

Kingston Huskies Football & Cheer Organization By-Laws

Article I - Name

The name of the Organization shall be the Kingston Huskies Football & Cheer Organization.

Article II - Purpose

This Organization shall provide a wholesome athletic environment that:

- A. Inspires the youth (regardless of race, creed, color, or sex) of Kingston, or any areas considered open territory, to practice the ideals of good character, sportsmanship, teamwork, mental and physical health, healthy competition and strive to be "the best that they can be."
- B. Requires adults to behave in an exemplary manner when supervising youth, attending practices and games, and working with coaches and/or each other.
- C. Abides by the rules and regulations, including age requirements, set forth by the **Wyoming Valley Junior Football Conference**, the conference in which the organization currently participates.

Article III - Regular Membership

Members of the Organization

All Members of the Organization must adhere to the rules and regulations as approved by the Executive Board to be eligible for participation in the Organization. A copy of the Organization's rules and regulations, also referred to as the Parent-Athlete Contract, shall be given to all members no later than the start of every season. A copy of the By-Laws and Financial Statement shall be made available upon the reasonable request of any Member within 14 business days.

There shall be two (2) classes of members:

- A. **Football/Cheerleader Member:** (i) Any child meeting the requirements of the recognized conference overseeing organized competition for youth football and/or cheerleading that Kingston Huskies is a member and Kingston Huskies Football and Cheer Organization and having paid his/her fees in full, shall be eligible to participate, but have no rights, duties or obligations in the management of the team. The only exception with respect to eligibility for a particular child shall be when a particular team, appropriate for such child in conformance to the requirements of the conference, exceeds the limits as specified by the conference. (ii) If a child should leave the program, written notification is required.

***Any fees associated with the Kingston Huskies Football and Cheer Organization are non-refundable.**

- B. **Adult Member:** The parent(s) of every child and/or other adult who actively participates are considered to be members of the Kingston Huskies Football and Cheer Organization and as such, agree to be bound by the rules and regulations of the organization as stipulated herein.

All adult members may participate in at least one (1) of the following and, in so doing, shall be considered a member in good standing

- i. Serve on a committee,
- ii. Participate as a coach,
- iii. Hold elected or appointed office,
- iv. Help with duties as requested by a committee member or member of the Executive Board.

Any adult members, at the sole discretion of the Executive Board of the Organization, could be considered a member not in good standing if such adult member shall:

- i. Breach the spectator code, and/or,
- ii. Breach the *Coaches Code of Conduct* and/or
- iii. Breach the *Parent-Athlete Code of Conduct* and *Bullying & Social Media Policy*
- iv. Be disciplined for improper behavior as defined in this article.

Spectator Code - Adult members, their children, and their guests attending practices and games shall agree to adhere to the following:

- i. Spectators will demonstrate to football players and cheerleaders, other teams, all coaches, and fellow spectators the highest standards of courtesy, fair play, and sportsmanship.
- ii. Spectators will not smoke, use smokeless tobacco products (including vaping) or drink alcoholic beverages at any Kingston, WVJFC child-attended functions.
- iii. Spectators will abide by the rules of various facilities/fields used.
- iv. Spectators will abide by the written and verbal directions of the Coaches and Executive Board.
 - **Failure to comply may result in a spectator suspension.**

C. Football Players, Coaches, Cheerleaders, and Parents - must sign the: *The Code of Conduct and Bullying & Social Media Policy*.

- i. It is the responsibility of each coach to ensure that each football player/cheerleader and at least one adult member responsible for that child receives and signs a copy of the *Parent-Athlete Code of Conduct & Bullying & Social Media Policy (See Appendix C & D)*. The original signed sheets shall be given to the Kingston Huskies Executive Board Secretary.
- ii. It is the responsibility of the Kingston Huskies Executive Board President to ensure that each coach receives and signs a copy of the *Coaches Code of Conduct (See Appendix B)*. The original signed sheets shall be given to the Kingston Huskies Executive Board Secretary.
- iii. Each parent/guardian is required to attend a mandatory football or cheer Code of Conduct meeting that will be scheduled with the Executive Board prior to the start of the season. This Code of Conduct must be signed before participation (**See Appendix G**).

D. Disciplinary Action

- i. The Executive Board or a representation of the Board, with a quorum (**defined in Article XVI**) in attendance, shall have the authority to discipline, suspend or terminate the membership of any member or coach should the conduct of such

person be considered to be detrimental to the best interests of the Organization, or as outlined in Article III, Section C or D herein. Such member or coach shall be notified regarding the general nature of the allegations and an appropriate call or meeting to be given an opportunity to appear at the meeting to answer such allegations.

- ii. In the case of a football player or cheerleader who breaches the Player Code of Conduct or Bullying & Social Media Policy, the Executive Board shall give notice to both the coach of the team or squad of which the child is a member and to his/her parents or guardian.

E. Observing the Chain of Communication

CHAIN OF COMMUNICATION: The members of the organization are required to observe a Chain of Communication ("CoC") which has been designed to address the concerns and grievances of Members in Good Standing (parents and other volunteers) and the children.

A Member in Good Standing is one not currently being disciplined for improper behavior as defined in the by-laws of Kingston or the League.

In the event of a particular concern or grievance, the CoC begins with a team or squad's Head Coach. If a concern or grievance cannot be resolved with the team or squad's Head Coach, the member can then bring their written concern or grievance to the attention of the Vice President. If satisfaction is not received at this level, the Member can then bring a copy of their written concern or grievance to the President of the organization, who as prescribed in the By-Laws has several methods by which to determine the validity of the complaint or grievance and implement a resolution.

F. Player Injuries

- i. All injuries must be reported to the player's coach and the Executive Board.
- ii. No participation will be permitted without a medical note clearing the player to return to regular activity.

G. Inappropriate Spectator/Adult Behavior:

- i. Any person acting in any of the manners listed below will be asked and required to leave that specific conference or Organization event, meeting, practice, game or competition. The offensive actions specifically include, but are not limited to, the following:
 - 1. Verbal abuses
 - 2. Electronic Postings on social media
 - 3. Attempts to intimidate; threats
 - 4. Flagrant and open rudeness
 - 5. Inability to control their actions or language with an official, player, cheerleader, parent, coach or volunteer. The offending person will receive a warning regarding their inappropriate behavior and the associated player(s) and/or cheerleader(s) are subject to immediate removal from the conference event.

- ii. Any person who commits a second offense of a similar nature will be banned from organization events for the remainder of that season and may face sanctions from the conference, including any post-season events, and the associated player(s) and/or cheerleader(s) are subject to removal from the organization for the remainder of that season, including any post-season events.
 - iii. Any person who physically assaults in a malicious or repetitive manner- an official, player, cheerleader, parent, coach or volunteer will be banned from organization events for the rest of season, face discipline from the conference and criminal charges. The associated player(s) and/or cheerleader(s) are also subject to removal from all organization events for the same period of time.
 - *The term physical assault includes, but is not limited to; hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement or object.*
 - iv. Any use of e-mail, e-mail address lists, phone number listings or member address lists for communication, other than for official organization or conference purposes is prohibited and may result in disciplinary action being taken against the offending member.
 - v. The Church Street Park is not property of the Kingston Huskies Football and Cheer Organization. The Kingston Huskies Football and Cheer Organization provides no supervision to the Church Street Park and is not responsible for any injury or accidents caused while playing at the park. Visitors of the Church Street Park should contact the Borough of Kingston or the Kingston Municipal Police Department with any issues.
- H. The membership shall meet every December to nominate Executive Board Officers and Trustees, as needed. Elected Officers will be seated as of January 1st of the following year. Any member in good standing with voting rights may make a nomination. Nominees must be present and express a willingness to serve.
- I. All persons involved with the WVJFC (youth athletes, Coaches, Executive Board Members, Parents/Guardians, Officials and Spectators) must abide by their Zero Tolerance Policy (**Appendix H**).

Article IV - Voting Body

- A. The Voting Body is comprised of all members of the regular membership that have voting privileges.
- B. A member of the regular membership can become a member of the Voting Body by:
 - i. Attending three consecutive meetings of this Organization;
- C. All Members of the Voting Body must sign a Code of Conduct.
- D. Members of the Voting Body lose their voting privileges by *not* attending three (3) consecutive meetings of this Organization.
- E. Whenever voting privileges are lost for non-attendance, the member returns to the regular membership and can re-instate voting privileges, in accordance with Article IV, Part B.
- F. Members of the Voting Body may lose their voting privileges for violating the Code of Conduct. A simple present majority vote of the Voting Body at a scheduled regular

Organization meeting is required. The identified Member of the Voting Body must be notified no less than forty-eight (48) hours beforehand.

- G. Whenever voting privileges are lost for Code of Conduct violations, the member may return to the regular membership and may reinstate voting privileges, in accordance with Article IV, Part B, at the discretion of the Executive Board.
- H. The Voting Body shall meet every December, as needed, to elect Executive Officers and Trustees, by secret ballot. The Trustees will tally the ballots.
- I. Virtual meetings may be held in the event that an in person meeting can not be held.

Article V - Executive Board

The management of the property and affairs of the Organization shall be vested in the Executive Board of Directors. The Executive Board of Directors shall be elected from time to time by the vote of the Voting Body, and by the upon election or appointment, immediately perform their duties and shall continue in office until their successors have been duly elected or appointed.

5.1: Executive Board of Directors

The Executive Board will consist of those Voting Body members, at least eighteen (18) years of age and that have been elected to the following positions:

1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Sergeant-at-Arms
 6. Trustees (3 Members)
- A. The Board shall serve for a term of two (2) years beginning January 1st and ending December 31st of the following year. Members can be re-elected to consecutive terms.
 - i. The positions of President, Secretary and Sergeant-at-Arms will be opened in even-numbered years.
 - ii. The positions of Vice-President, Treasurer, and Trustee will be opened in odd-numbered years.
 - B. All members of the Executive Board must sign a Code of Conduct.
 - C. In the event that an individual becomes an Executive Board Member prior to obtaining voting privileges, those privileges are granted immediately at the start of their term .
 - D. Spouses or Partners may serve on the Executive Board at the same time; however, neither one can be treasurer unless one is serving as Sergeant-At-Arms or Trustee.
 - E. Any member of the Executive Board can not serve as a Head Coach unless an emergency constitutes it.

5.2: Resignations and Removal of Office

- A. Any director or officer appointed by the Membership or Executive Board, may resign his or her office at any time by giving written notice of his or her resignation to the President or the Secretary for distribution to the Executive Board. Such a resignation shall take effect at the time specified therein or, if no time is specified, at the time of its receipt, and the acceptance of the resignation shall not be necessary to make it effective.

- B. Any Executive Board Member who misses three (3) consecutive meetings may be removed from the position by a present 2/3 vote of the Voting Body at an Organization Meeting. The motion will be made at the next following meeting and can be reintroduced at any meeting thereafter, if necessary.
- C. Any Executive Board Member position can be opened by a simple majority secret ballot vote at the regular November Organization Meeting. If the position is opened, nominations will take place immediately as outlined in Article III, Section G. The Executive Board Member currently holding the position can be re-nominated for the position.
- D. With prior notification of all interested parties, including all Executive Board members and members of the Voting Body, any Executive Board Member can be removed for cause by a simple majority secret ballot vote at any regular Organization Meeting. Cause is defined by, but not limited to, not performing position duties as outlined in Article VI and violations of the Code of Conduct. The removed Executive Board Member cannot be re-nominated for any position representing the Organization and loses voting privileges. Future reinstatement to the Regular Membership is at the discretion of the Executive Board.
- E. One (1) person cannot hold two (2) Executive Board positions unless of an emergency.
- F. Any Board member who is removed from the Board shall not ever be able to return as a Board member.
- G. The President must have two (2) consecutive years' involvement with the organization, one (1) of which must be served as an executive board member unless of emergency.

5.3: Vacancies

In the event of a vacancy in any Executive Board Member positions, in any month other than November, nominations will take place at the next regularly scheduled Organization Meeting. Notification of the event will be distributed by any means available up to and including social media platforms, distribution lists/messaging and the website. Elections will then be at the next following regularly scheduled meeting of the Organization.

5.4: Duties and Power

- A. The Executive Board shall have the power to establish standing and special committees as it shall determine necessary, and to delegate such powers to them as they shall deem advisable.
- B. The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of the Organization, as it deems proper.
- C. The Executive Board shall have the power by a > than 50% of the vote of its present members at any regular or special meeting, to discipline, suspend or remove any Director, Committee Member, Coach, Head Coach, Youth Athlete, or Adult Member in accordance with the responsibilities set forth in Article III.B, C, or F.
- D. A majority vote of the Executive Board shall be required for, but not limited to, the following:
 - i. Expenditure of funds that exceeds two hundred and fifty dollars (\$250.00)
 - ii. Selection of fundraising events and lead coordinator of said event
 - iii. Trophy/award costs for players/cheerleaders and All-Organization Award Selections

- iv. Publicity and advertising for registrations and other activities
- v. Determination/approval of all registration fees

Article VI - Executive Board Duties

6.1: The Executive Board of the Kingston Huskies Football and Cheer Organization shall consist of up to Eight (8) individuals with voting rights: President, Vice President, Treasurer, Secretary, Sergeant-at-Arms, and Trustees (3). It shall also include the immediate past President who has no voting rights.

- i. Members of the Executive Board shall make best efforts to attend all regularly scheduled meetings.
- ii. The Executive Board shall appoint Committee Chairpersons, as it deems necessary or desirable, and shall prescribe the powers and duties of each.

6.2: Duties as Assigned

A. President:

- i. The President shall preside at meetings, including but not limited to organization meetings, league meetings, and any meetings relating to competitions and bowl games.
- ii. He/she shall be present at all Kingston Huskies league games and competitions.
- iii. He/she shall be responsible for conducting the affairs of the Organization, and for executing and upholding the by-laws and policies established by the Executive Board. He/she shall communicate to the Executive Board such matters and make such suggestions as may, in his/her opinion, promote the welfare of the Organization.
- iv. He/she shall investigate complaints, irregularities, and conditions detrimental to the Organization, which are submitted in writing and reported to the Executive Board.
- v. He/she will maintain contact with the League and attend League meetings with the League Reps whenever possible.
- vi. He/she will perform all duties delegated to him/her by the Voting Body.

B. Vice President:

- i. In the absence of the President and provided he/she is authorized by the President or the Executive Board to act, shall perform and be vested with the President's duties and powers.
- ii. He/she shall, with the assistance of the secretary, examine and certify the applications and supporting documents of age, residence, and health, of every youth athlete before the child may be accepted.
- iii. He/she shall, with the assistance of the secretary, maintain all coaches' files to ensure all required clearances, certifications and Code of Conduct is complete.
- iv. He/she shall be responsible for ensuring the appropriate on and off field dress and behaviors of the youth athletes, and coaches, consistent with Kingston and League Rules and Regulations.
- v. He/she shall work with all coaches to establish a practice plan for field use.
- vi. He/she shall serve as the primary coach contact for any issue that may arise in each particular division to be delivered to the Executive Board.

C. Secretary:

- i. The Secretary shall record minutes and attendance at all meetings.
 - ii. He/she shall have the previous meeting minutes prepared in advance of the next meeting to allow them to be voted upon and accepted as official records of the Organization.
 - iii. He/she shall edit and ensure approved meeting minutes are posted.
 - iv. He/she shall have charge of all records, including participant/coaches paperwork, clearances, correspondence, etc.
 - v. He/she shall prepare all correspondence and publicity, including notification of meetings and reports as required by the Executive Board.
- D. Treasurer:
- i. The Treasurer shall have charge of all funds of the organization.
 - ii. He/She shall conduct the organization's banking business while being responsible for depositing and distribution of all approved funds within 3 business days.
 - iii. He/She shall maintain an accurate, detailed records of all transactions as directed by the Executive Board.
 - iv. He/She is required to make a monthly accounting report to the Executive Board (including copies of monthly bank statements) to be incorporated in the minutes of the regularly scheduled meeting.
 - v. The Treasurer will notify the Secretary of all donations so that the appropriate thank you letters to donors are sent in a timely manner.
 - vi. The Treasurer will maintain the liability insurance policy for the Organization and provide proof as necessary.
- E. Sergeant-At-Arms:
- i. Will maintain order at all meetings, games, and events.
- F. Trustees (3) members:
- i. Trustees shall meet two (2) times a year in the months of February and September.
 - ii. They shall be included on the monthly business/discussions of the Organization.
 - iii. They shall complete an impartial review scheduled at the discretion of the Executive Board and audit of all records, funds, property, and bonds of the Organization.
 - iv. They shall forward any discrepancies to the President and submit to the Board a report of their findings.

Article VII - Coaches

- A. All coaches must meet the requirements of the Executive Board set within the by-laws.
- B. Head Coaches shall be selected annually and appointed by the Board of Directors after approval by the regular membership. Individuals wishing to be a Head Coach must submit their application prior to the deadline posted. All Head Coaches shall exemplify a positive attitude, communication skills, leadership qualities, technical knowledge and support of the Organization objectives.
- C. In the event of two or more interested parties for a head coach positions, all candidates must address those in attendance at the regular voting meeting that the vote is scheduled to be taken in February.. A present simple majority vote by secret ballot will determine the coach. If an interested party fails to attend such meeting, he/she will not be considered.

- D. In the event that there are vacant Head Coaching positions after the regular February Organization Meeting, prospective Head Coaches will be reviewed at each following Organization Meeting until all positions are filled.
- E. All Football and Cheerleading coaches must have an Assistant Coach and/or Junior Coach. If you do not have one, one will be recruited and selected for you by the Executive Board.
- F. Head Coaches will select assistants; their assistants must be approved by the executive board. Each level will have up to 4 assistant coaches. Head coaches wishing to appoint over 4 must have board approval.
- G. All Head Coaches must be at least 21 years of age. Assistant Coaches must be at least 18 years of age. Junior Coaches must be at least 14 years of age at the Coaches discretion and with Executive Board approval.
- H. In the event of the absence of a Head Coach, either at a game or practice, an Assistant Coach must be present. An Executive Board member must be notified of said absence.
- I. A Head Coach or Assistant Coach must be present at the end of their respective practices to stay with their children until they are picked up by their parents/guardians.
- J. Any member of the coaching staff may be immediately suspended for cause from any organization participation by majority vote of the Executive Board. Cause is defined by, but not limited to, a violation of the By-Laws or Code of Conduct.
- K. Once a member of the coaching staff is suspended, a meeting will be scheduled within 72 hours to determine length of suspension or expulsion from practice, game, any event sanctioned by the organization, and/or the organization itself. All interested parties will be invited, including Executive Board and all Voting Body Members. A present simple majority vote will determine the outcome. If the suspended member of the coaching staff fails to attend such meeting, he/she will be immediately dismissed from their position. The suspended member does not get a vote on their behalf.
- L. In the event of a mid-season Head Coach vacancy, the Executive Board will first open the position to any current assistant coaches of that team/squad, in an effort to maintain consistency for the participants. If no assistants express interest, the Executive Board will seek a new Head Coach from other teams/squads within the organization next and then move outside the current coaching staff, if necessary, until the position is filled.
- M. A minimum of one football and one cheerleading coach (head or assistant) from each level must attend each meeting of the organization.
- N. All coaches shall treat each youth athlete as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.
- O. All coaches shall be knowledgeable in the rules of the sport and shall teach to the youth athletes.
- P. Any fines incurred by a Coach because of bad behavior or poor sportsmanship are NOT the responsibility of the organization and shall be paid by that Coach.
- Q. One assistant coach per level will be assigned to help coordinate and maintain equipment for the team through communication with the Equipment Manager.
- R. Attend all camps, games (home and away), competitions, practices and events. If he/she has a conflict they must coordinate with their assistant and notify the Executive Board.
- S. All Coaches must sign a Code of Conduct.

- T. All coaches must attend the required WVJFC Coaches Meeting annually. If the coach does not attend, they will not be permitted to coach.
- U. All head coaches are required to report weekly to the board for their needs and practice schedules bi-weekly.
- V. All head coaches are required to coordinate the availability of water and the proper first aid equipment for all practices.

Article VIII - Coordinators/Managers/Committees

All interested members from the Organization wishing to serve in any manager or coordinator capacity should express interest to the Executive Board for appointment. The Executive Board will consider each interested candidate free of discrimination and personal vendetta for the best fit of each position based on the duties required.

Each manager or coordinator will be responsible for organizing and overseeing their committee and its members. The manager or coordinator will give a report to the board at each month's meeting as to the progress, needs, and/or wants of the committee.

8.1: Cheerleading Coordinator

- A. The Executive Board will appoint from the membership a Cheerleading Coordinator.
- B. The Cheerleading Coordinator must sign a Code of Conduct.
- C. The Cheerleading Coordinator will be responsible for attending all required meetings/functions of the League Organization and ensuring that our Organization is represented at each meeting/function.
- D. The Cheerleading Coordinator to strive and maintain consistency and communication among all squads in all things related to the Organization.
- E. The Cheerleading Coordinator will be responsible for all cheer equipment and uniforms (inventory, distribution, maintenance, collection).
- F. The Cheerleading Coordinator will act as a liaison between Coaches and the Executive Board.
- G. No head coach can serve in this capacity.

8.2: Football Equipment/Field Manager and Committee

- A. The Executive Board will appoint from the membership a Football Equipment Manager and Field Manager.
- B. The Football Equipment and Field Manager must sign a Code of Conduct.
- C. The Football Equipment and Field Manager will be responsible for all football equipment and uniforms (inventory, distribution, maintenance, collection, motions to purchase, etc.)
- D. The Football Equipment and Field Manager will be responsible for completing the set-up, or scheduling appropriate personnel to set-up, the field (lining the field, placing yard markers, putting out garbage receptacles, etc.), and the required storage afterward, for each event hosted by the organization.
- E. No head coach can serve in this capacity.

8.3: Concession Stand Manager

- A. The Executive Board will appoint from the membership a Concession Stand Manager.
- B. The Concession Stand Manager must sign a Code of Conduct.
- C. The Executive Board will be responsible for completing the purchase of all supplies (food, drink, or otherwise) to adequately operate the stand as scheduled.

- D. The Concession Stand Manager will maintain a serialized inventory list of the stand equipment.
- E. The Concession Stand Manager will be responsible for the scheduling of appropriate personnel to adequately open, operate, and close the stand as scheduled. (Volunteers must be 16 years old or older.)
- F. The Concession Stand Manager will be responsible for the spring cleaning, maintenance, and winterizing of the concession stand facility.
- G. The Concession Stand manager will Prepare for review concessions menu and prices for Board approval and maintain records of contacts, suppliers, etc. for future reference.

8.4: Media Relations Manager

- A. The Executive Board will appoint from the membership a Media Relations Manager.
- B. The Media Relations Manager must sign a Code of Conduct.
- C. The Media Relations Manager will create and manage website and social media outlets with pertinent information. Post all information for the following: game schedule, practice schedule, links to maps for away games, registration information, fundraising information, forms etc.
- D. The Media Relations Manager will put game and practice photographs on website and ensure we have a signed parent consent for use of all player photographs.
- E. The Media Relations Manager will work in conjunction with the Secretary to ensure press releases and proper information goes to the newspaper or any other media the Board deems necessary.
- F. The Media Relations Manager will coordinate the slide show for end of season banquet.
- G. The Media Relations Manager will report all findings to the President.

Article IX - Clearances and Certifications

9.1 Clearances

- A. All Executive Board Members, Coaches, Coordinators, and Managers, must submit the following clearances:
 - 1. Pennsylvania State Police Criminal Record Check (SP4-164), dated within two years of the date of submission
 - a. This can be completed at <https://epatch.state.pa.us/Home.jsp> for FREE by selecting "Volunteer"
 - 2. Pennsylvania Child Abuse History Clearance (Form CY 12/15), dated within two years of the date of submission
 - a. This can be completed at <https://www.compass.state.pa.us/cwis/public/home> for FREE by selecting "Volunteer"
- B. All Executive Board Members, Coaches, Coordinators, and Managers have thirty (30) days after being elected or appointed, if in the off-season, to process the required documents. Failure to comply within the allotted time may result in that individual being suspended from the position, until proof of compliance is provided to the Secretary of the Executive Board.
- C. Any persons joining the coaching staff, during the season, must submit the required documents to the Secretary of the Executive Board prior to working with any of our participants.

- D. Clearances must always be valid when serving this organization. The secretary will notify the required persons within ninety (90) days of their expiration.
- E. The Executive Board will monitor and respond to all inquiries regarding clearances. The secretary will handle and record all clearances.

9.2 Certifications

- A. To assist with safe operations of our Organization, all head coaches must obtain the following certifications within thirty (30) days of appointment in off-season.
- B. All coaches must have certifications in place before having contact with our members. In emergency situations during the season, as decided upon by the Executive Board, coaches can assume the position for no more than seven (7) business days until the proper certifications are obtained.
- C. All coaches must take the online training set forth by the WVJFC. The KHFCO will reimburse the cost. (<https://account.usafootball.com/login>)
- D. All cheer coaches, including assistants, must complete the HEADS UP to Youth Sports yearly: Online Training (<https://www.cdc.gov/headsup/youthsports/training/index.html>).
- E. USA Cheer Certification must be maintained by head coaches. The KHFCO will reimburse the cost with a two (2) year coaching contract.

Article X - Meetings

- A. Off season: Regular Organization Meetings will be held on the third Wednesday of every month.
- B. During the season: An additional Regular Organization Meeting will be scheduled each month, typically on the first Wednesday of every month.
- C. Anyone interested in the purpose and objective of this Organization may attend an Organization Meeting as a guest or as outlined in Article III and make inquiries of the Board.
- D. Any Executive Board Member may call an emergency meeting if he or she believes it is warranted. Notification of the meeting will be distributed by any means available up to and including social media platforms, distribution lists/messaging and the website. A minimum of three (3) days' notice shall be given for all special/emergency meetings unless the circumstance dictates urgency.
- E. If an emergency situation arises, a minimum of two Executive Officers and at least four Voting Body Members (not to include the member requesting the meeting) must be present in order to make a decision. If such meeting takes place, an incident report will be documented.
- F. The person that the meeting is called for does not vote on their own outcome.
- G. If a meeting shall be canceled, it must be rescheduled within seven (7) days of the originally scheduled meeting. However, membership should be given at least 48 hours notice of said change.
- H. There will be a Closed Session of the Executive Board at the end of the second regular monthly meeting.

Article XI - Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern meetings and proceedings of this organization where they are not in conflict with these By-Laws.

Article XII - Constitution and By-Laws

12.1: The Constitution and By-Laws are to be reviewed fully in December and presented in January of, at least, every other year. The By-Laws may be amended, or altered in whole, or in part, by a simple present majority vote at any organized meeting of the Voting Body. By-Laws may then be amended under the direction of the Executive Board.

12.2: Interpretation

The Executive Board will resolve any problems regarding interpretation of the wording of the By-Laws.

Article XIII - Dissolution

13.1: In order to disband or combine with another organization, an eighty percent (80%) majority vote by the Executive Board is required.

13.2: In the event the Organization dissolves, any surplus funds, held on behalf of the Organization, in any banking institution shall immediately be transferred to any Charitable Organization(s) as determined by the majority vote of the Executive Board. In no event shall any surplus be transferred to any individual associated with the Organization. If the organization combines with another organization those funds will follow.

Article XIV - Financials

- A. The Executive Board shall decide all matters pertaining to the finances of the Organization and shall place all income in a common Organization Treasury, directing expenditures in such manner as will give no individual or team advantage.
- B. The Executive Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of the Organization to discourage favoritism among teams.
- C. The Fiscal Year of the Organization shall begin on the first day of January and shall end on the last day of December.
- D. Two (2) signatures are required on all checks issued. The signers on the account shall be: Treasurer, President and Vice Presidents. The second signature may not be the spouse or immediate family member of the primary signer.
- E. A present simple majority vote of the Voting Body during an Organization Meeting is needed to approve any expenditure that does *not* involve necessities such as utilities, outstanding bills for pre-approved purchases and stand replenishment. Utilities and Stand replenishment expense receipts should be reviewed by two (2) Executive Board Members monthly. If necessary, a simple majority of the Executive Board can approve expenditures between regular Organization Meetings but must be formally approved at the following regularly scheduled meeting.

- F. Under the guidance of the Treasurer, the Organization will annually purchase property and casualty insurance coverage in addition to a liability policy that covers the good faith actions and omissions of all members of the Executive Board, Committee members, and Coaches.
- G. The Treasurer shall present a previous year financial report and the next year's budget items, as approved by the Executive Board, at the annual meeting in March.

Article XV - Indemnification

The Organization shall indemnify any and all current Executive Board Members against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made parties by reason of being or having been Board Member of the Organization, except in a relation to matters as to which any such Board Member or person shall be adjudged in such action suit or proceeding to be liable for negligence or misconduct in the performance of duty.

Article XVI - Grievances

- A. Any youth athlete, parent or coach may file a grievance and request a hearing.
- B. The grievance must be submitted in writing to the President, who will utilize best efforts to convene the Executive Board within 7 days of receiving the written grievance. There will be a form on both the website and at the stand for anyone requesting one.
- C. The Executive Board shall notify the person requesting a hearing of the Board's ruling(s) both at the end of the hearing and in writing no later than seven (7) days after the hearing has been concluded.
- D. A copy of the letter will be filed in the Organization's records.
- E. A verbal complaint is not a grievance.

Article XVII - Quorum

To constitute a quorum, it shall be necessary to have at least 5 (63%) of the Executive Board Members, whose positions are presently occupied plus 1 voting member.

Article XVIII - Financial Assistance for Participants

Financial assistance may be provided to any participant at the discretion of the Executive Board, provided sufficient evidential matter is provided to the Executive Board that clearly reflects a need for financial assistance. To maintain the confidentiality of personal information of those families of athletes requiring financial assistance, the Board shall elect a committee of no more than four members of the Executive Board to compile the necessary documentation and to vote upon the amount of such assistance provided (full or partial) or payment plans established. In no event shall the amount of assistance provided exceed the amount that the athlete(s) would have otherwise incurred in connection with that season's registration fees.

- A. The person(s) requesting financial assistance must fill out the appropriate form that will be available on our website and at the stand.
- B. You can only request financial assistance for registration costs and/or uniforms. Uniforms must be returned to the organization at the end of the season.
- C. The participant requesting financial assistance and the board will both remain discreet.

D. In exchange for financial assistance, additional volunteer duties will be required at the discretion of the Executive Board.

**By-Laws of the
Kingston Huskies Football and Cheer Organization**

ADOPTION AND RATIFICATION

The foregoing By-laws of the **Kingston Huskies Football and Cheer Organization**, consisting of Articles I through XVIII are hereby adopted and ratified as amended and are made part of the permanent organization records of the **Kingston Huskies Football and Cheer Organization**.

President Heather Stokes: _____

Vice President David Stokes: _____

Secretary Beth Barnett: _____

Treasurer Ronelle Barrett: _____

Sergeant-at-Arms Samuel Ferraro: _____

Trustee Rae Lynn Barrett: _____

Trustee Troy Barnett: _____

Trustee Jessica Cowell _____

Date: **Wednesday February 15, 2023**

By-Law Changes Reviewed: **January 21, 2023**

By-Law Changes Approved: **February 15, 2023**

Wyoming Valley Junior Football Conference- Inappropriate Sideline Behavior Policy

The WVJFC will follow a “Zero Tolerance” policy regarding inappropriate sideline and spectator behavior. This policy will encompass all interactions during the course of the pre-season, regular season and post-season, which shall include but not be limited to the following: practices, games, opening day ceremonies, all-stars, tournaments, and any other league sponsored event(s).

Our sons, daughters, nieces, nephews, and grandchildren far too often watch many of us forget the real reason for being involved in youth sports. In the Board’s opinion, this is the reason for a “Zero Tolerance” policy. We must promote fair play, good sportsmanship and teach our children how to play the game. The entire Board of Directors takes this responsibility seriously. With that said the following statements will represent our position and more importantly constitute our “Zero Tolerance” policy from this point forward.

1. All persons involved with the WVJFC including parents/guardians, players, managers/coaches, Board Members, and umpires/officials shall abide by the Zero Tolerance Policy and all the rules governing the league.
2. It is the duty of all managers/coaches/board members to always control their players and spectators.
3. Coaches should teach their players to respect the dignity of the game, the authority of its officials, the values of the opponent and the organizations they represent.
4. Coaches shall not engage in argumentative discussions with the opposing team or game officials with their interpretation of the rules or a call they feel was incorrect or simply not called. The arguments between coaches and officials then spreads to the spectators which causes further distractions, frustrations and arguments.
5. Cursing, obscene, or threatening gestures or language, harassment of any kind, malicious or personal remarks between opponents, players, spectators, or officials on or off the field will not be tolerated and will be subject to disciplinary action.

Progressive Disciplinary Steps

- First offense will be a sideline warning,
- Second offense will be an unsportman-like penalty of 15 yards.
- Third offense will be suspension of the Head Football Coach and forfeiture of the game (if a Head Coach is suspended, they are not eligible to return to coaching for 2 weeks, pending review).

We hope things don’t get to a point where we have to enforce this type of discipline on an organization, their coaches and their fans. We want to diffuse all potential hostile situations before they escalate or lead to discipline.

Regards,
WVJFC Board of Directors