel shed for the program
- Act as the coordinator in their absence
    i. Appointed
    ii. No Vote

L. League Representative
- Duties include representing the program at all SJI League meetings
- Report all SJI rule changes
    i. 2-year term
    ii. Voting

M. Assistant League Representative
- Duties include representing the program at all SJI League meetings
- Report all SJI rule changes
    i. Appointed
    ii. No Vote

N. Fund Raising Coordinator
- Be responsible for all fundraising activities
- Report on all fundraising activities at each regularly scheduled meeting
- Turn over all bills for payment to the Treasurer
    i. 2-year term
    ii. Voting

O. Assistant Fund-Raising Coordinator
- Duties include assisting the coordinator with all activities listed above.
- Act as the coordinator in their absence.
    i. Appointed
    ii. No Vote

P. Snack Stand Coordinator
- Responsible for the day-to-day operations of the snack stand
- Ordering and maintaining food products for sale during the season.
- Submit all bills to the treasurer
- Maintains Board of Health requirements while the snack stand is operational
    i. Appointed
    ii. Voting

Q. Sgt. at Arms
- Duties are to maintain order during monthly and special meetings.
    i. Appointed
    ii. No Vote

R. Sports Advisory Board (SAB) Liaison
- Duties include attending the monthly SAB meeting
- Report any pertinent information to the Football Board
    i. Appointed yearly
    ii. No Vote

S. Team Administrator(s)
- Duties include all team-related activities as deemed necessary by the individual Head Coaches
- Coordinate Snacks for the younger players
- Email parents with all practice and game information
- Answering questions about team activities as needed
- Coordinate the end-of-year celebration
    a. 75lb Appointed no vote
    b. 95lb Appointed no vote
    c. 110lb Appointed no vote
    d. 125lb Appointed no vote
    e. Jr. High Appointed no vote

T. Executive Committee
    a. An Executive Committee will be formed and selected by the Commissioner
        i. The Executive Committee's role is to;
            1. Streamline the decision-making process
            2. Allowing all Voting Board Members to retain their vote, but only vote on whether to approve or not approve the Executive Committee's recommendations
            3. Suggestions or issues pertaining to the WTYFB will be discussed by the Executive Committee first, then they will make recommendations to the body of the WTYFB.

U. Special Committees
    a. Special Committees shall be appointed and dissolved by the WTYFB on an "as needed" basis
    b. Events and organizational needs will determine the need to form a committee
    c. Committee members will be responsible for only the events and activities the committee was formed for
    d. Committee members do not have a vote on WTYFB issues
    e. The Sgt. at Arms will be responsible for overseeing these committees and report directly to the Commissioner with any issues or concerns except for the Executive Committee.

V. Grievance Committee
    a. Review formal [written] complaints or grievances, brought to the attention of the WTFFB, to determine if there is sufficient cause to convene a formal Grievance Hearing
    b. The Grievance Committee will be made up of three (3) members of the organization to include a Committee Chairperson
    c. The Grievance Committee will conduct hearings on all grievances that have merit involving the WTYFB Organization
    d. One member of the WTYFB will be present at all Grievance Committee hearings

ARTICLE – 8 ELECTIONS

The WTYFB members, as set forth in Article 7, shall be duly elected by the general voting membership of the WTYFB.

A. To be eligible to vote in the general election, a member must have attended at least 75% of all the scheduled organizational meetings for the calendar year.
B. Once elected, names of the new officers shall be submitted to the SAB for approval.
C. The WTYFB Secretary shall be responsible for notifying the board of the term's expiration date.
D. Nominations for open Board positions will take place at the regular November meeting.
E. Voting will take place at the December meeting
F. Newly elected officers will assume the duties of their elected office on January 1
G. Appointments to the WTYFB
    a. Appointments for the WTYFB will be made at the January meeting
    b. All appointments must be approved by the majority of the voting members



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE – 9 FINANCIAL

All monies taken from the Parks & Recreation account will be withdrawn to pay for organizational costs including but not limited to;

A. Bus rental for weigh-ins
B. Additional equipment needed for the organization not ordered in the beginning of the season
C. Field operating costs
D. Referee costs

A football booster money balance sheet shall be presented to the SAB when requested. Fines incurred by the organization from the SJIYFA shall be paid from the booster account. Any fines incurred, because of facility conditions, shall be paid from the Parks & Rec account.

ARTICLE – 10 PUBLICITY

All publicity concerning sign-ups and Washington Twp. Related information shall be accomplished through the Parks & Rec. Recruiting flyers shall be drafted and turned into the Parks & Rec for distribution to the schools, discussing time required with the Parks & Rec staff. Any organization related information must be approved by the WTYFB prior to being made available for general consumption



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE – 11 BYLAW CHANGES

The Football board should review these by-laws each year, noting areas that may require attention or modification. Any program participant may submit, in writing, a by-law proposal for discussion. Any proposal must be handed into the board by the end of the calendar year. The WTYFB shall approve or disapprove any changes at the January meeting after any discussion, if needed. These recommendations shall be included in the revised by-laws to be submitted to the SAB for approval.

All Changes or revisions mandated by the Township Council or the SAB shall automatically be incorporated in full within these by-laws without immediate revision.

Standing Rules: Normal interpretation and utilization will be employed. A simple majority of voting members will permit passage of a by-law change.

ARTICLE – 12 CODE of CONDUCT

Washington Twp. Youth Football adheres to the "Youth Sports Code of Conduct" ordinance, as approved by Washington Twp. Council on October 3, 2002, and the Social Media Ordinance enacted by Washington Twp. Council.

The WTYFB Commissioner and in his/her absence the Assistant Commissioner shall be the representative designated to sit on the SAB Code of Conduct Committee when convened.

All players, parents and coaches involved with the Washington Twp. Youth Football Program, shall abide by the Washington Twp. Code of Conduct and Social Media Ordinances as expressed in this article. Failure to do so will result in a possible suspension and/or expulsion from the program.



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE – 12.1 Parents Code of Conduct

In addition to the parameters set forth in Article 12, All Parents shall adhere to the following;

A. No parent or Guardian or any family member will be allowed access to any actual game or practice field unless permission is expressly granted by the Head Coach or his designee. This will include;
    a. Encroaching onto the practice field during practice
    b. Encroaching onto any game field home or away
B. Parents/Guardians or any family members will not be permitted to approach any coach either on the field, in the complex or in the parking lot of any complex without first contacting the Head Coach for permission to discuss any relevant issues or concerns they may have.
    a. If the issue or concern is with the Head Coach, the parent or guardian shall
        i. Immediately notify the Football Commissioner and/or Assistant Commissioner of the issue to be resolved.
C. Parents who violate this Article shall be subject to the following;
    a. 1st Offense = Verbal Warning or 1 week suspension depending on the severity of the infraction.
    b. 2nd Offense = 1 week suspension from all football activities
    c. 3rd or more Offenses = suspension from all football activities for the remainder of the football season as well as formal report to the Sports Advisory Board.

ARTICLE – 13 Reserved



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE -14 PARTICIPANT'S PLAYING TIME

A. Playing time for the players designated on the Varsity Squad will be at the discretion of the Head Coach, given the various circumstances as he/she sees fit.
B. The JV program has been implemented and will provide ample playing time for all the players designated as JV players
C. We implement 1 or more JV teams for each weight level, depending on the number of players who sign up.
D. All coaches will do their absolute best in getting all players valuable playing time. The number of players on each JV team will have an impact on playing time, but every effort possible is made to garner as much Playing Time as possible
E. All JV players are eligible to play in Varsity games at the discretion of the Head Coach.

ARTICLE – 15 AWARDS

The organization will provide awards and specific recognition to all participants, finance's permitting. Specific recognition will be at the discretion of the Head Coach and his/her staff. These may include but are not limited to;

A. Sportsmanship
B. Scholar Athlete
C. Player of the Year
D. Additional awards may be handed out by each individual coaching staff, as they see fit.



Washington Township Youth Football Program

BY-LAWS

Rev: 05/2023
Rev: 03/2024
Rev: 05/2025
Rev: 05/2026

ARTICLE – 16 EQUIPMENT

A. All participants shall be required to receive a complete set of equipment issued by the organization, unless the parents sign an equipment refusal waiver
    a. This form will be made available to the parents/guardians at the time of equipment handouts.
    b. Failure to either receive equipment from the organization or sign off on the equipment waiver may keep the player from receiving his/her game jersey.
B. Parents shall provide a check/cash/debit card for the non-refundable sum of $25.00 as a rental cost for the equipment.

- Participants playing on the 75lb, 95lb and 110lb teams will receive the following equipment
    a. Helmet
    b. Chinstrap
    c. Mouthpiece
    d. Shoulder pads
    e. Knee pads
    f. Thigh pads
    g. Hip/tail pads
    h. One (1) blue web belt
    i. Practice pants
    j. Game pants
    k. Game Jersey (Players keep at the end of the season)

- Participants playing on the 125lb and Junior High teams will receive the following equipment
    a. Helmet
    b. Chinstrap
    c. One (1) mouthpiece
    d. Knee pads
    e. Thigh pads
    f. Hip/tail pads
    g. One (1) blue web belt

h. Practice pants
i. Game pants
j. Game Jersey (Players keep at the end of the season)

- Equipment Returns
  a. Parents shall return the issued equipment on the dates set by the Equipment Coordinator.
  b. ALL equipment taken must be returned, this includes;
     i. Game Pants
     ii. Web Belts
  c. All equipment must be returned by February 1st of the next calendar year.

- Penalties
  a. Parents who fail to return the issued equipment, WTYFB will
     i. Notify the Washington Twp. Parks & Recreation Office as delinquent which may lead to;
        1. Denial of your child/children participating in additional sports until the equipment is returned.

ARTICLE – 17 MONTHLY MEETINGS

The WTYFB routinely meets on the 2nd Tuesday of each month, normally the start of the meetings will be 7:30pm, however meeting days and times may vary and are determined by the Commissioner. During the season, the WTYFB Commissioner may elect to meet twice per month, if needed.

All meetings will take place at the Doud Fieldhouse unless special circumstances arise. All meetings are open to the public unless otherwise specified.