

ADDENDUM II

ORGANIZATIONAL POLICIES AND PROCEDURES

Revision 10 -2/9/12
Revision 13- 10/27/14

Revision 11 - 2/25/13
Revised 11-21-15

Revision 12- 1/23/14
Revised 1/29/17

- I. Football Program Rules and Regulations** - All teams, team members/players and coaching staff will conduct themselves according to the rules and regulations set forth by this article determined by the Director of Football Operations of the Allegheny Valley Youth Football Association or appropriate governing body. These rules also apply to the participants and coaches in the Cheerleading Program offered by the Allegheny Valley Youth Football Association. The Director of Cheerleader Operations may impose further policies as deemed appropriate in written form to each cheerleading participant after board approval.
- II. The discipline of players of each team will be the responsibility of the team's Head Coach and his staff.**
1. Disciplinary action will be held by the head coach according to the player code of conduct, handled with discretion and fairness towards all team members. No player will be dealt with in front of other team members in a manner that causes undo embarrassment.
 2. No profanity will be tolerated by either the coaches or players while teams are on the field. (practice or game day)
 3. No fighting between players will be allowed. This includes team members and opposing team players.
 4. All teams will practice according to the schedule set forth by the Director of the Football/Cheerleader Operations at ensured facilities. Coaches and players are expected to attend all practices. Exceptions: School homework, vacations, CCD classes or coaches work schedules due to his employer. In the case of a team not having any coaches present due to the exceptions as stated, coaches from the other teams present will be asked to volunteer to conduct practice for the team.
 5. If any team player misses practice for any reason other than the exceptions stated in Rule 5, it would be at the coaching staff's discretion as to determine that player's status for the next upcoming game. This will be based on the guidelines as explained in the player rules distributed, signed and collected from the player packets.
 6. All players and coaches will be treated with respect. Humiliation of players by other team members or coaches will not be tolerated.
 7. Discipline or any situation that cannot be rectified by a team's coaching staff or teams involved in the situation, will be reviewed and acted upon by the Director of the Football/Cheerleader Operations, respectfully. If the situation is still not resolvable, it shall then be brought to the AVYFA Board Members for review and action under the Grievance Resolution Procedure outlined in this addendum. All decisions of the Executive Board Members are **Final**.
 8. No parents will be permitted on the field during practice or on the sidelines during games. Any questions for the coaching staff or for players can be addressed after practice or the game by parents. The "24 Hour" Rule will be

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in effect on all practice and game days. This rule will be explained in yearly list of rules.

9. No player will be permitted to leave the sidelines or the practice field without first notifying a member of the coaching staff present.
10. No coaches or players will be permitted to use any Alcoholic Beverages or Tobacco Products on the field at either practice or at games. This includes smoking or chewing tobacco products.
11. Any player who is suspended or expelled from the school they attend for disciplinary reasons, will also be suspended from participation in the A.V.Y.F.A. program, in the same duration as the school district has applied.
12. All players and coaches will be expected to conduct themselves on and off the field, in a manner that brings dignity, integrity and respect to the A.V.Y.F.A. at all times.

The Board of the Allegheny Valley Youth Football Association acknowledges and is in total agreement of the rules and regulations and the player code of conduct this 15th day of February 1993. Amended December 1993. Amended April 10, 2000. Amended April 1, 2007 Amended

- III. **Grievance Resolution Procedure** - In the event that a situation with players or coaches, should arise that cannot be resolved by the Director of Football/Cheerleader Operations of the A.V.Y.F.A. he/she may ask for a special board meeting to hear the grievance. The parties involved will attend the meeting along with anyone having interest in the outcome of such meeting, a.k.a. parents/guardians. The AVYFA Board will hear all discussions and arguments from the parties involved. The Board will then ask the involved parties to excuse themselves from the room, until a decision has been reached in the dispute. The involved parties will then be re-called, and given the executive board's decision. All Board decisions are final.
- IV. **Equipment Policies** - All equipment issued to children participating in the Football and Cheerleader programs must be returned when requested at the end of a season /playoff or in the event of a player suspension or voluntary leave. The dates and times of the equipment collection will be announced. All parents will be given a copy of the Equipment Record Form at the time of equipment issuance and will be asked to sign and date the form. Any equipment lost or not returned shall be the financial responsibility of the parent/guardian. Any equipment broken or damaged by the normal participation in the football program will be replaced at the Association's expense. Equipment lost during the season will be replaced by the Association to the participant at the expense of the Parent or Guardian. All equipment to be returned in the condition it was received.

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IV. Fund Raiser Collection Procedure

Fundraiser initiatives are an essential activity that provide funding to meet the organization's expenses (Insurance, Field Costs, Equipment/Uniforms, League Dues, Officiating Fees, etc). These activities also help to keep registration fees and other participation costs reasonable for families. To achieve this, AVYFA will conduct mandatory fundraising activities throughout the season designed to meet existing and forecasted financial obligations.

IV.1 Organization Participant Obligation – It is the responsibility of players, cheerleaders, and parents/guardians to participate in AVYFA fundraising initiatives as part of their involvement in the organization. It is the responsibility of fundraising participants to collect all funds, forms, stubs, tickets, or other related fundraising items and provide such items to the Director of Fundraising per published fundraising activity schedules.

IV.1.1 In the event that that an Organizational Participant becomes delinquent in providing fundraising monies per the published fundraising activity schedule, the child/children of the parent/guardian will not be permitted to participate in any games until funds have been received in full. During such period, the child/children will be responsible for continued participation in all scheduled practices. Failure to participate in practices during this period may result in assignment of points or disqualification from participation in upcoming games irrespective of fundraising delinquency status.

IV.1.2 Families that have delinquent fundraising balances will be ineligible to attend the End of Season Banquet until such funds are paid.

IV.1.3 Failure to resolve delinquent fundraising balances post-season may result in family disqualification from future AVYFA participation and further collection actions.

IV.2 **Director of Fundraising Responsibilities** - The Director of Fundraising will provide appropriate information and materials to fundraising participants and will publish requirements and schedule information for each fundraising activity. It is the responsibility of the Director of Fundraising to receive and account for all expenses, credits, and participant adherence as related to each fundraising activity. In partnership with the Treasurer, the Director of Fundraising will provide funds, bills, and/or Credits to the Treasurer per the fundraising activity schedule. The treasurer will acknowledge in writing the receipt of such items and issue payments due, deposit funds, and record all transactions in adherence to standard accounting practices.

V. **Expense Reimbursement Procedure** - Anyone purchasing supplies or materials for the Association should have the approval of **2/3** Board Members prior to the actual purchase. In case of an emergency, approval for purchase can be made by 2/3 of the executive board up to \$500. If a check or cash advance is requested, the purchaser should contact the Treasurer. If the advance is over

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\$200.00 the Treasurer should get another Association Officers signature on the check. If it is under \$200.00, the Treasurer should get a verbal approval from another Association Officer. Any one requesting a reimbursement shall produce an original receipt for the material/supplies purchased. Any one receiving an advance shall return a receipt in 10 days unless the material is ordered and not deliverable. **Any purchase that exceeds \$500.00 must have 3 bids from separate vendors to ensure the best price is used.**

- VI. Board Member Impeachment Procedure** - In the event that the members of the board see the need to remove a person from the board for reasons of misconduct, lack of participation, misuse of funds or any other activity that could affect the integrity of the A.V.Y.F.A., a special meeting may be called to hold formal impeachment proceedings. The member up for impeachment shall attend to offer any defense of actions they may have taken. Impeachment requires a majority vote of The Executive Board, in favor of the removal of the person from the board. The decision reached is final.
- VII. Suspension of League Participation Policy** - If the Association cannot adequately field the required teams, the Executive Board can vote to suspend play for the season. Criteria for such a suspension can be the lack of children responding to the registration, lack of quality equipment available, lack of financial reserves required to maintain operations during the season or some other similar circumstance. A formal withdrawal from the current season will be submitted to the League by the Acting President, with a majority vote by the Executive Board.
- VIII. Dissolution of the Association** - In the event of dissolution of the Association all remaining assets will be sold and all outstanding debts will be paid. Remaining assets will then be placed into an escrow account to be managed by the remaining Executive Board members or an appointed Trustee. Each year thereafter the funds shall be used to contribute a \$500.00 grant to a needy student athlete that participated in the Association's football program. The determination of the recipient shall be at the sole discretion of the remaining Association members or appointed Trustee and the Superintendent of the Allegheny Valley School District.
- IX. Association Award Program** – Due to Allegheny Football League rules the Association cannot give out Individual Achievement Awards to the participants.
- X. Cheerleading Program** - The Allegheny Valley Youth Football Association shall offer a program of Cheerleading to any age appropriate child wishing to participate. The program Director of Cheerleader Operations shall if deemed necessary, determine an auxiliary set of rules and procedures, in addition to Section I of this Addendum, to be presented to the associate Board. The Director shall have the authority to request appropriations and assistance for the program at Board meetings.
- XI. Participation Policies** - The Allegheny Valley Youth Football Executive Board has instituted a limit of participants per team. In the Football Program the maximum number of players per team is set to 50 children. In the Cheerleader Program the limit is set at 25 children. Any child who has already been a

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participant in a previous season will be “grandfathered” into the program **if they are signed up by July 1st of the current season**. In the event that grandfathered participants cause the perspective team to go over the limit, the limit will be waived for that season and no new participants will be accepted. All new participants for open positions will be selected by a lottery drawing, if the number of applicants exceeds the number of openings. Applicants from the Allegheny Valley School District will be given preference over applicants from outside the district.

- XII. Coach Appointment Policy** - The Allegheny Valley Youth Football Director of Football Operations and the Director of Cheerleader Operations will present the Executive Board with a list of coaching nominees at a regularly scheduled Board meeting. The Executive Board will review each nominee and selectively approve or veto the appointment. Starting with the 2000 season the Executive Board will require all coaches to attain an Act 33 **and Act 34** Clearance, as well as, Concussion Prevention Training. (See Item XVI of this addendum) This is to certify that the coaches have a clear background for working with the children. The Allegheny Valley Youth Football Association will cover the cost of the background check. Coaches may also be required to pass certain levels of testing in order to be considered eligible to coach. These tests will be presented by the Director of Football Operations and the Director of Cheerleader Operations and approved by the Allegheny Valley Youth Football Association board. Any costs associated by these tests will be paid for by the Allegheny Valley Youth Football Association. **Coaches will be appointed by the Director of Football with Board approval, the head coach of each team will then appoint coaches to offense cord. Defense cord. Each coach will be assigned to a team for a year commitment, this allows stability in the coaching staff of each team. Should a coach resign or a spot open on another team that position will be filled based off of seniority of the coaches. The Director of Football and Cheer will have the ability to move coaches as needed to fill positions should a minimum coaching staff not be achieved. Head Coaches may also not hold a board position due to the time commitment of each position.**

XIII - Parent Participation The AVYFA is a volunteer, non-profit organization. AVYFA is responsible for providing field, facilities, and personnel for home games/events. In accordance with Allegheny valley school district AVYFA retains the services of qualified and licensed EMS and Game officials for home events. The remaining staffing needs for home games/events are met via parent participation. For the AVYFA program to be successful, there must be shared participation by all parent/guardians of the children involved.

XIII.1 Parent Participation - A parent/guardian is required to participate in three (3) home games during the season for each child involved in the program, 1 of which must be completed in the concession stand. Coaches and Board Members are exempt from participation requirements as defined under Parent Participation due to their ongoing involvement and commitment to the operation of the AVYFA organization and its teams.

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XIV - Service Award – At the discretion of the board (possibly because of available funds), a Service Award may be given to players/cheerleaders after the season. An eligible participant is defined as a player/cheerleader:

- that has participated in at least 4 seasons with the AVYFA, or in the event a child moves into our area, has participated all eligible years.
- is unable to return the following season because of age limitations or weight restrictions. Weight restrictions should be projected by the players' coach for the on-coming season based on their current weight proximity to the league weight limits. Exceptions can be made for an AVYFA Eligible player that will be entering into the 8th Grade the following year.

XV- Scholarships – Each spring the board will award a \$250 general scholarship to one former player and one former cheerleader. The requirements for an applicant will be:

- a. participated as a player or cheerleader for at least 4 years.
- b. currently holds a GPA of 2.5 or higher.
- c. currently attending the Allegheny Valley School District.
- d. Must be attending some type of post high school training, school or college/university.

If no player applies, then 2 cheerleaders will be awarded a book grant. If no cheerleader applies, then 2 players will be awarded a book grant. The president will receive the applications from the School Guidance Office, make copies of the applications then distribute one copy to each board member. Each board member will give the president their selection after reviewing the applications. The president will notify the AVSD Guidance Office of the board's selection. The board should keep the selection confidential until after the awards are presented at the school.

XVI. Coaching Clearances - Coaches will be required to provide information required in order that the AVYFA Board can obtain Act 33 and Act 34 Clearances, as well as, FBI fingerprint for the prospective coach. These background checks are completed by the PA Department of Public Welfare and the PA State Police as well as other agencies as required for verifying the potential mentor does not have a history of child abuse or detrimental criminal behavior. The AVYFA will cover the costs of filing for the clearances. Positive and negative results will be used as a guide for the Executive board to make decisions on the coaching approval procedure, but it should not be the sole deciding factor on whether a prospective coach would make an acceptable mentor. This will be required of all new coaches and every five years for established coaches.

XVII. Board Attendance - The members of the Board must attend meetings regularly in order to insure that the business of the association is conducted in a timely and diligent manner. Failure to attend disrupts the business flow, therefore any member who misses 3 regularly scheduled meetings within your elected year shall be considered excessively absent, therefore allowing the Board to ask for that member's resignation.

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The Executive Board can then, after accepting the resignation, appoint a new member to the vacated position as an interim replacement, serving in that role for the remainder of the year. The position will then be up for the elected year. There should be a separate meeting called to process the impeachment and appointment of the position in question. The member being asked to resign can present their case at this meeting to the Executive Board members for consideration.

XVIII. Participant Expulsion – The AVYFA Board reserves the right to expel a participant from the league for some period of time of days or permanently. By a Majority vote of the board this expulsion can be administered for such behavior that is found to be detrimental to the integrity of the AVYFA and / or the safety of the participants and volunteers. Such behavior can be defined as but not limited to: fighting, obscenity, lewdness, drug / alcohol use or abuse (physical or mental). This action will be invoked when such behavior is repeated after a warning has been given and ignored. In extreme cases, where safety is an issue and harm is perceived to be eminent, immediate measure will be taken to insure the protection of the participants and volunteers. Appeal of the Participant Expulsion can be handled by notification of the President and having a special Executive board meeting to hear the appeal from the interested parties and having a closed door discussion and re-vote with Executive board members . The Executive Board decisions after the appeal are final. (Refer to Addendum II – Article II – Grievance Procedure) .