

**Weatherford Youth Association  
2010 Rules and Regulations**



**Effective March 1, 2010  
Final Approval: March 22, 2010**

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**Weatherford Youth Association  
2010 Football Rules & Regulations**

**Chapter 1**

**Pledge of Support:** The membership of the Weatherford Youth Association recognizes that we are an Association of volunteers who have joined together in the interest of promoting the ideals of the Weatherford Youth Association (here in after referred to as the WYA) and the Northwest Texas Youth Football (here in after referred to as the NTYF). Therefore, we pledge ourselves to the mutual support of the elected officers and recognize that not all instances can be included within these printed pages and in expression of confidence of our elected Board, hereby grant them the authority to act on matters as they see appropriate and in the best interest of the children. Always remembering that the CHILD IS FIRST and the SPORT SECOND.

**Article I      Organization**

- (a) The name shall be Weatherford Youth Association herein referred to as WYA.
- (b) The WYA is a non-profit organization.
- (c) The WYA will participate as a member of the Northwest Texas Youth Football here in referred to as the NTYF.
- (d) The WYA will follow the rules set forth in the NTYF Bylaws as well as in this document.
- (e) The Northwest Texas Youth Football shall determine all age requirements, schedules, locations, officials, and specific amendments to the NCAA rules.
- (f) The WYA Rules and Regulations govern the operation of the local Weatherford Organization.
- (g) The WYA has the right to resign as part of the NTYF with a majority vote of the Board should it ever become in the best interest of the children of the WYA.
- (h) All Board members, Coaches, and volunteers involved with children shall be required to pass a background check administered by the NTYF. Fees to be set by the WYA on a yearly basis.

**Article II      Purpose/Mission Statement**

- (a) The proper molding and development of the children involved in the WYA will be the primary goal of this association, exceptional skills and/or winning of the game shall be secondary.
- (b) To teach sportsmanship, develop maturity, teamwork, and personal integrity.

- (c) To help in the molding and development of our youth into future community leaders.
- (d) To motivate the youth of this organization with physical skills to achieve the highest level of development possible.

### **Article III General Membership:**

Section 3.01 Eligibility: Parents or guardians of each child participating in WYA or interested persons demonstrating their interest by attending the open association meetings shall be eligible to be a voting member, provided they:

- (a) Pay the yearly membership fee of \$10.00 per person; (Membership is included in the \$20.00 fee for NTYF Background checks)
- (b) Pledge to abide by the Rules and Regulations of the WYA and the Bylaws of both the NTYF and the WYA. Including the parent code of conduct.

Section 3.02 Term of Membership: General Membership in the Association is valid for one calendar year from August 1<sup>st</sup> to August 1<sup>st</sup> of the next calendar year. Membership must be renewed each year.

Section 3.03 Proof of Membership: The lanyard presented with the approved Background check will act as proof of membership in the WYA. Members not completing a NTYF Background check will be presented with a membership card by the WYA Secretary.

Section 3.04 Withdrawal: The withdrawal of all children of a family from the WYA may constitute automatic resignation of membership. No refund of fees will be given.

Section 3.05 Conduct: The Association recognizes that the conduct of its members reflects not only on the individual, but also on the entire program, and has significant impact on the attitudes of the children and youth that we are endeavoring to assist in their development as good citizens and honest adults. Therefore, if any Board Member, Coach, or other Association Member is guilty of misconduct such as:

- (a) abusive language
- (b) fighting
- (c) intoxication
- (d) distributing personal documents / complaints at practice or games
- (e) using league email address information or residential addresses without permission from the owners of these addresses to promote their own agenda or forward propaganda including:
  - (i) sale of products
  - (ii) complaints
- (f) or other behavior which proves to be a detriment to this organization or its objective at games; game sites; practice games; or business meetings;
- (g) Disciplinary action will be taken in the form of removal of membership and/or in

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severe cases banning the said offender from appearance at future sponsored WYA events. The Board can impose a lifetime ban of any member that is proven to be a severe detriment to the WYA players, coaches, parents and/or Board members.

- (h) These issues will be reviewed individually by the Board.

**Section 3.06 Revocation of Membership:** If in the opinion of the Board any participating member including but not limited to: parents, guardians, board members, or coaches are conducting themselves in a manner that is not conducive to the stated objectives of the WYA he/she will lose their membership in the WYA This will be accomplished without affecting the child's participation in the WYA No refund of fees will be given.

- (a) The Board of Directors is required to remove the membership of individual(s) guilty of this type of behavior.
- (b) The removal of Membership in the Association of any parent will not result in the player losing his team membership.

**Section 3.07 Votes:** Each designated member shall have one vote to cast regardless of the number of children he/she has participating in the Association, and must be present at a membership meeting to cast the vote. No proxy voting will be allowed.

### **Article IV Meetings:**

**Section 4.01 Function and Style of Meetings:** The Board will conduct regularly scheduled meetings. There will be one open meeting to the general membership yearly. . The purpose of these meetings will be to conduct normal Association business, enforce rules and codes of conduct, and to settle disputes and protests.

- (a) Meeting Types:

- (i) Regular Meetings will be scheduled monthly with the date being set at the previous meeting.
  - 1) All regularly scheduled meetings associated with the WYA will have a previously prepared agenda, posted via email at least 72 hours prior to the scheduled meeting to WYA Board Members. Except in the case of emergency meetings.
  - 2) There must be a quorum for any meeting to be official.
- (ii) Emergency meetings may be called by any Board Member with 24 hours notice given to all Board Members and (Limit in scope) only cover one (1) subject.

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- 1) General Members may request an emergency meeting in writing to the President or Vice President of the Board. This request may be approved or denied by a majority vote of the Board Members.
- (iii) Polling: In order to hold the number of Board meetings to a minimum, the President or Vice President of the Board may poll members in order to reach decisions regarding specific questions.
- (iv) Phone Votes/Meetings: a phone vote may be called on an emergency issue only with no prior notice. (Example deciding to hold an emergency meeting, issues that arise at a time of year where holding a meeting can not possibly happen within the next 24 hours) This vote report will be sent to all members via email and then recorded by the WYA Secretary and kept on file with the meeting minutes.
- (v) Email Votes: an email vote may be called for on an emergency issue only with notice sent to all Board Members via text message or phone call. (Example allocation of funds at a time that a decision must be made or the delay of a decision will cause the league to miss a deadline or lose money.) Every Vote MUST copy the WYA Secretary. The results will be recorded and kept on file by the WYA Secretary.
- (vi) Text Votes: Phone Text Message Votes will work the same as a phone vote with a record of the final results to be recorded and kept on file by the WYA Secretary.
- (vii) Open Meetings: There will be one annual meeting that is open to the general public, unless the board feels the need to hold more open meetings for the general public.
  - (b) The President or his designated representative will preside over all meetings using the prepared agenda.
  - (c) Meeting minutes will be recorded and made available to the general membership upon written request.

Section 4.02 Quorum: A quorum shall consist of half plus one of the Board. For general membership a quorum shall consist of 10% of the voting membership.

**Article V** Rules and Regulations: These rules and regulations may be altered, amended or repealed by the WYA Board one time per year starting with the second scheduled meeting of the new Board. All changes presented and approved by the Board will take effect March 1<sup>st</sup> (first) of that calendar year and will remain in effect until amended and approved the next calendar year. These changes will be presented to NTYF on the designated date as required in the NTYF Bylaws (any clarification that is needed will be a majority board vote).

**Article VI** Board of Directors

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**Section 6.01 Executive Board:** The Executive Board (here-in-after referred to as the “Board”), is elected by the general membership of the Association. The Board is the governing body of the Association. The Board shall transact all business, enforce all rules and codes of conduct for the Association and have the power to settle all disputes and protests. All decisions of the Board are final.

**Section 6.02 Term:** The Board shall be elected for two year terms with half of all positions being reelected every other year.

- a) To make a term limit to five consecutive years maximum.

**Section 6.03 Board Member Code of Conduct:** Every member of the WYA Board will sign and adhere to a written code of conduct. This document will be signed annually and maintained in two files to be kept by the WYA Secretary and President. Neglecting to fulfill the agreed to code of conduct is grounds for removal from the WYA Board with all penalties in place as listed throughout the WYA Rules and Regulations. See Section 6.04 (d).

**Section 6.04 Board Vacancies:**

- (a) Any director may resign his/her position by written resignation to the Board.
- (b) Any director who is absent from three (3) consecutive Board meetings, having been notified prior to each meeting unless excused by the Board shall have his/her office declared vacant.
- (c) Any director who willingly neglects his/her duties to the detriment of the WYA may be brought to a hearing by the board and a vote of nine of the consisting of a quorum of the remaining Board members is required to take any action.
- (d) Any Board Member that is in violation of the Board Member Code of Conduct or that is found to be acting in a way that is seen as a detriment by the majority of the remaining Board Members will be removed from their position on the Board with a majority vote by the remaining Board Members.
  - (i) Any Board Member that has access to confidential information (concerning background checks, or other issues that are discussed in closed sessions and are not a part of the general meeting minutes) and shares that information with a member of the general public shall be placed on disciplinary probation for the first offense and removed from the Board for the second offense.
  - (ii) In the case that the Board Member is a Head Coach they will forfeit their right to coach for the remainder of the current season and the next four consecutive seasons.
- (e) Any vacancy of the Board shall be filled by nomination and majority vote of the Board and will be for a one year term only.

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### Section 6.05 Election of Officers:

- (a) Elections may be held at anytime during the season up to January 15 of the next calendar year with at least 48 hours notice of election to be held sent to membership via email and posted on the website.
- (b) Nominations will be accepted in a written format to the Board no later than 24 hours prior to the meeting or a date previously set by the existing Board Members. At this time, nominees will be considered.
- (c) Voting members must be present to vote and may complete their preprinted ballots.
- (d) The candidate receiving the greatest number of votes by the general membership shall be declared the winner. In the case of a tie, the current Board of Directors will cast ballots to break the tie.

## Article VII Responsibilities of Directors

Section 7.01 General Responsibilities: All Board members have an assigned job and they are expected to fulfill those duties as listed below in the rules and regulations, along with any additional duties as deemed necessary.

- (a) Any Board member not fulfilling their duties as described in the position description and including: not paying their fees, resigning a position without legitimate reason as determined by the Board Majority, not honoring the commitments shall be removed from the Board and not allowed to coach for two (2) full calendar years in the WYA or hold a Board Position for four (4) full calendar years.
  - (b) No more than four (4) Board members will be allowed to be on one team together in any division except in the case of team numbers not allowing for the members to be divided. (Example only one team in any division)
- (b) **Webmaster:** Webmaster duties will be assigned on a yearly basis. These duties will be assigned based on an individual's skill for this function. This person is responsible for:
  - (i) Overall content and design of the website located at [www.weatherforyouth.com](http://www.weatherforyouth.com)
  - (ii) Maintaining accurate and timely information postings
  - (iii) Input and accuracy of the email listing for all parents associated with the organization
  - (iv) Team schedules posting
  - (v) Team rosters

- (vi) Registration online
- (vii) Yearly calendar
- (viii) All communication to parents, coaches, and board members as approved
- (ix) Maintain all email updates, listings, and Website changes and posting both on the WYA website and NTYF as needed.
- (x) Renewal of the [www.weatherforyouth.com](http://www.weatherforyouth.com) website fees annually in January.
  - (b) The Board may choose to not fill certain positions from year to year based on the needs of the organization. Vacant positions do not count in the quantification of a quorum.
  - (c) Voting: Each Board Member (except the President) is allowed one (1) vote on any given issue.
  - (i) In the case of a tie the President will cast the deciding vote.
  - (ii) Abstaining: Each Board member is allowed the opportunity to abstain from voting on any issue that they feel is a conflict of personal interest. This is an individual decision. However, if you are abstaining because you feel that you do not have adequate information to make a final decision then it is your duty as Board member to explore more discussion on the topic until such time as you are able to make an informed decision.
  - (iii) Conflict of Interest: No Board member will be allowed to vote on any issue that involves:
    - 1) Vendor selection when a relative of the Board Member is the owner of the business. Discussion will be kept open and the Board member in question will be allowed to be present for all discussion and final voting on this issue.
    - 2) Disciplinary action involving the spouse/significant other/relative of any Board Member. Discussion will be open for a predetermined amount of time and the Board member in question will be allowed to address the Board in a civilized manner prior to the vote. The vote and final discussion of this issue will be closed and the Board member in question will not be allowed to be present for these proceedings.

Section 7.02 President:

- The President will preside over all meetings, acting as the facilitator and parliamentarian.

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- The President is a non-voting member of the WYA Board except as needed to provide a tie-breaking vote.
- The President is the Chief Executive Officer of the WYA
- As stated in the WYA Bylaws the President will serve on any committee that is formed in support of the WYA Board.
- The President and Vice President will work with the Treasurer and Director of Cheerleading to process any requests for charity throughout the season.
- ***The President has the ability and duty to sign checks as payment on any WYA account.***
- The President will work signups, team pictures, the annual awards ceremony and concession stand as needed.
- The President will ensure that all procedures are in place to pay game officials.
- The President will help in obtaining Sponsors for the Association.

### Section 7.03 **Vice President:**

- The Vice President will assume the duties of the President if the President is unavailable.
- The Vice President will assume the duties of any other Board Member should a member be unable to perform his/her duties until an election can be held and the open position is filled.
- The President and Vice President will work with the Treasurer and Director of Cheerleading to process any requests for charity throughout the season.
- The Vice President with the Town Representative and the Director of Coaches will preside over the player draft and team placement unless he/she is a coach in any age division and then the President will assume the responsibilities of the Vice President.
- The Vice President is back-up to the Town Representative in case of absence at a NTYF function.
- ***The Vice President has the ability and duty to sign checks as payment on any WYA account.***
- The Vice President will work signups, team pictures, the annual awards ceremony and concession stand as needed.
- The Vice President is a voting position on the WYA Board.
- The Vice President will help in obtaining Sponsors for the Association.
- All duties as assigned by the President.

### Section 7.04 **Secretary:**

- The Secretary will record and preserve the minutes of all meetings, including a computer backup, handwritten and typed records.
- The Secretary will present the meeting minutes to all WYA Board meetings for review and approval.
- The Secretary will maintain the official WYA Binder which contains this document and all approved and signed meeting minutes.
- The Secretary will maintain a record of all voting both at regular meetings and during the WYA Board elections.

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- The Secretary will coordinate and publish an annual newsletter to be distributed to all parents.
- The Secretary will perform the duties of membership coordinator for WYA, including; Sale of memberships, Membership cards.
- The Secretary will maintain a list of all voting members of the WYA
- The Secretary will maintain the WYA Rules and Regulations, including all revisions and copies as needed.
- The Secretary will perform all revisions to any WYA forms.
- The Secretary will solicit bids for a photographer after existing contracts expire.
- The Secretary will coordinate all team photograph times and dates and ensure that the Director of Cheerleading, The Director of Coaches and all Football/Cheer Coaches are aware of the dates and times appointed in partnership with the Director of Public Relations.
- The Secretary will work in conjunction with the Treasurer to coordinate all registration duties including but not limited to: Advertising, Registration locations, Registration dates, Necessary forms, Parent receipts, Collection of funds, special consideration forms and documentation
- The Secretary is responsible for processing all insurance claims jointly with the Town Representative and the Director of Coaches.
- The Secretary will work signups, team pictures, the annual awards ceremony and concession stand as needed.
- The Secretary, Treasure, and the Director of Cheerleading will coordinate the Fundraisers.
- The Secretary is a voting member of the WYA Board.
- The Secretary will help in obtaining Sponsors for the Association.
- All duties as assigned by the President.

### Section 7.05 **Treasurer:**

- The Treasurer will receive and deposit all funds into WYA in a timely fashion.
- The Treasurer will coordinate the payment of all invoices and accounts in a timely manner.
- The Treasurer will maintain an accurate and detailed ledger of all association funds to be presented at every regular WYA meeting.
- The Treasurer will obtain insurance for the association yearly.
- ***The Treasurer has the ability and duty to sign checks as payment on any WYA account.***
- The Treasurer is responsible for presenting all bills to the WYA Board for payment approval throughout the season during regular scheduled meetings.
- The Treasurer will maintain a Player Database in QuickBooks or other software.
- The Treasurer is responsible for collection of monies owed by parents.
- The Treasurer will coordinate year-end filing requirements with the Association's CPA and the State of Texas as needed. Including; Taxes, Non-profit filings, State of Texas requirements, NTYF requirements.
- The Treasurer will work in conjunction with the Secretary to coordinate all registration duties including but not limited to: Advertising, Registration locations,

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Registration dates, Necessary forms, Parent receipts, Collection of funds, special consideration forms and documentation

- The Treasurer will work signups; team pictures, the annual awards ceremony, and concession stand as needed.
- The Treasurer, Secretary, and the Director of Cheerleading will coordinate the Fundraisers.
- The Treasurer will help in obtaining Sponsors for the Association.
- The Treasurer is a voting member of the WYA Board.
- All duties as assigned by the President.

### Section 7.06 **Town Representative:**

- The Town Representative will attend all NTYF meetings and report back to the WYA Board.
- The Town Representative will keep WYA informed of all changes to NTYF policies, to ensure that WYA maintains compliance with all NTYF rules and regulations. This position is required to be the MOST knowledgeable of all rules and regulations affecting the players and coaches involved in the WYA organization. This position must know the rules of both the WYA, and the league that we participate in.
- The Town Representative will obtain all game balls and necessary equipment from NTYF.
- The Town Representative will coordinate compiling the team rosters and official team books in partnership with the Secretary and the Assistant Town Representative.
- The Town Representative will perform necessary duties at the NTYF weigh-ins as required by NTYF.
- The Town Representative will perform all necessary duties involved in setting the season schedule as required by NTYF.
- The Town Representative will distribute schedules to the WYA Board and all Coaches.
- The Town Representative will act as the first contact for any WYA parent to file a complaint against any game officials or other NTYF Organization. (All complaints must be in writing)
- The Town Representative is responsible for ensuring that all scores are reported to NTYF in a timely manner. This may entail contacting every coach every week for final game scores. The Town Representative may designate someone to perform this duty in his place.
- The Town Representative is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Town Representative will work signups, team pictures, the annual awards ceremony and concession stand as needed.
- The Town Representative will help in obtaining Sponsors for the Association.
- The Town Representative is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.07 **Assistant Town Representative:**

- The Assistant Town Representative will attend all NTYF meetings with the Town Representative. (Shared Duty)

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- The Assistant Town Representative will ensure that WYA maintains compliance with all NTYF rules and regulations in conjunction with the Town Representative. (Shared Duty)
- The Assistant Town Representative will assist the Town Representative and the Secretary in the compiling of the team rosters and official team books. (Shared Duty)
- The Assistant Town Representative will perform necessary duties at the NTYF weigh-ins as required by NTYF. (Shared Duty)
- The Assistant Town Representative will perform all necessary duties involved in setting the season schedule as required by NTYF. (Shared Duty)
- The Assistant Town Representative will assist in all issues involving complaints against any coach, assistant coach, board member, parent, game officials or other NTYF Organization. (All complaints must be in writing).
- The Assistant Town Representative is responsible for ensuring that all scores are reported to NTYF in a timely manner. (Shared duty)
- The Assistant Town Representative is responsible for processing all insurance claims jointly with the Director of Coaches and the Secretary.
- The Assistant Town Representative is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Assistant Town Representative will work signups, team pictures, the annual awards ceremony and concession stand as needed and will act as the second director of concessions during the season.
- The Assistant Town Representative will act as the second Equipment Director during signups.
- The Assistant Town Representative will assist the Director of Public Relations in achieving the sponsorship goals of the WYA.
- The Assistant Town Representative will help in obtaining Sponsors for the Association.
- The Town Representative is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.08 **Director of Cheerleading:**

- The Director of Cheerleading will preside over all areas of the cheerleading program and report to the WYA Board. Including: Registration, Advertising, Fees, Uniforms, Equipment.
- The Director of Cheerleading is responsible for soliciting bids ensuring that the items purchased are at the best possible price.
- The Director of Cheerleading will work in conjunction with the Treasurer and the Secretary to coordinate Cheerleading and Football signup dates and advertising.
- The Director of Cheerleading will work as a co-chair or appoint a Cheerleading Representative to work on the Booster Club and assist in the functions of said club.
- The Director of Cheerleading is responsible for coordinating and obtaining a parent sponsor for every squad.
- The Director of Cheerleading is responsible for ensuring that each and every parent representative has a completed background check.

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- The Director of Cheerleading is responsible for relaying all necessary WYA information to the Cheerleading Coaches, and Parents in partnership with the Director of Public Relations.
- The Director of Cheerleading will work in conjunction with the Director of Coaches and all team parents on Homecoming activities.
- The Director of Cheerleading is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Director of Cheerleading will work signups; team pictures, the annual awards ceremony, and concession stand as needed.
- The Director of Cheerleading, Secretary, and the Treasurer will coordinate the Fundraisers.
- The Director of Cheerleading will help in obtaining Sponsors for the Association.
- The Director of Cheerleading is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.09 **Assistant Director of Cheerleading:**

- The Assistant Director of Cheerleading will preside over all areas of the cheerleading program and report to the WYA Board. Including: Registration, Advertising, Fees, Uniforms, Equipment. (Shared Duty)
- The Assistant Director of Cheerleading is responsible for soliciting bids ensuring that the items purchased are at the best possible price. (Shared Duty)
- The Assistant Director of Cheerleading will work in conjunction with the Treasurer and the Secretary to coordinate Cheerleading and Football signup dates and advertising. (Shared Duty)
- The Assistant Director of Cheerleading will work as a co-chair or appoint a Cheerleading Representative to work on the Booster Club and assist in the functions of said club. (Shared Duty)
- The Assistant Director of Cheerleading is responsible for coordinating and obtaining a parent sponsor for every squad. (Shared Duty)
- The Assistant Director of Cheerleading is responsible for ensuring that each and every parent representative has a completed background check. (Shared Duty)
- The Assistant Director of Cheerleading is responsible for relaying all necessary WYA information to the Cheerleading Coaches, and Parents in partnership with the Director of Public Relations. (Shared Duty)
- The Assistant Director of Cheerleading will work in conjunction with the Director of Coaches and all team parents on Homecoming activities. (Shared Duty)
- The Assistant Director of Cheerleading is responsible for processing any open account statements through the Treasurer in a timely manner. (Shared Duty)
- The Assistant Director of Cheerleading will work signups; team pictures, the annual awards ceremony, and concession stand as needed. (Shared Duty)
- The Assistant Director of Cheerleading will help in obtaining Sponsors for the Association.
- The Assistant Director of Cheerleading is a voting member of the WYA
- All duties as assigned by the President.

**Section 7.10 Director of Public Relations:**

- The Director of Public Relations will establish a program for obtaining Sponsors.
- The Director of Public Relations will represent WYA in all local community relations.
- The Director of Public Relations will coordinate and perform all news releases to local press.
- The Director of Public Relations will submit weekly scores and pictures throughout the season to local press.
- The Director Public Relations will maintain the web site on regular bases and make sure all of the information is updated.
- The Director of Public Relations will coordinate any participation in local parades and WISD functions including Roo Little League Night, Weatherford Homecoming Parade, Martin Luther King Parade and Rodeo Parade as well as any events involved in the Peach Festival.
- The Director of Public Relations will solicit community donations and sponsorships as needed.
- The Director of Public Relations must respond or reallocate to all emails.
- The Director of Public Relations is responsible for purchasing all signage and sponsor advertisement as needed throughout the season.
- The Director of Public Relations will coordinate the advertising of signup dates and locations with the Vice President and The Cheerleading Director. If a photo shoot is necessary this person will notify the participants as well as the other Board Members.
- The Director of Public Relations is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Director of Public Relations will work signups, the annual awards ceremony, and concession stand as needed.
- The Director of Public Relations is a voting member of the WYA
- All duties as assigned by the President.

**Section 7.11 Director of Equipment:**

- The Director of Equipment will organize and supervise the preparation and use of all equipment.
- The Director of Equipment is responsible for soliciting bids ensuring that the items used are at the best possible price.
- The Director of Equipment will organize and solicit the bidding of new equipment including but not limited to: Jerseys, Pads, Helmets, Balls, Mouthpieces, Water Bottles
- The Director of Equipment will organize and facilitate the purchase of necessary replacement equipment. Including but not limited to: Helmets, Helmet Decals and Striping, Shoulder Pads, Pants and Jerseys, Pant Pads, Mouth Pieces
- The Director of Equipment will conduct the organization, inventory and storage of existing equipment.
- The Director of Equipment will organize and conduct the cleaning and repair of existing equipment. Including the assistance of other WYA Board members and/or Coaches.

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- The Director of Equipment will maintain accurate records of all equipment throughout the season.
- The Director of Equipment will maintain contact with the Director of Coaches and all Coaches to ensure that equipment is maintained throughout the season up to safety standards.
- The Director of Equipment is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Director of Equipment will work signups, team pictures, the annual awards ceremony and concession stand as needed.
- The Director of Equipment will help in obtaining Sponsors for the Association.
- The Director of Equipment is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.12 **Director of Fields:**

- The Director of Fields will coordinate the upkeep and mowing of the fields including maintaining the fence lines along the road.
- The Director of Fields will coordinate marking the fields for game play. Including:
  - The purchase or donation of paint for the entire season.
  - The marking of yard lines, boundaries and designated water areas.
- The Director Fields is responsible for soliciting bids ensuring that the items used are at the best possible price.
- The Director of Fields will negotiate and arrange for trash service and port-a-johns throughout the season.
- The Director of Fields will maintain the scoreboard, replacing bulbs as needed.
- The Director of Fields will arrange for proper storage of all equipment necessary for the upkeep of the fields, including but not limited to: Chalkier, Weed Killer, Ant Killer, Chains and down markers.
- The Director of Fields will arrange for the clean-up of the fields after each day of home games.
- The Director of Fields is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Director of Fields will work signups; team pictures, the annual awards ceremony, and concession stand as needed.
- The Director of Fields will negotiate agreements for port-a-johns, trash pickup, and ice delivery.
- The Director of Fields will help in obtaining Sponsors for the Association.
- The Director of Fields is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.13 **Director of Concessions:**

- The Director(s) of Concession will be responsible for the initial clean-up of the concession stand prior to the beginning of the season.
- The Director(s) of Concession will stock the concession stand initially with all needed equipment, supplies and food items.
- The Director(s) of Concession will stock the concession stand as needed and maintain an accurate inventory of all items sold in the concession stand.

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- The Director(s) of Concession is responsible for soliciting bids and/or price shopping to ensure that the items sold are at the best possible price.
- The Director(s) of Concession will organize and coordinate the staffing of the concession stand for all days of home games.
- The Director(s) of Concession will ensure that the Director of Coaches and all Coaches are informed of the dates and times each team is responsible for staffing the concessions stand and the front gate.
- The Director(s) of Concession, The President, The Vice President and The Treasurer are allowed to pull funds from the concession stand and the front gate throughout the day to pay the game officials. These individuals are also responsible for maintaining a ledger of all monies in the concession stand and front gate.
- The Director(s) of Concession is responsible for turning over all deposits to the Treasurer in a timely manner for deposit.
- The Director(s) of Concession is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Director(s) of Concession will work signups; team pictures, the annual awards ceremony, and concession stand as needed.
- The Director of Concession will help in obtaining Sponsors for the Association.
- The Director(s) of Concession is a voting member of the WYA
- All duties as assigned by the President

### Section 7.14 **Director of Coaches:**

- The Director of Coaches will assist the Town Representative in any way necessary.
- The Director of Coaches will be the first contact to which a parent may file a complaint against any WYA Football Coach. (All complaints must be in writing)
- The Director of Coaches will organize the purchase of coaching shirts. Including bids, production, payment and delivery.
- The Director of Coaches is responsible for processing any open account statements through the Treasurer in a timely manner.
- The Director of Coaches will work in conjunction with the Director of Equipment to ensure that all equipment is up to safety standards and well maintained.
- The Director of Coaches will work in conjunction with the Director of Equipment to ensure that all equipment is fitted to each player and returned at the end of the season.
- The Director of Coaches is responsible for relaying all necessary WYA information to the Football Coaches, and Parents in partnership with the Director of Public Relations.
- The Director of Coaches will conduct a yearly survey with the Football Parents, compile the results and report back to the WYA Board with the results.
- The Director of Coaches will work in conjunction with the Director of Cheerleading and all team parents on Homecoming activities.
- The Director of Coaches is responsible for processing any insurance claims during the regular season jointly with the Town Representative and the Secretary.
- The Director of Coaches is responsible for soliciting bids for trophies both football and cheerleading. This person will also verify that the spelling of each child's name is correct.

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- The Director of Coaches will work signups; team pictures, the annual awards ceremony, and concession stand as needed.
- The Director of Coaches will help in obtaining Sponsors for the Association.
- The Director of Coaches is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.15 **Director of Booster Club:**

- The Director of Booster Club will coordinate and facilitate the formation of a Booster Club Committee that will consist of parent representatives (preferably from each playing division and cheerleading); this committee will run the overall Booster program.
- The Director of Booster Club will ensure that the Booster club meets and proceeds throughout the pre-season.
- The Director of Booster Club will then present the recommendations for Booster items to the WYA Board for approval. Including a budget for pre-purchased items and a list of items to be advance ordered by the parents.
- The Director of Booster Club is responsible for soliciting bids ensuring that the items sold are at the best possible price.
- The Director of Booster Club will work signups; team pictures, the annual awards ceremony, and concession stand as needed.
- The Director of Booster Club will help in obtaining Sponsors for the Association.
- The Director of Booster Club is a voting member of the WYA
- All duties as assigned by the President.

### Section 7.16 **Chaplain:**

- The Chaplain will coordinate and facilitate a devotional before each board meeting.
- The Chaplain will work closely with the Director of Coaches, all Head Coaches, and the Secretary to make sure all injuries are reported and documented for insurance reasons.
- The Chaplain will also be the representative from the WYA Board if a child/parent/family is hurt during a practice or game to the family if they need any assistance.
- The Chaplain will also be responsible for making sure if a family of the association is in need of help, loss of family member, or sickness during the year, then he/she will coordinate an effort to help this family.
- The Chaplain will also report to the board any information about the child that is hurt, how it happened, where it took place, and if the family or child needs anything.
- The Chaplain will also coordinate with the Secretary to make sure all insurance paperwork has been properly filled out and submitted.
- The Chaplain will meet with any child/parent/family that is hurt during practice or a game if they are sent to the doctor or hospital or if a parent doesn't want their child to participate due to an injury.

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- The Chaplain will also follow up with each child to see how they are doing and make sure the family has everything they need.
- The Chaplain will assist all other board members if they need help with anything.
- The Chaplain will also help the Director of Fields to coordinate any work or up keep of the practice field.
- The Chaplain will help with all sign-ups, concession stand, gate, team pictures, and the annual award ceremony as needed.
- The Chaplain is an appointed position not elected.
- The Chaplain is a voting board member of the WYA
- All duties assigned by the President

### **Article VIII Insurance:**

Section 8.01 Asset Insurance: The WYA is a nonprofit organization and as such is not eligible to obtain theft/liability insurance for any assets owned by the league. Any person pulling the WYA Trailer will be required to cover the trailer under their personal auto insurance policy and to provide the league with a copy of this insurance information prior to pulling the trailer. In the case of theft the WYA will cover the deductible on the homeowner's policy for the location that the trailer is parked at the time of the theft.

Section 8.02 Participant Insurance: All players & cheerleaders shall be provided with insurance as part of their registration fee. The policy shall be in effect from August 1<sup>st</sup> of each year, until the end of the season for each team. Insurance to cover after season tournament play will only be available to WYA players as part of their equipment rental fee. See Tournament Play

- (a) This insurance does not cover injury to a spectator or fan.
- (b) This insurance is a supplementary policy only and covers expenses after the parent/guardian's insurance has paid. There is a \$100 deductible per occurrence that is the responsibility of each individual family.

### **Article IX Financial**

Section 9.01 Refunds: Each circumstance will be reviewed and voted on by the Board before refunds will be given.

- (a) Football: No refund after uniform / equipment has been ordered. All requests will be reviewed individually by the Board.
- (b) Cheerleading refunds will not be given. However, a cheerleader is permitted to sale his/her uniform to another parent if there are interested parties and the uniform size is comparable.

Section 9.02 Payment Plans

- (a) Payment plans are not available after July 1<sup>st</sup>.

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- (b) Three part payments are available as follows:
  - (i) Option #1: 1<sup>st</sup> payment April, 2<sup>nd</sup> payment May, 3<sup>rd</sup> payment June. With the date falling on the pre-set registration date.
  - (ii) Option #2: 1<sup>st</sup> payment May, 2<sup>nd</sup> payment June, 3<sup>rd</sup> payment July. With the payment date falling on the preset registration date.
  - (iii) No equipment issued until payment plan is honored.
- (c) A \$50 penalty applies to anyone that has not completed the payment plan by August 1<sup>st</sup> (first).

### Section 9.03 Fundraiser assistance

- (a) Fundraiser assistance is available at the 1<sup>st</sup> signup date only.
- (b) Any funds over and above the needed registration fees will be halved and then may be used for Booster Club items **at preset registration dates only**. These funds will not be refunded to the participant and any leftover money as of the last registration date in July will become a donation to the WYA scholarship fund.

Section 9.04 Scholarships: The organization will sponsor any player/cheerleader who desires to participate in WYA and cannot afford the registration fees. Scholarships will be issued in accordance with the following guidelines:

- (a) Scholarships will be on a year to year basis with final approval depending upon the availability of funds and Board approval.
- (b) The following criteria are required: Application completed with the Secretary.
- (i) Proof of financial assistance: example food stamps, welfare recipient, copies of last year's W2 forms.
- (c) All scholarship recipients will be required to participate in the Fundraiser Assistance Program for the next playing season and will be approved by the board on each recipient.

## Chapter 2

### Article I Coaches

Section 1.01 Requesting a Team: (New & Returning Coaches) Both new and returning coaches must do the following:

- (a) Submit a letter of intent to coach prior to MAY 1<sup>ST</sup> OF THE UPCOMING SEASON.

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- (i) This letter must be postmarked before May 1<sup>st</sup>.
- (ii) Letter may be sent via email to coaches@weatherforyouth.com, also no later than May 1<sup>st</sup>.
- (iii) Letter may be mailed to 220 Adams Drive Ste 280 # 150 Weatherford, TX 76086.
- (iv) The letter must contain a complete history of their coaching experience in any sport and at least two references. (Example: parents from previous teams, league directors)
- (b) Attend coach's training/meetings as scheduled by the WYA and NTYF every year.
- (c) Pay Background check fee (this includes membership in the WYA and is subject to rate increase by NTYF and WYA), complete required paperwork including a copy of driver's license in a timely manner and pass the background check process as required by NTYF.
- (d) Must purchase and wear designated coach's shirt.
- (e) Complete the coach's interview process. This will be held by designated WYA Board Members prior to awarding any head coach a team.
- (f) If there is not a league banquet/awards ceremony, then the team end of season party must be held at a neutral location where all parents and children are welcome to attend.

Section 1.02 Returning Coaches (Only) must also abide by the following procedures:

- (a) **All of the items listed in section 1.01 above.**
- (b) Every, returning and head coach are required to file a letter of intent requesting a team before the above mentioned May 1<sup>st</sup> deadline.
  - (i) The letter must contain a complete history of their coaching experience in any sport with references provided.
  - (ii) No complaints were received in writing from previous season. If there are complaints on file then;
- (c) Coaches Evaluation: In order to meet its obligation, the Board shall evaluate each returning coach as well as each new coach. The coaches will be evaluated in the following areas:

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- (i) References provided by each coach. (Example: Letter from another sports association or two letters from the community)
- (ii) Past behavior as a coach.
- (iii) Dedication by the coach to the ideas of the WYA
- (iv) Basic knowledge of the game.
- (v) Willingness to relay accurate information to their team.
- (vi) Ability to control the parents associated with their team, including their own family members.
- (vii) Successful completion of the WYA Interview process.
- (viii) Evaluation Form completed by parents and the Board.

Section 1.03 Approvals of all coaches are on an annual basis and all coaches **MUST** complete the approval process at the beginning of each new season. No one is guaranteed a team at any time under any circumstances.

Section 1.04 Coach's Interviews: ALL WYA Head Coaches are required to go through the interview process as set forth by the WYA. Any coach that does not attend his scheduled interview session will not be eligible to coach for that season.

- (a) The interview panel will consist of the Director of Coaches, The President, and two other Board Members who are not coaching and have not previously been on the team with the Coach being interviewed.

Section 1.05 Conduct: HEAD Coach is held responsible for the conduct of their spouse, assistant coaches, team parents, and spectators. While we recognize that it is not always possible to control other people and monitor their actions.

- (a) A Head coach will be evaluated in part on his/her ability to maintain appropriate behavior during practice, games, tournament situations, and the off season.
- (b) If a parent, assistant or head coach is removed from a game they will be eligible for the following suspension at the discretion of the WYA Board:
  - (i) 1<sup>st</sup> Offense: 1 Game Suspension and any other WYA activity for one week.
  - (ii) 2<sup>nd</sup> Offense: Season Suspension from coaching.

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- (c) Any parent, assistant or head coach that is removed from a game will not be allowed on the practice field during the designated suspension time.
- (d) In severe cases that are found to jeopardize the WYA's privilege of playing within the NTYF coaches may be barred from coaching within the WYA for future seasons.

Section 1.06 Concession Stand: All teams are required to work concession stand/gate as requested by the WYA Director of Concessions. Coaches that do not provide staffing for their designated time will be required to work DURING their next scheduled game and will not be allowed to coach that day.

- (a) A second offense will result in that coach being removed as head coach with all the penalties that are involved in this action.

Section 1.07 Practice Requirements: Will adhere to NTYF rules regarding the beginning of practice and the amount of practice time allowed per week.

- (a) Practices shall be held at a WYA preapproved location due to insurance requirements. There will always be at least one Board Member present at the practice site unless:
  - (i) the coach has notified (via email) and received approval by the Director of Coaches and/or the WYA Board
  - (ii) or the WYA has informed the coaches that they are required to relocate practice from the designated facility for a preset amount of time.

Section 1.08 Team Assignments – Coaches

- (a) Coaches with children playing will be given priority when assigning coaches to any division.
- (b) Coaches without children playing will then be assessed and teams allotted as available.
- (c) The Board will encourage coaches to join forces if there are not enough teams in any division for all the coaches that have requested teams.
- (d) All coaches both new and returning must be approved by the Board on a yearly basis.
- (e) Individuals applying for coaching positions will be notified by the Board of its decision.

Section 1.09 Coach Rules and Regulations: All coaches will abide by the rules as set

forth by WYA as well as those set forth by Northwest Texas Youth Football.

- (a) Age Requirements:
  - (i) The Head coach must be at least 21 years of age.
  - (ii) Assistant coaches must be at least 18 years of age.
  - (iii) Student coaches are the responsibility of the Head Coach. The volunteer hours of each student coach must be reported to the Director of Coaches, Director of Cheerleading and the Vice President at the end of each season. A volunteer letter will be sent to the WISD Administration, Coaches and Parents for each volunteer.
- (b) The Head Coach will be approved by a majority vote of the Board of Directors annually.
- (c) The Head Coach will pick assistants as dictated by the NTYF. All assistants are subject to approval by the Board of Directors.
- (d) The Head Coach will pick his/her team parent from the parents on his/her team for the current season. It is required that each team have a designated team parent and the Head Coach is responsible for appointing this person, ensuring that they complete their background check in a timely manner and reporting the name of this person and contact information to Director of Coaches and Cheer Director. See "Responsibilities of Team Parent" in your coach's book.
- (e) All Coaches will sign and adhere to the WYA Code of Conduct at all times. If any coach is found to be in violation of the code of conduct, any of the rules in this document or the NTYF bylaws that coach is subject to removal from his/her position as a coach. If removed that person will not be eligible to coach for the remainder of the current season and the next two (2) consecutive seasons
  - (i) The Coach's Code of Conduct will be signed and two copies kept by the WYA Secretary and the Director of Coaches.
  - (ii) This document changes annually and must be resigned with each new season.
- (f) The Head Coach is responsible for the actions of all players, assistant coaches, parents, grandparents, and guardians on his team.
  - (i) Profanity will not be tolerated and violators will be subjected to immediate removal. This does include all coaches, players and spectators.
  - (ii) There will be no drinking or intoxication at any WYA sponsored functions. Violators will be subject to immediate removal from the area and could face disciplinary actions.

- (iii) There will be no tobacco products allowed on the sideline, practice field, or any WYA sponsored function, (This includes cigarettes and smokeless tobacco of any kind)
- (g) The head coach will attend all meetings at the call of the Director of Coaches or send a suitable representative.

Section 1.10 Complaints Against Coaches: All complaints against coaches must be in writing and delivered no more than one (1) week after said incident to the WYA Board for it to be considered.

- (a) Steps to follow:
  - (i) Discuss issue with your coach first. Calmly and rationally. Never during a game or a practice session. Do not contact your coach at his place of employment.
  - (ii) 24 hour rule should apply in most circumstances. If it is of a strong concern even after 24 hours have passed then it obviously needs addressing.
  - (iii) If issue is not resolved then put your concerns in writing and email or deliver your complaint to your WYA President, Vice President, Town Representative, Director of Coaches or in the case of cheerleading the Director of Cheerleading.
- (b) Not all complaints require immediate action but the Board will convene as soon as possible to discuss any complaint against any coach. This may take place at the next regularly scheduled meeting.
- (c) Complaints regarding violence or injury to a child will call for an emergency meeting and the coach in question will be suspended immediately from all WYA activities until an investigation can be completed. In this case skip section (a) and go directly to your Board.
- (d) In some cases both the coach and the parent involved will be suspended from all WYA activities pending investigation. The child will still be allowed to practice and/or play.
- (e) The coach will be informed that a complaint has been filed and have the opportunity to address the Board in writing stating their side of the incident.
- (f) No letter of complaint will be read by anyone who is not a Board Member, including the coach in question or other parents. Distribution of the complaint to other coaches or parents will be grounds for removal as a Board Member, Coach or member of the Association as well as suspension from all WYA activities.

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- (g) Involvement of children in any issue will be grounds for immediate suspension from all WYA activities.
- (h) In cases where the Coach is a Board Member this person will not be allowed in on any discussions involving the complaint. These complaints will be placed in the coach's file with the WYA and be used in considering whether said coach receives a team in future seasons.
- (i) NTYF should only be contacted as a last resort. They do not police local organizations.
- (j) For any complaints or protest from another playing organization the NTYF Bylaws should be followed and your complaint should go to WYA Board.

Section 1.11 Dismissal of Coaches: In extreme cases it may be to the best interest of the children and the WYA to dismiss a coach. The Board will then immediately vote to replace the Coach. Grounds for dismissal of a head coach are as follows but not limited to:

- (a) A head coach who habitually fails to conduct practice sessions will be subject to dismissal by the Board.
- (b) A coach who is involved in any of the items listed above and after receiving a warning from the Board involves him/herself in a second incident.
- (c) A coach who after receiving a warning abuses the minimum play time rulings as listed by WYA
- (d) If any head coach or assistant coach is ejected by an NTYF official for two games during the season, that person will be removed from coaching responsibilities for the remainder of the season. This will reflect on this person's ability to coach during the next season.
- (e) Any coach that is found to be a detriment to the association and the children of WYA will be removed from his/her position and will not be eligible to coach for the remainder of the current season and the next two (2) consecutive seasons.

## Section 1.12 Equipment

- (a) The head coach is responsible for the proper use and care of all equipment and uniforms assigned to his team including the return of all equipment to the WYA Director of Equipment.
- (b) The head coach, at the end of the season or when a child quits, will be responsible for ensuring that all equipment is collected and returned to the WYA Director of Equipment after last game of the NTYF season for that team. If the required

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equipment is not returned the coach may be required to pay a replacement fee to the WYA. If the fee is not paid or the equipment returned the coach will not be eligible to coach for the next season. Equipment Includes but is not limited to the following:

- (i) Helmets
- (ii) Shoulder Pads
- (iii) Water Bottles and Caddies
- (iv) Tackle Dummies (while supplies last)
- (v) Training Equipment
- (vi) Equipment Bags
- (vii) Footballs and Kicking Tees
- (viii) First Aid Kits
- (ix) Team Books
- (x) And any other items that are provided by WYA

### Section 1.13 Minimum Play Time:

- (a) The Head Coach is responsible for each player getting to play (4) plays per half of each game. This does include special team participation. When a Board member is notified in writing with a complaint. The Head Coach will be consulted, if the problem continues, a Head Coach could be suspended as a result.

## **Article II** Players

Section 2.01 Registration: All players must register with the WYA no later than August 1<sup>st</sup> to be eligible to play in the WYA.

Section 2.02 Player Rules and Regulations: All players must follow the rules and meet the requirements as set forth by Northwest Texas Youth Football and WYA.

Section 2.03 Ability to Play: No child who meets the requirements of Northwest Texas Football will be turned down or prohibited from participation in the WYA.

Section 2.04 Disciplinary Action: Is at the discretion of the Head Coach and may include sidelining that player in question during the next scheduled game or practice. In the case of disciplinary action against a player, the Head Coach must:

- (a) Email his decision to the Director of Coaches within the 24 hours of the incident prior to the action being taken.

Section 2.05 Grade Review: Coaches have the ability to review grades and discipline accordingly.

Section 2.06 Equipment

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- (a) Equipment is available on a first come first serve basis.
- (b) All equipment will be turned in to WYA at the last scheduled NTYF game.
- (c) If equipment is lost, stolen, or damaged beyond normal wear and tear the parent is responsible for replacement of the equipment and will be billed for the cost.

### **Article III** Teams

Section 3.01 Team Size: The number of teams will be determined by the number of participants at the time of the WYA draft.

The size of the teams will be determined by the number of players in each age group. (34)Two teams (51) Three teams (68) Four teams.

Section 3.02 The age divisions are as follows per NTYF.

- (a) The WYA will have the following divisions in. We are playing Grade Pure.
  - (i) Flag Football for 4 & 5 year olds
  - (ii) 1<sup>st</sup> Grade – Tackle Football
  - (iii) 2<sup>nd</sup> Grade – Tackle Football
  - (iv) 3<sup>rd</sup> Grade – Tackle Football
  - (v) 4<sup>th</sup> Grade – Tackle Football
  - (vi) 5<sup>th</sup> Grade – Tackle Football
  - (vii) 6<sup>th</sup> Grade - Tackle Football

### **Article IV** Player Allocation (Draft) - Every child will be on a team.

Section 4.01 Rideshare: Parental Rideshare Requests for team assignment will require a written request from the parents or legal guardian (both Mother and Father) of both children and majority approval of the Board of Directors. There is no guarantee that rideshares will be honored. Rideshare submissions must be in to the Director of Coaches at least 24 hours prior to the draft. Absolutely no rideshares will be honored after the draft has been held. Each Rideshare will only be voted on one time by the Board. Board decision is final.

Section 4.02 Assistant Coach Protection: Each Head Coach may choose one (1) assistant coach prior to the draft and the coach's child automatically placed on his/or her team provided that the child is new to the age group, either by upgrade from a lower age group or by being new to the organization. This includes children, stepchildren, or cases where legal guardianship can be proven.

Section 4.03 Number of Players: The number of players on each team will be determined by WYA in accordance with Northwest Texas Youth Football. See above.

Section 4.04 Opting off of an Existing Team: A player not wanting to return to their

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previous team may request to be placed into the draft by the procedures listed below. There is no guarantee that this request will be honored. All requests will be individually voted on by the WYA Board. If approved the child shall be returned into the draft and is eligible to be drafted by ANY coach unless it is requested otherwise by the parent in writing.

- (a) Any parent can request that their child be placed in the draft by writing a request to the Board of Directors at registration. All requests to be placed back in the draft must be received before August 1<sup>st</sup> of each year. No request submitted after August 1<sup>st</sup> of any calendar year will be considered.
- (b) This will only be voted on one time by the WYA Board, the vote will be based on the first letter received and no subsequent letters will be considered. The Board decision is final.

Section 4.05 Core Team Protection: All coaches may bring with them up to 4 (four) letters of commitment from the parents of player(s) that are wanting to play on that Head Coach's team. This letter must be signed by both parents or signed by responsible parties that are on the players registration form with the league.

- (a) The letter must state the name of the Head Coach and the division that the player will be playing in.
- (b) Letters must be submitted no less than 24 before the draft.

Section 4.06 Draft Process: In the event of two or more teams within a division then each team will draw 1 to 1 until all of the children in that division have been drafted.

- (a) The draft order shall be determined by a drawing of numbers.
- (b) In the event that a new team is to be dropped due to numbers prior to the draft then the last team formed will be the team dropped and its returning players will be added to the pool of players to be drafted.
- (c) If a team must be dropped after the draft due to attrition, then the team with the least number of players will be drafted by the remaining teams in a manner consistent with this article.
- (d) There is a two (2) hour time limit per division. If the time limit expires and the draft and all trades are not complete:
  - (i) The Board Member overseeing the draft will place the remaining players into a hat and they will then be drawn out in the order that the draft is set to proceed. At this point no trades will be allowed except those affecting rideshare and cheerleading needs.

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- (ii) After all players eligible to be drafted are placed on a team, the cheer director will ensure that the cheer squads are approved and no trades are required by the cheer director, the coaches may then make trades if time limit has not been met and the players in question do not affect percentages, or cheer squads.
- (iii) Any player registering after the draft will be placed onto a team; the board will place this player onto the appropriate team with cheer squad numbers in mind.
- (iv) Lottery Draft: All players that did not attend tryouts (both days) and are not protected under the letters of commitment will be placed into a hat and drawn for team assignments after all of the other players have been drafted. The draw will follow draft order.
- (e) Only the pre-approved Head Coach and (1) one Assistant will be allowed in the draft room.
- (f) The Board Secretary will be present in the draft to ensure any special request/rideshares are honored.
- (g) A final roster will be provided to all Head Coaches prior to leaving the draft room.
- (h) The Cheerleading Director will be present in the draft room to ensure that cheer squad assignments and sibling placements are completed accurately. The Director of Cheerleading can and will cause a trade if:
  - (i) The number of cheerleaders on any given team will not allow for that team to be fully formed. There will not be less than 5 cheerleaders on any given team.
  - (ii) There is not a designated coach for the cheer team in question. If no cheer coach has been assigned to a team that Head Coach can not draft a player attached to a cheerleader or is required to trade that player prior to the end of the draft if the situation does not work itself out during the draft process.
  - (iii) No football coach will be allowed to obtain a cheer coach by recruiting during or after the draft.
  - (iv) If the cheer coach is attached to a football player that player is to be drafted in the normal process as listed in this section.
- (i) Draft order is determined by drawing numbers. The coaches will sit around the table in the order that they will be selecting their teams.
- (j) All draft picks are final and no trades will be allowed once the roster is set and the draft is complete.

### **Article V      Tournament Play:**

## WYA Rules and Regulations effective March 1, 2010

Section 5.01 WYA Fees: All players will pay WYA a non-refundable \$25 fee for insurance and pad rental. Players that have their own pads will pay \$10 for insurance.

Section 5.02 Equipment: Any pads not returned will be charged \$130. Any player not returning equipment will not be allowed to register for the next season until equipment is returned or the payment is received.

Section 5.03 Tournament Fees: Tournament registration fees and jerseys are the responsibility of the individual teams. Sponsorship is encouraged.

Section 5.04 Team Formation: Tournament teams are the combined players from each grade division: Bantam, Minor, Major.

Section 5.05 Play Time: There are no guaranteed minimum play times or amounts.

Section 5.06 Tournament Coach Rules:

- (a) Any coach caught changing birth certificates or playing ineligible players will be suspended from coaching in WYA for life.
- (b) If a roistered WYA player does not meet the birth date requirements for any tournament:
  - (i) Special permission will be requested from the tournament director for that child to play in the same division he played during the regular season.
  - (ii) If permission is not granted then that player will be allowed to play up or down depending on the rules of the tournament.
  - (iii) If this is not acceptable to the WYA or the parent of child then the child will not play. Absolutely no unethical actions will be taken by any Parent, Coach or Board member.
- (c) No team shall be allowed to play in more than one tournament during the same weekend.

## **Article VI** Cheerleaders

Section 6.01 Registration: All girls who participate with the WYA must register with the WYA. The registration dates shall be determined by the WYA. These dates shall be adequately advertised by the organization.

Section 6.02 Parent Membership: The parents or legal guardians, of all cheerleaders, are eligible to participate in the general elections of the WYA by becoming a member of the organization. See Chapter 1 Article III Section 3.01.

Section 6.03 Cheerleader Rules and Regulations: Requirements are as follows:

- a) Age: No child shall be under the age of four as of September 1<sup>st</sup>, unless they have a sibling participating in the football or cheerleading programs. These children MUST be accompanied at all practices and all games by a designated adult unless it is proven that the said child is able to participate in the practices and the games without parental involvement.
- b) Team Assignments: The Director of Cheerleading will set up team assignments as follows:
  - i) Assignments will be made immediately following the football draft.
  - ii) If a cheerleader has a sibling/friend playing football then that cheerleader will be assigned to that sibling's team.
  - iii) Any cheerleader with a father/mother holding a position, as head coach will be assigned to a team which their parent coaches.
  - iv) Cheerleaders without siblings will be assigned to grade appropriate squads.
- c) Coaches: All head coaches must complete a background check as per NTYF requirements. There will be no more than two coaches per squad, one being the head coach.
  - i) Responsibilities include:
    - (1) Coaching at at least two practices per week until such time that the coach feels that the squad has progressed to a point that less practice time is needed. Coaching at games.
    - (2) Assisting in the Homecoming festivities. Including the performance of a dance routine, decorations, and planning.
    - (3) Assisting in the year-end Banquet/Team Party. Including the sale of tickets, decorations, awards, and presentation.
- d) Games: Half time activities are as follows:
  - i) Shall be shared by the opposing team. If we are the HOME team then we will walk across to the visitor side perform at least one (1) cheer for the opposing team's fans.
  - ii) Exchange prepared "Spirit Sticks" with the cheerleaders of the opposing team.

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- iii) Escort the opposing team's cheerleaders across to our side of the field for their performance of a Spirit Cheer for our Fans.
- e) Breaks: Shall be 5 to 10 minutes during halftime or at the start of the third quarter.
- f) Uniforms: Shall consist of the following:
  - i) Matching skirt, shell, bloomers, socks, hairbows and poms. All will be provided by the WYA as a part of the registration fee.
  - ii) For cold weather wind suits are preferred but not required. If you chose to wear anything other than the purchased wind suit then all items shall be worn under the uniform and should be black in color.
- g) Accessories:
  - i) Megaphones are not required but may be purchased through the Booster Club at the beginning of the season. Team megaphones are the property of the WYA and are available on a limited basis. These are to be returned at the end of the season to the Cheerleading Director.
  - ii) Cheer Buckets are optional. These items may be made individually by the parents/coaches or cheerleaders at their own expense. These items may be donated to a squad by a sponsor.

**Article VII** Practice Facility Rules: We are guests at any facility we use and will adhere to the requests/requirements of said facilities.

- (a) Church of God Campgrounds:
  - (i) Do not block residents driveways
  - (ii) Park in designated "Parent Parking". Located:
    - 1) in the paved lot to the west of the auditorium
    - 2) grassy area to the south of the tennis courts
  - (iii) Coaches Only Parking around the practice field:
    - 1) Only coaches hauling water and equipment will be allowed to park surrounding the practice facility.
    - 2) Only Cheer coaches are allowed to park bordering the red brick dormitories.

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- (iv) Booster Parking: The Booster trailer will be pulled onto the grass on the south side of the red brick dormitories.
- (v) No smoking or tobacco products
- (vi) No alcohol
- (vii) No pets of any size or kind – this is for the safety of the children and is also a liability issue for the pet owner.
- (viii) Maintain the porta-john area
- (ix) Pick up trash in your practice area
- (b) WISD Facilities: All WISD rules are in effect.